



مانو ماڈل سینئر سکنڈری اسکول، حیدرآباد
MANUU Model Senior Secondary School, Hyderabad
CBSE Affiliation No: 120001, School Code: 59540

Academic Session 2023-24

The following committees have been formed for the smooth and effective functioning of school activities during the academic year 2023-24. All the staff members are requested to extend their whole-hearted cooperation. The conveners & Co-Conveners will meet at regular intervals and review the progress of their Programmes. The conveners & Co-Conveners are requested to hold meeting of their committee under intimation to the undersigned.

S.No	Committees and Responsibilities	Names	Signature
1.	<u>Admissions Committee:</u>		
	<i>Chairperson</i>	Dr. Kafil Ahmad (Principal)	
	<i>Convenor</i>	Ms. Meraj Begum (PGT)	
	<i>Co-convenor</i>	Mr. Kurnool Johny Prasad (PGT)	
	Member	Mr..Hasan Bin Ali (PGT)	
	Member	Ms. Maimoona Begum (PGT)	
	Member	Dr. Ashraf Ali Khan (PGT)	
	Member	Mr. G. Mohd Althaf (TGT)	
2.	<u>Class-Time Table Committee:</u>		
	<i>Convenor</i>	Ms.Masarrath Sultana (TGT)	
	<i>Co-convenor</i>	Ms. A.R Shereen Hashmi (TGT)	
	Member	Ms.Syeda Naheed Anjum (PGT)	
	Member	Ms. Roohi Ghazala (TGT)	
3.	<u>Morning School Assembly:</u>		

S .No	Committees and Responsibilities	Names	Signature
	<i>convenor</i>	Mr.Muktar Ahmed (TGT)	
	<i>Co-Convenor</i>	Ms.Khaja Banu (TGT)	
	Prgramme Incharge I	Dr.Ashraf Ali Khan (PGT)	
	Programme Incharge II	Dr.Fathulla Bakthiary (TGT)	
	Programme Incharge III	Mr.Mohd. Idris Ahmed (PRT)	
	Member	Mr.Mohd.Zahed (PRT)	
4.	<u>Academics:</u>		
	<i>Convenor</i>	Ms.Maimoona Begum (PGT)	
	<i>Co-Convenor</i>	Mr. Ashraf Ali Khan (PGT)	
	Member	Dr. Fathaullah Bakhtiyari (TGT)	
	Member	Mr. G. Mohd Althaf (TGT)	
5.	<u>Substitution record maintenance for Secondary and Sr. Secondary Section :</u>		
	<i>Chairman</i>	Dr. Kafil Ahmad (Principal)	
	<i>Convenor</i>	Ms.Maimoona Begum(PGT/ Mr.Hasan Bin Ali (PGT)	
6.	<u>Internal Examination:</u>		
	<i>Convenor</i>	Mr. Hasan Bin Ali (PGT)	
	<i>Co-Convenor</i>	Dr.Sandip Adhaar Chavan (TGT)	
	Member	Dr. Ahmad (PGT)	
	Member	Mr. G. Mohd Althaf (TGT)	
	Member	Mr.M.A.Majid (LDC)	
7.	<u>Repair and Maintenance:</u>		
	<i>Convenor</i>	Ms.Nishat Fatima Mohammed (SO)	
	<i>Co-Convenor</i>	Mr. M.A.Majid (LDC)	
	Member	Dr.Ashraf Ali Khan (PGT)	

S.No	Committees and Responsibilities	Names	Signature
	Member	Mr.Mohd Zahed (PRT)	
8.	<u>e-Learning Committee (Online Classes ,IT Solution & PPT work):</u>		
	<i>Convenor</i>	Mr..Waseemuddin MD (PGT)	
	<i>Co-Convenor</i>	Mr. Sammaiah Seelothu (PGT)	
	Member	Ms. Meraj Begum (PGT)	
	Member	Dr. Adil Abbas Abbasi(PGT)	
	Member	Ms. A.R Shereen Hashmi (TGT)	
	Member	Mr. G. Mohd Althaf (TGT)	
9.	<u>Library:</u>		
	<i>Convenor</i>	Ms. Yasmin Banu (Librarian)	
	<i>Co-Convenor</i>	Ms. Meraj Begum (PGT)	
	Member	Dr. Adil Abbas Abbasi(PGT)	
	Member	Mr.Sammaiah Seelothu (PGT)	
	Member	Dr. Fathaullah Bakhtiyari (TGT)	
	Member	Mr. Sandip Adhar Chavan (TGT)	
10.	Anjuman Urdu Zaban, Adab aur Saqafat:		
	<i>Convenor</i>	Dr. Fathaullah Baqtiyari (TGT)	
	Member	Dr. Fahim Ashraf(TGT)	
	Member	Ms. Syed Tahseen Ara (TGT)	
11.	Science Labs:		
	Chemistry	Dr. Adil Abbas Abbasi(PGT)	
	Physics	Ms.Syeda Naheed Anjum(PGT)	
	Biology	Ms. Maimoona Begum (PGT)	
	Biotechnology	Mr. Waseemuddin MD (PGT)	

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12.	<u>Mathematics Lab:</u>		
	<i>Convenor</i>	Mr.Hasan Bin Ali (PGT)	
	Member	Ms.A.R Shereen Hashmi (TGT)	
	Member	Mr. Mohammed Mahmood Qureshi (TGT)	
13.	Social Studies Lab:		
	<i>Convenor</i>	Dr. Ahmad (PGT)	
	<i>Co-Convenor</i>	Mr. Kurnool Johnny Prasad (PGT)	
	Member	Ms. Nafeesunnisa Begum(PGT)	
14.	Cultural Activities:		
	<i>Convenor</i>	Ms. Roohi Ghazala (TGT)	
	<i>Co-Convenor</i>	Ms. A.R Shereen Hashmi (TGT)	
	Member	Ms. Meraj Begum (PGT)	
	Member	Mr. Muktar Ahmed (TGT)	
	Member	Ms. Khaja Banu (TGT)	
	Member	Ms. Syeda Usqa Hafiya (TGT)	
15.	Science. Social Sc. & Craft Exhibition:		
	<i>Convenor</i>	Mr.waseemuddin MD (PGT)	
	<i>Co-Convenor</i>	Dr. Adil Abbas Abbasi(PGT)	
	<i>Member</i>	Ms.Nafees Unnisa Begum	
	Member	Ms.Syeda Naheed Anjum(PGT)	
	Member	Mr. Kurnool Johnny Prasad (PGT)	
	Member	Ms. Roohi Ghazala (TGT)	
16.	<u>Quiz Competition:</u>		

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	<i>Convenor</i>	Ms.Nafees Unnisa Begum (PGT)	
	<i>Co-Convenor</i>	Mr.Md.Ali.Jinnah Khan Pathan (TGT)	
	Member	Mr. Sandip Adhaar Chavan(TGT)	
	Member	Dr. Adil Abbas Abbasi(PGT)	
	Member	Mr.Waseem Uddin MD (PGT)	
17.	School wall Magazine:		
	<i>Convenor</i>	Dr.Ashraf Ali Khan (PGT)	
	<i>Co-Convenor</i>	Dr. Fahim Ashraf (TGT)	
	Member	Ms.Meraj Begum (PGT)	
	Member	Dr. Fathaullah Baqtiyari(TGT)	
	Member	Ms. Syed Tahseen Ara (TGT)	
18.	Sports and Games Activities:		
	<i>Convenor</i>	Mr . Mukhtar Ahmed (TGT)	
	<i>Co-Convenor</i>	Ms .Khaja Banu (TGT)	
	Member	Mr. Md.Ali Jinnah Khan Pathan (PRT)	
	Member	Dr. Adil Abbas Abbasi(PGT)	
	Member	Ms. Syeda Usqa Hafiya(TGT)	
19.	<u>Student Disciplinary Committee:</u>		
	Convenor	Mr.Muktar Ahmed (TGT)	
	Co-Convenor	Roohi Ghazala	
	Member	Dr. Fahim Ashraf (TGT)	
	Member	Mr.Hasan Bin Ali (PGT)	
	Member	Dr. Ashraf Ali Khan (PGT)	
	Member	Mr. Sandip Adhaar Chavan(TGT)	
20.	<u>Parents Teachers Association:</u>		
	Convenor	Dr. Kafil Ahmad (Principal)	
	Co-Convenor	Ms. Meraj Begum (PGT)	

S .No	Committees and Responsibilities	Names	Signature
	Member	Ms. Roohi Ghazala (TGT)	
	Member	Mr.Mukhtar Ahmed (TGT)	
	Member	Mr. G.Mohd Althaf (TGT)	
21.	<u>Scholarship Committee:</u>		
	<i>Convenor</i>	Mr. Waseemuddin MD (PGT)	
	<i>Co-Convenor</i>	<u>Mr.Md.Ali Jinnah Khan Pathan (PRT)</u>	
	Member	Ms. A.R Shereen Hashmi(TGT)	
	Member	Mr. Mohd Zahed (PRT)	
22.	<u>Educational Excursion and Field Trips:</u>		
	<i>Convenor</i>	Mr.Muktar Ahmed (TGT)	
	<i>Co-Convenor</i>	Ms. Khaja Banu (TGT)	
	Member	Ms. Meraj Begum(PGT)	
	Member	Mr.Hasan Bin Ali	
	Member	Mr. Waseemuddin MD (PGT)	
23.	<u>Guest Lectures and Human Resource Development:</u>		
	<u>Convenor</u>	Dr.Fahim Ashraf (TGT)	
	Member	Ms. Meraj Begum(PGT)	
	Member	Mr. Hasan Bin Ali(PGT)	
	Member	Mr. Syed Samiullah Hussaini (PRT)	
24	<u>Press Note:</u>		
	Convenor	Dr. Fathaullah Baqtiyari(TGT)	
	Co-Convenor	Mr. G.Mohd Althaf(TGT)	
	Member	Mr.Ashraf Ali Khan (PGT)	
25.	<u>Admission Record Keeping:</u>		
	<i>Convenor</i>	Ms.Nishat Fatima Mohammed (SO)	
	<i>Co-Convenor</i>	Ms.Meraj Begum (PGT)	

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	Member	Mr.Mohd Zahed (PRT)	
	Member	Mr. M.A.Majid (LDC)	
26.	<u>All Matter Related to CBSE Examinations:</u>		
	<i>Convenor</i>	Mr. Kurnool Johnny Prasad (PGT)	
	<i>Co-Convenor</i>	Dr. Adil Abbas Abbasi (PGT)	
	Member	Dr.Fahim Ashraf (TGT)	
27.	<u>Local Purchase Committee:</u>		
	<i>Chairman</i>	Dr. Kafil Ahmad (Principal)	
	<i>Co-Convenor</i>	Mr. Muktar Ahmed (TGT)	
	Member	Mr.Kurnool Johny Prasad (PGT)	
	Member	Mr.M.A.Majid (LDC)	
28.	<u>Upgradation of Infrastructural Facilities:</u>		
	<i>Chairman</i>	Dr. Kafil Ahmad (Principal)	
	Convenor	Ms.Nishat Fatima Mohammed (SO)	
	<u>Co-convenor</u>	Mr. Waseemuddin MD (PGT)	
	Member	Mr. Muktar Ahmed (TGT)	
	Member	Mr. M.A.Majid (LDC)	
29.	<u>Student Council:</u>		
	<i>Convenor</i>	Dr. Ahmad (PGT)	
	<i>Co- Convenor</i>	Mr.Waseemuddin MD (PGT)	
	Member	Mr.Muktar Ahmed (TGT)	
	Member	Ms.Roohi Ghazala (TGT)	
		Four Senior Student to be nominated by the Senior Teachers	
30.	<u>Maintenance and Cleanliness of School Campus:</u>		

S .No	Committees and Responsibilities	Names	Signature
	<i>Convenor</i>	Mr.Sandip Adhaar Chavan (TGT)	
	Member	Ms.Nafees Unnisa Begum (PGT)	
	Member	Ms .Khaja Banu (TGT)	
	Member	Ms.Nishat Fatima Mohammed (S.O)	
31.	<u>Horticulture & Beautification of School Campus:</u>		
	<i>Convenor</i>	Ms.Syeda Usqahafiya (TGT)	
	Member	Mr.Mukhtar Ahmed (TGT)	
	Member	Ms .Roohi Ghazala (TGT)	
	Member	Ms.Masarrath Sultana (TGT)	
	Member	Mr.Sandip Adhaar Chavan (TGT)	
32.	<u>Language Enrichment Committee:</u>		
	Urdu	Dr.Syed Fathaullah Baqteyari (TGT)	
		Dr. Faheem Ashraf (TGT)	
		Ms. Syed Tahseen Ara (TGT)	
	English	Ms. Meraj Begum	
		Mr. G.Mohd Althaf(TGT)	
	<u>Hindi</u>	Dr. Ashraf Ali Khan(PGT)	
		Mr.Sandip Aadhar Chavan(TGT)	
33.	<u>First Aid and Medical Health:</u>		
	<i>Convener</i>	Ms.Maimoona Begum (PGT)	
	<i>Co-Convener</i>	Ms.Syeda Naheed Anjum (PGT)	
	Member	Ms. A.R. Shereen Hashmi (TGT)	
	Member	Ms.Masarrath Sultana (TGT)	
	Member	Ms .Khaja Banu (TGT)	
34	<u>Mid Day Meal</u>		
	Convernor	Md.Ali Jinnah Khan Pathan (PRT)	

S .No	Committees and Responsibilities	Names	Signature
	Member	Mr.Muktar Ahmed (TGT)	
	Member	Ms.Khaja Banu (TGT)	
	Member	Ms. Syeda Usqahafiya (TGT)	
35	<u>U-Dise</u>		
	Convenor	Mr.Ather Mohiuddin (PRT)	
	Member	(All Class Teachers)	

(Dr. Kafil Ahmad)
Principal