

S.N.	DUTY ASSIGNED	NAME OF THE TEACHER/STAFF
1	Documents submission at gate by parents	MR. A SOMESHWAR RAO
2	Documents collection and Handing over to Mr. B S Rao	Mr. NILESH MS. ALKA
	Documents verification and providing admission number	MR. B. S. RAO
	Filling of UBI Format	Mr. NILESH MS. ALKA
5	UBI PORTAL DATA ENTRY	I A: MS. BABITA MS. PRIYANSHI IB: MS. KOMAL MS. ALKA IC: MR. BABLU
6	FIRST & SECOND VERIFICATION, FEES CHALLAN GENERATION AND SENDING MESSGAE TO PARENTS	MS. SONALI