



केन्द्रीय विद्यालय पानबाड़ी
बी.एस.एफ. परिसर, डाकघर-आलमगंज, जिला. धुबरी (असम), पिन कोड-783 339
Kendriya Vidyalaya Panbari
BSF Campus, P.O.-Alamganj, Dist.-Dhubri (ASSAM), Pincode-783 339

COMMITTEES FOR THE SESSION 2022 -23

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2022-2023. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or any member of the committee. In absence of the in – charge the next senior member of the committee will automatically be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately if needed. In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure. Action plan for effective implementation of assigned responsibilities may be submitted as and when required.

1. **ACADEMIC AND ADMINISTRATIVE SUPPORT :-**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr. Sarwan Kumar	PGT(Chem)	I/C	
2	Mr. Shailendra Kumar	PGT (Hindi)	Member	
3	Mr. Arkopal Ray	PGT (CS)	Member	
4	Mr. Saurabh Kumar Soni	PGT (Eco)	Member	

Duties: -

- a) The committee will help the Principal in day to day academic and administrative matters.
- b) Any discrepancy observed must be brought to the notice of the Principal immediately.
- c) To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN)
- d) Any other work assigned by the principal in day to day administrative matter.
- e) To ensure the attendance register, teacher's diary and daily diary is written as per norms, guiding the respective subject teachers in the subject committee meeting as a Convener of the subject committee.
- f) To inform the Principal about the lapses, deviations in the subject committee report.
- g) To ensure the maintenance and submission of anecdotal record under CCE and CMP as per guidelines to the Principal.
- h) Distribution of Teachers and Students diary.
- i) To maintain record of all activities related to academics.
- j) To distribute list of text books, Note books, option forms and other details.
- k) To maintain minutes of academic meetings.
- l) To organize and conduct Parent teacher meetings for all the classes.
- m) To send the information to parents regarding academics.
- n) **Student Enrolment, Staff Vacancy Position** To collect the data and send to RO through, LDC on the last working day.
- o) **Appointment of Contractual Teachers** To draft the advertisement and give it in the Newspaper. To prepare for the interview. To prepare the panel. To call the teachers as and when required and to complete all the necessary formalities.



2. ADMISSION: -

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Sarwan Kumar	PGT (Chem)	I/C	
2.	Mr. Arkopal Ray	PGT (CS)	Member	
3.	Mr. A. K. Roy	TGT (Math)	Member	
4.	Mr. Milap Kumar Saha	PRT	Member	
5	Mr. Bijender Kumar	PRT	Member	

Duties: -

- Monitoring of T. Cs issued, uploading of registered application in the web site, uploading of TC on regular basis, Monthly updating the students' enrolment.
- Advertisement, issue of application forms, registration.
- Scrutiny of the forms. Preparation of lists for lots. Preparation of list for provisional admission.
- Admissions to all classes as per KVS norms,
- Maintenance of admission registers.
- Sale and registration of admission forms as per the schedule given by KVS.
- Scrutiny of registration forms as per the admission guidelines given by KVS
- Preparation of provisional list of selected candidates for all the classes.
- To administer the admission test and preparation of merit list as per the admission guidelines by the KVS.
- To take the approval of VEC before the release of the merit list.
- Maintenance of admission registers.
- Admission of candidates based on KV TC as per KVS norms.
- Local transfer admissions.
- Admissions as per RTE Act.
- Maintenance of admission records as per KVS guidelines in the prescribed proformas.
- Details of admission uploading on the website.
- The members of committee will coordinate the entire admission process and discharge all related works regarding admission from class 1 to12 in the Vidyalaya as per KVS Admission Guidelines.



3. EXAMINATIONS(Internal): -

S. NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Raghwendra Madhav	PGT (Geo)	I/C	
2.	Mr. Abhishek Kumar	PGT(Hist)	Member	
3.	Mr. Gopal Sharma	TGT(Art)	Member	
4.	Mr. Kishan Kumar	PRT	Member	

Duties: -

- To prepare an action plan for conducting monthly test for classes III to V, and XI, XII and other classes. Conducting Periodic Tests, half yearly Exam, and Session Ending Exam as per KVS
- norms.
- To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.
- To procure the result register, progress reports, certificate of school-based evaluation and other stationery well in advance by giving requisition to the Principal well in advance.
- To conduct the test as per guidelines.
- Declaration of results as per the KVS schedule.
- To maintain and place all the records pertaining to examination before the member of panel inspection team.
- To issue the notices, circulars of the examinations to the staff from time to time.
- To visit KVS, Regional Office, Guwahati and CBSE websites regularly for the examination notices, circulars.
- To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.
- To update examination details on website regularly. Internal – Planning & conduct of Monthly Tests/UT/HY/SEE/Pre-Boards as per schedule. Distribution of progress cards, study materials & practice set papers.
- Updating school website regularly. Internal – Planning & conduct of
- Periodic Tests, half yearly Exam, and Session Ending Exam as per schedule. Distribution of progress cards, study materials & practice set papers.



4. CBSE Related Work– (IX, X, XI, XII):

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Raghwendra Madhav	PGT (Geo)	I/C	
2.	Mr. Abhishek Kumar	PGT (History)	Member	
3.	Mr. Lal Singh	PGT (Physics)	Member	

Duties: -

All works/Tests/Exams related to CBSE. Taking care of timely dispatch of CBSE letters/uploading the data to CBSE web site. Taking care of all student needs connected to CBSE. Maintenance of Board Result registers for class X and XII.

- To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
- Registration for Class IX to XII, filling of the forms and completing the formalities time bound.
- Correspondence for school affiliation and its updating.
- Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.
- Maintaining the record of shortage of attendance and correspondence with CBSE board.
- Framing the practical time table in liaison with other subject teachers.
- Conducting the CBSE board exam as per the CBSE norms.

5. EXTERNAL EXAMS – NIOS etc.:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Raghwendra Madhav	PGT (Geo)	I/C	
2.	Mr. Abhishek Kumar	PGT (History)	Member	
3.	Mr. Arkopal Ray	PGT (CS)	Member	
4.	Mr. Gopal Sharma	TGT(AE)	Member	
5.	Mr. Kishan Kumar	PRT	Member	

Duties:

- To conduct the exams as per the norms
- Arrangement & conduct of exam as per guidelines given by the respective agency.
- To maintain the record and send the data from time to time to the concerned.



6. TIME TABLE AND ARRANGEMENT COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr.Ajoy Kumar Roy	TGT(MATHS)	I/C	
2.	Mr. Amarendra Kumar Gupt	TGT(WET)	Co In charge	
3.	Mrs Pratyusha Parveen	TGT (English)	Member	
4	Mr. Milap Kumar Saha	PRT	Member	

Duties:

- To prepare the class time table and teachers time table as per KVS norms.
- To prepare the special time table & after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS.
- To prepare the special time table for remedial teaching (weak students in all classes).
- To give arrangement work for the teachers.
- To display copy of arrangement, work in the notice board.
- Preparation of part time teachers and salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers.
- To maintain the arrangement, register.
- Monitoring of regular, zero period.
- To prepare the duty chart of corridor - day wise
- To arrange the classes of the teachers on daily basis who are on leave/OD.

7. FURNITURE AND MAINTAINANCE OF FIXTURES AND ASSETS:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Bhoopendra Singh	TGT (Lib)	I/C	
2.	Mr. Abhishek Kumar	PGT(History)	Member	
3.	Mr. Kishan Kumar	PRT	Member	

Duties:

- To maintain the record of room wise/dept. wise distribution of furniture.
- To take initiative to see that the broken furniture is repaired regularly.
- To Prepare the list of broken furniture which are to be condemned.
- To see that the school furniture is to be replaced in class rooms/dept. after school functions like – Sports Day, Republic Day, Annual Day, Independence Day or any other Function.
- To see any shortages, deficiency of furniture and report to the Principal.
- To ensure regularly that no furniture is lying in the corridors or in the open space.
- To store and stock the broken or old furniture properly.
- Maintenance of stock register of furniture of the class-wise, staff room, labs, depts., library, office, Principal room etc.,
- Submission of requirements if any. Preparation of annual condemnation list.



8. CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES (SWACHH BHARAT ABHIYAN), WATER POINTS, TOILETS, CORRIDORS:

S.NO	NAME	DESIGNATION	MEMBER	Remarks	SIGNATURE
1	Mr. Amarendra Gupt	TGT (WE)	I/C	1 st floor Boys toilet	
2	Mrs. Debarati Chowdhury	PRT (Music)	Member	Ground floor Girls Toilet	
3	Mrs Pratyusha Praveen	TGT(Eng)	Member	1 st floor Girls toilet	
4	Mr Saurabh Kumar Soni	PGT (Eco)	Member	Water Points of Both floors	
5	Mr Bijender Kumar	PRT	Member	Ground floor Boys Toilet	
6	Mr Ambika Rabha	Sub Staff	Member		
7	Mrs. Parvees	Sub Staff	Member		
8	All Class Teachers		Member	Class room and lobi infront of class room	

Duties:

- To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
- To ensure the provision of dustbins in all the class rooms.
- To appraise the Principal about the cleanliness of school building from time to time.
- To supervise the work of the people deployed under housekeeping.
- To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.
- To clear the wild bushes and thorny plants that are growing in different parts of school campus.
- To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- To ensure cleanliness of area around the staff quarters.
- To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
- In – charge can assign the work wing – wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders.
- To ensure that the wash rooms are cleaned twice daily by the house keeping ladies. To keep a record of this in the proforma supplied by the KVS RO Guwahati.
- Functioning of Vending Machine-
 - Upkeep of the machine
 - AMC to be maintained.
 - Help and guide the students
- To prepare the monthly report on Sanitation/cleanliness for dispatch to the Regional office.



9. GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS AND STAFF QUARTER CAMPUS: All ACTIVITIES RELATED TO ENVIRONMENT AND CLEANLINES IN AKAM,VIDYALAYA SWACHTA PURUSKAR ,GREEN SCHOOL AWARD

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr.A K Verma	PGT (Bio)	I/C	
2.	Mr. Sitaram Sukariya	PGT(English)	Member	
3.	Mr. Amarendra Gupt	TGT (WE)	Member	
4.	Mr. Gopal Sharma	TGT (AE)	Member	
5.	Mr. Akash Porwal	TGT(Skt)	Member	

Duties:

- To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.
- To procure ornamental plants and other flower bearing plants in consultation with Principal.
- To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
- To procure fertilizers, manure, pesticides in consultation with Principal.
- Preparation of placards in different areas of garden.
- Numbering of tress and potted plants.
- Celebration of Vanamahostava in consultation with principal and forest dept.
- To motivate the children for gardening and beautification.
- To develop medicinal plant garden in the campus.
- To display the quotations in the corridors and class rooms.
- To fix bulletin board in the class room for display of educational charts.
- To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.
- To ensure the display of material in the bulletin boards.
- To supervise the work of the gardener.

10. CLUB ACTIVIES:

S.NO	NAME	DESIGNATION	Club	SIGNATURE
1.	Mr Lal Singh	PGT PHY	NCSC/KVPY/NTSC/JNNSMEE/CCT /Quizes/Green Olympiads/ science exhibition/all other Olympiads	
2.	Mr. A K Verma	PGT(Bio)	Science Club/Eco Club/Nature Club	
4.	Mr Gopal Sharma	TGT AE	Art Club	
5.	Mr. Amrendra Gupt	TGT WE	Adventure Club	
6.	Mrs Debarati Chowdury	PRT Music	Music Club/SPIC MACAY/Integrated club/Routs to Roots	
7.	Mrs.Pratyusha Parveen	TGT(Eng)	English Language Club / Spell Bee/Spoken English club	
8	Mr. Shailendra Kumar	PGT	Hindi Language Club	
11	Mr Arkopal Ray	PGT	Photography Club	



Duties:

- To Motivate the students to prepare the exhibits based on theme given by KVS.
- To organize Vidyalaya level Science exhibition as per the time schedule given by KVS.
- To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress.
- To inculcate scientific temper among the students by adopting activities based method in teaching learning process.
- To encourage the children to give online projects by using computers.
- Records to be maintained.
- Upkeep of the bulletin board

11. EBSB AND SOCIAL SCIENCE ACTIVITIES:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Saurabh Kumar Soni	PGT (Eco)	I/C	
2.	Mr. Raghwendra Madhav	PGT (Geo)	Member	
3.	Mr. Abhishek Kumar	PGT (His)	Member	
4.	Mr. Gopal Sharma	TGT(AE)	Member	
5.	Mr. Milap Saha	PRT	Member	

Duties:

- To motivate children to prepare projects/model based on country/state allotted to the region.
- To encourage more and more children to participate in cluster level Regional level and Nation level exhibition.
- To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- To ensure project-based learning in all the classes.

12. MAINTENANCE AND REPAIR OF SCHOOL BUILDING AND CONTINUOUS SUPPLY OF DRINKING WATER:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Amarendra Gupta	TGT (WE)	I/C	
2.	Mr. Bhimeshwar Kumar	TGT(PHE)	Member	
3.	Mr. Shailendra Kumar	PGT (Hindi)	Member	
4.	Mr. Bijender Kumar	PRT	Member	

Duties:

Proposal and monitoring of construction and modification of School building. Maintaining the boards inside the classrooms, name boards for classes to be painted on the doors etc. Repair work of electrical wiring. Fixation of tubes, switches, bulbs. Maintenance of aqua guard, Refrigerator and coolers. Decoration during Function/Events/Celebrations



13. MAINTANANCE AND REPAIR OF STAFF QUARTERS:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. A.K Verma	PGT (Bio)	I/C	
2.	Mr. Sitaram Sukariya	PGT(English)	Dy I/C	
3.	Mr. Abhishek Kumar	PGT (His)	Member	
4.	Mr. Gopal Sharma	TGT(AE)	Member	
5.	Mr. Milap Saha	PRT	Member	

Duties:

- To motivate children to prepare projects/model based on country/state allotted to the region.
- To encourage more and more children to participate in cluster level Regional level and Nation level exhibition.
- To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- To ensure project-based learning in all the classes.

14. MEDICAL CHECKUP AND FIRST AID:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Bhimeshwar Kumar	TGT(PHE)	I/C	
2.	Mrs. Debarati Chowdhury	PRT	Member	
3.	Mrs. Pratyusha Parveen	TGT(Eng)	Member	
4.	Mr. Milap Kumar Saha	PRT	Member	

Duties:

- To motivate children to prepare projects/model based on country/state allotted to the region.
- To encourage more and more children to participate in cluster level Regional level and Nation level exhibition.
- To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- To ensure project-based learning in all the classes.

15. STRENGTHING OF PRIMARY EDUCATION (CMP):

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Milap Kumar Saha	Head Master	I/C	
2.	Mr. Bijender Kumar	PRT	Member	
3.	Mr. Kishan Kumar	PRT	Member	
4.	Mrs. Debarati Chowdury	PRT	Member	
5.	PRT-1	PRT	Member	
6.	PRT-2	PRT	Member	
7.	PRT-3	PRT	Member	



Duties:

- To ensure the implementation of CMP as per KVS norms.
- To take the requirement of TLM from teachers well in advance every month.
- To procure TLM for the local market by taking an amount of Rs. 5000/- every month.
- To ensure the distribution of TLM to all the teachers as per requirements.
- To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement.
- To maintain the register reflecting the number of work sheets prepared by the teachers subject wise.

16. PHOTOGRAPHY:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Arkopal Ray	PGT(CS)	I/C	
2.	Computer Instructor	Computer Instructor	Member	
3.	Mr. Milap Saha	PRT	Member	

Duties:

- Arrangement of photographer for School programme.
- Maintenance of album.
- Preparation and distribution of ID cards.
- To ensure the photography/Videography as important occasions days/ functions.
- Arrangement and Decoration/ Seating for Meeting, functions etc.

17. VOCATIONAL GUIDANCE/COUNCELLING / ARRANGING GUEST LECTURE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Arkopal Ray	PGT (CS)	I/C	
2.	Mr. Bhimeshwar Kumar	TGT(PHE)	Member	
3.	Mrs. Debarati Chowdhury	PRT (Music)	Member	
4.	Mr. Gopal Sharma	TGT (AE)	Member	
5.	Mr. Amarendra Gupta	TGT (WE)	Member	

Duties:

- To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries.
- To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned filed.
- To pay the remuneration in consultation with principal

18. AEP (ADOLESCENT EDUCATION PROGRAM) MAINTAINANCE AND AEP BOX/COUNSELLING/MENTAL WELLNESS

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Arkopal Ray	PGT (CS)	I/C	
2.	Mr. Bhimeswar Kumar	TGT(PHE)	Member	
2.	Mrs. Debarati Chowdhury	PRT (Music)	Member	



Duties:

- Dealing the matters with students, teachers and parents.
- To sensitize the students on adolescent issues.
- To train all the Teachers.
- To maintain records.
- To inform the students about the various courses that can be taken as career.

19. SPORTS COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Bhimeshwar Kumar	TGT(PHE)	I/C	
2.	Mr.Saurabh Kumar Soni	PGT(Economics)	Member	
3.	Mrs. Debarati Chowdhury	PRT(Music)	Member	
4.	Mr Bijender Kumar	PRT	Member	

20. STUDENT COUNCIL COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Sitaram Sukariya	PGT(English)	I/C	
2.	Mr. Kishan Kumar	PRT	I/C Primary	
3.	Mr. Bhimeshwar Kumar	TGT(PHE)	Member	
4.	Mrs. Pratyusha Parveen	TGT(Eng)	Member	

Duties:

- Division of houses along with house master and Associate of house masters & distribution of students of various house.
- Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects.
- Procuring badges for Captains Monitors, prefects. d. Conduct of investiture (Badge presentation Ceremony)
- Assigning duties to all members of the Student Council House Wise.
- Conduct of monthly meetings with the members of student's council.
- Maintenance of Students council register/record.

21. QUARTER ALLOTMENT COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. A.K Verma	PGT (Bio)	I/C	
2.	Mr. Sitaram Sukariya	PGT(English)	Dy I/C	
3.	Mr. Gopal Sharma	TGT(Art)	Member	
4	Mr. Milap Kumar Saha	PRT	Member	

Duties:

- To prepare a panel of teacher who are eligible for the allotment of quarters (Type – I, Type – II, Type – III) as per KVS norms in the beginning of the academic session
- To allot the quarters to the eligible staff as per the panel prepared and approved by the chairman VMC
- To monitor the maintenance & repair of the staff quarters.



22. DISCIPLINE COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Bhimeshwar Kumar	TGT(PHE)	I/C	
2.	Mr. Amarendra Gupt	TGT (WE)	Member	
3.	Mrs. Debarati Chowdhury	PRT (Music)	Member	
4.	Mr. Bijender Kumar	PRT	Member	
5.	Mr. Kishan Kumar	PRT	Member	
6.	All Class Teachers		Member	

Duties:

- To check personal turn of students during assembly
- To check the late comers during morning assembly
- To observe the behavior of students inside and outside class room
- To ensure provision of out pass in all classes and their utilization
- To initiate proper action as per KVS norms against indiscipline students
- To check the girls and boys uniform daily.
- To check the bags once in a week.
- To confiscate the mobiles and other prohibited appliances.
- To take the regular meeting of student councils, prefect, monitors.
- To ensure discipline
- To refer the problematic cases to the counselor for diagnosis.

23. GRIVANCE RELATED TO RTI

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Lal Singh	PGT(Physics)	I/C	
2.	Mr. A. K. Roy	TGT (Maths)	Member	
3	Mr. Prashant Kumar	JSA	Member	

Duties:

- Dealing with the grievances of teachers and students once a fortnight. Maintenance of register with proper records.
- To attend to all discipline cases in the school.
- To inform the parents immediately
- To reply to all RTI and RTE related information



24. SUBJECT COMMITTEE

SUBJECT/STREAM	INCHARGE	DESIGNATION	MEMBER	DESIGNATION
Science	Mr. A. K. Verma	PGT (Bio)	1. Mr.Lal Singh 2. Mr.Sarwan Kumar 3. Mr. Arkopal Ray 4. Mr. Kapil Kansara 5. Mr. A.K.Roy 6. Mr. Kishan Kumar	1. PGT (Phy) 2. PGT (Chem) 3. PGT (CS) 4. PGT (Maths) 5. TGT(Maths) 6. PRT
Humanities	Mr. Saurabh Kumar Soni	PGT(Eco)	1. Mr. Abhishek 2. Mr. Raghwendra 3. Milap Saha 4. PRT-1 5.PRT-2	1. PGT (His) 2. PGT (Geo) 3. PRT 4. PRT 5.PRT-2
Language (Eng/Hin)	Mr. Shailendra Kumar	PGT(Hindi)	1. Mr.Sitaram Sukariya 2. Mrs.Pratyusha Parveen 3. Mr.Akash Porwal 4. Mr.Bijender Kumar	1. PGT (Eng) 2. TGT(Eng) 3. TGT (Sanskrit) 4. PRT
Miscellaneous	Mr. Gopal Sharma	TGT (AE)	1. Mr.Bhimeshwar Kumar 2. Amarender Gupt 3.Bhoopendra Singh 4.Debarati Chowdhury	1. TGT (PHE) 2. TGT (WE) 3. TGT (Library) 4. PRT (Music)

Duties:

- a) Subject conveners should convene the meeting with member of their own faculty as per the scheduled given below after the school hours in the last week of every month. Minutes of the meeting is to be submitted to the principal on the last day of the month.
- b) Subject conveners will discuss the following issues during the meeting:
 - i). Guidance regarding the maintenance of teacher diary
 - ii). Coverage of syllabus as per the split-up syllabus approved by KVS
 - iii). Conducting the practical for classes IX to XII as per the split-up syllabus approved by KVS
 - iv). Demo classes by rotation during the subject committee meeting
 - v). Uses of computers and other audio-visual aids in teaching learning process
 - vi). Plan of evaluation of home assignment
 - vii). To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms.
 - viii). Plan of action for weak students & bright students
 - ix). Remedial teaching for weak students
 - x). Decoration of bulletin boards in corridors / class rooms with educational charts. xi). Club activity / Science and social exhibition
 - xi) **Academic Supervision of all member to subject committee including contractual at least twice in a month through PIMS portal.**

NOTE: As a subject convener, you will be held responsible for non – submission of the record to the Principal.



25. LIBRARY COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Bhoopendra Singh	TGT(Library)	I/C	
2.	Mr. Abhishek Kumar	PGT (Hist.)	Member	
3.	Mr. A. K. Roy	TGT (Maths)	Member	
4.	Mr. Milap Kumar Saha	PRT	Member	

Duties:

- The meeting is to be convened at least once in a month
- Committee will submit the list of books to be procured subject wise in the beginning of academic session
- Books review
- To inculcate reading habits among the staff & children
- To organize books exhibition on important occasions
- Maintenance of books
- Purchase according to the requirements
- Digitalization of library.

26. IMPLEMENTATION OF RAJBHASHA:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Shailendra Kumar	PGT (Hindi)	I/C	
2.	Mr. Akash Porwal	TGT(Sanskrit)	Member	

Duties:

- To implement the decision taken during Nagar Raj Basha committee meeting
- To attend Nagar Raj Basha committee as and when required
- To send periodical report to the KVS RO Mumbi, KVS New Delhi, Nagar Rajbasha committee
- To take initiative to see that correspondence is made in Hindi.

27. SCOUTS AND GUIDES

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. A. K. Roy	TGT(Maths)	I/C	
2.	Mr. Amarendra Gupt	TGT (WE)	Co In charge	
3.	Mr. Akash Porwal	TGT(Sanskrit)	Member	
4.	Mrs. Debarati Chowdhury	PRT (Music)	Member	

Duties:

- To ensure minimum enrolment (50%) in the movement before 31st August
- To organize investiture ceremony for the new recruits
- To conduct the parade after school hours and class on every Thursday.
- To train the students for Pratham / Dwetiya / Tertiya /Golden arrow/Raj Puraskar / Rastrapati / Pratham charan / Dwetiya charna / Tertiya Charan / ChaturdhaCharan.
- To issue the merit certificate after the conduct of test
- Celebration of thinking day
- To procure the uniform for Scouts / Guides who are involved in Guard of Honor.



28. CCA AND MORNING ASSEMBLY PROGRAMME:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
A.	SECONDARY			
1.	Mr. Sitaram Sukariya	PGT (English)	In charge	
2.	Mrs. Pratyusha Parveen	TGT(Eng)	Member	
3.	Mr. Akash Porwal	TGT(Skt)	Member	
4.	Mrs. Debarati Chowdhury	PRT	Member	
5.	Mr. Gopal Sharma	TGT (AE)	Member	
B	PRIMARY			
1.	Mr Kishan Kumar	PRT	I/C Primary	
2.	Mr.Bijender Kumar	PRT	Member	
3.	Mr. Milap Saha	PRT	Member	

Planning of activities, conduction of programme, preparation and announcement in assembly. Maintenance of Register for activities conducted, details of students getting prizes, distribution of CCA prizes to students. Planning, preparation and arrangement of important days and celebrations as per the direction. Students council – allotment of duties, discipline, uniform checking etc. to publish the School Magazine for the year 2016.

Duties:

- To see that morning assembly programme is to conduct within stipulated time.
- To evaluate the various items of morning assembly programme on five-point scale – Excellent: Very good; Good; Average; Below Average
- To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.
- To arrange the PA system, musical instrument well in advance before the start of morning assembly.
- Annual Planning of CCA activities –house wise.
- Maintains of result of CCA activities.
- Purchase and distribution of CCA prizes & medals.
- Maintaining CCA Activities register

29. PA SYSTEM

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Amarendra Gupt	TGT (WE)	I/C	
2.	Mr. Arkopal Ray	PGT (CS)	Member	
3.	Mr. Bhimeshwar Kumar	TGT(PHE)	Member	
4.	Mr. Ambika Rabha	Sub Staff	Member	

Purchase & Maintenance of PA system related items. Ensuring the functioning of this during daily assembly (both in Primary & secondary) and also during all the meetings, workshops, seminars and celebrations at school.



30. LITERARY CLUBS

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr. Bhoopendra Singh	TGT(Library)	In Charge	
2	Mr. Sitaram Sukariya	PGT(English)	Members	
3	Mr. Shailendra Kumar	PGT (Hindi)	Member	
4	Mrs. Pratyusha Parveen	TGT(Eng)	Members	
5	Mr. Milap Kumar Saha	PRT	Member	
6	Mr Bijender Kumar	PRT	Member	

Duties:

- To develop the language skills like reading, writing, speaking, listening skills among the students
- To develop the proper reading habits among the children.
- To give required guidance in the planning and execution of project to students
- To encourage the use of Audio-Visual aids in teaching learning process
- To conduct the language games during the teaching periods.
- To preserve the projects prepared by the children.
- To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech.
- Training the students for various activities of morning assembly programme like pledge, thought for the day, news and special item.

31. LUNCH BREAK SUPERVISION: According to Daily Arrangement schedule

SL NO.	DUTY	NAME	DESIGNATION	SIGNATURE
1	Allotment of Duty	Mr. Bhimeshwar Kumar	TGT(PHE)	
2	Circulation and monitoring of arrangement duties	Mr. Bhimeshwar Kumar Mr. Milap Kumar Saha Mr. A.K. Roy Mr. Amarendra Gupt	TGT(PHE) PRT TGT(MATHS) TGT(WE)	

Duties:

- To mind the discipline of the students during the lunch break
- To see that the students reach their respective class after the lunch.
- To keep at least two children by rotation in each class to avoid stealing of the student belongings.
- To ensure the watering of plants growing in different parts of the Vidyalaya campus.



32. VIDYALAYA MAGAZINE / CLASS MAGAZINE COMMITTEE / STUDENT'S DIARY

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Sitaram Sukariya	PGT(English)	I/C	
2.	Mr. Shailendra Kumar	PGT (Hindi)	Member	
3.	Mr. Arkopal Ray	PGT(CS)	Member	
4.	Mr. Gopal Sharma	TGT(Art)	Member	
5.	Mr. Akash Porwal	TGT(Skt)	Member	
6.	Mrs. Pratyusha Parveen	TGT(Eng)	Member	
7.	Mr. Milap Kumar Saha	PRT	Member	

Duties:

- Class teachers of class III to XII will identify the children with talent. These talents are to be nurtured.
- Editorial board will collect the article from the students. Article are to be arranged section wise (English section, Hindi section, drawing and painting etc.
- Editorial board should take concerted efforts to bring about class magazine by the end of the July 2016.
- Articles are to be screened, proof reading must be done and selected article should find a place in the class magazine. Class magazine should contain 50 pages-(English section: 20 pages- Hindi section: - 20 pages and 10 pages- Art, drawing and paintings.
- Editorial board select the article for the class magazine. These articles are to be arranges section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section.
- Editorial board can invite the article from teachers' side also.
- school magazine should contain total 82 pages (30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section.
- The editorial board should make concerted effort to bring about the school magazine in time.



33. INTERNAL COMPLAINT COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. A.K Verma	PGT (BIO)	In Charge	
2.	Mrs. Debarati Chowdhury	PRT (Music)	Member	
3.	Mrs. Pratyusha Parveen	TGT(Eng.)	Member	

Duties:

If any complaint related to immoral behavior towards girl students is received by the committee, the following steps should be taken immediately at Committee level.

VIDYALAYA LEVEL

- A written complaint may be obtained from the students/parents.
- Case may be brought to the notice of Chairman, VMC.
- A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher.
- A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
- The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially.
- The committee may ask about the behavior of the accused teacher towards other girl students and other teachers and their statements may also be recorded.
- Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.
- The committee may discuss the issue with the accused teacher and his statement may be recorded.
- The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercises of Vidyalaya level have to be completed within three days from the date of the receipt of the complaint.
- The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumors and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.
- Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.
- The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.



34. INCOME TAX/ CS-54 CHECKING

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr.Saurabh Kumar Soni	PGT(Economics)	I/C	
2	Mr. A. K. Roy	TGT (Maths)	Member	

Duties:

- Calculation of income tax from the members of the staff as per the provisions of Govt. Of India.
- To check the IT details submitted by the Teachers and preparation of Form 16.

35. GRIVANCES CELL FOR SC/ST/OBC/MINORITIES AND PHYSICALLY HANDICAPS

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Sitaram Sukariya	PGT(English)	I/C	
2.	Mr. Lal Singh	PGT(Physics)	Member	
2.	Mr. Arkopal Ray	PGT (CS)	Member	
3.	Mr. Sarwan Kumar	PGT(Chem)	Member	
4.	Mr. A. K. Roy	TGT(Maths)	Member	
5.	Mrs. Debarati Chowdhury	PRT (Music)	Member	

36. PURCHASE COMMITTEE/PHYSICAL VERIFICATION OF PURCHASED ITEM

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Amarendra Gupt	TGT(WE)	I/C	
2.	Mr. Sarwan Kumar	PGT(Chem)	Member	
3.	Mr. Arkopal Ray	PGT(CS)	Member	
4.	Mr. Prashant Kumar	JSA	Member	

Duties:

- To Sign the quotation received by post or email.
- To carryout market survey whenever required
- To check and sign the Comparative Statement
- Consolidating the requisition from all teachers.
- Conduct of market survey to procure quotation.
- To prepare comparative statement.
- To verify the purchases/ bills as per procedure.
- To ensure that the payment is made to the firm. 9.Physical Verification of the items purchased and the work done.
- One Department /Stock I/C responsible to stock entry and stock.



37. ALUMNI COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Arkopal Ray	PGT(CS)	I/C	
2.	Mr. A. K. Roy	TGT (Maths)	Member	
3.	Mrs. Debarati Chowdhury	PRT (Music)	Member	

38. ICT/ WEBSITE / SHALADARPAN COMMITTEE AND MAINTAINACE&REPAIRING OF ALL ICT ITEMS

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Arkopal Ray	PGT (CS)	I/C	
2.	Mr. Bhoopendra Singh	PGT (Geo)	Member	
3.	Computer Instructor	Computer Instructor	Member	
4.	Mr. Prashant Kumar	JSA	Member	

Duties:

- School website to be updated every week and updating record to be maintained. Uploading of all information with photos. Implementation of SHAALADARPAN
- Safety and security of all computer labs. Submission of requirements. All works related to computer department. Submission of monthly/ report to the Regional Office.
- Need to be updated every week and updation record to be maintained.

39. UBI PORTAL COMMITTEE / FEE COLLECTION AND CHECKING

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Arkopal Ray	PGT (CS)	I/C	
2.	Computer Instructor	Computer Instructor	Member	
3.	All Class Teachers	PGT, TGT and PRT	Member	

40.OFFICE COMMITTEE

SI No	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr.Prashant Kumar	JSA	In Charge	
2	Mr.Arkopal Ray	PGT(CS)	Member	
3	Mr. Bhoopendra Singh	TGT(Lib)	Member	
4	Mr. Akash Porwal	TGT(Skt)	Member	

41.STUDENT POLICE CADET(SPC COMMITTEE)

SI No	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr.Bhimeshwar Kumar	TGT(PHE)	In Charge	
2	Mr.Arkopal Ray	PGT(CS)	Member	



42.NCC COMMITTEE

SI No	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr.Bhoopendra Singh	TGT(Lib)	In Charge	
2	Mr. Bhimeshwar Kumar	TGT(PHE)	Member	

43. ACP COMMITTEE

SI No	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr.A.K.Roy	TGT(Math)	In Charge	
2	Mrs.Pratyusha Parveen	TGT(English)	Member	
3	Mr.Amarendra Gupt	TGT(WE)	Member	

** DUTIES OF CLASS TEACHERS

Classroom maintenance: Cleanliness, Decoration, Information, Class room Inventory, ICT equipment's.

Students Discipline: Student's uniform, late comers, etc., immediately bring it to the notice of Principal and inform the parents.

Maintain the Anecdotal record of students.

Others: All leave letters, Fee concession letters, TC. Application forms and any official letters should be certified by Class teachers or Co-class teachers before reaching to the Principal for counter signature.

Fixing and announcement of dates for fee collections. Feeding of data to UBI Server. Preparation of Challans. Take up the modifications as and when required.

NOTE:

1. These committees are formed for the smooth function of the Vidyalaya. All the in charges and members of various committees are requested to perform the duties as mentioned above. Apart from these, if any work is assigned by the Principal, all teachers have to carry out the work.
2. All the contractual teachers will take up the work assigned by the Principal.

(Dr. Rudal Dubey)
Principal

