

पीएम श्री - केंद्रीय विद्यालय अलीपुरद्वार जंक्शन

डाकघर- अलीपुरद्वार जंक्शन

जिला- अलीपुरद्वार

पश्चिम बंगाल-736123



PM SHRI -KENDRIYA VIDYALAYA ALIPURDUAR JN.

POST OFFICE- ALIPUDUAR JN.

DIST- ALIPURDUAR

WEST BENGAL-736123

Phone no.-03564-291429/291430

SCHOOL CODE-19196

CBSE AFF NO. – 2400043

Email Id- kvapdj@gmail.com

Website:- <http://alipurduar.kvs.ac.in/>



F. No. / /

Date:- 30/03/2024

VIDYALAYA COMMITTEE :- 2024-25

List of the Departments / Committees for the Session 2024-25

(w.e.f. 01.04.2024)

DEPARTMENT	INCHARGE & MEMBER	DUTIES AND RESPONSIBILITIES
Academic Advisory Council	<ol style="list-style-type: none">1. Mr Pushpendra Pandey, PGT(GEO.)2. MR. TAPASH DAS, PGT (MATHS)3. C.P. RANA , TGT (SST)4. MR. B.C. ESHORE, PRT	<ul style="list-style-type: none">-To create academic climate and enabling Environment through various focused activities.-To implement the changes in the curriculum, evaluation and assessment in the light of latest CBSE/KVS circulars.-To promote experimentation and motivation practices in the teaching and learning process.- To facilitate the teachers to evolve solutions through experimentation and Innovation/action research.

<p style="text-align: center;">Admission</p>	<p style="text-align: center;">1. MR. B.C ESHORE, PRT(I/C) 2. MR.M.K.KERKETTA PRT 3. MR. GOBINDA CHANDA PRT 4. MR. ANIRUDHA CS 6. C.P.RANA TGT SST</p>	<ul style="list-style-type: none"> - To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines 2014 in consultation with the principal. - To ensure fair admission as per the given schedule of the KVS. -To collect class wise enrolment position on last working day. - Regular correspondence pertaining to admission. - To complete the admissions register and upload admission and T.C. in the website.
<p style="text-align: center;">Time-Table & Arrangement</p>	<p>1. MR. ANKIT RATHORE TGT MATHS I/C 2. MS NIDHI SINGH Cont PGT ECO</p> <p style="text-align: center;">PRIMARY SECTION</p> <p>1. MR. M.K.KERKETTA PRT I/C 2. MR. GOVINDO CHANDRA</p>	<ul style="list-style-type: none"> - To prepare & execute time table as per norms. - To make necessary adjustment in the time table due to administrative exigencies. -To devise workable & suitable assignment/remedial time-table. -To make arrangement for class suitably as per requirement. -To prepare home assignment schedule, inspection schedule etc.
<p style="text-align: center;">Examination – External, CBSE</p>	<p>1. MR.TAPASH DAS PGT (MATHS) I/C Mr Manoj k Das PGT POL SC CONT. Mr CP RANA (TGT SST) Mr Suhrashis (Comp Ist)</p>	<ul style="list-style-type: none"> - To conduct external examination as per prescribed norms and to maintain record of all such examination. -To conduct board exam as per CBSE guidelines and also to give suitable instructions for carrying out internal assessment and maintain records.
<p style="text-align: center;">CBSE</p>	<p>1. MR. TAPASH DAS PGT (MATH) (I/C)</p>	<ul style="list-style-type: none"> -Make online registration of the students of Class IX and XI. -Online submission of marks of students regarding their achievement in the examination. - Maintaining Regular Correspondence with CBSE Regional Office.
<p style="text-align: center;">Examination – Internal</p>	<p>1. MR. TAPASH DAS PGT (MATH) (I/C)</p>	<ul style="list-style-type: none"> -To plan the schedule of UT, CT Pre-board and SEE as per the calendar of activities. -To ensure the evaluation of internal assessment and grading of co-scholastic subjects as per the instructions given of CBSE/KVS. -To give suitable instructions to the class teachers for maintaining all the relevant records.

		-Timely distribution of progress cards.
Examination –Primary	<ol style="list-style-type: none"> 1. MR. DEVENDRA, PRT (I/C) 2. MR. M.K.KERKETTA , PRT 3. 	<ul style="list-style-type: none"> - To plan the schedule of FA1 and FA3 tests and SEE as per the calendar of activities. -To ensure the evaluation of internal assessment and grading of co-scholastic subjects as per the instructions given of CBSE/KVS. -To give suitable instructions to the class teachers for maintaining all the relevant records. -Timely distribution of progress cards.
Student Council	<ol style="list-style-type: none"> 1. Mrs Dipali Oran (PGT Hindi) 2. Mr Pushpendra Pandey (PGT GEO) 3. MR. TAPASH DAS PGT(MATH) 	To constitute the student council taking suggestion from all the house masters and senior teachers, to organize the investiture ceremony and to monitor and guide them properly, So, that they help in the school discipline and all activities
C. C. A. Secondary	<ol style="list-style-type: none"> 1.Ms. Dipali Oroan (PGT Hindi) (I/C) 2.Mrs Deepika Adhikari (PGT ENG) 8. MRS. JAYA ESHORE, PRT MUSIC 9. MS. Ashrin Khanam Cont. TGT SANKS ** ALL HOUSE MASTERS 	<ul style="list-style-type: none"> -To organize inter house competitions effectively and to celebrate all the days of national importance/occasions with the assistance of house master and others experts in a planned manner. -To activate the conduct of morning assembly. -To monitor day to day morning assembly program effectively and ensure befitting presentation on all fronts on time. -To prepare CCA calendar as per the RFD/CCE. - To help the committee for student council in selecting House captains and other members of the council for carrying out their usual work.
C.C.A. Primary	<ol style="list-style-type: none"> 1. MR. GOBINDA CHANDA, PRT (I/C), PRT 2. MR. M.K.KERKETTA , PRT 3. MRS. JAYA ESHORE, PRT MUSIC 	<ul style="list-style-type: none"> -To organize inter house competitions effectively and to celebrate all the days of national importance/occasions with the assistance of house master and others experts in a planned manner. -To activate the conduct of morning assembly. -To monitor day to day morning assembly program effectively and ensure befitting presentation on all fronts on time. -To prepare CCA calendar.
Furniture & Seating arrangement	<ol style="list-style-type: none"> 1. MR. BC ISHORE (PRT) (I/C) 2. MR. GOBINDA CHANDA, PRT 	<ul style="list-style-type: none"> -To ensure that all furniture bear serial numbers and the year of purchase. - To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per rules. - To prepare and display inventory of class wise and department wise furniture. - To arrange for the repair of furniture as and when required.

Vidyalaya Maintenance & Fire Safety/Earthquake safety drills in the Vidyalaya	<ol style="list-style-type: none"> 1. MR. V. SHUKLA (WET) I/C 2. MR. GOBINDA CHANDA PRT 	<ul style="list-style-type: none"> -To ensure maintenance of school building, cleanliness, electrical and plumbing works, cleaning of water tanks, sewage, whitewashing, and upkeep of playfields, children's park and school campus. -To arrange class/school talks on disaster management. -To prepare the students for any unforeseen incident of fire, earthquake.
Discipline	<ol style="list-style-type: none"> 1. Mr Pushendra Pandey , PGT(GEO.) 2. MR. TAPASH DAS , PGT(MATH) 3. All class teachers 4. ALL HOUSE MASTERS AND CO-HM 	<ul style="list-style-type: none"> - To ensure the congenial atmosphere by maintaining gentle movement of the students and dealing the cases of discipline of students. To ensure line wise movement for/from morning assembly, attending departments for classes. -Smooth class wise dispersal of students after long bell. Uniform checking duty. - Discipline during recess and important functions. Morning Assembly, in and outside classrooms, playground, Organization of counselling classes. Duty allotment to council members. -Systematic and orderly movement of students for assembly. -Checking of late comers of primary and secondary. -To implement out pass system in the classes. -Constitution of class committee for discipline and selection of the student council members.
Purchase & Pupils Society	<ol style="list-style-type: none"> 1. MR. TAPASH DAS PGT (MATHS) 2. MR. BISHU ESHORE, PRT 3. MR. C.P. RANA , TGT SST 4. MR Devendra (PRT) 	<ul style="list-style-type: none"> -To prepare and implement budget as per the KVS norms. To ensure that the purchase under VVN are done as per the purchase guidelines of KVS as per the requirements. - To verify and certify the purchase under VVN and Pass the bills for the stock entries and payments. - To analyze the need of the Vidyalaya under various head and arrange for the same, ensuring transparent purchase. -To keep track of timely and transparent purchase by various departments. -Ensure purchase procedure as per norms.
Vidyalaya Beautification and gardening	<ol style="list-style-type: none"> 1. Mrs Sweata Chaudhary PGT BIO (I/C) 2. MRS. JAYA ESHORE PRT MUST 	<ul style="list-style-type: none"> -To take care and maintain the beautification in all areas of the vidyalaya from time to time in and outside the class rooms, visitors area, staff room etc.
Vidyalaya Cleanliness & Water Arrangement	<ol style="list-style-type: none"> 1. Mr V SHUKLA WET Ic 2. MR. M.K.KERKETTA, PRT 3. MR. GOBINDA CHANDA PRT CO- I/C 4. MR. C.P.RANA TGT (SST) 5. MR. DEVENDRA PRT 6. ALL CLASS TEACHERS 	<ul style="list-style-type: none"> -To monitor the services of conservancy and cleanliness in consultation with the agencies concerned. - To plan the cleanliness of school Building, surrounding garden & playground. - To Supervise the duties of Conservancy staff of respective blocks and submit daily report of cleanliness to the principal. -To ensure uninterrupted water supply in all the toilets and other places. - To ensure periodical cleanliness of aqua guards with the display of date of cleaning in a separate Register.

Vidyalaya Magazine, CMP News Letter, Students Diary, E-content development	1. MR. GOBINDA CHANDA, PRT CMP I/C 2. MR. M.K.KERKETTA , PRT	-To initiate procedure of magazine publication e.g. collection of articles, proof reading, and cover design select articles etc. -Language teachers. to assist in proof reading and selection of quality articles.
Bharat Scouts & Guides	1. Mr Ananda Das (TGT LIB)Ic 2. Mrs Sweata Chaudhary(PGT BIO) 3. Mr Sambhu Kumar(TGT AE) 4. Ms. PUKA Mondal(TGT SCIENCE) 5. MR. GOBINDA CHANDA PRT 6. MR. M.K.KERKETTA , PRT 7. MR , V SHUKLA (WET) 8. Mr Saurav (PRT) 9. Mr Ankuj (PRT) 10. Ms Rupam Sharam (PRT)	- -To enroll scouts and Guides, cubs and bulbul and to organize testing camps, troops meeting as per the annual schedule of activities prepared at the unit level in light of APRO. - To maintain, update and decorate BS&G display board.
Library / Readers club	5. Mr Ananda Das (TGT LIB)Ic	-To procure texts books and reference books recommended by CBSE as per the recommendation of faculty members.
Teaching Aids(Secondary)	1. MR. C.P.RANA TGT (SST) (I/C)	-To purchase and maintain all the teaching aids and TLM neatly.
TLM & Resource Room	1. MR. GOBINDA CHANDA , PRT 2. MR. M.K.KERKETTA , PRT	-To maintain all the teaching aids and TLM neatly.
Subject Committee Meeting & CMP	1. HINDI- Ms. Dipali Oran (PGT HINDI) ENGLISH- Deepika Adhikary PGT (ENG) 3. SCIENCE- Ms Pinky Roy (PGT PHY) 4. MATHS- MR. T. DAS PGT (MATHS) 5. SST- PGT (GEO)Mr Pushpendra Pandey 6. CMP- MR B C Eshore PRT 7. MR. DEVENDRA PRT 8. MR. GOBINDA CHANDA, PRT 9. MR. M.K.KERKETTA , PRT 10.	-To monitor completion of syllabus as per the split-up. They should devise and ensure that all the teachers are using innovative methods of teaching.
Rajbhasa – Hindi	HINDI- Ms. Dipali Oran (PGT HINDI)	-To conduct quarterly meeting of rastrabhasa and to submit quarterly report to the regional office. To ensure maximum use of rajbhasa.
Income Tax Calculation and deduction	SSA (I/C) 1. MR. TAPASH DAS, PGT (MATH) 2. MR. B.C. ESHORE, PRT	-To calculate the income tax of all the employees.

Online fee collection UBI	<ol style="list-style-type: none"> 1. MR. B.C. ESHORE PRT (I/C) 2. ALL CLASS TEACHERS 	-To facilitate online fee submission to students and parents
Verification of Pay bill and Contractual Salary	MR. TAPASH DAS PGT(MATH)	-to verify the pay bill of the staff and contractual teacher's salary and attendance
Committee for monitoring the late comers	<ol style="list-style-type: none"> 1. MR. Pushendra Pandey (PGT GEO) 2. 2. Manoj Kumar Mondal TGT(ENG.) 3. MR. B.C ESHORE, PRT 4. AND ALL COLASS TEACHER 	To check late comers and inform CT and parents and follow up
Games, Sports & Yoga	<ol style="list-style-type: none"> 2. Mr Sandeep MANN(PH&E) SPORTS COACH 3. ALL HOUSE MASTERS 	<ul style="list-style-type: none"> -To practice MPT, yoga daily during the morning assembly to the students. -Identify the talented students participating at the cluster, regional and National level games in the first week of the April in order to give them special training by the coaches and to maintain record. -To AE up class wise activities to be undertaken as per the syllabus. -To co-ordinate with vocational teachers and train the students for various activities. -To encourage all the students to take part in the drawing and painting competitions.
Photography	Mr Achyut Mishra (PRT) Mr Subhrashis (Comp IST)	<ul style="list-style-type: none"> -To maintain Album covering all activities. -To display all the coverage of all occasions. -Staff and students photographs for website and magazine.
Computer Department	Mr Achyut Mishra (PRT)IC	-To ensure all the labs in working conditions with broadband/LAN connectivity for carrying out computer literacy classes and think.com effectively with the assistance of computer instructor and to submit monthly updates of the office.
Website Management Committee	Mr Achyut Mishra (PRT)IC Mr Subhrashis (Comp Ist)	-To regularly updated the website with latest happening.
E- class Rooms	7. ALL CLASS TEACHERS	<ul style="list-style-type: none"> -To check whether the computer are working properly or not. -Solve all relative problems regarding E-class Rooms like software maintenance.
First Aid	Ms BANASHREE Burman Staff Nurse Cont	<ul style="list-style-type: none"> -To get the medical check-up of students done as per the instruction of KVS. -To maintain First Aid in the Vidyalaya for any emergency.

		-Oversee duties of nurse.
Committee for girls grievances/sexual harassment of ladies staff at work place	<ol style="list-style-type: none"> 1. Ms Dipsali Oran PGT (Hindi) (I/C) 2. MRS Deepika Adhikari PGT EN 3. MRS. J. ESHORE PRT (MUSIC) 4. MRs Hema PRT 	-To handle the girls related problems of the Vidyalaya.
Guidance and Counselling	<ol style="list-style-type: none"> 1. Mrs Deepika Adikari , PGT(ENG.) 2. MR. TAPASH DAS, PGT (MATHS) 3. C.P. RANA , TGT (SST) 4. MR. B.C. ESHORE, PRT 5. MRS. Dipali OranPGT HIND 6. ALL CT and ALL HOUSE MASTERS 	<ul style="list-style-type: none"> -To conduct programmers as per the guidelines given in the training. -To maintain & update display board and the corner to keep these activities ongoing for various programs. -To co-ordinates Counselling and guidance programs. To maintain, update and decorate display board
PTA Meeting	<ol style="list-style-type: none"> 1. ALL CLASS TEACHERS 	-To checkout annual plan of meeting and to maintain minutes and records of such meeting.
Club Activities	<p style="text-align: center;">ART CLUB:-</p> <ol style="list-style-type: none"> 1. Mr Sambhu kumar(AE)(I/C) 2. MR. DEVENDRA <p style="text-align: center;">ECO/NATURE:-</p> <ol style="list-style-type: none"> 1. Ms PINKY ROY PGT(PHY) 2. Ms PUJA MONDAL TGT(SCI.) <p style="text-align: center;">INTIGRITY:-</p> <ol style="list-style-type: none"> 1. PGT(ECO) 2. Mr CP RANA TGT(SST) <p>LANGUAGE:-Mrs Deepika Adhikari (PGT ENG)</p> <p>ADVENTURE:-</p> <p>STEM Mr Achyut Mishra (PRT)</p> <ol style="list-style-type: none"> 1. 	<ul style="list-style-type: none"> -To work as per the KVS norms and the guidelines issued. - Make a club by collecting the names of the students who are interested in the various activities. -To maintain the club activities display Board.
Excursion	<ol style="list-style-type: none"> 1. MR. DEVENDRA (PRT) , (I/C) 2. MR. M.K.KERKETTA PRT 3. 	<ul style="list-style-type: none"> -To accompany the students for the programs identified by the KVS. - To check out and implement Annual plan for outing of the students as per the provisions in consultation with the class teacher/Principal.
Social Science Exhibition. & EBSB	<ol style="list-style-type: none"> Mr Pushpendra PANDEY PGT(GEO) I/C (SSE) 2. C.P.RANA , TGT (SST) I/C 3. 	<ul style="list-style-type: none"> -To prepare students for Social science exhibition at 7idyalaya level. -To organize Social science exhibition as per the instruction of the KVS. - To organize and conduct EBSB Programme.
Display Boards & Quotations in the Class room & corridors.	<ol style="list-style-type: none"> 1.HINDI / SANKS- PGT (HINDI) 2.ENGLISH- PGT (ENG) 	-To guide the students for proper selection of the material and decoration coupled with befitting display.

	2. SCIENCE- , PGT (PHY) 3. MATHS- MR. T.DAS PGT (MATHS) 4. SST- MR. S.SHARMA PGT (HIST) 5. - MR B C ESHORE, PRT 6. CMP MR. GOBINDA CHANDA, PRT 7. MR. M.K.KERKETTA , PRT 12.ALL CLASS TEACHERS	-Regular updating of display boards as per the upcoming events and functions.
Notice Board at the main entrance/ open display board for drawing.	1. MR. C.P. RANA TGT (SST) (I/C) 8. MRS. JAYA ESHORE, PRT MUSIC 9.. ALL HOUSE INCHARGES	-To maintain, update and decorate.
CCA Notice Board	1. CCA INCHARGE AND 2. CCA COMMITTEE MEMBERS	-To maintain, update and decorate.
CMP Activities Display Board	1. CMP INCHARGE AND 2. CMP MEMBERS	-To maintain, update and decorate.
House Board	All the house Masters AND CO-HM	-To maintain, update and decorate.
AEP	1. MR. C.P.RANA, TGT (SST)(BOYS) I/C	-To conduct programs as per the guidelines given in the training. -To conduct programs regarding alcohol, viral diseases etc. awareness among the students and teachers. -To maintain, update and decorate display board
ACP	1. MR. M.K.KERKETTA PRT, I/C 2. MR. GOBINDO CHANDA PRT	-To conduct programs as per the guidelines given in the training. -To prepare monthly report and maintain the record. -To conduct regular classes
Junior maths Olympiad, Green Olympiad	1. TGT MATH I/C 2. MR. TAPASH DAS , PGT(MATHS)	-To Conduct junior science/green/maths/physics/chemistry Olympiads and related competitions of secondary and primary section from time to time.
NCSC	1. TGT(SCIENCE) 2. PGT PHY 3. PGT BIO 4. PGT CHEM	-To motivate and encourage students to participate in this competition.

Condemnation Board	<ol style="list-style-type: none"> 1.MR. TAPASH DAS, PGT (MATHS) 2. Mr ANADA DAS (TGT LIB) 3.C.P. RANA , TGT (SST) MR V SHUKLA (WET) 4..MR. B.C. ESHORE, PRT 	-To compile list of articles to be condemned from different departments and initiate the process of condemnations as per KVS norms.
Canteen Committee	<ol style="list-style-type: none"> 1. MR.B. ESHORE PRT I/C 2. MRS. JAYA ESHORE, PRT (MUSIC) 3.MR. M.K.KERKETTA, PRT 4.MR. GOBINDA CHANDA PRT 	-To ensure the food quality and rates of different items in the canteen.
RTI	<ol style="list-style-type: none"> 1. MR. C.P.RANA, TGT (SST) (I/C) 2. MR. GOBINDA CHANADA PRT 3. MR. M.K.KERKETTA PRT 4. MR. B.C.ESHORE PRT 5. MRS. J.ESHORE PRT MUST 6. MR. S. CHAKRABORTY CI 	-To reply queries made through RTI with suitable and responsible words(after approval of principal)
Staff Meeting Record	<ol style="list-style-type: none"> 1. MR. Pushendra Pandey PGT(GEO) 	-To note down all minutes of staff meetings and prepare a report for record. -Keep safely all record for inspection by Principal/Inspection Team.
Science Laboratory (sub staff)	<ol style="list-style-type: none"> 1. PHYSICS- Ms Pinky Roy(PGT PHY) CHEMISTRY- MR. SOUMEN ROY (PGT CHEM) 3. BIOLOGY- MRS. SWETA CHAUDHARY 	-To keep lab in state of art condition - -Help In-Charge teachers in conducting science experiments.
Grievance Redressal Committee	<ol style="list-style-type: none"> 1. Mrs Deepika Adhikari (PGT ENGLISH) 2. MR. TAPASH DAS PGT (MATHS) 3. MR. B. ESHORE PRT 4. MRS. JAYA ESHORE PRT 	-To handle the students related problems of the Vidyalaya.
Office	<ol style="list-style-type: none"> 1. MR. ANIRBAN BISWAS, SSA(I/C) 2. MR. PARMANAND (jsa) 3. MR. VENKATA RAO SUB-STAFF 	-To facilitate office work for smooth running of Vidyalaya - To check mail and fill google sheet both academic AND non-academic

<p align="center">Morning Assembly</p>	<ol style="list-style-type: none"> 1. MRS. JAYA ESHORE MUST I/C 2. MR. Dipali Oran PGT HINDI 3. MR. M.K.KERKETTA PRT 4. ALL CLASS TEACHER 	<p>-To conduct morning assembly regularly</p>
<p align="center">STAFF ROOM</p>	<ol style="list-style-type: none"> 1. PGT ENG I/C 2. TGT SANKS 3. TGT HIND 4. PGT HINDI 	
<p align="center">SCHOOL E-MAIL Monitoring Committee</p>	<ol style="list-style-type: none"> 1. Mr. Achyut Mishra (PRT) I/C 2. PGT CS 3. MR. PARMANAND (JSA) 	<p>-To Ensure Prompt and timely reply of all mails(ACAD/NON ACAD)</p>
<p align="center">BILLS AND VOUCHER VERIFICATION COMMITTEE</p>	<ol style="list-style-type: none"> 1. MR. TAPASH DAS PGT MATHS I/C 2. MR. C.P.RANA TGT SST 3. MR. B.C.ESHORE PRT 4. MR. G.CHANDA PRT 5. MR. M.K.KERKETTA PRT 6. MR. DEVENDRA PRT 7. MR. ANIRBAN BISWAS SSA 	<p>-Verified by any Two Teachers.</p>