

**PMSHRI KENDRIYA VIDYALAYA ALIPURDUAR JN.
VIDYALAYA COMMITTEE: 2026-27**

List of the Departments / Committees for the Session 2026-2027(01.05.2026)

DEPARTMENT	INCHARGE & MEMBER	DUTIES AND RESPONSIBILITIES
Academic Advisory Council	<ol style="list-style-type: none"> 1. PRINCIPAL (Chairperson) all CT INCLUDING 2. MR. PUSHPENDRA KR PANDEY PGT(GEO.) 3. MR. TAPASH DAS, PGT (MATHS) 4. MRS DIPALI ORAON PGT HINDI 5. MR SOUMEN ROY PGT CHEM 6. MRS PINKI ROY PGT PHY 7. MRS DEEPIKA ADHIKARI PGT ENG 8. MRS SWETA CHOUDHARY PGT BIO 9. C.P. RANA TGT (SST) 10. 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.
Admission	<ol style="list-style-type: none"> 1. MRS SWETA CHODHARY PGTBIO (I/C) 2. MR ANKIT RATHORE TGT MATHS 3. MR. B.C. ESHORE, PRT 3. MRS. RUPAM SHARMA, PRT 5. MS, HEMA PRT 	<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.
Time-Table & Arrangement	<ol style="list-style-type: none"> 1. MRS PINKY ROY PGT PHY 2. MR SHAMBHU KUMAR TGT AE 3. MR COMP INST <p>PRIMARY SECTION</p> <ol style="list-style-type: none"> 1. MR. ACHYUT MISHRA PRT 2. MRS. HEMA PRT 	<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.
Examination	<ol style="list-style-type: none"> 1. MR. TAPASH DAS PGT (MATHS) IC 2. MRS DEEPIKA ADHIKARI PGT ENG (HOME) 3. MR. C P RANA TGT SST 4. PGT HISTORY 5. CMP INST 	<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. - 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.




 Principal
 PMSHRI Kendriya Vidyalaya Alipurduar Jn.

Examination - Primary	<ol style="list-style-type: none"> 1. MR. ANKIT LAKRA, PRT (I/C) 2. MR. SAURAV KUMAR, PRT 3. MRS. HEMA, PRT 	<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. MR. PUSHPENDRA K PANDEY PGT GEO (I/C) 2. MRS. DEEPIKA ADHIKARI PGT ENG 3. MRS. DIPALI ORAON PGT HINDI 4. MR. SHAMBHU KUMAR TGT A 	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. MR. PUSHPENDRA K PANDEY PGT GEO (I/C) 2. MRS. DIPALI ORAON PGT HINDI CO- I/C 3. MR. MANOJ KR MONDAL TGT ENG 4. MR. SHAMBHU KUMAR TGT AE 5. MS. TGT (HINDI) 6. MRS. PRT MUSIC 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. MRS. ANKUJ YADAV (I/C) 2. MR. RUPAM SHARMA PRT 3. MRS. HEMA PRT 	<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.
PM SHRI COMMITTEE	<ol style="list-style-type: none"> 1. MR. SHAMBHU KUMAR TGTAE I/C 2. MRS. DEEPIKA TRIPATHI PGT ENG 3. MR. V K SHUKLA TGT WE 4. MR. B C ESHORE PRT 5. MR. ACHYUT PRT 6. MR. ANIRWAN SSA 	ALL PAPERS OF PURCHASE AND LOCATION AND WEBSITE OF PMSHRI RECURRING NON RECURRING TO BE MAINTAINED
Furniture & Seating arrangement	<ol style="list-style-type: none"> 1. MR. SOUMEN ROY PGT CHEM (I/C) 2. MR. MANOJ MANDAL TGT ENG 3. MR. B C ESHORE PRT 4. MR. GOBINDA CHANDA, PRT 5. MR. ANKUJ YADAV 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. VENKATESHWAR SHUKLA TGT WE I/C 2. MS. SHAMBHU KUMAR TGT AE 3. MS. PUJA MONDAL TGT SCIENCE 4. MR. SANDEEP MAAN TGT Ph E 5. MR. DEVENDRA 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.

	6. MR. GOBINDA CHANDA PRT	-To prepare the students for any unforeseen incident of fire, earthquake.
Discipline	1. MR PUSHPENDRA PANDEY (PGT GEO) I/C 2. MR SANDEEP MAAN TGT Ph E 3. MRS. PINKI ROY PGT(PHY) 4. MRS. DEEPIKA ADHIKARI PGT ENG 5. MRS. LATIKA BURMAN TGT HINDI 6. MR B C ESHORE PRT 7. MRS. HEMA PRT 8. All class teachers	- 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	1. MR. TAPASH DAS PGT (MATHS) 2. MR. BISHU ESHORE, PRT 3. MR VENKETESHWAR SHUKLA TGT WE 4. MR ACHYUT MISHAR PRT 5. MR. ANIRWAN DAS SSA	-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	1. MRS SWETA CHOUDHARY PGT (BIO.) 2. MR SHAMBHU KUMAR TGT AE IC 3. TGT SANSKRIT 4. MRS LATIKA BURMAN TGT HINDI 5. MRS HEMA PRT 6. MS RUPAM PRT	-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	1. MRS. MANORMA GOND TGT ENG 2. GOBINDA CHANDA PRT I/C 3. MS. TGT SANKS 4. MS. TGT MATHS 5. MR MANOJ MONDAL TGT ENG 6. ALL CLASS TEACHERS	-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. MRS. DEEPIKA ADHIKARI PGT ENG I/C 2. MRS. DIPALI ORAON PGT (HINDI) 3. MS. TGT (SNKT.) 4. MR MANOJ KR MONDAL TGT (ENG) 5. MR. ANKUJ YADAV CMP I/C 6. MR. ANKIT LAKRA, 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. SHAMBU KUMAR TGT AE (I/C) 2. MR ANANDA DAS TGT LIB 3. MRS PUJA MONDAL TGT SC 4. MR. VENKATESHWAR SHUKLA TGT (WE) 5. MS. HEMA PRT 6. MRS. RUPAM PRT 7. MR ANKUJ YADAV PRT 8. Mr GOVINDA 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.



Principal
PM Shri Kendriya Vidyalaya, Alibudwar J.

Library / Readers club	1. MR. ANANDA DAS TGT LIB (I/C) All faculty members as per guidelines of KVS, NCERT and CBSE	To procure texts books and reference books recommended by CBSE as per the recommendation of faculty members.
Teaching Aids(Secondary)	1.MR PUSHPENDRA KUMAR PANDEY PGT GEO I/C 2. MR C P RANA	-To purchase and maintain all the teaching aids and TLM neatly.
TLM & Resource Room	1. MRS PINKY ROY PGT PHYSICS 2. MR SAURAV KUMAR PRT 3. MR ANKIT LAKRA PRT	-To maintain all the teaching aids and TLM neatly.
Subject Committee Meeting & CMP	1. HINDI MRS DIPALI ORAON PGT (HINDI) 2. ENGLISH- MRS DEEPIKA ADHIKARI PGT (ENG) 3. SCIENCE- MRS PINKY ROY PGT (PHY) 4. MATHS-MR. TAPASH. DAS PGT (MATHS) 5. SST/HUM- MR. PUSHPENDRA KR PANDEY PGT (GEO) 6. FLN NIPUN MR B C ESHORE. PRT	-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.
Rajbhasha - Hindi	1. MRS. DIPALI ORAON PGT (HINDI) (I/C) 2. MR. PUSHPENDRA KR PANDEY PGT GEO 3. MRS. LATIKA BARMAN TGT(HINDI) 4. MS. TGT(SNASKRIT) 5. MR ANKUJ YADAV PRT 6. MR SAURAV KUMAR PRT	-To conduct quarterly meeting of rajbhasha and to submit quarterly report to the regional office. To ensure maximum use of rajbhasha.
Income Tax Calculation and deduction	1. MR. ANIRWAN DAS SSA (I/C) 2. MR. TAPASH DAS, PGT (MATH) 3. MR. B.C. ESHORE, PRT 4. MR. ACHYUT , PRT	-To calculate the income tax of all the employees.
Online fee collection	1. MR. B.C. ESHORE PRT (I/C) 2. MR ACHYUT OR PGT COMP 3, COMP. INST. 4.ALL CLASS TEACHERS	-To facilitate online fee submission to students and parents
Verification of Pay bill and Contractual Salary	1.MR. TAPASH DAS PGT (MATH) 2.MR ANKIT RATHORE TGT MATHS	-to verify the pay bill of the staff and contractual teacher's salary and attendance
Committee for monitoring the late comers	1. MR. TAPASH DAS PGT MATHS IC 2. SANDEEP MAAN TGT PE 3. MR V SHUKLA TGT WE 4. MR. GAME COACH 5. MR ANANDA DAS TGT LIB	-to monitoring the late comers and to inform CT and parents concerned regularly
Games, Sports & Yoga	1. MR. SANDEEP MAAN TGT Ph. E (I/C) 2. MR V SHUKLA TGT WE 3. SPORTS COACH	-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	1. MR ACHYUT PRT I/C 2. COMP INSTRUCTOR 3. PGT COMP SC	-To maintain Album covering all activities. -To display all the coverage of all occasions. -Staff and students photographs for website and magazine.
Staff Quarter allotment committee		-To allot quarter to the staff of the Vidyalaya.
Staff Quarter Maintenance Committee		-To handle staff problems relating the quarters.
Computer Department	1. MR ACHYUT PGT CS 2. MRS PINKI ROY PGT PHY	-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	1. MR ACHYUT PGT CS 2. MRS PINKI ROY PGT PHY 3. PGT COMP SC 4. TGT COMP INST	-To regularly updated the website with latest happening.
E- class Rooms	1. ALL CONCERNED CLASS TEACHERS	-To check whether the computer are working properly or not. -Solve all relative problems regarding E-class Rooms like software maintenance.
First Aid	1. MS PUJA MONDAL TGT SCIENCE IC	-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.
ICC/Committee for girls grievances/sexual harassment of ladies staff at work place	1. MRS DIPALI ORAON PGT HINDI 2. MRS DEEPIKA ADHIKARI PGT ENG IC 3. MRS PUJA MONDAL TGT SCIENCE 4. MS RUPAM SHARMA PRT 5. Mr C P RANA TGT SST	-To handle the girls/LADY SATFF related to problems of the Harassment in Vidyalaya.
Guidance and Counselling	1. MRS DEEPIKA ADHIKARI PGT ENG 2. MRS DIPALI ORAON PGT HINDI 3. MR MANOJ KR MONDAL TGT ENG 4. MRS PUJA MONDAL TGT SCIENCE	-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
PTM/PTA Meeting	1, TAPASH DAS PGT MATHS I/C 1. ALL CLASS TEACHERS	-To checkout annual plan of meeting and to maintain minutes and records of such meeting.
Club Activities	ART CLUB:- 1. MR SHAMBHU KUMAR TGT (AE) (I/C) 2. MR. ANKIT LAKHRA PRT ECO/NATURE:- 1. MRS SWETA CHOUDHURY PGT(BIO) IC 2. MS PUJA MONDAL TGT (SCI.) INTIGRITY:- 1. PGT HISTORY 2. MR. C.P.RANATGT(SST) LANGUAGE:- 1. MRS DEEPIKA ADHIKARI PGT(ENG.) 2. TGT(SANKS) ADVENTURE:-	-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.

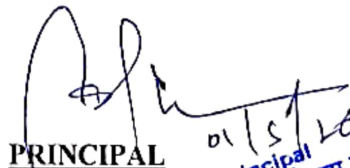


Principal
 PM SHRI Kendriya Vidyalaya Alipurduar Jn

	<ol style="list-style-type: none"> 1. MR.MANOJ MONDAL TGT ENG 2. MR C P RANA TGT SST 	
Excursion	<ol style="list-style-type: none"> 1. MR SOUMEN ROY PGT CHEM I/C 2. MR. ANKIT RATHORE TGT MATHS 3. MR SOURABH KUMAR PRT 4. MR SANDEEP MAAN TGT Ph E 5. MRS PUJA MONDAL TGT SCIENCE 6. MRS HEMA PRT 	<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"> 2. MR PUSHPENDRA KR PANDEY PGT GEO 3. MRS MANORMA GOND TGTENG 4. MRS DIPALI ORAON PGT HINDI 5. PGT POL 6. PGT HIST 7. MR C P RANA TGT SST 8. MR SHAMBHU KUMAR TGT AE * 9. MS ANKIT RATHORE PRT MUSIC 10. DANCE TEACHER 	<ul style="list-style-type: none"> -To prepare students for Social science exhibition at Vidyalaya 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.	HOUSE MASTERS AND CLASS TEACHERS WITH SUBJECT CO-ORDINATORS	<ul style="list-style-type: none"> -To guide the students for proper selection of the material and decoration coupled with befitting display. -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 SHAMBHU KUMAR I/C WITH HOUSE MASTERS	-To maintain, update and decorate.
CCA Notice Board	<ol style="list-style-type: none"> 1. CCA INCHARGE AND 2. CCA COMMITTEE MEMBERS 	-To maintain, update and decorate.
CMP Activities Display Board	<ol style="list-style-type: none"> 1. CMP INCHARGE AND 2. CMP MEMBERS 	-To maintain, update and decorate.
House Board	All the house Masters	-To maintain, update and decorate.
AEP	<ol style="list-style-type: none"> 1. MR. C.P.RANA, TGT (SST)(BOYS) I/C 2. MR MANOJ KR MONDAL TGT ENG 3. MRS PUJA MONDAL TGT SCIENCE (GIRLS) I/C 4. NURSE 	<ul style="list-style-type: none"> -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	<ol style="list-style-type: none"> 1. MR SHAMBHU KUMAR TGT AE I/C 2. MR. C.P.RANA, TGT (SST) 3. MR MANOJ KR MONDAL TGT ENG 4. MRS PUJA MONDAL TGT SCIENCE 	<ul style="list-style-type: none"> -To conduct programs as per the guidelines given in the training. -To prepare monthly report and maintain the record. -To conduct regular classes
Junior Math Olympiad, Green Olympiad	<ol style="list-style-type: none"> 1. MR ANKIT RATHORE TGT MATHS I/C 2. MR TAPAS DAS PGT MATHS 	-To Conduct junior science/green/maths/physics/chemistry Olympiads and related competitions of secondary and primary section from time to time.
SCIENCE EXH/NCSC & SIC	<ol style="list-style-type: none"> 1. MRS PUJA MONDAL TGT SCIENCE I/C 2. MRS PINKI ROY PGT PHYSICS 3. MR SOUMEN ROY PGT CHEM MRS SWEATA CHODHARY PGT BIO 4. MR TAPASH DAS PGT MATHS 5. PGT COMP SC 	-To motivate and encourage students to participate in this competition.
Condemnation Board	<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 ACHYUT MISHRA PRT 4. MR ANIRWAN DAS SSA 	-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. PUSHPENDRA PANDEY PGT GEO 2. MR CP RANA TGT SST 3. MRS HEMA PRT 4. MR. ANIRWAN DAS SSA 	-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 PRT 3. MR B C ESHORE PRT 4. MR ANIRWAN BISWAS SSA 	-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. MRS DEEPIKA ADHIKARI PGT ENG 2. MR MANOJ KR MONDAL TGT ENG 	-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 EX COMMI (sub staff)	ALL SCIENCE STREAM FACULTY	-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. MR PUSHPENDRA KR PANDEY PGT(GEO),(I/C) 2. MR. TAPASH DAS PGT (MATHS) 3. MRS LATIKA BURMAN TGT HIND 4. MRS PUJA MONDAL TGT SCIENCE 5. MR. B.C ESHORE PRT 	-To handle the students related problems of the Vidyalaya.
Office	<ol style="list-style-type: none"> 1. MR ANIRVAN DAS SSA 2. MR PARMANAND JSA 3. MR VENKAT SUB STAFF 	-To facilitate office work for smooth running of Vidyalaya
Morning Assembly	<ol style="list-style-type: none"> 1. MR PUSHPENDRA KR PANDEY PGT(GEO),(I/C) 2. MUSIC TEACHER 3. MRS HEMA PRT 4. MR V SHUKLA TGT WE 5. MR SANDEEP MAAN TGT Ph E 6. ALL CLASS TEACHERS 	To conduct morning assembly regularly
STAFF ROOM	<ol style="list-style-type: none"> 1. MRS. LATIKA BARMAN TGT(HINDI)IC 2. MR MANOJ KUMAR MONDAL TGT ENG 3. MRS MANORMA GOND TGT ENG 4. TGT SKT 	




PRINCIPAL 01/5/20
 प्राचार्य/Principal
 पीएम श्री केन्द्रीय विद्यालय अलिपुरद्वार जं
 PM SHRI Kendriya Vidyalaya Alipurduar Jn