

**Kendriya Vidyalaya Rangapahar Cantt. 2025-26**  
**Vidyalaya Committees, w.e.f. 01.04.2025 (Revised)**

SN	Committee	Members	Nature of official work to be done by the committee proactively without reminder every time
1	CBSE	Mr Anjan Choudhury I/C	Registration IX & XI, LOC X & XII, Transfer Cases removal addition, coordinating CBSE practical & Board Result compilation to RO, Affiliation, SQAA, SAFAL, CBSE email, exam center and custodian work etc. CBSE practical/exam material.
2	Home Exam	(i) Mr Narendra Singh I/C (ii) Ms Sakshi Choudhary (iii) Pushpa K. Kushwaha (iv) Ms Lomika V Chishi	Conduct of home exams/cycle tests/Pre-Boards/LAT with KVS /CBSE curriculum and Syllabus (class 1-12) Results Analysis, compilations to RO, declaration of results, timely dispatch of report cards of students to the parents, attendance of students. Timely Assessment & evaluation. Assignments/Portfolio/Projects etc. NEP 2020 Implementation
3	Academic Coordination	Mr. Narendra Singh Ms Nigppa Konyak All Class Teachers <i>(Custodian of overall Class Results for board and non-boards exams in formative and summative assessment)</i>	“Special intervention Plan for bright, Slow learners” Academic coordination with CBSE/Home Exam/subject committee/Time Table/ TLM, monthly progress of syllabus, need based Remedial Planning for board /non-board, academic review meetings, problems & implementing solutions to enhance students’ progress, e-resources, textbooks, academic, CBSE study material, Previous Year QP for students, implementation of skill subjects
4	Morning Assembly, CCA & Publication Work and Photo/videos	(i) Ms Garima I/C (ii) MS Ritu B Saikia (Hindi) (iii) Ms Pooja Thapa (Skt) (iv) Mr Akavi (English) (v) Ms Wangshienla	To present morning assembly items as per class routine on stage, Photos / Videos of School Activities/events will be captured to keep in records (Date and Event - Folders) in Google Drive in special email/Drive <i>Merge all activities in one common calendar of CCA activities twinning with RO activity calender and complete in assembly special item/CCA Periods. Daily announcements, House Display boards, EBSB, AKAM, Rashtriya Ekta Parv, Kala Utsav Swachchhata/ Hindi Pakhwara, Day/Festivals celebration, Poshan Abhiyan, Veer Gatha, Birthday, inter house competitions, Primary CCA, Youth Parliament- Yuva tourism or any other twining with co-curricular, Readiness and assembly discipline, PPC or related activities.</i>
5	Assembly Choir Group & PA System	i. Ms Pooja Upadhyay ii. Ms Banti Sharma  i. Mr Ravi Datt Pal ii. Mr Masudul Hussain	Presentation of choir in assembly and Coordination with CCA committee for any cultural or related activities  PA system arrangement during assembly or on respective events, placing and care , Mike Arrangement on stage

6	School Time Table	(i) Mr. Narendra Singh I/C (ii) Mr. Y B Singh (iii) Mr. Anjan Choudhury	Routine/special Time Table, modifications, Daily Arrangements
7	School property Stock Verification & Condemnation Board	(i) Mr. Y B Singh I/C (ii) Mr. Narendra Singh (iii) Ms Pooja Upadhyay (iv) Stock holders of dept. (v) Mr Ravi Datt Pal	Care, repair & maintenance, electrical, refilling of fire safety equipment, condemnations, physical inspection on routine basis, safety certificates, other related, Update of Asset Register
8	School Building Construction monitoring	(i) Mr Y B Singh I/C (ii) Ms Sandeep Kaur (iii) Mr Anjan Choudhury	Monitoring of new building construction & record updates/repairs works etc. Report submission, coordinating with MES/PMG
9	School Wellness & Beautification	(i) Ms Neha Tiwari I/c (ii) Mr Y B Singh (iii) Ms Imochila	for overall wellness & Hygiene of school premises, awareness and sensitization towards good practices, sanitation/ cleanliness girls/boys' amenities, vending, incinerator, purchase material for cleaning, addressing conservancy staff, Routine Beautification, class & corridors decoration, plantation and other related activities/occasions requires beautifications
10	Admission, RTE & Enrollment	(i) Ms. Neha Tiwari I/C (ii) Ms Sandeep Kaur (iii) Ms Banti Sharma (iii) Mr. Y B Singh	Advertisement & Admissions as per KVS guidelines, entry of students in scholar register and verify in UBI fee portal, Fee collection form each student in UBI, TC updates on school website, Month end enrollment, Daily attendance on enrollment Board and share in office group, efforts on increasing enrollment, and related work, class vacancy
11	Samagam & KVS Alumni, UDISE	Mr. Anjan Choudhury I/C Ms Neha Tiwari	School profile, Teachers profile, Students profile, transfer, migration import/export, TC updates and the task assigned as per KV/RO related.
12	Student Safety Team & Discipline	(i) Mr. Y B Singh (I/C) (ii) Mr. Anjan Choudhury (iv) Ms Ngippa Konyak (iv) Ms Manju (v) Ms Garima (vi) Mr Masudul Hussain	Check on tobacco, phones, electronic gadgets, abusiveness, bullying, cyber bullying, teasing, misbehaving, stealing, Recess & dispersal or other place as applicable, routine/surprise visit in classes/labs/library and other corners of school premise, control indiscipline in sec. Sr. Secondary.
	(Anti Bullying Committee)	i. Mr. Y B Singh (TGT- P & HE) ii. Ms Sakshi Choudhary (As School Safety Focal Point Teachers as per NDMA) *	*To operationally anchor safety related actions at the school level as part of his / her routine commitments in the school. Practical demonstration on the use of safety equipment, including designation of School Safety Day /DRR Day annually & Training of peer educators on dos and don'ts of disasters, mock drills etc. including Road Safety.

13	Manodarpan Cell & Child Rights Guidance/ Counselling	(i) Mr. Y B Singh I/C (ii) Ms Garima (iii) Ms Imochila	Mental Health and Psychosocial Support Services, AEP/Suggestion box on daily basis, redress the grievance of the child, Matter of CWSN, special intervention plan to improve in academics, PRASHAST screening & Child Rights Protection, Rupantar- Sri Arubindo society, Tarunotsav & career guidance
14	Computer and Cyber Safety	(i) Mr. Anjan Choudhury (Nodal Officer) (ii) Ms Lomika V Chishi (iii) Mr Ravi Datt Pal	Conduct cyber safety orientations Reporting if unauthorized website being visited from school's computer internet/Wi-Fi/ IP address, Internet service in school Social media/twitter(X) handle/website content of school
15	Grievance Redressal Committee	(i) Mr. Narendra Singh I/C (ii) Ms Sandeep Kaur (iii) Ms Ngippa Konyak (iv) Ms Pooja Upadhyay	To redress the grievances (other than ICC) of staff members (teaching/non-teaching)
16	Office work & RTI	(i) Mr. Neeraj Pant I/C (ii) Mr. Ravi Datt Pal (iii) Mr. Y B Singh (iv) Mr. Anjan Choudhury  Mr. Narendra Singh (APIO) and (Verifying signatory for office matters	Gate pass, purchase as per GeM Procurement committee, Admin, Finance matters, Salary, Leave, Receipts, Dispatch, Bank work, post office, Treasury, official letters & RTI, bills etc. UBI fee portal, Fee matters, verification/ intimations of lapses to the class teachers, scholar registers/Admission, TC, letters, Bill settlements, Salary, Income Tax TDS, PIMS, UBI, Transfer Portal, Pension Portal etc.
17	Local Purchase Committee	(i) Mr. Y B Singh I/c (ii) Mr. Narendra Singh (iii) Ms. Sakshi Choudhary (iv) Concerned Stock in- charges	As per Purchase procedure if procurement is not possible through GeM
18	Bharat Scout & Guide, Cub-Bulbul, NCC*	(i) Ms Neha Tiwari I/C (ii) Mr. Y B Singh (iii) Mr. Narendra Singh (iii) Ms Sakshi Choudhary (v) Ms Banti Sharma*	Scout & Guides/Cub Bulbul activities, other roles on special occasions, routine drill
19	Games/Sports Medical Checkup	(i) Mr. Y B Singh I/C (ii) Ms Manju (iii) Ms Banti Sharma (iv) Mr Siewachu Seb	Routine sport activities, Medical checkup twice in a year, first aid of any kind from MH etc. attending any sickness and manage first aid.
20	राजभाषा हिंदी समिति	(i) Ms Manju (I/C) (ii) Mr Neeraj Pant	राजभाषा संबंधी क्रिया कलाप एवं प्रतिवेदन इत्यादि
21	PTM/PTA	(i) Ms Garima I/C (ii) Mr Y B Singh (iii) Ms Lomika V Chishi	Conducting meeting in routine with proper communication to the parents/members, noting meeting minutes/suggestion and implementation

22	School Innovation Council	(i) Mr Sandeep Kaur I/C (ii) Ms Imochila (ii) Mr. Massudul Hussain	NEP 2020 Ministry of Education's Innovation Cell (MIC)-SIC website, NCSC, Inspire Award MANAK, Vidyarthi Vigyan Manthan, LiFE, Maths Club, PRAYAAS, Space innovation etc. Rashtriya Avishkar Saptah, Olympiads/Quiz, Yuvika and others Bal Vaigyanik
23	CPD & NEP 2020 Training	(i) Ms Pooja Upadhyay I/C (ii) Ms Manju	NEP & 50 hours CPD, Records of Inhouse orientation, seminars, workshops, sponsored courses, KVS attended courses by the employees. Online registrations in designated portals, status of completion, report and records tracking of in-service courses, certification distribution, seating arrangements and projector display.
24	Transportation Committee	(i) Ms Banti Sharma I/c (ii) Ms Pooja Upadhyay	Communication with army bus drivers Preparation of records in file of each bus along with their students Civilian, ARTC, RMS, Discipline in school bus during dispersal, arrival and dispersal of bus records and entry, indemnity bond.
25	School Furniture	(i) Mr Narendra Singh I/c (ii) Ms Banti Sharma (iii) Ms Pooja Upadhyay	Procurement, Placing and Care
26	Teaching Aid	(i) Mr. Narendra Singh I/c (ii) Ms Imochila (iii) Ms Sakshi Choudhary (iv) Mr. Neeraj Pant	Procurement, Placing, display and Care
27	Library Committee	(i) Ms Manju I/c (ii) Mr Masudul Hussain (iii) Mr Neeraj Pant (iv) Ms Sakshi Choudhary (v) Ms Alifa Bano (XII Arts) (vi) Mast Sajal (VII)	Library resource development, purchase, selection of books and magazine, newspaper, Inculcating reading habits amongst students and staff. Monthly issue of library books to staff and routine books issue to students. Proper and pleasant upkeep of books and library for conducive reading atmosphere.
28	Safety Team for Primary Students Discipline & Manodarpan Cell/ Child Rights	(i) Ms Sakshi Choudhury I/c (ii) Ms Banti Sharma (iii) Ms Maosenla (iv) Ms Pushpa Kumari (v) Mr. Siewachu Seb (vi) Ms Wanshienla	Check on tobacco, phones, electronic gadgets, abusiveness, bullying, cyber bullying, teasing, misbehaving, stealing, Discipline in assembly, Recess & dispersal up to boarding the buses. Routine/surprise visit in classes and other corners of school premise, redress indiscipline of primary students, Safety Drill in school/classes as per NDMA guidelines, Mental Health and Psychosocial Support Services, redressing grievance of the child, Matter of CWSN, special intervention plan to improve in academics, PRASHAST screening & Child Rights Protection, Rupantar- Sri Arubindo society, others

29	Subject Committee I/C	Science- Ms Sandeep Kaur Maths- Mr Neeraj Pant Hindi/Skt- Ms Ritu English- Ms Garima SST- Ms Ngippa Konyak Primary (Acad)- Ms Sakshi Choudhary Primary CCA- Ms Banti Sharma	Subject enrichment activities, New study material, conducting month end meetings to have status of syllabus coverage, sensitizing the team with latest changes in syllabus, books, identifying the slow and bright students remedies taken, Result improvements, developing teaching aids, Meeting minutes.
30	VMC Coordination & Staff Meetings	Mr Anjan Choudhury I/C Ms Garima Ms Manju	VMC Meetings, minutes, note sheets, approval/permissions, proof reading Reports writing to VMC etc., inspection meeting etc. Refreshment and Seating Arrangement in Library
31	School "Account Committee"	Principal, Mr. Neeraj Pant Mr. Y B Singh Mr. Ankur Saxena (PM Shri KV Sewak)	Monitoring of Budget/ Annual Account, Tally or account related matters.

**Instruction:**

- (i) The Committee I/C & members will work proactively they will take initiatives.

Principal I/C