

Kendriya Vidyalaya Rangapahar Cantt.
Vidyalaya Committees, w.e.f. 01.04.2026

**Theme of the Session: "Creating a Conducive Learning Environment through Teamwork, Promptness
(2026-27) and Enthusiasm (CCLE-TPE)"**

SN	Committee	Members	Nature of official work to be done by the committee proactively without reminder
1	Admission & Enrollment Daily Attendance/	Ms. Neha Tiwari I/C Ms Sandeep Kaur Ms Banti Sharma Mr. Y B Singh Mr Ravi Datt Pal Mr Anjan Choudhury Ms Manju	Students ID Cards, Advertisement/Publicity/awareness of Admissions as per KVS guidelines, entry of students in scholar register, verify in UBI fee portal, TC updates on school website, enrollment, increasing students, coordination with SAMAGAM, KV Alumni, RTE, Daily attendance on board, class vacancy status
2	Samagam & UDISE	Mr. Anjan Choudhury I/C Ms. Neha Tiwari Ms Sandeep Kaur	School profile, Teachers profile, Students profile, transfer, migration, import/export, TC updates, Daily attendance of regular/contractual staff by 9:00 AM, Task as per KVS/RO, coordination with Admission/Exam /Office/CBSE/ CPD/ UDISE/ KV Alumni on Samagam
3	School CBSE	Ms Sandeep Kaur I/C Mr Ngippa Konyak Ms Garima Mr Anjan Choudhury Class Teachers	Registration IX & XI, LOC X & XII, Exam Fee, Transfer Cases removal addition, coordinating CBSE practical & Board Result compilation to RO, Affiliation, SQAA, SAFAL, CBSE email, exam center coordination, custodian work CBSE practical/exam material, Farewell activities Custodian of Board results (10 th /12 th) - Intervention plan, winter camp, coordination with home exam, privileges for CWSN, attendance condonation, Assessment for Chairman's Trophy, <u>Achieve 100% Pass with 75 PI in board classes.</u>
4	School Curriculum Committee for Academic Coordination	Mr Narendra Singh I/C Ms Sandeep Kaur Ms Nigppa Konyak Ms Ms Novitoli Sohe Ms Maya B Menon Ms Sakshi (Primary Acad.)	School Development Plan, New Curriculum Transaction, Academic/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, study material, Previous Year QP for students, implementation of skill subjects, <u>Achieve 100% Pass with 75 % to each students</u>
5	Home Exam & School Time Table	Mr Narendra Singh I/C Ms Priti Dubey Ms Lomika V Chishi Ms Pushpa Kushwaha	Recommending student's Leave based on attendance/need, Conduct of home exams/cycle tests/Pre-Boards/LAT/FLS with KVS /CBSE curriculum and Syllabus (class 1-12) Results Analysis, to RO/VMC, timely dispatch of report cards, Formative & Summative Assessment / evaluation Assignments/ Portfolio/Projects etc. NEP 2020 Implementation, SAMAGAM report cards, Routine/special Time Table, modifications, Daily Arrangements, <u>Achieve 100% Pass with 75 % to each students</u>

6	PTM & Absenteeism Control	Ms Ngippa Konyak I/C Ms Novitoli Sohe Mr Y B Singh Ms Moasenla Mr Siewachu Seb	Scheduling PTM, suggestions and implementation. Curbing absenteeism & correspondence with parents, TCP Gate entry Permission for parents/guardians on PTM, Parents data, latest contacts, support from parents for students, Home Visit, Online meet. Reporting to Home Exam/CBSE. <u>Achieve 75% attendance of each student for CBSE/Home Exam</u>
7	Morning Assembly & CLA/CCA	Ms Garima I/C Ms Manju Mr Y B Singh Ms Heni X Sumi Ms Ritu B Saikia Ms Pooja Thapa Ms Pooja Upadhyay Mr Siewachu Seb	Monthly Class room award, Routine Cleanliness check (dress, nails, teeth, shoe, hair), Assembly/CLA as per KVS guidelines, Records Photos/Videos activities & events (Date and Event - Folders) in Google Drive, Merge all activities in one common calendar of CLA activities twinning with RO activity calendars and complete in assembly, special item/CCA Periods. Daily announcements, House Display boards, EBSB, AKAM, Rashtriya Ekta Parv, Kala Utsav Swachchhata/ Hindi Pakhwara, Annual/foundation Day/National Festivals, investiture ceremony, Poshan Abhiyan, Veer Gatha, Birthday, inter house competitions, Youth Parliament- Yuva tourism or any other twinning with co-curricular, Readiness and assembly discipline, PPC other related activities. Leading good habit project in assembly, NIPUN Programme
8	PA System, Internet, Biometric, CCTV	Mr Ravi Datt Pal I/C Ms Pooja Upadhyay Ms Banti Sharma Ms Manju	PA system arrangement during assembly or on respective events, placing and care, Mike management on stage/podium, internet facility in school, internet, CCTV repair/maintenance etc.
9	School Property Stock Verification & Condemnation	Mr. Y B Singh I/C Mr. Narendra Singh Ms Pooja Upadhyay Mr Ravi Datt Pal Stock holders	Care, repair & maintenance, electrical, refilling of fire safety equipment, condemnations, physical inspection on routine basis, safety certificates, other related, Update of Asset Register
10	School Building Construction monitoring	Mr Y B Singh I/C Ms Sandeep Kaur Mr Anjan Choudhury Mr Ravi Datt Pal	Monitoring of new building construction & record minutes/updates/repairs works etc. Report submission, coordinating with MES/PMG/VMC, Monthly Reporting to KVS/RO
11	School Wellness & Beautification	Ms Neha Tiwari I/c Mr Y B Singh Ms Manju	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

12	Manodarpan Cell & Child Rights, Guidance/ Counselling	Mr. Y B Singh I/C Ms Yumnam T. Ms Bendansenla Jamir Ms Sakshi Choudhary	Manodarpan -Mental Health and Psychosocial Support Services, AEP/Suggestion box on daily basis, redressing grievances of the child, Matter of CWSN, special intervention plan to improve in academics, PRASHAST screening & Child Rights Protection, Tarunotsav & career guidance
13	Student Safety Team & Discipline /Anti Bullying Committee)	Mr. Y B Singh (I/C) Mr. Anjan Choudhury Ms Ngippa Konyak Ms Manju Ms Garima Ms Yumnam Tomthilganbi Mr Siewachu Seb	Target class 6 to12; 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, coordinating with Primary student's safety team Dog/Animal bite help desk
		Mr. Y B Singh* Ms Sakshi Choudhary* (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 DRR Day annually & Training of peer educators on dos and don'ts of disasters, Road Safety, school Safety day , <u>Monthly mock drill on last working day.</u>
14	Cyber Safety & Social Media Monitoring	Mr. Anjan Choudhury (Nodal Officer) Ms Sandeep Kaur (Co- Nodal Officer) Mr Neeraj Pant 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, creating/reposting on Social media/twitter(X) handle/website content of school, misuse of ICT devices.
15	Grievance Redressal	Mr. Narendra Singh I/C Ms Sandeep Kaur Ms Ngippa Konyak	To redress the grievances (other than ICC) of staff members (teaching/non-teaching)
16	Office work & RTI	Mr. Neeraj Pant I/C Mr. Ravi Datt Pal Mr. Y B Singh Mr. Anjan Choudhury Mr. Narendra Singh (APIO) and (Verifying signatory for office matters/ cheques	Monthly Progress Report, Gate pass, GeM Purchase/Procurement, Admin, Finance matters, Salary, Leave, Receipts, Dispatch, Bank work, post office, Treasury, official letters & RTI, bills etc. Fee collection in UBI portal, Fee matters, verification/ rectifications of lapses through class teachers, scholar registers/Admission, TC, letters, Bill settlements, Salary, Income Tax, Traces, PIMS, UBI, Transfer Portal, Pension Portal, payment and recovery matters, contractual appointments,
17	Local Purchase Committee	Mr. Y B Singh I/c Mr. Narendra Singh Ms. Sakshi Choudhary Mr Anjan Choudhury Concerned Stock holders	As per Purchase procedure if procurement if not possible through GeM
18	Bharat Scout & Guide, Cub- Bulbul, NCC*	Ms Neha Tiwari I/C Mr. Y B Singh Mr. Narendra Singh Ms Sakshi Choudhary Ms Banti Sharma*	Scout & Guides/Cub Bulbul activities, other roles on special occasions, routine drill, color party, guard of honour

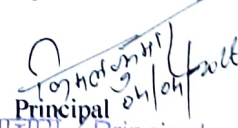
19	Games/Sports First Aid- Medical Checkup	Mr. Y B Singh I/C Ms Manju Ms Banti Sharma Mr Siewachu Seb	Routine sport activities, Medical checkup twice in a year, first aid/emergency of any kind from MHF etc. attending any sickness.
20	राजभाषा हिंदी समिति	Ms Manju (I/C) Ms Garima Mr Neeraj Pant	राजभाषा संबंधी क्रिया कलाप एवं तिमाही/वार्षिक प्रतिवेदन, नियमावली पालन इत्यादि
21	Publication Committee	Ms Manju I/C Ms Garima Ms Heni X Sumi Ms Ritu B Saikia Ms Pooja Thapa Mr Siewachu Seb Ms Neha Tiwari	Quarterly Newsletter Primary, School magazine in July (Collection of content (story, articles, poems, drawings, cartoons, surveys, achievements of students and from different deptt. Experiences, travel account etc.), Inauguration of magazine in VMC or other occasion. School brochure, pamphlets, content submission to any other Magazine of KVS/CBSE, Annual Report of the School in April etc.
22	School Innovation Council	Ms Bendangsenla I/C Ms Novitoli Shohe Ms Maya B Menon Ms Pushpa Kushwaha	NEP 2020 Ministry of Education's Innovation Cell (MIC)-SIC website, NCSC, Inspire Award MANAK, Vidyarthi Vigyan Manthan, LiFE, Maths Club, PRAYAAS, Space innovation, Rashtriya Avishkar Saptah, Olympiads/Quiz, Yuvika, RSBP Kitchen Garden and others, labs innovation
23	NEP, CPD & Student Training Matters	Ms Pooja Upadhyay I/C Ms Manju Ms Garima	NEP-2020, CPD 50 hours, Records of Inhouse orientation, seminars, workshops, sponsored courses, KVS attended courses by the employees, Update on SAMAGAM, Online registrations in designated portals, status of completion, report and records tracking of in-service courses, certification distribution, seating arrangements, projector display in library
24	Transportation Committee	Ms Banti Sharma I/c Ms Pooja Upadhyay Ms Manju	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. Control on pedestrian students from TCP- 2 to school, Disseminate needful message to the parents for any change in timings, safety of students in buses.
25	School Furniture	Mr Narendra Singh I/c Mr Ravi Datt Pal Ms Pooja Upadhyay Mr Y B Singh	Procurement, Placing and Care of Chairs, Tables, Desk, display Boards etc. Repair, MES/BSO furniture
26	Teaching Aid	Mr. Narendra Singh I/c Ms Sakshi Choudhary Mr. Neeraj Pant	Procurement of chalk, duster, markers, Placing, display/green boards, Care and use & CMP Teaching aid for NIPUN/FLN

27	Library Committee	Ms Manju I/c Ms Garima Mr Neeraj Pant	Students Gate Pass., Bagless days, Pustokopahar, Reading campaigns, Developing accessible class library in primary, 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. pleasant upkeep of books and library for conducive reading atmosphere, NCERT Textbook matters
		Student members Ms Sahida (XII Arts) Mast Altaf (VII)	
28	Safety Team for Primary Students Dispersal, Discipline & Manodarpan Cell/ Child Rights	Ms Sakshi Choudhury I/C Ms Banti Sharma Ms Priti Dubey Ms Maosenla Ms Pushpa Kushwaha Mr Siewachu Seb	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, Dog/Animal bite help
29	Subject Committee I/C	Ms Sandeep Kaur- Science Mr Neeraj Pant- Maths Ms Garima- Languages, Ms Ngippa Konyak –SST Ms Sakshi Choudhary- (Primary Acad)	Functioning of Clubs, Subject enrichment activities, New study material, month end meetings tracking 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 and other related
		Ms Banti Sharma (Primary CLA)	
30	VMC & Staff Meetings & Guests Visits	Mr Anjan Choudhury I/C Ms Garima Ms Manju	Coordination with VMC/ Edn Branch, Meetings, minutes, note sheets, approval/ permissions, proof reading Reports Inspection, meeting & Home/ CBSE exam /approval/updates, welcome/hospitality, any other as per need.
		Mr Neeraj Pant I/C Mr Ravi Datt Pal Mr Y B Singh	School Events /Functions: requirements/ arrangements / liaison with units in RMS
31	School "Account Committee"	Mr. Neeraj Pant Mr. Y B Singh Mr Ravi Datt Pal Mr. Ankur Saxena- (PM Shri KV Sewak)	Monitoring of Budget/ Annual Account, Tally or account related matters
32	Rupantar- (Aurobindo Society work)	Mr Y B Singh I/C Ms Yumnam T. Ms Sakshi Choudhary Ms Garima (CBL) Mr Narendra Singh (CBA) Ms Priti Dubey (PBL) Ms Banti Sharma (P I) Ms Neha Tiwari (AS)	Implementation of the project/ tasks as per guidelines, report submission, portal work etc. CBL- Competency Based Learning CBA- Competency Based Assessment PBL- Project Based Learning P I- Project Inclusion AS- Aura Scholar

Instructions:

(i.) The Committee I/C & members will work proactively they will take initiatives and accomplish the task in time as per guidelines/directions.

(ii) Teams will have Internal / Cross coordination and ensure timely completion of work.


 Principal
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 K.V. Rangapahar Cantt.