

केंद्रीय विद्यालय ऑयल, दुलियाजान
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CBSE Affiliation Code: 200012
CBSE School Code: 39266

F.N.1869/KVD/Committees/2026-27/886

Date: 10.07.2026

OFFICE ORDER

Constitution of School Safety Advisory Committee

In accordance with the Guidelines on School Safety and Security issued by the Ministry of Education, Government of India, the School Safety Advisory Committee of Kendriya Vidyalaya, OIL Duliajan, is hereby constituted with immediate effect for the session **2026–27**. The Committee shall work towards ensuring a safe, secure, child-friendly and conducive environment for all students and staff of the Vidyalaya. The constitution and functioning of such a committee are consistent with the school-safety directions of CBSE and the National Disaster Management Authority.

S.N.	Name and designation	Role in the Committee
1	Mr. Vakeel Singh Yadava PGT(Hindi)	School Safety Officer
2	Mrs. Priyanka Khalkho HM	Member Secretary
3	Mrs. Sujata Behera, PGT(Economics)	Member
4	Mrs. Vineet Kumar, PGT(History)	Member
5	Mrs. Monorama Singha TGT(WE)	Member
6	Mrs. Seema Mutsuddi TGT(Bio)	Member
7	Mr. Rahul Kumar TGT(P&HE)	Member
8	Ms. Ritu, PRT	Member
9	Ms. Khushboo Vyas, PRT	Member
10	Master Orchid Phukan, Student	Member
10	Ms.Tanushree Thapa Student	Member

Terms of reference

The Committee shall perform the following duties:

1. To identify safety and security risks within the school building, playground, laboratory, library, corridors, toilets, drinking-water points, electrical installations, staircases, boundary areas and other vulnerable locations.
2. To conduct a **monthly safety walk** of the entire school premises and record observations in the prescribed checklist/register.
3. To review the functioning of CCTV cameras, fire extinguishers, fire alarms, emergency exits, boundary gates, visitor registers, electrical systems and other safety equipment.
4. To ensure that entry of outsiders is regulated and that visitors, vendors, contractual workers and service personnel are properly monitored.
5. To review arrangements for student safety during arrival, dispersal, recess, school assembly, transportation, educational tours, excursions, sports activities and other school events.

6. To promote awareness among students and staff regarding personal safety, prevention of abuse, cyber safety, road safety, fire safety, disaster management, first aid and emergency response.
7. To coordinate mock drills relating to fire, earthquake, evacuation, medical emergencies and other disasters, in consultation with the concerned authorities.
8. To ensure that emergency contact numbers, evacuation plans, assembly points and safety instructions are prominently displayed at suitable locations.
9. To examine safety-related suggestions or complaints received through the suggestion/complaint box or any other approved channel and initiate appropriate action within a reasonable time.
10. To review the availability and maintenance of first-aid boxes, health records and emergency medical arrangements.
11. To verify that relevant records relating to staff, contractual employees, security personnel are maintained as per applicable KVS/CBSE/Government instructions.
12. To submit a brief report of each meeting and safety inspection to the Principal, including deficiencies noticed, action taken and pending matters.

Meetings and records

- The Committee shall meet **at least once every month** and additionally whenever required by the Chairperson.
- The Member-Secretary shall issue the agenda; maintain attendance, record minutes and monitor compliance with decisions.
- The monthly safety walk shall preferably be conducted on a fixed date decided by the Principal.
- The Committee shall maintain a **School Safety Register**, inspection checklist, minutes book, action-taken reports and records of mock drills.
- Student members shall provide feedback regarding safety concerns.
- The tenure of the Student representatives shall be for the academic session or until revised by the Principal.

All members are directed to discharge their responsibilities sincerely and ensure immediate reporting of any serious or imminent safety risk to the Principal and the competent authorities.

This order shall come into force with immediate effect.

(Manoj Kumar Sadrani)

Principal

के. वि. दुलियाजान, अँदोल
KV Duliajan, OIL

Copy to:

1. All members of the School Safety Advisory Committee.
2. Notice Board/School Website.
3. Office record.