

पीएम श्री केंद्रीय विद्यालय  
खानापारा  
गुवाहाटी (असम)  
**PM SHRI KENDRIYA VIDYALAYA**  
**KHANAPARA**  
**GUWAHATI (ASSAM)**



विद्यालय समितियाँ एवं कर्तव्य  
शैक्षणिक सत्र : 2024-25

Committees & Duties  
Academic Session: 2024-25



## **KENDRIYA VIDYALAYA KHANAPARA, GUWAHATI COMMITTEES & DUTIES FOR THE SESSION 2024-2025**

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2024-2025. As such all the members of staff are hereby informed to note the nature of the work and comply with them. All the members of the committee will be responsible for the work of the committee. The undersigned will ask for the compliance from the in-charges or any member of the committee. In absence of the in-charge the next senior member of the committee will automatically be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately if needed. In the absence of the in charge, the co-in charge/senior member of the committee will complete the handing over and taking over procedure. Action plan for effective implementation of assigned responsibilities may be submitted as and when required.

### **1. ACADEMIC AND ADMINISTRATIVE COMMITTEE: -**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>	<b>SIGNATURE</b>
1.	Sh. Manoj Kumar Verma	VP	In-charge	
2.	Mr. Chandan Roy	PGT (Bio)	Co I/C	
3.	Mrs.Sangeeta Das	PGT (Eng)	Member	
4.	Sh. A.K.Maurya	PGT(Commerce)	Member	
5.	Sh. Pankaj Kumar	PGT(Maths)	Member	
6.	Dr. Raju Prasad Rathore	PGT(Hindi)	Member	
7.	Dr. Vimal Kumar Soni	PGT (CS)	Member	
8.	Sh. Samarjit Sinha	TGT(WE)	Member	
9.	Mrs. Bandana Das Konwar	HM	Member	
10.	Mrs. Seema Sah	PRT	Member	

### **Duties:-**

- a) The committee will help the Principal in day to day academic and administrative matters.
- b) Any discrepancy observed in academic and administrative activities should be brought to the notice of the Principal immediately.
- c) To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts.
- d) Any other work assigned by the principal in day to day administrative matter.
- e) To ensure the attendance register, teacher’s diary and daily diary is written as per norms, guiding the respective subject teachers in the subject committee meeting as a Convener of the subject committee, as applicable.
- f) To inform the Principal about the lapses, deviations in the subject committee report.
- g) To ensure the maintenance and submission of anecdotal record and CMP as per guidelines.
- h) Distribution of Teachers and Students diary.
- i) To maintain record of all activities related to academics.
- j) To distribute list of text books, Note books, option forms and other details.
- k) To maintain minutes of academic meetings.
- l) To facilitate class teachers and subject teachers in organizing and conducting PTM.
- m) To send the information to parents and other stake holders regarding academics.
- n) Collection of student Enrolment, Staff Vacancy Position data and send to RO timely.
- o) Appointment of Contractual Teachers: To draft the advertisement for publication in the Newspaper. To prepare for the interview and prepare the panel. To call the teachers as and when required and to complete all the necessary formalities.
- p) Facilitate and assist in organizing VMC Meeting, Training & Workshops, School /Cluster/ Regional/National level events and welcoming Guests.
- q) Suggesting activities for Vidyalaya image building among stakeholders and the society.

## 2. ADMISSION COMMITTEE:-

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Ms. Chayanika Debnath	PGT (Chem)	In-charge	
2.	Mrs. Pronamika Barua	TGT (Sst)	Member	
3.	Ms. Shishir Ranjan	TGT (Sst)	Member	
4.	Mr. Chandan Roy	PGT (Bio)	Member	
5.	Shri Jyoti Prasad Baishya	TGT (SST)	Member	
6.	Shri Tikendra Gautam	TGT(SKT)	Member	

### Duties:-

- Monitoring of T.C. issued, uploading of TC on regular basis, monthly updating the students' enrolment and registered/selected application list on Vidyalaya web site.
- Advertisement of admission, issue of application/Registration forms. Maintaining Help-Desk to guide parents.
- Scrutiny of the registration forms and documents submitted by parents as per admission guidelines of the KVS.
- Preparation of lists for lots and preparation of list for provisional admission for all classes as per Admission Guidelines. Updating the information on online portal.
- Finalizing admissions to all classes as per KVS Admission Guidelines.
- Making entry and maintenance of admission registers and producing correct information as when required.
- To administer the admission test and preparation of merit list as per the admission guidelines of the KVS.
- To take the approval of VEC before the release of the merit list.
- Admission of candidates based on K.V. TC as per KVS norms.
- Facilitate local transfer admissions and admissions as per RTE Act.
- Maintenance of admission records as per KVS guidelines in the prescribed formats.
- Details of admission uploading on the website.
- The members of committee will coordinate the entire admission process and discharge all related works including document verification regarding admission from class 1 to 12 in the Vidyalaya as per KVS Admission Guidelines. They will be held responsible for any discrepancy in the admission process.

## 3. EXAMINATIONS COMMITTEE (Internal):

### A – SECONDARY

S. NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Arvind Kumar Maurya	PGT (Commerce)	In-charge	
2.	Mr. Abhinav Goyal	PGT(Biotech)	Co I/C	
3.	Mr. Taptesh Kumar Meena	TGT (English)	Member	
4.	Mr. Pankaj Kumar	PGT (Maths)	Member	
5.	Mr. Aamir Ahsan	PGT (Phy)	Member	
6.	Mrs. Jyoti Bora	TGT (Hindi)	Member	
7.	Mr. Wayal Suresh	TGT (English)	Member	

### B – PRIMARY

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Umesh	PRT	IN-CHARGE	
2.	Mrs. Mani Bordoloi	PRT	Member	
3.	Mrs. Pranita	PRT	Member	
4.	Mrs. Kasturi Das	PRT	Member	

### Duties:-

- a) To prepare an action plan for conducting monthly test for classes III to V, and VI to XII classes.
- b) Conducting **Periodic Tests, Unit Tests, Half yearly Exam, Pre-Boards, PISA and Session Ending Exam** and internal CBSE Exam as per KVS norms.
- c) To collect the question paper along with blue print, design, marking scheme for these exams securely and to preserve them for inspection purpose.
- d) To procure the result register, progress reports, certificates of school-based evaluation and other stationery well in advance by giving timely requisition to the Principal.
- e) Declaration of results as per the KVS schedule.
- f) To maintain and place all the records pertaining to examination before the member of panel inspection team and principal as and when required.
- g) To issue the notices, circulars of the examinations for students and staff.
- h) To visit KVS, Regional Office, Guwahati and CBSE websites regularly for the examination notices and circulars.
- i) To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.
- j) To update examination details on website regularly. Internal – Planning & conduct of Monthly Tests/UT/HY/SEE/Pre-Boards as per schedule.
- k) Distribution of progress cards, study materials & practice set papers.
- l) Updating school website regularly by coordinating with Website I/C. Internal – Planning & conduct of **Periodic Tests, Half yearly Exam, Pre-Boards and Session Ending Exam** as per schedule.
- m) Providing correct data and information related to examination activities as and when required to the Principal/RO etc.

### 4. PISA & CCT COMMITTEE:-

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Sh. Manoj Kumar Verma	VP	In-charge	
2.	Shri Hukmaram	TGT (Maths)	Co In-Charge	
3.	Smt. Mamta Kumari	TGT (Eng)	Member	
4.	Mrs. Namita Das	TGT(Sc)	Member	

### Duties:-

- a) Maintaining student's enrollment for PISA and CCT exam per eligibility criteria of age etc.
- b) Updating PISA & CCT web portal as and when required.
- c) To prepare an action plan for conducting PISA and CCT examination (online/Offline) for all classes as per guidelines.
- d) Coordination with Exam Department/Committee for printing of question paper and other required stationery and printing work.
- e) Producing and sharing correct data as when required by the Principal/RO etc.

### 5. CBSE COMMITTEE:-

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Navneet Singh	PGT (Chem)	In-charge	
2.	Mr. Gurnishan Singh	PGT (CS)	Co-In charge	
3.	Mr. Shishir Ranjan	TGT SST	Member	
4.	Mr. Anil Saxena	TGT(Math)	Member	

5.	Mr. Tikendra Gautam.	TGT (Skt)	Member	
----	----------------------	-----------	--------	--

### **Duties:**

- Planning and executing all works related to Tests/Exams conducted by the CBSE.
- Timely reply and correspondence to CBSE circulars. Timely dispatch of CBSE letters/uploading the data to CBSE web site.
- Taking necessary action and circulating CBSE circulars aiming teacher and students, as and when needed.
- Maintenance of Board Result registers for class X and XII
- Checking CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
- Registration /LOC for Class IX to XII, filling of the forms and completing the formalities time bound manner.
- Correspondence for school affiliation and its updating.
- Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.
- Maintaining the record of shortage of attendance and correspondence with CBSE board.
- Framing the practical time table in liaison with other subject teachers.
- Conducting the CBSE board exam as per the CBSE norms.

### **6. EXTERNAL EXAMS COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
<b>All External Exams (Except NIOS)</b>				
1.	Sh. Manoj Kumar Verma	VP	In-charge	
2.	Mr.Chandan Roy	PGT(Bio)	Co-In charge	
3.	Mr. Adarsh Rawat	SSA/JSA	Member	
<b>NIOS EXAM</b>				
1.	Mr. Nilesh Kumar	PGT(Eco)	In charge	
2.	Mr. Rahul Chakrakar	TGT (Eng)	Member	

### **Duties:**

- Planning and execution of all related work to conduct the examinations organized by any External agencies as per the norms.
- Arrangement of resources and fair conduct of exams as per guidelines given by the respective agency.
- To maintain the record and send the data from time to time to the concerned stakeholders.
- Correspondence to external agencies as and when required.
- Updating and filling online portals of JEE/NEET etc.
- Settlement of advances and dues as per guidelines of external agencies.

### **7. TIME TABLE AND ARRANGEMENT COMMITTEE:**

#### **A –SECONDARY SECTION:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr.Pankaj Kumar	PGT(Maths)	In charge	
2.	Mr. Navneet Singh	PGT (Chem)	Co In charge	
3.	Mrs. Ayushi Jain	PGT(Maths)	Member	

4.	Shri Anil Saxena	TGT(Maths)	Member	
5.	Mr. Hukmaram	TGT(Maths)	Member	

#### **B – PRIMARY SECTION:**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Mr. Ritesh Kumar	PRT	In-charge	
2.	Mrs. Kasturi Das	PRT	Member	
3.	Mrs. Mani Bordoloi	PRT	Member	
4.	Mrs. Bhupali Roy Choudhury	PRT	Member	

#### **Duties: -**

- To prepare the class & teachers time table as per KVS norms.
- To prepare the special time table & after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS.
- To prepare the special time table for remedial teaching (weak students in all classes).
- To display copy of arrangement, work in the notice board.
- Preparation/verification of salary of contractual teachers.
- To prepare the day-wise duty chart of corridor and other area during interval and other occasions.
- Arrangement of activities and teachers on Fun-day.
- To arrange the classes of the teachers on daily basis who are on leave/OD.

#### **8. FURNITURE & MAINETENANCE OF FIXTURES COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Abhinav Goyal	PGT (Biotech)	In-charge	
2.	Mrs. Bandana Das Konwar	HM	Co I/C	
3.	Mr. Rahul Chakrakar	TGT (ENG)	Member	
4.	Mr. Anurag Pandey	TGT (Hindi)	Member	
5.	Mr. Mahesh Kumar Prasad	PRT	Member	
6.	Mr. Manoj Kumar	PRT	Member	

#### **Duties:-**

- To maintain the record of room wise/department wise inventory/distribution of furniture.
- To prepare the list of broken furniture and other miscellaneous items for condemnation.
- To arrange school furniture as per designated places, if interchanged during organizing any events like Sports Day, Republic Day, Annual Day, Independence Day or any other Function.
- To see any shortages, deficiency of furniture and report to the Principal.
- To ensure regularly that no furniture is lying in the corridors or in the open space.
- To store and stock the broken or old furniture properly.
- Maintenance of stock register of furniture of the class-wise, staff room, labs, departments, library, office, Principal room etc.,
- Labeling of old and new furniture for identification and counting, as required.
- Prepare proposal/requisition of furniture along with furniture design and specification as per norms.
- Repair and Maintenance of miscellaneous items like black board/green board/ notice boards/Display boards etc.
- Seating arrangement for Guests, students, parents and other stakeholders on occasion of any event or gathering.

## **09. MAINTENANCE & REPAIR COMMITTEE:**

Maintenance & Repair of School Building, and supply of drinking water and Electricity.

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>	<b>SIGNATURE</b>
1.	Mr. Samarjit Sinha	TGT (WE)	In-charge	
2.	Mr. Chandan Roy	PGT (Bio)	Member	
3.	Mr. Urgyan	PGT (Bio)	Member	
4.	Mrs. Rakhi Sharma	TGT (Maths)	Member	
5.	Mr. Anurag Pandey	TGT (Hindi)	Member	
6.	Mrs. Bandana Das Konwar	HM	Member	
7.	Mr. Manoj Kumar	PRT	Member	
8.	Mrs. Nishi	PRT	Member	

### **Duties:-**

- a) Identification of Repair & Maintenance civil work in the Vidyalaya building and preparing proposals with estimate.
- b) Maintenance of electric supply lines, electric fixtures (bulbs/tube/fan/switches, electric board etc) and electric/electronic appliances (wall watch, water coolers, water purifiers and generators etc.) to ensure their proper functioning.
- c) Plan and execute routine maintenance of water taps, pipelines at drinking water points, toilets and other plumbing work.
- d) Monitoring of repair/construction work by other agencies.
- e) Maintaining the electric signboards, name boards for classes, instructional board related to safety and danger.
- f) Repair work of electrical wiring and fittings and street lights.
- g) Maintenance of air-conditioners and Refrigerator.
- h) Planning and execution of Annual Maintenance Contracts for various maintenance services and appliances/machines.
- i) Maintenance of Firefighting distinguisher, devices and fire alarms.
- j) Maintenance work of telephone/intercom lines and equipments.
- k) Planning and execution of Painting works of the Vidyalaya building as per KVS norms.
- l) Arrangement of light and water services on school/cluster/Regional/National level programmes related to Games/Sports/Science/Social Science etc and other events/celebrations.
- m) Preparing plan for minor/major repair work required in the Vidyalaya.
- n) Organizing mock drills for safety of students related to fire/earthquake etc.
- o) Ensuring the functioning of PA system during daily morning assembly, meetings, workshops, seminars and celebrations at school.

## **10. INCOME TAX FACILITATION COMMITTEE:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>	<b>SIGNATURE</b>
1.	Mr. Gurnishan Singh	PGT(CS)	In-charge	
2.	Mr. Anil Saxena	TGT (Maths)	Member	
3.	Mr. Adarsh Rawat	SSA/JSA	Member	

### **Duties:-**

- a) Calculation of income tax from the members of the staff as per the provisions of Govt. of India.
- b) To check the IT details submitted by the Teachers and preparation of Form 16.



### **11. RTI GRIEVANCE COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Sh. Manoj Kumar Verma	VP	In-charge	
2.	Mr. Chandan Roy	PGT	Member	
3.	Mrs. Bandana Das Konwar	HM	Member	
4.	Mr. Saket Nath Jha	ASO	Member	

- Dealing with the grievances of teachers and students once a fortnight.
- Maintenance of Grievance register with proper records.
- To reply to all RTI and RTE related information.

### **12. QUARTER ALLOTMENT COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Samarjit Sinha	TGT WET	In-charge	
2.	Mr. Chandan Roy	PGT(BIO)	Member	
3.	Ms. Zinnia	TGT (Maths)	Member	
4.	Mr. Rahul Chakrakar	TGT (Eng)	Member	

#### **Duties:**

- To prepare a panel of teacher who are eligible for the allotment of quarters (Type – I, Type – II, Type – III) as per KVS norms in the beginning of the academic session.
- To allot the quarters to the eligible staff as per the panel prepared and approved by the Chairman VEC/VMC.
- To monitor the maintenance & repair of the staff quarters.
- Maintenance of Quarter Allotment Register.

### **13. STAFF QUARTERS REPAIR & MAINTENANCE COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Samarjit Sinha	TGT (WET)	In-charge	
2.	Mr. Nilesh Kumar	PGT (Eco)	Member	
3.	Ms. Zinnia	TGT (Maths)	Member	
4.	Mr. Raju Prasad Rathore	PGT (Hindi)	Member	
5.	Mrs. Jyoti Bora	TGT (Hindi)	Member	

#### **Duties:-**

- To plan and execute repair and maintenance work for staff quarters related to Civil/ Electrical/ Plumbing/ Drainage/Sewage work as per norms of KVS.
- To maintain the inventory of electric fixtures and other equipments in the staff quarters.
- To plan routine maintenance related to water and electric supply in staff quarters.

### **14. HINDI RAJ-BASHA COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Dr. Raju Prasad Rathore	PGT(Hindi)	In-charge	
2.	Mr. Anurag Pandey	TGT(Hindi)	Member	
3.	Mrs. Jyoti Bora	TGT(Hindi)	Member	

4.	Mrs. Monika Yadav	TGT(Hindi)	Member	
5.	Mr. Tikendra Gautam	TGT(SKT)	Member	

**Duties:**

- To implement the decision taken during Nagar Raj Basha committee meeting.
- To attend Nagar Raj Basha committee as and when required.
- To send periodical report to the KVS RO Guwahati, KVS New Delhi and Nagar Rajbhasha committee.
- Filling quarterly Rajbhasha report on online portal of Rajbhasha.
- To develop bilingual format and take initiative for correspondence in Hindi from office.
- Organising programmes/competitions for students and teachers to promote Hindi and Guide Non-Hindi teachers to enhance Hindi reading/writing skill.
- Helping office staff in letter writing/written communication in Hindi language as per norms.
- Implementation of Rajbhasha programmes/ competitions as per guidelines.

**15. CLEANLINESS COMMITTEE: (SWACHH SCHOOL & SWACHH BHARAT ABHIYAN)**

Cleanliness of the Vidyalaya Building, Premises and surroundings, Water points, Toilets and Corridor and organizing activities under Swachh Bharat Abhiyaan.

**Overall In-charge: Mr. Santosh Kumar, PGT (Physics)**

**Overall Co-In charge: Mr. Jyoti Prasad Baishya, TGT (SSt)**

**Overall Co-In charge: Mr. Ritesh Kumar, PRT**

**Area wise In-charges:**

Area	NAME OF TEACHER	SUBSTAFF
Main Building G. Floor	Mr. Umesh Mr. Wayal Shiv Shankar	
Main Building F. Floor	Mr. Aamir Ahsan Ms. Namita Das	
Main Building S. Floor	Mr Hukmaram Ms. Zinnia	
Admn. Building & Old Building	Mr. Nilesh Kumar Mr. Anurag Pandey	Mr. Ajit Rabha
MP Hall+ Ground	Mrs. Arushi Jain Mr. Manoj Kumar	Mr. K.C. Boro
Front Area	Mrs. Epsita Mrs. Mamta Kumari	
Garden Area	Mrs. Juri Deka Mr. Anil Saxena	
Play Ground	Sports Coaches	--
Primary G. Floor	Mrs. Mani Bardoloi	
Primary F. Floor	Mrs. Bhupali Roy	
Primary S. Floor	Mr. Ritesh Kumar, PRT	
Classrooms	All Class Teachers	

**Cleanliness of Toilets & Drinking Water points:**

Area	Male/Boys Toilets	Female/Girls Toilet
G.Floor	Mr. Navneet Singh	Ms. Chayanika Debnath
F.Floor	Mr. Rakesh Kumar	Ms. Namita Das
S.Floor	Mr. Hukmaram	Ms. Zinnia
Primary	Mr. Anurag Verma	Ms. Heena Rani

(New Build.)		
Staff	Mr. Tikendra Gautam	Ms. Sanjucta Das

### **Duties:**

- a) To ensure the cleanliness of the class rooms, corridor, toilets and other common areas including staff rooms.
- b) To ensure the provision of dustbins in all the class rooms.
- c) Distribution/assigning work to housekeeping staff and supervise the work of the people deployed under housekeeping
- d) To appraise the Principal about the cleanliness of school building from time to time.
- e) To acquire materials for housekeeping work and give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- f) To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other area of the campus.
- g) To clear the wild bushes and thorny plants growing in the school campus.
- h) To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- i) To take the rounds of the Vidyalaya and to ensure cleanliness of toilets and corridors.
- j) In-charge can assign the work wing – wise for efficient functioning and for fixing the responsibility. The In – charge will be held responsible for the lapses and the deviations of the orders.
- k) To ensure that the wash rooms are cleaned twice daily by the house keeping staff.
- l) To implement monitoring system for tracking cleaning work.
- m) Functioning of Vending Machine- Upkeep of the machine
- n) Executing Annual Maintenance Contract for water purifiers, water coolers and other items to be maintained regularly.
- o) Organizing cleanliness drives and awareness programmes for students/parents and society.
- p) Motivate students for developing cleaning habits and recognize their contribution in clean Vidyalaya Programme and Swaccha Bharat Abhiyaan.
- q) Helping and guiding students in cleanliness activities.
- r) To prepare the monthly report on Sanitation/cleanliness for dispatch to the Regional office.
- s) Regular cleaning of Overhead tanks and water storage, pump house and water supply in toilets.

### **CLEANLINESS AUDIT TEAM:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Sh. Manoj Kumar Verma	VP	In-charge	
2.	Mr. Chandan Roy	PGT (Bio)	Member	
3.	Ms. Sangeeta Das	PGT (Eng)	Member	

Audit Team will inspect cleanliness of the Vidyalaya and give report on every 15<sup>th</sup> day and last working day of the month

### **16. Gardening & BEAUTIFICATION COMMITTEE:**

Gardening and beautification of the Vidyalaya campus and staff quarter campus:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Shri Urgyen Angrup Bodh	PGT (Bio)	In-charge	
2.	Mrs. Namita Das	TGT (Science)	Member	
3.	Sh. Samarjit Sinha	TGT (WE)	Member	
4.	Shri Jyoti Prasad Baishya	TGT (SST)	Member	
5.	Shri Suresh	PRT	Member	
6.	Smt. Reena	PRT	Member	

7.		Art Instructor	Member	
8.		Sports Coach	Member	

### **Duties:**

- a) To supervise the work of gardener and beautification of Vidyalaya campus.
- b) To procure ornamental plants and other flower bearing plants in consultation with Principal.
- c) To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
- d) To procure fertilizers, manure, pesticides in consultation with Principal.
- e) Preparation of placards in different areas of garden and numbering of trees and potted plants.
- f) Celebration of Vanamahostava and other Green Programmes in consultation with principal and forest department.
- g) To motivate the children for gardening and beautification.
- h) To develop medicinal plant garden in the campus.
- i) To fix bulletin board in the class room for display of educational charts and material in the bulletin boards.
- j) To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.
- k) Coordinate and work with Eco-Club activities.

### **17. DISCIPLINE COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Shri Arvind Kumar Maurya	PGT (Commerce)	In-charge	
2.	Mrs. Sangeeta Das	PGT (English)	Co-In charge	
3.	Mrs. Babita Das	PGT (Geo)	Member	
4.	Mrs. Epsita Ray	PGT (Chem)	Member	
5.	Ms. Zinnia	TGT (Maths)	Member	
6.	Mrs. Rakhi Sharma	TGT (Maths)	Member	
7.	Mr. J P Baishya	TGT (SST)	Member	
8.	Ms. Priti	PRT	Member	
9.	Mr. Mahesh Prasad	PRT	Member	
10.	Mr. Mrignabh	Sports Coach	Member	
11.	Mr. Sanjib	Yoga Coach	Member	

### **Duties:**

- a) To ensure disciplined environment of the Vidyalaya.
- b) To check the late comers during morning assembly.
- c) To observe the behavior of students inside and outside class room
- d) To ensure provision of out pass in all classes and their utilization
- e) To initiate proper action as per KVS norms against indiscipline students
- f) To check the girls and boys uniform daily and check the bags once in a week.
- g) To confiscate the mobiles and other prohibited appliances.
- h) To take the regular meeting of student councils, prefect, monitors.
- i) To attend discipline cases, communication with Parents and refer the problematic cases to the counselor for diagnosis, if needed.

### **18. PURCHASE COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Sangeeta Das	PGT (English)	In-charge	
2.	Mr. Saket Nath Jha	ASO	Co I/C	
3.	Mr. Samarjit Sinha	TGT (WE)	Member	

4.	Mrs. Jyoti Prasad Baishya	TGT (SST)	Member	
5.	Mr. Wayal Shivshankar Suresh	TGT (English)	Member	
6.	Mrs. Bandana Das Konwar	HM	Member	
7.	Ms. Seema Sah	PRT	Member	
8	Mr. Ritesh Kumar	PRT	Member	
9	Ms. Heena Rani	PRT	Member	
10	Mr. Adarsh Rawat	JSA	Member	

- Consolidating the requisition from departments/in-charges and justified analysis of demand/ Requirements in view of quantity and quality.
- Planning purchase mode like LPC/Market survey/Bidding/GeM etc as per Rules of GFR and KVS guidelines.
- Identification of potential shop/vendor/supplier and registration of vendors/suppliers following purchase procedures of the KVS.
- To carryout market survey whenever required for local purchase on urgent need.
- Inviting Bid/quotation/proposals regarding purchase of items and services.
- To collect and certify quotation received by post or email.
- To prepare/check and sign on the Comparative Statement.
- Conduct of market survey to procure quotation.
- To verify the received items physically as per quantity, quality, functionality and specification and certifying bills as per procedure.
- To ensure the payment is made to the firm/supplier in time.
- Maintaining attendance role for employed labour and wage remittance, physical verification of works and measurement of works (as applicable) done by contractor in case of work is done on contract basis.

### **19. GeM Committee:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Sh. Manoj Kumar Verma	VP	I/C	
2.	Mr. Abhinav Goyal	PGT(Biotech)	Co-I/C	
3.	Dr. Vimal Kumar Soni	PGT(CS)	Member	
4.	Mr. Rahul Chakrakar	TGT (Eng)	Member	
5.	Mr. Shishir Ranjan	TGT(SST)	Member	
6.	Mr. Samarjit Sinha	TGT(WE)	Member	
7.	Mr. Rakesh Kumar	PGT	Member	

#### **Duties:-**

- To explore and select items required in the Vidyalaya as per requisition from the different departments on GeM Portal.
- To initiate the purchase process/ online bid on the portal as per norms.
- To complete and compliance the entire purchase process on GeM Portal.
- Received product as buyer and updation on GeM.
- To ensure the items received and do physical verification in terms of quantity, quality and specification in consultation with the In-charge/ members of concerned department and do the needful action for making payment on time.

### **20. PFMS Committee**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Saket Nath Jha	ASO	I/C	
2.	Mr. Adarsh Rawat	JSA	Co-I/C	

3.	Mr. Chandan Roy	PGT(Bio)	Member	
4.	Dr. Vimal Kumar Soni	PGT(CS)	Member	

**Duties:-**

- Data entry of financial transactions on PFMS as per KVS norms.
- Technical supervision of activities and updation on PFMS portal.

**21. ICT Committee:**

(Monitoring and implementation of ICT/IT enabled services/projects including Online Classes, ICT Activities/Training, Website, Shaladarpan etc.)

S.NO	NAME	DESIG.	MEMBER	SIGNATURE
<b>Overall In charge</b>				
1.	Dr.Vimal Kumar Soni	PGT(CS)	In-charge (Stock)	
2.	Mr.Gurnishan Singh	PGT(CS)	Co-In charge	
<b>Web Site Updation</b>				
1.	Dr.Vimal Kumar Soni	PGT(CS)	Overall I/c	
2.	Mr.Gurnishan Singh	PGT(CS)	Co-In charge	
3.	Mr. Adarsh Rawat	JSA	TC, staff list, vacancy & student enrolment updation	
4.	All computer instructors			
<b>E-Classrooms &amp; CCTV</b>				
1.	Mr.Gurnishan Singh	PGT(CS)	Over all In-charge	
2.	Dr.Vimal Kumar Soni	PGT(CS)	Co-In charge	
3.	Class Teacher (E-classroom class)	--	In charge	
4.		Computer Instructor 1	Tech. Support	
5.		Computer Instructor 2	Tech. Support	
<b>PMJVK E-Classrooms :</b>				
1.	Mr. Suresh	PRT	In-charge	
2.	Ms.Seema Sah	PRT	Co-In charge	
3.	Mr.Gurnishan Singh	PGT(CS)	Tech. Support	
4.	Mr. Ritesh Kumar	PRT	Member	
5.		Primary Computer Instructor	Tech. Support	

**Duties:-**

- Technical planning and organizing online classes on GSuite platform.
- Creating and managing user accounts on Gsuite and facilitate students/parents for any technical issue.
- Organizing training/workshop for teachers in managing and administering virtual classes, conduction of assessments (PT/UT/HY etc) as schedule and guidelines provided by KVS Regional Office.

- d) Providing technical help and support to teachers in various online activities.
- e) Maintaining school web site, uploading all information with photos as and when required.
- f) Implementation of IT Projects of KVS.
- g) Ensure proper functioning of computer labs and IT equipments in the Vidyalaya.
- h) Planning and executing AMC for IT enabled services.
- i) Safety and security of all IT equipments and computer labs.
- j) Submission of monthly/ report to the Regional Office and performing other activities related to ICT initiatives.
- k) Maintenance of e-Classrooms and guiding teachers for effective use of IT devices in e-classrooms.
- l) Ensure proper working of CCTV surveillance system and Networking/Internet etc.
- m) Promoting ICT enabled environment in the Vidyalaya and guiding other teacher for using ICT in teaching-learning activities in online/offline mode.

## **22. ATAL TINKERING LAB COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Rakesh Kumar	PGT(Physics)	In charge	
2.	Mr. Aamir Ahsan	PGT(Physics)	Co-In charge	
3.	Mr. Santosh Kumar	PGT(Physics)	Member	
4.	Mr. Samarjit Sinha	TGT(WE)	Member	
5.	Ms. Namita Das	TGT(Sc.)	Member	
6.	Mr. Anil Saxena	TGT(Maths)	Member	

### **Duties:-**

- a) Planning and execution of ATL activities as per ATL guidelines and coordination with district/state functionaries.
- b) Purchasing of lab materials and utilization of grant-in-aid in various training programs.
- c) Maintenance/updation of ATL Dashboard, handling of GeM portal for procurement and timely submission of UC.
- d) Selection of students and team for various project works and making of time table for ATL activities in coordination with time table committee.
- e) Organizing training programmes/project completions and preparing students for inter-school ATL project competitions.
- f) Any other work required for effective execution of ATL lab program.

## **23. SCIENCE COMPETITION COMMITTEE (INSPIRE, KVPY, NCSC, JNNM, IAPT etc.):**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Santosh Kumar	PGT(Physics)	In charge	
2.	Mr. Aamir Ahsan	PGT(Physics)	Co-In charge	
3.	Ms. Chayanika Debnath	PGT(Cheistry)	Member	
4.	All Science Teachers	PGTs/TGTs	Members	

### **Duties:-**

- a) Motivating students for active participation in science related project completions.
- b) Selection of students/projects and nomination of students/team for various completions.
- c) Maintaining records and submission of reports as and when required.

## **24. POTABLE WATER COMMITTEE:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>	<b>SIGNATURE</b>
1.	Mr. Anurag Verma	PRT	In charge	
2.	Ms. Sanjucta Das	PGT(Eng)	Co-In charge	
3.	Santosh Kumar	PGT(Phy)	Member	
4.	Suresh Kumar	PRT	Member	

### **Duties:-**

- Make all arrangement to provide safe drinking water to all stakeholders of the vidyalaya.
- Regular checking of functionality of Water purifier systems and coordinate with R& M committee, if repaire/maintenance is required.
- To ensure cleanliness at drinking water points and monitoring of cleanliness of Water storage tanks/Overhead tanks.

## **25. INTERNAL COMPLAINT COMMITTEE (ICC):**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>	<b>SIGNATURE</b>
1.	Smt. Sanjucta Das	PGT (Eng)	In charge	
2.	Smt. Sangeeta Das	PGT (Eng)	Member	
3.	Shri Chandan Roy	PGT (Bio)	Member	
4	Smt. Bandana Das Konwar	HM	Member	
5.	Mr. Jasmeet Singh Rekhi	PRT	Member	

### **Duties:-**

If any complaint related to immoral behavior towards girl students is received by the committee, the following steps should be taken immediately at Committee level.

- A written complaint may be obtained from the students/parents.
- Case may be brought to the notice of the Principal/Chairman, VMC.
- A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher.
- A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
- The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially.
- The committee may ask about the behavior of the accused teacher towards other girl students and other teachers and their statements may also be recorded.
- Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded. The committee may discuss the issue with the accused teacher and his statement may be recorded.
- The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercise of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.
- The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumors and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.
- Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.



- k. The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.

## **26. GRIEVANCES COMMITTEE:**

**Grievance handling cell for SC/ST/OBC/Minorities and physically challenged person:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs.Sangeeta Das	PGT (Eng)	In-charge	
2.	Mr. Pankaj Kumar	PGT(Maths)	Member	
3.	Ms. Zinnia	TGT (Maths)	Member	
4.	Mr. Jasmeet Singh Rekhi	PRT	Member	

### **Duties:-**

If any complaint is received by the committee, the committee will examine the facts and take necessary action as per rule and procedure of the KVS.

## **27. UBI FEE PORTAL COMMITTEE:**

(Updation, verification and monitoring of Fee collection on UBI portal)

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Nilesh Kumar	PGT (Eco)	In-charge	
2.	Mr. Gurnishan Singh	PGT(CS)	Co-I/c	
3.	Dr. Vimal Kumar Soni	PGT (CS)	Member	

### **Duties:-**

- Monitoring of quarterly verification of students fee calculation verified by class teachers.
- Verification/Updation of student's record entry in case of Transfer/ admission in the Vidyalaya.
- Generating reports and monitoring of fee collection, defaulters etc and inform class teachers for taking necessary steps as per KVS norms.
- Verification of CS-54 statement and fee receipt from UBI portal.

## **28. INFORMATION & PHOTO COLLECTION COMMITTEE:**

(Collection of Information for providing the data required in KVS through Google Sheet /Excel Sheet/or any other way)

S.No.	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Shri Ritesh Kumar	PRT	In-charge	
2	Smt. Babita Das	PGT (Geo)	Member	
3	Shri Ritesh Kumar	PGT (History)	Member	
4	Shri Anurag Pandey	TGT (Hindi)	Member	

### **Duties:-**

- To collect and compilation of the information (write-up) with photographs from the different Department In-charges / teachers of Vidyalaya event/date-wise, and preserve the compiled data and photos in Google Drive of school mail which is required to fill up the Google Sheet /Excel Sheets asked by KVS RO Guwahati.
- To provide complete and correct information to RO after verifications from the source of the information.
- To keep record of all the information sent through the Google Sheets/ Excel Sheets or any written form related to various programmes and activities.
- To ensure the photography/Videography coverage on important occasions/ days/ functions etc.

- e) Arrangement and decoration/ Seating for Meeting, functions etc.
- f) Arrangement of photographer for School programmes.
- g) Maintenance of annual photo album/library of events on soft/hard copy.
- h) Preparing reports with photographs and uploading on Vidyalaya website.
- i) Publication of newsletters with photographs covering events.
- j) Maintenance of participation records and certificate for events and providing information as and when required

### **29. ALUMNI COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Sh. Manoj Kumar Verma	VP	In-charge	
2.	Mr. Chandan Roy	PGT(Bio)	Member	
3.	Dr. Vimal Kumar Soni	PGT(CS)	Member	
4	Mr. Arvind Kumar Maurya	PGT(Commerce)	Member	

#### **Duties:-**

- a) Planning and organizing Alumni functions, activities for interacting students and inviting them on various occasions.
- b) Maintaining database to hold record of alumni working in different service area.
- c) Explore possibilities and seek help and support in various student's welfare activities from Alumni side.

### **30. CLUB ACTIVITIES COMMITTEE:**

S.NO	NAME	DESIGNATION	Club	SIGNATURE
1.	Mr. Rakesh Kumar	PGT (Phy)	Science Club Astronomy Club	
2.	Mr. Gurnishan Singh	PGT (CS)	ICT Club	
3	Mrs. Namita Das	TGT (Sc.)	NGC Eco- Club	
4.		TGT (AE) Art Instructor	Art & Photography club	
5.		TGT (PHE) Sports Coach	Adventure & Sports Club	
6.	Mrs. Mansi Devi	PRT (Music)	Music Club	
7.	Mrs. Sangeeta Das	PGT (Eng)	Digital Language Club	
8	Dr. Raju Prasad Rathore	PGT (Hindi)	Hindi Language Club	
9	Mrs. Sanjucta Das Nurse	PGT Nurse	Health Club	
10	Mr. Rahul Chakrakar	TGT (Eng)	Literary Club	

#### **Duties:-**

- a) To motivate the students to prepare the exhibits based on theme given by KVS.
- b) To organize Vidyalaya level Science exhibition as per the time schedule given by KVS.
- c) To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress.
- d) To inculcate scientific temper among the students by adopting activities based method in teaching learning process.

- e) To encourage the children to give online projects by using computers.
- f) Maintenance of participation records and providing information as and when required.
- g) Upkeep of the bulletin board.
- h) Maintenance of digital Language Lab and Language Club activities.
- i) Organizing competitions/programmes related to Art, Culture, Science, Language etc.

### **31. OLYMPIAD COMMITTEE:**

Organizing Olympiads /Other competitive exam/ Students Exchange Program/Maintaining honour boards.

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Rahul Chakrakar	TGT (Eng)	In-charge	
2.	Mrs. Mamta Kumari	TGT(Eng)	Member	
3.	Mrs. Mani Bordoloi	PRT	I/c Primary	
4.	Mrs. Bhupali Roy Choudhury	PRT	Member	

#### **Duties:-**

- a) To Motivate the students to participate in different Olympiads like SOF,IAPT,Silver foundation, IPHO, ICO, IBO Etc.
- b) To collect the prescribed fees and remittance as per norms of organizing agencies.
- c) To arrange for school based coaching / training of the students
- d) Conducting the examination in the school.

### **32. SOCIAL SCIENCE CLUB & EBSB COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Ms. Babita Das	PGT (Geo)	In-charge	
2.	Mr. Nilesh Kumar	PGT(Economics)	Member	
3.	Mr. Ritesh Kumar	PGT (History)	Member	
4.	Mrs. Pronamika Baruah	TGT (S.St)	Member	
5.	Mr. Shishir Ranjan	TGT(S.st)	Member	
6		TGT (AE) / Art Instructor	Member	
7	Ms. J. P. Baishya	TGT (SST)	Member	
8	Mrs. Mansi Devi	PRT ( Music)	Member	

#### **Duties:-**

- a) To motivate children to prepare projects/model based on country/state allotted to the region for Social Science Exhibition / Ek Bharat Shresth Bharat.
- b) To encourage more and more children to participate in cluster level Regional level and Nation level exhibition.
- c) To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- d) To prepare activity based projects for students in Social science subject and ensure project based learning in all the classes.

### **33. MEDICAL CHECKUP AND FIRST AID COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
------	------	-------------	--------	-----------

1	Mrs. Sanjucta Das	PGT (Eng)	In-charge	
2.	Dr. Vimal Kumar Soni	PGT (CS)	Member	
3.		Nurse	Member	
4.	Mrs. Heena Rani	PRT	Member	
5.	Ms. Varsha Chaudhary	PRT	Member	

#### **Duties:**

- a) To procure the required number of medical cards for students.
- b) To distributes and collection the medical cards to the class teachers based on strength.
- c) To arrange the medical checkup twice in a year (in the month of August and Feb)
- d) To ensure the follow up action after the medical checkup.
- e) Distribution and collection of medical cards to class teachers.
- f) Purchase of medicines and materials for First Aid kit.
- g) Providing first aid facilities to students as and when required.
- h) Attending to all emergency cases during school hrs.
- i) Ensure availability and functioning of required medical kit/equipments in Medical room.
- j) Preparing of proposals and purchase of equipments for Medical room.
- k) Distribution of Sanitary napkins to girl students on requirement basis and ensure functioning of napkin vending machine.
- l) Ensure proper disposal of medical waste.
- m) Organizing Awareness activities on Health and Hygiene for students.
- n) Organizing Health checkup camps for students and coordination with doctor and related agencies.

#### **34. EDUCATIONAL TOURS / EXCURSION:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Manoj Kumar Verma	VP	In-charge	
2.	Mr. Ritesh Kumar	PGT (History)	Co-in charge	
3.	Dr. Vimal Kumar Soni	PGT(CS)	Member	
4.	Mrs. Babita Das	PGT (Geo)	Member	
5.	Ms. Pranamika Barua	TGT(S.St)	Member	
6.	Ms. Monika Yadav	TGT (Hindi)	Member	
7.	Mr. Anurag Verma	PRT	Member	
8.	Mrs. Nishi	PRT	Member	
9.	Mrs. Reena	PRT	Member	

#### **Duties:**

- a) To plan education tours / excursions for all the classes as per KVS norms.
- b) To ensure the safety of the students during the journey period and their stay at the venue.
- c) To provide hygienic food/ potable water to the students participating in tour programme.
- d) Planning and arrangement of educational tours as per KVS direction for students and staff.
- e) Arrangement of transport for excursion /educational tours.

#### **35. CMP COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Mrs. Seema Sah	PRT	In-charge	

2.	Mr. Anurag Verma	PRT	Co-In charge	
3.	Mrs. Kasturi Das	PRT	Member	
4.	Mrs. Jyotsna Das	PRT	Member	
5.	Mrs. Heena Rani	PRT	Member	

**Duties:-**

- To ensure the implementation of CMP as per KVS norms.
- To take the requirement of TLM from teachers well in advance every month.
- To procure TLM for the local market by taking an amount of Rs. 5000/- every month.
- To ensure the distribution of TLM to all the teachers as per requirements.
- To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement.
- To maintain the register reflecting the number of work sheets prepared by the teachers subject wise.

**36. CAREER GUIDANCE & COUNSELLING COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Sh. Manoj Kumar Verma	VP	In-charge	
2.	Mrs. Epsita Ray	PGT (Chem)	Co-In charge	
3.	Mr. Navneet Singh	PGT (Chem)	Member	
4.	Mr. Rahul Chakrakar	TGT (English)	Member	
5.		Counsellor	Member	

**Duties:**

- To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries.
- To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned field.
- To pay the remuneration in consultation with principal.
- Organizing workshops/seminars/talks etc related to career Guidance and counseling with the help of experts.

**37. AEP (Adolescent Education Program) & ACP(Awakened Citizen Programme )  
COMMIITEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs.Sanjucta Das	PGT (English)	In-charge(AEP)	
2.	Ms. Zinnia	TGT (Maths)	Member	
3.	Mrs. P.Baruah	TGT (SST)	In-charge (ACP)	
4.	Mr. Shishir Ranjan	TGT (SST)	Member	

**Duties:**

- Dealing the matters with students, teachers and parents.
- To sensitize the students on adolescent issues.
- To organize training programmes/workshops for students/Teachers on the issue.
- To maintain records of participation.
- To maintain AEP Box for students and plan suitable action.
- Counseling of students regarding various Adolescent and health issues.

### **38. SPORTS COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr.	TGT (PHE)		
2.	Mr. Urgyen Angrup Bodh	PGT (Bio)	In-charge	
3.	Mr. Samarjit Sinha	TGT(WE)	Member	
4.	Mrs. Mamta Kumari	TGT (Eng)	Member	
5.	Mr. Manoj Kumar	PRT	Member	
6.	Mr. Ritesh Kumar	PRT	Member	
7.		Yoga Coach	Member	
8.		Sports Coach	Member	

#### **Duties:**

- Organizing Games/Sports events at school/cluster/Regional and National level.
- Arrangements of rail/air tickets/transport for students to participate in Regional/National Sports events.
- Organizing Annual Sports Day.
- To maintain records of participation of students in various sports events.
- Coordination with other agencies and experts for organizing events.

### **39. LIBRARY COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.		Librarian		
2	Mrs. Jyoti Bora	TGT (Hindi)	In-charge	
3.	Dr. Raju Prasad Rathore	PGT(Hindi)	Member Secretary	
4.	Mrs. Sangeeta Das	PGT(English)	Member	
5.	Mrs. B D Konwar	HM	Member	

#### **Duties:**

- The Library meeting to be convened at least once in a month, preferably in last week of the months.
- Committee will submit the list of books to be procured subject wise in the beginning of academic session.
- Committee will plan and execute activities like Books review, talk on author and his books, talk on literary work etc in morning assembly.
- To inculcate reading habits among the staff & children and organize books exhibition on important occasions.
- Maintenance of Stock register and cataloging of books.
- Procurement of Newspapers/Journals/Magazines in different languages and in various subjects as per KVS norms. Finalizing purchase according to the requirements and KVS norms.
- Implementation of programmes for Digitalization of library.
- Organizing staff committee meetings and other meeting as per direction of the Principal.
- Preparation of condemnation list of old and damaged books/Magazine/Journals/ Newspaper etc as and when required.

### **40. A. SCOUTS & GUIDES COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Samarjit Sinha	TGT(WE)	In-charge	
2.	Mr. R P Rathore	PGT(Hindi)	Co In charge	

3.	Mrs. Monika Yadav	TGT (Hindi)	Member	
4.	Mrs. Monideepa Sharma	PRT	Member	
5	All trained Teachers		Member	

#### **40. B. NCC**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Reena	PRT	In-charge	
2.	Mrs. Jyoti bora	TGT(Hindi)	Co In-charge	

#### **Duties:**

- To implement Scouts & Guide programmes in the Vidyalaya as per KVS norms.
- To plan for adventure activities, thinking Day for scouts & guides.
- To organize investiture ceremony for the officials and new recruits.
- To conduct the parade after school hours and class on every Thursday.
- To train the students for Pratham / Dwetiya / Tritiya / Chaturdha Charan /Golden arrow/ Rajya Puraskar / Rastrapati Puraskar etc.
- To issue the merit certificate after the conducting tests as per Scouts & Guide Manuals.
- To procure the uniform for Scouts / Guides who are involved in Guard of Honor.
- Promoting harmony and peace programmes and awareness activities/programmes on various social and climate issues like plantation, cleanliness, shramdaan etc.

#### **41. STUDENTS COUNCIL COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Sh. Manoj Kumar Verma	VP	In-charge	
2.	Mr. Babita Das	PGT (Geo)	Co-In-charge	
3	Mr. Chandan Roy	PGT (Bio)	Member	
4.	Mr. A. K. Maurya	PGT(Comm)	Member	
5.	Mrs. Sangeeta Das	PGT (Eng)	Member	
6.	Mrs. Bandana Das Konwar	HM	Member	

#### **Duties:**

- Division of houses along with house master and Associate of house masters & distribution of students of various house
- Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects and members of the council.
- Procuring badges for Captains Monitors, prefects.
- Conduct of investiture (Badge presentation Ceremony)
- Assigning duties to all members of the Student Council House Wise.
- Conduct of monthly meetings with the members of student's council.
- Maintenance of Students council register/record

#### **42. CCA COOMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
<b>A.</b>	<b>SECONDARY</b>			
1.	Mrs. Babita Das	PGT(Geo)	In-charge	
2.	Mr. Ritesh Kumar	PGT(History)	Co -IC	
3.	Dr. R P Rathore	PGT(Hindi)	Member	

4.	Mrs. Pronamika Barua	TGT (S.St)	Member	
5.		Art Instructor	Member	
B.	<b>PRIMARY</b>			
1.	Mrs. Bandana Das Konwar	HM	Member	
2.	Mrs. Juri deka	PRT	Member	
3.	Mrs. Reena	PRT	Member	
4	Ms. Monika Pandey	PRT	Member	
5	Mrs. Mansi Devi	PRT (Music)	Member	
6	Mrs. Archana	PRT	Member	
7	Mr. Manoj	PRT	Member	

### Duties:

- CCA committee is supposed to plan and execute various activities and programme related to educational/culture/Art/Science and social science, important Days and Celebrations.
- Planning and preparing activities for daily morning Assembly and conducting morning assembly within stipulated time as per KVS norms.
- To evaluate the various items of morning assembly programme on five point scale – Excellent: Very good; Good; Average; Below Average.
- To prepare the weekly schedule for conducting morning assembly programme involving class teachers and House Masters.
- Implementation of House system in the Vidyalaya to promote leadership, team work skill in students.
- Planning and execution House activities and preparing yearly calendar.
- Monitoring of display materials in the form of project, literary and drawing/art, write-ups etc. on Display boards.
- Planning theme based completions among Houses to promote social awareness on various issues.
- The committee will maintain CCA register for activities conducted, details of students getting prizes, distribution of CCA prizes to students.
- The committee will assign duties to Students council like discipline, uniform checking etc.
- CCA committee will also publish the School Magazine covering activities of the Vidyalaya as a showcase to the stakeholders.
- To arrange the PA system, musical instrument well in advance before the start of morning assembly.
- Annual Planning of House wise CCA activities and maintaining results of CCA activities.
- Purchase and distribution of CCA prizes & medals.
- Organizing Vidyalaya Annual Function and other important events with consultation to principal.
- Welcome and facilitation of Guests and other related preparation for events.

### **43. PUBLICATION & PUBLICITY COMMITTEE:**

Organizing activities of Literary club, and publication of Vidyalaya Magazine, Class Magazine, Annual Reports and Student's Diary etc.

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Sangeeta Das	PGT (English)	In-charge	
2.	Dr. R P Rathore	PGT (Hindi)	Member	
3.	Mr. Rahul Chakrakar	TGT(Eng)	Member	
4.	Mr.	Art Instructor	Member	
5.	Mr. Anurag Pandey	TGT (Hindi)	Member	
8.	Mrs. Bandana Das Konwar	HM	Member	



9.		Assamese Language Teacher	Member	
10	Mrs. Juri Deka	PRT	Member	

#### **Duties:-**

- To develop the language skills like reading, writing, speaking, listening skills among the students.
- To give required guidance in the planning and execution of Language projects to students.
- To encourage the use of ICT and Audio Visual aids in teaching learning process.
- To conduct the language games and other literary activities during in the classrooms.
- To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech.
- Training of students for various activities of morning assembly programme like pledge, thought for the day, news and special item.
- Identification of children having literary skill with the help of subject teachers/class teachers and nurturing of such students.
- Planning and preparing contents for Student's Diary/Teacher's Diary, Annual Magazine, Annual Reports etc.
- Preparing news/articles in Hindi/English/Assamese language for publication in local newspapers.
- Coordination with news reporters of local newspaper/TV channels.
- Forming editorial board for publication of Vidyalaya Magazine and other related publications with consultation to Principal.
- Editorial Board will collect the Drawing/Paintings and articles from the students and teachers and arrange them language wise (Hindi/English/Assamese etc.), Subject-wise/class-wise for the Annual Magazine.
- Planning and finalizing of layouts of various Publications including cover page.
- Selection, screening and proofing of the articles for class Magazine/School Magazine etc.
- Class magazine should contain 50 pages-(English section: 20 pages- Hindi section:- 20 pages and 10 pages- Art, drawing and paintings.
- School magazine should contain total 82 pages (30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section.
- The editorial board should make concerted effort to bring about the school magazine in time.

#### **44. PRIMARY ACTIVITY & TLM COMMITTEE:**

S.NO	NAME	DESIGN.	MEMBER	SIGNATURE
1.	Mrs. Bhupali Roy Choudhury	PRT	In-charge (Activity Room)	
2.	Mr. Heena rani	PRT	Member	
3.	Mrs. Seema Sah	PRT	In-Charge (TLM) and Primary Comp Lab	
4.	Mr. Anurag	PRT	Member	
5.	Mr. Jasmeet	PRT	Member	

#### **Duties:-**

- To maintain Primary Activity room and TLM for students.
- Organizing Activities and exhibitions of TLM and utilizing TLM for teaching.

#### **45. SUBJECT COMMITTEE (SECONDARY & SENIOR SECONDARY)**

SUBJECT	IN CHARGE	DESIGNATION	MEMBER	SIGNATURE
English	Mrs.Sangeeta Das	PGT (English)	All English teachers PGT & TGT(English)	

Mathematics	Mr. Pankaj Kumar	PGT (Maths)	All Maths Teachers PGT/TGT (Maths)	
Hindi & Sanskrit	Dr. R P Rathore	PGT ( Hindi)	All PGT/TGT (Hindi) / TGT(Sanskrit)	
Science	Mr. Chandan Roy	PGT ( Bio)	All Science teachers. PGT ( Physics)/ PGT ( Chemistry)/ PGT(CS)/ PGT Biology/ Bio Tech TGT(Science)	
Social Science	Mr Arvind Kumar Maurya	PGT (Commerce)	All Social teachers PGT(Commerce, Hist/Geog/Eco/Pol Sc./ TGT ( SST)	
Primary Classes	Mrs. Heena Rani	PRT	English	
	Mr. Bhupali Roy Choudhury	PRT	Hindi	
	Mr. Mahesh Prasad	PRT	Maths	
	Mrs. Pranita Devi	PRT	EVS	

#### **Duties:**

- a) Subject conveners should convene the meeting with members of their own faculty after the school hours in the last week/day every month. A minute of the meeting is to be submitted to the principal on the last day of the month.
- b) Subject convener will be held responsible for non – submission of the record to the Principal.
- c) Subject conveners will discuss the following issues during the meeting :
  - I. Guidance regarding the maintenance of teacher diary and lesson plan.
  - II. Coverage of syllabus as per the split up syllabus approved by KVS.
  - III. Conducting the practical for classes IX to XII as per the split up syllabus approved by KVS, as applicable.
  - IV. Demo classes by rotation during the subject committee meeting.
  - V. Uses of computers and other audio visual aids in teaching learning process
  - VI. Plan of evaluation of home assignment, notebooks and examination answer books.
  - VII. To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms.
  - VIII. Plan of action for weak students & bright students
  - IX. Planning of remedial teaching for weak students.
  - X. Decoration of bulletin boards in corridors / class rooms with educational charts.
  - XI. Discussion on Club activity / Science and social exhibitions etc.
  - XII. Discussion of Innovative teaching practices.

#### **46. NGC-ECO CLUB:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Shri Urgyen Angrup Bodh	PGT (BIO)	In-charge	
2.	Mrs. Namita Das	TGT (Science)	Member	
3.	Mr. Chandan Roy	PGT (Bio)	Member	
4.		TGT Science	Member	

#### **Duties:-**

- a) Planning and organizing programmes and activities for plantation drive and promoting Green and clean Vidyalaya mission.
- b) Organizing Awareness programme for Nature preservation, Eco system, pollution and climate change etc. for students and society.
- c) To keep in touch with forest Department to procure saplings to be planted in various area of school campus.
- d) To utilize funds released by the state. Govt. under Eco club.
- e) To celebrate Vana Mahostasava in consultation with state forest department.
- f) To preserve the beauty of the Vidyalaya campus by taking up the project clean and Green.
- g) To allot the area of the campus to student groups/class to keep allocated area neat and tidy. Also encourage the student to plant the sapling in the allotted blocks/area to them.
- h) To ensure the watering of plants growing in different parts of the Vidyalaya campus.
- i) Maintaining record for events, plantation and other related activities for report purpose.

#### **47. CHILD RIGHTS PROTECTION CELL:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Epsita Ray	PGT(Chemistry)	In-charge	
2.	Mrs. Namita Das	TGT(Science)	Member	
3.	Mrs. Bandana Das Konwar	HM	Member	
4.		Special Educator	Member	
5.		Counsellor	Member	

#### **Duties:-**

- a) Create awareness about child right protection.
- b) To ensure the protection of child rights of students.
- c) Maintaining record for events and other related activities for report purpose.

#### **48. EVACUATION & FIRE SAFETY CELL:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Suresh Kumar	PRT	In-charge	
2.	Mr. Anurag Verma	PRT	Co-In-charge	
3.	Mr. Tikendra Gautam	TGT (Skt)	Member	
4.	Mr. Hukmaram	TGT (Math)	Member	
5.	Mrs. Jyotshna Das	PRT	Member	

#### **Duties:-**

- a) Create awareness Fire safety.
- b) To ensure timely re-filling of fire extinguishers
- c) To develop the proper evacuation plan in case of emergency
- d) To create proper awareness of evacuation plan to students, teachers and all stockholders.
- e) To conduct Mock-drill of emergency evacuation.
- f) Maintaining record for events and other related activities for report purpose.

#### **49. DISASTER MANAGEMENT TEAM:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. S Sinha	TGT (AE)	In-charge	
2.	Mrs. Archana Yadav	PRT	Member	
3.		Yoga Coach	Member	
4.		Sports Coach	Member	

**Duties:-**

- To ensure the rescue of victim in case of an emergent situation
- To search missing student immediately after the incident is reported
- Maintaining record for events and other related activities for report purpose.

**50. COMMITTEE FOR STUDENTS WITH SPECIAL NEEDS:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Dr. Vimal Kumar Soni	PGT(CS)	In-charge	
2.	Mrs. B D Konwar	HM	Member	
3.	Mr. Anurag Verma	PRT	Member	
4.		Special Educator	Member	
5.		Counsellor	Member	

**Duties:-**

- Class teachers of respective classes will hand over the list of students requiring special needs to the committee
- To provide help needed to such students
- Maintaining record for events and other related activities for report purpose.

**51. PM SHRI committee**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Dr. Vimal Kumar Soni	PGT(CS)	In-charge	
2.	Mr. Manoj Kumar Verma	VP	Co-In charge	
3.	Mr. Chandan Roy	PGT(Bio)	Member	
4.	Mr. Abhinav Goyal	PGT(Bio)	Member	
5.	Mr. Amir Ahsan	PGT(Phy)	Member	
6.	Mr. Gurnishan Singh	PGT (CS)	Member	
7.	Mr. Rahul Chakrakar	TGT(Eng)	Member	

**Duties:-**

- To implement the decision forwarded by PMSHRI Central team/KVS HQ/ KSRO GHY as directed by Principal.
- To assist the undersigned in preparation of Budget estimates related to PMSHRI
- To assist the undersigned in planning and execution of plan as directed by the undersigned.
- To assist the undersigned in implementation as per the approved budget related to PMSHRI
- To send the information to parents/students/teachers and other stake holders related to PMSHRI.

**52. UDISE+ & Samagra Shiksha**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Taptesh Kumar Meena	TGT(English)	In-charge	
2.	Mrs. Rakhi Sharma	TGT (Maths)	Member	
3.		Comp instructor 1	Member	
4.	Mr. Anurag Pandey	TGT (HINDI)	Member	
5.	Mr. Manoj Kumar	PRT	Member	

**Duties:-**

- To implement the decision forwarded by UDISE+ team after due approval from the Principal.
- To get the UDISE+ portals updated timely with the help of class teachers
- To organize AADHAAR camps for students and coordination with local Aadhaar coordinator and related agencies.
- To maintain coordination with UDISE+ district team (for I/C)
- To communicate announcement of important information/ notices to students/ teachers regarding internal/external notices/circulars.
- To implement student/teacher exchange program with neighboring schools as and when instructed

**53. VIGYAN JYOTI**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Aamir Ahsan	PGT(Phy)	In-charge	
2.	Class Teachers XII – A,B,C		Members	

**Duties:-** To implement activities under Vigyan Jyoti Program instructed by NVS

**54. SAATHEE**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Smt. Epsita Ray	PGT (Chem)	In-charge	
2.	Class Teachers XI – A,B,C XII – A, B, C		Members	

**Duties:-** To share content provided by NGO SAATHEE by IIT Kanpur

**55. Alumni Details Collection**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Adarsh Rawat	JSA	In-charge	
2.	Mr. Saket Nath Jha	ASO	Co-In charge	

**Duties:-** To collect information (father's name, address, contact numbers, email id) of Class XII passing out students at the time of issuing TC and share the details with Alumni Committee.

**56 Program / Event Management Committee**

S.NO	Duty	NAME	DESIGNATION	SIGNATURE
1.	Overall In-charge	Shri Manoj Kumar Verma	VP	
2.	Invitation to RO, resource person, guest lecturer	Shri Chandan Roy Shri Adarsh Rawat Dr. Vimal Kumar Soni	I/C	
3.	Decoration of entry Gate, Venue Place, Arrangement of Welcome of guests	Smt. Bandana Das Art Instructor Assamese Language Teacher Ms. Monika Pandey Ms. Heena Rani Mr. Jasmeet Singh Rekhi	I/C	
4	Welcome by Scouts	Mr. Samarjit Sinha Mr. Taptesh Kumar Meena	I/C	
5	Welcome by NCC Cadets	Mrs. Reena Mrs. Jyoti Bora	I/C	
6	Bihu Dance Group	Mrs. Pronamika Barua Mrs. Bhupali	I/C	

7	Welcome Song, Prayer, cultural items	Mrs. Mansi Devi Mrs. Pronamika Barua	I/C	
8	Cleanliness and Red-carpet	Mr. Jyoti Prasaad Mr. Santosh Kumar Sports Coach	I/C	
9	Anchoring on stage/ dais	Mrs. Babita Das Mr. Rahul Chakrchar Mrs. Pranita Mr. Anurag Pandey Mrs. Pronamika Barua	I/C	
10	Procurement of Required items	Mrs. Sangeeta Das PGT (English) Mr. Saket Nath Jha ASO Mr. Ritesh Sharma Mrs. Seema Sah Mr. Abhinav Goyal (GeM)	I/C	
11	PA System	Mr. Samarjeet Sinha Sports Instructor		
12.	Registration/ Relieving/ Attendance	Mr.. Adarsh Rawat Mr. Saket Jha		
13.	Certificate Printing And Writing	Mr. Gurnishan Singh Mr. Samarjeet Sinha Mr. Suresh Ms. Monika Pandey		
14.	Photography	Ms. Hina Rani Ms. Varsha Chaudhary Mrs. Juri Deka Art instructor		
15	Food & Refreshment for participants	Mr. R. P. Rathore Mr. Nilesh Kumar Mr. Rahul Chakrakar Mr. Tikendra Mr. Mahesh Prasad		
16	Food & Refreshment for VIP	Mrs. Seema Sah Art Instructor Mrs. Archana Yadav		
17	Remuneration for Judges/ Guest lecturers/ Coaches	Mr. Saket Nath Jha Mr. Adarsh Rawat		
18	Seating Arrangement	Mr. Anurag Pandey Mr. Taptesh Kumar Meena Mr. Aamir Ahsan Mr. Anurag Verma Mr. Abhinav Goyal Mr. Umesh Kumar		
19	Banner Printing & Fixing	Mr. Ritesh Kumar, PGT Mr. Ritesh Kumar, PRT		

20	Support Team during off hours	Mr. Ritesh Kumar, PGT Mr. Shishir Ranjan, TGT Mr. Rahul Chakrakar, TGT Mr. Anurag Verma, PRT Mr. Anurag Pandey, TGT Mr. Manoj Kumar, PRT Mr. Ritesh Kumar, PRT Mr. Suresh, PRt Mr. Tikendra Gautam, TGT Mrs. Monika Pandey, PRT Mrs. Heena Rani, PRT		
----	-------------------------------	--	--	--

## Duties

- a. Celebration of National Days/ KVS Days/
- b. Workshop/ Training Programme/ Seminars
- c. Programmes assigned by Regional office

## 57. Duties of Class teachers

- a) **Classroom Maintenance:** Cleanliness, Decoration, Display boards, Class room Inventory, ICT equipments etc.
- b) **Students Discipline:** Monitoring of student's uniform, late comers, discipline etc., and immediately bring it to the notice of Principal and inform the parents as and when needed.
- c) **Record Maintenance:** Maintain the Anecdotal record and assessment record of students.
- d) **Others Duties:**
  - Maintaining Attendance Register by filling all required columns/information in neat and clean hand writing.
  - Maintain updated students record and parent's details, contact numbers, address, fee summery in specified format etc. on Attendance Register.
  - Maintaining daily attendances on attendance register and leave records.
  - Maintaining fee details and concession (if any) and verification of Transfer Certificate Application forms.
  - Any official letters should be certified by Class teachers or Co-class teachers before reaching to the Principal for counter signature.
  - Announcement of important information/ notices in written/oral form regarding internal/external notices/circulars and dates for fee collections.
  - Feeding/updating of data to UBI portal, verification of fee, preparation of Challans etc.as and when required.
  - Organizing PTM as per direction of the Principal and maintain a healthy and cordial relations with Parents.

## **NOTE:**

- A. These committees are formed for the smooth functioning of the Vidyalaya. All the In-charges and members of various committees are requested to perform the duties as mentioned. Apart from these, the Principal can assign any work to any teacher/staff as per need and all teachers will have to carry out the assigned work.
- B. All the contractual teachers will take up the work assigned by the Principal.

(Shri Purushottam Sinha)  
Principal