

क्र. सं.	समिति	प्रभारी/संयोजक/सदस्य
1	परीक्षा	1. Mr. Vikas Babu, PGT-Hin I/C
		2. PGT(MATH)/TGT (MATH)
		3. Mr. Sandeep Roy
		II. PRIMARY
		4. Mrs. Pooja Shrivastava, PRT I/C
2	समय सारणी	1. Ms. Sreetapa Poddar, PGT-Phy I/C
		2. Mr. Sanjoy Sen, TGT-AE
		3. Mr. Sandip Roy, Librarian
		4. Mr. Suraj Phogat, PRT I/C-Primary
		5. Mr Satyam Dubey
3	सी सी ए, VIRSA-रूट्स टू रूट्स ,ईबीएसबी, एकम	
	1) Morning assembly	1. Ms. Maria Basumatary, PGT-Eng I/C
	organizations	2. Mr. Satappa Kamble, TGT-Eng
	2) Celebrating of festival	3. Mr. Mudit Pandey, TGT-Skt
	& important days	4. Mr. Sanjoy Kumar, TGT-AE
	3) सीसीए (internal)	5. Ms Nisha (PRT)
		6. Mrs Shaony(PRTMUSIC)
		All House Master
		TGT SST

	4)सीसीए(external)	
4	स्काउट एवं गाइड	1. Mr. Suraj Kumar, PRT I/C
		2. Mr. Sandip Roy, Librarian
		3. Mr. Ritesh Kumar, TGT (WE)
		4. PRT-Mrs pooja
		5. PRT- Mr Satyam Dubey
		6.Ms Nisha
5	एईपी और कैरियर मार्गदर्शन और परामर्श	1. Ms. Anamika, PGT-Bio I/C
		2. Ms. Sreetapa Poddar, PGT-Phy
		3. Mr. Satappa Kamble, TGT-Eng
		4.Ms Maria
6	गणित प्रयोगशाला एवं क्लब गतिविधियां	1.Ms Sreetapa(PGT PHYS)
		2. PGT-Maths

		2. TGT-Maths
		3. All Primary teachers teaching Math
7	प्रवेश	1. Ms. Ruprekha Patra, PGT-Chem I/C
		2. Mr. Sanjoy Kr Sen, TGT-AE
		4. Mr. Suraj Kumar, PRT
		5. Mr. Avinash TGT(PHE)
		6. Mrs. Shaony(PRT MUSIC)
8	स्थानीय क्रय समिति	1. Mr. Amit Kumar Jain, PGT-CS I/C
		2. Mr. Sanjoy Sen, TGT-AE
		3. Mr. Sandip Roy, Librarian
9	अनुशासन समिति और स्कूल सुरक्षा	1. Mr. Avinash Gupta, TGT-P&HE I/C
		2. Ms. Maria Basumatary, PGT-Eng
		3. All teachers
10	विज्ञान विभाग एवं कार्यक्रम	1. Ms. Anamika, PGT-Bio I/C
		2. Ms. Ruprekha Patra, PGT-Chem
		3. Ms. Sreetapa Poddar, PGT-Phy
		4. All PRT teaching EVS



		3. All Class teachers & Co-Class teacher
16	अवेकंड सिटिजन प्रोग्राम (ACP)	1. Mr. Satappa Kamble, TGT-Eng I/C
		2. Mr. Sandip Roy, Librarian
		3. TGT-SST
17	पुस्तकालय एवं पाठक क्लब	1. Mr. Sandip Roy, Librarian I/C
		2. Mr. Vikas Babu, PGT-Hin
		3. Ms. Maria Basumatary, PGT-Eng
18	राजभाषा समिति	1. Sh. Vikas Babu, PGT-Hin I/C
		2. Mr. Mudit Pandey, TGT-Skt
		3. Mr. Kumar Balshiv, PRT
		4. Mrs. Pooja, PRT
19	वेब साईट समिति	1. Mr. Amit Kumar Jain, PGT-CS I/C
		2. Mr. Vikas Babu, PGT(Hindi)
		3. Ms. Maria Basumatary, PGT(English)
		4. Mr. Sandip Roy, Librarian
		5. Mrs. Suman, JSA
		6. Ms. Smita debnath, Comp. Instr
20	ऑडियो विडियो सिस्टम	1. Mr. Ritesh Kumar, TGT-WE I/C
		2. Mr. Suraj Kumar, PRT
		3. Mrs ShaonyPRT-Music
21	रख - रखाव मरम्मत	1. Mr. Ritesh Kumar, TGT-WE I/C
		1. Mr. Avinash Gupta, TGT-P&HE
		3. Mr Satyam
		4. Mrs Nisha
22	कार्यालय , पर्सनल एवं वित्तीय मामले	1. Mr. Malin Kumar Shill, SSA I/C

		2. Mrs. Suman, JSA
23	सोशल मीडिया एवं फोटोग्राफी	
		2. Mr. Mudit Kumar
		3. Yoga Instructor
24	सी एम पी एवं एक्सकर्सन	1. Mr. Kumar Balshiv, PRT I/C
		2. All Class teachers
25	यौन उत्पीड़न एवं शिकायत निवारण समिति	1. Ms. Ruprekha Patra, PGT-Chem I/C
		2. Ms. Anamika, PGT-Bio
		3. NGO Member
		4. Mr. Amit Kumar Jain, Sr. Most Tr
26	. भाषा प्रयोगशाला	1. Ms. Maria Basumatary, PGT-Eng I/C
		2. Mr. Mudit Pandey, TGT-Skt
		3. Mr. Satappa Kamble, TGT-Eng
		4. Mr. Suraj Kumar, PRT
27	शिक्षण सहायक सामग्री	1. Mr. Mudit Pandey, TGT-Skt I/C
		2. TGT-SST
		3. Mr. Kumar Balshiv / PRT-IV
28	आतिथ्य सत्कार एवं जलपान	1. Mrs Anamika PGT BIO
		2. Mrs Nisha PRT
		3. Sandeep Roy LIBRARIYAN
		4. Sanjay Sen
		5. Mudit Pandey

## कार्य / जिम्मेदारी / गतिविधियाँ

1. Complete schedule of test/exam for the session (tentative) will be circulated among the students & parents for their prior information. Exam time-tables should also be informed to students & parents separately at least two weeks before commencement of test/exam.

2. Maintain the required Examination stationery in stock.

3. Class wise schedule should be proposed for weekly test, fortnightly test, monthly test, practice test etc. for X and XII.

4. All the required documents/materials like answer scripts, mark-slips, marks register, progress card etc. should be issued to concerned teacher in time & it should be taken back to exam department after completion of each and every test/exam.

5. Students and parents must be informed about the results of all tests & exam within a week of completion of test/examination & updated record must be kept ready for further course action.

6. To train the teachers to prepare the results as per new CCE guidelines issued by CBSE

7. Plan for all the external examinations including CBSE and to conduct it successfully.

8. Any other related work assigned by the Principal.

1. Time – table In charge & Asst. In charge will frame the time-tables as per KVS rules.

2. To Make arrangement for the teacher on leave and on duty.

3. To prepare and inform to subject teachers about the special time – table for all holidays, breaks (Autumn & Winter) and vacation including Morning assembly time of Vidyalaya as per action plan. Any spl. time table as when required.

4. To ensure the ringing of bell in time Any other related work assigned by the Principal.

### MORNINIG ASSEMBLY

1. To plan the morning assembly programme and allot the duty to concerned CT. In addition, to check the preparation of the programme before presenting in morning assembly.

2. Children's birthday will be celebrated in morning assembly on his/her specific date of birth to wish him/her by provide a greeting card to all birth day students and to wish them by presenting birthday song.

3. News and Special items should not carry any items involving Violence, discrimination against gender, Race, Religion, etc and negative criticism( Non controversial items only)

4. Thought for the day should be very short and thought provoking.

5. Organising assembly programme during inspection and on special days.

### CELEBRATION OF FESTIVAL & IMPORTANT DAYS

1. To prepare a plan to celebrate important festivals & days as per Vidyalaya academic Calendar & invite artists, dignitaries on the selected occasions for performing the programme or delivering lecture etc.

2. Special programmes may be presented on special occasions & important days followed by a brief speech related to festivals. One programme should be presented by a staff member voluntarily.

3. To encourage the students & staff to participate in these programmes & assign duties for them.

4. Guest lecture should also be organized on special occasion & important days to celebrate the occasion with true spirit.
CO-CURRICULAR ACTIVITIES (INTERNAL)
1. To prepare an action plan for internal and external CCA activities for the session and complete in time.
2. They will also have to suggest practical plans for improvement of CCA activities.
3. To check the preparation of CCA.
4. To plan for prize distribution.
5. To send the important news items from time to time related to CCA to newspaper agencies for publications.
6. The preparations for different CCA activities should be under the personal supervision of House Masters and Associate House Masters.
7. To send the information regarding the prize winners to the Web site committee to up load in our school web site.
CO-CURRICULAR ACTIVITIES (EXTERNAL)
1. Proper selection of students for the various competitions conducted by different organizations and to maintain record of the same.
2. To encourage the students to ensure maximum participations in various competitions conducted by different organizations
3. To make announcement of the prize winners in the morning assembly and maintaining record of prize winners.
4. To send the information regarding the prize winners to the Web site committee to up load in our school web site.
5. Any other related work assigned by the Principal.
1. To prepare seasonal plans with tentative dates & months for organizing activities.
2. To select students for Cubs and Bulbuls, Scouts & Guides enrolment in the month of April every year.
3. To give proper training to the students for Guard of Honour and for other activities.
4. To provide opportunities for scouts & guides to participate in various activities conducted in the Vidyalaya , Regional level and National level.
5. Any other related work assigned by the Principal.
1. To conduct AEP programme as per KVS direction.
2. Chalk out yearly plan to conduct AEP activities.
3. To invite experts in the field for AEP programme.
3. Report of conducted activities should to send to KVS RO(BGR) for its information.
4. Any other work related and assigned by the Principal.
1. Provide proper guidance to students for their future plan & action.
2. Employment News, magazines and newspaper's information should also be placed on Notice board for students & staff.
3. Experts should also be invited from time-to-time to provide proper guidance to the students.
4. Any other related work assigned by the Principal.
1. To make necessary arrangement for procuring the materials for Maths Laboratories as per the needs.
2. Lab attendant to maintain the laboratories for students use, update the stock & make necessary arrangement of apparatus for the use of students.



3. The required practical/activities to be conducted for different classes as per prescribed syllabus.
4. To organize exhibitions in different subjects at various levels.
5. To check the practical / activity record regularly.
6. To give sufficient practice to the board class students.
7. Any other related work assigned by the Principal
1. To form a mathematics club & encourage students interested in mathematics to take up good projects.
2. To prepare the students for participating in external and internal competitions, seminars Olympiads, quiz etc.
3. To promote the mathematical & scientific atmosphere in the Vidyalaya leading to logical thinking, analyzing and in problem solving.
4. To prepare at least one class wise magazine.
5. To organize at least two competitions/ seminars/ programmes etc. based on the subject.
6. To guide the students to prepare articles to publish in Magazine and News papers.
Any other related work assigned by the Principal
1. To admit the students by following admission procedure as per guidelines issued by KVS (HQ).
2. To issue & collect the admission registration forms after thorough scrutiny.
3. To make a plan to set the question papers required for fresh admission for class IX and above.
4. To complete the formalities of admission as per KVS instructions.
5. Any other related work assigned by the Principal.
To write all the entries of the newly admitted students in the Admission register without error.
1. To call for quotations for all the items required in the month of April/May every year.
2. To follow the rules and regulations of KVS for the purchase of the materials.
3. To prepare a consolidated condemnation report for every session before the VMC Meeting and to get it approved
4. Purchases for the different depts. to be done in the school as per requirement.
1. To enforce general instructions related to discipline are being followed by students or not.
2. Committee members will keep a strict watch on behavior of students in school campus
3. This committee will take the responsibility to ensure that the Vidyalaya atmosphere is healthy and conducive for learning in all respects for the students.
4. If any member finds any misbehavior by the students(s) it should be brought to the notice of all the members & the principal to take necessary action.
5. Committee will decide the course of action against the concerned students (s).
Any other related work assigned by the Principal.
1. To analyze the performance of students & prepare further course of action plan for better improvement of students in academic performance.
2. To check class wise monthly academic performance analysis & discuss for future course of action.
3. To conduct the monthly meeting in order to check the progress of syllabus. If coverage of syllabus is not in time, a plan must be chalked out to complete the
syllabus without any further delay. Prepare the report on last working day of every month & submit it to Principal.

4. To put a vigil on class wise progress of subject/lesson.
5. To highlight the importance of the subject amongst the students and create interest in subject.
6. To discuss difficult topics on rotation by faculty members.
7. To discuss the Model question papers, including model answers, marking schemes, preparation of projects and conduct of experiments etc.
8. To discuss the activities /worksheets/ plan excursions etc as per the split up of syllabus and coverage of lessons.
9. To use the computers/ LCD etc to make the lessons interesting.
10. To procure activity / TLM materials and to use them for teaching purpose effectively.
11. Minutes of Subject committee meeting should be approved by the principal and to be adhered scrupulously.
Any other related work assigned by the Principal.
1.Maintanance of ATL LAB
2.Upkeep of LAB
3.Prepare and follow of ATL LAB calender
4.Promote Science &Tech mentality among students
5.Reporting on ATL dash board and other official portals of AIM.
1.Monitoring of timely submission of Fees .
2.Regular Checking of Fee amount deposited by the parents.
3.Keep record in Class attendance register and signed by the Principal with in time.
1.Conduct of different programme releted to Environment
2.To create Awareness among students to reduce, reuse, recycle
3.To enhance students participation in conservation of environment
1. To prepare plan to beautification of the campus
2. To procure saplings and other requirements for the garden and to monitor the maintenance of gardens
3. To take up the plantations of trees in around the campus
4. To instruct and supervise the gardener to maintain the campus with out any weeds etc.
5. Any other related work assigned by the Principal.
. Ground Floor, Office, Principal room and front Lobby – Primary section –
Ground floor of Secondary & Sr Sec section – First Floor of Secondary & Sr Sec section –
Second Floor of Secondary & Sr Sec section –
Front road, Assembly ground and other areas to be cleaned – All toilets and bathrooms should be washed with Phenyl.
Wet mop of all corridors, departments and steps
1. The above said places will be cleaned after school hours/ before school starts and maintained by agency.
2. All Group D employees will report to undersigned at 7.30 am and will supervise the cleaning work.
3. Any other related work assigned by the Principal.
1. To prepare a plan for student's health checking up twice in a year by an authorized Medical Officer.
2. To print and maintain the Health card for each students

3. To make available stock of First aid materials for the students.
4. A special care must be taken for girl child as per their natural need, if situation demands for that.
Any other related work assigned by the Principal.
1. conduct all activities as per KVS guidelines.
2. Keep records and photographs.
1. Make available curriculum books, Textbooks, Collection of CBSE & session ending examination question papers for use by the students.
2. Proper arrangement for effective display of periodicals, newspapers, magazines etc. in the library.
3. Prepare a list of books with the help of subject teachers by April 'every year & purchase them latest by June every year as per budget provision.
4. At least two programmes should be organized in this session to make aware the students & staff for the use of library & to encourage the students to study the books & magazine.
5. Issue of books to the students & staff and maintain issue register etc.
6. To collect requirements of staff and students and to procure the books.
7. To follow the KVS Library policy.
8. Library automation to be done & data base to be maintained by using latest software for library.
9. Preparation of annual plan and implementation of Book review schedules for the classes VI to VIII compulsorily.
10. Any other related work assigned by the Principal.
1. To follow Rajbhasha Kalyan Samiti guidelines
2. To create a Hindi atmosphere & to prompt Hindi in daily use.
3. To celebrate "Hindi Pakhwara" as per the KVS guidelines.
4. Any other related work assigned by the Principal.
5. Mrs. Pooja to write a Hindi word every day with its meaning on the display board in Primary section.
1. To Design the web site s per KVS guidelines.
2. Regular updation of Website.
3. Preparation of new website as per KVS Guidelines
1. Well equipped PA system.
2. Arrangement of system dprior to start of any programme & activity.
3. Time to time repair manitenance of all items.
1. Checking all the classroom, washroom, labs and corridors with all working eletrical, water and all maintenance related items.
2. Collect all data in maintenance register and follow up.
3. Repairing of all electrical, water, painting related works.
1. To upload Pay bill and update tally time to time.

2. Reconciliation of fees.
3.To prepare and send all monthly reports
4.To get approvals of all papers from Chairman’s office and E-TDS filling with external agency
5.Income tax calculation, form-16, form-16A and other tax related work
6.All the instructional work assigned by Principal
7. All corresspondance via email and keep records of all passwords with safety
1. Maintain and update all Social Media portal regulary.
2. Taking phtographs of different activities whenever conducted.
3. Ensure to save all good quality photographs of different activities on cloud (original)
1. To make an annual plan of excursions for different classes to different places of educational and Historical importance.
2. To arrange conveyance, permission for entry and other arrangements to conduct tours successfully.
3. Any other related work assigned by the Principal.
1. To execute the C.M.P. as per KVS directions.
2. To conduct periodical work shops and meetings to strengthen C.M.P.
3.To monitor the quality of worksheets prepared by the teachers and its execution as per plan
4. To monitor the Teaching – Learning process and Methodology used by the teachers.
5. To conduct the various activities under C.M.P as per KVS directions.
1.Keeping all records
2.listen to all and take immediate action
3.Inquire about the actual matter and take necessary asction
4. Prevent discremination
1.Keeping all records and Maintain students entry register
2.Plan and arrange activity based Language classes once or twice weekly
3.use more resourses and varied activities than in traditional classroom
1. To set an activity room to teach primary students as per KVS circular No.F.39- AC/2008-KVS(BGR) dated06/02/08
2. To plan and arrange for purchasing materials required for teaching aids Dept.
3. Any other related work assigned by the Principal.
4. To plan and arrange for purchasing materials required for T.L.M.
Any other related work assigned by the Principal.
1.Over all management and arrangementof fooding, lodging of officials and other Members when ever visited
2.Prior verification of type and quantity before booking and serving
3. Welcome and other arrangement in systemetic way.