



KENDRIYA VIDYALAYA, SUKNA

P.O. SUKNA : Dt: DARJEELING, PIN : 734009

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No. F.

Dated: 01.04.2026

OFFICE ORDER

Constitution of various committees for the Session 2026-27

With reference to the discussion held during the meeting of the teaching staff on 30.03.2026, various committees of the Vidyalaya are being constituted for the Academic Session 2026-27 for smooth functioning of the Vidyalaya. The members are instructed to note down their duties and responsibilities in various committees and perform their duties in the larger interest of the organization.

1. Academic

	Name	Designation	Signature
Coordinator (Secondary)	Mr. Robin Banerjee	PGT (Chem)	
Coordinator (Primary)	Mrs. J P Kujur	PRT	

Members

Subject	Name	Designation	Signature
Science	Mrs. Verma Rini	PGT (Phy)	
	Mrs. Rinky Baroi	PGT (Bio)	
Social Science	Mr. Biraj Chettri	PGT (Eco)	
Mathematics	Mr. Sawon Mondal	PGT (Maths)	
English	Mr. Noel T Shen	PGT (Eng)	
Hindi	Mrs. Subhashini Srikant	PGT (Hindi)	

2. Morning Assembly & CLA Activities

	Name	Designation	Sign
In-charge (CLA)	Mrs. Subhashini Srikant	PGT (Hindi)	
In-charge (Morning Assembly)	Mrs. Preeti Chib	TGT (Eng)	
Assistant. Co. (Secondary)	Mr. Ajit K Minj	TGT (Hindi)	
	Mr. Sanjay Dhakad	TGT (Hindi)	
	Mr. Ujjal Sarkar	TGT (Eng)	
	Mrs. Poonam Agarwal	TGT (Eng)	
	Mrs. Mamoni Das	TGT (Skt)	
	Mr. Sachin Kumar	TGT (Hindi)	

- Conducting all CLA activities as per KVS norms.
- Important day celebration as per the calendar.
- Arrangement of Morning Assembly.

	Name	Designation	Sign
In - Charge	Mr. Satyajit Roy I/C	PGT (CS)	
	Mr. Ujjal Sarkar	TGT(Eng)	
	Ms. Sneha Prakash	TGT (Sci)	
	Mrs. Sumandeep Kaur	TGT(Maths)	
	Mr. Amit Mukherjee	TGT(Maths)	

C.B.S.E

	Name	Designation	Sign
In -Charge	Mr. Biraj Chettri I/C	PGT (Eco)	
	Ms. Sudeshna Karmakar	Librarian	
	Mr. Amit Mukherjee	TGT(Maths)	
	Mr. B. K. Tamang	Sub Staff	

4. Admission

	Name	Designation	Sign
In -Charge	Mr. Noel Thomas Shen I/C	PGT(Eng)	
	Ms. Sudeshna Karmakar	Librarian	
	Mr. Ajit Ku Minj	TGT (Hindi)	
	Mrs. J.P. Kujur	PRT	

5. Time Table

	Name	Designation	Sign
In -Charge	Mr. Sawon Mondal I/C	PGT(Maths)	
	Mr. Amit Mukherjee	TGT (Maths)	
	Mrs. Sumandeep Kaur	TGT (Maths)	

6. Discipline

Sl No.	Name	Designation	Sign
1.	Mr. Robin Banerjee I/C	PGT (Chem)	
2.	Mrs. Rinky Baroi I/C	PGT (Bio)	
3.	Mr. Biraj Chettri	PGT (Eco)	
4.	Mr. Pawan Sahu	TGT (P & HE)	
5.	Mr. Ujjal Sarkar	TGT (Eng)	
6.	Mrs. Poonam Agarwal	TGT (Eng)	
7.	Ms. Sneha Prakash	TGT (Sci)	
8.	Games Coach	Games Coach	
9.	Games Coach	Games Coach	

- Managing internal CBSE-related work including planning and conducting various exams (PT/HY/SSE).
- Distributing academic materials like progress cards and syllabus splits to teachers.
- Analyzing results and sending reports to the Regional Office (RO).
- Handling OASIS data updates, student registration, CBSE exam forms, and correspondence.

- Admissions to all classes as per KVS norms.
- Maintenance of admission registers.
- Record of TC in and out cases

- Preparation of all types of time table.
- Arrangements.
- Monitoring bell timing.

- Regular Checking and monitoring of discipline
- Submit the action taken report to Principal

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 PM Shri Kendriya Vidyalaya Sukna

7. Furniture

Sl No.	Name	Designation	Sign
1.	Mr. Pardeep S Malik I/C	TGT(WE)	
2.	Mr. Pawan K Sahu 2 nd I/C	TGT (P & HE)	<i>Pawan</i>
3.	Mr Sachin Kumar	TGT (Hindi)	
4.	Mr. Ajeet S Meena	PRT	
5.	Mr. Keshav Kumar	PRT	

- Maintenance of register
- Inventories in each class, dept, library, office, labs etc.
- Preparation of list of repairable & broken furniture.

8. Computer

Sl No.	Name	Designation	Sign
1.	Mr. Satyajit Roy I/C	PGT (CS)	<i>Satyajit</i>
2.	Mr. Pardeep S Malik	TGT(WE)	
3.	Comp. Inst. 1	Comp. Inst.	
4.	Comp. Inst. 2	Comp. Inst.	

- E-classroom observation
- Check the Interactive panels.
- Maintenance of register on AMC visit

9. Outsourcing of Services Security

Sl No.	Name	Designation	Sign
1.	Mr. Biraj Chettri I/C	PGT (Eco)	<i>Biraj</i>
2.	Mr. Sawon Mondal	PGT(Maths)	<i>Sawon</i>
3.	Mr. Pardeep S Malik	TGT(WE)	
4.	Mr. Pawan K Sahu	TGT (P & HE)	<i>Pawan</i>

- Maintenance of register
- Checking the duties
- Verifying and certifying the bills.

10. Cleanliness, House Keeping & Maintenance

Sl No.	Name	Designation	Sign
1.	Mr. Pardeep S Malik I/C	TGT(WE)	
2.	Mr. Parimal Ray	PGT (Geo)	
3.	Mrs. Pooja Sahu	TGT (Art)	
4.	Mr. Pawan K Sahu	TGT (P&HE)	<i>Pawan</i>
5.	Games Coach	Games Coach	

- To plan for cleanliness of school campus, classes and toilets. And its execution
- Daily basis reporting about cleanliness in different corners of Vidyalaya

11. Gardening, Vidyalaya Beautification & Display Board

Sl No.	Name	Designation	Sign
1.	Mrs. Rinky Baroi I/C	PGT (Bio)	<i>Rinky</i>
2.	Mrs. Poonam Agarwal	TGT (Eng)	<i>Poonam</i>
3.	Mrs. Pooja Sahu	TGT (Art)	
4.	Ms. Sneha Prakash	TGT (Sci)	

- Maintenance & development of school garden, Children Park.
- Preparation of quotation charts.
- Regular grass cutting
- Keeping check on gardener

12. Updating of Vidyalaya Website

Sl No.	Name	Designation	Sign
1.	Mr. Satyajit Roy I/C	PGT (CS)	<i>Satyajit</i>
2.	Mr. Noel T Shen	PGT (Eng)	
3.	Mr. Kamal Sharma	PRT	
4.	Computer Instructor	Computer Instructor	

Updating KV Website as per the KVS direction.
Upload notification timely.

13. Library

Sl. No.	Name	Designation	Sign
1.	Mr. Sudeshna Karmakar	Librarian	
2.	Mr. Binay Chetri	PGT (Eco)	
3.	Mr. Noel T. Shen	PGT (Eng)	
4.	Mrs. Nabhashini Sarkar	PGT (Hindi)	
5.	Mr. Ajit K. Mij	TGT (Hindi)	
6.	Mrs. Pooja Chib	TGT (Eng)	
7.	Mrs. Rashmi Pandey	TGT (SSI)	
8.	One student from Secondary (IX-X)		
9.	One student from Senior Secondary (XI-XII)		

As per KVS Library policy 2017

14. M & R Vidyalaya & Staff Quarters

Sl. No.	Name	Designation	Sign
1.	Mr. Pankaj S. Malik	TGT (WE)	
2.	Mr. Binay Chetri	PGT (Eco)	
3.	Mr. Ajit K. Mij	TGT (Hindi)	
4.	Mr. Pawan K. Saha	TGT (P&HE)	

- To check periodic maintenance of Vidyalaya
- To execute work by proper Monitoring
- To report about condition of Staff quarter time to time
- To check the progress of work

Sl. No.	Name	Designation	Sign
1.	Mr. Noel T. Shen	PGT (Eng)	
2.	Mr. Parimal Ray	PGT (Geo)	
3.	Mrs. Samandeep Kaar	TGT (Maths)	
4.	Mrs. Sudeshna Karmakar	Librarian	
5.	Mr. Pawan K. Saha	TGT (P&HE)	
6.	Mrs. Manjira	P.R.T.	
7.	Mr. Shishir Kumar	ASO	
8.	Mr. Dharmaj	SSA	
9.	Mr. B. K. Tamang	Sub Staff	
10.	Mr. Sarana Singh	Sub Staff	

15. Games & Sports

Sl. No.	Name	Designation	Sign
1.	Mr. Pawan K. Saha	TGT (P&HE)	
2.	Mr. Keshav Kumar	PRT	
3.	Mrinmoy Roy	Games Coach	
4.	Games Coach	Games Coach	

- Planning the Vidyalaya sports activities.
- Purchasing of materials.
- Arrangement of sports meets as per KVS norms.

प्राचार्य/प्रिन्सिपल
दीप श्री केन्द्रीय विद्यालय सुक्रमा
PM Shri Karmacharya Mahajanya Sukma

16. Medical Check Up / First Aid / Medical Room

Sl No.	Name	Designation	Sign
1.	Ms. Sneha Prakash I/C	TGT (Sci)	
2.	Mrs. Rashmi Pandey	TGT(SST)	
3.	Ms. Poonam Agarwal	TGT(Eng)	
4.	Mr. Pawan K Sahu	TGT (P&HE)	
5.	Mrs. Manju	PRT	
6.	Nurse	Nurse	

- Arrangement of medical checkup for students
- To ensure first aid box equipped with proper medicine

17. Teaching & Audio-Visual Aids

Sl No.	Name	Designation	Sign
1.	Mr. Amit Mukherjee I/C TEACHING AIDS	TGT (Maths)	
2.	Mr. Pardeep S Malik I/C AUDIO-VISUAL	TGT(WE)	
3.	Mr. Satyajit Roy	PGT (CS)	
4.	Comp Inst 1	Comp Inst	
5.	Comp Inst 2	Comp Inst	

- To keep record of teaching aids and audio-visual aids.
- To provide teaching aids and audio-visual aids to the subject teachers on demand.

18. Music Department

Sl No.	Name	Designation	Sign
1.	Mr. Kush I/C	P.R.T. Music	
2.	Mr. Kamal Sharma	P.R.T.	
3.	Mr. Kuldeep Sharma	P.R.T.	
4.	Dance coach	Dance coach	

As per KVS policy.

19. Local Purchase

Sl No.	Name	Designation	Sign
1.	Mr. Biraj Chettri I/C	PGT (Eco)	
2.	Mr. Pardeep S Malik	TGT(WE)	
3.	Mr. Shishir Kumar	ASO	
4.	Mr. Dhanraj	SSA	

Follow of action for the purchase of various items in different dept. As per the budget allotted in SF and VVN.

20. Rajbhasha

Sl No.	Name	Designation	Sign
1.	Mrs. Subhashini Srikant I/C	PGT (Hindi)	
2.	Mr A.K. Minj	TGT (Hindi)	
3.	Mr. Sanjay Dhakad	TGT (Hindi)	
4.	Mr. Sachin Kumar	TGT (Hindi)	

- Submission of Rajbhasha Report
- Implementation of Govt of India policy and attend Rajbhasha Committee Meeting


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 PM Shri Kendriya Vidyalaya Sukna

21. Guidance & Counseling

Sl No.	Name	Designation	Sign
1.	Mrs. Rinky Baroi I/C	PGT (Bio)	
2.	Mr. Robin Banerjee	PGT (Chem)	
3.	Mrs. Rini Verma	PGT (Phy)	
4.	Ms. Sudeshna Karmakar	Librarian	
5.	Counsellor	Counsellor	

- Collection of information & providing to students
- To look after adolescence problems boys and girls.
- To open AEP box every Wednesday and preparing ATR (Action Taken Report)

22. Scout & Guide

Sl No.	Name	Designation	Sign
1.	Mr. Ajit K Minj I/C(scouts)	TGT(Hindi)	
2.	Ms. Sneha Prakash I/C (Guides)	TGT (Sci)	
3.	Mrs. Rinky Baroi	PGT (Bio)	
4.	Mrs. Subhashini Srikant	PGT (HIN)	
5.	Mrs. Rashmi Pandey	TGT (SST)	
6.	Ms. J.P. Kujur	P.R.T.	
7.	Mr. Kuldeep (I/C Cub)	P.R.T.	
8.	Ms. Prachi Khokher (I/C Bulbul)	P.R.T.	

- Registration of New Enrollment before 31st August.
- Celebration of important events of Scout and Guide.
- Conduct of practice on every Wednesday during zero period.

23. Grievance & Sexual Harassment / Bullying

Sl No.	Name	Designation	Sign
1.	Mrs. Verma Rini I/C	PGT (Phy)	
2.	Mrs. Rinky Baroi	PGT (Bio)	
3.	Mrs. Preeti Chib	TGT (Eng)	
4.	Ms. Sneha Prakash	TGT (Sci)	
5.	Mrs. Rashmi Pandey	TGT (SST)	
6.	Mrs. J.P. Kujur	P.R.T.	
7.	Counsellor	Counsellor	

- To Check Suggestion Box on every Friday
- Keep records of all the grievances

24. Editorial and Publication of Vidyalaya Patrika

Sl No.	Name	Designation	Sign
1.	Mr. Noel T Shen I/C	PGT (Eng)	
2.	Mrs. Subhashini Srikant	PGT (HIN)	
3.	Mr. Ajit K. Minj	TGT(Hindi)	
4.	Ms. Sudeshna Karmakar	Librarian	
5.	Mrs. JP Kujur	PRT	
6.	Computer Instructor	Computer Instructor	

Preparation of students' Diary, Vidyalaya magazine and newsletter

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25. Quarter Allotment

Sl No.	Name	Designation	Sign
1.	Mr. Noel T Shen I/C	PGT (Eng)	
2.	Mr. Parimal Ray	PGT (Geo)	
3.	Mrs. Sumandeep Kaur	TGT (Maths)	
4.	Ms. Sudeshna Karmakar	Librarian	
5.	Mrs. Manju	PRT	
6.	Mr. Dhanraj	SSA	
7.	Mr. Bal Kumar Tamang	Sub Staff	

Preparing roaster for allotment of staff quarter.
Preparation of list of occupants and submit it to MES.

26. UBI Fee Collection Committee

Sl No.	Name	Designation	Sign
1.	Mr. Satyajit Roy I/C	PGT (CS)	
2.	Mr. Kamal Sharma	PRT	
3.	Mr. Kuldeep Singh	PRT	
4.	Computer Instructor	Computer Instructor	

- Check the status of fee defaulters.
- Circulate the list of students of fee defaulters in every month end meeting.

27. UDISE+ Committee

Sl No.	Name	Designation	Sign
1.	Mr. Robin Banerjee I/C	PGT (Chem)	
2.	Mr. Ajeet S Meena	PRT	
3.	Mr. Kuldeep Singh	PRT	
4.	Ms. Nisha	PRT	
5.	Computer Instructor	Computer Instructor	

Check the comprehensive data of student enrollment and student progression activity.

28. Alumni

Sl No.	Name	Designation	Sign
1.	Mr. Robin Banerjee I/C	PGT (Chem)	
2.	Mr. Biraj Chettri	PGT (ECO)	
3.	Mr. Ajit K Minj	TGT (Hindi)	

- Update names of renowned alumni.
- Conduction of session with them in the morning assembly.

29. P.T.M. record Maintenance

Sl No.	Name	Designation	Sign
1.	Mr. Noel T Shen I/C	PGT (Eng)	
2.	Mr. Ujjal Sarkar	TGT (ENG)	

To organize and keeping records of feedback to all PTM.

30. Safe Exit of all Students

Sl No.	Name	Designation	Sign
1.	Mr. Pawan K Sahu I/C	TGT (P&HE)	
2.	Mr. Pardeep S Malik	TGT (WE)	
3.	Games Coach	Games Coach	
4.	Last period subject teachers		

- Monitoring safe exit of all the students.
- Primary last period teachers come with their students at the time dispersal.

31. Subject Committees (for various faculties)

Sl No.	Name	Designation	Signature
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English

1.	Mr. Noel T Shen	PGT (Eng)	
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Science

2.	Mr. Robin Banerjee	PGT (Chemistry)	
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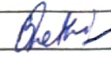
Hindi

3.	Mrs. Subhashini Srikant	PGT (Hindi)	
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Mathematics

4.	Mr. Sawon Mondal	PGT (Maths)	
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Social Studies

5.	Mr. Biraj Chettri	PGT (Eco)	
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Sanskrit

6.	Mrs. Mamoni Das	TGT (SKT)	
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Mentors (Primary)

Sl No.	Name	Designation	Signature
1.	Mrs. J P Kujur	P.R.T.	

32. Staff Room

Sl No.	Name	Designation	Sign
1.	Mrs. Poonam Agarwal I/C	TGT (Eng)	
2.	Mr. A.K. Minj	TGT (Hindi)	
3.	Mrs. Preeti Chib	TGT (Eng)	
4.	Mr. Sachin Kumar	TGT (Hindi)	

To check the cleanliness of staff room.

33. Awakened Citizen Program/FCP/AACT Program

Sl No.	Name	Designation	Sign
1.	Ms. Sudeshna Karmakar I/C	Librarian	
2.	Mrs. Poonam Agarwal	TGT (Eng)	
3.	Mr. Sanjay Dhakad	TGT (Hindi)	
4.	Mr. Ujjal Sarkar	TGT (Eng)	
5.	Mrs. Sumandeep Kaur	TGT (Maths)	
6.	Mr. Sachin Kumar	TGT (Hindi)	
7.	Mr. Amit Mukherjee	TGT (Maths)	
8.	Mr. Pradeep S Malik	TGT (WE)	

- Taking classes as per the time table.
- Complete all the modules.
- Submit the record of completion on time.


 प्राचार्य/Principal
 पीएम श्री केन्द्रीय विद्यालय सुकना
 P.M. Shri Kendriya Vidyalaya Sukna

4. PM SHRI Committee

Sl No.	Name	Designation	Sign
1.	Mr. Parimal Ray I/C	PGT (Geo)	
2.	Mr. Biraj Chettri	PGT (Eco)	<i>Biraj</i>
3.	Mr. Satyajit Roy	PGT (CS)	<i>Satyajit</i>
4.	Mrs. Rashmi Pandey	TGT (SST)	
5.	Mr. Shishir Kumar	ASO	
6.	Mr. Dhanraj	SSA	

- To plan and execute PM SHRI scheme effectively as per the instruction received from HQ and RO.
- To keep update with the recent policy

35. Media (arrangement to publish articles/ reports etc.)

Sl No.	Name	Designation	Sign
1.	Ms. Sudeshna Karmakar I/C	Librarian	
2.	Mr. Noel T Shen	PGT (Eng)	
3.	Mr. Ajit K Minj	TGT(Hindi)	
4.	Mrs. Rashmi Pandey	TGT (SST)	<i>Rashmi</i>

- Submit advertisement to the local newspaper for publication.
- Keep record of all the published articles.

36. NIOS Committee

Sl No.	Name	Designation	Sign
1.	Mr. Amit Mukherjee I/C	TGT (Maths)	<i>Amit</i>
2.	Mr. Biraj Chettri	PGT (Eco)	
3.	Mrs. Rinky Baroi	PGT (Bio)	<i>Rinky</i>

- To conduct NIOS Exam.
- Submit all the records of NIOS on time.

37. Students' council

Sl No.	Name	Designation	Sign
1.	Mr. Robin Banerjee I/C	PGT (Chem)	
2.	Mr. Biraj Chettri	PGT (Eco)	<i>Biraj</i>
3.	Mr. Parimal Ray	PGT (Geo)	
4.	Mr. Satyajit Roy	PGT (CS)	<i>Satyajit</i>
5.	Mr. Sawon Mondal	PGT (Maths)	<i>Sawon</i>
6.	Mrs. Rinky Baroi	PGT (Bio)	<i>Rinky</i>
7.	Mrs. Subhashini Srikant	PGT (HIN)	
8.	Mrs. Preeti Chib	TGT (ENG)	<i>Preeti</i>
9.	Ms. Sudeshna Karmakar	Librarian	
10.	Mr. Pawan K Sahu	TGT (P & HE)	<i>Pawan</i>
11.	Games Coach	Games Coach	

- To select students' council members for the current session.
- Check the discipline of students' council.


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 PM Shri Karmacharya Sukna

38. Photography

	Name	Designation	Sign
1.	Mr. Kuldeep Singh I/C	PRT	
2.	Mr. Kamal Sharma	PRT	
3.	Mr. Ajit S Meena	PRT	
4.	Mrs. Palak Vaid	PRT	
5.	Computer Instructor	Computer Instructor	
6.	Computer Instructor	Computer Instructor	

- Taking pictures of all the programs.
- Keep the records of photographs.

Principal

प्रश्नार्थ/Prinosa
विद्यार्थी केन्द्रित विद्यालय मुम्बई
P.N. Shri Kumbhaya Vidyapeetha Sakshin