

PM SHRI KENDRIYA VIDYALAYA NEW BONGAIGAON

VIDYALAYA COMMITTEES – (2024-25)

SN	COMMITTEE	NAME OF THE MEMBERS	DUTIES
01.	ACADEMIC SUPERVISION	<ol style="list-style-type: none">1. SMT SIMA RANI DAS (VP) VI - XII2. SH. ANIL KUMAR MEENA (HM) BV - V	<ol style="list-style-type: none">1. The committee will go through the circulars & orders received from KVS (HQ) & KVS RO GHY and will device the way of their implementation under the direction of Principal.2. To carry the class supervision of all PGTs & TGTs by Vice Principal and PRTs by HM (at least once a month for every teacher.)3. To convey the shortcomings & weakness to them & monitor the improvement in the subsequent months.4. If a teacher is not showing improvement continuously to convey the same to Principal for further action(s).5. To ensure filling class supervision data on PIMS Portal.6. To ensure that school details are regularly updated on KV website, UDISE Portal & other portals.7. Monitoring the arrival and departure timings of teachers and students.8. Checking of class work & Homework note books (at least once in a month).9. To ensure that regular home assignments are given to students for practice of the lesson / concepts at home.10. Verification of student's attendance regularly.11. Checking of monthly Attendance Registers.12. Checking of Teacher's Diary.13. Any other work assigned by the principal.

02.	ADMISSION	<ol style="list-style-type: none"> 1. SH. RAHUL JAIN, PGT (MATH) - I/C 2. SH.M K RASTOGI, PGT (PHY) - ASST. I/C 3. SH. ABHISHEK CHAUDHARY, TGT (MATHS) 4. MS MONIKA, TGT (HIND) 5. Sh. VIVEK KUMAR, PRT 6. MS CHARU, PRT 	<ol style="list-style-type: none"> 1. To follow the KVS Admission Guidelines in letter & spirit. 2. To carry out admissions of all classes, wherever applicable, for which they have to: <ol style="list-style-type: none"> (a) Display the schedule of Admission at the beginning of the session or whenever the date of Registration is received from the KVS (HQ) or KVS RO GHY. (b) To give advertisement in the newspaper & do the registration work. (c) Checking of registration form as per norms of KVS. (d) To conduct lottery as per norms of KVS, wherever it is applicable. (e) Take the approval of VEC. (f) To carry out the admission of candidates ensuring that all admissions are as per KVS norms. (g) To prepare question paper for class IX admission test, if required. (h) To keep all records of Adm. / Reg. for all kind of Admission. (i) Maintain the Admission register. (j) Prepare updated enrollment record every month for onward submission to KVS RO GHY. (k) To ensure that all the admission related information are properly uploaded on Vidyalaya website. (l) To ensure that every month enrollment data is uploaded on Vidyalaya website & UDISE Portal. (m) To ensure that enrollment date is uniform at all places (i.e. Website, UDISE, KVS RO GHY Sheet) 3. Any other work assigned by the principal.
03.	EXAMINATION	CBSE <ol style="list-style-type: none"> 1. SH. G. V. RAMANA, PGT (CHEM) - I/C 	<ol style="list-style-type: none"> 1. To conduct all CBSE/ external exams in school in fair manner.

2. SH. R K SINGH, PGT (COMM) - Asst. I/C
3. SNEHASHISH GHOSH, TGT (ENG)
4. MD. JAWED ANSARI, TGT (MATHS)
5. SH. DEEPAK KUMAR, TGT (SST)

Internal

1. SH. SHISHPAL PGT (ECON) - I/C
2. SH. RAHUL GAUTAM, PGT (HIS) ASST I/C
3. DR. B N SINGH PGT (GEOG)
4. SH. D D MAZUMDAR, TGT (SST)

NIOS

1. SH. VINIT KUMAR, PGT (PHYS) - I/C
2. DR. B N SINGH, PGT (GEOG) Asst I/C
3. SH. JITENDRA SINGH, PGT (CHEM)
4. SH. ABHISHEK CHAUDHARY, TGT (MATHS)
5. SH. VINAYAK YADAV, TGT (WE)
6. SH. RAJAT CHAUDHARY, PRT
7. SH. AMIT KR. ROSHAN, PRT
8. SH. NIPUN GIUPTA, PRT

1. **MR SHUBHENDU CHAKRABORTY, PGT**

2. To keep all records pertaining to examination intact and ready for perusal whenever asked for.
3. To update the Honour Board and result analysis in the Board fixed in Principal office after the declaration of Board Results.
4. To ensure timely disbursement of remuneration and submit a copy of the same to the office for Income Tax purpose (income from other sources).
5. Any other work assigned by the principal.

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1. To ensure timely preparation of question papers for all internal exams maintaining confidentiality.
 2. To prepare date sheet for exams.
 3. To make seating arrangements for the exams.
 4. To conduct all internal exams in school in fair manner.
 5. To ensure preparation and declaration of result in time.
 6. To keep all records pertaining to examinations intact and ready for perusal whenever asked for.
 7. Any other work assigned by the principal.

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1. To conduct all NIOS exams in school in fair manner.
 2. To keep all records pertaining to examination intact and ready for perusal as and when required.
 3. To ensure timely disbursement of remuneration and submit a copy of the same to the office for Income Tax purpose (income from other sources).
 4. Any other work assigned by the principal

Maths Olympiad

1. To identify students & encourage them to participate in

		<p style="text-align: center;">(MATHS)</p> <p style="text-align: center;">1. MR. M K RASTOGI, PGT (PHYS)</p>	<p>mathematics related exam.</p> <ol style="list-style-type: none"> 2. To organize preparatory classes for JMO and other exams. To maintain record of all the activities with result and photos/ videos. 3. To ensure timely filling of all Google sheets pertaining to various activities and upload their photos and videos 4. Any other work assigned by the principal <p>Science Olympiad</p> <ol style="list-style-type: none"> 1. To identify students & encourage them to participate in different exams. 2. To maintain record of all the activities with result and photos/ videos. 3. To ensure timely filling of all Google sheets pertaining to various activities and upload their photos and videos. 4. To organize preparatory classes for Computer /GK and other exams. 5. Any other work assigned by the principal
04.	TIME TABLE	<ol style="list-style-type: none"> 1. SH. JITENDRA SINGH, PGT (CHEM) - I/C 2. MR JAWED ANSARI, TGT (MATHS) 3. MS MONIKA, TGT (HIN) 	<ol style="list-style-type: none"> 1. To frame Vidyalaya time table. 2. To allot periods according to the KVS rules. 3. To make daily arrangements. 4. To keep records of attendance of contractual teachers. 5. To frame time table for Remedial classes/ classes during Autumn break/Winter break etc. 6. To prepare for conduct of the interview for creating panel of contractual teachers in time by ensuring the following: <ol style="list-style-type: none"> (a) To take approval of the Chairman, VMC (b) To advertise the content in local newspaper. (c) To create different boards for interviewing candidates.

			<p>(d) To prepare consolidated list of candidates</p> <p>(e) To prepare final award list of judges.</p> <p>(f) To take final approval from VMC Chairman.</p> <p>(g) To upload the final result of contractual interview on Vidyalaya website.</p> <p>7. To prepare the Staff Strength, Vacancy Position and proposal for opening new sections.</p> <p>8. Any other work assigned by the principal</p>
05.	GARDENING & BEAUTIFICATION	<p>1. PGT (BIO)</p> <p>2. DR. B N SINGH, PGT (GEO)</p> <p>3. MR. LAL BAHDUR, TGT (AE)</p> <p>4. MR N R DEBNATH, PRT</p>	<p>1. To plan for campus beautification in the beginning of the session as well as in the middle depending on various seasons & weather.</p> <p>2. To guide gardener for proper upkeep of gardens.</p> <p>3. To allot weekly work to gardener & supervise their work.</p> <p>4. To put forward the requirement of consumable & non consumable items for gardening so that all gardens are well maintained throughout the session & submit the monthly report of the work.</p> <p>5. Any other work assigned by the principal</p>
06.	CCA & MORNING ASSEMBLY	<p>1. SH. DIPAK KR ROY, PGT (ENG) - I/C</p> <p>2. SH. AKHILESH KR BIND, PGT (ENG)</p> <p>3. SH. VIJAY MUKHARJEE, PGT (HINDI)</p> <p>4. MS. RUMI SHARMA, TGT (HINDI)</p> <p>5. SH. SNEHASISH GHOSH, TGT (ENG)</p> <p>6. SH. SOFIUL ALAM, TGT (ENG)</p> <p>7. MS. ANITA YADAV, TGT (HINDI)</p> <p>8. MS. MONIKA, TGT (HINDI)</p> <p>9. CONTRACTUAL, TGT (ENG)</p> <p>10. CONTRACTUAL, TGT (SKT)</p>	<p>1. To prepare CCA calendar.</p> <p>2. To divide students and teachers in various houses.</p> <p>3. To celebrate different days as per CCA calendar as well as according instructions received from KVS/CBSE or any Govt agency.</p> <p>4. To chalk out programme for Annual Day celebration, prize and certificate distribution.</p> <p>5. To maintain record of all the activities with result and photos/ videos.</p> <p>6. To ensure timely filling of all Google sheets pertaining to various activities and upload their photos and videos.</p> <p>7. Any other work assigned by the principal.</p>

07	DISCIPLINE	<ol style="list-style-type: none"> 1. SH. MUKESH KR THAKUR, TGT (PHE) - I/C 2. SH. RAHUL JAIN, PGT (MATHS) 3. SH. RAM KUMAR SINGH, PGT (COMM) 4. SH. B N SINGH, PGT (GEOG) 5. SH. SOFIUL ALAM, TGT (ENGL) 6. MS. MITA BRAHMA, LIBR 7. MS. RUMI SHARMA, TGT (HINDI) 	<ol style="list-style-type: none"> 1. Maintaining overall discipline in the school. 2. To contact parents in cases of indiscipline and record the same in Discipline Register. 3. To conduct enquiries of all grave indiscipline cases and put up proper report (Witness/Opinion of committee, agreement between parties) to Principal and maintain the record.
08.	SCHOOL CLEANLINESS	<ol style="list-style-type: none"> 1. SH. VINAYAK YADAV TGT (WE) - I/C 2. Sh. S CHAKRABORTY, PGT (MATH) for Secondary Block. 3. SH. J ANSARI, TGT (MATH) for Sr. Secondary Block. 4. SH. DBR Choudhury, PRT for Primary Block. 	<ol style="list-style-type: none"> 1. Supervision of cleanliness in senior secondary wing, middle school block & primary wing, field and outside building areas, class rooms and dustbins. 2. Monitor cleanliness work wing wise. To put up requirement of items needed by conservancy/cleanliness workers. 3. To ensure that all washrooms/toilets are functional and usable. 4. To ensure neat & clean classes/verandas or corridors/stairs and whole campus (Inside & outside) 5. Any other work assigned by the principal.
09.	SCIENCE EXHIBITION	<ol style="list-style-type: none"> 1. MR VINEET KUMAR, PGT (PHY) - I/C 2. MR. M K RASTOGI PGT (PHYS) 3. MR G V RAMANA, PGT (CHEM) 4. PGT BIO 5. MR TRILOK SHINDE, TGT (SCI) 	<ol style="list-style-type: none"> 6. To convey the content of these exhibition/exams to students and all concerned teachers and arrange for distribution of works among teachers. 7. To select students for different exhibitions/exams. 8. To arrange for conduct of school level/cluster level/regional level / national level exhibition / exam. 9. To motivate students and ensure their participation in NTSE, INSPIRE MANAK, KVPY, and RSBVP, IAPT, SOF and other exams. 10. To maintain record of all the exhibitions/ exams with result and photos/ videos.

			<ul style="list-style-type: none"> 11. To ensure timely filling of all Google sheets pertaining to various activities and upload their photos and videos. 12. Any other work assigned by the principal.
10.	BHARAT SCOUT & GUIDE	<ul style="list-style-type: none"> 1. SH. AJOY KR ROY TGT (MATH) - I/C 2. MRS M BRAHMA, LIBRARIAN 	<ul style="list-style-type: none"> 3. Registration of students in Bharat Scouts and Guide and conducting all the activities pertaining to scouts & guides/ cubs / bulbuls in the Vidyalaya. 4. To maintain record of all the activities with result and photos/ videos. 5. To ensure timely filling of all Google sheets pertaining to various activities and upload their photos and videos. 6. Any other work assigned by the principal.
11.	SOCIAL SCIENCE EXHIBITION/ EBSB/ / PARLIAMENT	<ul style="list-style-type: none"> 1. SH. RAHUL GAUTAM, PGT (HIST) - I/C 2. SH. B N SINGH, PGT (GEO) 3. SH. SHISHPAL, PGT (ECO) 4. SH. D D MAJUMDAR, TGT (SST) 5. SH. DEEPAK KUMAR, TGT (SST) 6. Sh. SOFIUL ALAM, TGT (ENG) 7. MS. RUMI SHARMA, TGT (HINDI) 8. SH. MANISH KR. TIWARI, PRT (MUS) 	<ul style="list-style-type: none"> 1. To conduct meeting of all concern teachers and distribute or allocate the works among them. 2. To motivate students to prepare exhibits, cultural items and other activities and arrange for their presentation at various level. 3. To ensure quality participation of students in different activities of Social Science exhibition that would yield a positive result. 4. To conduct all EBSB activities as per KVS schedule and maintain records of all the activities with result and photos/ videos. 5. To ensure timely filling of all Google sheets pertaining to various activities and upload their photos and videos. 6. To allot special duties to other PGTs/TGTs of subject concerned at the time of event. 7. Any other work assigned by the principal.
12.	FIRST AID AND MEDICAL CHECK-UP	<ul style="list-style-type: none"> 1. PGT (BIOL) (VI - XII) 2. MS ANITA YADAV, TGT (HINDI) 3. MS. MANJU SINGHA, PRT (BV III - V) 	<ul style="list-style-type: none"> 1. To procure medicine/equipment for medical room. To ensure proper upkeep of Medical Room. 2. To ensure and supervise time to time medical checkup of

			students in a year & keep its record in soft/hard copy. 3. Any other work assigned by the principal.
13.	LANGUAGE CLUB (ENGLISH)	1. SH. DIPAK KR. ROY PGT (ENGL) - I/C. 2. SH. AKHILESH KR BIND, PGT (ENGL) 4. SH. SNEHASISH GHOSH, TGT (ENGL) 5. SH. SOFIUL ALAM, TGT (ENGL) 6. CONTRACTUAL, TGT (ENGL)	1. Conducting and organizing all activities related to languages. 2. To ensure enhancement of spoken English. 3. To develop communication skills of students and enrichment programme for improving English environment in the Vidyalaya. 4. To subscribe English newspaper for students. 5. Any other work assigned by the principal.
14.	राज – भाषा समिति	1. सुश्री मोनिका, , प्र. स्ना. शि. (हिंदी) 2. श्रीमती रूमी शर्मा, प्र. स्ना. शि. (हिंदी) 2. श्री विजय मुखर्जी, परास्नातक शिक्षक (हिंदी) 3. श्रीमती अनीता यादव, , प्र. स्ना. शि. (हिंदी) 4. संविदा शिक्षक, , प्र. स्ना. शि. (संस्कृत)	1. To attend Meeting of NARAKAS and to implement direction of these meetings. 2. To conduct school level meeting every month. 3. Any other work assigned by the principal.
15.	STAFF QTR. ALLOTMENT COMMITTEE	1. SH. DIPAK KR ROY, PGT (ENGL) 2. SH. JITENDRA SINGH, PGT (CHEM) 3. SH. TRILOK SHINDE, TGT (SCI) 4. SH. LAL BAHADUR, TGT (AE) 5. SH. A K RAUSHAN, PRT 6. MS. CHARU GUPTA, PRT	1. To prepare the list of staff members for allotment of quarters as per KVS norms. 2. To maintain a Inventory Register for quarter and make proper record of each quarter. 3. To take applications for allotment of quarters. 4. To prepare allotment letter for quarters. 5. To take over/handover quarters as per inventory. 6. Any other work assigned by the principal.
16.	GUIDANCE AND COUNSELLING	1. MRS SIMA RANI DAS (VP) 2. SH. A K MEENA (HM) 3. COUNSELLOR	1. To Arrange career counseling session for students. 2. To monitor the work of counselor of the Vidyalaya. 3. To chalk out various activities pertaining to career counseling. 4. To arrange for clinical / behavioral counseling of students. 5. To chalk out active plan for counseling activities to be

			<p>taken for School counselor.</p> <p>6. To maintain record of all the activities with photos/ videos.</p> <p>7. Any other work assigned by the principal.</p>
17.	VIDYALAYA PATIRKA	<p>1. Sh AKHILESH KR BIND (PGT ENGL) I/C</p> <p>2. MS ANITA YADAV, TGT (HIN)</p> <p>3. SH. LAL BAHADUR, TGT (A&E)</p> <p>4. MR SOFIUL ALAM, TGT (ENG)</p> <p>5. MR. ROUSHAN KUMAR, PRT</p>	<p>1. Collection and editing of articles of students for Vidyalaya Patrika /Quarterly News Letter.</p> <p>2. To ensure publication of error free magazine.</p> <p>3. Any other work assigned by the principal.</p>
18.	ADVENTURE / EXCURSION	<p>1. SH. B. N. SINGH, PGT (GEO) - I/C</p> <p>2. MR R GAUTAM, PGT (HIS)</p> <p>3. MR. DD MAZUMDAR , (TGT SOST)</p>	<p>1. To plan excursion trips for students.</p> <p>2. To organize & escort students for adventure activities.</p> <p>3. To arrange for visit of local museums, monumental places /historical places for students of primary and other classes.</p> <p>4. To maintain record of all the activities with photos/ videos.</p> <p>5. Any other work assigned by the principal.</p>
19.	OUTSTANDING ACHIEVEMENT RECORD	<p>1. SH. LAL BAHADUR, TGT (AE) - I/C</p> <p>2. MRS MITA BRAHMA, LIBRARIAN</p>	<p>1. To maintain the record of outstanding achievements of the students with their photographs.</p> <p>2. To maintain the record of the students who get admission in different professional colleges like IIT, Medical etc. and other professional colleges, with their photographs.</p> <p>3. Any other work assigned by the principal.</p>
20.	LOST AND FOUND	<p>1. SH. MUKESH KR. THAKUR TGT (P&HE) - I/C</p> <p>2. MR DIPAK KR ROY, PGT (ENG)</p> <p>3. MS MONIKA, TGT (HIN)</p>	<p>1. To take care of found articles and hand it over to its rightful owner after verification.</p> <p>2. To announce in the assembly about lost and found articles.</p> <p>3. Any other work assigned by the principal.</p>
21.	P A SYSTEM	<p>1. SH. VINAYAK YADAV TGT (WET) - I/C</p>	<p>1. Installation of PA system in Morning Assembly and all</p>

		2. MR VIVEK KUMAR, PRT	<p>programs of Vidyalaya.</p> <ol style="list-style-type: none"> To ensure timely repair and maintenance of PA system. To plan and procure proper PA system for Vidyalaya. Any other work assigned by the principal.
22.	MORNING ASSEMBLY	<ol style="list-style-type: none"> MR. DIPAK KUMAR ROY, PGT (ENG) MR. MANISH KR TIWARI, TGT (MUSIC) MR. MUKESH KUMAR THAKUR, TGT (P&HE) MR. VINAYAK YADAV, TGT (WE) 	<ol style="list-style-type: none"> Conduct of Morning Assembly as per KVS guidelines. To ensure participation of maximum students in the Morning Assembly and to check students' turn in choir group on rotation basis. To instruct class teachers to prepare the respective Assembly team for exemplary display of the programme. Any other work assigned by the principal.
23.	VIDYALAYA PURCHASE COMMITTEE	<ol style="list-style-type: none"> MR RAM KUMAR SINGH, PGT (COMM) MR. S CHOKRABORTY, PGT (MATH) MRS MITA BRAHMA, LIBRARIAN MR. LAL BAHADUR, TGT (AE) MRS D B R CHOUDHURY, PRT MR. NIHAR RANJAN DEBNATH, PRT 	<ol style="list-style-type: none"> Assisting in purchase of various items in the Vidyalaya during the current session as per Purchase & Procurement Guidelines of KVS. To Process and conduct market survey as member of LPC as and when instructed. Any other work assigned by the principal.
24.	LIBRARY AND READING ROOM	<ol style="list-style-type: none"> MRS MITA BRAHMA, LIBRARIAN MR AKHILESH KR BIND, PGT (ENG) MRS RUMI SHARMA, TGT (HIN) 	<ol style="list-style-type: none"> Procurement of books / magazine / newspapers for library through Library Committee. To motivate students to develop reading habits in students & staff. To keep the School Library updated and to keep proper record of all books / issue of books / weeding and condemnation of old books. Any other work assigned by the principal.
25.	FLN & PRIMARY NEWSLETTER	<ol style="list-style-type: none"> MR ANIL KR MEENA (HM) MR LAL BAHADUR, TGT (A&E) MRS MITA BRAHMA, LIBRARIAN MS NEHA, PRT 	<ol style="list-style-type: none"> To monitor strict compliance of FLN activities for the Primary classes as per the Guidelines of KVS (HQ)/ KVS (RO, Ghy). To maintain records of all activities and photos / videos. To plan and conduct in-house meeting for the

			<p>empowerment of primary teachers.</p> <p>4. To ensure publication of monthly/ quarterly Newsletter of Primary Section.</p> <p>5. Any other work assigned by the principal.</p>
26.	FORMATION OF STUDENTS COUNCIL	<p>1. MR DIPAK KR ROY, PGT (ENG)</p> <p>2. SH. MUKESH KR THAKUR, TGT (P&HE)</p> <p>3. MRS RUMI SHARMA, TGT (HIN)</p> <p>4. ALL HOUSE MASTERS</p>	<p>1. Selection of deserving students for student council.</p> <p>2. To brief the School Appointments of Student's Council about duties and responsibilities for different occasion.</p> <p>3. To monitor their work and to keep the record.</p> <p>4. To arrange I-Cards, badges, sashes, passes etc. for the council.</p> <p>5. Any other work assigned by the principal.</p>
27.	ACP	<p>1. MR JITENDRA SINGH, PGT (CHEM)</p> <p>2. MR JAWED ANSARI, TGT (MATHS)</p>	<p>1. To engage classes As per schedule and ensure timely completion of ACP Modules for all classes</p> <p>2. To maintain records of all ACP activities</p> <p>3. To ensure timely submission of reports to KVS authorities.</p> <p>4. Any other work assigned by the principal.</p>
28.	VIDYALAYA WEBSITE MAINTAINING & UPDATING	<p>1. MR A K PANDEY, PGT (COMP. SC)</p> <p>2. MR ROUSHAN KUMAR, PRT</p>	<p>1. Maintaining and updating of the Vidyalaya website bilingually.</p> <p>2. Any other work assigned by the principal.</p>
29.	PHOTOGRAPHY & VIDEOGRAPHY COMMITTEE	<p>1. MR AMIT KUMAR RAUSHAN, PRT</p> <p>2. NIPUN GUPTA, PRT</p> <p>3. MS NEHA</p>	<p>1. To take photographs/Videos of various activities / functions of Vidyalaya and keep its record and arrange for its display through flex boards etc.</p> <p>2. Keeping records of all important school activities in photos & Videos.</p> <p>3. Any other work assigned by the principal.</p>

			furniture. 5. Any other work assigned by the principal.
33.	PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE (POSH)/ WOMEN CELL	<ol style="list-style-type: none"> 1. MS. MITA BRAHMA (LIBR) 2. MS. RUMI SHARMA TGT (HINDI) 3. MS. MANJU SINGHA, PRT 	<ol style="list-style-type: none"> 1. To deal with all such cases by holding proper enquiry and keeping records as per norms. 2. Any other work assigned by the principal.
34.	STAFF MEETING MINUTES	<ol style="list-style-type: none"> 1. MS. RUMI SHARMA, TGT (HINDI) + MR. D K ROY, PGT (ENGL) 2. MS. ANITA YADAV, TGT (HINDI) + MR. A K BIND, PGT (ENGL) 3. MS. MONIKA, TGT (HINDI) + MR. S GHOSH, TGT (ENGL) 4. MR KANTESHAR ROY, TGT (SKT) + MR. S ALAM, TGT (ENGL) 5. MR. PRAVEEN KUMAR, PRT + TGT ENGL (CONTR.) 6. MR. ROHIT SINGH, PRT + MS. MANJU RANI SINGHA, PRT 	<ol style="list-style-type: none"> 1. To record the minutes in Hindi & English as per the assignment on rotation basis. 2. To type the minutes in UNICODE. 3. To ensure circulation of minutes among all staff after getting the signature of Principal / Vice Principal 4. To maintain the Staff Meeting Register 5. Any other work assigned by the principal.
35.	DISASTER MANAGEMENT COMMITTEE / STANDARD OPERATING PROCESS (SOP)	<ol style="list-style-type: none"> 1. DR B N SINGH, PGT (GEO) 2. MR RAM KR SINGH, PGT (COMM) 3. MR AJOY KR ROY, TGT (MATHS) 4. MR. ANIL KUMAR MEENA, HM 5. MRS MANJU RANI SINGHA, PRT 	<ol style="list-style-type: none"> 1. To carryout mock drill for evacuating students in the event of any disaster. 2. To display phone numbers of important places / people at different places in Vidyalaya. 3. To constitute committee of SOP action. 4. Any other work assigned by the principal.
36.	PTM and PTA	<ol style="list-style-type: none"> 1. MR SHISHPAL, PGT (ECO) 2. MR SANTOSH KR MANDAL, PRT 	<ol style="list-style-type: none"> 1. To conduct PTM and PTA regularly as per schedule. 2. To note down the agenda for PTM/PTA and bring it to the notice of all stake holders. 3. Any other work assigned by the principal.
37.	SUBJECT COMMITTEES	HINDI -	<ol style="list-style-type: none"> 1. First To convene Subject Committee Meeting as per

MS. RUMI SHARMA - I/C
MR. VIJAY MUKHARJEE
MS. ANITA YADAV
MS. MONIKA
TGT SANSKRIT

ENGLISH -

MR. DIPAK KUMAR ROY - I/C
MR. AKHILESH KUMAR BIND
MR. SNEHASHISH GHOSH
MR. SOFIUL ALAM
TGT ENGLISH

MATHS -

MR. SHUBHENDU CHOKROBORTY - I/C
MR. RAHUL JAIN
MR. AJOY KUMAR ROY
MR. ABHISHEK CHOUDHARY
MR. JAWED ANSARI

SCIENCE -

MR. MANOJ KUMAR RASTOGI - I/C
MR. VINIT KUMAR
MR. G V RAMANA
MR. JITENDRA SINGH
MR. AMIT KUMAR PANDEY
PGT BIOL
MR. TRILOK SHINDE
TGT SCIENCE

Schedule and record the minutes

2. The agenda points must be invited in advance from all members and after the meeting, minutes of the meeting should be signed by all the members and countersigned by the Principal.
3. In the absence of convener, the same duty will percolate to the next member.
4. The HM must also prepare agenda points two days before each meeting and must get it signed by the Principal.
5. Any other work assigned by the principal.

		<p>SOCIAL SCIENCE - DR. B N SINGH - I/C MR. RAHUL GAUTAM MR. RAM KUMAR SINGH MR. SHISHPAL MR. DEEPAK KUMAR MR. DEBDULAL MAZUMDAR</p> <p>MISCL - - I/C MS. MITA BRAHMA MR. MUKESH KUMAR THAKUR MR. LAL BAHADUR MR. VINAYAK YADAV</p>	
38.	UBI FEE PORTAL SHAGUN PORTAL (PISA) RELATED MATTER	1. MR A K PANDEY, PGT (C S) 2. MR RAM KR SINGH, PGT (COMM) 3. COMP INSTR.	1. To maintain fee portal/Shagun Portal (PISA) as per norms of KVS. 2. Any other work assigned by the principal.
39.	POSTER /BANNER /FLEX BOARD / STUDENTS BADGES /I-CARDS	1. SH. LAL BAHADUR TGT (AE) - I/C 2. COMP. INST.(SEC.)	1. To prepare and display banners as per requirement of programs of KVS. 2. To prepare student badges/I-Card. 3. To keep used banner safely for reuse. 4. Any other work assigned by the principal.
40.	PRESS & PUBLICATIONS	1. SH. SNEHASHISH GHOSH, TGT (ENG) 2. MS. MONIKA TGT (HINDI)	1. To write reports of important functions and activities in the Vidyalaya. 2. To send soft copies of the reports for publications in local newspapers. 3. To keep a record of various publications in newspapers and in media. 4. Any other work assigned by the principal.

41.	SOCIAL MEDIA	SH. A K PANDEY PGT (CS) - I/C SH ROUSHAN KUMAR, PRT	<ol style="list-style-type: none"> 1. To ensure that all the programmes and activities organized in Vidyalaya are posted on Facebook & Twitter with proper caption through the official account of the PMS KV New Bongaigaon. 2. Any other work assigned by the principal.
42	GRIEVANCE REDRESSAL CELL	<ol style="list-style-type: none"> 1. MRS SIMA RANI DAS (VP) 2. MR. A K PANDEY, PGT (CS) 3. MS. MITA BRAHMA, LIBR 	<ol style="list-style-type: none"> 1. To attend, enquire and resolve all the matters in accordance with guidelines given by KVS HQ. 2. Any other work assigned by the principal.
43	ALUMNI/ SAMAGAM PORTAL	<ol style="list-style-type: none"> 1. SH DD MAZUMDAR, TGT (SOST) 2. MS. MITA BRAHMA, LIBR 3. MS. RUMI SHARMA, TGT (HIN) 4. MS. DBR CHOUDHURY, PRT 	<ol style="list-style-type: none"> 1. To collect data related to alumni of the Vidyalaya 2. To prepare and organize Alumni Meet as and when asked for. 3. To make necessary correspondence with distinguished alumni and invite them for interaction with students/ career counseling etc. 4. To keep records and provide information in both hard and soft copies as and when asked for. 5. Any other work assigned by the principal.
44	Income Tax	<ol style="list-style-type: none"> 1. SH RAM KUMAR SINGH ,PGT (COMM) 2. SH. RAHUL JAIN, PGT (MATHS) 3. SH. JAWED ANSARI, TGT (MATHS) 	<ol style="list-style-type: none"> 1. To ensure proper planning and calculation of Income Tax of every employee on monthly basis. 2. To ensure generation of Form 16 and circulation of broad sheet of all employees. 3. To ensure timely submission of reports to KVS authorities. 4. Any other work assigned by the principal.
45.	STUDENT POLICE CADE NCC	<ol style="list-style-type: none"> 1. SH SOFIUL ALAM, TGT (ENG) 2. MS MONIKA, TGT (HIN) 3. SH. SHARAD SHUKLA, PRT 4. MS. NEHA, PRT 	<ol style="list-style-type: none"> 1. To ensure registration, planning and training of the Student Police Cadet/ NCC 2. To ensure coordination with local police and inspector of school / NCC office etc. for smooth conduct of training process. 3. To keep proper records and ensure timely submission to concerned authorities.

			4. Any other work assigned by the principal.
46	GAMES & SPORTS/ FIT INDIA MOVEMENT/ SBSB	<ol style="list-style-type: none"> 1. SH. MUKESH KR THAKUR, TGT (P&HE) 2. SH. SOFIUL ALAM, TGT (ENG) 3. MS. MANJU RANI SINGHA, PRT 4. SH KUNA SAHOO 	<ol style="list-style-type: none"> 1. To ensure proper availability of sports materials for the students 2. To plan and conduct sports activities at vidyalaya level 3. To train and prepare students for regional and national level. 4. To comply with the instructions for KVS Regional and National level. 5. Any other work assigned by the principal.
47	LANGUAGE LAB	<ol style="list-style-type: none"> 1. SH DIPAK KR ROY, PGT (ENGL) 2. ALL LANGUAGE (ENGLISH, HINDI, SANSKRIT) TEACHERS 	<ol style="list-style-type: none"> 1. To register all students in the Language Lab Systems 2. To generate user IDs and Passwords for all students and teachers 3. To keep train teachers and students how to access the modules and explore them 4. To ensure safe use and upkeep of the lab items 5. To keep records of the activities/ language lab classes in the form register. 6. Any other work assigned by the principal.
48	ATAL TINKERING LAB	<ol style="list-style-type: none"> 1. SH VINIT KUMAR , PGT (PHY) 2. ALL SCIENCE TEACHERS (PGTs, TGTs & PRTs) 	<ol style="list-style-type: none"> 1. To plan and prepare activities of the entire session and keep the records 2. To motivate students for maximum access , exploration and participation in science projects and experiments. 3. To ensure safe use and upkeep of the lab items. 4. To keep records in the form of register and provide data as and when required.
49	CLUB ACTIVITIES COMMITTEE	<p>ECO CLUB:</p> <ol style="list-style-type: none"> 1. PGT (BIO) 2. TRILOK SHINDE, TGT (SCI) <p>READING CLUB:</p>	<ol style="list-style-type: none"> 1. To register students under different clubs (max two clubs for one student). 2. To plan yearly schedule of activities of the club 3. To organize club activities during CCA/ CLUB period 4. To maintain attendance and record of activities in the Club

1. MS. MITA BRAHMA, LIBRARIAN
2. MS. RUMI SHARMA, TGT (HIN)
3. SH. SOFIUL ALAM, TGT (ENGL)

PHOTOGRAPHY CLUB:

1. SH. LAL BAHADUR, TGT (AE)
2. SH. DEEPAK KUMAR, TGT (SOST)
3. SH. AMIT KUMAR RAUSHAN, PRT

G K CLUB:

1. SH. RAHUL GAUTAM, PGT (HIST)
2. SH. MANOJ KR RASTOGI, PGT (PHY)
3. SH. RAHUL GAUTAM, PGT (HIS)

CULTURAL CLUB:

1. SH. MUKESH TIWARI, PRT (MUSIC)
2. MS. MITA BRAHMA, LIBRARIAN
3. MS. MONIKA, TGT (HIN)

ART CLUB:

1. SH. LAL BAHADUR, TGT (AE)
2. MS. NEHA, PRT

MATH CLUB:

1. SH. S CHAKRABORTY, PGT (MATH)
2. SH. RAHUL JAIN, PGT (MATHS)
3. SH. JAWED ANSARI, TGT (MATH)

**LITERARY CLUB (CREATIVE WRITING,
DEBATE, DRAMA)**

1. SH. A K BIND, PGT (ENGL)
2. SH. SNEHASISH GHOSH, TGT (ENGL)
3. SH. DD MAZUMDAR, TGT (SOST)

Register.

5. To prepare and ensure student's participation in any activities under the club in Vidyalaya/ District/ Regional / National Level.
6. Any other work assigned by the principal.