

# PM SHRI KENDRIYA VIDYALAYA RAILWAY COLONY KHARAGPUR

Committees for the academic year 2026-27 (w.e.f. 01.04.2026)

Name of the Committee / Department	In-Charge & Members	Duties and Responsibilities
<b>Cleanliness &amp; Security Committee</b>	Ms. Rupika Verma, PRT (Music) I/C Cleanliness Mr. Abhishek Saklani TGT (P& HE) I/C Security Mr. D. Chandra, TGT (AE) Asst. I/C Ms. Kanchan Kumari, PRT Mr. Sandip Nayak, TGT (SKT) (Cont.) Mrs. T. Bera, Spl. Educator Ms. Nishita Rathore, Yoga Instructor	<ul style="list-style-type: none"><li>• To ensure that the Vidyalaya is being maintained neat and clean.</li><li>• To ensure that the Vidyalaya is cleaned and be present till the cleaning is over on daily basis</li><li>• To maintain necessary records related to monitoring of the cleanliness of the Vidyalaya.</li><li>• To distribute the work among the cleaning staff and ensure that the cleaning materials as required for them are being maintained and issued to them for proper cleaning of the Vidyalaya.</li><li>• To ensure that the cleaning staff are being supervised and work taken from them.</li><li>• To report about the cleanliness of the Vidyalaya every day in the morning before 9.00 AM and follow up if there are deficiencies.</li><li>• To verify and submit the bills of conservancy contractor for payment along with certificate to the office.</li><li>• To verify and check the cleaning material supplied by the contractor.</li><li>• To arrange all the activities related to Swachhta Pakhwada.</li></ul>