

PM SHRI KENDRIYA VIDYALAYA COOCHBEHAR

Committees for session 2026-27

S. No	Department	Incharge	Co - I/C & Members	Key responsibilities
1.	Steering Committee / Academics Convener / Academic Advisory PTM	● Mr. Krishanu Datta	● Mrs. Dayamanti Ray (Co - I/C) ● Mrs. Nandita Das ● Mr. S. Barman	● Monitoring of Academics activities ● Assisting and guiding all the department incharges.
2.	CCA, Morning Assembly & PA System	● Mrs. P. Yaduvanshi (Sec.) ● Ms. Preeti (Primary) ● Mrs. Kasturi Sarang (Morning Assembly) ● Mr. Biswajit Sarkar (PA System)	● Mrs. Dayamanti Ray (Co - I/C - Sec) ● Mr. T. K. Bhattacharjya ● Mrs. Nandita Das ● Mr. Atul Singh ● Mr. G. K. Mahto ● Mr. Prateek Sharma (Co - I/C - Pri.) ● TGT - Sanskrit ● House Masters ● ATL Instructor ● Associate House Masters ● All Class teachers & Co Cl. teacher	● Quality of morning assembly items - News, special item (screening to be done), ● Playing of Musical Instruments, CCA activities as per KVS norms ● Annual Function, cultural program on any occasion. ● Maintenance of House & Notice boards, Formation of Student Council ● Formation of Student council, celebration of various imp Days, CCA competitions house wise ● Discipline maintenance among students during morning assembly. ● Line system of student ● Mass PT ● Flag Unfurling ● Community Song etc.
3.	Other than CCA Activity	● Mrs. Nandita Das ● Mr. T. K. Bhattacharjya	● Mrs. Dayamanti Ray (Co - I/C) ● Ms. Preeti ● Mr. Subhojit Sarkar	● Organizing different programmes other than CCA ● Keeping Records ● Preserving Photographs of different Programmes.
4.	CMP & NIPUN BHARAT, DIKSHA, FLN	● Ms. Preeti	● Mr. Prateek Sharma (Co - I/C) ● Mr. Swapan Barman ● Mrs. M. Saha ● Mr. A Barman	● Development of teaching learning resources, ● News Letter Publication Quarterly ● Community Lunch ● Actual utilization of TLM resources/work sheets in classroom, ● Conduct of film shows, sports/games activities, Bal Mela, Fun Day, Grand Parents Day
5.	Official Work and Transfer Portal	● Mr. Madhukar Gupta ● Mr. Mandeep	● Computer instructor ● Mr. Anup Kumar Rajak ● Mr. Ganesh Ch Roy ● Mrs. Tapasi Sarkar.	● Ensure receiving and dispatch of email/official letters, Tally, Cashbook, all financial records ● Maintenance of official record. ● Maintenance of leave/attendance of regular and contractual staff
6.	Admission / Fee Verification on UBI / RTE	● Mrs. Dayamanti Ray	● Mr. Biplab Chanda (Co - I/C) ● Ms. Mandira Pal ● Mrs. M. Saha ● PGT (CS) ● Class Teachers of class - I	● Admissions as per KV S guidelines ● Notification of vacancy, Registration, ● Submit information required by Admn. On & when asked by RO/ HQ
7.	Discipline	● Mrs. Dayamanti Ray (Girls) ● Mr. G. K. Mahato (Boys) ● Ms. Preeti (Girls) ● Mr. Nitesh Mishra (Boys)	● Mr. T. K Bhattacharjya (Co - I/C) ● Sports Coach ● Mr Himanshu Raj ● Mr. Kamik Roy (Co - I/C) ● All Class teachers & Co Cl. teacher	● Put check on late comers (record to be maintained, issue of notices and propose suitable actions) ● Arrival & departure of students in morning assembly, ● Cleanliness of student's uniform, nails and haircut, discipline during lunch. ● Maintain discipline during lunch etc.

8.	Examination (Internal) and PTM after every Exam	● Mrs. Yepsita Sarkar (Sec) ● Mr. Prateek Sharma (Pri)	● Mrs. Biswajit Sarkar (Co - I/C) ● Mr. Subhojit Sarkar ● Ms M. Pal ● Mr. Swapan Barman (Co - I/C) ● Mr. Nitesh Mishra ● Ms. Preeti	● Conducting Various Exams (PT/HY/SEE/PB/SLATE/LAT etc.) ● Result analysis, (HY/SEE/PB-I & PB-II) ● Maintain all exam related records and submit information regarding exam. ● Moderation, Consolidation etc.
9.	CBSE Examination / External exam SAFAL / SQA / All CBSE Work	● Mr. Himanshu Raj ● Mr. Krishanu Datta	● Mr. T. K. Bhattacharjya (Co - I/C) ● Mrs. Dayamanti Ray ● Computer Instructor ● Mr. Anup Kumar Rajak ● Class Teachers (IX, X, XI, XII)	● Assisting Centre Supdt. in Conduction of CBSE Exam ● Correspondence to CBSE matters ● Registration for IX, XI, LOC for X & XII, Uploading of internal marks, grades, OASIS updation, Teachers data etc. and distribution among staff, class etc.
10.	Time Table	● Mr. T. K. Meena (Sec) ● Mr. Nitesh Mishra (Primary)	● Mr. T. K. Bhattacharjya (Co - I/C) ● Mrs. P. Yaduvanshi ● PGT (Math) / TGT (Math) ● Mr. S. Barman (Co - I/C) ● Ms. Preeti ● Mr. Kamik Roy	● Framing Time table as per KVS norms ● Arrangement to be made before first period, ● Monitoring School Bell timings. ● Making special time table as and when required.
11.	Scouts and Guides, cub and Bulbul And Integrity Club	● Mr. Atul Singh ● Mrs. Nandita Das	● Mr. Kamik Roy (Co - I/C) ● Mrs. Kasturi Sarang (Co - I/C) ● Mrs. M. Saha ● Mr. Prateek Sharma ● Ms. Preeti ● Mr. Nitesh Mishra	● Conducting BS&G Activities including cub & bulbul activities ● Motivating students for participation in BS&G ● Escorting students for BS&G Activities. ● Arranging programs related to Integrity Club. Maintain Records ● Calling experts of this field for motivation speech
12.	Games and Sports	● Mr. G. K. Mahto ● Ms. Preeti	● Mr. Kamik Roy (Co - I/C) ● Mr. Nitesh Mishra ● Sports Coach	● Ensuring/procuring adequate sports facility, Selecting teams as per KVS norms ● Maintenance of playground. ● Conducting house wise sports matches, Sports meet. Annual Sports Day ● Teaching theory to X & XII related to games and sports & Physical Education.
13.	Teaching Aids/ Sec. ICT Room	● Mr. Himanshu Raj (Sec) ● Mr. Prateek Sharma (Primary)	● Mr. T. K. Meena (Co - I/C) ● Mr. Kamik Roy	● Maintenance and Cleanliness of resource rooms. ● Creating a data bank of PPT/multimedia PPT duly arranged for use by teachers. ● Logbook for use of resource room
14.	UDISE / PIMS / Samagam / Tara APP	● Mr. Biswajit Sarkar ● Mr. Prateek Sharma (Tara App - Class III to V) ● Mr. Atul Singh (Tara App - Class VI to VIII)	● Mr. Biplab Chanda (Co - I/C) ● Computer Instructor ● PGT (CS) ● Mr. Madhukar Gupta ● Tara App :- All Language Teachers	● Regular updation of site as per KVS format, ● All important events, information, study material, innovations to be updated timely. ● Monitoring of Samagam work. ● Sending ICT- email on last day of month ● Updating data on UDISE portal.
15.	CCT Question	● Mr. T. K. Bhattacharjya	● Mr. T. K. Meena (sec.) (Co - I/C) ● Ms. Preeti (Primary)	
16.	Furniture	● Mr. Amlan Barman	● Mr. Subhojit Sarkar (Co - I/C) ● Mr. Nitesh Mishra ● Mr. Mandeep	● Account of furniture, inventories, ● Proposing purchase as per requirement given by teachers /Staff. ● Repairing condemnation and auction as and when required,

17.	Adolescence Education Program (AEP)	● Mrs. B. L. Barman	● Mrs. Yepsita Sarkar (Co - I/C) ● Mrs. Nandita Das ● Special Educator ● Nurse	● Organizing AEP programs, Advocacy Programme for parents. ● Review of AEP suggestion box.
18.	Contractual Appointments	● Mrs. Dayamanti Ray	● Mr. B. Chanda (Co - I/C) ● Ms Preeti ● Mr. Madhukar Gupta ● Mr. Mandeep	● Issue of advertisement, arranging Interviews, ● Compilation of Result, Making panel as per KVS norms, ● Keeping record of attendance, verifying salary as per Timetable, attendance and rates as per KVS norms. ● Making arrangements for conduction of VMC.
19.	Medical Checkup, First Aid and Medical Facility	● Mrs. Yepsita sarkar	● Mr. G. K. Mahto (Co - I/C) ● Ms. Preeti ● Nurse	● Arranging medical checkup twice in a session. Keep watch on general health & hygiene Providing first aid. ● Checking for Obesity, checking the tiffin of children suffering from anemia, obesity etc. ● Intimation to parents regarding specific ailments etc.
20.	Adventure Club & Educational Excursion	● Mr. Biplab chanda	● Mrs. Nandita Das (Co - I/C) ● Mrs. Dayamanti Ray ● Ms. Preeti ● Mr S. Barman	● Ensure participation of at least 5% of total students in adventure activities. ● Arranging Education tours as per KVS norms. ● Sites to be proposed by the subject committee convener.
21.	Hindi Rajbhasha	● Mrs. P. Yaduvanshi	● Mr. Atul Singh (Co - I/C) ● Mr. Mandeep ● Mr. Prateek Sharma	● Dispatch of hindi timahi report. Conduct workshops (in house) Quarterly for Hindi ● Hindi pakhwada celebration ● Assisting office for correspondence in Hindi.
22.	Private Services Watch & ward	● Mr. Madhukar Gupta	● Mr. Subhojit Sarkar (Co - I/C) ● Mr. Biplab Chanda ● Mr. Mandeep	● Privatization and agreement of services on tender basis. ● Monitoring functioning as per terms and conditions in agreement.
23.	Sanitation & Cleanliness	● Mr. Subhojit Sarkar ● Mrs. K. Sarang ● Mrs. Nandita Das ● Mr. Amlan Barman	● Mr. Kamik Roy (Co - I/C) ● Mrs. B. L. Barman ● Ms. Preeti ● Nurse	● Monitoring work of outsourcing staff & Ensuring cleanliness in the Vidyalaya & Daily Reporting ● Arranging programs under Swaccha Bharat Abhiyaan ● Availability of drinking water
24.	Photography	● PGT (CS) ● Computer Instructor ● One Contractual PRT	● Mr. Subhojit Sarkar (Co - I/C) ● ATL Instructor ● One Contractual PRT ● All Program I/C	● Take photographs and record videos of important school events such as assemblies, celebrations, competitions, and functions. ● Maintain and safely store all photos and videos of school activities for at least one year for future reference. ● Coordinate with event in-charges and assist in preparing photo / video displays or documentation of school activities.
25.	Library Committee	● Mr. Biplab Chanda	● Mrs. Dayamanti Ray (Co - I/C) ● Mrs. P. Yaduvanshi ● TGT - SKT ● Mr. Kamik Ray	● Procuring adequate reading material. ● Arranging quiz competitions, ● Procurement of Books, Journals, Newspapers for Library ● Arranging Library Committee meeting
26.	ECO Club / Gardening / Green School Program / Compost Pit / Beautification	● Mr. Subhojit Sarkar ● Mr. Biswajit Sarkar	● Mrs. B. L. Barman (Co - I/C) ● Ms. Mandira Pal ● PGT - Chemistry	● Maintenance of school garden, Medicinal garden ● labeling of trees with their scientific names, ensure mass plantation by students and staff & dignitaries ● Development of Botanical Garden & Vegetable Garden ● General Beautification of Vidyalaya and decoration during special days as Republic day Independence Day etc

27.	School M & R, Disaster & Safety Committee	● Mr. Biswajit Sarkar	● Mr. Subhojit Sarkar (Co - I/C) ● Mr. G. K. Mahto ● Mr. Madhukar Gupta	● Keep watch on overall safety aspects of the students ● Propose and ensure adequate maintenance and Repair works ● Get M&R with tie up MES Authorities
28.	Mathematics	● Mr. T. K. Meena	● PGT - Math (Co - I/C) ● TGT - Math - Contractual ● All PRT's	● Subject committee meeting ● Ensuring MLL in Maths, Arranging Maths quiz, Celebration of National Maths Day ● Development and Maintenance of Maths Lab ● Devising Maths activities for students. Displaying various properties of shapes.
29.	English	● Mrs. Dayamanti Ray	● Mrs. Nandita Das (Co - I/C) ● Mr. T. K. Bhattacharjya	● Subject committee meeting & Ensuring MLL in English ● Reading & Comprehension in English
30.	Hindi	● Mrs. P. Yaduvanshi	● Mr. Atul Singh (Co - I/C) ● TGT-SKT	● Subject committee meeting & Ensuring MLL in Hindi ● Reading & Comprehension in Hindi
31.	Science	● Mrs. Yepsita Sarkar	● Mrs. B. L. Barman (Co - I/C) ● PGT - Phy. ● PGT - Chem ● PGT - CS ● Mr. Biswajit Sarkar ● Computer Instructor ● ATL Instructor	● Subject committee meeting ● Ensuring MLL in Science, Arranging Science quiz, Celebration of National Science Day ● Development and Maintenance of Science Labs ● Development of Science Garden in the Vidyalaya ● Science activities in Morning Assembly ● Science Exhibition, Children Science Congress, Inspire Award, (NSEP, NSEC, NSEB, INSE, NSEA) Exams conducted by IAPT, Science Olympiad
32.	Humanities	● Mr. Krishanu Datta	● Mr Himanshu Raj (Co - I/C) ● Mr. Subhojit Sarkar ● Mr. G. K. Mahto ● PGT - History ● PGT - Eco ● PGT - Pol. Sc.	● Subject committee meeting ● Ensuring MLL in Social Science, Arranging So. Science quiz, ● Conduction of Social science Exhibition.
33.	Purchase Committee	● Mrs. Dayamanti Ray	● Mr. Biplab Chanda (Co - I/C) ● Ms. Preeti ● Mr. Kamik Ray ● Mrs. Nandita Das ● Mr. Madhukar Gupta	● Purchase of goods/articles as per requisitions submitted, following due purchase procedure
34.	GRIEVANCES CELL, INTERNAL COMPLAIN COMMITTEE, and RTI	● Mr. Krishanu Datta ● Mrs. D. Ray	● Mr. Biplab Chanda (Co - I/C) ● Mrs. M. Saha ● Ms. Preeti	● Grievances received from Parent, student and Staff Members should be disposed in an appropriate way. To look after the complaint received if any. ● To submit monthly report of complaints received, if any. ● Reply of RTI & related issues
35.	Vidyalaya plan and Assessment Tools	● Mr. Mandeep	● Computer instructor	● Prepare vidyalaya plan and assessment tools.
36.	OLYMPIAD	● Maths: Mr. T. K. Meena ● Science /JNMSME / Inspire/ NCSC :- Mrs. Y. Sarkar ● Cyber: PGT(CS) ● Green :Mrs. B. L. Barman	● PGT-Maths (Co - I/C) ● PGT -Phy (Co - I/C) ● PGT- ECO ● TGT - Maths (Cont.) ● Computer Instructor	● Conduction of Olympiad as per schedule provided by RO ● Guide the students in preparing Project, model etc. ● Ensuring Participation of Students in Cluster / Regional Level
37.	GUIDANCE & COUNSELLING	● Mrs. B. L. Barman	● Mrs. Yepsita Sarkar (Co - I/C) ● Mrs. P. Yaduvanshi	● Academic Counselling of students. ● Career counseling

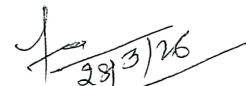
38.	ATL	● Mrs. B. L. Barman	● Mr. Biswajit Sarkar (Co - I/C) ● PGT - CS ● ATL Instructor ● All Science teachers	● Conduction of various activities suggested by NITI Ayog for ATL ● Establishment of ATL as per norms ● Inviting neighbouring schools to participate in ATL activities.
39.	CHILD RIGHT PROTECTION / POCSO / POSH	● Mrs. Yepsita Sarkar ● Mr. Krishanu Datta	● Mrs. Dayamanti Ray (Co - I/C) ● Mrs. B. L. Barman ● Mrs. M. Saha. ● Ms. M. Pal ● A Lady from NGO	● Protection of child right ● Aware students regarding child protection act. ● Address the grievance of students in a quick way
40.	Magazine / Newsletter / Students Dairy / Class Manuscript	● Mrs. P. Yaduvanshi ● Mrs. Dayamanti Ray	● Mrs. Nandita Das (Co - I/C) ● Mr. Atul Singh ● Mr. Prateek Sharma ● Computer Instructor ● One Contractual PRT	● Completion of EBSB/भारतीय भाषा उत्सव /CCA Activities/Special day work as per the KVS schedule ● Updation and promotion of student records.
41.	ACP	● Mr. Subhojit Sarkar	● Mr. Biplab Chanda (Co - I/C) ● Mrs. Nandita Das	● Completion of modules of ACP for respective classes ● Maintenance of records of ACP. ● Submit report on monthly basis regarding ACP
42.	Exhibition	● Social Science: Mr. H. Raj ● Science(RBVP / NCSC / INSPIRE) :- Mrs. B. L. Barman	● Mr. Krishanu Datta (Co - I/C) ● Mrs. Yepsita Sakar (Co - I/C) ● Mr. Biswajit Sarkar ● Mr. T. K. Meena ● PGT - Physics / Chemistry / Maths / Economics / Pol. Science / History ● TGT - Maths - Cont.	● Conduction of various Exhibition as per KVS Schedule ● Guide the students for project works etc.
43.	EBSB & AKAM	● Mrs. Kasturi Sarang	● Mr. Subhojit Sarkar (Co - I/C) ● Mrs. Nandita Das ● PGT - Pol. Science	● Conduction of activities related to EBSB. ● Sending of Report , updation of Videos and Photos as per calendar of activities ● Submit report as & when required
44.	FIT India/SBSB	● Mr. G. K. Mahto	● Sports Coach (Co - I/C) ● Mr. Subhojit Sarkar ● Computer Instructor	● Conduction of flagship program. ● Updation of data in FIT India portal. ● Submit report as & when asked by RO/ HQ
45.	Hygne Monitoring	● Mr. G.K. Mahto	● Mrs. B. L. Barman (Co - I/C) ● Mr. Swapan Barman ● Nurse	● Checking quality of food item in canteen ● Monitoring of Hygiene and cleanliness in canteen ● Rates of Tender Process
46.	NCC	● Mr. G. K. Mahato	● Class Teachers of 7 & 8	● Organizes enrollment of cadets in the National Cadet Corps and conducts regular drills, parades, and training activities. Coordinates participation in NCC camps and promotes discipline, leadership and teamwork.
47.	Staff Secretary	● Mr. Kamik Roy ● Mr. Biplab Chanda	● Mrs. Nandita Das (Co - I/C) ● Mr. Atul Singh	● Organize staff meetings and help prepare the agenda. ● Organize staff welfare activities. Assist in managing staff club activities or funds.
48.	Scholarship	● Mr. Amlan Barman	● Mr. Biplab Chanda (Co - I/C) ● Comp Instructor	● Identifies eligible students and informs them about various scholarships (like National Means-cum-Merit Scholarship and other schemes). Helps students fill out scholarship forms, verifies documents, and ensures correct and timely submission.

49.	Staff Quarter	● Mr. Subhojit Sarkar ● Mr. G. K. Mahato (Co - I/C) ● Mr. Mandeep ● Ms. Preeti				● Staff Quarter allocation and maintenance																																																													
50.	House Master	<table><tr><td>House</td><td colspan="2">House Masters</td></tr><tr><td></td><td>Sec.</td><td>Pri.</td></tr><tr><td>Subhash</td><td>Mr. B. Chanda</td><td>Mr. A. Barman</td></tr><tr><td>Tagore</td><td>Mr. S. Sarkar</td><td>Mrs. K. Sarang</td></tr><tr><td>Ashoka</td><td>Mr. G.K. Mahato</td><td>Mrs. M. Saha</td></tr><tr><td>Raman</td><td>Mr. B. Sarkar</td><td>Mr. K. Roy</td></tr></table> Advisor :- 1. Subhash: - Mr. D. Roy 2. Tagore: - Mr. Krishanu Datta 3. Ashoka: - Mrs. Y. Sarkar 4. Raman: - PGT - Physics PGT (CS), Comp. Inst. and ATL Instructor will assist CCA In-charge.	House	House Masters			Sec.	Pri.	Subhash	Mr. B. Chanda	Mr. A. Barman	Tagore	Mr. S. Sarkar	Mrs. K. Sarang	Ashoka	Mr. G.K. Mahato	Mrs. M. Saha	Raman	Mr. B. Sarkar	Mr. K. Roy	<table><tr><td>House</td><td colspan="2">Associate House Masters</td></tr><tr><td></td><td>Sec.</td><td>Pri.</td></tr><tr><td>Subhash</td><td>Mr. T. K. B.</td><td>Mr. P. Sharma</td></tr><tr><td></td><td>Mr. T. K. Meena</td><td>Contractual - IV</td></tr><tr><td></td><td>PGT - Maths</td><td></td></tr><tr><td>Tagore</td><td>Mrs. N. Das</td><td>Contractual - III</td></tr><tr><td></td><td>Mrs. B.L. Barman</td><td>Contractual - II</td></tr><tr><td></td><td>PGT - Chemistry</td><td></td></tr><tr><td>Ashoka</td><td>Mr. H. Raj</td><td>Mr. N. Mishra</td></tr><tr><td></td><td>TGT - Math (C)</td><td>Games Coach</td></tr><tr><td></td><td>PGT - Pol. Sc.</td><td></td></tr><tr><td>Raman</td><td>Mr. A. Singh</td><td>Contractual - I</td></tr><tr><td></td><td>PGT - History</td><td>Sp. Educator</td></tr><tr><td></td><td>PGT - Eco</td><td></td></tr><tr><td></td><td>TGT - Sanskrit</td><td></td></tr></table>	House	Associate House Masters			Sec.	Pri.	Subhash	Mr. T. K. B.	Mr. P. Sharma		Mr. T. K. Meena	Contractual - IV		PGT - Maths		Tagore	Mrs. N. Das	Contractual - III		Mrs. B.L. Barman	Contractual - II		PGT - Chemistry		Ashoka	Mr. H. Raj	Mr. N. Mishra		TGT - Math (C)	Games Coach		PGT - Pol. Sc.		Raman	Mr. A. Singh	Contractual - I		PGT - History	Sp. Educator		PGT - Eco			TGT - Sanskrit		● Conduction of Program in Morning assembly ● Allotment of duty during recess time ● Submit house list for CCA activities to CCA I/C ● Maintain record of House ● Allot portfolios of House for Student Council
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51.	PM SHRI	● Mrs. Yepsita Sarkar ● Mr. Krishanu Datta	● Mr. Biplab Chanda (Co - I/C) ● Mr. Prateek Sharma ● Ms. Preeti	● All information of PM SHRI.																																																															
52.	Staff meeting minutes	● Mrs. Dayamanti Ray ● Mrs. P. Yaduvanshi	● Mrs. Nandita Das (Co - I/C) ● Mr. Atul Singh ● Mr. T. K. Bhattacharjya	● To record staff meeting minutes.																																																															
53.	Social Media (YouTube, X, Facebook, Instagram)	● YouTube: - Mr. T. K. Bhattacharjya ● X & Facebook: - Ms. Preeti ● Instagram: - Mr. Mandeep	● PGT (CS) (Co - I/C) ● Computer Instructor ● ATL Instructor	● Maintains and regularly updates the school's official social media platforms as per KVS guidelines. ● Shares updates about academic, co-curricular, sports events, celebrations, and student achievements. ● Circulates information about KVS programs, government campaigns, and important announcements. ● Verifies accuracy of posts, maintains decorum, and protects student privacy and cyber safety.																																																															
54.	CCTV Monitoring and Maintenance Committee	● Mr. Biswajit Sarkar	● Mr. Prateek Sharma (Co - I/C) ● Mr. Mandeep ● PGT (CS) ● Computer Instructor	● Regularly monitor CCTV cameras installed in the school to ensure safety, discipline, and security of students and staff. ● Check that all CCTV cameras, DVR/NVR, monitors, and related equipment are working properly and report any faults for repair. ● Ensure CCTV footage is properly stored and available for a specified period for review when required.																																																															
55.	Hospitality and Refreshment Committee	● Mr. B. Chanda	● Mrs. N. Das (Co - I/C) ● Mrs. D. Ray	● To welcome and provide hospitality to guests and dignitaries visiting the school during official programmes. ● To arrange tea, snacks and refreshments during school meetings, functions and visits of guests.																																																															
56.	NIOS Exam	● Mr. B. Chanda	● Mr. Himanshu Raj (Co - I/C)	● Conduct NIOS exams in the school, including seating arrangements, invigilation, and maintaining discipline and confidentiality.																																																															

57.	CPD Committee	● Mr. T. K. Bhattachariya	● Mr. Krishanu Datta (Co - I/C) ● Mr. Nitesh Mishra	● Organizes workshops, seminars, and training programs for teachers based on KVS, CBSE and National Education Policy 2020 guidelines. ● Tracks teachers' CPD activities, collects feedback, and maintains records of training and professional development.
58.	Income Tax and Salary Verification	● Mr. Madhukar Gupta	● Ms. M. Pal (Co - I/C) ● Mr. T. K. Meena ● Mr. S. Barman	● Calculates and deducts proper income tax from salaries in compliance with Income Tax Department guidelines. ● Checks and confirms correct calculation of staff salaries as per Kendriya Vidyalaya Sangathan rules.

- All the incharges will perform their duties under intimation to the Principal.
- All the incharges will maintain a record (register) of work done. All Incharges are directed to ensure that photographs and videos of all activities are properly maintained and safely preserved for at least one year for future reference, as and when required by the school or Kendriya Vidyalaya Sangathan.
- All the incharges may distribute the duties within the members of the concerned department.
- The Cash memo/bills of any department to be certified by incharges concerned and members only.
- Incharges shall ensure adherence to institutional rules, financial norms, and administrative guidelines while discharging their duties.
- All the incharges will ensure cleanliness in their department.
- These Committees will be effective from 01/04/2026.

The duties are being allotted to ensure smooth conduction and proper ambience of Vidyalaya, however cooperation of all is highly solicited as and when required in any area concerning the development & progress of Vidyalaya.

 28/3/26

(Ajay Kumar)

PRINCIPAL

अजय कुमार / Ajay Kumar

प्राचार्य / Principal

पीएम श्री के.वि. / PM Shri KV

पो.- नीलकुठी / P.O.- Nilkuthi

कूचबिहार (प.ब.) / Cooch Behar (W.B.)

पिन कोड / Pin- 736156