

PM SHRI KV NO.1 BINNAGURI CANTT
COMMITTEE FOR THE SESSION 2026-27

1	ACADEMICS ADVISORY COMMITTEE	1. Mr MD Ayyub Alam PGT ENG I/C 2. Mr. Prem Kumar singh, PGT CS 3. Mr. Manoj KR Singh, PGT Hindi 4. . Mr. Vishnukant, PGT His • Ms Tithi Sarkar PGT Maths •Ms Satrupa Barman, PGT Physics •Ms Kalpana Meena, TGT Sc. •Mr. Rajeev Chaturvedi, TGT Skt. •Mr. Prabhat R Lakra TGT Eng •Mr. Shashi Ranjan Barge, Librarian •Mr Ujjawal Gupta, HM I/C & PRT •Ms Bhavna Yadav, PRT •Ms Nisha Kumari, PRT	1. Monthly report to RO. 2. Supervision & checking of academic as per direction of principal and KVS 3. Implementation of KVS policies and circulating among staff members 4. Information & checking of vidyalaya plan. 5. Monthly Syllabus report on last working day 6. Distributing split up syllabus to subject teachers 7. Briefing staff members regarding policies and follow up 8. Preparing DO letters
2.	ADMISSION	1. Mr Vishnukant, PGT History I/C 2. Ms Kalpana Meena, TGT Sc 3. Mr Jibesh Barman, TGT AE 4. Ms Bhavna Yadav,PRT 5. Mr. Sourav Sarkar, CI	• Admissions to all classes as per kvs norms. • Maintenance of admission registers. • Updating information on website and PIMS • Keeping records of admissions
3.	EXAMINATION (Internal and CBSE)	<u>Secondary&Sr Secondary</u>(Home) • Mr Manoj Kumar Singh, PGT Hin I/C • Ms Ekta, TGT Maths • .Mr Rajeev Chaturvedi, TGT Skt. • Mr Anurag Mishra, TGT Hindi • Ms Susmita Roy, TGT Eng • Mr. Chandan Kujur, TGT-S.St.	• All works related with cbse. • Planning and conducting of PT/HY/SSE as per schedule. • Distribution of progress cards and split up syllabus to the teachers. • Result and error analysis • Sending result analysis to RO • Conduct of PTM • Feedback to principal

		Primary I/C • Mr. Sourav, PRT I/C • Ms Nisha Kumari, PRT • Ms. Ishika Oraon, PRT • Mr. Surajit Saha, PRT • Mr. Subir Chakraborty, PRT (CBSE) Mr Prabhat R Lakra, TGT English I/C Mr. Prem Kumar Singh, PGT CS Mr Md Ayyub Alam , PGT Eng Mr Anurag Mishra, TGT Hindi Mr Sourav Sarkar, CI (NIOS) • Mr Rajeev Chaturvedi, TGT-Skt. I/C • Mr. Anurag Mishra, TGT Hn • Mr Jibesh Barman, TGT AE • Ms Bhavna Yadav, PRT	1. To complete all work related to OASIS, Updating students and teachers dat 2. Students registration and CBSE exam forms 3. Preparing reply to cbse letters 4. Implementing CBSE directions 1. Conduct of NIOS exams and practical 2. Preparing to NIOS letters
4.	TIME TABLE & Arrangement of Classes	<u>Secondary & Sr Secondary</u> • Mr Prabhat R Lakra, TGT Eng I/C • Mr Shashi Ranjan Berge, Libr. • Ms Tithi Sarkar, PGT Maths • Ms Ekta. TGT Maths • Ms Jayanta Sarkar, TGT Maths <u>Primary:</u> • Ms. Bhavna Yadav, PRT I/C • Mr Ujjawal Gupta, HM I/C • Mr. Saurabh, PRT • Mr. Surajit Saha, PRT	• Preparation of all types of time table. • Monitoring of bell timing, checking & reporting to the principal on teachers attending the class. • Preparation & certifying part time teacher salary statement. • Checking the class room display board. • Arrangements • Taking students enrolment on last working day and uploading on website (With the help of Comp Ins and office staff) • Sending vacancy position to RO

5.	C.C.A and Morning Assembly	Secondary &Sr Secondary 1. Mr MD Ayyub Alam I/C 2. Mr. Anurag Mishra, TGT-Hindi 3. Ms Susmita Roy , TGT Eng. 4. Mr. Rahul Kr Chatterjee, PRT 5. Mr. H S Mahto, PRT, Music 6. Ms. M Chatterjee, Dance Coach House Masters: SECONDARY 1. MS Sneha Banerjee, PGT Eco- Shivaji 2. Ms Tithi Sarkar, PGT Maths- Tagore 3. Ms J M Prodhan, PGT Geo - Ashoka 4. Ms Susmita Roy, TGT-English -Raman Primary: House Masters: 1. Ms. Shazabin Khatun,PRT (Ashoka) 2.Mr Subir Chakraborty, PRT (Shivaji) 3. Ms Surajit Saha,PRT (Tagore) 4. Mr Ishika Oraon ,PRT (Raman)	• Arrangements of morning assembly, important day celebration. • Conducting all cca competitions as per kvs norms. • Importance announcement in assembly.
6.	FURNITURE	• Mr Vishnukant, PGT His I/C • Mr Shashi Ranjan Bage, Libr. • Mr Sourabh, PRT • Mr Sahbaj Hussain , PRT	• Maintenance of register • Inventories in each class, dept, library, office, labs etc. • Preparation of list of repairable & broken furniture. • Submission of requirements, if any.
	GARDENING /BEAUTIFICATION/ DISPLAY BOARDS	• Mr Jibesh Barman I/C • Ms Ishika Oraon, PRT	• Maintenance & development of school garden, Children Park.

7		•Mr. Ujjawal Gupta, PRT •Mr. Subir chakraborty, PRT •Mr Sahbaj Hussain, PRT	• Preparation of quotation charts. • Verifying and certifying the bill submitted by private • Regular grass cutting • Keeping check on gardner
8.	MAINTENANCE & REPAIR CIVIL & ELECTRICAL WATER SUPPLY	• Mr Jibesh Barman I/C • Mr A Uniyal, TGT PHE • Mr Ujjawal Gupta, PRT • Ms. Nisha Kumari, PRT • Mr. Surajit Saha, PRT • Ms. Ishika Oraon, PRT	• Vidyalaya infrastructure development. • Coloring & white washing of school building. • Monitoring of wiring and electrical appliances. • List of vehicles & the owner address with contact number. • Arrangement of vehicle in all occasions. • Monitoring of water supply, tank cleaning, checking of water filter.
9.	CONSERVANCY SERVICES SECURITY& Gardner	<u>CONSERVANCY SERVICES</u> • Mr MD Ayyub Alam I/C • Mr. Manoj Kr Singh, PGT Hn • Mr Prabhat R Lakra, TGT Eng. • Mr. Jibesh Barman, TGT AE • Mr Ujjawal Gupta, PRT • Ms Bhavna Yadav, PRT • Mr. Nikhil, JSA	• Labors of private agency. • Maintenance of attendance registers. • Checking the duties of securities and Gardner • Verifying & certifying the bills.
10.	MEDICAL CHECKUP	• Mr. Abhinav Uniyal I/C • Ms Kalpana Meena, TGT Sc • Ms. Hamida Khatun, Nurse • Ms Bhavna Yadav, PRT	• Arrangement of medical checkup for all students twice in a year.
11.	PHOTOGRAPHY	• Mr. Jibesh Barman, TGT AE • Mr Surajit Saha, PRT • Ms Shahzabin, PRT	• Arrangement of photographer for important function. • Display of photographs on display boards

12.	GUIDANCE, COUNSELLING and ADOLESCENCE EDUCATION	• Ms Suman Kumari,,Counselor I/C • Mr Prem Kumar Singh, PGT CS • Mr Prabhat Roshan Lakra, TGT Eng • Mr A Mishara,TGT Hindi • Ms Kalpana Meena, TGT Sc. • Mr. Abhinav Uniyal, TGT P & H • Ms Hamida Khatun, Nurse • Mr. Ujjawal Gupta,PRT • Ms. Nisha Kumari, PRT	• Collection of information & providing to students • Arrangements of guest lectures. • To look after the adolescence problems of boys and girls. • To open AEP box every Wednesday and preparing ATR
13.	SPORTS COMMITTEE	• Mr. Abhinav Uniyal, TGT P & HE I/C • Mr. Vishnukant, PGT His • Mr Jibesh Barman, TGT AE • Mr Rajeev Chaturvedi, TGT Skt • Ms Nisha Kumari, PRT • Mr Sourabh, PRT	• Planning the vidyalaya sports activities. • Monitoring of block periods • Purchasing of materials. • Arrangement of sports meets as per kvs norms.
14.	SCOUTS & GUIDES CUBS & BULBULS	• Mr Prem Kumar Singh, PGT CS • Mr. Rajeev Chaturvedi, TGT Skt. I/C • Mr. Manoj Kr Singh, PGT Hindi • Mr Vishnukant, PGT His • Mr Ujjawal Gupta, PRT • Ms Bhavna Yadav, PRT • Ms. Nisha Kumari, PRT • Mr. Sourabh, PRT	• Registration for new enrolment before 31st august. • Conduct of parade after school hours once in a week and class on every Wednesday during zero periods. • Celebration of important days as per kvs guidelines.

15.	LUNCH SUPERVISION	TIME As per MOD List	- Supervising the students during lunch time as per the direction of principal. - Planning for solving the problems. - Monitoring work.
16.	A)OFFICIAL LANGUAGE COMMITTEE B) VIDYALAYA WEBSITE UPDATATION C)ICT, INNOVATION & EXPERIMENTATION and D) E- Class rooms – Maintenance and judicial use	* Mr. Manoj Kr Singh, PGT Hindi I/C * Mr Rajeev Chaturvedi, TGT skt. * Mr A Mishra, TGT-Hindi * Mr Prem Kumar Singh, PGT CS I/C * Mr Jibesh Barman, TGT AE * Mr. Shashi Ranjan, Libr. * Mr. Nikhil, JSA • Mr Prem Kumar Singh, PGT CS I/C • Mr Prabhat Roshan Lakra, TGT Eng • Ms Rumpa Roy,TGT Bio • Ms Kalpana Meena, TGT Sc. • Mr. Ujjawal Gupta, PRT • Mr. Prem Kr Singh, PGT CS • Ms. Tithi Sarkar, PGT Maths. * Mr Sourav Sarkar, CI * Mr Vaibhav Saraswat, PRT	- UPDATING KV WEBSITE AS PER THE KVS DIRECTION. - ENROLMENT OF STAFF AND STUDENTS. - PROPER UTILIZATION OF PROGRAMMES. a. Maintaining CAL register b. Repair and maintenance c. Guiding innovative projects
17.	CLUBS 1. SCIENCE CLUB 2. MATHS CLUB	Club In Charges Ms. Kalpana Meena, TGT Sc. Ms. Rumpa Roy, PGT Bio Ms Tithi Sarkar, PGT Maths	- Conduct various activities - Submission of brief reports

	3. ECO CLUB 4. INTEGRITY CLUB 5. . ADVENTURE	Mr Jayanta Sarkar, TGT Maths i. Ms Kalpana Meena, TGT Sc ii. Ms. J M Prodhan, PGT Geo • Md. Ayyub Alam, PGT Eng. I/C • Mr Vishnukant, PGT His • Mr. Chandan Kujur, TGT S.St. • i.Mr. Abhinav Uniyal, TGT P& H • ii. Ms Susmita Das, Yoga Instr. • iii. Ms Nisha Kumari, PRT	
18.	SUBJECT COMMITTEES 1. ENGLISH/HINDI /SKT 2.SCIENCE 3.MATHS 4. Social Science 5. Misc 5. PRIMARY	In charges: Mr MD Ayyub Alam, PGT Eng. Mr Manoj Kr Singh, PGT Hindi And Members Mr. Prem Kumar Singh, PGT CS Ms Kalpana Meena, TGT Sc. And members Ms Tithi Sarkar, PGT Maths Mr. Jayanta Sarkar, TGT Maths And members Mr. Vishnukant, PGT His Ms J M Prodhan, PGT Geo. & Members Mr. Hari shankar Mahto, PRT Music And Members 1. Mr. Ujjawal Gupta, PRT 2. Ms. Nisha Kumari, PRT 3. Mr Vaibhav Saraswat, PRT And members	In the meeting, conveners should discuss the following points on the priority basis required during that month. • Split up syllabus month wise and term wise. • Plan of home assignments month wise • Project works term wise. • Weight age of marks to each topic. • Evaluation scheme • Practical work • Class-room activities and teaching aids. • Model question papers. • Gifted children identification. • Under achievers/slow learners identification strategies for effective monitoring for their improvement. • Educational trips/tours. • Club activities • Exhibitions • Implementation of FLN and NIPUN • Examinations result PT1/PT2/HY/PT3/UT'S/SSE. • Plan for preparation of subject magazines.

19.	OLYMPIAD COMMITTEES, External Exams, PISA	Mr. Prabhat R Lakra, TGT (Eng) I/C Mr Vishnukant, PGT His Mr Jibesh Barman, TGT AE Ms J M Prodhan, PGT Geo Ms Rumpa Roy, PGT Bio Ms Tithi Sarkar, PGT Maths Mr. Sourabh, PRT Mr Subir Chakraborty, PRT Ms Ishika Oraon, PRT	- Collecting information conducting coaching classes, announcement, and convincing motivating parents/students. - Relevant duties to carry Olympiads.
20	EDITORIAL BOARD	Mr MD Ayyub Alam I/C Mr A Mishra, TGT-Hindi Mr Prabhat Roshan Lakra, TGT Eng Ms Susmita Roy, TGT English Ms. Bhavna Yadav, PRT Ms Nisha Kumari, PRT Md Sahbaj Husain, PRT Mr. Surajit Saha, PRT	Preparation of student's diary, school magazine, news letter, invitation cards.
21	LIBRARY COMMITTEE	Mr. Shashi Ranjan Bage, I/C All Members	As per the library policy implemented by KVS
22	MODERATION COMMITTEE	Mr MD Ayyub Alam, PGT English Mr. Prem Kumar Singh, PGT CS Mr. Vishnukant, PGT His Mr Prabhat Roshan Lakra, TGT Eng Ms Kalpana Meena, TGT Sc Mr Ujjawal Gupta, HM I/C Mr. Saurabh, PRT	- Scrutising and submission of report on internal assessment HW/projects/PT/monthly test immediately after the completion of respective exam. - Maintenance of resolution and minutes of the meeting.

		Mr Vaibhav Saraswat, PRT	
23.	PURCHASING COMMITTEE	1. Mr Md Ayyub Alam I/C 2. Mr. Manoj Kr Singh, PGT Hindi 3. Mr Jibesh Barman, TGT-AE 4. Ms Kalpana Meena, TGT Sci 5. Mr A Mishra, TGT-Hindi 6. Ms Bhavna Yadav, PRT 7. Mr Sahil Kumar, SSA 8. Mr. Nikhil, JSA 9. Department I/C	Follow of action for the purchase of various items in different dept. As per the budget allotted in SF and VVN.
24.	CLEANLINESS COMMITTEE	- Mr. Ujjawal Gupta I/C - Mr Rahul Kr Chatterjee, PRT - Mr. Jibesh Barman, TGT AE - Mr. Chandan Kujur, TGT S.St. - Ms. Hamida, Nurse	To plan for cleanliness of school campus, class. And its execution
25.	PRIMARY RESOURCE ROOM	- Ms Nisha Kumari, PRT I/C - Ms.Ishika Oraon, PRT - Ms Sahin, Spl Educator - Ms. Moumita Chatterjee Dance Instr.	Development of activity room as per cmp.
26.	RAJBHASHA KARYAKARNI SAMITI	- Mr Manoj Kr Singh I/C - Mr A Mishra, TGT-Hindi - Mr Ujjawal Gupta	- Implementation of govt. Politics & attending the meeting. - Submission of report.
27.	DISCIPLINE (Students & staff) / Complaint Box	- Mr.MD Ayyub Alam I/C - Mr Abhinav Uniyal, TGT P& H - Mr Prem Kr Singh, PGT CS - Ms S Das, Yoga Instr. - Mr. Vishnukant, PGT His - Mr Prabhat Roshan Lakra, TGT	- Checking of student uniforms, late comers, and students missing assembly. - Behavior of students inside and outside the class room. - Students coming out in the middle of the class.

		• Mr Ujjawal Gupta, PRT • Ms Nisha Kumari, PRT • All Class Teachers	• Monitoring of the movement of students in a line during arrival and departure time.
28.	STOCK MAINTENANCE	All Stock Holders	• Verification items. • Preparation of condemnation list. • Purchasing of items as per the need & budget estimation.
29.	MATHS DEPARTMENT	All Members of Maths Dept and Computer Instructor	• Cs-54 and CS-11 • Income tax • To calculate the deduction of income tax. • To ensure timely submission of it return. • To ensure regular payments of MES bills
30.	FIRST AID & M.I. ROOM	• Ms. Kalpana Meena I/C • Ms. Hamida, Nurse • Mr. Abhinav Uniyal, TGT P&H	• To ensure first aid box equipped with proper medicine and other first aid. • To provide first aid as and when need occurs.
31.	TEACHING AIDS AND AUDIO- VISUAL AIDS	Mr Prem Kr Singh PGT CS Mr Shashi Ranjan Bage, Libr. Mr. Sourav Sarkar, CI	• To keep record of teaching aids and audio-visual aids. • To provide teaching aids and audio –visual aids to the subject teachers on demand.
32	ARRANGEMENT FOR STAFF MEETING, PTM AND VMC	• Mr Shashi Ranjan Bage, Libr I/C • Mr Jibesh Barman, TGT AE • Ms. Bhavna Yadav, PRT • Mr. Surajit Saha, PRT	• Proper Arrangement for the meeting • Informing members • Preparation of agenda and circulating among members • Recording minutes of the meeting
33.	OFFICE	• Mr Sahil Kumar, SSA I/C • Mr. Nikhil, JSA • Mr. Nitesh DEO	• All type of works regarding office • Checking e mail and to reply
34	Staff quarters	• Mr Anurag Mishra I/C • Mr. Vishnukant, PGT His • Mr Rajeev Chaturvedi, TGT Skt.	• Preparing roster for allotment of qtr • Maintenance and repair • Cleaning of qtr area • Harmonious atmosphere

		• Ms Kalpana Meena, TGT Sc. • Ms Nisha Kumari, PRT • Mr Rahul Kr Chatterjee, PRT • Mr Nikhil	• Preparation of list of occupant of qtrs. and to submit MES
35	UDISE/UBI/Shaladarpn/ / Kanyashree, SC/ST Scholarship /	• Mr Prem Kr Singh, PGT CS I/C • Mr Sourav Sarkar, CI • Mr Abhinav Uniyal, TGT PHE • Mr Ujjawal Gupta, PRT • All Class teachers	• Completing all information's as per the requirements
36	Overall In charges	Primary Section Mr. Ujjawal Gupta, PRT Upper Primary (VI to VIII) Mr. Prabhat Roshan Lakra, TGT Eng Secondary/Sr Secondary (IX-XII) Mr. Md. Ayyub Alam, PGT Eng.	• Reporting and execution of policies • Coordination with staff, students and parents • Planning of academic, co-curricular activities, development of infrastructure • PRO • Syllabus completion report • Dealing with administrative and disciplinary issues • Coordinating with other subject teachers and parents • PTM
37	Vidyajali and any programme assigned by KVS	Mr MD Ayyub Alam I/C Mr. Prabhat Roshan Lakra, TGT Eng Mr. Abhinav Uniyal, TGT P&H Mr. Jibesh Barman, TGT AE Mr. Ujjawal Gupta, PRT Mr. Nikhil	