

KENDRIYA VIDYALAYA LUMDING
SESSION: 2025-26
SCHOOL LEVEL COMMITTEES W.E.F. 01.04.2025

SL	NAME OF COMMITTEES	NAME OF CONVENER	MEMBERS	Sign	DUTIES
1	ADMISSION	Mr. Ajit Kumar Roy	Mr. V. K. Vyas (For Technical Assistance) Mr. Vijay Kumar Bohra Mr. Nilesh Satao, I/C Primary Ms. Manisha Bai Meena Class Teacher I A Class Teacher I B Balvatika - III Teachers Mr. Kanu Acharjee		All works related to Admission and provided data time to time by RO/HQ.
2	ACADAMIC ADVISORY/ CURRICULUM COMMITTEE	Mr. Vijay Kumar Bohra	Mr. V.K. Vyas Mr. Tapash Deb Mr. Ajit Kumar Roy Mrs. Joyeeta Dey Mr. Diwakar Saroj Mr. Ravi Shanker Prasad Mr. Sanjeev Kumar Mr. Nilesh Satao Mr. Amrit Kumar Suman		Split-up Syllabus & Coverage, Note Book Checking, Attendance, Academic Planning and follow up, Preparation/Distribution of Study Material etc. Planning of Remedial Classes, vacation, break & school timing, Help in preparation of Vidyalaya Plan & assessment tool & inspection report.
3	INTERNAL & EXTERNAL EXAMINATIONS (HOME/CBSE)	Mrs. Neeru Sharma (Secondary)	Mr. V. K. Vyas Mrs. Joyeeta Dey Ms. Sonia Computer Instructor Mr. Kanu Acharjee		Conducting various internal exams, exam related tasks, Collecting Q.P and Results, Result Analysis, Record Keeping, reply related mails and other related works, Organisation of PTM/PTA. Organisation of Tarunotsav Activities. Conducting Board Exams (X&XII), Registration, LOC, Submission of teachers Data, Board affiliation, uploading of result and board class result analysis, Record Keeping & Issue of CBSE related documents i.e. Marksheets, Migration Certificate, Character Certificate, etc. and other CBSE related works. Plan and look after all the arrangement related to competitions, Olympiads and Guiding Students related to career options. Organisation of Pariksha Pe Charcha or Pariksha Parv.
4	INTERNAL & EXTERNAL EXAMINATIONS (HOME/OTHER)	Mr. Riksunder Deb (Primary)	Mr. Nilesh Satao Ms. Vaishali Maurya Mr. Kanu Acharjee		Conducting various internal exams, exam related tasks like Collecting Q.P and Results, Result Analysis, Record Keeping, reply related mails and other related works, Organisation of PTM/PTA and conduction of other primary competitive exams.
5	C.C.A.	Mr. Indermohan Sharma (Secondary) Mr. Indermohan Sharma (Primary)	PGT(English) Mr Ravi Shanker Prasad TGT (AE) TGT Eng Mr. Abhishek Dubey TGT(Sanskrit) Dance Coach Mr. Kanu Acharjee Ms. Manisha Bai Meena Mr. Vikas Kumar Ms. Sakshi Agrawal Ms. Vaishali Maurya Dance Coach Ms Mausami Bhattacharjee Mr. Kanu Acharjee		Organization of CCA and other cultural Activities and Programmes, Morning Assembly, collect reports and records of CCA, photography, record keeping and any other related work. Some KVS named programs EBSB/Kala Utsav/AKAM/..... events programs will be conducted by the team. Distribution of teachers and students in different houses & formation of student council.
6	TIME TABLE	Mr. Amrit Kumar Suman (Secondary) Mrs. Mausami Bhattacharjee (Primary)	Mr. Tapash Deb Mr. Tapash Deb Computer Instructor Ms. Sakshi Agrawal PRT 1		Prepare time tables for regular classes and arrange the classes in case any teacher will absent or not taking classes due to other official works.
7	GAMES AND SPORTS	Mr. Sanjeev Kumar	Mr. Tapash Deb Mr. Vikas Kumar Mr. Indermohan Sharma Ms. Manisha Bai Meena Mr. Tapas Sen		All Sports related works like sports day celebration, SBSB/Fit India related work, organization of cluster/regional/national level meets (if any) and other related activities
8	DISCIPLINE	Mr. Sanjeev Kumar	Mr. Vijay Kumar Bohra Mr. Ravi Shanker Prasad Mrs. Neeru Sharma Mr. Nilesh Satao Mr. Riksunder Deb Mr. Tapas Sen All Class Teachers		Maintaining Discipline and empower students for self discipline, take disputs etc.

			All Class Teachers	
9	SCOUT AND GUIDE	Mr. Riksunder Deb	Mr. Diwakar Saroj Mrs. Neeru Sharma Mr. Amrit Kumar Suman Ms. Sonia Mr. Nilesh Satao Mr. Vikas Kumar Mrs. Mausami Bhattacharya Ms. Sakshi Agrawal	Organising Scouts Guides & Cubs Bulbul Activities, promoting, reporting and other related works
10	LIBRARY	Mr. Amrit Kumar Suman	PGT (English) PGT(Hindi) Mrs. Neeru Sharma Mr. Nilesh Satao Ms. Manisha Bai Meena Mrs. Maya Begi	Stock maintenance, library management/proper utilization of library resources, purchasing etc. Encourage the students to donate previous class books under Pustakopohar program.
11	BEAUTIFICATION , GARDENING & PLANTATION / CLEANLINESS	Mr. Ravi Shanker Prasad	Mr. Tapash Deb (Science Park) PGT (Maths) (Maths Park) Games Coach (Playground) Mrs. Sonia (Social Science Park)	Cleanliness, beautification of school campus and building. Deal all the gardening & plantation work in school campus.
12	NIPUN/FLN/CMP/ORF	Mr. Nilesh Satao	Mr. Vikas Kumar Ms. Vaishali Maurya All Primary Teachers	Implementation of NEP-2020, FLN, NIPUN Bharat, MDP, Vidya Pravesh, Balvatika etc in Primary sections.
13	SAFETY & SECURITY SUPERVISION COMMITTEE	Mr. Sanjeev Kumar	Mr. Abhishek Dubey (Fire Safety) Mr. Vikas Kumar (Building & Campus safety) Games Coach All Teachers(Students Safety & Security)	Students safety, School building & campus safety(Fire Safety, Hazards, Natural Disaster Security/management, CCTV, Gate Entry System, Reception etc.)
14	RAJBHASA	PGT(Hindi)	Mr. V. K. Vyas Mr. Diwakar Saroj TGT (Sanskrit) Ms. Manisha Bai Meena Mr. D. Chanda	Organising and conducting Rajbhasa Programmes and Promotion of Rajbhasa among Staff.
15	FIRST AID & MEDICAL CHECK UP	Mrs. Shiva Gupta	Mr. Sanjeev Kumar Ms. Sonia Mr. Nilesh Satao Ms. Sakshi Agrawal	All works related to First Aid and Medical Check Up etc. Preferably the team members will sit in the Medical Room whenever they free to attend the students.
16	FURNITURE	Mr. Vikas Kumar	Mr. Vijay Kumar Bohra Mr. Diwakar Saroj Mr. Kanu Acharjee	All works related to Maintance and repair of furniture, Purchase, Demand and Record Keeping
17	COMPUTER AND IT CLUB	Mr. V.K. Vyas	Mr. Abhishek Dubey Ms. Vaishali Maurya Mr. D. Chanda Computer Instructor	Computer aided teaching and Website update and TC Upload, empower other teachers in ICT & Computer Skills
18	ECO CLUB/MISSION LIFE & MERI LIFE/ INTELLECTUAL PROPERTY AWARENESS MISSION	Ms. Amrit Kumar Suman	Mr. Ajit Kumar Roy TGT (English) Ms. Sakshi Agrawal Ms. Vaishali Maurya	Organising Eco Club activities, record keeping & reporting
19	MATHS CLUB	PGT (Maths)	TGT (Maths) Mr. Vikas Kumar	Organising Maths Club activities, Utilization & Safety of Maths Park, Use of Chrome Books etc.
20	SCIENCE CLUB	Mr. Tapash Deb	Mr. V. K. Vyas Mr. Ajit Kumar Roy PGT (Chemistry) Mrs. Shiva Gupta Mr. Abhishek Dubey Primary EVS Teachers	Organising Science Club activities like Science Exhibition, NCSC, Inspire, Jigyasa, Innovation & Experimentations, utilization of labs and celebration of science related days and programs, etc.
21	AUDIO VISUAL AIDS & RESOURCE ROOM	Mrs. Neeru Sharma	Mr. Abhishek Dubey Mr. Indermohan Sharma Mrs. Mausami Bhattacharya TGT (English)	Maintaining record and distribution of teaching aids
22	QUARTER ACCOMODATION/ ALLOTMENT COMMITTEE	Mr. Nilesh Satao	Mr. Amrit Kumar Suman Mr. D. Chanda Mrs. Mausami Bhattacharya	All the works related to staff quarter allotment/Accomodation
23	BUILDING MAINTANANCE AND REPAIR	Mr. Abhishek Dubey	Mr. Diwakar Saroj Mr. Riksunder Deb Ms. Vaishali Maurya Mr. Kanu Acharjee Mr. Amrit Kumar Suman	Reporting and supervision works of maintainance & repair of school building, Electrical, Furniture, toilets and other minor infrastructure repairs.

24	STAFF CLUB	Mr. Riksunder Deb	Mr. D. Chanda Ms. Manisha Bai Meena Mr. Kanu Acharjee Mrs. Maya Begi	Arrangement of staff fund, welcome, marriage, farewell, retirement parties etc
25	OFFICE ADMIN, SALARY UPLOAD, INCOME TAX, GEM, FEE COLLECTION & ALL OTHER OFFICIAL WORKS	Mr. Ravi Shanker Prasad	Mr. V. K. Vyas Mr. Vijay Kumar Bohra Mr. Abhishek Dubey Mr. D. Chanda Mr. Vikas Kumar Mrs. Sharmila Joishi Mr. Kanu Acharjee	All office Admin, Finance work, Income Tax, updation & monitoring of ledger, cash book, Postage, budget, checking & reply of mails, salary upload, students fee verification & monitoring fee collection, transaction with banks, suggestions, and all related official work.
26	SCHOOL MAGAZINE/ NEWS-LETTERS	Mrs. Joyeeta Dey	Mr. V.K. Vyas PGT (English) PGT (Hindi) Mr. Ravi Shankar Prasad TGT (Sanskrit) Mr. Nilesh Satao Ms. Vaishali Maurya	News letter of the school, school magazine, Banner/Posters and other related work
27	WATER	Mr. Amrit Kumar Suman	Mr. Vikas Kumar Mr. Kanu Acharjee	Coordination, monitoring, suggestions, maintenance to ensure the proper supply of water in the school.
28	ELECTRICITY	Mr. Abhishek Dubey	Mr. Vikas Kumar Mr. Kanu Acharjee	Coordination, monitoring, suggestions, maintenance to ensure the proper utilization and supply of electricity in the school, record
29	PUBLIC RELATION & PRESS	Mr. D. Chanida	Mr. Riksunder Deb Mr. Tapas Sen	Coordination, suggestions, maintenance to ensure the proper utilization and supply of electricity in the school, record
30	GRIEVANCE	Mr. Vijay Kumar Bohra	Mr. V. K. Vyas Mrs. Joyeeta Dey Mrs. Neeru Sharma Ms. Manisha Bai Meena All Class Teachers	Deal with all kind of students and staff grievances. Incharge of suggestion box.
31	AWAKENED CITIZEN PROGRAM	Ms. Sonia	Mr. Ravi Shaker Prasad Mrs. Shiva Gupta TGT (English)	Implementation of ACP instructions & activities during assigned classes, data collection, reporting etc.
32	GREEN SCHOOL/GSP	Mr. Ajit Kumar Roy	Mrs. Shiva Gupta All Class Teachers	Work in the direction of developing green school, data (audit) collection & entry on portal, reporting etc.
33	NEIGHBOURING SCHOOL	Mrs. Neeru Sharma	PGT (English) Mrs. Joyeeta Dey Mr. Riksunder Deb Mrs. Mausami Bhattacharya Mrs. Sarmila Joishi	Keep contact, decide and execute planned activities. Prepare, send report to RO/HQ, Keep all the records etc. Organisation of Community Participation.
34	NIOS	Mr. Ravi Shanker Prasad	Mr. Sanjeev Kumar Ms. Manisha Bai Meena Mrs. Maya Begi	All the works related to NIOS
35	ATAL TINKERING LAB/WORK EXPERIENCE	Mr. Abhishek Kumar	Mr. V.K. Vyas Mr. Tapash Deb Mr. Ajit Kumar Roy Mr. Kanu Acharjee	Maintenace of Language lab, record keeping, proper utilization of the available stock resources and reporting etc.
36	LANGUAGE LAB	Mrs. Joyeeta Dey	PGT (English) TGT (English) All primary English language teachers	Maintenace of Language lab, record keeping, proper utilization of the available stock resources and reporting etc.
37	LOCAL PURCHASING COMMITTEE	Mr. Vijay Kumar Bohra	Mr. Tapash Deb Mr. Diwakar Saroj Mr. Abhishek Dubey Mr. Nilesh Satao	All school goods purchasing related work
38	CAREER GUIDANCE & COUNSELLING	Mr. Vijay Kumar Bohra	Mr. V.K. Vyas Mr. Tapash Deb Mr. Ajit Kumar Roy Mr. Amrit Kumar Suman Mr. Nilesh Satao Counselor	Regular counselling of the students
39	CONDEMNATION	Mr. Tapash Deb	Mr. Vijay Kumar Bohra Mr. Diwakar Saroj Mr. D. Chanda All Stock Holders	All the works related to condemnation of school items
40	PA SYSTEM, STAGE & AUDITORIUM	Mr. Abhishek Dubey	Mr. Indermohan Sharma Ms. Manisha Bai Meena PRT 2 Mr. Kanu Acharjee Dance Coach	Arrangement of PA System, Decoration of Stage and Auditorium, Safety of articles and proper maintenance etc.

INTERNAL COMPLAINT COMMITTEE (Staff)				
	Mrs. Joyeeta Dey	Mr. V.K. Vyas Mrs. Neeru Sharma Ms. Smita Sharma (NGO)		Deal with any complaint registered from student side
42	UDISE+	Mr. V.K. Vyas	Mr. Abhishek Dubey All the class teacher	Verify the uploaded data entered/monitored by the class teachers/co-class teachers on this portal as per instruction received from administration
43	NCC	Mr. Sanjeev Kumar	Mr. Vikas Kumar Ms. Sakshi Agrawal	Deal all the related work and encourage the students to join it.
44	EXCURSION	Mr. Ajit Kumar Roy	Mr. Ravi Shanker Prasad Mr. Riksunder Deb Mr. D. Chanda TGT(Maths)	Plan and arrange the excursion program during the session.
45	CANTEEN COMMITTEE	Mr. Vikas Kumar	Mr. Ravi Shanker Prasad Mrs. Neeru Sharma Mr. Amrit Kumar Suman	Regularly check the quality of food items and report to the undersigned.
46	PHOTOGRAPHY	Mr. Ravi Shanker Prasad	Mr. Abhishek Dubey Mr. D. Chanda Selected Student Members	Click the photographs & shoot the videos of different program/activities organised during the session, store the pics & videos of different activities and will provide whenever need by the administration.
47	AEP & MANODARPAN	Ms. Sonia	Mr. Vijay Kumar Bohra Mrs. Joyeeta Dey Ms. Sonia	Deal with all the activities regarding AEP.
48	DIKSHA/NISHTHA/SWAYAM	Mr. Vikas Kumar	Mr. Amrit Kumar Suman Ms. Sakshi Agarwal	Encourage the students and teachers to use the said portals and submit the report time to time asked from RO/HQ.
49	EQUIP/CBE/SAKURA EXCHANGE PROGRAM / BaLA/ BEST PRACTICES	Mr. Vijay Kumar Bohra	Mr. Ravi Shanker Prasad TGT(Maths) Mr. Riksunder Deb	or programs and furnish the report to undersigned time to time whenever asked by RO/HQ. Identify the places where BaLA concept could be implemented more in school campus. Keep all the records of Best Practices of the
50	SPIC MACAY/ FULBRIGHT/SCHOLAR PLANET/ ROUTS2ROOT	Mr. Indermohan Sharma	Mr. D. Chanda Ms. Manisha Bai Meena Mrs. Mausami Bhattacharya Dance Coach	Deal with all the related work and submit report to undersigned when it will be asked.
51	PRE-MATRIC & POST-MATRIC & OTHER SCHOLARSHIPS	Mr. Riksunder Deb	Mr. D. Chanda Ms. Manisha Bai Meena	Register the eligible students in Pre & Post Matric and other scholarship programs for maximum benefit of the students.
52	YOUTH PARLIAMENT	PGT(ECONOMICS)	Mr. Vijay Kumar Bohra Mrs. Neeru Sharma Ms. Sonia Mrs. Joyeeta Dey TGT(English) Mr. Diwakar Saroj	Prepare the students to participate in youth parliament
53	OLYMPIAD & OTHER COMPETITIVE EXAMS	Mr. Tapash Deb	All Science & Maths Teachers	Conduction of the said examinations.
54	PRE-VOCATIONAL PROGRAM	Mr. Abhishek Dubey	Mr. Ravi Shanker Prasad Mr. Amrit Kumar Suman	Deal with all the related work and submit report to undersigned when it will be asked.

सुरेश कुमार
PRINCIPAL
KV LUMDING
28/07/2025