



PM SHRI KENDRIYA VIDYALAYA

AFS LAITKOR PEAK, SHILLONG, MEGHALAYA

- 793010

INSTITUTIONAL PLAN:-(2026-27)

The following committees/ clubs are hereby constituted for the smooth and effective functioning of the Vidyalaya during the session 2026-27 w.e.f. 01.04.2026. The former In-charges should handover their charge immediately to the new In-charges as per the KVS rules:

Dept./Committee /Club	Duties/Responsibilities/Activities	In-Charge/Convenor Member
1. Institutional Planning & Advisory Committee	1. To guide, suggest and chalk out all action plan for academic and co-curricular activities. 2. Will function as advisory board for Vidyalaya activities 3. In-Charge and members of its committee will help and advise the Principal to take decision during emergency time and in normal course of work. 4. Decision of the committee will be final to initiate action against concerned in all matters including student discipline 5. The committee is empowered to take decision and action on time to improve the Vidyalaya status in the field of academic and co-curricular activities with the approval of the Principal. 6. Any other related work.	Mr. Devmani Yadav, PGT (Comp) I/C Mr. Raghvendra Singh PGT (Geo) Ms. Debaparna Mukherjee TGT (Eng) Mr. Aas Mohammad, PRT
2. Library Committee	1. Make available curriculum books, textbooks, collections of C.B.S.E. & session ending examination old papers for the help of the students and Teachers. 2. Newspapers, magazines etc, should be readily available in library 3. Prepare a list of books with the help of subject teachers & purchase them latest by December if the academic year as per Vidyalaya budget provision. 4. At least two programs and two competitions should be organized in this session to make aware the students & staff for the use of library & to encourage the students to study the books and magazine. 5. To organize book exhibition. 6. Issue of books to the students & staff should be frequent & should be recorded in issue register for verification of higher officers. 7. To purchase books for library as per the recommendations of library Committee. 8. Any other related work.	Mr. Arindam Guha Biswas I/C Mr. Atul James Singh PGT (English) Mr. Jai Prakash Choudhary, PGT (Hindi) Mr. Aas Mohammad, PRT Ms. Bhagya Shree, PRT
3. Games & Sports Committee (SSS-Programme)	1. To prepare a plan & compact programme for the entire session. 2. Select the students for particulars games in the beginning of the session to impart proper training of students. 3. Set a target and must proceed accordingly to achieve maximum success in the meets. 4. Utilized the games period primarily for the development of the year marked games by the K.V.S. side. 5. Facilitate all the students with the available games equipment for the optimum use of the available	Mr. Saurabh Vishwakarma, TGT (P&HE), I/C Mr. Avdesh PGT (Maths) Mr. Arindam Guha Biswas Librarian Mr. Aas Mohammad, PRT Mr. Aksh Shobhawat PRT (Music) Ms. Richa Sharma PRT

	sports equipment in school. 6. Complete all internal games & sports competition by the first week of August and organize the sports day celebration at the end of August. 7. To complete all the measurements, activities and other work related to Swasth bachche Swasth Bharat Programme. 8. To collect data and upload the same on KVS portal regularly and within given time frame. 9. Any other related work.	
4. Internal Examinations, LAT, P.T.A.	1. Complete schedule of test/exam for the session (tentative) will be circulated among the students & parents for their prior information. Exam time table should also be informed to the students and parents at least two weeks before the commencement of test/exam in stock. 2. Maintain the required stationery of examination well in advance. 3. Class wise pre plan schedule should be decided for weekly test, fortnightly test, monthly tests practice test etc. 4. All the required documents / materials like answer script, mark-sheets mark register, progress cards etc. should be issued to the concerned teacher in time & it should be taken back to the examination department after completion of each and every test/exam. 5. Students and parents must be informed about the results of all tests & exam within a week of the completion tests & exam & update record must be ready for further course of action. 6. To co-ordinate P.T.M. Meeting in consultation with the class teacher. 7. To make minutes of the P.T.M. Meetings and maintain the records along with attendance of parents. 8. To take necessary steps for the successful implementation of KVS and CBSE policies and guidelines. 9. Any other related work.	Secondary Mr. Avdesh PGT (Math.), I/C <i>DP</i> Mr. Jai Prakash Choudhary PGT (Hindi) <i>DP</i> Mr. Arindam Guha Biswas, (Librarian) <i>DP</i>
	Primary Mr. Bhagyashree, PRT I/C Mr. Akash Shobhawat PRT (Music) <i>DP</i> Mr. Brijendra Yadav PRT	
5. C.B.S.E	1. To comply with the circulars issued by CBSE from time to time 2. IX/XI class registration with CBSE. 3. X/XII class list of candidates for board exams. 4. Keeping records of the above. 5. Planning and assisting in conducting X/XII board and other test conducted by CBSE. 6. Any other related work.	Mr. Jai Prakash Choudhary, PGT (Hindi), I/C <i>DP</i> Mr. Devmani Yadav PGT (CS) <i>DP</i> Mr. Dhirendra Srivastava CI <i>DP</i>
6. NIOS and other Examination by Outside agencies	1. To handle correspondences in relation to NIOS and other Examination by Outside agencies 2. To coordinate and conduct NIOS examination and other Examination by Outside agencies.	Mr. Arindam Guha Biswas, Librarian I/C <i>DP</i> Ms. Debaparna Mukherjee TGT (Eng) <i>DP</i> Mr. Dhirendra Srivastava CI <i>DP</i>
7. Olympiads	1. Motivating the students to participate in these tests. 2. Selecting students and forwarding the list of candidates.	(1) Science Olympiad: NCSC, JNISMO, Green Olympiads,

	3. Conducting the exams. 4. Keeping a record of a students participating in them. 5. Escorting participants if test are being conducted outside.	science Exhibition – Mr. Ashish Dangi TGT(Maths) I/C <i>ADangi</i> Mr. Brijendra Yadav PRT <i>BY</i> Mr. Dhirendra Srivastava CI <i>DS</i> (2) Maths Olympiad: Mr. Avdesh PGT (Maths) I/C <i>AP</i> Mr. Pooja Chauhan PRT <i>PC</i> Mr. Shubham Verma PRT (3) Cyber Olympiad: Mr. Devmani Yadav PGT (CS) I/C <i>DE</i> Mr. Akash Shobhawat PRT (Music) <i>AS</i> Mr. Dhirendra Srivastava CI <i>DS</i> (4) English Olympiad Mr. Atul James Singh PGT (Eng) I/C <i>AS</i> Ms. Debaparna Mukherjee TGT (Eng) <i>DM</i> Ms. Richa Sharma PRT <i>RS</i> Mr. Brijendra Yadav PRT
8. Pupil Society, C.L.A. Morning Assembly & Student Council / Vidyalaya Patrika / Students Diary / CMP News letter	Co-Curricular activities 1. To prepare an action plan for internal and external CLA activities for the session and complete in time. 2. They will also have to suggest practical plans for improvement of CLA activities. 3. To check the preparation for CLA. 4. To plan for awarding the prize winners. 5. To send the report to R.O & to the media/agencies for publications. 6. To plan the morning assembly programmes and allot the duty to the concerned H.M. In addition, to check their preparation of the programme and allot before presenting in the morning assembly. 7. Children's birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her. 8. To provide a greeting card & toffee & all students have to wish them by presenting birthday song. 9. Planning constitution of Students Council in the Vidyalaya as per KVS guidelines. 10. Date collection from students and staff for school magazine and student diary. 11. Proof reading of content of school magazine and student diary. 12. Printing and distribution of school magazine and students diary. 13. Any other related work.	SECONDARY SECTION Mr. Atul James Singh PGT (Eng) I/C <i>AS</i> Mr. Jai Prakash Choudhary PGT (Hindi) <i>JP</i> Ms. Debaparna Mukherjee TGT (Eng) <i>DM</i> TGT (Skt.) Mr. Akash Shobhawat PRT (Music) <i>AS</i> PRIMARY SECTION Mr. Akash Shobhawat PRT (Music) I/C <i>AS</i> Mr. Shubham verma PRT, Mr. Brijendra Yadav PRT Mr. Richa Sharma PRT <i>RS</i> Mr. Pooja Chauhan PRT <i>PC</i>

	CELEBRATION OF FESTIVALS & IMPORTANT DAYS 1. To prepare a plan to celebrate important festivals & days as per Vidyalaya academic Calendar & invite artist dignitary(s) on selected occasion. 2. A special program should be presented on special occasions & special days followed by a brief speech related to festival. One program should be presented by a staff member voluntarily. 3. To encourage the students & staff to participate in these programmes assign duties for them. 4. Guest lecture should also be organized on special occasion & important days to celebrate the occasion with true spirit. 5. Any other related work.	
9. Time table & Arrangement of Contractual teachers	1. Time table in charge and Asst. in charge well frame the timetables as per allotments. 2. To make an arrangement during the leave of the teacher. 3. To prepare and inform the subject teachers about the special time table during all holidays, breaks (Autumn and Winter) and vacation including Morning assembly time of Vidyalaya per action plan for class X and XII. 4. To ensure ringing of the bell in time 5. Conduct of interviews, preparation a panels and Appointment of contractual teachers with the consent of Principal and verification of their payment. 6. Any other related work.	Secondary Mr. Raghendra Singh PGT(Geo) <i>[Signature]</i> Mohd Ajaharuddin PGT (History) <i>[Signature]</i> Mr. Ashish Dangi, TGT (Maths) <i>[Signature]</i> Mr. Dhirendra Srivastava CI <i>[Signature]</i> Primary Ms. Pooja Chauhan, PRT I/C <i>[Signature]</i> Ms. Richa Sharma PRT <i>[Signature]</i> Mr. Shubham Vema PRT
10. Admission	1. To plan admission procedure as per KVS guidelines 2. To keep ready all the online admission related updates, admission portal, admission forms, prospectus & test plan well in advance. To issue and collect the admission registration form. 3. To complete admission procedure as per KVS instructions and admission guidelines etc. 4. To co-ordinate with exam dept. to conduct test for admissions required for fresh admission as per KVS guidelines. 5. Any other related work.	Mr. Ashish Dangi, TGT (Maths.), I/C <i>[Signature]</i> Md. Ajaharuddin PGT (History) <i>[Signature]</i> Mr. Akash Shobhawat PRT (Music) <i>[Signature]</i> Ms. Richa Sharma PRT <i>[Signature]</i> Mr. Dhirendra Srivastava CI <i>[Signature]</i>
11. Discipline	1. Whether general instructions related to discipline is being maintained by students or not, committee will take proper care for this. 2. Committee members will keep a keen watch on behavior of students in a school campus. 3. This committee will take the responsibility to ensure healthy conducive atmosphere in school 4. If any members finds any misbehavior or ranging, bullying by the students it should be brought to the notice of all the members and the Principal so as to take necessary action. 5. Committee will decide the punishment to concerned students.	Mr. Saurabh Vishwakarma, TGT (P&HE) <i>[Signature]</i> I/C Mr. Devmani Yadav PGT (CS) <i>[Signature]</i> Mr. Ayvadesh PGT (Maths) <i>[Signature]</i> Mr. Aas Mohammad, PRT <i>[Signature]</i> Ms. Bhagyashree PRT

12. (a) Maintenance & repair of school building	1. To plan for repair, maintenance, and white wash required in the Vidyalaya building, departments & Staff quarters. 2. To plan and purchase the materials required for the purpose & complete all the assignments in time. 3. All the necessary arrangements to keep the school campus & Staff quarters neat and clean. 4. To take an action in time for the decent look of the Vidyalaya. 5. If there is any repair related to this, the committee will take action for the same well in advance. 6. Preparation and verification of Staff Quarters Inventory 7. Any other relate work.	Mr. Madhusudan Sharma TGT (WE) I/C Mr. P. A. Singha TGT (AE) Mr. Arindam Guha Biswas Librarian Mr. Akash Shobhawat PRT (Music)
12. (b) Maintenance & repair of Staff Quarters	1. To plan for repair, maintenance, and white wash required in the Vidyalaya building, departments and staff quarters. 2. To plan and purchase the materials required for the purpose and complete all the assignments in time. 3. All the necessary arrangements to keep the school campus & staff quarters neat and clean. 4. To take action in time for the decent look of the Vidyalaya. 5. If there is any repair related to this, the committee will take action for the same well in advance. 6. Preparation and verification of staff quarters Inventory 7. Any other related work.	Mr. Madhusudan Sharma TGT (WE) I/C Mr. Devmani Yadav PGT (CS) Mr. P. A. Singha TGT (AE) Mr. Arindam Guha Biswas, Librarian Mr. Akash Shobhawat PRT (Music)
12. (c) Electrical gadgets and beautification Committee (Face Lift) (MRBC)	1. To plan and purchase the materials required for the purpose & complete all the assignments in time. 2. Attend to the problems of Electrical supply in the Vidyalaya. 3. Maintenance & repair of electrical lines and fittings. 4. Prepare an inventory of all electrical fittings of different room and ensures their safety 5. Maintain a stock of the items / fitting/electrical gadgets. 6. Keep a liaison with power supply company and call them for repair if the supply is hampered. 7. To ensure the tube lights and fans are in proper working condition. 8. To ensure availability of sufficient points, tube lights, fan in the class room as well as in the departments as per their requirement. 9. This committee will ensure that there is no wastage of these energies and it should be available as per requirements. 10. The committee power members of repair and maintenance will look after the use of water and electrical power in the school and staff quarters.	Mr. Madhusudan Sharma TGT (WE) I/C Mr. Devmani Yadav PGT (CS) Mr. P. A. Singha TGT (AE) Mr. Arindam Guha Biswas, Librarian Mr. Akash Shobhawat PRT (Music)
13. Cleanliness (Swach Bharat/ Swach Vidyalaya)	1. Overall I/C must ensure cleanliness in and outside school building. 2. All the programs/ datas related to SBSVA should be initiated/ implemented by incharge with the help of committee members.	Mr. Madhusudan Sharma TGT (WE) I/C Mr. Saurabh Vishwakarma TGT (P&HE) Mr. P. A. Singha TGT (AE)

Abhiyan)	3. To monitor the work of conservancy. 4. Classrooms and corridors are swiped and swabbed regularly. 5. Toilets are cleaned twice a day. 6. Playgrounds & parks should be cleaned properly. 7. Departments should be clean regularly. 8. Any other related work.	Mr. Arindam Guha Biswas Librarian <i>AG</i> Ms. Debaparna Mukherjee TGT(Eng) <i>DM</i> Mr. Akash Shobhawat PRT (Music) <i>A</i> Ms. Pooja Chaudhan PRT <i>P</i>
14. Water Arrangements	1. The committee members of repair and maintenance will look after the use of water in the school Campus.	Mr. Madhusudan Sharma TGT (WE) I/C <i>MS</i> Mr. Jai Prakash Choudhary PGT (Hindi) <i>JPC</i> Mr. P. A. Singha TGT (AE) <i>PA</i> Mr. Arindam Guha Biswas, Librarian <i>AG</i> Mr. Akash Shobhawat PRT (Music) <i>A</i>
15. Gardening, Horticulture	2. This committee will ensure that there is no wastage of these facilities and it should be available as per requirements. 3. If there is any repair related to this, the committee will take action for the same well in advance. 4. Attend to the problems of water supply in the Vidyalaya and get the repairs done 5. Get the water reservoirs cleaned regularly, get the date of cleaning printed on the tank, Ensure availability of pure drinking water in the Vidyalaya. 6. To develop plantation in the Vidyalaya Campus. 7. To supervise the maintenance of existing garden. 8. Any related work.	Mr. Madhusudan Sharma TGT (WE) I/C <i>MS</i> Mr. Saurabh Vishwakarma TGT (P&HE) <i>SV</i> Mr. Arindam Guha Biswas Librarian <i>AG</i> Mr. Akash Shobhawat PRT (Music) <i>A</i> Ms. Richa Sharma PRT <i>RS</i>
16. Monitoring & Verification of out sourced services (gardening, security, housekeeping)	1. To distribute the work, relate to housekeeping and gardening among labors. 2. Arrange for the regular attendance of the labors engaged in various outsourced services and regular monitoring of housekeeping services to ensure they are being carried out properly. 3. To guide and direct the labors engaged for this purpose. 4. Personally visit the different sites – bathrooms/rooms/corridors/assembly ground/pathways to see if they are being properly cleaned 5. To ensure a stock of material used in cleaning i.e. acid, phenyl, brooms etc. 6. To ensure proper upkeep of Vidyalaya garden and Plant seasonal and other new plants. 7. To ensure that the police verification in r/o all the labors is done and made available to the Vidyalaya. 8. Keep the record of the addresses contact number of the labors. & ensure they report to the Vidyalaya on time. 9. To verify the bills put up by the contractor	Mr. Madhusudan Sharma TGT (WE) I/C <i>MS</i> Mr. Devmani Yadav PGT (CS) <i>DY</i> Mr. Ashish Dangi TGT (Maths) <i>AD</i> Mr. Arindam Guha Biswas, Librarian <i>AG</i> Mr. Vinay Bisht SSA <i>VB</i>

	10. Any other related work	
17. Health/ Hygiene and First Aid	1. To prepare a plan for student's health checking twice in this session by the authorized Medical Officer. 2. To make available stock of First aid if any accidents happen. 3. A special care must be taken for girl child as per their natural need, if situation demands for that. 4. To organized expert talks and any other related work	Mr. Saugata Vishwakarma TGT (P&HE) I/C Ms. Debaparna Mukherjee TGT (Eng) Mrs. Bhagya Shree PRT Mrs. Khemin Sahu BV- Teacher
18. Scouts/ Guides/ Cubs/ bulbul	1. To prepare S/G activity plan with tentative date and months for organizing activities. 2. To select student's cubs, bulbul, scouts and guides enrolment. 3. To make an arrangement for a proper training of the students. 4. To prepare a scouts and guide to participate in various activities both internal and external competitions 5. Any other related works.	Scout/Guides Mr. P. A. Singha TGT (AE) I/C Mr. Arindam Guha Biswas, Librarian Ms. Debaparna Mukherjee TGT (Eng) Cubs/Bulbul Mr. Aas Mohammad PRT I/C All PRT
19. Teaching Aids	1. To arrange for procuring the materials for teaching aids / AV aids to the teachers as per norms. 2. To plan and arrange for purchasing material required for teaching aid. 3. Any other related work.	Ms. Pooja Chauhan PRT, I/C Ms. Richa Sharma, PRT Mr. Brijendra Yadav PRT
20. Vidyalaya Website committee, UDISE, SAMAGAM, UBI Portal, Internet & TC Uploading on Website Social Media, Vidyanjali,	1. To maintain Website of the Vidyalaya as per KVS norms 2. To update the website on regular basis as and when required. 3. To upload only authentic information on the website. 4. To visit the website regularly and ensure that website is updated in all the respect and to send the report on 2 nd day of every month to cluster I/C. 5. Regular updating TC on school website. 6. All the information must be submitted/responded within time limit, no reminder will be expected and entertained. 7. Any other related work	Mr. Devmani Yadav PGT (CS) I/C Mr. Madhusudan Sharma TGT (WE) Ms. Debaparna Mukherjee TGT (Eng) Mr. Akash Shobhawat PRT (Mug) I/C (Social Media) Mr. Vinay Bisht (JSA) Mr. Dhirendra Srivastava CI Ms. Jurista Mery Kharkongor DEO
21. Resource Room (Secondary)	1. To arrange modern technologies like LCD Projector, Visualizer, Interactive board etc. in the E class Room. 2. To manage E Contents and other teaching learning material. 3. To ensure proper utilization of E Class Room and availability of E Class Room to all teachers of the Vidyalaya. 4. To ensure proper functioning of all the equipment used for teaching learning process in the E Class	Md. Ajaharuddin, PGT (Hist.) I/C Mr. Rahvendra Singh PGT (Geo) Ms. Debaparna Mukherjee TGT (Eng)

22. RTE/ Scholarship/ SC/ ST/ Minority Community	Room. 1. Make a list of all SC/ST/Minority awarded scholarship 2. Maintain a record of students who receive the scholarship. 3. All related works	Mr. Atul James Singh PGT (English) I/C Mohd Ajaharuddin PGT (History) (R) Mr. Surabh Vishwakarma TGT (P&HE) Mr. Akash Shobhawat PRT (Music) Mrs. Pooja Chauhan PRT Mr. Akash Shobhawat PRT (Music) I/C Mr. Jai Prakash Chaudhary PGT (Hindi) Mr. Brijendra Yadav PRT Mr. Shubham Verma PRT
23. Furniture Committee	1. To ensure distribution in all class rooms, labs, office and other relevant places. 2. To repair unserviceable and broken furniture. 3. To ensure distribution and service of green boards, glass boards and notice board of the Vidyalaya. 4. To proceed new purchasing of furniture and related items in furniture department. 5. To maintain classes name plates, school display boards and other furniture articles of the school.	Mr. Avdesh PGT (Maths) I/C Mr. Ashish Dangri, TGT (Maths) Mrs. Bhagyashree Mr. Brijendra Yadav PRT
24. Maths Club	1. To form a mathematics club & select a few students to carry out and maintain the records of activities in a constructive & fruitful purpose. 2. To prepare the students for participating in external and internal competitions, seminars etc. Related to the subject viz Maths Olympiad NTSE, etc. 3. To promote the Mathematical & scientific atmosphere in the Vidyalaya. 4. To prepare at least one class wise magazine. 5. To organize at least two competitions/seminars/programs etc based on subjects. 6. To guide the students to prepare articles to publish in magazine and Newspapers. 7. Any other related work	Mr. Avdesh PGT (Maths) I/C Mr. Ashish Dangri, TGT (Maths) Mrs. Bhagyashree Mr. Brijendra Yadav PRT
25. Social Science Club	1. To prepare a plan to create atmosphere in Vidyalaya related to Social Science activities & Integrity Club Activities. To prepare the students for participation in external & internal competitions. 2. To organize at least two competitions/seminars/programmes etc. based on subject. 3. To organize Social Science Exhibition at Vidyalaya, Cluster, Regional & National level, field trips to historical places. 4. Any other related work.	Mr. Raghvendra Singh PGT (Geo) I/C Mr. Atul James Singh PGT (Eng) Mohd. Ajaharuddin, PGT (Hist.) PGT (Eco) PGT (Pol Science) Mr. Akash Shobhawat PRT (Music)
26. Youth Parliament	1. To organize Youth Parliament at Vidyalaya, Regional & National level. 2. Any other related work.	Md. Ajaharuddin, PGT (Hist.) I/C Mr. Raghvendra Singh PGT (Geo) PGT (Eco) PGT (Pol Science)
27. (A) Grievance Cell for Staff,	1. To periodically open suggestion box every Monday 2. To keep a record of suggestions or grievances received from the staff, students or parents.	Md. Ajaharuddin, PGT (Hist.) I/C Mr. Raghvendra Singh PGT (Geo)

Students & anti ragging/bullying Committee (B) Anti – Sexual Harassment committee	3. To maintain the minutes of the meetings. 4. To monitor and properly resolve the cases of sexual harassment and cases of ranging/bullying. 5. Any other related work.	Ms. Debarpama Mukherjee TGT (Eng) Mr. Aas Mohammad PRT Mrs. Bhagya Shree
28. Excursion & Educational Tours	1. To plan the excursion, educational & adventure tours as per KVS guidelines. 2. To decide the place, make arrangement for conveyance. 3. Estimate the amount to be collected from students. 4. Keep the willingness form ready. 5. Arrange refreshments. 6. Any other related work.	Mr. Jai Prakash Chaudhary PGT (Hindi) I/C Mr. Avdesh PGT (Maths) Mr. Arindam Guha Biswas Librarian Mr. Akash Shobhawati PRT (Music)
29. Primary Resource Room/Activity Room, CMP/TLM	1. To set activity room to teach primary students as per KVS circulars. 2. To procure requirements as per KVS rules for CMP/TLM. 3. To issue & maintain the stock of CMP/TLM. 4. To keep & account of activities done by teachers. 5. To arrange all the equipment as requirement of CMP/TLM. 6. Any other related work	Mr. Aas Mohammad PRT All PRT
30. Quarter allotments	1. To keep the records of quarter allotments and submit it periodically to the undersigned. 2. To receive the grievance regarding allotment. 3. Allotments of quarters as per KVS guideline. 4. Any other related work.	Mr. Raghuvendra Singh PGT (Geo) I/C Mr. Ajaharuddin PGT (History) Mr. Madhusudan Sharma TGT (W) Ms. Debarpama Mukherjee TGT (Eng) Mr. Devmani Yadav PGT (CS) I/C Mr. Atul James Singh PGT (Eng) Mohd Ajaharuddin PGT (History) Ms. Debarpama Mukherjee TGT (Eng) Mr. Akash Shobhawati PRT (Music)
31. VMC, Staff meetings and other meetings arrangements/ Recording the minutes.	1. To arrange VMC meetings as per KVS Schedule. 2. To record the minutes of all staff meetings, P.T.M. meetings X & XII class P.T.M. meetings and to maintain records / files of the same. 3. To note down all important events/functions etc. held in Vidyalaya. 4. To prepare by monthly newsletter and to send to RO and other Officials of KVS. 5. Any other related work.	Mr. Jai Prakash Choudhary PGT (Hindi), I/C TGT (Skt.) Ms. Pooja Chauhan PRT Mr. Brijiendra Yadav PRT
32. Rajbhasha Kriyanvayan Samiti	1. To follow Raj bhasha Kriyanvayan Samiti guidelines. 2. To make necessary action for proper functioning of this Samiti. 3. To create a Hindi atmosphere & to promote usage of Hindi in daily use. 4. To keep a vigil on quarterly progress of RAJBASHA SAMITI and to submit quarterly report to RO. 5. To follow all instructions of town official language implementation committee and attend its meetings.	Mr. Jai Prakash Choudhary PGT (Hindi), I/C TGT (Skt.) Ms. Pooja Chauhan PRT Mr. Brijiendra Yadav PRT

	6. To help children in participating in Sanskrit and Hindi competitions. 7. The committee will also function as Subject committee.	
33. Progressive English Club	1. To prepare a plan to create literary atmosphere in Vidyalaya 2. To prepare a class wise magazines at least one in each subject. 3. To prepare the students for participating in external & internal competitions. 4. To organize minimum two competitions/ Seminars/ programme etc. based on subject. 5. To prepare a special plan for students to record their programme on T.V. & radio twice in a session. 6. Any other related work.	Mr. Atul James Singh PGT (Eng.), I/C <i>Atul</i> Mr. Debaparna mukherjee TGT (Eng.) <i>Debaparna</i> Ms. Richa Sharma PRT <i>Richa</i>
34. Science Club	1. To prepare a plan to create atmosphere in Vidyalaya related to Science activities. 2. To prepare the students for participation in external & internal competitions. 3. To prepare at least one magazine class wise. 4. To organize at least two competitions/ seminars/ programme etc. based on subject. 5. To organize Science Exhibition at Vidyalaya, Cluster, Regional & National level, field trips to historical places. 6. To guide the students to prepare articles to publish in magazine and newspapers. 7. Any other related work	Mr. Devmani Yadav PGT (CS) I/C <i>Devmani</i> Mr. Avdesh PGT (Maths) <i>Avdesh</i> Mr. Ashish Dangri TGT (Maths) <i>Ashish</i> Ms. Bhagya Shree PRT PGT (Bio.) PGT (chem) PGT (Physics)
35. PTA Meeting	1. To ensure the frequent organization of PTA meetings whenever necessary. 2. To keep academic discipline 3. Keep liaison with parents in the interest of academics. 4. Any other related work.	Mr. Avdesh PGT (Math.), I/C <i>Avdesh</i> Mr. Jai Prakash Choudhary PGT (Hindi) <i>Jai</i> Mr. Arindam Guha Biswas, (Librarian)
36. Alumni Club	To make alumni association of ex-student of the Vidyalaya and to plan meeting of them.	Md. Ajaharuddin PGT (Hist) I/C <i>Ajahar</i> Ms. Debaparna Mukherjee TGT (Eng) <i>Debaparna</i> Mr. Dharendra Srivastava CI <i>Dharendra</i>
37. Local Purchase committee (approved by Chairman VMC)	1. To conduct the market survey and select the suitable supplier to provide / supply services / goods for Vidyalaya whenever required. 2. To open quotations and to maintain confidentiality of it. 3. To prepare comparative statements of the quotations.	Mr. Arindam Guha Biswas Librarian I/C <i>Arindam</i> Mr. Jai Prakash Choudhary PGT (Hindi) <i>Jai</i> Mr. Akash Shobhawat PRT (Music) <i>Akash</i> Mr. Vinay Bisht SSA
38. Fee observation committee (UBI)	1. To take print out of CS-9, CS-11, CS-54, Cash Book. 2. Any other related work.	Mr. Devmani Yadav PGT (CS) I/C <i>Devmani</i> Mr. Saurabh Vishwakarma TGT (P&HE) <i>Saurabh</i> Mr. Madhusudan Sharma TGT (WE) <i>Madhusudan</i>
39. Income Tax	1. To collect saving certificates from all employees of the Vidyalaya. 2. To help staff members in calculation of income tax.	Mr. Avdesh PGT (Maths) I/C <i>Avdesh</i> Mr. Saurabh Vishwakarma TGT (P&HE) <i>Saurabh</i> Mr. Vinay Bisht JSA

40. RTI Committee	1. Regarding RTI work.	Mr. Atul James Singh PGT (Eng) I/C Mr. Saurabh Vishwakarma TGT (P&HE) Mr. Arindam Guha Biswas Librarian Mr. Akash Shobhawat PRT (Music)
41. Photography	1. To ready for shooting photos for different programmes. 2. To collect and maintain record of photographs of various events organized in the Vidyalaya. 3. I/C will make event wise folder of photographs in computer lab and Principal Office and prepare Log Book.	Mr. Akash Shobhawat PRT (Music) I/C Mr. P. A. Singha, TGT (AE) Mrs. Khemini Sahu BV-Teacher
42. Publicity & Press	1. To Publish / coverage of achievements of students in various events programmes and competition organized at different level. 2. To prepare and publish reports of various events, programmes and competition organized at different level. 3. I/C will make event wise folder of photographs in computer lab and Principal Office and prepare Log Book.	Mr. Akash Shobhawat PRT (Music) I/C Mr. P. A. Singha, TGT (AE)
43. Building safety / Fire Safety / Disaster management	1. To ensure building safety as per KVS norms and to get relevant certificate from from MES. 2. To supervise and maintain all fire equipments. 3. To conduct programmes regarding awareness about fire safety and disaster management.	Mr. Madhusudan Sharma TGT (WE) I/C Mr. Avdesh PGT (Maths) Mr. Saurabh Vishwakarma TGT (P&HE)
44. Awakened Citizen Programme (ACP)	1. All work related to ACP.	Mr. P. A. Singha, TGT (AE) I/C Mohd Ajaharuddin PGT (CS) Mr. Arindam Guha Biswas Librarian Ms. Debaparna mukherjee TGT (Eng)
45. Atal Tinkering Lab	1. All work related to ATL.	Mr. Madhusudan Sharama TGT (WE) I/C Mr. Devmani Yadav PGT (CS) Mr. Devmani Yadav PGT (CS)
46. Tender Committee & GEM Purchasing	1. Firm registration for purchasing. 2. To collect requirements for various articles required in school, from different department for whole session. 3. Call upon quotations/tender. 4. Opening of quotation and preparation of comparative statement.	Mr. Devmani Yadav PGT (CS) I/C Mr. Madhusudan Sharma TGT (WE) I/C Mr. Arindam Guha Biswas Librarian Mr. Akash Shobhawat PRT (Music) Mr. Vinay Bisht SSA
47. Guidance & Counseling Committee	1. Provide proper guidance to students for their future plans. 2. Employment News, magazines newspapers' information should also be placed on notice board for students and staff. 3. Experts should also be invited time-to-time to provide proper guidance to the students.	Mohd Ajaharuddin PGT (Hisp) I/C Ms. Debaparna Mukherjee TGT (Eng) Ms. Bhagya Shree PRT

	4. Keep a close contact with guidance and counseling agency for collecting proper guidance and information to students. 5. Any other related work.	
48. Staff room in charge	1. To maintain staff room of the school. 2. Purchasing of required articles. 3. To monitor cleanliness and interior staff room.	Mr. Atul James Singh PGT (Eng) I/C Mr. Jai Prakash Choudhary PGT (Hindi) TGT (Sanskrit)
49. Condemnation Committee	1. To collect list of unserviceable articles from various departments 2. To condemn as per KVS norms 3. Auction of condemned articles and write off from school stock.	Mr. Devmani Yadav PGT (CS) I/C Mr. Saurabh Vishwakarma TGT. (P&HE) Mr. Madhusudan Sharma TGT (WE) Mr. Akash Shobhawat PRT (Music) Mr. Saurabh Vishwakarma TGT (P&HE) I/C
50. NCC	1. To take care of all the necessary works of NCC	Ms. Bhagya Shree PRT I/C All Balvatika Teachers
51. Balvatika	Balvatika related Activities.	Mr. Jai Prakash Choudhary PGT (Hindi) I/C
52. PM SHRI	PM SHRI related Activities.	Mr. Atul James Singh PGT (Eng) Mr. Arindam Guha Biswas Librarian Mr. Akash Shobhawat PRT (Music)

School response teams –

Sl. No.	Particulars	Name of Team Leader	Members with Designation	Contact Details
1	Child Right Protection Cell	Mohd Ajaharuddin PGT (History) 	1. Mr. Jai Prakash Choudhary PGT (Hindi)  2. Mr. Ashish Dangi TGT (Maths)  3. Ms. Bhagya Shree, PRT	8010442572
2	Evacuation Team & Search & Rescue Team	Mr. Saurbh Vishwakarma, TGT(P&HE)	1. Mr. Aydesb PGT (Maths)  2. Mr. Arindann Guha Biswas Librarian  3. Mr. Madhusudan Sharma TGT (WE) 	9415441591
3	First Aid & Medical Team	Ms. Debaparna Mukherjee TGT (Eng) 	1. Mr. Saurbh Vishwakarma, TGT(P&HE)  2. Ms. Richa Sharma PRT  3. Mrs. Khemin Sahu BV - Teacher	7908089953
4	Transport Safety Team	Mr. Saurbh Vishwakarma, TGT(P&HE)	1. Mr. Arindann Guha Biswas Librarian  2. Mr. Madhusudan Sharma TGT (WE)  3. Mr. Akash Shobhawat PRT (Music)	9415441591
5	Team for students with special needs (Diyang)	Mr. Akash Shobhawat PRT (Music)	1. Mr. Brijindra Yadav PRT  2. Ms. Richa Sharma PRT	7568557252
6	Grievance Redressal Committee	Mohd Ajaharuddin PGT (History) 	1. Ms. Debaparna Mukherjee TGT (Eng)  2. Mr. Aas Mohammad PRT 3. Mr. Akash Shobhawat PRT (Music) 	8010442572

General Instructions

1. Committee in-charge is responsible for proper and active functioning of their respective committees.
2. Instructions issued by KVS / CBSE / Govt./ Principal must be incorporated as and where necessary.
3. Committee in-charge should conduct regular meetings of their respective committee and maintain written records of such committees.
4. Committee members should co-operate with the in-charges.

Verified:

Total Pages – 1 to 15

Total Number of committees – 52

School response teams – 06



Chairman, VMC

KV AFS, Laitkor Peak, Shillong

अध्यक्ष *Chairman*

विद्यालय प्रबंधन समिति

Vidyalaya Management Committee

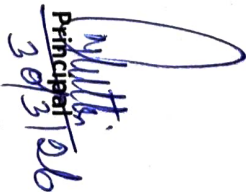
पी एम श्री केन्द्रीय विद्यालय

P M SHRI Kendriya Vidyalaya

वा. से. रक्ष. लेटकोर पीक, शिलांग - ७९३०९०

AFS Laitkor Peak - 793090

Page 15 of 15 2 APR 2026



Principal

प्राचार्य
पी एम श्री केन्द्रीय विद्यालय
वा. से. रक्ष. लेटकोर पीक, शिलांग