

Kendriya Vidyalaya , IIMC JOKA
(Allotment of additional responsibilities for the session 2024-25)

Following Committees are hereby constituted for the session 2024-25, for the smooth functioning of the Vidyalaya activities. Conveners/ In-charges are requested to take over the charge of their respective committee and should allot specific duties to other associate members of their committees. They must start planning for the session with immediate effect and directed to frame action plan accordingly. All the committees will look after the assignment as per provisions of KVS/CBSE circulars issued from time to time so as to develop a conducive environment for effective teaching-learning process in the Vidyalaya and develop the Vidyalaya campus as per expectations of the stakeholders. Conveners/In charges should make sub committees, if required, for co-ordination of related work in a most befitting manner. For the formation of such subcommittee, the approval of the Principal would be obtained. Convener/In-charges should make necessary plan as per the need of the occasion in consultation with the Principal /Sr Most Teacher. Help of other staff members can be taken for best outputs. All the In-charges and members of committees are requested to ensure that academic curricular activities should not be affected on account of the additional responsibilities/duties assigned to them. Co-operation of all the staff members is solicited. **All the committee in-charges are requested to make plan or calendar of the activities which will be conducted throughout the academic year 2023-24 and will submit to undersigned before 10.04.2024.**

S.No	Committees	Name of the Teachers	Sign	Duties/ responsibilities
1	General Supervision	Mr. M.L. Lohar, Principal		General Supervision of daily activities of Vidyalaya.
		Mrs Lakshmi Kumari PGT CS		
		Mrs M Mukhopadhyay HM		
2	Academic Coordinator & Implementation of NEP,NIPUN, FLN/ PISA/CCT	Mrs Lakshmi Kumari PGT CS		Proper implementation NEP 20, NIPUN, FLN, CCT,PISA. Observation & keeping Records of the lapses and weak academic points of the Vidyalaya, Suggestions for improvement and discuss with Principal regularly.Regular meeting regarding academic improvement and steps to produced 100% result with high PI. Maintain records of performance of the students in various class tests, attendance etc and contact with parents of needy students
		Mr Devanand PGT Eco		
		Mr. S. N. Jha, PGT[Hist.]		
		Mrs Poonam Yadav PGTPhy		
		Mr Anil Kumar PGT Maths		
		Mr Kaushik Ghosh TGT Eng		
		Mrs.M.Mukhopadhyay, H.M.		
Mr Pradip Kumar Roy PRT				
3	CBSE Exam	Mrs. Lakshmi Kumari,PGT[CS]		Timely complete CBSE related all the activities as per schedule. To coordinate and conduct CBSE exam on time. To maintain secrecy in all respects, correspondence in relation to CBSE
		Mrs Poonam Yadav PGT Phy		
		Mr. Mritunjoy Poddar TGT Maths		
4	Home Exam [Sec.]	Mr Anil Kumar PGT Maths		Conduct Exams fairly and smoothly. To Keep the records of exams. &Results. Timely conduction of Exams as per KVS instructions. Distribution of correct result to the students. Calling of PTM just after the exam. Making proper seating arrangements during exam.
		Mr Raja Ram PGT Geo		
		Mr Jitendra Singh PGT Comm		
		Mrs Neha Sharma TGT Maths		
5	Home Exam Pry	Ms Barkha Sethi PRT		
		Ms. Arjita Pandey, PRT		
		Ms Bharti Yadav PRT		
6	Olympiads ,	Mrs. Rulee Dutta, PGT[Bio]		To prepare students for Olympiads.

	Inspire awards, NCSC, JNSE, Others	Mrs Poonam Yadav PGT Phy Mrs Lakshmi Kumari, PGTCs Mrs Neha Sharma TGT Maths		Plan and prepare students for participation in National Science Olympiad. Registration for Inspire award, Prepare students for Sci Exhibition.
7	Admission	Mr. Suman Bagchi, PGT[Eng.] Mrs Poonam Yadav PGT Phy Mr. Pradip Kumar, PRT. Mr Rahul Kumar PRT		Registration and preparing the list of selected Candidates, Do admission as per admission guidelines. To maintain proper records of fresh admissions and admission on KV TC
8	RTI Handling	Mrs Lakshmi kumari, PGT CS Mr. Suman Bagchi, PGT[Eng.]		Reply to RTI queries well in time.
9	Local Purchase & Condemnation Committee	Mr. Devanand, PGT[Eco.] Mrs. M. Mukhopadhyay, HM Smt. Lakshmi Kumari, PGTCs Mr. R. N. Singh, TGT WET Mr. A. K. Singh, TGT[Skt.] Mrs Garima Dutta TGT AE		Plan and purchase as per KVS guidelines. Ensure 100% purchasing through GeM portal To call the quotations as per the requirement of items if not item is not available on Gem. Completion of quotations & making comparative, Statements and taking approval from Chairman. Supervising the whole procedure of condemnation till the auction.
10	M & R & Civil Electrical	Mr. R. N. Singh, TGT WET Mr. Zeeshanuddin, TGTPHE Mr. S. N. Jha, PGT[Hist.] Mr. A K Singh TGT Sanskrit		To plan & purchase material and supervise the works. To prepare the list of materials and submit to Principal for necessary action. To maintain all fans/ tube lights in working order
11	Guidance & Counseling	Ms Payel Das TGT S.Sci Mrs. Garima Dutta, TGT[AE] Mrs. Rulee Dutta, PGT[Bio] Mr. Zeeshanuddin, TGT PHE		Organize workshop for staff and parents. To handle typical problems of children. Monitoring of typical problematic kind of students. To keep in touch with such parents.
12	Innovations & Experimentation	Mrs Rulee Dutta PGT Bio Mrs. M. Mukhopadhyay, H.M.		Motivate teachers for innovation and experimentation during teaching learning process
13	Aqua Guard & Water Cooler	Mr. R. N. Singh, TGT WET Mr. Zeeshanuddin, TGT PHE		To supervise and maintain all water coolers, aqua Guards. Proper installation & running of Aqua guards.
14	Fee Concession, Scholarship Updation & UDISE/ RTE/BPL	Mr. Suman Bagchi, PGT[Eng.] Mr Gordhan Balai TGT Hindi Mr Rahul PRT Mr Atanu Das JSA Mr Satrugna Dash SS		Recommend fee concession as emergency assistance to the students, Fill data on U-DISE portal & Complete entry for scholarship timely. Properly check the filled forms and submit to office in proper time.
15	P.A. System	Mr. R. N. Singh, TGT WET Ms Soumi Parai PRT Music		To maintain mic system. Arrange the mic system before start of any program.

16	Furniture Furniture	Mr. A. K. Singh, TGT[Skt]		To maintain the record of furniture and inventory of each class and department. To prepare a list of broken/unserviceable furniture & repair of broken furniture.
		Mr. R. N. Singh, TGT WET		
		Mr Pradip Kumar PRT		
17	Excursion & Adventure	Mr. Raja Ram PGT Geo		To motivate the children for Excursion and Trekking. To arrange railway reservation well in advance. To motivate the children for adventure and trips and Excursion.
		Mr S N Jha PGT Hist		
		Mr Pradip Kumar Roy PRT		
		Mr Rahul PRT		
		Mrs Varjita PRT		
18	Discipline	Mr. Devanand, PGT[Eco]		To formulate rules regulations to maintain discipline of the Vidyalaya .To keep track of indiscipline students &monitor them, To identify students who damaging school property and call the meeting with their parents. To investigate the in-discipline cases, prepare report and suggest some ways to improve discipline. To plan duties and responsibilities of student council, house captains and class monitors. Checking of uniform of students with the help of class teachers. Counselling of the indiscipline student time to time. To ensure overall discipline of Vidyalaya.
		Mr S N Jha PGT History		
		Mr. Suman Bagchi, PGT[Eng.]		
		Mrs. Rulee Dutta, PGT[Bio]		
		Mr. A. K. Singh, TGT[Skt.]		
		Mrs . M.Mukhopadhyay, H.M		
		Mr. Pradip Kumar, PRT		
		Miss Meenakshi Pal PRT		
	All the Concerned Class Teachers			
19	Cleanliness	Mr. Zeeshanuddin TGT PHE		To monitor the work of conservancy. Make floor-wise in charges so that toilets and Classrooms, dept. are spick and span. Corridors are swiped and swabbed twice a day. Toilets are cleaned twice/thrice a day. Select some boys and girls from each class and collect feedback from the students regarding cleaning of class rooms and wash rooms.
		Mrs. Soma Biswas, Lib.		
		Mrs. Gharima Dutta, TGT AE		
		Ms Soumi Parai PRT		
		Mrs Rupa Singh		
		Ms Shivaneer Kushwaha		
		Mr Rahul , PRT		
20	Publicity & Press	Mr. Suman Bagchi, PGT [Eng.]		To publish / coverage of achievement of students in Various competitions organized at different levels.
		Mr Koushik Ghosh TGT Eng		
		Mr. A. K. Singh, TGT [Sans.]		
21	External Examination / NIOS/NEET/ JEE	Mr. Suman Bagchi, PGT [Eng.]		Conduct various examinations organized by external agencies in confidential manner. Keeping in mind all the protocol of the examination.
		Mr Amit Kumar PGT Maths		
22	Photograph y	Mr. Pradip kumar PRT		To collect and maintain record of photographs of various events
		Mr Rahul Kumar PRT		
23	Scout & Guide /Cub- Bulbul	Mr. Deepak Prasad, TGTHindi		To conduct Scout activities weekly. To prepare calendar of activities for the session To prepare the students for various testing Camps and select students to participate in various Sopans and awards.
		Mr. Raja Ram, PGT Geo		
		Mrs. Soma Biswas, TGT Lib		
		Mrs. Garima Dutta, TGT A&E		
		Mr. Pradip Kr. Roy, PRT		

24	NCC	Mr. A. K. Singh, TGT [Skt.]		Registration of the students. Proper training, parade, timely completion of syllabus. Prepare for Camp/Exam To prepare calendar of activities
25	Raj Bhasha & Hindi	Mr. Deepak Prasad, TGTHindi		Timely preparation of report to send quarterly report to Rajbhasha to RO. Use of Hindi for day to day correspondence. To celebrate Hindi Pakhwara and organize different events. Ensure cent percent official work in Hindi
		Mr. Gordhan Balai, TGTHindi		
		Mr A K Singh TGT Skt		
		Mr Atanu Das JSA		
		Mr. Satrughna Dash, SS		
26	Subject Committees			
English	Mr. Suman Bagchi, PGT[Eng.]		To note the steps for enhancing teaching and learning process.	
	Mr Koushik Ghosh, TGT[Eng.]			
		TGT Eng		To note down the steps taken for improvement of the performance of the weak students with name.
Hindi	, PGT [Hindi]			Steps taken by teachers to motivate students for better performance.
	Mr. Deepak Prasad, TGT Hindi			To conduct subject committee meeting monthly & keep the records of the meeting. Monitor the coverage of syllabus monthly as per split of syllabus. Discuss about changes in syllabus, pattern of question papers, practice of CCT based questions, Framing of CCT based questions from each topic.
	Mr. Gordhan Balai, TGT [Hindi]			
	Mr. A. K. Singh, TGT [Sank.]			
Science	Mrs. Lakshmi. Kumari, PGT CS			To conduct subject committee meeting monthly & keep the records of the meeting. Monitor the coverage of syllabus monthly as per split of syllabus. Discuss about changes in syllabus, pattern of question papers, practice of CCT based questions, Framing of CCT based questions from each topic.
	Mrs. Poonam Yadav, PGT Phy			
	Mrs. Rulee Dutta, PGT [Bio]			
	PGT Chem			
	Mr Zeeshanuddin TGT PHE			
	Mr R N Singh TGT WET			
		TGT [Sci]		
So. Sci	Mr, Devanand, PGT [Eco.]			To conduct subject committee meeting monthly & keep the records of the meeting. Monitor the coverage of syllabus monthly as per split of syllabus. Discuss about changes in syllabus, pattern of question papers, practice of CCT based questions, Framing of CCT based questions from each topic.
	Mr. Raja Ram, PGT [Geo]			
	Mr. Jitendra Singh, PGT Comm			
	Mr. S.N.Jha, PGT(Hist)			
	Km. Payel Das, TGT [S.St]			
	Mrs. Garima Dutta, TGT [A&E]			
Maths	Mr Amit Kumar PGT Maths			To conduct subject committee meeting monthly & keep the records of the meeting. Monitor the coverage of syllabus monthly as per split of syllabus. Discuss about changes in syllabus, pattern of question papers, practice of CCT based questions, Framing of CCT based questions from each topic.
	Mrs Neha Sharma TGT Maths			
	Mr M. Poddar TGT Maths			
27	Library Committee	Mrs. Soma Biswas, Lib		To prepare list of required books / newspapers / magazines periodically and journals. To purchase books and display new arrivals books in a corner. Regular meeting of library committee. To make available latest editions of the books as per their interest of students. To ensure the ratio and variety of books in Primary Class Libraries.
		Mr. Suman Bagchi PGT Eng		
		Mrs Poonam Yadav PGT Phy		
		Mr S N Jha PGT Hist		
		Mr. Deepak Prasad, TGT Hindi		
		Mr A K Singh TGT SKT		
		Mr Pradip Kumar Roy PRT		
28	PTA/PTM	Mr. Amit Kumar, PGT Maths		To keep academic discipline. Keep liaison with parents in the interest of academics. Seating arrangements for Parent teacher meeting and keep the records & circulate the minutes among the teachers for academic improvement.
		Mr. Suman Bagchi, PGT [Eng.]		
		Mr. Devanand, PGT [Eco]		
		Mrs M Mukhopadhyay HM		
		Mrs Rupa Singh PRT		

29	Campus Beautification, ground maintenance & BALA	Mrs. Garima Dutta, TGT [AE]		Planning for beautification of campus. Preparation of month wise reports. Implementation of BALA concepts properly. Regular grass cutting and cleaning of ground
		Ms Payel Das TGT So.Sci		
		Mr. Zeeshauddin, TGT[PHE]		
		Mrs Rupa Singh PRT		
		Ms Bharati Yadav PRT		
30	A/C,CS-54, Fee, Cash Book & Pay bill Checking	Mr. Devanand, PGT[Eco]		To ensure reconciliation of fees. Proper accounting and checking of fee details of all class teachers. To check & ensure correctness of the pay bill, verification of office expenses
		Mr. Jitendra Singh, PGT[Comm.]		
31	Activity Room 1	Mrs. M. Mukhopadhyay, H.M.		To check out the plan so that teachers can use resources properly. Proper use of gadgets, teaching Aids and teaching material.
	Activity Room 2	Mrs. Lakshmi Kumari, PGT[CS]		
32	Computer Labs	Mrs. Lakshmi Kumari, PGT[CS]		To maintain all computers in working order Ensure proper utilization of all computers. Ensure cleaning & dusting of the lab & system.
33	Department In-charges			
	Teaching Aid	Mr. Raja Ram, PGT[Geo]		To maintain proper record of teaching aids & display in the room. To make plan to improve the teaching aids and prepare a list of required materials and submit to the Principal.
		Ms Shivaneesh Kushwaha PRT		
	Phy	Mrs. Poonam Yadav, PGT[Phy./ PGT[Chem.]		To ensure about all equipment/ material available in the lab as per KVS benchmark.
	Chem	Mrs. Poonam Yadav, PGT[Phy.]		To ensure proper activities to be performed by the Science teachers.
	Bio	Mrs. Rulee Dutta, PGT[Bio]		Cleanliness of the lab assigned by sub staff.
	Geo	Mr. Raja Ram, PGT[Geo]		To ensure neatness of apparatus and lab.
	Maths	Mrs Neha Sharma		Prepare plan of lab activities month wise & display in the lab. To ensure proper activity to be performed by math Teachers.
34	Clubs			
	Integrity Club	Mr. S. N. Jha, PGT [Hist.]		Form Integrity Club in the school as per KVS Guidelines,
		Mr. Jitendra Singh, PGT Comm		
	Eco/Nature/ Green Club/ Sci Club	Mr. Raja Ram, PGT[Geo]		To Prepare & perform required activities on the stage for improving overall development of the students
		Mrs Rulee Dutta PGT Bio		
		Mrs Varjita PRT		
	Yuva Tourism	Ms. Arjita Pandey, PRT		To instill & inculcate values of patriotism Secularism.
		Mr Raja Ram PGT Geo		Socialism among students through various club activities.
		Mr Devanand PGT Eco		
		Mrs Neha Sharma TGT Maths		Do plantation in the Vidyalaya Campus and also along the boundary wall.
		Ms Payel Das TGT So.Sci		
	4 Boys and 4 Girls from each house = 32 students		To supervise the maintenance of existing garden.	

	Maths Club/ Circle	Mr. Amit Kumar PGT Maths		Get/ arrange decorative plants and pots. Ensure twice medical checkup of students & keep Record. Sensitize students about adolescent stage & organize workshop for parents. Prepare the calendar of activities and ensure timely completion of the activities as per schedule.
		Mrs Neha Sharma TGT Maths		
		Mr M Poddar TGT Maths		
		Ms Bharti Yadav PRT		
		Ms Barkha Sethi PRT		
	Health & Medical Check –Up	Mrs. Rulee Dutta, PGT[Bio]		
		Mr. Zeeshanuddin, TGT[PHE]		
35	News Letter/Magazine	Mr. Suman Bagchi, PGT[Eng.]		To record whole session activities, To collect photographs of all special achievements. To write note for different function organized in Vidyalaya.To collect articles for magazines and publish on time.
		Mr. A. K. Singh, TGT [Skt.]		
		Mr. Deepak Prasad, TGT Hindi		
		Mr Koushik Ghosh TGT Eng		
		Mrs Lubna Ahsan PRT		
36	SECURITY, SAFETY OF STUDENTS & FIRE SAFETY, conservancy Services (Outsourcing Services Committee))	Mr. Devanand, PGT [Eco]		To supervise that the security personals are working Properly.Ensure safe entry and exit of students from building. Ensure that unwanted elements are not entering in the campus. Keep a check that no item is being taken from Vidyalaya without permission. Ensure installation, refilling & monitoring of Firefighting.
		Mr. Jitendra Singh, PGTCOMM		
		Mr Pradip Kumar PRT		
		Mrs. Rupa Singh, PRT		
		Ms Meenakshi Pal PRT		
		Mrs Varjita PRT		
37	Lock & Key	Mr. R. N. Singh, TGT WET		To ensure that all classrooms' doors & school gate are properly locked after the school is over & to ensure doors, school gates are properly opened before the school begins.
		Mr Atanu Das JSA		
		Mr Satrugna Dash SS		
38	Website Updating	Mrs. Lakshmi Kumari, PGT [CS]		Timely updating Vidyalaya website with correct data and accuracy.
		Mr Deepak Prasad TGT Hindi		
		Ms Varsha Yadav PRT		
39	Science/ Maths Exhibition	Mrs. Rulee Dutta, PGT [Bio]		To ensure mass participation in Science Exhibition & create awareness about the latest development in Science and technology.
		PGT [Chem]		
		Mrs. Poonam Yadav, PGT [Phy.]		
		Mr Amit Kumar PGT Maths		
		Mr M Poddar TGT Maths		
40	Rashtriya Ekta parv,, Youth Parliament , AKAM Constitution day	Mr. Devanand PGT [Eco] I/C		To ensure mass participation in social science Exhibition. To prepare students for Youth Parliament. To conduct all the activities under EBSB, AKAM, and Constitution day etc & send photo /video to KVS as per schedule on time.
		Mr. S. N. Jha, PGT [Hist]		
		Mr Raja Ram PGT Geo		
		Miss Payel Das, TGT [S.St]		
		Ms Barkha Sethi PRT		
		Ms Varsha Yadav PRT		
41	Complaint Handling & Grievances	Mr. Suman Bagchi, PGT [Eng.]		Acknowledgement of verbal and non-verbal Complaints. Redress disposal of complaints. Records to be maintained.
		Mrs. Rulee Dutta, PGT [Bio]		
		Mrs Poonam Yadav PGT Phy		
		Mr A K Singh TGT SKT		

42	Prevention of Sexual Harassment Committee	Mrs. Lakshmi Kumari,PGT[CS.]		Acknowledgement of verbal and non-verbal Complaints regarding sexual harassment on the work place and deter the commission of acts of sexual harassment. To provide the procedures for the resolution, settlement or prosecution of acts, of sexual Harassment by taking all steps required. Prepare a report and submit to higher authority if requires
		Mr Devanad PGT Eco		
		Mrs Poonam Yadav PGT Phy Member of NGO		
		Mrs. M. Mukhopadhyay, H.M.		
		Mr Pradip Kumar , PRT		
43	Awaken Citizen Programme	Km. Payel Das, TGT[S.St]		Proper implementation of ACP To Conduct various training sessions on suggested activities. To Complete the ACP module as per guidelines.
		Mr. Gordhan Balai, TGT[Hindi]		
		Mrs Soma Biswas		
		Mr. Deepak Prasad,TGT Hindi		
44	NIPUN	Mrs Lubna Ahsan PRT		Conducting various activities & keep records.
		Ms Arjita Pandey PRT		
		Ms Bharti Yadav PRT		
45	TLM	Ms Shivanee Kushwaha PRT		Proper purchase procedure to be followed. Teacher learning material should be used for TLM
		Ms Arjita Pandey PRT		
46	CCA Primary	Ms. Meenakshi, PRT		To ensure proper conducting of morning assembly. Proper celebration of different days and various functions. To plan, prepare items for different programmes & Celebration of imp days. Prepare CCA calendar for whole year.To print student's diary, Newsletter etc
		Mrs Varjita PRT		
	CCA Sec Sec.	Mr. Suman Bagchi, PGT[Eng.]		
		Mr Koushik Ghosh TGT Eng Mr A K Singh		
47	Meeting Arrangement & Minutes Writing	Mr. Deepak Prasad, TGT Hindi]		To make seating arrangement for staff meeting in a systematic way To arrange everything in Well manner. To note down the minutes of each meeting.
		Mrs Koushik GhoshTGT [Eng.]		
		Mr. R. N. Singh, TGT WET		
		Mr. Gordhan Balai, TGT Hindi		
48	Maintenance of staff room.	Mr. Devanand PGT Eco		To take care of staff room and ensure its dusting & cleaning regarding. To take care of Computer.
		Ms Payel Das TGT S.Sci		
49	Refreshment / Bouquet Committee	Mrs. Garima Dutta TGT AE		To arrange refreshment during official programme in the Vidyalaya. Prepare bouquet whenever it is needed.
		Mrs Neha Yadav TGT Maths		
		Ms Payel das TGT S.Sci		
50	Games & Sports Fit India Movement ,maintenance of play ground	Mr. Zeeshauddin, TGT PET		Prepare annual sports calendar To ensure all sports related materials make available and activities to be performed in befitting manner. To prepare students for assembly commands. To prepare the students for various games and sports and select students to participate at cluster/regional/national level. To conduct coaching camps for students.
		Mr. A. K. Singh, TGT[Skt.]		
		Mr. Suman. Bagchi, PGT [Eng.]		
		Mr. Deepak Kumar, TGT[Hindi]		
51	Time Table and	Mr Poonam Yadav		Prepare time table , Make daily arrangement.
		Mr Raja Ram		

	arrangement committee	Mr Amit Kumar PGT Maths		Keep the records of arrangement periods.
		Mrs Neha Sharma		
		Mr Pradip Kumar Roy PRT		
		Mrs Lubna Ahsan PRT		
		Ms Barkha sethi PRT		
52	PM Shri Implementation Committee	Mr Suman Bagchi PGT Eng		Proper planning for utilization of fund released under PMSHri, Ensure Proper utilization of resources. Maintaining records of activities. Regular meeting to discuss progress of the work and monitoring, Planning of month wise activities and
		Mrs Poonam Yadav PGT Phy		
		Mrs Neha Sharma TGT Maths		
		Mrs Garima Dutta TGT AE		
		Ms Arjita Pandey PRT		
		Ms Shivaneer Kushwaha PRT		

Principal
KV IIMC JOKA
28.04.2024