Kendriya Vidyalaya , IIMC JOKA

(Allotment of additional responsibilities for the session 2026-27)

Following Committees are hereby constituted for the session 2026-27, 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. Convener/In-charges should make necessary plan as per the need of the occasion in consultation with the Principal /Sr Most Teacher.. Co-operation of all the staff members is solicited. A**ll the committee in-charges are requested to make plan or calendar of the activities which will be conducted throughout the academic year 2026-27.**

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		
		Mr Pradip Kumar Roy PRT		
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 Rulee Dutta PGT Bio		
		Mr Amit Kumar PGT Maths		
		Mr Kaushik Ghosh TGT Eng		
		Mrs Neha Sharma TGT Maths		
		Mr Pradip Kumar Roy PRT		
3	CBSE Exam	Mr Ganesh Kumar PGT Hindi		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 Lakshmi Kumari PGT CS		
		Mr. Mritunjoy Poddar TGT Maths		
4	Home Exam [Sec.]	Mr Amit 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 Ganesh Kumar PGT Hindi		
		Mr Jitendra Singh PGT Comm		
		Mrs Neha Sharma TGT Maths		
5	Home Exam Pry	Mr Pradip Kumar PRT		
		Ms. Arjita Pandey, PRT		
		Ms Bharti Yadav PRT		
6	Olympiads , Inspire awards, NCSC, JNSE, Others	Mrs. Rulee Dutta, PGT[Bio]		To prepare students for Olympiads. Plan and prepare students for participation in National Science Olympiad. Registration for Inspire award, Prepare students for Sci Exhibition.
		Mrs Shiva Gupta TGT Bio		
		Mrs Neha Sharma TGT Maths		
		Mr Pradip Kumar PRT		
7	Admission	Mr. Suman Bagchi, PGT[Eng.]		Registration and preparing the list of selected Candidates, Do admission as per admission guidelines. To maintain proper records of fresh & KV TC admission
		Ms Payel Das TGT S.St		
		Mr. Pradip Kumar, PRT.		
		Mr Rahul Kumar PRT		

8	RTI Handling	Mrs Lakshmi kumari, PGT CS		Reply to RTI queries well in time.
		Mr. Suman Bagchi, PGT[Eng.]		
9	Local Purchase & Condemnation Committee	Mr. Devanand, PGT[Eco.]		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.
		Mr Jitendra Singh PGT Comm		
		Smt. Lakshmi Kumari, PGTCS		
		Mr. S N Jha PGT Hist		
		Mr. A. K. Singh, TGT[Skt.]		
		Mrs Garima Dutta TGT AE		
10	M & R & Civil Electrical	Mr. Zeeshanuddin, TGTPHE		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
		Mr Devanand PGT Eco		
		Mr. S. N. Jha, PGT[Hist.]		
		Mr. A K Singh TGT Sanskrit		
11	Guidance & Counseling	Ms Payel Das TGT S.Sci		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.
		Mrs. Garima Dutta, TGT[AE]		
		Mrs. Rulee Dutta, PGT[Bio]		
		Mr. Zeeshauddin, TGT PHE		
12	Innovations & Experimentation	Mrs Rulee Dutta PGT Bio		Motivate teachers for innovation and experimentation during teaching learning process
		Mr Pradip Kumar PRT		
13	Aqua Guard & Water Cooler	Mr. Zeeshauddin, TGT PHE		To supervise and maintain all water coolers, aqua Guards. Proper installation & running of Aqua guards.
		Mr S N Jha		
14	Fee Concession, Scholarship Updation & UDISE/ RTE/BPL	Mr. Suman Bagchi, PGT[Eng.]		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.
		Mr Gordhan Balai TGT Hindi		
		Mr Rahul PRT		
		Mr Ravi Kumar SSA		
		Mr Satrughna Dash SS		
15	P.A. System / Audio Visual	Mr. Ganesh Choudhary		To maintain mike system. Arrange the mic system before start of any program.
		Ms Soumi Parai PRT Music		
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. Zeeshanuddin, TGT-PHE		
		Mr Pradip Kumar PRT		
17	Excursion & Adventure	Mr. Devanand PGT Eco		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 indisciplined students &monitor them, To identify students who damaging school property and call the meeting with their parents. To investigate the in-discipline
		Mr S N Jha PGT History		
		Mr. Suman Bagchi, PGT[Eng.]		
		Mrs. Rulee Dutta, PGT[Bio]		
		Mr. A. K. Singh, TGT[Skt.]		
		Mrs Rupa Singh PRT		

		Mr. Pradip Kumar, PRT		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.
		Miss Bharati Yadav 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 Shivanee 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 Exam/ 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 Jitendra Singh PGT Maths		
		Mr Amit Kumar PGT Maths		
		Mr Pradip Kumar PRT		
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	Dr Koushik Ghosh TGTEng		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 Devanand PGT Eco		
		Mr Suman Bagchi PGT Eng		
		Mr Ganesh Kumar PGT Hindi		
		Mrs. Soma Biswas, TGT Lib		
		Mrs. Garima Dutta, TGT A&E		
		Mr Gordhan Balai TGt Hindi		
		Mr Mritunjoy PoddarTGT Maths		
		Mr. Pradip Kumar PRT		
		Mr Rahul PRT		
		Ms Bharati Yadav PRT		
		Ms Barkha Sethi PRT		
		Ms Arjita Pandey PRT		
		Ms Varsha Yadav 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. Ganesh Choudhary		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 Ravi Kumar SSA		
		Mr. Satrughna Dash, SS		

26	Subject Committees			
	English	Mr. Suman Bagchi, PGT[Eng.]		To note the steps for enhancing teaching and learning process. To note down the steps taken for improvement of the performance of the weak students with name. Steps taken by teachers to motivate students for better performance. 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 Koushik Ghosh, TGT[Eng.]		
		TGT Eng		
	Hindi	Mr Ganesh Choudhary,		
		Mr. Gordhan Balai, TGT [Hindi]		
		Mr. A. K. Singh, TGT [Sank.]		
	Science	Mrs. Lakshmi. Kumari,PGT CS		
		PGT Phy		
		Mrs. Rulee Dutta, PGT [Bio]		
		PGT Chem		
		Mr Zeeshanuddin TGT PHE		
		TGT WET		
		Mrs. Shiva Gupta TGT[Bio]		
	So. Sci	Mr. Devanand, PGT [Eco.]		
		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		
		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		
		Mr. Ganesh Kumar PGT Hindi		
		Mr S N Jha PGT Hist		
		Mr. Gordhan Balai, 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 Rupa Singh		
		Ms Barkha Sethi		
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	School Level Account Committee	Mr. Devanand, PGT[Eco]		Proper accounting and checking of fee details of all class teachers. To check & ensure correctness of the pay bill, annual A/C, verification of office expenses, etc
		Mr Suman Bagchi PGT Eng		
		Mr. Jitendra Singh,PGT Comm		

31	Activity Room 1	Mrs. Lakshmi Kumari, PGT[CS]		To check out the plan so that teachers can use resources properly. Proper use of gadgets, teaching Aids and teaching material.
	Activity Room 2	Ms. Shivanee Kushwaha PRT		
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. A K Singh, TGT SKT		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 Shivanee Kushwaha PRT		
		Ms Arjita Pandey		
		Mrs Varjita		
	Phy	Mrs. Rulee Dutta ,PGT Bio		To ensure about all equipment/ material available in the lab as per KVS benchmark. To ensure proper activities to be performed by the Science teachers. Cleanliness of the lab assigned by sub staff. To ensure neatness of apparatus and lab. Prepare plan of lab activities month wise & display in the lab. To ensure proper activity to be performed by math Teachers.
	Chem	Mrs. Shiva Gupta TGT[Bio]		
	Bio	Mrs. Rulee Dutta, PGT[Bio]		
	Geo	Mr. A K singh TGT SKT		
	Maths	Mrs Neha Sharma		
	Jr Sci Lab	Mrs. Shiva Gupta TGT[Bio]		
34	Clubs			
	Integrity Club	Mr. S. N. Jha, PGT [Hist.]		Form Integrity Club in the school as per KVS Guidelines, To Prepare & perform required activities on the stage for improving overall development of the students To instill & inculcate values of patriotism Secularism. Socialism among students through various club activities. Do plantation in the Vidyalaya Campus and also along the boundary wall. To supervise the maintenance of existing garden. 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.
		Mr.Jitendara Singh,PGT Comm		
	Eco/Nature/ Green Club/ Sci Club	Mrs Rulee Dutta PGT Bio		
		PGT Chem/ Phy		
		Mrs Shiva Gupta TGT[Bio]		
		Ms. Arjita Pandey, PRT		
	Yuva Tourism	Mr Devanand PGT Eco		
		Mr S N Jha PGT Hist		
		Mrs Neha Sharma TGT Maths		
		Ms Payel Das TGT So.Sci		
		4 Boys and 4 Girls from each house = 32 students		
	Maths Club/ Circle	Mr. Amit Kumar PGT Maths		
		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]		
		Ms Arjita Pandey PRT		
		Ms Shivanee Kushwaha PRT		
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
		Mr. A. K. Singh, TGT [Skt.]		
		Mr. Gordhan Balai, TGT Hindi		
		Mr Koushik Ghosh TGT Eng		

		Mrs Lubna Ahsan PRT		and publish on time.
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, PGT Comm		
		Mr Pradip Kumar PRT		
		Mrs. Rupa Singh, PRT		
		Ms Meenakshi Pal PRT		
		Mrs Varjita PRT		
		Ms Barkha Sethi PRT		
37	Lock & Key	Mr Rahul Kumar PRT PRT		To ensure that all classrooms' doors & school gate are being properly locked after the school is over & to ensure doors, school gates are being properly opened before the school begins.
		Mr Satrughna Dash SS		
		Mr Joydev Mondal SS		
38	Website Updating/ Samagam Portal	Mrs. Lakshmi Kumari, PGT [CS]		Timely updating Vidyalaya website with correct data and accuracy.
		Mr Gordhan balai TGT Hindi		
		Comp Instructor		
		Mr Satrughna Dash		
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]		
		PGT [Phy.		
		Mr Amit Kumar PGT Maths		
		Mr M Poddar TGT Maths		
		Mrs Neha Sharma TGT Maths		
40	Rashtriy Ekta Parv,, Youth Parl,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]		
		Miss Payel Das, TGT [S.St]		
		Ms Soumi Parui PRT Music		
		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]		
		Mr A K Singh TGT SKT		
		Mr Koushik Ghosh TGT Eng		
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 S N Jha PGT History		
		Mrs Rulee Dutta PGT Bio		
		Member of NGO		
		Mrs Neha Sharma TGT Maths		
		Mr Pradip Kumar , PRT		
43	ACP	Ms 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.
		Dr Koushik Ghosh TGT Eng		
		Mr. Gordhan Balai, TGT[Hindi]		
		Mrs Soma Biswas Lib		
44	NIPUN	Ms Bharti Yadav PRT		Conducting various activities & keep records.
		Ms Arjita Pandey PRT		
		Mrs Lubna Ahsan 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 , News letter	Ms. Barkha Sethi, 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 Lubna Ahsan PRT		
		Ms Bharati Yadav		
	CCA Sec Sec.	Mr. Ganesh Kumar, PGT Hindi		
		Mr Suman Bagchi PGT Eng		
		Mr A K Singh TGT SKT		
47	Meeting Arrangement & Minutes Writing	Mr. Ganesh Kumar, PGT 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.
		Mr Suman Bagchi PGT Eng		
		Mrs Koushik GhoshTGT [Eng.]		
		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. Gordhan Balai, TGT[Hindi]		
51	Time Table and arrangement committee	Mrs Rulee Dutta		Prepare time table , Make daily arrangement. Keep the records of arrangement periods.
		Mr Amit Kumar PGT Maths		
		Mrs Neha Sharma		
		Mrs Lubna Ahsan PRT		
		Mr Rahul		
		Ms Varsha yadav 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
		Mr Amit Kumar PGT Maths		
		Mrs Neha Sharma TGT Maths		
		Mrs Garima Dutta TGT AE		
		Ms Arjita Pandey PRT		
		Ms Shivanee Kushwaha PRT		
53	CPD	Mr Devanand PGT Eco		Planning for CPD, Prepare annual calendar of CPD, ensure completion of 30 Hrs CPD in physical mode, Invite expert from various fields as per topic, do proper
		Mr Suman Bagchi PGT Eng		
		Mr Pradip Kumar PRT		

Principal