

1. 3	Admission Committee	<ul style="list-style-type: none"> ● New & TC Admission ● Notification ● Preparation of select list ● Monthly enrolment on last working day ● Checking TC information from website 	<ol style="list-style-type: none"> 1. Mr. Sanjay Kundu(I/C) 2. Mr. Pritam Biswakarma 3. Ms. Deepika Mishra 4. Ms. Pooja Patwal 5. Ms. Anjali Asthana 6. Mr. Chirag Gupta 7. Mr. Amit Kumar
4	Time Table	<ul style="list-style-type: none"> ● Preparation and implementation of Time Table 	<ol style="list-style-type: none"> 1. Mr. Sanjay Kundu (I/C Secondary) 2. Mr. Ashutosh Gautam 3. Ms. Pooja Patwal (I/C Primary) 4. Mr. Chirag Gupta
5	Daily Period Arrangements	<ul style="list-style-type: none"> ● Substitution/Arrangements work on daily basis 	<ol style="list-style-type: none"> 1. Mr. Sanjay Kundu(I/C) 2. Ms. Pooja Patwal
6	Computer Department And Website Updation Maintenance	<ul style="list-style-type: none"> ● Maintenance of computers in all labs ● Making AMC with service agencies 	<ol style="list-style-type: none"> 1. Mr. Anjan Choudhary (I/C) 2. Mrs. Divya Sharma 3. Mr. Abhishek
● 7	Co-curricular Activities	<ul style="list-style-type: none"> ● Conduct of Morning assembly ● Conduct of regular School Level Competition in CCA ● Preparation of children for social science exhibition (Cultural Part) ● Conduct and Co-ordination of celebration of National Festivals/ Jayanties/Other important days ● Discipline, PT, Display Yoga etc. ● Announcements 	<ol style="list-style-type: none"> 1. Mr. J.P. Singh (I/C) 2. Mrs. E.G. Paswan 3. Mr. Amit Verma 4. Mr. Koushik Chakraborty 5. Mr. Shubhankar Das

		<ul style="list-style-type: none"> Students' Birth Day Celebration/ Greting Card/ Certificate Distribution 	
8	PA System	<ul style="list-style-type: none"> PA System Arrangement 	<ol style="list-style-type: none"> Mr. Vivek Kumar (I/C) Mr. Sandesh Vashisht
9	CMP & Excursion	<ul style="list-style-type: none"> Conduct of Morning assembly Conduct of regular School Level Competition under CMP Preparing children for Cluster Level CMP Activities Arranging printing of newsletter (Primary) 	<ol style="list-style-type: none"> Mr. Amit Kumar (I/C) Ms. Deepika Mishra Mr. Chirag Gupta
10	Rajbhasha Committee	<ul style="list-style-type: none"> Up keep & Maintenance of Sign Boards Beautification of academic block with quotations Up keep and maintenance of bulletin/ Notice Board Celebration of Hindi Pakhwara Implementation of official language rules in the Vidyalaya Quarterly returns,holding regular meetings 	<ol style="list-style-type: none"> Mr. J.P. Singh (I/C) Mrs. E.G. Paswan Mr. Amit Verma Mr. Badal Saha
11	Cleanliness & Sanitation(Swachh Bharat Mission)	<ul style="list-style-type: none"> Supervision of cleaning activities including toilets in the building Procuring materials and labour for the required approved work Verification of Conservancy Bill 	<ol style="list-style-type: none"> Ms. Shail Kumari (I/C) Ms. Anjali Asthana Mr. Chirag Gupta Mr. Koushik Chakraborty Mr. Ashutosh Gautam Mr. Vivek Mr. Shubhankar Das
12	Discipline Committee	<ul style="list-style-type: none"> Monitoring of punctuality,use of proper & correct uniform by the 	<ol style="list-style-type: none"> Mr. Sanjay Kundu (I/C) Mr. Anup Hansda

		<p>students & maintenance of record</p> <ul style="list-style-type: none"> ● Maintenance of discipline and decorum during functions/school activities ● Coordination with students & Administration ● Handling Indiscipline Cases ● Record keeping of indiscipline Cases 	<ol style="list-style-type: none"> 3. Ms. Rimpa Dutta 4. Mr. Bapi
13	Verification Of Bills (SF/VVN)	<ul style="list-style-type: none"> ● Verification of bills for its correction in computation by comparing Quotations. ● Verification of attendance of the workforce provided by Contract Agency ● Verification of Bills with reference to Wages, EPF, ESI etc. from Outsourcing Service like Conservancy, Gardening, Security 	<ol style="list-style-type: none"> 1. Mr. Arun Bhagat 2. Mr. Vivek 3. Mr. Ashutosh 4. Mr. Sandesh 5. Ms. Anjali Asthana
14	UBI Fee Verification & Quarterly Reports	<ul style="list-style-type: none"> ● Regular collection of fee receipts from Class Teachers (computerized UBI) ● Maintenance of CS 54 and CS 11 ● UBI Fee verification & Quarterly reports 	<ol style="list-style-type: none"> 1. Mr. Anjan Choudhary (I/C) 2. All Class teachers
15	Guidance & Counselling Adolescent Education Programme(AEP)	<ul style="list-style-type: none"> ● Providing relevant & adequate information about various career through CG cell ● Coordinating with external professionals. ● Arranging psychological counseling lectures & maintenance of record 	<ol style="list-style-type: none"> 1. Mrs. Reena Rai (I/C) 2. Mrs. E.G. Paswan 3. Mr. Ashutosh
16	Vidyalaya Patrika, Students Diary & Brochure	<ul style="list-style-type: none"> ● Collection, editing articles of students & staff, ● Messages from higher authorities and printing arrangements 	<ol style="list-style-type: none"> 1. Mr. Koushik Chakraborty (I/C) 2. Mr. Arun Bhagat 3. Ms. Deepika Mishra 4. Mr. Badal Saha

17	Library Committee/Readers Club	<ul style="list-style-type: none"> ● Procuring books, Planning & execution of improvement of library. ● Online library (E-granthalaya) ● Proper Display of New Arrivals. ● Proper maintenance of Notice Boards ● Proper Maintenance of Accession Registers. ● Correct Entry of all books, newspapers and magazines. ● Ensure card facilities for the students. ● Proper issue of books and return thereof on time. ● Maintenance of Fine Register 	<ol style="list-style-type: none"> 1. Mr. Arun Bhagat (I/C Secondary) 2. Mrs. E.G. Paswan 3. Mr. Pritam Biswakarma 4. Ms. Deepika (I/C Primary) 5. Ms. Shweta
18	Sexual Harassment, Anti-Bullying And Ragging Committee/Grievance	<ul style="list-style-type: none"> ● To receive complaints of bullying and ragging ● To set enquiry into complaints received from students ● To submit enquiry reports to the principal 	<ol style="list-style-type: none"> 1. Mrs. E.G. Paswan (I/C) 2. Mrs. Reena Rai 3. Mr. J.P. Singh 4. Mr. Amit Kumar
19	Teaching Aids	<ul style="list-style-type: none"> ● Maintenance Of Activity Rooms ● Placing Requisition For Activity Rooms ● Upkeep of the activity rooms ● Purchase of teaching aids 	<ol style="list-style-type: none"> 1. Mr. Pritam Biswakarma (I/C) 2. Ms. Deepika Mishra 3. Mr. Chandan Kujur
20	KVS Residential Quarter Allotment & M & R Work	<ul style="list-style-type: none"> ● Preparation of priority list ● Handing over/taking over of residences both staff quarters and accommodation provided by army ● No dues on accommodation column ● Maintaining proper record of applications for allotment of residence. 	<ol style="list-style-type: none"> 1. Mr. Vivek Kumar (I/C) 2. Mr. J.P. Singh 3. Mr. Sanjay Kundu 4. Mrs. E.G. Paswan 5. Mr. Sandesh Vashisht

		<ul style="list-style-type: none"> ● Holding meetings for allotment as per KVS norms. 	
21	Green School Committee & Eco Club	<ul style="list-style-type: none"> ● Proper Plantation and their upkeep ● Maintenance of parks and loans ● Proper disposal of garbage ● Proper use of water and electricity. 	<ol style="list-style-type: none"> 1. Mrs. Reena Rai (I/C) 2. Ms. Shail Kumari 3. Mr. Ashutosh Gautam 4. Mr. Shubhankar Das 5. Ms. Shweta 6. Mr. Badal Saha
22	Furniture Committee	<ul style="list-style-type: none"> ● Proper upkeep of furniture ● Proper distribution of furniture ● Requisition for new furniture ● Repair of old furniture ● Proper record of furniture 	<ol style="list-style-type: none"> 1. Mr. Pritam Biswakarma (I/C) 2. Mr. Sandesh Vashisht 3. Mr. Vivek Kumar
23	Beautification Of School Building Including Classroom And Gardening	<ul style="list-style-type: none"> ● M&R work of the school building ● Safety certificate of the school building ● Maintenance of gardens and parks BALA ● Requisition for beautification of school campus and building 	<ol style="list-style-type: none"> 1. Ms. Anjali Asthana (I/C) 2. Ms. Shail Kumari 3. Mr. Shubhankar Das 4. Mr. Vivek Kumar
24	Photography And Maintenance Of Display Board	<ul style="list-style-type: none"> ● Proper photography on various occasions ● Keeping a proper record of photographs for future use ● Providing Photographs for Uploading on website when required ● Proper maintenance of display boards 	<ol style="list-style-type: none"> 1. Mr. Shubhankar Das (I/C) 2. Mr. Amit Verma 3. Ms. Pooja Patwal 4. Mr. Chirag Gupta 5. Mr. Chandan Kujur
25	Bharat Scout & Guide,Adventure And Tracking Programme/Clubs And Bulbul	<ul style="list-style-type: none"> ● Conducting training programmes ● Ensure proper uniform of concerned children ● Escorting children for training programmes 	<ol style="list-style-type: none"> 1. Mr. Arun Bhagat (I/C) 2. Mrs. E.G. Paswan 3. Mrs.Reena Rai 4. Ms. Shail Kumari 5. Mr. Shubhankar Das 6. Mr. Amit Verma

			<ol style="list-style-type: none"> 7. Ms. Deepika Mishra 8. Ms. Anjali Asthana 9. Mr. Chirag Gupta 10. Mr. Amit Kumar
26	Email Checking Committee	<ul style="list-style-type: none"> ● Checking mails daily ● Replying the mails on time 	<ol style="list-style-type: none"> 1. Mr. Anjan Choudhary (I/C) 2. Mr. Abhishek
27	Medical Committee/First Aid Committee	<ul style="list-style-type: none"> ● To give first aid to the children ● Disseminate information to parents when children are ill ● Proper upkeep of MI room ● Requisition for MI room 	<ol style="list-style-type: none"> 1. Mrs. Shail Kumari (I/C) 2. Ms. Shweta 3. Mrs. Adrita Saha
28	Games & Sports	<ul style="list-style-type: none"> ● Requisition for sports room ● Upkeep of the sports room ● Distribution of articles to students ● Proper record of issue of articles 	<ol style="list-style-type: none"> 1. Mr. Anup Hansda (I/C Secondary) 2. Mr. Bapi 3. Ms. Rimpa Dutta 4. Mr. Amit Kumar (I/C Primary)
29	Parents Teachers Association	<ul style="list-style-type: none"> ● Holding Parent-Teachers' meetings ● Upkeep of proper Records of PTA Meetings 	<ol style="list-style-type: none"> 1. Mr. Pritam Biswakarma (I/C Secondary) 2. Mr. Amit Kumar (I/C Primary)
30	PISA	<ul style="list-style-type: none"> ● Upkeep of all records ● Conduction of Exams ● All Correspondence related to PISA 	<ol style="list-style-type: none"> 1. Mr. Koushik Chakraborty (I/C) 2. Mrs. E.G.Paswan 3. Mr. Amit Verma
31	Ek Bharat Shrestha Bharat(EBSB)	<ul style="list-style-type: none"> ● To ensure timely Conduction of Activities ● Timely planning of Activities as per the schedule from RO ● To forward report to KVS RO as and when asked for from RO ● Collection and proper maintenance of data of EBSB and get it countersigned from the undersigned. 	<ol style="list-style-type: none"> 1. Mr. Pritam Biswakarma (I/C) 2. Mr. Chandan Kujur 3. Ms. Deepika Mishra 4. Ms. Dona Ray

32	Seating Arrangement	<ul style="list-style-type: none"> ● Making Seating arrangement during Various School Programmes 	<ol style="list-style-type: none"> 1. Mr. Anup Hansda (I/C) 2. Mr. Arun Bhagat 3. Mr. Ruhul Azam 4. Mrs. Rubi
33	Disaster Management	<ul style="list-style-type: none"> ● To procure safety certificates ● To conduct DM drills ● To conduct programmes like quizzes, drawing, painting, slogan, skits etc. competitions to create awareness among students. ● To organize school level training programmes on DM. ● To conduct Capacity Building workshops at school level ● To ensure various audits like Electric, purity of water and inspection of hygienic conditions in school 	<ol style="list-style-type: none"> 1. Mr. Vivek Kumar (I/C) 2. Mr. Arun Bhagat 3. Ms. Shail Kumari 4. Mr. Shubhankar Das 5. Mr. Chandan Kujur
34	UDISE	<ul style="list-style-type: none"> ● All works related to UDISE 	<ol style="list-style-type: none"> 1. Mr. Anjan Choudhary (I/C) 2. Mrs. Divya Sharma 3. Mr. Abhishek
35	ACP	<ul style="list-style-type: none"> ● All works related to ACP 	<ol style="list-style-type: none"> 1. Mrs. E.G.Paswan (I/C) 2. Mr. Arun Bhagat 3. Mr. Shubhankar Das 4. Ms. Shail Kumari
36	Complaint Box	<ul style="list-style-type: none"> ● All works related to Complaint Box 	<ol style="list-style-type: none"> 1. Mrs. E.G.Paswan (I/C) 2. Mr. Biswajit Mallik
37	PM SHRI	<ul style="list-style-type: none"> ● All works related to PM SHRI 	<ol style="list-style-type: none"> 1. Mr. Anjan Choudhary (I/C) 2. Mr. Arun Bhagat 3. Mrs. Reena Rai 4. Mr. Pritam Biswakarma

			5. Mr. Snehangshu Mandal
38	School Level Workshop	<ul style="list-style-type: none"> • All works related to School Level Workshop 	<ol style="list-style-type: none"> 1. Mr. Ashutosh Gautam (I/C) 2. Ms. Deepika Mishra 3. Mr. Pritam Biswakarma 4. Mr. Shubhankar Das
39	Tarunotsva	<ul style="list-style-type: none"> • To prepare a time table for activities • To conduct programmes • To maintain a record thereof 	<ol style="list-style-type: none"> 1. Mr. Koushik Chakraborty (I/C) 2. Mr. Biswajit Mallik 3. Mr. J.P. Singh 4. Mr. Sanjay Kundu 5. Mrs. Reena Rai 6. Mr. Amit Verma
40	Repair And Maintenance	<ul style="list-style-type: none"> • To works related to repair and maintenance of assets 	<ol style="list-style-type: none"> 1. Mr. Vivek Kumar (I/C) 2. Mr. Arun Bhagat 3. Mr. Ashutosh Gautam 4. Mr. Sandesh Vashisht