

PM SHRI KENDRIYA VIDYALAYA NO.1, KANCHRAPARA

COMMITTEES FOR THE SESSION 2024-2025

.No.	Name of Committee/Club	Name of Teacher	Signature	Duties Assigned
1.	ACADEMICS	1.VICE PRINCIPAL 2.ALL PGTs 3.HM		1. To plan the Split-up of syllabus subject wise and class wise and check the monthly completion of syllabus as per split-up of syllabus. 2. To list out the names of the low achievers on the basis of session ending examination result March 2024 and prepare action plan and to ensure it is implemented from the beginning of the session 3. To prepare and inform subject teachers about the special time-table during all holidays, breaks(Autumn & Winter) and vacation including Morning Assembly time of Vidyalaya as per action plan. 4. To suggest positive and practical plan for the improvement of the academic competency of the students. 5. To maintain the class wise and subject wise monthly student's academic performance analysis. 6. Low achievers' monthly progress will be checked separately through prescribed proforma. 7. To chalk out plan for quality result of X and XII 8. Any other related work.

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2.	Subject Committee (CONVENOR)	1.DR. S P KUMAR PGT (MATHS) 2.MR ARKOPAL PGT(CS) 3.MR. P K UPADHYAY PGT(HINDI) 4.DR. D MUKHERJEE PGT (BIO), SCIENCE 5.MR. MANOJ KUMAR PGT (ENG) 6.MR. B K SINGH PGT (HISTORY), HUMANITIES & COMMERCE		1. To analyze the performance of students & prepare further course of action for betterment of students' academic performance. 2. To check class wise monthly academic performance analysis & discuss for further course of action. 3. To conduct the monthly meeting in order to check the progress of syllabus. If coverage of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. To Prepare the report on last working day of every month & submit it to the Principal. 4. To keep a vigil on class wise progress of subject. 5 To plan activities like science exhibitions, seminars, field trips, film shows, talks, etc. related to their subject. To highlight the importance of each, interdependence of various subjects, co relation among different subject teachers, life history of great personalities, freedom fighters, scientists, mathematicians, writers, poets, thinkers, etc. 6. To monitor subject enrichment activities term wise and month wise. 7. Any other related work.
3.	Time Table and Leave Arrangement	1. MR P K MISHRA PGT (CHEM) (I/C) 2. MR BINDU KUMAR TGT(MATHS) 3. MRS. NIVEDITA GHOSH TGT (SOCIAL SC.) 4.MRS SWATI DIXIT TGT(MATHS)		1. Time – table In charge& Asst. In charge will frame the time-tables as per KVS rules 2. To make arrangement during the leave of the teacher and circulate the same among the concerned teachers. 3.To prepare and inform subject teachers about the special time – table during all holidays, 4. To ensure ringing of the bell in time. 5. Any other related work.
4.	Admission	1. MS DHARNA BABBAR PGT (PHYSICS) (I/C) 2. MR. ARKOPAL RAY, PGT (CS) 3. MR J R MEENA PGT (HINDI)		Responsible for Admission Work in Secondary /Primary Classes as per KVS schedule and norms.

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		4. MR. MOHIT KUMAR, PRT		
5.	Examination (Internal)	1.MR. B K SINGH PGT (HISTORY) (I/C) 2.MRS RAKHEE MISHRA PGT (ECO) 3.MR A G BISWAS LIBRARIAN 4. MR. KUMARESH MONDAL, TGT (ENG) 4. MS TABASSUM FATIMA , TGT (SCIENCE.)		1. Complete schedule of test/exam for the session (tentative) will be circulated among the students & parents for their prior information. Exam time-tables should also be prepared and circulated to students & parents at least two weeks before the commencement of test/exam. 2. To maintain the stationary required for Examination well in advance in stock. 3. To pre-plan class wise schedule for weekly test, fortnightly test, monthly test, practice test etc. 4. All the required documents/materials like answer scripts, mark-slip, mark register, progress card etc. should be issued to concerned teacher in time & it should be taken back to exam 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 completion of test/examination & updated record must be kept ready for further course of action. 6. Smooth conduct of the exams , seating arrangement, question paper setting, assigning invigilation duty, timely dispatch of result to parents. 7. Any other related work.
6.	CBSE & Others	1.MR. MUKESH KUMAR PGT (CHEM)(IC) 2.DR. S P KUMAR PGT (MATHS)		1. Registration of students of class IX and X with CBSE. 2. Uploading /downloading of LOC/admit cards of students of X and XII. 3. Result analysis of classes X& XII. 4. Conduct of other external exams such as NIOS,NEET etc. 5. Display of target PI/names of meritorious students and other result

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				<p>related data on merit board in the vidyalaya.</p> <p>6. Any other work related with CBSE.</p>
7	Local Purchase Committee	<p>1.MR. MUKESH KUMAR,PGT(Chem)</p> <p>2.MRS., RAKHEE MISHRA PGT(Eco)</p> <p>3.Mrs Lili Ghosh,PRT /HM</p> <p>4. Concern Dept. ICs</p>		Responsible for all kind of Purchase in the Vidyalaya For the session 2023-24
8	Right to Information Act 2005(RTI) Reply	<p>1.DR.S.P KUMAR PGT(Maths)(IC)</p> <p>2. Ms. Dhaarna Babbar, PGT (Phy)</p> <p>3. MR D ROY TGT(Hindi)</p>		Responsible for all kind of work related to RTI
9	Vidyalaya Repair & Maintenance	<p>1.Mr. ALOK KUMAR TGT (W.E) ,I/C</p> <p>2.MR. PAVAN KUMAR, TGT (HINDI)</p> <p>3. MR P.A SINGHA TGT (AE)</p> <p>4. MR. LAMBODAR SETHI, PRT</p> <p>4.Mr Rabindra, Sub Staff</p>		<p>1. Responsible for all repair & maintenance of civil and electrical Work and street lights in the Vidyalaya and the Staff Quarters.</p> <p>2. To ensure timely cleanliness of water tanks and maintenance of water point / taps.</p> <p>3. Maintenance of fire extinguishers in the Vidyalaya.</p> <p>4. To take regular rounds in the vidyalaya building and premises to locate the items /spots of immediate repair and take further action.</p> <p>5. Keeping record of maintenance and repair.</p>
10	Information and Communications Technology (ICT)	<p>1.MR ARKOPAL ROY PGT (CS) (IC)</p> <p>2. DR. D MUKHERJEE PGT(Bio)</p> <p>3.MR. MUKESH KUMAR PGT(Chem)</p> <p>4.MS DHAARNA BABBAR PGT(Phys)</p> <p>5.MR J R MEENA TGT (Hindi)</p>		<p>1.To Upkeep ICT tools in the Vidyalaya.</p> <p>2.To Learn & Teach Latest version of Information and Communications Technology .</p> <p>3.To assist staff members in the said field.</p>

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11.	CULTURAL ACTIVITIY	1.MRS S.BHATTACHERJEE ,PGT(ENGLISH) I/C 2.Mr. P. K Upadhyay, PGT (Hindi) 3.MRS. AMITA ROY TGT(Science) 4.MRS SUTAPA KAR TGT(S.ST) 5.MRS NIVEDITA GHOSH TGT(S.St.) 6.MR SUMIT NAHAR ,PRT(MUSIC)		1.To Prepare students for the Cultural Programme in the Vidyalaya from time to time . 2.To Organize functions whenever required 3. To organize suitable programmes during Annual Function, ,cluster/regional sports meet, foundation day or on other occasions 4. Any Other related work.
12.	Library Committee	1.MR. A G BISWAS TGT(Lib)(IC) 2.DR. B K SINGH PGT(HISTORY) 3.MR. P K UPADHYAY PGT(Hindi) 4..MR. BINDU KUMAR TGT(Maths) 5. J R MEENA TGT (HINDI) 5 MRS LILY GHOSH INCHARGE HM		1. To make available curriculum books, Textbooks, Collection of CBSE & session ending examination ; question papers for the help of the students. 2. To make available Newspapers, magazines etc. 3. Prepare a list of books with the help of subject teachers . 4. At least two programmes & two competitions should be organized during this session to make aware the students & staff for the use of library & to encourage the students to study the books & magazine, arrange book fair, book review. 5. To organize book exhibition. 6. Issue of books to the students & staff should be frequent & should be recorded in issue register for verification by the higher officers. 7. To purchase and condemn books to the Library as per the recommendations of Library Committee 8.To provide study materials. 9. To organize book donation programme. 10. Any other related work
13.	Furniture Committee	1.MR.DILIP KUMAR SINHA,PGT(GEOG) (I/C) 2.MR ALOK KUMAR TGT(W E)		1. To supervise the use of furniture by the students. 2. To plan for repair & purchase of Vidyalaya furniture for students & staff in various classrooms & departments as per requirement & budget.

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		3.MR KARTIK TUDDU TGT (ENG) 5. MR. P A SINGHA TGT(ART ED.) 6.MS NAMITA RAJAK,PRT		3. To clear / get shifted unutilized/unserviceable furniture. 4. To get classroom, black boards, name boards, etc. painted and maintained 5. To prepare the chart of available furniture / almirah etc. 6. submit requisition of furniture for procurement. 7.Any other related work.
14.	Medical Check-Up	1.DR. D MUKHERJEE PGT(Bio.) (IC) 2.MR. M K RAM TGT(P HE) 3.MRS. AMITA ROY TGT(Sc.) 4.MRS. PRIYANKA PAUL, PRT 5.MS. AYNEM SAREN,PRT		To get Medical Check-Up all students done and maintain the health record of students class wise as per KVS norms .
15.	Scouts & Guides Cubs & Bulbuls	1.MR. P P SINGH PGT(Eng.) 2.MRS. AMITA ROY PGT(Eng.) 3.MR. K TUDU PGT(Eng.) 4.MR. RAJENDRA PROSAD 5.MRS. LILI GHOSH,PRT 6.MR LAMBODAR SETHI,PRT		1. To prepare S/G activity plan with tentative dates& months for organizing activities throughout the year. 2. To select students for cubs, bulbul, scout & guide registration 3. To make arrangements for proper training of the students. 4. To prepare Scouts & Guides to participate in various activities, both internal & external competitions as per KVS rules. 5 Any other related work
16.	P.A.System	1.MR. ALOK KUMR SINGH TGT(WE) (IC) 2. MR. A.G BISWAS, LIB 3. MR. LAMBODAR SETHI, PRT		To Arrange P.A.System daily for Morning Assembly. To arrange P.A.System for all function events in the Vidyalaya.
17.	First Aid	1.MR. M K RAM, TGT(PHE) (IC) 2.MRS. LILI GHOSH PRT 3. NURSE		1.To Prepare the list of first aids items. 2.To provide First Aid to students of the vidyalay and staff whenever required.
18.	Photography Club	1.MR. P.A. SINGHA TGT(AE)(IC) 2. MR. KUMARESH MONDAL, TGT (ENG) 3.MR J R MEENA TGT (HINDI) 4.MS AYNEM SAREN PRT		1.Take photographs of all the celebrations /special days/visit of guests/functions and keep proper record. 2.To Arrange Photographer whenever required. 3.To decide occasion and number of photographs for whole year and upload the same on vidyalaya website in consultation with website committee
19.	Science Club/Nature Club	1.DR. D MUKHERJEE PGT(Bio) (IC) 2.MR. P K MISHRA PGT(Chem.) 3.MR. MUKESH KUMAR PGT(Chem.) 4.MR. DHAARNA BABBAR PGT(Phys)		1. To form a science 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 & internal competitions, seminars etc. related to the subject.

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		5.MRS. AMITA ROY TGT(Sc.) 6. MS. TABASSUM FATIMA, TGT (SCI)		3. To promote scientific atmosphere in the Vidyalaya. 4. To prepare at least one magazine class wise. 5. To organize at least two competitions/seminars/programmes etc. based on subject. 6. To organize Science Exhibition at Vidyalaya, Cluster, regional & national level and try to achieve remarkable achievements in these exhibitions. 7. To guide the students to prepare articles to publish in magazine and Newspapers. 8. To experiment innovation in teaching 9. Any other related work
20.	Sports & Games Committee	1.MR. M K RAM TGT(PHE) (IC) 2.DR S P KUMAR PGT (MATHS) 3..MR BINDU KUMAR TGT (MATHS) 4..MR RAJENDRA PRASAD TGT (S.St.) 5...MR PAVAN KUMAR TGT(Hindi) 6..GAMES COACH 7.YOGA TECHER		1. To prepare a plan & complete programme for the entire session 2023-24. 2. Select the students for particular games at the beginning of the session to impart proper training to students. 3. Set a target & must proceed accordingly to achieve maximum success in the meets. 4. Utilize the games period primarily for the development of the ear marked games by the KVS 5.Facilitate all the students with the available games equipment for the optimum use of the available sports equipment in school 6. prepare the list of the students class wise as their interest in games and Yoga 6. Any other related work
21.	PTA Committee	SECONDARY 1.MR P K UPADHYAY PGT (Hindi)(IC) 2.MR. P P SINGH TGT(Hindi) 3.MR. K TUDU TGT(Eng.) PRIMARY 1.MRS. LILI GHOSH PRT 2.MS SONIA PRT (II) 3.MRS NANDITA KUMARI PRT		1. To co-ordinate PTA meetings in consultation with exam committee. 2.To maintain All Academic Records. 3.To Conduct PTA Meeting whenever required 4.To write minutes of the meeting and maintain the attendance record of the parents.
22.	Web Site Up-date and ICT.	1.MR. ARKOPAL RAY, PGT (CS) (I/C)		1. To prepare yearly (month wise), class wise ICT based teaching plan. 2. To maintain Vidyalaya Website and to

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		2. COMPUTER INST.- 3.MR. ANUPAM KUMAR, JSA		update the website regularly 3. To check the computer class of lower classes. 4. To manage the requirements for the computer classes. 5. To prepare quarterly progress report of students. 6. To participate ICT competitions of KVS and 7. To help in downloading / Uploading academic, administrative circulars from internet. 8. To maintain proper maintenance and repair of ICT infrastructure in the vidyalaya. 9. Any other related work
23.	Printing and Writing of Certificates	1.MRS S BHATTACHARJEE PGT(CS)(IC) 2.MR. P K UPADHYAY PGT (Hindi) 3.MR. M K RAM TGT(PHE) (IC) 4.MS NIVEDITA, TGT (SST) 5. P A SINGHA TGT (ART ED)		To Prepare Drawing/Design the certificates. To Write Certificates to be given to students.
24.	Seating arrangement & Tent, Shamiana	1.MR. P.A. SINGHA TGT(A E) 2.MR. KARTIK TUDU, TGT (ENG) 3. MR. PAVAN KUMAR TGT (HINDI) 4. MR. RAJENDRA PRASAD, TGT (SST) 5. MS. ANKITA SINGH, PRT 6. MS. RUPALI RAWAT, PRT		To Arrange Shamiana Tent and Chairs for any Function. To Keep the record of the same.
25.	Refreshment Committee	1.MR. P K MISHRA PGT(Chem.) ((IC) 2. MRS. AMITA ROY TGT(Sc) 3. MR D ROY TGT(Hindi) 4. MRS. SWATI DIXIT, TGT (MATHS)		To Provide Refreshment to all Participants at the time of any Function/Programme.

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		5. MS PRIYANKA PAUL PRT		
26.	Adventure/ Excursion/Trekking Club	<ol style="list-style-type: none"> 1. MR M K RAM TGT (PHE)(IC) 2. MR MANOJ KUMAR PGT (ENG) 3. MR. P.P. SINGH TGT(HINDI)(IC) 4. MR. KARTIK TUDU TGT(Eng.) 		To Arrange Adventure activities/ participation at Vidyalaya,Regional Level & National Level as per KVS instructions.
27.	Social Science Club	<ol style="list-style-type: none"> 1. MR. D K SINHA PGT (GEOG)(IC) 2. MR. B.K SINGH, PGT (HIST) 3. MRS. RAKHEE MISHRA, PGT (ECO) 4. MR. RAJENDRA PRASAD TGT(S.St) 5. MRS SUTAPA KAR TGT (S.St) 6. NIVEDITA GHOSH TGT(S.St) 		<ol style="list-style-type: none"> 1. To prepare a plan to create atmosphere in Vidyalaya related to Social Science activities. 2. To prepare the students for participating in external & internal competitions. 3. To prepare at least one magazine class wise. 4. To organize at least two competitions/seminars/programmes etc. based on subject. 5. To organize Social 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.
28	Welcome Committee	<ol style="list-style-type: none"> 1.DR. S P KUMAR PGT (MATHS) (IC) 2.MRS. RAKHEE MISHRA PGT (ECO) 3.MR D MUKHERJEE PGT (BIO) 3.MR MANOJ KUMAR PGT (ENG) 4.MRS. AMITA ROY TGT (SC.) 5.MR P A SINGHA TGT (AE) 6.MRS. LILI GHOSH PRT 		<p>To arrange all items for welcome of chief guest at the time of any function.</p> <p>To Prepare team of students for welcoming guests in collaboration with scout and guides committee.</p>
29	Drinking Water Arrangement	<ol style="list-style-type: none"> 1.MR. ALOK KUMAR TGT (WE) (I/C) 2.MR. M K RAM TGT (PHE) 3.MS.NEETU PRT 		<ol style="list-style-type: none"> 1.To ensure proper water facilities for the students in the vidyalaya. 2.To ensure cleanliness of water tanks ,water points and maintenance of RO 3.To Arrange and provide drinking water to the Chief Guest &other visitors at the time of any function.

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30	Vidyalaya Patrika, students diary & Other publication	1. MR MANOJ KUMAR, PGT (ENGLISH)(I/C) 2. MR P K UPADHYAY PGT(HINDI) 3. MR. ARKOPAL RAY, PGT (CS) 4. MR. JAIRAM MEENA TGT (HINDI) 5. MS. KUMARESH MONDAL TGT (ENG) 6. MS.ANURADHA BISWAS PRT		To collect write ups for Vidyalaya patrika. To collect write up from students. To arrange the same. To edit and get it printed in vidyalayaPatrika.
31	Vidyalaya Discipline	1. MR. MANOJ KUMAR PGT (ENGLISH) I/C 2. Mrs. S BHATTACHARIYA PGT (ENGLISH) 3. M K RAM TGT (P&HE) 4. MRS AMITA ROY TGT (SC) 5. MR PAVAN KUMAR TGT (HINDI) 6. MR. JAI RAM MEENA, TGT (HINDI) 7. ALL CLASS TEACHERS		1.To Maintain students discipline in the Vidyalaya during any function and daily Assembly. 2.To ensure safe arrival and departure of the students to and from the vidyalaya. 3. To ensure safety and proper discipline during recess. 4. Preparation of duty chart on rotation basis weekly/monthly assigning duties to the teachers for point 2 & 3 mentioned above. 5. Any other related work.
32.	Mathematics Club	1.MR. S.P. KUMAR PGT (MATHS) (IC) 2. PGT (MATHS) 3.MR. BINDU KUMAR TGT (MATHS) 4.MRS. SWATI DIXIT TGT (MATHS)		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. VizMaths Olympiad, NTSE, etc. 3. To promote the mathematical & scientific atmosphere in the Vidyalaya. 4. To organize at least two competitions/ seminars/programmes etc. based on subject. 5. To guide the students to prepare articles to publish in Magazine and News papers. 6. Any other related work
33	Cleanliness	1.MR DILIP KUMAR SINHA PGT(GEOG) I/C 2.MR JAI RAM MEENA TGT (HINDI) 3.MR KARTIK TUDU TGT (ENG) 4. MRS. GOURI MITRA, TGT (ENG) 5. MRS. SUTAPA KAR, TGT (SST) 4.MR NARAYAN, SUB STAFF 5.MR RABINDRA SUB STAFF		1. To ensure proper cleanliness of the vidyalaya.

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34	Vidyalaya Beautification	<ol style="list-style-type: none"> 1. MR. P.A SINGH, TGT (AE) 2. MS. TABASSUM FATIMA, TGT (SCI) 		To take an action in time for the decent look of the Vidyalaya
35	Gardening	<ol style="list-style-type: none"> 1. DR. DEBABRATA MUKHERJEE, PGT (BIO) 2. MRS. AMITA ROY, TGT (SCI) 		To take an action in time for the decent look of the Vidyalaya garden.
36	Rajbhasa Karyanvayan Samiti	<ol style="list-style-type: none"> 1. MR. P K UPADHYAYPGT HINDI(IC) 2. MR . P P SINGH TGT (HINDI) 3. MR J R MEENA TGT (HINDI) 4. MR PAVAN TGT (HINDI) 5. MR D ROY TGT (HINDI) 6. MRS LILI GHOSH, PRT 7. MR ANUPAM(JSA) 		<ol style="list-style-type: none"> 1. To follow Rajbhashakaryanvayan Samiti guidelines 2. To take necessary action for proper functioning of this Samiti. 3. To create a Hindi atmosphere & to promote usage of Hindi in daily life. 4. To keep a vigil on quarterly progress of RAJBASHA SAMITI. 5.To Help Children in participating in Sanskrit and Hindi competitions 6 Any other related work
37	Promotion of Vocational Skill	<ol style="list-style-type: none"> 1.DR. D MUKHERJEE PGT (BIO)(IC) 2. MS. DHAARNA BABBAR, PGT (PHY) 3.MR ARKOPAL ROY PGT (CS) 4.MR. ALOK KUMAR TGT (WE) 5.MR. P.A. SINGHA TGT(AE) 6.MR. A.G. BISWAS TGT (LIB) 7.MR. M.K. RAMTGT (PHE) 		To arrange and make available all the facilities as per KVS Guidelines to develop vocational skills among students.
38	Master Checker (VVN, Income Tax ,Salary & fee Collection)	<ol style="list-style-type: none"> 1.Mr. S P KUMAR PGT MATHS)(I/C) 2. MRS. RAKHEE MISHRA, PGT (ECO) 3.MR. BINDU KUMAR TGT (MATHS) 4. MRS. SWATI DIXIT, TGT (MATHS) 		<ol style="list-style-type: none"> 1. To check Secondary &Sr secondary part time teachers payments & to maintain the records 2. To verify overall CS -54 (record of fee collection) official record. 3. To check the record of Income Tax of concerned staff. 4. To check the record of Income Tax of vidyalaya staff . 5. To verify contractual teachers payments & to maintain the records
39.	Integrity Club	<ol style="list-style-type: none"> 1.MR D K SINHA PGT (GEOG)(IC) 2.MRS RAKHEE MISHRA PGT(ECO) 2.MR. RAJENDRA PRASAD TGT (S.ST) 		To prepare the students for different activities to be conducted for the club as per KVS rules.

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40	MORNING ASSEMBLY COMMITTEE	1.MR. M K RAM TGT (PHE) 2.MR. ALOK KUMAR TGT (WE) 3.MUSIC TEACHER 4.ALL CLASS TEACHERS 5. GAMES COACH 6.YOGA TR.		<ol style="list-style-type: none"> 1. To assemble students properly. 2. To check late coming. 3. To ensure proper dispersal. 4. Check hygiene of students. 5. To ensure over all discipline during morning assembly.
41	CCA	1.MR P K UPADHAYAPGT(HINDI) I/C 2.MRS S BHATTACHARJEE PGT (ENG) 3.MR RAJENDRA PRASAD TGT(S.St) 4.MR PAVAN KUMAR TGT(HINDI) 5.MR KUMARESH MONDAL TGT (ENG)		<ol style="list-style-type: none"> 1. To make House system in the Vidyalaya. 2. To run all co-curricular activities in the Vidyalaya and to suggested prizes in these activities during Annual Function, SST exhibition, regional sports meet, cluster meet, foundation day and other occasions. 3. To organize all the items in the morning assembly. 4. All duties related to CCA.
42	SBSB	1.MR. M K RAM TGT (PHE)(IC) 3.GAMES COACH		Completion of report related to SBSB.
43	AEP	1. MR ARKOPAL ROY PGT (CS)(IC) 2. MRS. AMITA ROY TGT(SCIENCE) 3.MR. RAJENDRA PRASAD TGT(S.St)		All work related to AEP
44	ACP	1.MR. K TUDU TGT (ENG) (I/C) 2.MR. BINDU KUMARTGT(MATHS) 3.MR. A G BISWAS, LIB		All Duties related to ACP
45.	TEACHING AIDS	<ol style="list-style-type: none"> 1. DILIP KUMAR SINHA PGT (GEOG) (I/C) 2. RAJENDRA PRASAD TGT (SST) 		

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46.	Suggestion box	1 . MR S P KUMAR PGT (MATHS)(IC) 2.MR ARKOPAL ROY PGT(CS) 3.MS RAKHEE MISHRA, PGT(ECO) 4.MR KUMARESH MONDAL TGT(ENG)		1.To open the suggestion box weekly in presence of the principal. 2.To address the suggestions received in the suggestion box
47	Disaster management.	1. Mr M K RAM TGT(PHE) I/C 2. MR D K SINHA PGT (GEOG)(IC) 3.MS. SUTAPAKAR TGT(S ST) 4.MR ALOK KUMAR TGT (WE)		1.Display of exit and entry plan of the vidyalaya at prominent places. 2.Arranging training/ demonstration of disaster management for teachers and students by NDRF or any other agency. 3. Ensuring functioning of all the fire extinguishers in collaboration with other committee ICs.
48.	Student Counselling.	Dr. D MUKHERJEE PGT(BIO)(IC) MR P K MISHRA PGT(CHEM)) MRS RAKHEE MISHRA PGT(ECO) MRS AMITA ROY PGT(SCIENCE)		All the issues related to students counselling.
49	POCSO	1.MRS S.BHATTACHARJEE PGT(ENG) 2.DR S P KUMAR PGT (MATHS) 3. MRS. AMITA ROY TGT(SCIENCE) 4. MR JAI RAM MEENA TGT (HINDI) 5.MRS LILI GHOSH PRT 6.MR LAMBODAR SETHI, PRT 7. MS. SUBHEE JAISWAL, PRT 8. GIRL STUDENT 9. BOY STUDENT 10.MR NIRANJAN PAL –EXTERNAL LEGAL		AS PER POCSO ACT 2012

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		COUNSEL		
50	ICC (INTERNAL COMPLAINTS COMMITTEE)	1.MRS S BHATTACHAERJEE PGT (ENG) 2.DR D MUKHERJEE PGT(BIO) 3.MRS AMITA ROY TGT(SCIENCE) 4.MRS MAHUWA CHATTERJEE,NGO MEMBER 1. MR ARKOPAL ROY PGT (CS) 2. PAVAN KUMAR TGT (HINDI)		AS PER POSH ACT 2013
51	PM SHRI	1. DR. S.P KUMAR , PGT (MATHS) 2. MR. P.K MISHRA, PGT (CHEM) 3. MR. MUKESH KUMAR, PGT (CHEM) 4. MR. D.M MUKHERJEE, PGT (BIO) 5. MR. B.K SINGH, PGT (HIST) 6. MRS. LILI GHOSH, PRT		ALL ACTIVITIES UNDER PM SHRI

OVER ALL MONITORING AND REPORTING TO THE PRINCIPAL : BY VICE PRINCIPAL/ SR. MOST PGT

NOTE:- ALL THE COMMITTEE ICs SHALL CONDUCT REGULAR MEETINGS AND KEEP PROPER RECORD OF FUCTIONING OF THEIR RESPECTIVE COMMITTEES DULY SIGNED BY THE PRINCIPAL

PRINCIPAL