

DEPT/COMMITTEE/C LUB	IN-CHARGE/CONVENER MEMBER	DUTIES AND RESPONSIBILITIES
1. Institutional Planning & Advisory Committee	1. Dr. Sonu Kumar, I/C 2. Mr. Aman Kumar 3. Mr. Subham Das 4. Ms. Momi Basumatary	1. The committee will help the principal in day-to-day administrative matters. 2. The committee can go through the circulars received from KVS RO Silchar and KVS HQ New Delhi. 3. To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN) 4. Any other work assigned by the principal in day-to-day administrative matter. 5. To prepare the list of notebooks for the Academic year. 6. To ensure the distribution of split-up syllabus to students of all classes. 7. To monitor the teaching-learning process. 8. To monitor the upkeep of CCE documents. 9. To monitor the conduct of Remedial classes for low achievers. 10. To maintain the class wise and subject wise monthly student's academic performance analysis etc.
2. Library Committee	1. Mr. Dipankar Reang, I/C 2. Mr. Tapas Barman 3. Mr. Gyan Prakash Kanhar 4. Miss. Soma Tudu 5. Mr. R. Vanlawma	1. To purchase books as per KVS guidelines. 2. The suggestion from staff members for the purchase of new books to be taken. 3. To ensure books circulation as per the requirement of students & staff members & as per Library rules. 4. To ensure books should not remain with same individual for a long period. 5. Students should be encouraged to write Book Review. 6. To implement library rules.

<p>3. Games & Sports Committee</p>	<ol style="list-style-type: none"> 1. Mrs. Thianhoih, I/C 2. Dr. Sonu Kumar 3. Ms. Soma Tudu 4. Mr. Gagan Kumar Verma 5. Mrs. Thianhoih 	<ol style="list-style-type: none"> 1. To ensure overall development of sports and games facilities in the Vidyalaya. 2. To prepare and submit a calendar of sports activities before April 1st week. 3. To ensure that the necessary materials required for the Vidyalaya are procured as per the norms and maintained. 4. To ensure the timely conduct of inter-house competitions among different houses/ and distribution of prize on time. 5. To ensure maximum participation of the students in various games and sports activities. 6. To ensure that the competitions in the Primary Section are being conducted as per the guidelines of the KVS and the requirement of Common Minimum Programme attained. 7. To ensure that the prizes for the competitions are being distributed timely for the various competitions conducted and mapping of students talents in different sports.
<p>4. Internal Examination, Implementation of CCE, P.T.A.</p>	<ol style="list-style-type: none"> 1. Mr. Aman Kumar, I/C 2. Ms. Soma Tudu 3. Mr. Nishchay Kumar 4. Mr. Gagan Kumar Verma 5. Mr. Gyan Prakash Kanhar 6. Mr. Gaurav Chauhan 7. Mr. Dipankar Reang 8. Ms. Regina C Lalbeiseii 	<ol style="list-style-type: none"> 1. To conduct internal exams as per the schedule given by KVS calendar of activities. 2. To update the Report cards and Mark list format as per the latest CBSE directions. 3. To collect Question papers from paper setters, along with Blueprint & Marking scheme on time. 4. To conduct retest as per KVS norms. 5. To analyse the Results of internal & Pre-Board Exams. 6. Declaration of results as per the KVS schedule. 7. To update examination details on website regularly. 8. All such work in a time bound manner & any other related work.

<p>5. C.B.S.E., Implementation of CCE. PTA Examination by Outside agencies</p>	<ol style="list-style-type: none"> 1. Mr. Subham Das, I/C 2. Mr. Dipankar Reang 3. Ms. Momi Basumatary 4. Ms. Lalramtiami 5. Mr. Avinash Kumar Mahato 	<ol style="list-style-type: none"> 1. To correspond with CBSE for all exams related queries. 2. To monitor the registration of class IX and class XI students for Board exam. 3. To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams. 4. Maintenance and submission of records. 5. To dispatch Answer papers promptly and with utmost care. 6. A Xerox copy of all documents being sent to CBSE to be maintained. 7. To maintain account of answer papers & expenditure for conduct of exam in prescribed formats. 8. To coordinate with external agencies for conduct of exam. 9. To keep exam related documents /materials in safe custody 10. To settle accounts.
<p>6. Pupil Society, C.C.A. , Morning Assembly & Student Council</p>	<ol style="list-style-type: none"> 1. Mr. Gagan Kumar Verma, I/C 2. Dr. Sonu Kumar 3. Mr. Gyan Prakash Kanhar 4. Mrs. Thainhoih 5. Miss. Momi Basumatary 6. Ms. Biba Kumari Mirdha 	<ol style="list-style-type: none"> 1. Annual Planning of CCA activities. 2. To see that morning assembly programme is to conduct within stipulated time. 3. To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme. 4. Maintains of result of CCA activities. 5. Purchase and distribution of CCA prizes & medals. 6. Maintaining CCA Activities register 7. Any other related work.

<p>7. Time table</p>	<ol style="list-style-type: none"> 1. Dr. Sonu Kumar, I/C 2. Mr. Aman Kumar 3. Mr. Subham Das 4. Mr. Nishchay Kumar 5. Ms. Soma Tudu 	<ol style="list-style-type: none"> 1. To prepare the School timetable as per the latest guidelines from KVS 2. To make arrangement for teachers on leave. 3. To ensure that Teachers attend their arrangement Periods 4. To make remedial timetable for low achievers 5. To display copy of arrangement, work in the notice board. 6. To maintain the arrangement, register. 7. Any other related work
<p>8. Admission</p>	<ol style="list-style-type: none"> 1. Dr. Sonu Kumar, I/C 2. Mr. Dipankar Reang 3. Ms. Soma Tudu 4. Mr. Gyan Prakash Kanhar 5. Ms. Momi Basumatary 6. Mr. R. Vanlawma 7. Ms. Regina C Lalbeiseii 	<ol style="list-style-type: none"> 1. To display notice regarding Admissions Guidelines. 2. To display forms/Annexure as per KVS guidelines. 3. Verification of the Documents and admission of students. 4. To take the approval of VEC before the release of the merit list. 5. Maintenance of admission registers. 6. Admission of candidates based on KV TC as per KVS norms. 7. Local transfer admissions. 8. Admissions as per RTE Act. 9. Maintenance of admission records as per KVS guidelines in the prescribed preforms. 10. Details of admission uploading on the website.
<p>9. Discipline, Anti-ragging and Anti-bullying committee</p>	<ol style="list-style-type: none"> 1. Mrs. Thianhoih, I/C 2. Mr. Aman Kumar 3. Ms. Biba Kumari Mirdha 4. Mr. Nishchay Kumar 5. Ms. Soma Tudu 	<ol style="list-style-type: none"> 1. To mind the discipline of the students during the lunch break. 2. To see that the students reach their respective class after the lunch. 3. To ensure the safety and security of students during lunch time by maintaining proper discipline. 4. Monitoring the parents and students' movements during the break. 5. To ensure the safety and security of the children at the time of final dispersal when school is over. 6. To ensure that no child left in the classes/building when school is over. 7. Any other related work.

	All Class Teachers	
10. Maintenance & repair of a school building and beautification Committee (Face Lift) (MRBC)	<ol style="list-style-type: none"> 1. Mr. Nishchay Kumar, I/C 2. Dr. Sonu Kumar 3. Mr. Gagan Kumar Verma 4. Mr. Subham Das 5. Mr. Gyan Prakash Kanhar 6. Mr. Avinash Kumar Mahato 	<ol style="list-style-type: none"> 1. To monitor the repair work in the Vidyalaya 2. To maintain Register of date wise repair work in the Vidyalaya. 3. Any other related work. 4. To plan for beautification of the Vidyalaya campus. 5. To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus. 6. To ensure watering of all potted plants and other plants growing in the Vidyalaya campus. 7. To procure fertilizers, manure, pesticides in consultation with Principal. 8. To motivate the children for gardening and beautification. 9. To develop medicinal plant garden in the campus. 10. Any other related work.
11. Income Tax Committee	<ol style="list-style-type: none"> 1. Mr. Nishchay Kumar, I/C 2. Mr. Dipankar Reang 3. Mr. Aman Kumar 4. Mr. Avinash Kumar Mahato 	<ol style="list-style-type: none"> 1. To calculate the income tax of the Vidyalaya. 2. To arrange & coordinate accounts' related work. 3. To ensure timely submission of Annual Accounts, Budget, Revised Estimates etc. 4. Any other related work.
12. Maintenance & repair Electrical, Water and sanitation Committee	<ol style="list-style-type: none"> 1. Mr. Gyan Prakash Kanhar, I/C 2. Mr. Subham Das 3. Miss. Momi Basumatary 4. Mr. Tapas Barman 	<ol style="list-style-type: none"> 1. To ensure drinking water is available in the Vidyalaya. 2. To send water sample for analysis once in every 3 months. 3. To ensure the proper functioning of Aqua guard installed in school premises. 4. To ensure the proper functioning of water coolers.

		<ol style="list-style-type: none"> 5. To keep a stock of cleanliness activities in the Vidyalaya. 6. To supervise the work of House Keeping in maintaining cleanliness 7. To coordinate with AEP to include students in maintaining cleanliness. 8. To see that the Student Council also contributes towards maintenance of cleanliness. 9. To ensure the cleanliness of the class rooms, corridor, toilets and other common areas. 10. To ensure the provision of dustbins in all the class rooms. 11. To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus. 12. To clear the wild bushes inside school campus. 13. To ensure cleanliness of area around the staff quarters. 14. To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness. 15. Any other related work.
<p>13. Monitoring & Verification of out sourced services (gardening, security, housekeeping)</p>	<ol style="list-style-type: none"> 1. Mr. Gyan Prakash Kanhar, I/C 2. Mrs. Thianhoih 3. Mr. Gagan Kumar Verma 4. Mr. Avinash Kumar Mahato 5. Ms. Biba Kumari Mirdha 6. Mr. Gaurav Chauhan 	<ol style="list-style-type: none"> 1. To monitor the work of housekeeping ladies. 2. To prepare a list of area to be cleaned during second Saturdays. 3. To maintain the Sanitation Register. 4. To Ensure That the police Verification in r/o all the Housekeeping and Security personnel is done and made available to the Vidyalaya. 5. Keep a record of the addresses/ contact numbers of all the housekeeping/security personnel. 6. Ensure they report to the Vidyalaya on time. 7. To verify the bills put up by the agency.

<p>14. Health/Hygiene and First Aid</p>	<ol style="list-style-type: none"> 1. Ms. Momi Basumatary, I/C 2. Mr. Gagan Kumar Verma 3. Mrs. Thianhoih 4. Ms. Biba Kumari Mirdha 5. Ms. Ruthi Lalhmangaihi 	<ol style="list-style-type: none"> 1. To ensure First aid boxes are available. 2. To ensure the contents of the First-aid box are replenished at regular intervals and to check the expiry of Ointments/ medicines. 3. Any other related work.
<p>15. Scouts/ Guides/ cubs/ bulbul</p>	<ol style="list-style-type: none"> 1. Mr. Gyan Prakash Kanhar, I/C 2. Mr. Nischay Kumar 3. Ms. Momi Basumatray 4. Ms. Soma Tudu 	<ol style="list-style-type: none"> 1. To plan activities for Scouts & guides. 2. To conduct activities during CCA period. 3. To take up social service activity for the school. 4. To conduct Tritiya Sopan, Tritiya Charan camps in the Vidyalaya. 5. Any other related work.
<p>16. Vidyalaya Patrika / students diary /CMP News letter</p>	<ol style="list-style-type: none"> 1. Mr. Dipankar Reang, I/C 2. Mr. Gyan Prakash Kanhar 3. Dr. Sonu Kumar 4. Ms. Soma Tudu 5. Mr. R. Vanlawma 6. Ms. Biba Kumari Mirdha 	<ol style="list-style-type: none"> 1. To coordinate with Newspaper Agency. 2. To encourage students to subscribe for NIE. 3. To ensure the events of the Vidyalaya& articles of students get coverage in NIE.

<p>17. Teaching Aids cum, AV aids</p>	<ol style="list-style-type: none"> 1. Ms. Soma Tudu, I/C 2. Ms. Ruthi Lalmangaihi 3. Mr. R. Vanlawma 4. Mr. Dipankar Reang 5. Ms. Regina C Lalbeiseii 	<ol style="list-style-type: none"> 1. To provide all type of teaching materials required by teachers. 2. To keep TLMs safely and motivate the teachers to use. 3. Any other related work.
<p>18. AEP (Adult Education Program)</p>	<ol style="list-style-type: none"> 1. Mr. Dipankar Reang, I/C 2. Mr. Aman Kumar 3. Dr. Sonu Kumar 4. Ms. Momi Basumatary 5. Ms. Ruthi Lalmangaihi 	<ol style="list-style-type: none"> 1. To plan activities for the academic year. 2. To arrange talk by experts. 3. To maintain record of activities conducted. 4. Any other related work.
<p>19. Computer Dept.</p>	<ol style="list-style-type: none"> 1. Mr. Nishchay Kumar, I/C 2. Mr. R. Vanlawma 3. Mr. Gaurav Chauhan 4. Ms. Soma Tudu 5. Mr. Dipankar Reang 	<ol style="list-style-type: none"> 1. To ensure that the stock of computers is being maintained in proper order. 2. To maintain a record of use of the computers in the Vidyalaya. 3. To maintain the website of the Vidyalaya on day-to-day basis 4. To purchase and install all required software/hardware from genuine outlets. 5. To maintain records relating to the updation of the vidyalaya website once in a period of 10 days and positively by 5th, 15th, & 25th of every month. 6. To monitor the use of Computers and Internet by the students.

		<ol style="list-style-type: none"> 7. To check the computer laboratory and computers are maintained in clean state and ensure proper security of the computers in the Vidyalaya. 8. To ensure that the unwanted sites' access is blocked, and the computers are being used productively for the purpose of education only. 9. To ensure that the computers not working are immediately attended to and necessary action for their repairs taken. 10. To plan for the expansion and development of ICT facilities in the Vidyalaya. 11. To ensure that the reports in respect of the computers are being sent to the Regional Office in time (ICT INFRASTRUCTURE)
20. Vidyalaya Website Committee	<ol style="list-style-type: none"> 1. Mr. Dipankar Reang, I/C 2. Mr. Gyan Prakash Kanhar 3. Mr. Nishchay Kumar 4. Ms. Ruthi Lalmangaihi 	<ol style="list-style-type: none"> 1. To update all information on the website regularly. 2. The photo gallery to be updated with latest photographs with captions. 3. Any exemplary achievement to be given as flash news. 4. Any other related work.
21.Scholarship/SC/ST/ Minority Community	<ol style="list-style-type: none"> 1. Mr. Tapas Barman, I/C 2. Mr. Dipankar Reang 3. Mr. Gaurav Chauhan 4. Mr. Gyan Prakash Kanhar 	<ol style="list-style-type: none"> 1. To aware students about various scholarship schemes and fill up the scholarship form when required. 2. To advertise and guide students, parents about getting scholarship.

<p>23. Maths. Club</p>	<ol style="list-style-type: none"> 1. Mr. Subham Das, I/C 2. Mr. Nishchay Kumar 3. Mr. Gaurav Chauhan 4. Ms. Soma Tudu 5. Ms. Lalramtiami 	<ol style="list-style-type: none"> 1. To create interest among the students in the subject of mathematics. 2. To conduct lectures and seminars on mathematics. 3. To conduct workshops to prepare necessary mathematics models. 4. To execute the plan for development of Mathematics Garden in the Vidyalaya.
<p>24. Social Science Club & Integrity Club</p>	<ol style="list-style-type: none"> 1. Mr. Tapas Barman, I/C 2. Ms. Momi Basumatary 3. Ms. Ruthi Lalhmangaihi 4. Mr. Gaurav Chauhan 	<ol style="list-style-type: none"> 1. To motivate children to prepare projects/model based on country/state allotted to the region 2. To encourage more and more children to participate in cluster level regional level and Nation level exhibition 3. To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition. 4. To give 1st Term project for each class based on the topics for Social science Exhibition. 5. Organise an exhibition, select the best projects 6. Any other related work.
<p>25. Grievance Cell</p>	<ol style="list-style-type: none"> 1. Dr. Sonu Kumar, I/C 2. Mr. Nishchay Kumar 3. Ms. Momi Basumatary 4. Ms. Soma Tudu 	<ol style="list-style-type: none"> 1. To see the complaint related to immoral behaviour towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions received by the committee. 2. Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the

	<ol style="list-style-type: none"> 5. Ms. Biba Kumar Mirdha 6. Ms. Ruthi Lalhmangaihi 	<p>report accordingly. All documents should be recorded in the file and maintain the record properly.</p> <ol style="list-style-type: none"> 3. The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.
26. Excursion	<ol style="list-style-type: none"> 1. Mr. Nishchay Kumar, I/C 2. Mrs. Thianhoih 3. Mr. Gyan Prakash Kanhar 4. Ms. Momi Basumatary 	<ol style="list-style-type: none"> 1. To plan education tours / excursions for all the classes as per KVS norms. 2. To give the intimation letters to class teachers for transmission to parents. 3. To collect the acknowledgement from parents and to file it. 4. To ensure the safety of the students during the journey period and their stay at the venue. 5. To provide hygienic food / potable water to the students who are participating in tour programme. 6. To arrange transport & settle bills. 7. Any other related work.
27.Resource Room/ Activity Room, CMP/TLM	<ol style="list-style-type: none"> 1. Ms. Momi Basumatary, I/C 2. Mr. Tapas Barman 3. Mr. Nishchay Kumar 	<ol style="list-style-type: none"> 1. To ensure that the resource rooms have been developed with LCDs, TVs, Interactive boards etc. for stimulating interest of the students towards learning. 2. To ensure proper utilization and maintain logbook/ other records.
29. Staff Meeting arrangements/recordi ng the minutes.	<ol style="list-style-type: none"> 1. Mr. Dipankar Reang, I/C 2. Ms. Ruthi Lalhmangaihi 3. Mr. Gaurav Chauhan 4. Mr. Avinash Kumar Mahato 	<ol style="list-style-type: none"> 1. To write the minute of the meeting and to take teachers' signature. 2. To maintain minutes register.

<p>30.Rajbhasha Kriyanvayan Samiti.</p>	<ol style="list-style-type: none"> 1. Mr. Gyan Prakash Kanhar, I/C 2. Dr. Sonu Kumar 3. Ms. Biba Kumari Mirdha 4. Mr. Gagan Kumar Verma 5. Mr. Avinash Kumar Mahato 	<ol style="list-style-type: none"> 1. To help in implementing the official language 2. To ensure that all correspondence received in Hindi is replied in Hindi 3. To ensure that all nameplates/boards, registers' & files name are bilingual. 4. To motivate the staff members and students to give more respect and use Hindi in daily business. 5. To promote use of Hindi by organizing workshops and competitions.' 6. To ensure celebration of RAJBHASHA PAKHWADA in befitting manner. 7. To submit all the required information, reports, proformas etc. related to implementation of the Official Language, to the office concerned.
<p>31. Guidance and Counseling.</p>	<ol style="list-style-type: none"> 1. Mr. Subham Das, I/C 2. Mr. Aman Kumar 3. Mr. Nishchay Kumar 4. Mr. Biba Kumari Mirdha 	<ol style="list-style-type: none"> 1. To plan guidance & counselling activities for the academic year. 2. To maintain Guidance & counselling register. 3. To arrange guest lectures on important occasions by inviting, Scientist, Doctors and other dignitaries. 4. To arrange Vocational guidance and counselling to the students by inviting reputed personalities in the concerned filed. 5. To pay the remuneration in consultation with principal. 6. Any other related work.
<p>32.Progressive English Club.</p>	<ol style="list-style-type: none"> 1. Mr. Ambuj Kumar, I/C 2. Ms. Ruthi Lalhmangaihi 3. Ms. Momi Basumatary 4. Mr. Nishchay Kumar 5. Mr. Gaurav Chauhan 	<ol style="list-style-type: none"> 1. To improve the English speaking and writing among the students. 2. Allow opportunity for students to express opinions and debate issues and thereby encourage critical thinking.
<p>33. Science Club</p>	<ol style="list-style-type: none"> 1. Ms. Aman Kumar, I/C 2. Ms. Soma Tudu 	<ol style="list-style-type: none"> 1. To Motivate the students to prepare exhibits based on themes given by KVS.

	<ol style="list-style-type: none"> 3. Mr. Gaurav Chauhan 4. Ms. Lalramtiami 	<ol style="list-style-type: none"> 2. To organize Vidyalaya level Science exhibition as per schedule. 3. To encourage more and more children to participate. 4. To inculcate scientific temper among the students. 5. Any other related work
34. Furniture	<ol style="list-style-type: none"> 1. Mr. Tapas Barman I/C 2. Mr. Subham Das 3. Mr. Gaurav Chauhan 4. Mr. Gagan Kumar Verma 	<ol style="list-style-type: none"> 1. To ensure the furniture in each classroom is of uniform nature as far as possible. 2. To check whether any furniture requires repair & to bring it to the notice of the principal. 3. To ensure that no furniture is lying in the corridors. 4. To ensure that any furniture taken for any function to be replaced in its proper place. 5. Any other related work.
35. Purchase Committee	<ol style="list-style-type: none"> 1. Dr. Sonu Kumar, I/C 2. Mr. Gyan Prakash Kanhar 3. Mr. Dipankar Reang 4. Mr. Tapas Barman 5. Mr. Avinash Kumar Mahato 	<ol style="list-style-type: none"> 1. To find out the requirements of various departments. 2. To prioritize the items to be purchased. 3. To prepare estimate of expenditure. 4. To put up budget proposal for approval. 5. To call for quotation in consultation with Principal. 6. To prepare Comparative statement and place order for the lowest quoted item as per requirement. 7. To physically verify the purchased items/goods and put Marks by using permanent Marker with Date. 8. Any other related work.

36. NCC Training Committee	<ol style="list-style-type: none"> 1. Mr. Gyan Prakash Kanhar 2. Ms. Soma Tudu 	<ol style="list-style-type: none"> 1. To conduct and ensure students' participation in NCC training camps. 2. To stay updated and connected with the concerned NCC battalion for our Vidyalaya.
37. School Innovation Council (SIC)	<ol style="list-style-type: none"> 1. Dr. Sonu Kumar 2. Mr. Tapas Barman 3. Mr. Nishchay Kumar 4. Ms. Momi Basumatary 5. Mr. R Vanlawma 	<ol style="list-style-type: none"> 1. At the beginning of every academic year, organize an induction program for students where Innovation agenda of KV will be highlighted. 2. To encourage experiential learning through workshops, training programs, exhibitions, entrepreneurship contests, hackathons, innovation boot camps, school innovation fest, poster design competitions, student-led marches/initiatives, organizing sessions with start-up founders, conducting Do- It-Yourself (D IY) activities, ATL activities etc. 3. To organize various activities on National Innovation Day every year. 4. To promote students to propose innovative ideas, and discuss, deliberate, and hone/ accentuate those with the support of peers, teachers, experts, and mentors. 5. To organize students' visits to nearby business incubation centres, innovation labs higher education colleges/universities/Institution's Innovation Council (IIC), scientific labs (like !SRO, CSIR, DRDO, DIO etc.) and industrial R&D facilities to generate awareness. 6. To present an annual award to recognize the best idea/ innovation/ start-up and most innovative student on Annual Day Celebration. 7. To maintain a "Wall of fame" in KV premises featuring Alumni who are now successful Entrepreneurs. 8. To create an "Innovation Wall" (like an Art Gallery) to showcase the creativity and innovation of students and teachers. 9. To submit a bi-annual report of SIC at SIC's online platform which will be used to assess the performance of SI Cs by the Ministry of Education's Innovation Cell.



Principal

प्रभारी प्राचार्य/In-Charge Principal
केन्द्रीय विद्यालय/Kendriya Vidyalaya
लुंगलई (मिजोरम)/Lunglei (Mizoram)
PIN 796703