

PM SHRI KENDRIYA VIDYALAYA BALLYGUNGE		
WORKING COMMITTEES FOR THE SESSION 2024-25		
	Work Description	In-charges & members
1	Discipline & Cleanliness (floor wise) (Classrooms, Corridors & Toilets)	Mrs. Mausumi Chowdhury I/C - Overall Mrs. Mukta Ghose Sarkar I/C Primary RINKOO BISWAS SUJATA NAIK PRAGATI VERMA ANKIT MISHRA
I	Ground Floor Corridor Discipline (Morning assembly, Recess, Dispersal & overall discipline)	Sumita Banik D.K .Tiwari
II	First Floor Corridor Discipline (Morning assembly, Recess, Dispersal & overall discipline)	Sujata .M.William A.K .Singh
III	Second Floor Corridor Discipline (Morning assembly, Recess, Dispersal & overall discipline)	Nandini Km Shaw Tanmay Mandal
IV	Third Floor Corridor Discipline (Morning assembly, Recess, Dispersal & overall discipline)	Mausumi Chowdhury K.C Sahu
V	To monitor the discipline of students during the assembly. This committee will ensure that no late comers to school. The committee will also see that students should come in proper uniform.	Mrs. Sujata Chattopadhyay Mrs. S. Banik
VI	To check the bags of higher-class students at regular intervals to ensure that they do not bring mobiles & i-pods to school.To check whether students are attending the assembly or not	Mr. V. N Jha Mrs. P. S. Chakraborty / Mansi Dahiya
VII	To ensure that discipline is maintained in the maintenance of toilets and classrooms and asset available in the vidyalaya.	Mr. B.K. Mishra Mr. Abhinav Jaiswal
VIII	Students will follow proper order while moving from classes to departments and vice versa.System of issue of penalty/reward cards for the misconduct/late arrival /perfect uniform etc.	Mrs. Lipika Biswas Mrs. Mukta Ghosh Sarkar
IX	To conduct inquiry as per article 60 of education code for the reported misconducts.To inform the parents about regular defaulters.To announce the names of classes with minimum defaulters at the end of the week after the consolidation of data.To maintain the details of defaulters in the register	Mrs. S. Banik Mrs. Meeta Bhattacharya
X	To assign floor wise duties to the student council for monitoring the uniform, late- arrival cleanliness and discipline during morning assembly, recess and departure. Preparation of Teacher Duty List during Recess, Morning assembly, Departure by rotation monthly. - D K Tiwari To plan for corrective measures, through skit or talk during morning assembly	Shri D. K. Tiwary Mr. K. C. Sahu Kuheli Biswas
XI	Requisition for the purchase of cleanliness accessories and implements	Shri. Bimal Kumar - I/C, Shri Girish Ranjan
2	Swacch Vidyalaya Committee	MRS ANAM PARVEEN I/C, SUMITA BANIK
I	To organise Swacch and Harit class competition every month. (Committee list of teachers and students)	MRS SOBHA SHAW MRS. NIVEDITA
II	Class room cleanliness by all the staff and students once in a month.	Shri. Budhesh Kumar Mishra
III	Best maintained Toilets and corridors	MRS LIPIKA BISWAS
IV	Area to be delegated to each class and plantation competition to be conducted thereby awarding best three Harit Classes,Arrangement of Badges	SUMITA BANIK SOUMITA GUPTA
V	Day and date may be informed well in advance to all and best three classes to be awarded every month	MRS MEETA BHATTACHARYA
VI	Photography , video clips , uploading at RO level	Computer Instructors
3	Monitoring of the work of out sourcing staff. (Sanitization and cleaning by the security and conservancy staff)	MR. Bimal Kumar - I/C, Mr. Girish Ranjan, Mr. Dharmendra Kumar Tiwari, Mrs. Mousumi Choudhury, Mr. Anup Kumar Majumder, Mrs. Rinkoo Biswas, Ms. Manju
I	To do correspondence with the Authorized agency.	MR. Bimal Kumar - I/C, Mr. Girish Ranjan
II	To check the attendance / ESI / Police verification of Housekeeping staff.	MR Girish Ranjan
III	To verify and monitor the stock purchased under Sanitation regularly	MR Girish Ranjan
IV	To certify the bills related to the Sanitation by the Committee.	MR. Bimal Kumar - I/C, Mr. Girish Ranjan, Mr. Dharmendra Kumar Tiwari, Mrs. Mousumi Choudhury, Mrs. Rinkoo Biswas, Ms. Manju
V	To ensure that the wash rooms of all the Blocks are cleaned thrice daily by the house keeping staff.	Mr. Dharmendra Kumar Tiwari, Mrs. Mousumi Choudhury, Mrs. Rinkoo Biswas,
VI	To maintain records. To ensure that the classrooms and the corridors of their respective blocks are cleaned.	Mr. Dharmendra Kumar Tiwari, Ms. Manju
VII	Functioning of Vending Machine- Upkeep of the machine, help and guide the students how to use it. AMC of incinerators in the girl's toilets.	MS PRIYA BISWAS, Ms. Manju
VIII	Functioning and cleaning of aquarium.	Mrs. Mousumi Choudhury, Ms. Manju
IX	To ensure cleanliness of the school/classrooms/corridors/wash rooms/water supply/storage/ dustbins/electrical points.	Mr. Dharmendra Kumar Tiwari, Mrs. Rinkoo Biswas
X	Arrangement of night duty staff (as per the need) during all the important events.	Mrs. Mousumi Choudhury, Ms Manju
XI	To prepare the monthly log book of cleanliness and submit report on Sanitation/cleanliness on the last working day.	Mrs. Rinkoo Biswas, Ms Manju
XII	System to check the damages caused by the students in the toilets and the Vidyalaya.	Shri Girish Ranjan Shri. Anup Kumar Majumdar