| KENDRIYA VIDYALAYA BALLYGUNGE | | | |
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| WORKING COMMITTEES FOR THE SESSION 2026-27 | | | |
| | **Work Description** | **In-charges & members** | **Signature** |
| **7** | **CCA (Internal and regional level) & MORNING ASSEMBLY( PRIMARY)** | **Mrs. Soumita Gupta**<br>**Ms. Rupalika Bhattacharya** | |
| **I** | Plan, Organise and Conduct Morning Assembly Programmes daily and on special days<br>Prepare Morning Assembly Schedule<br>Delegate duties/responsibilities for smooth conduct of Morning assembly<br>Coordinate with House-Masters/Class Teachers/Dance Coach/PET/Sports Coaches.<br>All Announcements as per directions/requirements<br>Giving Command in the Morning Assembly (Select Student Commander)<br>Train the students in Prayer song/Community song Musical Instruments and arrange musical instruments in the Morning Assembly<br>Ensure Quality of Morning Assembly & programmes presented. | **PRT Music**<br>Mrs. Soumita Gupta<br>Mrs. Rupalika Bhattacharya<br>Mrs.Mukta Ghosh Sarkar<br>Ms. Pragati Verma<br>Ms. Asifa<br>Dance Coach<br>Kuheli Biswas<br>All class teachers I-V | |
| **II** | A) CERTIFICATE WRITING: To write certificates of internal CCA competitions and NIPUN cultural Meet | Ms. Shamik Paul I/C<br>Mr. Ankit Mishra<br>Mansi Dahiya<br>Asifa<br>Ms. Soumita Gupta<br>Shivam Bargoti<br>Pragati Verma | |
| | B) DANCE PROGRAMMES RELATED TO VARIOUS EVENTS | Mrs. Mukta Ghose Sarkar I/C<br>Dance Coach<br>Balvatika Teachers | |
| **III** | 1)Prepare CCA Calendar<br>2). Plan, organize & Coordinate all CCA Events/Inter-House Competitions as per CCA Calendar<br>3). Preparation of Judgement Sheets for all CCA Events/Inter-House Competitions<br>4). Prepare Winner's Lists of all CCA Competitions.<br>5).Entry in CCA Register<br>6). Preparation of Soft Copy of Compilation List Activity wise<br>7).Allotment of Points to Houses as per Competitions held<br>8). Announcement of Winners in Morning Assembly<br>9). Prepare Consolidated Prize Lists for CCA Prize Distribution<br>10). All CCA/ House Boards to be periodically updated as per chosen Themes/Topics | Ms. Soumita Gupta I/C<br>Ms. Rupalika Bhattacharya<br>MS. Mansi Dahiya<br>MS. Asifa<br>MS. SUJATA NAIK<br>Ms. Chulbul Rani<br>Mrs. Debasree C. Pandit | |
| **IV** | Coordinate all EBSB & Azadi Ki Amrit Mahotsav Programmes with Social Science Dept.<br>Ensure timely submission of Data in Office for onward transmission | MS. PRIYA KUMARI<br>Ms. Mukta Ghosh<br>Ms. Rituparna<br>Ms. Rupalika | |
| **V** | 1). Plan, Coordinate & Organise all External CCA Events/Competitions of Regional/Cluster Level | Mrs. Meeta Bhattacharya ,<br>Mrs Neeta Bhattacharjee,<br>Prabhati Ghosh<br>Mrs.Rituparna Hajra,<br>Pragati Verma<br>Ankit Mishra,<br>Abhinav Jaiswal<br>Shivam Bargoti | |
| **VI** | Constitution of the Students' Council (In Coordination with Internal CCA Sub-Committee)<br>2) Plan & Organise the Investiture Ceremony | Mrs. Soumita Gupta<br>Ms.Chulbul Rani<br>Ms. Manju<br>Mr. Shivam Bargoti | |
| **VII** | Preparation of Report and sending it thereof | Ms. Rupalika<br>Ms. Soumita<br>Ms. Rituparna<br>MS. Chulbul Rani<br>Ms. Divya<br>Ms. Sakshi Mali | |
| **8** | **CCA (Internal and regional level) & MORNING ASSEMBLY VI TO XII** | **Mr. PINAKI BANDYOPADHYAY** | |

PRINCIPAL

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| **I** | Overall Coordinator for all Programmes of KVS Kolkata Region/ Regional/Cluster Level Programmes in association with other members | Mr. PINAKI BANDYOPADHYAY (CCA Coordinator)<br>Ms. M. Reshmi Irani | |
| **II** | 1. I/C CCA Competitions Sub-Committee (to be conducted in school)<br>2. Prepare CCA Calendar<br>3. Plan, organize & Coordinate all CCA Events/Inter-House Competitions as per CCA Calendar<br>4. Preparation of Judgement Sheets for all CCA Events/Inter-House Competitions<br>5. Prepare Winner's Lists of all CCA Competitions.<br>6. Prepare Consolidated Prize Lists for CCA Prize Distribution<br>7.Member, Sub-Committee for Celebration of Important Days | Ms. M. Reshmi Irani (Associate Coordinator, Sec. & Sr. Secondary)<br>Mrs. Paramita Das, TGT English<br>Ms. Urmila Meena<br>Ms. Eshita Sen<br>Ms. Sadhana Tiwari<br>Ms. Tanusree Paul | |
| **III** | 1. I/C, Morning Assembly Sub-Committee<br>2. Prepare Morning Assembly Schedule<br>3. Delegate duties/responsibilities for smooth conduct of Morning assembly<br>4. Music/Cultural In-Charge for all related events/programmes<br>5. Member, EBSB & Azadi Ki Amrit Mahotsav Sub-Committee<br>6.Member, Sub-Committee for Celebration of Important Days | Ms. Priya, PRT Music<br>Mr. B. K.Mishra<br>Ms. M. Reshmi Irani<br>Ms. Eshita Sen | |
| **IV** | 1. I/C EBSB & Azadi Ki Amrit Mahotasav Programmes / KALA UTSAV / RASHTRIYA EKTA PARV<br>2. Plan,Organize & Coordinate all EBSB & Azadi Ki Amrit Mahotsav Programmes<br>3. Ensure timely submission of Data in Office for onward transmission<br>4. Constitution of the Students' Council (In Coordination with Internal CCA Sub-Committee)<br>5. Plan & Organise the Investiture Ceremony | Mr. Pardeep Kumar, I/C<br>Mr. Alakh Narayan Singh<br>MRS. SUJATA MISHRA WILLIAM<br>Mrs. Shobha Shaw<br>Ms. Nivedita<br>MS. ZOYA | |
| **V** | 1. I/C for Celebration of all Important days<br>2. Prepare the list of important days to be celebrated<br>3. Prepare Duty-Charts for celebration of Important Days<br>4. Member, Newsletter & School Magazine Sub-Committee<br>5. Member, CCA Competitions Sub-Committee<br>6. Media (Print Media, Telecast media) | MS. SADHANA TIWARI<br>Mrs.Urmila Meena<br>MS. Dalima Nancy Mukta Minz (Media I/C)<br>MS. PARAMITA DAS<br>MS. ESHITA SEN | |
| **VI** | 1. I/C for all Art/Craft Painting related events/Programmes<br>2. Updating/ Decoration House Display Boards in Coordination with House Masters<br>3. Ensure timely submission of data of all art/painting related events/programmes<br>4.Member, EBSB & Azadi Ki Amrit Mahotsav Sub-Committee<br>5.Member, Sub-Committee for Celebration of Important Days | MR. ANUP MAZUMDER<br>MR. TANMAY MANDAL | |
| **VII** | 1. Coordinate with Mornning Assembly I/C for smooth conduct of Morning Assembly<br>2. Coordinate with Music/Cultural I/C for all related events/programmes<br>3.Member, EBSB & Azadi Ki Amrit Mahotsav Sub-Committee<br>4. Member, Internal CCA Competitions Sub-Committee | DANCE COACH | |
| **VIII** | 1. I/C for all Fit India Events/Programmes.<br>2. Ensure Timely submission of of data related to Fit India programmes/events<br>3.General Discipline during Morning Assembly<br>4. General Discipline during all CCA Events/Programmes<br>5. Member, CCA Competitions Sub-Committee<br>6. Sports Committee (PRIMARY) | Ms Kuheli Biswas PET I/C<br>(COACHES to assist) | |
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