

PM SHRI KENDRIYA VIDYALAYA BALLYGUNGE			
WORKING COMMITTEES FOR THE SESSION 2026-27			
	Work Description	In-charges & members	Signature
1	Admission / Enrolment (Students and staff) / UBI Fee collection	Mr. TAMAL BISWAS I/C	
I	Online shortlisting of candidates during class 1 admission	MR. DEBJIT BISWAS, I/C UBI PORTAL MR. PURUSHOTTAM MR. GAUTAM MONDAL	
	Processing direct admission cases to CBSE		
	Publication of notice related to admission		
	Planning of Class XI admission		
II	UBI fee verification, promotion, TC out Facebook and YouTube livestreaming during class 1 lottery Uploading of class 1 lottery result on the school website Taking print out of the shortlisted candidates after lottery during class 1 admission.		
III	Admission on KV TC transfer cases class 9-12	MR. TAMAL BISWAS	
	Verification of documents during class 1 and Balvatika admission		
IV	Local transfer cases class 1-12	MR. D. K. TIWARI	
	Planning of seating arrangement in the room allotted for class 1 lottery.		
	Verification of documents during class 1 and Balvatika admission.		
V	Admission on KV TC transfer cases class 6-8.	MR. D. K. TIWARI	
	Updating enrolment position on the enrolment board & in RO google sheet every month.		
	Collection of enrolment data from the class teachers and updating the Google sheet from Regional Office every month.		
	Entry of Admission number and candidate details in the admission register during class 1 admission and Balvatika.		
VI	Verification of online admission forms in the admission portal and informing the parents about any correction.	MS. POULOMI MUKHERJEE	
	Arrangement of refreshments during the online lottery of class 1.		
	Verification of documents during class 1 and Balvatika admission.		
VII	Attending parents' queries.	1. MS. NEETA BHATTACHARJEE 2. MS. MANSI DAHIYA 3. MR. ABHINAV KUMAR JAISWAL	
	Verification of online admission forms in the admission portal and informing the parents about any correction.		
	Uploading of student details in UBI portal for class 1.		
	Preparing files and folders for online lottery class 1 and Balvatika.		
VIII	Attending parents' queries.	1. MS. SOUMITA GUPTA 2. MR. SHIVAM BARGOTI	
	Verification of online admission forms in the admission portal and informing the parents about any correction.		
	Verification of documents during class 1 and Balvatika admission.		
	Uploading of student details in UBI portal for class 1.		
IX	Attending parents' queries.	1. MS. NEETA BHATTACHARJEE 2. MR. ATUL KUMAR	
	Verification of online admission forms in the admission portal and informing the parents about any correction.		
	KV TC transfer cases class 1-5.		
	Uploading of student details in UBI portal for class 1.		
2	ACADEMIC ADVISORY & CURRICULUM COMMITTEE	Mr. Pinaki Bandyopadhyay	
I	To convene the subject committee meetings of respective subjects once in a month. To prepare the Vidyalaya plan for the Academic year. To ensure the distribution of split-up syllabus to students of all classes. To monitor the teaching-learning process. To discuss changes in curriculum, question paper patterns and use of ICT classes. Strategies for better results.	All Subject Convenors	
II	To monitor the upkeep of the note books & academic documents. To check all the records of their respective members of the subject committee. To monitor the conduct of Remedial class for low achievers. To conduct exhibitions. To discuss about the practicals and MDP.	All Subject Convenors	
III	To implement the new pattern of examinations in Class IX, X, XI & XII etc., timely completion of syllabus. To monitor the ongoing activities of the subject. To improve the academic standards.	PGT (Maths) - MR. D K TIWARI	
IV	To ensure diverse inclusive classrooms to cater the need of CWSN as per the provision under Right to disability act & (NEP2020). To plan Vidyalaya level innovation and experimentation on the indicators affecting the learning outcome of children with special need and document. To prepare Data base of improvement in the performance of CWSN	MS. Anam Praveen I/C - CWSN MS. Sobha Shaw MS. Neeta Bhattacharjee MS. Lata Rajak Special educator	
9	Time -Table arrangement, bell timing (VI TO XII)	Mr. Dharmendra Tiwari Mr. Jawed Alam, PGT Geog, Common Member from Exam & TT Committee	

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I	To prepare workable time tables for the school following KVS guidelines. To make a remedial timetable for low achievers.	Mr. Dharmendra Tiwari Mr. Anup Kumar Majumdar	
II	To monitor arrangement periods and contractual teachers' workings for payment	Mr. K C SAHU	
III	To make arrangement for teachers on leave & vacant posts before starting of first period.	Tanmay Mondal	
IV	To maintain a register for teachers to enter the date of leave in advance wherever possible and to ensure it is maintained for the smooth functioning of the school activities.	Mr. K.C. Sahu	
V	To ensure that Teachers attend their arrangement Periods	Mr. Dharmendra Tiwari	
VI	To monitor the presence of Teachers in all the classes, if not, to remind teachers.	Mr. K. C. Sahu	
VII	To ensure regular bell timings and functioning of electronic TIMER, Physical Bell	Tanmay Mondal	
VIII	Making timetable during tests/exams in consultation with examination department in order to avoid confusion during periodic tests/half yearly/session ending exams	Tanmay Mondal	
10	Time Table Primary	Mrs. Meeta Bhattacharyya	
I	Preparation of time table & Daily Arrangement	Mrs. Rinkoo Biswas MRS. LATA KUMARI RAJAK Mr. Shamik Kumar Paul Ms.Chulbul Rani	
II	Preparation of soft copy of time table	Mr. SHIVAM BARGOTI Mrs. Neeta Bhattacharjee	
III	Verification of leave record of contractual teachers for payment and maintenance of leave register.	Mrs. Meeta Bhattacharya Mrs. Soumita Gupta	
11	CCT	Mrs. Shouvik Dey	
I	To follow the KVS schedule of CCT & PISA Exam and conduct all examination in a systematic and transparent manner in coordination with examination committee.	Mr. K.C. Sahu	
II	To compile the regional CCT report and send it to the regional office before 22 nd of every month.	Ms. Eshita Sen	
III	Preparation of CCT resource material/question bank for practice by the students.	Mr. K. C. Sahu	
IV	To ensure CCT corner in all the classes and the Vidyalaya.	Mrs. Shobha Shaw	
V	Practice of one CCT question in the morning assembly	Mrs. Sadhana Tiwari Mrs. Meeta Bhattacharya	
12	NIPUN	Mrs. Meeta Bhattacharya	
I	Maintenance on nipun resource room	Mrs. Rinkoo Biswas Mrs. Mukta Ghosh Sarkar MS. Jayeta Sarkar	
II	To plan and organise the activities under NIPUN and keep record of activities as per the directions of KVS. 1. NIPUN CULTURAL CLUSTER LEVEL COMPETITION	Mrs. Neeta Bhattacharjee , Mrs.Rupalika Bhattacharya Ms. Priya Kumari, PRT Music Mrs.Mukta Ghosh Sarkar Ms.Pragati Verma Ms.Divya MS. MANJU	
	2. NIPUN CLUSTER LEVEL SPORTS MEET	1. Mr. Abhinav Kumar Jaiswal I/C 2. Ankit Mishra 3. Shivam Bargoti 4. Sports Coaches 5.Mansi Dahiya	
	3. NIPUN MEETINGS	1. Neeta Bhattacharjee I/C 2. Meeta Bhattacharyya 3. Soumita Gupta 4. Asifa	
	4. PURCHASE	1. Meeta Bhattacharya I/C	

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	5. NIPUN Quarterly Newsletter & PRIMARY MAGAZINE	1. Ms. Rituparna Hajra I/C 2. Neeta Bhattacharjee 3. Soumita Gupta 4. Mansi Dahiya 5. Chulbul Rani 6. Atul Kumar 7. All BALVATIKA Teachers 8. Shamik Paul 9. Jayeta Sarkar	
III	Preparation, display and utilisation of TLM.	Mrs. Mukta Ghose Sarkar Mrs. Lata Rajak SUJATA NAIK CHULBUL RANI	
IV	Log book of activities conducted by the teachers	Mrs. Meeta Bhattacharjee I/C RINKOO BISWAS PRAGATI VERMA	
13	Local Purchase Committee	Mr. Debjit Biswas	
I	To convene important meetings regarding all purchases.	Mrs. Ranjita Sarkar	
II	Go for spot quotations in emergency and make all necessary resolution as per KVS guid	Mr. Jawed Alam	
III	Read purchase rules of KVS and help in purchase on GeM portal.	Mrs. Ranjita Sarkar Mr. Debjit Biswas	
IV	To make quality check-up and verification of goods before entry in the stock registers by the concerned in charges.	Mr Debjit Biswas I/C Mrs. Meeta Bhattacharya Deptt Department-in-charges	
14	Library and the Literacy club	Mr. Tanmay Mandal	
I	To introduce the literacy club immediately. Reading habits have to be inculcated among the students. More books may be procured. (READERS' CLUB)	Ms. Paromita Ms. Eshita Sen	
II	Renovation of library to be taken up immediate, purchase books as per guidelines. The suggestion from staff members for the purchase of new books to be taken and disposed of old books off after proper procedure	Mrs. Mukta Ghosh Sarkar	
III	To ensure books are circulated as per the requirement of students & staff members as per Library rules.	Mr. P. Bandyopadhyay	
IV	Books should not remain with the same individual for a long period when there is a demand for it from others. The library should be open during lunchtime for students to read books & magazines. Students should be encouraged to write a Book Review. Maintain Book and uniform bank to help the needy students	Mr. Tanmay Mandal	
V	Guidance & Counselling corner or table to be maintained. Good quotations related to Books and Reading to be displayed in the Library. To plan and conduct ALAP and reading club activities	Mr. Tanmay Mandal, TGT Lib Counsellor	
15	Furniture (M & R)	MR. ALAKH NARAYAN SINGH (I/C) MR. ANKIT MISHRA (ASSOCIATE I/C)	
I	To ensure the furniture in each classroom is of uniform nature as far as possible. This committee will see that the old and unused furniture be disposed off after following proper procedure.	Mr. Ankit Mishra Mr. Dharmendra Kumar Tiwari	
II	To ensure that no furniture is lying in the corridors.	Shri. Anup Kumar Majumdar	
III	To ensure that any furniture taken for any function to be replaced in its proper place.	Mr. Abhinav Jaiswal Mr. Ankit Mishra	
IV	To keep a record of all furniture Purchase, repaired & broken. Furniture & fixture should be kept properly and necessary checking for condemnation and auction with consultation with the competent authority.	Mrs. Urmila Meena Mrs. Lata Razak	
16	ICT - M & R of Computer, E-classes, website, internet/networking	Mr. Debjit Biswas	
I	Update of website and posting of photographs of various activities of the students on day to day basis. A catalogue of good e-lessons to be prepared. To monitor the functioning of eclassrooms of class XII	Mr. Debjit Biswas	
II	To ensure the e classes and computer labs logbook is maintained properly & to monitor the functionality of eclassrooms Class XI	Mr. Tamal Biswas	
III	To ensure e class Timetable is displayed in the e- class rooms as well as in the computer lab & monitoring the functionality of eclassrooms Classes IX & X	Mr. K. C. Sahu	
IV	To ensure monitoring & proper functioning of eclassrooms for classes VI to VIII	TGT (WE) MR. SHOUBHIK DEY	

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IV	To collect the e-lessons from teachers for all the subjects and to upload on the website for use by other teachers & to monitor the functionality of eclassrooms for Balvatiak & I to V	Mrs. Neeta Bhattacharjee Mrs. Meeta Bhattacharya	
V	Telephone Lines, Broadband, Internet, Modems, FTTH	Mr. Debjit Biswas Mr. Tamal Biswas	
17	SCIENCE CLUB & HEALTH CLUB/EXHIBITIONS AND OLYMPIAD AND OTHER SCIENCE COMPETITIONS, INNOVATION COUNCIL	MR. SHOUVIK DEY	
I	To conduct all science Olympiads,, other science competitions . To conduct various science related activities in the morning assembly. To encourage scientific culture among children.	Mr K. C. Sahu Mr. Souvik Dey Ms. Aditi Agarwal	
II	JLNSE, INSPIRE, National Children Science Congress, YUVIKA To guide students to make Prize-winning innovative Projects for Science exhibition. To arrange talks by experts.	Mr. Gautam Biswas Ms. Rupali Sinha	
III	To organise JiGYASA, STEAM WORKSHOPS etc, Nature /Eco Club ,Soil Health Assessment and Health Card, Mission LiFE-Meri Life Activities, Sustainable development exposure visit	Mr. Gautam Biswas Mrs. Anam Parveen Mrs. Nivedita / Ms. Sneha Karmakar	
IV	Provides an opportunity to the pupils to express their creative abilities in the field of science and encourage development of new ideas. To conduct seminars on Science .	Mrs. Anam Parveen Mr. Gautam Biswas	
VI	To train students for Science Olympiad.	Mr K C Sahu Ms. Aditi Agarwal	
VII	School Registration for KAMP	Anam PARVEEN Zahid Ali	
VIII	School Innovation Council	Mr. Debjit Biswas	
IX	SCIENCE OLYMPIAD PRIMARY SECTION 1. SILVER ZONE	Ms. Rituparna I/C Ms Divya	
	2. SOF	1. Ms. Annapurna Ghosh I/C - Secondary 2. Lata Kumari Rajak I/C - Primary 3. Manju Gautam 4. Sanghamitra Roy 5. Ms. Atreyee	
	3. GREEN OLYMPIAD	1. MS. CHULBUL RANI I/C 2. Atul Kumar	
	4. HUMMING BIRD (Both Primary & Secondary)	1. Mrs. Mukta Ghose Sarkar I/C 2. Mr. Shamik Pal 3. Ms. Eshita Sen	
18	ATL / AI CLUB ACTIVITIES	MR. TAMAL BISWAS ATL Instructor	
I	Higher secondary	Zahid Ali Anam Parveen D Biswas Rupali Sinha	
II	Secondary	Mr K. C. Sahu Mr. Souvik Dey	
III	Primary	Neeta Bhattacharjee, Soumita Gupta	
20	Sports and Games	Ms Kuheli Biswas Mr. Pramod Kumar Sah Mr. Tapan Das Mr. Bikas Majumder	
I	To plan and motivate sports and games. Emphasis may be given for indoor games like chess, carom board, T.T and other games. EBSB activities as per the directions.To select & train the students for sports activities at Vidyalaya level cluster, regional and National Level.	Ms Kuheli Biswas	
II	Aerobics to be introduced for secondary and primary sections separately	Mr. Pramod Sah Ms. Priya, PRT Music (Primary)	
III	To keep discipline in school to conduct the sports day celebration in a befitting manner with the help of coaches and prize distribution in coordination with CCA committee	Ms Kuheli Biswas Mr. Abhinav Jaiswal	
IV	EBSB activities as per the directions.	MR. PARDEEP KUMAR MR. A. N. SINGH Mr Anup Majumder (Sec) PRT Music (Primary)	

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21	Display and bulletin boards	Mr. Anup Majumder	
I	To ensure the display boards are decorated as per the topic is given monthly basis. The articles displayed should be verified by the teachers. Assigning duties for updating of display boards in the class rooms, corridors and the Vidyalaya garden including departments.	Mr. Anup Majumder Mrs Sadhna Tiwari MR. TANMAY MANDAL Ms. Shehnaz Hossain	
II	Announcement of themes of the display boards as per the special days of the month on the last working day and assessment of the updated boards in the first week of the month.	Mr. Shamik Paul	
III	Recording of updated display boards and announcement of Best three display boards	Mr. Anup Majumder	
IV	Every display board should have “Maintained By “and “Last Updated On “	Mrs. Rituparna Hazra	
22	VMC & PTM	1. Mrs. M. Reshmi Irani I/C	
	1. Preparation of Agenda of VMC Meeting / PTM in consultation with the Principal/ Vice-Principal 2. Preparation and Sending intimation of scheduled VMC /PTM Meeting along with Agenda to all VMC/PTM Executive Committee Members in collaboration with Vidyalaya Office. 3. Preparation of all related files for VMC/PTM members for meetings 4. Preparation and Presentation of Powerpoint Presentation for VMC/PTM Executive Committee Meetings with technical help of Computer Instructors. 5. Writing / Preparation of Minutes of the VMC/PTM Executive Committee Meetings 6. Preparation of Draft of ATR of all VMC/PTM Executive Committee Meetings 7. All other Preparations in respect of all VMC /PTM General and Executive Committee Meetings.	2. MS. Poulomi Mukherjee (Report Writing) 3. Mrs. Nivedita 4. Mrs. Meeta Bhattacharyya 5. Ms. Rupalika, Ms. Rinkoo (Food Committee) 6. Mr. Pinaki Bandyopadhyay 7. Mrs. Shova Shaw 8. Anup Mazumdar 9. Mr. Purushottam	
I	Drinking water and food arrangement for the student’s on routine basis and also during various Vidyalaya/cluster and regional level programmes	Mrs. Rupalika Bhattacharyya Mrs Sadhana Tiwari	
II	Seating arrangement & Refreshments for the staff during the staff meeting on last working day of the month. Refreshment of guests during meetings/workshops/ any programme	Mr. B.K.Mishra Mrs.Shova Shaw Mr. K C Sahu MS. Rituparna Hazra, Meeta Bhattacharya	
III	VMC / Refreshment during all official visit to school	MS. Neeta Bhattacharjee	
IV	Proper seating plan for VMC, PTA/PTM, and also during any other programme assigned by the competent authority.	Mr. A.N. Singh Mr. B. K. Mishra Mr. Ankit Mishra	
V	Any common issues can be brought to the notice of the Principal regarding the staff’s welfare.	Mrs. Shobha Shaw Mr. Khitish Sahu	
23	Rajbhasha Samiti and Sanskrit related activities	MS. Nandini Shaw I/C	
		Ms. Sadhna Tiwari, ASSOCIATE I/C Ms.Chulbul Rani	
I	To make Rajbhasha functional and effective, to send all quarterly reports on time. Prize distribution of Pakhwara on 14th September	Mrs. D. M. N. Minz Ms. Tanusree Paul Ms. Rashda Parveen	
II	To convene regular meetings to see that Rajbhasha has been properly implemented	Mrs. Sadhna Tiwari	
III	Hindi Pakhwada is to be celebrated in a befitting manner. Promotion of Hindi be given importance.Preparation of annual e- newsletter of Rajbhasha activities	Mrs. Urmila Meena Ms. Rashda Parveen	
IV	Sanskrit related activities	Mr. B. K. Mishra MS. TANUSREE PAUL	
24	EMERGENCY RESPONSE COMMITTEE	MR. K C SAHU	
	Evacuation Team	Mr. Jawed Alam & Mr. Shouvik Dey (Coordinators)	
	Search & Rescue Team	Mr.Shamik Paul & Mr.Abhinav Jaiswal(Coordinators) along with all other Teachers	
25	First Aid & Medical, Inclusive Education Team	Mrs. Anam Parween	
		Mr. Gautam Biswas Special Educator	
26	CHILD SAFETY (POCSO), Fire safety & Disaster management COMMITTEE	Mrs. Anam Parween	

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	Constitution of Internal Child Safety Committee (ICSC) In compliance with the Protection of Children from Sexual Offences (POCSO) Act, 2012, CBSE guidelines, and KVS directives on child protection and school safety, the Internal Child Safety Committee (ICSC) of Kendriya Vidyalaya Ballygunge is hereby constituted with immediate effect to ensure a safe, secure, and child-friendly school environment. Functions of the Internal Child Safety Committee (ICSC) as per POCSO Act, 2012: 1. Ensure all staff understand POCSO provisions, responsibilities, and penalties, and display child protection guidelines in visible areas. 2. Conduct sensitisation on personal safety, good-touch/bad-touch, child rights, and cyber safety, and promote safe practices across all school environments and digital platforms. 3. Inspect washrooms, corridors, isolated areas, playground corners, and classrooms regularly and recommend improvements in CCTV, lighting, and visitor tracking. 4. Maintain a confidential complaint register and ensure mandatory reporting to SJPU/local police under Section 19 of the POCSO Act.	The committee members are as follows: 1. Smt. Anam Parveen, PGT (Chemistry) – Member Secretary & In-Charge 2. School Counsellor – Member 3. Smt. Shobha Shaw, TGT (SST) – Member 4. Smt. Aditi Agrawal, TGT (Science) – Member 5. Shri K. C. Sahu, TGT (Science) – Member 6. Smt. Neeta Bhattacharjee, PRT – Member 7. Parent Representatives – Aradhya's Mother & Vaidehee's Father – Members (Class teachers are requested to contact the parents and inform them about this responsibility.) 8. Student Representative from Class 12 (Name to be inserted) – Member	
27	School / Child safety in the classes and the campus (arrival and departure of students)	Mr. A N Singh, I/C Sports Coach	
I	To ensure the safety and security of the students, corridor movement, Formation of Buddy pairs,	Mr. Pardeep Kumar Mrs. Shipra Dikshit	
II	Arrival/dispersal of students before/after morning assembly & school hours, Issue of ID cards, Out pass, Visitor's pass, Parent ID etc If possible, a mock drill may also be planned for evacuation.	Mr. Dharmendra Kumar Tiwari	
III	NDMA drills on fire and building safety.	Mr. A. N. Singh	
IV	To procure fire, building and safe drinking water certificates. The committee will keep track of the regular water tank cleaning in every three months and also expiry date of extinguisher and process for cleaning/refilling. The date of cleaning of tank or refilling should be recorded in writing on the tank/extinguisher.	Mr. K C Sahu	
V	To see that fire extinguishers are placed in all floors and departments.	Mr. Zahid Ali	
VI	To monitor in the implementation of Protection of Children from Sexual Offences (POCSO) Act, 2012. The Committee has the final authority to dispose of cases for the care, protection, treatment, development and rehabilitation of the children as well as to provide for their basic needs and protection of human rights. Conduct Inquiries if there is an offence under the Act	Mr. Pardeep Kumar MEETA BHATTACHARYA Mr. Shamik Paul	
28	Internal Complaint committee	Shri Uttam Kumar, Principal MS. Ranjita Sarkar, Vice Principal	
I	To deal with the complaints regarding sexual harassment of women at work place in terms of provision of section 4(2).	Mrs. Soma Ghosh, Assistant Commissioner, KVS, RO, Patna Ms. Mahua Chatterjee, Psychologist Trainee Psychoanalyst, and Programme Manager Anjali Janamanas Calcutta unit C/O Anjali 7/D7A Picnic Garden 3rd lane, Kolkata-39 Mrs. Sabiha Shahin, Principal, KV Saltlake No. 1 Shri Uttam Kumar, Principal, KV Ballygunge Ms. Ranjita Sarkar (Vidyalaya)	
29	CCTV CAMERAS, PA SYSTEM AND DEPARTMENT WISE ASSET MAINTENANCE COMMITTEE	MR. K C SAHU, I/C	
I	To look after the maintenance of PA SYSTEM (PUBLIC ADDRESS SYSTEM)	Mr. Tamal Biswas Mr. Anup Kumar Mazumdar Mr. Souvik Dey Mr. K. C. Sahu Mr. Atul Kumar Ms. Mansi Dahiya	
II	CCTV	Mr. Zahid Ali Mr. Debjit Biswas Mr. Tamal Biswas, Mr. Anup Majumder Mr. Kuheli Biswas Mr. Atul Kumar, Ms. Mansi Dahiya	

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III	Water RO / Drinking Water	MR. Kshitish Chandra Sahu, I/C Mr. Dharmendra Kumar Tiwari Mr. Ankit Kumar Ms. Asifa	
IV	Water supply in Toilets, Washroom	MR. Alakh Narayan Singh, I/C, Mr. Dharmendra Kumar Tiwari, Kshitish Chandra Sahu, Ms. Annapurna Mal, Mr. Ankit Mishra, Ms. Asifa	
V	Electricity supply	Mr. K C Sahu, Mrs. Anam Parveen, Mrs. Poulomi Mukherjee, Mr. Shivam Kumar Bargoti	
30	(Scout/guide, cub/bulbul / NCC activities)	Shri. Alakh Narayan Singh - Scout I/C Smt. Rupalika Bhattacharya - Guide I/C Shri. Anup Kumar Majumdar - NCC I/C Shri. Kshitish Chandra Sahu - NCC I/C	
	CUB BULBUL ACTIVITIES PRIMARY	1. LATA KUMARI RAJAK I/C (BULBUL I/C) 2. SOUMITA GUPTA 3. CHULBUL RANI 4. DIVYA 1. ABHINAV KUMAR JAISWAL I/C (CUBS I/C) 2. SHIVAM BARGOTI 3. ATUL KUMAR	
I	To make all club activities real and to sensitize the students about the different areas of interest and hobby development.	Mr. Alakh Narayan Singh MS. Nandini Shaw Ms. Sadhna	
II	To maintain notice boards and registers about the different activities undertaken by the club	Mrs. Mukta Ghosh Sarkar	
III	Motivate and guide children and staff to participate in NCC/Scout and guides/cubs and bulbul movement.	MRS LATA RAJAK	
IV	Keep records of guide children & conduct different activities	Mrs. Sadhana Tiwari	
V	Keep records of Scout children & conduct different activities	Mr. A. N. Singh	
31	INTEGRITY CLUB	MR. PARDEEP KUMAR I/C	
I	List preparation of students of class 8 & above	Mr. Jawed Alam, PGT Geog	
II	List preparation of students of class 6 & 7	MRS S M WILLIAM MS. ZOYA	
III	List preparation of students of Primary	Mr. Shamik Kumar Paul	
IV	Arrangement of Programmes with the help of students & other Members	Ms. Priya, PRT Music	
32	Swachh Vidyalaya Committee	Ms. Mukta Ghosh, I/C	
I	To organise Swachh and Harit class competition every month. (Committee list of teachers and students)	MRS SOBHA SHAW MRS. NIVEDITA / Ms. Sneha Karmakar	
II	Class room cleanliness by all the staff and students once in a month.	Shri. Budhesh Kumar Mishra Mr. Nipun Maity	
III	Best maintained Toilets and corridors list	MRS Aditi Agarwal	
IV	Area to be delegated to each class and plantation competition to be conducted thereby awarding best three Harit Classes, Arrangement of Badges	Mr. Gautam Biswas 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	
33	PMSHRI Committee	Mr. Gautam Biswas , I/C Mr. Tanmoy Mondal Mr. Shamik Kumar Paul Mr. Purushottam Sen	
	Monitoring, Data collection	Mr. Tanmay Mondal	
	Photography, Videography, Storage of Photos & Videos	Mr. Shamik Kumar Paul Mr. Nipun Maity	
	Report Preparation & PPTs	Ms. Rituparna Mrs. Jayeta Sarkar	

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	Technical Support	Mr. Purushottam Mr. Gautam Mondal	
34	ECO CLUB (GARDENING & BEAUTIFICATION)	ANAM PARVEEN, I/C	
I	To plan and conduct eco club activities as per the ECO Club guidelines ,Committee list	MRS Rupalika Bhattacharya	
II	To keep a close eye on the beautification of campus. Make rounds of classroom, school notice boards and suggest necessary changes and improvement.	MS.Shipra Dixit MRS. DALIMA NANCY MINZ	
III	To maintain the aquarium and garden with the help of the gardener and the members of eco club	Mr.Gautam Biswas LATA RAJAK	
IV	Maintain Herbal and Kitchen garden and display of description of plants with uses.	Mr.Gautam Biswas Ms.Asifa	
V	Implementation of BALA Project	MR ANUP MAJUMDAR	
VI	To conduct various science related activities in the morning assembly.	MR K C SAHU Ms. Salma Sultana	
VII	To encourage scientific culture among children	Ms.Aditi Agarwal	
VIII	Green Audit , Energy Audit	MRS ANAM PARVEEN	
IX	To constitute BAL SANSAD and conduct activities in a planned.To conduct various MISSION LIFE -related activities in the morning assembly.	Mr.Gautam Biswas Ms. Rupali Sinha	
35	Maths Club	Mr. D. K. Tiwari, I/C	
I	To make all club activities real and to sensitize the students about the different areas of interest and hobby development.	1. Ms Shipra Dixit 2. Ms. Annapurna 3. Atreyee Mukherjee 4. Ms. Sana Aslam	
II	To maintain notice boards and registers about the different activities undertaken by the club.	MRS A MAL	
III	Preparation of Mathematical garden	Ms.SanaMs. Salma Sultana	
36	Art Club	Shri. Anup Kumar Majumdar I/C	
I	To train the students in diverse way of drawing and paintings.Creative hand writings.	Shri. Anup Kumar Majumdar	
II	Encourage the students to take part in competition outside the school	Mrs. N. Minz	
III	TO PRINT greeting cards, invitations ETC	Mrs. Annapurna Ghosh Mr. Nipun Maity	
37	Publications (Newsletter, advertisements, magazine, student's & teacher's diary etc)	Ms. Poulomi Mukherjee, I/C MR. TANMAY MANDAL Mrs.Neeta Bhattacharjee Ms. Rituparna Hazra MS. MANSI DAHIYA	
I	The committee will collect the articles, poems, stories etc. from the students and the staff members, photographs from the CCA in-charges. Getting the messages from the officers and important information from various departments and compilation etc., timely release of magazine is ensured. (ENGLISH)	MRS P. MUKHERJEE Ms. Sneha Karmakar	
II	The committee will collect the articles, poems, stories etc. from the students and the staff members, photographs from the CCA in-charges. Getting the messages from the officers and important information from various departments and compilation etc., timely release of magazine is ensured. (HINDI)	MS N MINZ Ms. Rashda Parveen	
III	The committee will collect the articles, poems, stories etc. from the students and the staff members, photographs from the CCA in-charges. Getting the messages from the officers and important information from various departments and compilation etc., timely release of magazine is ensured. (PRIMARY)	1. Ms.Eshita Sen (Secondary & Sr.Secondary) 2. Atul Kumar (Primary)	
38	MONITORING OF THE WORK OF OUT SOURCING STAFF. (SANITIZATION AND CLEANING BY THE SECURITY AND CONSERVANCY STAFF	Mr. Dharmendra Kumar Tiwari I/C Mr. Anup Kumar Majumder , Mr.Tanmay Mondal Mrs. Rinkoo Biswas, Ms. Manju Ms. Pragati Verma Ms.Chulbul Rani	
I	To do correspondence with the Authorized agency.	Mr. Dharmendra Kumar Tiwari - I/C, Mr. Anup Kumar Majumder	
II	To check the attendance / ESI / Police verification of Housekeeping staff.	Mr.Tanmay Mondal	

PM SHRI KENDRIYA VIDYALAYA BALLYGUNGE			
WORKING COMMITTEES FOR THE SESSION 2026-27			
	Work Description	In-charges & members	Signature
III	To verify and monitor the stock purchased under Sanitation regularly	Mr.Tanmay Mondal	
IV	To certify the bills related to the Sanitation by the Committee.	Mr.Dharmendra Kumar Tiwari I/C Mr. Anup Kumar Majumder , Mr.Tanmay Mondal 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 I/C Ms. Mukta Ghosh Sarkar I/C Mr. Anup Kumar Majumder , Mr. Tanmay Mondal Mrs. Rinkoo Biswas, Ms. Manju Ms. Pragati Verma Ms.Chulbul Rani	
VI	To maintain records. To ensure that the classrooms and the corridors of their respective blocks are cleaned.	Ms. Manju I/C Mr. Dharmendra Kumar Tiwari	
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.Chulbul Rani, Ms. Manju	
VIII	Functioning and cleaning of aquarium.	Ms. Pragati Verma	
IX	To ensure cleanliness of the school/classrooms/corridors/wash rooms/water supply/storage/ dustbins/electrical points.	Ms. Mukta Ghosh Sarkar I/C Mrs. Rinkoo Biswas	
X	Arrangement of night duty staff (as per the need) during all the important events.	Mrs. Rinkoo Biswas, Ms. Manju Ms. Pragati Verma	
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. Debjit Biswas Shri. Anup Kumar Majumdar	
39	MAINTENANCE AND REPAIR OF VIDYALAYA BUILDING	Mr. Anup Kumar Majumdar I/C	
I	To check regularly electrical, plumbing and civil faults in the school building. The committee will take up resolutions for repair and maintenance and necessary purchases for speedy work & will maintain work register	Mr. Debjit Biswas Shri. Tanmay Mandal Ms. Kuheli Biswas	
II	Staff Quarters (M & R)	Mr. B. K. Mishra (I/c upto 30.4.2026) Mr. Tamal (w.e.f. 1.5.2026) Mr. K. C. Sahu Mr. D. K. Tiwari Mr. Sumantra Pramanik Ms. Mansi Dahiya Mr. Ankit Mishra	
40	Guidance and counselling (ACP / FCP / NAEP)	Ms. Annapurna i/c Ms Paramita Das Ms. Eshita Ms. Poulomi Ms. Manju	
I	To plan guidance & counselling activities for the academic year & Counsel the students from time to time.	MRS S SHAW Ms. Shehnaz Hossain	
II	To maintain Guidance & counselling register. To have a counselling hour every Wednesday for difficult students of various classes.	MRS Paramita Das Counsellor	
III	To invite alumni of the Vidyalaya for addressing the students about career options.To address problems of behaviour and learning. To motivate the students towards right academic overlaps and positive attitude to life. To organize the events of other invited motivational speakers from outside.	Mr. Soubhik Dey	
IV	To have a meeting with the girl students by lady teachers once in a month regarding their problems. A written record is to be maintained.	Ms. S M WILLIAM Ms. Sneha Karmakar	
41	MEDICAL AND FIRST AID	MS. ANAM PARVEEN, I/C	
I	1. To plan two rounds of medical check-up for the academic year.	MS N. MINZ, ANAM PARVEEN	
II	2. To maintain medical history of each student in the medical card.	MR K. C. SAHU	
III	3. To arrange talks by experts.	Mrs. Aditi Agarwal	
IV	4. Purchase of medicines and materials for First Aid kit Providing first aid facilities to students as and when required.	MRS MUKTA GHOSH SARKAR	
V	5. Attending to all emergency conditions.	Nurse	

PM SHRI KENDRIYA VIDYALAYA BALLYGUNGE			
WORKING COMMITTEES FOR THE SESSION 2026-27			
	Work Description	In-charges & members	Signature
VI	6. To convene meetings on the importance of good and healthy habits to be taken up by staff and the students.	Mrs. Aditi Agarwal	
VII	8. Dr. of the Vidyalaya will give a talk on hygienic conditions every fortnightly in the assembly.	Doctor, Nurse	
VIII	9. This committee will also see that class/toilet/Vidyalaya/garden garbage is removed regularly	ALL MEMBERS OF MEDICAL & FIRST AID COMMITTEE	
42	GRIEVANCE REDRESSAL COMMITTEE	MRS. RANJITA SARKAR	
I	To address the grievances of the stakeholders and forward the same to the competent authority	MR. PARDEEP Shri. Pinaki Bandyopadhyay Ms. Anam Mrs. Meeta Bhattacharyya	
43	ALUMNI & ACHIEVERS' RECORD	Ms. Pinaki Bandyopadhyay, I/C Mr. Gautam Biswas MR. DEBJIT BISWAS Ms. Sujata Willium Mrs. Neeta Bhattacharjee	
44	PORTALS	Mr. Debjit Biswas, I/C	
i	PMSHRI	Mr. Gautam Biswas I/C Ms. Ranjita Sarkar Mr. Tanmay Mondal Mr. Purushottam Mr. Shamik Paul Mrs. Rituparna Hazra	
ii	SAMAGAM & SAMAGAM (CPD)	Mr. Debjit Biswas (Except PIS) Mr. Pinaki Bandyopadhyay (CPD) Ms. Ranjita Sarkar (PIS) Mr. Purushottam Sen (Technical Support)	
iii	UDISE+ (Secondary & Sr Secondary)	Mr D Biswas All Class Teachers VI-XII Mr. Gautam Mondal	
iv	UDISE+ (PRIMARY)	Mrs. Meeta Bhattacharjee All Class Teachers I-V Jayeta Sarkar	
v	UBI (Secondary & Sr Secondary)	Mr D Biswas Mr Tamal Biswas	
vi	UBI (PRIMARY)	Mrs. Rituparna Hazra Mr. Shivam Bargoti	
vii	TRANSFER	Mr. Debjit Biswas Mr. Zahid Ali	
viii	OLA	Mr. Tamal Biswas	
ix	FIT INDIA	Mrs. Kuheli Biswas	
x	PMKVY	Mr. Tamal Biswas	
xi	PROJECT INCLUSION APP	Mrs. Gautam Biswas	
xii	VIDYANJALI	Mrs. Anam Parween Mrs. Ranjita Sarkar	
xiii	PRERNA	Mrs. Paramita Das Mrs. Sadhana Tiwari Ms. Poulomi MUKHERJEE Ms. Eshita SEN MS. DNM MINZ	
xiv	MERI LIFE	Mr. Gautam Biswas	
xv	SCHOOL INNOVATION COUNCIL (SIC)	Shri. Debjit Biswas	
xvi	SOIL HEALTH ASSESSMENT	Mr. Gautam Biswas & Mrs. Anam Parveen	
xvii	PIMS	Mrs. Ranjita Sarkar	
xviii	GeM	Mrs. Ranjita Sarkar Mr. Pardeep Kumar Shri. Debjit Biswas Shri Tamal Biswas Shri. Sumantra Pramanik	
xix	OASIS	Mr D Biswas Mr. Purushottam Sen	
xx	YUVIKA	Mrs. Aditi Agarwal	
xxi	SQAAP	Mr Zahid Ali	
xxii	Staff Sanction	Mr. Tapan, ASO	

PM SHRI KENDRIYA VIDYALAYA BALLYGUNGE			
WORKING COMMITTEES FOR THE SESSION 2026-27			
	Work Description	In-charges & members	Signature
xxiii	SAFAL, SARAS	Mr. Zahid Ali Mr. Purushottam Sen Mr. Gautam Mondal Mr. Jayeta Sarkar	
45	TOY/TLM/RESOURCE ROOM (PRIMARY)	Mrs. Meeta Bhattacharya I/C Mrs. Lata Rajak Ms. Divya Mrs. Rinkoo Biswas Mrs. Soumita Gupta Mrs. Neeta Bhattacharjee Ms. Chulbul Rani Ms. Asifa Mrs. Manju Gautam Mr. Ankit Mishra	
46	Toy Based Pedagogy (Secondary)	Ms. Eshita Sen , I/C Mr. D. K. Tiwari Mrs. Shipra Dixit Mrs. Annapurna Mal Ms. Shobha Shaw	
47	National Intellectual property Awareness (www.yuvamanthan.org / NIPAM, IP INNOVATION CLUB to be linked with School innovation Council	Mr. Debjit Biswas (I/C) Mr. D. K. TIWARI	
48	Scholarships	Mr. Zahid Ali Mrs. Anam Parveen	
			PRINCIPAL