

KENDRIYA VIDYAYALA FORT WILLIAM, KOLKATA

FORMATION OF COMMITTEES FOR THE ACADEMIC YEAR 2024-25

W.E.F-01.04.2023

SL.NO.	NAME OF THE COMMITTEE	DUTY ALLOTTED	NAME OF THE STAFF MEMBERS	SIGNATURE
1.	ACADEMIC ADVISORY COMMITTEE	1. Conduct of PTA meeting for different classes. 2. Monitoring of completion of syllabus in different classes. 3. Conducting of monthly/periodic/academic advisory committee meeting to suggest and implement various academic strategies in consultation with different stake holders and in the line of instructions and circulars from KVS, NCERT and CBSE. 4. To devise and implement plans for academic excellence.	PRINCIPAL	
			VICE PRINCIPAL/ SENIOR MOST TEACHER	
			HM / SENIOR PRT	
			MRS. B KAMAKSHI	
			MR. P. BANERJEE	
			MRS. S. SRIVASTAVA	
			MR. S GHOSH	
			MR. A VERMA	
			MRS N SAHU	
MRS.A. JAISWAL				
2.	COMMITTEE FOR C.M.P.	1. Determination of different kinds of activities under CMP. 2. Organizing of cluster level CCA activities. 3. Proper Utilization of materials purchased under CMP. 4. Film show for the children for Primary classes and the records thereof. 5. Preparation and implementation of Annual Calendar for Funday, FLN, Toy based pedagogy, Experiential learning, NIPUN and Mini Cultural and Sports Meet. 6. Maintenance of Portfolios	HM I/C	
			MS PRIYA	
			MS ARTI YADAV	
			MR. GOPAL TRIVEDI	
3.	ADMISSION COMMITTEE	1. Preparation of admission list. 2. Verification of T.C and related documents from other KV/schools. 3.Follow admission guidelines for each admission. 4. Prepare and publish the vacancy positions for fresh admissions as per the rule. 5. Keep all the admission related records, to retrieve and submit it as and when required. 6. To keep the records of enrolment as required by KVS. 7. To guide the public about Admission process in KVS.	MR.S.K.GHOSH I/C	
			MR. S. PRASAD CO I/C	
			MRS. N SAHU	
			MRS. S. HAIT	
			MRS J SAHOO	
			MS GULSHAN	
			MRS. TANSHUREE DEY	
			MS. LAXMI CHANDEL	
MS. SIMRAN				
4.	EXAMINATION (SECONDARY)	1. Conduct of different examinations. 2. Preparation of Result Analysis of all classes and all Exams. 3.Maintenance and record keeping for each exam. 4. Declaration of result on scheduled date. 5. Procurement of items required for the smooth conduct of examination. 6. Guiding the teachers about MDP, Art Integrated Project, Subject Enrichment, Learner's Reflective Diary, Case studies, maintenance of profiles, Practicals, projects, internal assessment and Grading systems in Art Education, Work Experience and Physical and Health Education.	MRS. A JAISAWAL I/C	
			MRS JYOTI PANDEY	
			MR. A. KUNDU	
			MR. D. GHOSH	
			MR. B.K.DHANUK	
			MR. U.K.NAYAK	
5.	EXAMINATION [PRIMARY]	1. Conduct of different examination. 2. Preparation of Result Analysis of all classes and all Exams. 3.Maintenance and record keeping for each exam. 4. Declaration of result on scheduled date. 5. Procurement of items required for the smooth conduct of examination. 6.Guiding the teachers about MDP, Art Integrated Project, Subject Enrichment, Case studies, maintenance of profiles, projects, internal assessment and Grading systems in Art Education, Work Experience, Music and Physical and Health Education.	MRS. P.P. RAIGURU I/C	
			MRS. PREMVATI	
			MS PRERNA	
			MR. SHIVAM KUMAR	
6.	CBSE, NIOS AND ALL EXTERNAL EXAMS	1. Smoothly conducting CBSE Examination 2. Result Analysis for Board Class (X & XII) 3. Uploading of data on CBSE Website. 4. Conduct of all External exams.	MRS B KAMAKSHI CBSE I/C	
			MR. S. KHAN CO I/C	
			MR K. MONDAL NIOS & EXTERNAL I/C	
			MR S. KHAN CO I/C	
			MRS. J. SAHOO	
MRS.N. SAHU				

			MRS. P. SARAF	
			MR. M. MISHRA	
			MR. K SHAW	
			MR. DILIP DAS	
			MR. U.K. NAYAK	
			MR. BIJAY, SUB STAFF	
7.	MODERATION AND PROMOTION COMMITTEE FOR RESULT (INTERNAL EXAM)	1. Moderation of question papers of different examination. 2. Checking of standard and pattern of question papers. 3. Moderation of result as per KVS directions/circulars. 4. Preparation of the list of essentially repeat and supplementary students. 5. Recommendation and preparation of Final Result incorporating the Grace Marks as per the directions of KVS.	VP/ SENIOR MOST TEACHER HM/ SENIOR MOST PRT MRS. B. KAMAKSHI MRS I CHOUDHURY MRS. S. SRIVASTAVA MRS. P. PREMELA MRS. PP RAIGURU	
8.	TIME-TABLE (SECONDARY)	1. Preparation of all types of Time-table as per the prescribed norms of KVS and CBSE. 2.	MR.P.BANERJEE I/C MRS.J.SAHOO CO I/C MRS. S. SRIVASTAVA MRS N SAHU MRS. S. SAGAR	
9.	ARRANGEMENT / RECESS DUTY ALLOTMENT (SECONDARY)	1. Making arrangement 2. Sub-staff to circulate the arrangement sheet and get sign on it from concerned teachers. 3. Assigning recess/gates/corridor duties 4. Monitoring of classes without teacher.	MR. A.KUNDU I/C MRS I. CHOUDHURY CO I/C MRS. S.J. KAR MS. GULSHAN MR.S.K.DUTTA (SUB-STAFF)	
10.	TIME-TABLE (PRIMARY)	1. Preparation of all types of Time-table 2. Monitoring of classes without teacher	MR. KUNDAN KUMAR SHAW MR. VIKAS MS PREMVATI	
11	ARRANGEMENT / RECESS DUTY ALLOTMENT (PRIMARY)	1. Making arrangement 2. Sub-staff to circulate the arrangement sheet and get sign on it from concerned teachers 3. Assigning recess /gate/corridor duties 4. Monitoring of classes without teacher.	MR. K SHAW I/C MR. VIKAS MRS. PREMVATI	
11(A).	CO-CURRICULAR ACTIVITIES(CCA)/ MORNING ASSEMBLY / EBSB/STUDENT COUNCIL/AKAM	1. Preparation of Annual CCA Calendar 2. Conduct of CCA activities 3. Celebration of different occasions 4. Conducting morning assembly in a befitting manner. 5. Distribution of Houses /Distribution of students in different Houses. 6. Constitution of Student Council and organising Investiture Ceremony. 7. Motivate the students to take part in all inter house activities / competitions. 8. Ensure their proper uniform 9. Develop a team spirit among students. 10. Training and awareness including awareness among clients, vendors, employees etc and submission of quarterly CBC report.	MR.A.VERMA I/C MR. S. ROY CO I/C MR. A.KUNDU MRS.GULSHAN MR S. K. PRASAD MRS. P. PREMELA MRS.S.MUKHOPADHAYAY MR.M.MISHRA MRS.P.SARAF MS. PRIYA (PRIMARY I/C) MS. PRITI TUDU MS. SIMRAN MRS. S MUKHOPADHYAY	
11(B).	HOUSE INCHARGES (SELECTING STUDENTS FOR DIFFERENT ACTIVITIES, CONDUCT HEALTHY COMPETITION, PREPARING LIST OF STUDENTS FOR ANY OUTSIDE COMPETITION)	SHIVAJI HOUSE	MRS. J. SAHOO (HOUSE MISTRESS)	
		TAGORE HOUSE	MR SANJAY PRASAD ((HOUSE MASTER)	
		ASHOKA HOUSE	MRS A JAISWAL (HOUSE MISTRESS)	
		RAMAN HOUSE	MRS. JYOTI PANDEY (HOUSE MASTER)	
		SHIVAJI HOUSE (PRIMARY)	1.MRS. PREMVATI (HOUSE MISTRESS) 2. MRS. PP RAIGURU 3. MR. PK PRAJAPATI 4. MRS. S MUKHERJEE	
		TAGORE HOUSE (PRIMARY)	1 MS. INDU (HOUSE MASTER) 2. MR. D DAS 3.MRS. DIPALI 4.MS SHRIYA	

		ASHOKA HOUSE (PRIMARY)	1.MR VIKAS (HOUSE MASTER) 2. MS. VARSHA 3.MS.G TRIVEDI 4. MRS. A YADAV	
		RAMAN HOUSE (PRIMARY)	1. MR. KK SHAW (HOUSE MASTER) 2. MS. PRERNA 3.MR. S KUMAR 4MS. L CHANDEL	
12	MATHS/ SCIENCE/ENGLISH OLYMPIAD	1.Conduct of different types of examinations other than internal and CBSE examination. 2.Preparation of students for different Olympiads 3.Selection of candidates for examination 4. Inform students about dates of different Olympiads. 4.Distribution of medals and certificates to the position holders.	MR.P.BANERJEE I/C MRS.N.SAHU MRS B KAMAKSHI I/C (SC) MRS.J.SAHOO MRS. S. ROY MRS. N. KUMARI MS GULSHAN MRS.S. SHABARWAL MS. T. DEY MR. VIKASH SHAW (PRIMARY) MS. L CHANDEL MRS. P. PREMELA MR. K. SENGUPTA MRS. S MUKHOPADHYAY MRS. PREMVATI MS. S GUPTA	
14.	ATAL TINKERING LAB	1.All activities related to establishment of tinkering lab. 2. Keeping proper records of activities held under ATAL tinkering lab. 3. Fulfilling all criterion and requirements for fund allocation and the justified expenditure. 4. Display of the equipment and gadgets for the students. 5. Regular class as per the time table and participation of students in all ATL related activities 6. Preparation of projects for different competitions	MRS.J.SAHOO I/C MRS.P. SARAF CO I/C MR.P.BANERJEE MRS. N SAHU COMP INST -1 COMP INST -2	
15.	N.A.E.P./ GUIDANCE AND COUNSELLING /SPECIAL EDUCATION	1. Arrangement of meeting from classes IX to XII separately for Boys and girls. 2. Counselling of adolescent children. 3. Organising Career Counselling 4. Referring the cases, if required.	MRS. P. SARAF I/C MS. G. JAHAN CO I/C MRS. S. SABHARWAL SPECIAL EDUCATOR MR SANJAY PRASAD MRS. PP RAIGURU MRS J PANDEY	
16.	LIBRARY COMMITTEE	1. Organization of Library committee meeting. 2. Recommendation of books for procurement. 3. Beatification of Library. 4.Organising Book fairs in school. 5. Organising Pustakopahar in school 6. Encouraging students to read books 7. Formation of Reading Club 8. Implementation of the recommendations of the Rajbhasha Committee 9. Automation of the Library	MR. SJ KAR I/C MR PINTU BANERJEE MR S K GHOSH MR A VERMA MRS N SAHU MR A JAISWAL MRS. N. SAHANI HM MRS PREMVATI MR. PRAVEEN K PRAJAPATI MS. VARSHA MR. SANJAY DUTTA 3 CHILDREN (SC, ARTS , COM.)	
17.	DISCIPLINARY BOARD	1. Organizing of monthly meeting for disciplinary board. 2. Identification of Indiscipline students & their	V.P. H.M. MR. S. PRASAD	

		proper monitoring / guidance. 3. Maintenance of proper register related to discipline. 4. Initiate necessary action as per article 60 of Education Code.	MRS S HAIT MR.P.C.ROY MRS. S. SABHARWAL MRS. J SAHOO MRS. I CHOUDHURY MR VIKAS All Class Teachers	
18.	VIDYALAYA BUILDING REPAIR & MAINTENANCE	1. Identification of area for repair & maintenances 2. Cleaning of overhead Water Tank at regular interval. 3. Monthly checking & maintenances of electric fittings. 4. Ensure proper water and electric supply to the Vidyalaya. 5. Monitor Special M & R work and send monthly report to HQ & RO . 6.AMC of water coolers, ACs, RO plant	MRS.P. SARAF I/C MR. G.TRIVEDI CO I/C MR. MANISH MRS. J. PANDEY MS DEEPALI MR SANJAY PRASAD MR .A .KUNDU MR.M .MISHRA MR. S.J KAR MR.SHIVAM MR D. DAS MS P. TUDU	
19.	CLEANLINESS & SANITATION	1. To allot duties to conservancy staff & to monitor their work. 2. Monitoring & supervising of toilets & class-rooms. 3. Maintenance of cleanliness Surrounding the Vidyalaya. 4. To procure the cleaning materials as and when required. 5. To ensure sanitization of school building and campus as per SoP issued by KVS/MHA/State Govt.	MR. M. MISHRA I/C MRS. S. SHABARWAL CO I/C MRS S MUKHOPADHYAY MR. A KUNDU MR. GOPAL TRIVEDI MS. T. DEY MS. R. DEBNATH MS. PRERNA MS. PRIYA MR. SHIVAM MS. SHILPI SAGAR MS. ARTI YADAV MS. N. SHAINI ALL SUB-STAFF ALL SWEEPERS	
20.	FURNITURE DEPARTMENT	1. Repair & maintenance of old furniture for the students and teachers. 2. Requisition and procurement of furnitures as per the requirement. 3. Keeping record of repairs done	MR.A.KUNDU I/C MR.M.MISHRA MR. KUNDAN	
21	BHARAT SCOUT & GUIDE	1. Organizing the different kinds of Scout & Guides activities. 2. Checking of proper uniform for students as well as Teachers. 3. Enrolment of students for different levels. 4. Preparing the students for different levels. 5. Organising testing camps for Scout & Guides/ Cubs and Bulbuls	MR. SANJAY PRASAD I/C MS. TANSHUREE MR KUNDAN KUMAR MR. P.K. PRAJAPATI MRS.P.P.RAIGURU MS. S. SAGAR MS. VARSHA MS. PRITI MR D. DAS	
22	N.C.C	1.Proper monitoring of NCC troops 2.registration of new students. 3. Conduct all NCC related activities.	MR.P.BANERJEE, -(AIR FORCE I/C) MR. VIKAS SHAW MR. S. KHAN (ARMY I/C) MR. A. KUNDU	
23	RAJBHASHA COMMITTEE	1. 100 % implementation of Rajbhasha guidelines. 2. Celebration of Hindi Pakhwara. 3. Meeting for development of Hindi 4. Functional and effective , workshops . 5. Convening regular meetings to ensure proper implementation 6. Sending all quarterly reports in time 7. Efforts to make 100% communication in Hindi	MR SANJAY PRASAD I/C MR.M.MISHRA MS.DEEPALI MR. GOPAL TRIVEDI MRS. S. SAGAR MRS N. SAHANI MR. S.J. KAR MR. MANISH (ASO) MR. H. NATH (SSA)	
25	TEACHING AIDS	1. Arrangement and requirement of different kinds of teaching aids 2. Distributing amongst staff members as per requirements	MRS.JYOTI PANDEY I/C MRS. S. SRIVASTAVA MRS. P. PREMELA MS INDU MS. PRERNA MS. LAXMI MR. G. TRIVEDI	
26	SUBJECT CONVENORS (TO MONITOR THE	HINDI ENGLISH MATHEMATICS	MR SANJAY PRASAD MRS A JAISWAL MR. P. BANERJEE	

	ONGOING ACTIVITIES OF THE SUBJECT. TO IMPROVE THE ACADEMIC STANDARDS. TO CHECK ALL THE RECORDS OF THEIR RESPECTIVE MEMBERS OF DEPARTMENT,ENSURE COMPLETION OF SYLLABUS)	SCIENCE SOCIAL SCIENCE PRIMARY	MRS. KAMAKSHI MR.A.VERMA HM I/c 1. Mathematics : MS. PRIYA 2. English: Mr. KK SHAW 3. Hindi: MR. VIKAS 4. EVS: MS. INDU	
27	SHAALA DARPAN/ MGRM/UBI PORTAL, FEE COLLECTION / PIMS /VIDYALAYA WEBSITE	1.To keep all portal related works updated.	MRS.N.SAHU I/C MS.P.PREMELA MS RITUPARNA DEBNATH COMP INSTRUCTOR-1 COMP INSTRUCTOR-2 ALL CLASS TEACHERS	
28(A)	GAMES &SPORTS ,	1.Selection of students for different games and sports 2.Ensure participation of students in Inter house / Cluster / Regional / National / SGFI etc. 3. Conduct of annual sports as per schedule 4. Conduct of mini/cluster level sports competitions. 5. procuring certificates/trophies/medals for events 6.Keeping proper records of all the activities	MR.P.C.ROY I/C MR.SANDIP KHAN MS. GULSHAN MR. VIKAS SHAW SPORTS COACH YOGA INSTRUCTOR	
28(B)	SBSB / FIT INDIA MOVEMENT/ KHELO INDIA	1.To select & train the students for sports activities. To keep discipline in school to conduct the sports day celebration in a befitting manner with the help of instructors. 2. Implementation of these programmes as per KVS guidelines.	MR.P.C.ROY I/C MRS. SONIA SABHARWAL MR. VIKAS MRS S SRIVASTAVA MS. DIPALI MS. RITUPARNA MRS S MUKHOPADHYAY SPORTS COACH YOGA INSTRUCTOR MR. SHIVAM	
29	G & C (CAREER , SOCIO-PERSONAL, VOCATIONAL AND SKILL BASED EDUCATION &)	To address problems of behaviour and learning. To motivate the students towards right academic direction and positive attitude to life. To organize the events of other invited motivational speakers from outside.	MRS. P SARAF I/C MR. S.J KAR COUNSELLOR SPECIAL EDUCATOR	
30	CULTURAL COMMITTEE/ SPIC MACAY/ VIRSA PROGRAMME	1.Arrangement and conduct of all kinds of cultural programme including annual function. 2. Sharing the activities and achievements in social platforms 3. Welcoming guests 4.Seating arrangement and refreshment of artists under Routes to Routes/Virsa	MRS.S.MUKHOPADHYAY I/C MS.P.SARAF MR.K.SENGUPTA MRS. S. MUKHERJEE MR. A KUNDU MR. D. DAS MS. TANUSREE	
31	LODGING/BOARDING/ FOODING	1.Arrangement of stay/food for all kinds of programme round the year. 2. To cater to the needs and security of the participants staying in the Vidyalaya.	MR. A. VERMA I/C (LODGING) MR K.K. SHAW CO I/C MR. MANISH (ASO) MR.S.K.GHOSH MRS. S. HAIT MR.M.MISHRA MR. D DAS MR VIKAS SHAW MS. PRERNA MR DILIP DAS MR.U.K.NAYAK	
32.	PUBLICATION OF NEWS LETTER (PRIMARY)	1.Collection of photographs and articles for newsletters 2. Publication of Newsletter every quarter 3. Sharing Newsletter with stakeholders	HM I/C MS.PRIYA MS. INDU MS. PRERNA	
33	VIDYALAYA PATRIKA	1.Collection of articles from the students and staff. 2.Editing and printing. 3. Publication of Patrika on time.	MRS. S. ROY I/C MR A. VERMA MRS T DEY MR. S PRASAD MR. M. MISHRA MR A KUNDU MS.PRIYA (PRIMARY)	

			MS INDU MR. G. TRIVEDI	
34	REPORT WRITING & ACHIEVEMENTS RECORDS	1.Preparation of reports of all programs conducting in the Vidyalaya and have a record. 2. Keeping the records up to date 3. Identifying students with achievements and keep record	MRS. P. PREMELA , I/C MS.R. DEBNATH CO I/C MS.T.DEY MR S PRASAD	
35	DIARY AND DISPATCH	1.Entry of letters in the register received from different departments & reply there off. 2.To ensure proper filing of letters	MR. SANJOY DUTTA MR. DILIP DAS MR. BABLU SAHA	
36	PURCHASE COMMITTEE /LOCAL PURCHASE COMMITTEE	1. Purchase of Goods & Services more than 25 Thousand & less than 1 Lakh. 2. Collect requirement from different department & preparation of comparative statement 3. To convene important meetings regarding all purchases. Go for spot quotations and make all necessary resolution as per KVS guidelines. Read purchase rules of KVS and help in purchase accordingly.	VP I/C HM MR SANJAY PRASAD MRS P. SARAF MR.A KUNDU MRS S SABHARWAL MR MAHESH MISHRA MR. KUNDAN KR. SHAW MR H NATH MR. MANISH,ASO-Verification	
37	GUEST HOSPITALITY MANAGEMENT/ RECEPTION COMMITTEE/ FOOD COMMITTEE	1.To procure and make all necessary items for different events 2.Seating arrangement for different events 3. Arranging refreshments 4. Welcome of guests/officials	MR A. KUNDU I/C GMC MR M. MISHRA MR. S.J. KAR MRS J. PANDEY I/C HMC MS. P. SHUKLA CO I/C HMC MR. D. DAS MS ARTI YADAV MRS N. KUMARI	
38	FIRE SAFETY	1.To take all measures for fire safety and checking of fire extinguisher available at different places in the Vidyalaya. 2.To obtain fire safety certificate. 3. To raise awareness on accidents caused by fire amongst children.	MRS.P.SARAF I/C MS PRERNA CO I/C	
39	DISASTER MANAGEMENT/RESCUE AND SEARCH TEAM	1.To train and equip students to react intelligently in any emergent situation. 2. To contact with organization like NDRF for guidance.	MRS. P. SARAF I/C MR. A VERMA MRS. I CHOUDHURY MR. SHIVAM KUMAR MR P. K. PRAJAPATI ALL CLASS TEACHERS	
40	INTERNAL SECURITY/CHECKING OF WATER SUPPLY & DRAINAGE POINTS ETC.	1. Deployment of security personnel. 2. Fortnightly checking of overhead water tank. 3. Monitoring of conservancy staff. 4. Checking of drains surrounding the Vidyalaya.	MRS. P. SARAF I/C MR D. GHOSH CO I/C MS VARSHA	
41	EMAIL AND CORRESPONDENCE	To check emails at regular intervals and inform the in- charges to reply , ensure that the reply goes timely.	MR. MANISH I/C MR. H . NATH	
42	ARRANGEMENT OF P.A. SYSTEM	1. Arrangement of P.A.for all programme including morning assembly & staff meeting. 2. Arrangement of P.A for different events round the year	MRS.P.SARAF I/C MR S.KHAN CO I/C MRS S MUKHOPADHYAY MR. BABLU SAHA MR.DHIREN	
43	FIRST AID, MEDICAL CHECK UP	1. Arrangement of Medical Check-up of the students during the month of July & Dec. With the help of Doctor & Nurse appointed for this purpose. 2. Look after the Medically Unfit children during the Assembly period. 3. Ensure that medical report card in respect to all children are complete.	MS GULSHAN JAHAN I/C MR VIKAS CO I/C NURSE MS. PRENA MS INDU MS. ARTI YADAV	
44	BEAUTIFICATION OF VIDYALAYA CAMPUS	1. Identification of area around the Vidyalaya for planation & beatifications. 2. Placement of thoughts & picture in the School Building 3.Identify places where beautification/repair needed	MR.A. KUNDU I/C MR. KUNDAN KUMAR MS PRIYA SHUKLA MR. VIKASH SHAW MS. INDU MR.D.DAS MS. VARSHA	
45	BALA CONCEPT	1. To create picture & Figures on wall of school	MR A KUNDU I/C	

		building as per BALA Concept. 2.Training and involving students in the beautification of school through BALA project	HM MRS. P. SARAF	
46	LOST AND FOUND	Collection of the lost & found materials and handing over to the concerned individuals after proper verification	MRS. S. HAIT I/C MRS. SJ KAR CO I/C MRS. P P RAIGURU MR.VIKASH SHAW	
47	COMPLAINS & GRIEVANCE REDRESSAL CELL / COMPLAINT BOX/INTERNAL COMPLAINT COMMITTEE	1. Fort-nightly opening of suggestion boxes. 2. Enlistment of suggestions & action taken by the Vidyalaya	VP HM MRS. B KAMAKSHI MR. P BANNERJEE MRS. P PREMELA	
48	EXCURSION/EDUCATIONAL TOURS & ARRANGEMENT OF STAFF PICNIC, EXHIBITION	1. Planning and selection of places for excursion for both primary as well as secondary section. 2. Hiring of transport. 3. Selection of students. 4. Ensuring safety and security of students. 5. Maintaining records of the activities	MR. SANJAY PRASAD I/C MRS. S. SHABARWAL CO I/C MS. N. SAHANI MR. KUNDAN KUMAR SHAW MR. VIKASH SHAW	
49	CANTEEN COMMITTEE	1. Checking of cleanliness of canteen area and food item available in the canteen. 2. Checking & ensuring that food items prepared & sold in canteen are hygienic and eatable in all respect.	MRS. J. PANDEY I/C MS. TANUSHREE DEY MS VARSHA	
50	PISA / CCT	1.Ensuring effective use of Diksha App 2.Training to teachers teaching the students. 3. Updating portal. 4. Keeping records.	MR. P. BANERJEE I/C MR S KHAN MRS. S. SRIVASTAVA MR. A. KUNDU MS. INDU	
51	ECO CLUB / NATURE CLUB / GSP/SCIENCE CLUB/STANDARD CLUB	1. Maintain general ambience of the school. 2. Plantation of tree/seasonal flower plants 3. Maintenance of Herbal garden 4.Organize awareness programmes about conserving natural resources. 5.Preserve ecosystem and maintain healthy environment.	MRS I CHOUDHURY , I/C MR A. KUNDU CO I/C MS. SIMRAN MR ABAK KUNDU MS GULSHAN MS PRITI TUDU MS VARSHA	
52	PHOTOGRAPHY/ VIDEOGRAPHY	1.To ensure proper photography/videography of various programmes organized in school. 2. upload photos/videos in social platforms. 3. provide photos for newsletters/ Vidyalaya magazines.	MR. A. KUNDU I/C MR. D. DAS CO I/C MR S. J KAR	
53	AWAKENED CITIZEN PROGRAMME (ACP)	1.To conduct activities pertaining to ACP 2.Taking regular classes and keeping record of the same.	MRS. P. PREMELA I/C MS RITUPARNA MS GULSHAN	
54	VMC	1.To plan for the conduct quarterly VMC meetings, 2. Writing minutes of the meetings 3.Preparing agenda points and PowerPoint presentation 4. Seating arrangement and procuring stationeries for the meeting. 5. Arranging Refreshments for the VMC members	MRS. P. SARAF MRS TANUSHREE DEY MS PRIYA MR. MANISH (ASO) MS. PRITI	
55	PTA (FORMATION)	1.Formation & functioning of PTA as per KVS norms. 2. Conduct regular PTA meetings 3. Recording meeting minutes.	MRS B KAMAKSHI I/C MRS. P. SARAF MS. PRITI D. RAJNESA ALL TEACHERS ALL PARENTS	
56	DIGITAL LANGUAGE LAB	1.To ensure proper upkeep and maintenance of the Lab. 2.To ensure optimum utilization of the lab for enrichment of teaching –learning process 3. To train the teachers about utilisation Language lab.	MRS A JAISWAL I/C MR SANJAY PRASAD MRS TANUSHREE DEY MS RITUPARNA MR MAHESH MISHRA	
57	PUBLIC RELATION	1.Satisfy queries of parent & public. 2.Garner support of public for the upliftment of the	VP HM	

		Vidyalaya	MR S K GHOSH MR A VERMA MR JAYASHREE SAHOO MRS P SARAF
58	PIO/APIO/RTI	1. Providing required information to public as per RTI	VP HM EXAM DEPT ADMISSION DEPT MR MANISH , ASO
59	AI	1.To conduct classes and train students as per CBSE directives	MRS. N SAHU, I/C MRS. P SARAF COMP. INSTRUCTOR-1 COMP. INSTRUCTOR -2
60	ALUMNI ASSOCIATION (SAMAGAM)	1.To compile and create database of Alumni 2. To update the database regularly	MRS B KAMAKSHI , I/C MRS P. SARAF CO I/C MRS S HAIT MR SJ KAR MS. PRERNA MS. SIMRAN
61	CHILD RIGHTS PROTECTION CELL	1.To ensure child safety in the school. 2.To counsel the child in case of any distress	VP HM MRS B KAMAKSHI MRS. I CHOUDHURY MRS. S. SRIVASTAVA
62	EVACUATION TEAM	1.To conduct mock drills in the Vidyalaya 2. To raise awareness about natural calamities and how to keep safe.	MRS. P SARAF I/C MR. A KUNDU MR.KUNDAN KUMAR MR VIKAS
63	TEAM FOR STUDENTS WITH SPECIAL NEEDS(DIVYANG)	1. Ensure safety and cater to the needs of students with special needs.	MRS. P SARAF I/C MRS I. CHOUDHURI CO I/C MRS. S SRIVASTAVA MS G. JAHAN MRS TANUSHREE MS INDU
64	ENROLMENT SHALA SIDDHI/ SHALADWANI	To get details of School enrolment on regular basis keep records and submit and send replies related to it. And update required records on Shalasiddhi portal.	MRS SONIA SABHARWAL I/C MRS PREMVATI MS. LAXMI CHANDEL MS. NEHA KUMARI MS. SHRIYA GUPTA
65	LAND AND BUILDING COMMITTEE	1.Ensure the overall maintenance of land and Vidyalaya building and any other structures. 2.Mmake efforts for renewal of lease deed and transfer of land to KVS from the sponsoring agency . 3. Ensure the quantity and quality of M & R work . submit the proposals for safety and security. 4. Obtain building and fire safety certificates. 5. Ensure all civil and electrical fitments and facilities in the Vidyalaya. 6. Monitor special m & r work and send monthly report to HQ & RO.	MRS P. SARAF I/C MRS B KAMAKSHI MR A VERMA MRS TANUSHREE DEY MR G. TRIVEDI MR SHIVAM
66	UDISE / UDISE+ BANGLA SHIKSHA PORTAL	Collection of information for UDISE portal and updation of UDISE portal.	MR. SANDIP KHAN I/C MRS P. PREMELA CO I/C MRS S SABHARWAL MRS. N. SAHOO MRS TANUSHREE DEY MS RITUPARNA MRS. PREMVATI MS. LAXMI MS. SHRIYA GUPTA COMPUTER-1,2
67	BALVATIKA	1. Decoration of Balvatika Classes. 2. Procurement of furniture's, Resource material,	HM

		teaching aids etc.	MR. A KUNDU	
		3. Time Table	MR. MANISH KUMAR	
		4. Arrangement of teachers and caregivers	MR. GHOSH	
68	BUREAU OF INDIAN STANDARD (BIS)		MR. K. MONDAL I/C	
			MR. G. JAHAN	
			MRS. J. SHAOO	
			MRS. S. HAIT	
69	VIDYALYA CO-ORDINATION COMMITTEE		MRS. B. KAMAKSHI I/C	
			MRS. P. SARAF CO I/C	
			MRS J. SAHOO	
			MRS. N. SHAU	
			MR. S. KHAN	
			MR. P. BANERJEE	
			MRS. S. SRIVASTAVA	
70	Office staff will work as per their define dutites, as per KVS norms. MR. Manish. ASO will monitor their work			
71	PM SHRI COMMITTEE	1. Ensure proper utilisation of PM SHRI Fund 2. Stock entry and issue of items procured under PM SHRI	MRS. B. KAMAKSHI I/C	
			MR. MANISH KUMAR, ASO	
			MR. A. KUNDU	
			MRS. P. SARAF	
			MRS. N. SAHU	
			MRS. J. SAHOO	
			MRS. P.P. RAIGURU	
			MS. INDU	
			MR. S.J. KAR	
			MRS. I. CHOUDHURI	
			MRS. S. SRIVASTAVA	

All to note for information and compliance.

Note: 1. ALL THE CO INCHARGES WILL BE INCHARGE FOR THE NEXT SESSION.

2. New Committees will be formed as and when required.

PRINCIPAL