KENDRIYA VIDYAYALA FORT WILLIAM, KOLKATA

FORMATION OF COMMITTEES FOR THE ACADEMIC YEAR 2024-25

SL.NO.	NAME OF THE	W.E.F-01.04.2023 DUTY ALLOTTED	NAME OF THE STAFF	SIGNATURE
	COMMITTEE		MEMBERS	
1.	ACADEMIC ADVISORY	1. Conduct of PTA meeting for different classes.	PRINCIPAL	
	COMMITTEE	2. Monitoring of completion of syllabus in different	VICE PRINCIPAL/	
		classes.	SENIOR MOST TEACHER	
		3. Conducting of monthly/periodic/academic	HM / SENIOR PRT	
		advisory committee meeting to suggest and implement various academic strategies in	MRS. B KAMAKSHI	
		consultation with different stake holders and in the	MR. P. BANERJEE	
		line of instructions and circulars from KVS, NCERT	MRS. S. SRIVASTAVA	
		and CBSE.	MR. S GHOSH	
		4. To devise and implement plans for academic excellence.	MR. A VERMA	
			MRS N SAHU	
			MRS.A. JAISWAL	
2.	COMMITTEE FOR C.M.P.	1. Determination of different kinds of activities under CMP.	HM I/C	
			MS PRIYA	
		2. Organizing of cluster level CCA activities.	MS ARTI YADAV	
		3. Proper Utilization of materials purchased under	MR. GOPAL TRIVEDI	
		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		
3.	ADMISSION COMMITTEE	1. Preparation of admission list.	MR.S.K.GHOSH I/C	1
	ADMISSION COMMITTEE	2. Verification of T.C and related documents from	MR.S. PRASAD CO I/C	
		other KVs/schools.	MRS. N SAHU	
		3.Follow admission guidelines for each admission.	MRS. S. HAIT	
		4. Prepare and publish the vacancy positions for	MRS J SAHOO	
		fresh admissions as per the rule.	MS GULSHAN	
		 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 	MRS. TANSHUREE DEY	-
			MKS. LAXMI CHANDEL	-
	EXAMINATION (SECONDARY)			
		KVS.	MS. SIMRAN	
		7. To guide the public about Admission process in		
		KVS.		
4.		1. Conduct of different examinations.	MRS. A JAISAWAL I/C	
		all Exams.	MRS JYOTI PANDEY	
			MR. A. KUNDU	
		3.Maintenance and record keeping for each exam.	MR. D. GHOSH	
		4. Declaration of result on scheduled date.	MR. B.K.DHANUK	
		5. Procurement of items required for the smooth	MR. U.K.NAYAK	
		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.		
		Filysical and Health Education.		
5.	EXAMINATION	1. Conduct of different examination.	MRS. P.P. RAIGURU I/C	
	[PRIMARY]		MRS. PREMVATI	
		all Exams.	MS PRERNA	1
		3.Maintenance and record keeping for each exam.	MR. SHIVAM KUMAR	-
		4. Declaration of result on scheduled date.	MR. SHIVAW KUWAK	_
		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,		
		assessment and Grading systems in Art Education,		
		assessment and Grading systems in Art Education, Work Experience, Music and Physical and Health		
		assessment and Grading systems in Art Education, Work Experience, Music and Physical and Health		
6.	CBSE, NIOS AND ALL	assessment and Grading systems in Art Education, Work Experience, Music and Physical and Health	MRS B KAMAKSHI CBSE	
6.	CBSE, NIOS AND ALL EXTERNAL EXAMS	 assessment and Grading systems in Art Education, Work Experience, Music and Physical and Health Education. 1. Smoothly conducting CBSE Examination 2. Result Analysis for Board Class (X & XII) 	MRS B KAMAKSHI CBSE I/C	
6.		assessment and Grading systems in Art Education, Work Experience, Music and Physical and Health Education.		
6.		 assessment and Grading systems in Art Education, Work Experience, Music and Physical and Health Education. 1. Smoothly conducting CBSE Examination 2. Result Analysis for Board Class (X & XII) 	I/C	
6.		 assessment and Grading systems in Art Education, Work Experience, Music and Physical and Health Education. 1. Smoothly conducting CBSE Examination 2. Result Analysis for Board Class (X & XII) 3. Uploading of data on CBSE Website. 	I/C MR. S. KHAN CO I/C	
6.		 assessment and Grading systems in Art Education, Work Experience, Music and Physical and Health Education. 1. Smoothly conducting CBSE Examination 2. Result Analysis for Board Class (X & XII) 3. Uploading of data on CBSE Website. 	I/C MR. S. KHAN CO I/C MR K. MONDAL NIOS &	
6.		 assessment and Grading systems in Art Education, Work Experience, Music and Physical and Health Education. 1. Smoothly conducting CBSE Examination 2. Result Analysis for Board Class (X & XII) 3. Uploading of data on CBSE Website. 	I/C MR. S. KHAN CO I/C MR K. MONDAL NIOS & EXTERNAL I/C	

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

		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	1Conduct of different types of examinations other	MR.P.BANERJEE I/C
	OLYMPIAD	than internal and CBSE examination.	MRS.N.SAHU
		2.Preparation of students for different Olympiads 3.Selection of candidates for examination	MRS B KAMAKSHI I/C (SC)
		4. Inform students about dates of different	MRS.J.SAHOO
		Olympiads.	MRS. S. ROY
		4.Distribution of medals and certificates to the	MRS. N. KUMARI
		position holders.	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	1.All activities related to establishment of tinkering	MS.J.SAHOO I/C
14.	LAB	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.	MRS.P. SARAF CO I/C
			MR.P.BANERJEE
			MRS. N SAHU
			COMP INST -1
			COMP INST -2
		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	
15.	N.A.E.P./ GUIDANCE AND COUNSELLING /SPECIAL	 Arrangement of meeting from classes IX to XII separately for Boys and girls. Counselling of adolescent children. 	MRS. P. SARAF I/C
	EDUCATION SPECIAL		MS. G. JAHAN CO I/C
	EDUCATION	3. Organising Career Counselling	MRS. S. SABHARWAL
		4. Referring the cases, if required.	SPECIAL EDUCATOR
			MR SANJAY PRASAD
			MRS. PP RAIGURU
			MRS J PANDEY
16.	LIBRARY COMMITTEE	1. Organization of Library committee meeting.	MR. SJ KAR I/C
	LIBRAKT COMMITTEE	 Recommendation of books for procurement. Beatification of Library. Organising Book fairs in school. Organising Pustakopahar in school 	
			MR PINTU BANERJEE
			MR S K GHOSH
			MR A VERMA
		6. Encouraging students to read books	MRS N SAHU
		6. Encouraging students to read books7. Formation of Reading Club8. Implementation of the recommendations of the	MRS N SAHU MR A JAISWAL
		6. Encouraging students to read books7. Formation of Reading Club8. Implementation of the recommendations of the Rajbhasha Committee	MRS N SAHU
		6. Encouraging students to read books7. Formation of Reading Club8. Implementation of the recommendations of the	MRS N SAHU MR A JAISWAL MRS. N. SAHANI HM
		6. Encouraging students to read books7. Formation of Reading Club8. Implementation of the recommendations of the Rajbhasha Committee	MRS N SAHU MR A JAISWAL MRS. N. SAHANI HM MRS PREMVATI
		6. Encouraging students to read books7. Formation of Reading Club8. Implementation of the recommendations of the Rajbhasha Committee	MRS N SAHU MR A JAISWAL MRS. N. SAHANI HM MRS PREMVATI MR. PRAVEEN K
		6. Encouraging students to read books7. Formation of Reading Club8. Implementation of the recommendations of the Rajbhasha Committee	MRS N SAHU MR A JAISWAL MRS. N. SAHANI HM MRS PREMVATI MR. PRAVEEN K PRAJAPATI
		6. Encouraging students to read books7. Formation of Reading Club8. Implementation of the recommendations of the Rajbhasha Committee	MRS N SAHU MR A JAISWAL MRS. N. SAHANI HM MRS PREMVATI MR. PRAVEEN K PRAJAPATI MS. VARSHA
		6. Encouraging students to read books7. Formation of Reading Club8. Implementation of the recommendations of the Rajbhasha Committee	MRS N SAHU MR A JAISWAL MRS. N. SAHANI HM MRS PREMVATI MR. PRAVEEN K PRAJAPATI
		6. Encouraging students to read books7. Formation of Reading Club8. Implementation of the recommendations of the Rajbhasha Committee	MRS N SAHU MR A JAISWAL MRS. N. SAHANI HM MRS PREMVATI MR. PRAVEEN K PRAJAPATI MS. VARSHA MR. SANJAY DUTTA
17		 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 	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	6. Encouraging students to read books7. Formation of Reading Club8. Implementation of the recommendations of the Rajbhasha Committee	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 ,

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

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

			MS INDU
			MS INDU MR. G. TRIVEDI
34	REPORT WRITING & ACHIEVEMENTS RECORDS	1.Preparation of reports of all programs conducting	MRS. P. PREMELA , I/C
		in the Vidyalaya and have a record.	MS.R. DEBNATH CO I/C
		2. Keeping the records up to date	MS.T.DEY
		3. Identifying students with achievements and keep	MR S PRASAD
		record	
35	DIARY AND DISPATCH	1.Entry of letters in the register received from	MR. SANJOY DUTTA
55	DIAR I AND DISPATCH	different departments & reply there off.	MR. DILIP DAS
		2.To ensure proper filing of letters	MR. BABLU SAHA
	PURCHASE COMMITTEE	1. Purchase of Goods & Services more than 25	VP I/C
36	/LOCAL PURCHASE	Thousand & less than 1 Lakh.	HM
	COMMITTEE	2. Collect requirement from different department & preparation of comparative statement	MR SANJAY PRASAD
		3. To convene important meetings regarding all	MRS P. SARAF
		purchases. Go for spot quotations and make all	MR.A KUNDU
		necessary resolution as per KVS guidelines. Read	MRS S SABHARWAL
		purchase rules of KVS and help in purchase	MR MAHESH MISHRA
		accordingly.	MR. KUNDAN KR. SHAW
			MR H NATH
			MR. MANISH,ASO-
			Verification
27		1 To move and wells all a find	
37	GUEST HOSPITALITY MANAGEMENT/ RECEPTION	1.To procure and make all necessary items for different events	MR A. KUNDU I/C GMC
	COMMITTEE/ FOOD	2.Seating arrangement for different events	MR M. MISHRA MR. S.J. KAR
	COMMITTEE	3. Arranging refreshments	MR. S.J. KAK
		4. Welcome of guests/officials	MRS J. PANDEY I/C HMC
			MS. P. SHUKLA CO I/C
			НМС
			MR. D. DAS
			MS ARTI YADAV
38	FIRE SAFETY	1.To take all measures for fire safety and checking	MRS N. KUMARI MRS.P.SARAF I/C
30		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	
			MS PRERNA CO I/C
39	DISASTER	amongst children.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
57	INTERNAL SECURITY/CHECKING OF WATER SUPPLY & DRAINAGE		MR. A VERMA
			MRS. I CHOUDHURY
			MR. SHIVAM KUMAR
			MR P. K. PRAJAPATI
			ALL CLASS TEACHERS
40		 Deployment of security personnel. Fortnightly checking of overhead water tank. Monitoring of conservancy staff. Checking of drains surrounding the Vidyalaya. 	MRS. P. SARAF I/C
			MR D. GHOSH CO I/C MS VARSHA
			MS VAKSHA
	POINTS ETC.		
41	EMAIL AND	To check emails at regular intervals and inform the	MR. MANISH I/C
	CORRESPONDENCE	in- charges to reply, ensure that the reply goes timely.	MR. H . NATH
42	ARRANGEMENT OF P.A.	1. Arrangement of P.A.for all programme including	MRS.P.SARAF I/C
12	SYSTEM	morning assembly & staff meeting. 2. Arrangement of P.A for different events round the year	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	MS GULSHAN JAHAN I/C
		during the month of July & Dec. With the help of Doctor & Nurse appointed for this purpose.	MR VIKAS CO I/C
		2. Look after the Medically Unfit children during the	NURSE
		Assembly period.	MS. PRENA
		3. Ensure that medical report card in respect to all	MS INDU
4.4		children are complete.	MS. ARTI YADAV
44	BEAUTIFICATION OF VIDYALAYA CAMPUS	1. Identification of area around the Vidyalaya for planation & beatifications.	MR.A. KUNDU I/C MR. KUNDAN KUMAR
		2. Placement of thoughts & picture in the School	MR. KUNDAN KUMAK MS PRIYA SHUKLA
		Building	MR. VIKASH SHAW
		3.Identify places where beautification/repair needed	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.	HM
		2. Training and involving students in the	
		beautification of school through BALA project	MRS. P. SARAF
46	LOST AND FOUND	Collection of the lost & found materials and handing	MRS. S. HAIT I/C
		over to the concerned individuals after proper verification	MRS. SJ KAR CO I/C
		verification	MRS. P P RAIGURU MR.VIKASH SHAW
			MR. VIKASH SHAW
47	COMPLAINS & GRIEVANCE	1. Fort-nightly opening of suggestion boxes.	VP
	REDRESSAL CELL /	2. Enlistment of suggestions & action taken by the	HM
	COMPLAINT	Vidyalaya	MRS. B KAMAKSHI
	BOX/INTERNAL COMPLAINT COMMITTEE		MR. P BANNERJEE
			MRS. P PREMELA
48	EXCURSION/EDUCATIONAL	1. Planning and selection of places for excursion for	
	TOURS & ARRANGEMENT	both primary as well as secondary section.	MR. SANJAY PRASAD I/C
	OF STAFF PICNIC,	2. Hiring of transport.	MRS. S. SHABARWAL CO
	EXHIBITION	3. Selection of students.	I/C
		 Ensuring safety and security of students. Maintaining records of the activities 	MS. N. SAHANI MR. KUNDAN KUMAR
		5. Manualing records of the activities	MR. KUNDAN KUMAR SHAW
			MR. VIKASH SHAW
40			
49	CANTEEN COMMITTEE	1. Checking of cleanliness of canteen area and food item available in the canteen.	MRS. J. PANDEY I/C MS. TANUSHREE DEY
		 Checking & ensuring that food items prepared & 	MS. TANUSHKEE DE I
		sold in canteen are hygienic and eatable in all	
		respect.	
50	PISA / CCT	1.Ensuring effective use of Diksha App	MR. P. BANERJEE I/C
		2.Training to teachers teaching the students.3. Updating portal.	MR S KHAN
		 Updating portal. Keeping records. 	MRS. S. SRIVASTAVA MR. A. KUNDU
			MS. INDU
51	ECO CLUB / NATURE CLUB /	1. Maintain general ambience of the school.	MRS I CHOUDHURY , I/C
	GSP/SCIENCE CLUB/STANDARD CLUB	 Plantation of tree/seasonal flower plants Maintenance of Herbal garden Organize awareness programmes about conserving natural resources. Preserve ecosystem and maintain healthy 	MR A. KUNDU CO I/C
			MS. SIMRAN
			MR ABAK KUNDU MS GULSHAN
			MS COLSTAN
		environment.	MS VARSHA
52	PHOTOGRAPHY/ VIDEOGRAPHY	 To ensure proper photography/videography of various programmes organized in school. upload photos/videos in social platforms. provide photos for newsletters/ Vidyalaya magazines. 	MR. A. KUNDU I/C
			MR. D. DAS CO I/C
			MR S. J KAR
53	AWAKENED CITIZEN	1.To conduct activities pertaining to ACP	MRS. P. PREMELA I/C
	PROGRAMME (ACP)	2.Taking regular classes and keeping record of the same.	MS RITUPARNA MS GULSHAN
		Sanc.	
54	VMC	 To plan for the conduct quarterly VMC meetings, Writing minutes of the meetings Preparing agenda points and PowerPoint 	
			MRS. P. SARAF
		presentation	MRS TANUSHREE DEY MS PRIYA
		4. Seating arrangement and procuring stationeries for the meeting.	MSTRITA MR. MANISH (ASO)
			MS. PRITI
		5. Arranging Refreshments for the VMC members	
55	PTA (FORMATION)	1.Formation & functioning of PTA as per KVS	MRS B KAMAKSHI I/C
		norms.	MRS. P. SARAF
		2. Conduct regular PTA meetings	MS. PRITI
		3. Recording meeting minutes.	D. RAJNESHA ALL TEACHERS
			ALL PARENTS
56	DIGITAL LANGUAGE LAB	1.To ensure proper upkeep and maintenance of the	MRS A JAISWAL I/C
		Lab.	MR SANJAY PRASAD
		2.To ensure optimum utilization of the lab for enrichment of teaching –learning process	MRS TANUSHREE DEY
		3. To train the teachers about utilisation Language	MKS TANUSHREE DEY MS RITUPARNA
		lab.	MR MAHESH MISHRA
57			
57	PUBLIC RELATION	1.Satisfy queries of parent & public. 2.Garner support of public for the upliftment of the	VP HM

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67 BALVATIKA 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. 66 UDISE/UDISE+ Collection of information for UDISE portal and updation of UDISE portal. MR. SANDIP KHAN I/C 66 WRS S SABHARWAL Collection of information for UDISE portal and updation of UDISE portal. MRS P. PREMELA CO I/C 66 WRS S SABHARWAL MRS. N. SAHOO MRS TANUSHREE DEY 67 BALVATIKA 1. Decoration of Balvatika Classes. HM				MK SHIVAM
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BANGLA SHIKSHA PORTAL updation of UDISE portal. MRS P. PREMELA CO I/C MRS S SABHARWAL MRS. N. SAHOO MRS TANUSHREE DEY MRS TANUSHREE DEY MRS. PREMVATI MRS. PREMVATI MRS. PREMVATI MRS. PREMVATI MS. SHRIYA GUPTA COMPUTER-1,2 67 BALVATIKA 1. Decoration of Balvatika Classes.	66	UDISE / UDISE+		MR SANDIR KHAN UC
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	67	BALVATIKA	1. Decoration of Balvatika Classes.	НМ
2. Procurement of furniture's, Resource material,				
		<u> </u>	2. Procurement of furniture's, Resource material,	

		teaching aids etc.	MR. A KUNDU
			MR. MANISH KUMAR
		3. Time Table	
		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	MRS. B. KAMAKSHI I/C
		2. Stock entry and issue of items procured under PM SHRI	MR. MANISH KUMAR, ASO
		SIIM	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