

## **VIDYALAYA PLAN 2026-27**

### **A- GENERAL INFORMATION**

|                                                                 |                                          |                                                                                                            |                              |
|-----------------------------------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------|------------------------------|
| NAME OF THE VIDYALAYA                                           | KENDRIYA VIDYALAYA<br>BARRACKPORE ARMY   | REGION                                                                                                     | Type of BuildingA1/A/B/C/D/E |
|                                                                 |                                          | KOLKATA                                                                                                    | C                            |
| SCHOOL CODE                                                     | 19206 CBSE 1264 KVS                      | AFFILIATION NO.                                                                                            | 2400012                      |
| YEAR OF ESTABLISHMENT                                           | 1973                                     | SECTOR                                                                                                     | DEFENCE                      |
| GEOGRAPHICAL LOCATION (COORDINATES)                             | 22.7669 N, 88.3506 E                     |                                                                                                            |                              |
| AREA (Built up in meter square)                                 | 5 acres                                  | TOTAL AREA                                                                                                 | 10 acres                     |
| NAME OF THE PRINCIPAL                                           | ASHIM NATH                               | Landline (o)-033-25920865<br>Landline (R)-<br>Mobile- 9435377230<br>E-mail-kvbarrackporearmy1973@gmail.com |                              |
| DATE OF JOINING IN                                              | PRESENT KV: 25-08-2022                   | PRESENT POST: 31-12-2015                                                                                   |                              |
| NAME OF THE PERSON WHO CAN BE CONTACTED IN ABSENCE OF PRINCIPAL | Dr. Himansu Sekhar Rana, (PGT Geography) |                                                                                                            |                              |
|                                                                 |                                          | Mobile No.: 9433174139                                                                                     |                              |
| NAME OF THE CHAIRMAN                                            | Brig Vivek Pashupathy, VSM               | Landline (o)- 033-25921256<br>Landline (R)-<br>Mobile-<br>E-mail-                                          |                              |

## B- SCHOOL DATA

| (i)           |                         |        |                    | STUDENTS ENROLMENT POSITION as on 31.03.2023 |                     |          |                   |           |                                         |
|---------------|-------------------------|--------|--------------------|----------------------------------------------|---------------------|----------|-------------------|-----------|-----------------------------------------|
| CATEGORYWISE  | I                       | II     | III                | IV                                           | V                   | VI       |                   | TOTAL     |                                         |
| BOYS          | 712                     | 78     | 64                 | 37                                           | 329                 | 0        |                   | 1220      |                                         |
| GIRLS         | 655                     | 86     | 62                 | 39                                           | 313                 | 0        |                   | 1155      |                                         |
| TOTAL         |                         |        |                    |                                              |                     |          |                   |           |                                         |
| RESV. CAEGORY | SC                      |        | ST                 |                                              | OBC                 |          | GEN               |           | TOTAL                                   |
| BOYS          | 294                     |        | 72                 |                                              | 224                 |          | 630               |           | 1220                                    |
| GIRLS         | 287                     |        | 60                 |                                              | 205                 |          | 603               |           | 1155                                    |
| TOTAL         |                         |        |                    |                                              |                     |          |                   |           |                                         |
| COMUNITY      | HINDU                   | MUSLIM | SIKH               | CHRISTIAN                                    | BUDDHIST            | JAIN     | ZOROASTRIAN       | OTHER     | TOTAL                                   |
| BOYS          | 1190                    | 27     | 0                  | 3                                            | 0                   | 0        | 0                 | 0         | 1220                                    |
| GIRLS         | 1122                    | 28     | 0                  | 5                                            | 0                   | 0        | 0                 | 0         | 1155                                    |
| TOTAL         |                         |        |                    |                                              |                     |          |                   |           |                                         |
| HANDICAPPED   | ORTHOPEADIC HANDICAPPED |        | VISUAL HANDICAPPED |                                              | HEARING HANDICAPPED |          | AUTISTIC CHILDREN |           | TOTAL                                   |
| BOYS          | 0                       |        | 0                  |                                              | 4                   |          | 3                 |           | 7+2 (Including Intellectual Disability) |
| GIRLS         | 1                       |        | 2                  |                                              | 2                   |          | 0                 |           | 11+3(Including Intellectual Disability) |
| TOTAL         |                         |        |                    |                                              |                     |          |                   |           |                                         |
| MISC QUOTA    | RTE                     | BPL    | SGC                | KVS-STAFF                                    | CHAIRMAN QUOTA      | MP QUOTA |                   | HRM Quota | TOTAL                                   |
| BOYS          | 182                     | 7      | 0                  | 1                                            | 0                   | 0        |                   | 0         | 190                                     |
| GIRLS         | 143                     | 5      | 112                | 1                                            | 0                   | 0        |                   | 0         | 262                                     |
| TOTAL         |                         |        |                    |                                              |                     |          |                   |           | 452                                     |

| (I) STAFF POSITION |      |        |       |             |    |     |          |        |    |               |    |    |  |
|--------------------|------|--------|-------|-------------|----|-----|----------|--------|----|---------------|----|----|--|
| Cadre              |      |        |       | Gender wise |    |     |          |        |    | Category wise |    |    |  |
|                    | Male | Female | Total | SC          | ST | OBC | Minority | Others | UR | O<br>H        | VH | HH |  |
| Principal          | 1    | 0      | 1     | 0           | 0  | 1   | 0        | 0      | 0  | 0             | 0  | 0  |  |
| VP                 | 0    | 0      | 0     | 0           | 0  | 0   | 0        | 0      | 0  | 0             | 0  | 0  |  |
| PGT                | 8    | 5      | 13    | 2           | 0  | 4   | 0        | 0      | 7  | 0             | 0  | 0  |  |
| TGT                | 6    | 8      | 15    | 3           | 2  | 3   | 0        | 0      | 6  | 0             | 0  | 0  |  |
| TGT (WE)           | 1    | 0      | 1     | 0           | 0  | 0   | 0        | 0      | 1  | 0             | 0  | 0  |  |
| TGT (AE)           | 1    | 0      | 0     | 0           | 0  | 0   | 0        | 0      | 1  | 0             | 0  | 0  |  |
| TGT (P&HE)         | 1    | 0      | 1     | 0           | 0  | 0   | 0        | 0      | 1  | 0             | 0  | 0  |  |
| HM                 | 1    | 0      | 1     | 1           | 0  | 0   | 0        | 0      | 0  | 0             | 0  | 0  |  |
| PRT                | 4    | 17     | 21    | 4           | 0  | 7   | 0        | 0      | 10 | 0             | 0  | 0  |  |
| PRT (MUSIC)        | 0    | 1      | 1     | 0           | 0  | 1   | 0        | 0      | 0  | 0             | 0  | 0  |  |
| ASO                | 1    | 0      | 1     | 0           | 1  | 0   | 0        | 0      | 0  | 1             | 0  | 0  |  |
| SSA                | 1    | 0      | 1     | 0           | 0  | 1   | 0        | 0      | 0  | 0             | 0  | 0  |  |
| JSA                | 0    | 1      | 1     | 0           | 0  | 0   | 0        | 0      | 1  | 0             | 0  | 0  |  |
| LIBRARIAN          | 0    | 1      | 1     | 0           | 0  | 1   | 0        | 0      | 0  | 0             | 0  | 0  |  |
| SUB STAFF          | 1    | 1      | 2     | 1           | 0  | 1   | 0        | 0      | 0  | 0             | 0  | 0  |  |
| Hostel Staff       | 0    | 0      | 0     | 0           | 0  | 0   | 0        | 0      | 0  | 0             | 0  | 0  |  |
| TOTAL              | 26   | 34     | 60    | 11          | 3  | 19  | 0        | 0      | 27 | 0             | 0  | 0  |  |

(III) DATA RELATED TO WORKING SPOUSE OF STAFF MEMBERS

| S No | Name of Teacher       | Designation | Name of Spouse             | Details of organization & place where the spouse is working | Remarks |
|------|-----------------------|-------------|----------------------------|-------------------------------------------------------------|---------|
| 1    | MS SREEJATA SAMANTA   | PGT         | MR. ANIL KUMAR             | KV, Barrackpore Army,Kolkata                                | NA      |
| 2.   | MRS ALAKA PATRA       | TGT         | MR. SATYANARAYAN KUANAR    | AAI KOLKATA                                                 | NA      |
| 3.   | MRS. SANGEETA PAUL    | PRT         | MR. SHRI UDAY SHANKAR PAUL | K V COSSIPORE, KOLKATA                                      | NA      |
| 4.   | MRS. SWATI SULABH     | PRT(MUST)   | MR. HARENDRA KUMAR NIRALA  | Office of the Accountant General (Audit -II)West Bengal     | NA      |
| 5.   | MR. RAKESH KUMAR SHAW | ASO         | MRS. SEEMA KUMARI          | Central University Jammu                                    | NA      |
| 6    | DEEPTI GUPTA          | PRT         | MR. SHOBHIT GUPTA          |                                                             |         |

**(IV) Appointment of Doctor, Nurses, Counsellors and Coaches (Sports, Performing arts etc. )**

| Sl. No | Post             | Gender | Date of Appointment     |
|--------|------------------|--------|-------------------------|
| 01     | Doctor           | Female | Not Appointed till date |
| 02     | Nurse            | Female | 01.04.2026              |
| 03     | Games Coach 1    | Female | 01.04.2026              |
| 04     | Games Coach 2    | Male   | 01.04.2026              |
| 05     | Yoga Instructor  | Female | 01.04.2026              |
| 06     | Dance Coach      | Female | 19.06.2026              |
| 07     | Counsellor       | Female | 03.04.2026              |
| 08.    | Special Educator | Female | 01.04.2026              |

**C- ACHIEVMENTS**

**1. Curricular Activities**

| <b>EXAMINATION (CBSE)</b> |           |          |        |        |       |                                             |                                                       |
|---------------------------|-----------|----------|--------|--------|-------|---------------------------------------------|-------------------------------------------------------|
| <b>CLASSES</b>            | Enrolment | Appeared | Passed | Pass % | PI    | No. of students getting more than 70% marks | Name of position Holders                              |
| <b>XII (Sc.)</b>          | 89        | 88       | 86     | 97.8   | 66.50 | 53                                          | 1. SOHAM DAS<br>2. TANNISTHA GAYEN<br>2. NITIN MAHATO |
| <b>XII (Comm.)</b>        | 32        | 32       | 32     | 100    | 53.54 | 15                                          | 1. RADHIKA DAS, 2. GOURAB RAJAK, 3. RISHI SHAW        |

|                    |     |      |     |      |       |                                                                                                  |                                                            |
|--------------------|-----|------|-----|------|-------|--------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| XII (Hum.)         | 47  | 47   | 47  | 100  | 74.02 | 33                                                                                               | 1. ARUNIM SAHA,<br>2. ANUSUYA,SAHA,<br>3. TANIYA,BANERJEE, |
| X                  | 205 | 2205 | 205 | 100  | 74.89 | 142                                                                                              | 1. SANGHAMITRA,KAPAT, 2. MEGHA SHARMA 3. SHRUJANA MAJUMDER |
| EXAMINATION (Home) |     |      |     |      |       |                                                                                                  |                                                            |
| XI (Sc.)           | 109 | 109  | 74  | 67.9 | 23    | (i) SAMBHAVI<br>(ii) ARITRA SINGHA<br>(iii) RAMA MONDAL                                          |                                                            |
| XI (Comm.)         | 58  | 56   | 30  | 53.6 | 3     | (i) DEBARITA BOSE<br>(ii) TRITHARAJ BISWAS<br>(iii) DEBANJANA BERA                               |                                                            |
| XI (Hum.)          | 59  | 56   | 36  | 64.3 | 9     | (i) DEBASHREE DUSAD<br>(ii) KOYEL BAL<br>(iii) BIDIPTA BISWAS                                    |                                                            |
| IX                 | 221 | 219  | 203 | 92.7 | 102   | (i) ARUNIMA SAHA<br>(ii) TAMOGHNA MAITY, PRIYANGSHU SARKAR<br>(iii) TANNISTHA GAYEN, SAGNIK SHAW |                                                            |

#### The Learning Attainment of Students & Target

| Class | Learning Attainment of Students for the year 2021-2022<br>(% of Students ) |     |     | Target for the year 2021-22<br>(% of Students) |     |     | Remarks                                        |
|-------|----------------------------------------------------------------------------|-----|-----|------------------------------------------------|-----|-----|------------------------------------------------|
|       | L 1                                                                        | L 2 | L 3 | L 1                                            | L 2 | L 3 |                                                |
| I     | 29                                                                         | 52  | 19  | 35                                             | 45  | 20  | Learning Attainment of Students to be improved |
| II    | 12                                                                         | 76  | 12  | 40                                             | 45  | 15  | Learning Attainment of Students to be improved |
| III   | 36                                                                         | 25  | 34  | 40                                             | 45  | 15  | Learning Attainment of Students to be improved |
| IV    | 39                                                                         | 34  | 27  | 50                                             | 45  | 05  | Learning Attainment of Students to be improved |
| V     | 34                                                                         | 32  | 34  | 48                                             | 48  | 04  | Learning Attainment of Students to be improved |
| VI    | 47                                                                         | 42  | 11  | 55                                             | 45  | 00  | Learning Attainment of Students to be improved |
| VII   | 58                                                                         | 33  | 19  | 55                                             | 30  | 15  | Learning Attainment of Students to be improved |
| VIII  | 51                                                                         | 39  | 10  | 60                                             | 34  | 06  | Learning Attainment of Students to be improved |

( L 1- 70% and above Grade, L 2 – 45% - 69% L 3 45% below)

### QUALITY OF RESULTS

| S No.        | CLASS   | % of Students who obtained 70% and above marks (P) |
|--------------|---------|----------------------------------------------------|
| 1            | XI-XII  | 51.27                                              |
| 2            | IX- X   | 56.92                                              |
| 3            | VI-VIII | 52.36                                              |
| 4            | III- V  | 91.50                                              |
| 5            | I-II    | 83.41                                              |
| <b>TOTAL</b> |         |                                                    |

### EXAMINATION (Competitive)

| Competitive Exam                | AIEEE/<br>JEE MAIN | IIT-JEE/ JEE<br>ADVANCE | NEET | PMT | CLAT | NDA | OTHER                 |
|---------------------------------|--------------------|-------------------------|------|-----|------|-----|-----------------------|
| <b>No. of students Selected</b> | 1                  | 1                       | 2    | 0   | 1    | 0   | NAVAL ARCHITECTURE-01 |
| <b>Targets</b>                  | 5                  | 3                       | 4    | 0   | 3    | 2   |                       |

CO-CURRICULAR & EXTRA CURRICULAR ACTIVITIES

**SPORTS**

| NUMBER OF PARTICIPANTS |                |                                     | NUMBER OF POSITION HOLDER |                |                                     |
|------------------------|----------------|-------------------------------------|---------------------------|----------------|-------------------------------------|
| Regional level         | National Level | SGFI/Associations/Federation (Open) | Regional level            | National Level | SGFI/Associations/Federation (Open) |
| 135                    | 20             | 5                                   | 33                        | 8              | 0                                   |

**SOCIAL SCIENCE EXIBITION**

| NUMBER OF PARTICIPANTS |                |                | NUMBER OF POSITION HOLDER |                |                |
|------------------------|----------------|----------------|---------------------------|----------------|----------------|
| Cluster Level          | Regional level | National Level | Cluster Level             | Regional level | National Level |
| NIL                    | NA             | NA             | NA                        | NA             | NA             |

**SCIENCE ACTIVITIES**

| AREA                                   | NUMBER OF PARTICIPANTS |              |                | NUMBER OF POSITION HOLDER |              |                |
|----------------------------------------|------------------------|--------------|----------------|---------------------------|--------------|----------------|
|                                        | Regional Level         | KVS National | National Level | Regional Level            | KVS National | National Level |
| National Children Science Congress     | 6                      | 3            | 0              | 4                         | 0            | 0              |
| Jawaharlal Nehru Junior/ Rashtriya Bal | 6                      | 1            | 0              | 1                         | 0            | 0              |

|                        |     |    |   |    |   |   |
|------------------------|-----|----|---|----|---|---|
| Vaigyanik Pradarshani  |     |    |   |    |   |   |
| INSPIRE Award          | 5   | 1  | 0 | 1  | 1 | 0 |
| Maths Olympiad (SOF)   | 254 | 32 | 0 | 32 | 6 | 0 |
| Science Olympiad (SOF) | 165 | 27 | 0 | 27 | 6 | 0 |

**BHARAT SCOUT & GUIDE ACTIVITIES**

| AREA           | NUMBER OF PARTICIPANTS              |                                 |                               | NUMBER OF POSITION HOLDER          |                                 |                              |
|----------------|-------------------------------------|---------------------------------|-------------------------------|------------------------------------|---------------------------------|------------------------------|
|                | Rashtrapati Purashkar/ Golden Arrow | Rajya Purashkar/Chaturth Charan | Tritiya Sopan/ Tritiya Charan | Rashtrapati Purashkar/Golden Arrow | Rajya Purashkar/Chaturth Charan | Tritiya Sopan/Tritiya Charan |
| Scout & Guides | —                                   | 07                              | 04                            | —                                  | -                               | -                            |
| Cub & Bulbul   | 07                                  | 07                              | -                             | 07                                 | 07                              | —                            |

**TARUNUTSAV**

| S.NO | Name of the activity | No. of students trained | Remarkable achievements if any          |
|------|----------------------|-------------------------|-----------------------------------------|
| 01.  | Career Counselling   | 121                     | Done by ARO Personnel and Bank Managers |

**1. ACTIVITIES PLANNED**

| Activities       | Level (Cluster/Regional/ National) | No. of students Selected | Names of Achievers                                                                                                                 | Next stage of Participation |
|------------------|------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Science Olympiad | Regional                           | 165                      | Tamoghna Maity, X<br>Rohit Prasad, IX<br>Mayukh Maitra, IX<br>Swagata Sarkar, IX<br>Satadru Halder, VIII A<br>Souvik Sarkar, VII C | —                           |

|                            |                                  |                      |                                                                                                                                                   |                 |
|----------------------------|----------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Math’s Olympiad            | Regional                         | 254                  | Madhumita Mallick 11-B<br>Soumyajit Kundu, IX C<br>Swarnadeep Sarkar, IX C<br>Pratyush Gupta, IX A<br>Megha Samanta, VIII C<br>Aditi Paul, VIII B | —               |
| Cyber Olympiad             | Regionanl                        | 07                   |                                                                                                                                                   |                 |
| Green Olympiad             | —                                | —                    | —                                                                                                                                                 | —               |
| IGBC Green BuildingContest | —                                | —                    | —                                                                                                                                                 | —               |
| National Sc. Congress      | Regional                         | 06                   |                                                                                                                                                   |                 |
| Sc. Exhibition             | —                                | —                    | —                                                                                                                                                 | —               |
| National Social Sc. Exh.   | —                                | —                    | —                                                                                                                                                 | —               |
| Youth Parliament           | —                                | —                    | —                                                                                                                                                 | —               |
| Swachhh Bharat Abhiyan     | —                                | —                    | —                                                                                                                                                 | —               |
|                            | —                                |                      |                                                                                                                                                   |                 |
| 1. Rastrapati Puraskar     | —                                | —                    | —                                                                                                                                                 | —               |
| 2. Rajya Puraskar          | ANTI LITTER                      | SCOUT(02), GUIDE(05) | SHARMISTHA RAY<br>ISHITA MODI<br>RISHITA DAS<br>SNEHA ROY<br>DRISTI KARMAKAR<br>AYAN ADHIKARY                                                     | SWACHCHA BHARAT |
| 3. Golden Arrow            | —                                | —                    | —                                                                                                                                                 | —               |
|                            | —                                | —                    | —                                                                                                                                                 | —               |
|                            | Games & Sports                   |                      |                                                                                                                                                   |                 |
| level                      |                                  | Event                | No. of students                                                                                                                                   | Remarks         |
| SGFI                       | SWIMMING, ATHLETICS, CHESS, YOGA | 05                   | 0                                                                                                                                                 |                 |
| National Level             | SWIMMING                         | 05                   | 04                                                                                                                                                |                 |
|                            | ATHLETICS                        | 01                   | 01                                                                                                                                                |                 |
|                            | CHESS                            | 01                   | 01                                                                                                                                                |                 |
| Regional Level             | TABLE TENNIS                     | 03                   | 01                                                                                                                                                |                 |

|                    |               |    |    |   |
|--------------------|---------------|----|----|---|
|                    | KHO KHO       | 36 | 01 |   |
|                    | CRICKET       | 16 | 03 |   |
|                    | FOOTBALL      | 32 | 02 |   |
|                    | VOLLEYBALL    | 12 | 01 |   |
|                    | ATHLETICS     | 03 | 01 |   |
|                    | LAWN TENNIS   | 01 | 01 |   |
|                    | ROPE SKIPPING | 01 | 01 |   |
|                    | CHESS         | 10 | 01 |   |
|                    | YOGA          | 12 | 02 |   |
|                    | TAEKWANDO     | 10 | 00 |   |
|                    | SWIMMING      | 06 | 05 |   |
|                    | SHOOTING      | 01 | 00 |   |
|                    | BADMINTON     | 03 | 00 |   |
| <b>State Level</b> | NA            | NA | NA |   |
| <b>Other</b>       | —             | —  | —  | — |

#### 4. ACTIVITIES OUTSIDE THE KVS

| S No     | Name of Activity | Name of Agency | No of Students participated | Position | Names of Achievers | Remarks |
|----------|------------------|----------------|-----------------------------|----------|--------------------|---------|
| <b>1</b> | SPORTS           | -              | -                           | -        |                    |         |
| <b>2</b> | CULTURAL         | —              | —                           | —        | —                  | —       |

|   |                                      |                                  |   |                                                              |                                            |   |
|---|--------------------------------------|----------------------------------|---|--------------------------------------------------------------|--------------------------------------------|---|
| 3 | SCIENTIFIC (QUIZ)                    | CBSE SCIENCE CHALLENGE           |   | Result Awaited                                               |                                            |   |
|   |                                      | CBSE MATHS CHALLENGE             |   | Certificate of Excellence                                    | AYAN DEN                                   |   |
|   |                                      | ADAMAS UNIVERSITY SCIENCE QUIZ   |   | 1 <sup>ST</sup> POSITION                                     | SAMBHAVI CHAKRABORTY & ARUNIMA CHAKRABORTY |   |
|   |                                      | BIS STANDARD WRITING COMPETITION |   | 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> POSITION |                                            |   |
| 4 | ANY OTHER (Eg: International events) | —                                | — | —                                                            | —                                          | — |

## 5. ALUMNI

- Outstanding Alumni (Alumni who has recognition at local/state/National/International level in different fields- Cultural,Technical,scientific,medicine,political,administrative etc)

| S No | Name of Alumni    | Qualification | Field of working | Designation      | Contact Number | Remarks                                                       |
|------|-------------------|---------------|------------------|------------------|----------------|---------------------------------------------------------------|
| 01.  | Dr. Pradip Dutta  | PHD           | Sports           | Sr. Lecturer     | 9544508052     | Physical trainer of Indian Football Team, FIFA MSN form India |
| 02.  | Dr. Sanjiv Saigal | MS,MBBS       | Medical          | Doctor & Surgeon | -              | Specialization in Liver Transplant                            |

- Number of Activities Organized (2021-22) : NIL
- Number of Classes/ Sessions taken by Alumni(2021-22): NIL
- Activities Planned under Alumni (2022-23): NIL

## 5. ACHIEVEMENTS

Achievement of Vidyalaya (like “Green Your School” Contest by IGBC, Inter- school competition, National Swachhata Award etc. in 100 words

## 6. Status of Foreign & Regional Language:

| S.NO | NAME OF THE LANGUAGE | NO. OF STUDENTS ENROLLED FOR THE FOREIGN LANGUAGE |     |      |    |    |    |     |
|------|----------------------|---------------------------------------------------|-----|------|----|----|----|-----|
|      |                      | VI                                                | VII | VIII | IX | X  | XI | XII |
| 01   | NIL                  | NA                                                | NA  | NA   | NA | NA | NA | NA  |

## II- INFRASTRUCTURE PLAN

### A. Buiding Plan:

| Infrastructure |                                       |                |                     |                        |
|----------------|---------------------------------------|----------------|---------------------|------------------------|
| S No.          | Infrastructure Item                   | Total Quantity | Functional Quantity | Non FunctionalQuantity |
| 1              | AI/Robotics Lab                       | 0              | 0                   | 0                      |
| 2              | AR/VR Lab                             | 0              | 0                   | 0                      |
| 3              | Art Room                              | 1              | 1                   | 0                      |
| 4              | Assembly Stage (Covered)              | 1              | 1                   | 0                      |
| 5              | Assembly Stage (Open)                 | 1              | 1                   | 0                      |
| 6              | ATL Lab                               | 1              | 1                   | 0                      |
| 7              | Biology Lab                           | 1              | 1                   | 0                      |
| 8              | Boys Toilets(Excluding CwSN Toilets)  | 1              | 1                   | 0                      |
| 9              | Chemistry Lab                         | 1              | 1                   | 0                      |
| 10             | Class Rooms                           | 49             | 49                  | 0                      |
| 11             | Computer Lab 1                        | 1              | 1                   | 0                      |
| 12             | Computer Lab 2                        | 1              | 1                   | 0                      |
| 13             | Computer Lab 3                        | 0              | 0                   | 0                      |
| 14             | Exam. Room                            | 1              | 1                   | 0                      |
| 15             | Girls Toilets(Excluding CwSN Toilets) | 1              | 1                   | 0                      |
| 16             | Guard Room                            | 1              | 1                   | 0                      |
| 17             | Head Master/Head Mistress Room        | 1              | 1                   | 0                      |
| 18             | Jr. Sci. Lab                          | 1              | 1                   | 0                      |
| 19             | Language Lab                          | 0              | 0                   | 0                      |

|    |                           |   |   |   |
|----|---------------------------|---|---|---|
| 20 | Library                   | 1 | 1 | 0 |
| 21 | Maths Lab                 | 1 | 1 | 0 |
| 22 | Medical Room              | 1 | 1 | 0 |
| 23 | Multi Purpose Hall        | 0 | 0 | 0 |
| 24 | Music Room                | 0 | 0 | 0 |
| 25 | NCC Room                  | 0 | 0 | 0 |
| 26 | Office                    | 1 | 1 | 0 |
| 27 | Physics Lab               | 1 | 1 | 0 |
| 28 | Principal Room            | 1 | 1 | 0 |
| 29 | Resource Room (Primary)   | 1 | 1 | 0 |
| 30 | Resource Room (Secondary) | 0 | 0 | 0 |
| 31 | Scout Guide Room          | 1 | 1 | 0 |
| 32 | Social Sci/Geo Room       | 0 | 0 | 0 |
| 33 | Sports Room               | 1 | 1 | 0 |
| 34 | Staff Common Room         | 1 | 1 | 0 |
| 35 | Staff Gents Toilets       | 1 | 1 | 0 |
| 36 | Staff Ladies Toilets      | 2 | 2 | 0 |
| 37 | Staff Quarter Type 1      | 4 | 0 | 4 |
| 38 | Staff Quarter Type 2      | 8 | 8 | 0 |
| 39 | Staff Quarter Type 3      | 8 | 8 | 0 |
| 40 | Staff Quarter Type 4      | 1 | 1 | 0 |
| 41 | Staff Quarter Type 5      | 0 | 0 | 0 |
| 42 | Store Room                | 1 | 1 | 0 |
| 43 | Vice-Principal Room       | 1 | 1 | 0 |
| 44 | Vocational Lab            | 1 | 1 | 0 |
| 45 | WE Room / Workshop        | 1 | 1 | 0 |

B. Assets (Furniture)

| Furniture Type  | Available in No. | Proposed Acquisition/ Repair | Remark |
|-----------------|------------------|------------------------------|--------|
| Duel Desk       | 900              | 400                          |        |
| Single Desk     | 200              | 100                          |        |
| Teacher's Table | 48               | 10                           |        |
| Teacher's chair | 90               | 30                           |        |
| Almirah         | 24               | 5                            |        |
| Computer Table  | 40               | 10                           |        |
| Computer Chair  | 40               | 10                           |        |
| Lab Table       | 10               | 0                            |        |
| Lab Stools      | 150              | 0                            |        |

C. Assets (labs equipment (Value above Rs. 15.000/-)

| Name of Lab | Availability of infrastructure as per benchmark of labs | Availability of equipment as per benchmark of labs | Proposed development of infrastructure/acquisition |
|-------------|---------------------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| Chemistry   | YES                                                     | YES                                                | N/A                                                |
| Biology     | YES                                                     | YES                                                | N/A                                                |
| Physics     | YES                                                     | YES                                                | N/A                                                |

A. Assets (IT Infrastructure) (Value above Rs. 15.000/-)

| Articles | Available in No. | Proposed Procurement / Repair | Remark |
|----------|------------------|-------------------------------|--------|
|          |                  |                               |        |

|                             |    |  |  |
|-----------------------------|----|--|--|
| Computer                    | 93 |  |  |
| Multimedia Projector        | 24 |  |  |
| Laptop                      | 04 |  |  |
| Online UPS                  | 01 |  |  |
| Digital Document Visualizer | 03 |  |  |
| Interactive Panel           | 21 |  |  |
| Panel for E-Classroom       | 20 |  |  |
| Interactive White Board     | 0  |  |  |
| Apple I-Pad pro             | 19 |  |  |

E. Assets (Library)

| Sl. No. | Articles            | Available in No. | Proposed Acquisition/ Repair         | Remark |
|---------|---------------------|------------------|--------------------------------------|--------|
| 1       | Table               | 9                | Acquisition: 02 (Two)                | NA     |
| 2       | Almirah             | 4                | Repair & Paint                       | NA     |
| 3       | Bookshelves         | 35               | Acquisition 04 (Four)<br>Repair: All | NA     |
| 4       | Books in Hindi      | 6213             |                                      | NA     |
| 5       | Books in<br>English | 8003             |                                      | NA     |

Assets (Music)

| Sl. No. | Articles                | Available in No. | Proposed Acquisition/ Repair | Remark |
|---------|-------------------------|------------------|------------------------------|--------|
| 1       | Harmonium               | 01               | NA                           |        |
| 2       | Synthesizer (Key Board) | 01               | NA                           |        |
| 3       | Tabla                   | 01               | NA                           |        |
| 4       | Dholak                  | 01               | NA                           |        |
| 5       | Congo                   | 01               | NA                           |        |
| 6       | Flute                   | 00               | NA                           |        |
| 7       | Violin                  | NIL              | NA                           |        |
| 8       | Mouth organ             | NIL              | NA                           |        |
| 9       | Khanjari                | NIL              | NA                           |        |
| 10      | Dufflee                 | 02               | NA                           |        |
| 11      | Maracas                 | 02               | NA                           |        |
| 12      | Marching Triangle       | NIL              | NA                           |        |
| 13      | Marching drum           | NIL              | NA                           |        |
| 14      | Symbate                 | NIL              | NA                           |        |

|    |               |     |    |  |
|----|---------------|-----|----|--|
| 15 | Jazz drum set | 00  | NA |  |
| 16 | Any other     | NIL | NA |  |
|    |               |     |    |  |

E. Assets (Workshop/Art & Craft/Sport)(Value above Rs. 5.000/-)

| Department           | Articles | Available in No. | Proposed Acquisition/ Repair | Remark |
|----------------------|----------|------------------|------------------------------|--------|
| Work Experience      |          |                  |                              |        |
| Art & Culture        | ----     | ---              | ----                         | ----   |
| Sports               | ----     | ---              | ----                         | ----   |
| Gardening            | ----     | ---              | ----                         | ----   |
| Any other department | ----     | ---              | ----                         | _____  |

F. Assets (Office)(Value above Rs. 15.000/-)

| Articles      | Available in No. | Proposed Acquisition/ Repair | Remark |
|---------------|------------------|------------------------------|--------|
| XEROX MACHINE | 04               | 01                           |        |
|               |                  |                              |        |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

G. Medical Room Facilities

| Facilities           | Available in No. | Proposed Acquisition/<br>Repair | Remark |
|----------------------|------------------|---------------------------------|--------|
| Cot                  | 02               |                                 |        |
| Wheel Chair          | 01               |                                 |        |
| Almirah for Medicine | 02               |                                 |        |
| Stethoscope          | 02               |                                 |        |
| Sphygmomanometer     | 02               |                                 |        |
| Glucometer           | 01               |                                 |        |

H. Suggestion Box :

1. Whether the Suggestion Box is installed: YES
2. Whether the Suggestion Box is opened every week: YES
3. Whether the record is being maintained regarding suggestion: YES
4. The Action taken on Suggestions:

\*IN THIS PANDEMIC N/A

| S.No | Suggestion                             | Action Taken                                                |
|------|----------------------------------------|-------------------------------------------------------------|
| 01   | More number of Fans in the Class Rooms | 02 additional ceiling fans are installed in each class room |
| 02   | Frequent cleaning of toilets           | Frequency of cleaning toilets has been increased            |
| 03   | Hand wash liquid in toilets            | Hand wash dispensers made available in each toilets         |
| 04   | Exhaust Fans in Toilets                | New exhaust fans are installed in all toilets               |

### III. SAFETY & SECURITY

#### A. (1) Safety Plan

| Security features Installed                                           | No. of article/I nstalled | Whether functionin g or not | Location Where installed                                                         | Proposed new for location installation           | No. of article required |
|-----------------------------------------------------------------------|---------------------------|-----------------------------|----------------------------------------------------------------------------------|--------------------------------------------------|-------------------------|
| Fire Extinguishers                                                    | 10                        | Yes                         | 1. Library<br>2. All the Labs<br>3. Corridor                                     | 1. Annexure Building & out side                  | 03                      |
| Fire Alarm                                                            | Nil                       | N/A                         | N/A                                                                              | All the Lab & Men Switch Board s near stair case | 05                      |
| CC TV                                                                 | 96                        | Yes                         | 1. Corridor<br>2. Library<br>3. Outside of the Vidyalaya building<br>4.Classroom | Top of the building with night vision camera     | 10                      |
| Public Announcement System                                            | 01                        | Yes                         | Vidyalaya main Building Corridor                                                 | Annexure Building                                | 03                      |
| Walkie Talkie System                                                  | Nil                       | N/A                         | N/A                                                                              | Not required                                     | Nil                     |
| SCHOOL HAS APPLIED ONLINE FOR FIRE NOC WITH WEST BENGAL FIRE SERVICES |                           |                             |                                                                                  |                                                  |                         |

#### (2) Emergency Supplies/ Facilities

| Facilities                      | Existing Position                                                                           | Proposed for Expansion                               | Article required |
|---------------------------------|---------------------------------------------------------------------------------------------|------------------------------------------------------|------------------|
| Sufficient Drinking Water& Food | Centralised RO and one Dedicated RO System Installed in the front of the Vidyalaya Building |                                                      | --               |
| Emergency Lighting System       | Generator installed                                                                         | --                                                   | --               |
| First Aid Kits                  | Available in Medical Room                                                                   | --                                                   | --               |
| Emergency Evacuation Plan       | 3 Exit in various floor                                                                     | --                                                   | --               |
| Emergency Communication System  | Nil                                                                                         | To all the departments & staff rooms & Security room | 10               |
| Water Tanks                     | 05 water tanks                                                                              | --                                                   | --               |
| Sanitation Supplies             | --                                                                                          | --                                                   | --               |
| Boundary wall/ Fencing          | Already exists                                                                              | Height to be raised with barbed wares                | --               |
| Exit/Entrance Gate              | Exists                                                                                      | --                                                   | --               |

### 3. Security Personnel

| No. of Persons | Male | Female | Remark |
|----------------|------|--------|--------|
| 04             | 04   | 00     |        |

#### B. School Staff Training:

| Training Area                                 | No of Staff & Students Trained | Proposed Plan for training |
|-----------------------------------------------|--------------------------------|----------------------------|
| A. Evacuation Drills                          | 10, 150                        |                            |
| B. Basic First Aid/ First Responder Skills    | 5, 53                          |                            |
| C. Safety Training                            | 5                              |                            |
| D. Use of Fire Extinguisher                   | 2, 30                          |                            |
| E. How to turn off electricity, water and gas | 7, 36                          |                            |
| F. Psychological First Aid                    | 1, 32                          |                            |
| G. Other:<br>_____                            | N/A                            |                            |

Note:

| Sl. No. | Certificates                             | Date of Issue  | Valid Till   |
|---------|------------------------------------------|----------------|--------------|
| 01      | Certificate of the fire safety           | APPLIED ONLINE |              |
| 02      | Certificate of safety of school building | Issued by MES  |              |
| 03      | Certificate of Potable Water             |                | OWN BOREWELL |

#### C. SCHOOL RESPONSE TEAMS

| Sl. No. | Name of Committee           | Name of In-Charges and Members                                                                                                                      | Nature of Duties                                                                                                                                                                                                                                                                    |
|---------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Academic Advisory Committee | <b>1. Vice- Principal I/C</b><br>2. Dr. H. S. Rana, PGT(Geog)<br>3. Mr. D. P. Choudhury, HM<br>4. Mr. G. Rakshit, PGT<br>5. Mrs. Ranu Banerjee, PGT | 1. To make plan and give advice for academic development.<br>2. To conduct Parents-Teachers Meeting.<br>3.To co-ordinate among different Subject Committes. and Departments.<br>Interacting with the teachers and directing them on their academic as well as co-curricular duties. |

|     |                                             |                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                             | 6. Mr. Ashok Kumar, PGT<br>7. Mr. Amit Kumar Gupta, PGT                                                                                                                                                                                                       | 4. It is the sole responsibility of Vice Principals to check the academic activities of teachers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2   | Admission Committee                         | 1. Mr. Gautam Rakshit, PGT (Physics) I/C<br>2. Mr. D. P. Chaudhary, HM<br>3. Ms. Sreejata Samanta, PGT (Bio)<br>4. Mr. R. K. Singh, TGT (Maths)<br>5. Ms. Swati Sulabh, PRT (MUSIC)<br>6. Mrs. Sabita Devi, Sub-Staff                                         | 1. Fresh Admission (Bal Vatika / Class - I and other classes)<br>2. KV TC admission<br>3. Maintenance of Register of data required for submission to KVS Hqrs.<br>4. To prepare question papers for the Admission Test (for Class-IX) if needed.<br>5. Duties assigned by the KVS / Principal from time to time                                                                                                                                                                                                                                                                                                                |
| 3   | Examination Committees                      |                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3.A | External Examinations                       | 1. Dr. H. S. Rana, PGT (Geog) I/C<br>2. Mr. Niharendu Sen, PGT (Physics)<br>3. Ms. Uma Samanta, TGT (SO ST)<br>4. Mrs. Swati Sulabh, PRT (Music)<br>5. Mr. P. K. Singh, Sub-Staff                                                                             | 1. To conduct the CBSE Board Examinations and other External Examination.<br>2. To create data bank as required by the CBSE from time to time.<br>3. To deal with the matters related to the CBSE and other examinations.<br>4. Update the data in the OASIS.<br>5. Any other matter assigned by the Principal.                                                                                                                                                                                                                                                                                                                |
| 3.B | Internal Examinations                       | 1. Mr. Niharendu Sen, PGT (Physics)<br>2. Dr. Kalpana Chattopadhyaya, PGT (Eco)<br>3. Mrs. Srijata Samanta, PGT (Bio)<br>5. Mrs. R. Pramanik, TGT (Eng)<br>6. Mr. Sanjay Kumar, TGT (Sc)<br>7. Mr. P. K. Singh, Sub-Staff                                     | 1. To organise / conduct all the Internal Examinations such as PT, HY, SEE, etc.<br>2. Preparation of Question Papers and their Moderation.<br>2. Deals with the matters related to the preparation and moderation of the results all the examinations and keep records for future reference and dissemination of data pertaining to examinations.<br>3. Other matters as demanded by the KVS and other organisations.                                                                                                                                                                                                         |
| 4   | Co-curricular Activities & Morning Assembly |                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4.A | Co-curricular Activities                    | 1. Mrs. Ranu Banerjee, PGT (Eng), Co-ordinator<br>1. Mr. Ashok Kumar, PGT (Hindi), Asst. Co-ordinator<br>3. Mr. Mahadev Prasad, TGT (Sans)<br>4. Mrs. Tilottama, TGT (Hindi)<br>5. Mrs. Priyangbada Kundu, TGT (Eng)<br>6. Mr. Pralay Kumar Naskar, TGT (Eng) | Preparation of Calendar of Activities for the Session 2026-27.<br>To organise different co-curricular activities.<br>To organise and assign Assembly Programmes every day along with the Class Teachers, TGT (P & HE) and Music Teacher.<br>To organise and celebrate birthdays of different personalities, different days, etc.<br>House Distribution.<br>Maintaining the records of achievements of the students of the competitions and other activities. and teachers.<br>Distribution of teachers and students house-wise.<br>Important announcements in the Assembly.<br>Any other programmes assigned by the Principal. |
| 4.B | Morning Assembly Programmes                 | 1. Mrs. Ranu Banerjee, PGT (Eng), Co-ordinator<br>1. Mr. Ashok Kumar, PGT (Hindi), Asst. Co-ordinator<br>3. Mrs. Priyangbada Kundu, TGT (Eng)<br>4. Mr. P. Dutta, TGT (P & HE)                                                                                | Making all arrangements related to the Morning Assembly.<br>Sorting of Programmes for the Assembly with the help of the Class Teachers of the respective Class having the turn for Assembly Programmes<br>Arrangement of P A Systems for the Programmes<br>Arrangement for unfurling of the National Flag.                                                                                                                                                                                                                                                                                                                     |

|                                   |                                                                                                             |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   |                                                                                                             | 5. Mr. D. Paul, TGT (WE)                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                                                                                                             | 6. Mr. Sanju Basak, TGT (AE)                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                                                                                                             | 7. Mrs. Chandana Shaw, PRT                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                                                                                                             | 8. Mrs. Sucheta yadav, PRT                       | Class Teacher having the turn for Assembly Oprogramme                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5                                 | Time Table / Discipline & School Safety                                                                     |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5.A                               | Time Table & Arrangement Committee                                                                          | 1. Mr. Amit Kumar Gupta, PGT (Maths) I / C       | To prepare Time Table as per the norms and needs. To make arrangements ofclasses asper the needs. To make co-ordination with the Examination Departments for arrangements on the Examination days.                                                                                                                                                                                                                                                                                                                                                                      |
|                                   |                                                                                                             | 2. Mr. N. S, PGT (Physics)                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                                                                                                             | 3. Ms. Deepti Bisht, TGT (Maths)                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                                                                                                             | 4. Mr. S. Basak, TGT (AE)                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                                                                                                             | 5. Mrs. Sabita Devi, Sub-Staff                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5.B                               | Discipline                                                                                                  | 1. Dr. K. Chattopadhyaya, PGT ( Eco) I/C (Girls) | Responsible for the maintenance of discipline in the Vidyalaya.<br>To help students develop self-discipline.<br>To promote and encourage good behavior among the teachers and students.<br>To redress the grievances of the children pertaining to discipline.<br>To ensure that the students obey rules and regulations set up by the KVS / Vidyalaya.<br>Checking of student’s uniform, late comers, students missing assembly.<br>Checking of students’ behavior in and outside the class.<br>Deal with the matters related to Uniform, Proper Hair cut, nails, etc. |
|                                   |                                                                                                             | 2. Mr. P. Dutta, TGT (P & HE) I /C (Boys)        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                                                                                                             | 3. Mr. Ashok Kumar, PGT (Hindi)                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                                                                                                             | 5. Mr. Akhilesh Kumar, PGT (Hist)                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                                                                                                             | 6. Mr. D. Paul, TGT (WE)                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                                                                                                             | 7. Mrs. Jyoti Dhaka, TGT                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                                                                                                             | 8. Mr. Pralaya Kumar Naskar,TGT                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                                                                                                             | 9. Ms. Uma Samanta, TGT                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                                                                                                             | 5.C                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2. Mr. Akhilesh Kumar, PGT (Hist) |                                                                                                             |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 3. Mr. P. Dutta, TGT (P & H E)    |                                                                                                             |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 4. Mr. S. Basak, TGT (A E)        |                                                                                                             |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 6                                 | PM SHRI                                                                                                     | 1. Mrs. S. Samanta, PGT (Bio) I / C              | To implement the programmes as per the PM SHRI Guidelines and directions given by the Authority from time to time.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                   |                                                                                                             | 2. Mr. Sanjay Kumar, TGT (Science)               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                                                                                                             | 3. Mr. Pralay Kumar Naskar, TGT (Eng)            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                                                                                                             | 4. Mrs. Chndana Shaw, PRT                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                                                                                                             | 5. Mr. Saurabh Vaishya, PRT                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 7                                 | Furniture                                                                                                   | 1. Mr. Rakesh Prasad, PGT (Com) I/ C             | To make arrangement of furniture for providing congenial environment in the class rooms for teaching learning process.<br>Raising the indent of the Furniture required within the ceiling.<br>Maintenance of furniture register & inventories in each class, lab, departments, library, office etc.<br>Submission of requirements of shortage making inventory and monitoring.                                                                                                                                                                                          |
|                                   |                                                                                                             | 2. Mr. Mahadev Prasad, TGT (Sans)                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                                                                                                             | 3. Mr. Suraj Sah, TGT (Hindi)                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                                                                                                             | 4. Mr. Suraj Gupta, PRT                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                                                                                                             | 5. Mrs. Swati Sulabh, PRT                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 8                                 | PROTECTION OF CHILDREN FROM SEXUAL OFFENCES (POCSO) & PREVENTION OF SEXUAL HARRASEMENT AT WORK PLACE (POSH) |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|      |                       |                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------|-----------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.A  | POCSO                 | 1. Dr. K. Chattopadhyaya, PGT(Eco) I/C       | 1. To ensuring safe, secure and supportive environment for students who are the prime responsibility of every school.<br>2. To organise seminars / programmes related to this departmet with experts.<br>3. To redress the grievances and receive complaints regarding the matters of sexual harrasements / abuse, etc.<br>4. Quarterly they are required to submit the report to the Authority.                                                                                                                                                   |
|      |                       | 2. Mrs. Ranau Banerjee, PGT (Eng)            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|      |                       | 3.Mr. Akhilesh Kumar, PGT (Hist)             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|      |                       | 4. Ms. Alka Patra, TGT (Science)             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|      |                       | 5. Mr. D. P. Choudhary, HM                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|      |                       | 6. Mrs. Mithu Halder, JSA                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 8.B  | PoSH                  | 1. Mrs. Ranu Banerjee, PGT(Eng) I/C          | Prevention of any unwelcome behavior, intentional or unintentional, that has sexual connotation (or of sexual nature) for women employees.<br>Promotion of a safe, happy, healthy and a congenial work atmosphere free from sexual harassment of any kind.<br>Awareness sessions are to be organized.<br>To formulate policies to remove underlying factors that contribute towards a hostile work environment against women.<br>Monthly Report to be submitted to the Authority.                                                                  |
|      |                       | 2. Ms. Deepanjali Kumari, PGT (Chem)         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|      |                       | 3. Mrs. Jyoti Dhaka, TGT (Hindi)             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|      |                       | 4. Mr. D. P. Choudhary, HM                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|      |                       | 5. A Member from NGO                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 9    | Games and Sports/Yoga | 1. Mr. P. Dutta, TGT (P & HE) I /C           | 1. To develop the Sportsman Spirit among the students of the Vidyalaya.<br>2. To enable the students to appreciate and enjoy the Games and Sports.<br>3. To develop the healthy spirit of competition among the students.<br>4. Selection to teams for School/ Regional Level Sports Meet.<br>5. To develop the spirit of belongingness and sportsmanship.<br>6. To develop & maintain play fields.<br>7. To inculcate yogic and meditative values amongst the students.<br>8. To motivate the students for the yoga practices like Pranayama etc. |
|      |                       | 3. Mr. Sanju Basak, TGT (AE)                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|      |                       | 4. Ms. Deepti Bisht, TGT (Maths)             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|      |                       | 5.Mr. Vinay Keshkar, PRT                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|      |                       | 6. Ms. Kumari Chhavi, PRT                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|      |                       | 7. Games & Yoga Coach                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|      |                       | 10 Repair and Maintenance (Civil/Electrical) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 10.A | CIVIL & Electrical    | 1. Mr. D. P. Chaudhury, HM I/C               | 1.To oversee maintenance, repairs, and general upkeep of the Vidyalaya buildings, property and common areas.<br>2.To advise, support, and recommend to the Principal on all matters of facilities management and maintenance.<br>3. To keep records of both Civil & Electrical Fittings.<br>4. Different assignments given by the Principal from time to time.                                                                                                                                                                                     |
|      |                       | 2. Mr. D. Paul, TGT (WE)                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|      |                       | 3. Mr. Sanju Basak, TGT (AE)                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|      |                       | 4.Mr. Vinay Keshkar, PRT                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|      |                       | 5.Mr. P. K. Singh, Sub-Staff                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 10.B | STAFF QRS             | 1. Mr. Suraj Sah, TGT (Hindi) I / C          | 1.To oversee maintenance, repairs, and general upkeep of the Staff Quarters, property and common areas.<br>2.To advise, support, and recommend to the Principal on all matters of facilities management and maintenance.                                                                                                                                                                                                                                                                                                                           |
|      |                       | 2. Ms. Deepti Bisht, TGT (Maths)             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|      |                       | 3. Mrs. Jyoti Kumari, TGT (Hindi)            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|      |                       | 4. Mrs.Sucheta Yadav, PRT                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|      |                       | 5. Mrs. Mithu Halder, JSA                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|      |                       | 6. Mrs.Savita Devi, Sub-Staff                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 10.C | PA System             | 1. Mr. D. Paul, TGT (WE) I/C                 | Arrangements of PA System in different occasions and functions organised by Vidyalaya.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|      |                       | 2. Mr. Sanju Basak, TGT (AE)                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|      |                       | 3.Mr. Vinay Keshkar, PRT                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|      |                              |                                           |                                                                                                                                                                                                                                                                                                                                                                                                |
|------|------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      |                              | 4. Mr. Saurabh Vaishya, PRT               |                                                                                                                                                                                                                                                                                                                                                                                                |
| 11   | Scout & Guide                |                                           |                                                                                                                                                                                                                                                                                                                                                                                                |
| 11.A | Scout                        | 1. Mr. Suraj Sah, TGT (Hindi) I / C       | To contribute to the education of young people through a value system based on the Scout/Guide promise and law to built a better world where people are self fulfilled as individuals and play constructive role in society.<br>To conduct various activities and organise various programmes from time to time as per the direction of the KVS.                                               |
|      |                              | 2. Mr. Mahadev Prasad, TGT (Sans)         |                                                                                                                                                                                                                                                                                                                                                                                                |
|      |                              | 3. Mr. Sanjay Kumar, TGT (Science)        |                                                                                                                                                                                                                                                                                                                                                                                                |
| 11.B | Guide                        | 1. Mrs. Deepanjali Kumari, PGT (Chem) I/C |                                                                                                                                                                                                                                                                                                                                                                                                |
|      |                              | 2. Mrs. Ranjana Pramanik, TGT (Eng)       |                                                                                                                                                                                                                                                                                                                                                                                                |
|      |                              | 3. Mrs. uma Samanta, TGT (SO ST)          |                                                                                                                                                                                                                                                                                                                                                                                                |
|      |                              | 3. Mrs. Alka Patra, TGT (Science)         |                                                                                                                                                                                                                                                                                                                                                                                                |
|      |                              | 4. Ms. Dipti Bishat, TGT (Maths)          |                                                                                                                                                                                                                                                                                                                                                                                                |
| 12   | Local Purchase Committee     | 1. Mr. G. Rakshit, PGT (Physics)          | To survey the local market and compare the rates for purchasing items from the local market at emergency cases.<br>Responsible for all local purchase.                                                                                                                                                                                                                                         |
|      |                              | 3. Mr. D.P. Chaudhury, HM                 |                                                                                                                                                                                                                                                                                                                                                                                                |
|      |                              | 3. Mr. R. Prasad, PGT (Com)               |                                                                                                                                                                                                                                                                                                                                                                                                |
|      |                              | 4. Mr. R. K. Singh, TGT (Maths)           |                                                                                                                                                                                                                                                                                                                                                                                                |
|      |                              | 5. Mr. Rakesh Kumar Shaw, ASO             |                                                                                                                                                                                                                                                                                                                                                                                                |
| 13   | A E P / F C P                |                                           |                                                                                                                                                                                                                                                                                                                                                                                                |
| 13.A | AEP                          | 1. Mrs. S. Samanta, PGT (Bio) I/C         | The Adolescence Education Programme aims to empower young people with accurate, age appropriate and culturally relevant information, promote healthy attitudes and develop skills to enable them to respond to real life situations in positive and responsible ways.<br>To organise programmes, talks, seminars and activities related to AE.<br>Any programme given by the KVS.              |
|      |                              | 2. Dr. Kalpana Chattopadhyaya, PGT (Eco)  |                                                                                                                                                                                                                                                                                                                                                                                                |
|      |                              | 3. Mr. Sanjay Kumar, TGT (Science)        |                                                                                                                                                                                                                                                                                                                                                                                                |
|      |                              | 4. Mr. M. Prasad, TGT (Sans)              |                                                                                                                                                                                                                                                                                                                                                                                                |
|      |                              | 5. Mrs. Priyangbada Kundu, TGT (Eng)      |                                                                                                                                                                                                                                                                                                                                                                                                |
| 13.B | A C P / F C P                | 1. Mrs. Kankana Roy, PGT (Eng) I/C        |                                                                                                                                                                                                                                                                                                                                                                                                |
|      |                              | 2. Mr. M. Prasad, TGT (Sans)              |                                                                                                                                                                                                                                                                                                                                                                                                |
|      |                              | 3. Mrs. Tilottama, TGT (Hindi)            |                                                                                                                                                                                                                                                                                                                                                                                                |
|      |                              | 4. Mr. Birender Kumar, TGT (SO ST)        |                                                                                                                                                                                                                                                                                                                                                                                                |
|      |                              | 5. Mrs. Jyoti Dhaka, TGT (Hindi)          |                                                                                                                                                                                                                                                                                                                                                                                                |
| 14   | Cleanliness & Beautification | 1. Mr. D. Paul, TGT (WE) I / C            | 1.To develop the good manners and habits among students regarding cleanliness.<br>2.To develop the habits among the children to keep their Vidyalaya surrounding neat & clean.<br>2. To inspect and monitor the cleanliness part of toilets and other cleanliness parts including the campus & its surrounding areas.<br>3. To have a regular check on the Health and Hygiene of the students. |
|      |                              | 2. Mr. P. Dutta, TGT (P & HE)             |                                                                                                                                                                                                                                                                                                                                                                                                |
|      |                              | 3. Mr. S. Basak, TGT (A E)                |                                                                                                                                                                                                                                                                                                                                                                                                |
|      |                              | 4. Mr. Monu Kumar, SSA                    |                                                                                                                                                                                                                                                                                                                                                                                                |
|      |                              | 5. Mr. P. K. Singh, Sub-Staff             |                                                                                                                                                                                                                                                                                                                                                                                                |
| 15   | ATAL Tinkering               | 1. Mr. N. Sen, PGT (Physics) I/C          | Atal Innovation Mission is establishing Atal Tinkering Laboratories (ATLs) in                                                                                                                                                                                                                                                                                                                  |

|           |                                                                     |                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | <b>Laboratory</b>                                                   | 2. Mr. Sanjay Kumar, TGT (Science)<br>3. Mrs. Alka Patra, TGT (Science)<br>4. Mr. D. Paul, TGT (WE)<br>4. Mrs. Sabita Devi, Sub-Staff                                                                                                 | schools across India. To foster curiosity, creativity, and imagination in young minds; and inculcate skills such as design mindset, computational thinking, adaptive learning, physical computing etc. To organise programmes, demo-programmes and activities as per the guidelines.                                                                                                                                                                                      |
| <b>16</b> | <b>School Soil Health Committee</b>                                 | <b>1. Mrs. Deepanjali Kumari, PGT (Chem) I/C</b><br>2. Mr. Sanjay Kumar, TGT (Science )<br>3. Mr. N. Sen, PGT (Physics)<br>4. Mrs. Alka Patra, TGT (Science)<br>5. Mr. Saurabh Vaishya, PRT<br>6. Mrs. Sabita Devi, Sub- Staff        | 1. To Promote awareness about the significance of soil health and educate students on sustainable agricultural practices.<br>2. Ssetting up soil laboratories within schools for testing purposes.<br>3. Help the students learn to collect soil samples, analyze them in laboratories, and create soil health cards.<br>4. To help the students use the results to educate local farmers about soil health, including recommended nutrient dosages and fertilizer usage. |
| <b>17</b> | <b>Science Exhibition</b>                                           | <b>1. Mrs. Deepanjali Kumari, PGT (Chem) I/C</b><br>2. Mr. A. M. Sikder, PGT (Chem )<br>3. Mr. N. Sen, PGT (Physics)<br>4. Mr. Sanjay Kumar, TGT (Science)                                                                            | To organise Vidyalaya Level Science Exhibition.<br>To encourage the students to prepare innovative models / working models.<br>To prepare students for Regional and NCSC.<br>Any other assignments given by the Principal.                                                                                                                                                                                                                                                |
| <b>16</b> | <b>ORF</b>                                                          | <b>1. Mrs. Ranu Banerjee, PGT (Eng) I/C</b><br>2. Mr. Ashok Kumar, PGT (Hindi)<br>3. Mrs. Tilottama, TGT (Hindi)<br>4. Mrs. Priyangbada Kundu, TGT (Eng)<br>5. Mr. Pralay Kumar Naskar, TGT (Eng)<br>6. Mrs. Jyoti Dhaka, TGT (Hindi) | 1. To help the children to improve reading speed, accuracy, and prosody (expression) through evidence-based strategies like repeated reading, modeled fluent reading, and partner reading.<br>2. Follow the instructions issued by the KVS/Principal from time to time                                                                                                                                                                                                    |
| <b>17</b> | <b>EK Bharat Shresth Bharat &amp; Other KVS Programmes</b>          | <b>1. Mr. Akhilesh Kumar, PGT (Hist) I/C</b><br>2. Mrs. Tilottama, TGT (Hindi)<br>3. Mr. Pralay Kumar Naskar, TGT (Eng)<br>4. Mrs. Jyoti Dhaka, TGT (Hindi)<br>5. Mr. Prakash Anand, PRT<br>6. Mrs. Swati Sulabh, PRT (Music)         | To celebrate the Unity in Diversity of our Nation and to maintain and strengthen the fabric of traditionally existing emotional bonds between the people of our Country through organising different programmes as directed by the KVS;                                                                                                                                                                                                                                   |
| <b>18</b> | <b>Computer, IT, UDISE, UBI Fee Collection &amp; SAMAGAM Portal</b> | <b>1. Mr. Mangal Rai, PGT (Comp. Sc.) I/C</b><br>2. Mr. Suraj Sah, TGT (Hindi)<br>3. Mr. Pralay Kumar Naskar, TGT (Eng)<br>4. Mr. Vinay Keshkar, PRT<br>5. Ms. Sunaina, PRT                                                           | To plan for the requirement and procurement of Computers, Laptops and peripherals.<br>To maintain the Computer Laboratories.<br>To establish and maintain the e-class rooms/ Smart TVs/Projectors, etc. in the Class Rooms and Laboratories.<br>Making arrangements for Broad Band connections, LAN and CCTV Cameras.<br>To create data bank in the UDISE / responsible for PEN.<br>To deal all the matters related to the UBI Fees Portal.                               |

|    |                              |                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                |
|----|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                              | 6. Computer Instructor - 1                                                                                                                                                                                                                                | Uploading verification of data in the SAMAGAM Portal.<br>Any other duty assigned by the Principal.                                                                                                                                                                                                                                                                                                             |
|    |                              | 7. Computer Instructor - 2                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                |
| 19 | Library Committee            | 1. Mr. Mahadev Prasad, TGT (Sans) Library I/C<br>2. Mr. D. P. Choudhury<br>3. Dr. H. S. Rana, PGT (Geog)<br>4. Mr. G. Rakshit, PGT (Physics)<br>6. Mr. Ashok Kumar, PGT (Hindi)<br>5. Mr. Amit Kumar Gupta, PGT (Maths)<br>7. Ms. Sutapa Chakraborty, PRT | 1. To plan for procuring educational material for the library.<br>2. To develop reading habits among the children and passion for learning through reading books and magazines.<br>3. To inculcate the educational values amongst the students.<br>4. To arrange the competitive material for the students.<br>5. To develop digital library.<br>6. Any other duties given by the Principal from time to time. |
| 20 | Olympiads / SOF              | 1. Mrs. Deepanjali Kumari, PGT (Chem) I/C<br>2. Mr. S. Kumar, TGT (Science )<br>3. Ms. Deepti Bisht , TGT (Maths )<br>4. Mrs. Priyangbada Kundu ,TGT (Eng)<br>5. Mrs. Chandana Shaw ,PRT                                                                  | To prepare children for different Olympiads in the Vidyalaya.<br>Different subject teachers may be engaged for organising the programmes.                                                                                                                                                                                                                                                                      |
| 21 | RTI CELL                     | 1. A P I O<br>2. Mr. Rakesh Kumar Shaw, ASO<br>3. Mr. Monu Kumar, SSA<br>4. Mrs. Mithu Halder, JSA                                                                                                                                                        | 1. To forward the application to the PIO.<br>2. To disseminate information as per the rules of RTI ACT-2005.<br>3. To maintain records as per the duties of the PIO /APIO mentioned in the RTI Act-2005.                                                                                                                                                                                                       |
| 22 | First Aid & Medical          | 1. Mrs. S. Samanta, PGT (Bio) I/C<br>2. Mrs. Alaka Patra, TGT (Science)<br>3. Mrs. R. D. Sarkar, PRT<br>4. Mrs. Sucheta Yadav, PRT                                                                                                                        | 1. Immediate medical attention administered immediately after the injury occurs.<br>2. one-time, short-term treatment.<br>3. Informing parents about the treatment and asked for further treatment if requires.<br>4. Arrangement for Medical Check up.<br>5. Keeping of Medical Reports of the students.                                                                                                      |
| 23 | Career Counseling & Guidance | 1. Dr. H. S. Rana, PGT (Geog) I/C<br>2. Mr. N. Sen, PGT (Physics)<br>3. Mrs. Ranu Banerjee, PGT (Eng)<br>4. Ms. Kankana Roy, PGT (Eng)                                                                                                                    | 1. To help people begin, change, or advance their careers.<br>2. One-on-one conversations between a counselor and a career seeker programmes to be conducted.<br>3. Guidance in regard to their present course or profession, and lets students know what career they would be suited for.<br>4. Selection of cross-boundary courses and careers.<br>5. Inviting reputed Counsellors for counselling.          |
| 24 | Publication                  | 1. Mr. Ashok Kumar, PGT (Hindi) I / C<br>2. Mr. Mhadev Prasad, TGT (Sans)<br>3. Mr. Pralay Kumar Naskar, TGT (Eng)<br>4. Mrs. Tilottama, TGT (Hindi)                                                                                                      | 1. Overall Planning of the magazine collection as per fixed schedule<br>Collect the materials and keep updating them periodically<br>2.The magazine collection and compilation work.<br>3. Publication of e-magazine.                                                                                                                                                                                          |

|       |                           |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------|---------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |                           | 5. Ms. Ruma Dey Sarkar, PRT                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 25    | Parent Teachers Meeting   | 1. Dr. K. Chattopadhyaya, PGT(Eco) I/C     | 1. Annual Planning for the PT Meeting.<br>2. Preparation of Agenda before the meeting.<br>3. Arrangement for the Counselling of the Parents particularly Classes - XI & XII<br>4. Any other assignments given by the Principal.                                                                                                                                                                                                                                                                                                            |
|       |                           | 2. Mrs. Kankana Roy, PGT (Eng)             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|       |                           | 3.Mr. Mahadev Prasad, TGT (Sans)           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|       |                           | 3.Mr. Pralay Kumar Naskar, TGT (Eng)       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 26    | Teaching Aids             | 1. Dr. H. S. Rana, PGT (Geog) I/C          | 1. To plan for the needs of the requirements of teaching aids and procurement.<br>2. To provide the requirements of teaching aids to the teachers to use these aids while teaching and other purposes.                                                                                                                                                                                                                                                                                                                                     |
|       |                           | 2.: Dr. K. Chattopadhyaya, PGT             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|       |                           | 3. Mr. Akhilesh Kumar, PGT (Hist)          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|       |                           | 4. Ms. Uma Samanta, TGT (SO ST)            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 27    | Eco Club & Green Audit    | 1. Mr. G. Rakshit, PGT (Chem ) I/C         | 1. To promote ethos of conservation of environment and its components like water, soil,animals, plants, etc. 2. To motivate the students to imbibe habits and life style for minimum waste generation, source separation of waste and disposing the waste to the nearest storage point.3. To motivate the students 'go green'.4. Plantation Drive during 'Van Mahotsav'.5. Under taken such programmes which supports environment.6. Counting and naming theTrees in the Vidyalaya Campus. 7. Develop habitats for birds and butter flies. |
|       |                           | 2. Mrs. Deepanjali Kumari, PGT (Chem )     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|       |                           | 3. Mr. N. Sen, PGT (Physics)               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|       |                           | 4. Mrs. S. Samanta, PGT (Bio)              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|       |                           | 5. Mr. Sanjay Kumar, TGT (Science )        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 28    | LABORATORIES              |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 28. A | Physics Laboratory        | 1. Mr. G. Rakshit, PGT (Physics) I/C       | 1. to facilitate the students with equipments and materials for their practicals.<br>2. to submit annual requirements of both consumable and non-consumable articles / equipmets and their procurements.<br>3. to maintain the laboratories as per the Laboratory Manual of particular Department.                                                                                                                                                                                                                                         |
|       |                           | 2. Mr. N. Sen, PGT (Physics)               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|       |                           | 3. Mr.P. K. Singh, Sub-Staff               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 28. B | Chemistry Laboratory      | 1. Mrs. Deepanjali Kumari, PGT (Chem ) I/C |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|       |                           | 2. Mrs. Sabita Devi, Sub- Staff            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|       |                           |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 28. C | Biology Laboratory        | 1. Mrs. S. Samanta, PGT (Bio) I / C        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|       |                           | 2. Mrs. Alka Patra, TGT (Science)          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|       |                           | 3. Mrs. Sabita Devi, Sub- Staff            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 28. D | Mathematics Laboratory    | 1. Ms. Deepti Bisht , TGT (Maths ) I / C   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|       |                           | 2. Mr. R. K. Singh , TGT (Maths )          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|       |                           |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 28. E | Junior Science Laboratory | 1. Mr. Sanjay Kumar, TGT (Science) I/C     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|       |                           | 2. Mrs. Alka Patra, TGT (Science)          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|       |                           | 3. Mrs. Sabita Devi, Sub-Staff             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 28. F | Art , Craft & Music       | 1. Mr. S. Basak, TGT ( A E ) I / C         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|       |                           | 2. Mrs. Tilottama, TGT (Hindi)             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|       |                                           | <b>3. Mrs. Ranjana Pramanik, TGT (Eng)</b><br>4. Mrs. Swati Sulabh, PRT (Music)                                                                                                                    | 2. Organise different competitions on art, craft and music.<br>3. Preparation of Cultural Programmes on different occasions in the Vidyalaya.<br>4. Any other programme assigned by the Principal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 29    | Educational Tour / Excursion              | <b>1. Dr. K. Chattopadhyaya, PGT(Eco) I/C</b><br>2. Mr. Rakesh Prasad, PGT (Com)<br>3. Mrs. S. Samanta, PGT (Bio)<br>4. Mr. S. Kumar, TGT (Science)<br>5. Mrs. Sangeeta Paul, PRT                  | 1. Planning of educational tours and excursions to places of Historical, Natural / Geographical, Economical and Art, Craft and both Historical and Cultural Heritage for different classes.<br>2. Taking students to local places of educational and tourist interest.<br>3. Any other --- given by the KVS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 30    | Continuing Professional Development (CPD) | <b>1. Dr. H. S. Rana, PGT (Geog) I/C</b><br>2. Mr. N. Sen, PGT (Physics)<br>3. Ms. Uma Samanta, TGT (SOST)<br>4. Mr. Vinay Keshkar, PRT                                                            | To arrange programmes and courses for career progression, learning experiences which help in developing and improving professional practices and to reduce capability gaps.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 31    | <b>Subject Committees</b>                 |                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 31. A | Hindi Subject Committee & Rajbhasa        | <b>1. Mr. Ashok Kumar, PGT (Hindi) I / C</b><br>2. Mr. M. Prasad, TGT (Sans)<br>3. Mr. Suraj Sah, TGT (Hindi)<br>4. Mrs. Tilottama, TGT (Hindi)<br>5. Mrs. Jyoti Dhaka, TGT (Hindi)                | 1. The Rajbhasa Committee will prepare periodical reports as per the schedule and without any reminder from Head of the Institution.<br>2. The committee will plan on Raj Basha implementation throughout the year.<br>3. Observation of the Hindi Pakhwara.<br>4. Any other job assigned by the Principal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 31. B | English Subject Committee                 | <b>1. Mrs. Ranu Banerjee, PGT (Eng) I / C</b><br>2. Mrs. Kankana Roy, PGT (Eng)<br>4. Mrs. R. Pramanik, TGT (Eng)<br>4. Mrs. Priyangbada Kundu, TGT (Eng)<br>5. Mr. Pralay kumar Naskar, TGT (Eng) | 1. Arrangement of Syllabus for all the classes of the Department.<br>2. Every month these committees invariably sit and discuss on agenda that pre-decided and got approved by Principal.<br>3. Discussion on different points and topics of different chapters concerned to their text books.<br>4. Updating the students about the Syllabus as well as changes made in the curriculum from time to time.<br>5. Preparation of the lists of both slow learners and high achievers in consultation of the subject teachers.<br>6. Preparation of Question banks and Students Support Materials for the Bright as well as Low Achievers.<br>7. Moderation of the Question Papers of the Internal Examinations as per the duties assigned by the Examination Department.<br>8. Any other assignments given by the Principal. |
| 31. C | Mathematics Subject Committee             | <b>1. Mr. Amit Kumar Gupta, PGT (Maths) I / C</b><br>2. Mr. R. K. Singh, TGT (Maths)<br>3. Ms. Deepti Bisht, TGT (Maths)                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 31. D | Science Subject Committee                 | <b>1. Mr. G. Rakshit, PGT (Physics) I/C</b><br>2. Mr. N. Sen, PGT (Physics)<br>3. Mrs. Deepanjali Kumari, PGT (Chem)<br>4. Mr. Sanjay Kumar, TGT (Science)<br>5. Mrs. Alka Patra, TGT (Science)    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 31.E  | Social Science Subject                    | <b>1. Dr. H. S. Rana, PGT (Geog) I/C</b><br>2.: Dr. K. Chattopadhyaya, PGT                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

|           |                                      |                                                                                                                                                                                         |                                                                                                                                                                                                                   |
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|           | <b>Committee</b>                     | 3. Mr. Akhilesh Kumar, PGT (Hist)                                                                                                                                                       |                                                                                                                                                                                                                   |
|           |                                      | 4. Mr. Rakesh Prasad, PGT (Com)                                                                                                                                                         |                                                                                                                                                                                                                   |
|           |                                      | 5. Ms. Uma Samanta, TGT (SOST)                                                                                                                                                          |                                                                                                                                                                                                                   |
|           |                                      | 6. Mr. Birender Kumar, TGT (SOST)                                                                                                                                                       |                                                                                                                                                                                                                   |
| <b>32</b> | <b>PHOTOGRAPHY &amp; VIDEOGRAPHY</b> | <b>1. Mr. Sanju Basak, TGT (A E) I / C</b><br>2. Ms. Swati Sulabh, PRT (Music)<br>3. Mr. Sushanta Dey<br>4. Mr. Vinay Keshkar, PRT<br>5. Ms. Garima Yadav, PRT                          | 1. Taking photographs and making videography for different programmes organised in the Vidyalaya.<br>2. Keeping of the records of photography and Videography of different programmes both in hard and soft copy. |
| <b>33</b> | <b>STAFF CLUB</b>                    | <b>1. Dr. Kalpana Chattopadhyaya, PGt (Eco) I / C</b><br>2. Mr. N. Sen, PGT (Physics)<br>3. Mr. Ashok Kumar, PGT (Hindi)<br>4. Mr. R. K. Singh, TGT (Maths)<br>5. Ms. Garima Yadav, PRT | 1. To arrange Staff Meeting as per the direction of the Principal.<br>2. To look into the matters related to the Staff Welfare..                                                                                  |

A.Workshops to be planned for all teachers:

| <b>Short duration workshops to be organize at Vidyalaya level</b>                     | <b>Strategies</b>                           | <b>Target</b>         | <b>Expected Achievement</b> | <b>Remarks</b> |
|---------------------------------------------------------------------------------------|---------------------------------------------|-----------------------|-----------------------------|----------------|
| <b>Content enrichment through Demonstration/Meeting/ seminars in concern subjects</b> | Ins ervice course subject committee meeting | Improvement           | Need based analysis         |                |
| <b>Communication Skills</b>                                                           | Weekly meeting with practice of cards       | Improvement of skills | Improvement of Skills       |                |

|                                                                                    |             |                       |                                     |  |
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| <b>Life Skills</b>                                                                 | Motivation  | Improvement of Skills | Improvement of skills               |  |
| <b>Workshop for planning the TLM/Activity and graded assignments/Question Bank</b> | CMP Meeting | Improvement           | Knowledge understanding application |  |
| <b>Any other training/workshops</b>                                                |             |                       |                                     |  |

**B-1 Workshop for capacity building**

| Workshop for capacity building | Name of teacher                   | Subject   | Area of concern                             | Strategies                                   |
|--------------------------------|-----------------------------------|-----------|---------------------------------------------|----------------------------------------------|
|                                | MR. GAUTAM RAKSHIT,<br>Mr. N. SEN | PHYSICS   | Motivation To Students,<br>100 Percent Pass | Practice Papers, MLL, Concept Based Teaching |
|                                | Mr. AMIT KUMAR GUPTA              | MATHS     | Motivation To Students,<br>100 Percent Pass | Practice Papers, MLL, Concept Based Teaching |
|                                | Mr. RAKESH PRASAD                 | COMMERCE  | Motivation To Students,<br>100 Percent Pass | Practice Papers, MLL, Concept Based Teaching |
|                                | Dr. KALPANA<br>CHATTOPADHYAYA     | ECONOMICS | Motivation To Students,<br>100 Percent Pass | Practice Papers, MLL, Concept Based Teaching |
|                                | Mr. MANOHAR LAL                   | HINDI     | Motivation To Students,<br>100 Percent Pass | Practice Papers, MLL, Concept Based Teaching |

**B-2 Workshop for underachieving teachers:**

**B-3 Teachers' Achievements**

| Name of Teacher           | Achievement / Remarks / Other details | Designation          |
|---------------------------|---------------------------------------|----------------------|
| MRS.RANU BANERJEE         | P.I – 66.22                           | PGT (ENG)            |
| MRS.KANKANA ROY           | P.I – 63.7                            | PGT (ENG)            |
| MR.NIHARENDU SEN          | P.I – 64.94                           | PGT (PHY)            |
| DR.KALPANA CHATTOPADHYAYA | P.I – 60.63                           | PGT (ECO)            |
| MR.MANGAL RAI             | P.I – 80.15                           | PGT (CS)             |
| MR.RAKESH PRASAD          | P.I – 62.89                           | PGT (Commerce)       |
| MR.MAHADEV PRASAD         | P.I – 100                             | TGT (Sans)           |
| MR.PRALAY KUMAR NASKAR    | P.I – 82.11                           | TGT (Eng)            |
| MR.SURAJ SAH              | P.I – 82.43                           | TGT (Hindi)          |
| MR.U.K SINGH              | P.I – 78.47                           | TGT (Maths)          |
| MR.BIRENDRA KUMAR         | P.I – 81.37                           | TGT (Social Science) |
| MRS.RANJANA PRAMANIK      | P.I – 84.59                           | TGT (Eng)            |
| MRS.PRIYANGBADA KUNDU     | P.I – 84.31                           | TGT (Eng)            |
| MRS.TILLOTAMA             | P.I – 81.25                           | TGT (Hindi)          |
| MRS.JYOTI DHAKA           | P.I – 81.63                           | TGT (Hindi)          |
| MS.DEEPTI BISHT           | P.I – 75                              | TGT (Maths)          |
| MRS.ALAKA PATRA           | P.I – 65.93                           | TGT (Science)        |
| MS.UMA SAMANTA            | P.I – 76.84                           | TGT (Social Science) |

C. Expected Co-curricular & Extracurricular activities for 2020-2021

| Activities                                                  | Planned Targets/ Date | Actual Date of Completion | Remarks/ Shortfall (if any) |
|-------------------------------------------------------------|-----------------------|---------------------------|-----------------------------|
| <b>Investiture ceremony</b>                                 |                       |                           |                             |
| <b>Finalization of CCA schedule</b>                         | APRIL                 | FINALIZED                 |                             |
| <b>Value Education Programme/Awakened Citizen Programme</b> | APRIL                 | TEACHERS TAKING CLASSES   |                             |
| <b>School Annual Day/ Sports Day</b>                        | Will be planned       |                           |                             |

|                                                 |            |  |  |
|-------------------------------------------------|------------|--|--|
| <b>Educational Excursions</b>                   | AS PER KVS |  |  |
| <b>Adventure Activities</b>                     | AS PER KVS |  |  |
| <b>Health Check up of Students</b>              | AS PER KVS |  |  |
| <b>National Adolescence Education Programme</b> | AS PER KVS |  |  |
| <b>Library Week</b>                             | AS PER KVS |  |  |
| <b>Science Exhibition</b>                       | AS PER KVS |  |  |
| <b>Social Sc. Exhibition</b>                    | AS PER KVS |  |  |
| <b>Art Exhibition</b>                           | AS PER KVS |  |  |
| <b>Science Congress</b>                         | AS PER KVS |  |  |
| <b>Publication of Vidyalaya Patrika</b>         | AS PER KVS |  |  |
| <b>News Letter</b>                              |            |  |  |
| <b>Scout &amp; Guides</b>                       |            |  |  |
| <b>1. Pratham Sopan Test</b>                    | AS PER KVS |  |  |
| <b>2. Dwitiya Sopan Test</b>                    | AS PER KVS |  |  |
| <b>Cub &amp; Bulbul</b>                         |            |  |  |
| <b>1. PrathamaCharan</b>                        | AS PER KVS |  |  |
| <b>2. DwitiyaCharan</b>                         | AS PER KVS |  |  |
| <b>3. TritiyaCharan</b>                         | AS PER KVS |  |  |
| <b>Any Other</b>                                | NA         |  |  |

### NCC

| Wing (Army/Navy/Airforce) | No. of Troops | No of Students |
|---------------------------|---------------|----------------|
| ARMY                      | 25            | 25             |

### School Band

| Teacher Head | No. of Students Trained |
|--------------|-------------------------|
| NIL          | NA                      |
|              |                         |

## V- ADMINISTRATION& FINANCE

| S. No. | Activity/Programme                                                              | Planned Achievement Targets         | Expected Date of Completion                         | Actual Date of Completion/ Actual Achievement | Remarks |
|--------|---------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------------------|-----------------------------------------------|---------|
| 1      | Staff sanctions proposals: Proposals for up gradation /additional sections etc. | NO PROPOSAL                         | NA                                                  | NA                                            | NA      |
| 2      | Selection of staff for contractual appointments.                                | DONE IN THE BEGINING OF THE SESSION | COMPLETED                                           | TEACHERS ARE APPOINTED FROM THE PANEL         | NA      |
| 3      | Construction Works:                                                             |                                     |                                                     |                                               |         |
|        | i) New works                                                                    | NIL                                 | NIL                                                 | NIL                                           | NIL     |
|        | ii) Maintenance & Repairs                                                       | AS PER NEED BASIS                   | COMPLETED                                           | NA                                            | NA      |
|        | iii) Developmental work                                                         | NIL                                 | NA                                                  | NA                                            | NA      |
|        | iv) Coloring/white washing of school building and staff quarters, etc.          | DONE                                | COMPLETED                                           |                                               |         |
| 4      | Transfer of land/execution of lease deed etc. if required.                      | NIL                                 | NA                                                  | NA                                            | NA      |
| 5      | Annual stock verification/Condemnation                                          | END OF MARCH                        | STOCK VERIFICATION DONE, CONDEMNATION UNDER PROCESS | NA                                            | NA      |
| 6      | Vidyalaya Management Committee/Vidyalaya Executive Committee Meetings           | YES, ORGANIZED                      |                                                     |                                               |         |
| 7      | Financial Management                                                            |                                     |                                                     |                                               |         |
|        | i) Budget proposals                                                             | Prepared                            | --                                                  | --                                            |         |
|        | ii)Revised Estimates                                                            | Prepared                            | --                                                  | --                                            |         |
|        | iii)Rectification if any                                                        | -                                   | --                                                  | --                                            |         |

### Rajbhasha Implementation

| Activity                                           | Target Date           | Actual Date of Completion | Remarks |
|----------------------------------------------------|-----------------------|---------------------------|---------|
| Timahi Meetings                                    | DONE IN EVERY QUARTER |                           |         |
| Installation of Bilingual Sign Boards              | INSTALLED             |                           |         |
| Installation of Achievement Boards (Only in Hindi) | 02                    | COMPLETED                 | NA      |
| Installation of Incumbency Boards (Only in Hindi)  | 02                    | COMPLETED                 | NA      |
| Availability of bilingual rubber stamps            | YES                   | NA                        | NA      |

### Correspondence in Hindi

|             |                  |
|-------------|------------------|
| Target in % | Achievement in % |
| 75%         | More than 75%    |

### Audit of school accounts

| Activity/Programme                     | Total Paras Pending at the beginning of the year | Expected Date of Settlement | Actual No. of Paras Settled | Remarks |
|----------------------------------------|--------------------------------------------------|-----------------------------|-----------------------------|---------|
| Audit Paras<br>(A) Internal Audit Para | 09                                               | --                          | 06                          |         |

|                    |   |    |   |  |
|--------------------|---|----|---|--|
| (B) A G Audit Para | 0 | -- | 0 |  |
|--------------------|---|----|---|--|

Court cases

| No. of Cases | Subject of litigation | Current Status | Remarks |
|--------------|-----------------------|----------------|---------|
| -----        | -----                 | -----          | _____   |
|              |                       |                |         |

ACADEMIC LOSS COMPENSATION PROGRAMME (ALCP)

| S.No | Class | No. Of Programmes organized | Activities Planned                   |
|------|-------|-----------------------------|--------------------------------------|
| 1    | I     | 1                           | Practice Completion of Work Revision |
| 2    | II    | 1                           | Practice Completion of Work Revision |
| 3    | III   | 1                           | Practice Completion of Work Revision |
| 4    | IV    | 1                           | Practice Completion of Work Revision |
| 5    | V     | 1                           | Practice Completion of Work Revision |
| 6    | VI    | 1                           | Practice Completion of Work Revision |
| 7    | VII   | 1                           | Practice Completion of Work Revision |
| 8    | VIII  | 1                           | Practice Completion of Work Revision |
| 9    | IX    | 1                           | Practice Completion of Work Revision |
| 10   | X     | 2                           | Practice Completion of Work Revision |
| 11   | XI    | 2                           | Practice Completion of Work Revision |
| 12   | XII   | 3                           | Practice Completion of Work Revision |

## DONATION OF BOOKS BY STUDENTS

| No Of Books Donated | No Of Books Received |
|---------------------|----------------------|
| 50                  | 41                   |
|                     |                      |

## VI- PLAN FOR COMMUNITY PARTICIPATION

### A. Plan to encourage Community & Social Services by the students

| Program/<br>Campaign          | Objective of<br>Program/<br>Campaign | Target Area/<br>Population                | Resources required          |
|-------------------------------|--------------------------------------|-------------------------------------------|-----------------------------|
| PARTNERSHIP WITH GOVT SCHOOLS | RESOURCE SHARING                     | DEBIPRASAD SENIOR SECONDARY<br>SCHOOL     | LABS ETC                    |
| ATAL TINKERING LABS           | INNOVATION                           | ARMY PUBLIC SCHOOL ST AUGUSTINE<br>SCHOOL | ROBOTICS TINKERING MARATHON |

### B. Plan for Sharing facilities/ resources with less developed school

| Program/<br>Campaign | Objective of<br>Program/<br>Campaign | Target schools | Resources required |
|----------------------|--------------------------------------|----------------|--------------------|
| -                    | -                                    | -              | -                  |

### C.Connecting the Neighboring School under Handholding Support Scheme:

Name & Address of Mentee- 1:-----

| Sl.<br>No | Activity<br>Organized | Kendriya Vidyalaya              |                                 | Neighboring School -1           |                              |
|-----------|-----------------------|---------------------------------|---------------------------------|---------------------------------|------------------------------|
|           |                       | No. of Students<br>participated | No. of Teachers<br>participated | No. of Students<br>participated | No. of Teachers participated |
| -         | -                     | -                               | -                               | -                               | -                            |
|           |                       |                                 |                                 |                                 |                              |

**Activities planned for the session:**

**Name & Address of Mentee-2: -----**

| Sl.<br>No | Activity<br>Organized | Kendriya Vidyalaya              |                                 | Neighboring School -2           |                              |
|-----------|-----------------------|---------------------------------|---------------------------------|---------------------------------|------------------------------|
|           |                       | No. of Students<br>participated | No. of Teachers<br>participated | No. of Students<br>participated | No. of Teachers participated |
| -         | -                     | -                               | -                               | -                               | -                            |
|           |                       |                                 |                                 |                                 |                              |

**Activities Planned for**



