

PM SHRI KENDRIYA VIDYALAYA COSSIPORE, KOLKATA
COMMITTEES FOR THE SESSION 2024-25

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2024-25. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the In-charges or any member of the committee. In absence of the In-charge, the next senior member of the committee will become In-charge automatically and so on but all the members will be equally responsible. In-charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately if needed. In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure. Action plan for effective implementation of assigned responsibilities may be submitted as when required.

1. ACADEMIC AND ADMINISTRATIVE SUPPORT

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr.Pawan Kumar	Vice-Principal	I/C	
2	Ms. Nandita Maity	PGT (Economics)	Co I/C	
3	Mr. C.K. Khan	PGT(Commerce)	Member	
4	Mr. Arijit Ghosh	PGT(CS)	Member	
5	Mr. Arup Ray	TGT (WET)	Member	
6	Mr. D. C. Tudu	HM	Member	
7	Ms. Manisha	PRT	Member	
8	Mr. Suraj Kumar	SSA	Member	

Duties& Responsibilities

- ➔ The committee will help the Principal in routine administrative matters.
- ➔ Any discrepancy observed must be brought to the notice of the Principal immediately.
- ➔ To assist the undersigned in preparation of Budget Estimates and Annual Accounts (SF&VFN)
- ➔ To ensure the maintenance of Attendance Register, Teacher’s Diary and Daily Diary according KVS norms.
- ➔ To ensure the smooth conduction of subject committee meeting at the end of each month in the presence of Principal/Vice-Principal/HM/Subject Committee Convener or Subject Committee Coordinator.
- ➔ To ensure the maintenance and submission of anecdotal record under academic calendar/NEP 2020/ CMP/NIPUN/FLN as per guidelines to the Principal.
- ➔ Distribution of Teachers and Student dairy, list of text Books & Note books, option forms and ID Cards of students and parents in the beginning of academic session.

- ➔ To maintain minutes of academic meetings and keep also all the records of all academics activities
- ➔ To ensure timely conduction of PTM for all the classes and disseminating of information to parents regarding all academics activities.
- ➔ **In the beginning of session and in each PTM, to inform all parents from IX-XII about minimum attendance-75% is mandatory for appearing in the board classes according SOPs prescribed by CBSE. Same Rule will be followed in all classes including Balvatika strictly.**
- ➔ To ensure timely sending the data of **Student Enrolment and Staff Vacancy Position** to RO through office on the last working day.
- ➔ Drafting and publication of the advertisement in News Paper and preparation of the Panel for **Appointment of Contractual Teacher for new session.** Also to call the teachers from Panel when required and complete all the related necessary formalities.
- ➔ **Any other work assigned by the Principal in day to day academic and administrative matter**

2. ADMISSION

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr. Biswajit Pal	PGT (Geography)	I/C	
2	Mr. Arijit Ghosh	PGT(CS)	Member	
3	Ms. Shubham Shivani	TGT (English)	Member	
4	Ms. Garima	TGT (Library)	Member	
5	Mr. D. C. Tudu	HM	Member	
6	Ms. Deepa Gupta	PRT	Member	
7	Ms.Manisha	PRT	Member	
8	Ms.Mamta	PRT	Member	

Duties& Responsibilities

- ➔ The committee shall be responsible for the preparation of the application forms, issue of application forms and advertisement for process of admission on vacant seats, if any, as per the latest KVS admission guidelines in case of OFF LINE Admission.
- ➔ Monitoring of online applications status regularly, to help and guide the parents to fill online applications, complete OLA Activities, short listing of application and preparation of lists as per RTE Act and KVS Latest Admission Guidelines in case of Class I.
- ➔ Composition of committee for draw of lots for the purpose of monitoring a system of draw of Lots to be held in Class I.

- ➔ To get the hard copies prepared for approval of the Chairman and take the approval of VEC before the release of the merit list.
- ➔ To arrange the verification of documents and recommend the admission of the eligible short listed candidates.
- ➔ To maintain confidentiality in the preparation of list of short listed candidates and observe high integrity.
- ➔ To ensure the admission details to be uploaded in the website of the Vidyalaya in-time, admissions to all classes as per KVS norms, monitoring of T.Cs issued, uploading of TC on regular basis, updating of students enrolment daily basis and entries of the newly admitted students in SR/Admission Register.
- ➔ To conduct admission test for class IX admissions as per KVS Admission guidelines.
- ➔ To arrange forwarding of the transfer/ non KV admission cases to RO, as per provisions of Admission Guidelines
- ➔ **Admission committee will be responsible for any work assigned and not assigned by the Principal, related to admission which is not mentioned above.**

3A. EXAMINATIONS SECONDARY (INTERNAL)

S. NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr. Purnendu Ghosh	PGT (English)	I/C	
2	Mr. F. Khan	TGT(SST)	Co -I/C	
3	Ms. Tanaya Nag	TGT (Hindi)	Member	
4	Ms. Akanksha	TGT (Science)	Member	
5	Mr. Swapan Ray	Sub Staff	Member	

3B. EXAMINATIONS PRIMARY (INTERNAL)

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Ms. Deepa Gupta	PRT	I/C	
2	Mr.SarveshLaiya	PRT	Member	
3	Ms. Neelam	PRT	Member	

Duties& Responsibilities

- ➔ **The committee shall be responsible for the preparation of Examination calendar/Action Plan and circulate the same in time - before 1st April 2024.**
- ➔ **Conducting Periodic Tests, Half yearly Exam, Session Ending Exam and other examination as per KVS norms and as per schedule of Kolkata Region**

- ➔ The Question papers shall be prepared along with blue print and marking scheme based on latest CBSE examination guidelines for all the exams to be conducted. One signed & checked copy of question paper must be kept in records for inspection purpose.
- ➔ To procure all the requirements for the conduct of the examination such as progress reports, Exam answer sheet, stationery and other material related to examination well in advance by giving requisition to the Principal
- ➔ The examination duties shall be allotted systematically without any bias or favour.
- ➔ All necessary records of the examination shall be kept handy for inspection at any time by the Principal or the members of the inspection committee and also the Higher Authorities, when they visit the Vidyalaya.
- ➔ To ensure timely uploading of the marks/grades on CBSE website as per CBSE directions and to update all examination details including date sheet of each exam on Vidyalaya website regularly.
- ➔ The dates for the submission of the evaluated answer scripts shall be systematically followed and the teachers in default shall be reported in time.
- ➔ The analysis of the results of the examination should be done as per the KVS guidelines and handed over the undersigned within stipulated time after the completion of the examination.
- ➔ Necessary training programme related to examination for the same shall be arranged.
- ➔ The progress report as per the KVS guidelines shall be prepared timely and distributed..
- ➔ Declaration of results as per the KVS schedule.
- ➔ To issue the notices, circulars of the examinations to the staff from time to time.
- ➔ To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.
- ➔ **To maintain sanctity of the examination as rules and norms prescribed by KVS HQ/RO/other concerned agency.**
- ➔ **To ensure that no Invigilators should use the mobile phones in examination hall**
- ➔ **Examination committee will be responsible for any work assigned and not assigned by the Principal, related to examination which is not mentioned above.**

4. CBSE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr. C.K. Khan	PGT(Commerce)	I/C	
2	Mr. Arup Ray	TGT WET	Member	
3	Ms. Manisha	PRT	Member	
4	Mr. Shomenath Das	Sub Staff	Member	

Duties & Responsibilities

- ➔ Conducting the CBSE board exam as per the CBSE norms.
- ➔ Taking care of timely dispatch of CBSE letters/uploading the data to CBSE web site.
- ➔ Taking care of all student needs connected to CBSE and maintenance of Board Result Registers for class X and XII as per CBSE and KVS norms
- ➔ To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
- ➔ Registration for Class IX to XII, filling of the forms and completing the formalities time bound.
- ➔ Correspondence for school affiliation and its updating.
- ➔ Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.
- ➔ Maintaining the record of shortage of attendance and correspondence with CBSE board.
- ➔ Framing the practical time table in liaison with other subject teachers.
- ➔ **To maintain sanctity of the examination as rules and norms given by KVS HQ/RO/other concerned agency.**
- ➔ **To inform all parents from IX-XII about minimum attendance-75% is mandatory for appearing in the board classes according SOPs prescribed by CBSE. Same Rule will be followed in all classes strictly including Balvatika.(CBSE Letter may be sent to parents)**
- ➔ **CBSE committee will be responsible for any work assigned and not assigned by the Principal, related to CBSE which is not mentioned above.**

5. EXTERNAL EXAMS – NTA/ NIOS/OTHERS

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr. C.K. Khan	PGT (Commerce)	I/C	
2	Mr. Arup Ray	TGT(W.E.)	Member	
3	Ms. Poonam	PRT	Member	
4	Ms. Shweta	PRT	Member	

Duties & Responsibilities

- ➔ To conduct the exams as per the norms
- ➔ Arrangement & conduct of exam as per guidelines given by the respective agency.
- ➔ To maintain the record and send the data from time to time to the concerned.

- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to external examination which is not mentioned above.**

6A. TIME TABLE AND ARRANGEMENT (SECONDARY)

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Ms. Nandita Maity	PGT (Economics)	I/C	
2	Mr. Soumitra Bag	PGT (Math's)	Co-I/C	
3	Ms. Aanchal Arya	TGT (Math's)	Member	
4	Ms. Garima	TGT (Library)	Member	
5	Con.Tr.	TGT(Math's)	Member	

6B. TIME TABLE AND ARRANGEMENT (PRIMARY)

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mrs. Manisha	PRT	I/C	
2	Mr. Shivendra	PRT	Member	
3	Ms. Sonia	PRT	Member	

Duties & Responsibilities

- ➔ To prepare the class time table, teachers time table and Master time table as per KVS norms and NEP 2020 and maintain the arrangement register.
- ➔ **The copies of the time-table shall be placed in the Principal's room, Vice-Principal room, Office, Staff Room and respective classes**
- ➔ The committee is responsible for the arrangement work on day to day basis, no class is left free on any day, and proper arrangements are made according to the time table teachers allotted arrangement period shall always engage the classes.
- ➔ The committee is to ensure that the time-table is unbiased and ensure proper work distribution for teachers.
- ➔ The arrangement work shall be circulated in time daily, and a copy should be displayed on the notice board and in VidyalayaWhatsApp group.
- ➔ To ensure that the class attendance is marked by the Co-Class teacher in the absence of the regular teacher.
- ➔ To prepare the Assignment Time table and also make necessary arrangements for the conduct of tests and other Examinations.
- ➔ To prepare the special time table for remedial teaching, classes to be taken during any holidays for any group of students.

- ➔ Preparation of part time teachers' salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers.
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to time table which is not mentioned above.**

7. FURNITURE: Furniture & Maintenance of Fixtures and assets

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr.Gagan Kr. Choudhary	PGT (History)	I/C	
2	Mr.Suman Kumar Dey	PGT (Biology)	Co -I/C	
3	Mr. B.N. Mandal	TGT(Maths)	Member	
4	Mr. Arup Ray	TGT (WE)	Member	
5	Mr. Sarvesh Laiya	PRT	Member	
6	Mr. Amar Ganguly	MTS	Member	

Duties & Responsibilities

- ➔ To maintain the distribution inventory record of room wise/class wise/dept. wise and to prepare the Location map for all the articles of furniture.
- ➔ **To give nomenclature to all articles of furniture including location also.**
- ➔ To ensure that the furniture is being repaired as per the needs.
- ➔ To identify the unserviceable furniture and process the condemnation.
- ➔ To see that the school furniture is to be replaced in class rooms/dept. after school functions like –Sports Day, Republic Day, Annual Day, Independence Day or any other Function).
- ➔ To see any shortages, deficiency of furniture and report to the Principal.
- ➔ To ensure regularly that no furniture is lying in the corridors or in the open space.
- ➔ To store and stock the broken or old furniture properly.
- ➔ Maintenance of stock register of furniture of the class-wise, staff room, labs, depts., library, office, Principal room etc.,
- ➔ Submission of requirements if any. Preparation of annual condemnation list.
- ➔ To help the office in processing the purchase of new furniture.
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to furniture which is not mentioned above.**

8. SWACHH BHARAT ABHIYAN (CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES (WATER POINTS, TOILETS, CORRIDORS))

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr. Suman Kumar Dey	PGT (Biology)	I/C	
2	Mr. B.N. Mandal	TGT (Maths)	Member	

3	Ms. Poushali Bose	TGT(AE)	Member	
4	Ms. Geeta Mann	PRT	Member	
5	Mr. Shivendra	PRT	Member	

Duties & Responsibilities

- ➔ To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
- ➔ **To obtain the water and sanitation certificate from the competent authority clearly mentioning date of issue and date of valid up to also renew it on expiry of valid period.**
- ➔ To ensure the provision of dustbins in all the class rooms, supervise and instruct the people deployed under housekeeping regarding cleanliness, arrangements to dispose the garbage at decided place and to clear the wild bushes and thorny plants that is growing in different parts of school campus.
- ➔ To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- ➔ To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
- ➔ In – charge can assign the work wing – wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders.
- ➔ To ensure that the wash rooms are cleaned twice daily by the house keeping ladies. To keep a record of this in the proforma supplied by the KVS RO KOLKATA
- ➔ Functioning of Vending Machine- Upkeep of the machine AMC to be maintained Help and guide the student
- ➔ **To prepare the monthly report on Sanitation/cleanliness for dispatch to the Regional office.**
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

9. GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS

S.No.	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr.B.N.Mondal	TGT (Math's)	I/C	
2	Mr. Arup Ray	TGT (WE)	Member	
3	Ms. Poushali Bose	TGT (AE)	Member	
4	Ms.Mishra Manju Kmr	PRT	Member	
5	Ms.Anamika	PRT	Member	
6	Ms.MonikaKhalkho	PRT	Member	

Duties & Responsibilities

- ➔ To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.
- ➔ To procure ornamental plants and other flower bearing plants in consultation with Principal.
- ➔ To ensure watering of all potted plants and other plants growing in the Vidyalayacampus, procuring of fertilizers, manure, pesticides in consultation with Principal.
- ➔ Preparation of placards in different areas of garden, numbering of tress and potted plants and motivate the children for gardening and beautification.
- ➔ Celebration of Vanamahostava in consultation with principal and forest dept.
- ➔ To To develop medicinal plant garden in the campus, display the quotations in the corridors and class rooms and to ensure the display of material in the bulletin boards.
- ➔ To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.
- ➔ **To supervise the work of the beautification and maintaining all the newly purchased flower earthen Pots.**
- ➔ **To seek the ideas from all the stakeholders through open box suggestion for beautifying the Vidyalaya campus**
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

10. CCA (MORNING ASSEMBLY PROGRAMME &STUDENT COUNCIL)

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
A	SECONDARY			
1	Ms. S.S. Maji	PGT(English)	I/C	
2	Ms. Shubham Shivani	TGT (English)	Member	
3	Ms.Upasana Rani	TGT(Hindi)	Member	
4	Ms.Akanksha	TGT(Science)	Member	
B	PRIMARY			
1	Ms. Anamika	PRT	I/C	
2	Ms. Mamta	PRT	Member	
3	Ms.Shweta	PRT	Member	
4	Ms. C. Mondal	PRT (Music)	Member	

Duties & Responsibilities

- ➔ Planning of all the co-curricular activities in a befitting manner, conduction of morning assembly within stipulated time, **Annual Planning of CCA activities** –house wise, maintaining CCA Activities register, purchase and distribution of CCA prizes & medals, conducting investiture ceremony and issue the badges to the members of student council, details of students getting prizes, Planning, preparation and arrangement of important days and celebrations as per the direction, formation of student’s council, allotment of duties to the members of students council, conduct monthly meetings of the student council and keeping its records, uniform checking in morning assembly etc. to publish the School Magazine for the academic year.
- ➔ To ensure the maximum participation of the students in all programme under CCA. **Committee will ensure maximum participation of students under CCA programme.**
- ➔ To ensure that the children are well prepared for competitions at the cluster / regional/national level. They should be selected from the beginning of the year.
- ➔ To evaluate the various items of morning assembly programme on five point scale – Excellent: Very good; Good; Average; Below Average
- ➔ To arrange the PA system, musical instrument well in advance before the start of morning assembly.
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to aforesaid committee which is not mentioned above.**

11. PA SYSTEM

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr. Arup Ray	TGT (WE)	I/C	
2	Ms. C. Mondal	PRT (Music)	Member	
3	Ms.Ritu Rohilla	PRT	Member	
4	Mr.Bhoomitra Rawat	PRT	Member	
5	Mr. Amar Ganguly	Sub Staff	Member	
6	Mr. Nirmal Hela	Sub Staff	Member	

Duties & Responsibilities

- ➔ To ensure purchase & maintenance of PA system related items.
- ➔ To train the students for operating and handling for PA system.
- ➔ Ensuring the proper functioning PA system during daily assembly (both in Primary & secondary) and also during all the meetings, workshops, seminars and celebrations at school and to ensure the availability of Podium on stage.

12. DISCIPLINE COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Shikha Pal	PGT (Chemistry)	I/C
2	Mr. Kratujiyoti Sengupta	TGT(P&HE)	CO-I/C
3	Mr. C.K. Khan	PGT (Commerce)	Member
4	Mr.Arup Ray	TGT (WE)	Member
5	Ms.Poushali Bose	TGT(Art.Edu)	Member
6	Ms.Garmia	TGT(Library)	Member
7	Ms. Geeta Mann	PRT	Member
8	Mr. Shivendra	PRT	Member
9	Mr. Sarvesh Laiya	PRT	Member

Duties & Responsibilities

- **To depute the teachers at the different points of the Vidyalaya(such as gate, stairs, corridor &etc.) during the time of arrival and departure of the students for assuring safety and security of the students.**
- **To ensure that students coming in proper uniform, minimize the late coming, proper discipline among the students, students assemble for lunch suitably and maintain discipline during the lunch, utilization of the student council for the purpose of ensuring better discipline and refer the problematic cases to the counselor for diagnosis.**
- **To conduct surprise checks to ascertain that no student is in possession mobile phones, valuables, or any other objectionable material. If any objectionable material is found, it will be confiscated by committee and has to bring in notice of Principal immediately. Surprise check of girls and boys should be done by female and male teacher respectively.**
- **To ensure provision of out pass in all classes and their utilization**
- **To minimize the movement of students during learning –teaching process. Students may be allowed for toilet/washroom in only prescribed period.**
- **To initiate proper action as per KVS norms against indiscipline students**
- **Said committee will be responsible for any work assigned and not assigned by the Principal, related to aforesaid committee which is not mentioned above.**

13. PURCHASE COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr.Pawan Kumar	Vice-Principal	Over all I/C	
2	Mr. Arijit Ghosh	PGT (Comp. Science)	I/C	
3	Mr. C.K. Khan	PGT(Commerce)	Member	
4	Mr. Arup Ray	TGT(WE)	Member	
5	Mr. D. C. Tudu	Headmaster	Member	
6	Mr.Shashi Bhushan Kumar	ASO	Member	
7	Mr.Suraj Kumar	SSA	Member	

Duties & Responsibilities

- ➔ To ensure that no excess purchases are made, Consolidating the requisition from all teachers, conduct market survey as per requirement & collect on the spot quotations, conduct physical verification of the items purchased, to ascertain the quality, quantity, specification and competitive rates, prepare comparative statement and check and sign the Comparative Statement, to ensure that proper records of the items purchased are being maintained.. To Sign the quotation received by post or email.
- ➔ To verify the purchases/ bills as per procedure.
- ➔ To ensure that the payment is made to the firm.
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above**

14. CLUB ACTIVITIES/School Innovation Council

S.No	NAME	DESIGNATION	CLUB/ COUNCIL	SIGNATURE
1	Mr. Uday Shankar Paul	PGT(Physics)	NCSC/KVPY/NTSC/JNNSMEE/ SPOT/NSE/SIH	
2	Ms. S. Pal	PGT(Chemistry)	Science Club	
3	Ms. S.S. Maji	PGT (English)	English Language Club / Spell Bee	
4	Mr.Suman Kumar Dey	PGT(Biology)	School Innovation council(SIC)	
5	Ms. K. Jain	TGT (Sanskrit)	Sanskrit Language Club	
6	Ms. Tanaya Nag	TGT (Hindi)	Hindi Language Club	
7	Ms. Poushali Bose	TGT (AE)	Art Club	
8	Ms. Bhoomitra Rawat	PRT	Photography Club	
9	Mr. Arijit Ghosh	PGT (Comp Sc.)	Cyber Security Club/ Robotics	
10	Mr. Sarvesh Laiya	PRT	Science Circle	

Duties & Responsibilities

- ➔ To motivate the students to prepare the exhibits based on theme given by KVS.
- ➔ **To organize Vidyalaya level Science exhibition as per the time schedule given by KVS and different activities under School Innovation council(SIC)**
- ➔ To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress.
- ➔ To inculcate scientific temper among the students by adopting activities based method in teaching learning process.
- ➔ To encourage the children to give online projects by using computers.
- ➔ Records to be maintained and Up keep of the bulletin board.
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to aforesaid committee which is not mentioned above.**

15. DIFFERENT OLYMPIADS / OTHER COMPETITIVE EXAM/ STUDENTS EXCHANGE PROGRAM / MAINTAINING HONOUR BOARD

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Ms. Shikha Pal	PGT(Chemistry)	I/C	
2	Ms.Aditi Chakraborty	PGT(Chemistry)	Member	
3	Ms.Poushali Bose	TGT(AE)	Member	
4	Ms.Tanaya Nag	TGT(Hindi)	Member	
5	Mr. D.C.Tudu	HM	Member	
6	Ms.Geeta Mann	PRT	Member	

Duties & Responsibilities

- ➔ To Motivate the students to participate in different Olympiads (Like ones conducted by SOF , IAPT ,Silver foundation, IPHO, ICO, IBO etc)
- ➔ To collect the prescribed fees and remittance
- ➔ To arrange for school based coaching / training of the students
- ➔ Conducting the examination in the school
- ➔ Maintain the honour board for the recipient of prizes and the photo uploading in the website
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to aforesaid committee which is not mentioned above.**

16. SOCIAL SCIENCE CLUB/EBSB/SOCIAL SCIENCE EXHIBITION

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Ms. Nandita Maity/ Mr. Gagan Kumar Choudhary*	PGT (Eco/His)	I/C	
2	Mr.C.K Khan	PGT (Commerce)	Member	
3	Mr.Biswajit Pal	PGT (Geography)	Member	
4	Mr. Md. Farooque Khan	TGT(Social Studies)	Member	
5	Ms. Poushali Bose	TGT (AE)	Member	
6	Ms.Mamta	PRT	Member	
7	Ms. ChandanaMondal	PRT (Music)	Member	

Duties & Responsibilities

- ➔ To motivate children to prepare projects/model based on country/state allotted to the region.
- ➔ To encourage more and more children to participate in cluster level Regional level and Nation level exhibition.
- ➔ To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- ➔ To encourage the students to submit online projects on project Think.com.
- ➔ To ensure project based learning in all the classes.
- ➔ As far as Social Science exhibition is concerned, the In-charge teacher will discuss with Principal on all the modalities to be observed and record in the Social Science department minutes register
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

17. MAINTENANCE AND REPAIR OF SCHOOL BUILDING AND CONTINUOUS SUPPLY OF DRINKING WATER

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr. Arup Ray	TGT (WET)	I/C	
2	Mr. Arijit Ghosh	PGT (CS)	Member	
3	Mr.Kratujyoti Sengupta	TGT(P&HE)	Member	
4	Mr.Bhumitra Rawat	PRT	Member	
5	Mr.Shivendra	PRT	Member	
6	Mr. Suraj	SSA	Member	

Duties & Responsibilities

- ➔ **To obtain the water and sanitation certificate, fire safety certificate and building safety certificate from the competent authority clearly mentioning date of issue and date of valid up to. Committee will also renew it on expiry of valid period.**
- ➔ Proposal and monitoring of construction and modification of School building.
- ➔ Maintaining the boards inside the classrooms, name boards for classes to be painted on the doors etc, repair work of electrical wiring, Fixation of tubes, switches, bulbs, maintenance of aqua guard, Refrigerator and coolers.
- ➔ To ensure the chlorination of water stored in tanks after cleaning and proper functioning of water coolers.
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

18. MEDICAL CHECKUP AND FIRST AID

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Ms.Akansha	TGT(Science)	I/C	
2	Ms. Poushali Bose	TGT (AE)	Co-I/C	
3	Ms. Mishra Manju	PRT	Member	
4	Ms. Monika Khalkho	PRT	Member	
5	Mr. M. Mondal	Coaches	Member	
6	Ms.Nurse	Nurse	Member	

Duties & Responsibilities

- ➔ To procure the required number of medical cards in the beginning of the academic session.
- ➔ To distributes and collection the medical cards to the class teachers based on strength.
- ➔ To arrange the medical checkup twice in a year (in the month of August and Feb)
- ➔ To ensure the follow up action after the medical checkup.
- ➔ Purchase of medicines and materials for First Aid kit
- ➔ Providing first aid facilities to students as and when required. Attending to all emergency conditions.
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

19. EDUCATIONAL TOURS / EXCURSION

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr. Uday Shankar Paul	PGT (Physics)	I/C	
2	Mr. C.K. Khan	PGT (Commerce)	Member	
3	Mr. Gagan Kr.Choudhary	PGT(History)	Member	
4	Ms. Garima	Librarian	Member	
5	Ms. Poushali Bose	TGT (AE)	Member	
6	Ms. Vidya	PRT	Member	
7	Mr. Shashi Bhushan Kumar	ASO	Member	

Duties & Responsibilities

- ➔ To plan education tours / excursions for all the classes as per KVS norms
- ➔ To ensure the safety of the students during the journey period and their stay at the venue.
- ➔ To provide hygienic food / potable water to the students who are participating in tour programme
- ➔ Planning and arrangement of educational tours as per KVS direction for students and staff.
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

20. PHOTOGRAPHY

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr. Soumitra Bag	PGT (Math's)	I/C	
2	Ms. Poushali Bose	TGT (AE)	Member	
3	Mr. Bhoomitra Rawat	PRT	Member	
4	Ms. Vidya	PRT	Member	
5	Ms. Paromita Hazra	Balvatika	Member	

Duties & Responsibilities

- ➔ Arrangement of photographer for School programmes, maintenance of album. Preparation and distribution of ID cards.
- ➔ To ensure the photography/Videography on important occasions days/ functions.
- ➔ In absence of Photographer on any occasion, click picture from your mobile.
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

21. VOCATIONAL GUIDANCE / COUNSELLING / ARRANGING GUEST LECTURE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	MsA.Chakraborty	PGT(Chemistry)	I/C	
2	Mr. C.K. Khan	PGT(Commerce)	Member	
3	Mr. Uday Shankar Paul	PGT(Phy)	Member	
4	Mr. Arup Ray	TGT(WE)	Member	
5	Mr/Ms Counsellor	Counsellor	Member	

Duties & Responsibilities

- ➡ To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries.
- ➡ To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned filed.
- ➡ To pay the remuneration in consultation with principal

22. GRIEVANCE RELATED TO RTI/RTE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Ms. Nandita Maity	PGT (Economics)	I/C	
2	Ms. A. Chakraborty	PGT (Chemistry)	Co-I/C	
3	Mr. Gagan Kr. Choudhary	PGT (History)	Member	
4	Ms. Kalindi Jain	TGT(Sanskrit)	Member	
5	Mr. B.N. Mondal	TGT(Maths)	Member	

Duties & Responsibilities

- ➡ To provide all important statistics to all departments in respect of the students or teachers of the Vidyalaya to agencies such as NCERT, Samagra Shiksha Abhiyan, Centre & State Education Department, Scholarship authorities etc.
- ➡ To provide information to the website committee and monitor these details are also available in the school website.
- ➡ Dealing with the grievances of teachers and students once a fortnight. Maintenance of register with proper records.
- ➡ To reply to all RTI and RTE related information within stipulated time.
- ➡ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

23. SPORTS COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr. K. Sengupta	TGT (P&HE)	I/C	
2	Mrs.Shubham Shivani	TGT (English)	Member	
3	Mrs. Garima	Librarian	Member	
4	Ms.Vidya	PRT	Member	
5	Mr. Shivendra	PRT	Member	
6	Mr. Bhoomitra Rawat	PRT	Member	
7	Mr/Ms Sport Coach	Sport Coach	Member	
8	Yoga Instructor	Yoga Instructor	Member	

Duties & Responsibilities

- ➔ To ensure overall development of sports and games facilities in the Vidyalaya, ensuring maximum participation of the students in various games and sports activities, timely conduct the inter-house competitions, prizes distributed in time, and ensuring necessary materials required for the Vidyalaya.
- ➔ To prepare and submit a calendar of sports activities before April 1st week.
- ➔ To conduct the Annual sport day successfully.
- ➔ To ensure that the competitions in the Primary Section are being conducted as per the guidelines of the KVS and the requirement of Common Minimum Programme attained.
- ➔ **Maximum efforts should be done honestly to increase the numbers of player to be selected at National and SGFI Level.**
- ➔ **Effectiveness of P&HE Teacher is reflected automatically if there is least movement of students outside during the learning teaching process and all students are well disciplined.**
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

24. ADOLESCENT EDUCATION PROGRAM (AEP)

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Ms. Poushali. Bose	TGT (AE)	I/C	
2	Ms. Nandita Maity	PGT (Economics)	Member	
3	Mr. Suman Kr. Dey	PGT (Biology)	Member	
4	Ms. Kalindi Jain	TGT(Sanskrit)	Member	
5	Ms. Tanaya Nag	TGT (Hindi)	Member	
6	Ms. Akansha	TGT(Science)	Member	

Duties & Responsibilities

- ➔ Dealing the matters with students, teachers and parents, sensitize the students on adolescent issues, to train all the Teachers, to maintain records, to inform the students about the various courses that can be taken as career.
- ➔ To introduce AEP Box for taking complains and suggestion from the students.
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

25. INCOME TAX/ CS-54 CHECKING

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr. Bishal Sharma	PGT(Maths)	I/C	
2	Mr. Soumitra Bag	PGT(Maths)	Co-I/C	
3	Mr.Shashi Bhushan Kumar	ASO	Member	
4	Mr. Suraj Kumar	SSA	Member	

Duties & Responsibilities

- ➔ Calculation of income tax from the members of the staff as per the provisions of Govt. Of India.
- ➔ To check the IT details submitted by the Teachers and preparation of Form 16.
- ➔ **To organize tax Clinics, aimed at creating awareness and resolving queries of all employee pertaining to filing of their income tax returns, to make financially aware and conveying the significance of filing returns well in advances to avoid the last minute complications and encourage all to disclose all taxable income.**
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

26. LIBRARY COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Shri.K K Dubey	Principal	Chairman	
2	Ms. Garima	TGT (Library)	M S /IC	
3	Ms. S. Sharan/MsT.Nag*	PGT(Hindi)	Member	
4	Ms.NMaity/SS Maji*	PGT(English)	Member	
5	Mr.Bishal Kumar Sharma	PGT(English)	Member	
6	Ms. Deepa	PRT	Member	
7	Ms.Manisha	PRT	Member	
8		VII-XII	Student Reprehensive	

9		VII-XII	Student Reprehensive	
10		VII-XII	Student Reprehensive	
11		VII-XII	Student Reprehensive	
12		VII-XII	Student Reprehensive	

Duties & Responsibilities

- **The LMC should constitute four sub-committees to specific function like Document Selection sub-committee, Stock Verification sub-committee, Readers' club sub-committee and Class-Library book selection committee.**
- **To develop Annual Library Activity Plan for the year 2024-25 before 1 April.**
- To recommend suitable budgetary provision for the library, to select books and resources for the library keeping in view the natural interest and needs of the children, their age group and intelligence and continuous work on E-Granthalaya
- To select books for teachers on various subjects apart from academics, to review library rules and formulate new rules for the library, to make recommendation for proper functioning of school library.
- **The committee shall meet as often as possible but at least once in two months.**
- **Member Secretary is advised to read the Library module developed by ZIET Bhubaneswar and discuss the same with all members of LMC.**
- **Purchasing and condemnation of the books according to the GFR 2017**
- Committee will organize books exhibition on important occasions.
- **There should be focus on Digitalization of library on priority basis.**
- **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

27. ICT/ WEB SITE/ COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr. Arijit Ghosh	PGT (Comp Science)	I/C	
2	Ms. Aanchal Arya	TGT(Maths)	Member	
3	Mr. Bhoomitra Rawat	PRT	Member	
4	Mr. Sarvesh Laiya	PRT	Member	
5	Computer Instructor 1	CI	Member	
6	Computer Instructor 2	CI	Member	

Duties & Responsibilities

- ➔ School web site maintenance. Uploading of all information with photos.
- ➔ Safety and security of all computer labs. Submission of requirements. All works related to computer department. Submission of monthly/ report to the Regional Office.
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

28. IMPLEMETATION OF RAJ BASHA(राजभाषा कार्यान्वयन समिति)

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Ms. Seema. Sharan	PGT(Hindi)	I/C	
2	Ms.Tanaya Nag	TGT (Hindi)	Co-I/C	
3	Ms.N Maity	PGT(Economics)	Member	
4	Mr.Arijit Ghosh	PGT(CS)	Member	
5	Ms.Kalindi Jain	TGT (Sanskrit)	Member	
6	Ms.Tanaya Nag	TGT (Hindi)	Member	
7	Ms.Upasna Rani	TGT (Hindi)	Member	
8	Ms.Manisha	PRT	Member	
9	Ms.Mamta	PRT	Member	
10	Ms.Manju Mishra	PRT	Member	
11	Mr.Shashi B. Kumar	ASO	Member	
12	Mr. Suraj Kumar	SSA	Member	
13	Mr.R.Chakraborty	MTS	Member	

Duties & Responsibilities

- ➔ **Committee shall ensure the strictly implication of all check points given in letter no 25025/01/2023/kvs/kol/ dated 21.02.24 sent by KVS Kolkata Region.**
- ➔ **To ensure that all correspondence received in Hindi is replied in Hindi, ensuring that all name-plates, boards, registers, hoardings, invitations card, visiting card, rubber stamp, notice, memorandum, report& files name are bilingual, and motivating the staff members, studentsto give more respect anduse of Hindi in official work and in daily business.**
- ➔ **To mention the medium of letter sent and received in Inward and outward register and keep the records of all correspondences sent in Hindi for the purpose of providing information at the time of Inspection.**
- ➔ **To promote the use of Hindi by organizing workshops and competitions.**
- ➔ **To ensure celebration of RAJBHASHA PAKHWADA in befitting manner.**
- ➔ **To attend Nagar Raj Bhasha committee as and when required and implementing the decision taken during Nagar Raj Bhasha committee meeting.**
- ➔ **To send periodical report to the concerned RO and KVS New Delhi, Nagar Rajbhasha committee.**

- ➔ To take initiative to see that correspondence is made in Hindi.
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

29. SUBJECT COMMITTEES

S.No	SUBJECT	INCHARGE	SINGATURE OF I/C	MEMBER
1	English	Ms. S. S. Maji PGT (English)		All English teachers
2	Mathematics	Mr. Soumitra Bag PGT (Math's)		All Maths Teachers
3	Hindi & Sanskrit	Ms. Seema. Sharan PGT (Hindi)		All Hindi and Sanskrit teachers,
4	Science	Ms. S. Pal PGT(Chemistry)		All Science teachers.
5	Social Science	Mr. N. Maity PGT (Economics)		All Social Sci. teachers
6	Primary Classes	Ms. Deepa Gupta PRT		Maths
		Ms. Manisha PRT		Hindi
		Ms. Geeta Mann PRT		English
		Mr. Bhoomitra Rawat PRT		EVS

Duties & Responsibilities

- ➔ **Committees shall ensure the smooth conduction of subject committee meeting at the end of each month in the presence of Principal/Vice-Principal/HM with Subject Committee Convener or Subject Committee Coordinator. Minutes of the meeting are to be signed by Principal on the same day.**
- ➔ Subject conveners will discuss the various issues during the meeting such as Guidance regarding the maintenance of teacher diary, coverage of syllabus as per the split up syllabus approved by KVS, conducting the practical for classes IX to XII as per the split up syllabus approved by KVS, Demo classes by rotation during the subject committee meeting, uses of computers and other audio visual aids in teaching learning process, plan of assessments and evaluation of home assignment and MDP, to discuss guidelines regarding, setting of question paper, blue print, marking schemes as per KVS norms, Plan of action for weak students & bright students, Remedial teaching for weak students, effective implementation NEP2020, and emphasizes on experiential learning in classes.
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

30. SCOUTS / GUIDES

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Md. Farooque Khan	TGT(SST)	I/C	
2	Mr. B.N. Mandal	TGT (Maths)	Co- I/C	
3	Mr. G.K. Choudhary	PGT (Hist.)	Member	
4	Ms P. Bose	TGT, AE	Member	
5	Ms. T. Nag	TGT(Hindi)	Member	
6	Ms. Chandana Mondal	PRT, Music	Member	

Duties & Responsibilities

- ➔ To plan for adventure activities for scouts such as to ensure minimum enrolment (50%) in the movement before 31st August, to organize investiture ceremony for the new recruits, to conduct the parade after school hours and class on every Thursday, to train the students for Pratham / Dwetiya / Tritiya /GoldenArrow,Raj Puraskar / Rastrapati / Pratham charan / Dwetiya charna / Tritiya Charan / ChaturdhaCharan,to issue the merit certificate after the conduct of testCelebration of thinking day, to procure the uniform for Scouts / Guides who are involved in Guard of Honor.
- ➔ To receive the guests/VIPs with colour party.
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

31. LITERARY CLUBS

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
English	Ms. S.S. Maji	PGT(English)	In Charge	
		TGT (English-Contra.)	Members	
Hindi	Ms. S. Sharan	PGT(Hindi)	In Charge	
		TGT (Hindi-Contra.)	Members	
Sanskrit	Ms. Kalindi Jain	TGT(Sanskrit)	In Charge	
		TGT (Sans-Contra.)	Members	

Duties & Responsibilities

- ➔ To develop the language skills like reading, writing, speaking, listening skills among the students.
- ➔ To give required guidance in the planning and execution of project to students

- ➔ To encourage the use of Audio Visual aids in teaching learning process
- ➔ To conduct the language games during the teaching periods.
- ➔ To preserve the projects prepared by the children.
- ➔ To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech.
- ➔ Training the students for various activities of morning assembly programme like pledge, thought for the day, news and special item.
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

32. NATURE CLUB/ ECO CLUB

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mrs. Aditi Chakraborty	PGT(Chem)	I/C	
2	All PGT & TGT Science	PGT and TGT (Science) Teachers	Member	
3	Mr. Bhoomitra Rawat	PRT	Member	

Duties & Responsibilities

- ➔ To keep in touch with forest Dept. to procure saplings to be planted in various parts of school campus, utilizing funds released by the state. Govt. under Eco club, celebrating Vana Mahostasava in consultation with state forestdept, preserving and the beauty of the Vidyalaya campus by taking up the project clean and Green.
- ➔ To see that blocks allotted to each class are kept neat and tidy to encourage the student to plant the sapling in the bocks allotted to them. To ensure the watering of plants growing in different parts of the Vidyalaya campus.
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

33. VIDYALAYA MAGAZINE/CLASS MAGAZINE COMMITTEE/STUDENT'S DIARY

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Ms. S. Sharan	PGT (Hindi)	I/C	
2	Ms. S.S. Maji	PGT (English)	Co I/C	
3	Ms. Garima	Librarian	Member	
4	Ms. Shubham Shivani	TGT (Eng)	Member	
5	Ms. Upasna Rani	TGT (Hindi)	Member	
6	Ms. Kalindi Jain	TGT(Sanskrit)	Member	
7	Ms. Poushali Bose	TGT (AE)	Member	

8	Ms.Sonia	PRT	Member	
9	Mrs. Sweta	PRT	Member	

Duties & Responsibilities

- ➔ Class teachers of class III to XII will identify the children with talent. These talents are to be nurtured.
- ➔ Editorial board will collect the article from the students. Article is to be arranged section wise (English section, Hindi section, drawing and painting etc.
- ➔ Editorial board should take concerted efforts to bring about class magazine by the end of the July 2016.
- ➔ Articles are to be screened, proof reading must be done and selected article should find a place in the class magazine. **Class magazine should contain 50 pages-(English section: 20 pages- Hindi section:- 20 pages and 10 pages- Art, drawing and paintings.)**
- ➔ Editorial board selects the article for the class magazine. These articles are to be arranged section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section. Editorial board can invite the article from teachers' side also.
- ➔ **School magazine should contain total 82 pages (30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section.)**
- ➔ The editorial board should make concerted effort to bring about the school magazine in time.
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

34. INTERNAL COMPLAINT COMMITTEE/(POSH)

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Ms.	AC KVS RO	Presiding Officer	
2	Ms.S S Maji	PGT(English)	Vidyalaya -Member	
3	Ms.	VMC Member	VMC-Member	
4	Ms.Tanaya Nag	TGT (Hindi)	Vidyalaya -Member	
5	Ms.NGO		NGO- Member	

Duties & Responsibilities.

- ➔ **Committee will listen all grievances' raised by any female employee and other concerned stakeholders and take all necessary steps under concerned Act to resolve all said grievances along with the maintaining all secrecy, privacy and confidentiality of the case.**

35. SC/ST/OBC/MINORITY AND PHYSICALLY CHALLENGED

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr.C.K.Khan	PGT(Commerce)	I/C	
2	Mr. Farooque Khan	TGT (Social Sci.)	Member	
3	Ms.AanchalArya	TGT (Math's)	Member	
4	Ms.Poushali Bose	TGT(AE)	Member	
5	Mr.Dubai Chandra Tudu	HM	Member	
6	Ms.Monika Khalkho	PRT	Member	

Duties & Responsibilities.

- ➔ To ensure provision for all such student feel safe and secure, ensuring compliances of the orders of reservation issued and other benefits admissible from time to time in favour of SC /ST and OBCs.
- ➔ To ensure the protection and reservation as provided in the constitution of India.
- ➔ To provide the mechanism to redress the grievances of SC /ST/PH and OBCs, if any.
- ➔ To provide prompt counseling for any emotional emergencies arising on account of any event at the campus and to aware the SC /ST and OBCs, students regarding various scholarship program of state and centre govt.
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above**

36. ALUMINI COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Ms. Aditi Chakraborty	PGT (Chemistry)	I/C	
2	Mr. C.K. Khan	PGT (Commerce)	Co-I/C	
3	Dr. S. Sharan	PGT (Hindi)	Member	
4	Mr. Kratu jyoti Sengupta	PGT (P&HE)	Member	
5	Ms. Poushali Bose	TGT(AE)	Member	

Duties & Responsibilities

- ➔ **The main objective of this committee is to bridge the gap between the school and alumni. Committee will also be responsible for keeping the data base of all pass out students' and maintain the same in SAMAGAM PORTAL.**
- ➔ **To conduct the alumni meet once in year according to KVS Norm and to encourage Alumni to contribute towards improvement of academic infrastructure in our school through the Vidyanjali portal and to encourage and treat all alumni as resource for PM Shri KV Cossipore**
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above**

37. UBI PORTAL COMMITTEE/ Fee collection & Checking

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr. Arijit Ghosh	PGT (Comp Sc.)	I/C	
2	Mr. Arup Ray	TGT (WE)	Co-I/C	
3	All CTs/Co-CTs	All CTs/Co-CTs	Member	

Duties & Responsibilities

- ➔ **Committee shall ensure that student data entries such as addition, deletion, and deactivation and verifications process are completed in all aspect within stipulated time.**
- ➔ **To encourage the students for submitting the fee before 15th day of each Quarter to avoid any fine. If fee is not paid by students up to the last working day the month of Quarter for which fee is being collected, than name of such defaulter students are required to be struck off the rolls and readmission will be done on payment of late fee Rs.100.**
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above**

38. RESCUE AND EVACUATION COMMITTEE/ DISASTER MANAGEMENT & FIRE SAFETY ARRANGEMENT

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr.K.Sengupta	TGT, PH&E	I/C	
2	Mr. Arup Ray	TGT (WE)	Co-I/C	
3	Mr. Arijit Ghosh	PGT (Comp Sc.)	Member	
4	Ms.Neelam Singh	PRT	Member	
5	Ms.Ritu Rohilla	PRT	Member	
6	Mr.Sarvesh Laiya	PRT	Member	

7	Mr. Shomenath Das	NTS	Member	
8	All Class Teachers			

Duties & Responsibilities

- ➔ To establish different committees for disaster management.
- ➔ To allot Specific duties.
- ➔ To coordinate with other agencies like fire brigade, hospital, ambulance, air force police, state police and AF control room.
- ➔ To prepare evacuation plan and its display.
- ➔ To arrange mock drills on fire / disaster and terrorist attack.
- ➔ To train the teachers about SOP of KVS/MHRD/MHA.
- ➔ To ensure proper arrangement of firefighting equipment and its maintenance.
- ➔ To conduct workshops for students and staff on disaster management.
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

39. LANGUAGE LAB

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Ms. S.S. Maji	PGT(English)	I/C	
2	Mr. Arijit Ghosh	PGT(CS)	Member	
3	Ms. Shubham Shivani	TGT(English)	Member	
4	Ms. Mishra Manju	PRT	Member	

- ➔ Language lab is a platform for comprehensive and interactive digital content
 - ➔ Catering to the listening and speaking skills, put to use in a stimulating lab environment.
- It caters to four language skills: Listening, speaking, reading and writing.

40. NATIONAL EDUCATION POLICY- 2020

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Shri Pawan Kumar	Vice-Principal	Over all I/C	
2	Mr.Uday Shankar Paul	PGT(Phy)	I/C	
3	Mr. Suman K. Dey	PGT(Bio)	Member	
4	Ms.S S Maji	PGT(Eng)	Member	
5	Ms.Akanksha	TGT(Sci)	Member	
6	Ms.Deepa Gupta	PRT	Member	
7	Ms.Manisha	PRT	Member	

- ➔ Committee shall ensure the comprehensive implementation of all the aspects of NEP 2020 for holistic development of the students and teachers.

41.VIDYANJALI

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Shri.Pawan Kumar	Vice-Principal	Over all I/C	
2	Mr. Arijit Ghosh	PGT(CS)	I/C	
3	Mr.Arup Ray	TGT(WE)	Member	

Duties & Responsibilities

- ➔ Committee is responsible to connect school with varied volunteers from the Indian Diaspora namely, young professionals, retired teachers, retired Government officials, retired professionals, NGOs, Private Sector and Public Sector Companies, Corporate Institutions and many others to **“Participate in school Service/Activity” and “Contribute Assets/Material/Equipment” through Vidyanjali Portal**
- ➔ **To update the Vidyanjali Portal time to time.**

42. SCHOOL QUALITY ASSESSMENT AND ASSURANCE FRAMEWORK (SQAAF)

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Shri.Pawan Kumar	Vice-Principal	I/C	
2	Mr. C K Khan	PGT(Comm)	Co-I/C	
3	Mr.Arijit Ghosh	PGT(CS)	Member	
4	Mr.Arup Ray	TGT(WE)	Member	

Duties & Responsibilities

- ➔ Committee is responsible to adhere and follow instruction of the SQAAF from time to time and fulfill all the questionnaire and parameters given by CBSE /KVS.
- ➔ **To update all the information related SQAAF on CBSE Portal regularly.**

43. UDISE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr. Arijit Ghosh	PGT(CS)	I/C	
2	Computer Instructor 1	CI	Member	
3	Computer Instructor 2	CI	Member	
4	All Class Teachers	PGT/TGT/PRT	Member	

Duties & Responsibilities

- ➔ **Committee shall ensure the filling of all details of all students of all classes in UDISE PORTAL within stipulated time and also update student's data base regularly.**

44. NIPUN/CMP/FLN COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	MrD.C.Tudu	HM	OVER All I/C	
2	Ms Deepa Gupta	PRT	I/C	
3	Ms. Manisha	PRT	Co-I/C	
4	MsAnamika	PRT	Member	
5	Ms.Neetu Singh	Balvatika	Member	
6	All Primary and Balvatika Teachers			

Duties & Responsibilities

- ➔ To ensure the implementation of NIPUN/FLN as per KVS and NEP 2020 guidelines.
- ➔ To achieve the target/Lalshya under NIPUN/FLN within prescribed time.
- ➔ **To implement toys based pedagogy in all primary classes including Balvatika**
- ➔ To maintain the register for all related activities under NIPUN
- ➔ To prepare the current annual academic calendar for all activities to be conducted under NIPUN/FLN and submit it to the Principal.
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

45. PRADHAN MANRTI KAUSHAL VIKAS YOJNA COMMITTEE(PMKVY)

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	MrArijit Ghosh	PGT(CS)	I/C	
2	Mr.Biswajit Pal	PGT(Geo)	Co-I/C	
3	Mr.C K Khan	PGT(Comm)	Member	
4	Mr.GaganChaudhary	PGT(His)	Member	
5	Mr.Arup Ray	TGT(WE)	Member	

Duties & Responsibilities

- ➔ To ensure the smooth conduction of all the activities in Skill Hubs as part of the implementation of **PRADHAN MANRTI KAUSHAL VIKAS YOJNA (PMKVY)** **under the Direction of CBSE/KVS HQ/KVS KOLKATA Region.**

- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above**

46. PTA Committee

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Shri. K.K. Dubey	Principal	Chairman	
2		Parent	Vice-Chairman	
3		Parent	Secretary	
4	Shri.Pawan Kumar	Vice-Principal	Joint-Secretary	
5	Mr.ArijitGhosh	Parent	Member	
6		Parent	Member	
7		Parent	Member	

(Pawan Kumar)
Vice-Principal

(K.K. Dubey)
Principal