

# **KENDRIYA VIDYALAYA CMERI DURGAPUR**

## **Administrative Responsibilities for the Session 2026-27**

| S.No | Name of the Committees                  | Name of the In-Charge & Member |                                         | Signature |  |
|------|-----------------------------------------|--------------------------------|-----------------------------------------|-----------|--|
| 1    | Examination Secondary                   | 1.                             | Mr. Ramesh Mandal, PGT (Eco.)           | I/C       |  |
|      |                                         | 2.                             | Mr. Biswajit Rakshit, PGT (CS)          |           |  |
|      |                                         | 3.                             | Mrs. Anindita Kundu TGT (Eng.)          |           |  |
|      |                                         | 4.                             | Mr. Joydeep Paul, Computer Inst.        |           |  |
|      |                                         | 5.                             | Mr. Basudev Mistry, Sub-Staff           |           |  |
| 2    | Examination Primary                     | 1                              | Mr. Ajeet Kumar Singh, PRT              | I/C       |  |
|      |                                         | 2                              | Mr. Saurabh Kr. Majumdar, PRT           |           |  |
| 3    | Admission                               | 1                              | Mr. Sujit Banerjee, PGT (Maths)         | I/C       |  |
|      |                                         | 2                              | Mr. Jay Prakash Kumar, PGT (Bio)        |           |  |
|      |                                         | 3                              | Mr. Saurabh Kr. Majumder, PRT           |           |  |
|      |                                         | 4                              | Ms. Sanjeevani, PRT                     |           |  |
| 4    | Time Table Secondary                    | 1                              | Mr. Jay Prakash Kumar, PGT (Bio)        | I/C       |  |
|      |                                         | 2                              | Mr. Samar Bhadur Mallah, PGT (Physics.) |           |  |
| 5    | Time Table Primary                      | 1                              | Mrs. Sarita Pandey, PRT                 | I/C       |  |
|      |                                         | 2                              | Mrs. Soniya Sharma, PRT                 |           |  |
| 6    | Academic Advisory Committee             | 1                              | Mr. Ramesh Mandal, PGT (Eco.)           | I/C       |  |
|      |                                         | 2                              | Dr. B.K. Singh, PGT (Hindi)             |           |  |
|      |                                         | 3                              | Mr. Samar Bahadur Mallah, PGT (Physics) |           |  |
|      |                                         | 4                              | Mr. Sunil Prasad Ray, TGT (Maths)       |           |  |
|      |                                         | 5                              | Mrs. Anindita Kundu, TGT (English)      |           |  |
|      |                                         | 6                              | Mrs. Sarita Pandey                      |           |  |
| 7    | Discipline                              | 1                              | Mr. Dinesh Kumar, TGT (P&HE)            | I/C       |  |
|      |                                         | 2                              | Mr. Samar Bahadur Mallah, PGT (Physics) |           |  |
|      |                                         | 3.                             | Mr. Ghanshyam Bhagat, Yoga Inst.        |           |  |
|      |                                         | 4                              | Mrs. Sarita Pandey, PRT                 |           |  |
|      |                                         | 5                              | All Class Teachers & Co-Class Teacher   |           |  |
| 8    | Morning Assembly/CCA                    | 1.                             | Dr. Binod Kumar Singh, PGT (Hindi)      | I/C       |  |
|      |                                         | 2.                             | Mr. Amitava Mondal, PGT (English)       |           |  |
|      |                                         | 3.                             | Dr. Gajo Modi, TGT (Sanskrit)           |           |  |
|      |                                         | 4.                             | Mr. Dinesh Kumar, TGT (P& HE)           |           |  |
|      |                                         | 5.                             | Mrs. Soniya Sharma, PRT                 |           |  |
|      |                                         | 6.                             | Mrs. Shrilekha Upadhyay, PRT (Music)    |           |  |
|      |                                         | 7.                             | Mr. Ghanshyam Bhagat, Yoga Inst.        |           |  |
|      |                                         | 8.                             | Class Teacher/Co-Class Teacher on duty  |           |  |
|      |                                         | 9.                             | Mr. Notan Bose, Sub-Staff               |           |  |
| 9    | AEP                                     | 1                              | Mr. Jay Prakash Kumar, PGT (Bio.)       | I/C       |  |
|      |                                         | 2.                             | Mrs. Anindita Kundu, TGT (English)      |           |  |
|      |                                         | 3                              | Mrs. Shrilekha Upadhyay, PRT (Music)    |           |  |
| 10   | Right to Education Monitoring Committee | 1                              | Mr. Sujit Banerjee, PGT (Maths)         | I/C       |  |
|      |                                         | 2                              | Ms. Sanjeevani, PRT                     |           |  |
|      |                                         | 3                              | Mrs. Shrilekha Upadhyay, PRT            |           |  |
|      |                                         | 2                              | Mr. Amitavo Mondal, PGT (English)       |           |  |
|      |                                         | 3                              | Dr. G. Modi, TGT (Sans.)                |           |  |

|    |                               |    |                                          |     |  |
|----|-------------------------------|----|------------------------------------------|-----|--|
| 11 | Website Updation              | 1  | Mr.B.Rakshit, PGT( Comp. Sc.)            | I/C |  |
|    |                               | 2  | Mr. Joydeep Paul, Comp. Inst.            |     |  |
|    |                               | 3  | Mrs. Usha Kumari, JSA                    |     |  |
| 12 | Photography                   | 1  | Mr. Joydeep Paul, Comp. Inst.            | I/C |  |
|    |                               | 2  | Mr.Saurabh Kr. Majumder,PRT              |     |  |
| 13 | Furniture                     | 1  | Mr. Jay Prakash , PGT (Biology)          | I/C |  |
|    |                               | 2  | , TGT (AE)                               |     |  |
|    |                               | 3  | Mr. Ajeet Kumar Singh, PRT               |     |  |
|    |                               | 4  | Mr. Gopal Mallick, Sub-Staff             |     |  |
| 14 | Cleanliness Watch & Ward      | 1  | Mr. Manoj Kumar, Librarian               |     |  |
|    |                               | 2  | Ms. Sanjeevani, PRT                      |     |  |
|    |                               | 3  | Mrs. Shrilekha Upadhyay, PRT (Music)     |     |  |
|    |                               | 4  | Mr. Notan Bose, Sub-Staff                |     |  |
| 15 | Gardening & Beautification    | 1  | Mr. Jay Prakash Kumar, PGT (Biology)     | I/C |  |
|    |                               | 2  | , TGT (AE)                               |     |  |
|    |                               | 3  | Mr. Basudev Mistry, Sub-Staff            |     |  |
| 16 | Scouts & Guides               | 1  | Dr. Gajo Modi, TGT(Skt)                  | I/C |  |
|    |                               | 2  | Mr. S. P. Ray, TGT (Maths)               |     |  |
|    |                               | 3  | Mr. Dinesh Kumar, TGT (P&HE)             |     |  |
|    |                               | 4  | Mr. Ajeet Kumar, PRT                     |     |  |
|    |                               | 5. | Mr. Saurabh Kr. Majumdar                 |     |  |
|    |                               | 6. | Mrs. Shrilekha Upadhyay, PRT (Music)     |     |  |
|    |                               | 7. | Ms. Sanjeevani, PRT                      |     |  |
|    |                               | 8. | Mrs. Soniya Sharma, PRT                  |     |  |
| 17 | Disaster Management Committee | 1  | Mr. Dinesh Kumar, TGT(P &HE)             | I/C |  |
|    |                               | 2  | Ms. Moumita Kundu ,PGT(Geo)              |     |  |
|    |                               | 3. | Mr. Ghanshyam Bhagat, Yoga Inst.         |     |  |
|    |                               | 4. | Mr. Notan Bose, Sub-Staff                |     |  |
|    |                               | 5  | All the Class Teacher & Co-class Teacher |     |  |
| 18 | Medical Check-up              | 1  | Ms. Moumita Kindu, PGT(Geography)        | I/C |  |
|    |                               | 2  | Mr. Dinesh Kumar, TGT (P&HE)             |     |  |
|    |                               | 3. | Mrs. Shrilekha Upadhyay, PRT (Music)     |     |  |
|    |                               | 4. | Mr. Notan Bose, Sub-Staff                |     |  |

|    |                                                  |    |                                          |     |  |
|----|--------------------------------------------------|----|------------------------------------------|-----|--|
| 19 | Eco Club                                         | 1  | Mr. Jay Prakash Kumar, PGT(Bio.)         | I/C |  |
|    |                                                  | 2  | Mr. Saurabh Kr. Majumdar, PRT            |     |  |
| 20 | Excursion                                        | 1  | Mr. Sunil Prasad Ray, TGT (Maths)        | I/C |  |
|    |                                                  | 2  | Mr. Ajeet Kumar Singh, PRT               |     |  |
|    |                                                  | 3  | Mr. Notan Bose, Sub-Staff                |     |  |
| 21 | Integrity Club                                   | 1  | Mr. Gajo Modi , TGT (Sanskrit)           | I/C |  |
|    |                                                  | 2  | Mrs. Sarita Pandey, PRT                  |     |  |
| 22 | Vidyalaya Maintenance( Civil work & Electrical ) | 1  | Mr. Sunil Prasad ray, TGT (Maths)        | I/C |  |
|    |                                                  | 2  | Mr. Manoj Kumar, Librarian               |     |  |
|    |                                                  | 3  | Mr. Ajeet Kumar, PRT                     |     |  |
|    |                                                  | 4  | Mr. Notan Bose, Sub-Staff                |     |  |
| 23 | Science / Maths exhibition / Olympiads           | 1  | Mr.Samar Bhadur Mallah, PGT( Physics)    | I/C |  |
|    |                                                  | 2  | Mr. Sujit Banerjee , PGT(Maths)          |     |  |
|    |                                                  | 3  | Mr. Jay Prakash Kumar, PGT (Biology)     |     |  |
|    |                                                  | 4  | Mr. Saurabh Kumar Majumdar, PRT          |     |  |
|    |                                                  | 5  | Mr. Jay Prakash Kumar, PGT (Biology)     |     |  |
|    |                                                  | 6  | All Science & Maths Teachers             |     |  |
| 24 | Library Committee / Readers Club                 | 1  | Mr.Manoj Kumar ,Librarian                | I/C |  |
|    |                                                  | 2  | Mr. Ramesh Mandal, PGT (Economics)       |     |  |
|    |                                                  | 3  | Mr. Samar Bahadur Mallah, PGT (Physics)  |     |  |
|    |                                                  | 4  | Mr. Amitava Mondal, PGT (English)        |     |  |
|    |                                                  | 5  | Dr. Binod Kumar Singh, PGT (Hindi)       |     |  |
|    |                                                  | 6  |                                          |     |  |
| 25 | Rajbhasha Karyanvayan Samiti                     | 1  | Mr. Binod Kumar Singh, PGT (Hindi)       | I/C |  |
|    |                                                  | 2  | Mr. Gajo Modi TGT(Sanskrit)              |     |  |
|    |                                                  | 3  | Mr. Ajeet Kumar Singh , PRT              |     |  |
|    |                                                  | 4  | Mrs. Usha Kumari, JSA                    |     |  |
| 26 | Guidance & Counseling                            | 1  | Mrs. Anindita Kundu, TGT (English)       | I/C |  |
|    |                                                  | 2  | Mr. Saurabh Kr. Majumdar, PRT            |     |  |
|    |                                                  | 3  | All Class teachers and co-class teachers |     |  |
|    |                                                  | 4. | Ms.Sanjeevani, PRT                       |     |  |
| 27 | Audio/Visual Aids & P.A. System                  | 1  | Mr. Dinesh Kumar, TGT (P&HE)             | I/C |  |
|    |                                                  | 2  | Mr. Saurabh Kr. Majumdar, PRT            |     |  |
|    |                                                  | 3  | Mr. Sourabh Kr. Majumdar, PRT            |     |  |
| 28 | CMP/ NIPUN                                       | 1  | Mrs. Sarita Pandey, PRT                  | I/C |  |
|    |                                                  | 2  | Mr. Saurabh Kr. Majumder, PRT            |     |  |
| 29 | National Flag Hoisting & lowering                | 1  | Mr.Dinesh Kumar, TGT (P & HE)            | I/C |  |
|    |                                                  | 2  | Mr. Ghanshyam Bhagat, Yoga Inst.         |     |  |
|    |                                                  | 3  | Mr. Notan Bose, Sub-Staff                |     |  |
| 30 | EBSB Activities and Social Science Exhibition    | 1  | Dr. B.K.Singh , PGT(Hindi)               | I/C |  |
|    |                                                  | 2  | Mr. Amitava Mondal, PGT(Eng)             |     |  |
|    |                                                  | 3  | Mr. Moumita Kundu, PGT(Geo)              |     |  |
|    |                                                  | 4. | TGT(AE)                                  |     |  |
|    |                                                  | 5  | Mr. Gajo Modi, TGT(Sanskrit)             |     |  |
|    |                                                  | 6  | Mrs. Shrilekha Upadhyay , PRT (Music)    |     |  |
|    |                                                  | 7  | Mrs. Soniya Sharma, PRT                  |     |  |
|    |                                                  | 8  | Mr. Binit Kumar Jha, PGT ( History)      |     |  |
|    |                                                  | 9  | Mr. Basudev Mistry, Sub-Staff            |     |  |

|    |                                                     |    |                                         |     |  |
|----|-----------------------------------------------------|----|-----------------------------------------|-----|--|
| 31 | External Literacy Competitions, (Quiz, debate ) etc | 1  | Dr. Binod Kumar Singh, PGT(Hindi)       | I/C |  |
|    |                                                     | 2  | Mr. Manoj Kumar, Librarian              |     |  |
|    |                                                     | 3  | Mrs. Anindita Kundu, TGT (English)      |     |  |
|    |                                                     | 4  | Mr. Saurabh Kr. Majumdar, PRT           |     |  |
| 32 | UBI Portal                                          | 1  | Mr. Biswajit Rakshit, PGT (Compt. Sc.)  | I/C |  |
|    |                                                     | 2  | Mr. Sujit Banerjee, PGT (Maths)         |     |  |
|    |                                                     | 3  | Ms. Sanjivasni, PRT                     |     |  |
|    |                                                     | 4  | Mr. Rahul Ranjan, SSA                   |     |  |
| 33 | Partnership with Govt. School                       | 1  | Mr. Ajeet Kr. Singh, PRT                | I/C |  |
|    |                                                     | 2  | Mr. Manoj Kumar Librarian               |     |  |
|    |                                                     | 3  | Mrs. Sarita Pandey, PRT                 |     |  |
|    |                                                     | 4. |                                         |     |  |
| 34 | Project Jigyasa                                     | 1  | Dr. Ajay Mukhopadhyay, PGT (Chemistry)  | I/C |  |
|    |                                                     | 2  | All Science Teachers                    |     |  |
| 35 | Language Olympiads                                  | 1  | Mr. Amitavo Mondal, PGT(Eng.)           | I/C |  |
|    |                                                     | 2  | Dr. Binod Kumar Singh, PGT (Hindi.)     |     |  |
|    |                                                     | 3  | Mrs. A.Kundu, TGT (Eng)                 |     |  |
|    |                                                     | 4. | Mr.S.K.Majumder PRT                     |     |  |
| 36 | Grievance Redressal Committee                       | 1  | Mr. Ramesh Mandal, PGT(Eco.)            | I/C |  |
|    |                                                     | 2. | Mrs.A.Kundu, TGT(Eng)                   |     |  |
|    |                                                     | 3. | Mrs. Sarita Pandey, PRT                 |     |  |
|    |                                                     | 4. | Mrs. Sanjeevani, PRT                    |     |  |
| 37 | Awakened Citizen Programme                          | 1  | Mr. Sunil Prasad Ray, TGT (Maths)       | I/C |  |
|    |                                                     | 2  | Dr. Gajo Modi, TGT (Sanskrit)           |     |  |
|    |                                                     | 3  | Other Trained Teachers                  |     |  |
| 38 | Refreshment Committee                               | 1  | Mr. Sujit Banerjee, PGT (Maths)         |     |  |
|    |                                                     | 2  | Mr. Samar Bahadur Mallah, PGT (Physics) |     |  |
|    |                                                     | 3  | Mr. Sunil Prasad Ray, TGT (Maths)       |     |  |
|    |                                                     | 4  | Mrs. Shrilekha Upadhyay, PRT (Music     |     |  |
|    |                                                     | 5  | Mrs. Usha Kumari, JSA                   |     |  |
| 39 | UDISE Committee                                     | 1  | Mr. Sunil Prasad Ray, TGT (Maths)       |     |  |
|    |                                                     | 2  | Mr. Saurabh Kr. Majumdar, PRT           |     |  |
|    |                                                     | 3  | Mr. Ajeet Kumar, PRT                    |     |  |

Biplab Sarkar  
Principal