

PM SHRI KENDRIYA VIDYALAYA NO 1 (IIT) KHARAGPUR

LIST OF COMMITTEES 2026-2027

The following committees have been formed for the academic session 2026-2027 for smooth functioning of the Vidyalaya. Every committee In-charge shall be responsible for preparation of Annual Planner of all activities of his/her department and submit the same to Principal by 31st March 2026.

Rikisha Bhaumik

16.3.26 Principal
प्राचार्य / PRINCIPAL

SL.NO.	NAME OF COMMITTEE	NAME OF I/C AND MEMBERS	DUTIES
1	Flag Hoisting and Retreating Ceremony	Mr S C Das (I/C) Mr. Kishor kumar Pandit Mr Pallab Boxi Mr Jai Vardhana Mrs. Suparna Sen <i>Concerned House Master on duty must ensure that the House Flag is also displayed alongside the National Flag.</i>	• To ensure raising of National Flag every morning and its lowering before sunset in our KV. • To position the flag post at prominent place. • To follow Do's and Don'ts to honour our National Flag. • To ensure compliance of the Flag Code. Please refer https://www.mha.gov.in/sites/default/files/flagcodeofindia_070214.pdf • To ensure regular cleaning and changing of Vidyalaya Flag
2	Academic & Administrative Supervision	Dr. Rikisha Bhaumik, Principal Mr. S N Majhi, Head Master	• Supervision of secondary, middle, preparatory, and foundational classes, respectively. • Submission of class observation on PIMS (at least 2-3 per day)
3	Vidyalaya plan and Support	Mrs. Sathi Mazumdar (I/C) Ms. Sreya Bera, TGT (Eng.) Mr. Animesh Mahata, Librarian Mr. Jaivardhana, TGT (WE) Mr Parimal Tarai, SMT PRT	• Making of Vidyalaya Plan and School Development Plan in collaboration with various departments and committees for development of the school • Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal. • Assisting in smooth administration of the school by regularly keeping a tab on student enrolment and attendance. • Day wise enrolment and attendance report to be submitted to the principal.

4	Academic advisory	Ms. Nabaneeta Das, I/C <i>H. Das</i> Ms. Sathi Mazumdar, SMT PGT <i>MS</i> Mr N D Samanta <i>ND</i> Mr Mahendra Kumar <i>MS</i> Ms. Nivedita Sarkar <i>NS</i> * Mr. Rajesh Kumar <i>RK</i> Ms. Alpana Kumari <i>AK</i>	- The academic committee is responsible for imbibing the best practices to provide an improved academic system for the students. - Initiating R&D for coming up with new initiatives, innovations, and best practices for implementation in the school for the welfare of the students. - Documentation and record keeping of the initiatives and the effect on beneficiaries. - Planning for remedial intervention/ enrichment classes/Tarunotsav/ Special coaching/Workshops for students, etc. as and when required. - Monitoring the progress of all students with special focus on the low achieving students.
5	For Primary sections	Mr. Parimal Tarai, SMT PRT, I/C <i>PT</i> Mr. Debabrata Sarkar <i>DS</i>	- The committee is also accountable for conducting regular assessment of student's academic needs and suggest appropriate interventions for remedy. - Conducting academic award functions to honour students for academic excellence. - Interacting with the teachers and directing them on their academic duties. It is the sole responsibility of Academic I/C to check the academic activities of teachers. He will prepare plan and schedule for Notebooks (C/W & H/W) checking. - Preparing academic calendar department-wise for 2026-27.
6	Accounts Committee	Dr. Rikisha Bhaumik, Chairperson <i>RB</i> Mr. Avinash Tiwari, PGT (Commerce) - Convener <i>AT</i> Mr. Deepak Dwivedi, PGT (Economics) <i>DD</i> Mr. Devendra Kumar, PGT (Math) <i>DK</i> Mr. Amrit Kumar, ISA <i>AK</i> <i>Mr. Debutare (ISA on deputation)</i>	- The primary role of Accounts Committee is to oversee the school's financial transactions, review annual budgets, annual accounts, tally entries, and ensure compliance with accounting norms. - The committee would aim to ensure transparency, accuracy, and proper financial management, fostering a culture of accountability.
7	UBI fees Collection	Mr. Deepak Dwivedi I/C <i>DD</i> Computer Instructor 1 ----- Computer Instructor 2 ----- *MS. Banita Behera	- To monitor activities of UBI fees collection. - To make entry on KV Web Portal. - To send fee defaulter report to parents and stakeholders. - To ensure timely submission of quarterly fees by all classes.

	Monthly monitoring of fee and enrolment after checking TC.	<i>Ms. Deepali</i> Mr. Amrit Kumar Singh <i>AS</i> Mr. Biswajit Shit, DEO <i>Bshit</i> All Class teachers and Co-Class teachers TGT (Math) 1 ----- TGT (Math) 2 -----	• Submit a quarterly consolidated report to the principal • To notify cases of non-payment of fees and recommendation for fee concessions, if any as per the KVS rules.
3	Vidyalaya Website & ICT Monthly Report A-Secondary B-Primary	Mr Anuj Kumar, I/C <i>17/3/26</i> <i>PGT CS</i> Mr. Manish <i>MS</i> Ms Agomoni Sen <i>AS</i> ----- Computer Instructor 1 Mr. Parimal Tarai, I/C <i>Parimal</i> Mr Vijay Meena <i>Vijay</i> ----- Computer Instructor 2	• Update Vidyalaya website once in every fortnight and as when it is required. • Updating of Enrolment of student's class-wise and section-wise. Staff vacancy position. • Computer infrastructure data and ICT monthly report to be submitted. • Other allied information that is required by KVS. • Note: The committee members are responsible for the website updating through coordination with respective department heads.
9	Official social media channels (Facebook, Instagram, X, You Tube Channel)	Ms Agomoni Sen I/c <i>AS</i> PGT English 1 (Creative posts) Ms. Sreya Bera, <i>Sreya</i> Ms. Arpita Bhunia <i>Arpita</i> Dr. Manisha Sharma (Documentation - Secondary) <i>Manisha</i> Mr Goutam Karmakar (Good quality photos & videos) Mr Pallab Boxi (Videos) <i>Pallab</i>	• Regular updating of all important events and activities done for students in form of good posts. • To follow up all work related to KV Social media accounts. • Regular filling of Google Sheets • Proper storage of all the photos and videos of every event. • Report making and compilation of all activities in a consolidated form in an album (physical and digital) for showcasing school activities whenever required.

		* Ms. Shubhangi Maheswari, I/c Primary (Documentation-Primary)	
10	Admission Committee	Mr N D Samanta (I/C) Mr. S C Das (Co-coordinator, Admission) * Ms. Niliina Kumari Ms. K Sitamahi Murmu Mr. Debabrata Sarkar Ms. Alpana Kumari * Mrs. Banita Behera, ASO * Mr. Amrit Singh, JSA Mr. Biswajit, DEO Computer Instructor 1	Responsibilities of Core Committee - Admission to all classes throughout the year including RTE as per KVS norms, with special focus on Class I, VI, and Balvatika admissions. - Ensuring strict compliance of KVS rules and norms as per latest KVS admission guidelines. - Planning & Conducting of Admission Test for IX. - Monthly review Meetings on admissions (till Nov 30) to be done and report to be submitted every month to the Principal. - Maintenance of register of data required for submission to KVS (HQ). Proper documentation as per the prescribed format to be ensured. - Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work. - Every month Enrolment of the Vidyalaya has to be collected and checked by the department and submit the same to the Principal-This has to be done a day prior to last working day of the month. - Every month vacancy of each class & section-wise details are to be recorded in the admission register and submitted to Principal. This has to be done a day prior to last working day of the month (Accurate and exact vacancy positions to be notified).
11	GeM	Mr. Avinash Tiwari I/C Mr. Vijay Kumar Meena * Mrs. Banita Behera * Mr. Amrit Kumar Singh	- To estimate the requirements in the beginning of the academic year by collecting the annual requirements from every stock holder. - To ensure that all kinds of procurement being done in school is done through GeM after following the prescribed purchase procedure. - To procure the required items following the purchase procedure as per GFR 2017.
	Local Purchase Committee as per GFR 2017 (to be changed every quarter)	Mrs. Sathi Mazumdar (I/C for Q1) Mr. T K Kar (I/C for Q2)	- To conduct market survey and collect quotation from local market. - To take items purchased into stock.

		Mr. N D Samanta (I/C for Q3) ✓ Mr. Deepak Dwivedi (I/c for Q4) ✓ Mr. P Tarai (I/C for Primary) ✓ Mr. Jai Vardhana ✓ ----- VMC member (Teacher Representative) & Respective Department In-charges)	• To ensure compliance of GFR 2017 for purchase and procurement. • Any other related work. • To monitor the need/requisitions for purchase of every department. • To carefully assess the need of items proposed for purchase by thorough investigation of the stock and bring into notice items required to be condemned in the session.
12	Discipline Committee	Mr N D Samanta, ✓ (I/C) Mr. Manish ✓ Mr Jai Vardhana ✓ Mr. P Tarai ✓ Mr Vijay K Meena ✓ Mr Pallab boxi) ✓ Ms. Nabaneeta Das ----- Counsellor ----- Special Educator Dr. Manisha Sharma ✓ Mrs Suparna Sen ✓ Ms. Veenashree ✓ Ms Rakhi ✓ & All Class Teachers/Co-Cl Teachers & All House Masters/Associate HMs	• Checking of student's uniform, late comers, students missing assembly. • Checking of students' behavior in and outside the class. Referring identified cases to the school counsellor. • Monitoring the movement of students in lines during arrival, recess, departure and to ensure safe passage of students. • Checking of students entry and exit in line from outside and inside school gates before morning assembly and after school hours. (Class teachers will also assist) • Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation. • Issuing intimation letters for indiscipline to the parents of the concerned student. Ensuring proper correspondence. • Monitoring of CCTV footage for vigil. • A monthly report on discipline proceedings & steps taken up and observations made have to be submitted to Principal. Proper record keeping of all cases of indiscipline arising in the session to be done in Discipline register. • Checking the Movement of students in corridor without out-passes and recording the same to intimate Principal. • Ensuring proper check and balance on regular days and on the days of special events to prevent

			any kind of indiscipline in advance. Issuing Yellow, Orange and Red Cards for Indiscipline. Monitoring of 'House on Duty' and 'Class on Duty' roster and providing supervision for ensuring discipline in the school at all times.
13	School Safety & Security Monitoring Committee (Standard Operating Procedure (SOP) for Disaster Management) <i>Including the security staff - attendance/leave/pay to be verified by Mr. S.C. Das</i>	Dr. Rikisha Bhaumik, Principal - Chairperson Mr Devendra Kumar (I/C) Mr Jai Vardhana Mr. Animesh Mahata Mr S C Das Mrs. Sreya Bera Mr. Manish Mr Parimal Tarai Mr Rohit K Gupta	- To ensure strict compliance to 'Guidelines on School Safety and Security', developed by the Department of School education & Literacy and NDMA, NCPCR for fixing the accountability of School Management in the matter of Safety and Security of Children studying in Government schools. - To read the SOPs prescribed for all kinds of security matter carefully and bring it to the notice of all the staff and the teachers of the school. - To develop a comprehensive school safety action plan to implement the guidelines and submit it to the principal. - To adhere to all the statutory guidelines issued by NDMA, NCPCR and KVS for student safety. - Allocate specific roles to different personnel and teachers as per the SOP and brief the staff about the action to be taken by them in any exigency. - Take preventive measures as given in the guidelines in consultation with the local police. - Keep the security personnel of the school on the alert. - Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents. - Conduct advance reconnaissance of the school with the help of the local police. - Hold Mock Drills & awareness program for students, teachers and staff at least twice a year i.e. April & Oct. - Ensure proper record keeping and documentation with photographs.
14	Furniture	Mr. Mukcen Khan, I/C Mr. Mahendra Kumar Mr. S C Das Mr. Manish Ms Zinia Mallick Mr. Parimal Tarai	- Proper upkeep and maintenance of all furniture of school. - Raising the indent of the Furniture required within the ceiling - Maintenance of furniture register & inventories in each class, lab, departments, library, office etc.

		* Mr. Rajesh Kumar Ms. Meenu Singh Mrs. Sabita Singh	• Preparation of list of repairable and broken furnitures. • Submission of requirements of shortage making inventory and monitoring. • Preparing the list of articles for condemnation for 2025-26 in the new format and keep ready for Physical Verification • Monitoring of all items under furniture department and report any damage or lapse. • Painting and repair of old furniture to be taken up, wherever possible.
5	School building Civil and Electrical Maintenance committee	Mr. Jaivardhan, I/C Mr. Manish Ms. Ku. Sitamani Murmu Mr. Parimal Tarai Ms Alpana Kumari Mr. Ashok Patra	• Raising the quotations for procurement of materials required for civil work. • Monitoring of Vidyalaya infrastructure development and works in progress through effective coordination with the concerned agencies (CCM, IIT or any other). • Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya and bring into the notice of Principal. • Monitoring and recording of civil work /repair work undertaken. • Preparing the estimates and submitting request for procurement of materials such as gitty (stone dust/stones), sand and cement etc. with clear justification. • Stock entry of the material purchased and proper usage of material purchased and record of the same in the stock register. • Certifying the proper usage of material at appropriate and required places. • Maintenance of Boards, Name Plates etc • Informing Principal, the areas of immediate attention.
16	Exam Department (Internal Examination) Primary Section	Mr Debabrata Sarkar, I/C Mr. Parimal Tarai * Ms. Shubhangi Maheshwari * Mr Rajesh Kumar Ms. Aprana Ms. Ritu Mandal	Responsibilities of core committee • Raising the indent for the papers and other important requirement well in advance for smooth conduct of exam. • Planning & conducting of PT/HY/SEE Exam as per schedule and KVS norms. • Ensure fair conduct and bring into notice any unfair mean cases to the principal. Maintain such records.

	Secondary Section	Ms. Nabaneeta Das I/C Mr. Manish Kumar Ms Sreya Bera Ms Susmita Thakur Mr. Somnath Chatterjee Mr. Ashok Patra	• Listing out absentees as per the attendance criteria for appearing in exam and Planning conducting Re-tests. • Timely intimation must be sent to parents for attendance shortage. • To prepare the result analysis of internal exam and maintaining the record in an appropriate manner. • Timely filling of all information in the Google Sheet from KVS RO regarding examination. • Distribution of Report cards to class Teachers. • Distribution of the split-up syllabus supplied by R.O to teachers and students. • Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work. • It is mandatory for all the question paper setter to provide the question paper both in soft and hard copies duly computerized, without which Exam Department shall not accept the papers anything hand written. • Ms Nabaneeta Das will monitor the entire department proceedings and make sure that all wings of her department are functional appropriately.
17	CBSE(X/XII) And External Examinations (JEE/NEET/CUE T/SAFAL)	Mr. Tapan Kumar Kar, I/C Mr. N D Samanta Mrs. Nivedita Sarkar Mr. Marish Mr. Mahendra Kumar Mr. Ashok Patra	• Smooth and fair conduct of the exam as per the guidelines. • Moderation and promotion rules • Record maintenance and proper documentation • All other work as per the mandate. • Other financial works to be monitored like remunerations, fees, etc.
	NIOS	Mr. S Barua I/C Mr. S C Das Mr A Mahata Mr Manish Mr Rohit Gupta	• Smooth and fair conduct of the exam as per the guidelines. • Record maintenance and proper documentation. • All other work as per the mandate. • Other financial works to be monitored like remunerations, fees, etc.

Time Table

A-Secondary
Department**Mr. Deepak Dwivedi,**

I/C

Mr. A Mahata

Ms. Zinia Mallik

Mr. Mahendra Kumar

Ms. K Sitamani Murmu

B-Primary
Department**Mr. Parimal Tarai,**

I/C

Mr. Vijay Kumar Meena

Co-I/c

Ms. Veenashree

Ms Meenu Singh

- Planning a calendar of activities of the department such as on which dates Medical checkup has to be carried out.
- Planning with doctor for a medical checkup for children twice a year. Collection of medical Certificate from class teachers.
- Keep first aid item readily available in staff room, sports room and Principal room. After the medical checkup, getting the cards bound and kept as a record.
- List of students with special medical needs (congenital defects/ disorders /chronic diseases/medical conditions, etc.) must be kept and all assistance extended to them as per provisions.
- Preparation of class & teacher's Time Table as per KVS norms.
- First period arrangement has to be announced in assembly itself.
- Preparation of special Time Table for Board classes, Remedial classes, Classes for slow learners and zero period.
- Monitoring of bell-timing.
- Distribution of Registers to all the class monitors to note every day's activity period-wise.
- Collecting the registers and submitting the same to Principal for his supervision.
- Random checking for teachers attending the classes during their arrangement.
- To ensure no teacher who is absent is left without arrangement.
- 1st period time table should be announced by teacher in charge during morning Assembly itself.
- Responsibilities of Supporting staff (sub staff) to be explicitly laid down in the daily time table
- Showing the arrangement sheet to teacher and obtaining the signature.
- Displaying the arrangement sheet in prominent places of the Vidyalaya and office copy for record to be maintained.
- Co-ordinating with the Counsellor and Special Educator through Google Sheet for

			accommodating individual counselling sessions and special education classes.
CCA		Ms. Ellora Sinha, I/C	• Preparation and planning of Calendar of activities for 2026-27.
A-Secondary Section	*	Mr. Mukeen Khan, Co-I/c	• Preparation of Days to be observed and celebrated in the year 2026-27.
		Dr. Manisha Sharma	• House distribution activity. Selection and celebration of School Captains and Vice Captains under student's council.
		Mr. S C Das	• CCA material Purchase and maintenance of stock register
		Ms. Agomoni Sen	• Planning preparation and Celebration of Annual Day
			• Duty allotment and monitoring of assembly program.
B-Primary		Mr Arpit Pandey, I/C	Checking of the information on the display boards/bulletin boards/notice boards/ in Principal chamber, VP chamber, office, corridor and class rooms. Duties must be assigned for proper maintenance of display boards of all classes and corridors.
		Mrs. Suparna Sen, Co-I/c	• Theme selection for every month and carrying out the suggested activities.
		Ms Rakhi	• Maintaining the record of achievements of the students of house and transparency in the result process. maintaining
		Ms. Meenu Singh	• Important announcements in the assembly, planning & preparing students for various activities. For this, the CCA I/c or deputy has to Principal to note the next day's announcements.
		Ms. Veenashree	• Important dates shall be collected and be celebrated appropriately.
		Ms. Akansha Pandey	

			- The committee can suggest changes/additions to programs under CCA to the Principal. - Organization of felicitation and prize distribution ceremonies for students. - AKAM and EBSB
21	CS-54 and CS-11 Fees Record (Pay Bill checking)	Ms Banita Behera, ASO, I/c Mr Avinash Tiwari, CO-I/c Mr. Deepak Dwivedi Mr Amrit Kumar Singh	- Maintenance of CS-54 and CS-11 & its verification every month. - The committee is responsible for submitting every month the statements of CS-54 and CS-11. - The committee is responsible for preparing and submitting CS-54 and CS-11.
22	Teaching Aids A.V Aids A-Secondary B-Primary	Mr Devendra Kumar, I/C Mr. Jai Vardhana Mr. Mahendra Kumar Ms. Meenu Singh, I/c Mr. Parimal Tarai, Co-I/c Mr. Rohit Gupta	- Procurement of Audio Visual and teaching aids. - Upkeep of audio visuals and teaching aids. - To make teachers aware about the availability of Audio Visual and teaching aids to be used by the teachers.
23	Educational Excursion (Planning year calendar & Plan of action) A-Secondary section B-Primary Section	Mr. N D Samanta, I/C Mr. Tapan Kumar Kar Ms Sushmita Thakur Mr. Arpit Pandey, I/C Ms. Rakhi Ms Shubhangi Maheshwari Mr. Debabrata Sarkar	- Planning of educational tour for different classes as per schedule given by the KVS. - Deciding the places to visit through formal discussions with Principals and submit a report through the register meant for the purpose of excursions to children. - Taking students to local places of educational and tourist interest after taking NOCs. - Planning safety measures, communicating parents through DO Letters, charting the buses, contacting the visiting places, taking permissions etc., are the responsibilities of the committee and submitting a final report for modifications and necessary approval.
24	Press & Bouquet presentations to dignitaries on special occasions	Mr. Mahendra Kumar, I/c Ms. Sathi Mazumdar Ms Agomoni Sen	Arrangement of local journalists/press personnel and photographer/ Videographer for important functions.

NOTE:

		Mr. Vijay Kumar Meena Ms. Suparna Sen Ms. Ellora Sinha Mr. Rohit K Gupta	• Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise. • During the inspections, Albums have to be presented to Inspection officers. Proper documentation of all media presence for the session must be ensured.
5	Career Guidance and Counselling (To Plan and fix the dates) A- Secondary B-Primary	Ms. Sathi Mazumdar I/C Ms Susmita Thakur Mr. Animesh Mahata Mr. Mahendra Kumar Guidance Counsellor Special Educator Mr. Parimal Tarai, I/C Ms. Rakhi Ms. Alpana Mr. Rohit	• Year Planner for counselling sessions shall be prepared by I/C of the committee. A minimum of 06 (six) such counselling sessions shall be planned and be organized and reporting is mandatory. • Collection of information and providing to students. Arrangement of Guest Lectures. • Monthly report has to be submitted on activities undertaken for providing information to the students- Please use a separate register. • Weekly roster of the individual counselling session and special education classes has to be maintained and report submitted to the Principal.
6	Primary Education- (Core committee)	Mr. Satyananda Majhi I/C Mr. Parimal Tarai, Mr. Debabrata Sarkar, Mr. Arpit Pandey Ms Meenu Singh Mrs. Suparna Sen	• Yearly Planner shall be prepared by each head. • Planning and preparation Calendar of activities. • Supervision of Primary classes. All the new entries may be supervised with the help of Sr. PRT's & Academic Coordinator & PGT's of the Vidyalaya, so that necessary help can be given to them to understand about NIPUN/CMP work and FLN/CCE/Back to Basic work/learning outcomes. • Maintaining the bank of Worksheets on yearly basis and getting the book of worksheets bound and display in CMP room. All works related to primary education. • Maintaining NIPUN/CMP, FLN& CCE Records, back to basic records. Formation of Committees for various occasions for primary wing for smooth conduct of Primary wing. A monthly report on activities undertaken by the Primary wing • Ensuring attainment of FLN by all primary students. Identification of students in need of intervention must be done for taking remedial measures. • Fun Day must be re-organised in a manner that students are productively engaged.

			- Regular monitoring of the attendance of students - Conduct of NIPUN activities and ensuring the preparation for NIPUN meetings
27	Sports Committee A-Secondary B-Primary	Mr. Jaivardhana, I/c Mr Pallab Boxi Co- I/C Mr. Kishor Kr. Pandit Ms. K Sitamani Murmu Mr. Manish Ms Zinia Mallick Ms. Agomoni Sen Mr. Rohit K Gupta, I/C Mr. Arpit Pandey Ms Alpana Kumari Ms Meenu Singh	Planning Vidyalaya calendar) sports activities, (Year calendar) - Monitoring blocks period. - Purchasing required material. - Arrangement of sports meets as per KVS norms - Planning and conducting Annual Sports Day celebration for 2026-27
28	A. Scout Guide and Cubs and Bulbul B. NCC & Kanyashree Scheme * Mr. S.C. Das	Mr. S C Das I/C (Scout & Cub) Mrs Nivedita Sarkar, I/c Guides and Bulbuls Mr. N D Samanta Mr Manish Mrs Ellora Sinha Primary: Ms. Rakhi, I/c Mrs Suparna Sen, I/C (Guide & Bulbul) Mr. Arpit Pandey, I/C (Scout & Cub) Ms Rakhi Ms. Veena Shri Ms. Ritu Mandal Mr. Manish, I/C Ms. Julekha Khatun Mr. Prasant Bid Mr. Rohit	- Registration of units. - Fresh registration for Pravesh, Cubs & Bulbuls. - Conducting upgrading camps & celebrations related to Scout. - Taking up Community development and service works once in a month. - Submitting monthly Reports & carrying out other work related. To take up all the activities as per norms of NCC. Coordinating with state agencies for effective Implementation of Kanyashree Scheme in the Vidyalaya.
29	Subject Committee	In Charge	Every month these committees invariably sit and discuss on agenda that is pre-decided and got approved by

A-Secondary			Principal. The agenda shall be on the following points. These points are suggestive but not exhaustive and teacher Head can explore more and make committee meeting a novel and noble sitting so that a fruitful outcome is realized.
Science	Mrs. S Mazumdar		
Maths	Mr. Devendra Kumar		Split up syllabus month wise and teacher wise.
Social Science	Mr. N D Samanta		Project work-term wise. Weightage of marks to each topic.
Computer	Mr. Anuj Kumar, PGTCs	17/12/26	Evaluation scheme. Practical work.
Hindi & Sanskrit	* Mr. Mukeen Khan		Class room activities and teaching aids. Model question paper.
English	* Mrs. Pallabi Ghoshal/ Ms Bhanu Kumari		Identification of slow learners and gifted children and remedial action.
B-Primary			Under achievers/slow learners identification.
English	Mr. Debabrata		Strategy for effective monitoring for students improvements. Educational tour.
Hindi	Mr. Arpit Pandey		Class activities, Exhibition. Exam-PT/MT/HY/SEE.
Maths	Mr. Parimal Tarai		Preparation of subject magazine.
EVs/TWAU	* Mr. Rajesh Kumar		CCE work, NIPUN/FLN, Back to basic files/Subject enrichment activities and Files of Cycle test/CT/MT/Remedial class test carried out topic-wise by the teachers.
Vocational Education (PHE, Yoga, WE, Art & Music) for both Primary & Secondary	Mr. Jai Vardhana, I/C Mr. Pallab Boxi Mr. Kishor kr. Pandit Yoga Instructor Ms. Agomoni Sen Mr. Goutam Karmakar Ms. Suparna Sen Counsellor Special Educator		- Innovations taken up and the reports thereof. - The Vocational Education committee will also hold a monthly meeting to discuss the implementation of their curriculum as per NEP 2020 and new time table guidelines. The committee will be responsible for planning such activities aligning with the PM SHRI activities and suggest measure for encouraging students in these spheres, They will also identify special talent among students related to their respective field and keep a list as record.
10	Library Advisory Council	Mr. Animesh Mahata (I/C)	Maintenance and upkeep of the library and the books available in the library.

NOTE:

		PGT English 2 TGT English 3 * Mr. Mukeen Khan Mr. S C Das Student member (IX) Student member (XI)	- Ensuring that the sanctity of library as a reading place is maintained by all students and teachers. - Planning and preparing the books for condemnation. - Supervising the library activities undertaken by the teachers in primary section and seeking a report on monthly basis. A consolidated report of usage of library periods by primary class student must be submitted to the Principal after consulting the HM. - Raising the requirement of books taking the list from students of classes XI and XII and respective subject teachers. - Submission of requisition to Principal for procurement through the committee. Strictly following Library Policy of KVS. Improving library service and its monitoring. - Organize activities for orientation and awareness of developing reading skills among students. - Maintain a ready catalogue of various genres of books available in the library. This must be properly displayed. - Display board and newspaper stand to be regularly maintained. - Note: Library I/C to prepare a Yearly planner of activities and submit to Principal.
31	Club Activities: Value Education & Integrity Club A-Secondary B-Primary	* Mr. Mahendra Kr, I/C PGT History Ms Sreya Bera Mr. Animesh Mahata Ms. Alpana, I/C Ms Nimisha Singh * Mr Rajesh	- Preparation of Annual calendar of value based education programs and activities. - Conducting of value education program as per KVS guidelines.
32	Eco Club A-Secondary B-Primary	* Ms. Susmita Thakur, I/C Kumari Sitamani Murmu Ms. Nivedita Thakur Ms. Sathi Mazumdar * Ms Nimisha, I/c * Ms. Shubhangi Maheshwari * Mr Rajesh Kumar	- Conducting activities related to the Club. - Nurturing eco-friendly ways of living among students through organization of various activities. - Promoting Green school activities.

33	Literary Club (English Club) (Hindi & Sanskrit Club) * A-Secondary * B-Primary	Ms. Sreya Bera I/C Ms Bhanu Kumari PGT 2 Mr. Mukteen Khan Mr. S C Das All language teachers Mr. Debabrata, I/C Mr. Arpit Pandey Ms. Nimisha Ms. Veena Shri Ms. Meenu Singh	- Conducting various events such as debates, essay writing, just a minute, and similar competitions and events - Organizing activities that provide opportunities to develop the communication skills. - Conducting activities including Skit, Slogan writing, Story writing/ Play Writing. Paraphrasing a poem, etc. - Inculcating a love for literature among the students. - Identify students with literary aptitude and keep a record.
34	Science Club	Mrs S Mazumdar I/C Mr. Tapan Kumar Kar Ms. N.Das Ms. Susmita Thakur Kumari Sitamani Murmu Mr. Showvik Barua Mrs Ellora Sinha	- Nurturing of scientific aptitude and develop interest in scientific process. - To promote inquisitiveness among the school students and inculcate scientific temper among them. - To trigger interest among the students in science. - To encourage, motivate and equip the students in applications of science and its interface with society through science circles. - Planning and organization of science exhibition, NCSC, Science fairs, etc.
35	Math's Club	Mr Devendra Kumar, I/C Mr Satyabrata Sahu Mr S Chatterjee Mr S Sahu Mr Mati Lal Sen Mr Vijay Kumar Meena I/c Ms. Shubhangi & all Math Teachers	- To develop students' level of Math skills, interest and knowledge. - Conduct activities to enhance math learning by using games, activities, Math Puzzles and mock competitions. - Students to be engaged in purposeful math circles - Maintenance and effective utilization of Math lab for improving learning of Mathematics. - Identify students with numerical aptitude and keep a record. - To participate in KVS and CBSE competitions related to Math
36	Readers' Club	Mr. A. Mahata I/C Mr Mukteen Khan Ms Pallabi Ghoshal Mr S C Das Mr Mahendra Kumar Ms. Nimisha Student's Members	- Conducting activities related to the Club - Providing a platform for students to narrate, discuss and reflect on what is read. - Organization of activities to promote reading among the students and gives the opportunity to present book reviews regularly. Creativity, analytical and critical skills of the students to be enhanced.

37	Heritage Club (Toursim & Heritage)	Mr N D Samanta, I/C ✓ Mr Deepak Dwivedi ✓ Mr Mahendra Kumar ✓	- Conducting activities related to the Club - To raise awareness about preserving the heritage of the country - Awareness program on traditional Agriculture, food habits, Folklore and heritage knowledge with children and students, etc.
38	Nature Club	Mrs S Mazumdar I/C ✓ Ms N Das ✓ Ms Susmita Thakur ✓ Ms. Sitamani Murmu ✓	- Conducting activities related to the Club - Conduct of various activities such as Plantation Day, Vermicomposting of biodegradable waste, maintenance of Butterfly Garden, Herbal Garden, nature trail etc., throughout the year
39	Yuva Tourism club	Dr. Manisha Sharma, I/C ✓ Mr N D Samanta ✓ Mr Arpit Pandey ✓	To take up all the activities as per directions received and guidelines
40	Recreation Club (Movie Watching) Primary Resource Room & Computer Lab (Primary) & use of eVidya Channel	Mr. Rajesh Kumar, I/C ✓ Mr. Parimal Tarai ✓ Ms Rakhi ✓ Ms Veena Shri ✓ Mr Debabrata Sarkar ✓ Mr Rohit Kumar Gupta ✓ Computer Instructor (Primary) ✓	- The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose of effective functioning of Primary Wing. - Planning of NIPUN/CMP room usage by PRTS. - Exploring resources planning and developing room to ensure strengthen of primary education. - Acquiring material, teaching aids, CD's books, play material etc., to display in the NIPUN/CMP to make it a better resource room. - Re-charging of Dish TV activation and prepare a plan to show film shows live on Dish TV - Planner has to be submitted by the Committee. - Monthly Report Submitting a report on activities taken up.
41	AI & Robotics Club	Mr. Anuj Kumar, I/c ✓ PGT CS ✓ Computer Instructor 1 ✓ Computer Instructor 2 ✓	- To elicit interest of students in programming, AI, and robotics for development of model/prototype which have real life applications. - To carry out activities for students. - To keep record of all such activities along with photographs. - To create a pool of like minded students with interest in AI. - Sensitize students about cybercrime and encouraging safe netiquettes and cyber safety norms. - A minimum of three activities per term and six in overall under the club must be organized.
42	Photography Club	Ms. Agomoni Sen I/c ✓ Mr. Goutam Karmakar ✓ Mr. Vijay Meena ✓ Mr. Pallab Boxi ✓	- To enable students to understand the art of photography and be able to take beautiful shots. - To plan and carry out activities for students. - To keep record of all such activities along with photographs - A minimum of three activities per term and six in overall under the club must be organized.
43	Health Club/AEP conducting planning & a minimum of 6 sessions in each term	Mrs S Mazumdar, I/C ✓ Ms. Kumari Sitamani ✓ Murmu ✓ Ms. Susmita Thakur ✓ Mr Animesh Mahata ✓	Organizing PT meeting, creating awareness among parents and children about the changes in adolescent (adult) stage, Awareness about sexual diseases, Solution for stress related problems.

		Ms Sayanee Bera Ms Sreya Bera	Planning, Preparation and conducting the programs. Every 10 th of month AEP classes are to be conducted on core issue. Submitting a monthly report to Principal.
	Primary Resource Room & Computer Lab (Primary) – Use of Novel pedagogical Approaches in Classroom	* Mr. Rajesh Kumar I/C Mr. Parimal Tarai Ms Rakhi Ms Veena Shree Mr Debabrata Sarkar Mr Rohit Ku. Gupta Computer Instructors	- The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose of effective functioning of Primary Wing. - Planning of NIPUN/CMP room usage by PRTs. - Exploring resources planning and developing room to ensure strengthen of primary education. - Acquiring material, teaching aids, CD's books, play material etc., to display in the NIPUN/CMP to make it a better resource room. - Re-charging of Dish TV activation and prepare a plan to show film shows live on Dish TV - Planner has to be submitted by the Committee. - Monthly Report Submitting a report on activities taken up.
15	AURO SCHOLAR & PROJECT INCLUSION	Ms Suparna Sen, Preparatory & PS	Conduct of activities and record keeping for timely submission of reports.
46	Result Moderation A-Secondary Section B-Primary Section	Ms. N.Das, I/C Mrs Sathi Mazumdar Mr T K Kar Mr N D Samanta All Subject Committee In-Charges Mr. Debabrata Sarkar I/C All Subject Committee In-charges	- To decide the hard and difficult cases. - Formulating the criteria to decide class wise result of borderline cases as per KVS Guidelines.
47	Hygiene and Sanitation (Cleanliness of Vidyalaya and Surroundings), Drinking water availability, and floor-wise discipline monitoring duty Including Engagement of Conservancy staff (their pay/attendance/leave) related matter.	Mr. Manish, I/C Ms Sreya Bera (3rd Floor) Mr. S C Das (2nd Floor) Mrs. S Mazumdar (1st Floor) Mr. Jai Vardhana (Drinking Water points) Mr. Manish (Field) Mr. Ashok Patra (All Boys Toilets) Ms. Sabita Singh (All Girls toilets) PRIMARY: Ms. Suparna Sen (Ground Floor) * Mr. Rajesh (1st Floor) Mr. Parimal Tarai (2nd Floor)	- Supervising the work of conservancy staff, monitoring the areas demarcated to them for ensuring cleanliness and hygiene in school. - Checking cleanliness in toilet and other places, daily pursuing sweeper to work promptly. - Submitting Monthly report on observations. - The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets. - Please ensure that the labours use disinfectants. - Keep the contact number of the contractor responsible for and update him with the problems observed. The undersigned confident on the team constituted as they execute the work promptly. - Once in every week, the committee shall go round the Vidyalaya exterior view and find out the growths in the wall and the surroundings. - Plan the cleaning campaign and get the work done with the help of contractor/Labour. - Submit the requisition and report on the work completion.

		Ms. Veena Shri-Girls Toilet Mr. Rohit Gupta-Boys Toilet All Class teachers/Co-Class teachers to ensure cleanliness of their respective classrooms.	
48	Beautification & Gardening	Ms Sitamani Murmu I/C Mrs. Sathi Mazumdar, Co-I/c Ms. Zinia Mallick Ms Agomoni Sen Mrs Sabita Singh Ms Rakhi Ms. Susmita Thakur Ms. Veena Sri Mr. Arpit Pandey	- Garden and aquarium maintenance observation and making suggestions to gardener. - Monthly review of garden and suggestions to improvement. - Submitting of monthly review of garden & Beautification of Vidyalaya. - Raising the requirement for Gardening needs an Vidyalaya beautification.
49	Students' council committee	Mrs. Ellora Sinha I/C (Secondary) & All Respective House Masters Mrs. Suparna Sen (Primary) I/C & All Respective House Masters	- Planning a calendar of Students' council meeting to discuss about various academic activities of the Vidyalaya. - Planning for house wise activities. - House on duty chart to be prepared - Students of house on duty must be involved in maintaining discipline in school. - Review of Attendance registers once in every 15 days and communicating. - Syllabus coverage from classes VI to XII once in a month.
50	Exhibition Committee- Science	Mr. Tapan Kumar Kar, I/C Mrs. Sathi Mazumdar Ms. N. Das Mr Shouvik Barua Ms. Susmita Thakur Ms Ku. Sitamani Murmu & All Science, Maths, Computer science teacher. Anuj Kumar, P.T.C.	- Plan the exhibition themes and models in advance and start synopsis preparation. - Conduct mock exhibition well before the exhibitions scheduled as per KVS. - Decide the best models and the suggestions for Improvement. - Get the new models ready before the exhibition to begin. - Note: As far as Science exhibition is concerned, the In-charge teacher will discuss with Principal on all the modalities to be observed and record in the Science department minutes register.
51	Exhibition Committee- Social Science	Mr. N D Samanta, I/C Ms. Pallabi Ghoshal Mr Deepak Dwivedi Mr. Mahendra Kumar Ms Julekha Khatun Ms Urmila Mandal Ms Sayane Bera Primary:	- Plan the exhibition themes and models in advance and start synopsis preparation. - Conduct mock exhibition well before the exhibitions scheduled as per KVS. - Decide the best models and the suggestions for improvement. - Get the new models ready before the exhibition to begin.

		Ms. Meenu Singh Mr. Debabrata Sarkar Ms. Aprana Mr. Rohit Gupta	Note: 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. • To conduct all social science/EVS related activities
	Reception Refreshment & Committee for all the occasions	Ms. Sathi Mazumdar I/C Mr. Animesh Mahata Ms. N Das * Ms Shubhangi Maheswari Ms. Sreya Bera * Mr. Rajesh Kumar Ms. Ritu Mandal Ms. Sabita Singh	• The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection. • Refreshment procurement and arrangement is another vital responsibility shall be done meticulously. • Fixing and arranging the arena for refreshment of Guests and teachers and volunteers during big events. • The entire infrastructure required (spoons, plates, cups, saucers, drinking water etc.) for smooth conduct of refreshment distribution though proper work distribution amongst is the main responsibility to be executed meticulously. • Note: 11th hour planning or doing be avoided for important events. All the events that go with external guest are always important and shall go without any hiccups. Postponing is bad attitude, so avoid it.
53	Vidyalaya Magazine	* Mr. Mukcen Khan I/C Mr. S C Das * Ms Bhanu Kumari PGT 2 * Ms Arpita Bhunia	• Overall Planning of the magazine collection as per fixed schedule. • Collect the materials and keep updating them periodically. • Prize recipients (students, teachers) shall be asked to give their photographs. Teachers/officers/officials retiring from services shall have a space to be part of Vidyalaya Magazine. • The magazine collection and compilation work shall be completed before December 2025. Responsible for the planning quarterly Newsletter for Primary lines of previous year. Dates of unveiling the Newsletter shall be decided through a planner and accordingly the work has to be conducted and kept ready. • Every quarterly the Newsletter has to go to Regional Office to update then on the work & conduct of the Vidyalaya primary wing
	Quarterly News Letter for Primary Committee	Ms. Meenu Singh I/C Ms. Nimisha Mr Debabrata Ms. Alpana	
54	R.T.I & Parliament Questions Reply	* Ms Banita Behera, ASO I/c * Mr Amrit Kumar Singh, JSA * Mr. Mukcen Khan Concerned In-charges	• To attend the queries made under RTI and ensure their response is made on or before the stipulated date. • Collect data/information to be incorporated in the reply of such letters. • The members and I/C to keep them updated with the rules and procedures regarding RTI act.
55	Raj Bhasha Committee	* Mr. Mukcen Khan I/C * Ms. Nilima Kumari	• Periodical reports shall be prepared as per the schedule and without any reminder from Head of

		Mr. Manish ✓ Ms. Manisha Sharma ✓ Mr. S C Das ✓ Mr Arpit Pandey ✓ * Ms Banita Behera, ASO * Mr Amrit Kumar Singh, JSA ✓	the Institution. So, the committee requires some plan for Raj Bhasha implementation. • Yearly planner may be prepared for the purpose • Hindi Pakhwada has been the sole work, we do Raj Bhasha. • So, the committee is responsible to plan some more activities prior to Hindi Pakhwada and conduct through Hindi classes and CCA activities and CCE activities so that, the report sent to KV about the Raj Bhasha implementation will be decorative and acceptable. • Every month a test on intricacies of Raj Bhasha has to be conducted for teachers.
56	TA/DA, Medical, CEA & LTC bills settlement committee	* Ms Banita Behera, ASO I/c ✓ * Mr Amrit Kumar Singh, JSA ✓ Mr Avinash Tiwari ✓ Mr Deepak Dwivedi ✓ Mr Devendra Kumar ✓	• The committee will maintain a register and record month-wise Submission of bills. • The committee will maintain a record month-wise settlement of bills in the same register. • The committee shall be held responsible if, they do not follow the DOPT orders and admissibility criteria in settlement of bills. • The committee will make settlement of bills either based on 7th pay commission rules. • In the event they follow 7th Pay commission rule every TA/DA claim shall have proper bills and vouchers duly numbered indicating the number of pages given / enclosed with TA/DA bill. • After settlement, concerned employee shall be called and be shown the settlement for transparency and to redress his/her grievance.
57	Income Tax and Form 16	Mr Devendra Kumar, I/C ✓ Mr Avinash Tiwari ✓ Mr Deepak Dwivedi ✓ Mr Jai Vardhana ✓ * Ms Banita Behera, ASO * Mr Amrit Kumar, JSA ✓	• The committee will maintain a register and record month-wise collection of income tax. • The committee will coordinate with office and CA who is looking after the Vidyalaya income tax work and ensure submission of all the documents. • The committee has to review the income tax collection and challan submissions every month and record the Bank challans with challan numbers and dates. • The committee is authorized to speak to CA and note down the procedure of completing the work of Income tax within stipulated time
58	T.C preparation Committee A-Secondary Section B-Primary Section	Mrs Ellora Sinha I/C ✓ Mrs. Sabita Singh ✓ Mr Parimal Tarai I/C ✓ Ms. Rakhi ✓	• The committees for Primary and Secondary are responsible to prepare and verify amongst and submit the completed TCs for Principal's signature. • If one member of the committee prepares the TC then other member will check the data entered and sign in checkers column. • The committee is required to check the details such as fee payment; no dues of all departments/class teacher signature with date and Name. • TCs are vital documents of a child's life. So, committee is required to be very careful while writing the data in T.C books of KVS.

Parent Teacher Meeting-I-V Meeting to be called in August/Dec & Jan Parent Teacher Meeting Classes VI to XII Meeting to be called in August/Dec & Jan Parent Teacher association	Mrs. Sathi Mazumdar I/C (Secondary) Mr. S C Das (I/c Middle School) Mr. Parimal Tarai I/C (Primary) Ms. Meenu Singh and All the Class Teachers	- To plan for periodical meetings with the parents. - To invite the parents well in time and to ensure their presence. - To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A. - To plan for personal discussion with the parents of slow-learners for improvement. - To invite parents for their presence during important celebrations in the KV. - Month-wise report on meetings conducted shall be submitted to Principal. It is mandatory.
Grievance Committee (a) Students' Grievance Redressal Committee (b) Parents' Grievance Redressal Committee	Mrs Ellora Sinha, I/C Mr Mahendra Kumar Ms. Alpana	- To periodically open suggestion box at least once in a month. - To keep a record of suggestions or grievances received from the students, staff or parents. To maintain the minutes of the meetings
Sexual Harassment & Gender Sensitization (POCSO & POSH) Committee (Vidyalaya Level ICC)	Ms N Das, I/c Mrs Ellora Sinha Mrs Sathi Mazumdar Ms. Aprana * Ms. Shubhangi Maheswari	- Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees. To investigate the POCSO and POSH matters also. - Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment; Recommend appropriate punitive action against the guilty party to the Principal.
Staff room display	Mr. Mahendra Kumar I/C Mr. Manish Mr. Parimal Tarai Ms. Zinia Mallick	- To maintain staff room neat and clean. - To look after the proper management of Staff room and its requirements.
Alumni Association	Mr. Showvik Barua, I/C Mr N D Samanta Ms N Das Mr T K Kar Mrs. Parimal Tarai	- To maintain proper records of alumni of the Vidyalaya. - To arrange alumni meet in the Vidyalaya by discussing with the undersigned
Olympiads (Science & Maths) & VVM/NCSC/IAP T/NTSE/Green Olympiad/KVPY etc.	Mrs Sathi Mazumdar I/C Mr. Devendra K (Math Olympiad) Mrs. Susmita Thakur Ms. Ku. Sitamani Murmu Ms. Ritu Mandal	- To conduct all the Olympiads smoothly. - To make the students aware about the different kinds of Olympiads conducted in the Vidyalaya.
Staff Club	To be nominated by Staff	Welcome/farewell party to the new/outgoing staff and welfare activities to be organized.
Teacher's duty Chart at Recess, Arrival and Dispersal	Mr Jai Vardhana, I/C All House Masters	To depute teachers on duty during lunch time for the safety and security of students.

	Secondary Primary	Mr Parimal Tarai, I/C All House Masters	Teachers on duty will be totally responsible for safety and security of child in the ground and in the Vidyalaya premises.
67	Achievement register maintenance & Updating PM SHRI Activities	Ms Sushmita Thakur, I/C Ms. Agomoni Sen Dr. Manisha Sharma Ms. Shubhangi Maheshwari All department heads	- To maintain proper records of Vidyalaya Achievement. - To provide information regarding Vidyalaya achievement to RO and HQ whenever it is needed.
68	Morning Assembly	Dr. Manisha Sharma, I/C Mr. Mukteen Khan Mr. S C Das Ms. Agomoni Sen Ms. Suparna Sen, I/C Mr Arpit Pandey Ms Rakhi Ms Alpana Concerned Class Teachers/Co-Class Teachers Mr. Sandeep Kumar, T.G.T (Hindi)	- To plan the morning assembly programmes and allot the duty to the concerned H.M/ C.T. In addition, to check their preparation of the programme before presenting in the morning assembly. - Children's birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her. - To provide a greeting card & toffee. All students have to wish them by presenting birthday song. - Any other related work on VALUE EDUCATION - To prepare compact programme for developing good habits and moral value among the students. - To encourage the students on the observation of good habits & behavior and award them
69	Staff Meeting & recording of the minutes & Monthly DO to RO.	Mr. Mukteen Khan, I/C Ms Zinia Mallick	- To record the minutes of all staff meetings, P.T.A meetings, X & XII class P.T.A. meetings and to maintain records/files of the same. - To note down all important events/functions etc. held in Vidyalaya. - To prepare by monthly newsletter and to send to RO and other Officials of KVS
70	Fee concession & RTE	Mr. Deepak Dwivedi, I/C Mrs. Ellora Sinha Ms. Banita Behera, ASO Mr Amrit Kumar Singh, JSA & all class Teachers (From Class I to VIII)	The role of this committee is to prepare class-wise data of students who have been given Fee Concession of any kind. While in Primary; Fee concession/exemptions and RTE data has to be prepared in a register and to be submitted every month for a review of Principal.
71	Escort duty chart	Mr. N D Samanta, I/C (Male Teachers) Mrs. Sathi Mazumdar I/C (Female Teachers) Mr. S N Majhi, HM (Primary teachers)	- The committee will function under the supervision of Academic co-ordinator. - The role of this committee is to maintain utmost transparency in allocating the escort duties to teachers for various programs such as Exhibitions sports events etc. - As and when a programme is conducted, and then this committee shall plan for escort duty.

			• Allotment of duties and allocation of responsibilities shall have humane touch and committee shall give an ear to the genuine problems of all the teachers. • No repetition of duties allowed.
72	Staff Quarter maintenance and Allotment	Mr. Jai Vardhana, I/C Mr. Devendra Kumar Mr. Mukeen Khan Ms. Kumari Sitamani Murmu Mr. Shouvik Barua Mr. Animesh Mahata Ms. Agomoni Sen Mr. Rohit K Gupta	• To collect the application from the interested staff members. • To make panel according to KVS quarter allotment rules. • To look after the problems of staff quarter. • To collect the requisition for repairs & maintenance of quarters from the individual. • To classify the work under the heard of Civil, Electrical & Plumbing. • To survey the local market for requirement of materials. • To engage labour through reputed contractor. • To supervise the work of the labour.
73	Canteen Committee (Food & Cleanliness/Hygiene Audit)	Ms. N Sarkar I/C Mrs. Sathi Mazumdar Mr. D Kumar Mr. Parimal Tarai Mr. Vijay Kumar Meena	• Quarterly audit must be done to check cleanliness and food quality of the canteen. Report must be submitted to the Principal. • Ensure display of menu along with rate chart • Ensuring fire safety measures • Delivery system organization • Safe drinking water facility • Ensuring that no objectionable items are sold in the canteen or no objectionable activities are carried out in the school canteen. Principal to be immediately informed in case any such observation is made.
74	CCTS/PISA/SAFAL/PARAKH	Ms. Kumari Sitamani Murmu I/C Ms. Susmita Thakur Ms. Vijay K Meena	• To monitor the progress and send the data to KVS RO/HQ
75	Awakened Citizens Program	Ms. Zinia Mallick I/C Ms. Sushmita Thakur Ms. Nivedita Sarkar	• To monitor the progress and send the data to KVS RO/HQ
76	Anti-bullying/Anti-teasing Committee	Mr. N D Samanta, I/C Mr. Mukeen Khan Mrs. Sathi Mazumdar	• To remain Vigilant, protect children; create awareness among students conducting talks/seminars/dramas etc. • Involve students Council members actively. • Refer critical cases to Guidance Counsellor

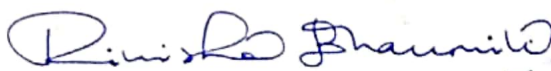
		Mr. Manish ✓ * Ms. Nilima Kumari ✓ Ms. Suparna Sen ✓ Ms Rakhi Rakhi * Ms Shubhangi Maheswari ✓ Mr Arpit Pandey ✓ Doctor Ms Roshni Rani Roshni Counsellor Ms Akansha Srivastav	Report cases of bullying to the Principal.
77	Internal Complaint Committee (ICC)	Dr. Rikisha Bhaumik, Convener ✓ Mrs Sathi Mazumdar, ✓ Ms Nabaneeta Das N. Das Ms Zinia Mallick Ms. Rakhi Rakhi NGO Member & member in KVS, RO, Committee	To remain Vigilant, to create awareness on Gender neutrality & POCSO act and to enquire into the cases of sexual harassment of Girl students and Women employees
78	CPD	Mrs Ellora Sinha I/C ✓ Ms Nivedita Sarkar Ms. Meenu Singh, I/C Primary ✓	- To make an annual planner for in house CPD activities. - Entry and verification of teachers entry on samagam portal.
79	Photography of Events /School Activities.	Ms Agomoni Sen, I/c ✓ Ms. Alpina ✓	- To keep the event wise date wise photographs in computer system and also to put these photographs on social media platforms - Display of latest photographs on the display boards.
80	UDISE & IIT ERP System	Mr Avinash Tiwari I/C ✓ Mr. Shouvik Barua, Co-I/c All the Class Teachers with the Help of both Computer Instructors	- All the teachers will carry out the works in accordance of the guidelines of UDISE under the co-ordination of I/C. - The entry and exit of all outsider employees and helping staff for KV Teachers colony through ERP system of IIT must be done whenever required.
81	PMSHRI Scheme of activities.	Mr. Tapan, I/C ✓ Mr N D Samanta, Co-I/C ✓ Ms. Susmita Thakur ✓ Ms. Sreya Bera ✓ Mr. Manish ✓ Ms. Agomoni Sen ✓ Mr. S N Majhi ✓	- To keep details of activities organized and photographic details before and after activities. - Plan for conduct of activities keeping in view of budgetary allocation . - Update entries on Samagam portal and PM SHRI portal . - Documentation and record keeping of all events under PM SHRI.

		* Ms Shubhangi Maheshwari	
	Cyber safety	Mr. Anuj Kumar I/C PGT CS Computer Instructor 1 & 2	Cyber safety of Cyber bullying
	GSP/GYS/IAPT/NTSE/INM 0	Ms. N Sarkar I/C Ms Kumari Sitamani Murmu Mr. Devendra Kumar	To carry out the activities under the program
	E-Classroom	Mr Anuj Kumar, I/C PGT CS Mr Manish Mr Animesh Mahata Dr. Manisha Sharma Mr S N Majhi Mr Rohit Gupta * Mr Rajesh	- To ensure proper running/functioning of the Hardware and arranging software for the Classes as per CBSE Curriculum. - To assist in procurement process for e classrooms - Ensure that all e-classrooms are in functional state and to look after the maintenance requirements at periodic intervals.
5	PMKVY	Ms Agomoni Sen, I/C Mr. Anuj Kumar, Co-I/C PGT CS Ms Suparna Sen, Ms Sreya Bera * Mr Subrata Roy Ms Swastika Mukherjee.	To ensure proper implementation of the scheme in the Vidyalaya in a time bound manner as per the direction of the KVS HQs
36	CWSN/Inclusion	Mr. Devendra Kumar I/C Mr T K Kar Mr Mahendra Kumar Ms. Meenu Singh	To ensure facilities for CWSN Promote inclusiveness through conduct of activities
87	School Innovation Council/SQAAC/ CBSE Re-affiliation	Ms. Nabaneeta Das I/C Mr T K Kar Ms. Sreya Bera Ms. Agomoni Sen Ms. Susmita Thakur	- SIC will enable mindset change, awareness, and training on IIE, design thinking, startup finance, IIR and IPR among teachers and students. - Systematically measure and enabling the improvement in the ranking of schools on the level of innovation-oriented activities. - Conduct well-planned activities for promoting innovation among students and teachers.
88	Vidyanjali and Community participation Programs	Mr. Showvik Barua I/C Mr. Avinash Tiwari, Co-I/C	- To ensure effective compliance of guidelines issued w.r.t Vidyanjali, Sathi App, and Samagam. - Regularly update the concerned portals

	SATHI/Competitive Preparation Programs Samagam Portal	Mr A Mahata Ms. Ku.Sitamani Murmu Ms. Aprana	- Plan and conduct activities under these flagship programs. - Collaborate with community for effective participation in school's activities.
S9	MAY I HELP YOU	PRINCIPAL	Any other plan associated with the development of the Vidyalaya

NOTE:

1. All the In-charge and members of the various departments/ committees are requested to prepare a complete action plan in duplicate for the session 2025-26 as per allotment given and submit a copy to the Principal on or before 1st April 2025.
2. All the In-charge and members of the various departments/committees will be fully responsible for maintaining the assigned duties activities and prescribed program. In case of any difficulty, the undersigned must be contacted.
3. All the in-charge and members of the various departments/committees are free to take their own decision to achieve excellence in activities, if necessary, they can contact the Principal.
4. All the In-charges and members of the concerned departments/committees will have to work on full-fledged manner. When In charge is on leave etc. Senior member of the concerned departments must be available on duty and vice versa.
5. Please put your sincere efforts to discharge all the responsibilities in time and with a creative and effective manner. Undersigned is always ready to help and assist you all as per your our requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the vidyalaya and students.
6. All these committees will come in force for the session 2025-26 and shall be held responsible for maintaining proper documentation of the activities/tasks performed by them. Documentary evidence may be called for as and whenever required.



(PRINCIPAL)


 प्राचार्य / PRINCIPAL
 पीएम श्री केन्द्रीय विद्यालय नं. १
 PM SHRI KENDRIYA VIDYALAYA NO.1
 भा. प्रौ. सं. खड़गपुर / IIT KHARAGPUR