

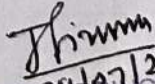
PM SHRI KENDRIYA VIDYALYA MANGALDOI
COMMITTEES FOR THE SESSION -2026-27

W.A.F. - 06/07/26

S.NO.	NAME OF COMMITTEE	IN-CHARGE/MEMBERS	ROLE AND RESPONSIBILITIES	SIGNATURE
1	ACADMIC	Mr. Jogindar Singh I/c	Prepare academic plan & ensure syllabus completion	Priyanka Singh
		Mrs. Priyanka Singhal	Monitor teaching-learning process	
		Mrs. Rajya Lakshmi	Promote innovative & ICT-based teaching	
		Mr. Yogender Singh	Conduct assessments & result analysis	
		Mr. Jafar Sadik	Organize subject meetings & support teachers	
		Mr. Pyare Lal	Maintain records & report to Principal	
		Mr. Amarnath Ahirwar		
		Mrs. Jyoti Bora		
2	INTERNAL/HOME EXAMINATION & PTM	Mrs. Rajya Lakshmi I/c	Plan and conduct all examinations as per KVS schedule	Priyanka Singh
		Mr. Pyare Lal	Prepare date sheets and seating plans	
		Mrs. Rajni Kant Sinha	Ensure confidentiality of question papers	
		Mrs. Jyoti Bora	Arrange invigilation duties	
		Mrs. Sony Maurya	Compilation and analysis of results	
		Mr. Devendra Mishra	Maintain exam records and submit reports	
		Comp. Instructor		
3	EXTERNAL/CBSE EXAMINATION	Mr. Yogender Singh I/c	Register students & verify CBSE data	Mr. Jafar Sadik
		Mr. Shailendra Kumar Saharan	Prepare exam arrangements & seating	
		Mr. Pyare Lal	Maintain confidentiality of papers	
		Mr. Pradeep Kumar Maurya	Conduct exams smoothly & assign duties	
			Follow CBSE/KVS guidelines strictly	
4	TIME TABLE AND ARRANGEMENTS	Mrs. Priyanka Singhal I/c	Prepare master timetable and class-wise timetables	Priyanka Singh
		M. Suhani	Ensure proper workload distribution among teachers	
		Mr. Devendra Mishra	Make adjustments in case of staff absence	
		Mr. Deepak Kumar Mahala	Display and circulate timetable to staff and students as per KVS Guideline	
5	DISCIPLINE /SCHOOL COMPLAINTS AND GRIEVANCE COMMITTEE	Mr. Pyare Lal I/c	Maintain discipline in school premises and during school functions	Priyanka Singh
		Mrs. Priyanka Singha	buses, and playground	
		Mrs. Rajya Lakshmi	Counsel students with behavioral issues	
		Mr. Kaustabhmoni Konwar	Maintain discipline records and report serious cases to the Principal	
		Mrs. Jyoti Bora	Ensure implementation of school rules and code of conduct	
		Mr. Deepak Kumar Mahla		
6	REPAIR AND MAINTENANCE (CIVIL AND ELECTRICAL)	Mr. Deepak Kumar Mahla I/c	Inspect school building, classrooms, and electrical systems regularly	Priyanka Singh
		Mr. Siddarth Kumar	Identify and report repair/maintenance needs	
		Mr. Prashanta Hazarika	Ensure timely repair of civil and electrical faults	
			Coordinate with authorized agencies/contractors	
			Maintain records of complaints and work done	
			Ensure safety standards in all repair work	
			Monitor proper use and upkeep of infrastructure	

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7	BALA BEAUTIFICATION AND HORTICULTURE	Mr. Siddarth Kumar I/c	Develop and maintain BALA (Building as Learning Aid) in school	8
		Mr. Jafar Sadik	Ensure cleanliness and aesthetic improvement of campus	
		Mr. Kumud Chand Das	Plan and maintain gardens, lawns, and green areas	
			Organize plantation drives and eco-friendly activities	
			Involve students in beautification and awareness programs	
			Maintain records of activities and materials used	
			Ensure proper upkeep of plants and school environment	
8	CCA/MORNING ASSEMBLY/ANNUAL DAY CELEBRATION	Mrs. Priyanka Singhal I/c	Plan and organize CCA activities throughout the year	Priyanka Zan Zan Bmall
		Mr. Pradeep Maurya	Prepare activity calendar as per KVS guidelines	
		Mrs. Jyoti Bora	Ensure maximum student participation	
		Mr. Devendra Mishra	Conduct competitions at school level	
		Mrs. Rajni Kant Sinha	Maintain records of activities and achievements	
		Mr. Deepak Kumar Mahla	Upgradation of morning assembly programme as per KVS guidelines.	
		Ms. Banashree Mondal		
		Mr. Kumud Chand Das		
9	GAMES AND SPORTS	Mr. Kaustabhmoni Konwar I/c	Organize sports activities and annual sports day	Kumar Kumar
		Mr. Deepak Kumar Mahla	Train students for competitions	
		YOGA COACH	Maintain sports equipment	
			Ensure safety during sports activities	
10	FIRST AID & MEDICAL CHECK-UP	Mrs. Somashree Kundu I/c	Maintain first aid kits in all required locations	
		Mrs. Sony Maurya	Provide immediate first aid in case of injury or illness	
		Mrs. Jyoti Bora	Organize regular medical check-ups for students	
		Mr. Kaustabhmoni Konwar	Maintain health records of students	
			Coordinate with doctors/health authorities for check-ups	
			Create awareness on health, hygiene, and safety	
			Handle medical emergencies and inform parents promptly	
11	STOCK VERIFICATION AND CONDEMNATION	Mr. Yogender Singh I/c	Conduct annual stock verification of all school assets	M 8
		Mr. Jafar Sadik	Check physical stock against stock registers	
		Mr. Deepak Kumar Mahla	Identify damaged, obsolete, and unserviceable items	
		Mr. Mohit	Recommend items for condemnation as per KVS rules	
		Mr. Prashanta Hazarika	Ensure proper documentation and approval process	
			Maintain records of verified and condemned items	
			Monitor safe disposal of condemned materials	
			Follow up instructions received from KVS RO/HQ timely	


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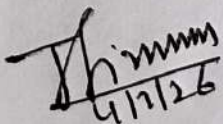
12	FURNITURE	Mr Mohit I/C Mr. Siddarth Kumar <i>Sidd</i> Mrs. Sony Maurya Mr. Jitender Kumar <i>JK</i>	Maintain proper record of all school furniture Ensure availability and proper distribution of furniture in classrooms/offices Inspect condition of desks, chairs, tables, etc. regularly Identify and report repair or replacement needs Coordinate repair and maintenance of damaged furniture Assist in procurement of new furniture as per requirement Maintain stock register and update records regularly	
13	RTI AND LEGAL MATTER	Mr. Shailendra Kumar Saharan I/c <i>Sup</i> Mr. Pradeep Kumar Maurya Mr. Amarnath Ahirwar Mr. Prashanta Hazarika <i>PH</i>	Handle all matters related to RTI (Right to Information) applications Ensure timely reply to RTI queries as per rules Maintain proper records of RTI applications and replies Assist Principal in handling legal notices and court cases Coordinate with higher authorities on legal matters Ensure compliance with government/KVS rules and regulations Maintain confidentiality of sensitive information	<i>YKH</i> <i>JA</i>
14	ONLINE LEARNING PROGRAMME BY KVS	Ms. Suhani I/c Mr. Deepak Kumar Mahla <i>DKM</i> PGT CS	Plan and implement online learning programmes as per KVS guidelines Ensure effective use of digital platforms and e-content Monitor online classes and student participation Provide support to teachers for ICT-based teaching Maintain records of online classes and activities Address technical issues related to online learning Ensure quality and continuity of digital education	
15	WEBSITE UPDATION & SAMAGAM PORTAL/UPDATION/E-NEWS LATTER/PIMS/PMJVKY	Mr. Jafar Sadik I/c <i>JS</i> Mr. Amarnath Ahirwar Mr. Mohit PGT CS	Regularly update school website with latest information and notices Ensure timely updation of Samagam Portal, PIMS, and PMJVKY data Prepare and publish E-Newsletter of school activities Upload academic, administrative, and event-related data accurately Coordinate with staff for collection of required information Ensure data accuracy and compliance with KVS guidelines Maintain records of all updates and submissions	<i>JS</i>
	EXCURSION & ADVENTURE	Mr. Pyare Lal I/c Mr. Yogender Singh Mrs. Jyoti Bora Mr. Devendra Mishra Mr. Prashanta Hazarika <i>PH</i>	Plan and organize educational tours, excursions, and adventure activities Ensure prior approval from competent authority as per KVS norms Prepare itinerary, budget, and consent forms Ensure safety and discipline of students during trips Coordinate transport, accommodation, and logistics Maintain records of tours and student participation Submit report after completion of excursion/activity	<i>MS</i> <i>Prashanta</i>

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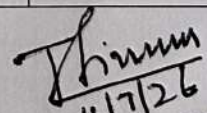
STUDENTS COUNSELLING	Mr. Pyare Lal I/c	Provide academic, emotional, and behavioral counselling to students	Priyanka
	Mrs. priyanka Singhal	Identify students facing stress, learning difficulties, or personal issues	
	Mr. Kaustabhmoni Konwar	Guide students in career planning and subject choices	
	Mrs. Jyoti Bora	Conduct awareness sessions on mental health and well-being	
	SPECIAL EDUCATOR	Maintain confidentiality of counselling records	
		Coordinate with parents and teachers for student support	
ADMISSION	Mr. Pyare Lal I/c	Handle student admissions as per KVS admission guidelines	Prashanta
	Mr. Amarnath Ahirwar	Verify documents and eligibility criteria	
	Mr. Devendra Mishra	Prepare and display admission lists	
	Mr. Prashanta Hazarika	Maintain admission records and registers	
		Address parent queries regarding admission	
RECEPTION & WELCOME	Mr. Pradeep Kumar Maurya I/c	Receive and welcome visitors, guests, and officials courteously	yeh
	Mrs. Somashree Kundu	Maintain visitor register and proper entry records	
	Ms. Urmimala Dutta	Provide necessary information and guide visitors within the school	
	Ms. Suhani	Arrange welcome for VIPs and special occasions/functions	
	Ms. Banashree Mondal	Ensure proper display of signage and reception area upkeep	
	MS. SHWETA RAWAT	Coordinate with other committees during school events	
INTERNAL COMPLAINT COMMITTEE	Smt Ng.Sarjubala devi AC KVS RO TSK	Address complaints related to harassment and workplace issues	M
	Smt Rashmi Rekha Sarma, NGO Memb	Ensure a safe and respectful environment for staff and students	
	Smt Sewali Goswami, VMC Member	Receive and register complaints confidentially	
	Smt Rajya Laxmi	Conduct inquiry as per rules and guidelines	
	Shri Yogender Singh	Take appropriate action and recommend measures	
		Maintain records of complaints and proceedings	
CWSN & PRASHAST	Mrs. Jyoti Bora I/c	Identify and support CWSN (Children With Special Needs)	Bmdl
	Mrs. Rajni Kant Sinha	Conduct and update data on PRASHAST App for disability screening	
	Ms. Banashree Mondal	Ensure inclusive education and classroom support	
	SPECIAL EDUCATOR	Coordinate with special educators and parents	
		Provide required aids, appliances, and facilities	
		Monitor progress and maintain records of CWSN students	
PURCHASING COMMITTEE(G EM/LPC)	Smt Priyanka Singhal	Procure materials as per KVS purchase rules	Ar
	Sh Shailendra Kumar Saharan	Ensure transparency and proper documentation	
	Mr. Amarnath Ahirwar	Maintain stock registers and bills	
	Mr. Prashanta Hazarika	Verify quality and quantity of purchased items	
QUARTER ALLOTMENT & MAINTENANCE	Mr. Shailendra Kumar Saharan I/c	Process allotment of staff quarters as per KVS rules	Shrinu
	Mr. Deepak Kumar Mahla	Maintain records of allotment, occupation, and vacation	
	Mrs. Rajni Kant Sinha	Prepare and update waiting list of applicants	
	Mr. Mohit	Ensure proper maintenance of allotted quarters	
	Mr. Vishal	Coordinate repair and upkeep of residential quarters	
		Monitor unauthorized occupation and report issues	
		Handle handover and takeover during allotment/vacation	

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24	CLEANLINESS	Mr. Pradeep Kumar Maurya I/c	Maintain cleanliness in school campus	ydr
		Mr. Deepak Kumar Mahla	Monitor hygiene in classrooms and toilets	
		Mrs. Rajni Kant Sinha	Promote Swachh Bharat activities	
		MR. SUNNY KHATRI	Conduct cleanliness drives	
		Ms. Dauli		
		Mr. Kumud Chandra Das		
		Mr. Golok Chandra Das		
25	ACCOUNTS Office Com.	Mr. Shailendra Kumar Saharan I/c	Maintain financial records, cash book, and accounts as per KVS rules	
		Mr. Siddharth Kumar - Office I/c	Ensure proper handling of receipts, payments, and vouchers	
		Mr. Mohit	Prepare and monitor budget and expenditure	
		Mr. Prashanta Hazarika	Maintain office records, files, and correspondence	
			Ensure timely submission of financial statements and reports	
			Coordinate with Principal and staff on administrative matters	
			Ensure compliance with audit and financial regulations	
26	FEE COLLECTION - UBI/UDISE	Mr. Jafar Sadik I/c	Monitor and ensure timely fee collection through UBI portal	8.
		PGT CS	Update and maintain student data in UDISE	
		Mr. Prashanta Hazarika	Verify accuracy of fee and student records	
		COMP. INST.	Maintain proper records and documentation	
			Assist parents/students with fee-related issues	
			Follow KVS rules and ensure transparency	
27	RAJBHASHA	Mr. Pradeep Kumar Maurya I/c	Promote use of Hindi in official work as per government rules	Vandana
		Mrs. Jyoti Bora	Ensure implementation of Rajbhasha (Hindi) policy in school	
		Mr. Devendra Mishra	Organize Hindi-related activities (essay, debate, competitions)	
		Mr. Mohit	Encourage staff to use Hindi in correspondence and records	
			Monitor progress of Hindi usage and prepare reports	
			Observe Hindi Pakhwada / Hindi Diwas	
			Maintain records of Rajbhasha activities and reports	


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BHARAT SCUOT & GUIDE		Ms. Urmimala Dutta I/c	Organize training and activities	
		Mrs. Sony Maurya	Prepare students for camps and events	
		Mrs. Rajni Kant Sinha	Maintain records of participation	
		Mr. Prashanta Hazarika	Promote discipline and leadership	
		Mr. Jitender Kumar		
		Ms. Dauli		
29	TEACHING AIDS	Mrs. Rajni Kant Sinha I/c	Ensure availability of teaching aids (charts, models, ICT tools)	
		Mrs. Sony Maurya	Maintain and update teaching-learning materials	
		Mr. Jitender Kumar	Assist teachers in using teaching aids effectively	
		Ms. Dauli	Promote use of smart classes and digital tools	
			Prepare low-cost/innovative teaching aids	
			Keep record and inventory of teaching materials	
			Ensure proper storage and maintenance of aids	
LANGUAGE LAB		Mrs. Priyanka Singhal I/c	Ensure proper functioning of language lab equipment and software	
		Mr. Pradeep Kumar Maurya	Prepare and implement language lab timetable	
		Ms. Urmimala Dutta	Assist teachers and students in using the lab effectively	
		Mr. Devendra Mishra	Promote listening and speaking skills through lab activities	
		Mrs. Jyoti Bora	Maintain records of usage and student progress	
		TGT ENGLISH	Ensure maintenance and timely repair of lab resources	
		Mr. Jitender Kumar	Encourage use of digital tools for language learning	
31	STAFF ROOM MAINTENANCE	Mrs. Sony Maurya I/c	Ensure cleanliness and proper upkeep of the staff room	
		Mrs. Rajni Kant Sinha	Maintain furniture, fixtures, and electrical items	
		Ms. Urmimala Dutta	Monitor availability of basic facilities (water, fans, lighting)	
		Mr. Deepak Kumar Mahla	Keep records of maintenance and repair needs	
		Ms. Dauli	Coordinate for timely repair and replacement	
			Ensure proper arrangement and discipline in the staff room	
			Promote a clean and comfortable working environment	


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32	PHOTOGRAPHY/ VIDEOGRAPHY AND PRESS & MEDIA	Mr. Siddarth Kumar I/c <i>Sidd</i>	Capture photos and videos of school events and activities	
		Ms. Urmimala Dutta	Maintain digital record/archive of all events	
		Mr. Mohit	Prepare content for school website, newsletters, and reports	
		Mr. Devendra Mishra ✓	Coordinate with local press/media for coverage	<i>Tanup</i>
		Mr. Shyam Lal	Ensure proper publicity of school achievements and programs	<i>Shy</i>
		Ms Sweta	Take permission and follow guidelines for media sharing	
			Manage social media updates (if applicable)	
33	AWAKENING CITIZEN PROGRAMME ACP	Mr. Devendra Mishra I/c ✓	Plan and implement ACP activities in the school	<i>Tanup</i>
		Mr. Siddarth Kumar <i>Sidd</i>	Promote values like respect, responsibility, and empathy among students	
		Ms. Suhani <i>Suhani</i>	Conduct sessions, discussions, and activities under ACP	
		Mr. Mohit	Guide teachers in integrating ACP in classroom teaching	
			Monitor students' behavioural and value-based development	
			Maintain records and reports of ACP activities	
			Coordinate with school administration for smooth implementation	
34	LIBRARY COMMITTEE	Mr. Mohit I/c	Ensure proper functioning of the library	<i>yph</i>
		Mr. Pradeep Kumar Maurya	Promote reading habits among students	
		Mrs. somashree kundu	Maintain library records and stock verification	<i>sh</i>
		Mr. Yogender Singh	Recommend purchase of books and journals	<i>Priyanka</i>
		Mr. Shailendra Kumar Saharan <i>Swt</i>	Organize library-related activities	
		Mrs. Priyanka Singhal		
		Mr. Prasanta Hazarika <i>Prasanta</i>		
35	EDITORIAL BOARD/SCHO OL MAGAZINE	Mrs. Priyanka Singhal I/c	Plan and publish the school magazine/newsletter	<i>Priyanka</i>
		Mr. Pradeep Kumar Maurya	Collect articles, poems, and reports from students and staff	<i>sh</i>
		PGT CS	Edit, proofread, and finalize content	
		Mr. Siddarth Kumar <i>Sidd</i>	Ensure quality, originality, and proper language use	
		COMP. INS <i>Somashree</i>	Design layout and coordinate printing/publication	
			Highlight school achievements and activities	
			Maintain records and archives of publications	
	EBSB/KALA UTSAV/BHASH A SANGAM	Mrs Rajni Kant Sinha I/c <i>Rx</i>	Plan and organize activities under Ek Bharat Shreshtha Bharat (EBSB)	
		Mrs. Jyoti Bora <i>ky</i>	Conduct Kala Utsav competitions and cultural events	<i>Bmdl</i>
		Ms. Urmimala Dutta <i>U</i>	Promote language learning through Bhasha Sangam activities	
		Ms. Banashree Mondal	Encourage students' participation in cultural and linguistic programs	
		YOGA COACH <i>Karni</i>	Coordinate with teachers for smooth execution of activities	<i>Karni</i>
			Maintain records and prepare reports of all events	
			Promote national integration and cultural awareness among students	
37	CONTRACTUA L TEACHERS APPOINTMEN T COMMITTEE	Mr. Shailendra Kumar Saharan I/c <i>Swt</i>	Plan and conduct interview/selection process for contractual teachers	<i>sh</i>
		Mr. Yogender Singh	Verify eligibility, qualifications, and documents of candidates	<i>sh</i>
		Mr. Amarnath Ahirwar	Prepare merit list as per KVS norms	
		Mr. Mohit	Ensure transparency and fairness in selection	
			Maintain records of applications, interviews, and selection	
			Issue appointment letters with approval of the Principal	
			Ensure timely engagement of teachers as per requirement	

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38	COMMITTEE FOR SAFE DRINKING WATER	Mr. Deepak Kumar Mahla I/c	Ensure availability of safe and clean drinking water	
		Mrs. Jyoti Bora	Monitor cleanliness of water coolers and storage tanks	
		Mr. Prasanta Hazarika	Conduct regular water quality checks	
		MS. SHWETA RAWAT	Ensure timely cleaning and maintenance of water facilities	
		Mr. Kumud Chandra Das	Report and resolve issues related to water supply	
		Mr. Golok Chandra Das	Maintain records of cleaning and testing	
			Promote awareness about safe drinking water among students	
39	CONSTRUCTION MONITORING COMMITTEE	Mr. Shailendra Kumar Saharan I/c	Monitor ongoing construction and repair works in the school	
		Mr. Yogender Singh	Ensure work is done as per approved plans and specifications	
		Mr. Deepak Kumar Mahla	Check quality of materials and workmanship	
		Mr. Prasanta Hazarika	Coordinate with contractors and concerned authorities	
			Ensure timely completion of work	
			Maintain records of progress and reports	
			Report issues or delays to the Principal and higher authorities	
40	ICT AND COMPUTER DEPARTMENT	Mr. Jafar Sadik I/c	Maintain computer lab and ICT resources	
		Mr. Deepak Kumar Mahla	Ensure proper use of digital tools in teaching	
		Mr. Mohit	Assist teachers in ICT integration	
		Mr. Prasanta Hazarika	Maintain records of ICT equipment	
		Mr. Jitender Kumar		
		PGT CS		
		COMP. INS.		
41	PM SHRI CORE EXECUTIVE COMMITTEE	Mr. Shailendra Kumar Saharan I/c	Plan and implement activities under PM SHRI Schools	
		Mr. Yogender Singh	Monitor overall progress of PM SHRI initiatives in the school	
		Mr. Pyare Lal	Ensure effective use of allocated resources and funds	
		Mr. Amarnath Ahirwar	Coordinate with different committees and staff	
		Mr. Deepak Kumar Mahla	Promote innovative teaching and learning practices	
		Mr. Siddarth Kumar	Maintain records and prepare progress reports	
		Mr. Prasanta Hazarika	Ensure alignment with NEP 2020 goals and guidelines	
42	PTA	Chairmen- Principal	Strengthen parent-teacher coordination and communication	
		Vice Chairmen-Parent	Organize PTA meetings regularly	
		Secretary- Parent Member	Discuss students' progress, discipline, and well-being	
		Parent Member	Encourage parental involvement in school activities	
		Parent Member	Address concerns and suggestions from parents	
		Joint Secretary-Teacher	Support school programs and initiatives	
		Teacher Member	Maintain records of meetings and resolutions	
		Names Will be Circulated After Approval From Chairman		
43	OVER ALL MONITORING COMMITTEE OF VIDYALAYA	Mr. Yogender Singh I/c	Monitor overall functioning of the Vidyalaya	
		Mrs. Rajya Lakshmi	Ensure smooth implementation of all committees' work	
		Mr. Pyare Lal	Review academic and co-curricular activities	
		Mr. Jafar Siddikki	Ensure discipline, safety, and cleanliness in school	
		Mr. Pradeep Kumar Maurya	Check timely completion of tasks and responsibilities	
			Coordinate among staff and committees	
			Report progress and issues to the Principal	

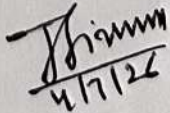
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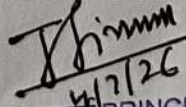
NCSC, RBVP, INSPIRE MANAK	Mr. Jafar Sadik I/c	Plan and organize activities under NCSC / RBVP / INSPIRE MANAK	
	PGT PHY	Identify and guide students for participation in projects and competitions	
	Mrs. Somashree Kundu	Mentor students in research, innovation, and project preparation	
	Mrs. Sony Maurya	Coordinate registration and submission of entries	
		Ensure timely participation at school, regional, and national levels	
		Maintain records and prepare reports of activities	
		Promote scientific temperament and innovation among students	
45	Mr. Kaustabhmoni Konwar I/c	Organize and monitor **National Cadet Corps activities in school	
	Mr. Jitender Kumar	Enroll and guide students (cadets) in NCC programmes	
	Mr. Prasanta Hazarika	Coordinate training, drills, and camps	
		Promote discipline, leadership, and patriotism among cadets	
		Maintain records of attendance, camps, and achievements	
		Coordinate with NCC authorities and officers	
		Ensure participation in national events and activities	
46	Mr. Shailendra Kumar Saharan I/c	Maintain and manage toy library resources	
	Mr. Siddarth Kumar	Ensure availability of educational and age-appropriate toys	
	Mr. Mohit	Issue and collect toys as per schedule	
	Mrs. Vandana Singh	Promote play-based and experiential learning	
		Maintain records of stock and usage	
		Ensure cleanliness and proper storage of toys	
		Repair/replace damaged toys when required	


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48	ECO CLUB FOR MISSION LIFE	Mrs. Rajya Lakshmi I/c	Promote environmental awareness and sustainable practices	
		Mrs. Somashree Kundu	Conduct activities under Mission LIFE	
		Ms. Urmimala Dutta	Organize plantation drives, cleanliness campaigns, and eco activities	
		Mrs. Sony Maurya	Encourage students to adopt eco-friendly habits	
			Celebrate environment-related days and events	
			Maintain records and prepare reports of activities	
			Create awareness about conservation of resources	
49	SOCIAL MEDIA HANDLING	Mr. Amarnath Ahirwar- I/C	Manage and update official school social media platforms	
		Mr. Jafar Sadik- Nodal Officer	Share school activities, achievements, and important notices	
		Ms. Suhani	Ensure content is accurate, appropriate, and as per guidelines	
		Mr. Amit Kumar	Maintain privacy and take necessary permissions before posting	
			Coordinate with other committees for content collection	
			Monitor comments and respond responsibly (if required)	
			Maintain record/archive of posts and updates	
50	SCHOOL SEFTY ADVISORY / DISASTER MANAGEMENT	Mr. Yogender Singh I/c	Prepare and implement school safety and disaster management plan	
		Mr. Jafar Sadik	Conduct regular mock drills (fire, earthquake, evacuation)	
		Mrs. Rajya Lakshmi	Ensure availability and maintenance of safety equipment	
		Mr. Pyare Lal	Identify potential risks and take preventive measures	
		Mr. Deepak Kumar Mahla	Create awareness among students and staff on safety procedures	
		Mr. Kaustabhmoni Konwar	Coordinate with local authorities for emergency support	
		Mrs. Jyoti Bora	Maintain records and reports of drills and safety measures	
		Mr. Amarnath Ahirwar		
51	SOIL HEALTH PROGRAM	Mrs. Somashree Kundu I/c	Promote awareness about soil conservation and health	
		Mr. Jafar Sadik	Conduct activities related to soil testing and analysis	
		PGT PHY	Educate students on importance of soil fertility and sustainability	
		Mrs. Sony Maurya	Organize projects, exhibitions, and field-based learning	
			Encourage eco-friendly practices like composting and organic farming	
			Maintain records and reports of activities	
			Coordinate with local agencies for technical support	
52	NIOS	Mr. Shailendra Kumar Saharan-I/c	Coordinate with National Institute of Open Schooling for all activities	
		Mr. Mohit	Provide guidance and support to NIOS students	
		Mr. Prasanta Hazarika	Conduct/assist in examinations as per NIOS guidelines	
			Maintain records of students, admissions, and results	
			Ensure timely communication of notices and updates	


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53	GRIHA	Mr. Jafar Sadik I/C	Promote green and sustainable practices in the school	8
		Ms. Somashree Kundu	Implement guidelines of GRIHA Council	
		Mr. Deepak Kumar Mahla	Monitor energy, water conservation, and waste management	
			Conduct awareness activities on eco-friendly practices	
			Encourage use of renewable resources and green initiatives	
			Maintain records and reports of sustainability activities	
			Support school in achieving and maintaining GRIHA rating	
54	TRANSFER PORTAL	Mr. Amarnath Ahirwar-I/c	Manage and update teacher/staff details on the Transfer Portal	
		Mr Vishal	Assist staff in applying for transfers or postings	
			Verify eligibility and documentation for transfer requests	
			Coordinate with KVS regional/state offices regarding transfers	
			Maintain records of applications, approvals, and communications	
			Ensure timely and accurate submission of transfer-related data	
			Provide guidance and support to staff regarding transfer procedures	
55	VIDYANJALI/SATHEE	Mrs. Somashree Kundu I/c	Organize and coordinate Vidyanjali Programme activities in the school	
		Mr. Mohit	Engage volunteers, parents, and community members in school programs	
		Mr. Prasanta Hazarika	Plan co-curricular, skill development, and mentoring activities	
			Monitor and support student participation and learning outcomes	
			Maintain records of volunteer engagement and program activities	
			Promote community involvement and collaboration in school initiatives	
			Prepare reports and submit to school/KVS authorities	
56	VMC	Mr. Yogendra Singh I/c	Plan and schedule VMC (Vidyalaya Management Committee) meetings	12
		Mr. Pyare Lal	Prepare agenda for each meeting in consultation with Principal	
		Mrs. Jyoti Bora	Invite members and ensure their participation	
		Mr. Prasanta Hazarika	Record minutes of the meeting and key decisions	
			Follow up on action points from previous meetings	
			Maintain official records of all meetings	
			Submit reports of meetings to KVS authorities as required	


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