## KENDRIYA VIDYAYALA FORT WILLIAM, KOLKATA FORMATION OF COMMITTEES FOR THE ACADEMIC YEAR 2023-24

W.E.F-01.04.2023

SL.	NAME OF THE COMMITTEE	DUTY ALLOTTED	NAME OF THE STAFF MEMBERS
NO.			
1.	ACADEMIC ADVISORY	Conduct of PTA meeting for different classes.     Monitoring of completion of syllabus in different	PRINCIPAL VICE PRINCIPAL /
	COMMITTEE	classes.	VICE PRINCIPAL/ SENIOR MOST TEACHER
		3. Conducting of monthly/periodic/academic	HM / SENIOR PRT
		advisory committee meeting to suggest and	MR.U.K.BANERJEE
		implement various academic strategies in	MRS. B KAMAKSHI
		consultation with different stake holders and in the	MR. P. BANERJEE
		line of instructions and circulars from KVS, NCERT and CBSE.	MRS. S. SRIVASTAVA
		4. To devise and implement plans for academic	MR. S GHOSH
		excellence.	MR. A VERMA
			MR.SABITABRATA MANDAL
			MRS N SAHU MRS. ANNAPURNA JAISWAL
			MRS. ANNAPURNA JAISWAL
2.	COMMITTEE FOR C.M.P.	Determination of different kinds of activities under	HM I/C
2.	COMMITTEE FOR C.W.T.	CMP.	
		2. Organizing of cluster level CCA activities.	MS PRIYA
		3. Proper Utilization of materials purchased under	MS SHABIRA
		CMP.	MR. VIKAS
		4. Film show for the children for Primary classes and the records thereof.	MRS. SOMA DAS
		5. Preparation and implementation of Annual	
		Calendar for Funday, FLN, Toy based pedagogy,	
		Experiential learning, NIPUN and Mini Cultural and	
		Sports Meet.	
2	ADMIGGION GOLD COMPE	6. Maintenance of Portfolios	MD 6 I/ CHOSH I/C
3.	ADMISSION COMMITTEE	Preparation of admission list.     Verification of T.C and related documents from	MR.S.K.GHOSH I/C MRS. N SAHU
		other KVs/schools.	MRS J SAHOO
		3. Follow admission guidelines for each admission.	MRS. S. HAIT
		4. Prepare and publish the vacancy positions for fresh	MS GULSHAN
		admissions as per the rule.	MRS. DEBJANI DEY
		5. Keep all the admission related records, to retrieve	MR. VIKAS
		<ul><li>and submit it as and when required.</li><li>6. To keep the records of enrolment as required by KVS.</li><li>7. To guide the public about Admission process in</li></ul>	MS. INDU
		KVS.	
4.	EXAMINATION	1. Conduct of different examinations.	MRS. A JAISAWAL I/C
	(SECONDARY)	<ol> <li>2. Preparation of Result Analysis of all classes and all Exams.</li> <li>3.Maintenance and record keeping for each exam.</li> <li>4. Declaration of result on scheduled date.</li> </ol>	MRS.S.SRIVASTAVA MR. A. KUNDU
			MR. SANJAY PRASAD
			MRS JYOTI PANDEY
		5. Procurement of items required for the smooth	MR. B.K.DHANUK
		conduct of examination. 6. Guiding the teachers about MDP, Art Integrated Project, Subject Enrichment, Learner's Reflective Diary, Case studies, maintenance of profiles, Practicals, projects, internal assessment and Grading systems in Art Education, Work Experience and Physical and Health Education.	MR. U.K.NAYAK
5.	EVAMINATION	Conduct of different examination.	MRS. P.P. RAIGURU I/C
٥.	EXAMINATION [PRIMARY]	Conduct of different examination.     Preparation of Result Analysis of all classes and all	MRS. P.P. RAIGURU I/C MS. SHABIRA
	Exams. 3.Maintenance and record keeping for each exam. 4. Declaration of result on scheduled date. 5. Procurement of items required for the smooth conduct of examination. 6.Guiding the teachers about MDP, Art Integrated Project, Subject Enrichment, Case studies,		MR. SAQIB
		3.Maintenance and record keeping for each exam.	MRS.DIPTIMOYEE NAYAK
			MS. TANUSHREE BISWAS
		maintenance of profiles, projects, internal assessment	
		and Grading systems in Art Education, Work	
		Experience, Music and Physical and Health	
		Education.	
6.	CBSE, NIOS AND ALL	Smoothly conducting CBSE Examination	MR SABITABRATA MANDAL I/C
J.	EXTERNAL EXAMS	2. Result Analysis for Board Class (X & XII)	MRS B KAMAKSHI
	EATERNAL EXAMS	Westif Analysis for Board Class (A & Alf)     Uploading of data on CBSE Website.     Conduct of all External exams.	MR SANDIP KHAN
			MRS. J. SAHOO
			MRS.N. SAHU
			MRS. P. SARAF
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7.	MODERATION AND COMMITTEE FOR RESULT (INTERNAL EXAM)  TIME-TABLE (SECONDARY)	Moderation of question papers of different examination.     Checking of standard and pattern of question papers.     Moderation of result as per KVS directions/circulars.     Preparation of the list of essentially repeat and supplementary students.     Recommendation and preparation of Final Result incorporating the Grace Marks as per the directions of KVS.     Preparation of all types of Time-table as per the prescribed norms of KVS and CBSE.     2.	MR. M. MISHRA  MR. K SHAW  MR. DILIP DAS  MR. U.K. NAYAK  MR. BIJAY, SUB STAFF  VP/ SENIOR MOST TEACHER  HM/ SENIOR MOST PRT  MRS. B. KAMAKSHI  MRS I CHOUDHURY  MRS. S. SRIVASTAVA  MRS. P. PREMELA  MRS. PP RAIGURU  MR.P.BANERJEE I/C  MRS.J.SAHOO
9.	ARRANGEMENT / RECESS	Making arrangement	MRS. DEBJANI DEY  MRS N SAHU  MRS I. CHOUDHURY I/C
10.	DUTY ALLOTMENT (SECONDARY)  TIME-TABLE	Naking altangement     Sub-staff to circulate the arrangement sheet and get sign on it from concerned teachers.     Assigning recess/gates/corridor duties     Monitoring of classes without teacher.      Preparation of all types of Time-table	MRS. RENU MR. A.KUNDU MR.S.K.DUTTA(SUB-STAFF) MR. KUNDAN KUMAR SHAW
	(PRIMARY)	Monitoring of classes without teacher	MR. VIKAS
11	ARRANGEMENT / RECESS DUTY ALLOTMENT (PRIMARY)	1.Making arrangement     2.Sub-staff to circulate the arrangement sheet and get sign on it from concerned teachers     3. Assigning recess /gate/corridor duties     4. Monitoring of classes without teacher.	MR. K SHAW I/C MS. SHABIRA MR. VIKAS
11( A).	CO-CURRICULAR ACTIVITIES(CCA)/ MORNING ASSEMBLY / EBSB/STUDENT COUNCIL/AKAM	<ol> <li>Preparation of Annual CCA Calendar</li> <li>Conduct of CCA activities</li> <li>Celebration of different occasions</li> <li>Conducting morning assembly in a befitting manner.</li> <li>Distribution of Houses /Distribution of students in different Houses.</li> <li>Constitution of Student Council and organising Investiture Ceremony.</li> <li>Motivate the students to take part in all inter house activities / competitions.</li> <li>Ensure their proper uniform</li> <li>Develop a team spirit among students.</li> <li>Training and awareness including awareness among clients, vendors, employees etc and submission of quarterly CBC report.</li> </ol>	MR.A.VERMA I/C MR. K SENGUPTA MR. A.KUNDU MRS.GULSHAN MR S. K. PRASAD MRS. P. PREMELA MRS.S.MUKHOPADHAYAY MR.M.MISHRA MRS.P.SARAF MS. PRIYA (PRIMARY I/C) MS. SHABIRA MRS. DIPTI AGARWAL MRS. SHALINI KUMARI CONCERNED CLASS TEACHERS
11(B ).	HOUSE INCHARGES (SELECTING STUDENTS FOR DIFFERENT ACTIVITIES, CONDUCT HEALTHY COMPETITION, PREPARING LIST OF STUDENTS FOR ANY OUTSIDE COMPETITION)	SHIVAJI HOUSE  TAGORE HOUSE  ASHOKA HOUSE  RAMAN HOUSE  SHIVAJI HOUSE (PRIMARY)  TAGORE HOUSE (PRIMARY	MRS. J. SAHOO (HOUSE MISTRESS)  MR SANJAY PRASAD ((HOUSE MASTER)  MRS A JAISWAL (HOUSE MISTRESS)  MR. SABITABRATA MONDAL (HOUSE MASTER)  1.MRS S MUKHERJEE (HOUSE MISTRESS)  2. MRS. PP RAIGURU  3. MS. ASHWARYA MISHRA  4. MRS. KANCHAN  5. MS. A BOSE  1 MS. INDU (HOUSE MISTRESS)  2. MR. KK SHAW
			3.MRS. D NAYAK 4.MRS NANDINI 5. MS. IFFAT

		ASHOKA HOUSE (PRIMARY	1.MR VIKAS (HOUSE MASTER) 2. MRS. PREMWATI 3.MS. TANUSHREE 4.MR. S SINGH
		RAMAN HOUSE (PRIMARY	5.MRS. S DAS 1. MR. SAQUIB (HOUSE MASTER)
			2. MRS. SHABIRA 3.MR. SANDIP 4.MRS. P DUTTA 5.MRS. S GHOSH
12	MATHS/ SCIENCE/ENGLISH	1Conduct of different types of examinations other	MR.P.BANERJEE I/C
12	OLYMPIAD	than internal and CBSE examination.	MRS.N.SAHU
		2.Preparation of students for different Olympiads     3.Selection of candidates for examination	MRS B KAMAKSHI I/C (SC)
		4. Inform students about dates of different	MRS.J.SAHOO
		Olympiads.	MRS. A. JAISWAL (ENG)
		4.Distribution of medals and certificates to the position holders.	MR. K. SENGUPTA
		Feeting 1	MS GULSHAN MRS.S. SHABARWAL
			B.BERA
			VIBHA RANI
			MR. VIKASH SHAW (PRIMARY)
			MS. INDU MRS. PP RAIGURU
13.	BACK TO BASIC COMMITTEE	1. To monitor and guide the teachers for Back to	HM
		Basics Programme. 2. Conduct workshops to train teachers	MRS. P. PREMELA
		2. Conduct workshops to train teachers	MR. K. SENGUPTA
			MRS. S MUKHOPADHYAY
			MRS. PREMVATI
			MR SAQIB
1.4	A TO A A TO A A TO A A TO A TO A TO A T		MRS. PP RAIGURU
14.	ATAL TINKERING LAB	1.All activities related to establishment of tinkering lab.	MRS.J.SAHOO I/C MRS.P. SARAF
		2. Keeping proper records of activities held under	MR.P.BANERJEE
		ATAL tinkering lab.  3. Fulfilling all criterion and requirements for fund	MRS. N SAHU
		allocation and the justified expenditure.	COMP INST -1 COMP INST -2
		4. Display of the equipment and gadgets for the students.	
		5. Regular class as per the time table and participation of students in all ATL related activities 6. Preparation of projects for different competitions	
15.	N.A.E.P./ GUIDANCE AND	1. Arrangement of meeting from classes IX to XII	MR SABITABRATA MONDAL I/C
	COUNSELLING /SPECIAL EDUCATION	separately for Boys and girls.  2. Counselling of adolescent children.	SPECIAL EDUCATOR
		3. Organising Career Counselling	MRS. S. SABHARWAL
		4. Referring the cases, if required.	MRS.P. SARAF MR SANJAY PRASAD
			MRS. PP RAIGURU
			MRS J PANDEY
16.	LIBRARY COMMITTEE	Organization of Library committee meeting.	MS.RENU I/C
10.	LIDICIACI COMMITTEE	2. Recommendation of books for procurement.	MR U K BANERJEE
		3. Beatification of Library.	MR PINTU BANERJEE
		4.Organising Book fairs in school.     5. Organising Pustakopahar in school	MR S K GHOSH MR A VERMA
		6. Encouraging students to read books	MRS N SAHU
		7. Formation of Reading Club 8. Implementation of the recommendations of the	MR A JAISWAL
		Rajbhasha Committee	MR SANJAY PRASAD
		9. Automation of the Library	HM
			MRS PREMVATI
			MS INDU MR VIKAS SHAW
			MR. SANJAY DUTTA
			3 CHILDREN (SC, ARTS, COM.)
17.	DISCIPLINARY BOARD	Organizing of monthly meeting for disciplinary	V.P.
1/.	DISCH LINAK I BUAKD	board.	H.M.
<u> </u>	l		11.171.

18.	VIDYALAYA BUILDING REPAIR & MAINTENANCE	2. Identification of Indiscipline students & their proper monitoring / guidance.  3. Maintenance of proper register related to discipline.  4. Initiate necessary action as per article 60 of Education Code.  1. Identification of area for repair & maintenances  2. Cleaning of overhead Water Tank at regular interval.  3. Monthly checking & maintenances of electric fittings.  4. Ensure proper water and electric supply to the Vidyalaya.  5. Monitor Special M & R work and send monthly report to HQ & RO.  6.AMC of water coolers, ACs, RO plant	MR. U.K. BANERJEE  MRS S HAIT  MR.P.C.ROY  MRS. S. SABHARWAL  MRS. J SAHOO  MRS. I CHOUDHURY  MRS S MUKHERJEE  MR VIKAS  All Class Teachers  MRS.P. SARAF I/C  MR S R GUPTA  MR. U.K. BANNERJEE  MRS B KAMAKSHI  MR SABITABRATA MONDAL  MR SANJAY PRASAD  MR. A. KUNDU  MR.M. MISHRA  MRS RENU  MR. K.K SHAW  MR A VERMA  MRS. S HAIT
19.	CLEANLINESS & SANITATION	To allot duties to conservancy staff & to monitor their work.     Monitoring & supervising of toilets & class-rooms.     Maintenance of cleanliness     Surrounding the Vidyalaya.     To procure the cleaning materials as and when required.     To ensure sanitization of school building and campus as per SoP issued by KVS/MHA/State Govt.	MR. M. MISHRA I/C MRS. S. SHABARWAL MRS S MUKHOPADHYAY MD. SAQIB MS SABIRA MS. T. DEY MS. R. DEBNATH MRS.RUMA KUMARI SHAW ALL SUB-STAFF ALL SWEEPERS
20.	FURNITURE DEPARTMENT	Repair & maintenance of old furniture for the students and teachers.     Requisition and procurement of furnitures as per the requirement.     Repair defined teachers.	MR.A.KUNDU I/C MR. K. SENGUPTA MR.M.MISHRA MRS. S MUKHERJEE
21	BHARAT SCOUT & GUIDE	Organizing the different kinds of Scout & Guides activities.     Checking of proper uniform for students as well as Teachers.     Enrolment of students for different levels.     Preparing the students for different levels.     Organising testing camps for Scout & Guides/Cubs and Bulbuls	MR. SANJAY PRASAD I/C MRS.RENU MR KUNDAN KUMAR MRS.P.P.RAIGURU
22	N.C.C	1.Proper monitoring of NCC troops     2.registration of new students.     3. Conduct all NCC related activities.	MR.P.BANERJEE, -(AIR FORCE I/C) MR. ABAK KUNDU MR. S. KHAN (ARMY I/C) MR. K. SENGUPTA
23	RAJBHASHA COMMITTEE	1. 100 % implementation of Rajbhasha guidelines.     2. Celebration of Hindi Pakhwara.     3. Meeting for development of Hindi     4. Functional and effective, workshops.     5. Convening regular meetings to ensure proper implementation     6. Sending all quarterly reports in time     7. Efforts to make 100% communication in Hindi	MR SANJAY PRASAD I/C  MR.M.MISHRA  MS.RENU  MR. VIKAS SHAW  MS. SHABIRA  MR. MUKESH KUMAR  MRS. RUMA KUMARI SHAW  MS. RITU MAHATO
25	TEACHING AIDS	Arrangement and requirement of different kinds of teaching aids     Distributing amongst staff members as per requirements	MRS.JYOTI PANDEY I/C MR. K. SENGUPTA MRS. S. MUKHERJEE MS INDU
26	SUBJECT CONVENORS  (TO MONITOR THE ONGOING ACTIVITIES OF THE SUBJECT.	HINDI ENGLISH MATHEMATICS SCIENCE	MR SANJAY PRASAD MRS A JAISWAL MR. P. BANERJEE MR. U.K. BANERJEE

STANDARDS, TO CHECK ALL THE RECORDS OF THEIR RESPECTIVE MEMBERS OF DEPARATIONAL PIESON. DEPARATION PRINT PIESON. STANDARDS TO SERVER SERVICES. DEPARATION PORTAL, 1871 DEPARAT		TO IMPROVE THE ACADEMIC	SOCIAL SCIENCE	MR.A.VERMA
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ADDITION   SINGER		MGRM/UBI PORTAL, FEE		MS.P.PREMELA
ADDITION   SINGER				MS RITUPARNA DEBNATH
Section of students for different games and sports				
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guidelines.  ### SPORTS COACH   MRS & RANCHAN   MRS & RANCHAN   MRS & STANLS   MRS & SANCHAN   MRS PSARAF   STANLS   MRS PSARAF   STANLSREE   MR & SUMKHOPADHYAY   UMS PSARAF   STANLSREE   MR & STANLSREE				
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2.Editing and printing. 3. Publication of Patrika on time.  MR A. VERMA  MRS T DEY  MR. S PRASAD  MR. M. MISHRA  MR A KUNDU  MRS DEBJANI DEY  MR. SAQUIB  MS.PRIYA  MRS. SHALINI KUMARI  MRS. SHALINI KUMARI  MRS. P DUTTA  34 REPORT WRITING & 1. Preparation of reports of all programs conducting in the Vidyalaya and have a record.  MR A. VERMA  MRS. T DEY  MR. S. PRASAD  MRS. DEBJANI DEY  MRS. P. PREMELA, I/C  MS.R. DEBNATH	33	VIDYALAYA PATRIKA	1.Collection of articles from the students and staff.	MR.A JAISAWAL, I/C
3. Publication of Patrika on time.    MRS T DEY   MR. S PRASAD   MR. M. MISHRA   MR A KUNDU   MRS DEBJANI DEY   MR. SAQUIB   MS.PRIYA   MRS. SHALINI KUMARI   MRS. SHALINI KUMARI   MRS. P DUTTA				
MR. S PRASAD  MR. MR. S PRASAD  MR. M. MISHRA  MR A KUNDU  MRS DEBJANI DEY  MR. SAQUIB  MS.PRIYA  MRS. SHALINI KUMARI  MRS. SHALINI KUMARI  MRS. P DUTTA  34 REPORT WRITING & 1. Preparation of reports of all programs conducting in the Vidyalaya and have a record.  MRS. P PREMELA, I/C  MS.R. DEBNATH				
MR. M. MISHRA MR A KUNDU MRS DEBJANI DEY MR. SAQUIB MS.PRIYA MRS. SHALINI KUMARI MRS. P DUTTA  REPORT WRITING & 1.Preparation of reports of all programs conducting and have a record.  1.Preparation of reports of all programs conducting in the Vidyalaya and have a record.  MR. M. MISHRA MR A KUNDU MRS. PEBJANI DEY MRS. PRITING MRS. P DUTTA MRS. P. PREMELA, I/C MS.R. DEBNATH				
MR A KUNDU MRS DEBJANI DEY MR. SAQUIB MS.PRIYA MRS. SHALINI KUMARI MRS. P DUTTA  REPORT WRITING & 1.Preparation of reports of all programs conducting and have a record.  MR A KUNDU MRS DEBJANI DEY MRS. PARITING MRS. P. PREMELA, I/C MS.R. DEBNATH				
MRS DEBJANI DEY MR. SAQUIB MS.PRIYA MRS. SHALINI KUMARI MRS. P DUTTA  REPORT WRITING & 1.Preparation of reports of all programs conducting and have a record.  MRS. P. PREMELA, I/C MS.R. DEBNATH				
MR. SAQUIB MS.PRIYA MRS. SHALINI KUMARI MRS. P DUTTA  REPORT WRITING & 1.Preparation of reports of all programs conducting ACHIEVEMENTS RECORDS in the Vidyalaya and have a record.  MRS. P DUTTA  MRS. P. PREMELA, I/C MS.R. DEBNATH				
MS.PRIYA MRS. SHALINI KUMARI MRS. P DUTTA  REPORT WRITING & 1.Preparation of reports of all programs conducting ACHIEVEMENTS RECORDS in the Vidyalaya and have a record.  MS.P. PREMELA, I/C MS.R. DEBNATH				
MRS. SHALINI KUMARI MRS. P DUTTA  REPORT WRITING & 1.Preparation of reports of all programs conducting A CHIEVEMENTS RECORDS in the Vidyalaya and have a record.  MRS. SHALINI KUMARI MRS. P DUTTA  MRS. P. PREMELA, I/C MS.R. DEBNATH				
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MRS. P DUTTA  REPORT WRITING & 1.Preparation of reports of all programs conducting A CHIEVEMENTS RECORDS in the Vidyalaya and have a record.  MRS. P DUTTA  MRS. P. PREMELA, I/C  MS.R. DEBNATH				
REPORT WRITING & 1.Preparation of reports of all programs conducting ACHIEVEMENTS RECORDS in the Vidyalaya and have a record.  MRS. P. PREMELA, I/C MS.R. DEBNATH				
ACHIEVEMENTS RECORDS in the Vidyalaya and have a record. MS.R. DEBNATH	34	REPORT WRITING &	1. Preparation of reports of all programs conducting	
	-			
2. Accepting the fectories up to date MS.1.DEY		TOTHE VENIENTS RECORDS		
			2. Recping the records up to date	MO, LDE I

		3. Identifying students with achievements and keep	MR. DIPANJAN CHATTERJEE
		record	MR S PRASAD
			MR VIKAS
35	DIARY AND DISPACH	1.Entry of letters in the register received from	MR. SANJOY DUTTA
		different departments & reply there off.	MR. DILIP DAS
		2.To ensure proper filing of letters	MR. BABLU SAHA
	PURCHASE COMMITTEE	1. Purchase of Goods & Services more than 25	VP I/C
36	/LOCAL PURCHASE	Thousand & less than 1 Lakh.	HM
	COMMITTEE	2. Collect requirement from different department &	MR SANJAY PRASAD
		preparation of comparative statement 3. To convene important meetings regarding all	MRS P. SARAF
		purchases. Go for spot quotations and make all	MR.A KUNDU
		necessary resolution as per KVS guidelines. Read	MRS S SABHARWAL
		purchase rules of KVS and help in purchase accordingly.	MR MAHESH MISHRA
		according.	MS. BANANI GHOSH MR. KUNDAN KR. SHAW
			MR H NATH
			MR. S R GUPTA ,ASO- Verification
37	GUEST HOSPITALITY	1.To procure and make all necessary items for	MR. S. PRASAD I/C
	MANAGEMENT/ RECEPTION	different events 2.Seating arrangement for different events	MR SABIITABRAT MONDAL
	COMMITTEE/ FOOD COMMITTEE	Seating arrangement for different events     Arranging refreshments	MRS. J.SAHOO
		Welcome of guests/officials	MR. P.BANERJEE MRS. B KAMAKSHI
			MR. K. SENGUPTA
			MRS. VIBHA RANI
			MR. B. BERA
			HM / SENIOR PRT MS PRIYA SHUKLA
			MRS DEBJANI DEY
			MS. INDU
			MR. VIKASH SHAW MR. D. DAS
			MR. D. DAS
38	FIRE SAFETY	1.To take all measures for fire safety and checking of	MRS.P.SARAF I/C
		fire extinguisher available at different places in the	MR.P.C.ROY
		Vidyalaya. 2.To obtain fire safety certificate. 3. To raise awareness on accidents caused by fire	MR.K.SENGUPTA
• •		amongst children.	
39	DISASTER MANAGEMENT/RESCUE AND SEARCH TEAM	1.To train and equip students to react intelligently in any emergent situation.     2. To contact with organization like NDRF for guidance.	MRS. P. SARAF I/C MR. A VERMA
			MRS. I CHOUDHURY
			MR. P.C. ROY
40	INTERNAL	1 D1	ALL CLASS TEACHERS
40	SECURITY/CHECKING	<ol> <li>Deployment of security personnel.</li> <li>Fortnightly checking of overhead water tank.</li> </ol>	MR. P.C. ROY I/C MRS. P. SARAF
	OF WATER SUPPLY &	3. Monitoring of conservancy staff.	
	DRAINAGE PODITS ETC	4. Checking of drains surrounding the Vidyalaya.	
41	POINTS ETC. EMAIL AND	To check emails at regular intervals and inform the	MR MUKESH KUMAR
,,,	CORRESPONDENCE	in- charges to reply, ensure that the reply goes	MOREON ROWNIE
12	AND ANGEL CO.	timely.	
42	ARRANGEMENT OF P.A.	1. Arrangement of P.A.for all programme including morning assembly & staff meeting.	MRS.P.SARAF I/C MRS S MUKHOPADHYAY
	SYSTEM	Arrangement of P.A for different events round the year	MR. BABLU SAHA
			MR.DHIREN
<u></u>			
43	FIRST AID, MEDICAL CHECK UP	1. Arrangement of Medical Check-up of the students	MR. SASBITABRAT MONDAL I/C
	MEDICAL CHECK UP	during the month of July & Dec. With the help of Doctor & Nurse appointed for this purpose.	MC CHI CHAN IAHAN
		2. Look after the Medically Unfit children during the	MS GULSHAN JAHAN NURSE
		Assembly period.	MR. P.C. ROY
		3. Ensure that medical report card in respect to all children are complete.	MS INDU
		•	MS. SUSHMITA
44	BEAUTIFICATION OF VIDYALAYA CAMPUS	I. Identification of area around the Vidyalaya for planation & beatifications.     Placement of thoughts & picture in the School Building     Identify places where beautification/repair needed	MR.A. KUNDU I/C
			MR. KUNDAN KUMAR MS PRIYA SHUKLA
			MR. VIKASH SHAW
			MS. INDU
			MR.D.DAS
			MS. ANTARA SINHA
<u></u>			MRS NANDINI

45	BALA CONCEPT	1. To create picture & Figures on wall of school	MR A KUNDU I/C
		building as per BALA Concept.  2.Training and involving students in the	HM
16	LOCE AND FOUND	beautification of school through BALA project	MR. S KOLEY
46	LOST AND FOUND	Collection of the lost & found materials and handing over to the concerned individuals after proper	P.C.ROY I/C MRS. S. HAIT
		verification	MRS. RENU
			MRS. P P RAIGURU
			MR.VIKASH SHAW MS. ANKITA BOSE
47	COMPLAINS & GRIEVANCE	Fort-nightly opening of suggestion boxes.	VP
'	REDRESSAL CELL /	2. Enlistment of suggestions & action taken by the	HM
	COMPLAINT BOX/INTERNAL	Vidyalaya	MR U K BANERJEE
	COMPLAINT COMMITTEE		MRS. B KAMAKSHI MR. P BANNERJEE
			MRS. P PREMELA
48	EXCURSION/EDUCATIONAL	1. Planning and selection of places for excursion for	MR. P.C. ROY I/C
	TOURS & ARRANGEMENT OF STAFF PICNIC, EXHIBITION	both primary as well as secondary section.  2. Hiring of transport.	MR. SANJAY PRASAD MR K SENGUPTA
		3. Selection of students.	MRS. DEBJANI DEY
		4. Ensuring safety and security of students.	MRS. S. SHABARWAL
		5. Maintaining records of the activities	MR. KUNDAN KUMAR SHAW
			MR. VIKASH SHAW  MS. AISHWARYA MISHRA
			NO. MONVINITA MISHALL
49	CANTEEN COMMITTEE	1. Checking of cleanliness of canteen area and food	MRS. J. PANDEY I/C
		item available in the canteen.  2. Checking & ensuring that food items prepared &	MS. TANUSHREE DEY MR.P.C.ROY
		sold in canteen are hygienic and eatable in all respect.	YOGA TEACHER
			MR K SENGUPTA
50	PISA / CCT	1.Ensuring effective use of Diksha App     2.Training to teachers teaching the students.	MR. P. BANERJEE I/C
		3. Updating portal.	MR SABITABRATA MONDAL MR S KHAN
		4. Keeping records.	MRS. S. SRIVASTAVA
			MR. A. KUNDU
51	ECO CLUB / NATURE CLUB /	Maintain general ambience of the school.	MS. SHABIRA MR K SENGUPTA , I/C
31	GSP/SCIENCE	2. Plantation of tree/seasonal flower plants	MR & SENGUFTA , I/C MRS I CHOUDHURY
	CLUB/STANDARD CLUB	3. Maintenance of Herbal garden	
		4.Organize awareness programmes about conserving natural resources.	MR ABAK KUNDU
		5.Preserve ecosystem and maintain healthy	MS GULSHAN MR VIKASH SHAW
		environment.	MR SAQIB
			MRS. SOMA DAS
52	PHOTOGRAPHY/ VIDEOGRAPHY	1.To ensure proper photography/videography of various programmes organized in school.	MR. A. KUNDU I/C MS. P. SARAF
	VIDEOGRAFITI	2. upload photos/videos in social platforms.	MR. KUNDAN
		3. provide photos for newsletters/ Vidyalaya	MRS. D BHATTACHARJEE
		magazines.	MS IFFAT
53	AWAKENED CITIZEN	1.To conduct activities pertaining to ACP	MRS. P. PREMELA I/C
	PROGRAMME (ACP)	2. Taking regular classes and keeping record of the	MS RITUPARNA
		same.	MS GULSHAN
			MR K SENGUPTA
54	VMC	1.To plan for the conduct quarterly VMC meetings,	MR U K BANERJEE I/C
		2. Writing minutes of the meetings	MRS. P. SARAF
		3.Preparing agenda points and PowerPoint presentation	MRS TANUSHREE DEY MS DDIVA SHUKLA
		4. Seating arrangement and procuring stationeries for	MS PRIYA SHUKLA MR. S.R. GUPTA (ASO)
		the meeting.	
		5. Arranging Refreshments for the VMC members	
55	PTA (FORMATION)	1.Formation & functioning of PTA as per KVS	MRS B KAMAKSHI I/C
		norms.	MRS. J. SAHOO
		Conduct regular PTA meetings     Recording meeting minutes.	ALL TEACHERS ALL PARENTS
		5. Tooloiding mooning minutes.	ALL FAREIVIS
56	DIGITAL LANGUAGE LAB	1.To ensure proper upkeep and maintenance of the	MRS A JAISWAL I/C
		Lab.	MR SANJAY PRASAD
		2.To ensure optimum utilization of the lab for enrichment of teaching –learning process	MRS TANUSHREE DEY
		3. To train the teachers about utilisation Language	MS RITUPARNA
		lab.	MR MAHESH MISHRA

57	PUBLIC RELATION	1.Satisfy queries of parent & public.     2.Garner support of public for the upliftment of the Vidyalaya	VP HM MR. UK BANNERJEE MR S K GHOSH MR A VERMA MR JAYASHREE SAHOO MRS P SARAF
58	PIO/APIO/RTI	Providing required information to public as per RTI	VP HM EXAM DEPT ADMISSION DEPT MR S R GUPTA , ASO
59	AI	1.To conduct classes and train students as per CBSE directives	MRS. N SAHU, I/C MRS. P SARAF COMP. INSTRUCTOR-1 COMP. INSTRUCTOR -2
60	ALUMNI ASSOCIATION	1.To compile and create database of Alumni     2. To update the database regularly	MRS B KAMAKSHI , I/C MR SABITABRATA MONDAL MRS S HAIT MRS RENU
61	CHILD RIGHTS PROTECTION CELL	1.To ensure child safety in the school.     2.To counsel the child in case of any distress	VP HM MR. UK BANNERJEE MRS B KAMAKSHI MRS. I CHOUDHURY MRS. S. SRIVASTAVA
62	EVACUATION TEAM	1.To conduct mock drills in the Vidyalaya     2. To raise awareness about natural calamities and how to keep safe.	MRS. P SARAF I/C MR. A KUNDU MR. P C ROY MR.KUNDAN KUMAR MR SAQIB
63	TEAM FOR STUDENTS WITH SPECIAL NEEDS(DIVYANG)	Ensure safety and cater to the needs of students with special needs.	MRS. P SARAF I/C  MR. P C ROY  MRS. S SRIVASTAVA  MRS DEBJANI DEY  MRS TANUSHREE  MS INDU
64	ENROLMENT SHALA SIDDHI	To get details of School enrolment on regular basis keep records and submit and send replies related to it. And update required records on Shalasiddhi portal.	MRS SONIA SABHARWAL I/C MRS DEBJANI DEY MR VIKAS SHAW
65	LAND AND BUILDING COMMITTEE	1.Ensure the overall maintenance of land and Vidyalaya building and any other structures. 2.Mmake efforts for renewal of lease deed and transfer of land to KVS from the sponsoring agency. 3. Ensure the quantity and quality of M & R work submit the proposals for safety and security. 4. Obtain building and fire safety certificates. 5. Ensure all civil and electrical fitments and facilities in the Vidyalaya. 6. Monitor special m & r work and send monthly report to HQ & RO.	MRS P. SARAF I/C  MRS B KAMAKSHI  MR A VERMA  MR S R GUPTA ,ASO  MRS TANUSHREE DEY  MR KUNDAN KUMAR  MR VIKAS SHAW
66	UDISE / UDISE+ BANGLA SHIKSHA PORTAL	Collection of information for UDISE portal and updating of UDISE portal.	MRS. N. SAHOO MR. SANDIP KHAN MRS S SABHARWAL MRS P. PREMELA MRS TANUSHREE DEY MS RITUPARNA MD. SAQIB COMPUTER-1 COMPUTER-2
67	BALVATIKA	Decoration of Balvatika classes     Procurement of furniture, Resource materials, teaching aids etc.     Time Table	1. HM I/C 2. MR. A KUNDU

	4. A	4. Arrangement of teachers and caregivers	3. MR SR GUPTA
			4.MR S GHOSH
68	BUREAU OF INDIAN STANDARD (BIS)	1.Conducting Consumer awareness programmes     2.Empower and educate students about creating an	1. K. SENGUPTA (I/C)
		environment of quality culture 3.Inform the students about the benefits of standardisation and conformity assessment schemes	2. G. JAHAN
		of BIS 4.To make the students aware about ISI, AGMARK and FSSAI	3. J. SAHOO
		and PSSA1	4. S. HAIT
			5. DEZY KUMAR
69	VIDYALAYA CO-ORDINATION COMMITTEE	1. Coordinate among / with all the Clubs/committees and departments. 2. Provide all possible information, help and support to execute the assigned duty 3. Monitor and observe the functions of different clubs and committees. 4. Compile and present the report/records of activities of different clubs and committees.	1. MRS. B KAMAKSHI (I/C)
			2. MRS. J. SAHOO
			3. MRS. N SAHOO
			4. MR. S.K GHOSH
			5. MR. U.K BANERJEE
			6. MR.S. KHAN
			7. MR. P BANERJEE
			8. MRS. S SRIVASTAVA 9. MRS. P HAZARIKA, HM

All to note for information and compliance.

Note: New Committees will be formed as and when required.

PRINCIPAL