

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

W.E.F-01.04.2023

SL. NO.	NAME OF THE COMMITTEE	DUTY ALLOTTED	NAME OF THE STAFF MEMBERS
1.	ACADEMIC ADVISORY COMMITTEE	1. Conduct of PTA meeting for different classes. 2. Monitoring of completion of syllabus in different classes. 3. Conducting of monthly/periodic/academic advisory committee meeting to suggest and implement various academic strategies in consultation with different stake holders and in the line of instructions and circulars from KVS, NCERT and CBSE. 4. To devise and implement plans for academic excellence.	PRINCIPAL VICE PRINCIPAL/ SENIOR MOST TEACHER HM / SENIOR PRT MR.U.K.BANERJEE MRS. B KAMAKSHI MR. P. BANERJEE MRS. S. SRIVASTAVA MR. S GHOSH MR. A VERMA MR.SABITABRATA MANDAL MRS N SAHU MRS. ANNAPURNA JAISWAL
2.	COMMITTEE FOR C.M.P.	1. Determination of different kinds of activities under CMP. 2. Organizing of cluster level CCA activities. 3. Proper Utilization of materials purchased under CMP. 4. Film show for the children for Primary classes and the records thereof. 5. Preparation and implementation of Annual Calendar for Funday, FLN, Toy based pedagogy, Experiential learning, NIPUN and Mini Cultural and Sports Meet. 6. Maintenance of Portfolios	HM I/C MS PRIYA MS SHABIRA MR. VIKAS MRS. SOMA DAS
3.	ADMISSION COMMITTEE	1. Preparation of admission list. 2. Verification of T.C and related documents from other KV/schools. 3.Follow admission guidelines for each admission. 4. Prepare and publish the vacancy positions for fresh admissions as per the rule. 5. Keep all the admission related records, to retrieve and submit it as and when required. 6. To keep the records of enrolment as required by KVS. 7. To guide the public about Admission process in KVS.	MR.S.K.GHOSH I/C MRS. N SAHU MRS J SAHOO MRS. S. HAIT MS GULSHAN MRS. DEBJANI DEY MR. VIKAS MS. INDU
4.	EXAMINATION (SECONDARY)	1. Conduct of different examinations. 2. Preparation of Result Analysis of all classes and all 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, 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.	MRS. A JAISAWAL I/C MRS.S.SRIVASTAVA MR. A. KUNDU MR. SANJAY PRASAD MRS JYOTI PANDEY MR. B.K.DHANUK MR. U.K.NAYAK
5.	EXAMINATION [PRIMARY]	1. Conduct of different examination. 2. Preparation of Result Analysis of all classes and all 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, maintenance of profiles, projects, internal assessment and Grading systems in Art Education, Work Experience, Music and Physical and Health Education.	MRS. P.P. RAIGURU I/C MS. SHABIRA MR. SAQIB MRS.DIPTIMOYEE NAYAK MS. TANUSHREE BISWAS
6.	CBSE, NIOS AND ALL EXTERNAL EXAMS	1. Smoothly conducting CBSE Examination 2. Result Analysis for Board Class (X & XII) 3. Uploading of data on CBSE Website. 4. Conduct of all External exams.	MR SABITABRATA MANDAL I/C MRS B KAMAKSHI MR SANDIP KHAN MRS. J. SAHOO MRS.N. SAHU MRS. P. SARAF

			MR. M. MISHRA
			MR. K SHAW
			MR. DILIP DAS
			MR. U.K. NAYAK
			MR. BIJAY, SUB STAFF
7.	MODERATION AND PROMOTION COMMITTEE FOR RESULT (INTERNAL EXAM)	1. Moderation of question papers of different examination. 2. Checking of standard and pattern of question papers. 3. Moderation of result as per KVS directions/circulars. 4. Preparation of the list of essentially repeat and supplementary students. 5. Recommendation and preparation of Final Result incorporating the Grace Marks as per the directions of KVS.	VP/ SENIOR MOST TEACHER HM/ SENIOR MOST PRT MRS. B. KAMAKSHI MRS I CHOUDHURY MRS. S. SRIVASTAVA MRS. P. PREMELA MRS. PP RAIGURU
8.	TIME-TABLE (SECONDARY)	1. Preparation of all types of Time-table as per the prescribed norms of KVS and CBSE. 2.	MR.P.BANERJEE I/C MRS.J.SAHOO MRS. DEBJANI DEY MRS N SAHU
9.	ARRANGEMENT / RECESS DUTY ALLOTMENT (SECONDARY)	1. Making arrangement 2. Sub-staff to circulate the arrangement sheet and get sign on it from concerned teachers. 3. Assigning recess/gates/corridor duties 4. Monitoring of classes without teacher.	MRS I. CHOUDHURY I/C MRS. RENU MR. A.KUNDU MR.S.K.DUTTA(SUB-STAFF)
10.	TIME-TABLE (PRIMARY)	1. Preparation of all types of Time-table 2. Monitoring of classes without teacher	MR. KUNDAN KUMAR SHAW 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	1. Preparation of Annual CCA Calendar 2. Conduct of CCA activities 3. Celebration of different occasions 4. Conducting morning assembly in a befitting manner. 5. Distribution of Houses /Distribution of students in different Houses. 6. Constitution of Student Council and organising Investiture Ceremony. 7. Motivate the students to take part in all inter house activities / competitions. 8. Ensure their proper uniform 9. Develop a team spirit among students. 10. Training and awareness including awareness among clients, vendors, employees etc and submission of quarterly CBC report.	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	MRS. J. SAHOO (HOUSE MISTRESS)
		TAGORE HOUSE	MR SANJAY PRASAD ((HOUSE MASTER)
		ASHOKA HOUSE	MRS A JAISWAL (HOUSE MISTRESS)
		RAMAN HOUSE	MR. SABITABRATA MONDAL (HOUSE MASTER)
		SHIVAJI HOUSE (PRIMARY)	1.MRS S MUKHERJEE (HOUSE MISTRESS) 2. MRS. PP RAIGURU 3. MS. ASHWARYA MISHRA 4. MRS. KANCHAN 5. MS. A BOSE
		TAGORE HOUSE (PRIMARY)	1 MS. INDU (HOUSE MISTRESS) 2. MR. KK SHAW 3.MRS. D NAYAK 4.MRS NANDINI 5. MS. IFFAT

		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.	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
18.	VIDYALAYA BUILDING REPAIR & MAINTENANCE	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	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	1. To allot duties to conservancy staff & to monitor their work. 2. Monitoring & supervising of toilets & class-rooms. 3. Maintenance of cleanliness Surrounding the Vidyalaya. 4. To procure the cleaning materials as and when required. 5. 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	1. Repair & maintenance of old furniture for the students and teachers. 2. Requisition and procurement of furnitures as per the requirement. 3. Keeping record of repairs done	MR.A.KUNDU I/C MR. K. SENGUPTA MR.M.MISHRA MRS. S MUKHERJEE
21	BHARAT SCOUT & GUIDE	1. Organizing the different kinds of Scout & Guides activities. 2. Checking of proper uniform for students as well as Teachers. 3. Enrolment of students for different levels. 4. Preparing the students for different levels. 5. 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	1. Arrangement and requirement of different kinds of teaching aids 2. 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

	TO IMPROVE THE ACADEMIC STANDARDS. TO CHECK ALL THE RECORDS OF THEIR RESPECTIVE MEMBERS OF DEPARTMENT. ENSURE COMPLETION OF SYLLABUS)	SOCIAL SCIENCE PRIMARY	MR.A.VERMA HM I/c 1. Mathematics : MS. PRIYA 2. English: Mr. KK SHAW 3. Hindi: MR. VIKAS 4. EVS: MR. SAQUIB
27	SHAALA DARPAN/ MGRM/UBI PORTAL, FEE COLLECTION / PIMS /VIDYALAYA WEBSITE	1.To keep all portal related works updated.	MRS.N.SAHU I/C MS.P.PREMELA MS RITUPARNA DEBNATH COMP INSTRUCTOR-1 COMP INSTRUCTOR-2 ALL CLASS TEACHERS
28(A)	GAMES &SPORTS ,	1.Selection of students for different games and sports 2.Ensure participation of students in Inter house / Cluster / Regional / National / SGFI etc. 3. Conduct of annual sports as per schedule 4. Conduct of mini/cluster level sports competitions. 5. procuring certificates/trophies/medals for events 6.Keeping proper records of all the activities	MR.P.C.ROY I/C MR.SANDIP KHAN MS. GULSHAN MR. VIKAS SHAW SPORTS COACH YOGA INSTR MRS KANCHAN
28(B)	SBSB / FIT INDIA MOVEMENT/ KHELO INDIA	1.To select & train the students for sports activities. To keep discipline in school to conduct the sports day celebration in a befitting manner with the help of instructors. 2. Implementation of these programmes as per KVS guidelines.	MR.P.C.ROY I/C MRS. SONIA SABHARWAL MRS S SRIVASTAVA MS. RITUPARNA MRS S MUKHOPADHYAY SPORTS COACH YOGA INSTRUCTOR MRS. KANCHAN
29	G &C (CAREER , SOCIO- PERSONAL,VOCATIONAL AND SKILL BASED EDUCATION &)	To address problems of behaviour and learning. To motivate the students towards right academic direction and positive attitude to life. To organize the events of other invited motivational speakers from outside.	MR.SABITABRATA MONDAL I/C MRS. P SARAF
30	CULTURAL COMMITTEE/ SPIC MACAY/ VIRSA PROGRAMME	1.Arrangement and conduct of all kinds of cultural programme including annual function. 2. Sharing the activities and achievements in social platforms 3. Welcoming guests 4.Seating arrangement and refreshment of artists under Routes to Routes/Virsa	MRS.S.MUKHOPADHYAY I/C MS.P.SARAF MR.K.SENGUPTA MRS. S. MUKHERJEE MR. A KUNDU MR. D. DAS MS. TANUSREE
31	LODGING/BOARDING/ FOODING	1.Arrangement of stay/food for all kinds of programme round the year. 2. To cater to the needs and security of the participants staying in the Vidyalaya.	MR. A. VERMA I/C (LODGING) MR.U.K. BANERJEE MR. SR GUPTA MR.S.K.GHOSH MRS. S. HAIT MR.M.MISHRA MR. SAQIB MR. KUNDAN KUMAR MR VIKAS SHAW MS. SHABIRA MR DILIP DAS MR.U.K.NAYAK
32.	PUBLICATION OF NEWS LETTER (PRIMARY)	1.Collection of photographs and articles for newsletters 2. Publication of Newsletter every quarter 3. Sharing Newsletter with stakeholders	HM I/C MS.PRIYA MS. INDU MR. SAQUIB MR S SINGH MRS. P DUTTA
33	VIDYALAYA PATRIKA	1.Collection of articles from the students and staff. 2.Editing and printing. 3. Publication of Patrika on time.	MR.A JAISAWAL, I/C 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. P DUTTA
34	REPORT WRITING & ACHIEVEMENTS RECORDS	1.Preparation of reports of all programs conducting in the Vidyalaya and have a record. 2. Keeping the records up to date	MRS. P. PREMELA, I/C MS.R. DEBNATH MS.T.DEY

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

45	BALA CONCEPT	1. To create picture & Figures on wall of school building as per BALA Concept. 2.Training and involving students in the beautification of school through BALA project	MR A KUNDU I/C HM MR. S KOLEY
46	LOST AND FOUND	Collection of the lost & found materials and handing over to the concerned individuals after proper verification	P.C.ROY I/C MRS. S. HAIT MRS. RENU MRS. P P RAIGURU MR. VIKASH SHAW MS. ANKITA BOSE
47	COMPLAINS & GRIEVANCE REDRESSAL CELL / COMPLAINT BOX/INTERNAL COMPLAINT COMMITTEE	1. Fort-nightly opening of suggestion boxes. 2. Enlistment of suggestions & action taken by the Vidyalaya	VP HM MR U K BANERJEE MRS. B KAMAKSHI MR. P BANNERJEE MRS. P PREMELA
48	EXCURSION/EDUCATIONAL TOURS & ARRANGEMENT OF STAFF PICNIC, EXHIBITION	1. Planning and selection of places for excursion for both primary as well as secondary section. 2. Hiring of transport. 3. Selection of students. 4. Ensuring safety and security of students. 5. Maintaining records of the activities	MR. P.C. ROY I/C MR. SANJAY PRASAD MR K SENGUPTA MRS. DEBJANI DEY MRS. S. SHABARWAL MR. KUNDAN KUMAR SHAW MR. VIKASH SHAW MS. AISHWARYA MISHRA
49	CANTEEN COMMITTEE	1. Checking of cleanliness of canteen area and food item available in the canteen. 2. Checking & ensuring that food items prepared & sold in canteen are hygienic and eatable in all respect.	MRS. J. PANDEY I/C MS. TANUSHREE DEY MR.P.C.ROY YOGA TEACHER MR K SENGUPTA
50	PISA / CCT	1.Ensuring effective use of Diksha App 2.Training to teachers teaching the students. 3. Updating portal. 4. Keeping records.	MR. P. BANERJEE I/C MR SABITABRATA MONDAL MR S KHAN MRS. S. SRIVASTAVA MR. A. KUNDU MS. SHABIRA
51	ECO CLUB / NATURE CLUB / GSP/SCIENCE CLUB/STANDARD CLUB	1. Maintain general ambience of the school. 2. Plantation of tree/seasonal flower plants 3. Maintenance of Herbal garden 4.Organize awareness programmes about conserving natural resources. 5.Preserve ecosystem and maintain healthy environment.	MR K SENGUPTA , I/C MRS I CHOUDHURY MR ABAK KUNDU MS GULSHAN MR VIKASH SHAW MR SAQIB MRS. SOMA DAS
52	PHOTOGRAPHY/ VIDEOGRAPHY	1.To ensure proper photography/videography of various programmes organized in school. 2. upload photos/videos in social platforms. 3. provide photos for newsletters/ Vidyalaya magazines.	MR. A. KUNDU I/C MS. P. SARAF MR. KUNDAN MRS. D BHATTACHARJEE MS IFFAT
53	AWAKENED CITIZEN PROGRAMME (ACP)	1.To conduct activities pertaining to ACP 2.Taking regular classes and keeping record of the same.	MRS. P. PREMELA I/C MS RITUPARNA MS GULSHAN MR K SENGUPTA
54	VMC	1.To plan for the conduct quarterly VMC meetings, 2. Writing minutes of the meetings 3.Preparing agenda points and PowerPoint presentation 4. Seating arrangement and procuring stationeries for the meeting. 5. Arranging Refreshments for the VMC members	MR U K BANERJEE I/C MRS. P. SARAF MRS TANUSHREE DEY MS PRIYA SHUKLA MR. S.R. GUPTA (ASO)
55	PTA (FORMATION)	1.Formation & functioning of PTA as per KVS norms. 2. Conduct regular PTA meetings 3. Recording meeting minutes.	MRS B KAMAKSHI I/C MRS. J. SAHOO ALL TEACHERS ALL PARENTS
56	DIGITAL LANGUAGE LAB	1.To ensure proper upkeep and maintenance of the Lab. 2.To ensure optimum utilization of the lab for enrichment of teaching –learning process 3. To train the teachers about utilisation Language lab.	MRS A JAISWAL I/C MR SANJAY PRASAD MRS TANUSHREE DEY MS RITUPARNA 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	1. 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)	1. 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	1. Decoration of Balvatika classes 2. Procurement of furniture, Resource materials, teaching aids etc. 3. Time Table	1. HM I/C 2. MR. A KUNDU

		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 environment of quality culture 3.Inform the students about the benefits of standardisation and conformity assessment schemes of BIS 4.To make the students aware about ISI, AGMARK and FSSAI	1. K. SENGUPTA (I/C)
			2. G. JAHAN
			3. J. SAHOO
			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