

**KENDRIYA VIDYALAYA NO.1, ISHAPORE**  
**VIDYALAYA PLAN (COMMITTEES)**  
**(SESSION: 2021-22)**

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2021-22. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. In absence of the in – charge the next senior member of the committee automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure.

All in charges, conveners and members of Dept./committee/ Club are hereby instructed to set the action plan for session– 2021-22. 1. The new in-charges will submit their action plan by 04.04.2021 in soft copy with improvisation. The last session in charges to cooperate in this regard to the new in charges.

DEPT/COMMITTEE/CLUB	IN-CHARGE/CONVENOR/ MEMBER	SIGNATURE
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**1. ADMINISTRATIVE AND ACADEMIC SUPPORT**

	<ol style="list-style-type: none"> <li>1. DR. S. MAJUMDAR, PGT(BIO)</li> <li>2. MR. P K DAS , PGT , (MATH)</li> <li>3. MR. N.D. SAMANTA, PGT (GEO)</li> <li>4. DR. A. UPADHYAY, TGT(HINDI)</li> <li>5. MR S CHOUDHURI TGT (SC)</li> <li>6. MR. B BANIK, HM</li> <li>7. MRS. S.CHAKRABORTY, PRT</li> <li>8. MRS N MAJUMDAR, PRT</li> </ol>	
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1. To guide, suggest and chalk out all action plan for academic and co – curricular activities.
2. Will function as advisory board for Vidyalaya activities.
3. To plan the Split-up of syllabus subject wise and class wise on or before 31<sup>st</sup> March and check the monthly completion of syllabus.
4. To list the name of weak students on the basis of session ending examination result March and prepare action plan on or before 05<sup>th</sup> April and to ensure it is implemented.
5. To monitor the special time-table during all holidays, breaks (Autumn & Winter) and vacation including Morning Assembly time of Vidyalaya as per action plan.
6. To maintain the class wise and subject wise monthly student’s academic performance analysis.
7. Any other related work.

split up syllabus preparation Spotting of under achievers and remedial measures thereof. Spotting of bright learners and follow-up measures thereof. Periodic monitoring of academic coordinators’ work. Monitoring of subject committee meeting. Other related works towards academic excellence.
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## 2. SUBJECT CONVENER AND CLASS CO-ORDINATORS

<p><b>PRIMARY &amp; SECONDARY</b></p>	<p><b>CONVENER</b></p>	<p><u>ENGLISH-</u> MRS. B R BARA, PGT (ENG) + MR , PRT <u>HINDI/SKT-</u> PGT(HINDI) +MR. K. KUMAWAT, PRT <u>MATHS-</u> MR. P K DAS, PGT(MATHS) + MRS. S CHAKRABORTY, PRT <u>SCIENCE AND EVS –</u> DR. S MAJUMDAR , PGT (BIO) +MRS S SARKAR, PRT <u>SO.SC. –</u> DR. S GUPTA</p>
<p>To analyze the performance of students &amp; prepare further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis &amp; discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus. If coverage of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on last working day of every month &amp; submit it to Principal. To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, field trips, film shows, talks, etc. related to their subject. To highlight the importance of each, interdependence of various subjects, co relation among different subject teachers, life history of great personality, freedom fighters, scientists, mathematicians, writers, poets, thinkers, etc. Any other related work.</p>		

## 3. DISCIPLINE

	<ol style="list-style-type: none"> <li>1. MR. A ADHIKARI, TGT(P&amp;HE) I/C</li> <li>2. DR S. MAJUMDAR, PGT(BIO)</li> <li>3. DR S GUPTA, PGT(HISTORY)</li> <li>4. MRS S GUHA, PGT(PHY)</li> <li>5. MRS J MANDAL, TGT(SKT)</li> <li>6. MR B BANIK , HM &amp; PRIMARY I/C</li> <li>7. K KUMAWAT, PRT</li> <li>8. CONCERNED CLASS TEACHERS</li> </ol>	
<p>Supervision of morning assembly. Monitoring and supervision of student's activities during the time of recess and departure. To remain vigil on student's movement and discipline within the campus. To deal with any act of indiscipline. Any other related work.</p>		

#### 4. ADMISSION

Admission for primary and secondary section.	1. MR. R BHATTACHARYA, PGT(PHY.)I/C 2. MR N. D. SAMANTA, PGT(GEO) 3. MRS S. MALAKAR, PGT(MATHS) 4. MR S CHOUDHURI, TGT(SC) 5. MR B BANIK (HM) 6. MRS S CHAKRABORTY (PRT) 7. MR D K GUPTA, PGT(CS) FOR TECHNICAL ASSISTANCE	
<ol style="list-style-type: none"><li>1. To plan admission procedure as per KVS guidelines.</li><li>2. To keep ready admission forms prospectus &amp; test plan well in advance. To issue, collect &amp; verify the admission registration form.</li><li>3. To complete the formalities of admission for the session as per KVS instructions, admission register etc.</li><li>4. Any other related work</li></ol>		

#### 5. EXAMINATION

<b>A) CBSE &amp; EXTERNAL EXAMINATIONS</b>	1. MR P K DAS, PGT(MATHS) I/C 2. MRS. S GUHA, PGT(PHY) 3. MR A ADHIKARI , TGT(P&HE) 4. MR P DHOLEY, SUB STAFF 5. MR R KUMAR, SUB STAFF	
<ol style="list-style-type: none"><li>1. All CBSE related works.</li><li>2. To conduct exams like NIOS, CET, AIEEE, NEET, CTET etc. as per the direction of Principal.</li><li>3. Any other related work</li></ol>		
<b>B) INTERNAL (PRIMARY)</b>	1.MRS S CHAKRABORTY , PRT I/C 2. MR. P YADAV, PRT 3.MRS K SILORI 4.MRS P KUMARI 5. MR T. SARKAR, SUB STAFF	
<b>c) INTERNAL (SECONDARY)</b>	1. MR N. D. SAMANTA, PGT(GEO) I/C 2. MR S.C. DEY, TGT(SST) 3. MRS J. MANDAL, TGT(SKT.) 4. MS P RAJPUT TGT (SC) 5. MR R KUMAR, SUB STAFF 6. MR P DHOLEY, SUB STAFF	
<ol style="list-style-type: none"><li>1. Complete schedule of test/exam for the session (tentative) has to be circulated among the students &amp; parents for their prior information. Exam time-tables should also be informed to students &amp; parents at least two weeks before the commencement of test/exam.</li><li>2. Maintain the required stationary of Examination well in advance in stock.</li><li>3. Class wise pre-plan schedule should be decided for weekly test, fortnightly test, monthly test, practice test etc.</li><li>4. All the required documents/materials like answer scripts, mark-slip, mark register, progress card etc. should be issued to concerned teacher in time &amp; it should be taken back to exam department after completion of each and every test/exam.</li><li>5. Students and parents must be informed about the results of all tests &amp; exam within a week of completion of test/examination &amp; updated record must be kept ready for further course of action.</li><li>6. To co – ordinate P.T. Meeting in consultation with the class teachers.</li><li>7. Sample question papers to be uploaded on website in PDF format.</li></ol>		

## 6. TIME TABLE AND ARRANGEMENT

<b>(A) SECONDARY</b>	1. MRS A DHAR, LIBRARIAN I/C 2. MRS S. MALAKAR, PGT(MATHS) 3. MRS. J MANDAL, TGT(SKT) 4.MRS N VERMA . TGT (MATH)	
<b>(B) PRIMARY</b>	1. MRS N MAJUMDAR, PRT I/C 2. MS P BHANDARI, PRT 3. MS S LAKRA, PRT 4. MR P YADAV , PRT	
<p>1. Time – table In charge &amp; Asst. In charge will frame the time-tables as per allotment.</p> <p>2. To make daily arrangement roster for teacher on leave</p> <p>3. To prepare and inform the subject teachers about the special time – table, remedial time table during all holidays, breaks (Autumn &amp; Winter) and vacation including Morning assembly time of Vidyalaya as per action plan for class X &amp; XII.</p> <p>4. To ensure ringing of the bell in time.</p> <p>5. Arrangement to be done <b>one day in</b> advance. The teachers on leave due to emergency will send a message to the time table department before 7:15 a.m. otherwise it will be presumed that no information is given.</p> <p>6. Any other related work.</p>		

## 7. CO-CURRICULAR ACTIVITIES

<b>(A) PRIMARY</b>	1. MS. MANISHA I/C 2. MRS S. ACHARYA, PRT 3. MRS N MAJUMDAR , PRT	
<b>HOUSE MASTER &amp; ASSOCIATE HOUSE MASTER</b>	<b>SUBHASH</b> MR PARVESH, PRT I/C MRS S. SARKAR, PRT	
	<b>TAGORE</b> MR S PATRA, PRT I/C MRS K SILORI, PRT	
	<b>ASHOKA</b> MR K KUMAWAT, PRT MS S LAKRA, PRT	
	<b>RAMAN</b> MS P BHANDARI, PRT, MRS P KUMARI, PRT	
<b>(B) SECONDARY</b>	1.MRS B.R.BARA, PGT(ENG) I/C 2.MR S GUPTA , PGT(HISTORY)2 <sup>nd</sup> I/C 3. Dr . A UPADHYAYA, TGT(HINDI)	
<b>HOUSE MASTER &amp; ASSOCIATE HOUSE MASTER</b>	<b>SUBHASH</b> MR. H KUMAR, PGT(CHEM) H.M MR D K GUPTA, PGT(COMP)	

	MR S MUKHERJEE MRS S DAS, TGT(MATHS) MR. ONKAR, TGT(HINDI) MR NC DAS	
	<b>TAGORE</b> MR RN SINGH MR R BHATTACHARYA MR SK MANDAL MRS R CHATTERJEE MR P RAJPUT P BISWAS	
	<b>ASHOKA</b> MRS S MALAKAR MR ND SAMANTA MRS S PAL MRS S DHAR MRS N VERMA MRS A DHAR	
	<b>RAMAN</b> MRS S GUHA MR PK DAS MR S CHAUDHARY MR SC DEY MRS J. MANDAL, MR K MAJUMDAR	

#### **Morning assembly organizations**

1. Class wise & house wise duty to be allotted by the house master and to be submitted to the CCA I/C, on last working day of the previous week.
2. Choir groups to be prepared:-  
I-V, VI- VIII & IX-XII.
3. House wise participants to be given in mail to CCA I/C, in the format supplied on Wednesday (secondary) and on Monday (primary).
4. Skills in co-curricular activities to be identified from all the classes.
5. Celebration of birthdays of students in the morning assembly as per pre-planned list.
6. Any other related work

#### **Celebration of festival & important days**

1. To prepare a plan to celebrate important festivals & days as per Vidyalaya Academic Calendar & invite artists, dignitaries on the selected occasions.
2. A special programme should be presented on special occasions & important days followed by a brief speech related to the festival. One programme should be presented by a staff member voluntarily.
3. To encourage the students & staff to participate in these programmes & assign duties for them.
4. Guest lecture should also be organized on special occasions & important days to celebrate the occasion with true spirit.
5. Any other related work

#### **Co-curricular Activities**

1. To prepare an action plan for internal and external CCA activities for the session and complete it time.
2. They will also have to suggest practical plans for improvement of CCA activities.
3. To monitor the preparation for CCA.
4. To plan for awarding the prize winners.
5. To send the reports to R.O & to the media / agencies for publications.

6. Arrangement of seminar symposium, workshop, quiz etc.

7. Any other related work

**Value education**

1. To prepare compact program for developing good habits and moral value among the students.

**8. Maintenance and Repair work**

a) <b>Civil &amp; Electrical</b>	1. MR P K DAS, PGT(MATHS) I/C 2. MR P BISWAS, TGT(WE) 3.MR P YADAV,PRT	
Maintenance /repairing urgently required in the campus for both civil & electrical. Purchase of essential material required. Completion of all assignment in time. Ensure sustainable utilization of water and electricity. Updating of UBI Portal. Any other related works.		
b) PA SYSTEM & PHOTOGRAPHY	1. MR P BISWAS, TGT(WE) I/C 2.MR P YADAV, PRT 3.MR S DHANUK SUB STAFF (PHOTO) 4.MR P. DHOLEY, SUB STAFF (PAS)	
c.) DISASTER MANAGEMENT ,FIRE EXTINGUISHER & POTABLE WATER	1.MR S CHAUDHARY TGT(SC) I/C 2.MRS S DAS, TGT (MATH) 3.K KUMAWAT, PRT 4.MR S PATRA, PRT 5.MR SL HELA, SUB STAFF 6.MR T SARKAR, SUB STAFF	
Arrangement and maintenance of PA system for assembly and other celebrations. Maintenance of fire extinguisher. Arrangement of potable water for students, staffs & guests. Any other related works.		

**9. Private Agency**

Security, Watch & ward conservancy, Gardener, Inventory	1.MR A ADHIKARI, TGT(P&HE) I/C 2.MR S C DEY TGT(SST) 3.MR P YADAV, PRT 4.MR K KUMAWAT, PRT 5.MR P DHOLEY, SUB STAFF	
To monitor the work of conservancy staffs. Checking the attendance of workers. Verify and certify the bill submitted by the agency. Any other related works. Maintenance of inventory of special items.		

Record keeping of receiving and issuing of the articles.  
Any other related work.

## 10. FURNITURE DEPARTMENT

<b>FURNITURE</b>	1.MR N C DAS TGT (SSC) I/C 2.MR ONKAR TGT(HINDI) 3.MRS R CHATTERJEE TGT(ENG) 4.MR. P YADAV, PRT 5.MR S PATRA, PRT 6.MR P DHOLEY, SUB STAFF	
<ol style="list-style-type: none"> <li>To prepare furniture inventory for all classes &amp; departments.</li> <li>To supervise the use of furniture by the students.</li> <li>Procurement &amp; repairing of furniture's for students &amp; staff in various classrooms &amp; departments as per requirement &amp; budget.</li> <li>Removal of broken unutilized furniture.</li> <li>To get classroom, black boards, display boards, name boards, etc. painted and maintained.</li> <li>Any related work.</li> </ol>		

## 11. RAJBHASHA

	1. _____, PGT(HINDI) I/C 2.MRS A UPADHYAY, TGT(HINDI) 3.MRS S DHAR, TGT(HINDI) 4.MR ONKAR, TGT(HINDI) 5. MR K KUMAWAT, PRT 6.MR A N PRASAD, SUB STAFF	
<p>To comply with the guidelines related to Rajbhasha Kalyan Samiti. To take necessary action for proper functioning of Samiti. To create a optimum ambiance for promoting use of Hindi in daily activities. To keep a vigil on quarterly progress on the activities of RAJBASHA SAMITI. Celebration of Hindi Pakhwara. Other related work.</p>		

## 12. SCOUT & GUIDES

<b>SCOUT</b>	Mr P BISWAS, TGT(WE) I/C	
<b>GUIDES</b>	MRS S PAL, TGT(ENG) I/C	
<b>CUBS</b>	1. MR K KUMAWAT , PRT I/C 2.MR.N.D. SAMNTA, PGT(GEO) 3. MR S MISHRA , PRT	
<b>BULBULS</b>	1.MRS S ACHARYA, PRT I/C 2. MS S LAKRA, PRT	
<p>To prepare S/G activity plan with tentative date &amp; months for organizing activities. To select student for cubs, bulbul, scout &amp; guide enrolment in the month of April. To make an arrangement for proper training of the students.</p>		

To prepare scout & guide to participate in various activities, both internal & external competitions.  
 To plan & execute Scout Guide camps.  
 Any other related work

### 13. WEBSITE

<b>VIDYALAYA WEBSITE UPDATION, SHALA DARPAN UPDATION, E-CONTENT, COMP LAB (OVERALL I/C)</b>	1.MR D GUPTA , PGT(COMP) I/C 2.MR D.R.GANGULY, COMP. INST 3.MS. ANKITA GHOSH, COMP. INST 4.MR S DHANUK , SUB STAFF	
Updating of vidyalaya website. Updating of Salah Darpan related work. Updating information to be given by concerned in-charges in soft copy to Mr M. Rai otherwise the in-charges will be held responsible for the failure. Any other related work.		

### 14. HEALTH& HYGEINE, COUNSELLING& FIRST AID

<b>HEALTH &amp; HYGEINE, COUNSELLING</b>	1. MRS J MANDAL, TGT(SKT) I/C 2. MS S LAKRA, PRT 3. (NURSE)	
To plan& execute 'Vidyalaya Health Plan'. Medical Checkup of all the enrolled students (class wise) by authorized Medical officer (Twice in this academic session ) .To keep the first aid kit ready as and when required. A special care must be taken for girl child as per their natural need, if situation demands for that. To organize expert talks related to health & hygiene & counseling. Identification& counselling of difficult cases. Group & individual counselling. Referral. Any other related work.		

### 15. AEP

<b>For classes VIII TO XII</b>	1.MRS R CHATERJEE, TGT(ENG) I/C 2.MR N D SAMANTA, PGT(GEO) 3.MR SC DEY ,TGT (SSC)	
Preparation of calendar of activities for AEP and their implementation. Submission of quarterly report. Other related activities.		

### 16. MAINTANENCE OF SCHOOL AMBIENCE

<b>A) CLEANLINESS &amp; BEAUTIFICATION</b>	1.MR K MAJUNDAR, TGT(AE)I/C 2.MR A ADHIKARI , TGT(P&HE) 3.MRS PATRA, PRT	
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Checking the cleanliness of corridor, toilets (3 times in a day). Beautification of garden. Any other work assigned by Principal/ Office.		
<b>B) MAINTENANCE OF SCHOOL AMBIENCE &amp; DISPLAY BOARD</b>	1.MRS. S. GUHA, PGT(PHY) I/C(SECONDARY) 2.MRS N MAJUMDAR, PRT I/C(PRIMARY)) 3 MR K MAJUNDAR, TGT(AE) I/C ( BUILDING & SCHOOL PREMISES) 4.MS MANISHA, PRT 5.MRS P KUMARI , PRT	
Maintenance & updating of display board. All wall beautification related work. Any other assigned work by Principal.		

### 17. PURCHASE

<b>PURCHASE</b>	1.MR P K DAS, PGT(MATHS) I/C 2.MR P BISWAS, TGT(WE) 3.MR ONKAR, TGT(HINDI) 4. B BANIK (HM)	
Enlistment of vendors/suppliers Tender call. Preparation of comparative statement based on quotations. Other related activities.		

### 18. QUARTER ALLOTMENTS AND MAINTENANCE

	1.MRS J MANDAL TGT (SKT)I/C 2.MRS N MAJUMDAR, PRT 3. Mr. K KUMAWATPRT	
Allotment of quarter as per KVS guidelines. Facilitating handing over and taking over of quarters. Repair and maintenance work. Conduct monthly meeting.		

### 19.TLM , RESOURCE ROOM & ROUTES TO ROOT

<b>TLM / RESOURCE ROOM</b>	1.MR S PATRA, , PRT I/C 2.MR D GUPTA , PGT(COMP) 3.MRS P KUMARI, PRT 4.MR S MISHRA, PRT(MUSIC)	
Implementation and preservation of TLM materials as per the KVS guidelines.		

### 20.EDUCATIONAL TOUR/EXCURTION

	1.MRS S GUHA, PGT(PHY) I/C 2.MR S GUPTA. PGT(HISTORY) 3.MR P YADAV, PRT	
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To plan the excursion  
 To decide the place, make arrangement for conveyance  
 Estimate the amount to be collected from students.  
 Keep the willingness form ready.  
 Arrange refreshments.  
 Any other related work.

## 21. CMP

	1. MS S SARKAR , PRT I/C 2. MS MANISHA, PRT	
Plan, execute and co-ordinate all CMP related activities.		

## 22. ACHIVEMENTS & CARREER COUNCELLING

	1. MR S MAJUMDAR, PGT (BIO)I/C 2.MRS S MALAKAR, PGT(MATHS) 3.MRS A DHAR, LIBRARIAN 4.MRS S ACHARYA, PRT	
Record keeping and display of achievements of students and staff. Other related activities.		

## 23 OLYMPIAD, INSPIRE, JNNSME

<b>OLYMPIAD</b>	1. MR S K MANDAL, TGT(MATHS) I/C 2. MR H KUMAR, PGT (CHEM) 3. MR K KUMAWAT, PRT 4. MRS N MAJUMDAR, PRT	
<b>INSPIRE, JNNSME, &amp; OTHERS</b>	1.MRS S GUHA , PGT (PHYSICS )I/C 2.MR S CHAUDHARY,TGT(SC) 3. MS P RAJPUT, TGT(SC)	
Orientation program.		

## 24 LIBRARY COMMITTEE

<b>LIBRARY COMMITTEE</b>	1.MRS A DHAR , LIBRARIAN I/C 2.DR S MAJUMDAR, PGT(BIO) 3.MR N D SAMANTA, PGT(GEO) 4.MRS J MANDAL, TGT (SKT) 5.MRS S ACHARYA, PRT 6. MS MANISHA , PRT 7. MS A KUMARI, PRT	
Make available curriculum books, Textbooks, Collection of CBSE & session ending examination old question papers for the help of the students. Newspapers, magazines etc. should be readily available in library. Prepare a list of books with the help of subject teachers by April & purchase them latest by Dec'12 as per Vidyalaya budget provision. At least two programmers & two competitions should be organized in this session to make aware		

the students & staff for the use of library & to encourage the students to study the books & magazine.

To organize book exhibition, Twice in a year .

Issue of books to the students & staff should be frequent & should be recorded in issue register for verification by the higher officers.

To purchase books to the Library as per the recommendations of Library Committee.

Syllabus for teachers and students should be readily available.

Any other related work.

## 25 CLUB ACTIVITIES

	SECONDARY	PRIMARY
<b>LITERATURE CLUB</b>	DR. A UPADHYAY, TGT(HINDI) I/C MRS S DHAR, TGT(HINDI)	MS S LAKRA, PRT MRS S ACHARYA, PRT
<b>SCIENCE CLUB</b>	DR H KUMAR, PGT(CHEM) I/C MS P RAJPUT , TGT(SCI)	MRS S CHAKRABORTY, PRT MS S SARKAR , PRT
<b>NATURE CLUB</b>	DR S MAJUMDAR, PGT (BIO) MR S CHOUDHARI, TGT(SCI)	MR K.KUMAWAT, PRT , PRT
<b>MATHS CLUB</b>	MR P K DAS, PGT(MATHS) I/C MRS S DAS, TGT(MATHS)	MS S.SARKAR, PRT MS P BHANDARI, PRT
Plan and execute concerned club activities involving students and teachers.		

## 26 SPORTS COMMITTEE

<b>SPORTS COMMITTEE</b>	1.MR A ADHIKARI, TGT(P&HE) I/C 2.MR K KUMAWAT, PRT 3.MR S PATRA, PRT	
To plan and conduct vidyalaya regional & national level sports activities for both primary & secondary. To conduct mini sports & sports day celebrations. To monitor the discipline of students and parents. To look after safety and security of staff & students. Any other related works.		

## 27 LABORATORY & STAFF ROOM

A) PHYSICS LAB	MRS S GUHA, PGT(PHY) I/C MR R KUMAR, SUB STAFF	
B) CHEMISTRY LAB	MR H KUMAR, PGT(CHEM) I/C MR T.SARKAR, SUB STAFF	
C) BIOLOGY LAB.	MR S MAJUMDAR, PGT(BIO) I/C MR VIVEKANANDA DAS, SUB STAFF	

D) COMPUTER LAB SR.	MR D GUPTA, PGT(COMP)	
E) COMPUTER LAB JR.	MR R N SINGH, PGT(ECO) I/C <u>MR D R GANGULY</u> , COMP. INST.	
F) COMPUTER LAB PRIMARY	MRS S.CHAKRABORTY, PRT I/C <u>MS ANKITA GHOSH</u> , COMP INST.	
G) SO.SC. LAB	DR S GUPTA, PGT(HISTORY) I/C	
H) <b>LANGUAGE LAB</b>	MRS B R BARA , (PGT, ENGLISH)	
I) STAFF ROOM (GROUND FLOOR)	MRS S MALAKAR, PGT(MATHS) I/C	
J)-- STAFF ROOM (2 <sup>ND</sup> FLOOR)	MRS A UPADHYAY, TGT(HINDI) I/C	

To make an arrangement for procuring the materials for science and so.sc.Laboratories to the students as per their needs.

To maintain the laboratories for students use, update the stock & make necessary arrangement, if any for the uses of students.

To conduct practical / projects etc as per syllabus and to check practical records regularly. .

To prepare students and to organize K.V. cluster level / regional level /National level So.

Science exhibition /Science exhibition.

To train children for various competitions.

Any other related work.

## 28. PRINTING & PUBLICATION

<b><u>PRINTING</u></b>		
A) STUDENT DIARY AND B) SCHOOL MAGAZINE	MRS S PAL, TGT (ENG)I/C MRS S DHAR, TGT(HINDI) MRS J MANDAL, TGT(SKT) MRS S ACHARYA, PRT	
C) NEWS LETTER (PRIMARY)	MS MANISHAPRT  **MR D GUPTA, PGT (COMP) **MR K MAJUMDAR, TGT(AE) **FOR all Technical and other Support	

To collect the article.

To edit the articles.

To Note down all important events / functions etc. held in Vidyalaya.

To prepare quarterly newsletter and to send to RO and other Officials of KVS.

Any other related work.

## 29 OFFICE

	, ASO I/C MR R CHAKRABORTY, SSA , JSA MR A N PRASAD, SUB STAFF MR S P DHANUK, SUB STAFF	
<p>Office will assist the principal in all transactions related to administration and other allied materials. The timings for office will be 7 hr. and 10 minutes however if there is any pending or time bound work they have to complete in the interest of KVS before leaving the vidyalaya . The incharge of the office will coordinate the work in his absence UDC will take care.</p>		

## 30 . CELEBRATIONS, CEREMONY & EVENTS

CO-ORDINATOR	MR R N SINGH, PGT (ECO) I/C MR SK MANDAL , TGT (MATHS) MR K MAJUMDAR, TGT(AE) MRS N MAJUMDAR, PRT MR S MISHRA, PRT	
<p>Record keeping and website updating. Assign duties &amp; coordinate the program and keep record of the same. To plan &amp; prepare certificates and invitation cards deigns, printing based on the requirement by following the KVS procedures. Card distribution work. To take photographs of all important functions/ occasions/ events. Make arrangement &amp; maintenance of potable water &amp; Electricity. To upload on the website. To take prints. To display on the display boards. To take the photographs into stock &amp; maintain it. To arrange refreshments or sweets for all important function like republic day, independence day, sports day, annual day or any other occasions. To inquire market survey and set competitive rates without compromising the quality. Any other related work.</p>		

## 31 PTA

PTA	MRS S GUHA, PGT(PHY) I/C DR S GUPTA, PGT(HISTORY) MRS. R CHATTERJEE, TGT(ENG) MS S SARKAR, PRT MRS P KUMARI, PRT	
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## 32. HAND HOLDING & PARTENERSHIP PROGRAMME

HAND HOLDING &	DR S MAJUMDAR, PGT(BIO)	
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<b>PARTENERSHIP PROGRAMME</b>	MR P K DAS, PGT(MATHS) MR K MAJUMDAR, TGT(AE)	

### 33.LANGUAGE LAB

<b>LANGUAGE LAB</b>	MRS B R BARA, PGT(ENG) I/C MRS S MUKHERJEE, TGT(ENG) MRS S PAL, TGT(ENG) MRS R CHATTERJEE, TGT(ENG) MRS S ACHARYA, PRT <b>PRT</b>	
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### 34 . SCHOOL RESPONSE TEAM

<b>Particulars</b>	<b>Incharge</b>	<b>Member</b>
Child Rights Protection Cell	DR. S MAJUMDAR, PGT	MR H KUMAR, PGT
		MR S GUPTA, PGT
		MR S GUHA , PGT
		MR A ADHIKARI, TGT
		MR ONKAR, TGT
		MRS N VERMA , TGT
		MRS K SILORI , PRT
Evacuation Team	MR A. ADHIKARI	MR P BISWAS,PRT
		MR K MAJUMDAR, TGT(AE)
		MRS A DHAR, LIBRARIAN
		MS MANISHA, PRT
		MR K KUMAWAT, PRT
Search & Rescue Team	MR R N SINGH	MR A ADHIKARI, TGT
		MR S K MANDAL, TGT
		MR S MISHRA, PRT
		MR S PATRA, PRT
First Aid & Medical Team	MRS J MANDAL	MRS N MAJUMDAR, PRT
		NURSE
		MR A ADHIKARI, TGT
Transport Safety Team	MR S C DEY	MR A ADHIKARI, TGT
		MR N D SAMANTA, PGT
Team for Students With Special Needs(Divvyng)	MRS S DHAR I/C	MRS A. UPADHYAY, TGT
		MRS N. MAJUMDAR, TGT
		MRS S. ACHARYA, TGT
		MS S. SARKAR, PRT
Internal Complaint Committee (ICC)	DR S MAJUMDAR	MRS S GUHA, PGT
		MRS S PAL, TGT
		MR ONKAR, TGT
		MR A ADHIKARI, TGT
		MS S SARKAR, PRT

Grievance Redressal Committee	DR. S GUPTA, PGT	MR. P K DAS, PGT
		MRS S MALAKAR , PGT
		MRS. A UPADHYAY, TGT
		MS A KUMARI, PRT

### 35.CREATIVE CORNER

<b>CREATIVE CORNER</b>	1.DR. S MAJUMDAR, PGT(BIO) I/C 2.MR. N. D. SAMANTA, PGT(GEO) 3.MRS. J. MANDAL, TGT(SKT.) 4.MR. B BANIK, HM
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### 36. UBI COMMITTEE

<b>UBI COMMITTEE</b>	1.. MRS. A. DHAR, LIBRARIAN I/C 2. MR. S.P. DHANUK, SUB STAFF 3.. ALL CLASS TEACHERS
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### 36. EBSB COMMITTEE

<b>EBSB</b>	1.MR. RN SINGH, PGT(ECO) I/C 2. MRS R CHATTERJEE , TGT (ENG) 3. MR. S.C.DEY, TGT(SSC) 4. MR. K MAJUMDAR, TGT(AE) 5. MR. S MISHRA, PRT
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### 36. SBSB COMMITTEE

<b>FIELD WORK</b>	1.MR. A. ADHIKARI, TGT(P&HE) I/C 2.MR. K MAJUMDAR, TGT(AE) 3. MR. S.C.DEY, TGT(SSC) 4.MR. P YADAV, PRT 5.MR. S MISHRA, PRT
<b>UPLOADING WORK</b>	1. MR. D GUPTA, PGT(COMP) I/C 2..MRS. A. DHAR, LIBRARIAN 3. MR. D.R.GANGULY, COMP. INST. 4. MR. K. KUMAWAT, PRT 5. MR S PATRA ,PRT 6. MS. ANKITA GHOSH, COMP. INST.

### 38. CANTEEN COMMITTEE

<b>CANTEEN COMMITTEE</b>	1. MR. RAJAT BHATTACHARJEE, PGT(PHY) I/C
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	2. MRS. S. GUHA, PGT(PHY) 3. MR. S.C.DEY, TGT(SSC) 4. MRS. S. PAL, TGT(ENG) 5. MR. A. ADHIKARI, TGT(P&HE) 6. MR. B. BANIK, HM 7. MRS. S. ACHARYA, PRT 8. MR. RATAN CHAKRABORTY, SSA
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**39.COVID – 19 COMMITTEE:**

<b>AWARENESS</b>	1. MR S MAJUMDAR, PGT 2. MRS S SARKAR, PRT	
<b>SANITIZATION</b>	1. MR S CHAUDHARY, TGT 2. MR S PATRA, PRT	
<b>SOCIAL DISTANCE MAINTAINANCE</b>	1. MR PK DAS, PGT 2. MR P YADAV, PRT	
<b>HAND WASH</b>	1.MS P RAJPUT, TGT 2. MR K KUMAWAT, PRT	
<b>FACEMASK WEAR</b>	1.MR A ADHIKARI, TGT 2.Mr S CH DEY	
<b>OVER ALL MEDICAL SUPPORT</b>	1. MRS. J MANDAL, TGT 2.MS P BHANDARI, PRT	