

KENDRIYA VIDYALAYA NO.1, ISHAPORE
VIDYALAYA PLAN (COMMITTEES)
(SESSION: 2024-25)

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2024-25. 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. **There will be a register maintained by the committee to record the meetings held, works done and all other necessary information related to the committee.** **There will be one meeting of the committee every month which will be recorded in the register.** The 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 Deptt./committee/ Club are hereby instructed to set the action plan for session– 2024-25. **The new in-charges will submit their action plan by 12-04.2024 in soft copy with improvisation.** The last session in charges to cooperate in this regard with the new in charges.

DEPT/COMMITTEE/CLUB	IN-CHARGE/CONVENOR/ MEMBER	SIGNATURE
---------------------	-------------------------------	-----------

1. ADMINISTRATIVE AND ACADEMIC SUPPORT

	<ol style="list-style-type: none"> 1. MR U M YADAV VP 2. MR. SUNIL KUMAR PGT(HINDI) 3. MRS SUNITA GUHA PGT 4. MR UTHSEK GHOSH PGT 5. MR S CHOUDHURI TGT (SC) 6. MR SUBEER CH DEY TGT 7. MR. B BANIK, HM 8. MRS. S.CHAKRABORTY, PRT 9. MRS VARSHA DHIMAN, PRT 	
<ol style="list-style-type: none"> 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 31st 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 05th 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. 8. There will be a meeting of this committee every month to discuss the academic progress and the necessary steps to be taken to better it. Mr Sunil Kumar, PGT(Hindi) will convene the meeting every month in consultation with the Principal and minutes of all the meetings will be recorded. 		

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.

2. SUBJECT CONVENOR AND CLASS CO-ORDINATORS

PRIMARY & SECONDARY	CONVENOR	<u>ENGLISH-</u> <u>MRS. B R BARA, PGT (ENG) + MISS MANSI SHARMA, PRT(C)</u> <u>HINDI/SKT-</u> <u>MR SUNIL KUMAR PGT(HIN) + MISS VARSHA DHIMAN PRT</u> <u>MATHS-</u> <u>MR. P K DAS, PGT(MATHS) + MISS RANJANA KUMARI , PRT</u> <u>SCIENCE AND EVS –</u> <u>MR RAJAT BHATTACHARJEE PGT(PHY) + MRS MAMTA,</u> <u>PRT</u> <u>SO.SC. –</u> <u>Mrs MADHUMITA DEB PGT(GEO)</u>
<p>To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis & 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 & 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

<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>	<ol style="list-style-type: none"> 1. MR. A ADHIKARI, TGT(P&HE) I/C 2. MR UTHSEK GHOSH PGT(CHEM) 3. Mr. D K GUPTA, PGT(CS) 4. MRS SUNITA GUHA, PGT(PHY) 5. MRS JYOTSNA MANDAL, TGT(SKT) 6. MR B BANIK , HM & PRIMARY I/C 7. MR SANDEEP MISHRA, PRT(MUS) 8. CONCERNED CLASS TEACHERS 	
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

4. ADMISSION

<p>Admission for primary and secondary section.</p>	<ol style="list-style-type: none"> 1. MR. UTHSEK GHOSH PGT(CHEM)I/C 2. MR AMALESH SOM TGT(ENG) 3. MR S CHOUDHURI, TGT(SC) 4. MR HIRAK SAMADDER TGT(LIB) 5. MR B BANIK (HM) 	
-----------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	6. Mrs SEEMA CHAKRABORTY PRT 7. MR D K GUPTA, PGT(CS) FOR TECHNICAL ASSISTANCE	
1. To plan admission procedure as per KVS guidelines. 2. To keep ready admission forms prospectus & test plan well in advance. To issue, collect & verify the admission registration form. 3. To complete the formalities of admission for the session as per KVS instructions, admission register etc. 4. Any other related work		

5. EXAMINATION

A) CBSE & EXTERNAL EXAMINATIONS	1. MRS SUNITA GUHA, PGT(PHY) I/C 2. MRA SONY KUMARI PGT(HIST) 3. MR A ADHIKARI, TGT(P&HE) 4. MR P DHOLEY, SUB STAFF 5. MR R KUMAR, SUB STAFF	
1. All CBSE related works. 2. To conduct exams like NIOS, CET, AIEEE, NEET, CTET etc. as per the direction of Principal. 3. Any other related work		
B) INTERNAL (PRIMARY)	1.MRS SEEMA CHAKRABORTY, PRT I/C 2.MR.MAZHAR MUKHTAR, PRT 3.MRS. SAPNA RANI, PRT 4. MRS. CHUMKEY, PRT 4. MR T. SARKAR, SUB STAFF	
c) INTERNAL (SECONDARY)	1. MR R N SINGH PGT(ECO) I/C 2. MR SUBEER CH DEY TGT (S Sc) 3. MR SUMAN SAURABH TGT(MATHS) 4. MS AMALESH SOM TGT (ENG) 5. MR R KUMAR, SUB STAFF 6. MR P DHOLEY, SUB STAFF	
1. Complete schedule of test/exam for the session (tentative) has to be circulated among the students & parents for their prior information. Exam time-tables should also be informed to students & parents at least two weeks before the commencement of test/exam. 2. Maintain the required stationary of Examination well in advance in stock. 3. Class wise pre-plan schedule should be decided for weekly test, fortnightly test, monthly test, practice test etc. 4. All the required documents/materials like answer scripts, mark-slip, mark register, progress card etc. should be issued to concerned teacher in time & it should be taken back to exam department after completion of each and every test/exam. 5. Students and parents must be informed about the results of all tests & exam within a week of completion of test/examination & updated record must be kept ready for further course of action. 6. To co – ordinate P.T. Meeting in consultation with the class teachers. 7. Sample question papers to be uploaded on website in PDF format.		

6. TIME TABLE AND ARRANGEMENT

(A) SECONDARY	1. MRS S. MALAKAR PGT(MATHS) I/C 2. MR S K MANDAL TGT(MATHS) 3. MS AINDRILA SEN TGT(SC) 4.MRS SHASHWATI DAS . TGT (MATH)	
----------------------	-----------------------------------------------------------------------------------------------------------------------------------	--

(B) PRIMARY	1. VARSHA DHIMAN (ARRANGEMENT I/C) 2. KANCHAN PRASAD 3. ASHISH KUMAR VERMA 4. ADITI VERMA 5. RANJANA KUMARI (TIME TABLE I/C)	
1. Time – table In charge & Asst. In charge will frame the time-tables as per allotment. 2. To make daily arrangement roster for teacher on leave 3. To prepare and inform the subject teachers about the special time – table, remedial time table during all holidays, breaks (Autumn & Winter) and vacation including Morning assembly time of Vidyalaya as per action plan for class X & XII. 4. To ensure ringing of the bell in time. 5. Arrangement to be done one day in 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. 6. Any other related work.		

7. CO-CURRICULAR ACTIVITIES

(A) SECONDARY	1.Mr. SUNIL KUMAR PGT(HIN) I/C 2.Mr. S K MANDAL TGT(MATHS) 3.Mrs. JYOTSNA MANDAL TGT(SKT)	
HOUSE MASTER & ASSOCIATE HOUSE MASTER	SUBHASH Mrs. B R BARA, PGT(ENG) Mr.SUMAN SAURABH TGT(MATHS) MR AMALESH SOM TGT (ENG) MRS SHASWATI DAS, TGT(MATHS) MR NC DAS TGT(S SC) MRS. ADITI VERMA, PRT I/C MS. VARSHA DHIMAN, PRT MS. SHIVANEE DEVI, PRT MR. ASHISH KUMAR VERMA, PRT	
	TAGORE MR D K GUPTA PGT(CS) MR S K MANDAL,TGT(MATHS) MRS RAJRUPA CHATTERJEE TGT(ENG) Mr. PARITOSH BISWAS TGT(WE) AKANKSHA (PRT I/C) RANJANA KUMARI, PRT KANCHAN PRASAD, PRT UTKARSH PRAJAPATI, PRT	
	ASHOKA MRS SONY KUMARI PGT(HIST) Mr. UTHSEK GHOSH PGT(Chem) MRS SUMITA DHAR TGT(HIN) MS AINDRILA SEN TGT(SC) MR K MAJUMDAR TGT(AE) SURAJ (PRT I/C) MAMTA, PRT MANSI SHARMA, PRT MAZHAR MUKHTAR, PRT	
	RAMAN Mrs. MADHUMITA DEB PGT(GEO) MR PK DAS PGT(MATHS) MR S CHAUDHURI TGT(SC) MR SC DEY TGT(S Sc) Mr HIRAK SAMADDER TGT PREETI GAUTAM, (PRT I/C)	

	SANJIT TIWARI, PRT SAPNA, PRT SEEMA CHAKRABORTY, PRT	
<u>Morning assembly organizations</u>		
<ol style="list-style-type: none"> 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 		
<u>Celebration of festival & important days</u>		
<ol style="list-style-type: none"> 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 		
<u>Co-curricular Activities</u>		
<ol style="list-style-type: none"> 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 		
<u>Value education</u>		
<ol style="list-style-type: none"> 1. To prepare compact program for developing good habits and moral value among the students. 		

a) Civil & Electrical	<ol style="list-style-type: none"> 1. MR P K DAS, PGT(MATHS) I/C 2. MR PARITOSH BISWAS, TGT(WE) 3. Mr BISWAJIT BANIK HM 4. MR SURAJ, PRT 	
<p>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. Any other related works.</p>		
b) PA SYSTEM & PHOTOGRAPHY	<ol style="list-style-type: none"> 1. MR PARITOSH BISWAS, TGT(WE) I/C 2. MR UTKARSH PRAJAPATI, PRT 3. MR S DHANUK SUB STAFF (PHOTO) 4. MR P. DHOLEY, SUB STAFF (PAS) 	

c.) DISASTER MANAGEMENT & POTABLE WATER-INFRASTRUCTURE, CERTIFICATE AND DRILL	1.MR P K DAS PGT(MATHS) I/C 2.MR. AMALESH SOM TGT(ENG) 3. Mrs. SHASWATI DAS TGT(MATHS) 3.MR SL HELA, SUB STAFF 4. MR T SARKAR, SUB STAFF	
d) FIRE SAFETY – INFRASTRUCTURE, CERTIFICATE AND DRILL	1. Mr. PARITOSH BISWAS TGT I/c 2. Mr. SUBIR CH DEY TGT 3. Mr. RAHUL BISWAS SS 4. MR MAZHAR MUKHTAR, PRT	
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.		

8. Maintenance and Repair work

The committee will plan the timely and necessary maintenance work of the school. A detailed plan has to be prepared with proper resolution and monthly targets. This will be discussed with the Principal and submitted for execution. The committee will monitor the maintenance work and assist in financial settlement.	1.Mr Paritosh Biswas TGT(WE) 2.Mr. Sunil Kumar PGT(Hin) 3.Mr P K Das PGT(Maths)	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------	--

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 ASHISH KR VERMA, PRT 4.MR. R K DHANUK, 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

FURNITURE	1.MR N C DAS TGT (SSC) I/C 2 Mr. HIRAK SAMADDER TGT(LIB) 3. Mr SANDEEP MISHRA PRT(Mus) 4.MR. SANJIT KUMAR TIWARI PRT 5. Mr UTKARSH PRAJAPATI PRT	
-----------	--------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	6. MR P DHOLEY, SUB STAFF	
<ol style="list-style-type: none"> 1. To prepare furniture inventory for all classes & departments. 2. To supervise the use of furniture by the students. 3. Procurement & repairing of furniture's for students & staff in various classrooms & departments as per requirement & budget. 4. Removal of broken unutilized furniture. 5. To get classroom, black boards, display boards, name boards, etc. painted and maintained. 6. Any related work. 		

11. RAJBHASHA

	<ol style="list-style-type: none"> 1.MRS SUMITA DHAR, TGT(HINDI) 2. TGT (HIN) 3. MR.SURAJ, (PRT I/C) 4. ASHISH KUMAR VERMA, PRT 5. VARSHA DHIMAN, PRT 6. CHUMKEY ACHARYA, PRT 7. MR. SURAJ PD DHANUK SS 	
<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

OVER ALL I/C- Mr. PARITOSH BISWAS TGT(WE)

SCOUT	Mr PARITOSH BISWAS, TGT(WE) I/C Mr KISHORE MOJUMDER TGT(AE)	
GUIDES	MRS SEEMA PAL, TGT(ENG) I/C Mrs. S MALAKAR PGT(MATHS)	
CUBS	MR UTKARSH PRAJAPATI , PRT Mr. SANJIT KR TIWARI PRT Mr ASHISH KUMAR VERMA PRT	
BULBULS	1.Mrs. RAJRUPA CHATTERJEE TGT I/C 2. MRS MAMTA , PRT 3. Mrs. SHIVANEE DEVI PRT 4. Ms. PREETI GAUTAM PRT	
<p>To prepare S/G activity plan with tentative date & months for organizing activities. To select student for cubs, bulbul, scout & guide enrolment in the month of April. To make an arrangement for proper training of the students. To prepare scout & guide to participate in various activities, both internal & external competitions. To plan & execute Scout Guide camps. Any other related work</p>		

13. WEBSITE

VIDYALAYA WEBSITE UPDATION, E-CONTENT, COMP LAB (OVERALL I/C)	<ol style="list-style-type: none"> 1.MR D K GUPTA , PGT(COMP) I/C 2.MR D.R.GANGULY, COMP. INST 3.MR UTTAM K GUPTA JSA 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. MENTAL HEALTH & HYGEINE, COUNSELING. FIRST AID & CAREER COUNSELING

MENTAL HEALTH & HYGEINE, COUNSELLING FIRST AID	1. MRS JYOTSNA MANDAL, TGT(SKT) I/C 2. MRS DOLI CHAUDHURI PGT 3. MS AINDRILA SEN TGT(SC) 4. SHIVANEE DEVI, (PRT I/C) 5. MAMTA, PRT 6. UTKARSH PRAJAPATI, PRT 7. MANSI SHARMA, PRT 8. SURAJ, PRT 7.. Nurse	
<p>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.</p>		

15. AEP

For classes VIII TO XII	1. Mrs. BINITA R BARA PGT(ENG) I/C 2. MRS RAJRUPA CHATERJEE, TGT(ENG) 3. MR SC DEY ,TGT (SSC) 4. Mr SUDARSAN CHAUDHURI TGT(Sc)	
<p>Preparation of calendar of activities for AEP and their implementation. Submission of quarterly report. Other related activities.</p>		

16. MAINTANENCE OF SCHOOL AMBIENCE

A) CLEANLINESS & BEAUTIFICATION	1. MR K MAJUNDAR, TGT(AE) I/C 2. MR A ADHIKARI , TGT(P&HE) 3. Mr. AMALESH SOM TGT(ENG) 4. Mrs. SHIVANI DEVI PRT 5. Mrs. SAPNA RANI PRT	
<p>Checking the cleanliness of corridor, toilets (3 times in a day). Beautification of garden. Any other work assigned by Principal/ Office.</p>		
B) MAINTENANCE OF SCHOOL AMBIENCE & DISPLAY BOARD	1. MRS. B R BARA PGT(ENG) I/C (SECONDARY) 2. MR SUDARSAN CHAUDHURI TGT(SC) 1. MR K MAJUNDAR, TGT(AE) I/C (BUILDING & SCHOOL PREMISES) 2. MR N C DAS TGT(S SC) 1. Mr. SANDEEP MISHRA PRT(MUS) (PRIMARY) 2. Ms. MANSI SHARMA PRT	

Maintenance & updating of display board.
All wall beautification related work.
Any other assigned work by Principal.

17. PURCHASE

Enlistment of vendors/suppliers Tender call. Preparation of comparative statement based on quotations. Other related activities.	1.MR P K DAS, PGT(MATHS) I/C 2.MR PARITOSH BISWAS, TGT(WE) 3. Mr. APURBA ADHIKARI TGT (P&HE) 4. Mr. B BANIK (HM)	
-------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------	--

18. QUARTER ALLOTMENTS AND MAINTENANCE

Allotment of quarter as per KVS guidelins. Facilitating handing over and taking over of quarters. Repair and maintenance work. Conduct monthly meeting.	1.Mrs. SONY KUMARI PGT(HIST) 2. MRS JYOTSNA MANDAL TGT (SKT)I/C 2. Mr. SURAJ PRT 3. Mr RATAN CHAKRABORTY SSA 4. Mr. UTTAM K GUPTA JSA	
------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------	--

19.TLM, RESOURCE ROOM & ROUTES TO ROOT

Implementation and preservation of TLM materials as per the KVS guidelines.	1.Mr. UTKARSH PRAJAPATI PRT I/C 2. Mr. ASHISH KR VERMA PRT 3.MS PREETI GAUTAM PRT 4. Mrs. CHUMKEY ACHARYA PRT 5. Mr. SANDEEP MISHRA PRT (Mus)	
-----------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------	--

20.EDUCATIONAL TOUR/EXCURTION

To plan excursions. 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.	1.MRS SUNITA GUHA, PGT(PHY) I/C 2.Mrs. SUDESHNA MALAKAR PGT 3.Mr.R N SINGH PGT(Eco) 4. Mr. BISWAJIT BANIK HM 5. MR. SANDEEP MISHRA, (PRT I/C) 7.MS. SHIVANEE DEVI, PRT 8. MRS. ADITI VERMA, PRT 9. SANJIT TIWARI, PRT 10. VARSHA DHIMAN, PRT 11. ASHISH KUMAR VERMA, PRT	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

21. CMP

Plan, execute and co-ordinate all CMP related	1. MRS S.CHAKRABORTY, PRT (I/C) 2.MS VARSHA DHIMAN ,PRT	
-----------------------------------------------	------------------------------------------------------------	--

activities.		
-------------	--	--

22. RECORDING ACHIVEMENTS & CARREER COUNSELING

Record keeping and display of achievements of students and staff. Taking appropriate steps to make children aware of the importance of mental health, how to maintain it and how to handle stress. Taking appropriate steps towards making the children aware of the career options available after +2. Other related activities.	1. Mrs. B R BARA PGT(Eng) I/c 2. MRS JYOTSNA MANDAL, TGT(SKT) 3. Mrs. SEEMA PAL TGT(ENG) 4. Mrs. SUMITA DHAR TGT(HINDI)	
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------	--

23 OLYMPIAD, INSPIRE, JNNSME

OLYMPIADS	1. Mr P K DAS PGT(Maths) I/c 2. Mrs. SHASHWATI DAS TGT(Maths) 3. Mr. MAZHAR MUKHTAR, (PRT I/C) 4. Ms. AKANKSHA PRT 5.MRS. SAPNA RANI, PRT 6. MS. KANCHAN PRASAD, PRT 7. SURAJ, PRT 8. VARSHA DHIMAN, PRT 9. UTKARSH PRAJAPATI, PRT	
INSPIRE, JNNSME, NCSC & OTHERS	1. MR RAJAT BHATTACHERJEE,, PGT (PHY) I/C 2. MRS SUNITA GUHA 3. MR S CHAUDHARY, TGT(SC) 4. Ms. AINDRILA SEN TGT(Sc)	

These committees will plan the activities under different Olympiads, Science related awards, competitions and Science exhibitions. The committee will make a calendar of activities for the whole year including all probable activities and get it signed by the Principal. The students will be involved in class-wise and house-wise intra-school activities before selecting them for inter-school competitions. Each and every activity should be well planned and exactly executed.

24 LIBRARY COMMITTEE

LIBRARY COMMITTEE	1.MR HIRAK SAMADDER , TGT(LIB)I/C 2. Mrs MADHUMITA DEB PGT(Geo) Mr. SUNIL KUMAR PGT(HIN) 3.Mr, UTHSEK GHOSH PGT(CHEM) 4.MRS JYOTSNA MANDAL, TGT (SKT) 5.Mr. AMALESH SOM TGT(ENG) 6. Mr. BISWAJIT BANIK HM 7. MANSI SHARMA, (PRT I/C) 8. RANJANA KUMARI, PRT 9. ADITI VERMA, PRT 10. KANCHAN PRASAD, PRT 11. MAMTA, 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	
LANGUAGE & LITERATURE CLUB	Mrs B R BARA PGT Eng I/C Mrs. RAJRUPA CHATTERJEE TGT(ENG) Mr. HIRAK SAMADDER TGT	
SCIENCE, NATURE & CLIMATE ACTION CLUB (ECO CLUB)	Mrs. DOLI CHAUDHURI PGT(BIO) I/c Mr RAJAT BHATTACHARJEE, PGT(PHY) Ms AINDRILA SEN TGT(Sc) Mr UTHSEK GHOSH PGT I/c MR S CHAUDHURI, TGT(SCI)	
MATHS CLUB	MR P K DAS, PGT(MATHS) I/c MRS SHASWATI DAS, TGT(MATHS) Mr. SUMAN SAURABH TGT(Maths)	
MUSIC CLUB	Mr SANDEEP MISHRA PRT(M) I/c MR N C DAS TGT(S Sc)	
DRAMA & THEATRE CLUB	Mrs SEEMA PAL TGT(ENG) I/c Mrs SUMITA DHAR TGT(Hin) Mr S K MANDAL TGT	
HEALTH AWARENESS & FITNESS CLUB	Mr APURBA ADHIKARI TGT(PHE) Mr R N SINGH PGT(ECO)	
ART CLUB	Mr KISHORE MOJUMDAR TGT Mrs JYOTSNA MANDAL TGT	
WORK EXPERIENCE CLUB	Mr PARITOSH BISWAS TGT I/c Mr. N C DAS TGT	
YUVA TOURISM CLUB	Mr SUBEER CH DEY TGT(S SC)	
STANDARDS CLUB	MR SUNIL KR MANDAL TGT Mr. SUDARSAN CHOUDHURI TGT Mr. AMALESH SOM TGT	

Club activities will be held in the zero period on every Wednesday. Club I/cs and members will plan and execute concerned club activities involving students and teachers. THE PLAN FOR THE FIRST MONTH WILL BE SUBMITTED ON 13th April 2024 and the Month-end report will be submitted on the last working day along with the plan for the next month.

26 SPORTS COMMITTEE

SPORTS COMMITTEE	1.MR A ADHIKARI, TGT(P&HE) I/C 2.Mr. UTHSEK GHOSH PGT(CHEM) 3. Mr. AMALESH SOM TGT(ENG) 4. Mr. SURAJ PRT 5. Ms RANJANA KUMARI PRT 6. Mrs MAMTA PRT)
<p>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.</p>		

27 LABORATORY & STAFF ROOM

A) PHYSICS LAB	MRS SUNITA GUHA, PGT(PHY) I/C MR R KUMAR, SUB STAFF	
B) CHEMISTRY LAB	MR UTHSEK GHOSH, PGT(CHEM) I/C MR T.SARKAR, SUB STAFF	
C) BIOLOGY LAB.	Mrs. DOLI CHAUDHURI ,PGT(BIO) I/C MR VIVEKANANDA DAS, SUB STAFF	
D) COMPUTER LAB SR.	MR D K GUPTA, PGT(COMP)	
E) COMPUTER LAB JR.	MR R N SINGH, PGT(ECO) I/C MR D R GANGULY, COMP. INST.	
F) COMPUTER LAB PRIMARY	MRS S.CHAKRABORTY, PRT I/C	
G) SO.SC. LAB	Mrs. MADHUMITA DEB PGT(GEO) I/C	
H) LANGUAGE LAB	MRS B R BARA , (PGT, ENGLISH)	
I) STAFF ROOM	MRS S MALAKAR, PGT(MATHS) I/C	
<p>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.</p>		

28. PRINTING/ E-PRINTING & PUBLICATION

PRINTING		
A) STUDENT DIARY	Mrs B R BARA PGT(Eng) I/c MRS SEEMA PAL, TGT (ENG) MRS SUMITA DHAR, TGT(HINDI) MRS JYOTSNA MANDAL, TGT(SKT) Mr BISWAJIT BANIK HM	
B) NEWS LETTER (PRIMARY)	MS VARSHA DHIMAN PRT With other teachers (quarter wise) **MR D K GUPTA, PGT (COMP) **MR K MOJUMDER, TGT(AE) **FOR all Technical and other Support	
<p>To collect articles. 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.</p>		

29 OFFICE

	, ASO I/C MR RATAN CHAKRABORTY, SSA Mr UTTAM KUMAR GUPTA, JSA MR S P DHANUK, SUB STAFF Mr. RAHUL BISWAS SS	
<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 S K MANDAL , TGT (MATHS) I/c MR K MAJUMDAR, TGT(AE) MR S MISHRA, PRT (MUS) Ms MANSI SHARMA PRT	
<p>Record keeping and website updating. Assign duties & coordinate the program and keep record of the same. To plan & 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 & maintenance of potable water & Electricity. To upload on the website. To take prints. To display on the display boards. To take the photographs into stock & 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 SUNITA GUHA, PGT(PHY) I/C Mrs. B R BARA PGT(ENG) MRS. RAJRUPA CHATTERJEE, TGT(ENG) MRS SEEMA CHAKRABORTY , PRT	
There will be a meeting after every Monthly test with the parents of classes X and XII and one meeting after every exam with the parents of other classes. Dates will be fixed and invitation sent in time.		

32. HAND HOLDING & PARTENERSHIP PROGRAMME

HAND HOLDING & PARTENERSHIP PROGRAMME	MR P K DAS, PGT(MATHS) I/c Mrs. SUDESHNA MALAKAR PGT(MATHS) MR K MAJUMDAR, TGT(AE)	
Different programmes in collaboration with other nearby schools will be planned and executed in the field of scholastic and co-scholastic areas. An Annual calendar has to be prepared in consultation with the nearby schools.		

33.LANGUAGE LAB

LANGUAGE LAB	MRS B R BARA, PGT(ENG) I/C MRS SEEMA PAL, TGT(ENG) MRS RAJRUPA CHATTERJEE, TGT(ENG) MR AMALESH SOM TGT(ENG) Mrs. SEEMA CHAKRABORTY, PRT Mr ASHISH KR VERMA PRT	
The software used in the laboratory will be updated and the lab will be properly used for the skill development of the students.		

34 . SCHOOL RESPONSE TEAM

These teams will act according to the immediate requirements. There will be emergency evacuation/ rescue/ first aid drills held at least once in three months. The Internal Complaint and Grievance Redressal committees will maintain complaint suggestion/Complaint boxes fixed at prominent places and will open every week. A register will be maintained recording all complaints/grievances and the proceedings towards their solutions.

Particulars	In charge	Member
Child Rights Protection Cell	Mrs SUNITA GUHA, PGT	MR A ADHIKARI, TGT
		MR S K MANDAL TGT
		Mrs. SEEMA CHAKRABORTY PRT
		Mrs. ADITI VERMA PRT
Evacuation Team	MR A. ADHIKARI	MR PARITOAH BISWAS,PRT
		MR K MAJUMDAR, TGT(AE)
		MRS RAJRUPA CHATTERJEE
		MR PARVESH, PRT
Search & Rescue Team	MR R N SINGH	MR A ADHIKARI, TGT
		MR S K MANDAL, TGT

		MR S MISHRA, PRT
First Aid & Medical Team	MRS J MANDAL	Ms Sapna Rani PRT
		NURSE
		MR A ADHIKARI, TGT
Transport Safety Team	MR S C DEY	MR A ADHIKARI, TGT
		MR SUNIL KUMAR PGT
		Mr AMALESH SOM TGT
Team for Students With Special Needs(Divyang)	MRS S DHAR I/C	Mrs. SHASHWATI DAS TGT
		Ms. AKANSHA PRT
Internal Complaint Committee (ICC)	Mr. U M YADAV VP	MRS SUNITA GUHA, PGT
		MRS SEEMA PAL, TGT
		MR A ADHIKARI, TGT
Grievance Redress Committee	Mr. U M YADAV VP	MR. P K DAS, PGT
		MRS S MALAKAR, PGT
		Mr. BISWAJIT BANIK HM

35.CREATIVE CORNER

CREATIVE CORNER AND PRINTING/E-PRINTING OF SCHOOL MAGAZINE	<ol style="list-style-type: none"> 1.Mrs. B R BARA PGT (ENG) I/C 2. Mr. SUNIL KUMAR PGT(Hindi) 3.Mrs. SEEMA PAL TGT(ENG) 4.Mrs. SUMITA DHAR TGT(HINDI) 5.MRS. JYOTSNA MANDAL, TGT(SKT.) 6. MR. B BANIK, HM 7. MISS. MANSI SHARMA,PRT 8. MISS. VARSHA DHIMAN, PRT
<p>The committee will be responsible for developing the creative skills of the students. The display boards will be made vibrant with the creations of the students. The best creations will be selected for e-magazines or school magazine.</p>	

36. UBI COMMITTEE

<p>This committee will ensure timely and error free completion of verification process in the UBI portal. They will ensure from the class teachers that no data of students is incorrect.</p>	<ol style="list-style-type: none"> 1.. Mr. D K GUPTA,PGT(CS) I/C 2. Mr. HIRAK SAMADDER TGT(Lib) 3. MR. S.P. DHANUK, SUB STAFF 4. ALL CLASS TEACHERS
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

36. EBSB COMMITTEE

EBSB	<ol style="list-style-type: none"> 1. Mrs. MADHUMITA DEB PGT(Geo) I/C 2. Mr. R N Singh , PGT(Eco)
-------------	---------------------------------------------------------------------------------------------------------------------------

	3. MR. S.C.DEY, TGT(SSC) 4. MR. S MISHRA, PRT 5. Mrs CHUMKEY ACHARYA PRT
This committee will be responsible for all the activities related to EBSB in the school. This will include planning, execution, recording and reporting.	

36. SBSB COMMITTEE

FIELD WORK	1.MR. A. ADHIKARI, TGT(P&HE) I/C 2.MR. K MAJUMDAR, TGT(AE) 3. MR. S.C.DEY, TGT(SSC) 4.MR. SANJIT KR TIWARI, PRT 5.MR. S MISHRA, PRT
UPLOADING WORK	1. MR. D K GUPTA, PGT(COMP) I/C 2..Mr. UTTAM KUMAR GUPTA JSA 3. MR. D.R.GANGULY, COMP. INST.

38. CANTEEN COMMITTEE

CANTEEN COMMITTEE	1. MR. RAJAT BHATTACHARJEE, PGT(PHY) I/C 2. MRS. SUNITA GUHA, PGT(PHY) 3. MR. S.C.DEY, TGT(SSC) 4. MRS. SEEMA PAL, TGT(ENG) 5. MR. A. ADHIKARI, TGT(P&HE) 6. MR. B. BANIK, HM 7. MR. RATAN CHAKRABORTY, SSA
This committee will ensure the quality of food available in the canteen. They will see that all the food materials available in the canteen are safe for the children. They will ensure that all administrative processes are followed by the canteen owner.	

39. SCIENCE AND SOFTSKILL SEMINARS

Arrangement and planning of the Seminars (Bi-monthly) to enhance scientific temper, sub skills and Global goals..	1. Mr. RAJAT BHATTACHARJEE PGT(Phy) 2.Mr. UTHSEK GHOSH PGT(CHEM) 3.Mr. SUDARSAN CHOUDHURI TGT(Sc) 4.Mrs. JYOTSNA MANDAL TGT(Skt)
--------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------

40. DEVELOPING READING AND LISTENING SKILLS

Developing reading and listening abilities/skills in the children- its planning and implementation. An annual calendar of activities will be prepared. Planning and conducting workshops and seminars.	1.MRS B R BARA PGT(ENG) 2.MR SUNIL KUMAR PGT(HINDI) 3.MRS SEEMA PAL TGT(ENG) 4.MR AMALESH SOM TGT(Eng) 5. MRS SUMITA DHAR TGT(HINDI) 6. MRS SEEMA CHAKRABORTY PRT
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

41. PHOTOGRAPHY ARCHIVE

Maintain and preserve the photographs of all the events held in the school in a systematic manner. The event in-charges will help the committee by supplying the photographs.	1.Mr D K GUPTA PGT(CS) 2. Mr DHIRAJ K GANGULY 3. Mr AMALESH SOM TGT 4. Ms AKANSHA PRT 5. Ms KANCHAN PRASAD PRT
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------

42. MAINTENANCE AND UPDATION OF UDISE PORTAL

The Committee will take care of the content needed on the portal and complete the data in time.	1.Mr. D K Gupta PGT(CS) 2. Mr Dhiraj Ranjan Ganguly, CI 3. Mr Suraj Prasad Dhanuk SS
-------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------

43. MAINTENANCE AND UPDATION OF SAFAL PORTAL

The Committee will take care of the content needed on the portal and complete the data in time.	1.Mr. R N Singh PGT(Eco) 2. Mrs Jyotsna Mandal TGT(Skt) 3. Mr Subeer Chandra Dey TGT(S Sc)
-------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------

44. MAINTENANCE AND UPDATION OF OASIS PORTAL

The Committee will take care of the content needed on the portal and complete the data in time.	1.Mrs. Sunita Guha PGT(Phy) 2. Mr Apurba Adhikari TGT(P&HE) 3. Mr Dhiraj Ranjan Ganguly CI
-------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------

45. MAINTENANCE AND UPDATION OF SQAAF PORTAL

The Committee will take care of the content needed on the portal and complete the data in time.	1.Mr. Uthsek Ghosh PGT(Chem) 2. Mr Amalesh Som TGT(Eng) 3. Mr Hirak Samadder TGT(lib)
-------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------

46. PMKVY-

The Committee will take care of the activities under this Government Scheme and help the trainer to run the classes. It will also be responsible for furnishing data needed time to time on the scheme.	1.Mr. D K Gupta PGT(CS) 2. Mr Dhiraj Ranjan Ganguly, CI 3. Mr Suman Saurabh TGT(Maths)
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------

47. PM SHRI RELATED ACTIVITIES

The Committee will take care of the activities under this Government Scheme. It will take care of the budget preparation, expenditure of the received budget, planning and implementation of the scheme with the right spirit. The committee members need to be aware of GeM processes.	1.Mrs. Sunita Guha, PGT(Phy) 2. Mr Uthsek Ghosh PGT(Chem) 3. Mr. Sunil Kumar PGT(Hin) 4. Mr. Sudarsan Chaudhuri TGT(Sc) 5. Mr Amalesh Som TGT(Eng) 6. Mr. Hirak Samadder TGT(Lib) 7. Mr Biswajit Banik HM.
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

48. SIC

The Committee will take care of Activities related to the School Innovation Council. It will follow the instructions given in letter no. F. 25350/2023-24/ KVS(RO)/ Acad dated 27/10/2023 and other instruction related to it.	1.Mrs. Doli Cahudhuri, PGT(Bio) 2. Ms. Aindrila Sen, TGT(Sc) 3. Mr Mrs Shashwati Das TGT(Maths)
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------

49. VIDYANJALI

The Committee will take care of the content needed on the portal and complete the data in	1.Mrs. Madhumita Deb, PGT(Geo) 2. Mrs. Sony Kumari, PGT(Hist)
-------------------------------------------------------------------------------------------	------------------------------------------------------------------

time. It will inspire the volunteers as per the instructions of the programme and submit reports as and when needed.	3. Mr Hirak Samadder TGT(lib)
----------------------------------------------------------------------------------------------------------------------	-------------------------------

50. KHELO INDIA

The Committee will take care of the content needed on the portal and complete the data in time. It will also take care of all the activities related to the programme	1. Mr Apurba Adhikari, TGT(P&HE) 2.Mr. Uthsek Ghosh PGT(Chem)
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------

51. CONTINUOUS PROFESSIONAL DEVELOPMENT

The Committee will take care of the maintenance of records with respect to all the teachers on the training they receive. It will make a detailed plan on the continuous professional development of the teachers , HM, VP as well as the Principal and get the plan executed. The instructions from KVs may be followed.	1. Mrs Doli Chaudhuri PGT(Bio) 2.Mr. Uthsek Ghosh PGT(Chem) 3. Mrs. Sony Kumari PGT(Hist) 4. Mr Sunil Kumar Mandal TGT(Maths) 5. Mr Biswajit Banik, HM
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------

52. MAINTENANCE AND UPDATION OF PIMS PORTAL

The Committee will take care of the content needed on the portal and complete the data in time.	1.Mr. Deepak Kumar Gupta PGT(CS) 2.Mr. Uttam Kr Gupta JSA
-------------------------------------------------------------------------------------------------	--------------------------------------------------------------

52. MAINTENANCE OF SCHOOL GARDEN (MAIN GARDEN, KITCHEN GARDEN, HERBAL GARDEN ETC.)

The Committee will take care of the gardens of the school. The procurement of materials, planning and it execution will be cared by the committee.	1.Mrs. Doli Chaudhuri, PGT(Bio) 2.Mr. Sudarsan Chaudhuri TGT(Sc) 3.
----------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------