

KENDRIYA VIDYALAYA NO 1, IIT,KHARAGPUR

VIDYALAYA PLAN SESSION: 2019-20

Vidyalaya academic & Institutional Plan for session 2019-20 has been set up and now it has been placed before all staff members for further course of action. The following committees, departments and club are hereby constituted to carry out various curricular, co- curricular and extra – curricular activities and also to provide ample opportunities and encouragement to achieve the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the academic session 2019-20. Therefore, all in charges, conveners and members of the Dept. / Committee/Club are here by instructed to take charge of their concerned department and set the action plan for session 2019-20. Please go through the Vidyalaya Academic Plan for the detailed information especially for guidelines, duties responsibilities and activities.

LIST OF CLASS TEACHER AND CO – CLASS TEACHERS SESSION 2018-19  
PRIMARY SECTIION

CLASS	SECTION	NAME OF CLASS TEACHER	CO – CLASS TEACHER
I	A	Mrs. Rinki	Mrs. Aparna Patraa
	B	Mrs. Aparna Patra	Ms. Garima Chowdhary
	C	Ms. Garima Chowdhary	Ms. Rinki
II	A	Ms. Anindita Maiti	Mr. Arun
	B	Mr. Arun	Ms. Pragati Dey
	C	Ms. Pragati Dey	Ms. Anindita Maity
III	A	Mr. Sunil Kumar	Mr. Rakesh Kumar
	B	Mr. Rakesh Kumar	Mr. Rahul Kumar
	C	Mr. Rahul Kumar	Mr. Sunil Kumar
IV	A	Mrs. Pinkie Singh	Mr. B. Sushil
	B	Mr. B.Sushil	Mr. Parimal Tarai
	C	Mr.Parimal Tarai	Mr. Abhay Kumar Singh
V	A	Mr. Amar Singh	Mr. Harish Kumar
	B	Mr. Harish Kumar	Mr. D.Sengupta
	C	Ms. Akanksha Pandey	Mr. Amar Singh

Sr.Most PRT: Mr.S.K.Maity

SECONDARY SECTION

CLASS	SECTION	NAME OF CLASS TEACHER	Name of CO-CLASS TEACHER
VI	A	Mrs. Sobha Rajak	Mr. Bhaskar Mallick
	B	Ms. G.Gita	Mr. Debtanu Majhi
	C	Mr. Debtanu Majhi	Ms. G.Gita
	D	Mr. Pravat Maity	Mrs. P.Sasikala
VII	A	Mr. Bhaskar Mallick	Mrs. Sobha Rajak
	B	Mr. M.R.Parida	Mr. Rohitosh Tiwari
	C	Mr. P.K.De	Dr. Sanjay Kumar
	D	Mr. Rohitosh Tiwari	Mr. M.R.Parida
VIII	A	Mrs. Sathi Majumder	Mrs. Manisha yadav
	B	Dr. Sanjay Kumar	Mr. P.K.De
	C	Mrs. Manisha Yadav	Mrs. Sathi Majumder
	D	Ms. Nabaneeta Das	Mrs. Rupal
IX	A	Mrs. Arati Roy	Mr. Surendra sahu
	B	Mr. D.K.Pandey	Mr. Sanjeev tiwari
	C	Mr. Sanjeev Tiwari	Mr. D.K.Pandey
	D	Mr. Surendra Sahu	Mrs. Arati Roy
X	A	Mr. Somnath Vhatterjee	Mr. Mahendra Kumar
	B	Mrs. K.Majumder	Mr. R.K.Jena
	C	Mr. Mahendra Kumar	Mr. Somnath Chatterjee
	D	Mr. R.K.Jena	Mrs. K.Majumder
XI	A	Ms. Prabha Kumari	Mrs. S.Chodhury
	B	Ms. Rupal	Ms. Nabaneeta das
	C	Mr. B.Ram	Mr. D.C.Piri
	D	Mr. B.K.Agarwal	Mr. M.M.khuntia
XII	A	Mrs. S.Chowdhury	Mr. Prabha Kumari
	B	Mr. J.P.Nayak	Mr. A.K.Rakshit
	C	Mr. A.K.Rakshit	Mr. J.P.Nayal
	D	Mr. M.N.Khuntia	Mr.B.K.Agrawal.

PRINCIPAL: MR SANTOSH KUMAR BAL

KENDRIYA VIDYALAYA NO 1,IIT,KHARAGPUR

DUTIES AND RESPONSIBILITY OF THE TEACHERS/CLASS/CO-CLASS TEACHERS

(SESSION 2019-20)

Class teachers play a pivotal role in the school management and take care of the academic, socio-cultural, co – scholastic, emotional and psychological needs of the students catering for their growth with full potential. In order to make them well informed and aware of their duties and responsibilities the some points are detailed here under-

1. To select responsible class monitors to assist him/her in maintaining class discipline.
2. To train and to guide the monitors to be efficient & effective in class control in his/her absence.
3. To instruct class to conserve water, electricity & paper regularly. Advise them to be respectful to seniors, peers, juniors, plants & animals.
4. To check class for proper & clean uniforms, shoes, hair & nails.
5. To boost the morale of non-performing students.
6. To communicate with the subject teacher's regarding non-performance in the subject concerned.
7. To check bags of students on at random intervals on a regular basis for contrabands items.
8. To monitor attendance register, fee receipt book, caution defaulters & communicate with parents on a regular basis.
9. To maintain home addresses and telephone numbers of the parent of each child.
10. To ensure parents send leave application/medical certificate for the absence of their ward & file them for records.
11. To ensure safety & neatness in the class through class monitors with emphasis on arrangement of furniture, maintenance of display boards, black boards, duster, cupboards & dustbin.
12. To ensure safety & repairs/replacement of window panes, switches, fans, tube-light, & black board etc. and to display do's and don'ts of instructions in the class room.
13. To keep the Principal informed of any problem/incidents.
14. To build a rapport with all the students irrespective of their performance and instill in them confidence and trust so that so that the students look up to him/her for guidance and there is a free flow of communication.
15. Be accessible to the students at all times and more so in times of need.
16. Instill a sense of belonging to the class and to the school at large.
17. Instill safety consciousness among them to be alert during hazardous circumstances.
18. To ensure safe arrival and departure of the students.

I. MAINTENANCE AND UPDATION OF CLASS ATTENDANCE REGISTER:

1. Student's bio - data to be completed in all respects. The entries should conform to admission cum withdrawal register/application submitted by parents at the time of admission of his/her ward.
2. Fee abstract column to be completed and updated month wise. Fee should be collected as per the existing fee structure and the rates in accordance with KVS guidelines. Failure to realize fees from particular students will make the defaulting teacher accountable.
3. The sub totals and total from the fee abstract column should be properly posted in the relevant sections of the month wise summaries of fees and fines.
4. Fee collection requires extreme caution. All entries in the class attendance register should tally CS-54 register and daily fee collection register.
5. Month wise average attendance of the child should be properly computed. Entries which are to be carried forward to the next month should be done correctly.
6. Every student should conform to the code of conduct for students as outlined in Article 60 of the KVS education code. Willful violation of codal provision will invite appropriate disciplinary action on the defaulting student.

7. Entries regarding date of birth of child and SC/ST/OBC entries should be absolutely correct and written using Red Ink. Boys and girls name to be entered using different coloured inks. Category of child should be clearly recorded.

## II. DUTIES DURING MORNING ASSEMBLY:

1. The Class Teacher/ Co-Class Teacher will accompany and lead the students of their respective classes to the Morning Assembly.
2. Punctuality and promptness of Class Teacher/Co-Class Teacher along with respective students immediately after the Assembly bell/Drum beat.
3. Ensuring that uniform check is conducted by Class Teacher/Co-Class Teacher and students are made to stand height wise in increasing order in a straight line with adequate gap between two students.
4. Ensuring that all students are participating in chorus in the following items:
  1. Prayer
  2. Pledge
  3. Community song
  4. National Anthem
5. Ensuring that these students disperse to the respective classes in prayer line maintaining line discipline.

## III. INSTRUCTION TO BE FOLLOWED WHILE FILLING UP THE TRANSFER CERTIFICATE/WITHDRAWAL FORMS:

1. When a student applies for Transfer Certificate, the Class/Co-Class Teacher should check the following thoroughly.

Name of a child

Details of Parents

Date of Birth

Signature of Parent on the TC Withdrawal Form

Class/Section in which studying

Result pertaining to previous class

Last fees paid Month/Year to be indicated

Reason for applying for Transfer Certificate

Admission Number

TC Number & Book Number

1. After checking the entries, the Class Teacher should sign with date clearly indicating the number of school meetings from 1<sup>st</sup> April onwards and number of meetings attended by the student.

NOTE: One day comprises of two meetings (i.e. F/N & A/N)

## IV. INSTRUCTION TO BE FOLLOWED WHEN A STUDENT BRINGS A LEAVE LETTER:

- i) The application should be properly scrutinized.
- ii) Signature of Parent is compulsory.
- iii) Reason for leave to be checked.
- iv) If reason is found genuine, the application is to be forwarded to the principal with the following remarks of the teacher
  - a. Total attendance since 1<sup>st</sup> April
  - b. Total attendance of a child in percentage.
  - c. Recommended/Not Recommended with the Class Teachers signature

NOTE:

- i) As per KVS rules, every student should have 75% attendance compulsory before taking the Session Ending Examination.

ii) No permission will be given for any student to skip Periodic Test/Assignment Test/HY Exam/pre board/Session ending Examination etc., which is a part of Evaluation System .

Any genuine medical cases should be accompanied with Medical Certificate issued by Government Doctors, to avoid submission of fraudulent medical certificate.

NOTE: Private Hospital Certificate will not be accepted.

#### V. DUTIES OF CLASS/CO-CLASS TEACHERS INSIDE THE CLASS ROOM:

1. The class room should be neat and tidy.
2. The seating arrangement should be proper.
3. Boys & Girls should be made sit separately.
4. Overflowing dust bin should be avoided. Cupboard should not be made into make shift dustbins.
5. The display corners in the class room should have
6. i. Class Time Table ii. House division chart
7. Wall magazines in the class should be neat and impressive.
8. Class room should be well decorated with colourful charts.
9. Black board should contain the following information period wise and day wise, on a compulsory task.
  - Date:                      Subject:                      Students on Roll:
  - Class:                      Unit:                      Students Present:
  - Class Teacher:      Topic:                      Students Absent:
  - Subject Teacher:                      Students Leave
  - Period:

Information should be provided in Hindi also

viii) Students who are given permission to go for drinking water/toilets etc. should invariably have an Out Pass. Each class should prepare One Out Pass for Boys and One Out Pass for Girls. The Out Pass should have signature of Class Teacher, Monitor & Principal.

#### VI. OTHER DUTIES OF CLASS/CO-CLASS TEACHERS:

1. All the Class Teachers/Co-Class Teachers are to ensure that the students of their classes do take part in the Co- Curricular Activities.
2. The students also participate in the Inter Class activities whenever it is conducted.
3. The students of their classes maintain the discipline and decency in the vidyalaya and act according to the article 60 of the Education Code of Kendriya Vidyalaya.
4. Ensure that the students of their classes do have the required text books and note books.
5. Ensure and monitor the home work and class work done by the students.
6. Guide them in general deportment instilling values among them.
7. Maintain the contact numbers of the Parents and the local guardians of the students.
8. Prepare and preserve the Result of various examination and tests under CCE.
9. To implement the any other instructions as received from the Principal and KVS authorities for the betterment of the students.

KENDRIYA VIDYALAYA, NO.1, IIT, KHARAGPUR

COMMITTEES 2019-20

The following committees have been formed for the year 2019-20 for smooth functioning of the Vidyalaya. Every committee In-charges are responsible for preparation of Annual / Year Planner of all activities of his/her department and submits the same to Principal on or before 10<sup>TH</sup> July, 2019 without fail.

Principal

S . N o	NAME OF COMMITTEE	NAME OF I/C & MEMBERS	DUTIES
1	Flag Hosting and Retreating Ceremony	Mrs.S.Chowdhury Mr. P.K.Dey I/C Mr. M.R.Parida Mr. D.Sengupta Concerned House	<ul style="list-style-type: none"> <li>To ensure raising of National Flag every morning and it's lowering before sunset in our KV.</li> <li>To position the flag post at prominent place.</li> <li>To follow DO's and Don'ts to honour our National Flag.</li> <li>To ensure compliance of the Flag Code.</li> </ul>
2	Academic and Administrative support	Mrs. Sudeshna Chowdhury Mr. D.C.Piri I/C Mr. M.M.Khuntia Mr. B K Agrawal Mrs. K.Majumder Mr. P.K.Dey Mr. Ashok Kumar	<ul style="list-style-type: none"> <li>Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal.</li> <li>Interacting with the teachers and directing them on their academic duties. It is the sole responsibility of Academic co-ordinator to check the academic activities of teachers. He will prepare plan and schedule for Notebooks (C/w &amp; H/w) checking.</li> <li>Preparing academic calendar department wise for 2018-19</li> </ul>
3	KV Shaal Darpan & UBI fees collection	Ms Rupal,I/C Secondary Md.Alfesari,Comp.Instructor Mr. Madhab Mandal, PRIMARY & All Class teachers and Co class teachers	<ul style="list-style-type: none"> <li>To monitor activities of KV Shaal Darpan &amp; UBI fees collection.</li> <li>To make entry on KV Shaal Darpan Web Portal.</li> <li>To send report to parents and stake holders.</li> <li>To follow up all work related to KV Shaal Darpan &amp; UBI fees collection.</li> </ul>
4	Admission Committee	Mr D.C Piri, (Overall Coordinator Admission) Ms Rupal Mr.M R Parida Mr Ashok Kumar Mr.Harish	<p><u>Responsibilities of Core Committee</u></p> <ul style="list-style-type: none"> <li>Admission to all classes throughout the year including RTE as per KVS norms.</li> <li>Planning &amp; Conducting of Admission Test for class IX.</li> <li>Monthly review Meetings on admissions done. This work has to continue till November 30.</li> <li>Maintenance of Register of data required for submission to KVS (HQ).</li> <li>Responsibility of Core team is to coordinate</li> </ul>

			<p>and direct the supporting staff for a smooth execution of the work</p> <ul style="list-style-type: none"> <li>• Every month Enrolment of the Vidyalaya has to be collected and checked by the department and submit the same to the Principal – This has to be done a day prior to last working day of the month.</li> <li>• Every month vacancy of each class &amp; section-wise details are to be recorded in the admission register and submit to Principal</li> <li>• This has to be done a day prior to last working day of the month.</li> </ul>
5	Purchase Committee	<p>Mrs. K.Majumder Mrs. S.Chowdhury Mr. D.C.piri I/C Ms. Shilpa Gupta Mr. S.Sahu Mr. S.K.Maity Mr. R.K.Mukherjee Mr. G.Kurma Rao VMC member (Teacher Repr) &amp; Respective Deptt. Incharge)</p>	<ul style="list-style-type: none"> <li>• To estimate the requirements in the beginning of the academic year.</li> <li>• To procure the required items following the purchase procedure.</li> <li>• To conduct market survey and collect quotation from local market.</li> <li>• To take items purchased into stock.</li> <li>• Any other related work.</li> </ul>
6	Discipline committee	<p>1.Mr. P.K.Dey (I/C) 2. Mr B K Agrawal 3. Mr. M.M.Khuntia 4. Mrs. S.Majumder 5.Mr. S.K.Maity 6. Mrs. Pinkie Singh 7.Mrs. K.Majumder All Class Trs/Co-Class Trs  &amp; All House Masters/ Associate H.Ms</p>	<ul style="list-style-type: none"> <li>• Checking of student's uniform, late comers, students missing assembly.</li> <li>⊙ Checking of students' behavior in and outside the class.</li> <li>⊙ Monitoring the movement of students in lines during arrival, departure and to ensure safe passage to students.</li> <li>⊙ Checking of students entry and exit in line from outside and inside school gates before morning assembly and after school hours. (Class teacher also assist)</li> <li>⊙ Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation.</li> <li>⊙ A monthly report on discipline proceedings &amp; steps taken up and observations made have to be submitted to Principal.</li> <li>⊙ Checking the Movement of students in corridor without out-passes and recording the same to intimate Principal.</li> </ul>
7	Standard Operating Procedure (SOP)	<p>Mr. P.K.De (I/C) Mr. Mukesh Kumar Mrs. S.Chowdhury Mr. D.C.Piri</p>	<ul style="list-style-type: none"> <li>• To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School.</li> <li>⊙ Develop comprehensive action plan to implement</li> </ul>

		Mr.B.K.Agrawal Mr.S.N.Chatterjee Mr.D.Sengupta Mrs Kanchan Chaurasia	<p>the guidelines.</p> <ul style="list-style-type: none"> <li>⊙ Allocate specific roles to different personnel and teachers as per the SOP and brief the staff about the action to be taken by them in any exigency.</li> <li>⊙ Take preventive measures as given in the guidelines in consultation with the local police.</li> <li>⊙ Keep the security personnel of the school on the alert.</li> <li>⊙ Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents.</li> <li>⊙ Conduct advance reconnaissance of the school with the help of the local police.</li> <li>⊙ Hold mock drills for students, teachers and staff.</li> </ul>
8	Furniture	Mr. A.K.Majumder,I/C Mr. R K Jena Mr. Mahendra Kumar Mr. S.K.Maity Mr. Ashok Patra Mr. Amar Singh	<ul style="list-style-type: none"> <li>• Preparing the list of articles for condemnation for 2018–19 in the new format and keep ready for Physical Verification</li> <li>• Raising the indent of the Furniture required within the ceiling.</li> <li>• Maintenance of furniture register &amp; inventories in each class, lab, departments, library, office etc.</li> <li>• Preparation of list of repairable and broken furniture.</li> <li>• Submission of requirements of shortage making inventory and monitoring.</li> </ul>
9	School Building Civil & Electrical Maintenance committee	Mr Mukesh Kumar I/C Mr. D Sengupta Mr. P.K.Dey Mr. B.Sushil Mr. Rakesh Kumar Mr. Ashok Patra	<ul style="list-style-type: none"> <li>• Raising the quotations for procurement of materials required for civil work. Monitoring of Vidyalaya infrastructure development and works in progress.</li> <li>• Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya.</li> <li>• Monitoring and recording of civil work / repair work undertaken.</li> <li>• Preparing the estimates and submitting request for procurement of materials such as gitty (stone dust/ stones), sand, cement etc., with clear justification.</li> <li>• Stock entry of the material purchased and proper usage of material purchased and record of the same in the stock register.</li> <li>• Certifying the proper usage of material at appropriate and required places.</li> <li>• Informing Principal the areas of immediate attention.</li> </ul>



10	<p>Home Exam Primary Section Exam Dept</p> <p>Secondary Section :</p> <p>CBSE(X/XII) And External Examinations</p> <p>NIOS</p>	<p>Ms Pinkie Singh I/C, Mr. Amar Singh Mr. Harish Kumar Mr. Arun</p> <p>Ms. N.Das – I/C Mr.Abdul Kadir Mrs. Kalpana Majumder Ms. Shilpa Gupta Mr. Mahendra Kumar Mr.Ashok Patra</p> <p>Mr. Manamohan Khuntia I/C Mr. J.P.Nayak Mr. R.K.Jena Mr. G.Kurma Rao</p> <p>Mr.P.K.Dey Mr M.R.Parida,I/C Mr.Parimal Tarai Mr.B Sushil</p>	<p>Responsibilities of Core Committee</p> <ul style="list-style-type: none"> <li>• Raising the indent for the papers and other important requirement</li> <li>• Planning &amp; conducting of PT/HY/SEE Exam as per schedule.</li> <li>• Listing out absentees and Planning &amp; conducting Re-tests</li> <li>• To prepare the result analysis of internal exams and maintaining the record in an appropriate manner.</li> </ul> <p>Distribution of Report cards to class Teachers.</p> <ul style="list-style-type: none"> <li>• Distribution of the split up syllabus supplied by R.O to teachers and students.</li> <li>• Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work.</li> <li>• It is mandatory for all the question paper setters to provide the question paper both in soft and hard copies duly computerized, without which Exam Department shall not accept the papers anything hand written.</li> <li>• Ms Dr. Rama Rani will monitor the entire department proceedings and make sure that all wings of his department are functional appropriately.</li> </ul>
11	<p>Medical Room And First Aid &amp; Health Checkup A-Secondary</p> <p>B-Primary</p>	<p>Mr.S.Sahu,I/C Ms L Tulasi devi Nurse</p> <p>Ms Kanchan Chaurasia,I/C (Primary)</p>	<ul style="list-style-type: none"> <li>• Planning a calendar of activities of the department such as on which dates Medical checkup has to be carried out.</li> <li>• Planning with doctor for a medical checkup for children twice a year. Collection of medical Certificate from class teachers.</li> <li>• Keep first aid item readily available in staff room, sports room and principal room. After the medical checkup, getting the cards binded and kept as a record.</li> </ul>
12	<p>Time Table A-Secondary Department</p> <p>B-Primary Department</p>	<p>Mr J P Nayak, I/C Mr.S.N.Chaterjee Mr.R.K.Jena Mr.A Mahato</p> <p>Mr.S.K.Maity Mr.Amar Singh Mr Ashok Kumar,I/C</p>	<ul style="list-style-type: none"> <li>• Preparation of class &amp; teacher's Time Table as per KVS norms.</li> <li>• First period arrangement has to be announced in assembly itself.</li> <li>• Preparation of special Time Table for Board classes, Remedial classes, Classes for slow learners, and Zero period.</li> <li>• Monitoring of bell timing.</li> <li>• Distribution of Registers to all the class monitors to note every day's activity period-wise.</li> <li>• Collecting the registers and submitting the same to Principal for his supervision.</li> <li>• Random checking for teachers attending the classes during their arrangement.</li> <li>• To ensure no teacher who is absent is left without arrangement.</li> <li>• 1st period time table should be announced</li> </ul>

			<p>by teacher in charge during morning Assembly itself.</p> <ul style="list-style-type: none"> <li>• Responsibilities of Supporting staff</li> <li>• Showing the arrangement sheet to teacher and obtaining the signature.</li> <li>• Displaying the arrangement sheet in prominent places of the Vidyalaya</li> </ul>
13	<p>CCA Coordinator And CCA material Purchase and Important Days celebration committee A-Secondary Section</p> <p>B-Primary</p>	<p>Mrs S.Choudhury,I/C Mr. Mukeen Khan Mr. S Mondal Mr Nataraj Chakraborty Ms Sonam Singh Mr. Ashok Patra</p> <p>Mr. Rakesh Kumar,I/C Ms Kanchan Chaurasia</p>	<ul style="list-style-type: none"> <li>• Preparation of Calendar of activities for 2019-20. Preparation of Days to be observed and celebrated in the year 2019-20. House distribution activity. Selection and celebration of School Captains and Vice Captains under student's council.</li> <li>• Planning, preparation and Celebration of Annual Day</li> <li>• Duty allotment and monitoring of assembly program.</li> <li>• Checking of the information on the display board in corridor and class rooms.</li> <li>• Theme selection for every month and carrying out the suggested activities.</li> <li>• Maintaining the record of achievements of the students of house and maintaining transparency in the result process.</li> <li>• Important announcements in the assembly, planning &amp; preparing students for various activities. For this, the CCA I/c or deputy has to meet Principal to note the next day's announcements.</li> <li>• Important dates shall be collected and be celebrated appropriately.</li> <li>• The committee can even suggest Principal for the purpose</li> </ul>
14	<p>CS-54 and CS-11 Fees Record (Pay bill checking)</p>	<p>Mr A.K.Rakshit,I/C Mr B.K.Agrawal Mr J.P.Nayak</p>	<ul style="list-style-type: none"> <li>• Maintenance of CS-54 and CS-11 &amp; its verification every month.</li> <li>• The committee is responsible for submitting every month the statements of CS – 54 and CS – 11. The committee is responsible for preparing and submitting CS-54 and CS -11</li> </ul>
15	<p>Teaching Aids &amp; A.V Aids A-Secondary</p> <p>B-Primary</p>	<p>Ms Shilpa Gupta I/C Mr. Mahendra Kumar</p> <p>Mr. S.K.Maity Mr. Parimal Tarai</p>	<ul style="list-style-type: none"> <li>⊙ Procurement of Audio Visual and teaching aids.</li> <li>⊙ Upkeep of audio visuals and teaching aids.</li> <li>⊙ List of Audio Visual and teaching aids used by the teachers.</li> </ul>
16	<p>Educational Excursion (Planning year calendar &amp; Plan of action) A-Secondary Section</p>	<p>Mr. A K Rakhshit I/C Mr. M S Bithu Mr. A.K.Majumder Mr.S N Chatterjee Mr. P.K.Dey</p>	<ul style="list-style-type: none"> <li>• Planning of educational tour for different classes as per schedule given by the KVS.</li> <li>• Deciding the places to visit through formal discussions with Principals and submit a report through the register meant for the purpose of excursions to children.</li> </ul>

	B-Primary Section	Mr.D.Sengupta I/C Mrs.Pinkie Singh Mr.Rakesh Kumar	<ul style="list-style-type: none"> <li>• Taking students to local places of educational and tourist interest.</li> <li>• Planning safety measures, communicating parents through DO Letters, charting the buses, contacting the visiting places, taking permissions etc., are the responsibilities of the committee and submitting a final report for modifications and necessary approval.</li> </ul>
17	Photography, Press & Bouquet presentations	Mr. Mahendra Kumar Mr. M.R.Parida I/C Mr. Madhav Mandal	<ul style="list-style-type: none"> <li>• Arrangement of photographer for important functions.</li> <li>• Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise.</li> <li>• During the inspections Albums have to be presented to Inspection officers</li> </ul>
18	Career Guidance and Counseling (To Plan and fix the dates) A- Secondary  B-Primary	Mr. B.K.Agrawal I/C Mr. M.M.Khuntia Mr. J.P.Nayak  Mr. S.K.Maity I/C Mrs Pinkie Singh Mr. Harish	<ul style="list-style-type: none"> <li>• Year Planner for counseling sessions shall have to be prepared by secretary of the committee. A minimum of 06 (six) such counseling sessions shall have to be planned and be organized and reporting is mandatory.</li> <li>• Collection of information and providing to students. Arrangement of Guest Lectures.</li> <li>• Monthly report has to be submitted on activities undertaken for providing information to the students - Please use a separate register.</li> </ul>
19	Primary Education – (Core committee)	Mr. Ashok Kumar,I/C Mr. S.K.Maity Mr. D.Sengupta Mrs. Pinkie Singh Mr. Amar Singh Mr. Harish Kumar	<ul style="list-style-type: none"> <li>• Year Planner shall have to be prepared by each head.</li> <li>• Planning and preparation Calendar of activities.</li> <li>• Supervision of Primary classes. All the new entries may be supervised with the help of Sr. PRT's &amp; Academic Coordinator &amp; PGT's of the Vidyalaya, so that necessary help can be given to them to understand about CMP work and CCE/Back to basic work/learning outcomes.</li> <li>• Maintaining the bank of Worksheets on yearly basis and getting the book of worksheets binded and display in CMP room. All works related to primary education.</li> <li>• Maintaining CMP &amp; CCE Records, back to basic records. Formation of Committees for various occasion for primary wing for smooth conduct of Primary wing. A monthly report on activities undertaken by the Primary wing.</li> </ul>

20	Sports Committee  A- Secondary  B-Primary	Mr P.K.Dey, I/C Ms.Rupal Mr.R.K.Jena Mr M S Bithu Sports Coach Yoga Instructor Mr. B Sushil I/C Mr. Amar Singh Ms Kanchan Chaurasia	Planning Vidyalaya sports activities, (Year calendar). <ul style="list-style-type: none"> <li>Monitoring blocks period.</li> <li>Purchasing required material.</li> <li>Arrangement of sports meets as per KVS norms.</li> <li>Planning and conducting Annual Sports Day celebration for 2018-19.</li> </ul>
21	Scout and Guide Cubs and Bulbul	Ms Nabaneeta Das, overall coordinator Mr. A.K.Majumder Mr R.K.Jena I/C(Scout) Ms Pinkie Singh I/C (Guide) Mr.Rakesh Kumar,I/C Cub Mr. Amar Singh	<ul style="list-style-type: none"> <li>Registration of units.</li> <li>Fresh registration for Pravesh, Cubs &amp; Bulbuls etc.</li> <li>Conducting upgrading camps &amp; celebrations related to Scout.</li> <li>Taking up Community development and service works once in a month.</li> <li>Submitting monthly Reports &amp; carrying out other work related.</li> </ul>
22	Subject Committee	In Charge	<ul style="list-style-type: none"> <li>Every month these committees invariably sit and discuss on agenda that pre-decided and got approved by Principal. The agenda shall be on the following points. These points are suggestive but not exhaustive and teacher Head can explore more and make committee meeting a novel and noble sitting so that a fruitful outcome is realized.</li> <li>Split up syllabus month wise and teacher wise.</li> <li>Project work-term wise. Weightage of marks to each topic.</li> <li>Evaluation scheme. Practical work.</li> <li>Class room activities and teaching aids. Model question paper.</li> <li>Identification of slow learners and gifted children and remedial action.</li> <li>Under achievers / slow learners identification.</li> <li>Strategy for effective monitoring for students improvements. Educational tour.</li> <li>Class activities, Exhibition, Exam-PT/MT/HY/SEE.</li> <li>Preparation of subject magazine.</li> <li>CCE work, Back to basic files/ Subject enrichment activities and Files of Cycle test/CT/MT/Remideal class test carried out topic-wise by the teachers.</li> <li>Innovations taken up and the reports thereof.</li> </ul>
1	A-Secondary Science	Mr. J P Nayak	
2	Maths	Mr. D.C.Piri	
3	Social Science	Mr. M.M.Khuntia	
4	Computer	Mrs. Rupal	
5	Hindi & Sanskrit	Mr. Mukeen Khan	
6	English	Mrs. S.Chowdhury	
1	B-Primary English	Mrs. Pinkie.Singh	
2	Hindi	Mr. Rakesh Kumar	
3	Maths	Mr. S.K.Maity	
4	EVS	Mr. Amar Singh	

23	Library Advisory Council	1. Mr. A Mahato (I/C) Mrs. S.Chowdhury Mr. Mukeen Khan Mr. Nataraj Chakraborty Mrs. Rupal Mr. D.C.Piri Mr. A.K.Rakhshit Mrs. Pinkie Singh Student member (IX) Student member (XI)	<ul style="list-style-type: none"> <li>• Planning and preparing the books for condemnation.</li> <li>• Supervising the Library activities undertaken by the Librarians and seeking a report on monthly basis.</li> <li>• Raising the requirement of books taking the list from students of classes XI and XII and respective subject teachers.</li> <li>• Submission of requisition to Principal for procurement through the committee. Strictly following Library Policy of KVS. Improving library service and its monitoring.</li> <li>• Note: Library I/C to prepare a Yearly planner of activities and submit to Principal.</li> </ul>
24	Computer Lab committee Monthly Report & Website updating A-Secondary  B-Primary	Ms Rupal, I/C Md. Alfesani Mr. Mukesh Kumar Mr. G Kurma Rao Mr. R.K.Mukherjee  Mr. S.K.Maity Mr. B.Sushil Mr.Madhab Mandal	<ul style="list-style-type: none"> <li>• Update Vidyalaya website once in every fortnight and as when it is required. Updating of Enrollment of students class-wise and section-wise. Staff vacancy position.</li> <li>• Computer infrastructure data.</li> <li>• Other allied information that is required by KVS.</li> <li>• Note: PGTs' (Comp. Science) are responsible for the website updating through coordination with respective department heads.</li> </ul>
25	Value Education & Integrity Club A-Secondary B-Primary	Mr.M.M.Khuntia I/C Mr. R.K.Jena Mr. Mahendra Kumar Mrs. Pinkie Singh I/C Mr.Amar Singh Mr. Rakesh Kumar	<ul style="list-style-type: none"> <li>• Preparation of Annual calendar of value based education programs and activities.</li> <li>• Conducting of value education program as per KVS guidelines.</li> </ul>
26	Eco Club A-Secondary  B-Primary	Mrs. S.Majumder I/C Mrs. Kalpana Majumder Ms.Pallabi Koshiary Ms. Nabneeta Das Mr. S k Maity I/C Mr. Harish Kumar Mr. Arun	<ul style="list-style-type: none"> <li>• Conducting activities related to the Club.</li> </ul>
27	Literary Club A-Secondary  B-Primary	Mrs.S.Choudhury I/C Mr.Mukeen Khan Mr S Mandal All language teachers  Mrs Pinkie Singh I/C Mr.Rakesh Kumar	<ul style="list-style-type: none"> <li>• Conducting activities related to the Club.</li> </ul>

28	Science Club	Mr. J.P.Nayak I/C Ms. Pallabi Koshiary Ms. N.Das Mrs. K.Majumder Mr.A.K.Raskhit Mrs S. Majumder & All Science Teachers	<ul style="list-style-type: none"> <li>• Conducting activities related to the Club.</li> </ul>
29	Math's Club	Mr D.C.Piri,I/C Mr. A.K. Majumder Mr. Somnath Chatterkee Mr. S.Sahu TGT(Math)1 TGT(Math)2 Mr.Ashok Kumar & all Math Teachers	<ul style="list-style-type: none"> <li>• Conducting activities related to the Club.</li> </ul>
30	Primary Resource Room & Computer Lab (Primary)	Mr. Ashok Kumar I/C Mr. Madhav Mondal Mr. B.Sushil Mrs. K Chaurasia	<ul style="list-style-type: none"> <li>• The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose of effective functioning of Primary Wing.</li> <li>• Planning of CMP room usage by PRTs'.</li> <li>• Exploring resources planning and developing room to ensure strengthen of primary education.</li> <li>• Acquiring material, teaching aids, CD's books, play material etc., to display in the CMP so as to make it a better resource room.</li> <li>• Re-charging of Dish TV activation and prepare a plan to show film shows live on Dish TV</li> <li>• Planner has to be submitted by the Committee.</li> <li>• Monthly Report Submitting a report on activities taken up.</li> </ul>
31	AEP – planning & conducting a minimum of 6 sessions in each term	Mrs S.Choudhury,I/C Mrs. S.Majumder Mr. M M Khuntia Mrs. Kalpana Majumder Ms. Shilpa Gupta	<ul style="list-style-type: none"> <li>• Organizing PT meeting, creating awareness among parents and children about the changes in adolescent (adult) stage, Awareness about sexual diseases, Solution for stress related problems. Planning, Preparation and conducting the programs.</li> <li>• Every 10<sup>th</sup> of month AEP classes are to be conducted on core issue. Submitting a monthly report to Principal.</li> </ul>
32	Result Moderation A-Secondary Section  B-Primary Section	Ms. N.Das I/C All Subject Committee In-Charges  Mrs. Pinkie Singh I/C All Subject Committee In-charges	<ul style="list-style-type: none"> <li>• To decide the hard and difficult cases. Formulating the criteria to decide class wise result of border case.</li> </ul>

33	Hygiene and Sanitation (Cleanliness of vidyalaya and Surroundings) And Drinking water	Mr M S Bithu,(3rd Floor) Mrs.S Majumder (1st Floor) Mr. P.K.Dey,I/C Ms.Kanchan Chaurasia (G.Floor) Mr.Mukesh Kumar (Drinking Water points) Mr.Parimal Tarai (2nd Floor) Mr. Abdul Kadir (Field) All Class teachers/ Co-Class teachers	<ul style="list-style-type: none"> <li>• Checking cleanliness in toilet and other places, daily pursuing sweeper to work promptly.</li> <li>• Submitting Monthly report on observations.</li> <li>• The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets.</li> <li>• Please ensure that, the labours use disinfectants. Keep the contact number of the contractor responsible for and update him with the problems observed. The undersigned is confident on the team constituted as they execute the work promptly.</li> <li>• Once in every week, the committee shall go round the Vidyalaya exterior view and find out the growths in the wall and the surroundings.</li> <li>• Plan the cleaning campaign and get the work done with the help of contractor / Labour.</li> <li>• Submit the requisition and report on the work completion.</li> </ul>
34	Beautification & Gardening	Mr.M R Parida,I/C Mrs. Sathi Majumder Ms. Shilpa Gupta Mr.B Sushil Kumar Mr Rakesh Kumar	<ul style="list-style-type: none"> <li>• Garden maintenance observation and making suggestions to gardener.</li> <li>• Monthly review of garden and suggestions to improvement.</li> </ul> <p>⊙ Submitting of monthly review of garden &amp; Beautification of Vidyalaya.</p> <p>⊙ Raising the requirement for Garden and Vidyalaya beautification.</p>
35	Students' council committee	Mrs S.Choudhury I/C (Secondary) Mr.D.C Piri Mr. M.M.Khuntia Mrs K.Majumder Mr Ashok Kumar Primary I/C Mr S.K.Maity Mr.D.Sengupta	<ul style="list-style-type: none"> <li>• Planning a calendar of Students' council meeting to discuss about various academic activities of the Vidyalaya.</li> <li>• Review of Attendance registers once in every 15 days and communicating.</li> <li>• Syllabus coverage from classes VI to XII once in a month.</li> </ul>
36	Exhibitions Committee - Science	Mr. J.P.Nayak I/C Ms.Pallabi Koshiary Mrs. Sathi Majumder Ms. N.Das Mr. A.K.Rakshit Mrs. K.Majumder & All Science,Maths, Computer science teachers	<ul style="list-style-type: none"> <li>• Plan the exhibition themes and models in advance and start synopsis preparation.</li> <li>• Conduct mock exhibition well before the exhibitions scheduled as per KVS.</li> <li>• Decide the best models and the suggestions for improvement.</li> <li>• Get the new models ready before the exhibition to begin.</li> <li>• Note: As far as Science exhibition is concerned, the In charge teacher will discuss with Principal on all the modalities to be observed and record in the Science department minutes register.</li> </ul>

37	Exhibitions Committee – Social Science	Mr. M.M.Khuntia I/C Ms. Shilpa Gupta Mr.M S Bithu Mrs. Sobha Rajak Mr. R.K.jena Mr. Mahendra Kumar	<ul style="list-style-type: none"> <li>• Plan the exhibition themes and models in advance and start synopsis preparation.</li> <li>• Conduct mock exhibition well before the exhibitions scheduled as per KVS.</li> <li>• Decide the best models and the suggestions for improvement.</li> <li>• Get the new models ready before the exhibition to begin.</li> <li>• Note: As far as Social Science exhibition is concerned, the Incharge teacher will discuss with Principal on all the modalities to be observed and record in the Social Science department minutes register.</li> </ul>
38	Reception & Refreshment Committee for all the occasions	Mrs. S.Majumder Mrs. S.Chowdhury Ms. Pallabi Koshiary Mrs. Kalpana Majumder I/C Mr. M.R.Parida Mrs. K Chaurasia Mr. G.Kurma Rao Mr. A.K.Patra	<ul style="list-style-type: none"> <li>• The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection.</li> <li>• Refreshment procurement and arrangement is another vital responsibility shall be done meticulously.</li> <li>• Fixing and arranging the arena for refreshment of Guests and teachers and volunteers during big events.</li> <li>• The entire infrastructure required (spoons, plates, cups, saucers, drinking water etc.) for smooth conduct of refreshment distribution though proper work distribution amongst is the main responsibility to be executed meticulously.</li> <li>• Note: 11<sup>th</sup> hour planning or doing be avoided for important events. All the events that go with external guest are always important and shall go without any hiccups. Postponing is bad attitude, so avoid it.</li> </ul>
39	Vidyalaya Magazine  Quarterly News Letter for Primary Committee	Mrs. S.Chowdhruy I/C Mr. Mukeen Khan Mr. Nataraj Chakraborty Mr. S Mandal Mrs. Pinkie Singh  Mr.Ashok Kumar I/C Mr Rakesh Kumar Mr.Amar Singh	<ul style="list-style-type: none"> <li>• Overall Planning of the magazine collection as per fixed schedule.</li> <li>• Collect the materials and keep updating them periodically.</li> <li>• Prize recipients (students, teachers) shall be asked to give their photographs. Teachers/officers/officials retiring from services shall have a space to be part of Vidyalaya Magazine.</li> <li>• The magazine collection and compilation work shall be completed before December 2018. Responsible for the planning quarterly Newsletter for Primary lines of previous year. Dates of unveiling the Newsletter shall be decided through a planner and accordingly the</li> </ul>



			<p>work has to be conducted and keep ready.</p> <ul style="list-style-type: none"> <li>• Every quarterly the Newsletter has to go to Regional Office to update them on the work &amp; conduct of the Vidyalaya primary wing</li> </ul>
40	R.T.I & Parliament Questions Reply	Mr. D.C.Piri Mrs. Rupal Mr. R.K.Mukhejee I/C Mr. G.Kondal Rao	<ul style="list-style-type: none"> <li>• To attend the quarries made under RTI and ensure their response is made on or before the stipulated date.</li> <li>• Collect data/information to be incorporated in the reply of such letters.</li> <li>• The members and I/C to keep them updated with the rules and procedures regarding RTI act.</li> </ul>
41	राजभाषा कार्यान्वय समिति Raj Basha Committee	Mr.Mukeen Khan,I/C Ms.Sonam Singh Mr.R N Yadav Mr.Nataraj Chakraborty Mr.R.K.Mukherjee Mr.G.Kurma Rao	<ul style="list-style-type: none"> <li>• Periodical reports shall be prepared as per the schedule and without any reminder from Head of the Institution. So, the committee requires some plan on Raj Basha implementation.</li> <li>• So, Year planner may be prepared for the purpose.</li> <li>• Hindi Pakhwada has been the sole work, we do for Raj Basha.</li> <li>• So, the committee is responsible to plan some more activities prior to Hindi Pakhwada and conduct through Hindi classes and CCA activities and CCE activities so that, the report sent to KVS about the Raj Basha implementation will be decorative and acceptable.</li> <li>• Every month a test on intricacies of Rajbasha has to be conducted for teachers.</li> </ul>
42	TA/DA, Medical, CEA & LTC bills settlement committee	Mr R.K Mukherjee,I/C Mr A.K.Rakhshit Mr.B K Agrawal	<ul style="list-style-type: none"> <li>• The committee will maintain a register and record month-wise Submission of bills.</li> <li>• The committee will maintain a record month-wise settlement of bills in the same register.</li> <li>• The committee shall be held responsible if, they do not follow the DOPT orders and admissibility criteria in settlement of bills.</li> <li>• The committee will make settlement of bills either based on 7<sup>th</sup> pay commission rules.</li> <li>• In the event they follow 7<sup>th</sup> Pay commission rules, every TA/DA claim shall have proper bills and vouchers duly numbered indicating the number of pages given / enclosed with TA/DA bill.</li> <li>• After settlement, concerned employee shall be called and be shown the settlement for transparency and to redress his/her grievance.</li> </ul>

43	Income Tax and Form 16	Mr.R.K.Mukherjee, (I/C) Mr A K Rakhshit Mr B K Agrawal	<ul style="list-style-type: none"> <li>• The committee will maintain a register and record month-wise collection of income tax.</li> <li>• The committee will coordinate with office and CA who is looking after the Vidyalaya income tax work and ensure submission of all the documents.</li> <li>• The committee has to review the income tax collection and challan submissions every month and record the SBI challans with challan numbers and dates.</li> <li>• The committee is authorized to speak to CA and note down the procedure of completing the work of Income tax.</li> </ul>
44	T.C preparation Committee A- Secondary Section B-Primary Section	Mrs Sathi Majumder,I/C Mr G Kurma Rao  Mr Amar Singh, Ms Parimal Tarai,I/C	<ul style="list-style-type: none"> <li>• The committees for Primary and Secondary are responsible to prepare and verify amongst and submit the completed TCs for Principal's signature.</li> <li>• If one member of the committee prepares the T.C then other member will check the data entered and sign in checkers column.</li> <li>• The committee is required to check the details such as – fee payment; no dues of all departments / class teacher signature with date and Name.</li> <li>• TCs' are vital documents of a child's life. So, committee is required to be very careful while writing the data in T.C books of KVS.</li> </ul>
45	Parent Teacher Meeting- I - V Meeting to be called in August/ Dec & Jan Parent Teacher Meeting Classes VI to XII Meeting to be called in August/ Dec & Jan Parent Teacher association	Mrs. Sathi Majumder I/C (Secondary) Mr. Ashok Kumar I/C (Primary) Mr. M.M.Khuntia Mr. D.C.Piri Ms.N.Das Mrs. K.Majumder Mrs.Pinkie Singh	<ul style="list-style-type: none"> <li>• To plan for periodical meetings with the parents.</li> <li>• To invite the parents well in time and to ensure their presence.</li> <li>• To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A.</li> <li>• To plan for personal discussion with the parents of slow-learners for improvement.</li> <li>• To invite parents for their presence during important celebrations in the KV.</li> <li>• Month-wise report on meetings conducted shall be submitted to Principal. It is mandatory.</li> </ul>
46	Grievance Committee	Mrs. S.Chowdhury I/C Mrs. K.Majumder Mr. S.N.Chatterjee Mrs. Pinkie Singh Mr. S.K.Maity	<ul style="list-style-type: none"> <li>• To periodically open suggestion box at least once in a months.</li> <li>• To keep a record of suggestions or grievances received from the students, staff or parents. To maintain the minutes of the meetings.</li> </ul>

47	Sexual Harassment & Gender Sensitization Committee	Mrs.S.Choudhury I/C Ms Shilpa Gupta Mrs K.Majumder Mrs Pinkie Singh Ms.Kanchan Chaurasia	Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.  <ul style="list-style-type: none"> <li>Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment; Recommend appropriate punitive action against the guilty party to the Principal.</li> </ul>
48	Staff room display	Mr. Mahendra Kumar I/C Mr. M S Bithu Mr. Parimal Tarai Ms.Pallabi Kushary	<ul style="list-style-type: none"> <li>To maintain staff room neat and clean.</li> <li>To look after the proper management of Staff room and its requirements.</li> </ul>
49	Alumni Association	Ms.Rupal I/C Mr.D.C.Piri Mrs.Pinkie Singh Mr.S.N.Chatterjee	<ul style="list-style-type: none"> <li>To maintain proper records of alumni of the Vidyalaya.</li> <li>To arrange alumni meet in the Vidyalaya by discussing with the undersigned.</li> </ul>
50	Olympiads (Science & Maths) & VVM/NCSC/IAPT/NTSE/Green Olympiad/KVPY etc.	Mr. J.P.NayaK I/C Mr. S.N.Chatterjee Mrs. Kalpana Majumder Mr. S.Sahu Mrs.S.Majumder	<ul style="list-style-type: none"> <li>To conduct all the Olympiads smoothly.</li> <li>To make the students aware about the different kinds of Olympiads conducted in the Vidyalaya.</li> </ul>
51	Disaster Management:	Mr. P.K.Dey I/C Mrs. S.Chowdhury Mr. S.Sahu Mr. S.K.Maity Mr D.Sengupta	<ul style="list-style-type: none"> <li>Mock Drills &amp; awareness programme to be organized twice a year i.e. April &amp; Oct</li> </ul>
52	Staff Club	To be nominated by Staff	<ul style="list-style-type: none"> <li>Welcome / farewell party to the new / outgoing staff and welfare activities to be organized.</li> </ul>
53	Teacher's Lunch time duty Chart preparation	Mr P.K.Dey,I/C Secondary  MrAshok Kumar,I/C Primary	<ul style="list-style-type: none"> <li>To depute teachers on duty during lunch time for the safety and security of students.</li> <li>Teachers on duty will be totally responsible for the safety and security of child in the ground and in the Vidyalaya premises.</li> </ul>
54	Achievement register maintenance & Updating	Mrs S.Choudhury,I/C Mr M.M.Khuntia Ms. N Das Mrs Pinkie Singh	<ul style="list-style-type: none"> <li>To maintain proper records of Vidyalaya Achievement.</li> <li>To provide information regarding Vidyalaya achievement to RO and HQ whenever it is needed.</li> </ul>

55	Morning Assembly	Mrs. S .Chowdhury I/C Mr.Suvendu Mandal Mr.Mukeen Khan Mr. D.Sengupta Mr. Ashok Patra Concerned Class Teachers/ Co-Class Teachers	<ul style="list-style-type: none"> <li>• To plan the morning assembly programmes and allots the duty to the concerned H.M/ C.T. In addition, to check their preparation of the programme before presenting in the morning assembly.</li> <li>• Children’s birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her.</li> <li>• To provide a greeting card &amp; toffee &amp; all students have to wish them by presenting birthday song.</li> <li>• Any other related work VALUE EDUCATION</li> <li>• To prepare compact programme for developing good habits and moral value among the students.</li> <li>• To encourage the students on the observation of good habits &amp; behavior and award them</li> </ul>
56	Staff Meeting & recording of the minutes & Monthly DO to Ro.	Mrs. S.Chowdhury I/C Mr. Mukeen Khan	<ul style="list-style-type: none"> <li>• To record the minutes of all staff meetings, P.T.A. meetings, X &amp; XII class P.T.A. meetings and to maintain records / files of the same.</li> <li>• To note down all important events/functions etc. held in Vidyalaya.</li> <li>• To prepare by monthly newsletter and to send to RO and other Officials of KVS.</li> </ul>
57	Fee concession & RTE	Mr A.K.Rakhshit Mr.G.Kurma Rao Mr.R.K.Mukherjee & all class Teachers (From Class 1 to VIII)	<ul style="list-style-type: none"> <li>• The role of this committee is to prepare class-wise data of students who have been given Fee Concession of any kind. While in Primary; Fee concession / exemptions and RTE data has to be prepared in a register and to be submitted every month for a review of Principal</li> </ul>
58	Escort duty chart	Mr. D.C.Piri I/C (Male trs) Mr. P.K.Dey Mr. S.K.Maity Mrs. K.Majumder I/C (Female trs) Mrs. Pinkie Singh	<ul style="list-style-type: none"> <li>• The committee will function under the supervision of Academic co-ordinator.</li> <li>• The role of this committee is to maintain utmost transparency in allocating the escort duties to teachers for various programs such as Exhibitions, sports events etc.</li> <li>• As and when a programme is conducted, and then this committee shall plan for escort duty.</li> <li>• Allotment of duties and allocation of responsibilities shall have humane touch and committee shall give a ear to the genuine problems of all the teachers</li> <li>• No repetition of duties allowed until all the teachers are over.</li> </ul>

59	SOF Olympiad	Mrs. S.Majumder I/C Mr.S.Sahu	•
60	Staff Quarter maintenance and Allotment	Mr D C Piri I/C Mr J P Nayak Mrs S Chowdhury Mr Mukeen Khan Mr S Sahu Mr R K Jena Mr A Mahata Mr D Sengupta Mr Amar Singh Mrs Kanchan Chaurasia	<ul style="list-style-type: none"> <li>• To collect the application from the interested staff members.</li> <li>• To make a panel according to KVS quarter allotment rules.</li> <li>• To look after the problems of staff quarter.</li> <li>• To collect the requisition for repairs &amp; maintenance of quarters from the individual.</li> <li>• To classify the work under the heard of Civil, Electrical &amp; Plumbing.</li> <li>• To survey the local market for requirement of materials.</li> <li>• To engage labour through reputed contractor.</li> <li>• To supervise the work of the labour.</li> </ul>
61	Canteen Committee	Mr A K Rakshit I/C Mrs Sathi Majumder Mr S N Chatterjee Mrs K Majumder Mr Parimal Tarai	<ul style="list-style-type: none"> <li>• Cleanliness of canteen</li> <li>• Display of menu along with rate chart</li> <li>• Ensuring fire safety measures</li> <li>• Delivery system organization</li> <li>• Safe drinking water facility</li> </ul>
62	Readers' Club	Mr A Mahato I/C Mr Mukeen Khan Mr Nataraj Chakraborty Student's Members	<ul style="list-style-type: none"> <li>• Conducting activities related to the Club</li> </ul>
63	Heritage Club	Ms Shilpa Gupta I/C Mr M S Bithu Mr R K Jena Ms Matai Das Mr M Kumar Mrs Sobha Rajak	<ul style="list-style-type: none"> <li>• Conducting activities related to the Club</li> </ul>
64	Nature Club	Mrs S Majumder I/C Ms N Das Ms Gulli Gita Ms S Thakkar	<ul style="list-style-type: none"> <li>• Conducting activities related to the Club</li> </ul>
65	MAY I HELP YOU	PRINCIPAL	•

NOTES:-

1. All the In – charge and members of the various departments/ committees are requested to prepare a complete action plan in duplicate for the session 2019-20 as per allotment given and submit a copy to the Principal by 15<sup>TH</sup> July 2019 for record without fail.
2. All the In-charge and members of the various departments / committees will be fully responsible for maintaining the assigned duties activities and prescribed programme. In case of any difficulty, undersigned must be contacted.
3. All the in – charge and members of the various departments/committees are free to take their own decision to achieve excellence in activities, if necessary, they can contact the Principal.

4. All the In-charges and members of the concerned departments/committees will have to work on full – fledged manner. When In charge is on leave etc. Senior member of the concerned departments must be available on duty and vice versa.

5. Please put your efforts to discharge all the responsibilities in time and with a creative and effective manner. Undersigned is always ready to help and assist you all as per your requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students.

6. All these committees will come in force from 01-07-2019 till 31<sup>st</sup> March 2020.

Santosh Kumar Bal

(PRINCIPAL)