

पी.एम. श्री केंद्रीय विद्यालय क्र.1 भा.प्रौ.सं. खड़गपुर

(शिक्षा मंत्रालयभारत सरकार के अधीन स्वायत्त निकाय)
कोलकातासम्भाग

भा. प्रौ. सं. परिसर, खड़गपुर, जिला:पश्चिम मेदिनीपुर,
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PM SHRI Kendriya Vidyalaya No. 1 IIT Kharagpur

(An Autonomous Body Under Ministry of Education, GoI)

Kolkata Region

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सन्दर्भ सं/Ref No:एफ.25350/1260/के.वि).आई.आई.टी.(खड़गपुर/23-24/

दिनांक/Date:

PM SHRI KENDRIYA VIDYALAYA NO 1 (IIT) KHARAGPUR LIST OF COMMITTEES 2024-2025

The following committees have been formed for the year 2024-2025 for smooth functioning of the Vidyalaya. Every committee In-charges are responsible for preparation of Annual Planner of all activities of his/her department and submit the same to Principal by 1st April 2024

Principal

S No	NAME OF COMMITTEE	NAME OF I/C & MEMBERS	DUTIES
1	Flag Hosting and Retreating Ceremony	Mr. P.K.Dey I/C Mr S C Das Mrs. Suparna Sen <i>Concerned House Master on Duty must ensure that the House Flag is also displayed Alongside the National Flag</i>	<ul style="list-style-type: none">To ensure raising of National Flag every morning and it's lowering before sunset in our KV.To position the flag post at prominent place.To follow DO's and Don'ts to honour our National Flag.To ensure compliance of the Flag Code. Please refer https://www.mha.gov.in/sites/default/files/flagcodeofindia_07022014.pdfTo ensure regular cleaning and changing of Vidyalaya Flag
2	Academic Supervision	Mrs Rikisha Bhaumik, Principal Mr. C S Singh Vice Principal Mr. S N Majhi Head Master	<ul style="list-style-type: none">Supervision of Secondary and Primary Classes respectivelyTaking rounds to check the class room activitiesObservation of Classroom teaching and submission of report to the Principal for commentsAny other related work assigned by the Principal
	Committee for Vidyalaya Plan and Suggestions	Mr A K Rakshit (Coordinator) Mrs. Sathi Mazumdar Mr. A K Majumder (Sr Sec) Mr Jaivardhana (Secondary)	<ul style="list-style-type: none">This committee will suggest and chalk out all action plan for academic and co – curricular activities.This committee will function as advisory board for Vidyalaya's activities.

			<ul style="list-style-type: none"> • Members of its committee will help and suggest the Principal to take decision during emergency time and in normal course of action Viz Sports, Games, Examination etc. • Decision of the committee will be final and binding on all students. • Any other related work assigned by the Principal
	Academic Advisory Committee	<p>Sec and Sr Sec</p> <p>Ms. Nabaneeta Das I/C Mr. N D Samanta Mr. P.K.Dey</p> <p>Primary</p> <p>Mr. Satyananda Majhi I/C Mrs. Pinkie Singh Mr Parimal Tarai</p>	<ul style="list-style-type: none"> • Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal. • Assisting in smooth administration of the school by regularly keeping a tab on student enrollment and attendance. • Day wise enrollment and attendance report to be submitted to the Principal. • The academic committee is responsible for imbibing the best practices to provide an improved academic system for the students. • The committee is also accountable for conducting regular assessment of student's academic needs and suggest appropriate interventions for remedy. • Conducting academic award functions to honor students for academic excellence. • Interacting with the teachers and directing them on their academic duties. It is the sole responsibility of Academic I/C to check the academic activities of teachers. He will prepare plan and schedule for Notebooks (C/w & H/w) checking. • Preparing academic calendar department wise for 2024-2025
3	Curriculum Implementation Committee	<p>Mrs Sathi Majumdar I/C Ms Nabneeta Das Mr Sukhendu Jana Mrs Pinkie Singh</p>	<ul style="list-style-type: none"> • As per the guidelines of NEP 2020 and instructions of KVS the implementation of Curriculum should be ensured • Necessary talk with parents may be planned during PTMs
4	UBI fees Collection/ Vidyalaya website updating /Updating of & uploading in Vidyalaya Facebook, twitter & you tube accounts	<p>Mr Anuj Kumar,I/C Mr. Samrat Bose Ms. N Kalpana Ms Banita Behera Mr. Amrit Kumar Singh All Class teachers and Co Class teachers</p>	<ul style="list-style-type: none"> • To monitor activities UBI fees collection. • To monitor activities of UBI Fee collection • To make entry on KV Web Portal. • To send fee defaulter report to parents and stakeholders. • To ensure timely submission of quarterly fees by all classes • Submit a quarterly consolidated report to the Principal • CTs/Co-CTs to notify cases of non-payment of fees to parents • CTs/Co-CTs To collect the details for fee concessions (through Monthly monitoring of fees and enrolment), if admissible as per the KVS

			rules
5	Monthly monitoring of fees and enrolment TC Verification	Ms Ellora Sinha (I/C) Ms Zinia Mallick Ms Veena Rani Khare and All the Class teachers and Co Class teachers	<ul style="list-style-type: none"> To ensure that Class Teachers take follow-up for timely submission of quarterly fees by all students Submit a quarterly consolidated report to the Principal of Vidyalaya To notify cases of non-payment of fees and recommendation for fee concessions, if admissible as per the KVS rules to Principal for final decision
6	Fee Tally, Enrolment and bank reconciliation of fees, TC Updation on website and verifying fee concession data	Mr Deepak Dwivedi (I/C) Mr Samrat Bose Ms N Kalpana and All the Class teachers and Co Class teachers	<ul style="list-style-type: none"> To prepare CS 54 report for the Vidyalaya monthly Tally collected fee amount and received fee amount from KVS HQs Verify the online portal data with students' application where concessions provided
7	Vidyalaya Website & ICT Monthly Report A-Secondary B-Primary	Mr Anuj Kumar, I/C Mr Avinash Tiwari Computer Instructor 1, Computer Instructor 2 Ms Agomoni Sen Mr. Parimal Tarai, I/C Mr Rohit K Gupta Ms. N Kalpana	<ul style="list-style-type: none"> Update Vidyalaya website <i>once in every fortnight</i> and as when it is required. Updating of Enrollment of students' class-wise and section-wise. Staff vacancy/salary position. Computer infrastructure data and ICT monthly report to be submitted. Other allied information that is required by KVS. Note: The committee members are responsible for the website updating through coordination with respective department heads.
8	Official social media channels (Facebook, Instagram, X & YouTube accounts).	Ms Agomoni Sen I/c Mr. Anuj Kumar (for technical help) MS. Pallabi Ghosh (Creative posts) Dr. Manisha (Documentation - Secondary) Mr. Vijay Kumar Meena (Good quality photos & videos) Sports Coach (Videos) Arts Coach (Photos) Ms. Shubhangi (Documentation – Primary)	<ul style="list-style-type: none"> Regular updating of all important events and activities done for students in form of good posts. To follow up all work related to KV Social media accounts Regular filling of Google Sheets Proper storage of all the photos and videos of every event. Report making and compilation of all activities in a consolidated form in an album (physical and digital) for showcasing school activities whenever required.

9	Admission Committee	Mr A K Rakshit I/C <i>Mr N D Samanta (Overall Coordinator Admission)</i> Ms Zinia Mallick Mr. Sukhendu Jana Mr Debabrata Sarkar Ms. Alpana Kumari Ms. Banita Behera, ASO Mr. Amrit, JSA	<u>Responsibilities of Core Committee</u> <ul style="list-style-type: none"> • Admission to all classes throughout the year including RTE as per KVS norms, with special focus on Class I, VI, and Balvatika admissions. • Ensuring strict compliance of KVS rules and norms as per latest KVS admission guidelines. • Planning & Conducting of Admission Test for class IX. • Monthly review Meeting on admissions (till Nov. 30) to be done and report to be submitted every month to the Principal. • Maintenance of register of data required for submission to KVS (HQ). Proper documentation as per the prescribed format to be ensured. • Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work. • 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. • Every month vacancy of each class & section-wise details are to be recorded in the admission register and submitted to Principal <p>This has to be done a day prior to last working day of the month (Accurate and exact vacancy positions to be notified).</p>
10	Writing on admission register	Mr N D Samanta (I/C) Ms. Banita Behera, ASO Mrs. Sabita Singh	<ul style="list-style-type: none"> • To write the details ADMITTED students in admission register • Final checking/verification of correctness to be ensured personally by the I/C of the committee
11	GeM	Ms Banita Behra I/c Mr. Tapan Kumar Kar Mr. Amrit Kumar Singh	<ul style="list-style-type: none"> • To estimate the requirements in the beginning of the academic year by collecting the annual requirements from every stock holder. • To ensure that all kinds of procurement being done in school is done through GeM after following the prescribed purchase procedure. • To procure the required items following the purchase procedure as per GFR 2017.
	Local Purchase Committee as per GFR 2017 (to be changed every quarter)	Ms. Sathi Mazumdar (I/c for Q1) Mr. T K Kar (I/c for Q2) Mr. N D Samanta (I/c for Q3) Mr. Mukheen Khan (I/c for Q4) Mr. P Tarai (i/c for Primary) Mr. A K Patra VMC member (Teacher Representative) & Respective Department Incharge)	<ul style="list-style-type: none"> • To conduct market survey and collect quotation from local market. • To take items purchased into stock. • To ensure compliance of GFR 2017 for purchase and procurement. • Any other related work. • To monitor the need/requisitions for purchase of every department. • To carefully assess the need of items proposed for purchase by thorough investigation of the

			stock and bring into notice items required to be condemned in the session/
12	Discipline Committee	<p>Mr. P.K.Dey (I/C) Mr N D Samanta Mr. Sudipta Pramanik Mr Jay Vardhana Mr. P Tarai Mr Arpit Pandey Sports Coach Ms. Nabaneeta Das Guidance Counsellor Special Educator Yoga Instructor Mrs. Pallabi Ghoshal Mrs Suparna Sen Mrs. Pinkie Singh Ms Rakhi & All Class Teachers/Co-Cl Teachers & All House Masters/ Associate HMs</p>	<ul style="list-style-type: none"> • Checking of student's uniform, late comers, students missing assembly. ⊙ Checking of students' behavior in and outside the class. Referring identified cases to the school counsellor. ⊙ Monitoring the movement of students in lines during arrival, recess, departure and to ensure safe passage of students. ⊙ Checking of students' entry and exit in line from outside and inside school gates before morning assembly and after school hours. (Class teachers will also assist) ⊙ Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation. ⊙ Issuing intimation letters for indiscipline to the parents of the concerned student. Ensuring proper correspondence. ⊙ Monitoring of CCTV footage for vigil. ⊙ A monthly report on discipline proceedings & steps taken up and observations made have to be submitted to Principal. Proper record keeping of all cases of indiscipline arising in the session to be done in Discipline register. ⊙ Checking the Movement of students in corridor without out-passes and recording the same to intimate Principal. ⊙ Ensuring proper check and balances on regular days and on the days of special events to prevent any kind of indisciplinary activities in advance.
13	School Safety & Security Monitoring Committee (Standard Operating Procedure (SOP) for Disaster Management)	<p>Mr. Deepak Dwivedi (I/C) Mr. P.K.Dey Mr Jai Vardhana Mr. Animesh Mahata Mrs. Sreya Bera Mr. Sukhendu Jana Mr Parimal Tarai Mr Rohit K Gupta</p>	<ul style="list-style-type: none"> • To ensure strict compliance to 'Guidelines on School Safety and Security', developed by this Department of School education & Literacy and NDMA, NCPCR for fixing the accountability of the School Management in the matter of Safety and Security of Children studying in Government schools. • To read the SOPs prescribed for all kinds of security matter carefully and bring it to the notice of all the staff and the teachers of the School. • To develop a comprehensive school safety action plan to implement the guidelines and submit to the Principal. • To adhere to all the statutory guidelines issued by NDMA, NCPCR and KVS for student safety.

			<ul style="list-style-type: none"> ⦿ 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. ⦿ Take preventive measures as given in the guidelines in consultation with the local police. ⦿ Keep the security personnel of the school on the alert. ⦿ Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents. ⦿ Conduct advance reconnaissance of the school with the help of the local police. ⦿ Hold Mock Drills & awareness program for students, teachers and staff at least twice a year i.e. April & Oct. ⦿ Ensure proper record keeping and documentation with photographs.
14	Furniture	<p>Mr. Mukeen Khan, I/C Mr. Sudipta Pramanik Mr. S C Das Mr. Manish Dr. Manisha</p> <p>Mr. Parimal Tarai Mr. Vijay Kumar Meena Ms Meenu Singh</p> <p>Mr. Ashok Patra Mrs. Sabita Singh</p>	<ul style="list-style-type: none"> • Proper upkeep and maintenance of all furniture of school. • Raising the indent of the Furniture required within the ceiling. • Maintenance of furniture register & inventories in each class, lab, departments, library, office etc. • Preparation of list of repairable and broken furniture. • Submission of requirements of shortage making inventory and monitoring. • Preparing the list of articles for condemnation for 2023–24 in the new format and keep ready for Physical Verification • Monitoring of all items under furniture department and report any damage or lapse. • Painting and repair of old furniture to be taken up, wherever possible.
15	School Building Civil & Electrical Maintenance committee	<p>Mr P K Dey I/C Mr. Jai Vardhana Mr. Manish Mrs. Parimal Tarai Ms Alpana Kumari Mr. Ashok Patra</p>	<ul style="list-style-type: none"> • Raising the quotations for procurement of materials required for civil work. • Monitoring of Vidyalaya infrastructure development and works in progress through effective coordination with the concerned agencies (CCM, IIT or any other). • Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya and bring into the notice of Principal. • Monitoring and recording of civil work / repair work undertaken. • Preparing the estimates and submitting request for procurement of materials such as gitty (stone dust/ stones), sand, cement etc., with clear justification. • Stock entry of the material purchased and proper usage of material purchased and

			<p>record of the same in the stock register.</p> <ul style="list-style-type: none"> • Certifying the proper usage of material at appropriate and required places. • Maintenance of Boards, Name Plates etc • Informing Principal, the areas of immediate attention.
16	<p>Exam Department (Internal Examination) Primary Section</p> <p>Secondary Section:</p>	<p>Ms Pinkie Singh I/C, Mr. Parimal Tarai Ms.Shubhangi Maheshwari Mr Rohit K Gupta</p> <p>Ms. N.Das – I/C Ms Sushmita Thakur Mr. Sukhendu Jana Mr. Ashok Patra Mrs. Nilima Kumari</p>	<p>Responsibilities of Core Committee</p> <ul style="list-style-type: none"> • Raising the indent for the papers and other important requirement well in advance for smooth conduct of exam. • Planning & conducting of PT/HY/SEE Exam as per schedule and KVS norms. • Ensure fair conduct and bring into notice any unfair mean cases to the Principl. Maintain such records. • Listing out absentees as per the attendance criteria for appearing in exam and Planning & conducting Re-tests. • Timely intimation must be sent to parents for attendance shortage. • To prepare the result analysis of internal exams and maintaining the record in an appropriate manner. • Timely filling of all information in the Google Sheet from KVS RO regarding examination data. <p>Distribution of Report cards to class Teachers.</p> <ul style="list-style-type: none"> • Distribution of the split up syllabus supplied by R.O to teachers and students. • Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work. • 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. • Ms Nabaneeta Das will monitor the entire department proceedings and make sure that all wings of her department are functional appropriately.
17	<p>CBSE(X/XII) And External Examinations (JEE/NEET/CUET/S AFAL)</p>	<p>Mr. Tapan Kumar Kar I/C Mr. N D Samanta Mrs. Nivedita Sarkar Mr. Manish Mr. Mahendra Kumar Mr. Ashok Patra</p>	<ul style="list-style-type: none"> • Smooth and fair conduct of the exam as per the guidelines. • Record maintenance and proper documentation. • All other work as per the mandate. • Other financial works to be monitored like remunerations, fees, etc.
18	<p>NIOS</p>	<p>Mr. S Barua I/C Mr. D Dwivedi</p>	<ul style="list-style-type: none"> • Smooth and fair conduct of the exam as per the guidelines.

		Mr Manish Mr. Samrat Bose	<ul style="list-style-type: none"> Record maintenance and proper documentation. All other work as per the mandate. Other financial works to be monitored like remunerations, fees, etc.
19	Medical Room and First Aid & Health Checkup A-Secondary B-Primary	Ms. Nivedita Sarkar, I/C Ms. Sreya Bera Mr Rajesh Kumar I/C Ms Veena Shree (Primary) Nurse and Doctor	<ul style="list-style-type: none"> Planning a calendar of activities of the department such as on which dates Medical checkup has to be carried out. Planning with doctor for a medical checkup for children twice a year. Collection of medical Certificate from class teachers. 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. List of students with special medical needs (congenital defects/disorders/chronic diseases/medical conditions, etc.) must be kept and all assistance extended to them as per provisions.
20	Time Table A-Secondary Department B-Primary Department	Mr A K Majumder, I/C Mr. Deepak Dwivedi Ms. Zinia Mallik Ms. Agomoni Sen Mr. Parimal Tarai, I/C Mr. Rohit Kumar Gupta Mr. Rajesh Kumar	<ul style="list-style-type: none"> Preparation of class & teacher's Time Table as per KVS norms. First period arrangement has to be announced in assembly itself. Preparation of special Time Table for Board classes, Remedial classes, Classes for slow learners, and Zero period. Monitoring of bell timing. Distribution of Registers to all the class monitors to note every day's activity period-wise. Collecting the registers and submitting the same to Principal for his supervision. Random checking for teachers attending the classes during their arrangement. To ensure no teacher who is absent is left without arrangement. 1st period time table should be announced by teacher in charge during morning Assembly itself. Responsibilities of Supporting staff (sub staff) to be explicitly laid down in the daily time table Showing the arrangement sheet to teacher and obtaining the signature. Displaying the arrangement sheet in prominent places of the Vidyalaya and office copy for record to be maintained. <i>Co-ordinating with the Counsellor and Special Educator through Google Sheet for accommodating individual counselling sessions and special education classes.</i>
21	CCA A-Secondary Section	Ms. Pallabi Ghoshal, I/C Mr N D Samanta Ms Sreya Bera	<ul style="list-style-type: none"> Preparation and planning of Calendar of activities for 2023-24. Preparation of Days to be observed and

	B-Primary	<p>Mr. Sukhendu Jana Mr.S C Das Mrs Manisha Sharma Mr Animesh Mahata Ms Agomoni Sen Mr. Ashok Patra</p> <p>Mrs. Suparna Sen,I/C Mr Arpit Pandey Ms Ritu Mondal Ms Aprana</p>	<p>celebrated in the year 2023-24.</p> <ul style="list-style-type: none"> • House distribution activity. Selection and celebration of School Captains and Vice Captains under student's council. • CCA material Purchase and maintenance of stock register • Planning, preparation and Celebration of Annual Day • Duty allotment and monitoring of assembly program. • Checking of the information on the display boards/bulletin boards/notice boards/ in Principal chamber, VP chamber, office, corridor and class rooms. Duties must be assigned for proper maintenance of display boards of all classes and corridors. • Theme selection for every month and carrying out the suggested activities. • Maintaining the record of achievements of the students of house and maintaining transparency in the result process. • Important announcements in the assembly, planning & preparing students for various activities. For this, the CCA I/c or deputy has to meet Principal to note the next day's announcements. • Important dates shall be collected and be celebrated appropriately. • The committee can suggest changes/additions of programs under CCA to the Principal. • Organization of felicitation and prize distribution ceremonies for students. • AKAM and ESBs
22	CS-54 and CS-11 Fees Record (Pay bill checking)	<p>Ms Banita Behra Mr Avinash Tiwari Mr Amrit Kumar Singh</p>	<ul style="list-style-type: none"> • Maintenance of CS-54 and CS-11 & its verification every month. • 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
23	Teaching Aids & A.V Aids A-Secondary B-Primary	<p>Mr Deepak Dwivedi I/C Mr. Jai Vardhana Mr. Mahendra Kumar</p> <p>Mrs Pinkie Singh Mr. Parimal Tarai</p>	<ul style="list-style-type: none"> ⊙ Procurement of Audio Visual and teaching aids. ⊙ Upkeep of audio visuals and teaching aids. ⊙ To make teachers aware about the availability of Audio Visual and teaching aids to be used by the teachers.
24	Educational Excursion (Planning year)	<p>Mr. N D Samanta, I/C Mr. Tapan Kar Ms Sushmita Thakur</p>	<ul style="list-style-type: none"> • Planning of educational tour for different classes as per schedule given by the KVS. • Deciding the places to visit through formal

	calendar & Plan of action) A-Secondary Section		discussions with Principals and submit a report through the register meant for the purpose of excursions to children.
	B-Primary Section	Mr.Parimal Tarai I/C Mrs. Pinkie Singh Ms Shubhangi Maheshwari Mr. Debabrata	<ul style="list-style-type: none"> • Taking students to local places of educational and tourist interest after taking NOCs. • 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.
25	Press & Bouquet presentations to dignitaries on special occasions	Mr. Mahendra Kumar I/c Ms. Sathi Mazumdar Mr. Vijay Kumar Meena Ms. Suparna Sen Ms. Pallabi Ghoshal Mr. Rohit Kumar Gupta	<ul style="list-style-type: none"> • Arrangement of local journalists/press personnel and photographer/Videographer for important functions. • Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise. • During the inspections, Albums have to be presented to Inspection officers. Proper documentation of all media presence for the session must be ensured.
26	Career Guidance and Counseling (To Plan and fix the dates) A- Secondary B-Primary	Ms. Sathi Mazumdar I/C Ms Zinia Mallick Mr. Animesh Mahata Mr. Mahendra Kumar Guidance Counsellor Special Educator Mr. Parimal Tarai Mrs Pinkie Singh,I/C Ms. Alpana Mr. Rohit	<ul style="list-style-type: none"> • Year Planner for counseling sessions shall have to be prepared by I/C of the committee. A minimum of 06 (six) such counseling sessions shall have to be planned and be organized and reporting is mandatory. • Collection of information and providing to students. Arrangement of Guest Lectures. • Monthly report has to be submitted on activities undertaken for providing information to the students - Please use a separate register. • Weekly roster of the individual counselling session and special education classes has to be maintained and report submitted to the Principal.
27	Primary Education – (Core committee)	Mr. Satyananda Majhi I/C Mr. Parimal Tarai, Mrs. Pinkie Singh, Mr Arpit Pandey Ms Aprana Mr. Suparna Sen	<ul style="list-style-type: none"> • Yearly Planner shall have to be prepared by each head. • Planning and preparation Calendar of activities. • Supervision of Primary classes. All the new entries may be supervised with the help of Sr. PRT's & Academic Coordinator & PGT's of the Vidyalaya, so that necessary help can be given to them to understand about NIPUN/CMP work and FLN/CCE/Back to basic work/learning outcomes. • Maintaining the bank of Worksheets on yearly basis and getting the book of worksheets binded and display in CMP room.

			<p>All works related to primary education.</p> <ul style="list-style-type: none"> • Maintaining NIPUN/CMP, FLN& CCE Records, back to basic records. Formation of Committees for various occasions for primary wing for smooth conduct of Primary wing. A monthly report on activities undertaken by the Primary wing. • Ensuring attainment of FLN by all primary students. Identification of students in need of intervention must be done for taking remedial measures. • Fun Day must be re-organised in a manner that students are productively engaged. • Regular monitoring of the attendance of students. • Conduct of NIPUN activities and ensuring timely preparation for NIPUM meetings.
28	<p>Sports Committee</p> <p>A- Secondary</p> <p>B-Primary</p>	<p>Mr P.K.Dey, I/C Ms. Sreya Bera Mr. Manish Ms Zinia Mallick Ms Agomoni Games Coach</p> <p>Mr. Parimal Tarai, I/C Mr. Arpit Pandey Ms Alpana Kumari Ms Meenu Singh</p>	<p>Planning Vidyalaya sports activities, (Year calendar).</p> <ul style="list-style-type: none"> • Monitoring blocks period. • Purchasing required material. • Arrangement of sports meets as per KVS norms. • Planning and conducting Annual Sports Day celebration for 2023-24.
29	<p>A. Scout and Guide Cubs and Bulbul</p> <p>B. NCC</p>	<p>Mr. S C Das I/C (Scout & Cub) Mrs Nivedita Sarkar, I/c Guides Bulbuls Mr. N D Samanta Mr. A.K.Majumder Mrs Ellora Sinha</p> <p>Mrs Suparna Sen,I/C (Guide & Bulbul) Ms Nabneeta Das Ms Pinkie Singh Ms. Sreya Bera</p> <p>Mr. Sudipta Pramanik, I/C Mr Arpit Kumar Pandey</p>	<ul style="list-style-type: none"> • Registration of units. • Fresh registration for Pravesh, Cubs & Bulbuls etc. • Conducting upgrading camps & celebrations related to Scout. • Taking up Community development and service works once in a month. • Submitting monthly Reports & carrying out other work related. <ul style="list-style-type: none"> • To take up all the activities as per norms of NCC, The I/C to guide other member properly
30	Subject Committee	In Charge	<ul style="list-style-type: none"> • Every month these committees invariably sit and discuss on agenda that is 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
1 2	<p>A-Secondary</p> <p>Science</p> <p>Maths</p>	<p>Mr. A K Rakshit</p> <p>Mr. A K Majumder</p>	

3	Social Science	Mr. N D Samanta	<p>realized.</p> <ul style="list-style-type: none"> • Split up syllabus month wise and teacher wise. • Project work-term wise. Weightage of marks to each topic. • Evaluation scheme. Practical work. • Class room activities and teaching aids. Model question paper. • Identification of slow learners and gifted children and remedial action. • Under achievers / slow learners identification. • Strategy for effective monitoring for students improvements. Educational tour. • Class activities, Exhibition, Exam-PT/MT/HY/SEE. • Preparation of subject magazine. • CCE work, NIPUN/FLN, Back to basic files/ Subject enrichment activities and Files of Cycle test/CT/MT/Remedial class test carried out topic-wise by the teachers. • Innovations taken up and the reports thereof. 	
4	Computer	Mr. Anuj Kumar		
5	Hindi & Sanskrit	Mr. Mukeen Khan		
6	English	Mrs. Pallabi Ghoshal		
1	B-Primary English	Mrs. Pinkie.Singh		
2	Hindi	Mr. Arpit Pandey		
3	Maths	Mr. Parimal Tarai		
4	EVS	Ms Alpana Kumari		
31	Library Advisory Council	<p>Mr. Animesh Mahata (I/C) Mrs. Pallabi Ghoshal Mr. Mukeen Khan Mr. S C Das Mr. Sukhendu Jana Mr. D Kumar Mr. S Barua Mrs. Pinkie Singh Student member (IX) Student member (XI)</p>		<ul style="list-style-type: none"> • Maintenance and upkeep of the library and the books available in the library. • Ensuring that the sanctity of library as a reading place is maintained by all students and teachers. • Planning and preparing the books for condemnation. • Supervising the library activities undertaken by the teachers in primary section and seeking a report on monthly basis. A consolidated report of usage of library periods by primary class students must be submitted to the Principal after consulting the HM. • Raising the requirement of books taking the list from students of classes XI and XII and respective subject teachers. • Submission of requisition to Principal for procurement through the committee. Strictly following Library Policy of KVS. Improving library service and its monitoring. • Organize activities for orientation and awareness of developing reading skills among students. • Maintain a ready catalogue of various genres of books available in the library. This must be properly displayed. • Display board and newspaper stand to be regularly maintained. • Note: Library I/C to prepare a Yearly planner of activities and submit to Principal.

32	Value Education & Integrity Club A-Secondary B-Primary	Mr Deepak Dwivedi I/C Ms Sreya Bera Mr. Sukhendu Jana Mr. Animesh Mahata Mrs. Pinkie Singh I/C Ms Nimisha Singh MrRajesh	<ul style="list-style-type: none"> • Preparation of Annual calendar of value based education programs and activities. • Conducting of value education program as per KVS guidelines.
33	Eco Club A-Secondary B-Primary	Ms Susmita Thakur, I/C Kumari Sitamani Murmu Ms. Nabaneeta Das Mrs. Pinkie Singh I/C Ms Alpana Kumari, I/c Mr Rajesh Kumar	<ul style="list-style-type: none"> • Conducting activities related to the Club. • Nurturing eco-friendly ways of living among students through organization of various activities. • Promoting Green school activities
34	Literary Club (English Club) (Hindi & Sanskrit Club) A-Secondary B-Primary	Mrs.Pallabi Ghoshal I/C Mrs Amrita Chand Mr. Mukeen Khan Mr. S C Das All language teachers Mrs Pinkie Singh I/C Mr. Arpit Pandey Ms. Nimisha Ms. Veena Shri	<ul style="list-style-type: none"> • Conducting various events such as debates, essay writing, just a minute, and similar competitions and events. • Organizing activities that provide opportunities to develop the communication skills. • Conducting activities including Skit, Slogan writing, Story writing / Play Writing, Paraphrasing a poem, etc. • Inculcating a love for literature among the students. • Identify students with literary aptitude and keep a record.
35	Science Club	Mr. A K Rakshit I/C Mr. Tapan Kumar Kar Ms. N.Das Mrs S. Majumder Ms.Susmita Thakur Kumari Sitamani Murmu Mr Showvik Barua Mrs Ellora Sinha	<ul style="list-style-type: none"> • Nurturing of scientific aptitude and develop interest in scientific process. • To promote inquisitiveness among the school students and inculcate Scientific temper among them. • To trigger interest among the students in Science. • To encourage, motivate and equip the students in applications of Science and its interface with society through science circles. • Planning and organization of science exhibition, NCSC, science fairs, etc.
36	Math's Club	Mr A K Majumder,I/C Mr Devendra Kumar TGT Math Mr Vijay Kumar Meena I/c Ms. Shubhangi & all Math Teachers	<ul style="list-style-type: none"> • To develop students' level of Math skills, interest and knowledge. • Conduct activities to enhance math learning by using games, activities, Math Puzzles and mock competitions. • Students to be engaged in purposeful math circles • Maintenance and effective utilization of Math lab for improving learning of Mathematics

			<ul style="list-style-type: none"> Identify students with numerical aptitude and keep a record. To participate in KVS and CBSE competitions related to Math
37	Primary Resource Room & Computer Lab (Primary)	<p>Mr. Pinkie Singh, I/C Mr. Parimal Tarai Ms Rakhi Ms Veena Shri Mr Debabrata Sarkar Mr Rohit Kumar Gupta Computer Instructors</p>	<ul style="list-style-type: none"> The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose of effective functioning of Primary Wing. Planning of NIPUN/CMP room usage by PRTs'. Exploring resources planning and developing room to ensure strengthen of primary education. Acquiring material, teaching aids, CD's books, play material etc., to display in the NIPUN/CMP so as to make it a better resource room. Re-charging of Dish TV activation and prepare a plan to show film shows live on Dish TV Planner has to be submitted by the Committee. Monthly Report Submitting a report on activities taken up.
38	Health Club/AEP – planning & conducting a minimum of 6 sessions in each term	<p>Mrs. S.Majumdar, I/C Ms. Kumari Sitamani Murmu Ms.Susmita Thakur Mr Animesh Mahata Ms. Matai Das Ms Sreya Bera</p>	<ul style="list-style-type: none"> 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. Every 10th of month AEP classes are to be conducted on core issue. Submitting a monthly report to Principal.
39	Result Moderation A-Secondary Section B-Primary Section	<p>Ms. N.Das, I/C All Subject Committee In-Charges</p> <p>Mrs. Pinkie Singh I/C All Subject Committee In-charges</p>	<ul style="list-style-type: none"> To decide the hard and difficult cases. Formulating the criteria to decide class wise result of borderline cases as per KVS Guidelines.
40	Cleanliness, Hygiene, Sanitation and potable water Committee (Cleanliness of vidyalaya and Surroundings)	<p>Mr. Avinash Tiwari I/C Ms Sreya Bera (3rd Floor) Mr. S C Das (2nd Floor) Mrs. S Majumder (1st Floor) Mr. Jai Vardhana (Drinking Water points) Mr. Manish (Field) Mr. Sudipta Pramanick (All Boys Toilets) Mrs. Amrita Chand (All Girls toilets)</p>	<ul style="list-style-type: none"> Supervising the work of conservancy staff, monitoring the areas demarcated to them for ensuring cleanliness and hygiene in school. Checking cleanliness in toilet and other places, daily pursuing sweeper to work promptly. Submitting Monthly report on observations. The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets. Please ensure that, the labours use disinfectants. Keep the contact number of the contractor responsible for and update him with the

		<p>PRIMARY: Ms. Suparna Sen (G.Floor) Mr. Rajesh (1st Floor) Mr. Parimal Tarai (2nd Floor) Ms. Veena Shri – Girls Toilet Mr. Debabrata – Boys Toilet</p> <p>All Class teachers/ Co-Class teachers to ensure cleanliness of their respective classrooms. Mr Ashok Patra Mrs Sabita Singh And all conservancy staff</p>	<p>problems observed. The undersigned is confident on the team constituted as they execute the work promptly.</p> <ul style="list-style-type: none"> • Once in every week, the committee shall go round the Vidyalaya exterior view and find out the growths in the wall and the surroundings. • Plan the cleaning campaign and get the work done with the help of contractor / Labour. • Submit the requisition and report on the work completion. • Daily attendance verification by I/C and work supervision by the committee members should be ensured for overall improvement
41	Security and CCTV Functioning	Sh S C Das I/C Sh Parimal Tarai Sh Ashok Patra Sh Anuj Kumar Sh Jay Vardhana	<ul style="list-style-type: none"> • To verify and check the duty roster of the security guards and random supervision to look after leave issues of the security peoples • Sh Anuj to provide software based support when needed in r o CCTVs • Sh Jay Vardhana to provide hardware based support and physical maintenance of CCTV for proper supervision
	Co scholastic activities Art and Craft Music and Dance Games and Sports Guidance and Counselling	Ms Agomoni Sen Mr G Karmakar Art Coach Ms Suparna Sen Ms Sudipta Jana Dance Coach Mr P K Dey Mr Pallab Boxi Games Coach Ms Tanuja Reddy I/C Mr Utpal Rakshit	<ul style="list-style-type: none"> • To carry out Art and Craft activities at Vidyalaya level and plan and prepare students for higher level • Designing of Banners/Felx/Cutouts etc for different programmes • To carry out Music and Dance activities at Vidyalaya level and plan and prepare students for higher level • Prepare students for prayer and scrutinizing morning assembly programmes • To carry out Games and Sports activities at Vidyalaya level and plan and prepare students for higher level • All the co scholastic In-charges will execute the activities as instructed by KVS time to time and as per schedule • To guide the students in general and also individually as and when needed
42	Beautification & Gardening Eco Club	Mrs. Sathi Mazumdar Ms. Zinia Mallick Ms Sitamani Murmu I/C Ms Agomoni Sen Mrs Sabita Singh Ms Rakhi Ms. Susmita Thakur Ms. Veena Sri Mr. Arpit Pandey	<ul style="list-style-type: none"> • Garden and aquarium maintenance observation and making suggestions to gardener. • Monthly review of garden and suggestions to improvement. • Submitting of monthly review of garden & Beautification of Vidyalaya. • Raising the requirement for Gardening needs and Vidyalaya beautification.

43	Students' council committee	<p>Mrs. Pallabi Ghoshal I/C (Secondary) & All Respective House Masters</p> <p>Mrs. Suparna Sen(Primary)I/C & All Respective House Masters</p>	<ul style="list-style-type: none"> • Planning a calendar of Students' council meeting to discuss about various academic activities of the Vidyalaya. • Planning for house wise activities. • House on duty chart to be prepared • Students of house on duty must be involved in maintain discipline in school. • Review of Attendance registers once in every 15 days and communicating. • Syllabus coverage from classes VI to XII once in a month.
44	Exhibitions Committee - Science	<p>Mr. Tapan Kumar Kar, I/C Mrs. Sathi Majumder Ms. N.Das Mr A K Majumder Ms. Susmita Thakur Kum. Sitamani Murmu & All Science, Maths, Computer science teachers</p>	<ul style="list-style-type: none"> • Plan the exhibition themes and models in advance and start synopsis preparation. • Conduct mock exhibition well before the exhibitions scheduled as per KVS. • Decide the best models and the suggestions for improvement. • Get the new models ready before the exhibition to begin. • 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.
45	Exhibitions Committee – Social Science	<p>Mr. N D Samanta, I/C Ms. Pallabi Ghoshal Mr D Dwivedi</p> <p>Ms. Sudipta Pramanik Mr. Sukhendu Jana Mr. Mahendra Kumar</p> <p>Primary: Ms. Meenu Singh Mr. Debabrata Ms. Aprana Mr. Rohit</p>	<ul style="list-style-type: none"> • Plan the exhibition themes and models in advance and start synopsis preparation. • Conduct mock exhibition well before the exhibitions scheduled as per KVS. • Decide the best models and the suggestions for improvement. • Get the new models ready before the exhibition to begin. • Note: As far as Social Science exhibition is concerned, the In-charge teacher will discuss with Principal on all the modalities to be observed and record in the Social Science department minutes register. • To conduct all social science/EVS related activities.
46	Reception & Refreshment Committee for all the occasions	<p>Mrs. S.Mazumdar I/C Mrs. Amrita Chand Ms. N Das Ms Subhangi Maheswari Ms. Sreya Bera Mr. A.K.Patra Mr. Arpit Pandey Ms. Ritu Mandal</p>	<ul style="list-style-type: none"> • The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection. • Refreshment procurement and arrangement is another vital responsibility shall be done meticulously. • Fixing and arranging the arena for

			<p>refreshment of Guests and teachers and volunteers during big events.</p> <ul style="list-style-type: none"> 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. Note: 11th 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.
47	<p>Vidyalaya Magazine</p> <p>Quarterly News Letter for Primary Committee</p>	<p>Mr. Mukeen Khan I/C Mr. S C Das Ms Pallabi Ghoshal Mrs. Amrita Chand Mrs. Pinkie Singh Ms. Nimisha Mr. Vijay Kumar Meena</p> <p>Mrs. Pinkie Singh I/C Mr Parimal Tarai Mr Rohit K Gupta Ms. Alpana</p>	<ul style="list-style-type: none"> Overall Planning of the magazine collection as per fixed schedule. Collect the materials and keep updating them periodically. 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. The magazine collection and compilation work shall be completed before December 2023. 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 work has to be conducted and keep ready. Every quarterly the Newsletter has to go to Regional Office to update them on the work & conduct of the Vidyalaya primary wing
48	<p>R.T.I & Parliament Questions Reply</p>	<p>Ms Banita Behera, ASO I/c Mr Amrit Kumar Singh, JSA Mr. A K Rakshit Mr. Mukeen Khan</p>	<ul style="list-style-type: none"> To attend the quarries made under RTI and ensure their response is made on or before the stipulated date. Collect data/information to be incorporated in the reply of such letters. The members and I/C to keep them updated with the rules and procedures regarding RTI act.

49	Raj Bhasha Committee	Mr. Mukeen Khan,I/C Ms. Nilima Kumari/ Mr. Manish Ms. Manisha Sharma Mr.S C Das Mr Arpit Pandey Ms Banita Behera, ASO Mr Amrit Kumar Singh, JSA	<ul style="list-style-type: none"> • 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 Bhasha implementation. • So, Year planner may be prepared for the purpose. • Hindi Pakhwada has been the sole work, we do for Raj Bhasha. • 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 Bhasha implementation will be decorative and acceptable. • Every month a test on intricacies of RajBhasha has to be conducted for teachers.
50	TA/DA, Medical, CEA & LTC bills settlement committee	Ms Banita Behera, ASO I/c Mr Amrit Kumar Singh, JSA Mr Avinash Tiwari Mr D Dwivedi	<ul style="list-style-type: none"> • The committee will maintain a register and record month-wise Submission of bills. • The committee will maintain a record month-wise settlement of bills in the same register. • The committee shall be held responsible if, they do not follow the DOPT orders and admissibility criteria in settlement of bills. • The committee will make settlement of bills either based on 7th pay commission rules. • In the event they follow 7th 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. • After settlement, concerned employee shall be called and be shown the settlement for transparency and to redress his/her grievance.
51	Income Tax and Form 16	Mr A K Majumder, I/C Mr Avinash Tiwari Mr D Dwivedi Ms Banita Behera, ASO	<ul style="list-style-type: none"> • The committee will maintain a register and record month-wise collection of income tax. • The committee will coordinate with office and CA who is looking after the Vidyalaya income tax work and ensure submission of all the documents. • The committee has to review the income tax collection and challan submissions every month and record the Bank challans with challan numbers and dates. • The committee is authorized to speak to CA and note down the procedure of completing the work

			of Income tax within stipulated time.
52	T.C preparation Committee A- Secondary Section B-Primary Section	Mrs Ellora Sinha I/C Mrs.Sabita Singh Mr Parimal Tarai,I/C Mrs Pinkie Singh	<ul style="list-style-type: none"> • The committees for Primary and Secondary are responsible to prepare and verify amongst and submit the completed TCs for Principal's signature. • If one member of the committee prepares the T.C then other member will check the data entered and sign in checkers column. • The committee is required to check the details such as – fee payment; no dues of all departments / class teacher signature with date and Name. • 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.
53	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) Ms. Kumari Sitamani Murmu Mr. Parimal Tarai I/C (Primary) Mrs. Pinkie Singh and All the Class Teachers	<ul style="list-style-type: none"> • To plan for periodical meetings with the parents. • To invite the parents well in time and to ensure their presence. • To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A. • To plan for personal discussion with the parents of slow-learners for improvement. • To invite parents for their presence during important celebrations in the KV. • Month-wise report on meetings conducted shall be submitted to Principal. It is mandatory.
54	Grievance Committee, Student and Parents grievance redressal committee	Mrs Ellora Sinha, I/C Mrs. Sathi Majumder Mr Mahendra Kumar Mrs. Pinkie Singh	<ul style="list-style-type: none"> • To periodically open suggestion box at least once in a month. • To keep a record of suggestions or grievances received from the students, staff or parents. To maintain the minutes of the meetings.
55	Sexual Harassment & Gender Sensitization (POCSO & POSH) Committee (Vidyalaya Level ICC)	Ms N Das, I/c Mrs Ellora Sinha Mrs Sathi Majumder Mrs Pinkie Singh	<p>Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees. To investigate the POCSO and POSH matters also.</p> <ul style="list-style-type: none"> • 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.
56	Staff room display	Mr. Mahendra Kumar I/C Mr. Sudipta Pramanik Mr. Parimal Tarai Ms. Zinia Mallick	<ul style="list-style-type: none"> • To maintain staff room neat and clean. • To look after the proper management of Staff room and its requirements.
57	Alumni Association	Mr Showvik Barua, I/c Mr N D Samanta Ms N Das Mr Arvind Kumar Majumder Mrs. Pinkie Singh	<ul style="list-style-type: none"> • To maintain proper records of alumni of the Vidyalaya. • To arrange alumni meet in the Vidyalaya by discussing with the undersigned.
58	Olympiads (Science & Maths) & VVM/NCSC/IAPT/NTSE/Green Olympiad/KVPY etc.	Mrs Sathi Mazumdar I/C Mrs. Susmita Thakur Ms Kumari Sitamani Murmu Mr. D Kumar	<ul style="list-style-type: none"> • To conduct all the Olympiads smoothly. • To make the students aware about the different kinds of Olympiads conducted in the Vidyalaya.
58	Staff Club	To be nominated by Members of Staff	<ul style="list-style-type: none"> • Welcome / farewell party to the new / outgoing staff and welfare activities to be organized.
59	Teacher's duty Chart at Recess, Arrival and Dispersal	Mr P.K.Dey, I/C Ms Pallabi Ghoshal Mr Jai Vardhana Secondary Mr Parimal Tarai,I/C Mr Vijay Kumar Meena Primary	<ul style="list-style-type: none"> • To depute teachers on duty during lunch time for the safety and security of students. • Teachers on duty will be totally responsible for the safety and security of child in the ground and in the Vidyalaya premises.
60	Achievement register maintenance & Updating	Mrs Pallabai Ghoshal I/C Ms Sushmita Thakur Mrs Pinkie Singh All department heads	<ul style="list-style-type: none"> • To maintain proper records of Vidyalaya Achievement. • To provide information regarding Vidyalaya achievement to RO and HQ whenever it is needed.

61	Morning Assembly	<p>Mrs. Pallabi Ghoshal, I/C Mr. Sukhendu Jana Mr.S C Das Mrs Manisha Sharma</p> <p>Mrs.Suparna Sen, I/C Mr Arpit Pandey Ms Ritu Mondal Ms Aprana</p> <p>Concerned Class Teachers/ Co-Class Teachers</p>	<ul style="list-style-type: none"> • To plan the morning assembly programmes and allot the duty to the concerned H.M/ C.T. In addition, to check their preparation of the programme before presenting in the morning assembly. • Children's birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her. • To provide a greeting card & toffee.All students have to wish them by presenting birthday song. • Any other related work on VALUE EDUCATION • To prepare compact programme for developing good habits and moral value among the students. • To encourage the students on the observation of good habits & behavior and award them.
62	Staff Meeting & recording of the minutes & Monthly DO to Ro.	<p>Mr. Mukeen Khan,I/C Ms Zinia Mallick</p>	<ul style="list-style-type: none"> • To record the minutes of all staff meetings, P.T.A. meetings, X & XII class P.T.A. meetings and to maintain records / files of the same. • To note down all important events/functions etc. held in Vidyalaya. • To prepare by monthly newsletter and to send to RO and other Officials of KVS.
63	Fee concession & RTE	<p>Mr Mahendra Kumar I/C Mr. P.K.Dey Mrs. Ellora Sinha Ms Banita Behera, ASO Mr Amrit Kumar Singh, JSA JSA & all class Teachers (From Class I to VIII)</p>	<ul style="list-style-type: none"> • 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.
64	Escort duty chart	<p>Mr. P.K.Dey I/C (Male Teachers) Mrs. Sathi Majumder I/C (Female Teachers) Mrs. Pinkie Singh (Primary Teachers)</p>	<ul style="list-style-type: none"> • The committee will function under the supervision of Academic co-ordinator. • 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. • As and when a programme is conducted, and then this committee shall plan for escort duty. • Allotment of duties and allocation of responsibilities shall have humane touch and committee shall give a hear to the genuine problems of all the teachers. • No repetition of duties allowed until all the teachers are over.
65	SOF Olympiad	<p>Mrs. S.Mazumdar I/C Mr D Kumar</p>	<ul style="list-style-type: none"> • Smooth conduct of SOF olympiads
66	Staff Quarter maintenance and	<p>Mr. P K Dey, I/c</p>	<ul style="list-style-type: none"> • To collect the application from the interested

	Allotment	Mr Jai Vardhana, Co-I/c Mr A K Majumder Mr Mukeen Khan Ms. Kumari Sitamani Murmu Mr Sudipta Pramanik Mr Animesh Mahata Ms. Sreya Bera Mrs Amrita Chand	<p>staff members.</p> <ul style="list-style-type: none"> • To make a panel according to KVS quarter allotment rules. • To look after the problems of staff quarter. • To collect the requisition for repairs & maintenance of quarters from the individual. • To classify the work under the heard of Civil, Electrical & Plumbing. • To survey the local market for requirement of materials. • To engage labour through reputed contractor. • To supervise the work of the labour.
67	Canteen Committee (Food & Cleanliness/Hygiene Audit)	Mr Tapan Kumar Kar I/C Mrs Sathi Majumder Mr D Kumar Mr Parimal Tarai Mr Vijay Kumar Meena	<ul style="list-style-type: none"> • Quarterly audit must be done to check cleanliness and food quality of the canteen. Report must be submitted to the Principal. • Ensure display of menu along with rate chart • Ensuring fire safety measures • Delivery system organization • Safe drinking water facility • Ensuring that no objectionable items are sold in the canteen or no objectionable activities are carried out in the school canteen. Principal to be immediately informed in case any such observation is made.
68	Readers' Club	Mr A Mahata I/C Mr Mukeen Khan Ms Pallabi Ghoshal Mr S C Das Mr Mahendra Kumar Mrs. Pinkie Singh Student's Members	<ul style="list-style-type: none"> • Conducting activities related to the Club • Providing a platform for students to narrate, discuss and reflect on what is read. • Organization of activities to promote reading among the students and gives the opportunity to present book reviews regularly. • Creativity, analytical and critical skills of the students to be enhanced.
69	Heritage Club	Mr N D Samanta, I/C Mr Deepak Dwivedi Mr Sudipta Pramanik Mr Mahendra Kumar	<ul style="list-style-type: none"> • Conducting activities related to the Club • To raise awareness about preserving the heritage of the country. • Awareness program on traditional Agriculture, food habits, Folklore and heritage knowledge with children and students, etc.
70	Nature Club	Mrs S Mazumdar I/C Ms N Das Ms Susmita Thakur Ms. Sitamani Murmu	<ul style="list-style-type: none"> • Conducting activities related to the Club • Conduct of various activities such as Plantation Day, Vermicomposting of biodegradable waste, maintenance of Butterfly Garden, Herbal Garden, nature trail etc., throughout the year
71	CCTS/PISA	Ms Kumari Sitamani Murmu I/C Ms Susmita Thakur	<ul style="list-style-type: none"> • To monitor the progress and send the data to KVS RO/HQ

72	Awakened Citizens Program	Ms Zinia Mallick I/C Ms Sushmita Thakur Ms Nivedita Sarkar	• To monitor the progress and send the data to KVS RO/HQ
73	Anti-bullying/Anti-teasing Committee	Shri P K Dey,I/C Mr. N D Samanta Mr. Mukeen Khan Ms. Sathi Mazumdar Mr. Sudipta Pramanik Ms. Nilima Kumari Ms. Suparna Sen Ms Rakhi Ms Shubhangi Maheswari Mr Arpit Pandey Doctor Nurse Special Educator	To remain Vigilant, protect children; create awareness among students conducting talks/seminars/dramas etc. Involve students Council members actively. Refer critical cases to Guidance Counselor Report cases of bullying to the Principal
74	Internal Complaint Committee(ICC)	Mrs Sathi Mazumdar, I/c Ms Nabneeta Das Mrs Pallabi Ghoshal Ms Zinia Mallick Mrs Pinkie Singh NGO Member-member in KVS,RO,Committee	To remain Vigilant ,to create awareness on Gender neutrality & POCSO act and to enquire into the cases of sexual harassment of Girl students and Women employees
75	Yuva Tourism club	Mr N D Samanta Ms. Amrita Chand Mr Deepak Dwivedi	To take up all the activities as per directions received and guidelines
76	CPD	Mrs Ellora Sinha I/C Ms Nivedita Sarkar	
77	Photography	Ms Agomoni Sen	To keep the event wise date wise photographs in computer system and also to put these photographs on social media platforms
78	UDISE	All the Class Teachers with the Help of both Computer Instructors (Mr Mr Avinash Tiwari I/C)	All the teachers will carry out the works in accordance of the guidelines of UDISE under the co-ordination of I/C
79	PMSHRI	Ms. Amrita Chand, I/c Mr. Tapan Ms. Sreya Mr. Manish Ms. Agomoni Mr. S N Majhi	To keep details of activities organized and photographic details before and after activities.
80	GSP/GYS/IAPT/NTSE/INMO	Mrs Sathi Majumdar I/C (Sc) Ms Kumari Sitamani Murmu Mr A K Majumder, I/C (Maths)	To carry out the activities under the program
81	ICT, CAL/TAL, E-Classroom	Mr Anuj Kumar, I/C Mr Sukhendu Jana Dr. Manisha Mr S N Majhi Mr Samrat Bose Ms N Kalpana	To ensure proper running/functioning of the Hardware and arranging software for the Classes as per CBSE Curriculum
82	PMKVY	Ms Agomoni Sen, I/C Mr. Anuj, Co-I/c	To ensure proper implementation of the scheme in the Vidyalaya in a time bound manner as per the

		Ms Suparna Sen, Ms Sreya Bera Computer Instructor 1 Computer Instructor 2	direction of the KVS HQs
83	CWSN/Inclusion	Mr. Devendra Kumar I/c Mr T K Kar Mr Mahendra Kumar Ms. Meenu Singh	To ensure facilities for CWSN Promote inclusiveness through conduct of activities
84	School Innovation Council/SQAAF	Ms. Nabaneeta Das I/c Ms. Sreya Bera Ms. Agomoni Ms. Susmita Thakur	SIC will enable mindset change, awareness, and training on IIE, design thinking, startup finance, HR and IPR among teachers and students. Systematically measure and enabling the improvement in the ranking of schools on the level of innovation-oriented activities. Conduct well-planned activities for promoting innovation among students and teachers.
85	Vidyanjali and Community participation Programs SATHI/ Competitive Preparation Programs Samagam Portal	Mr. Showvik Barua I/c Mr A Mahata Ms. Sitamani Ms. Aprana	To ensure effective compliance of guidelines issued w.r.t Vidyanajali, Sathi App, and Samagam. Regularly update the concerned portals Plan and conduct activities under these flagship programs. Collaborate with community for effective participation in school's activities
86	MAY I HELP YOU	PRINCIPAL	Any other plan associated with the development of the Vidyalaya

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 2024-2025 as per allotment given and submit a copy to the Principal on or **before 1st April 2024**.
2. All the In-charge and members of the various departments / committees will be fully responsible for maintaining the assigned duties activities and prescribed program. In case of any difficulty, the 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 sincere 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 for the session 2024-2025 and shall be held responsible for maintaining proper documentation of the activities/tasks performed by them. Documentary evidence may be called for as and whenever required.

(PRINCIPAL)