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| http://www.kvsangathan.nic.in/../AppImage/kvslogo.jpg  **CBSE Affiliation No. 2400152** | C:\Users\acer\Desktop\logo.jpg  C:\Users\acer\Downloads\Fit India School Flag.jpg    **CBSE School No.19362** | **केन्द्रीय विद्यालयजी.सी. सी.आर.पी. एफ. सिलीगुड़ी**  **KENDRIYA VIDYALAYA G.C. CRPF SILIGURI**  (शिक्षा मंत्रालय, भारत सरकार/Min. of Education, Govt. of India)  पोस्ट-सुश्रुतनगर, जिला- दार्जिलिंग PO- Sushruta Nagar( Dist – Darjeeling)  पश्चिम बंगाल, पिन-734012 west Bengal, Pin – 734012  वैबसाइट-[**www.crpfsiliguri.kvs.ac.in**](http://www.crpfsiliguri.kvs.ac.in),  ईमेल-[**kvgccrpfsiliguri@gmail.com**](mailto:kvgccrpfsiliguri@gmail.com)  संपर्क न. 0353&2950509, Phone no, 0353-2950509  **KVS Region Code: 06, KVS Station Code: 143, KV Code:2419.** |

संदर्भ सं: फ.26043/2023-24/के.वि.जीसी सीआरपीएफ़ सिलीगुड़ी (प.ब.)/ दिनांक:01-04-2024

**समितियां / COMMITTEES**

**सत्र –2024-25**

**DUTIES AND RESPONSBILITIES OF THE CLASS TEACHERS SESSION 2024-25**

A**ll the class teachers are requested to note down their schedule and fixtures for the session 2024-25**

1. To observe the students attendance before Morning assembly and just after interval hours.

2-If any student is found absent, the reason of absence must be asked in writing from the student duly signed by the parent

3-If any student’s attendance is less than 90% in a month parents must be called and information should be furnished in writing with a warning letter mentioning the attendance and record must kept for action in future.

4- Student’s must be escorted by the respective class teacher from class room to assembly and back.

5- Class teachers are requested to be with their class during assembly time.

6- All students should sit in a proper way. Desks and benches should be arranged in two-three rows as per the roll strength of the students. They must be arranged in a manner that would give a descent look.

7- All classes should have 2 monitors, one boy and one girl. It is the class monitor’s duty to switch on the lights and fans as per requirement, and to switch it off when students are out of the classroom.

8- Each class will have TWO OUT PASS one for Boys and one for Girls. Boys Out pass will allow only One Boy and Girls Out pass will allow two Girl students to be out of the class at a time either for toilet or for drinking water just after ringing of the bell. Nevertheless, no one should be allowed to go out of the classroom while teaching.

9- Please check the cleanliness of the class room. If cleanliness is not up to the mark, please inform undersigned about the same.

10- Every class teacher must take proper note of the behavior of the students of their class. If anybody is behaving unruly, it must be put on check immediately. If the same is beyond their control, it must be brought into the notice of the undersigned immediately.

**समितियां / COMMITTEES**

**(Applicable with immediate effect)**

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2024-25. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. In absence of the in-charge the next senior member of the committee will automatically will be the in-charge and so on but all the members will be equally responsible. The handing and taking over of the departments shall be completed immediately.

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| **NAME OF COMMITTEE** | **INCHARGES/**  **TEACHERS** | **DUTIES AND RESPONSIBILITIES** |
| 1- ADVISORY COMMITTEE TO THE PRINCIPAL | 1. Sh. Lal Chandra ( I/C) 2. Sh. Jayanta Bakshi 3. Smt. Krishna Das 4. Sh. Mithun Sarkar 5. Sh. Lokendra Kumar | 1- The committee will help the Principal in day to day administrative matters.  2-The committee can go through the circulars received form KVS RO Bengaluru and KVS HQ New Delhi.  3-To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN)  4-Any other work assigned by the principal in day to day administrative matter.  5- Any other related work |
| 2- ACADEMIC COUNCIL COMMITTEE (Special Committee for pursuing the programme for bright and slow learners and Minimum programme for all) | 1. Sh. Lal Chandra ( I/C) 2. Sh. Jayanta Bakshi 3. Smt. Krishna Das 4. Sh. Priyabrata Paul 5. Sh. Lokendra Kumar | 1-To prepare the list of notebooks for the Academic year.  2-To ensure the distribution of split-up syllabus to students of all classes.  3-To monitor the teaching-learning process.  4-To monitor the upkeep of CCE documents.  5- To monitor the conduct of Remedial class for low achievers.  6-To maintain the class wise and subject wise monthly student’s academic performance analysis.  7- Any other related work. |
| 3- TIME TABLE COMMITTEE | 1. Sh. Priyabrata Paul ( I/C) 2. Dr. Puspa Kumari 3. Smt. Krishna Das (PRT IC) 4. Sh. Puneet Sehrawat | 1. To prepare the School timetable as per the latest guidelines from KVS 2. To make arrangement for teachers on leave. 3. To ensure that Teachers attend their arrangement Periods 4. To make remedial timetable for low achievers 5. To display copy of arrangement work in the notice board. 6. To maintain the arrangement register. 7. Any other related work. |
| 4- ADMISSION COMMITTEE | 1. Sh.krishna minj (I/C) 2. Sh. Lokendra Kumar 3. Smt. Richa Singh 4. Ms. Zaqa Malik 5. Sh. Priyabrata Paul | 1-To display notice regarding Admissions Guidelines.  2-To display forms/Annexure as per KVS guidelines.  3-Verification of the Documents and admission of students.  4-To take the approval of VEC before the release of the merit list.  5-Maintenance of admission registers.  6-Admission of candidates based on KV TC as per KVS norms.  7-Local transfer admissions.  8-Admissions as per RTE Act.  9-Maintenance of admission records as per KVS guidelines in the prescribed proformas.  10-Details of admission uploading on the website.  11- Any other related work. |
| 5- INTERNAL EXAMINATION | 1. Sh. Jayanta Bakshi (I/C) 2. Sh. Priyabrat Paul 3. Smt. Krishna Das (PRT IC) 4. Sh. Puneet Sehrawat 5. Computer Inst. | 1-To conduct internal exams as per the schedule given by KVS calendar of activities.  2- To update the Report cards and Mark list format as per the latest CBSE directions.  3- To collect Question papers from paper setters, along with Blueprint & Marking scheme  4- To conduct retest as per KVS norms.  5- To analyze the Results of internal & Pre-Board Exams  6- Declaration of results as per the KVS schedule.  7-To update examination details on website regularly.  8- Any other related work. |
| 6- EXTERNAL EXAMINATION  (CBSE) | 1. Sh. Krishna Minj (I/C) 2. Sh. Priyabrata Paul 3. Sh. Mukund Chandra Ray | 1-To correspond with CBSE for all exams related queries.  2-To monitor the registration of class IX and class XI students for Board exam.  3- To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.  4- Maintenance and submission of records.. 5- To despatch Answer papers promptly and with utmost care.  6- A Xerox copy of all documents being sent to CBSE to be maintained.  7-To maintain account of answer papers & expenditure for conduct of exam in prescribed formats.  8-To coordinate with external agencies for conduct of exam.  9-To keep exam related documents /materials in safe custody  10- To settle accounts.  11- Any other related work. |
| 7- LIBRARY COMMITTEE | 1. Sh. Krishna Minj(I/C) 2. Sh. Jayanta Bakshi 3. Smt. Anju Kumari Singh 4. Dr. Puspa Kumari 5. Sh. Mukund Chandra Ray 6. Smt. Krishna Das 7. Sh. Lokendra Kumar | 1-To purchase books as per KVS guidelines.  2- The suggestion from staff members for purchase of new books to be taken.  3- To ensure books are circulated as per the requirement of students & staff members as per Library rules  4- Books should not remain with same individual for a long period.  5- Students should be encouraged to write Book Review.  6- Guidance & Counselling corner or table to be maintained.  7- Any other related work. |
| 8- CCA COMMITTEE | 1. Dr. Puspa kumari (I/C) 2. Sh. Mukund Chandra Ray 3. Sh. Punit Kumar (music) 4. Smt. Richa Singh | 1-Annual Planning of CCA activities.  2-To see that morning assembly programme is to conduct within stipulated time.  3-To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.  4- Maintains of result of CCA activities.  5- Purchase and distribution of CCA prizes & medals.  6- Maintaining CCA Activities register  7- Any other related work. |
| 9-PURCHASE COMMITTEE | 1. Sh. Krishna Minj (I/C) 2. Sh.Lokendra Kumar 3. Sh. Prokash Roy 4. Sh. Punit Kumar 5. Smt.krishna Das | 1-To find out the requirements of various departments.  2- To prioritise the items to be purchased.  3- To prepare estimate of expenditure.  4- To put up budget proposal for approval.  5- To call for quotation in consultation with Principal.  6- To prepare Comparative statement and place order for the lowest quoted item as per requirement.  7-To physically verified the purchased items/goods and put Marks by using permanent Marker with Date.   1. Any other related work. |
| 10-GENERAL GRIEVANCE OF  STUDENTS/  Discipline Committee | 1. Sh. Prokash Roy (I/C) 2. Sh. Jayanta Bakshi 3. Dr. Puspa Kumari 4. Sh. Lokendra Kumar 5. Smt. Richa Singh | 1-To see the complaint related to immoral behaviour towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the  students to join the private tuitions received by the committee. |
| 11- GRIEVANCE BOX OPENING COMMITTEE (Students/Parents) | 1. Sh. Krishna Minj (I/C) 2. Sh. Jayanta Bakshi 3. Dr. Puspa Kumari 4. Smt. Krishna Das | 1-Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.  2- The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.  3- To list out the suggestion or Grievances made.  4- To consult the Principal regarding the course of action.  5-To maintain the minutes of the meetings  6- Any other related work. |
| 12:- SEXUAL HARASSMENT  PREVENTION COMMITTEE | 1. Smt. Krishna das (I/C) 2. Dr. Puspa Kumari 3. Sh. Jayanta Bakshi 4. Smt. Richa Singh | 1. To look after the cases of sexual harassment in Vidyalaya if any. 2. The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and   should not spread any rumours and will maintain the secrecy and the confidentiality. The committee will report to the Principal. |
| 13 - MAINTENANCE AND REPAIRS | 1. Sh. Prokash Roy(I/C) 2. Sh. Krishna Minj 3. Smt. Anju Kumari Singh 4. Sh. Priyabrata Paul | 1- To monitor the repair work in the Vidyalaya  2- To maintain Register of date wise repair work in the Vidyalaya.  3- Any other related work. |
| 14- STUDENT COUNCIL  COMMITTEE | 1. Dr. Puspa Kumari (I/C) 2. Sh. Prokash Roy 3. Sh. Mukund Chandra Ray 4. Sh. Krishna Minj 5. Sh. Punit Kumar | 1- To organise investiture ceremony.  2- To monitor discipline in the Vidyalaya.  3- To help in organising Sports day, Annual Day.  4- Division of houses along with house master and Associate of house masters and distribution of students of various house.  5-Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects.  6- Procuring badges for Captains Monitors, prefects.  7- Maintenance of Students council register/record.  8- Any other related work. |
| 15 **-** PHOTOGRAPHY COMMITTEE | 1. Com. Ins. 2. Ms. Radha Kumari 3. Ms. Madhu Meena 4. Sh. Punit Kumar | 1- To ensure the photography/Videography on important occasions days/ functions.  2- To take photos of interesting special items during assembly.  3- To preserve the soft copies of these photos in folders in the computer lab.  4- Any other related work. |
| 16 - CONDEMNATION COMMITTEE | 1. Sh. Krishna Minj(I/C) 2. Sh. Mukund Chandra Ray 3. Ms. Zaqa Malik 4. Ms. Madhu Meena | 1- To send notice for stock verification & condemnation of articles.  2-To send notice to Regional Officeand other schools regarding auction of articles.  3- Any other related work |
| 17 - FURNITURE COMMITTEE | 1. Sh. Lokendra Kumar (I/C) 2. Sh. Mukund Chandra Ray 3. Ms. Madhu Meena 4. Ms. Radha Kumari | 1- To ensure the furniture in each classroom is of uniform nature as far as possible.  2- To check whether any furniture requires repair & to bring it to the notice of the Principal.  3- To ensure that no furniture is lying in the corridors.  4- To ensure that any furniture taken for any function to be replaced in its proper place.  5- Any other related work. |
| 18 -GUIDANCE AND COUNSELLING | 1. Sh. Lal Chandra (I/C) 2. Dr. Puspa Kumari 3. Sh. Jayanta Bakshi 4. Sh. Lokendra Kumar 5. Sh. Puneet Sehrawat | 1- To plan guidance & counselling activities for the academic year.  2- To maintain Guidance & counselling register.  3- To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries.  4- To arrange Vocational guidance and counselling to the students by inviting reputed personalities in the concerned filed.  5- To pay the remuneration in consultation with principal.  6- Any other related work. |
| 19 -EXCURSION COMMITTEE | 1. Sh. Jayanta Bakshi(I/C) 2. Sh. Priyabrata Paul 3. Smt. Anju Kumari singh 4. Sh. Mukund chandra ray 5. Ms. Rakhi 6. Dr. Puspa Kumari | 1- To plan education tours / excursions for all the classes as per KVS norms.  2-To give the intimation letters to class teachers for transmission to parents.  3- To collect the acknowledgement from parents and to file it.  4- To ensure the safety of the students during the journey period and their stay at the venue.  5- To provide hygienic food / potable water to the students who are participating in tour programme.  6- To arrange transport & settle bills.  7- Any other related work. |
| 20- MEDICAL CHECKUP  COMMITTEE | 1. Sh Prokash Roy(I/C) 2. Dr. Puspa Kumari 3. Ms. Deepa Bharati 4. Smt. Anju Kumari Singh 5. Ms. Radha Kumari | 1- To conduct medical check-up of students twice a year.  2- To provide medical help whenever required to the students.  3- To maintain medical records of all students.  4- To maintain the medical room  5-To ensure thefollow up action after the medical check-up.  6- Any other related work. |
| 21-SCIENCE EXHIBITION  COMMITTEE | 1. Sh. Jayanta Bakshi(I/C) 2. Sh. Priyabrata Paul 3. Ms. Deepa Bharati 4. Sh. Mukund Chandra | 1- To Motivate the students to prepare exhibits based on themes given by KVS.  2- To organize Vidyalaya level Science exhibition as per schedule.  3-To encourage more and more children to participate.  4- To inculcate scientific temper among the students.  5- Any other related work. |
| 22- - SOCIAL SCIENCE EXHIBITION  COMMITTEE | 1. Sh. Prokash Roy (I/C) 2. Dr. Puspa Kumari 3. Sh. Mukund Chandra Ray 4. Ms. Zaqa Malik 5. Smt. Rakhi | 1-To motivate children to prepare projects/model based on country/state allotted to the region  2-To encourage more and more children to participate in cluster level Regional level and Nation level exhibition  3-To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.  4- To give 1st Term project for each class based on the topics for Social science Exhibition.  5- Organise an exhibition, select the best projects  6- Any other related work. |
| 23-MATHS/SCIENCE/ENGLISH  AND OTHER OLYMPIAD | 1. Sh. Priyabrata Paul (I/C) 2. Sh. Jayanta bakshi 3. Smt. Anju Kumari Singh | 1- To inform students about these competitions.  2-To encourage students to participate in these competitions  3- To conduct the exam.  4-Maintain liaison with outside agencies regarding smooth conduct of different Olympiads. 5- Any other related work. |
| 24-HINDI IMPLEMENTATION  COMMITTEE | 1. Sh. Mukund Chandra Ray(I/C) 2. Sh. Lokendra Kumar 3. Dr. Puspa Kumari 4. Smt. Richa Singh 5. Ms. Radha Kumari | 1- To ensure the names of staff members in attendance register is bilingual.  2- To ensure replies to official letters in Hindi are sent in Hindi.  3- To prepare report on Hindi implementation.  4- To celebrate Hindi Week and Hindi Pakhwara.  5- Any other related work. |
| 25 -WEBSITE COMMITTEE | 1. Sh. Krishna Minj(I/C) 2. Sh. Prokash Roy 3. Computer Inst. 4. Sh. Puneet Sehrwat 5. Ms. Zaqa Malik | 1- To update all information in the website regularly.  2- The photo gallery to be updated with latest photographs with captions.  3- Any exemplary achievement to be given as flash news.  4- Any other related work. |
| 26 -VALUE EDUCATION | 1. Dr. Puspa Kumari (I/C) 2. Sh. Mukund Chandra Ray 3. Smt. Krishna Das 4. Smt. Richa Singh | 1- To ensure activities related to values are incorporated in the morning assembly.  2-To ensure value talks by Teachers in morning assembly.  3- Any other related work. |
| 27 -MINUTES COMMITTEE | 1. Dr. Puspa Kumari(I/C) 2. Sh. Mukund Chandra Ray 3. Smt. Anju Kumari Singh | 1- To write the minute of the meeting and to take teachers signature.  2- To maintain minutes register. |
| 28 -ALUMNI COMMITTEE | 1. Sh. Lokendra Kumar(I/C) 2. Sh. Krishna Minj 3. Ms. Zaqa malik 4. Ms. Madhu | 1- To coordinate between Vidyalaya and alumni for developmental work.  2- To maintain details of alumni in a register.  3- To conduct alumni meet.  4- Any other related work. |
| 29 -VMC COMMITTEE | 1. Sh. Lal Chandra(I/C) 2. Sh. Mithun Sarkar 3. Sh. Jayanta Bakshi 4. Dr. Puspa Kumari 5. Smt. Anju Kumari Singh | 1-To inform and invite VMC members for the meetings.  2-To arrange for refreshments for such meetings.  3-To note down the minutes of VMC meetings.  4-To arrange for stationery material like files, pens etc. and maintain a record of such meetings.  5- Any other related work. |
| 30 -AEP COMMITTEE | 1. Dr. Puspa Kumari(I/C) 2. Sh. Prokash Roy 3. Sh. Lokendra Kumar 4. Ms. Deepa Bharati 5. Smt. Rakhi 6. Smt. Krishna Das | 1- To plan activities for the academic year.  2- To arrange talk by experts.  3- To maintain record of activities conducted.  4- Any other related work. |
| 31 -NEWS PAPER IN EDUCATION  (NIE) COMMITTEE | 1. Sh. Krishna Minj(I/C) 2. Sh. Mukund Chandra Ray 3. Sh. Puneet Serawat 4. Ms. Madhu Meena 5. Ms. Zaqa Malik | 1- To coordinate with Newspaper Agency.  2- To encourage students to subscribe for NIE.  3-To ensure the events of the Vidyalaya& articles of students get coverage in NIE. |
| 32 -DISPLAY BOARD COMMITTEE | 1. Dr. Puspa Kumari(I/C) 2. Sh. Mukund Chandra Ray 3. Ms. Deepa Bharati 4. Smt. Richa Singh | 1-To ensure the display boards are decorated as per the topic given  2- The articles displayed should be verified by the teachers  3- Any other related work. |
| 33 -DRINKING WATER  COMMITTEE | 1. Sh. Prokash Roy(I/C) 2. Sh. Priyabrata Paul 3. Sh. Punit Kumar 4. Sh. Mithun Sarkar | 1- To ensure drinking water is available in the Vidyalaya.  2- To send water sample for analysis once in every 3 months.  3- To ensure the proper functioning of Aqua guard installed in school premises.  4- To ensure the proper functioning of water coolers.  5- Any other related work. |
| 34 -FOOD COMMITTEE | 1. Sh. Lokendra Kumar(I/C) 2. Sh. Mukund Chandra Ray 3. Sh. Puneet Sehrawat 4. Ms. Madhu Meena | 1-To make arrangement for supply of hygienic food/refreshment during various unctions/events in the vidyalaya.  2. To inquire market survey and set competitive rates without compromising the quality.  3-Any other related work. |
| 35 -TRANSPORTATION  COMMITTEE | 1. Sh. Lokendra Kumar(I/C) 2. Sh. Mithun Sarkar 3. Games Coach 4. Madhu Meena | 1-To arrange transport facility for students as and when required.  2-To keep a record of all outside movements.  3-To Keep a record of Different vehicle used.  4-To verify the bills.  5- Any other related work. |
| 36 -ACCOMODATION COMMITTEE | 1. Smt. Krishna Das(I/C) 2. Sh. Priyabrata Roy 3. Sh. Prokash Roy 4. Sh. Mithun Sarkar | 1-To make the arrangement of rooms for outstation students during their stay in the vidyalaya during different events.  2- To arrange and provide all the basic amenities to the children’s during their stay.  3- Any other related work. |
| 37- RIGHT TO INFORMATION  COMMITTEE | 1. Sh. Jayanta Bakshi(I/C) 2. Sh. Krishna Minj 3. Smt. Krishna das 4. Sh. Lokendra Kumar | 1-To attend the queries made under RTI and ensure their response is made on or before the stipulated date and be in touch with the office.  2- Collect data / information to be incorporated in the reply of such letters.  3-The members and the in charge to keep themselves abreast of the rules and procedures regarding RTI.  4- Any other related work. |
| 38 -SAFETY AND SECURITY OF  CHILDREN DURING LUNCH TIME | 1. Sh. Prokash Roy (I/C) 2. Games Coach 3. Ms. Madhu Meena 4. Ms. Zaqa Malik 5. Ms. Radha Kumari 6. Music Teacher | 1- To mind the discipline of the students during the lunch break.  2- To see that the students reach their respective class after the lunch.  3- To ensure the safety and security of students during lunch time by maintaining proper discipline.  4- Monitoring the parents and students movements during the break.  5- Any other related work. |
| 39 -SAFETY AND SECURITY OF  CHILDREN WHEN SCHOOL IS  OVER | 1. Sh. Prokash Roy(I/C) 2. Games Coach 3. Computer. Inst 4. Dr. Puspa Kumari | 1- To ensure the safety and security of the children at the time of final dispersal when school is over.  2- To ensure that no child left in the lasses/building when school is over.  3- Any other related work. |
| 40 -CULTURAL COMMITTEE | 1. Dr. Puspa Kumari(I/C) 2. Ms. Deepa Bharti 3. Smt. Richa Singh 4. Sh. Mukund Chandra Ray | 1-Presentation of cultural programs on different occasions in the vidyalaya.  2- Any other related work. |
| 41 -TEACHING AIDS/AUDIO  VISUAL | 1. Sh. Prakash Roy(I/C) 2. Sh. Punit Kumar 3. Sh. Mithun Sarkar 4. Ms. Radha Kumari | 1-TO PROVIDE ALL TYPE OF TEACHING MATERIALS REQUIRED BY TEACHERS.  2- Any other related work. |
| 42 -CLEANLINESS AND  SANITATION COMMITTEE | 1. Sh. Krishna Minj(I/C) 2. Sh. Lokendra Kumar 3. Ms. Zaqa Malik 4. Ms. Radha Kumari 5. Ms. Madhu Meena | 1- To keep a stock of cleanliness activities in the Vidyalaya.  2-To supervise the work of House Keeping in maintaining cleanliness  3- To coordinate with AEP to include students in maintaining cleanliness.  4- To see that the Student Council also contributes towards maintenance of cleanliness.  5-To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.  6- To ensure the provision of dustbins in all the class rooms.  7- To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.  8-To clear the wild bushes inside school campus.  9 To ensure cleanliness of area around the staff quarters.  10 To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.  12- Any other related work. |
| 43-P A SYSTEM | 1. Sh. Puneet Kumar(I/C) 2. Sh. Prokash Roy 3. Computer Inst. 4. Games Coach | 1-Arrangement and maintenance of PA system for assembly and other celebrations.  2-Maintenance of fire extinguisher.  3-Any other related works. |
| 44 -SCOUTS AND GUIDES  COMMITTEE | 1. Smt. Krishna Das(I/C) 2. Sh. Krishna Minj 3. Dr. Puspa Kumari 4. Sh. Mukund Chandra Ray | 1- To plan activities for Scouts & guides.  2- To conduct activities during CCA period.  3- To take up social service activity for the school.  4- To conduct Tritiya Sopan, Tritiya Charan camps in the Vidyalaya.  5- Any other related work. |
| 45 -STAFF QUARTERS COMMITTEE | 1. Sh. Mithun Sarkar | 1- To see the allotment of Quarters.  1- To monitor the repair work in the Quarters.  2- To maintain Register of date wise repair work.  3- Any other related work. |
| 46 -HOUSE KEEPING AND  SECURITY | 1. Sh. Lokendra Kumar (I/C) 2. Sh. Puneet Sehrawat 3. Sh. Mithun Sarkar | 1- To monitor the work of House Keeping ladies.  2- To prepare a list of areas to be cleaned during second Saturdays.  3- To maintain the Sanitation Register.  4- To ensure that the police verification in r/o all  the Housekeeping and security personnel is done and made available to the Vidyalaya.  5- Keep a record of the addresses/ contact numbers of all the housekeeping/Security personnel  6- Ensure they report to the Vidyalaya on time.  7- To verify the bills put up by the agency.  8- Any other related work. |
| 47 - BEAUTIFICATION COMMITTEE | 1. Dr. Puspa Kumari(I/C) 2. Smt. Richa Singh 3. Ms. Deepa Bharati 4. Smt. Rakhi 5. Ms. Zaqa Malik 6. Ms. Radha Kumari 7. Ms. Madhu Meena 8. Sh. Puneet Sehrawat 9. Sh. Prokash Roy | 1- To plan for beautification of the Vidyalaya campus.  2- To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.  3- To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.  4- To procure fertilizers, manure, pesticides in consultation with Principal.  5- To motivate the children for gardening and beautification.  6- To develop medicinal plant garden in the campus.  7- Any other related work. |
| 48 -MAGAZINE PRINTING, PRESS  AND PUBLISHING COMMITTEE | 1. Dr. Puspa Kumari(I/C) 2. Smt. Anju Kumari Singh 3. Sh. Mukunda Chandra Ray 4. Computer Inst. 5. Sh. Lokendra Kumar | 1- To encourage students and staff members to contribute articles for the Vidyalaya Patrika.  2- To design the Cover page with the help of Drawing teacher and students.  3-To ensure the Vidyalaya Patrika is published and Distributed in July.  4- To design the Student Diary.  5- Maintain liaison with Press and Media.  6-. Any other related work. |
| 49-FIRST AID COMMITTEE | 1. Sh. Prokash Roy(I/C) 2. Smt. Krishna Das 3. Ms. Deepa Bharati 4. Ms. Madhu Meena 5. Ms. Zaqa Malik | 1- To ensure First aid boxes are available.  2- To ensure the contents of the First-aid box are replenished at regular intervals and to check the expiry of Ointments/ medicines.  3- Any other related work. |
| 50 -UNIFORM CHECKING AND  LATE COMERS | 1. Sh. Prokash Roy(I/C) 2. Games Coach 3. Dr. Puspa Kumari 4. Sh. Mukund Chandra Ray 5. Smt. Richa Singh | 1- To assign duties to the committee members to monitor the uniform of students & late comers  2- To inform the parents about regular defaulters.  3- To maintain the details of defaulters in the register  4- To plan for corrective measures, through skit or talk during morning assembly.  5- Any other related work. |
| 51 -CMP/ e- CLASS ROOM | 1. Sh. Krishna Das (I/C) 2. Computer Inst. 3. Sh. Priyabrata Paul | 1- To monitor the use of e-classroom.  2- To maintain the log book.  3- To collect the e-lessons from teachers for all the subjects for use by other teachers.  4- To prepare report on e-CTLT.  5- To update details about ICT infrastructure of the Vidyalaya.  6- To train teachers about the use of Interactive Board.  7- To guide teachers in uploading data online in CBSE website.  8- To ensure the systems in the computer lab are in working condition.  9- Any other related work. |
| 52 -LAISON COMMITTEE | 1. Sh. Krishna Minj (I/C) 2. Sh. Mithun Sarkar 3. Sh. Lokendra Kumar | 1- To coordinate with external agencies.  2- Any other related work. |
| 53 -Lab Maintenance | 1. Sh. Jayanta bakshi 2. Sh. Krishna minj 3. Computer inst. | 1- To oversee the cleaning of Lab.  2. Breakage and maintenance.  3. Preparation and presence during practical.  2- Any other Lab and practical related work. |
| 54 - RECEPTION | 1. Dr. Puspa Kumari 2. Ms. Deepa Bharti 3. Ms. Rakhi | 1 – Providing general administrative support to the school staff  2 – The receptionist greets visitors and ensures the security of the school by monitoring access. |
| 55-PRE VOCATIONAL EDUCATION (PVE) | 1. Sh. Prokash Roy IC 2. Sh. Punit Kumar 3. Computer Inst. 4. Nurse 5. Special Educatior 6. Games Coach | 1. To conduct and organize all activities under PVC as per NCF 2020 and instructions issues time to time. 2. Motivate and liaison with the experts in the different vocational fields from locality and neighborhood. 3. Make all documents and records. |
| 56- CBT/CCT | 1. Sh. Jayant Bakshi IC 2. Sh. Priyabrat Paul 3. Sh. Sh. Mukund Chandra Ray 4. Dr. Pushpa Kumari | 1. To conduct workshops 2. Make records and documents 3. Follow instructions of KVS issued from time to time |
| 57- SCHOOL INNOVATION COUNCIL | 1. Sh. Jayant Bakshi IC 2. Sh. Priyabrat Paul 3. Ms. Radha Kumari 4. Ms Zaqa Mallick | 1. Motivate students for innovative practices 2. Conduct workshop and training for teachers to develop some innovative practices |

PRINCIPAL