

केंद्रीय विद्यालय खानापारा
गुवाहाटी (असम)
KENDRIYA VIDYALAYA KHANAPARA
GUWAHATI (ASSAM)



विद्यालय समितियाँ एवं कर्तव्य
शैक्षणिक सत्र : 2021-22

Committees & Duties
Academic Session: 2021-22 (Revised)

KENDRIYA VIDYALAYA KHANAPARA, GUWAHATI COMMITTEES & DUTIES FOR THE SESSION 2021-2022

Consequent upon mass transfer of teachers from this Vidyalaya and joining of a number of teachers during KVS Annual Transfer 2021 The following revised committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2021-2022. As such all the members of staff are hereby informed to note the nature of the work and comply with them. All the members of the committee will be responsible for the work of the committee. The undersigned will ask for the compliance from the in-charges or any member of the committee. In absence of the in-charge the next senior member of the committee will automatically be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately if needed. In the absence of the in charge, the co-incharge/senior member of the committee will complete the handing over and taking over procedure. Action plan for effective implementation of assigned responsibilities may be submitted as and when required.

1. ACADEMIC AND ADMINISTRATIVE COMMITTEE: -

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Babu Ram	VP	In-charge	
2.	Mr. Chandan Roy	PGT (Bio)	Co I/C	
3.	Mrs.Sangeeta Das	PGT (Eng)	Member	
4.	Ms Babita Das	PGT(Geo)	Member	
5.	Sh. SKS Mazumdar	PGT(Maths)	Member	
6.	Sh. Raju Prasad Rathore	PGT(Hindi)	Member	
7.	Sh. Anutosh Deb	TGT(AE)	Member	
8.	Sh. Samarjit Sinha	TGT(WE)	Member	
9.	Mrs. Bandana Das Konwar	HM	Member	
10.	Mrs.Surya Panicker	PRT	Member	
11.	Mr. P. Kumar	SSA	Member	

Duties:-

- a) The committee will help the Principal in day to day academic and administrative matters.
- b) Any discrepancy observed in academic and administrative activities should be brought to the notice of the Principal immediately.
- c) To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts.
- d) Any other work assigned by the principal in day to day administrative matter.
- e) To ensure the attendance register, teacher's diary and daily diary is written as per norms, guiding the respective subject teachers in the subject committee meeting as a Convener of the subject committee, as applicable.
- f) To inform the Principal about the lapses, deviations in the subject committee report.
- g) To ensure the maintenance and submission of anecdotal record and CMP as per guidelines.
- h) Distribution of Teachers and Students diary.
- i) To maintain record of all activities related to academics.
- j) To distribute list of text books, Note books, option forms and other details.
- k) To maintain minutes of academic meetings.
- l) To facilitate class teachers and subject teachers in organizing and conducting PTM.
- m) To send the information to parents and other stake holders regarding academics.
- n) Collection of student Enrolment, Staff Vacancy Position data and send to RO timely.

- o) Appointment of Contractual Teachers: To draft the advertisement for publication in the Newspaper. To prepare for the interview and prepare the panel. To call the teachers as and when required and to complete all the necessary formalities.
- p) Facilitate and assist in organizing VMC Meeting, Training & Workshops, School /Cluster/ Regional/National level events and welcoming Guests.
- q) Suggesting activities for Vidyalaya image building among stakeholders and the society.

2. ADMISSION COMMITTEE:-

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Chandan Roy	PGT (Bio)	In-charge	
2	Ms.Rajni Sharma	TGT (Maths)	Member	
3	Mrs. Bandana Das Konwar	Head Mistress	Member	
4	Ms.Pratyusha Mukhopadhyay	TGT(Eng)	Member	
5	Ms. Seema Sah	PRT	Member	

Duties:-

- a) Monitoring of T.C. issued, uploading of TC on regular basis, monthly updating the students' enrolment and registered/selected application list on Vidyalaya web site.
- b) Advertisement of admission, issue of application/Registration forms. Maintaining Help-Desk to guide parents.
- c) Scrutiny of the registration forms and documents submitted by parents as per admission guidelines of the KVS.
- d) Preparation of lists for lots and preparation of list for provisional admission for all classes as per Admission Guidelines. Updating the information on online portal.
- e) Finalizing admissions to all classes as per KVS Admission Guidelines.
- f) Making entry and maintenance of admission registers and producing correct information as when required.
- g) To administer the admission test and preparation of merit list as per the admission guidelines of the KVS.
- h) To take the approval of VEC before the release of the merit list.
- i) Admission of candidates based on K.V. TC as per KVS norms.
- j) Facilitate local transfer admissions and admissions as per RTE Act.
- k) Maintenance of admission records as per KVS guidelines in the prescribed formats.
- l) Details of admission uploading on the website.
- m) The members of committee will coordinate the entire admission process and discharge all related works including document verification regarding admission from class 1 to12 in the Vidyalaya as per KVS Admission Guidelines. They will be held responsible for any discrepancy in the admission process.

3. EXAMINATIONS COMMITTEE (Internal) :

A – SECONDARY

S. NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Arvind Kumar Maurya	PGT (Commerce)	In-charge	
2.	Mr. Abhinav Goyal	PGT(Biotech)	Co I/C	
3.	Mr. G.R.Ahmed	TGT(Maths)	Member	
4.	Mrs. Jyoti Bora	TGT (Hindi)	Member	
5.	Mrs. Pronamika Barua	TGT(SST)	Member	

B – PRIMARY

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Surya Panicker	PRT	IN-CHARGE	
2.	Mrs. Kasturi Das	PRT	Member	
3.	Ms. Monideepa Roy Ch.	PRT	Member	

Duties:-

- To prepare an action plan for conducting monthly test for classes III to V, and VI to XII classes.
- Conducting **Periodic Tests, Unit Tests, Half yearly Exam, Pre-Boards, PISA and Session Ending Exam** and internal CBSE Exam as per KVS norms.
- To collect the question paper along with blue print, design, marking scheme for these exams securely and to preserve them for inspection purpose.
- To procure the result register, progress reports, certificates of school-based evaluation and other stationery well in advance by giving timely requisition to the Principal.
- Declaration of results as per the KVS schedule.
- To maintain and place all the records pertaining to examination before the member of panel inspection team and principal as and when required.
- To issue the notices, circulars of the examinations for students and staff.
- To visit KVS, Regional Office, Guwahati and CBSE websites regularly for the examination notices and circulars.
- To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.
- To update examination details on website regularly. Internal – Planning & conduct of Monthly Tests/UT/HY/SEE/Pre-Boards as per schedule.
- Distribution of progress cards, study materials & practice set papers.
- Updating school website regularly by coordinating with Website I/C. Internal – Planning & conduct of **Periodic Tests, Half yearly Exam, Pre-Boards and Session Ending Exam** as per schedule.
- Providing correct data and information related to examination activities as and when required to the Principal/RO etc.

4. PISA & CCT COMMITTEE:-

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Babu Ram	VP	In-charge	
2.	Mr.G.R.Ahmed	TGT(Maths)	Co In-Chrg	
3.	Mrs. Madhavi Dhanavde	TGT(Eng)	Member	
4.	Mrs. Namita Das	TGT(Sc)	Member	

Duties:-

- Maintaining student's enrollment for PISA and CCT exam per eligibility criteria of age etc.
- Updating PISA & CCT web portal as and when required.
- To prepare an action plan for conducting PISA and CCT examination (online/Offline) for all classes as per guidelines.
- Coordination with Exam Department/Committee for printing of question paper and other required stationery and printing work.
- Producing and sharing correct data as when required by the Principal/RO etc.

5. CBSE COMMITTEE:-

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Samir K. Shyama Mazumdar	PGT (Maths)	In-charge	
2.	Mr. Navneet Singh	PGT (Chem)	Co-Incharge	
3.	Mr. Gurnishan Singh	PGT (CS)	Member	

Duties:

- Planning and executing all works related to Tests/Exams conducted by the CBSE.
- Timely reply and correspondence to CBSE circulars. Timely dispatch of CBSE letters/uploading the data to CBSE web site.
- Taking necessary action and circulating CBSE circulars among teacher and students, as and when needed.
- Maintenance of Board Result registers for class X and XII
- Checking CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
- Registration /LOC for Class IX to XII, filling of the forms and completing the formalities time bound manner.
- Correspondence for school affiliation and its updating.
- Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.
- Maintaining the record of shortage of attendance and correspondence with CBSE board.
- Framing the practical time table in liaison with other subject teachers.
- Conducting the CBSE board exam as per the CBSE norms.

6. EXTERNAL EXAMS COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
All External Exams (Except NIOS)				
1.	Mr.Chandan Roy	PGT (Biology)	In-charge	
2.	Mr. Vimal Kumar Soni	PGT(CS)	Co-Incharge	
3.	Mr. P. Kumar	SSA	Member	
NIOS EXAM				
1.	Mr. A.K.Pandey	PGT(Eco)	Incharge	
2.	Mr.Ritesh Kumar	PGT(Hist)	Co-Incharge	
3.	Mr.Gurnishan Singh	PGT(CS)	Member	

Duties:

- Planning and execution of all related work to conduct the examinations organized by any External agencies as per the norms.
- Arrangement of resources and fair conduct of exams as per guidelines given by the respective agency.
- To maintain the record and send the data from time to time to the concerned stakeholders.
- Correspondence to external agencies as and when required.
- Updating and filling online portals of JEE/NEET etc.
- Settlement of advances and dues as per guidelines of external agencies.

7. TIME TABLE AND ARRANGEMENT COMMITTEE:

A –SECONDARY SECTION:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Navneet Singh	PGT (Chem)	Incharge	
2.	Mr.S.K.S. Mazumdar	PGT (Maths)	Co Incharge	
3.	Mrs. Kakoli Bora	Librarian	Member	

B – PRIMARY SECTION:

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Mrs. Sushmita Roy Chaudhury	PRT	In-charge	
2.	Mrs. Bhupali Roy Choudhury	PRT	Member	
3.	Mrs. Kasturi Das	PRT	Member	

Duties: -

- To prepare the class & teachers time table as per KVS norms.
- To prepare the special time table & after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS.
- To prepare the special time table for remedial teaching (weak students in all classes).
- To display copy of arrangement, work in the notice board.
- Preparation/verification of salary of contractual teachers.
- To prepare the day-wise duty chart of corridor and other area during interval and other occasions.
- Arrangement of activities and teachers on Fun-day.
- To arrange the classes of the teachers on daily basis who are on leave/OD.

8. FURNITURE & MAINTENANCE OF FIXTURES COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr.Abhinav Goyal	PGT (Biotech)	In-charge	
2.	Mrs. Bandana Das Konwar	HM	Co I/C	
3.	Mr. Samarjit Sinha	TGT (WET)	Member	
4.	Mr.Sandeep Kumar Yadav	TGT (Hindi)	Member	
5.	Mr. Manuj Barua	TGT (Phy.Ed.)	Member	
6.	Mr.S Aleem			

Duties:-

- To maintain the record of room wise/department wise inventory/distribution of furniture.
- To prepare the list of broken furniture and other miscellaneous items for condemnation.
- To arrange school furniture as per designated places, if interchanged during organizing any events like Sports Day, Republic Day, Annual Day, Independence Day or any other Function.
- To see any shortages, deficiency of furniture and report to the Principal.
- To ensure regularly that no furniture is lying in the corridors or in the open space.
- To store and stock the broken or old furniture properly.
- Maintenance of stock register of furniture of the class-wise, staff room, labs, departments, library, office, Principal room etc.,
- Labeling of old and new furniture for identification and counting, as required.
- Prepare proposal/requisition of furniture along with furniture design and specification as per norms.
- Repair and Maintenance of miscellaneous items like black board/green board/ notice boards/Display boards etc.
- Seating arrangement for Guests, students, parents and other stakeholders on occasion of any event or gathering.

09. MAINTENANCE & REPAIR COMMITTEE:

Maintenance & Repair of School Building, and supply of drinking water and Electricity.

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Samarjit Sinha	TGT (WET)	In-charge	
2.	Mr. Chandan Roy	PGT (BIO)	Member	
2.	Mr. Bipul Kalita	PGT (Bio)	Member	
3.	Mr. Rahul Chakrakar	TGT (Eng)	Member	
4.	Mr. S Aleem	PRT	Member	
5.	Mr. G. R Ahmed	TGT(Maths)	Member	
6.	Mrs. Bandana Das Konwar	HM	Member	
7.	Mr. Manuj Barua	TGT (PHE)	Member	
8.	Mr. Anutosh Deb	TGT (AE)	Member	
9.	Mr. Sandeep Kumar	TGT (Hindi)	Member	

Duties:-

- Identification of Repair & Maintenance civil work in the Vidyalaya building and preparing proposals with estimate.
- Maintenance of electric supply lines, electric fixtures (bulbs/tube/fan/switches, electric board etc) and electric/electronic appliances (wall watch, water coolers, water purifiers and generators etc.) to ensure their proper functioning.
- Plan and execute routine maintenance of water taps, pipelines at drinking water points, toilets and other plumbing work.
- Monitoring of repair/construction work by other agencies.
- Maintaining the electric signboards, name boards for classes, instructional board related to safety and danger.
- Repair work of electrical wiring and fittings and street lights.
- Maintenance of air-conditioners and Refrigerator.
- Planning and execution of Annual Maintenance Contracts for various maintenance services and appliances/machines.
- Maintenance of Firefighting distinguisher, devices and fire alarms.
- Maintenance work of telephone/intercom lines and equipments.
- Planning and execution of Painting works of the Vidyalaya building as per KVS norms.
- Arrangement of light and water services on school/cluster/Regional/National level programmes related to Games/Sports/Science/Social Science etc and other events/celebrations.
- Preparing plan for minor/major repair work required in the Vidyalaya.
- Organizing mock drills for safety of students related to fire/earthquake etc.
- Ensuring the functioning of PA system during daily morning assembly, meetings, workshops, seminars and celebrations at school.

10. INCOME TAX FACILITATION COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Gurnishan Singh	PGT(CS)	In-charge	
2	Mr. Phanindra Kumar	SSA	Member	

Duties:-

- Calculation of income tax from the members of the staff as per the provisions of Govt. of India.
- To check the IT details submitted by the Teachers and preparation of Form 16.

11. RTE/RTI GRIEVANCE COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr.Babu Ram	VP	In-charge	
2.	Mr.Chandan Roy	PGT	Member	
3.	Mrs.Bandana Das Konwar	PRT	Member	
3	Mr P. Kumar	SSA	Member	

- a) Dealing with the grievances of teachers and students once a fortnight.
- b) Maintenance of Grievance register with proper records.
- c) To reply to all RTI and RTE related information.

12. QUARTER ALLOTMENT COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Chandan Roy	PGT (Bio)	In-charge	
3	Ms. Zinnia	TGT (Maths)	Member	
4	Mrs. N Bhattacharjee	PRT	Member	
5	Mr. Samarjit Sinha	TGT WET	Member	
6	Ms. Munira Sultana	PRT	VEC Member	

Duties:

- a) To prepare a panel of teacher who are eligible for the allotment of quarters (Type – I, Type – II, Type – III) as per KVS norms in the beginning of the academic session.
- b) To allot the quarters to the eligible staff as per the panel prepared and approved by the Chairman VEC/VMC.
- c) To monitor the maintenance & repair of the staff quarters.
- d) Maintenance of Quarter Allotment Register.

13. STAFF QUARTERS REPAIR & MAINTENANCE COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Samarjit Sinha	TGT (WET)	In-charge	
2	Mr. Chandan Roy	PGT (Bio)	Member	
3	Mrs.Navanita Bhattacharyya	TGT (Science)	Member	
4.	Mr. Rahul Chakrakar	TGT(Eng)	Member	
5	Mrs. Surya Paniker	PRT	Member	
6	Mrs. Jyoti Bora	TGT	Member	

Duties:-

- a) To plan and execute repair and maintenance work for staff quarters related to Civil/ Electrical/ Plumbing/ Drainage/Sewage work as per norms of KVS.
- b) To maintain the inventory of electric fixtures and other equipments in the staff quarters.
- c) To plan routine maintenance related to water and electric supply in staff quarters.

14. HINDI RAJ BASHA COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURA
1.	Mr. Raju Prasad Rathore	PGT(Hindi)	In-charge	
2.	Mr. Sandeep Kumar Yadav	TGT(Hindi)	Member	
3.	Mrs. Jyoti Bora	TGT(Hindi)	Member	
4.	Mr. P Kumar	SSA	Member	
5.	Mr. Kamal Rautela	JSA	Member	
6.	Mr. N Rabha	JSA	Member	

Duties:

- To implement the decision taken during Nagar Raj Basha committee meeting.
- To attend Nagar Raj Basha committee as and when required.
- To send periodical report to the KVS RO Guwahati, KVS New Delhi and Nagar Rajbhasha committee.
- Filling quarterly Rajbhasha report on online portal of Rajbhasha.
- To develop bilingual format and take initiative for correspondence in Hindi from office.
- Organising programmes/competitions for students and teachers to promote Hindi and Guide Non-Hindi teachers to enhance Hindi reading/writing skill.
- Helping office staff in letter writing/written communication in Hindi language as per norms.
- Implementation of Rajbhasha programmes/ competitions as per guidelines.

15. CLEANLINESS COMMITTEE: (SWACHH SCHOOL & SWACHH BHARAT ABHIYAN)

Cleanliness of the Vidyalaya Building, Premises and surroundings, Water points, Toilets and Corridor and organizing activities under Swachh Bharat Abhiyaan.

Overall In-charge: Mr. Santosh Kumar , PGT (Physics)

Overall Co-Incharge: Mr. S. Aleem, PRT

Area wise In-charges:

Secondary & Sr. Secondary:

Area (Main Building)	NAME OF TEACHER	SUBSTAFF
G.Floor	Mr. Anurag Verma	Mr. Ganesh Das
F.Floor	Mr. Suresh Kumar	Mr. Talukdar
S.Floor	Mr. Pradeep Kumar	Mr. Rajendra Basfore
Admn. Building & Old Building	Ms. Pratyush M.	Mr. Ajit Rabha
MP Hall+ Ground	Mr. M.K. Barua	Mr. Sambhu.Hasnu
Front Area	Mr. Anutosh Deb	
Garden Area	Mr. Bipul Kalita	
Classrooms	All Class Teachers	--

Primary:

Area (New Building)	NAME OF TEACHER	SUBSTAFF
G.Floor	Mrs. Mani Bardoloi	Mr. Ganesh Das
F.Floor	Mrs. Bhupali Roy	Mr. Talukdar
S.Floor	Ms. Munira Sultana	Mr. Rajendra Basfore
Classrooms	All Class Teachers	

Supervision of Toilets & Drinking Water points:

Area	Male/Boys Toilets	Female/Girls Toilet
G.Floor	Mr.Bipul Kalita Mr.Navneet Singh	Ms. Chayanika Debnath Ms. Ipsita Ray
F.Floor	Mr. Debangshu Deb Mr. Rakesh Kumar	Ms. Namita Roy Ms. N.Bhattacharyya
S.Floor	Mr. Abhinav Goyal Mr. Hukma Ram	Ms.Zinia Ms. Rajni Sharma
Primary (New Build.)	Mr. Ranjeet Yadav	Ms. Hima Das
Staff	Mr. Ajay Kr. Pandey	Ms. Sanjucta Das

Duties:

- To ensure the cleanliness of the class rooms, corridor, toilets and other common areas including staff rooms.
- To ensure the provision of dustbins in all the class rooms.
- Distribution/assigning work to housekeeping staff and supervise the work of the people deployed under housekeeping
- To appraise the Principal about the cleanliness of school building from time to time.
- To acquire materials for housekeeping work and give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other area of the campus.
- To clear the wild bushes and thorny plants growing in the school campus.
- To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- To take the rounds of the Vidyalaya and to ensure cleanliness of toilets and corridors.
- In-charge can assign the work wing – wise for efficient functioning and for fixing the responsibility. The In – charge will be held responsible for the lapses and the deviations of the orders.
- To ensure that the wash rooms are cleaned twice daily by the house keeping staff.
- To implement monitoring system for tracking cleaning work.
- Functioning of Vending Machine- Upkeep of the machine
- Executing Annual Maintenance Contract for water purifiers, water coolers and other items to be maintained regularly.
- Organizing cleanliness drives and awareness programmes for students/parents and society.
- Motivate students for developing cleaning habits and recognize their contribution in clean Vidyalaya Programme and Swaccha Bharat Abhiyaan.
- Helping and guiding students in cleanliness activities.
- To prepare the monthly report on Sanitation/cleanliness for dispatch to the Regional office.
- Regular cleaning of Overhead tanks and water storage, pump house and water supply in toilets.

CLEANLINESS AUDIT TEAM:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr.Babu Ram	Vice Principal	In-charge	
2.	Mr. Chandan Roy	PGT(Bio)	Member	
3.	Ms. Sangeeta Das	PGT (Eng)	Member	

Audit Team will inspect cleanliness of the Vidyalaya and give report on every 15th day and last working day of the month

16. BEAUTIFICATION COMMITTEE:

Gardening and beautification of the Vidyalaya campus and staff quarter campus:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr.Bipul Kalita	PGT (Bio)	In-charge	
2.	Mrs. Navneeta Bhattachaaryya	TGT (Sc)	Member	
3.	Sh. Samarjit Sinha	TGT (WE)	Member	
4.	Mr. Anutosh Deb	TGT (AE)	Member	
5.	Sh. Manuj Barua	TGT(P&HE)	Member	

Duties:

- To supervise the work of gardener and beautification of Vidyalaya campus.
- To procure ornamental plants and other flower bearing plants in consultation with Principal.
- To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
- To procure fertilizers, manure, pesticides in consultation with Principal.
- Preparation of placards in different areas of garden and numbering of trees and potted plants.
- Celebration of Vanamahostava and other Green Programmes in consultation with principal and forest department.
- To motivate the children for gardening and beautification.
- To develop medicinal plant garden in the campus.
- To fix bulletin board in the class room for display of educational charts and material in the bulletin boards.
- To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.
- Coordinate and work with Eco-Club activities.

17. DISCIPLINE COMMITTEE:

Secondary & Sr. Secondary:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs.Sangeeta Das	PGT (Eng)	In-charge	
2.	Mr. Ritesh Kumar	PGT (History)	Co-Incharge	
3.	Mr. Manuj Barua	TGT (PHE)	Member	
4.	Mrs. Marami Konwar	TGT (Eng)	Member	
5.	Mr. Anutoash Deb	TGT(AE)	Member	
6.	Ms. Zinnia	TGT (Maths)	Member	
7.	Mr.S Aleem	PRT	Member	

Duties:

- To ensure disciplined environment of the Vidyalaya.
- To check the late comers during morning assembly.
- To observe the behavior of students inside and outside class room
- To ensure provision of out pass in all classes and their utilization
- To initiate proper action as per KVS norms against indiscipline students
- To check the girls and boys uniform daily and check the bags once in a week.
- To confiscate the mobiles and other prohibited appliances.
- To take the regular meeting of student councils, prefect, monitors.
- To attend discipline cases, communication with Parents and refer the problematic cases to the counselor for diagnosis, if needed.

18. PURCHASE COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Sh.Samarjit Sinha	TGT(WET)	In-charge	
2.	Sh.Bipul Kalita	PGT(Biology)	Co I/C	
3.	Mrs. Sangeeta Das	PGT(English)	Member	
4.	Sh. Anutosh Deb	TGT (AE)	Member	
5.	Mrs. Kakoli Bora	Librarian	Member	
6.	Mrs. Bandana Das Konwar	HM	Member	

- Consolidating the requisition from departments/in-charges and justified analysis of demand/ Requirements in view of quantity and quality.
- Planning purchase mode like LPC/Market survey/Bidding/GeM etc as per Rules of GFR and KVS guidelines.
- Identification of potential shop/vendor/supplier and registration of vendors/suppliers following purchase procedures of the KVS.
- To carryout market survey whenever required for local purchase on urgent need.
- Inviting Bid/quotation/proposals regarding purchase of items and services.
- To collect and certify quotation received by post or email.
- To prepare/check and sign on the Comparative Statement.
- Conduct of market survey to procure quotation.
- To verify the received items physically as per quantity, quality, functionality and specification and certifying bills as per procedure.
- To ensure the payment is made to the firm/supplier in time.
- Maintaining attendance role for employed labour and wage remittance, physical verification of works and measurement of works (as applicable) done by contractor in case of work is done on contract basis.

19. GeM and PFMS Committee:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Vimal Kumar Soni	PGT(CS)	Tech. I/C	
2.	Mr. Abhinav Goyal	PGT(Biotech)	Member	
2.	Mr. P. Kumar	SSA	Member	
3.	Mr. Samarjit Sinha	TGT(WE)	Member	
4.	Sh.Kamal Rautela	JSA	Member	

Duties:-

- To explore and select items required in the Vidyalaya as per requisition from the different departments on GeM Portal.
- To initiate the purchase process/ online bid on the portal as per norms.
- To complete and compliance the entire purchase process on GeM Portal.
- Received product as buyer and updation on GeM.
- To ensure the items received and do physical verification in terms of quantity, quality and specification in consultation with the In-charge/ members of concerned department and do the needful action for making payment on time.
- Data entry of financial transactions on PFMS as per KVS norms.
- Technical supervision of activities and updation on PFMS portal.

20. ICT Committee:

(Monitoring and implementation of ICT/IT enabled services/projects including Online Classes, ICT Activities/Training, Website, Shaladarpan etc.)

S.NO	NAME	DESIG.	MEMBER	SIGNATURE
Overall Incharge				
1.	Mr.Vimal Kumar Sonki	PGT(CS)	In-charge (Stock)	
2	Mr.Gurnishan Singh	PGT(CS)	Co-Incharge	
Web Site Updation				
1	Mr.Vimal Kumar Sonki	PGT(CS)	Overall I/c	
2	Mr. Anutosh Deb	TGT(AE)	Celebrations, Activities and photo gallery updation	
3	Mr. Kamal Rautela	JSA	TC, staff list, vacancy & student enrolment updation	
E-Classrooms & CCTV				
1	Mr.Gurnishan Singh	PGT(CS)	Over all In-charge	
2	Mr.Vimal Kumar Sonki	PGT(CS)	Co-Incharge	
3	Class Teacher (E-classroom class)	--	Incharge	
PMJVK E-Classrooms :				
1	Ms.S.Aleem	PRT	In-charge	
2	Ms.Seema Sah	PRT	Co-Incharge	
	Mr.Gurnishan Singh	PGT(CS)	Tech. Support	

Duties:-

- Technical planning and organizing online classes on GSuite platform.
- Creating and managing user accounts on Gsuite and facilitate students/parents for any technical issue.
- Organizing training/workshop for teachers in managing and administering virtual classes, conduction of assessments (PT/UT/HY etc) as schedule and guidelines provided by KVS Regional Office.
- Providing technical help and support to teachers in various online activities.
- Maintaining school web site, uploading all information with photos as and when required.
- Implementation of IT Projects of KVS.
- Ensure proper functioning of computer labs and IT equipments in the Vidyalaya.
- Planning and executing AMC for IT enabled services.
- Safety and security of all IT equipments and computer labs.
- Submission of monthly/ report to the Regional Office and performing other activities related to ICT initiatives.
- Maintenance of e-Classrooms and guiding teachers for effective use of IT devices in e-classrooms.
- Ensure proper working of CCTV surveillance system and Networking/Internet etc.
- Promoting ICT enabled environment in the Vidyalaya and guiding other teacher for using ICT in teaching-learning activities in online/offline mode.

21. ATAL TINKERING LAB COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr.Rakesh Kumar	PGT(Physics)	Incharge	
2.	Mr.Debangshu Deb	PGT(Physics)	Co-Incharge	
3.	Mr.Santosh Kumar	PGT(Physics)	Member	
4.	Mr. Samarjit Sinha	TGT(WE)	Member	
5.	Ms.Navneeta Bhattacharyya	TGT(Sc.)	Member	
6.	Ms. Namita Roy	TGT(Sc.)	Member	
7.	Ms. Rajni Sharma	TGT(Maths)	Member	

Duties:-

- Planning and execution of ATL activities as per ATL guidelines and coordination with district/state functionaries.
- Purchasing of lab materials and utilization of grant-in-aid in various training programs.
- Maintenance/updation of ATL Dashboard, handling of GeM portal for procurement and timely submission of UC.
- Selection of students and team for various project works and making of time table for ATL activities in coordination with time table committee.
- Organizing training programmes/project completions and preparing students for inter-school ATL project competitions.
- Any other work required for effective execution of ATL lab program.

22. SCIENCE COMPETITION COMMITTEE (INSPIRE, NCSC, JNNM, IAPT etc.):

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr.Debangshu Deb	PGT(Physics)	Co-Incharge	
2.	All Science Teachers	PGTs/TGTs	Member	

Duties:-

- Motivating students for active participation in science related project completions.
- Selection of students/projects and nomination of students/team for various completions.
- Maintaining records and submission of reports as and when required.

23. POTABLE WATER COMMITTEE :

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr.Shishir Ranjan	TGT(SST)	Incharge	
2.	Ms. Sanjucta Das	PGT(Eng)	Co-Incharge	
3.	Pradeep Kumar	PRT	Member	

Duties:-

- Make all arrangement to provide safe drinking water to all stakeholders of the vidyalaya.
- Regular checking of functionality of Water purifier systems and coordinate with R& M committee, if repaire/maintenance is required.
- To ensure cleanliness at drinking water points and monitoring of cleanliness of Water storage tanks/Overhead tanks.

24. INTERNAL COMPLAINT COMMITTEE (ICC):

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.				
2.				
3.				
4.				

Duties:-

If any complaint related to immoral behavior towards girl students is received by the committee, the following steps should be taken immediately at Committee level.

- A written complaint may be obtained from the students/parents.
- Case may be brought to the notice of the Principal/Chairman, VMC.
- A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher.
- A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
- The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially.
- The committee may ask about the behavior of the accused teacher towards other girl students and other teachers and their statements may also be recorded.
- Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded. The committee may discuss the issue with the accused teacher and his statement may be recorded.
- The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercise of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.
- 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 rumors and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.
- 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.
- 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.

25. GRIEVANCES COMMITTEE:

Grievance handling cell for SC/ST/OBC/Minorities and physically challenged person:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs.Sangeeta Das	PGT (Eng)	In-charge	
2.	Mr. Pankaj Kumar	PGT(Maths)	Member	
3.	Ms. Zinnia	TGT (Maths)	Member	
4.	Ms. Kiran Bala	TGT(SST)	Member	
5.	Ms. Hima Das	PRT	Member	

Duties:-

If any complaint is received by the committee, the committee will examine the facts and take necessary action as per rule and procedure of the KVS.

26. UBI FEE PORTAL COMMITTEE:

(Updation, verification and monitoring of Fee collection on UBI portal)

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Ajay Pandey	PGT (Eco)	In-charge	
2.	Mr. Gurnkishan Singh	PGT(CS)	Co-I/c	
3.	Mr. Vimal Kumar Soni	PGT (CS)	Member	

Duties:-

- Monitoring of quarterly verification of students fee calculation verified by class teachers.
- Verification/Updation of student's record entry in case of Transfer/ admission in the Vidyalaya.
- Generating reports and monitoring of fee collection, defaulters etc and inform class teachers for taking necessary steps as per KVS norms.
- Verification of CS-54 statement and fee receipt from UBI portal.

27. INFORMATION SHARING COMMITTEE:

(Collection of Information for providing the data required in KVS through Google Sheet /Excel Sheet/or any other way)

S.No.	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Sh. Babu Ram	VP	In-charge	
2	Sh.Shishir Ranjan	TGT(S.St)	Member	
3	Sh. Anutosh Deb	TGT(AE)	Member	
4	Sh. G.R.Ahmad	TGT(Maths)	Member	
5	Sh. Kamal Rautela	JSA	Member	

Duties:-

- To collect and compilation of the information from the different Department In-charges / teachers of Vidyalaya, which is required to fill up the Google Sheet /Excel Sheets asked by KVS RO Guwahati.
- To provide complete and correct information to RO after verifications from the source of the information.
- To keep record of all the information sent through the Google Sheets/ Excel Sheets or any written form related to various programmes and activities.

28. ALUMNI COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Chandan Roy	PGT(Bio)	In-charge	
2.	Mr. Debangshu Deb	PGT (Physics)	Member	

Duties:-

- Planning and organizing Alumni functions, activities for interacting students and inviting them on various occasions.
- Maintaining database to hold record of alumni working in different service area.
- Explore possibilities and seek help and support in various student's welfare activities from Alumni side.

29. CLUB ACTIVITIES COMMITTEE:

S.NO	NAME	DESIGNATION	Club	SIGNATURE
1.	Mr.Debangshu Deb	PGT (Phy)	Science Club	
2.	Mr.Gurnishan Singh	PGT (CS)	ICT Club	
3	Mrs. N. Bhattacharyya	TGT (Sc.)	NGC Eco- Club	
4.	Mr.Anutosh Deb	TGT (AE)	Art & Photography club	
5.	Mr.Manuj Barua	TGT (PHE)	Adventure Club	
6.	Mrs. Ali Buragohain	PRT (Music)	Music Club	
7.	Mrs. Sangeeta Das	PGT (Eng0	Digital Language Club	
8	Mr. Raju Prasad Rathore	PGT (Hindi)	Hindi Language Club	
9	Ms.Aarti Jha	TGT (SKT)	Sanskrit Language Club	

Duties:-

- To motivate the students to prepare the exhibits based on theme given by KVS.
- To organize Vidyalaya level Science exhibition as per the time schedule given by KVS.
- To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress.
- To inculcate scientific temper among the students by adopting activities based method in teaching learning process.
- To encourage the children to give online projects by using computers.
- Maintenance of participation records and providing information as and when required.
- Upkeep of the bulletin board.
- Maintenance of digital Language Lab and Language Club activities.
- Organizing competitions/programmes related to Art, Culture, Science, Language etc.

30. OLYMPIAD COMMITTEE:

Organizing Olympiads /Other competitive exam/ Students Exchange Program/Maintaining honour boards.

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr.Debangsu Deb	PGT(Phy)	In-charge	
2.	Mr. Anutosh Deb	TGT(AE)	Member	
3.	Mrs Mani Bordoloi	PRT	I/c Primary	
4.	Ms. Munira Sultana	PRT	Member	

Duties:-

- To Motivate the students to participate in different Olympiads like SOF,IAPT,Silver foundation, IPHO, ICO, IBO Etc.
- To collect the prescribed fees and remittance as per norms of organizing agencies.
- To arrange for school based coaching / training of the students
- Conducting the examination in the school.

31. SOCIAL SCIENCE CLUB & EBSB COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Ms. Babita Das	PGT (Geo)	In-charge	
2.	Mr. Ajay Kr. Pandey	PGT(Economics)	Member	
3.	Mr. Ritesh Kumar	PGT (History)	Member	
4.	Mrs. Pronamika Baruah	TGT (S.St)	Member	
5.	Mr. Shishir Ranjan	TGT(S.st)	Member	
6	Ms. Anutosh Deb	TGT (AE)	Member	
7	Ms. Kiran Bala	TGT (SST)	Member	
8	Mrs. Ali Buragohain	PRT (Music)	Member	

Duties:-

- To motivate children to prepare projects/model based on country/state allotted to the region for Social Science Exhibition / Ek Bharat Shresth Bharat.
- To encourage more and more children to participate in cluster level Regional level and Nation level exhibition.
- To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- To prepare activity based projects for students in Social science subject and ensure project based learning in all the classes.

32. MEDICAL CHECKUP AND FIRST AID COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr. Debangsu Deb	PGT (Phy)	In-charge	
2.	Ms. Monika Yadav	TGT (Hindi)	Member	
3.	Mrs. Kakali Bora	Librarian	Member	
4.	Mr. Namita Das	TGT(Sc.)	Member	
5	Mrs. Ali Buragohain	PRT (Music)	Member	

Duties:

- To procure the required number of medical cards for students.
- To distributes and collection the medical cards to the class teachers based on strength.
- To arrange the medical checkup twice in a year (in the month of August and Feb)
- To ensure the follow up action after the medical checkup.
- Distribution and collection of medical cards to class teachers.
- Purchase of medicines and materials for First Aid kit.
- Providing first aid facilities to students as and when required.
- Attending to all emergency cases during school hrs.
- Ensure availability and functioning of required medical kit/equipments in Medical room.
- Preparing of proposals and purchase of equipments for Medical room.
- Distribution of Sanitary napkins to girl students on requirement basis and ensure functioning of napkin vending machine.
- Ensure proper disposal of medical waste.
- Organizing Awareness activities on Health and Hygiene for students.
- Organizing Health checkup camps for students and coordination with doctor and related agencies.

33. EDUCATIONAL TOURS / EXCURSION:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Ritesh Kumar	PGT (History)	In-charge	
2.	Mr. Ajay Pandey	PGT (Economics)	Member	
3.	Ms. Pranamika Barua	TGT(SST)	Member	
4.	Mrs. Kakali Bora	Librarian	Member	
5.	Ms.Manuj Barua	TGT PHE	Member	
6.	Ms. Aarti Jha	TGT(SKT)	Member	
7.	Mrs. Hima Das	PRT	Member	

Duties:

- To plan education tours / excursions for all the classes as per KVS norms.
- To ensure the safety of the students during the journey period and their stay at the venue.
- To provide hygienic food/ potable water to the students participating in tour programme.
- Planning and arrangement of educational tours as per KVS direction for students and staff.
- Arrangement of transport for excursion /educational tours.

34. CMP COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Mrs. Bandana Das Konwar	Headmistress	In-charge	
2.	Mrs	PRT	Co-Inchanrge	
3.	Mrs.Seema Sah	PRT	Member	
4.	Ms. Neeraj	PRT	Member	
5.	Ms.Pranita Devi	PRT	Member	

Duties:-

- To ensure the implementation of CMP as per KVS norms.
- To take the requirement of TLM from teachers well in advance every month.
- To procure TLM for the local market by taking an amount of Rs. 5000/- every month.
- To ensure the distribution of TLM to all the teachers as per requirements.
- To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement.
- To maintain the register reflecting the number of work sheets prepared by the teachers subject wise.

35. PHOTOGRAPHY & PUBLICITY COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
2.	Mrs. Sanjukta Das	PGT (Eng)	I/C (Eng News)	
3.	Mr. Anutosh Deb	TGT(AE)	I/C (Photography & Videography)	
3.	Mr. Raju Prasad Rathore	PGT(Hindi)	I/C (Hindi News)	
4.	Mrs. Kakali Bora	Librarian	I/C (Assamese News)	
5.	Mr. Sandeep Kr. Yadav	TGT(Hindi)	Member	
6.	Mr. Pratibha Sharma	PRT	Member	

Duties:-

- To ensure the photography/Videography coverage on important occasions/ days/ functions etc.
- Arrangement and decoration/ Seating for Meeting, functions etc.
- Arrangement of photographer for School programmes.
- Maintenance of annual photo album/library of events on soft/hard copy.
- Preparing reports with photographs and uploading on Vidyalaya website.
- Preparing news/articles in Hindi/English/Assamese language for publication in local newspapers.
- Coordination with news reporters of local newspaper/TV channels.
- Publication of newsletters with photographs covering events.
- Maintenance of participation records and certificate for events and providing information as and when required.

36. GUIDANCE & COUNSELLING COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Epsita Ray	PGT (Chem)	In-charge	
2.	Mrs. Aarti Jha	TGT (Skt)	Co-Incharge	
3.	Mrs. Bandana Das Konwar	HM	Member	
4.	Mrs. Pronamika Barua	TGT (S.St)	Member	
5.	Mr. A . K Pandey	PGT(Eco)	Member	

Duties:

- To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries.
- To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned field.
- To pay the remuneration in consultation with principal.
- Organizing workshops/seminars/talks etc related to carrier Guidance and counseling with the help of experts.

37. AEP(Adolescent Education Program) COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs.Sanjuncta Das	PGT English	In-charge	
2.	Mrs.Madhavi Dhanawde	TGT(ENG)	Co-Incharge	
2.	Mrs. P.Baruah	TGT (SST)	Member	
3.	Mrs. Aarti Jha	TGT(Skt)	Member	
4.	Mr. A.K. Pandey	PGT (Eco)	Member	
5.	Ms.Namita Das	TGT (Sc.)	Member	

Duties:

- Dealing the matters with students, teachers and parents.
- To sensitize the students on adolescent issues.
- To organize training programmes/workshops for students/Teachers on the issue.
- To maintain records of participation.
- To maintain AEP Box for students and plan suitable action.
- Counseling of students regarding various Adolescent and health issues.

38. SPORTS COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Manuj Kr.Barua	TGT (PHE)	In-charge	
2.	Mr. Samarjit Sinha	TGT(WET)	Member	
3.	Mrs.Pratyusha M.	TGT(Eng)	Member	
4.	Sh.Sandeep Kumar Yadav	TGT(Hindi)	Member	
5.	Ms. Neeraj	PRT	Member	
6.	Mr. S Aleem	PRT	Member	

Duties:

- Organizing Games/Sports events at school/cluster/Regional and National level.
- Arrangements of rail/air tickets/transport for students to participate in Regional/National Sports events.
- Organizing Annual Sports Day.
- To maintain records of participation of students in various sports events.
- Coordination with other agencies and experts for organizing events.

39. LIBRARY COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Babu Ram	VP	In-charge	
2	Mrs. Kakali Bora	Librarian	Member Secretary	
3.	Mr.Raju Prasad Rathore	PGT(Hindi)	Member	
4.	Mrs. Sangeeta Das	PGT(English)	Member	
5.	Ms. Madhavi Dhanawde.	TGT(Eng.)	Member	
6	Mrs.Anita Yadav	TGT (Hindi)	Member	
7	Mrs. B D Konwar	HM	Member	

Duties:

- The Library meeting to be convened at least once in a month, preferably in last week of the months.
- Committee will submit the list of books to be procured subject wise in the beginning of academic session.
- Committee will plan and execute activities like Books review, talk on author and his books, talk on literary work etc in morning assembly.
- To inculcate reading habits among the staff & children and organize books exhibition on important occasions.
- Maintenance of Stock register and cataloging of books.
- Procurement of Newspapers/Journals/Magazines in different languages and in various subjects as per KVS norms. Finalizing purchase according to the requirements and KVS norms.
- Implementation of programmes for Digitalization of library.
- Organizing staff committee meetings and other meeting as per direction of the Principal.
- Preparation of condemnation list of old and damaged books/Magazine/Journals/ Newspaper etc as and when required.

40. SCOUTS & GUIDES COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Samarjit Sinha	TGT(WET)	In-charge	
2.	Mrs. Marami Konwar	TGT (Eng)	Co In charge	
3.	Mr S Aleem	PRT	Member	
4.	Mr.	TGT (Maths)	Member	
5.	Mrs.	TGT (Science)	Member	
6.	Mrs. Monadeepa Sharma	PRT	Member	
7.	Mrs. S.B. Goswami	PRT	Member	
8.	All trained Teachers		Member	

Duties:

- To implement Scouts & Guide programmes in the Vidyalaya as per KVS norms.
- To plan for adventure activities, Thinking Day for scouts & guides.
- To organize investiture ceremony for the officials and new recruits.
- To conduct the parade after school hours and class on every Thursday.
- To train the students for Pratham / Dwetiya / Tiritiya / Chaturdha Charan /Golden arrow/ Rajya Puraskar / Rastrapati Puraskar etc.
- To issue the merit certificate after the conducting tests as per Scouts & Guide Manuals.
- To procure the uniform for Scouts / Guides who are involved in Guard of Honor.
- Promoting harmony and peace programmes and awareness activities/programmes on various social and climate issues like plantation, cleanliness, shramdaan etc.

41. STUDENTS COUNCIL COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr.Debangshu Deb	PGT (PHY)	In-charge	
2.	Mrs.Sangeeta Das	PGT (Eng)	Member	
3.	Mr. Babita Das	PGT (Geo)	Member	
4.	Mrs. Bandana Das Konwar	HM	Members	
5.	Mr.Manuj Barua	TGT (P&H E)	Members	

Duties:

- Division of houses along with house master and Associate of house masters & distribution of students of various house
- Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects and members of the council.
- Procuring badges for Captains Monitors, prefects.
- Conduct of investiture (Badge presentation Ceremony)
- Assigning duties to all members of the Student Council House Wise.
- Conduct of monthly meetings with the members of student's council.
- Maintenance of Students council register/record.

42. CCA COOMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
A.	SECONDARY			
1.	Ms. Babita Das	PGT(Geo)	In-charge	
2	Ritesh Kumar	PGT(History)	Co -IC	
3	Mr.Anutosh Deb	TGT (AE)	Member	
4	Mr. R P Rathore	PGT(Hindi)	Member	
5	Mrs. Madhavi Dhanavde	TGT(Eng)	Member	
6	Mrs. PronamikaBarua	TGT (S.St)	Member	
7	Mrs. N. Bhattacharyya	TGT (Science)	Member	
8	Mrs. Aarti Jha	TGT(Skt)	Member	
B	PRIMARY			
1.	Mrs. Hima Das	PRT	Member	
2.	Mrs.Pratibha Sharma	PRT	Member	
4.	Mrs Monideepa Roy Ch.	PRT	Member	
5..	Mrs. Ali Buragohain	PRT (Music)	Member	

Duties:

- CCA committee is supposed to plan and execute various activities and programme related to educational/culture/Art/Science and social science, important Days and Celebrations.
- Planning and preparing activities for daily morning Assembly and conducting morning assembly within stipulated time as per KVS norms.
- To evaluate the various items of morning assembly programme on five point scale – Excellent: Very good; Good; Average; Below Average.
- To prepare the weekly schedule for conducting morning assembly programme involving class teachers and House Masters.
- Implementation of House system in the Vidyalaya to promote leadership, team work skill in students.
- Planning and execution House activities and preparing yearly callender.
- Monitoring of display materials in the form of project, literary and drawing/art, write-ups etc. on Display boards.
- Planning theme based completions among Houses to promote social awareness on various issues.
- The committee will maintain CCA register for activities conducted, details of students getting prizes, distribution of CCA prizes to students.
- The committee will assign duties to Students council like discipline, uniform checking etc.
- CCA committee will also publish the School Magazine covering activities of the Vidyalaya as a showcase to the stakeholders.
- To arrange the PA system, musical instrument well in advance before the start of morning assembly.
- Annual Planning of House wise CCA activities and maintaining results of CCA activities.
- Purchase and distribution of CCA prizes & medals.
- Organizing Vidyalaya Annual Function and other important events with consultation to principal.
- Welcome and facilitation of Guests and other related preparation for events.

43. PUBLICATION COMMITTEE:

Organizing activities of Literary club, and publication of Vidyalaya Magazine, Class Magazine, Annual Reports and Student's Diary etc.

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Sangeeta Das	PGT (English)	In-charge	
2.	Mrs. Sanjukta Das	PGT (Eng)	Member	
3.	Mr R P Rathore	PGT (Hindi)	Member	
4.	Sh.Anutosh Deb	TGT(AE)	Member	
5.	Mrs Arati Jha	TGT(Sanskrit)	Member	
6.	Mrs. Bandana Das Konwar	HM	Member	
7.	Assamese Language Teacher	Teacher	Member	

Duties:-

- To develop the language skills like reading, writing, speaking, listening skills among the students.
- To give required guidance in the planning and execution of Language projects to students.
- To encourage the use of ICT and Audio Visual aids in teaching learning process.
- To conduct the language games and other literary activities during in the classrooms.
- To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech.
- Training of students for various activities of morning assembly programme like pledge, thought for the day, news and special item.
- Identification of children having literary skill with the help of subject teachers/class teachers and nurturing of such students.
- Planning and preparing contents for Student's Diary/Teacher's Diary, Annual Magazine, Annual Reports etc.
- Forming editorial board for publication of Vidyalaya Magazine and other related publications with consultation to Principal.
- Editorial Board will collect the Drawing/Paintings and articles from the students and teachers and arrange them language wise (Hindi/English/Assamese etc.), Subject-wise/class-wise for the Annual Magazine.
- Planning and finalizing of layouts of various Publications including cover page.
- Selection, screening and proofing of the articles for class Magazine/School Magazine etc.
- Class magazine should contain 50 pages-(English section: 20 pages- Hindi section:- 20 pages and 10 pages- Art, drawing and paintings.
- School magazine should contain total 82 pages (30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section.
- The editorial board should make concerted effort to bring about the school magazine in time.

44. PRIMARY ACTIVITY & TLM COMMITTEE:

S.NO	NAME	DESIGN.	MEMBER	SIGNATURE
1.	Mrs. Pratibha Sharma	PRT	In-charge (Activity Room)	
2.	Mrs. Saraswati Goswami	PRT	Member	
3.	Mrs. Seema Sah	PRT	In-Charge (TLM)and Primary Comp Lab	
4.	Mrs. Monideepa Roy Ch.	PRT	Member	

Duties:-

- a) To maintain Primary Activity room and TLM for students.
- b) Organizing Activities and exhibitions of TLM and utilizing TLM for teaching.

45. SUBJECT COMMITTEE (SECONDARY & SENIOR SECONDARY)

SUBJECT	INCHARGE	DESIGNATION	MEMBER	SIGNATURE
English	Mrs.Sangeeta Das	PGT (English)	All English teachers PGT & TGT(English)	
Mathematics	Mr.S.K.Mazumdar	PGT (Maths)	All Maths Teachers PGT/TGT (Maths)	
Hindi & Sanskrit	Mr. R P Rathore	PGT (Hindi)	All PGT/TGT (Hindi) / TGT(Sanskrit)	
Science	Mr. Chandan Roy	PGT (Bio)	All Science teachers. PGT (Physics)/ PGT (Chemistry)/ PGT(CS)/ PGT Biology/ Bio Tech TGT(Science)	
Social Science	Mr Arvind Kumar Maurya	PGT (Commerc)	All Social teachers PGT(Commerce, Hist/Geog/Eco/Pol Sc./ TGT (SST)	
Primary Classes	Mrs. Geetanjali Das	PRT	English	
	Ms. Saraswati Goswami	PRT	Hindi	
	Mrs. Surya Paniker	PRT	Maths	
	Mrs. Pranita Devi	PRT	EVS	

Duties:

- a) Subject conveners should convene the meeting with members of their own faculty after the school hours in the last week/day every month. A minute of the meeting is to be submitted to the principal on the last day of the month.
- b) Subject convener will be held responsible for non – submission of the record to the Principal.
- c) Subject conveners will discuss the following issues during the meeting :
 - I. Guidance regarding the maintenance of teacher diary and lesson plan.
 - II. Coverage of syllabus as per the split up syllabus approved by KVS.
 - III. Conducting the practical for classes IX to XII as per the split up syllabus approved by KVS, as applicable.
 - IV. Demo classes by rotation during the subject committee meeting.
 - V. Uses of computers and other audio visual aids in teaching learning process
 - VI. Plan of evaluation of home assignment, notebooks and examination answer books.
 - VII. To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms.
 - VIII. Plan of action for weak students & bright students
 - IX. Planning of remedial teaching for weak students.
 - X. Decoration of bulletin boards in corridors / class rooms with educational charts.
 - XI. Discussion on Club activity / Science and social exhibitions etc.
 - XII. Discussion of Innovative teaching practices.

46. NGC-ECO CLUB:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Nabaneeta Bhattacharyya	TGT(sci)	In-charge	
2.	Sh. Bipul Kalita	PGT(Bio)	Member	
2.	Mr. Anutosh Deb	TGT (AE)	Member	

Duties:-

- Planning and organizing programmes and activities for plantation drive and promoting Green and clean Vidyalaya mission.
- Organizing Awareness programme for Nature preservation, Eco system, pollution and climate change etc. for students and society.
- To keep in touch with forest Department to procure saplings to be planted in various area of school campus.
- To utilize funds released by the state. Govt. under Eco club.
- To celebrate Vana Mahostasava in consultation with state forest department.
- To preserve the beauty of the Vidyalaya campus by taking up the project clean and Green.
- To allot the area of the campus to student groups/class to keep allocated area neat and tidy. Also encourage the student to plant the sapling in the allotted blocks/area to them.
- To ensure the watering of plants growing in different parts of the Vidyalaya campus.
- Maintaining record for events, plantation and other related activities for report purpose.

47. Duties of Class teachers

- Classroom Maintenance:** Cleanliness, Decoration, Display boards, Class room Inventory, ICT equipments etc.
- Students Discipline:** Monitoring of student's uniform, late comers, discipline etc., and immediately bring it to the notice of Principal and inform the parents as and when needed.
- Record Maintenance:** Maintain the Anecdotal record and assessment record of students.
- Others Duties:**
 - Maintaining Attendance Register by filling all required columns/information in neat and clean hand writing.
 - Maintain updated students record and parent's details, contact numbers, address, fee summary in specified format etc. on Attendance Register.
 - Maintaining daily attendances on attendance register and leave records.
 - Maintaining fee details and concession (if any) and verification of Transfer Certificate Application forms.
 - Any official letters should be certified by Class teachers or Co-class teachers before reaching to the Principal for counter signature.
 - Announcement of important information/ notices in written/oral form regarding internal/external notices/circulars and dates for fee collections.
 - Feeding/updating of data to UBI portal, verification of fee, preparation of Challans etc.as and when required.
 - Organizing PTM as per direction of the Principal and maintain a healthy and cordial relations with Parents.

NOTE:

- A. These committees are formed for the smooth functioning of the Vidyalaya. All the In-charges and members of various committees are requested to perform the duties as mentioned. Apart from these, the Principal can assign any work to any teacher/staff as per need and all teachers will have to carry out the assigned work.
- B. All the contractual teachers will take up the work assigned by the Principal.

(Dr. Sanjay Kumar)
Principal