



VIDYALAYA COMMITTEES (2018-19) Duty and responsibility of Sec & sr. sec. classes and teachers

S.NO.	COMMITTEES	COMMITTEE MEMBERS	DUTIES & RESPONSIBILITIES	SIGN
1	TIME TABLE & ARRANGEMENT	MR. RANJAN NATH (I/C)  MISS HARSHALATA ANAND  MR. SHUBHAM ROHALAN	1. To make time table as per KVS guideline 2. To make arrangement of any teacher –regular or contractual on leave, no class should go with out any teacher.	
2	EXAMINATION INTERNAL	MR. BIPLOB DEBNATH (IC) MR. RANJAN KUMAR SAMANT RAI MR. VIRENDRA KUMAR  MR. ANIL KR MEENA  MR. SHUBHAM ROHALAN	To collect question paper in duplicate as per kvs ,getting printed /getting print out ,framing of exam schedule ,sitting arrangement ,distribution of invigilation duty ,moderation of question sheet ,evaluation of answer ,submission of marks slip ,distribution of progress report in time etc.	
3	EXAMINATION CBSE	MR. BIPLOB DEBNATH (IC)  MR. RANJAN KUMAR SAMANT RAI MR. VIRENDRA KUMAR  MR. ANIL KR MEENA	To monitor and conduct cbse exam/cbse work like registration, filling of forms, data collection and any other related to CBSE as per rule.	
4	EXAMINATION EXTERNAL	MR. RANJAN K SAMANT RAI (I/C) MR. VAKEEL SINGH	To coordinate with the exam agency, sitting arrangemnet, taking consent of teachers, brieing to invigilators and all aspects related with smooth	

		MR. VAKEEL SINGH	conduct of exam.	
5	DISCIPLINE	(I/C) MR. RANJAN NATH MR. KAMAL NAVRIYA MISS NISHA MS. REKHA MR. BIPLOB DEBNATH  MR. MANOJ VERMA	To maintain discipline during assembly, break and at playground.  Keep an eye at the time of exit after school hours.  Take random round during school hours within premises.  Don't allow students near staff residence area. without game teachers during game No class/playground should remain  period.	

		SPORTS COACH YOGA TEACHER	Check late comers in the morning and maintaining record thereof.  Do counselling or motivate them for time management, good behavior & discipline .	
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6	ADMISSION	MRS. E T ZIRDO (I/C) MISS NISHA MR. RANJAN NATH MR. SANJAY RANJAN (HM) MR. MANOJ SHARMA MS. HARSHALATA  ANAND	Do the process as per KVS latest guidelines.	
7	CCA , MORNING ASSEMBLY , 15 <sup>TH</sup> AUG. 26 <sup>TH</sup> JAN . 02 <sup>ND</sup> OCT. , 05 <sup>TH</sup> SEPT. , 14 <sup>TH</sup> NOV. & ANY FUNCTION  (like helpgae India, teachers day, cancer awareness program, publication of Vidyalaya Patrika )	MR. VIRENDRA KUMAR (I/C) MR. VINIT YADAV (CO I/C) MR. MITHILESH KUMAR MS. HARSHALATA ANAND MS. REETU DEVI  MS. KHUSHBOO TAMANG MISS SNEHA KUMARI MR. A K MUKHERJEE  ALL HOUSE MASTERS  MR. SHUBHAM ROHALAN (I/C) MR. MANOJ VARMA MR. VIRENDRA KUMAR	Check the schedule carried out by students for morning assembly  Try to complete within time. Submit monthly report to computer deptt for updation on website. Convey information to House Masters regarding CCA in advance  Kindly handle other functions related to KVS	
8	STAGE AND MIKE MANAGEMENT	MR. SHUBHAM ROHALAN (I/C) MR. MANOJ VARMA MR. VIRENDRA KUMAR  GAMES COACH 1	Arrange proper equipments plus peripherals for smooth functioning of program (TIMING 7:30 AM)	
9	CLEANLINESS	MR. BIPOLO DEBNATH (I/C)  (Copy attached block wise)	Cleanliness of school premise, school building, corridors, class room, assembly hall, all the toilets. Maintain school garden and maintain the record on daily basis.	

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10	Sout & Guides	MR.SANDEEP KUMAR (I/C) MR.KRISHNA GOPAL ALL TRAINED SCOUT &	Prepare students as and when required according to KVS guidelines.	
11	RAJ BHASHA	GUIDE MASTER MR. ANIL KR. MEENA (I/C) MISS RITU DEVI  MR. VIRENDRA KUMAR  MS. BOBITA BORAH MR. S N MISHRA MR. SANJAY KR. RANJAN MR.MANOJ SHARMA MR. SANDEEP 1	All aspects related with growth , development and correspondence with proer agency Celebration of Hindi Pakhwara	
12	QUARTER ALLOTMENT	MR. SUMEET MR. VAKEEL SINGH (I/C) MR. KAMAL NAVRIYA MR. AJAY TRIVEDI	To allot quarter as per KVS rule.	
13	QUARTER MAINTENANCE AND M&R VIDYALAYA	MR. JAYDEV BARMAN MR. SHUBHAM ROHALANI(I/C) MR. AJAY TRIVEDI MR. MANOJ SHARMA	To collect problems of quarter from teachers, survey it and submit the report to the of□ice. To help as per requirement in the repairing & maintenance	
14	PURCHASE COMMITTEE	MR. YOGESH GHUMDE MRS. E T ZIRDO (I/C) MR. VAKEEL SINGH MR. AJAY TRIVEDI STOCK HOLDER	of quarters. To be acquainted and monitoring of all purchases to be made in the school	
15	SUPERVISION OF ACADEMICS & MONITERING OF DAILY CLASS ROOM TEACHING	INDIVIDUAL MRS. E.T.ZIRDO (I/C) MS. NISHA RANJAN NATH	Overall incharge  Different subject convenor	

KAMAL NAVARIYA

for their respective subject.

MR. AJAY TRIVEDI

16	AEP COMMITTEE	MR.R K SAMANTARAY ( I/C) MR. MANOJ KUMAR VERMA MS. HARSHALATA ANAND MR. ANIL KUMAR MEENA MISS TADU YAMONG  MISS MINAKSHI THAPA	Enrich students about adolescence and other body aspects.	
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17	CHECKING OF CLASSES AFTER SCHOOL HOURS ON DAILY BASIS	(SECONDARY BLOCK) MR. ANIL KR. MEENA(I/C) MR. MANOJ VARMA (PRIMARY BLOCK) SMT. SUMAN YADAV MR. SUMEET  MISS PRIYANKA 1	Take round after school hours to check electric switches are off or not and <small>ensure no student remain in</small> classes.	
18	OLYMPIAD	MS NISHA (I/C) MATHS (Ranjan Nath) MR. VINIT YADAV MS. P SAMAL  SMT. SHIVANI PUNDEER	Arrange olympiads as per the <small>sitting arrangement to avoid</small> guidelines and make proper any kind of inconvenience.	
19	DEBATE	ENGLISH MRS. E.T. ZIRDO (I/C) MISS RENU PAUL MISS KAMPO TAMUK MS MOON MOON JAMIKHAM  MR Hage Utung HINDI  MR. RITU DEVI I/C	Conduct <small>other academic program as</small> debate/quiz/elocution and per the language criteria	

		MR. ANIL KR MEENA MR.VIRENDRA KUMAR BOBITA BORA MISS YANGAM KAMGO  MS AROTY TABING		
20	SOCIAL SCIENCE EXHIBITION & CONGRESS	MR. Kamal Navriya MR. VAKEEL SINGH SMT. REKHA MR. VIRENDRA KUMAR MR.D.K.NIGHAM MR. MITHILESH KUMAR	Make proper arrangements for perfect success of exhibition. <small>Allot project as per</small> prescribed topic by KVS	
21	SCIENCE EXHIBITION/CONGRESS	MR. TAPI LODAR MS. NISHA MR. RANJAN KR. SAMANTRAI MR. VINIT YADAV SMT. P SAMAL BIPLOB DEBNATH SMT. SHIVANI PUNDEFER	Make proper arrangements for perfect success of exhibition. allot project as per prescribed topic by kvs	
22	ACCOUNTS/PURCHASE MONITORING COMMITTEE	Miss Nancy Sena MR. VAKEEL SINGH MR. JAYDEV BARMAN	Registration of forms, issuing tender, preparing comparative statement and	
23	ESSCURSION/EDUCATIONAL TOUR	MR. KAML NAVRIYA I/C MR. SHUBHAM ROHLAN MR. AJAY TRIVEDI MR. Suman Yadav MISS RICHA MISS PRIYANKA 1	supply order. Arranging field trips and educational tours for students.	
24	FURNITURE	SMT REENA MR. SUMEET(I/C)	Meintenance and purchase of	

MR. BIPLOB DEBNATH | furniture.

MR. D.K.NIGAM

MR. VIRENDER KUMAR

MR Gopal krishan



25	ECO CLUB	MR VAKEEL SINGH (I/C) SMT. REKHA  MR. RANJAN KR. SAMANTRAI BIPLOB DEBNATH MS. HARSHLATA  MS. SHIVANI PUNDEER	Gardening and school beautification, conducting environment related programs.	
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26	INTEGRITY CLUB	MR. VAKEEL SINGH (I/C) MR. MANOJ VERMA MR. Sumeet MRS MANISHA KUMARI	Guide students to maintain integrity and discipline within the campus and also in their daily routine.	
27	MATH CLUB	COUNSELLOR MR. Ranjan nath (I/C) MR. Ranveer Singh Mr. Ail Kr. Meena Miss Khushboo Tamang	To conduct math olympiad and to increase students interest in math. To develop logical thinking among students.	
28	SCIENCE CLUB	MR. AJO JONKEY Miss Nisha(I/C) MR. R K. SAMANTARAI Mr. B. Debnath Mr. Vinit yadav Smt. P Samal Mr. Abhinay Kr verma (PRT)	To develop students interest in science and to scientific attitude among the students.	
29	LANGUAGE CLUB	MISS ANU (PRT) ENGLISH MRS. E. T. ZIRDO MS. KOJUMPER Miss Kampo Tamuk	To develop language ability of the students.	

Miss Renu Paul  
Mr. Hage utung  
Miss Moon Moon  
Jamikham

		HINDI Miss Ritu Devi MS.BOBITA BORA Miss Mini kiri MR.S.N.MISHRA Miss Yangam Kamgo Miss Aroty Tabing  MR. KRISHNA GOPAL		
30	WEB SITE MAINTENANCE & UPDATION	Mr. Shubham Rohalan (I/C) MS. Beena Rani MR. INDESWAR BORAH  MR. RUPAM GOGOI	1. Fortnightly updation of school web site. 2.Loading of TC etc.	
31	UBI Protal Online Fee Collection	MR. Manoj sharma I/C MR. ABHINAY VERMA  MR. PINTU SHARMA	Ensure proper collection of fees via students and update records as and when necessary with documentation.	
	COMMITTEES	COMMITTEE MEMBERS	DUTIES & RESPONSIBILITIES	
32	SHAALA DARPAN KVS (MGRM)	Smt. Beena Rani i/c Mr. Manoj Sharma Mr. Shubham Rohalan MR. SANDEEP KUMAR 1  MS TOKO MINA	To ensure data validation of staff and students.	
33	UDAAN CBSE	Smt. Beena Rani (I/C)  Mr. D K Nigam	Arrange peripherals for online program .	
34	COMPUTER SYSTEM MAINTENANCE (IT) &	Mr. Shubham Rohalan (I/C) Smt Beena Rani	To ensure proper working of computers and network.	
35	NETWORKING , ELECTRICITY POWER SYSTEM	MR. Pintu Kr. Sharma MR Shubham Rohalan (I/C) Mr Sumeet  Mr. Yogesh Ghumde	To ensure proper arrangement for power supply	

36	WATER RESOURCES	Miss Nisha Negi  MR. AJAY TRIVEDI (SEC BLOCK) Mr. Shubham Rohalan MS. SHIVANI PUNDEER (Primary block) MR SANDEEP KUMAR 2 Smt. Suman Yadav Miss Priyanka 1 Miss Priyanka 2	To ensure supply of pure drinking water.
37	CANTEEN COMMITTEE	Miss Mohini MR. VAKEEL SINGH (I/C) DOCTOR  MISS MINAKSHI THAPA MR. REKHA MR. AJAY TRIVEDI MRS. SIMEE MINZ MR. ABHINAY KR. VERMA MR. SANJAY RANJAN MR SWAPNA BAJIRAO WALEKAR	To ensure health and hygiene in the vidyalaya canteen. Checking food material on daily basis and maintain the records thereof.
38	FLAG COMMITTEE(RAISING AND LOWERING DOWN)	MR MANOJ SHARMA MR MANOJ VARMA (I/C) MR. SAMIRAN MR. RAKESH BORAH MR. PRANJIB SARKAR  MR. SANDEEP 1	To raise and lower down the national flag every morning and before sunset as per flag code.
39	STUDENT ALUMINI	MS E T ZIRDO (I/C) MR. RANVEER SINGH MR. VINIT YADAV SMT SHIVANI PUNDEER MISS KHUSHBOO TAMANG	To maintain the record of ex students of the vidhalaya with different approaches.

		MR ANIL KR POONIA		
		MR R K SAMANTARAI		

40	PHOTOGRAPHY	MR SUMEET (I/C) MR. KRISHNA GOPAL MR. RAKESH K. GUPTA	To manage the photography on the different occasions of the vidhalaya.
41	CMP	MR. S N MISHRA MR AJAY TRIVEDI (I/C) MR. SANDEEP 2	Arrangement, maintain record of common minimum program.
42	BACK TO BASIC	ALL PRTS MR S K RANJAN MR D K NIGAM	
43	CMP IN UPPER PRIMARY CLASSES	MR R K SAMANTARAY MISS KHUSHBOO TAMANG (I/C) MR SHIVANI PUNDEER	Arrangement, maintain record of common minimum program
44	CAREER COUNCELLING	MISS RITU DEVI MS. TOBOM GONGO(I/C) MISS TADU YAMONG SMT SUMAN YADAV	To give the proper and appropriate information to the students for their bright careers.
45	TEACHING AIDS & GEO LAB	MISS ANU MR. Kamal Navriya (I/C) MR D K NIGAM	Providing the sufficient teaching aids to each department for its maximum utilizations for the students.
46	SAFETY AND SECURITY OF SCHOOL PREMISES	MR VIRENDRA KUMAR MR. Kamal Navriya (I/C) MR VAKEEL SINGH CO(I/C) MR Mithilesh Kumar MR S K RANJAN MR D K NIGAM Mr. Manoj Varma MR AJAY TRIVEDI Mr. sandeep 2 Miss swapna bajirao	Management and arrangement of the school premises regarding appropriate safety and security.
47	DISASTER MANAGEMENT	walekar Mr. Kamal Navriya (I/C) MR Mithilesh Kumar	To provide proper training for any type of natural

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| calamity and appropriate

		MS. REKHA  MR VIRENDRA KUMAR	arrangement of all required  necessities	
48	UNESCO CLUB	MR D K NIGAM (I/C) MR Mithilesh Kumar Miss Ismriti Devi Miss Komal  Miss Richa	To maintain the record of the UNESCO CLUB	
49	GARDENING PLANTATION & BEAUTIFICATION	MR VAKEEL SINGH (I/C) Mr. Biplob Debnath (Copy attached		

seperately)

PRINCIPAL