



पीएमश्री केन्द्रीय विद्यालय क्रं.-1 ईटानगर



Committees 2024-25


(Committees & Task/Responsibilities 2024-25 w.e.f. April-2024)

केन्द्रीय विद्यालय संगठन के दिशा-निर्देशों एवं क्षेत्रीय कार्यालय तिनसुकिया के मार्गदर्शन एवं विद्यालय प्रबंधन समिति के संरक्षण में संचालित केन्द्रीय विद्यालय क्रमांक-1 ईटानगर के सुचारु संचालन, शिक्षा नीत एवं पाठ्यचर्या के समग्र तत्वों को प्रभावी ढंग से संचालित करने, एनसीईआरटी एवं सीबीएसई आदि से समन्वयपूर्वक एवं अकादमिक, प्रशासनिक एवं अन्य पक्षों को ध्यान में रखते हुए केन्द्रीय विद्यालय संगठन के नियमों के अनुपालन हेतु सत्र 2024-25 के लिए अगले आदेश तक समितियाँ इस प्रकार नियत की जाती हैं।

Under the guiding Principles of the Kendriya Vidyalaya Sangathan, under the guidance of the Regional Office Tinsukia, under the protection of the VMC, Kendriya Vidyalaya No. 1, for the smooth operation of the Vidyalaya, for the effective implementation of the overall elements of of education policy and curriculum, compliance with NCERT and CBSE etc. In order to comply with the Rules & Norms of Kendriya Vidyalaya Sangathan in coordination and keeping in mind the academic, administrative and other aspects, the committees are formed in this manner till further orders for the session 2024-25.

S.No.	Title of the Committee	IC/Co IC & Members	Mentor	Duties in brief	Sign.
1-	VLCC (Vidyalaya Level Co-ordination Committee)	1-Mrs. E.T. Zirdo (PGT-English) , Senior Most PGT & Station Senior Teacher., IC 3-Mr. Ramesh Yadav (PGT-History) SMT-2, Co IC 4-Mr. Sandip Datta (PGT-Chemistry) SMT-3 5-Mr. Sheel Prakash (TGT-So.Sc.) Senior Most TGT 6-Mr Lakshman Ragar. (TGT Hindi) Station Senior TGT 7-Mr. Ajay Kumar Chaubey, TGT-P&HE 8-Mr. Jitender Paul, TGT-WE 9. Mrs. Pratigya Chaturvedi, SM. PRT 10. Mr. C. Chenchaiyah, Primary I/C	-	For the smooth operation of the Vidyalaya VLCC is an advisory committee for all types of academic and administrative work of the Vidyalaya. It is based on the principle of collaboration in decision making. The Secondary, Middle and the Primary Wing/all HODs (conveners)/ ICs of Various Committees/ Event In-charges/Stakeholders may report about compliance of the instructions to this committee on various issues and will receive guidance with the approval of principal as per KVS Norms.	


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2-	<p style="text-align: center;">Academic Head (Subject Committee conveners)</p>	<ol style="list-style-type: none"> 1. Mrs. E.T. Zirido, PGT-English,SMT, HOD-Languages, IC 2. Mr. Ramesh Yadav, PGT-HISTORY, HOD- Humanities, Co IC 3. Mr. Sandip Dutta, PGT-Chemistry, HOD-Science, Member 4. Mr. Amit Kumar Sharma, PGT-Maths, HOD-Maths, Member 5. Mrs. Kiran Chauhan, PGT-CS, HOD-Computer, Member 6. Mr. Sunil Kumar, PGT-Comm.,HOD- Commerce, Member 7.श्री मनीष चौधरी, पीजीटी-हिन्दी,विभागाध्यक्ष-हिन्दी संस्कृत विषय समिति समावेश 8. Mr. Sheel Prakash, TGT- SoSc., HOD-So.Sc., Member 9.Mr. Ajay K.Chaubey, TGT-P&HE,HOD-Sports, Member 10.Mr.Jitendar Paul,TGT-WE,HOD-WE,Member 11. श्री शशि भूषण प्रसाद, पुस्तकालयाध्यक्ष,सदस्य 12. Mrs.Pratigya Chaturvedi, SM-PRT, Member 13.Mr.C. Chenchaiyah, Paimary IC, Member 14.Mr.Vinay, PRT, Member 	-	<ol style="list-style-type: none"> 1. Subject Committee Meetings 2. Teachers Dairy/Daily Dairy. 3. Subject Enrichment Activities & assessments 4. To discuss various problems faced by teachers of the faculty. 5. Split up syllabus. 6. Use of teaching aids / ICT 7. Discuss subject enrollment activities. 8. Remedial Classes. 9. Make available the Pdfs, Bridge Course, Print Materials etc. 	
3-	<p>ADMISSION</p>	<ol style="list-style-type: none"> 1-Mrs. Ejum Taipodia Zirido,PGT-English, SMPGT I/C 2-Mr. Sandip Datta, PGT-Chemistry, SMPGT-3, Co IC 3-Mrs. Kiran C., PGT-CS, overall technical support, Member 4-Mr. Shashi Bhushan Prasad, Librarian, Member 5-Mr. Anil, PRT, Member 6-Mr. Md. A.A. Ansari, PRT, Member 7-Ms. Richa, PRT, Member 8-Mr. Ramesh Guru, PRT, Member 9-Ms. Aarushi Batra, PRT, Member <p>Note: All Class Techers concerns (Previous/Present) to assist and cooperate regarding students-details and other related issues and works related to admission.</p> <div style="text-align: center;">  <small>(डॉ. रामकुमार सिंह सिकंदरवार) प्राचार्य केन्द्रीय विद्यालय क्र.-1, इटानगर</small> </div>	VLCC	<ol style="list-style-type: none"> 1. Notifications / Helpdesk / OLA Portal/Selection List / Admission as per KVS guidelines. 2. Maintenance of records / replies to KVS. 3. Maintenance of record of students admitted under RTE. 4. Monitor entries in admission / withdrawal registers. 5. Entry in Admission Register 6. Specific tasks may be divided in to 3 segments: 1-Balvatika, Class-I admission and Primary. 2-Secondary Class-II to IX.3- Class-XI 	

4-	EXAMINATION (Home/Internal)	<p>1.Mr. Sunil (PGT Comm)- I/C 2.Mr. Sushil Kumar (PGT Physics) CBSE I/C - Invited member 3.Mr. Sheel Prakash (TGT- So.Sc.) Co I/C Exam Department and IC For - Mark slip & result register preparation Coordinator (with the help of all class teachers) 4.Mr Ajay Udasi (TGT Math), Member- I/C For Q.P Collection & Moderation Under Observation of Concern Subject HOD. 5.Mr Shashi Bhushan Prasad (Librarian), Member- I/C For Q.P Printing Coordination member-1 & collection and issuing of answer sheets 6.Mr Bajrang Lal (TGT Sanskrit) , Member - I/C For Q.P Printing Coordination member-2 & collection and issuing of answer sheets 7.Mr Gyan Singh Jatav (TGT -Hindi) , Member - I/C For Collection and issuing of answer sheets 8.Mr Lakshman Ragar (TGT -Hindi) , Member:- I/C For Collection and issuing of answer sheets 9. Ms. Priyanka Mehta, TGT-Maths, Member : I/C for Seating arrangements 10. Ms. Vandana Umang, TGT-Bio., Member :- I/C for Monthly Test/Retest coordination as per rules. 11.Computer Instructors - for Data Entry (Under Observation & Monitoring) Note: - The presence of concerned subject teacher is mandatory to take printout/photocopy of concerned QP on assigned date/ or as Directed. <u>Note: Members will Report in Exam Department only when they have been assigned. Unnecessary stay is not Permissible.</u></p>	VLCC	<ol style="list-style-type: none"> 1. Preparation of Exam Schedule <ol style="list-style-type: none"> a) Sending of Circulars b) Maintaining of Records prepared by teachers c) Maintenance of Exam Department d) Arranging PTA meeting records e) Attendance of Students min.75% 2. Preparation of Annual Planning of requisition & Exam Related Purchasing as per rules. 3. Quality of Question paper- sample checking 4. Performance analysis / action taken 5. Maintenance of Children achievement conduct smooth exam / record. 6. Printing of Result register/ Progress Card. 7. To ensure the Examination schedule as per issued by KVS/RO. 8. To ensure collecting Question Papers/ worksheets well in advance with Blue-print and Marking Scheme and ensure errorless Printing. 9. Ensure to Provide Monthly Split-Up Syllabus/Blue-Print/Model Paper/ For Teachers & Students), Break &
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				<p>Vacation Holidays Home Work/Study Material.</p> <p>10. To ensure arrangement of all Recourses for conducting Examination in Fair and High-Quality Manner.</p> <p>11. To ensure SOP of Exam: Duties of Invigilators, Answer sheets Collection room-wise, Re-ordering and Distribution to Subject Teachers with Proper Record.</p> <p>12. Ensure to the Digital and Physical Record of Examination.</p>	
5-	CBSE	<p>1-Mr. Amit Kumar Sharma, PGT-Maths, I/C</p> <p>2-Mr. Sunil Kumar, PGT-Comm., Invited member</p> <p>3-Mr. Sushil Kumar, PGT-Physics, Co I/C</p> <p>4-Mr. Ajay Udasi, TGT-Maths, common member with home Ex.</p> <p>5-Mr. Abhishek Singh, TGT-Eng, member for technical support</p> <p>6-Mrs. Pooja Rani, TGT-Maths, member</p> <p>7-computer instructor (secondary) {Under observation}</p> <p>Note: Class Teachers of Class IX, X, XI, XII will be the assigned members for CBSE Purpose.</p>	<p>Mrs. Kiran Chauhan, PGT-CS</p>	<p>1. Vigilant on Circular/Notification on CBSE Website/Maintenance of CBSE related records / sending of Circulars / Instructions as per CBSE.</p> <p>2.Registration – IX & XI, X & XII</p> <p>3.Online LOC / Regulations / Internal Grades / Practical Award List.</p> <p>4.Issue of CBSE Certificates.</p> <p>5.Preparation of Result Analysis.</p> <p>6.All Correspondence with CBSE.</p> <p>7.To ensure Implementation of all CBSE Circulars Issued & to Ensure enrolments, Exam, Result, Documentation as Per CBSE Norms.</p> <p>9.To ensure all entries on all type of CBSE related Portal/apps like SAFAL Portal/ OASIS 5.0 etc.</p>	


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6-	External Exam	<p>1.Mr. Sandip Dutta, PGT-Chemistry, IC 2.Mr. Sunil Kumar, PGT-Comm., Co IC 3.Mr. Mahesh, TGT-English, Member 4.Mr. Anil, PRT, Member 5.Mr. Sushil, PRT, Member</p>	<p>1. Mrs. ET Zirdo, PGT-English, SM-PGT 2. Mr. Ramesh Yadav, PGT-History, SM-PGT-2</p>	<p>1.To ensure the Proper Planning, Orientation of particular exam like CTET/APSSB/NIOS/NTA-NEET or any recognized and permitted exam as per Govt/KVS orders and fair conduction of exam. 2. to ensure All Arrangements, invigilation/ frisking and other duties as per manual of exam.</p>	
7-	Time Table & Substitutional Arrangements	<p>1.Mr. Gyanendra Pandey, TGT-Maths, IC 2.Mr. Ajay Udasi, TGT-Maths, Co IC 3.Mr. Shashi Bhushan Prasad, Librarian, Member</p> <p>Invited Members:</p> <p>1.Mr. Amit Kumar Sharma, PGT-Maths., CBSE IC 2.Mr. Sunil Kumar, PGT-Comm., Exam IC 3.Mr. Shashi Bhushan Prasad, Lib.</p>	VLCC	<p>1.To ensure Preparation and Implementation of time table as per KVS Norms. 2.To Ensure Substitution Arrangement and Display/Share arrangement sheet in various places and also ensure to inform in each class. 3. To verify the attendance of all employees including contractual, Guards, conservancy staff etc. 4.Ensure to call the contractual teachers as per norms from approved penal list 2024-25.</p>	


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8-	CCA & Morning Assembly	<p style="text-align: center;"><u>CORE-Committee</u></p> <p>1-Mr. Manish Chaudhari, PGT-Hindi, IC 2.Dr. Mohan Singh Rajput, PGT-Hindi Co I/C 3.Mr. Brajesh Kumar, PGT-Eco, member IC for Furniture /Seating Arrangements. 4-Mrs. Pragya Priyamvada, PGT-Bio, Member for photography and News/social media/e-magazine of Vidyalaya. 5-Mr. Abhishek Singh, TGT-English, Member and IC for Achievement Register of Vidyalaya with photography and News/social media e-magazine of Vidyalaya. 6-Mr. Harishchandra, TGT-SoSc. Member & IC for Seating Arrangements and Guard of Honour by NCC platoon for Various Programme. 7-House Master concern / Class Teacher Concern</p> <p style="text-align: center;"><u>Co-opted Members for CCA/ other programmes</u></p> <p>1-Mr. Ajay Kr. Chaubey, TGT-P&HE/HOD Games & Sports, Member and IC for Flag-code, Discipline and Mass PT/Yoga Display (With Sports/Yoga Coaches) 2-Mr. Jitender Paul, TGT-WE, Member and IC for P/A System & Technical Arrangements. 3- Mrs. Vanshita Sharma, TGT-Art Education, Member and IC for Stage Decoration. 4-Mr. Madhur Tripathi, PRT-Music, Member and IC for Practice & Display of Choir Group. House Master: Shivaji House, For Selection of Students for Inter-house Activities & Morning Assembly House Master: Tagore House, For Selection of Students for Inter-house Activities & Morning Assembly House Master: Ashoka House, For Selection of Students for Inter-house Activities & Morning</p>	Mrs. E.T. Zirdo, Mentor for Screening of special events/ occasion	<ol style="list-style-type: none"> 1. To Chalk out Annual Programme to be included in School Diary. 2. Conduct of Various Programmes / Maintaining records / Result Register. 3. Purchase and Distribution of Prizes and Certificates (Bilingual) 4. Announcements in Assembly. 5. To celebrate all important days - Photographs. 6. CCA- External – Maintaining Records. 7. Achievement Register. 8. Allotting Assembly duty and getting class teachers/ House masters' signature. 8. For Functioning of Assembly Programme / Time Management / Public information and Msg of daily routine in classes. 9. Introduction of New Teachers in Assembly/ Farewell. 10. Student Council giving responsibilities – monitor their work. 11. Inter-House Competitions: To Prepare annual Calander of Inter-house CCA Activities. To ensure the organization of Inter-house Healthy competition on the specific day with Proper arrangements. To ensure the 	
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

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		<p>Assembly House Master: Raman House, For Selection of Students for Inter-house Activities & Morning Assembly <u>Every Day Morning Assembly Screening Before one day & on the spot</u> 4-Mr. Abhishek Singh, TGT-English, Member for Screening of English Language Programme. 5-Mr. Bajrang Lal, TGT-Skt, Member for Screening of Sanskrit Language Programme. 6- Mr. Gyan Singh Jatav, TGT-Hindi, Member for Screening of Hindi Language Programme.</p> <p>Note: CCA Dept will form Sub Committees for –</p> <ol style="list-style-type: none"> 1. Clubs: like Integrity Club, Eco Club, Health & Hygiene Club, Literary Club, etc. 2. House & Class Bulletin Boards decoration. 		<p>Students Dairy, Oral & Written Announcements of Activities and Holidays, Days to Celebrate in the whole Year in Morning Assembly. To ensure Prize Distribution ceremony as per calendar. Ensure to conduct various Functions. The I/C of this committee will be Core-Member of Annual Day organizing Committee of Vidyalaya Level.</p> <p>12. Various Circulars Received by Vidyalaya: To ensure the Various Creative Competition and Creative Activities as Per circulars received by Vidyalaya from Higher Authorities and other Departments (with approval of KVS). Teachers Talk etc.</p> <p>13. Morning Assembly: to Ensure Proper Display of All activities in Morning Assembly Timely, Pre-planned and as per KVS Circular. To ensure the announcement of whole day plan, Next day Plan and Necessary information.</p>	
9-	EBSB & KVS Flagship Programmes	<p>KVS Flagship Programmes / circular Received from KVS/Outside 1-Mr. Sheel Prakash, TGT-So.Sc./HOD, So.Sc., Member IC and Co IC of Core Committee (with All So.Sc. Dept.) 2-Ms. Priyanka Mehta, TGT-Maths, Member IC for</p>	VLCC	for conducting Activities for which circular Received from KVS/Outside, EBSB, Bhasha Sangam, So Sc. Exhibition/Kala Utsav etc. and other flagship programs of KVS.	



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		Display of Scientific temperament Activities/Programmes. 3-Mr. Tanong Tamut, TGT-So.Sc. Member. 4-Ms. Vandana Umang, Member for Display of Scientific temperament Activities/Programmes. <i>Note: With the coordination of CCA dept. also</i>			
10-	Display committee (Boards & Walls Print enrich environment) & BALA Project And Visual & performing Arts	1.Mrs. Vanshita Sharma, TGT-Art Edu, IC 2. Mr. Bajrang Lal, TGT-Skt, Co IC 3. Art & Craft instructor, Primary, Member Co-opted Member: Furniture IC, M&R IC, CCA IC, Librarian, Special Educator	Mrs. Khushboo Tamang, PGT-Maths	Ensure the proper display on boards and regular updates. Ensure Print enrich learning environment & BALA Project	
11-	Games, Sports, Yoga, meditation & Allied skills First aid Committee	1.Mr. Ajay Kumar Chaubey, TGT-P&HE, IC 2.Mr. Pooran, Co IC 3.Sports Coach-1, Member 4.Sports Coach-2, Member 5.Yoga Instructor, Member 6.Staff Nurse, Member 7.All Class Techers, Member Note: Sub Committees may be formed for special Events.	VLCC	1.To conduct all activities as per KVS Callender for Games, Sports, Yoga & Allied skills. 2.to ensure Plan of action for Regular practice. 3.To ensure Use & Safety of Sports equipment, open Gym and ground.	
12-	“Maintenance & Repair (M&R) Vidyalaya Building/ Premises/Staff Quarters”	1.Mr. Jitendar Paul, TGT-WE, IC 2. Mr. Gyanendra Pandey, TGT-Maths, Co I/C 3.Mr. Bajrang Lal, Member for Regular Danting Painting and Creating Print enrich environment of Vidyalaya Building/ Premises 4.Mr. Gyan Singh Jatav, TGT-Hindi, Member for water supply related issues. 5.Mr. Md. A.A. Ansari, PRT, Member for Electrical related Issues. <i>Note: sub-Committees may be formed as and when needed for special tasks.</i>	1.Mr. Ramesh Yadav, PGT-History, SM-PGT-2 2. Mr. Sheel Prakash, SM-TGT	1.for repair/regular work/special repair work/annual repair work etc. of the school building and staff residences. The important work and decisions of the committee will be discussed and carried out after taking guidance from VLCC. 2. Various places including school building, classrooms, walls, internal and external premises, iron nets, windows, railings etc. keep getting damaged due to the	


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				<p>local environment, excess rainfall or moisture etc. committee will ensure to engage skilled workers from Labour contract Gem Portal are called regularly. The work of denting painting is to be done at each place, then the comprehensive school building and premises and the boundary ball can be kept safe and protected. Also, it would be appropriate to purchase quality waterproof paint from Gem portal and the necessary materials and common equipment for regular denting together as per the requirement of the entire session.</p> <p>Check-List:</p> <ol style="list-style-type: none"> 1. Handling of Infrastructure Correspondence. 2. Correspondence with CPWD – follow up. 3. Repair and maintenance of Vidyalaya. 4. Electrical Circuit, Plumbing, provision for ramp / wheel chair. 5. Maintenance of RO. 6. Inventories of classroom. 7. Fire Safety.
13-	PMSHRI Core Committee	<p>1.Mr. Sandip Dutta, PGT-Chemistry, IC 2.Mr. Jitendar Paul, TGT-WE, Co IC 3.Mr. C. Chenchaiyah, PRT (primary IC & Gem IC)) 4.Mr. Anil, PRT, member</p>	<p>VLCC</p>  <p>(डॉ. रामकुमार सिंह सिकरवार) प्राचार्य केन्द्रीय विद्यालय क्र.-1, इटानगर</p>	<ol style="list-style-type: none"> 1. Ensure the procurement of certain Items as per PMSHRI Guideline & Limits. 2.Ensure to organize PMSHRI


		5.Mr. Sumit Puri, JSA, Member 5.Sub-committees ICs, member 6.Photography & social media IC, member <u>Note : the sub-committees may be formed as per Normas.</u>		Activities. 3.Ensure the HD Quality Photography,Videography and Success story/Reporting of PMSHRI Magazine.	
14-	Green Vidyalaya, Gardening & Beautification	1.Mrs. Pragya Priyamvada, PGT-Biology, IC 2. Mr. Ajay Kumar Chaubey, TGT-P&HE, Co IC 3. Mr. Sushil, PRT, Member 4.Ms. Aarushi Batra, PRT, Member	Mrs. Shivani Pundeer, PGT-Chemistry	1.To select appropriate places for plantation in the school campus. 2.to evaluate the daily presence and work of the gardener. 3.to identify the necessary works to make the school campus green and to keep record of the work to be done. 4. To ensure proper Grass-cutting and maintaining the grounds. 5. Plantation of Trees/ Plants/ Maintenance of potted plants / Medicinal plants 6. To run Green Vidyalaya Drive etc.	
15-	Educational Excursion/Filed Trip Committee	1.Mrs. E.T. Zirido, PGT-English, IC 2.Mr. Gyan Singh Jatav, Co IC 3.Mr. Lakshman Ragar, Member 4.Ms. Nisha, PRT, Member 5. Ms. Shanti, PRT, Member	VLCC	To plan Educational Excursion/ Filed Trip as per KVS/PMSHRI Norms.	
16-	Discipline Committee & CSMC (Child Safety Monitoring Committee) & CGRC (Children Grievance Redressal Cell)	1.Mr. Ajay K. C., TGT-P&HE, IC 2.Mr. Ajay Udasi, TGT-Maths, Co IC 3.Mrs. Pooja Rani, TGT-Maths, Member 4.Mr. Harishchandra, TGT-SoSc., Member 5.Mr. Tanong Tamut, TGT-So.Sc., Member 6.Mr. Vinay, PRT, Member 7.Counsellor 8.Special Educator 9.Sports Coach-1	Mrs. ET Zirido, PGT-English, SM-PGT	1. To maintain discipline in school on working days. 2. Bringing to notice of Principal cases of indiscipline and maintain record. 3. To ensure counselling of students as per need of case. 4. To ensure regard of CWSN Students.	


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		10.Sports coach-2 11. Yoga Instructor 12. All Class Teachers (concerned) 13. Invited Member: CCA IC / Co IC		5. To check late comers and maintain record. 6. To monitor children movement. 7. Checking of proper School Uniform 8. Lunch break duty / floor duty. 9. Safe departure – last period. 10. Monitor discipline on days of celebration. To go round and see all students have left.	
17-	SOP	1.Mr. Ajay K.C., TGT-P&HE, IC 2. 3. All Class Teachers (concerned) 4. Invited Member: CCA IC / Co IC 5.Mr. Vinay, PRT, Member	Mrs. ET Zirdo, PGT-English, SM-PGT	1.To ensure Daily Standard operating Procedure. 2.To maintain daily frisking on entrance / Classes. 3. To assign SOP Duties, daily frisking, Bag Checking, Flying squad during EXAM etc.	
18-	Vidyalaya Safety (Building Safety, Fire safety, Electricals Safety, Water Safety etc.) & Security Committee	<p style="text-align: center;"><u>Vidyalaya Safety</u></p> 1.Mr. Jitendar paul, TGT-WE, IC 2.Mr. Harishchandra, TGT-SoSc., NNC Dept., CO IC 3.Mr. Md. A.A. Ansari, PRT, Member 4.Mr. S. William, PRT, Member 5.All CTs, Member Co-opted Members: 1.Mr. Manish Chaudhary, PGT-Hindi, Scout & Guide 2.Mr. Saurabh Singh, PGT-English, conservancy HR IC 3.Mr. Ajay K.C., TGT-P &HE, security HR IC <p style="text-align: center;">----- <u>Vidyalaya Security</u></p> 1.Mr. Ajay K.C., TGT-P &HE, IC 2.Mr. Gyan Singh Jatav, Co IC 3.Mrs. Kumari Pooja Rani, TGT-Maths, member	1.Mrs. E.T. Zirdo, PGT-Eng, SMT-1 2.Mr. Ramesh Yadav, PGT- History, SMT-2 3.Mr. Sandip Dutta, PGT- Chem., SMT-3 	1-To Ensure the all-Safety aspects and Guideline issued by MoE, NCPCR & NDMA Guideline. To organize Fire safety Drill. To ensure Receive Building structural Safety Certificate. To Organize Safety Drill. 2-Ensure Uninterrupted Power Supply to all Classrooms/ Departments with Available Resources and Equipment's. Immediate action and Proper Reporting to Vidyalaya Level Electricity & Power Supply committee and Electrician Team/ M&R Committee about supply of Power and inventory in Vital Places including Toilets. 3- Ensure to provide Clean Drinking Water to all Students with Available Resources and Equipment's. Immediate	

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		<p>4.Mr. Lakshman Ragar, TGT-Hindi, member 5.Sports Coach-1 6.Sports coach-2 7. Yoga Instructor 8. All CTs, Member</p>		<p>action and Proper Reporting to Vidyalaya Level Water Resource/ M&R/ Committee about supply of water in Vital Places including Toilets. Catch the Rain- Jal Shakti Abhiyan/ Water Harvesting Programme etc.</p> <p>Vidyalaya Security, ensure all Security aspects. Proper Entry and exit of Students and preventing actions for stopping mishappening during whole day. Safety of security of physical assets lock & Keys. Daily verification of Attendance and Duty of Security Guards/ Reliever. All Members will Do Needful.</p>	
19-	Vidyalaya Magazine & Literary club	<p>1.Mrs. ET Zirido, PGT-English, SM-PGT-1, IC Editor 2.Dr. Mohan Singh Rajput, PGT-Hindi, CO I/C, Co-Editor 3.Mrs. Pragya Priyambada, E-magazine Editor / Photography 4.Mr. Abhishek Singh, TGT-English, IC photography 3.Mr. Shashi Bhushan Prasad, Lib., Member Mr. Bajrang Lal, TGT-Sanskrit, Member 4. Ms. Nisha, PRT, Member 5.Ms. Soni, PRT, Member 5. All Class Teachers (concerned)</p>	VLCC	<p>1. To collect material for printing and make final selection. 2. To edit the material editing with help of /Language and Subject Experts. 3. Arranging in Proper sequence. 4.Putting all necessary information achievements / photograph. 5.Attractive Cover Page. Printing / Proof Reading / Distribution. 6.To Motivate Students for original creation of literary work.</p>	
20-	VMC conducting and liaison committee	<p>1.Mrs. Khushboo Tamang, PGT-Maths, IC 2.Mrs. Shivani Pundeer, PGT-Chemistry, Co IC 3.Mr. Ajay K.C., TGT-P& HE, Member 4.Mrs. Preeti, PRT, Member</p> <p><u>Invited Members:</u></p> <p>1. Mr. Manish Chaudhari, PGT-Hindi,CCA IC</p>	Mrs. ET Zirido, PGT-English, SM-PGT	<p>1.Invitation of all Members. 2.Prepare action taken report / agenda for meeting – Record minutes. 3.Prepare PPT for meeting – Competition / projects – proper cluster. 4.Refreshment.</p>	

		2. Mrs. Kiran Chauhan, PGT-CS		5.Seating Arrangement. Proper files / Name / filing necessary records. 6.Previous and current record file.
21-	Remedial Class & Loss compensation (Class-X, XII & IX, XI)	1.Mr. Ramesh Yadav, PGT-History, SMT-2/TT IC, IC 2.Mr. Gyanendra Pandey, TGT-Maths, Co IC 3.Mr. Shashi Bhushan Prasad, Lib., Member <i>Invited Member:</i> 1.Mr. Amit Sharma, PGT-Maths, CBSE IC 2.Mr. Sunil Kumar, PGT-Comm., Home Exam IC	Mrs. ET Zirdo, PGT-English, SM-PGT	1.Preparation of Remedial time table for Class IX, X, XI & XII – Morning or after school hours, as & when need. 2.Maintaining Register of Daily Attendance of students, Sub-teachers and Performance. 3.Loss compensation extra classes as per KVS Norms for sports/other events participants. 4.Proposal, Record & whole management of for extra classes during vacations/Breaks.
22-	LPC (Article 173 Account code KVS)	1.Mrs. E.T. Zirdo, PGT-English, SMT, IC 2.Mrs. Khushboo Tamang, PGT-Maths, Co IC 3.Mr. C. Chenchaiyah, SM-PRT , Member 4.Co-opted Member: the concern department IC		1.To execute the purchasing plan of concerned department as per norms of Local purchasing committee 2. To coordinate with Gem Portal Committee. 3. to make aware all ICs about annual purchasing plan to avoid piecemeal purchase. 4. To ensure all purchasing from Gem portal as per GFR -2017 Rules.
23-	Condemnation committee	1.Mr. Ramesh Yadav, PGT-History, IC 2.Mrs. Kiran Chauhan, PGT-CS, Co IC 3.Mr. Shashi Bhushan Prasad, Member 4. Mr. Md. A.A. Ansari, PRT, Member	VLCC  (<small>डॉ. रामकुमार सिंह सिकन्दर</small> <small>प्राचार्य</small> <small>केन्द्रीय विद्यालय क्र.-1, इंदनगर</small>)	1.Store of Articles, stock verification and writing off losses of store (as per Chap-18 Ac-KVS) 2.condemnation of articles by

		5. All Stock Holders, Member		proper procedure.	
24-	Gem Portal Committee	1. Mr. C. Chenchaiyah, PRT, IC 2.Mr. Anil, PRT, Co IC 3.Mr. Sumit Puri, JSA, Member 4.Concern department IC/Stock holder Co-opted/invited Senior Members: 1.Mr. Sandip Dutta, PGT-Chemistry 2.Mr. Mahesh, TGT-English	VLCC & LPC	1.To ensure the function of Gem Portal as per Norms. 2. to make aware all ICs about annual purchasing plan to avoid piecemeal purchase. 3. To ensure all purchasing from Gem portal as per GFR -2017 Rules.	
25-	Office Coordination Committee	1. Mr. Mahesh, TGT-English, Senior coordinator 2.Mr. Sumit, JSA, I/C 3.Data Entry Operator <u>Co-opted Members:</u> 1.Mr. Sandip Dutta, PGT-Chemistry 2.Mr. C. Chenchaiyah, PRT (Primary IC) 3.Mr. Anil, PRT 4. Computer Instructor (Primary) <u>Invited Member:</u> 1. Mr. Sunil Kumar, PGT-Comm./CA 2. Mr. Amit Kumar, PGT-Maths	Mrs. ET Zirdo, PGT-English, SM-PGT	1.As per the need of our big School to plan all office affairs in such a manner that there should no hurdle in smooth function of office work. 2.Salary & Pay bill Verification, CS-54 etc. 3.income Tax 4. LTC & TA-DA bills documents Verification. 5.Collection of data and store the data in Physical and Digital Mode. 6. Employees Data on physical mode and PIMS/Transfer Portal etc. 7. email / correspondence and daily Data Drives 8. office related/Marked all matters.	



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26-	Hospitality / liaison committee	<p>1.Mr. Ajay Kumar Chaubey, TGT-P & HE, IC 2-Mr. Gyanendra Pandey, TGT-Maths, Co IC 3-Mr. Abhishek Singh, TGT-English, Media & Photography IC, Member 4-Mr.C. Chenchaiyah, PRT (Primary IC), Member 5-Ms. Kirtika, PRT, Member</p> <p><u>Co-opted /invited Members:</u></p> <p>1.Mr. Manish Chaudhari, PGT-Hindi, Scout & Guide 2.Mrs.Shivani Pundeer, PGT-Chemistry 3.Mrs.Khushboo Tamang, PGT-Maths, NCC IC and Teacher Member VMC 4.Mr. Jitendar Paul, TGT-WE 5.Mr. Lakshman Ragar, TGT-Hindi 6.Staff-club Representatives (Secondary & Primary)</p>	Mrs. ET Zirido, PGT-English, SM-PGT	<p>1.To receive and entertain guests on various occasions. 2.To organize incidental /working lunch tea – refreshments on occasions of workshop courses, VIP visits. 3.Extend invitations / letters of gratitude. 4.express thanks on behalf of Staff club.</p>	
27-	ICT / & Portals updation Committee	<p style="text-align: center;"><u>Core Committee:</u></p> <p>1.Mrs. Kiran Chauhan, PGT-CS, IC 2.Ms. Vandana Umang, TGT-Biology, Co IC 3.Computer Instructor (Secondary) 4.Computer Instructor (Primary)</p> <p style="text-align: center;"><u>Specific Assigned members</u></p> <p>1.Mrs. Shivani Pundeer, PGT-Chemistry (Member for Mission life etc. portal content/data of science & environment)</p>	Mr. Sandip Dutta, PGT-Chemistry, SMT-3	<p>ICT</p> <p>1.Computer Maintenance / Net connectivity. 2.Connectivity of Broad band / website updation. 3.E Classroom & e-Learning equipment. /Audio -visual aids. 4. Monthly ICT Report. 5.Utilisation of Interactive board maintenance of ICT classes / I-pads 6.Record of ICT classes</p>	


	<p>2.Mrs. Khushboo Tamang, PGT-Maths (Member for Scholarship Portal content/data)</p> <p>3.Mrs. Pragya Priyambada, PGT-Biology (Member for all Social Media/Blog sites of Vidyalaya, Vidyanjali Portal, Green School Programme Audit Portal etc.)</p> <p>4.Mr. Sheel Prakash, TGT-So.Sc. (Member for Need analysis of Maintenance of equipment/Printer/Xerox Machine etc.)</p> <p>5.Mr. Jitendar Paul, TGT-WE (Member for CCTV function coordination with Computer department & Skill India Portal IC)</p> <p>6.Mr. Ajay Udasi, TGT-Maths (Member for CBSE related Data coordination)</p> <p>7.Mr. Abhishek Singh, TGT-English (Member for All social media of Vidyalaya, SAMAGAM, PRASHASHT App, PRERNA etc.)</p> <p>8.Mr. Shashi Bhushan Prasad, Lib. (Member as Digital Library Co-ordinator)</p> <p>9. Mr. Mahesh, TGT-English (Member for staff and office related portal like Staff PIMS, Transfer Portal etc.)</p> <p>10.Mrs.Vandana Umang, TGT-Biology</p>		<p>7.Digital Library.</p> <p><u>Updation of all Portals:</u></p> <ol style="list-style-type: none"> 1.UDISE Portal 2.UBI Fee Collection & Monthly enrollment position 2.SAMAGAM Portal 3.SAFAL Portal 4.Scholarship Portal 5.Verious OASIS 6.VIDYANJALI Portal 7.SATHEE Portal 8.Admission OLA Portal 9.KVS Online Transfer Portal 10.PIMS Portal 11-PRASHAT App 12.TARA App. 13.Mission Life Portal 14.GSP Audit Portal 15.Socila Media Accounts of the Vidyalaya. 16.Skill India Portal 17.Any of the other portal as and when will be received from authority time-to-time. <p><u>Website Updation</u></p> <p>To see website is being updated regularly.</p> <ol style="list-style-type: none"> a) Day to day activities. b) Information required. c) Update Celebration / events /achievements/Scout Guide / VMC/ Monthly enrollment/ TC Teachers/ Vacancy Position / Admission/ Announcements.
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	<p>(Member for UDICE and UBI coordination)</p> <p>11.Mr. Md.A.A. Ansari, PRT</p> <p>(Member for PIMS-FLN Primary)</p> <p>12. Anil Kumar, PRT</p> <p>(Member for MEP : Monthly enrolment Position)</p> <p>12.Mr. Pooran, PRT</p> <p>(Member for TARA App)</p> <p>13.Ms. Aarushi Batra, PRT</p> <p>(Member for PRASHAT App)</p> <p><u>UBI Portal (Fee Verification & Monthly enrolment Position)</u></p> <p>1.Mrs. Kiran Chauhan, PGT-CS, IC</p> <p>2.Ms. Vandana Umang, TGT-Biology, Co IC</p> <p>3. Mr. Vinay, PRT, Member & IC UBI Primary</p> <p>4.Mr. Anil, PRT, Member</p> <p>5.Mr. Md. A.A. Ansari, PRT, Member</p> <p>6.Mr. S. Wililiam L., PRT, Member</p> <p>7.Class Teachers Concern</p> <p>UDISE Coordination</p> <p>1.Mrs. Kiran Chauhan, PGT-CS, IC</p> <p>2.Ms. Vandana Umang, TGT-Biology, Co IC</p> <p>3.Ms. Richa, PRT, Member</p> <p>4.Ms. Preeti, PRT</p> <p>5.Ms. Shanti, PRT</p>		<p><u>UBI-KVS Fee System</u></p> <ol style="list-style-type: none"> 1. Resolving issues in online fee submission UBI-KVS Portal. 2. Paying of fee, Fees Verification Register Collection of Required data, Attendance and Progress Report. <p><u>UDISE +</u></p> <p>To regular Updation of UDISE as per Norms and Correctly Matching of UDISE, UBI & Monthly enrollment Position Data.</p>
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28-	Cleanliness committee //Housekeeping Human Recourse & Swachhata Drive (Swachcha Vidyalaya Abhiyaan)/	<p style="text-align: center;"><u>Core Committee</u></p> <p>1.Mr. Saurabh Singh, PGT-English, I/C 2.Ms. Priyanka Mehta, TGT-Maths Co I/C. 3.Mr. S. William, PRT, Member 4.Mr. Suyash Patel, PRT, member 5.Ms. Shanti, PRT, Member 6.Mrs. Annu Kumari, member</p> <p style="text-align: center;"><u>Co-opted Members</u></p> <p>1.Mrs. Shivani Pundeer, PGT-Chemistry 2.Mr. Ajay K.C., TGT-P & HE 3.Mr. Bajrang Lal, TGT-Skt 4.Mr. Gyansingh Jatav, TGT-Hindi 5.Mr. Lakshman, TGT-Hindi</p>	VLLCC	<p>1.ensure to timely furnish contract of outsourcing agency and monitoring of work. 2. examine the cleanliness related needs of the school, monitor the morning to evening work of the sanitation workers and carry out vigilance to maintain cleanliness. Maintain Stock/Observation Register and Record. 3. The Female members of the committee, ensure the creation of a hygienic environment for the girls and ensure necessary action is taken by regularly inspecting the toilet area of the girls. To coordinate with female sanitation workers.</p>	
29-	Safe Drinking Water & Water Suply committee.	<p>1.Mr. Gyan Singh Jatav, TGT-Hindi, IC 2. Mr. Lakshman Ragar, TGT-Hindi, Co IC 3.Mr. Suyash Patel, PRT, Member 4.Mr. Adesh Chaudhari, PRT, Member, PRT, Member</p>	Mr. Jitendar Paul, TGT-WE	<p>Ensure to provide Clean Drinking Water to all Students with Available Resources and Equipment's. Immediate action and Proper Reporting and Action about supply of water in Vital Places including Toilets. Catch the Rain- Jal Shakti Abhiyan/ Water Harvesting Programme etc.</p>	
30-	राजभाषा कार्यान्वयन समिति	<p>1.श्री मनीष चौधरी, पीजीटी-हिन्दी, प्रभारी 2.डॉ. मोहन सिंह राजपूत, पीजीटी-हिंदी, सह-प्रभारी 3.श्री सुमित पुरी, कनिष्ठ सचिवालय सहा.,सदस्य</p> <p style="text-align: center;">आमंत्रित सदस्य :</p>	 (डॉ. रामकुमार सिंह शिकरवार) प्राचार्य केन्द्रीय विद्यालय क्रं.-1, इटानगर	<p>1.राजभाषा नियमावली एवं वार्षिक कार्यक्रम-2024.25 का अनुपालन सुनिश्चित करना। 2.नगर राजभाषा कार्यान्वयन समिति की बैठक में उपस्थित होना।</p>	


		1.समस्त सदस्य, हिन्दी-संस्कृत विभाग 2.समस्त विभागाध्यक्ष 3.पुस्तकालयाध्यक्ष		3.हिन्दी का तिमाही प्रतिवेदन प्रेषित करना। 4.हिन्दी पत्राचार को बढ़ावा देना।	
31-	AEP & Guidance & Counselling Committee , MANODARPAN & Students & Parents Grievance Cell & POCSO	1.Mrs. E.T. Zirido, PGT-English, SMT, IC 2.Mrs. Shivani Pundeer, PGT-Chemistry, Co IC 3.Mrs. Pragya Priyambada, PGT-Bio,Member 4.Mr. Ajay K.C., TGT-P&HE, Member 5.Mr. C. Chenchaiyah, PRT, Member 6. Counsellor, Member 7. Special Educator, member	VLCC	1. To monitor children behavior and related issues. 2. To co-ordinate with class teachers & parents. 3. Action Taken Report. 4. Counselling of parent / children / career corner. 5. To ensure the Preventive action & awareness about POCSO.	
32-	ICC, POSH & EGRC (Employee Grievance Redressal cell)	1.Mrs. E.T. Zirido, PGT-English, SMT, IC 2.Mr. Ramesh Yadav, PGT-History, SMT-2, Co IC 3.Mr. Sandip Dutta, PGT-Chemistry, SMT-3, Member 4.Mr. Md. A.A. Ansary, PRT, member 5.Ms. Richa, PRT, member	VLCC	1.To form Internal complaint committee and coordinate all Minutes as per KVS Norms. 2.To Ensure Awareness & Preventive steps & and to proceed as per norms of POSH Act.	
33-	ACP (Awakened citizen Programme)	1.Mr.Shashi Bhushan Prasad, Lib. IC 2.Mr. Ajay Udasi, TGT-Maths, Member 3.Mr. Gyan Singh Jatav, Member & Trained Members	Dr. Mohan Singh Rajput, PGT-Hindi	As per ACP Programme	
34-	Furniture & Fixture, Seating Arrangement Committee	1.Mr. Brajesh kr. Mishra, PGT-Eco., IC 2.Mr. Bajrang Lal, TGT-SKT, Co IC 3.Mr. Shashi Bhushan prasad, lib., Member 4.Mr. Madhur Tripathi, PRT, Member	VLCC  (डॉ. रामकुमार सिंह सिक्खार) प्राचार्य केन्द्रीय विद्यालय क्रं.-1, इंदरनगर	1. To maintain stock of Vidyalaya furniture. 2. To get the furniture numbered serially. 3. To plan for annual purchase and repairs of furniture.	


				4. To get class wise invent-wise prepared.	
35-	Scouting & Guiding	1.Mr. Manish Chaudhary, PGT-Hindi, IC 2.Mrs. Pratigya Chaturvedi, PRT, Member 3.Mr. Vinay, PRT, Member 4. Mr. C. Chenchaiyah, PRT, Member 5.Ms. Richa, PRT, Member 6.Mr. Sushil, PRT, Member 7.Mrs. Jyoti Rathee , PRT, member	Mrs. E.T. Zirdo, PGT-	1. To plan for scouting and guiding activities month wise. & SOPANS . Plan for Teachers Training. 2. Participation in camps. 3. Co-ordinate activities related to guides / cubs / bulbuls. 4. To prepare children for Sopans, Rajya Purskar & Rashtrapati Purskar.. 5. Swatch Bharath activities.	
36-	NCC	1.Mrs. Khushboo Tamang, IC 2.Mr. Harishchandra		1.Ensure All the activities & Training Programme as per NCC Norms. 2.To arrange properly NCC Room.	
37-	PA System	1.Mr. Jitendar Paul, TGT-WE, IC 2.Mr. Madhur Tripathi, PRT-Music, Co IC 3.Mr. Suyash Patel, PRT, Member 4.Computer Instructors	CCA Dept.	1.To look after PA equipment and its day-to-day maintenance. 2.To coordinate with CCA 3. To ensure proper PA System Management During Events, with the help of HR/Volunteers.	
38-	Alumni Association	1. Mrs. Ejum Taipodia Zirdo,PGT-English, SMPGT I/C 2. Mrs. Pragya Priyambada, PGT-Biology, Member from VIDYANJALI 3.Mr. Abhishek Singh, TGT-English Member from SAMAGAM 4.Mrs. Pratigya Chaturvedi, PRT & Teacher -Member of Alumni.	VLCC	1.To plan the activities and date of meeting. 2.Details of ex students and keeping in touch with them. 3.Promote the VIDYANJALI & SAMAGAM.	



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39-	Students & Techers Academic inventory committee. (ID Cards, out pass, Gate pass, Students Dairy, Teacher's dairy, Certificates, Birthday Cards)	1.Mr. Manish Chaudhary, PGT-Hindi, IC 2.Dr. Mohan Singh Rajput, PGT-Hindi, Co IC 3.Mr. Shashi Bhushan Prasad, Lib., Member 4.Mr. C. Chenchaiyah, PRT, Member 5.Mr. Md. A.A. Ansari, PRT, member 6.Ms. Nisha, PRT, Member 7.Mrs. Jyoti, PRT, Member 7.All Class Techers.		1.To ensure the content & printing / purchasing Students Dairy/ Teachers Dairy for session well in advance. 2.Distribution and record. 3.Teacher's dairy take back on transfer/reliving from services of contractual teachers.
40-	Teaching Aids, TLM, Toy Library Coordination Committee	1.Mrs. Sweta Kestwal, TGT-English, IC 2.Mr. Lakshman Ragar, Co IC 3.Ms. Richa, PRT, Member 4.Mr. Sushil, PRT, Member 5.All Class Teachers	Mr. Sandip Dutta, PGT-Chemistry, SMT-3	1.To keep register and operate through issue register. 2. To coordinate with PMSHRI Core Committee. 3.To plan for annual purchase as per need. 4.To encourage staff to use aids for teaching.
41-	HD Photography/ Videography & social media official pages Committee.	1.Mrs. Pragya Priyambada, PGT-Biology, IC 2.Mr. Abhishek Singh, TGT-English, Co IC 3.Ms. Aarushi Batra, PRT, Member 4.Event in charges concern	Mrs. Kiran Chauhan, PGT-CS	To ensure HD Quality Photography with focus on Students activities for Annual Report, Magazine, Shala Dhvani, Website, Social Media Post, Newspapers purpose & Keep event wise/Month wise Data Drive secure.
42-	Tarunotsav Committee	1.Mrs.E.T.Zirido, PGT-English,SMT-1, IC counselling 2.Mr.Ramesh Yadav, PGT-History,SMT-2, Co IC 3.Mr.Sandip Dutta, PGT-Chemistry,SMT-3, Member 4.Mr. Manish Chaudhary, PGT-Hindi, IC Programme 5.Mr. Shashi Bhushan Prasad, Lib., Member	VLCC	1.To organize Tarunatsav as per KVS Norms. 2.To Ensure Counseling of students and properly guide them for subject selection.

		5.Subject Committee Heads, Members 6.Class Teacher X/XI (Concern), Member			
43-	Skill Hub & PMKVY4.0	1.Mr. Jitendar Paul, TGT-WE, IC 2.Mr. Ajay Udasi, Co IC 3.computer Instructor (Secondary), Member 4. Staff Nurse, Member	Mrs. Khushboo Tamang, PGT-Maths	To Ensure Skill Hub/PMKVY4.0 Activity as per norms.	
44-	PTA/PTM//	1.Mr. Ramesh Yadav, PGT-History, IC 2.Mr. Amit Kumar Sharma, PGT-Maths, Co IC 3.Mrs. Khushboo Tamang, PGT-Maths, member 4.Mr. Sheel Prakash, TGT-SoSc., Member 5.Mr. Tanong Tamut, TGT-SoSc., Member 6.Mrs. Pratigya, PRT, member 7.Mr. C. Chenchaiyah, PRT, Member 8. All Class Teachers Invited Member: Mr. Sunil Kumar, PGT-Comm.	Mrs. E.T. Zirdo, PGT-English, SMT	1.To Ensure Proper Coordination & Record	
45-	Committee for CPD Record, Innovative Practice, Teachers Training, incentive awards.	1.Mr. Ramesh Yadav, PGT-History, SMT-2, IC 2. Mr. Sandip Dutta, SMT-2, Co IC 3.Mr. C. Chenchaiyah, PRT, Member	Mrs. E.T. Zirdo, PGT-English, SMT-1,	1.To Maintain CPD Hours Record of Teachers. 2.To Motivate teachers for getting training of modules of NCERT/KVS. 3. To identify and promote best teaching practices.	
46-	KVS Monthly Callender of Activities committee	1.Mrs. E.T. Zirdo, PGT-English, SMT-1 2.Mr. Ramesh Yadav, PGT-History, SMT-2 3.Mr. Sandip Dutta,PGT-Chemistry, SMT-3 4.Mr. C. Chenchaiyah, PRT	VLCC  (डॉ. रामकुमार सिंह सिकंदर) प्राचार्य केन्द्रीय विद्यालय क्र.-1, इंदनगर	1.To Ensure all activities and Record of monthly Callender of Activities. 2.To Ensure Reporting as & when will we asked.	

47-	Science Related all events (RSBVP/YUVIKA Inspire award/NCSC/Science Exhibition/Science & Green Olympiad/JIGYASA /NTSE etc.	1.Mrs. Shivani Pundeer, PGT-Chemistry, IC 2.Mrs. Khushboo Tamang, PGT-Maths, Co IC 3.Mr. Sushil Kumar, PGT-Physics, Member 4.Mrs. Pragya Priyambada, PGT-Bio, Member 5.Members from Science Department.	Mr. Sandip Dutta, PGT-Chemistry	1.To Ensure creating scientific temperament in students. 2.To register concern students/Projects in relevant portals. 3.To organize science related event properly and maintain record & reporting timely.
48-	firm Registration, Bid, Tender, Contract coordination committee for fooding, Lodging, Boarding & Tent and other needs for events/Vidyalaya	1.Mr. Ramesh Yadav, PGT-History, IC 2.Mr. Sheel Prakash, TGT-So.Sc., Co IC 3.Mr. Gyanendra Pandey, TGT-Maths, Member 4.Mr. Mahesh, TGT-english, Member 5.Mr. C. Chenchaiyah, PRT, Member 6.Mr. Sumit Puri JSA, member 7. Concern IC, member	VLCC	1.Ensure to Register firms for all the session as per proper Norms and to get service as per need of events. 2.To coordinate for Timely renewal of Contracts etc. 3. to coordinate the process of Tender / Bid process asper need and norms.
49-	Withdrawal /TC Committee	1.Mrs. E.T. Zirido, PGT-English, (Admission IC), IC 2.Mr. Sandip Dutta, PGT-Chemistry, Co IC 3. Mr. Mahesh, TGT-English, Member 4.Mr. Sumit Puri, JSA, Member 4. Mr. C. Chenchaiyah, PRT (Primary. IC), member Ms. Aarushi Batra, PRT, Member 5. Class Teacher Concern		To ensure TC procedure as per norms and to inform all concerns.
50-	Result Analysis/Improvement & Moderation Committee	1.Mr. Ramesh Yadav, PGT-History, IC 2.Mr. Sandip Dutta, PGT-Chemistry, SMT-2, Co IC 3.Mr. Amit Kumar Sharma, PGT-Maths, CBSE IC, Member 	Mrs. E.T. Zirido, PGT-English, SMT-1	1.To ensure all steps well in advance for improvement of result. 2.To ensure result analysis and keeping the records.

		4.Mr. Sunil Kumar, PGT-Comm, Home Exam IC, Member 5.All Class Teachers		3.To ensure Moderation as per RTE/KVS Moderation Rules.	
51-	Vidyalaya Achievements /Vidyalaya Plan, Inspection ATR (Action Taken Report) coordination Committee	1.Mrs. E.T. Zirdo, PGT-English, SMT-1, IC 2.Mr. Ramesh Yadav, PGT-History, SMT-2, Co IC 3.Mr. Sandip Dutta, SMT-3 & PMSHRI IC, member 4.Mrs. Pragya Priyambada, PGT-Biology & E-magazine IC, Member 5.Mr. Abhishek Singh, TGT-English & photography IC, member 6.Mr.C. Chenchaiiah, PRT & Primary IC, member 7.Ms.Aarushi Batra, PRT,member		1.To ensure Achievement Record of Vidyalaya, Principal, Teachers & Students for purpose of VMC & Inspections Purpose. 2.To Prepare ATR of Inspection	
52-	VAC (Vidyalaya level Audit Committee) PMSHRI/VVN/SF etc.	1.Mr. Ramesh Yadav, PGT-History, SMT-2, IC 2.Mr. Amit Kumar Sharma, PGT-Maths, Co IC 3.Mr. Sunil Kumar, PGT-Comm., Member 4.Mr. Bajrang Lal, TGT-SKT, Member 5.Mr. Md.A.A. Ansari, PRT, Member 6.Mr. Sumit Puri, JSA 7.Concer Dept. IC, member	VLCC	1.To Ensure Proper Note sheet & Document attached with requisition and Expenditure. 2.To verify all expenditure record and audit of PMSHRI, VVN, SF etc. 3.To Verify properly all Documents/Bills/Note sheet before pass for payment. 3.To coordinate with office during annual audit /Special Audit of Vidyalaya.	
53-	PISA/NAS/SAS & Maths Olympiad / Maths related Events committee.	1.Mrs. Khushboo Tamang, PGT-Maths., IC 2.Mr. Ajay Udasi, TGT-Maths, CO IC 3.Mr. Gyanendra Pandey, TGT-Maths, Member	Mr. Amit Kumar Sharma, PGT-	To conduct /to run the programme as per Norms.  (डॉ. रामकुमार सिंह सिकंदर) प्राचार्य केन्द्रीय विद्यालय नं-1, इटानगर	

		4.Mrs. Priyanka Mehta, TGT-Maths, member	Maths, HOD	
54-	Quarter Allotment Committee	1.Mr. Ramesh Yadav, PGT-History, SMT-2, IC 2.Mr. Gyanendra Pandey, TGT-Maths, CO IC 3.Ms. Nisha, PRT, Member Coopted Members: 1.Mrs. Kiran Chauhan, PGT-CS, Res. Inside wing 2.Mr. Sunil Kumar, PGT-Comm., Residing II Wing 3.Mr. Sheel Prakash, TGT-SoSc., SM-TGT 4.Mr. Jitendar Paul, TGT-WE, Residing II Wing	VLCC	To ensure the allotment of Quarters as per “ <i>Kendriya Vidyalaya Sangathan Allotment of Residences Rules</i> ”
55-	Contractual Teachers Walk-in Interview arrangement committee	1.Mr. Sandip Datta, PGT-Chemistry, IC 2.Mr. Amit Kumar Sharma, PGT-Maths, Co IC 3.Mrs. Khushboo Tamang, PGT-Maths, Member 4.Mr. Sheel Prakash, TGT-SoSc. , Member <i>Note : Duty Chart may formed as per need.</i>	Mrs. E.T. Zirdo, PGT-English, SMT-1	1.-To ensure the contractual teachers’ engagement as per norms and Callender. 2. To ensure all the record of contractual Panel. 3.To call Contractual Teachers as per need and rules.
56-	Sanitation & Hygiene Committee	1.Mrs. Shivani Pundeer, PGT-Chemistry, IC 2.Mrs. Sweta Kestwal, CO IC 3.Mr. Lakshaman Ragar, Member 4.Staff Nurse	Mrs. E.T. Zirdo, PGT-English, SMT-1	To Ensure proper Sanitation & Hygiene among students.
57-	Staff Meeting Minutes Record	1.Mr. Manish Chaudhary, PGT-Hindi, IC 2.Dr. Mohan Singh Rajput, PGT-Hindi, Co IC  (<small>डॉ. रामकुमार सिंह सिक्खार</small>) <small>प्राचार्य</small> <small>केन्द्रीय विद्यालय क्र.-1, इटानगर</small>	1-Mrs. E.T. Zirdo, PGT-	To ensure the proper writing and record of Staff meeting minutes.

			English, SMT-1 2.Mr. Ramesh Yadav, PGT- History, SMT-2		
58-	CWSN Welfare	1-Mrs. E.T. Zirido, PGT-English, IC 2-Mr. Ajay K.C., TGT- P & HE, Co IC 3-Special Educator, Member 4-counsellor, Member 5-PRASHAST App IC, Member 6-All CTs, Member	VLCC	As per Guidelines for welfare of Children with special needs.	
59-	Library Committee	1.Mr. Shashi Bhushan Prasad, Coordinator 2. Dr. Mohan Singh Rajput, PGT-Hindi 3.Mr. Sheel Prakash, TGT-So.Sc. 4.Ms. Priyanka Mehta, TGT-Maths 5.Mrs. Jyoti, PRT, Member 6. School Captain Boy & Girl	Mr. Manish Chaudhari, PGT-Hindi, CCA IC	1.To ensure Library Policy. 2.To Promote Book reading 3.To Plan for selecting books and Purchase 4.राजभाषा नियमावली का अनुपालन	
60-	RTI	1.Mr. Sandip Datta, PGT-Chemistry, IC 2.Mr. Mahesh, TGT-English, Co IC 3.Mr. Madhur Tripathi, PRT-Music, Member	VLCC	To ensure RTI Act provisions.	
61-	Transfer Portal Employee Data Verification Committee	1.Mr. Mahesh , TGT-English, IC 2.Mr. Anil, PRT 3.Mr. Sumit Puri, JSA  (डॉ. रामकुमार सिंह सिकरवार) प्राचार्य केन्द्रीय विद्यालय जे.-1, इटानगर	Office coordination committee		

62-	Any Other committee/Sub Committee as per need in the session 2024-25	1-Mrs. E.T. Zirido, PGT-English, SMT-1, IC 2-Mr. Ramesh Yadav, PGT-History, SMT-2, Co IC 3-Mr. Sandip Datta, PGT-Chemistry, SMT-1, Member 4-Concern IC, member	VLCC	AS & when required	
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(डॉ. रामकुमार सिंह सिकरवार)
 प्राचार्य
 केन्द्रीय विद्यालय क्र.-1, इटानगर

(DR. Ramkumar Singh Sikarwar)

PRINCIPAL