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| **VIDYALAYA COMMITTEES (2019-20)** | | | | |
| **AS ON 01-04-2019** | | | | |
| **Duty and Responsibility of Primary,Sec & Sr. Sec. classes and Teachers** | | | | |
| **S.NO.** | **COMMITTEES** | **COMMITTEE MEMBERS** | **DUTIES &RESPONSIBILITIES** | **SIGN** |
|  |  |  |  |  |
| 1 | TIME TABLE & ARRANGEMENT | MR. RANJAN NATH (I/C) | To make time table as per KVS guideline 2. To make arrangement of any teacher –regular or contractual on leave,  no class should go without any teacher. |  |
| MRS . REKHA (CO I/C) |
| MISS HARSHALATA ANAND |
| 2 | EXAMINATION (INTERNAL SECONDARY ,CBSE, EXTERNAL) | MR. BIPLOB DEBNATH (I/C) | 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 paper ,evaluation of answer sheet , submission of marks slip ,distribution of progress report in time etc. |  |
| MR RANJAN NATH |
| MR VINIT YADAV |
| 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. |  |
| MR. SHUBHAM ROHALAN |
| 3 | DISCIPLINE | MR. VAKEEL SINGH (I/C) | To maintain discipline during assembly, break and at playground. |  |
| MR. RANJAN NATH | Keep an eye at the time of exit after school hours. |
| MR. KAMAL NAVRIYA | Take random round during school hours within premises. |
| MISS POONAM SHARMA | Don’t allow students near staff residence area. |
| MS. REKHA | No class/playground should remain without game teachers during game period. |
| MR. MANOJ VERMA | Do counselling or motivate them for time management, good behaviour & discipline. |
| SPORTS COACH |  |
| 6 | ADMISSION | MISS NISHA (I/C) | Do the process as per KVS latest guidelines. |  |
| MR. D.K.NIGAM |
| MRS. BEENA RANI |
| MR. SANJAY RANJAN (HM) |
| MISS KHUSHBOO TAMANG |
| MISS TOBOM GONGO |
| MR. MANOJ SHARMA |
| MR YOGESH GHUMDE |
| 7 | CCA , MORNING ASSEMBLY , 15TH AUG.   26TH JAN . 02NDOCT. , 05TH SEPT.. , 14THNOV. & ANY   FUNCTION | MR. MANISH CHAUDHARY(I/C) | Check the schedule carried out by students for morning assembly. |  |
|  | MRS. E.T.ZIRDO |  |
|  | MR. VIRENDRA KUMAR |  |
|  | MR. VINIT YADAV | Try to complete within time. |
|  | MS. HARSHALATA ANAND | Convey information to House Masters regarding CCA in advance. |
|  | MS. RITU DEVI | Kindly handle other functions related to KVS. |
|  | MISS SNEHA KUMARI | Try to complete within time. |
|  | MR. A K MUKHERJEE | Submit monthly report to computer dept. For updating on website. |
|  | MR MANOJ VARMA | Convey information to House Masters regarding CCA in advance. |
|  | MR. SHUBHAM ROHALAN | Kindly handle other functions related to KVS. |
|  | MR S.N.MISHRA |  |
|  | ANIL KUMAR MEENA |  |
|  | MR PRANJIB SARKAR |  |
|  | ALL HOUSE MASTERS |  |
| 8 | CLEANLINESS | MR.D.K. NIGAM (I/C) | Cleanliness of school premise, school building, corridors,  class room, assembly hall, all the toilets. |  |
| (COPY ATTACHED BLOCK WISE) |
| **9** | SOUT & GUIDES | MRS ASHA KRISHNA NAIR (I/C) | Prepare students as and when required according to KVS guidelines. |  |
| MR.SANDEEP KUMAR (CO I/C) |
| MR.KRISHNA GOPAL |
| ALL TRAINED SCOUT & GUIDE MASTER |
| 10 | RAJ BHASHA | MR. MANISH CHAUDHARY(I/C) | All aspects related with growth , development and correspondence  with proper agency |  |
| MR. ANIL KR. MEENA (CO I/C) |
| MR. SANJAY KR. RANJAN |
| MISS RITU DEVI |
| MR. VIRENDRA KUMAR |
| MS. BOBITA BORAH |
| MR. S N MISHRA |
| MISS AROTY TABING |
| MR.MANOJ SHARMA |
| MR. SANDEEP 1 |
| 11 | QUARTER ALLOTMENT | MR. VAKEEL SINGH (I/C) | To allot quarter as per KVS rule. |  |
| MR. KAMAL NAVRIYA |
| MR. AJAY TRIVEDI |
| MR. JAYDEV BARMAN |
| 12 | QUARTER MAINTENANCE AND M&R VIDYALAYA | MR. MITHILESH KUMAR (I/C) | To collect problems of quarter from teachers, survey it and submit the  report to the office. |  |
| MRS POONAM SHARMA |
| MR. AJAY TRIVEDI |
| MR. MANOJ SHARMA |
| MR. YOGESH GHUMDE |
| 13 | PURCHASE COMMITTEE | MRS. ASHA KRISHNA NAIR (I/C) | To be acquainted and monitoring of all purchases to be made in the school |  |
| MR. VAKEEL SINGH |
| MR. SANJAY RANJAN (HM) |
| STOCK HOLDER INDIVIDUAL |
| 14 | SUPERVISION OF ACADEMICS & MONITERING OF   DAILY   CLASS ROOM TEACHING | MR. B. SAHA,VICE PRINCIPAL(I/C) |  |  |
| MR. SANJAY RANJAN(HM) |
| 15 | AEP COMMITTEE | MR.INDRESH CHODHRY ( I/C) | Enrich students about adolescence and other body aspects. |  |
| MISS POONAM SHARMA |
| MISS RITU DEVI |
| MR. MANOJ KUMAR VERMA |
| MS. HARSHALATA ANAND |
| MR. ANIL KUMAR MEENA |
| MISS TADU YAMANG |
| STAFF NURSE |
| 16 | CHECKING OF CLASSES AFTER SCHOOL HOURS ON DAILY BASIS | (SECONDARY BLOCK) | Take round after school hours to check electric switches are off or not  and ensure no student remain in classes. |  |
| MR. ANIL KR. MEENA(I/C) |
| MR. MANOJ VARMA |
| (PRIMARY BLOCK) |
| SMT. SUMAN YADAV |
| MR. SUMEET |
| MISS PRIYANKA 1 |
| 17 | OLYMPIAD | MR. VINIT YADAV(I/C) | Arrange olympiads as per the guidelines and make proper sitting  arrangement to avoid any kind of inconvienience. |  |
| MISS NISHA |
| MR BIPLOB DEBNATH |
| MR. RANJAN SAMANTRAY |
| SMT. SHIVANI PUNDEER |
| MRS.PRIYANKA II |
| 18 | DEBATE | **ENGLISH** | Conduct debate/quiz/elocution and other academic program as per the  language criteria |  |
| MRS. E.T. ZIRDO (I/C) |
| MRS GANGA THAPA |
| MISS KAMPO TAMUK |
| MS MOON MOON JAMIKHAM |
| MR HAGE UTUNG |
| **HINDI** |
| MR. MANISH CHAUDHARY(I/C) |
| MR. RITU DEVI (CO I/C) |
| MR. ANIL KR MEENA |
| MR. VIRENDRA KUMAR |
| BOBITA BORA |
| MISS YANGAM KAMGO |
| MS AROTY TABING |
| 19 | SOCIAL SCIENCE EXHIBITION & YOUTH PARLIAMENT | MR. KAMAL NAVRIYA(I/C) | Make proper arrangements for perfect success of exhibition. |  |
| MR. VAKEEL SINGH | Allot project as per prescribed topic by KVS |
| SMT. REKHA |  |
| MR. VIRENDRA KUMAR |  |
| MR.D.K.NIGAM |  |
| MR. MITHILESH KUMAR |  |
| MISS DANGU YARANG |  |
| 20 | SCIENCE EXHIBITION/CONGRESS | MRS POONAM SHARMA(I/C) | Make proper arrangements for perfect success of exhibition. |  |
| MR. RANJAN KR. SAMANTRAI |
| MR. VINIT YADAV |
| BIPLOB DEBNATH |
| SMT. SHIVANI PUNDEER |
| MISS NANCY SENA |
| 21 | ACCOUNTS/PURCHASE MONITORING COMMITTEE | MR. VAKEEL SINGH | Registration of forms, issuing tender, preparing comparative statement  and supply order. |  |
| MRS. ASHA KRISHNA NAIR |
| MR. JAYDEV BARMAN |
| 22 | ESSCURSION/EDUCATIONAL TOUR | MR. KAML NAVRIYA I/C | Arranging field trips and educational tours for students. |  |
| MR.INDRESH CHODHRY ( CO I/C) |
| MR. AJAY TRIVEDI |
| MRS REKHA |
| MISS PRIYANKA 1 |
| SMT REENA |
| 23 | FURNITURE | MR. SUMEET(I/C) | Maintenance and purchase of furniture. |  |
| MR. BIPLOB DEBNATH |
| MR. D.K.NIGAM |
| MR GOPAL KRISHANA |
| 24 | ECO CLUB | MR.RANJAN K. SAMANTRAY (I/C) | Gardening and school beautification, conducting environment related programs. |  |
| SMT. REKHA |
| BIPLOB DEBNATH |
| MS. HARSHLATA |
| MS. SHIVANI PUNDEER |
| 25 | INTEGRITY CLUB | VIRENDRA KUMAR (I/C) |  |  |
| MR. VAKEEL SINGH (CO I/C) | Guide students to maintain integrity and discipline within the campus and  also in their daily routine. |  |
|  |  | MR. MANOJ VERMA |
|  |  | MISS KHUSHBOO TAMANG |
|  |  | MISS RICHA |
|  |  | MR. ABHINAY KR VERMA (PRT) |
|  |  | COUNSELLOR |
| 26 | MATH CLUB | MR. RANJAN NATH (I/C) | To conduct math Olympiad and to increase students interest in math.  To develop logical thinking among students. |  |
| MR.RANVEER SINGH |
| MR. AIL KR. MEENA |
| MISS KHUSHBOO TAMANG |
| MR. AJO JONKEY |
| 27 | SCIENCE CLUB | MISS NISHA(I/C) | To develop students interest in science and to scientific attitude  among the students. |  |
| MR. R K. SAMANTARAI |
| MR. B. DEBNATH |
| MR. VINIT YADAV |
| MR. ABHINAY KR VERMA (PRT) |
| MISS ANU (PRT) |
| 28 | LANGUAGE CLUB | ENGLISH |  |  |
| MRS. E. T. ZIRDO(I/C) |
| MS. KOJUMPER |
| MISS KAMPO TAMUK |
| MR. HAGE UTUNG |
| MISS MOON MOON JAMIKHAM |
| HINDI |
| MR. MANISH CHAUDHARY(I/C) |
| MISS RITU DEVI (CO I/C) |
| MS.BOBITA BORA |
| MR.S.N.MISHRA |
| MISS YANGAM KAMGO |
| MISS AROTY TABING |
| MR. KRISHNA GOPAL |
| 29 | WEB SITE MAINTENANCE & UPDATION | MRS.BEENA RANI (I/C) | Fortnightly updating of school web site. |  |
| MR. RUPAM GOGOI |
| MR.PINTU KUMAR SHARMA |
| 30 | UBI PROTAL | MR. RANVEER SINGH (I/C) | Ensure proper collection of fees via students and update records as  and when necessary with documentation. |  |
| MR. MANOJ SHARMA (CO I/C) |
| MR. PINTU SHARMA |
| 31 | SHAALA DARPAN KVS | SMT. BEENA RANI I/C | To ensure data validation of staff and students. |  |
| MR. MANOJ SHARMA |
| MR RUPAM GOGOI |
| MR PINTU KUMAR SHARMA |
| MR. SANDEEP KUMAR 1 |
| MS TOKO MINA |
| 33 | COMPUTER SYSTEM & MAINTENANCE | SMT. BEENA RANI (I/C) | To ensure proper working of computers and network. |  |
| MR RUPAM GOGOI |
| MR. PINTU KR. SHARMA |
| 34 | ELECTRICITY POWER SYSTEM | MR SHUBHAM ROHALAN (I/C) | To ensure proper arrangement for power supply |  |
| MR SUMEET |
| MR. YOGESH GHUMDE |
| MISS NISHA NEGI |
| MR. AJAY TRIVEDI |
| 35 | WATER RESOURCES | (SEC BLOCK) | To ensure supply of pure drinking water. |  |
| MR. SHUBHAM ROHALAN |
| MS. SHIVANI PUNDEER |
| (PRIMARY BLOCK) |
| MR SANDEEP KUMAR 2 |
| SMT. SUMAN YADAV |
| MISS PRIYANKA 1 |
| MISS PRIYANKA 2 |
| MISS MOHINI |
| 36 | CANTEEN COMMITTEE | MR. AJAY TRIVEDI (I/C) | To ensure health and hygiene in the Vidyalaya canteen.  Checking food material on daily basis and maintain the  records thereof. |  |
| MR. VAKEEL SINGH |
| DOCTOR |
| STAFF NURSE |
| MRS. SIMEE MINZ |
| MR. SANJAY RANJAN |
| MR SWAPNA BAJIRAO WALEKAR |
| MR MANOJ SHARMA |
| 37 | FLAG COMMITTEE(RAISING AND LOWERING DOWN) | MR MANOJ VARMA (I/C) | To raise and lower down the national flag every morning and before  sunset as per flag code. |  |
| MR. SAMIRAN |
| MR. RAKESH BORAH |
| MR. PRANJIB SARKAR |
| MISS RITU DEVI |
| MR. SANDEEP I |
| MR. SANDEEP II |
| 38 | STUDENT ALUMINI | MS E T ZIRDO (I/C) | To maintain the record of ex-students of the Vidyalaya with  different approaches. |  |
| MR. RANVEER SINGH |
| MR. VINIT YADAV |
| SMT SHIVANI PUNDEER |
| MISS KHUSHBOO TAMANG |
| MR ANIL KR POONIA |
| MR R K SAMANTARAI |
| 40 | CMP | MR. SANJAY RANJAN (HM) | Arrangement, maintain record of common minimum program. |  |
| MR. SANDEEP 2 |
| ALL PRTS |
| 41 | BACK TO BASIC | MRS ASHA KRISHNA NAIR |  |  |
| MR D K NIGAM(I/C) |
| MR.SANJAY KUMAR RANJAN |
| MR ANIL KR MEENA |
| 42 | CMP IN UPPER PRIMARY CLASSES | MR. B. SAHA,VICE PRINCIPAL(I/C) | Arrangement, maintain record of common minimum program |  |
| MISS KHUSHBOO TAMANG |
| MR SHIVANI PUNDEER |
| MISS RITU DEVI |
| 43 | CAREER COUNCELLING | MRS. E.T.ZIRDO (I/C) | To give the proper and appropriate information to the students for their  bright careers. |  |
| MR.KAMAL NAVARIYA (CO I/C) |
| MS. TOBOM GONGO |
| MISS TADU YAMONG |
| 44 | TEACHING AIDS & GEO LAB | MR. KAMAL NAVRIYA (I/C) | Providing the sufficient teaching aids to each department for  its maximum utilizations for the students. |  |
| MR D K NIGAM |
| MR VIRENDRA KUMAR |
| 45 | SAFETY AND SECURITY OF SCHOOL PERMISES | MR. KAMAL NAVRIYA (I/C) | Management and arrangement of the school premises regarding  appropriate safety and security. |  |
| 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 WALEKAR |
| 46 | DISASTER MANAGEMENT | MR. MANOJ VERMA(I/C) | To provide proper training for any type of natural calamity and  appropriate arrangement of all required necessities |  |
| MR MITHILESH KUMAR |
| MS. REKHA |
| MR VIRENDRA KUMAR |
| 47 | UNESCO CLUB | MR D K NIGAM (I/C) | To maintain the record of the UNESCO CLUB. |  |
| MR MITHILESH KUMAR |
| MR.KRISHNA GOPAL |
| MISS KOMAL |
| MISS RICHA |
| 48 | GARDENING PLANTATION & BEAUTIFICATION | MRS SHIVANI PUNDEER (I/C) |  |  |
| MR. BIPLOB DEBNATH |
| MRS PRIYANKA II |
| (COPY ATTACHED SEPERATELY) |
| 49 | ACP | MR.D.K.NIGAM(I/C) |  |  |
| MISS SNEHA KUMARI |
| MISS SIME MINZ |
| 50 | DISASTER | MR.MANOJ KUMAR VERMA (I/C) |  |  |
| MR KAMAL NAVARIYA |
| MR MITHILESH KUMAR |
| MRS SHIVANI PUNDEER |
| 51 | SEEMA DARSHAN | MR. RANVEER SINGH (I/C) |  |  |
| MRS. REKHA |
| 52 | SBSB | MR.MANOJ KUMAR VERMA(I/C) |  |  |
| MR.YOGESH GHUMDE |  |  |
| MISS RENU PAL |  |  |
| 53 | TARUNOTSAVA | MR.KAMAL NAVARIYA (I/C) |  |  |
| ALL CLASS TECHERS OF 11TH |  |  |
| 54 | BALA | MISS HARSHALATA ANANAD(I/C) |  |  |
| MR PRANJIB SARKAR |  |  |
| MR VAKEEL SINGH |  |  |
| 55 | JIGYASA | MR.BIPLOB DEBNATH(I/C) |  |  |
| MR VINIT YADAV |  |  |
| 56 | ACADEMIC LOSS COMPENSATION | MR.RANJAN NATH (I/C) |  |  |
| MR. BIPLOB DEBNATH |  |  |
| MR MANOJ VARMA |  |  |