

Committees for the academic year 2016-17

The committees for the various activities during the academic 2016-17 year is given as below; All the staff members may note down the different committees in which they are in and act accordingly

Sl.No.	Name of the Committee	In-charge & Members	Signature	Duties and Responsibilities
1	Academic Committee/Advisory Committee	1. N. Majhi I/C 2.Mr. K.K. Swami 3.Mr. Santosh Kumar 4.Mr.Rajesh Kumar 5.Mrs. Guljhari Lal 6.Mrs.Rikta Roy		*To plan and implement the academic activities in a befitting manner *To plan for academic innovation and innovatory project undertaken by teachers *To ensure necessary directions are given to teachers to maintain high academic standards * To enhance the Academic development of the Vidyalaya and Preparing necessary documents for Annual Panel Inspection, Principal's conference
2	Admission Committee	1 Mr. Rajesh Kumar I/C 2. Mr. D.K. Nigam 3.Mrs. Monosree Roy 4. Mr.P.L.Upadhyay 5. Mr.A.K. Saini		*Ensure that the particulars of the applicants are entered in the computers without waiting for the last minute after careful scrutiny of the forms. *Prepare the Registration List,Master List and provisionally selected list and get the hard and soft copies for approval of the Chairman two days before the Scheduled date for the display of the same & Also to prepare a master list of fresh admissions and admissions made on KVTC for the year 2014-15
3	Co-Curricular Activities (Secondary)	1.Mr, Guljhari Lal I/C 2.Mr. A.C Sarkar 3.Mrs. J.Choudhuary 4.Mrs. Bul Buli Nath 5.Mrs. S. Chaddha 6.Mrs. Monosree Roy		*To plan for the co-curricular activities in a befitting manner *To ensure that Morning Assembly programmes are conducted as per the KVS norms and to improve the standard of the Students. *To ensure that prizes are procured and distributed soon after the competitions are conducted. *To ensure that the common minimum programme are being conducted as per the KVS guidelines. *To celebrate all important days in a befitting by proper distribution of work.
4	Co-Curricular Activities (Primary)	1.Mrs. C. Bhuyan I/C 2.Mr. M.K. Prasad 3.Mrs. Juri Deka 4.Mr. Sumit Kumar 5. Mrs. J. Choudhuary		*To plan for the co-curricular activities in a befitting manner *To ensure that Morning Assembly programmes are conducted as per the KVS norms and to improve the standard of the Students. *To ensure that prizes are procured and distributed soon after the competitions are conducted. *To ensure that the common minimum programme are being conducted as per the KVS guidelines. *To celebrate all important days in a befitting by proper distribution of work.
5 (a)	Examination Committee (Home)	Secondary (VI to XII) 1.Mr. K.K. Swami I/C 2.Mr. Rajesh Gupta 3.Mrs. Monosree Roy 5.Mr. Rajesh Kumar 6. Mr. P.C. Pachani, Sub-Staff 7. Mr. D.R. Deka, Sub-Staff		*The committee shall be responsible for the preparation of examination calendar and circulate the same in time before 1 st April 2015 *The requirements for the conduct of the examination shall be ordered well in time planning for the entire academic year in two lots for the First Term and for the second term. *The examination duties shall be allotted systematically without any bias or favour. *The analysis of the results of the examination should be done as per the KVS guidelines and handed over the undersigned within one week after the completion of the examination. *The Plan for the CCE should be well communicated to the teachers, parents and the students.

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5 (b)	Examination Committee (CBSE)	1. Mr. Santosh Kumar I/C 2. Mr. Rajesh Gupta 3. Mr. D.K. Nigam 4. Mr. B. Basfore, Sub-Staff		*The committee shall be responsible for the preparation of examination calendar and circulate the same in time before 1 st April 2015 *The requirements for the conduct of the examination shall be ordered well in time planning for the entire academic year in two lots for the First Term and for the second term. *The examination duties shall be allotted systematically without any bias or favour. *The analysis of the results of the examination should be done as per the KVS guidelines and handed over the undersigned within one week after the completion of the examination. *The Plan for the CCE should be well communicated to the teachers, parents and the students.
5 (c)	Examination Committee (Primary)	Primary (I to V) 1. Mr. M. K. Prasad I/C 2. Mr. A.K. Saini 3. Mr. Sumit Kumar 4. Ms. Juri Deka		The committee shall be responsible for the preparation of examination calendar and circulate the same in time before 1 st April 2015 *The requirements for the conduct of the examination shall be ordered well in time planning for the entire academic year in two lots for the First Term and for the second term. *The examination duties shall be allotted systematically without any bias or favour. *The analysis of the results of the examination should be done as per the KVS guidelines and handed over the undersigned within one week after the completion of the examination. *The Plan for the CCE should be well communicated to the teachers, parents and the students.
6	Furniture Committee	1.Mr. A.C.Sarkar I/C 2.Mr.M.K. Prasad 3.Mr. Anil Kumar Saini 4.Mr. Y. Topno 5.Mr. Subinay Roy		*To maintain class-wise inventory of the Vidyalaya. *To report for damaged furniture *To ensure that the requirement of furniture for the Vidyalaya is presented in time and items procured. *To ensure that the stock register is being maintained in a proper fashion and as per the new guidelines. *To identify the items for condemnation and also new furniture is procured by helping in the invitation of tenders/quotations.
7	Guidance & Counseling & NAEP	1.Mrs. Rikta Roy, I/C 2. Ms. Juri Deka		*To ensure career guidance talk every week in the morning assembly *To arrange a career and guidance exhibition in the month of October 2015 *To ensure that the necessary guidance lectures are being arranged for the students from IX onwards. *To conduct the NAEP programme as per KVS guidelines.
8	Gardening & Beautification Committee	1.Mrs. . M. Roy I/C 4.Ms. Juri Deka 5.Mr. M.K. Prasad		*To ensure that the Garden of the Vidyalaya is maintained and new seasonal plants are added to the Vidyalaya garden *To ensure that the flower pots are maintained and at least 50 more flower pots with new varieties are added during the year.
9	Library Committee	1.Mrs. Rikta Roy I/C 2. Guljhari Lal 3. Mr. N. Majhi 4. Mrs. B.B. Nath 5.Mrs. C. Bhuyan		*To plan for the purchase of books,magazine & news paper for library for Primary and Secondary students. *To ensure that proper class library system exists in the Vidyalaya. *To ensure that library books are being used to an optimum extent. *To ensure that sufficient number of news paper are displayed in different veranda on news paper stand.

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10	Official Language	1. Mr. Guljhari Lal I/C 2. Mrs. Rikta Roy 3. Mrs. B.B. Nath 4. TGT (Hindi)		*To help in implementing the official language *To ensure that all correspondence received in Hindi is replied in Hindi *To maintain a separate record file of all the correspondence made in hindi *To ensure that the Vidyalaya website is having Hindi version as well before August 2015
11	Purchase Committee	1. Mr. Guljhari Lal I/C 2. Mrs. Rikta Roy 3. Mrs. M. Roy 4. Mr. P. Upadhyay 5. Mrs. C. Bhuyan		*To co-ordinate all the purchases of the Vidyalaya *To monitor the purchases to be made for the Vidyalaya *To ensure that proper records of the items
12	Scouts & Guide	1. Mr. M.K. Prasad I/C 2. Mr. Guljhari Lal 3. Mrs.C.Bhuyan 4. Mr.P.L.Upadhyay 5. Mrs. B.B. Nath 6. Mrs. Rikta Roy 7. Mrs. S. Chaddha 8. Mr. A. K. Saini		*To ensure that the Programme of activities are planned for the whole year in advance *To ensure that the reports are being sent periodically *To plan for various camps and testing programmes.
13	Timetable Committee Secondary	1. Mr. Rajesh Kumar I/C 2. Mrs. Monosree Roy 3. Mr. Rajesh Gupta 4. Mr. D.K. Nigam		*They are to ensure that the following tasks are completed on or before 28 th March 2016 and submit the hard copies and soft copies of the time table taking into consideration the staff sanction for the academic year 2016-17 and also the classes sanctioned for the next academic year *The committee is also responsible for the arrangement work on day to day basis and the same shall be carried out by TGT(P&HE) for Secondary and Primary.
	Timetable Committee Primary	1. Mr. P.L. Upadhyay I/C 2. Mr. Sumit Kumar 3. Mrs. Sanju Rai		*The committee shall ensure that no class is left free on any day by proper checking of the completed time table. *The copies of the time-table shall be placed in the Principal's room, Office, Staff Room (II Floor) *The arrangement work shall be circulated timely daily by the sub-staff allotted in the committee *The copy of the circulated arrangement work shall be handed over to the Principal on daily basis and kept in a file.
14	Discipline Committee	1. Mr. Y.Topno I/C 2. Mr. N. Majhi 3. Mr. K. K. Swami 4. Mr. M.K. Prasad 5. Mr. Rajesh Kumar 6. Mrs. Rikta Roy 7. Mrs. S. Chaddha		*To check the discipline of the students *To ensure that the students come to school in proper uniform and well in time. *To minimize the late coming of the students to the Vidyalaya. *To utilize the student council for the purpose of ensuring better discipline.
15	C.M.P.	1. Mrs.C. Bhuyan I/C 3. Ms. Juri Deka 4. Mr. M.K. Prasad 5. Mr. P.L. Upadhyay		*To ensure that the stock of teaching aids is maintained *To procure that necessary teaching aids are being maintained for the Vidyalaya for secondary and Primary for common minimum Programme.

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16	Cleanliness Committee	1.Mrs. Ritka Roy I/C 2. Mrs. S. Chaddha 3.Mrs. Monosree Roy 4. Mr. Guljhari Lal 5. Mr.M.K. Prasad 6. Mr. A. K. Saini		*To ensure that the Vidyalaya is being maintained neat and clean. *To distribute the work among the cleaning staff and ensure that the cleaning materials as required for them are being maintained and issued to them for proper cleaning of the Vidyalaya. *To report about the cleanliness of the Vidyalaya every day in the morning before 9.00 AM and follow up if there are deficiencies.
17	Audio-Visual Committee & Teaching Aids	1.Mr. D.K. Nigam I/C 2.Mr. A.C. Sarkar 3. Mrs. C. Bhuyan (Resource Room)		*To maintain the stock of audio-visual equipment in the Vidyalaya and add new equipment during the current year. *To ensure that necessary repair is done for the equipments.
18	Competitive Examinations	1.Mr. Rajesh(Maths.) I/C 2.Mr. N. Majhi 3.TGT(Science) 4. Mr.P.L.Upadhyay 5. TGT(Maths.)		*The necessary records in respect of these are maintained *The details of winners are uploaded in the website of the Vidyalaya. *The same is communicated and published in various forms.A Copy of the result should be displayed at the notice board.
19	Web Committee	1.Mr. K.K. Swami I/C 2. TGT(Science) 3.TGT(Maths.) 4.Mr. Guljari Lal 5. Comp. Instructor		*To ensure that the stock of computer laboratory is being maintained in proper order. *To maintain a record of the register of the use of the computer in the Vidyalaya. *To maintain the Website of the Vidyalaya on day to day basis. *To monitor the use of Computers and Internet by the students.
20	Editorial Board (School Magazine)	1. Mr. Guljhari Lal I/C 2. Mrs. Rikta Roy 3. Mrs. B.B. Nath 4. Mrs. C. Bhuyan		*To make children prepare class manuscript magazine. *To keep a collection of photographs handy for publication in the Vidyalaya magazine *To motivate children to write for the Vidyalaya magazine.
21	Eco-club	1.Mr. Santosh Kumar I/C 2.Mr. D.K. Nigam 3. TGT(English) 4. PGT(Economics)		*To ensure that the activities as suggested by the KVS for the Eco Club are being conducted. *To ensure that the members are registered for the club and the activities conducted.
22	First Aid Committee	1. Mrs. S. Chaddha I/C 2. Mrs. B.B. Nath 3. Mrs. Rikta Roy 4. Mr. Y. Topno 5. Mr. A.K. Saini 6. Mrs. C. Bhuyan		*To ensure that First Aid required for the Vidyalaya is procured and maintained in at least two places and necessary first aid given to the students as and when required. *To ensure that every class especially in primary has a first-aid kit.
23	Mathematics Club	1.Mr. Rakesh Kumar I/C 2.TGT(Maths) 3. Mr. P.L. Upadhyay		*To form the Mathematics club in the month April 2015 *To conduct the meetings of Mathematics club *To create an interest among the students in the subject of mathematics *To conduct lectures and seminars on mathematics.
24	P.T.A	1. Mr. K.K. Swami I/C 2.Mrs. Rikta Roy 3.Mr. Guljhari Lal 4. Mr. N. Majhi		*To prepare a schedule for PTA. *To arrange and co-ordinate the parent teacher meetings. *To arrange for the executive committee meeting and to revive the same. *To maintain the records relating to the parent teacher meetings.

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25	Science Club	1.Mr. N. Majhi I/C 2.TGT (Science) 3.PGT (Physics & Chemistry) 4. Mr. P.L. Upadhyay 5. Mr. M.K. Prasad		*To ensure that an environment of science exists in the Vidyalaya and the activities are conducted. *To motivate children to prepare exhibits for the Science Exhibition and to ensure that they are being prepared in time.
26	Integrity Club	1.Mr. Santosh Kumar I/C 2.PGT(Economics) 3.TGT(S.St.) 4.TGT(English) 5. Mr. Y. Topno 6. Mrs. S. Chaddha		*To form the integrity club in the month of April and organize the activities every week after duly verifying the circular from the records
27	Sports Committee (Primary)	1.Mr.P.L.Upadhyay I/C 2.Mr. A.K. Saini 3. Mr. M.K. Prasad 4.Ms. Juri Deka 5.Mr. Sumit Kumar		*To ensure that the sports and games activities are planned for the year for the different classes as per the latest guidelines and students practiced for the same. *To submit a calendar of activities before April 1 st week and follow the same. *To ensure that the competitions in the case of Primary are being conducted as per the requirement of KVS and the requirement of common minimum Programme attained. *To ensure that the prizes for the competitions are being distributed timely for the various competitions conducted.
	Sports Committee (Secondary)	1.Mr. Yakub Topno I/C 2.Mr. A.C. Sarkar 3.Mr. D.K. Nigam 4. Coach		
28.	Maintenance & Repair	1. Mr. A.C. Sarkar, I/C 2. Mr. Rajesh Kumar 3. Mr. Rajesh Gupta 4. Mr. A.K. Saini 5. Mr. Subinay Roy		* Place requisition. * Apply for advance. * Submit Bill in Time. * To make entry of bills in stock register and submit the bills in office. * Bill settlement to be done within specific time period.

Note : All Sub-Staff of the Vidyalaya to comply to the all assigned work entrusted by the authority from time to time .

1. Mr. D.R. Das, Sub-Staff
2. Mr. D. Pachani, Sub-Staff
3. Mr. D.R. Deka, Sub-Staff
4. Mr. Robin Das, Sub-Staff
5. Mr. J.M. Boro, Sub-Staff
6. Mr. P.C. Pachani, Sub-Staff
7. Mr. Buddhu Ram Basfore, Sub-Staff

(DOLLY DAS)
PRINCIPAL