



KENDRIYA VIDYALAYA AFS CHABUA

DUTIES AND RESPONSIBILITIES OF DIFFERENT COMMITTEES (2021-22)

S. N.	NAME OF COMMITTEE	MEMBERS	SIGNATURE	DUTIES AND RESPONSIBILITIES
1	ACADEMIC ADVISORY	SH. ALOK KUMAR SINGH		1. To guide, suggest and chalk out all action plan for academic and co – curricular activities. 2. Will function as advisory board for Vidyalaya activities. 3. To plan the Split-up of syllabus subject wise and class wise on or before 31 st March and check the monthly completion of syllabus. 4. To list the name of weak students on the basis of session ending examination result March and prepare action plan on or before 05 th April and to ensure it is implemented. 5. To monitor the special time-table during all holidays, breaks (Autumn & Winter) and vacation including Morning Assembly time of Vidyalaya as per action plan. 6. To maintain the class wise and subject wise monthly student's academic performance analysis. 7. Any other related work.
		SH. MAHENDRA SINGH BITHU		
		SH. MANOJ KUMAR SHUKLA		
		SH. SAUVIK ROY CHAUDHURY		
		SH. ARVIND KUMAR PANDEY		
		MS. BABTA DAS		
		MS. RITU YADAV		
		MS. REENA TARGOTRA		
2	ADMISSION	SH. ARVIND KUMAR PANDEY		1. To plan admission procedure as per KVS guidelines. 2. To keep ready admission forms prospectus & test plan well in advance. To issue & collect the admission registration form. 3. To complete the formalities of admission for the session as per KVS instructions, admission register, etc. 4. The committee should ensure that admission details are uploaded in the website of the Vidyalaya. 5. Any other related work.
		SH. MANOJ KUMAR SHUKLA		
		SH. ARVIND BHARAT BIRHADE		
		MR. RAMESH POUDEL		
3	UBI	SH. ALOK KUMAR SINGH		1. To inform the teachers well in time the period of first verification before the fee collection month. 2. To make aware any changes in the UBI portal regarding fee collection.
		SH. MANOJ KUMAR SHUKLA		
		MR. DHIRENDRA KUMAR		
		MR. HARVINDER SINGH		
4	TIME TABLE	MR. PRABHAKAR KUMAR		1. Time – table In charge & Asst. In charge will frame the time-tables as per allotment 2. To make an arrangement during the leave of the teacher. 3. To prepare and inform to subject teachers about the special time – table during all holidays, breaks (Autumn & Winter) and vacation including Morning assembly time of Vidyalaya as per action plan for class X & XII 4. To arrange duty during recess.
		MR. PURUSHOTTAM KUMAR		
		MR. SAUVIK ROY CHAUDHURY		

		MS. BANTI SAGAR		
5	HOME EXAMINATION	MS. BABITA DAS		<ol style="list-style-type: none"> 1. Complete schedule of test/exam for the session as per KVS calendar of activities will be circulated among the students & parents for their prior information. Exam time-tables should also be informed to students & parents at least two weeks before the commencement of test/exam. 2. Class wise pre-plan schedule should be decided for weekly test, fortnightly test, monthly test, practice test etc. 3. All the required documents/materials like answer scripts, mark-slip, mark register, progress card etc. should be issued to concerned teacher in time & it should be taken back to exam department after completion of each and every test/exam. 4. Students and parents must be informed about the results of all tests & exam within a week of completion of test/examination & updated record must be kept ready for further course of action. 5. To conduct P.T.M. 6. The plan for the CCE should be well communicated to the teachers, parents and students. 7. To make minutes of the P.T meeting. And maintain the records along with attendance of parents. 8 Any other related work
		SH. MANOJ KUMAR SHUKLA		
		SH. PRABHAKAR KUMAR		
		SH. RAVEESH DARSHAN		
		MS. ANTARA SARMAH		
		MS. JURI DUTTA		
6	CBSE EXAMINATION	SH. ALOK KUMAR SINGH		<ol style="list-style-type: none"> 1. To monitor the registration of class IX, X and class XI, XII students for Board Exam. 2. To verify the details send to CBSE. 3. To upload the marks of IX , X and XI in time. 4. To circulate the latest circulars issued by CBSE to the teachers in time. 5. To conduct the exams as per the CBSE guidelines.
		SH. MANOJ KUMAR SHUKLA		
		SH. RAVEESH DARSHAN		
		SH. ARVIND KUMAR PANDEY		
		MS. SABHYA RAI		
		SH. SEBAK BHOUMICK		
7	TLM	SH. SANDEEP KUMAR		<ol style="list-style-type: none"> 1.To set activity room to teach primary students as per KVS circular No.F.39-AC/2008-KVS(BGR) dated06/02/08 2. To plan and arrange for purchasing materials required for teaching aids. 3. Any other related work.
		SH. WASIM FERROZ		
		MS. RITU YADAV		
		MS. PUSHPA		
8	CCA	SH. SAUVIK ROY CHAUDHURY		MORNING ASSEMBLY ORGANISATIONS <ol style="list-style-type: none"> 1. To prepare an action plan for internal and external CCA activities for the session and complete in time 2. To plan the morning assembly programme. 3. To check the preparation of the programme before presenting in morning assembly.
		SH. RAMESH POUDEL		

		SH. PURUSHOTTAM KUMAR		<p>4. To prepare a plan to celebrate important festivals & days as per Vidyalaya academic Calendar.</p> <p>5. To encourage the students & staff to participate in these programmes & assign duties for them.</p> <p>6. They will also have to suggest practical plans for improvement of CCA activities.</p> <p>7. To distribute the prizes for CCA timely.</p> <p>VALUE EDUCATION</p> <p>1. To prepare compact programme for developing good habits and moral value among the students.</p> <p>2. To encourage the students on the observation of good habits & behavior and award the best students.</p> <p>3. Any other related work</p>
		SH. PRABHAKAR KUMAR		
		MS. SILPI SIKHA DANGORIYA		
		MS. BANTI SAGAR		
9	SAFETY & SECURITY	SH. ALOK KUMAR SINGH		<p>1. To allot duty to teachers during entry and exit of students at Main Gate.</p> <p>2. To collect information about the nearby police station, hospital, fire safety and their contact no. and to display it in the display board, and prominent places in the vidyalaya so that it can be utilized during any type of emergence.</p> <p>3. To suggest measures to improve the safety and security of the students.</p> <p>4. To chalk out an action plan and allot duty floor wise for safety and security.</p> <p>5. Ensure that the security guards are doing duty properly.</p>
		SH. MAHENDRA SINGH BITHU		
		MS. REENA TARGOTRA		
		ALL CLASS TEACHERS		
10	STUDENTS WITH SPECIAL NEEDS	SH. MANOJ KUMAR SHUKLA		<p>1. Ensure that the facilities for disabled children are provided.</p> <p>2. Ensure their participation in the various activities of the Vidyalaya.</p> <p>3. Ensure that the basic infrastructure for such children is available in the Vidyalaya.</p> <p>4. Ensure that they are not facing any type of discrimination in the class.</p>
		SCHOOL NURSE		
		COUNSELLOR		
11	GRIEVANCE REDRESSAL	SH. ALOK KUMAR SINGH		<p>1. To periodically open suggestion box, at least once in a month.</p> <p>2. To keep a record of suggestions or grievances received from the students, staff or parents</p> <p>3. To give a patient hearing to the child.</p> <p>4. To maintain the minutes of the meetings</p>
		SH. SAUVIK ROY CHAUDHURY		
		MS. REENA TARGOTRA		
		MS. BABITA DAS		
12	ACCREDITATION	SH. ALOK KUMAR SINGH		<p>1. To get the permission of the chairman for starting the accreditation process.</p> <p>2. To proceed for accreditation as per CBSE guidelines.</p>
		SH. MANOJ KUMAR SHUKLA		
		SH. ARVIND KUMAR PANDEY		
13	RTE, SCHOLARSHIP AND U-DISE	SH. MAHENDRA SINGH BITHU		<p>1. To inform the students well in time about the scholarships and to check the correctness of the form filled up and eligibilities and to submit the form in time.</p> <p>2. To prepare and submit the U-DISE information in time.</p>
		MS. VIBHA GUPTA		
		SH. RAMESH POAUDEL		
		SH. PURUSHOTTAM KUMAR		

14	CONDEMNATION	SH. ALOK KUMAR SINGH		<ol style="list-style-type: none"> 1. To send notice for stock verification and condemnation of articles. 2. To collect the list of articles recommended for condemnation and proceed for condemnation as per KVS guidelines. 3. To ensure the office order regarding condemnation is issued to all stock holders. 4. To prepare auction notice and display it in the website and notice board and conduct auction on the specified date as per KVS guidelines.
		SH. ARVIND KUMAR PANDEY		
		SH. SAUVIK ROY CHAUDHURY		
		MS. VIBHA GUPTA		
		SH. ARVIND BHARAT BIRHADE		
15	GUIDANCE AND COUNSELING	SH. ALOK KUMAR SINGH		<ol style="list-style-type: none"> 1. To plan guidance and counselling activities for the academic year. 2. To maintain guidance and counselling register. 3. Experts should also be invited time-to-time to provide proper guidance to the students. 4. To ensure that students requiring guidance are identified and given guidance. 5. To arrange a carrier and guidance exhibition in the month of October. 6. To conduct NAEP programme as per KVS guidelines and to send the online data timely.
		SH. MAHENDRA SINGH BITHU		
		SH. MANOJ KUMAR SHUKLA		
		SH. ARVIND KUMAR PANDEY		
		MS. VIBHA GUPTA		
		COUNSELLOR		
		NURSE		
16	NTSE & OTHER COMPETITIVE EXAME LIKE OLYMPIAD	SH. SANDEEP KUMAR		<ol style="list-style-type: none"> 1.To ensure that students are intimated about the exams in time. 2. To ensure that there is fair participation of the students. 3. To maintain the records of these exams. 4. The details of the winners are uploaded in the website of the Vidyalaya.
		MS. RITU YADAV		
		MS. ANTARA SARMAH		
17	SCHOOL MAINTENANCE AND REPAIR	SH. WASIM FEROZ		<ol style="list-style-type: none"> 1. To ensure that periodical maintenance (Civil & Electrical) of school building and furniture is being attended to on need basis weekly. 2. To invite quotations as per KVS guidelines during April itself for the maintenance work of the school. 3. To ensure that proper materials needed for the cleaning of the Vidyalaya are procured and supplied in time. 4. To maintain records of M & R systematically.
		SH. SANDEEP KUMAR		
		SH. ARVIND BHARAT BIRHADE		
		SH. MAHENDRA SINGH BITHU		
		SH. SAUVIK ROYCHAUDHURY		
18	CLEANLINESS	SH. MAHENDRA SINGH BITHU		<ol style="list-style-type: none"> 1. To ensure that Vidyalaya is being maintained neat and clean. 2. To distribute the work among the cleaning staff and to ensure that cleaning materials required are issued to them for proper cleaning of the Vidyalaya. 3. To supervise the conservancy staff.
		SH. RAMESH POUDEL		

		MS. RITU YADAV		<p>4. To allot floor wise duty to teachers and to take feedback of the cleanliness work daily and maintain it in a register.</p> <p>5. To maintain a file for cleanliness under Sawachchha Bharat Abhiyan enclosing all the circulars issued by KVS till date and the activities under taken by the Vidyalaya.</p>
		MS. VIBHA GUPTA		
		MS. BABITA DAS		
		SH. SANDEEP KUMAR		
		MS. JURI DUTTA		
19	FURNITURE	SH. ARVIND BHARAT BIRHADE		<p>1. To plan for repair & purchase of Vidyalaya furniture for students & staff in various classrooms & departments as per requirement & budget.</p> <p>2. To purchase furniture KVS specifications.</p> <p>3. To prepare the comparative statements of the quotations received and to place the order for L1 quoted firm.</p>
		SH. SATISH NEPALCHAND RANE		
		SH. DHIRENDER KUMAR		
20	CHECKING OF FEES COMMITTEE (CS 54) AND PAY BILL & INCOME TAX	SH. SEBAK BHOWMICK		<p>1. To compile the class wise details of fees collected every month and to verify it from the class attendance register.</p> <p>2. To maintain CS-54 register and to ensure the entries of fees collected in it by the class teacher on the last working day of the month.</p> <p>3. To prepare and upload pay bill in time.</p> <p>4. To calculate income tax of all the employees and to ensure deductions.</p>
		SH. HARDEV KUMAR		
		SH. RAMJI PANDEY		
		SH. BOLIN DUTTA		
21	DISCIPLINE & ANTI RAGGING	SH. MAHENDRA SINGH BITHU		<p>1. To check for the discipline of the students.</p> <p>2. To ensure that students come to school in proper uniform.</p> <p>3. To maintain a register for late comers.</p> <p>4. To ensure discipline during morning assembly, recess and during school dispersal.</p>
		SH. ARVIND KUMAR PANDEY		
		MS. BABITA DAS		
		SH. PURUSHOTTAM KUMAR		
		MS. REENA TARGOTRA		
		MS. ANTIMA THAKUR		
22	EXCURSION & EDUCATION TOUR	MS. SANDEEP KUMAR		<p>1.To plan the excursion</p> <p>2.To decide the place, make arrangement for conveyance</p> <p>3.Estimate the amount to be collected from students</p> <p>4. To obtain NOC from parents well in time.</p> <p>5. Arrange refreshments for the students.</p> <p>6.Any other related work</p>
		MS. VIBHA GUPTA		
		MS. PINKY		
		MS. PUSHPA		

23	SCHOOL BEAUTIFICATION & GARDENING	MS. INDU SINGH		<ol style="list-style-type: none"> 1. To plan and to ensure the beautification of the Vidyalaya campus as well as the school building. 2. To ensure that all the display boards are arranged in a proper way. 3. To decorate the Vidyalaya during any event/important days.
		MS. SANDEEP KUMAR		
		SH. HARVINDER SINGH		
		MS. ANTARA SARMAH		
		SH. ARVIND KUMAR PANDEY		
24	SCOUT & GUIDE	SH. PURUSHOTTAM KUMAR		<ol style="list-style-type: none"> 1. To prepare S/G activity plan with tentative date & months for organizing activities. 2. To select student for cubs, bulbul, scout & guide enrolment. 3. To make an arrangement for proper training of the students. 4. To prepare scout & guide to participate in various activities, both internal & external competitions. 5. Any other related work.
		SH. ARVIND BHARAT BIRHADE		
		SH. MAHENDRA SINGH BITHU		
		MS. BABITA DAS		
		MS. REENA TARGOTRA		
25	REFRESHMENT	SH. PURUSHOTTAM KUMAR		<ol style="list-style-type: none"> 1. To arrange refreshments or sweets for all important function like republic day, independence day, sports day, annual day or during the visit of any officials. 2. To inquire market survey and set competitive rates without compromising the quality.
		SH. ARVIND KUMAR PANDEY		
		SH. MAHENDRA SINGH BITHU		
		SH. HARVINDER SINGH		
26	CMP MONITORING	MS. REENA TARGOTRA		<ol style="list-style-type: none"> 1. To ensure that the CMP guidelines are implemented as per the schedule given by RO and cluster. 2. To monitor the use AV Room as per the time table and to ensure the maintenance of an AV Room log book. 3. To monitor the record of activities of teachers under CMP
		MS. INDU SINGH		
		SH. ARVIND BHARAT BIRHADE		
27	SHALA DARPAN	SH. MANOJ KUMAR SHUKLA		<ol style="list-style-type: none"> 1. All class teachers will ensure the entry of details from the beginning (from April 2018) 2. Compulsory entry of attendance from April by class teacher to avoid final hour rush.
		SH. RAVEESH DARSHAN		
		MS. SABHYA RAI		
		ALL CLASS TEACHER		
28	CLUB (A) INTEGRITY	(A) INTEGRITY CLUB -		A) 1. To form the integrity club in the month of April and organize the activities every month as per the instructions of KVS.

	(B) ECO CLUB (C) READERS	MS. VIBHA GUPTA		<p>B) 1. To ensure that the activities as suggested by KVS for Eco club are being conducted. 2. Celebration of Van Mahotsava week. 3. Plant more trees should be undertaken throughout the year.</p> <p>C) 1. To form the readers club as per the guidelines given in the library manual. 2. To develop an annual activity plan to organize the various activities.</p>
		SH. PURUSHOTTAM KUMAR		
		(B) ECO CLUB -		
		MS. INDU SINGH		
		MS. USHA YADAV		
		SH. MAHENDRA SINGH BITHU		
		(C) READERS CLUB -		
		MS. VIBHA GUPTA		
		SH. SAUVIK ROY CHAUDHURY		
		SH. ARVIND KUMAR PANDEY		
SH. RAMESH POUDEL				
29	PURCHASE	MS. BABITA DAS		<p>1. To procure the required items following the purchase procedure of KVS. 2. To estimate the requirements in the beginning of the academic year. 3. To co-ordinate and to monitor all the purchases of the Vidyalaya and to ensure that no excess purchases are made. 4. To ensure that proper records of the items purchased are maintained properly.</p>
		SH. MANOJ KUMAR SHUKLA		
		SH. PRABHAKAR KUMAR		
		SH. RAMESH POUDEL		
30	LIBRARY & PUSTAKOPAHAR	MS. VIBHA GUPTA		<p>1. Make available curriculum books, Textbooks, Collection of CBSE & session ending examination old question papers for the help of the students. 2. Newspapers, magazines etc. should be readily available in library. 3. Prepare a list of books with the help of subject teachers by April & purchase them as per Vidyalaya budget provision. 4. At least two programmes & two competitions should be organized in this session to make aware the students & staff for the use of library & to encourage the students to study the books & magazine. 5. To organize three book exhibition 6. Issue of books to the students & staff should be frequent & should be recorded in issue register for verification by the higher officers. 7. To purchase books to the Library as per the recommendations of Library Committee</p>
		SH. PURUSHOTTAM KUMAR		
		SH. RAMESH POUDEL		

		MS. RITU YADAV		8. To organize the activities of readers club. 9. To prepare annual library activity plan. 10. Organizing exhibitions, displays, celebrations of important days and all other events mentioned in the library manual. 11. To purchase Hindi books as per Rajbhasha Committee suggestions.
31	STAFF ROOM & STAFF QUARTER. MAINTENANCE & REPAIRS	SH. MAHENDRA SINGH BITHU		1. To plan for the repairs to be taken up during the year and ensure that the same is carried out as soon as the funds are received from the KVS.
		SH. ALOK KUMAR SINGH		
		SH. SANDEEP KUMAR		
		MS. INDU SINGH		
32	QUARTER ALLOTMENT	SH. ALOK KUMAR SINGH		1. To allot the eligible quarters to the staff as per the KVS guidelines. 2. To ensure that the license fee, electricity and water charges are remitted by the employee in time. 3. The case of erring employees should be reported to the principal.
		SH. MAHENDRA SINGH BITHU		
		SH. SANDEEP KUMAR		
		SH. ARVIND KUMAR PANDEY		
33	MEDICAL CHECK UP & FIRST AID	MS. RITU YADAV		1. To conduct medical checkup of students and staff twice a year. 2. To provide medical help to students as and when required. 3. To maintain medical card for each child. 4. To give lecture in morning assembly on topics related to nutrition, diseases and healthy habits to children.
		MS. REENA TARGOTRA		
		NURSE		
34	WEBSITE COMMITTEE	SH. ALOK KUMAR SINGH		1. To maintain the website bilingual as per the instructions issued by KVS. 2. To update the website frequently.
		SH. RAVEESH DARSHAN		
		MS. SABHYA RAI		
35	INTERNAL COMPLAINTS	MS. BABITA DAS		1. To monitor and to investigate any complaints related to sexual harassment of students and teachers and to report such cases to the principal timely.
		SH. MANOJ KUMAR SHUKLA		
		MS. REENA TARGOTRA		
		MS. PINKY		
36	EQUIP	MS. RITU YADAV		1. Prepare a calendar of activities for the session month wise as per the guidelines issued by KVS regarding equip. 2. To monitor the implementation of activities under equip. 3. To conduct meetings every month and to maintain a
		SH. RAMESH POUDEL		

		MS. VIBHA GUPTA		register for equip. 4. To ensure that separate corner of books for EQUIP is maintained in the library.
37	INTERNAL VIGILANCE POCSO & CHILD RIGHTS PROTECTION CELL	SH. KRISHAN KUMAR VERMA		1. To monitor, and report any cases of child abuse promptly as per POCSO Act, 2012. 2. To ensure that no teacher is practicing corporal punishment in the classroom. 3. To investigate the cases of corporal punishment reported by the students and submit the report to the principal.
		SH. ALOK KUMAR SINGH		
		SH. MAHENDRA SINGH BITHU		
		SH. SANDEEP KUMAR		
		MS. INDU SINGH		
		MS. BABITA DAS		
		SH. PURUSHOTTAM KUMAR		
38	DISASTER MANAGEMENT AND FIRE SAFETY	SH. MAHENDRA SINGH BITHU		1. To get fire certificate from the department timely. 2. To ensure that fire extinguishers are installed in the Vidyalaya building. 3. To give training to teachers and students the use of fire extinguishers by calling experts. 4. To conduct mock drill.
		SH. PURUSHOTTAM KUMAR		
		SH. PRABHAKAR KUMAR		
		MS. RITU YADAV		
39	VERIFICATION	SH. MANOJ KUMAR SHUKLA		1. To verify whether the works undertaken and the purchases made are as per the KVS policy. 2. To check the correctness of the payments made to the supplier. (Monthly committee will be formed for verification)
		SH. SANDEEP KUMAR		
		SH. RAMESH POUDEL		
		SH. SAUVIK ROY CHAUDHURY		
40	OFFICE MANAGEMENT (ACCOUNTS, ANNUAL BUDGET, PAY FIXATION, CORRESPONDENCE)	SH. SEBAK BHOWMIK		1. To ensure that all the correspondence are done in time and proper records are maintained thereof. 2. To ensure that all the monthly accounts are prepared and submitted in time. 3. To ensure that all the records in the office is maintained properly. 4. To ensure that pay bill is prepared and uploaded in time. 5. To ensure annual account and budget are prepared as per KVS instructions. 6. To prepare form 16, assess tax liability of staff and ensure TDS accordingly.
		SH. HARDEV KUMAR		
		SH. RAMJI PANDEY		
		SH. BOLIN DUTTA		
		SH. BIDUL HAZARIKA		
		SH. INDRA DAS		

41	PHOTOGRAPHY	SH. ARVIND BHARAT BIRHADE		<ol style="list-style-type: none"> 1. To take photographs of all events in the Vidyalaya. 2. To preserve the soft copies of these photos in computer lab and to upload in the website. 3. To take prints of minimum photos of each event for displaying in the display board.
		MS. NEETU		
		SH. RAVEESH DARSHAN		
42	TEACHING AID	SH. PURUSHOTTAM KUMAR		<ol style="list-style-type: none"> 1. To make requisition and purchase of teaching aids. 2. To keep proper custody of the teaching aids.
		SH. RAMESH POUDEL		
43	AWAKENED CITIZEN PROGRAMME	SH. PURUSHOTTAM KUMAR		To conduct all scheduled programme as per guideline and maintain proper record.
		SH. PRABHAKAR KUMAR		
		SH. RAMESH POUDEL		
		MS. VIBHA GUPTA		
		MS. PODMAJA MILI		
		MS. BANTI SAGAR		
44	LANGUAGE CLUB HINDI	SH. ARVIND KUMAR PANDEY		
		MS. BANTI SAGAR		
		SH. RAMESH POUDEL		
45	MATHS LAB	SH. MANOJ KUMAR SHUKLA		
		MS. BABITA DAS		
		MS. RIMI BORAH		
46	UTILIZATION OF E-CLASS	ALL TEACHERS		<p>To ensure optimum utilization of resources for teaching learning process.</p> <p>To keep record of usage of e-classroom/</p>
47	EBSB	SH. PURUSHOTTAM KUMAR		To guide and monitor all activities under EBSB
		SH. MAHENDRA SINGH BITHU		
		SH. HARVINDER SINGH		
		MS. JURI DUTTA		
48	FUN DAY	MS. REENA TARGOTRA		<p>To plan diverse activity, and ensure the maximum participation of students.</p> <p>To maintain proper evidence of activities.</p>

		SH. ARVIND BHARAT BIRHADE		
		MS. PINKY		
49	SBSB	SH. WASIM FEROZ		To guide and monitor all activities under SBSB.
		SH. SANDEEP KUMAR		
		MS. VIBHA GUPTA		
		SH. HARVINDER SINGH		
50	GAMES & SPORTS	SH. WASIM FEROZ		<ol style="list-style-type: none"> 1. To organize various games and sports activities as per KVS guidelines. 2. To keep the playground neat and clean, free from any danger points. 3. To Observe National Sports Day 4. To procure various equipments of games and sports as per procedure and requirements. 5. To encourage and motivate students good in games and sport. 6. To take all out efforts for development of games and sports in school in each and every aspect
		SH. MAHENDRA SINGH BITHU		
		MS. INDU SINGH		
		SH. DHIRENDER KUMAR		
51	RAJBHASHA	SH. ARVIND KUMAR PANDEY		<ol style="list-style-type: none"> 1. To implement the decision taken during Nagar Raj Bhasha committee meeting 2. To attend Nagar Raj Bhasha committee as and when required 3. To send periodical report to the KVS RO Bhubaneswar, KVS New Delhi, Nagar Rajbasha committee 4. To take initiative to see that correspondence is made in Hindi. 5. To observe HINDI PAKHWADA in true sprit for promotion of Hindi
		SH. RAMESH POUDEL		
		MS. BANTI SAGAR		
52	VIDYALAYA MAGAZINE	SH. SAUVIK ROYCHAUDHURY		<ol style="list-style-type: none"> 1. Class teachers of class III to XII will identity the children with talent. These talents are to be nurtured. 2. Editorial board will collect the article from the students. Article are to be arranged section wise (English section, Hindi section, drawing and painting). 3. Editorial board should take concerted efforts to bring about class magazine by the end of the December-2017. 4. Articles are to be screened, proof reading must be done and selected article should find a place in the class magazine. Class magazine should contain 50 pages-(English section: 20 pages- Hindi section:-20 pages and 10 pages- Art, drawing and paintings. 5. Editorial board select the article for the class magazine. These articles are to be arranges section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section. 6. Editorial board can invite the article from teachers side also. 7. School magazine should containing 100 pages (30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 4 pages photography section. 8. The editorial board should make concerted effort to bring about the school magazine in time. 9. to prepare dairy in consultation with Academic Department.
		SH. ARVIND KUMAR PANDEY		
		SH. PRABHAKAR KUMAR		
		SH. RAMESH POUDEL		
		MS. BANTI SAGAR		
		MS. SABHYA RAI		

53	STUDENT LATE COMERS	SH. MAHENDRA SINGH BITHU		<ol style="list-style-type: none"> 1. To attend the issues of late comers and counsel them to be punctual and regular in attending the class 2. To keep contact with parents to find out the reasons of late comers and make them understand about it for effective education of their children 3. A record of late comers may be maintained.
		SH. PURUSHOTTAM KUMAR		
54	INFORMATION ON RTI	SH. ALOK KUMAR SINGH		
		SH. SAUVIK ROY CHAUDHURY		
		SH. RAMJI PANDEY		
55	ALUMNI & PTA COMMITTEE	MS. BABITA DAS		<ol style="list-style-type: none"> 1. To maintain records of all alumni and their career progression. 2. to organize Alumni Meet in school to encourage students. 3. To take cooperation of alumni in development of school.
		MS. PODMAJA MILI		
		MS. VIBHA GUPTA		
56	BACK TO BASIC	MS. PUSHPA		<ol style="list-style-type: none"> 1. To ensure the implementation of B2B and SLATE
		SH. DHIRENDRA KUMAR		
		SH. SATISH NEPALCHAND RANE		
		MS. NEETU		
57	PACE SETTING ACTIVITIES/ SCHOOL PARTNERSHIP PROGRAMME	SH. ALOK KUMAR SINGH		<ol style="list-style-type: none"> 1. To organize Pace setting activities and school partnership programme with the neighboring schools as per KVS guidelines 2. Incorporation of various programme like Literacy Programme, Environmental Awareness Programme, AEP etc.
		SH. MANOJ KUMAR SHUKLA		
		MS. BABITA DAS		
58	NIOS	SH. WASIM FEROZ		To conduct all the activities related to NIOS examination.
		SH. PRABHAKAR KUMAR		
		SH. MANOJ KUMAR SHUKLA		
		SH. PURUSHOTTAM KUMAR		
59	CONTRACTUAL STAFF SALARY	SH. WASIM FEROZ		To conduct all the activities related to NIOS examination.
		SH. MANOJ KUMAR SHUKLA		
		SH. HARDEV KUMAR		
60	NCC	SH. SANDEEP KUMAR		
		SH. WASIM FEROZ		
61	AEP	MS. RITU YADAV		
		MS. ANTARA SARMAH		
		SH. ARVIND KUMAR PANDEY		

62	BALA	SH. SANDEEP KUMAR		
		SH. WASIM FEROZ		
		MS. RIMPI DEB		

**KRISHAN KUMAR VERMA
PRINCIPAL
K.V. AFS CHABUA**