

**KENDRIYA VIDYALAYA JORHAT NO III (RRL)
COMMITTEES FOR THE SESSION 2020-21**

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2020-21. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately if needed. In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure. Action plan for effective implementation of assigned responsibilities may be submitted as and when required.

FOR THE HELP OF COMMITTEES AND SMOOTH RUNNING OF VARIOUS COMMITTEES, A TENTATIVE LIST OF DUTIES GIVEN HEREWITH, WHICH MAY CHANGE/ALTER AS PER NOTIFICATIONS RECEIVED FROM KVS FROM TIME TO TIME.

1. ACADEMIC AND ADMINISTRATIVE SUPPORT

S.NO	NAME	DESIGNATION	SIGNATURE
1.	SHIKHA S GOGOI	PGT ENG	
2.	S K OJHA	PGT BIO	
3.	B D SAIKIA	PRT	

Duties:

- a) The committee will help the Principal in day to day administrative and academic matters.
- b) Any discrepancy observed must be brought to the notice of the Principal immediately.

2. OFFICE AND FINANCIAL WORK SUPPORT

S.NO	NAME	DESIGNATION	SIGNATURE	REMARK
1	S K OJHA	PGT BIO		
2	M H MAZUMDER	TGT WE		
3.	SANTOSH KUMAR	JSA		
4.	BP RABHA	SSA		ON REJOINING OFFICIALLY

1. To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN)
2. Salary preparation and uploading every month
3. To check TA, DA, LTC etc. bills for disbursement ON TIME WITHOUT DELAY. To maintain record of all activities related to finance and maintain safety of all financial records..
4. To maintain absolute integrity and confidentiality.

3. **Student Enrolment, Staff Vacancy Position** data to verify and send to RO through office on the last working day in consultation with **ADMISSION IN CHARGE AND ADMISSION COMMITTEE**.

3. ADMISSION:-

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	SHIKHA S. GOGOI	PGT ENG	I/C	
2.	SUNIL KUMAR RAVAT	PGT CHEM	CO I/C	
3.	PK PAWAIYA	PGT CS	MEMBER	
4.	REETA	PGT PHYSICS	MEMBER	
5.	SANTOSH KUMAR	JSA	MEMBER (OFFICE)	
6.	B D SAIKIA	PRT	MEMBER	
7.	JYOTI	PRT	MEMBER	

Duties:

- a) Monitoring of T.Cs issued, uploading of registered application in the web site, uploading of TC on regular basis, Monthly updating the students' enrolment.
- b) Advertisement, issue of application forms, registration.
- c) Scrutiny of the forms. Preparation of lists for lots. Preparation of list for provisional admission.
- d) Admissions to all classes as per KVS norms,
- e) Maintenance of admission registers.
- f) Scrutiny of registration forms as per the admission guidelines given by KVS
- g) Preparation of provisional list of selected candidates for all the classes.
- h) To administer the admission test and preparation of merit list as per the admission guidelines by the KVS.
- i) To take the approval of VMC before the release of the merit list.
- j) Maintenance of admission registers.
- k) Admission of candidates based on KV TC as per KVS norms.
- l) Local transfer admissions.
- m) Admissions as per RTE Act AND TO MAINTAIN CLEAR RECORDS IN COLLABORATION WITH OFFICE FOR DISBURSEMENT OF MONEY..
- n) Maintenance of admission records as per KVS guidelines in the prescribed proformas.
- o) Details of admission uploading on the website.
- p) Maintenance of daily enrollment register
- q) Check and verify students' enrollment every month to send to KVS RO.
- r) ALL RESPONSIBILITIES RELATED TO OLA (ONLINE ADMISSION IN KVS)

4. EXAMINATIONS (Internal & CBSE)+ PRAKISHA PARV+STUDENT SUPPORTING MATERIAL:

S. NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	PK PAWAIYA	PGT CS	I/C	
2.	ANIL KUMAR	TGT SKT	CO I/C	
3.	BM CHAURASIA	PGT HIN	Member	
4.	AKANSHA SHARMA	PRT	Member	
5.	PRIYANKA DEVI	PRT	Member	
6.	TGT SST	TGT SST	Member	
7			Member	

Duties:

- a) To prepare an action plan for conducting monthly test for classes X, and, XII. Conducting SCHOOL EXAMINATIONS as per KVS norms.
- b) To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.
- c) To procure the result register, progress reports, certificate of school based evaluation and other stationery well in advance by giving requisition to the Principal well in advance.
- d) To conduct the test as per guidelines.
- e) Declaration of results as per the KVS schedule.
- f) To maintain all the records pertaining to examination for panel inspection team.
- g) To issue the notices, circulars of the examinations to the staff from time to time.
- h) To visit KVS, Regional Office, Guwahati and CBSE websites regularly for the examination notices, circulars.
- i) To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.
- j) To update examination details on website regularly. Internal – Planning & conduct of Monthly Tests/UT/HY/SEE/Pre-Boards as per schedule. Distribution of progress cards, study materials & practice set papers.
- k) Updating school website regularly. Internal – Planning & conduct of examinations as per schedule. Distribution of progress cards, study materials & practice set papers.
- l) TO MAINTAIN ABSOLUTE INTEGRITY AND CONFIDENTIALITY.

5. CBSE Duties: COMMITTEE AS STATED ABOVE IN POINT 4

All works/Tests/Exams related to CBSE. Taking care of timely dispatch of CBSE letters/uploading of CCE data to CBSE web site. Taking care of all student needs connected to CBSE. Maintenance of Board Result registers for class X and XII.

1. To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
2. Correspondence for school affiliation and its updating.
3. Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.
4. Maintaining the record of shortage of attendance and correspondence with CBSE board.
5. Framing the practical time table in liaison with other subject teachers.
6. Conducting the CBSE board exam as per the CBSE norms.
7. UPDATING RESULTS IN SCHOOL WEBSITE.

6. TIME TABLE AND CLASS ARRANGEMENT COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	GOLOK SONOWAL	PGT MATHS	I/C	
2.	NAINA KAMRA	PRT	Co Incharge	
3.	NANDITA BORAH	TGT ENG	Member	
4	BD SAIKIA	PRT	Member	
5	AK YADAV	TGT PHE	MEMBER	

Duties:

- To prepare the class time table and teachers time table as per KVS norms.
- To prepare the special time table & after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS..
- To prepare the special time table for remedial teaching (weak students in all classes).
- To give arrangement work for the teachers.
- To display copy of arrangement work in the notice board.
- PREPARATION AND INCHARGE of part time teachers INTERVIEW, APPOINTMENTS, and salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers.
- To maintain the arrangement register.
- Monitoring of regular, zero period and UT bell timings.
- To prepare the duty chart of corridor - day wise, ONLINE TIME TABLE, DAILY ROASTER OF TEACHERS ON DUTY FOR THE DAY
- To arrange the classes of the teachers on daily basis who are on leave/OD.

7. FURNITURE: Furniture & Maintenance of Fixtures and assets

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	M H MAZUMDER	TGT WE	I/C	
2.	A.YADAV	TGT PHE	Co In-charge	
3	SUNIL KR RAVAT	PGT CHEM	Member	
4.	ANIL KUMAR	TGT SKT	Member	
5.	SOUMYA KUMARI	PRT MUS	Member	
6	TGT MATH	TGT MATH	Member	

Duties:

- To maintain the record of room wise/dept. wise distribution of furniture.
- To take initiative to see that the broken furniture is repaired regularly.
- To prepare the list of broken furniture which are to be condemned.
- To see that the school furniture is to be replaced in class rooms/dept. after school functions like – sports day, Republic day, Annual Day, Independence day or any other function).
- To see any shortages, deficiency of furniture and report to the Principal.
- To ensure regularly that no furniture is lying in the corridors or in the open space.
- To store and stock the broken or old furniture properly.
- Maintenance of stock register of furniture of the class-wise, staff room, labs, depts., library, office, Principal room etc.
- Submission of requirements if any. Preparation of annual condemnation list.

8. CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES (SWACHH BHARAT ABHIYAN) WATER POINTS, TOILETS, CORRIDORS:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	SUNIL KUMAR RAVAT	PGT CHEM	I/C	
2	B M CHAURASIYA	PGT HIN	Co I/C	
3	JYOTI	PRT	I/C	
4	SOUMYA KUMARI	PRT MUS	Co I/C	
5	PRIYANKA DEVI	PRT	Member	
6	PRT 6	PRT 6	Member	
7			Member	
8			Member	
9			Member	
10			Member	

Duties:

- a) To ensure the cleanliness of the class rooms, corridor, toilets and other common areas AND SUFFICIENT STOCK OF CLEANING MATERIALS..
- b) To ensure the provision of dustbins in all the class rooms.
- c) To appraise the Principal about the cleanliness of school building from time to time.
- a) To supervise the work of the people deployed under housekeeping.
- b) To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- c) To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.
- d) To clear the wild bushes and thorny plants that are growing in different parts of school campus.
- e) To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- f) To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
- g) In-charge can assign the work wing-wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders.
- h) To ensure that the wash rooms are cleaned twice daily by the house keeping staff.

9 GARDENING AND BEAUTIFICATION + GREEN SCHOOL + GREEN AUDIT+SWATCH VIDYALAYA / HARIT VIDYALAYA PROJECT OF THE VIDYALAYA CAMPUS :

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	SHYAMALI CHALIHA	TGT AE	I/C	
2.	A K YADAV	TGT PHE	CO I/C	
3.	NANDITA BORAH	TGT ENG	Member	
4.	GOLOK SONOWAL	PGT MATHS	Member	
5.	AKANSHA SHARMA	PRT	Member	
6.	PRT-6	PRT 6	Member	
7.	TGT SST	TGT SST	Member	

8.			Member	
9.				
10.				

Duties:

- a) To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.
- b) To procure ornamental plants and other flower bearing plants in consultation with Principal.
- c) To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
- d) To procure fertilizers, manure, pesticides in consultation with Principal.
- e) Preparation of placards in different areas of garden.
- f) Numbering of tress and potted plants.
- g) Celebration of Vanamahostava, TREE PLANTATION in consultation with principal and forest dept.
- h) To motivate the children for gardening and beautification.
- i) To develop medicinal plant garden in the campus.
- j) To display the quotations in the corridors and class rooms.
- k) To fix bulletin board in the class room for display of educational charts.
- l) To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.
- m) To ensure the display of material in the bulletin boards.
- n) To supervise the work of the gardener.
- o) **ALL PROJECTS UNDER GREEN SCHOOL RELATED**

10. CLUB ACTIVITIES AND KVS FLAGSHIP PROGRAMMES:

S.NO	NAME OF INCHARGES	DESIGNATION	CLUBS/FLAGSHIP PROGRAMMES	SIGNATURE
1.	AS PER ASSIGNED LIST OF SUBJECT COMMITTEE BY SCIENCE DEPT	SK OJHA, PGT BIO	NCSC/KVPY/NTSC/JNNSMEE / OLYMPIADS/ SCIENCE FLAGSHIP PROGRAME ETC	
2.	SUNIL KR RAVAT	PGT CHEM	Science Club	
3	SK OJHA	PGT BIO	Nature Club, HERBAL GARDEN	
4.	SHYAMALI CHALIHA	TGT AE	Art Club	
5.	A K YADAV	TGT PHE	Adventure Club	
6.	SOUMYA KUMARI	PRT MUS	Music Club	
7.	SHIKHA S GOGOI	PGT ENG	English Language Club / Spell Bee	
8	BM CHAURASIYA	PGT HIN	Hindi Language Club	
9	ANIL KUMAR	TGT SKT	Sanskrit Language Club	
10	BD SAIKIA	TGT ASSAMES E	Assamese Language Club	
11	G SONOWAL	PGT MATH	CALP	
12	SHYAMALI CHALIHA	TGT AE	BALA	

13	ANIL KUMAR	TGTSKT	Photography Club
14	SHIKHA S GOGOI	PGT ENG	BHASA SANGAM
15	PK PAWAIYA	PGT CS	UNIFIED DISE, SAMAGRA SHIKSHA ETC
16	LIBRARY IN CHARGE	(A YADAV) TGT PHE	PUSTAK UPAHAR
17	PK PAWAIYA	PGT CS	CAL /ICT
18	SHIKHA S GOGOI I/C G SONOWAL CO I/C	PGT ENG PGT MATH	PISA
19	S K OJHA	PGT BIO	SAKURA / EXCHANGE PROGRAMES/ SEEMA DARSHAN
20	PK PAWAIYA	PGT CS	GANGA QUIZ
21	NAINA KAMRA	PRT	FACE BOOK /TWITTER
22	A K YADAV	TGT PHE	COMMUNITY PARTICIPATION
23	BD SAIKIA	PRT	PARTNERSHIP SCHOOL
24	PK PAWAIYA	PGT CS	ALL SCHOLARSHIP PROGRAMMES LIKE VODAPHONE ETC
25	AKANSHA SHARMA	PRT	ANANDVAAR(FUNDAY)
29	G SONOWAL	PGT MATH	ALUMINI ASSOCIATION
30	BD SAIKIA	PRT	CMP PATRIKA
31	SK OJHA	PGT BIO	BEST PRACTICES
32	BD SAIKIA	PRT	BACK TO BASIC
33	S S GOGOI I/C SK OJHA CO I/C	PGT ENG PGT BIO	VIDYALAYA PLAN/ INSPECTION/ PRINCIPAL CONFERENCE
34	TGT SST + SHYAMALI CHALIHA+ SOUMYA		EBSB
35	G SONOWAL	PGT MATH	TARUNUTSAV
36	A K YADAV	TGT PHE	SBSB
37	SHYAMALI CHALIHA	TGT AE	ACP
39	PK PAWAIYA	PGT CS	PTM
40	SUNIL KR RAVAT I/C A K YADAV CO I/C	PGTCHEM TGT PHE	CONDEMNATION OF CONDEMNED ITEMS
42	SK OJHA	PGT BIO	HERBAL GARDEN
43	SHIKHA S GOGOI I/C SANTOSH KUMAR CO I/C	PGT ENG JSA	SCHOOL SAFETY CERTIFICATES
44	BD SAIKIA	PRT	PRIMARY CHILDREN PARK
45	ANIL KUMAR	TGT SKT	SANSKRIT WEEK
46	SK OJHA I/C REETA CO I/C	PGT BIO PGT PHY	JIGYASA

47	SK OJHA I/C PK PAWAIYA CO I/C	PGT BIO PGT CS	ANNUAL TRANSFER FORMS SCRUTINY AND VERIFICATION	
48	SK OJHA I/C PK PAWAIYA CO I/C	PGT BIO PGT CS	ALL EXTERNAL EXAMS	
49	KM SAUMYA	PRT- MUSIC	ROUTES TO ROOT, SPIC MACAY	
50	A K YADAV(BOYS) + KM SAUMYA (GIRLS)	TGT-P&HE + PRT- MUSIC	FIRST AID AND FACILITIES TO DIVYANG	
51	NANDITA BORAH	TGT-SST TGT-ENG	YOUTH PARLIAMENT	
52	MH MAZUMDAR I/C PK PAWAIYA CO I/C	TGT-WE PGT CS	CCTV MAINTENANCE	
53	SUNIL KR. RAVAT	PGT CHE	IN HOUSE TRAINING/WORKSHOP	
54	A K YADAV+ YOGA INSTRUCTOR	P&HE	YOGA	

Duties:

- To motivate the students to prepare them based on theme given by KVS.
- To organize Vidyalaya level exhibitions as per the time schedule given by KVS.
- To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children IN COMPETITIONS.
- To inculcate scientific temper among the students by adopting activities based method in teaching learning process.
- To encourage the children to give online projects by using computers.
- Records to be maintained.
- Upkeep of the bulletin board.
- OFFICE WORKS+ALL CORRESPONDENCE TO BE DONE ON TIME

ONLY INCHARGES NAMES ARE GIVEN. THE INCHARGES WILL FORM THEIR THREE (3) MEMBER COMMITTEE (PREFERABLY) ON THEIR DEPTT REGISTER UNDER INTIMATION TO THE PRINCIPAL AS PER NEED OF THE PROGRAMME.

11. SOCIAL SCIENCE CLUB: EBSB (IN DETAILS)

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.		TGT SST	I/C	
2.	SHYAMALI CHALIHA	TGT AE	CO I/C	
3.	SOUMYA KUMARI	PRT MUS	CO I/C	
4.	BM CHAURASIYA	PGT HIN	Member	
5.	NANDITA BORAH	TGT ENG	Member	
6.	JYOTI	PRT	Member	
7.	AKANSHA SHARMA	PRT	Member	

Duties:-

- a). To motivate children to prepare projects/model based on country/state allotted to the region .
- b). to encourage more and more children to participate in cluster level Regional level and Nation level exhibition.
- c). To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- d). To encourage the students to submit online projects on project Think.com.
- e). To ensure project based learning in all the classes.

12. MAINTENANCE CONTINUOUS SUPPLY OF DRINKING WATER:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	BD SAIKIA	PRT	I/C	
2.	SUNIL KR RAVAT	PGT CHEM	CO I/C	
3.	JYOTI	PRT	Member	
4.	PRIYANKA DEVI		Member	
5.			Member	

DUTIES- Maintenance of aqua guard, Refrigerator and coolers, REGULAR UPKEEPING OF WATER STORAGE AREA, CLEANING OF WATER TANKS AND RECORD OF DATES OF CLEANING.

13. MAINTENANCE OF SCHOOL BUILDING:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	MH MAZUMDER	TGT WE	INCHARGE	
2	A K YADAV	TGT PHE	MEMBER	
3	SANTOSH KUMAR	LDC	MEMBER	
4	BM CHAURASIYA	PGT HIN	MEMBER	
5				

DUTIES- Proposal and monitoring of construction and modification of School building. Maintaining the boards inside the classrooms, name boards for classes to be painted on the doors etc. Repair work of electrical wiring. Fixation of tubes, switches, bulbs Decoration during Function/Events/Celebrations

14. MEDICAL CHECKUP

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	A K YADAV	TGT PHE	I/C	
2	SHIKHA S GOGOI	PGT ENG	Co In-charge	
2.	BM CHAURASIYA	PGT HIN	Member	
3.	BD SAIKIA	PRT	Member	
4.	PRIYANKA DEVI	PRT	Member	
5.	SOUMYA KUMARI	PRT MUS	Member	
6.			Member	
7			Member	

Duties:

- a). To ARRANGE the required number of medical STAFF in the beginning of the academic session FOR MEDICAL CHECK UP.
- b). To distributes and collection the medical cards to the class teachers based on strength.
- c). To arrange the medical checkup twice in a year (in the month of August and Feb)
- d). To ensure the follow up action after the medical checkup. Distribution and collection of medical cards to class teachers.
- e) Purchase of medicines and materials for First Aid kit
- f) Providing first aid facilities to students as and when required. Attending to all emergency conditions.

15. EDUCATIONAL TOURS / EXCURSION/PRAYATAN PARV:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	A K YADAV	TGT PHE	I/C	
2.	SK OJHA	PGT BIO	Member	
3.	BD SAIKIA	PRT	Member	
4.	JYOTI	PRT	Member	
5.	PRIYANKA DEVI	PRT	Member	
6.	SHYAMALI CHALIHA	TGT AE	Member	

Duties:

- a) To plan education tours / excursions for all the classes as per KVS norms
 - b) To ensure the safety of the students during the journey period and their stay at the venue.
 - c) To provide hygienic food / potable water to the students who are participating in tour programme.
- Planning and arrangement of educational tours as per KVS direction for students and staff.

16. STRENGTHING OF PRIMARY EDUCATION (CMP):

S.NO	NAME	DESIGNATION	MEMBER
1.	B D SAIKIA	PRT	I/C
2.	NAINA KAMRA	PRT	Co I/C
3.	JYOTI	PRT	Member
4.	AKANSHA SHARMA	PRT	Member
5.	PRIYANKA DEVI	PRT	Member
6.	PRT 6	PRT	Member
7.	SOUMYA KUMARI	PRT	Member

Duties:-

- a). To ensure the implementation of CMP as per KVS norms.
- b). To take the requirement of TLM from teachers well in advance every month.
- c). to procure TLM for the local market by taking KVS ALLOTTED amount of every month.
- d). To ensure the distribution of TLM to all the teachers as per requirements.
- e). To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement.
- f) To maintain the register reflecting the number of work sheets prepared by the teachers subject wise.
- g) TO ORGANISE ALL PROGRAMMES UNDER CMP

17. PHOTOGRAPHY AND VIDEOGRAPHY:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	ANIL KUMAR	TGT SKT	I/C	
2.	G SONOWAL	PGT MATH	CO I/C	
3.	NAINA KAMRA	PRT	Member	
4.	SHYAMALI CHALIHA	TGT AE	Member	
5.	SANTOSH KUMAR	LDC	MEMBER	
6.	SHIKHA S GOGOI	PGT ENG	Member	
7.			Member	
8.			Member	

Duties:-

- Arrangement of photographer for School programmes AND CLASS PHOTOGRAPHS. Maintenance of album. Preparation and distribution of ID cards.
- To ensure the photography/Videography as important occasions days/ functions.

18. VOCATIONAL GUIDANCE / COUNSELLING / ARRANGING GUEST LECTURE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	SK OJHA	PGT BIO	I/C	
2	SHYAMALI CHALIHA	TGT AE	CO I/C	
3.	SHIKHA S GOGOI	PGT ENG	Member	
4	G SONOWAL	PGT MATH	Member	
5			Member	

Duties:

- To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries.
- To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned filed.
- To pay the remuneration for the same in consultation with principal

19.AEP (Adolescent Education Program) (DETAILED LIST)

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	SUNIL KR RAVAT	PGT CHEM	I/C	
2.	SHYAMALI CHALIHA	TGT AE	Member	
3.			Member	
4.			Member	
5			Member	

Duties:

- a). Dealing the matters with students, teachers and parents.
- b) To sensitize the students on adolescent issues.
- c) To train all the Teachers.
- d) To maintain records.
- e) To inform the students about the various courses that can be taken as career.
- f) Box meant for general complaints / suggestion, should be opened on the last working day of the month
- g) Separate files for preserving the complaints / suggestions & register for recording the complaints / suggestion should be opened
- h) Corrective, measures are to be taken immediately in consultation with principal.
- i) Monthly online report to be sent.

20. SPORTS COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	A K YADAV	TGT PHE	I/C	
2.	SUNIL KR RAVAT	PGT CHEM	Member	
3.	REETA	PGT PHY	Member	
4.	ANIL KUMAR	PRT	Member	
5.	NANDITA BORAH	TGT ENG	Member	
6.	JYOTI	PRT	Member	
7.			Member	

21. STUDENTS COUNCIL COMMITTEE (DETAILED LIST)

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	CLASS TEACHER XII		I/C	
2.	CLASS TEACHER XI		Member	
3	SK OJHA	PGT BIO	Member	
4	REETA	PGT PHY	Member	
4.	A K YADAV	TGT PHE	Members	
5			Members	
6.			Members	

Duties :

- a) Division of DUTIES along with distribution of duties to students
- b) Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects.
- c) Procuring badges for Captains Monitors, prefects.
- d) Conduct of investiture (Badge presentation Ceremony)
- e) Assigning duties to all members of the Student Council House Wise.
- f) Conduct of monthly meetings with the members of student's council.
- g) Maintenance of Students council register/record

22. DISCIPLINE COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	sign
1.	REETA	PGT PHY	I/C	
2.	S K OJHA	PGT BIO	CO I/C Member	
3.	A K YADAV	TGT PHE	Member	
4.	SHYAMALI CHALIHA	TGE AE	Member	
5.	SUNIL KUMAR	PGT CHEM	Member	
6.	SHIKHA S GOGOI	PGT ENG	Member	
7	GOLOK SONOWAL	PRT MATHS	MEMBER	
8	BD SAIKIA	PRT	INCHARGR PRI	
9.	JYOTI	PRT	CO I/C- PRI	
10.	PRIYANKA DEVI	PRT	MEMBER	
11	NAINA KAMRA	PRT	Member	
12			Member	
13			Member	

Duties :

- a) To check personal turn of students during assembly
- b) To check the late comers during morning assembly
- c) To observe the behavior of students inside and outside class room
- d) To ensure provision of out pass in all classes and their utilization
- e) To initiate proper action as per KVS norms against indiscipline students
- f) To check the girls and boys uniform daily.
- g) To check the bags once in a week.
- h) To confiscate the mobiles and other prohibited appliances.
- i) To take the regular meeting of student councils, prefect, monitors.
- j) To ensure discipline
- k) To refer the problematic cases to the counselor for diagnosis

23 .SUBJECT COMMITTEE (SECONDARY & SENIOR SECONDARY)

SUBJECT	INCHARGE	DESIGNATION	MEMBER	Signature of Conveners
HUMANITIES	SHIKHA S GOGOI	PGT ENG	All teachers teaching ENGLISH, HINDI, SANSKRIT SST	
SCIENCE	SK OJHA	PGT BIO	All teachers teaching SCIENCE SUBJECTS, MATHS, COMPUTERS, EVS	
CO SCHOLASTICS	MH MAZUMDER	TGT WE	All teachers teaching ART , PHE, WE, MUSIC	
CMP	BD SAIKIA	PRT	All PRTs	

Duties:

- a) Subject conveners should convene the meeting with member of their own faculty in the last week of every month . Minutes of the meeting is to be submitted to the Principal on the last day of the month.
- b) Subject conveners will discuss the following issues during the meeting:
 - i). Guidance regarding the maintenance of teacher diary
 - ii). Coverage of syllabus as per the split up syllabus approved by KVS
 - iii). Conducting the practical for classes IX to XII as per the split up syllabus approved by KVS
 - iv). Demo classes by rotation during the subject committee meeting
 - v). Uses of computers and other audio visual aids in teaching learning process
 - vi). Plan of evaluation of home assignment
 - vii). To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms.
 - viii). Plan of action for weak students & bright students
 - ix). Remedial teaching for weak students
 - x). Decoration of bulletin boards in corridors / class rooms with educational charts.
 - xi). Club activity / Science and social exhibition

NOTE: Subject conveners will be held responsible for non – submission of the record to the Principal.

24. LIBRARY COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	TGT LIB (A K YADAV , INCHARGE IN ABSENCE OF REGULAR EMPLOYEE)	TGT PHE	I/C	
2.	NANDITA BORAH	TGT ENG	Member	
3.	ANIL KUMAR	TGT SKT	Member	
4.	BM CHAURASIYA	PGT HIN	Member	
5.			Member	
6.			Member	
7.	SOUMYA KUMARI	PRT MUS	I/C PRI	
8.	PRIYANKA DEVI	PRT	CO-I/C PRI	
9	AKANSHA SHARMA	PRT	Member	

Duties:

- a). The meetings are to be convened at least once in a month
- b). Committee will submit the list of books to be procured subject wise in the beginning of academic session.
- c). Books review **TO BE TOLD IN THE MORNING ASSEMBLY**
- d). To inculcate reading habits among the staff & children
- e). To organize books exhibition on important occasions
- f). Maintenance of books
- g). Purchase according to the requirements
- h). Digitalization of library.

25. IMPLEMENTATION OF RAJ BASHA (detailed list)

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURA
1.	BM CHAURASIYA	PGT HIN	I/C	
2.	ANIL KUMAR	TGT SKT	Member	
3.	SANTOSH KUMAR	JSA	Member	
4.	PK PAWAIYA	PGT CS	Member	
5.	SOUMYA	PRT	Member	
6.			Member	

Duties:

- To implement the decision taken during Nagar Raj Basha committee meeting
- To attend Nagar Raj Bhasha committee as and when required
- To send periodical report to the KVS RO, KVS New Delhi, Nagar Rajbasha committee
- To take initiative to see that correspondence is made in Hindi.

26. SCOUTS / GUIDES / CUB / BULBUL

S.N O	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	GOLOK SONOWAL	PGT MATH	I/C	
2.	BM CHAURASIYA	PGT HIN	Co In charge	
3.	SHYAMALI CHALIHA	TGT AE	INCHARGE GUIDE	
4.	NAINA KAMRA	PRT	CO INCHARGE GUIDE	
5.	ALL MEMBERS WHO ARE TRAINED SCOUTS MASTERS, GUIDE CAPTAINS, CUB MASTERS , FLOCK LEADERS		Member	
6.				
7.				
8.				

Duties: To plan for adventure activities for scouts.

- To ensure minimum enrolment (50%) in the movement before 31st August
- To organize investiture ceremony for the new recruits
- To conduct the parade after school hours and class on every Thursday.
- To train the students for Pratham / Dwetiya / Tritiya / Golden arrow
Raj Puraskar / Rastrapati / Pratham charan / Dwetiya charna / Tritiya Charan / Chaturdha Charan
- To issue the merit certificate after the conduct of test
- Celebration of thinking day
- To procure the uniform for Scouts / Guides who are involved in Guard of Honor.

27. CCA & MORNING ASSEMBLY PROGRAMME

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
A.	SECONDARY			
1.	NANDITA BORAH	TGT ENG	In charge	
2.	SHYAMALI CHALIHA	TGT AE	CO INCHARGE	
3.	BM CHAURASIYA	PGT HIN	CO I/C	
4.	REETA	PGT PHY	MEMBER	
4.	NAINA KAMRA	PRT	INCHARGE PRIMARY	
5.	SOUMYA KUMARI	PRT MUS	CO INCHARGE	
6	PRIYANKA DEVI	PRT	CO I/C	
8	JYOTI	PRT	MEMBER	

Planning of activities, conduction of programme, preparation and announcement in assembly. Maintenance of Register for activities conducted, details of students getting prizes, distribution of CCA prizes to students. Planning, preparation and arrangement of important days and celebrations as per the direction. Students council – allotment of duties, discipline, uniform checking etc. PHOTOS TO MAINTAIN to publish the School Magazine for the year 2020-21.

Duties:

- To see that morning assembly programme is to conduct within stipulated time IN A BEFITTING MANNER.
- To evaluate the various items of morning assembly programme on five point scale – Excellent: Very good; Good; Average; Below Average
- To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.
- To arrange the PA system, musical instrument well in advance before the start of morning assembly.
- Annual Planning of CCA activities –house wise.
- Maintains of result of CCA activities.
- Purchase and distribution of CCA prizes & medals.
- Maintaining CCA Activities register

28. PA System

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	MH MAZUMDER	TGT WE	I/C	
2.	AK YADAV	TGT PHE	CO I/C	
3.	S K RAVAT	PGT CHEM	CO I/C	
4.			Member	
5.			Member	

Purchase & Maintenance of PA system related items. Ensuring the functioning of this during daily assembly (both in Primary & secondary) and also during all the meetings, workshops, seminars and celebrations at school.

29. VIDYALAYA MAGAZINE/CLASS MAGAZINE COMMITTEE/STUDENT'S DIARY

S.NO	NAME	DESIGNATION	MEMBER
1.	BM CHAURASIYA	PGT HIN	I/C SCHOOL MAGAZNE
2.	SHIKHA S GOGOI	PGT ENG	Member
3.	BD SAIKIA	PRT	Member
4.	ANIL KUMAR	TGT SKT	Member
5.	SHYAMALI CHALIHA	TGT AE	Member
5.	SUNIL KR RAVAT	PGT CHE	Member
6	PK PAWAIYA	PGT CS	I/C STUDENTS DIARY
7	REETA	PGT PHYSICS	Member
8	G SONOWAL	PGT MATH	Member
9	M H MAZUMDER	TGT WE	Member
10			Member

Duties:

- Class teachers of class I to XII will identify the children with talent. These talents are to be nurtured.
- Editorial board will collect the article from the students. Article are to be arranged section wise English section, Hindi section, drawing and painting etc.
- Editorial board should take concerted efforts to bring about class magazine by the end of the July 2020.
- 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 MINIMUM 50 pages.
- 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. Editorial board can invite the article from teachers side also.
- The editorial board should make concerted effort to bring about the school magazine AND STUDENTS DIARY ON time.

30. REDRESSAL OF SEXUAL HARASSMENT FOR WOMEN AT WORK PLACE FROM COMMITTEE AND CHILD PROTECTION FROM SEXUAL AND CORPORAL PUNISHMENT {PREVENTION OF SEXUAL EXPLOITATION AND CORPORAL PUNISHMENT}COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	SHIKHA S GOGOI	PGT ENG	I/C	
2.	SHYAMALI CHALIHA	TGT AE	Member	
3.	REETA	PGT PHY	Member	
4	(MEMBER FROM OUTSIDE)		Member	
5.			Member	
6.			Member	

Duties :- If any complaint related to immoral behavior towards girl students is received by the committee, the steps TO be taken immediately at Committee level AS PER GOVT NORMS AND POCSO ACT.

31. INCOME TAX/CS-54 CHECKING

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	SK OJHA	PGT BIO	I/C	
2	MH MAZUMDER	TGT WE	Member	
3	PK PAWAIYA	PGT CS	Member	

Duties:-

1. Calculation of income tax from the members of the staff as per the provisions of Govt. Of India.
2. To check the IT details submitted by the Teachers and preparation of Form 16.

32. GRIEVANCES CELL FOR SC/ST/OBC/MINORITIES AND PHYSICALLY HANDICAPS

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	GOLOK SONOWAL	PGT MATH	I/C	
2.	PK PAWAIYA	PGT CS	Member	
3.	MH MAZUMDER	TGT WE	Member	
4.	JYOTI	PRT	Member	
5.	ANIL KUMAR	TGT SKT	Member	

33. PURCHASE COMMITTEE INCLUDING TLM-AS APPROVED BY VMC

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	ANIL KUMAR	TGT SKT	I/C	
2	SK OJHA	PGT BIO	Co I/c	
3	PK PAWAIYA	PGT CS	Member	
4	BD SAIKIA	PRT	Member	
5	AKANSHA SHARMA	PRT	Member	
6			MEMBER	

- 1 To Sign the quotations received by post or email AS PER NORMS OF LATEST GFR.
- 2 To carryout market survey whenever required
- 3 To check and sign the Comparative Statement
4. Consolidating the requisition from all teachers.
5. Conduct of market survey to procure quotation.
6. To prepare comparative statement.
7. To verify the purchases/bills as per procedure.
8. To endure that the payment is made to the firm.

34. DISASTER MANAGEMENT COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	S K OJHA	PGT BIO	I/C	
2	A K YADAV	TGT PHE	Co I/c	
3	SHIKHA S GOGOI	PGT ENG	MEMBER	
4	G SONOWAL	PGT MATHS	MEMBER	
4	SUNIL KR RAVAT	PGT CHEM	Member	
5	MH MAZUMDER	TGT WE	Member	
6	SHYAMALI CHALIHA	TGT AE	Member	
7	NAINA KAMRA	PRT	I/C-Pri	
8	BD SAIKIA	PRT	Co-I/C-Pri	

- 1 To make school evacuation plan.
- 2 To conduct awareness sessions on evacuation plans amongst teachers and the students
- 3 To conduct mock drills.
- 4 Fire mock drills.
- 5 Earthquake mock drills.
- 6 Sudden outside agency catastrophic prevention mock drill
- 7 To make necessary minor changes / maintenance of rooms as per need.

35. RTE / CPGRAM / GRIVANCE COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	SK OJHA	PGT BIO	I/C	
2.	SHIKHA S GOGOI	PGT ENG	Co-I/c	
3	MH MAZUMDER	TGT WE	Member	
4	SANTOSH KUMAR	JSA	Member	

DUTIES-

TO ATTEND, TO PREPARE APPROPRIATE REPLY AS PER SCHOOL RECORDS AND MOST IMPORTANTLY, DISPATCH ON OR BEFORE THE DUE DATE.

36. ACADEMIC COUNCIL COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	SK OJHA	PGT-BIO	OVERALL I/C	
2.	GOLOK SONOWAL	PGT-MATHS	Co-I/C	
3	B D SAIKIA	PRT	I/C PRIMARY	
4	NAINA KAMRA	PRT	Member	

37. COMMITTEE (TO BE FILLED UP - NEEDBASE)

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.			I/C	
2.			Co-I/c	
3			Member	
4			Member	

38. SHAALA DARPAN , WEBSITE, UBI PORTAL , FEE COLLECTION CHECKING ETC COMMITTEE (DETAILED LIST)

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	PK PAWAIYA	PGT CS	I/C	
3	ANIL KUMAR	TGT SKT	CO I/C	
4	NAINA KAMRA	PRT	Member	
5	ALL CLASS TEACHERS AND CO CLASS TEACHERS			

Duties:

- School web site maintenance. Uploading of all information with photos.
 - Implementation of SHAALA DARPAN
 - Safety and security of all computer labs. Submission of requirements. All works related to computer department. Submission of monthly report to the Regional Office
1. To update school website time to time.
 2. To collect reports and photos from various departments and upload the same.
 3. To reflect school academic reports with last five years.

NOTE:

1. **These committees are formed for the smooth function of the Vidyalaya. All the Incharges and members of various committees are requested to perform the duties as mentioned above AND any work is assigned by the Principal NEEDBASE AS PER KVS NORMS.**
2. **All the contractual teachers will take up the work assigned by the Principal.**
3. **ALL IN-CHARGES to conduct ALL DEPT programmes as per the modules.**
4. **ALL COMMITTEES to keep records with photographs.**
5. **ALL COMMITTEES to conduct in-house workshops for the staff OF THEIR DEPTT FOR DETAILS.**

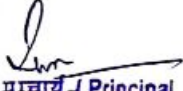
The duties and responsibilities of all committees may change/alter as per notification received from KVS time to time.

MR SANTOSH KUMAR, JSA - FOR RECORD, CIRCULATION, INFORMATION AND SIGNATURE OF THE CONCERNED TEACHERS IN THE ABOVE COMMITTEE LIST 2020-2021.

MR SANTOSH KUMAR, JSA

THE LIST OF COMMITTEE WILL REMAIN IN FORCE WITH IMMEDIATE EFFECT UP TO 31.03.2021 OR TILL FURTHER NOTIFICATION.

ALL THE BEST FOR SINCERE COORDINATION AND SUCCESS OF EACH AND EVERY DEPARTMENT AND COMMITTEE. APART FROM THE TENTATIVE LIST OF DUTIES, SUGGESTIONS / MODIFICATIONS ARE MOST WELCOME FROM THE RESPECTIVE COMMITTEES.


Principal
केन्द्रीय विद्यालय / Kendriya Vidyalaya
जोरहाट न०-3 आरआरएल / Jorhat No. III, RRL
असम-785006 / Assam - 785006

