



KENDRIYA VIDYALAYA ALIPURDUAR JN.

List of the Departments / Committees for the Session 2019-2020

[W.e.f. 01/04/19]

DEPARTMENT	INCHARGE & MEMBER	DUTIES AND RESPONSIBILITIES
Academic Advisory Council	<ol style="list-style-type: none"> 1. PRINCIPAL (Chairperson) 2. MR. A.K. ROY, PGT (CHEM) 3. DR. S.K. PRASAD, PGT (BIOLOGY) 4. Mr. M.L. MEENA, PGT (HIST) 5. MR. N.C. BARMAN, TGT (MATH) 6. MR. B.C. ESHORE, PRT 7. MRS. G. LAKRA, PRT 8. MR. D. MAJUMDAR, PH&E 9. MR. S. BHOWMIK, WET 	<ul style="list-style-type: none"> -To create academic climate and enabling Environment through various focused activities. -To implement the changes in the curriculum, evaluation and assessment in the light of latest CBSE/ KVS circulars. -To promote experimentation and innovation practices in the teaching and learning process. -To facilitate the teachers to evolve solutions through Experimentation and Innovation/ Action Research.
Admission	<ol style="list-style-type: none"> 1. MR. B.C. ESHORE, PRT [I/C] 2. MR. A. MARANDI, PGT (ENG) 3. MR. A.N. CHOUBEY, PGT (CS) 4. Mrs. GARGI DHALI, LIBR 5. Ms. NOOPUR KADAM, PRT 6. MR. T. PANIGRAHI, PRT 7. DR. S.K. PRASAD (Only for XI) 	<ul style="list-style-type: none"> - To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines 2018 in consultation with the principal. - To ensure fair admission as per the given schedule of the KVS. -To collect class wise enrolment position on last working day. - Regular correspondence pertaining to admission. - To complete the admissions register and upload admission and T.C. in the website.
Time-Table & Arrangement	<ol style="list-style-type: none"> 1. MR. M.K. PANDEY, PGT (MATH) [I/C] 2. MR. N.C. BARMAN, TGT (MATH) 3. MR. SATYABRAT BHASKAR, TGT AE 4. MR. AWANEESH KUMAR, TGT (HINDI) <p>[PRIMARY SECTION]</p> <ol style="list-style-type: none"> 1. Ms. CHETNA JAIN, PRT 2. Ms. PRITI, PRT 	<ul style="list-style-type: none"> - To prepare & execute time table as per norms. - To make necessary adjustment in the time table due to administrative exigencies. -To devise workable & suitable assignment/remedial time-table. -To make arrangement for class suitably as per requirement. -To prepare home assignment schedule, inspection schedule etc.
Examination - External & CBSE	<ol style="list-style-type: none"> 1. DR. S.K. PRASAD, PGT (BIOLOGY) [I/C] 2. MR. A.N. CHOUBEY, PGT [CS] 3. MR. SATYABRAT BHASKAR, TGT AE 4. MR. S. CHAKRABORTY (Comp. Instruct.) 	<ul style="list-style-type: none"> - To conduct external examination as per prescribed norms and to maintain record of all such examination. -To conduct board exam as per CBSE guidelines and also to give suitable instructions for carrying out internal assessment and maintain records. -Make online registration of the students of Class IX and XI. -Online submission of marks of students regarding their achievement in the examination.

Examination - Internal(MIDDLE/SEC/SR. SEC.)	<ol style="list-style-type: none"> 1. MR. A.K. ROY, PGT (CHEM) [I/C] 2. MR. S. BHOWMIK, WET 3. MR. A. SARKAR, PGT (PHY) 4. MR. AWANEESH KUMAR, TGT (HINDI) 	<ul style="list-style-type: none"> -To plan the schedule of PT, CT Pre-board and SEE as per the calendar of activities. -To ensure the evaluation of internal assessment and grading of co-scholastic subjects as per the instructions given of CBSE/KVS. -To give suitable instructions to the class teachers for maintaining all the relevant records. -Timely distribution of progress cards.
Examination -Primary	<ol style="list-style-type: none"> 1. MR. B.C. ESHORE, PRT [I/C] 2. MRS. G. LAKRA, PRT 3. MR. T. PANIGRAHI, PRT 4. MR. RAKESH KR., PRT 	<ul style="list-style-type: none"> - To plan the schedule of PT tests and SEE as per the calendar of activities. -To ensure the evaluation of internal assessment and grading of co-scholastic subjects as per the instructions given of CBSE/KVS. -To give suitable instructions to the class teachers for maintaining all the relevant records. -Timely distribution of progress cards.
Student Council	<ol style="list-style-type: none"> 1. DR. S.K. PRASAD, PGT (BIO) [I/C] 2. CCA CO-ORDINATOR 3. ALL HOUSE MASTERS 	<ul style="list-style-type: none"> - Formation of Houses for vidyalaya activities -To help the committee for student council in selecting House captains and other members of the council for carrying out their usual work. - To promote scholastic and co-scholastic activities in campus and classrooms.
C. C. A. Secondary	<ol style="list-style-type: none"> 1. MR. A. MARANDI, PGT (ENG) [I/C] 2. DR. V. YADAV, PGT (GEO) 3. MR. RAJESH SUKLA, PGT (HINDI) 4. MR. R. L. REGAR, PGT (ECO) 5. MR. AWANEESH KUMAR, TGT (HINDI) 6. MRS. GARGI DHALI, LIBRARIAN 	<ul style="list-style-type: none"> -To organize inter house competitions effectively and to celebrate all the days of national importance/occasions with the assistance of house master and others experts in a planned manner. -To activate the conduct of morning assembly. -To monitor day to day morning assembly program effectively and ensure befitting presentation on all fronts on time. -To prepare CCA calendar. - Celebration of various special day/weeks etc. As per direction of Principal's office/Regional Office/ KVS HQ.
C.C.A. Primary	<ol style="list-style-type: none"> 1.MS. NOOPUR KADAM, PRT [I/C] 2.MS. MANVI KHURANA, PRT 3. MR. RAKESH KUMAR, PRT 	<ul style="list-style-type: none"> -To organize inter house competitions effectively and to celebrate all the days of national importance/occasions with the assistance of house master and others experts in a planned manner. -To activate the conduct of morning assembly. -To monitor day to day morning assembly program effectively and ensure befitting presentation on all fronts on time. -To prepare CCA calendar. - Celebration of various special day/weeks etc. As per direction of Principal's office/Regional Office/ KVS HQ.

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<p>Furniture & Seating arrangement</p>	<ol style="list-style-type: none"> 1. MR. S. BHASKAR, TGT AE [I/C] 2. MR. B.C. ESHORE, PRT 3. MR. S. BHOWMIK, TGT (WE) 4. MR. T. PANIGRAHI, PRT 	<ul style="list-style-type: none"> - To ensure that all furniture bear serial numbers and the year of purchase. - To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per rules. - To prepare and display inventory of class wise and department wise furniture. - To arrange for the repair of furniture as and when required.
<p>Vidyalaya Maintenance along with beautification & Fire Safety/Earthquake safety drills in the vidyalaya</p>	<ol style="list-style-type: none"> 1. MR. S. BHOWMIK, WET [I/C] 2. MR. M.L. MEENA, PGT (HIST) 3. DR. V. YADAV, PGT (GEO) 4. MR. A.N. CHOUBEY, PGT (CS) 5. MR. A. SARKAR, PGT (PHY) 6. MR. S. BHASKAR, TGT AE 7. MR. T. PANIGRAHI, PRT 8. MS. CHETNA JAIN, PRT 	<ul style="list-style-type: none"> - To ensure maintenance of school building, cleanliness, electrical and plumbing works, cleaning of water tanks, sewage, whitewashing, and upkeep of playfields, children's park and school campus. - To arrange class/school talks on disaster management. - To prepare the students for any unforeseen incident of fire, earthquake. - To take care and maintain the beautification in all areas of the vidyalaya from time to time in and outside the class rooms, visitors area, staff room etc.
<p>Disciplinary Committee</p>	<ol style="list-style-type: none"> 1. MR. A.K. ROY, PGT (CHEM) [I/C] 2. MR. N.C. BARMAN, TGT (MATH) 3. MRS. S. SMRITI, TGT (SOST) 4. MRS. G. LAKRA, PRT 5. MR. D. MAJUMDAR, PH&E 6. MR. S. BHOWMIK, WET 7. ALL CLASS TEACHERS 	<ul style="list-style-type: none"> - To ensure the congenial atmosphere by maintaining gentle movement of the students and dealing the cases of discipline of students. To ensure line wise movement for/from morning assembly, attending departments for classes. - Smooth class wise dispersal of students after long bell. Uniform checking duty. - Discipline during recess and important functions. Morning Assembly, in and outside classrooms, playground, Organization of counselling classes. Duty allotment to council members. - Systematic and orderly movement of students for assembly. - To implement out pass system in the classes. - Constitution of class committee for discipline and selection of the student council members.
<p>Purchase & Pupils Society</p>	<ol style="list-style-type: none"> 1. MR. S. BHOWMIK, WET [I/C] 2. DR. S.K. PRASAD, PGT (BIOLOGY) 3. MR. D. MAJUMDAR, PH&E 4. MRS. GARGI DHALI, LIBR 5. MR. ARJUN BORI, SSA 	<ul style="list-style-type: none"> - To prepare and implement budget as per the KVS norms. To ensure that the purchase under VVN are done as per the purchase guidelines of KVS as per the requirements. - To verify and certify the purchase under VVN and Pass the bills for the stock entries and payments. - To analyze the need of the Vidyalaya under various head and arrange for the same, ensuring transparent purchase. - To keep track of timely and transparent purchase by various departments. - Ensure purchase procedure as per norms.

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Back to Basic	<ol style="list-style-type: none"> 1. MR. N.C. BARMAN, TGT [MATH]- SEC[I/C] 2. MR. B.C. ESHORE, PRT- PRIMARY [I/C] 3. ALL TEACHERS [TEACHING UP TO VIII] 	<ul style="list-style-type: none"> -Monitoring of implementation of 'Back to Basic' in true sense in classroom transaction -Collection of monthly monitoring sheets from the teachers who are taking classes up to Class-VIII -Keep safely all records to produce the same for verification by Principal/ inspection team
Vidyalaya Cleanliness & Water Arrangement	<ol style="list-style-type: none"> 1. MR. S. BHOWMIK, WET [I/C] 2. DR. V. YADAV, PGT (GEO) 3. MR. M.K. PANDEY, PGT (MATH) 4. MRS. GARGI DHALI, LIBRARIAN 5. MR. D. MAJUMDAR, PH&E 6. MRS. S. SMRITI, TGT (SOST) 7. MS. PREETI, PRT 	<ul style="list-style-type: none"> -To monitor the services of conservancy and cleanliness in consultation with the agencies concerned. - To plan the cleanliness of school Building, surrounding garden & playground. - To Supervise the duties of Conservancy staff of respective blocks and submit daily report of cleanliness to the principal. -To ensure uninterrupted water supply in all the toilets and other places. - To ensure periodical cleanliness of aqua guards with the display of date of cleaning in a separate Register.
Vidyalaya Magazine, CMP News Letter, Students Diary	<ol style="list-style-type: none"> 1. DR. V. YADAV, PGT (GEO) [I/C] 2. MR. A. MARANDI, PGT (ENG) 3. MR. R. SUKLA, PGT (HINDI) 4. MR. AWANEESH KUMAR, TGT (HINDI) 5. MS. T. GHOSH, TGT (SANSKRIT) 6. MR. S. BHASKAR, TGT AE 7. MS. NOOPUR KADAM, PRT 8. MR. RAKESH KUMAR, PRT 	<ul style="list-style-type: none"> -To initiate procedure of magazine publication e.g. collection of articles, proof reading, and cover design select articles etc. -Language teachers. To assist in proof reading and selection of quality articles.
Bharat Scouts & Guides	<ol style="list-style-type: none"> 1. DR. S.K. PRASAD, PGT (BIOLOGY) [I/C] 2. MR. A. MARANDI, PGT (ENG) 3. MR. S. BHASKAR, TGT AE 4. MR. T. PANIGRAHI, PRT 5. MS. PRITI, PRT 6. MRS. S. SMRITI, TGT (SOST) 7. MS. NOOPUR KADAM, PRT 8. MS. MANVI KHURANA, PRT 9. MR. RAKESH KUMAR, PRT 	<ul style="list-style-type: none"> -To enroll scouts and Guides, cubs and bulbul and to organize testing camps, troops meeting as per the annual schedule of activities prepared at the unit level in light of APRO. - To maintain, update and decorate BS&G display board.
Library Purchase/ Readers club	<ol style="list-style-type: none"> 1. MRS. GARGI DHALI (Library-I/C) 2. DR. V. YADAV, PGT (GEO) 3. MR. A. MARANDI, PGT (ENG) 4. MR. A. SARKAR, PGT (PHY) 5. MR. R. SUKLA, PGT (HINDI) 6. MR. AWANEESH KUMAR, TGT (HINDI) 7. MS. T. GHOSH, TGT (SANSKRIT) 8. MS. MANVI KHURANA, PRT 	<ul style="list-style-type: none"> -To procure texts books and reference books recommended by CBSE as per the recommendation of faculty members.
Teaching Aids(Secondary)	<ol style="list-style-type: none"> 1. DR. V. YADAV, PGT (GEO) [I/C] 2. MR. N.C. BARMAN, TGT (MATH) 	<ul style="list-style-type: none"> -To purchase and maintain all the teaching aids and TLM neatly.
TLM & Resource Room	<ol style="list-style-type: none"> 1.MRS. G. LAKRA, PRT [I/C] 2.MS. CHETNA JAIN, PRT 	<ul style="list-style-type: none"> -To maintain all the teaching aids and TLM neatly.

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Subject Committee Meeting & CMP	<ol style="list-style-type: none"> 1. Hindi/Snk-MR. R. SUKLA, PGT (HINDI) 2. English- MR. A. MARANDI, PGT (ENG) 3. Science -MR. A.K. ROY, PGT (CHEM) 4. Maths -MR. M.K. PANDEY, PGT (MATH) 5. Social Science- MR. M.L. MEENA, PGTHIST 6. CMP - MS. NOOPOR KADAM, PRT 	-To monitor completion of syllabus as per the split-up. They should devise and ensure that all the teachers are using innovative methods of teaching.
Rajbhasa - Hindi	<ol style="list-style-type: none"> 1. MR. R. SUKLA, PGT (HINDI) [I/C] 2. MR. AWANEESH KUMAR, TGT (HINDI) 3. MS. T. GHOSH, TGT (SANSKRIT) 4. MRS. G. LAKRA, PRT 	-To conduct quarterly meeting of rastrabhasa and to submit quarterly report to the regional office. To ensure maximum use of rajbhasa.
Income Tax Calculation and deduction	<ol style="list-style-type: none"> 1. DR. S.K. PRASAD, PGT (BIOLOGY) [I/C] 2. MR. ARJUN BORI, SSA 3. MR. S. ROY, SUB-STAFF 	-To calculate the income tax of all the employees.
UBI fee collection portal	<ol style="list-style-type: none"> 1. DR. S.K. PRASAD, PGT (BIO) [I/C] 2. MR. A.N. CHOUBEY, PGT (CS) 3. MR. S. BHASKAR, TGT AE 4. MR. S. CHAKRABORTY Comp. Instruct. 5. All Class teachers. 	-To facilitate online fee submission to students and parents
Verification of Pay bill and Contractual Salary	<ol style="list-style-type: none"> 1. DR. S.K. PRASAD, PGT (BIOLOGY) 	-to verify the pay bill of the staff and contractual teacher's salary and attendance
Committee for monitoring the late comers	<ol style="list-style-type: none"> 1. MR. D. MAJUMDAR, PH&E [I/C] 2. MR. A.N. CHOUBEY, PGT (CS) 3. MR. M.K. PANDEY, PGT (MATH) 4. MR. S. BHASKAR, TGT AE 	-to monitor the late comers.
Photography	<ol style="list-style-type: none"> 1. MR. R.L. REGAR, PGT (ECO) 2. MR. AWANEESH KUMAR, TGT (HINDI) 3. MR. RAKESH KUMAR, PRT 4. MR. S. ROY, PRT 	<ul style="list-style-type: none"> -To maintain Album covering all activities. -To display all the coverage of all occasions. -Staff and students photographs for website and magazine.
Website Management Committee	<ol style="list-style-type: none"> 1. MR. A.N. CHOUBEY, PGT (CS) [I/C] 2. DR. S.K. PRASAD, PGT (BIOLOGY) 3. MR. ARJUN BORI, SSA 	-To regularly updated the website with latest happening.
E- class Rooms	<ol style="list-style-type: none"> 1. MR. A.N. CHOUBEY, PGT (CS) [I/C] 2. DR. S.K. PRASAD, PGT (BIOLOGY) 3. MR. S. CHAKRABORTY Comp. Instructor 4. ALL CLASS TEACHERS 	<ul style="list-style-type: none"> -To check whether the computer are working properly or not. -Solve all relative problems regarding E-class Rooms like software maintenance.
First Aid	<ol style="list-style-type: none"> 1. MRS. GARGI DHALI, LIBR 2. MR. A. SARKAR, PGT [PHY] 3. MRS. S. SMRITI, TGT [SOST] 4. MS. PRITI, PRT 5. MS. CHETNA JAIN, PRT 6. MR. T. PANIGRAHI, PRT 	<ul style="list-style-type: none"> -To get the medical checkup of students done as per the instruction of KVS. -To maintain First Aid in the Vidyalaya for any emergency. -Oversee duties of nurse.
Committee for girls grievances/sexual harassment of ladies staff at work place	<ol style="list-style-type: none"> 1. MRS. G. LAKRA, PRT [I/C] 2. DR. V. YADAV, PGT [GEO] 3. MR. MITHILESH PANDEY, PGT (MATH) 4. MR. S. BHOWMICK, TGT WET 5. MRS. G. DHALI, LIBRARIAN 6. MRS. J. ESHORE, PRT [MUSIC] 	-To handle the girls related problems of the Vidyalaya.
Guidance and Counselling	<ol style="list-style-type: none"> 1. MR. A.K. ROY, PGT [CHEM] [I/C] 2. DR. S.K. PRASAD, PGT [BIOLOGY] 3. DR. V. YADAV, PGT [GEO] 4. MR. A.N. CHOUBEY, PGT [CS] 5. MR. B.C. ESHORE, PRT 	<ul style="list-style-type: none"> -To conduct programmes as per the guidelines given in the training. -To maintain, update & decorate display board and the corner to keep these activities ongoing for various programs. -To co-ordinates Counselling and guidance programs.

Signature
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PTA Meeting	<ol style="list-style-type: none"> 1. DR. S.K. PRASAD, PGT (BIO) [I/C] 2. MR. A.N. CHOUBEY, PGT [CS] 3. ALL CLASS TEACHERS 	-To checkout annual plan of meeting and to maintain minutes and records of such meeting.
Club Activities	<p>Art Club: MR. S. BHASKAR, TGT AE [I/C] MS. PRITI, PRT</p> <p>Eco/Nature: MR. A. SARKAR, PGT [PHY] [I/C] MR., TGT [SCI]</p> <p>Integrity: MR. R.L. REGAR, PGT [ECO] [I/C] MR., PGT [POL. SC.]</p> <p>Language: MR. R. SUKLA, PGT [HIN] [I/C] MS. TOPI GHOSH, TGT [SANSKRIT]</p> <p>Adventure: MR. D. MAZUMDAR, TGT (PH&E) [I/C] MRS. S. SMRITI, TGT [SOST]</p>	<p>-To work as per the KVS norms and the guidelines issued.</p> <p>- Make a club by collecting the names of the students who are interested in the various activities.</p> <p>-To maintain the club activities display Board.</p>
Excursion	<ol style="list-style-type: none"> 1. MR. D. MAJUMDAR, PH&E [I/C] 2. DR. S.K. PRASAD, PGT [BIOLOGY] 	<p>-To accompany the students for the programs identified by the KVS.</p> <p>- To check out and implement Annual plan for outing of the students as per the provisions in consultation with the class teacher/Principal.</p>
Social Science Exhibition.	<ol style="list-style-type: none"> 1. DR. V. YADAV, PGT [GEO] [I/C] 2. MR. M.L. MEENA, PGT (HIST) 3. MR. R.L. REGAR, PGT [ECO] 4. MR..... PGT [POL.SC.] 5. MRS. S. SMRITI, TGT [SOST] 6. MR. R. SUKLA, PGT [HINDI] 7. MR. A. MARANDI, PGT [ENG] 	<p>-To prepare students for Social science exhibition at vidyalaya level.</p> <p>-To organize Social science exhibition as per the instruction of the KVS.</p>
Display Boards at the entrance/ open display boards & Quotations in the Class room & corridors.	<ol style="list-style-type: none"> 1. MR. ANUPAM SARKAR, PGT (PHY)[I/C] 2. MR. S. BHASKAR, TGT AE 3. MS. NOOPUR KADAM, PRT 4. MS. CHETNA, PRT 5. MS. TOPY GHOSH, TGT [SANSKRIT] 6. ALL CLASS TEACHERS [For respective classes] 	<p>-To guide the students for proper selection of the material and decoration coupled with befitting display.</p> <p>-Regular updating of display boards as per the upcoming events and functions.</p>
House Board	All the House Masters	-To maintain, update and decorate.
AEP	<ol style="list-style-type: none"> 1. DR. V. YADAV, PGT [GEO] [Girls] 2. MR. A.N. CHOUBEY, PGT[CS] [Boys] 	<p>-To conduct programs as per the guidelines given in the training.</p> <p>-To conduct programs regarding alcohol, viral diseases etc. awareness among the students and teachers.</p> <p>-To maintain, update and decorate display board</p>
Olympiad/ NCSC/ JNSMEE	<ol style="list-style-type: none"> 1. DR. S.K. PRASAD, PGT [BIOLOGY] [I/C] 2. MR. N.C. BARMAN, TGT [MATHS] 	<p>-To motivate and encourage students to participate in this competition.</p> <p>-To Conduct junior science/green/maths/physics/chemistry Olympiads and related competitions of secondary and primary section from time to time.</p> <p>-Selection of team for NCSC/ JNSMEE and ensure proper guidance to them with the help of other teachers</p>
Condemnation Board	<ol style="list-style-type: none"> 1. MR. A.K. ROY, PGT [CHEM] [I/C] 2. DR. S.K. PRASAD, PGT [BIOLOGY] 3. MR. S. BHOWMICK, TGT WET 4. MR. B.C. ESHORE, PRT 5. MRS. G. LAKRA, PRT 6. MR. ARJUN BORI, SSA 	-To compile list of articles to be condemned from different departments and initiate the process of condemnations as per KVS norms.

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Canteen Committee	<ol style="list-style-type: none"> 1. MR. S. BHOWMIK, WET [I/C] 2. MR. D. MAJUMDAR, TGT (PH&E) 3. MS. NOOPUR KADAM, PRT 4. MRS. JAYA ESHORE, PRT [MUSIC] 5. MR. ARJUN BORI, SSA 	-To ensure the food quality and rates of different items in the canteen.
RTI	<ol style="list-style-type: none"> 1. MR. A.K. ROY, PGT [CHEM] [I/C] 2. DR. S.K. PRASAD, PGT [BIOLOGY] 3. MR. ARJUN BORI, SSA 	-To reply queries made through RTI with suitable and responsible words (After approval of Principal)
Staff Meeting Records	<ol style="list-style-type: none"> 1. MR. A. MARANDI, PGT [ENG] [I/C] 2. MR. R. SUKLA, PGT [HINDI] 	-To note down all minutes of staff meetings and prepare a report for record -Keep safely all record for inspection by Principal/ Inspecting team
Science Laboratory [Sub-Staff]	<ol style="list-style-type: none"> 1. PHYSICS- MR. A.C. DAS 2. CHEMISTRY- MR. S. SINHA 3. BIOLOGY- MR. V. RAO 	-To keep lab in state of art condition -Help In-charge teachers in conducting science experiments


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 PRINCIPAL
 प्राचार्य / Principal
 केन्द्रीय विद्यालय / Kendriya Vidyalaya
 अलिपुरद्वार ज० / Alipurduar Jn.