



KENDRIYA VIDYALAYA ALIPURDUAR JN.
List of the Departments / Committees for the Session 2020-2021
(w.e.f. 01.07.2020)

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. MR. M.L.MEENA, PGT(HIST) 4. MR. A.N CHOUBEY, PGT(CS) 5. MR. M.K. PANDEY, PGT (MATHS) 6. MR. R. SHUKLA, PGT (HINDI) 7. MR. N.C. BARMAN, TGT(MATHS) 8. MR. B.C. ESHORE, PRT 9. MRS. G. LAKRA, PRT 10. MR. D MAJUMDAR, PH&E 11. MR.S. BHOWMICK, 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 motivation 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"> 1MR. B.C ESHORE, PRT(I/C) 2.MR.A.N. CHOUBEY, PGT(CS) 3.MR. AMITABH SHAHI TGT (ENG) 4.MRS.GARGI DHALI LIB 5.MS. NOOPUR KADAM PRT 6.MR. T. PANIGRAHI 	<ul style="list-style-type: none"> - To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines 2014 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 (MATHS) (I/C) 2. MR. N.C.BARMAN TGT (MATHS) 3. MR. SATYABRAT BHASKAR TGT (AE) 4. MR. AWANEESH KUMAR TGT (HINDI) <p>PRIMARY SECTION</p> <ol style="list-style-type: none"> 1. MR. T. PANIGRAHI PRT 2. MR. RAKESH 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. MR.A.K. ROY PGT (CHEM) (I/C) 2. MR.A.N. CHOUBEY PGT (CS) 3. MR. SATYABRAT BHASKAR TGT (AE) 4. MR. S. CHAKRABORTY (COMP. INSTRC.) 	<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.
CBSE	<ol style="list-style-type: none"> 1. MR. A.SARKAR PGT (PHY) (I/C)(XI & XIIITH) 2. MR. AWANEESH KUMAR, TGT(HIN.)(CO I/C)(IXTH & XTH) 3. MR. S. CHAKRABORTY (COMP. INSTRC.) 	<ul style="list-style-type: none"> -Make online registration of the students of Class IX and XI. -Online submission of marks of students regarding their achievement in the examination. - Maintaining Regular Correspondence with CBSE Regional Office.



<p>Examination - Internal</p>	<p>1.MR. R.SHUKLA, PGT (HINDI) (I/C) 2. MR. M.K. PANDEY, PGT(MATHS)(CO I/C) 3. MR.S. BHOWMICK, WET 4. MR. A.SARKAR PGT (PHY) 5. S BHASKAR, TGT AE 6. MR. AMITABH SHAHI, TGT (ENG.) 7. MR. V.K. MISHRA , TGT (MATHS)</p>	<ul style="list-style-type: none"> -To plan the schedule of UT, 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.
<p>Examination - Primary</p>	<p>1. MS. CHETNA JAIN, PRT (I/C) 2. MS. PRITI , PRT 3. MR. DEVENDRA, PRT</p>	<ul style="list-style-type: none"> - To plan the schedule of FA1 and FA3 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.
<p>Student Council</p>	<p>1. MR. R.SHUKLA PGT (HINDI) 2. DR. VANDANA YADAV PGT (GEO) 3. MR. S. ROY CHOUDHARY, PGT(ENG) 4. ALL HOUSE MASTERS</p>	<p>To constitute the student council taking suggestion from all the house masters and senior teachers, to organize the investiture ceremony and to monitor and guide them properly, So, that they help in the school discipline and all activities</p>
<p>C. C. A. Secondary</p>	<p>1MR. S. ROYCHOUDHARY PGT (ENG.) (I/C) 2. MRS.GARGI DHALI LIB 3.MR. A.SHAHI, TGT(ENG) 4.MR. A. KUMAR TGT (HINDI) 5. MR. S. BHASKAR, TGT AE 6.MR. AMAN SHARMA TGT (ENG) 7. MRS. JAYA ESHORE, PRT MUSIC</p>	<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 as per the RFD/CCE. - To help the committee for student council in selecting House captains and other members of the council for carrying out their usual work.
<p>C.C.A. Primary</p>	<p>1. MS. NOOPUR KADAM, PRT (I/C), PRT 2. MR. JAYANT KUMAR SABAR, PRT 5. MRS. JAYA ESHORE, PRT MUSIC</p>	<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.
<p>Furniture & Seating arrangement</p>	<p>1. MR. R.LREGAR, PGT (ECO) (I/C) 2. MR. B.C. ESHORE, PRT 3. MR. S. BHOWMICK TGT (WET) 4. MR. S. BHASKAR TGT (AE) 5. MR. T. PANIGRAHI, PRT</p>	<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.



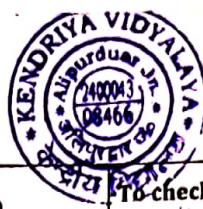
<p>Vidyalaya Maintenance & Fire Safety/Earthquake safety drills in the vidyalaya</p>	<ol style="list-style-type: none"> 1. MRS. BHOWMICK, WET 2. MR. M.L.MEENA, PGT(HIST) 3. MR. A.SARKAR, PGT(PHY) 4. MR. S. BHASKAR TGT (AE) 5. MS. CHETNA JAIN PRT 6. MR. T. PANIGRAHI PRT 	<ul style="list-style-type: none"> -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.
<p>Discipline</p>	<ol style="list-style-type: none"> 1. MR. M.K. PANDEY, PGT(MATHS)(I/C) 2. MR. N.C. BARMAN, TGT(MATHS) 3. MR. S. BHOWMICK, WET 4. MRS. G. LAKRA, PRT 5. MR. D MAJUMDAR, PH&E 6. 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 counseling classes. Duty allotment to council members. -Systematic and orderly movement of students for assembly. -Checking of late comers of primary and secondary. -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. MRS. BHOWMICK, WET 2. MR. DIWAKAR SAHA SSA 3. MR. D MAJUMDAR, PH&E 4. MRS.GARGI DHALI LIB 	<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.
<p>Vidyalaya Beautification and gardening</p>	<ol style="list-style-type: none"> 1. MR. S. BHOWMICK, WET (I/C) 2. MR. V.K.MISHRA, TGT(MATHS) 3. MR. S. BHASKAR, TGT AE 4. MR. D. MAJUMDAR PH&E 5. MRS. GEETA LAKRA, PRT 6. JAYANTA KR. SABAR, PRT 	<ul style="list-style-type: none"> -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>Vidyalaya Cleanliness & Water Arrangement</p>	<ol style="list-style-type: none"> 1. MRS. BHOWMICK, WET (I/C) 2. DR. V. YADAV PGT (GEO) 3. MR. SAURAV YADAV, TGT(SCIENCE) 4. MR. J. GOUDA TGT (SST) 5. MR. D MAJUMDAR, PH&E 6. MRS.GARGI DHALI LIB 7. MS. PRITI PRT 8. ALL CLASS TEACHERS 	<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



		<p>toilets and other places.</p> <p>- To ensure periodical cleanliness of aqua guards with the display of date of cleaning in a separate Register.</p>
Vidyalaya Magazine, CMP News Letter, Students Diary, E-content development	<ol style="list-style-type: none"> 1. MR. R. SHUKLA, PGT (HINDI) 2. MR. S. ROYCHOUDHARY PGT(ENG) 3. MR. A. KUMAR TGT (HINDI) 4. MR. S. BHASKAR TGT (AE) 5. MR. ARVIND DWIBEDI TGT(SANS.) 6. MR. AMITABH SHAHI, TGT (ENG) 7. MR. JAYANTA KR. SABAR, PRT 8. MS. NOOPUR KADAM, PRT 9. MR. RAKESH KUMAR PRT 	<p>-To initiate procedure of magazine publication e.g. collection of articles, proof reading, and cover design select articles etc.</p> <p>-Language teachers. to assist in proof reading and selection of quality articles.</p>
Bharat Scouts & Guides	<ol style="list-style-type: none"> 1. MR. S. BHASKAR TGT(AE) (I/C) 2. MR T. PANIGRAHI, PRT 3. MS. PRITI, PRT 4. MR. V.K.MISHRA, TGT (MATHS) 5. MR. AMAN SHARMA, TGT (ENG) 6. MR. SOURAV YADAV, TGT(SC) 7. MS. NOOPUR KADAM, PRT 	<p>-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.</p> <p>- To maintain, update and decorate BS&G display board.</p>
Library / Readers club	<ol style="list-style-type: none"> 1. MRS. GARGI DHALI, LIB (I/C) 2. DR. VANDANA YADAV , PGT(GEO) 3. MR. R.L. REGAR, PGT(ECO) 4. MR. A. SARKAR, PGT (PHY) 5. MR. M.K. PANDEY, PGT (MATHS) 6. MR. R. SHUKLA, PGT (HINDI) 7. MR. A. KUMAR TGT (HINDI) 8. MR. A. DWIBEDI TGT(SNKS) 9. MR. DVEVENDRA, PRT 	<p>-To procure texts books and reference books recommended by CBSE as per the recommendation of faculty members.</p>
Teaching Aids(Secondary)	<ol style="list-style-type: none"> 1. MR. N.C. BARMAN, TGT (MATHS) (I/C) 2. MR. V.K. MISHRA, TGT (MATHS) 3. MR. AMAN SHARMA, TGT (ENG) 4. MR. SOURAV YADAV TGT (SC) 	<p>-To purchase and maintain all the teaching aids and TLM neatly.</p>
TLM & Resource Room	<ol style="list-style-type: none"> 1. MRS. G. LAKRA, PRT (I/C) 2. MS. CHETNA JAIN, PRT 3. MR. JAYANTA KR. SABAR, PRT 	<p>-To maintain all the teaching aids and TLM neatly.</p>
Subject Committee Meeting & CMP	<ol style="list-style-type: none"> 1. HINDI / SANKS- R. SHUKLA, PGT (HINDI) 2. ENGLISH- MR. S.ROYCHOUDHARY PGT (ENG) 3. SCIENCE- MR. A.K. ROY, PGT (CHEM) 4. MATHS- MR. M.K. PANDEY PGT (MATHS) 5. SST- MR. M.L. MEENA PGT (HIST) 6. CMP- MRS. GEETA LAKRA, PRT 7. MS. NOOPUR KADAM PRT 8. MR. JAYANTA KR. SABAR, PRT 9. MR. RAKESH KUMAR, PRT 	<p>-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.</p>
PISA	<ol style="list-style-type: none"> 1. MR. S. ROYCHOUDHARY PGT(ENG)(I/C) 2. MR. N.C. BARMAN, TGT (MATHS) 3. MR. V.K. MISHRA TGT (MATHS) 4. MR. AMAN SHARMA, TGT(ENG) 5. MR. A. SHAHI, TGT (ENG) 6. MR. S. YADAV, TGT(SCL) 	<p>-To conduct PISA examination and all the work related to PISA</p> <p>-to conduct monthly meeting for monitoring PISA related work and submit the report to the office.</p>
Rajbhasa - Hindi	<ol style="list-style-type: none"> 1. R. SHUKLA, PGT (HINDI)(I/C) 2. MR. A. KUMAR, TGT(HINDI) 3. MR. A. DWIBEDI TGT(SNAKS) 4. MRS. G. LAKRA PRT 	<p>-To conduct quarterly meeting of rastrabhasa and to submit quarterly report to the regional office.</p> <p>To ensure maximum use of rajbhasa.</p>
Income Tax Calculation and	<ol style="list-style-type: none"> 1. MR. DIBAKAR SAHA , SSA (I/C) 2. MR. R. SHUKLA, PGT(HINDI) 	<p>-To calculate the income tax of all the employees.</p>



deduction	<ol style="list-style-type: none"> 3. MR. A.N. CHOUBEY PGT (CS) 4. MR. B.C. ESHORE, PRT 5. MR. RAKESH KUMAR, JSA 6. MR. S.ROY, SUB STAFF 	
Online fee collection	<ol style="list-style-type: none"> 1. MR. B.C. ESHORE PRT (I/C) 2. MR. A.N. CHOUBEY, PGT (CS) 3. MR. S. BHASKAR TGT (AE) 4. MR. S. CHAKRABORTY, COMP. INST. 5. ALL CLASS TEACHETS 	-To facilitate online fee submission to students and parents
Verification of Pay bill and Contractual Salary	MR. A.N. CHOUBEY PGT (CS)	-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. MAJUMDER PH&E (I/C) 2. MR. A.N. CHOUBEY, PGT (CS) 3. MR. M.K. PANDEY PGT (MATHS) 4. MR. S. BHASKAR TGT (AE) 5. MR. DEVENDRA, PRT 	-to monitoring the late comers.
Games, Sports & Yoga	<ol style="list-style-type: none"> 1. MR. D.MAJUMDAR, TGT (PH&E)(I/C) 2. 	<ul style="list-style-type: none"> -To practice MPT, yoga daily during the morning assembly to the students. -Identify the talented students participating at the cluster, regional and National level games in the first week of the April in order to give them special training by the coaches and to maintain record. -To AE up class wise activities to be undertaken as per the syllabus. -To co-ordinate with vocational teachers and train the students for various activities. -To encourage all the students to take part in the drawing and painting competitions.
Photography	<ol style="list-style-type: none"> 1. MR. R.L.REGAR PGT (ECO) (I/C) 2. MR. A. KUMAR TGT (HINDI) 3. MR. AMAN SHARMA, TGT ENG 4. MR. RAKESH KUMAR, PRT 5. MR. JAYANT KUMAR SABAR, 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.
Staff Quarter allotment committee		-To allot quarter to the staff of the Vidyalaya.
Staff Quarter Maintenance Committee		-To handle staff problems relating the quarters.
Computer Department	<ol style="list-style-type: none"> 1. MR. A.N. CHOUBEY PGT (CS)(I/C) 2. MR. S. CHAKRABORTY, (COMP. INST.) 	-To ensure all the labs in working conditions with broadband/LAN connectivity for carrying out computer literacy classes and think.com effectively with the assistance of computer instructor and to submit monthly updates of the office.
Website Management Committee	<ol style="list-style-type: none"> 1. MR. A.N. CHOUBEY PGT (CS)(I/C) 2. MR. R.SHUKLA, PGT (HINDI) 3. MR. S. BHASKAR, TGT AE 4. MR. AMITABH SHAHI, TGT (ENG.) 5. MR. D. SAHA, SSA 6. MR. S. CHAKRABORTY (COMP.INST.) 	-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. MR. SAURAV YADAV, TGT(SCIENCE) 3. MR. D. SAHA, SSA 4. MR. S. CHAKRABORTY (COMP.INST) 5. 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. G.DHALI, LIB (I/C) 2. MR. A. SARKAR, PGT(PHY) 3. DR. VANDANA YADAV , PGT(GEO) 4. MS. PRITI, PRT 5. MS. CHETNA JAIN, PRT 6. MRS. JAYA ESHORE PRT MUST. 7. 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. M.K. PANDEY, PGT(MATHS) 4. MR. S. BHOWMICK, WET 5. MRS. G. DHALI, LIB 6. MRS. J. ESHORE PRT (MUSIC) 	<ul style="list-style-type: none"> -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. MR. A.N. CHOUBEY, PGT(CS) 3. DR. V.YADAV, PGT (GEO) 4. MR. R. SHUKLA, PGT(HINDI) 5. MR. M.K. PANDEY, PGT (MATHS) 6. MR. AMITABH SHAHI, TGT ENG 7. MR. S. BHOWMICK, WET 	<ul style="list-style-type: none"> -To conduct programmers as per the guidelines given in the training. -To maintain & update display board and the corner to keep these activities ongoing for various programs. -To co-ordinates Counselling and guidance programs. - To maintain, update and decorate display board
PTA Meeting	<ol style="list-style-type: none"> 1. MR. A.K. ROY, PGT(CHEM) 2. MR. A.N. CHOUBEY PGT (CS) 3. ALL CLASS TEACHERS 	<ul style="list-style-type: none"> -To checkout annual plan of meeting and to maintain minutes and records of such meeting.
Club Activities	<p>ART CLUB:-</p> <ol style="list-style-type: none"> 1. MR. S. BHASKAR, TGT (AE)(I/C) 2. MS. PRITI, PRITI <p>ECO/NATURE:-</p> <ol style="list-style-type: none"> 1. MR. A. SARKAR, PGT(PHY) 2. MR. S.YADAV, TGT(SCI.) <p>INTIGRITY:-</p> <ol style="list-style-type: none"> 1. MR. R.L.REGAR, PGT(ECO) 2. MR. A. SHARMA, TGT(ENG) <p>LANGUAGE:-</p> <ol style="list-style-type: none"> 1. MR. S, ROYCHOUDHARY, PGT(ENG.) 2. MR. A. DWIBEDI, TGT(SANKS) <p>ADVENTURE:-</p> <ol style="list-style-type: none"> 1. MR. D. MAJUMDAR, PH&E 2. MR. J. GOUDA, TGT (SST) 	<ul style="list-style-type: none"> -To work as per the KVS norms and the guidelines issued. - Make a club by collecting the names of the students who are interested in the various activities. -To maintain the club activities display Board.
Excursion	<ol style="list-style-type: none"> 1. MR. D. MAJUMDAR, PH&E, (I/C) 2. MR. S. BHOWMICK, WET 	<ul style="list-style-type: none"> -To accompany the students for the programs identified by the KVS. - To check out and implement Annual plan for outing of the students as per the provisions in consultation with the class teacher/Principal.
Social Science Exhibition. & EBSB	<ol style="list-style-type: none"> 1. MR. R.L. REGAR, PGT(ECO) I/C 2. MR. M.L.MEENA, PGT (HIST) 3. DR. V. YADAV, PGT(GEO) 4. MR. P.DAS, PGT (POLSC) 5. MR. R. SHUKLA, PGT(HINDI) 6. MR. A.SHAHI , TGT(ENG) 7. MR. J. GOUDA, TGT (SST) 	<ul style="list-style-type: none"> -To prepare students for Social science exhibition at vidyalaya level. -To organize Social science exhibition as per the instruction of the KVS. - To organize and conduct EBSB Programme.
Display Boards & Quotations in the Class room & corridors.	<ol style="list-style-type: none"> 1. MR. S. BHASKAR, TGT (AE) 2. MR. AMAN SHARMA, TGT (ENG.) 3. MR. A. DWIBEDI, TGT(SANKS) 4. MS. N.KADAM, PRT 	<ul style="list-style-type: none"> -To guide the students for proper selection of the material and decoration coupled with befitting display. -Regular updating of display boards as per the



	5. MS. CHETNA JAIN , PRT 6. ALL CLASS TEACHERS	upcoming events and functions.
Notice Board at the main entrance/ open display board for drawing.	1. S. BHASKAR, TGT(AE) 2. ALL HOUSE INCHARGES	-To maintain, update and decorate.
CCA Notice Board	1. CCA INCHARGE AND 2. CCA COMMITTEE MEMBERS	-To maintain, update and decorate.
CMP Activities Display Board	1. CMP INCHARGE AND 2. CMP MEMBERS	-To maintain, update and decorate.
House Board	All the house Masters	-To maintain, update and decorate.
AEP	1. DR. VANDANA YADAV, PGT (GEO)(GIRLS) 2. MR. A.N.CHOUBEY, PGT(CS)(BOYS) 3. PGT BIOLOGY	-To conduct programs as per the guidelines given in the training. -To conduct programs regarding alcohol, viral diseases etc. awareness among the students and teachers. -To maintain, update and decorate display board
ACP	1. MR. S. BHOWMICK TGT(WET)(I/C) 2. MR. N.C. BARMAN TGT(MATHS) 3. MR. D.MAJUMDAR, TGT(PH&E) 4. MR. S. BHASKAR, TGT(AE) 5. MRS. G. DHALI, TGT(LIB) 6. MR. A. KUMAR, TGT(HINDI)	To conduct programs as per the guidelines given in the training. -To prepare monthly report and maintain the record. -To conduct regular classes
Junior maths Olympiad, Green Olympiad	1.MR. A.K.ROY, PGT(CHEM) (I/C) 2.MR. A.SARKAR, PGT(PHY) 3. MR. N.C.BARMAN, TGT(MATHS) 4. MR. M.K.PANDEY, PGT(MATHS) 5. MR. S.BHOWMICK, PGT(BIO)	-To Conduct junior science/green/maths/physics/chemistry Olympiads and related competitions of secondary and primary section from time to time.
NCSC	1. MR. ANUPAM SARKAR, PGT(PHY)(I/C) 2. MR. SAURAV YADAV, TGT(SCIENCE)	-To motivate and encourage students to participate in this competition.
Condemnation Board	1.MR. A.K.ROY, PGT(CHEM)(I/C) 2. MR. A.N.CHOUBEY, PGT(CS) 3.MR. D.MAJUMDAR, TGT(PH&E) 4. MR. S. BHOWMICK, TGT(WET) 5. MR. S. BHASKAR, TGT(AE) 6. MR. DIBAKAR SAHA, SSA	-To compile list of articles to be condemned from different departments and initiate the process of condemnations as per KVS norms.
Canteen Committee	1.MR.S. BHOWMICK, TGT(WET)(I/C) 2.MR. D.MAJUMDAR, TGT(PH&E) 3.MS. NOOPUR KADAM, PRT 4.MRS. JAYA ESHORE, PRT (MUSIC) 5. MR. DIBAKAR SAHA, SSA	-To ensure the food quality and rates of different items in the canteen.
RTI	1. MR. DIBAKAR SAHA, SSA (I/C) 2. MR. RAKESH KUMAR, JSA	-To reply queries made through RTI with suitable and responsible words(after approval of principal)
Staff Meeting Record	1. MR. R. SHUKLA, PGT(HINDI)(I/C) 2. MR. S. ROY CHOUDHARY, PGT(ENG) 3. MR. A. KUMAR, TGT(HINDI) 4. MR. A. SHAHI, TGT(ENG)	-To note down all minutes of staff meetings and prepare a report for record. -Keep safely all record for inspection by Principal/Inspection Team.
Science Laboratory (sub staff)	1. PHYSICS- MR.A.C.DAS 2. CHEMISTRY- MR. V. RAO 3. BIOLOGY- MR. S. SINHA	-To keep lab in state of art condition - -Help In-Charge teachers in conducting science experiments.
Grievance Redressal Committee	1. MR. A.K.ROY, PGT(CHEM),(I/C) 2. MR. A.N.CHOUBEY, PGT,(CS) 3. MR. S. BHOWMICK, TGT(WET)	-To handle the students related problems of the Vidyalaya.
Office	1. MR. DIWAKAR SAHA, SSA(I/C)	-To facilitate office work for smooth running of Vidyalaya