

KENDRIYA VIDYALAYA ALIPURDUAR JN.

List of the Departments / Committees for the Session 2023-2024

all staff to note

DEPARTMENT	INCHARGE & MEMBER	DUTIES AND RESPONSIBILITIES
Academic Advisory Council	<ol style="list-style-type: none"> MR. SATISH CHANDRA JHA, PRINCIPAL DR. VANDANA YADAV PGT GEO MR. TAPASH DAS, PGT (MATHS) C.P. RANA, TGT (SST) MR. B.C. ESHORE, PRT MRS. JAYA ESHORE, PRT 	<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"> MR. B.C ESHORE, PRT(I/C) C.P.RANA TGT SST MR.M.K.KERKETTA PRT MR. GOBINDA CHANDA PRT MR. SUBHRASIS CHAKRABORTY CI 	<ul style="list-style-type: none"> To scrutinize the registration for ms 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"> MR. PAPU GUPTA TGT ENG I/C M S. SHAOLI GHOSH TGT MATHS MS. ARUNIMA KAR PGT CHEM MR. SOUMEN ROY <p>PRIMARY SECTION</p> <ol style="list-style-type: none"> MR. M.K.KERKETTA PRT I/C MS. KATHY ROUTH MR. GOVINDO CHANDRA MR. SUBIR GHOSH DAS 	<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"> MR.TAPASH DAS PGT (MATHS) I/C MR. PAPU GUPTA TGT ENG MR. BIBEK DAS TGT MATHS MR. SUBHRASIS CHAKRABORTY CI MR. SOUMICK BARMAN PGT (CS) DRISHYA KUMAR 	<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"> MR. TAPASH DAS PGT (MATH) (I/C) MR. C.P.RANA TGT SST MR. BIBEK DAS TGT (MATH) MR. SUBHRASIS CHAKRABORTY CI MR. SOUMICK BARMAN PGT CS DRISHYA KUMAR 	<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.
Examination - Internal	<ol style="list-style-type: none"> MR. TAPASH DAS PGT (MATH) (I/C) SAROJ KUMAR TGT SNAS MR. C.P.RANA TGT SST MR. DIBAKAR GHOSH PGT ENG MR. PAPU GUPTA TGT ENG 	<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.

		<ul style="list-style-type: none"> -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. DEVENDRA, PRT (I/C) <i>Dev</i> 2. MR. M.K.KERKETTA, PRT <i>M</i> 3. MR. SUBIR DAS, PRT <i>Syam</i> 4. MR. RAHUL KUMAR JHA PRT <i>Raj</i> 5. MS. RIYASHREE ROY PRT <i>Roy</i> 	<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.
Student Council	<ol style="list-style-type: none"> 1. MR D.C.TIWARI TGT HINDI 2. MR. DIBAKAR GHOSH PGT(ENG) <i>Dibakar</i> 3. MR. SAROJ KUMAR TGT SANS <i>Saroj</i> 4. MS. MENUKA CHHETRI PGT (SC) <i>Menuka</i> 5. MS. ARUNIMA KAR PGT CHEM <i>Arunima</i> 6. MS B. BISWAKARMA PGT HINDI <i>Biswakarma</i> <p>MS. DEEPIKA ADHIKARI</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>
C. C. A. Secondary	<ol style="list-style-type: none"> 1.MR. C.P. RANA TGT (SST) (I/C) <i>C.P. Rana</i> 2. MR. DIBAKAR GHOSH PGT (ENG) CO- I/C <i>Dibakar</i> 3 MR. MENUKA CHHETRI PGT POL SC. <i>Menuka</i> 5.MR. D.C.TIWARI TGT (HINDI) <i>D.C. Tiwari</i> 8. MRS. JAYA ESHORE, PRT MUSIC <i>Jaya</i> <p>** ALL HOUSE MASTERS</p> <p><u>GANGA HOUSE</u> - D.GHOSH PGT ENG(HM)/ RAJESH DAS PGT HIST(CO-HM) <i>Rajesh</i></p> <p><u>TEESTA HOUSE</u>- MS. ANITA PGT CHEM/ S.GHOSH TGT MATHS (CO-HM) <i>Anita</i></p> <p><u>BRAMHAPUTRA HOUSE</u>- MS. M. CHHETRI PGT POL SC.(HM)/ MR. PAPU GUPTA (CO-HM) <i>Papu</i></p> <p><u>KAVERI HOUSE</u>- MS. P. BHATTACHARJEE PGT BIO/ C.P.RANA TGT SST(CO-HM) <i>P. Choudhury</i></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.
C.C.A. Primary	<ol style="list-style-type: none"> 1. MR. GOBINDA CHANDA, PRT (I/C), PRT <i>Go</i> 2. MR. M.K.KERKETTA, PRT <i>M</i> 3. MRS. JAYA ESHORE, PRT MUSIC <i>Jaya</i> 4. MS. SMITA-SHOME DEB PRT <i>S.S.D</i> 5. MS. MAYURI BHATTACHARJEE PRT <i>Mayuri</i> 	<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.
Furniture & Seating arrangement	<ol style="list-style-type: none"> 1. MR. SHAMBHU KUMAR TGT AE (I/C) <i>Shambhu</i> 2. MR. GOBINDA CHANDA, PRT <i>Go</i> 3. MR. SOUVIK PAUL TGT ENG <i>Souvik</i> 4. MR. ARUNIMA KAR PGT CHEM <i>Arunima</i> 5. MS. B. BISWAKARMA PGT HINDI <i>Biswakarma</i> 	<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. MR. SHAMBHU KUAMR, TGT AE I/C 2. MR. SAROJ KUMAR TGT(SNKT.) 3. MS. JAYA ESHORE PRT 4. MR. RAJESH DAS PGT HIST. 5. MR. DEVENDRA PRT 6. MR. GOBINDA CHANDA PRT <p>4. MR. SHIVAM RAJAWAT</p>	<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. DR.VANDANA YADAV PGT GEO 2. MR. TAPASH DAS , PGT(MATH) 3. MR. SAJIT SARKAR GAMES COACH 4. MR. DIBAKAR GHOSH PGT ENGLISH 5. MR. RAJESH DAS PGT HIST. 6. MS. ARONIMA KAR PGT CHEM 7. MRS. SMITA SHOME DEB, PRT 8. MS. RIYASHREE ROY PRT 9. All class teachers 10. ALL HOUSE MASTERS AND CO-HM <p>7. MR. ACHYUT 6. MR. SOUMEN ROY 4. MS. DEEPIKA ADHIKARI</p>	<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. -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. MR. TAPASH DAS PGT (MATHS) 2. MR SAROJ KUMAR TGT SANS 3. MR SHAMBHU KUMAR TGT AE 4. MR. BISHU ESHORE, PRT 5. MR DEVENDRA PRT 	<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. SHAMBHU KUMAR TGT AE (I/C) 2. GOBINDA CHANDA , PRT 3. SAJIT SARKAR GAMES COACH 4. MR. RAJESH DAS PGT HIST. 5. MR. DIBAKAR GHOSH PGT ENG 6. MR. MENUKA CHHETRI PGT 7. MS.MAYURI BHATTACHAYA, PRT 8. MS. RIYASHREE ROY PRT 9. MRS. JAYA ESHORE PRT MUST 	<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. MR. M.K.KERKETTA, PRT (I/C) 2. MR. GOBINDA CHANDA PRT CO- I/C 3. MR. C.P.RANA TGT (SST) 4. MS. SAROJ KUMAR TGT SNKS 5. MS. SOUVIK PAUL TGT ENG 6. MR. DEVENDRA PRT 7. MR SAJIT SARKAR GAMES COACH 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 toilets and other places. - To ensure periodical cleanliness of aqua guards with the display of date of cleaning in a separate

Vidyalaya Magazine, CMP News Letter, Students Diary, E-content development	<ol style="list-style-type: none"> 1. MS- DEEPIKA ADHIKARI 1. MR. DIBAKAR GHOSH PGT(ENG) I/C 2. MRS. B.BISWAKARMA PGT (HINDI) 3. MR. SAROJ KUMAR TGT(SNKT.) 4. MS. SOUVIK PAUL TGT (ENG) 5. MR. GOBINDA CHANDA, PRT CMP I/C 6. MR. M.K.KERKETTA , PRT 7. SOUMICK BARMAN PGT COMP.SC 7. MR. DRISHYA KUMAR 	<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. SHAMBHU KUMAR TGT AE(I/C) 2. MR. ANANDA DAS TGT LIB 3. MR. GOBINDA CHANDA PRT 4. MR DEVENDRA, PRT 5. MR. M.K.KERKETTA , PRT 6. MS. SHAOLI GHOSH, TGT (MATHS) 7. MR. PAPU GUPTA TGT (ENG) 8. MR. TAPAN SARKAR, TGT(SC) 	<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. MR. ANANDA DAS TGT(LIB) (I/C) 2. MR. D.C.TIWARI TGT HINDI 3. MR.DEVENDRA PRT CO-IN 4. MR. TAPASH DAS PGT (MATHS) 5. MR. HARIHAR BARMAN PGT(ECO) 6. MR. DIBAKR GHOSH PGT (ENG) 7. MRS. B. BISWAKARMA PGT (HINDI) 8. MS. RIYASHREE ROY PRT 9. MS. RAHUL KR. JHA PRT <p><u>MONITORING</u></p> <ol style="list-style-type: none"> 10. MR. DEVENDRA PRT I/C 11. GOBINDA CHANDA, PRT 12. MR. M.K.KERKETTA , PRT 13. MS. RIYASHREE ROY PRT 14. MS KATHY ROUTH PRT 15. MR. SUBIR GHOSH 	<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. C.P.RANA TGT (SST) (I/C) 2. MR. BIBEK DAS, TGT (MATHS) 3. MS. SOUVIK PAUL TGT (ENG) 4. MR. TAPAN SARKAR TGT (SC) 5. MR.SOUVIK PAUL TGT ENG 6. MR. ARUNIMA KAR PGT CHEM 7. SOUMICK BARMAN PGT Comp. sc 	<p>-To purchase and maintain all the teaching aids and TLM neatly.</p>
TLM & Resource Room	<ol style="list-style-type: none"> 1. MR. B.C.ESHORE , PRT (I/C) 2. MR. GOBINDA CHANDA , PRT 3. MR. M.K.KERKETTA , PRT 4. MS. MOUMITA ROY PGT GEO 5. MR. P. BHATTACHARJEE PGT BIO 6. MR. HARIHAR BARMAN PGT ECO 	<p>-To maintain all the teaching aids and TLM neatly.</p>
Subject Committee Meeting & CMP	<ol style="list-style-type: none"> 1. HINDI- MRS. B. BISWAKARMA AND MR. D.C.TIWARI TGT HINDI 2. ENGLISH- D.GHOSH PGT (ENG) 3. SCIENCE- , MS. A.KAR PGT CHEM 4. MATHS- MR. T. DAS PGT (MATHS) 5. SST- MR. RAJESH DAS PGT (HIST) 6. CMP- MR. GOBINDA CHANDA, PRT 7. MR. DEVENDRA PRT 8. MR. M.K.KERKETTA , PRT 9. MS. RIYASHREE ROY PRT 10. MS KATHY ROUTH PRT 11. SMITA SHOME DEB 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>

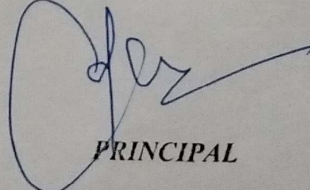
9. RV PAM SHARMA
10. MA. ACHYUT
11. MR. ANKIT LAKRA
1. DIPALI ORAON
2. MS. DEEPIKA ADHIKART

	12. MAYURI BHATTACHAJEE PRT	
PM SHRI	<ol style="list-style-type: none"> MR. SAROJ KUMAR, TGT(SST.) I/C MR. D.C.TIWARI TGT HINDI CO- I/C MR. S. CHAKRABORTY CI MS. BIBEK DAS TGT (MATH) <i>BDS</i> MR. ANKIT RATHOD 	<ul style="list-style-type: none"> -To conduct PISA examination and all the work related to PISA -to conduct monthly meeting for monitoring PISA related work and submit the report to the office.
Rajbhasa - Hindi	<ol style="list-style-type: none"> MR. D.C.TIWARI TGT (HINDI)(I/C) MRS. B. BISWAKARMA TGT(HINDI) MR. SAROJ KUMAR TGT(SNAKS) MRS. DEVENDRA PRT MR RAHUL KR. JHA PRT 	<ul style="list-style-type: none"> -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"> MR. ANIRBAN BISWAS, SSA (I/C) MR. TAPASH DAS, PGT (MATH) MR. B.C. ESHORE, PRT MR. S.ROY, SUB STAFF 	<ul style="list-style-type: none"> -To calculate the income tax of all the employees.
Online fee collection	<ol style="list-style-type: none"> MR. B.C. ESHORE PRT (I/C) MR. S. CHAKRABORTY, COMP. INST. ALL CLASS TEACHETS 	<ul style="list-style-type: none"> -To facilitate online fee submission to students and parents
Verification of Pay bill and Contractual Salary	MR. TAPASH DAS PGT(MATH)	<ul style="list-style-type: none"> -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"> MR D.C.TIWARI TGT HINDI MR. SAROJ KUMAR TGT SANS MR. SAJIT SARKAR GAMES COACH MR. B.C ESHORE, PRT MS. RIYASHREE ROY PRT MS. MAYURI BHATTACHARJEE PRT AND ALL COLASS TEACHER <p>6. MR. ACHYUT</p>	<ul style="list-style-type: none"> -to monitoring the late comers.
Games, Sports & Yoga	<ol style="list-style-type: none"> MR. C P RANA TGT SST I/C SPORTS COACH ALL HOUSE MASTERS 	<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"> MR. DEVENDRA, PRT SUBHRASIS CHAKRABORTY CI MR. SAJIT SARKAR GAMES COACH 	<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	-----	<ul style="list-style-type: none"> -To allot quarter to the staff of the Vidyalaya.
Staff Quarter Maintenance Committee	-----	<ul style="list-style-type: none"> -To handle staff problems relating the quarters.
Computer Department	<ol style="list-style-type: none"> MR. SAROJ KUMAR TGT SANS I/C MR. S. CHAKRABORTY CI MR. SOUMICK BARMAN PGT CS MR. DRISHYA KUMAR 	<ul style="list-style-type: none"> -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"> MR. SAROJ KUMAR TGT (SANS) MR. S. CHAKRABORTY CI, MR. M.K.KERKETTA PRT 	-To regularly updated the website with latest happening.
E- class Rooms	<ol style="list-style-type: none"> MR. SAROJ KUMAR TGT SANS I/C MR. SOUMICK BARMAN PGT (COMP SC) MR. S. CHAKRABORTY CI, T MS. PAPU GUPTA TGT(ENG.) MR. M.K.KERKETTA PRT ALL CLASS TEACHERS 	-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"> MR. M.K.KERKETTA, PRT (I/C) MR. GOBINDA CHANDA PRT CO- I/C MR. C.P.RANA TGT (SST) MS. MENUKA CHHETRI PGT POL SC MS. B. BISWAKARMA PGT HINDI MR. DEVENDRA PRT MS. SMITA SHOME DEB PRT MS. RIYASHREE ROY PRT ALL CLASS TEACHERS 	-To get the medical check-up 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"> MRS. J. ESHORE PRT (MUSIC) (I/C) MRS. RIYASHREE ROY, PRT MR. D.GHOSH PGT ENG MRS. B.BISWAKARMA PGT HINDI MS. MAYURI BHATTACHARJEE PRT MS. SMITA SHOME DEB PRT 	-To handle the girls related problems of the Vidyalaya.
Guidance and Counselling	<ol style="list-style-type: none"> DR. VANDANA YADAV PGT(GEO) C.P. RANA, TGT (SST) MR. B.C. ESHORE, PRT MRS. J. ESHORE, PRT(M) MRS. B.BISWAKARAMA PGT HINDI MR. D. GHOSH PGT ENG. ALL HOUSE MASTERS 	-To conduct programmes 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"> ALL CLASS TEACHERS 	-To checkout annual plan of meeting and to maintain minutes and records of such meeting.
Club Activities	ART CLUB:- <ol style="list-style-type: none"> MR. SHAMBHU KUMAR (AE)(I/C) RAJESH DAS PGT HIST ECO/NATURE:- <ol style="list-style-type: none"> MR. DEVENDRA RAHUL KR JHA PRT INTIGRITY:- <ol style="list-style-type: none"> MR. GOBINDA CHANDA MR. SUBIR DAS PRT LANGUAGE:- <ol style="list-style-type: none"> MR. D.C.TIWARI TGT HINDI MR.D.GHOSH PGT(ENG.) ADVENTURE:- <ol style="list-style-type: none"> MR.C.P.RANA TGT (SST) SAJIT SARKAR GAMES COACH SHIVAM RASAWAT 	-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"> MR. C.P.RANA, TGT,SST, (I/C) DEVENDRA PRT MR. M.K.KERKETTA PRT MS. RIYASHREE ROY PRT MAYURI BHATTACHARJEE PRT 	-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"> DR. VANADNA YADAV PGT(GEO) I/C C.P.RANA, TGT (SST) MS. M. CHHETRI, PGT (POL.SC) MR. RAJESH DAS PGT (HIST) 	-To prepare students for Social science exhibition at vidyalaya level. -To organize Social science exhibition as per the instruction of the KVS.

	<ol style="list-style-type: none"> MS. B.BISWAKARMA PGT(HINDI) MS. PAPU GUPTA TGT(ENG) MR. D.GHOSH PGT ENG MRS. DEEPIKA ADHIKARI 	To organize and conduct EBSB Programme.
Display Boards & Quotations in the Class room & corridors.	<ol style="list-style-type: none"> HINDI / SANKS- MS. B.BISWAKARMA PGT (HINDI) ENGLISH- MR. D.GHOSH PGT (ENG) SCIENCE- MR. A.KAR PGT (CHEM) MATHS- MR. T.DAS PGT (MATHS) SST- MR. RAJESH DAS PGT (HIST) MR. GOBINDA CHANDA, PRT MR. DEVENDRA PRT MR. M.K.KERKETTA , PRT MS. RIYASHREE ROY PRT ALL CLASS TEACHERS 	<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 upcoming events and functions.
Notice Board at the main entrance/ open display board for drawing.	<ol style="list-style-type: none"> MR. C.P. RANA TGT (SST) (I/C) MR. D.GHOSH PGT (ENG) CO- I/C MS. MOUMITA ROY PGT GEO. MR. S. PAUL TGT(ENG) MS. SMITA SHOME DEB PRT MR. M. BHATTACHARJEE MRS. JAYA ESHORE, PRT MUSIC . ALL HOUSE INCHARGES 	-To maintain, update and decorate.
CCA Notice Board	<ol style="list-style-type: none"> CCA INCHARGE AND CCA COMMITTEE MEMBERS 	-To maintain, update and decorate.
CMP Activities Display Board	<ol style="list-style-type: none"> CMP INCHARGE AND CMP MEMBERS 	-To maintain, update and decorate.
House Board	All the house Masters AND CO-HM	-To maintain, update and decorate.
AEP	<ol style="list-style-type: none"> MR. C.P.RANA, TGT (SST)(BOYS) I/C MR SAROJ KUMAR TGT SANS MR D.C.TIWATI TGT HINDI MR. D.GHOSH PGT ENG MS. A.KAR PGT CHEM (FOR GIRLS) MRS. DEEPIKA ADHIKARI 	<ul style="list-style-type: none"> -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	<ol style="list-style-type: none"> MR. C.P.RANA, TGT (SST)(BOYS) I/C MR SAROJ KUMAR TGT SANS MR D.C.TIWATI TGT HINDI MR. DEVENDRA PRT MR. PAPU GUPTA TGT (ENG) 	<ul style="list-style-type: none"> -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	<ol style="list-style-type: none"> MR. TAPASH DAS, PGT(MATHS) I/C MS. P. BHATTACHARJEE PGT(BIO) MS. A.KAR PGT CHEM BIBEK DAS TGT MATHS 	-To Conduct junior science/green/maths/physics/chemistry Olympiads and related competitions of secondary and primary section from time to time.
NCSC	<ol style="list-style-type: none"> MR. TAPASH DAS, PGT(MATHS) I/C MS. P. BHATTACHARJEE PGT(BIO) MS. A.KAR PGT CHEM BIBEK DAS TGT MATHS 	-To motivate and encourage students to participate in this competition.
Condemnation Board	<ol style="list-style-type: none"> MR. TAPASH DAS, PGT (MATHS) C.P. RANA , TGT (SST) MR. B.C. ESHORE, PRT MR. ANIRBAN BISWAS , SSA 	-To compile list of articles to be condemned from different departments and initiate the process of condemnations as per KVS norms.
Canteen Committee	<ol style="list-style-type: none"> MR.B. ESHORE PRT I/C MRS. JAYA ESHORE, PRT (MUSIC) MR. M.K.KERKETTA, PRT MR. GOBINDA CHANDA PRT MR. ANIRBAN BISWAS, SSA 	-To ensure the food quality and rates of different items in the canteen.
RTI	<ol style="list-style-type: none"> MR. C.P.RANA, TGT (SST) (I/C) MR. GOBINDA CHANADA PRT MR. M.K.KERKETTA PRT MR. B.C.ESHORE PRT MRS. J.ESHORE PRT MUST 	-To reply queries made through RTI with suitable and responsible words(after approval of principal)

	6. MR. S. CHAKRABORTY CI	
Staff Meeting Record	<p>MS. DEEPIKA ADNIKARI</p> <ol style="list-style-type: none"> 1. MR.D.GHOSH PGT(ENG I/C) 2. MS. B.BISWAKARMA PGT(HINDI) 3. MR.D.C.TIWARI TGT(HINDI) 4. MR. S. PAUL TGT(ENG) 	<ul style="list-style-type: none"> -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)	<ol style="list-style-type: none"> 1. PHYSICS- MR.S.ROY 2. CHEMISTRY- MR. V. RAO 3. BIOLOGY- MR. V.RAO/S.ROY 	<ul style="list-style-type: none"> -To keep lab in state of art condition - -Help In-Charge teachers in conducting science experiments.
Grievance Redressal Committee	<ol style="list-style-type: none"> 1. MR. TAPASH DAS PGT (MATHS) I/C 2. MR. SAROJ KUMAR 3. MR. B. ESHORE PRT 	-To handle the students related problems of the Vidyalaya.
Office	<ol style="list-style-type: none"> 1. MR. ANIRBAN BISWAS , SSA(I/C) 2. MR. SAILEN ROY, SUB-STAFF 3. MR. TAPASH DAS PGT (MATHS) I/C 4. MR. VENKATA RAO SUB-STAFF 5. MR. S.CHAKRABORTY COMP INST 	<ul style="list-style-type: none"> -To facilitate office work for smooth running of Vidyalaya - To check mail and fill google sheet both academic AND non-academic
Morning Assembly	<ol style="list-style-type: none"> 1. MRS. JAYA ESHORE MUST I/C 2. MR. D.GHOSH PGT ENG 3. MS. B.BISWAKARMA PGT HINDI 4. MR. SAROJ KUMAR TGT SANS 5. MR. D.C. TIWARI TGT HINDI 6. MR. M.K.KERKETTA PRT 7. MS. RIYASHREE ROY PRT 8. MS. RAHUL KR JHA PRT 9. MS.MAYURI BHATTACHARJEE PRT 10. ALL CLASS TEACHER <p>2. MRS. DEEPIKA ADNIKARI</p>	- To conduct morning assembly regularly
STAFF ROOM	<ol style="list-style-type: none"> 1. MR. D.C.TIWARI TGT HINDI I/C 2. MR. HARISHAR BARMAN PGT 3. MR M. CHHETRI TGT HINDI 4. MS. B. BISWAKARMA PGT HINDI 	
SCHOOL E-MAIL Monitoring Committee	<ol style="list-style-type: none"> 1. Mr. ANIRBAN BISWAS SSA 2. Mr. S. Chakraborty Comp. Inst 	- To Ensure Prompt and timely reply of all mails(ACAD/NON ACAD)
BILLS AND VOUCHER VERIFICATION COMMITTEE	<ol style="list-style-type: none"> 1. MR. TAPASH DAS PGT MATHS I/C 2. MR. C.P.RANA TGT SST 3. MR. B.C.ESHORE PRT 4. MR. G.CHANDA PRT 5. MR. M.K.KERKETTA PRT 6. MR. DEVENDRA PRT 7. MR. ANIRBAN BISWAS SSA 	- Verified by any Two Teachers.


 PRINCIPAL