

Kendriya Vidyalaya, NFR Rangiya, Assam

Committees/ Clubs for the academic year 2023-24

| S. No. | Name of the Committee | In-Charge & Members | Duties and Responsibilities |
|--------|-----------------------------------|---|--|
| 1. | Academic Committee | <ol style="list-style-type: none"> 1. Shri Hemananda Barik PGT English I/C 2. Shri Ajay Kumar, PGT Hist 3. Shri Sumit Bansal, PGT Phy 4. Shri Atul Sharma, TGT Skt 5. Shri Bandopant D. Khandekar, PRT | <ol style="list-style-type: none"> 1. To conduct monthly subject committee meetings after school hours as per the directions or at least once in a month. 2. To plan the academic activities in a befitting manner. 3. To implement all the academic programs / split up syllabus. 4. Review the question papers that are framed in the Vidyalaya. 5. To ensure that necessary directions are given to teachers. 6. To maintain high academic standards. |
| 2. | Admission Committee | <ol style="list-style-type: none"> 1. Shri Shri Ajay Kumar, PGT Hist I/C 2. Shri Deepankar Medhi, PGT Geo (Register Entry) 3. Shri Sumit Bansal, PGT Phy (Register Entry) 4. Ms Tarannum Shaikh, PGT CS 5. Shri Deepak Raj, TGT Lib 6. Shri Bandopant D. Khandekar, PRT | <ol style="list-style-type: none"> 1. To ensure distribution & collection of the application form and conduction of admission process. 2. To ensure that the particulars of the applicants are entered in the computers without waiting for the last minute after careful scrutiny of the forms. 3. To prepare the Registration list and provisionally selected list and get the hard and soft copies for approval of the Chairman two days before the scheduled date for the display of the same. 4. To maintain confidentiality and high integrity of the registration process. 5. To ensure that the admission details are uploaded in the Vidyalaya website |
| 3. | CBSE Examination Committee | <ol style="list-style-type: none"> 1. Shri Sumit Bansal, PGT Phy I/C 2. Ajay Kumar, PGT Hist 3. Shri Hemananda Barik, PGT English 4. Shri Ravi Kumar Kolli, PGT Maths 5. Shri P. Borah, Lab Attnd 6. Shri N. Deka, Substaff | <ol style="list-style-type: none"> 1. To conduct board examinations as per CBSE guidelines 2. To co-ordinate with the externals/Centre Superintendent/Observers appointed by CBSE 3. To prepare analysis report of results 4. To maintain records of CBSE passed students 5. To make necessary communication with CBSE in Exam matters |

COMMITTEES/CLUBS FOR SESSION 2023-24, K V Rangia. NF Rly

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| 4. | Purchase Committee & Office proceedings | <ol style="list-style-type: none"> 1. Shri Hemananda Baric, PGT Eng I/C (Gem Portal) 2. Ms. Tarannum Shaikh, PGT CS, (Gem Portal) 3. Shri S.T. Islam, TGT P & HE 4. Shri M K Sarkar, TGT, WE 5. Shri Deepak Raj, TGT, Lib 6. Shri Bandopant D Khandekar, PRT 7. Shri Dilip Kumar Das, SSA | <ol style="list-style-type: none"> 1. To co-ordinate all the purchases of the Vidyalaya. 2. To ensure that no excess purchases are made for the Vidyalaya. 3. To monitor the purchases to be made for the Vidyalaya. 4. To ensure that proper records of the items purchased are being maintained. |
| 5. | Audio-Visual Committee | <ol style="list-style-type: none"> 1. Shri M K Sarkar, TGT WE, I/C 2. Shri Deepak Raj, TGT Lib 3. Shri Ashok Kumar, PRT, I/C(P) | <ol style="list-style-type: none"> 1. To maintain the stock of audio-visual equipment in the Vidyalaya and add new equipment during the current year. 2. To ensure that necessary repair is done for the equipments. 3. P. A. Equipment Arrangement for Assembly, CCA, Celebration days. |
| 6. | Cleanliness & Security Committee | <ol style="list-style-type: none"> 1. Shri S T Islam, TGT P&HE I/C 2. Shri M K Sarkar, TGT, WE 3. Smt. Chayanika Sharma, TGT English 4. Shri Amit Kumar, PRT 5. Smt Kamini Mishra, PRT | <ol style="list-style-type: none"> 1. To check the cleanliness of corridor, toilets, classrooms, departments. 2. To ensure the attendance of Cleanliness & Security staff. 3. To report about the repair work (Civil / Electrical) to in charge. 4. To ensure that the proper materials needed for the cleaning of the Vidyalaya are planned, procured and supplied in time. |
| 7. | Computer & Website | <ol style="list-style-type: none"> 1. Ms Tarannum Shaikh, PGT (CS) I/C | <ol style="list-style-type: none"> 1. To ensure that the stock of computer laboratory is being maintained properly. |

COMMITTEES/CLUBS FOR SESSION 2023-24, K V Rangia. NF Rly

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| | Updating Committee | <ol style="list-style-type: none"> 2. Shri Ashok Kumar, PRT 3. Computer Instructor | <ol style="list-style-type: none"> 2. To maintain the website of the Vidyalaya on day to day basis. 3. To purchase and install all required software from genuine outlets. 4. To maintain records relating to the computer and the updating of the Vidyalaya website once in a month 5. To monitor the use of computers and internet by the students. 6. To ensure that all the teachers and students are allotted IDs in Think Quest, G-Suite, Diksha Portal etc. 7. To check the computer laboratory and ensure that computers are maintained in clean state and ensure proper security of the computers in the Vidyalaya. 8. To ensure that the unwanted sites access is being blocked and the computers are being used productively for the purpose of education. 9. To ensure that the computers not working are immediately attended to and necessary action is taken for their repairs. 10. To plan for the expansion and development of ICT facilities in the Vidyalaya. |
| 8. | Competitive Exam Committee | <ol style="list-style-type: none"> 1. Shri Ravi Kumar Kolli, PGT Maths I/C 2. Shri Sumit Bansal, PGT Phy 3. Ms Tarannum Shaikh, PGT CS 4. TGT, Maths 5. Shri Rahul Kumar, PRT | <ol style="list-style-type: none"> 1. To conduct competitive examinations instructed by KVS/ Govt./Other agencies (Olympiads/NTSE/KVPY....etc) 2. To ensure that there is fair participation of the students. 3. To keep necessary records in respect of these competitions. 4. The details of winners are uploaded in the website of the Vidyalaya. 5. The same is communicated and published in various forms. |

COMMITTEES/CLUBS FOR SESSION 2023-24, K V Rangia. NF Rly

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| 9. | Internal Examination Committee | <ol style="list-style-type: none"> 1. Shri Dayaram, PGT Eco I/C 2. Shri Deepankar Medhi, PGT Geo 3. Shri Ravi Kumar Kolli, PGT Maths 4. Shri Virendra Kumar, PRT I/C(Primary) 5. Shri Radheshyam Choudhary, PRT 6. Shri Khem Singh, PRT 7. Ms Anchal, PRT | <ol style="list-style-type: none"> 1. The committee shall be responsible for the preparation of examination calendar and conduction of examinations smoothly. 2. The requirements for the conduct of the examination shall be ordered well in advance after planning for the entire academic year in two lots for the First Term and for the Second Term. 3. The question papers for any examination should be ready at least one week before the commencement of the examination. 4. All the teachers should be directed to set the question papers based on blue print and also the marking scheme should be submitted. 5. The question papers shall be prepared manually and submitted for the approval of the subject committee and the same shall be computerized by the teachers and the soft copy should be handed over well in time. 6. The dates for the submission of the evaluated answer scripts shall be systematically followed and the teachers in default shall be reported in time. 7. The analysis of the results of the examination should be done as per the KVS guidelines and handed over the undersigned within one week after the completion of the examination. 8. The plan for the CCE should be well communicated to the teachers, parents and the students. 9. The progress report as per the KVS guidelines shall be prepared timely and distributed. Necessary records of the examination shall be kept handy for inspection any time by the Principal and the members of the inspection committee when they visit the Vidyalaya. |
| 10. | Furniture (Repair & Maintenance) Committee | <ol style="list-style-type: none"> 1. Shri B K Srivastav, PGT Hin I/C 2. Shri Deepak Raj, TGT Lib 3. Shri Bandopant D. Khandekar, PRT | <ol style="list-style-type: none"> 1. To maintain class-wise / department-wise inventory (of stock) of furniture 2. To report about damaged furniture. 3. To ensure that the requirement of furniture for the Vidyalaya is presented in time and the items procured. 4. To ensure that the stock register is being maintained in a proper fashion and as per the new guidelines. 5. To identify the items for condemnation and also new furniture is procured by helping in the invitation of tenders / quotations. 6. To ensure that the furniture is being repaired as per the needs. |

COMMITTEES/CLUBS FOR SESSION 2023-24, K V Rangia. NF Rly

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| | | | 7. To give inventory reports and supervise the maintenance & repair works. |
| 11. | Eco-club, | <ol style="list-style-type: none"> Dr. Rajiv Jha, PGT Bio I/C(Eco Club) Shri Dipankar Medhi, PGT Geo Shri M K Sarkar, TGT WE All Science Teachers as members | <ol style="list-style-type: none"> To maintain school beautification and update display boards/ notice boards. To ensure that the activities as suggested by the KVS for the Eco Club are being conducted. To ensure that the members are registered for the club and the activities conducted. The activities should start with 'Ban Plastics' and 'Plant More Trees' from the month of April onwards. To plan for the Arts and Crafts by taking an interest bank. |
| 12. | UBI Fees & Assistance to Parents & CS-54 | <ol style="list-style-type: none"> Ms Tarannum Shaikh, PGT CS I/C Shri Ajay Kumar, PGT Hist Ms Anchal, PRT | <ol style="list-style-type: none"> To take up UBI Fees updating work & assistance to parents. To compile the class wise details of fees collected every month and to submit the report for the perusal of the undersigned. To ensure that the fee has been collected at correct rates. To submit the report on or before 25th of every month. To check that the fee is collected class-wise during fee collection months. |
| 13. | Discipline Committee | <ol style="list-style-type: none"> Shri B K Srivastav PGT, Hin I/C Shri S T Islam, TGT PHE Shri Dayaram, PGT Eco Ms Chayanika Sharma, TGT Eng Shri Khem Singh, PRT Ms Neetu Kanwar, PRT | <ol style="list-style-type: none"> To check for the discipline of the students. To ensure that the students come to school in time and in proper uniform. To ensure that there is proper discipline among the students while coming to the morning assembly and while going back to classes after the assembly. To ensure that the students assemble for lunch suitably and maintain discipline during recess. To ensure that students disperse for their home after the day's work in a disciplined manner. To utilize the student council for the purpose of ensuring better discipline. To make students aware of the code of conduct as enumerated in KV-Code |
| 14. | Editorial Board (School Magazine, News Letters, Brochures etc) | <ol style="list-style-type: none"> Mr. Hemananda Barik PGT English I/C Shri B K Srivastava, PGT Hin Shri Atul Sharma, TGT Skt Ms Sonia Rani, TGT AE | <ol style="list-style-type: none"> To motivate children to write for the Vidyalaya magazine. To collect writings and photographs for publication in the Newsletter and Vidyalaya magazine. To ensure that the magazine is being printed and released by July. To ensure that the student editorial board is formed in the beginning of the year |

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| | | 5. Ms Meenu, PRT 6. Shri Ashok Kumar, PRT | |
| 15. | Excursion/Adventure Club | 1. Shri Deepankar Medhi, PGT Geo I/C 2. Shri M K Sarkar, TGT WE 3. Shri Deepak Raj, TGT Lib 4. TGT, Hindi 5. Smt. Neetu Kanwar, PRT | 1. To plan for educational tours to places of educational interest as per the guidelines of the KVS. 2. To plan for the primary level to nearby places of educational interest. |
| 16. | First Aid & Medical | 1. Ms Chayanika Sharma, TGT Eng I/C 2. Shri S T Islam, TGT P& HE 3. Ms Geetarani Devi, Staff Nurse 4. Ms Anchal, PRT 5. Shri Amit Kumar, PRT | 1. To ensure that First Aid required for the Vidyalaya is procured and maintained in at least two places and necessary first aid is given to the students as and when required. 2. To ensure that every class especially in the primary level has a first-aid kit. 3. To arrange for First Aid demonstrations / skits. |
| 17. | Games and Sports Committee | 1. Shri S T Islam, TGT P&HE I/C 2. Shri Deepak Raj, TGT Lib 3. Shri Amit Kumar, PRT 4. Ms Anchal, PRT 5. Sports Coach | 1. To ensure overall sports and games development in the Vidyalaya. 2. To prepare a calendar of activities for sports and submit the same before 1 st week of April 2015. 3. To ensure that the necessary sports materials required for the Vidyalaya are procured as per the norms and the same are maintained. 4. To ensure that the competitions are being conducted for the different houses and prizes distributed in time. 5. To ensure that the materials required for the sports-coaches are being issued. 6. To ensure that the competitions in the case of primary students are being conducted as per the requirement of KVS and the requirement of common minimum programme attained. |
| 18. | Adult Education (NAEP) / Guidance and Counselling | 1. Dr. R K Jha, PGT Bio I/C 2. Shri Deepankar Medhi, PGT Geo 3. Smt. Chayanika Sharma, TGT Eng 4. Ms Sonia Rani, TGT AE | 1. To conduct the NAEP programme as per KVS guidelines. 2. To ensure career guidance talk every week in the morning assembly. 3. To arrange a career and guidance exhibition in the month of October. 4. To ensure that the necessary guidance lectures are being arranged for the students from IX onwards. |

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| | | 5. Ms Meenu, PRT | 5. To ensure that the students requiring guidance as identified for, are being given guidance. 6. To ensure that the guidance materials are being collected and displayed in a guidance corner in the Vidyalaya. |
| 19. | Library Committee | 1. Shri Deepak Raj, Lib I/C 2. Shri Ravi Kumar Kolli, PGT Math 3. Shri M K Sarkar, TGT WE 4. Smt. Kamini Mishra, PRT 5. All Subject Committee Conveners 6. Student Members as per KVS guidelines | 1. To plan for the purchase of library books for Primary and Secondary levels. 2. To ensure that proper class library system exists in the Vidyalaya. 3. To ensure that library books are being used to an optimum extent. |
| 20. | Time-table Committee | 1. Shri Ravi Kumar Kolli, PGT Maths, I/C (Secondary) 2. Shri M K Sarkar, TGT WE 3. Shri Deepak Raj, TGT Lib 4. Shri Amit Kumar, PRT I/C (Primary) 5. Shri Khem Singh, PRT | 1. Preparation of timetable and arrangement for classroom teaching. 2. The committee is to ensure that the time-table is unbiased. 3. The committee shall ensure that the timetable is complete in all respects and no class is left free on any day. 4. The copies of the time-table shall be placed in the Principal's room, Office, Staff Room. 5. The arrangement work shall be circulated timely daily by the sub-staff allotted in the committee. 6. The copy of the circulated arrangement work shall be handed over to the Principal on daily basis and kept in a file. 7. To ensure that the class attendance is marked by the co-class teachers / other teachers in the absence of the regular class teacher. 8. To prepare in addition to the teachers time table, time table for the Physics, Chemistry, Biology and Computer Laboratories. 9. To prepare the Assignment time table and also make necessary arrangements for the conduct of Fas, Unit tests and other Examinations. 10. The committee must work in co-ordination with the Examination and CCA committees |
| 21. | School Assembly | 1. Shri B. K. Srivastava, PGT Hin I/C 2. Shri S.T. Islam, TGT P&HE | 1. To chalk out plan to conduct and co-ordinate Morning Assembly. 2. To ensure that Morning Assembly programmes are conducted as per the KVS |

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| | | <ol style="list-style-type: none"> 3. Shri M.K. Sarkar, TGT WE 4. Ms Priya Kumari, PRT Music 5. Shri Radheshyam Choudhary, PRT | <p>norms and to improve the standard of the students.</p> <ol style="list-style-type: none"> 3. To maintain discipline during Assembly. 4. To announce and inform students about any special events in the Vidyalyaya. 5. To arrange flag, PA system, musical instruments etc before Assembly. 6. To invite guest-speakers and persons of expertise to the morning Assembly. |
| 22. | Co-curricular Activities | <ol style="list-style-type: none"> 1. Shri Atul Sharma, TGT Skt I/C(Secondary) 2. Shri H. Barik PGT Eng 3. Ms Chayanika Sharma, TGT English 4. Shri Ashok Meena, I/C (Primary) 5. Ms Neetu Kanwar PRT 6. Shri Radheshyam Choudhary PRT 7. Shri Bandopant (Overall coordination in Primary Section) <p>Default members:</p> <ol style="list-style-type: none"> 8. TGT AE, TGT WE and PRT Mus 9. House Masters (CCA House-wise) 10. Class-teachers (CCA Class-wise) | <ol style="list-style-type: none"> 1. To plan for the co-curricular activities in a befitting manner. 2. To ensure that all students are motivated to participate in the competitions. 3. To ensure that all activities conducted are of desired standard. 4. To ensure that prizes are procured and distributed soon after the competitions. 5. To celebrate all important days in a befitting by proper distribution of work. 6. To ensure that the children are made for inter-school competitions at the cluster level and selected from the beginning of the year. 7. To plan activities for the celebration of Bal Diwas, Teachers Day etc. |
| 23. | House Masters and Associates | <p><u>Shivaji House-</u></p> <ol style="list-style-type: none"> 1. Mrs. Sonia TGT AE (HM) <p>Associates-</p> <ol style="list-style-type: none"> 2. Shri Sumit Bansal, PGT Phy 3. Shri Radheshyam Choudhury, PRT <p>Members-</p> <ol style="list-style-type: none"> 4. Deepak Raj TGT Lib 5. Ms Meenu, PRT <p><u>Tagore House-</u></p> <ol style="list-style-type: none"> 1. TGT Hindi (HM) <p>Associates-</p> <ol style="list-style-type: none"> 2. Shri Deepankar Medhi, PGT Geo 3. Shri Rahul, PRT | <ol style="list-style-type: none"> 1. To conduct and co-ordinate assembly and other activities in CCA and sports. 2. To develop a competitive spirit among the students. 3. To prepare the students for the different competitions. 4. To forward participants to CCA committee in time. 5. To ensure that the house notice boards (display boards) are maintained properly and the contents therein changed every month during the last week of the month so that fresh matters remain during the next month. |

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| | | <p>Members-</p> <p>4. Ms Tarannum Shaikh, PGT CS</p> <p>5. Ms Kamini, PRT</p> <p>Ashok House-</p> <p>1. PGT Pol Sc (HM)</p> <p>Associates-</p> <p>2. Shri Ajay Kumar, PGT Hist</p> <p>3. Ms Anchal, PRT</p> <p>Members-</p> <p>4. PGT Chem</p> <p>5. Shri Virendra Kumar, PRT</p> <p>Raman House-</p> <p>1. TGT Math (HM)</p> <p>Associates-</p> <p>2. Shri Dayaram, PGT Eco</p> <p>3. Ms Neetu Kanwar, PRT</p> <p>Members-</p> <p>4. Shri Ravi Kumar,Kolli, PGT Maths</p> <p>5. Khem Singh, PRT</p> <p>White House:</p> <p><i>For House-wise Competitions:-</i></p> <p>1. Shri B K Srivastava, PGT Hin</p> <p>2. Hemananda Barik, PGT English</p> <p>3. Ms Chayanika Sharma, TGT Eng</p> <p>4. Ms Priya Kumari, PRT</p> <p>5. S.T. Islam, TGT P&HE (Discipline)</p> <p><i>For Class-wise Competitions:-</i></p> <p>6. Shri S T Islam, TGT P&HE</p> <p>7. Shri M.K. Sarkar, TGT, WE</p> <p>8. Ms Priya Kumari, PRT Music</p> <p>9. Amit Kumar, PRT</p> <p>10. Sports Coach (Discipline)</p> | <p>1. To provide judgment in House-wise or Class-wise competitions conducted under CCA.</p> <p>2. To monitor and assign work to Student Council</p> <p>3. To provide assistance to all the houses fairly in all their duties.</p> |

COMMITTEES/CLUBS FOR SESSION 2023-24, K V Rangia. NF Rly

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| 24. | Mathematics Lab/Club | <ol style="list-style-type: none"> 1. Shri Ravi Kumar Kolli, PGT Maths 2. TGT Maths 3. Shri Rahul Kumar, PRT 4. Shri Amit Kumar, PRT | <ol style="list-style-type: none"> 1. To form the mathematics club in the beginning of the session. 2. To conduct the meetings of Mathematics club. 3. To create an interest among the students in the subject of mathematics. 4. To conduct lectures and seminars on mathematics. 5. To conduct workshops to prepare necessary mathematics models. |
| 25. | Official Language/ Rajbhasha Samiti | <ol style="list-style-type: none"> 1. Shri B K Srivastava, PGT Hin I/C 2. Shri Atul Sharma, TGT Skt 3. Shri Rahul Kumar, PRT 4. JSA | <ol style="list-style-type: none"> 1. To help in implementing the official language. 2. To ensure that all correspondence received in Hindi is replied in Hindi. 3. To ensure that all name boards are having bilingual. 4. To ensure all registers /files having the name in Hindi as well. 5. To ensure that the Vidyalaya website is having Hindi version as well. |
| 26. | PTA Meetings | <ol style="list-style-type: none"> 1. Shri Dayaram, PGT Eco I/C(Sec) 2. Shri Deepankar Medhi, PGT Geo 3. Shri Deepak Raj, TGT Lib 4. Shri Veerendra, PRT I/C(Primary) 5. Shri Khem Singh, PRT | <ol style="list-style-type: none"> 1. To prepare a schedule for PTA. 2. To arrange and co-ordinate the parent teacher meetings. 3. To maintain the records relating to the parent teacher meetings. |
| 27. | VMC & VEC Meetings | <ol style="list-style-type: none"> 1. Dr. Rajiv Kumar Jha PGT Bio I/C 2. Ms Tarannum Shaikh, PGT CS 3. Shri Hemananda Barik, PGT English 4. Shri S T Islam, TGT PH&E 5. Ms Sonia Rani, TGT AE | <ol style="list-style-type: none"> 1. To arrange for the Vidyalaya Management Committee & VEC meetings. 2. To maintain the records relating to the VMC & VEC meetings. |
| 28. | Science Club | <ol style="list-style-type: none"> 1. Dr. R K Jha, PGT Bio I/C 2. All science teachers as members | <ol style="list-style-type: none"> 1. To ensure an environment of science exists in the Vidyalaya. 2. To ensure that in the morning assembly science related topics / experiments are shown occasionally to create awareness of science among the children. 3. To motivate children to prepare exhibits for the Science Exhibitions and to ensure that they are being prepared in time. |

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| 29. | Scouts & Guides Committee | <ol style="list-style-type: none"> 1. Dr. R K Jha, PGT Bio 2. Shri Deepak Raj, TGT Lib I/C 3. Ms Priya Kumari, PRT Music 4. All Scout Masters, Guide Captains, Cub Masters and Flock Leaders | <ol style="list-style-type: none"> 1. To plan for the BSG activities for the whole year in advance. 2. To ensure that the reports are being sent periodically. 3. To ensure that the scouts, guides, cubs and bulbuls maintain proper records in respect of the scout activities. 4. To prepare scouts and guides to receive the guests/VIPs with colour party. |
| 30. | Student Health Check-up Committee | <ol style="list-style-type: none"> 1. Ms Chayanika Sharma, TGT Eng 2. Shri S T Islam, TGT P&HE I/C 3. Shri Bandopant D. Khandekar, PRT 4. Nurse | <ol style="list-style-type: none"> 1. To ensure that student health check-up is conducted twice a year (September and February) 2. To maintain necessary records related to all the students |
| 31. | RTI /RTE/ Statistics | <ol style="list-style-type: none"> 1. Shri Ajay Kumar, PGT Hist I/C 2. Shri B K Srivastav PGT Hin 3. Shri Dileep Das, SSA | <ol style="list-style-type: none"> 1. To provide all important statistics to all departments in respect of the students or teachers of the Vidyalaya. 2. To maintain the vital statistics in the Principal's Room. 3. To provide information to the Computer & Website Updating Committee. |
| 32. | Subject Committees | All Subject conveners. | <ol style="list-style-type: none"> 1. To plan for activity based teaching in the Vidyalaya. 2. To recommend for suitable remedial action to be taken for different students. 3. To ensure that the academic problems faced by the teachers are solved. 4. Compilation of split up syllabus as per schedule. |
| 33. | PA System / Photography | <ol style="list-style-type: none"> 1. Shri M K Sarkar, TGT WE I/C 2. Shri Deepak Raj, TGT Lib 3. Shri Ashok Kumar, PRT 4. Shri Khem Singh, PRT 5. Shri Priya Kumari, PRT Music | <ol style="list-style-type: none"> 1. To ensure that the PA system is maintained for the morning assembly and for all important functions. 2. To ensure that the important events of the Vidyalaya are being covered using digital photograph and uploaded into the website. |
| 34. | Teaching Aids/ Teaching Learning Materials (TLM) | <ol style="list-style-type: none"> 1. Ms. Tarannum Shaikh, PGT CS I/C 2. Shri Sumit Bansal, PGT Phy I/C 3. Shri Deepankar Medhi, PGT Geo | <ol style="list-style-type: none"> 1. To ensure that the stock of teaching aids is maintained. 2. To maintain that the same is issued to the staff as per their requirements. 3. To procure that necessary teaching aids are being maintained for the Vidyalaya for secondary and Primary for common minimum Programme. |

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| | | 4. Shri Ashok Meena, PRT I/C(Primary) 5. Shri Bandopant D. Khanderkar, PRT 6. Ms Kamini, PRT | |
| 35. | Maintenance, Repairs of School Building & Water, Electricity Supply Committee | 1. Shri M.K. Sarkar TGT WE I/C 2. Shri Amit Kumar, PRT | 1. To ensure that periodical maintenance of school building and furniture is being attended to on need basis every month. 2. To ensure that the carpentry works required for the Vidyalaya are being taken up on need basis by maintaining a register for the same. |
| 36. | Maintenance and Repairs of Staff Quarters | 1. Shri Atul Sharma, TGT Skt I/C 2. Shri M.K. Sarkar TGT WE | 1. To plan for the repairs to be taken up during the year in a befitting manner and ensure that the same is carried out. 2. To keep records of quarter-holders in files and registers. |
| 37. | Integrity Club & ACP | 1. Shri Atul Sharma, TGT Skt I/C 2. Smt. Chayanika Sharma, TGT Eng 3. Shri M K Sarkar, TGT WE 4. Ms Sonia Rani, TGT AE 5. Shri Radheshyam Choudhry, PRT | 1. To form the integrity club in the month of April and organize the activities every month as per the instructions of KVS. 2. To observe the birthdays/death anniversaries of eminent personalities. 3. To plan and conduct rallies, cultural programmes to promote national integration. 4. To spearhead the ACP activities. 5. |
| 38. | CMP (Common Minimum Programme) | 1. Shri Khem Singh, PRT(I/C) 2. Shri H Barik, PGT Eng (Advisor) 3. All PRTs as members | 1. All Activities Related to Common Minimum Programme. 2. To maintain all required registers, files & records. 3. To ensure that the common minimum programme is being conducted as per the KVS guidelines. |
| 39. | Grievance Cell | 1. Shri Ajay Kumar, PGT Hist I/C 2. Shri Deepankar Medhi, PGT Geo 3. Ms Chayanika Sharma, TGT Eng 4. Ms Neetu Kanwar, PRT | 1. To periodically open suggestion box, at least once in two months. 2. To keep a record of suggestions or grievances received from the students, staff or parents. |

COMMITTEES/CLUBS FOR SESSION 2023-24, K V Rangia. NF Rly

| S. No. | Name of the Committee | In-Charge & Members | Duties and Responsibilities |
|---------------|--|--|---|
| 40. | Lunch Time Supervision Committee | <ol style="list-style-type: none"> 1. Shri S T Islam, TGT P&HE I/C 2. Shri P. Borah, Lab Attnd. (Primary) 3. Shri N. Deka, Sub-staff (Primary) | <ol style="list-style-type: none"> 1. To ensure the safety and security of students during lunch time by maintaining proper discipline. 2. Monitoring the parents and students' movements during the break. |
| 41 | Resource Room | <ol style="list-style-type: none"> 1. Ms Neetu Kanwar, PRT (I/C) 2. Ms Anchal, PRT 3. Ms Kamini, PRT 4. Shri Radheshyam Choudhury, PRT 5. Shri Ashok Meena, PRT | <ol style="list-style-type: none"> 1. To ensure safety and proper handling of the equipment and assets of resource room. 2. To ensure the proper use of the assets for educational purpose for benefit of students. 3. To maintain record of the activities. 4. To inform the principal about the requirements from time to time. |
| 41. | Photography | <ol style="list-style-type: none"> 1. Shri Deepak Raj, TGT, Lib I/C 2. Shri Ashok Meena, PRT | <ol style="list-style-type: none"> 1. To cover each and every event that takes place in school. 2. To ensure safe storage of the photos and videos. 3. To make the photos and videos available when required or asked for. 4. To prepare and maintain a photo album for reference. |
| 42 | Gardening & School Beautification Committee | <ol style="list-style-type: none"> 1. Shri M K Sarkar TGT, WE I/C 2. Shri Dayaram PGT, Eco 3. Smt Sonia Rani, TGT Art 4. Shri Radheshyam Choudhary, PRT | <ol style="list-style-type: none"> 1. To plant seasonal flowering plants in the school campus. 2. To develop herbal garden in school campus. 3. To create bio-fencing along the school boundary walls. 4. To develop vermi-compost pits. |
| 43 | School Information & Public Relations | <ol style="list-style-type: none"> 1. Smt. Chayanika Sharma TGT Eng I/C 2. Shri Atul Sharma TGT Skt 3. Ms Anchal, PRT | <ol style="list-style-type: none"> 1. To disseminate school information and school activities through social/print media platforms. 2. To liaison between school and community. 3. To display all relevant information in the school campus for public view. |
| 44 | Safety & Security | <ol style="list-style-type: none"> 1. Shri M K Sarkar TGT WE I/C 2. Shri S T Islam TGT P&HE 3. Shri Deepak Raj TGT Lib 4. Shri Rahul Kumar PRT | <ol style="list-style-type: none"> 1. To ensure safe entry and exit of students at the school gate and during school hours. 2. To hold and practice mock drills for disaster management at regular intervals. 3. To create awareness to check the spread of contagious diseases. |
| 45 | Sexual Harassment of Staff | <ol style="list-style-type: none"> 1. Ms. Tarannum Shaikh PGT CS I/C 2. Ms. Anchal PRT 3. Shri Ajay Kumar, PGT Hist | <ol style="list-style-type: none"> 1. To create awareness among the staff about the provisions enumerated in POSH and POCSO Acts. 2. To spearhead the committee constituted for the purpose. |

COMMITTEES/CLUBS FOR SESSION 2023-24, K V Rangia. NF Rly

| S. No. | Name of the Committee | In-Charge & Members | Duties and Responsibilities |
|---------------|------------------------------|---|--|
| 46 | Office Work | <ol style="list-style-type: none"> 1. Shri B K Srivastav, PGT Hin I/C 2. Shri Sumit Bansal, PGT Phy 3. Smt. Kamini Mishra, PRT 4. Computer Instructor 5. SSA/JSA and sub-staff | <ol style="list-style-type: none"> 1. To assist and steadfast the office work for timely settlement and disposal of bills, advances etc., 2. To respond instantly all RTI cases/applications. 3. To assist the SSA/JSA in submission of relevant reports asked by KVS-RO/HQ. 4. To prepare TC if the class teacher and co-class teacher, both of a particular class are absent. |