

Kendriya Vidyalaya , IIMC JOKA

(Allotment of additional responsibilities for the session 2023-24)

Following Committees are hereby constituted for the session 2023-24, for the smooth functioning of the Vidyalaya activities. Conveners/ In-charges are requested to take over the charge of their respective committee and should allot specific duties to other associate members of their committees. They must start planning for the session with immediate effect and directed to frame action plan accordingly.

All the committees will look after the assignment as per provisions of KVS/CBSE circulars issued from time to time so as to develop a conducive environment for effective teaching-learning process in the Vidyalaya and develop the Vidyalaya campus as per expectations of the stakeholders. Conveners/In charges should make sub committees, if required, for co-ordination of related work in a most befitting manner. For the formation of such subcommittee, the approval of the Principal would be obtained. Convener/In-charges should make necessary plan as per the need of the occasion in consultation with the Principal /Sr Most Teacher. Help of other staff members can be taken for best outputs. All the In-charges and members of committees are requested to ensure that academic curricular activities should not be affected on account of the additional responsibilities/duties assigned to them. Co-operation of all the staff members is solicited. **All the committee in-charges are requested to make plan or calendar of the activities which will be conducted throughout the academic year 2023-24 and will submit to undersigned before 08.04.2023.**

S.No	Committees	Name of the Teachers	Sign	Duties/ responsibilities
1.	General Supervision	Mr. M.L. Lohar, Principal		General Supervision of daily activities of Vidyalaya.
		Mr. M. N. Jha, PGT[Hindi]		
2.	Supervision of Back to Basics	Mr. M. N. Jha, PGT[Hindi]		Supervision and proper implementation of Back to basics& NEP in classes I to VIII Keeping Records of supervision.
		Mr. A . Haque, PGT[Chem.]		
		Mr. S. N. Jha, PGT[Hist.]		
		Mrs. M.Mukhopadhyay, H.M.		
3.	Academic Coordinator & Implementation of NEP	Mr. M. N. Jha, PGT[Hindi] / Mr Suman Baghchi PGT Eng		Record the lapses and weak academic points of the Vidyalaya Suggestions for improvement and discuss in with Principal regularly Regular meeting regarding academic improvement and steps to produced 100% result with high PI. Maintain records of performance of the students in various class tests, attendance etc and contact with parents of needy students
		Mr. A . Haque, PGTChem.]		
		Mr Raja Ram PGT Geo		
		Mr. S. N. Jha, PGT[Hist.]		
4.	CBSE Exam	Mrs. Lakshmi Kumari,PGT[CS.]		Timely complete CBSE related all the activities as per schedule. To coordinate and conduct CBSE exam on time. To maintain secrecy in all respects, correspondence in relation to CBSE
		Mr. Suman Baghchi PGTEng		
		Mrs. Neha Sharma, TGT[Maths]		
5.	Home Exam	Mr.Jitendra Singh PGTCComm IC		Conduct Exams fairly and smoothly. To Keep the records of exams.

	[Sec.]	Mrs Rulee Dutta, PGT[Bio]		&Results. Timely conduction of Exams as per KVS instructions. Distribution of correct result to the students. Calling of PTM just after the exam. Making proper seating arrangements during exam.
		Mr Raja Ram PGT Geo		
		Ms. Nusrat Bano, TGT[Eng.]		
6.	Home Exam Pry	Mr. Pradip Kumar, PRT		
		Ms Meenakshi Pal PRT		
7.	Olympiads & NTSE ,Inspire awards, NCSC, JNSE, Others	Mrs. Rulee Dutta, PGT[Bio]		To prepare students for Olympiads. Plan and prepare students for participation in National Science Olympiad. Registration for Inspire award, Prepare students for Sci Exhibition.
		Mr. A . Haque, PGT[Chem.]		
		Smt. Lakshmi Kumari, PGTCS		
		Mr. Suman Barai, TGT[Sci]		
8.	PISA/CCT	Mr. Devanand, PGT Eco		To conduct PISA Practice tests as per instructions & schedule issued by the KVS and as per circulars. Timely updating PISA side. Closely monitors the PISA based activities. Time to time reporting about the progress & Performance to the Principal
		Km. Nusrat Bano, TGT[Eng.]		
		Mrs. Neha Sharma, TGT[Maths]		
		Miss Payel Das, TGT[S.St]		
		Mrs. M. Mukhopadhyay, H.M.		
9.	Admission	Mr. Suman Bagchi, PGT[Eng.]		Registration and preparing the list of selected Candidates, Do admission as per admission guidelines. To maintain proper records of fresh admissions and admission on KV TC
		Mr. Pradip Kumar, PRT.		
		Miss Meenakshi Pal		
10.	RTI Handling	Mr. M. N. Jha, PGT Hindi		Reply to RTI queries well in time.
		Mr. Suman Bagchi, PGT[Eng.]		
11.	Local Purchase & Condemnation Committee	Mr. Devanand, PGT[Eco.]		Plan and purchase as per KVS guidelines. Ensure 100% purchasing through GeM portal To call the quotations as per the requirement of items if not item is not available on Gem. Completion of quotations & making comparative, Statements and taking approval from Chairman. Supervising the whole procedure of condemnation till the auction.
		Mrs. M. Mukhopadhyay, HM		
		Smt. Lakshmi Kumari, PGTCS		
		Mr. A. Haque, PGT[Chem.]		
		Mr. A. K. Singh, TGT[Skt.]		
		Mr. R. N. Singh, TGT WET		
12.	M & R (Civil Electrical, M&R) (School Building)	Mr. R. N. Singh, TGT WET		To plan & purchase material and supervise the works. To prepare the list of materials and submit to Principal for necessary action. To maintain all fans/ tube lights in working order
		Mr. Zeeshanuddin, TGTPHE		
		Mr. S. N. Jha, PGT[Hist.]		
		Mr. Jitendra Singh, PGT[Comm.]		
13.	Guidance &	Mr..A. K. Singh, TGT[Sans.]		Organize workshop for staff and parents. To handle typical problems of children.
		Mrs. Garima Dutta, TGT[AE]		

	Counseling	Mrs. Rulee Dutta, PGT[Bio] Mr. Zeeshauddin, TGT PHE		Monitoring of typical problematic kind of students. To keep in touch with such parents.
14.	Innovations & Experimentation	Mr. A. Haque, PGT[Chem] Mrs. M. Mukhopadhyay, H.M.		Motivate teachers for innovation and experimentation during teaching learning process
15.	Aqua Guard & Water Cooler	Mr. R. N. Singh, TGT WET Mr. Zeeshauddin, TGT PHE		To supervise and maintain all water coolers, aqua Guards. Proper installation & running of Aqua guards.
16.	Fee Concession, Scholarship Updation & UDISE/ RTE/BPL	Mr. Suman Bagchi, PGT[Eng.] Mrs. M. Mukhopadhyay, H.M. Mr Atanu Das JSA Mr Satrugna Dash SS		Recommend fee concession as emergency assistance to the students, Fill data on U-DISE portal & Complete entry for scholarship timely. Properly check the filled forms and submit to office in proper time.
17.	P.A. System	Mr. R. N. Singh, TGT WET Comp Instructor		To maintain mic system. Arrange the mic system before start of any program.
18.	Furniture Furniture	Mr. A. K. Singh, TGT[Skt] Mr. R. N. Singh, TGT WET Mr Pradip Kumar PRT		To maintain the record of furniture and inventory of each class and department. To prepare a list of broken/unserviceable furniture & repair of broken furniture.
19.	Excursion & Adventure	Mr. A.K. Singh, TGT[Sans.] Mr. Gordhan Balai, TGT[Hindi] Mrs. M.Mukhopadhyay, H.M Miss Meenakshi Pal PRT		To motivate the children for Excursion and Trekking. To arrange railway reservation well in advance. To motivate the children for adventure and trips and Excursion.
20.	V.V.N.	Mrs. Neha Sharma, TGT[Maths.] Mr. Soumitra Chakraborty, SSA Mr. Atanu Das, JSA		Checking of VVN registers in proper maintenance of ledger.
21.	Discipline	Mr. M. N. Jha, PGT[Hindi] Mr. Devanand, PGT[Eco] Mr. Suman Bagchi, PGT[Eng.] Mrs. Rulee Dutta, PGT[Bio] Mr. A. K. Singh, TGT[Skt.] Mrs . M.Mukhopadhyay, H.M Mr. Pradip Kumar, PRT Miss Meenakshi Pal PRT		To formulate rules regulations to maintain discipline of the Vidyalaya .To keep track of indisciplined students &monitor them, To identify students who damaging school property and call the meeting with their parents. To investigate the in-discipline cases, prepare report and suggest some ways to improve discipline. To plan duties and responsibilities of student council, house captains and class monitors.

		All the Concerned Class Teachers		Checking of uniform of students with the help of class teachers. Counselling of the indiscipline student time to time. To ensure overall discipline of Vidyalaya.
22.	Cleanliness	Sec	Mr. R. N. Singh, TGT WET	To monitor the work of conservancy. Make floor-wise in charges so that toilets and Classrooms, dept. are spick and span. Corridors are swiped and swabbed twice a day. Toilets are cleaned twice/thrice a day. Select some boys and girls from each class and collect feedback from the students regarding cleaning of class rooms and wash romms.
			Mrs. Soma Biswas, Lib.	
			Mrs. Gharima Dutta, TGT AE	
		Pri.	Mr. P.K. Roy, PRT	
			Miss Meenakshi Pal, PRT	
23.	Publicity & Press	Mr. M.N. Jha, PGT [Hindi] Mr. Suman Bagchi, PGT [Eng.] Mr. A. K. Singh, TGT [Sans.]		To publish / coverage of achievement of students in Various competitions organized at different levels.
24.	External Examination/ NIOS/NEET/JEE	Mr. Suman Bagchi, PGT [Eng.] Mrs Lakshmi Kumari PGT Cs		Conduct various examinations organized by external agencies in confidential manner. Keeping in mind all the protocol of the examination.
25.	Photography	Mr. Pradip kumar PRT & Km. Nusrat .Bano,TGT [Eng.]		To collect and maintain record of photographs of various events
26.	Scout & Guide /Cub-Bulbul	Mr. Deepak Prasad, TGT [Hindi]		To conduct Scout activities weekly.
		Mr. Raja Ram, PGT [Geo.]		To prepare calendar of activities for the session To prepare the students for various testing Camps and select students to participate IN VARIOUS Sopans and awards.
		Mrs. Soma Biswas, TGT [Libn.]		
		Mrs. Garima Dutta, TGT [A&E]		
		Mr. Pradip Kr. Roy, PRT		
27.	NCC	Mr. A. K. Singh, TGT [Skt.]		Registration of the students.Proper training, parade, timely completion of syllabus. Prepare for Camp/Exam
				To prepare calendar of activities
28.	Raj Bhasha & Hindi	Mr. M. N. Jha, PGT [Hindi]		Timely preparation of report to send quarterly report to Rajbhasha to RO.Use of Hindi for day to day correspondence. To celebrate Hindi Pakhwara and organize different events.
		Mr. Deepak Prasad, TGT[Hindi]		Ensure cent percent official work in Hindi
		Mr. Gordhan Balai, TGT[Hindi]		
		Mr. Satrughna Dash, SS		
29.		English	Mr. Suman Bagchi, PGT[Eng.]	To note the steps for enhancing teaching and

	Subject Committee		Miss Nusrat Bano, TGT[Eng.]		learning process. To note down the steps taken for improvement of the performance of the weak students with name. Steps taken by teachers to motivate students for better performance. To conduct subject committee meeting monthly & keep the records of the meeting. Monitor the coverage of syllabus monthly as per split of syllabus. Discuss about changes in syllabus, pattern of question papers, practice of CCT based questions, Framing of CCT based questions from each topic	
			TGT Eng			
		Hindi & Sanskrit		Mr. M. N. Jha, PGT [Hindi]		
				Mr. Deepak Prasad, TGT [Hindi]		
				Mr. Gordhan Balai, TGT [Hindi]		
				Mr. A. K. Singh, TGT [Sank.]		
		Science & Maths		Mr. A. Haque, PGT [Chem]		
				Mrs. Poonam Yadav, PGT [Phy.]		
				Mrs. Rulee Dutta, PGT [Bio]		
				Mrs. Lkshmi. Kumari, PGT [CS]		
				Mrs. Neha Sharma, TGT [Maths.]		
		So Sci		Mr. Suman Barai, TGT [Sci]		
				Mr. Sachida Nand Jha, PGT (Hist)		
				Mr. Raja Ram, PGT [Geo]		
				Mr. Jitendra Singh, PGT [Comm.]		
				Mr. Devanand, PGT [Eco.]		
		WE & Art		Km. Payel Das, TGT [S.St]		
			Mr. R. N. Singh, TGT WET			
			Mrs. Garima Dutta, TGT [A&E]			
					To ensure proper activities to be performed Which are related to Art & SUPW To prepare calendar of activities for the session	
30.	Library Committee		Mrs. Soma Biswas, Lib		To prepare list of required books / newspapers / magazines periodically and journals. To keep proper record of books and magazines and monitor them properly. To maintain proper issuing and returning of books. To promote and motivate students and teachers to borrow more and more books from the library. To purchase books and display new arrivals books in a corner. Regular meeting of library committee. To make available latest editions of the books for the children. To purchase & make available latest books as per their interest of students. To ensure the ratio and variety of books in Primary Class Libraries.	
			Mr. M. N. Jha, PGT [Hindi]			
			Mr. A. K. Singh, TGT [Skt.]			
			Mr. Deepak Prasad, TGT [Hindi]			
			Miss Nusrat Bano, TGT [Eng.]			

31.	PTA/PTM		Mrs. Rulee Dutta, PGT [Bio]		To keep academic discipline. Keep liaison with parents in the interest of academics. Seating arrangements for Parent teacher meeting and keep the records & circulate the minutes among the teachers for academic improvement.
			Mr. Suman Bagchi, PGT [Eng.]		
			Mr. Devanand, PGT [Eco]		
			Miss Nusrat Bano, TGT [Eng.]		
			Mr. Suman Barai, TGT [Sci.]		
32.	Campus Beautification & BALA		Mrs. Garima Dutta, TGT [AE]		Planning for beautification of campus. Preparation of month wise reports. Implementation of BALA concepts properly.
			Mrs. Rulee Dutta, P[Bio]		
			Mr. R. N. Singh, TGT[WET]		
			Mr. Zeeshauddin, TGT[PHE]		
33.	A/C,CS-54, Fee, Cash Book & Pay bill Checking		Mr. Devanand, PGT[Eco]		To ensure reconciliation of fees. Proper accounting and checking of fee details of all class teachers. To check & ensure correctness of the pay bill, verification of office expenses
			Mr. Jitendra Singh, PGT[Comm.]		
34.	Activity Room 1		Mrs. M. Mukhopadhyay, H.M.		To check out the plan so that teachers can use resources properly. Proper use of gadgets, teaching Aids and teaching material.
	Activity Room 2		Mrs. Lakshmi Kumari, PGT[CS]		
35.	Computer Labs		Mrs. Lakshmi Kumari, PGT[CS]		To maintain all computers in working order Ensure proper utilization of all computers. Ensure cleaning & dusting of the lab & system.
36.	Departments	Teaching Aids	Mr. Raja Ram, PGT[Geo]		To maintain proper record of teaching aids & display in the room. To make plan to improve the teaching aids and prepare a list of required materials and submit to the Principal.
		Chem.Lab	Mr. A. Haque PGT[Chem.]		To ensure about all equipment/ material available in the lab as per KVS benchmark.
		Phy.Lab	Mrs. Poonam Yadav, PGT[Phy.]		To ensure proper activities to be performed by the Science teachers.
		Bio.	Mrs. Rulee Dutta, PGT[Bio]		
		Geo.Lab	Mr. Rajaram, PGT[Geo]		

		Maths. Lab	Mrs. Neha Sharma, TGT[Maths]		Cleanliness of the lab assigned by sub staff. To ensure neatness of apparatus and lab. Prepare plan of lab activities month wise & display in the lab. To ensure that all the required equipment / material available in the lab. To ensure proper activity to be performed by math Teachers.
37.	Clubs	Integrity Club	Mr. S. N. Jha, PGT[Hist.]		Form Integrity Club in the school as per KVS Guidelines, To Prepare & perform required activities on the stage for improving overall development of the students To instill & inculcate values of patriotism Secularism. Socialism among students through various club activities. Do plantation in the Vidyalaya campus and also along the boundary wall. To supervise the maintenance of existing garden. Get/ arrange decorative plants and pots. Ensure twice medical checkup of students & keep Record. To attend to injured students and ensure first aid on time with Nurse. Sensitize students about adolescent stage & organize workshop for parents. Prepare the calendar of activities and ensure timely completion of the activities as per schedule.
			Mr. Jitendra Singh, PGT[Comm.]		
		Eco,Nature)/Green Club	Mr. Raja Ram, PGT[Geo]		
			Ms. Meenakshi Pal, PRT		
		Health & Medical Check-Up)	Mrs. Rulee Dutta, PGT[Bio]		
			Mr. Suman Barai, TGT[Sci]		
			Mr. Zeeshauddin, TGT[PHE]		
		Yuva Tourism	Mr Raja Ram PGT Geo		
			Mr Devanand PGT Eco		
			Mrs Neha Sharma TGT Maths		
	Ms Payel Das TGT So.Sci				
		4 Boys and 4 Girls from each house = 32 students			
38.	News Letter/Magazine	Mr. M. N. Jha, PGT[Hindi]		To record whole year (session) activities/organize Workshop for parents also.	
		Mr. Suman Bagchi, PGT[Eng.]		To collect photographs of all special achievements.	
		Mr. A. K. Singh, TGT [Skt.]		To write note for different function organized in Vidyalaya.To collect articles for magazines.	
		Mr. Deepak Prasad, TGT [Hindi]			
		Miss Nusrat Bano, TGT [Eng.]			
39.	SECURITY, SAFETY OF STUDENTS & FIRE SAFETY, conservancy Services	Mr. Devanand, PGT [Eco]		To supervise that the security personals are working Properly.Ensure safe entry and exit of students from building.	
		Mr. Jitendra Singh, PGT[Comm.]		Ensure that unwanted elements are not entering in	
		Mrs. Rupa Singh, PRT			

	(Outsourcing Services Committee))	Ms Meenakshi Pal PRT		the campus.Keep a check that no item is being taken from Vidyalaya without permission. Ensure teachers and student will use gate pass to go to outside in school hours. Ensure installation, refilling & monitoring of Firefighting.
40.	Lock & Key	Mr. R. N. Singh, TGT WET		To ensure that all classrooms' doors & school gate are properly locked after the school is over & to ensure doors, school gates are properly opened before the school begins.
		Mr Atanu Das JSA		
		Mr Satrugna Dash SS		
41.	Website Updating	Mrs. Lakshmi Kumari, PGT [CS]		Timely updating Vidyalaya website with correct data and accuracy.
42.	Science Exhibition	Mrs. Rulee Dutta, PGT [Bio]		To ensure mass participation in Science Exhibition & create awareness about the latest development in Science and technology.
		Mr. A. Haque, PGT [Chem]		
		Mrs. Poonam Yadav, PGT [Phy.]		
		Mr Suman Barai TGT Sci		
		Mrs Neha Sharma TGT Maths		
43.	Social Science Exhibition EBSB, Youth Parliament, Azadika Amrat Mahotsava, Constitution day	Mr. Devanand PGT [Eco] I/C		To ensure mass participation in social science Exhibition. To prepare students for Youth Parliament. To conduct all the activities under EBSB, AKAM, Constitution day etc& send photo /video to KVS as per schedule on time.
		Mr. S. N. Jha, PGT [Hist]		
		Mr Raja Ram PGT Geo		
		Miss Payel Das, TGT [S.St]		
44.	Complaint Handling & Grievances	Mr. Suman Bagchi, PGT [Eng.]		Acknowledgement of verbal and non-verbal + Complaints. Redress disposal of complaints. Records to be maintained.
		Mrs. Rulee Dutta, PGT [Bio]		
		Mr. A. Haque, PGT [Chem]		
		Miss Nusrat Bano, TGT [Eng.]		

45.	Prevention of Sexual Harassment Committee		Mrs. Lakshmi Kumari, PGT [Cs.]		Acknowledgement of verbal and non-verbal Complaints regarding sexual harassment on the work place and deter the commission of acts of sexual harassment. To provide the procedures for the resolution, settlement or prosecution of acts, of sexual Harassment by taking all steps required. Prepare a report and submit to higher authority if requires
			Mr M N Jha PGT Hindi		
			Mrs. Rulee Dutta, PGT [Bio]		
			Member of NGO		
			Mrs. M. Mukhopadhyay, H.M. Km. Meenakshi Pal, PRT		
46.	Awaken Citizen Programme	VII	Km. Payel Das, TGT[S.St] Mr. Gordhan Balai, TGT[Hindi]		Proper implementation of ACP programme. To Conduct various training sessions on suggested activities. To Complete the ACP module as per guidelines.
		VIII	Miss Nusrat Bano, TGT[Eng.]		
		IX	Mr. Deepak Prasad, TGT [Hindi]		
47.	C.M.P.		Ms. Soumi Parai PRT Music		Conducting various activities & keep records.
48.	TLM		Mrs. Rupa Singh, PRT		Proper purchase procedure to be followed. Teacher learning material should be used for TLM
49.	CCA	Primary Sec.	Mrs. Rupa Singh, PRT		To ensure proper conducting of morning assembly. Proper celebration of different days and various functions. To plan, prepare items for different programmes & Celebration of imp days. Prepare CCA calendar for whole year. To print student's diary, Newsletter etc
			Km. Meenakshi, PRT		
		Sec Sec.	Mr. M. N. Jha, PGT [Hindi]		
			Mr. Suman Bagchi, PGT[Eng.]		
			Miss Nusrat Bano, TGT [Eng.]		
50.	Meeting Arrangement & Minutes Writing		Mr. Deepak Prasad, TGT Hindi]		To make seating arrangement for staff meeting in a systematic way To arrange everything in Well manner. To note down the minutes of each meeting.
			Km. Nusrat Bano, TGT [Eng.]		

51.	Seating arrangement for meeting		Mr. R. N. Singh, TGT WET		
			Mr. Deepak Prasad, TGT [Hindi]		
			Mr. Gordhan Balai, TGT [Hindi]		
52.	Maintenance of staff room.		Mr. Gordhan Balai, TGT [Hindi] Km. Meenakshi, PRT		To take care of staff room and ensure its dusting & cleaning regarding. To take care of Computer.
53.	Refreshment/Bouquet Committee		Mrs. Rulee Dutta		To arrange refreshment during official programme in the Vidyalaya. Prepare bouquet whenever it is needed.
			Km. Nusrat Bano, TGT [Eng.]		
			Mrs. Garima Dutta, TGT [A&E]		
54.	Joyful Learning	Science /EVS	Mr. Suman Barai, TGT [Sci.]		To make the joyful environment for Learning in the entire School campus. To suggest all the points to improve the level of Learning.
			Mrs. Rupa Singh, PRT		
			All The Concerned Sub Teachers		
		Maths	Mrs. Neha Sharma, TGT [Maths.]		
			Mrs. Rupa Singh, PRT		
			All The Concerned Sub Teachers		
		English	Km. Nusrat Bano, TGT[Eng.]		
			Miss Meenakshi, PRT		
			All The Concerned Sub Teachers		
55.	Display Board Decoration		House Maters/Associates		To update All the boards time to time with the help of house masters.
			All The Class Teachers		
56.	Games & Sports Fit India Movement		Mr. Zeeshauddin, TGT PET		Prepare annual sports calendar To ensure all sports related materials make available and activities to be performed in befitting manner. To prepare students for assembly commands. To prepare the students for various games and sports and select students to participate at cluster/regional/ national level. To encourage all the students to participate mandatorily in the games & sports activities. To conduct coaching camps for students.
			Mr. A. K. Singh, TGT[Skt.]		
			Mr. Suman. Bagchi, PGT [Eng.]		
			Mr. Deepak Kumar, TGT[Hindi]		
58	Time Table and arrangement committee		Mr Poonam Yadav		Prepare time table , make daily arrangement
			Mr Raja Ram		
			Mr Suman Barai		
59	School Canteen Monitoring committee		Mr Raja Ram PGT Geo		Monitoring quality of food in the canteen. Ensure only healthy and permissible eatables are sold.
			Mr Devanand PGT Eco		

		Mrs M Mukhopdhyay HM		Monitor neatness and cleanliness in the canteen. Regular visit the canteen and watch minutely. Report to the Principal if any undesirable Prepare canteen policy and ensure that canteen service provider follow the policy or not. Ensure timely payment of rent to the school.
		Mr Soumitra Chokraborty SSA		

Principal
KV IIMC JOKA