

KENDRIYA VIDYALAYA

NO. 2 KHARAGPUR

RAILWAY SETTLEMENT

Vidyalaya Committees

2023-24.

KENDRIYA VIDYALAYA NO.2 KHARAGPUR

COMMITTEE 2023-24 (w.e.f. 01.10.23)

| S.No. | COMMITTEE | ROLE & RESPONSIBILITES | I/C | Sign | MEMBERS | Sign |
|-------|--------------------------------------|---|---------------------------------------|------|---|---|
| 1 | ACADEMIC ADVISORY | To prepare action plan for Academic activities of the Vidyalaya and monitoring the same which includes the following: students' welfare, staff welfare, working system, Academics and co-curricular activities etc. | MR NARENDRA SINGH VP | | SUB COMM I/Cs, HM, MS R BASU | Eng. - Hindi - Maths - Physics - S.S. - S.S.E. - |
| 2 | ADMISSION, TC, ENROLMENT | Complete OLA process as per directions of KVS, UID creation, fee collection and allotting section/sending require data to RO/HQs and when asked with the approval of the undersigned. | MR B PATRA PGT MATHS | | MR NITIN PRAKASH MS ALOCHANA TUDU MR GOPAL SOREN | A. Ind. 5/10 |
| 3 | TIME TABLE, ARRANGEMENT, TARUNOTSAVA | Proper planning, execution to prepare an error free routine. Assign the arrangement work judiciously. To conduct the programme for the class X outgoing during the period between the end of exam and before the result | MR R NIMAI PGT ECO MR A K MAHALIK | | MR G D GUPTA LIBR | |
| 4 | EXAM INTERNAL | To conduct all internal exams as per the KVS circular in a befitting manner. Inform all stake holders on time and publish an error free result. | MR S K SINGH PGT GEO MR H L MANDAL | | MR GOPAL SOREN MS SHIBANI MURMU MS SHUBHA MR S D MISHRA SS | S.D.M |
| 5 | CBSE | Updating, verification of data from time to time. Notification about payment of fees and reminder to class teachers. Send messages as per directions of competent authority. | MS M RESHMI IRANI PGT ENG | | MS SHIRIN PARVIN MS SUSMITA DAS MR NITIN PRAKASH | |
| 6 | EXAM EXTERNAL | Effective planning and execution of examination as per pattern prescribed by the KVS for all classes & result declaration. | MS M RESHMI IRANI PGT ENG | | MS SHIRIN PARVIN MS ALOCHANA TUDU | A. Ind. 5/10 |
| 7 | NIOS | Conduction of NIOS exam as per schedule. | MR S K SINGH PGT GEO | | | |






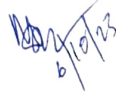

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| 8 | FURNITURE | Making inventory of furniture. Procuring furniture according to students' requirement. Repair of furniture on regular basis. | MR B PATRA PGT MATHS | <i>Patra</i> | MR AMITENDU MONDAL MS ALOCHANA TUDU MR M S KUILA <i>Patra</i> |
| 9 | IT GOODS, COMPUTER RELATED ITEMS | To develop and maintenance of ICT infrastructures. AMC of all computers and computer peripherals | MS N DAS PGT CS | <i>N Das</i> | COMP INSTR-1,2 |
| 10 | SPORTS, EXCURSION | Conduct of sports events, coaching children for different games and sports. Conduct cluster and regional sports events. Arranging certificates and medals for the winners by following financial rules. Sports day celebration. Plan, arrange for study tours/ excursions. | MR S BAG TGT P&HE | <i>S Bag</i> | SPORTS INSTR - 1,2 |
| 11 | LIBRARY, PUSTAKOPHAR | Purchase of new books, magazine, newspaper as per requirement. Condemnation of old books, upkeeping of library. Book mela/ exhibition. Implementation of Pustakophar as per the direction of KVS HQ. | MR G D GUPTA LIBR | <i>G D</i> | LIBR COMM |
| 12 | PURCHASE | Collecting requirement data from staff. Follow the purchase procedure/procure quotations/placing order, entry in the stock register/ supply and maintenance of the issue register. | MR B PATRA PGT MATHS | <i>Patra</i> | MR P MAJI TGT WE MS RATNA BASU PRT |
| 13 | CONDEMNATION | Preparing condemnation list as per the KVS norms and submitting to the undersigned / arranging for auction if needed as per the KVS guidelines and settling the finance in the office. | MR B K AGARWAL PGT COMM | <i>B K</i> | MS N DAS PGT CS MR G D GUPTA LIBR |
| 14 | CCA | Should ensure beautifully conducted morning assembly everyday as per the KVS provisions. Conduct inter house events, special assembly, investiture ceremony in a befitting manner. | MR J S PRASAD PGT HIN MS A M S MINZ | <i>J S</i> <i>A M S</i> <i>5/10</i> | MS S DAS PGT ENG MS SHUBHA TGT ENG, TGT SKT - 1,2 |




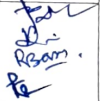


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| | CONTRACTUAL TEACHERS | Publication of Advt./conduction of interview/collection of agreement/issue of appointment and termination order/orientation of new staff/maintaining their leave records. | MR A K PRATHAR PGT CHEM | <i>[Signature]</i> | PGT CHEM 2 | |
| 16 | RASHTRIYA EKTA PARV, YOUTH PARLIAMENT, YUVA TOURISM | Conduction of different activities related to AKAM, KALA Utsav and Youth Parliament. | MR R NIMAI PGT ECCO | <i>[Signature]</i> | MR S K SINGH PGT GEO PGT POL SCI | <i>[Signature]</i> |
| 17 | NIPUN, ANANDVAR | To take up activities as per the requirement from time to time and maintain the records of the activities | MS RATNA BASU PRT | <i>[Signature]</i> | MR H L MANDAL PRT | <i>[Signature]</i> 5/10/23 |
| 18 | BS&G | Prepare an action plan for BS&G activities for the session 2023-24. Organise activities as per KVS directions. Providing voluntary service as and when required during special occasions Monitoring discipline of the Vidyalaya. | MR M K MAURYA PGT HIS MR H L MANDAL | <i>[Signature]</i> 5/10/23 5/10/23 | ALL BS&G | <i>[Signature]</i> 5/10/23 5/10/23 |
| 19 | NCC | Organise activities as per KVS directions. Providing voluntary service as and when required during special occasions Monitoring discipline of the Vidyalaya. | MR M S KUILA TGT MATHS | <i>[Signature]</i> 05/10 | MR ANIL KR TGT HIN | <i>[Signature]</i> 05/10/23 |
| 20 | MAINTENANCE, CONSTRUCTION | Painting of school boundary walls, Drinking water supply. Repairing electrical and electronic items/ AMC for needed articles and maintaining register for complains for repairing items from teachers. All civil and electrical works. | MR P MAJI TGT WE | <i>[Signature]</i> 5/10/23 | MR M K MAURYA PGT HIS | <i>[Signature]</i> 5/10/23 |
| 21 | BEAUTIFICATION, BaLA | Beautification of the Vidyalaya and its surroundings, BALA project. Updating the display boards. | MR A MANDAL TGT AE MS I NIMANI | <i>[Signature]</i> 5/10/23 | MR M K SINGH | <i>[Signature]</i> |

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| 22 | CONSERVANCY, CLEANLINESS | Complete cleanliness of the Vidyalaya and the surrounding. Ensure enough quantity of cleaning and other required materials given to safai karmachari. Monitoring the cleaning staff. | MR P MAJI TGT WE MS KALYANI BASU | <i>[Signature]</i> 5/10/23 | MS KIRANWATI TGT SSc |
| 23 | WATCH & WARD | Responsibility of looking for smooth functioning of watch and ward. Certification of bills of the security guards. | MR P MAJI TGT WE | <i>[Signature]</i> 5/10/23 | MR A K MAHALIK PRT |
| 24 | GARDENING | Purchasing new plants, garden maintenance, monthly review of garden and suggestion for improvement. Organising programmes related to GREEN SCHOOL. | MR R K PANDIT PGT BIO | <i>[Signature]</i> | ALL TGT BIO <i>Subani</i> <i>[Signature]</i> |
| 25 | MEDICAL, HEALTH CHECK UP | Conduct medical check-up twice in a year and setting the account along with the report. Upkeeping medical room as per KVS norms. To procure first aid for students. | MS KIRANWATI TGT SSc | <i>[Signature]</i> | NURSE, SPL EDUC |
| 26 | SCIENCE EVENTS, COMPETITIONS | Conduction Science Exhibition and NCSC. Notification/registration/procuring books/guiding children/conduct of Olympiad/distribution of certificates. | MS S SHUKLA TGT SCI | <i>[Signature]</i> | ALL SCI PGTs/TGTs <i>Subani</i> <i>[Signature]</i> |
| 27 | TEACHING AID, TLM | Plan, procure and promote proper use of TLM and teaching aids for every subject. | MR M K MAURYA PGT HIS | <i>[Signature]</i> 5/10/23 | MS A M S MINZ PRT |
| 28 | PA SYSTEM | Fixing, upkeep and proper functioning for all events | MR P MAJI TGT WE | <i>[Signature]</i> 5/10/23 | MR P C NAYEK SS |
| 29 | STAFF QUARTER | To collect the application from the staff. To make a panel according to the rules. To collect the requisition for repairs and maintenance of quarters from the individual. To engage labour through reputed contractor and to supervise the work of the labour. | MR G D GUPTA LIBR | <i>[Signature]</i> | MR P KUMAR ASO |























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| PHOTOGRAPHY, SOCIAL MEDIA | To take proper pictures, videos of all events of Vidyalaya. Properly store in the designated email, update regularly on the social media and also the Vidyalaya website. | MR ANIL KUMAR TGT HIN MR TIRTHA DAS | 5/10/23 | COMP INSTR, SPORTS INSTR | 5/10/23 |
| CCT | To conduct & coordinate all activities related to CCT. To plan and execute activities as per directions of KVS. To submit data as and when required by KVS etc. | MS SHUBHA TGT ENG MS A TUDU | 5/10 | MS SHIBANI MURMU TGT SCI | Shibani |
| DISCIPLINE | Prepare an action plan to maintain perfect discipline on the school campus Checking latecomers and follow-up Checking uniforms and communicating with parents through class teachers. Monitor students during recess and dispersal, and ensure that they move in an orderly manner. | MR S BAG TGT P&HE MS R BASU | 5/10 | MS SHUBHA TGT ENG MR ANIL KUMAR | 5/10/23 |
| PAY BILL, SERVICE BOOK, ACCOUNTS | Maintenance/update of SB, showing to the staff once a year. Uploading error free data in the pay bill with proper verification. | MR PAPPU KUMAR ASO | | MR NITIN PRAKASH TGT MATHS | |
| CORRESPONDENCE, LEAVE | All correspondence should be time bound, promoting bilingualism wherever possible. Timely settlement of bills and suggesting the stakeholders whenever it is incomplete. | MS ANITA K B JSA | | COMP INSTR - 1.2 | |
| RAJBHASHA | Sending bilingual circulars, maintain the records in bilingual, uploading the monthly reports, conduct the Hindi Maah and Sanskrit saptah. | MR J S PRASAD PGT HIN | | MR ANIL KR TGT HIN | 5/10/23 |
| CLUB ACTIVITIES | Plan and execute the club activities regularly. Update the club display boards with month wise activities. | MS JENNY BARI TGT ENG | | MS RAFAT PERWEEN TGT SSc | |
| STAFF MEETING | Arrangement of the venue, providing refreshment, keeping minutes bilingually. | MS SAMITA DAS PGT ENG | | MS M R IRANI PGT ENG MR J S PRASAD PGT HIN | |



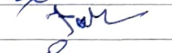
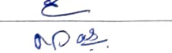
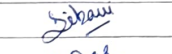
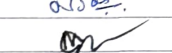



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| 38 | PPC | To organise various activities related to PPC as directed by the RO with the view to helping students with their problems regarding board exam. | MS RAFAT PERWEEN TGT SSc | <i>RF</i> | MS KIRANWATI TGT SSc |
| 39 | VMC | Arrangement of the venue/sitting/PA system/ Computers/ banner and providing refreshments. | MS SHIRIN PARVIN TGT ENG | <i>SP</i> | MS M R IRANI PGT ENG |
| 40 | MATHS COMPETITONS | Proper information to the participants, registration and preparation of all Maths related competitions/ progs. | MR NITIN PRAKASH TGT MATHS | <i>NP</i> | ALL MATHS PGT/TGTs |
| 41 | PRESS & MEDIA | Keep a cordial relation, get all important Vidyalaya events published regularly. Arrange for press meet whenever required. | MR J S PRASAD PGT HIN | <i>msj</i> | MS SAMITA DAS PGT ENG <i>SD</i> |
| 42 | ESCORT DUTY ROSTER | To maintain utmost transparency in allocating the escort duties to teachers for various programmes such as exhibition, sports etc. | MS SHIBANI MURMU TGT SCI | <i>Shibani</i> | MR B K AGARWAL PGT COMM <i>BK</i> |
| 43 | GRIEVANCE, POSH | Maintaining complain box, opening the complaint box once in a fortnight, recording the complains and grievance. Taking remedial measure as per the decision of the Principal and the committee. Reporting of case related to the harassment of SC & ST to the competent committee. POSH related cases to be reported to the Principal and remedial measures along with detailed report. | MR NARENDRA SINGH VP | <i>NS</i> | MS N DAS PGT CS <i>ND</i> |
| 44 | POCSO | Sensitize all stakeholders about the provisions of the act and act in accordance with the act as and when required. | MS SUSMITA DAS TGT MATHS | <i>SD</i> | MS SHUBHA TGT ENG <i>SH</i> |
| 45 | PTM, PTA, REMEDIAL CLASS, CALP | Fixing the dates for the PTA meeting in consultation with the undersigned, maintaining the minutes of the meetings and follow up measures. | MR A K PRATI HAR PGT CHEM MR H L MANDAL | <i>AKP</i> <i>HL</i> | MS S SHUKLA TGT SCI <i>SS</i> |

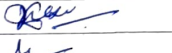
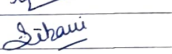
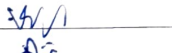
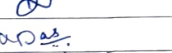



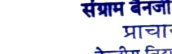

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| 46 | STAFF SECRETARY | To collect contributions, arrange for gifts for various social occasions of the staff. | MR LALOO KR YADAV TGT SSc |  | MR M S KUILA TGT MATHS |  06/10/23 |
| 47 | REFRESHMENT | To work with the staff Secretary and arrange for refreshments, settle bills on time. | MR GOPAL SOREN TGT SCI |  06.10.23 | MR PAPPU KUMAR ASO | |
| 48 | GUIDANCE & COUNSELLING | Provide career/ personal guidance and counselling to the students in need. Arrange for voluntary organisations, guest lectures. | MR MANISH KR SINGH TGT ENG |  6/10/23 | MS M R IRANI PGT ENG |  6/10/23 |
| 49 | ALUMNI ASSOCIATION, VIDYANJALI | To coordinate with the ALUMNI association and the Vidyalaya for planning and executing | MS M RESHMI IRANI PGT ENG |  6/10/23 | MS SURANJANA MS INDIRA |  6/10/23 6/10/23 |

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| 0 | ACHIEVEMENTS | To maintain proper records of Vidyalaya achievements and to provide information regarding Vidyalaya achievements to RO and HQ whenever it is needed. | MS SHIRIN PARVIN TGT ENG |  | MR S BAG TGT P&HE |  |
| 51 | PM SHRI | Proper planning, purchase, settlement of bills, maintaining deadlines set by KVS HQ | MR NARENDRA SINGH VP |  | MR B PATRA PGT MATHS MR P MAJI TGT WE MS R BASU PRT MR P KUMAR ASO |  |
| 52 | STUDENTS' DIARY/ID CARD/ SCHOOL MAGAZINE/ BANNERS FOR ALL OCCASIONS | PROCUREMENT, DISTRIBUTION | MR M K MAURYA PGT HIS |  | MR J S PRASAD PGT HIN |  |
| 53 | HOUSE MASTERS | LIST ATTACHED | | | | |
| 52 | LAB IN CHARGES | LIST ATTACHED | | | | |

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| HOUSE | HOUSE MASTER / MISTRESS | SIGNATURE | ASSOCIATE HOUSE MASTER / MISTRESS | SIGNATURE |
|---|---------------------------------|--|---|---|
| SUBHASH (RED) ASHOKA (GREEN)  | MS SHIBANI MURMU TGT ENG SCI |  | MS JENNY BARI TGT ENG MR NITIN PRAKASH TGT MATHS MS REEMA DAS PGT POL SCI MR JOYDEEP PRADHAN TGT SKT |     |
| TAGORE (BLUE) | MS SUSMITA DAS TGT MATHS |  | MS RAFAT PERWEEN TGT SSC MS SONALI TGT HIN MS RIA PAUL PGT MATHS MR MANISH KR SINGH TGT ENG |     |
| ASHOKA (GREEN) SUBHASH (RED)  | MS KIRANWATI TGT SSC |  | MR LALOO KR YADAV TGT SSC MS SHIRIN PARVIN TGT ENG MR LAXMIKANT ADHIKARY PGT PHY MR DEBU DUTTA TGT SKT |     |
| RAMAN (YELLOW) | MS SANYUKTA SHUKLA TGT SCI |  | MR GOPAL SOREN TGT SCI MS MANISHA SHARMA TGT MATHS MS UMA RANI PGT PHY MS K ANUSHA TGT HIN |     |

| LABORATORY | NAME OF THE I/C | SIGNATURE |
|--------------|--------------------------|---|
| PHYSICS | MR GOPAL SOREN TGT SCI |  |
| CHEMISTRY | MR A K PRATIHAR PGT CHEM |  |
| BIOLOGY | MR R K PANDIT PGT BIO |  |
| MATHS | MR B PATRA PGT MATHS |  |
| GEOGRAPHY | MR S K SINGH PGT GEO |  |
| ATL | MS N DAS PGT CS |  |
| JR SCI | MS S MURMU TGT SCI |  |
| COMP SCI-1/2 | MS N DAS PGT CS |  |
| LANGUAGE | MS M R IRANI PGT ENG |  |

| CLUBS | NAME OF THE I/C | SIGNATURE |
|------------------------------------|--------------------|--|
| NINAD (Music club) | MS KALYANI BASU |  |
| LITERARY PALETTE (Literature club) | MS SHUBHA |  |
| GO GREEN (Environment club) | MS SHIBANI MURMU |  |
| SOUHARDYA (Integrity club) | MS KIRANWATI |  |
| KALEIDOSCOPE (Photography Club) | MR P MAJI |  |
| eNNOVATION (Cyber club) | MS NANDINI |  |
| cARTographers (Art club) | MR AMITENDU MONDAL |  |
| BOOK WORMS (Readers' club) | MR G D GUPTA |  |
| YUVA TOURISM | MR L K YADAV |  |


संग्राम बैनर्जी / Sangram Banerjee
 प्राचार्य / Principal
 केन्द्रीय विद्यालय नं.-२, खडगपुर
 Kendriya Vidyalaya No. 2, Khadagpur