

KENDRIYA VIDYALAYA NAGAON

Committees for the academic year 2021-22 w.e.f. 15-11-2021

Sl. No.	Committee	Members	
1.	Admission (Overall coordination- Mr. Ravindra Kumar, Vice Principal)	<u>For Class-I Online admission</u> Mr. Ravindra Kumar, VP, I/c Mr. Gautam Chand, PGT Mr. Ajit Kumar Roy, PGT Mr. R S Deb, PRT Mr. Kanha Tandi <u>GENERAL-I TO XII (Including-TC)</u> Mr. Ravindra Kumar, I/c Mr. Gautam Chand, PGT Mr. A K Roy, PGT Mr. Gaurav Pandey, PGT Mr. R S Deb, PRT	<u>FOR CLASS XI (DURING VACATION)</u> Mr. Ravindra Kumar, VP, I/c Mr. Gautam Chand, PGT Mr. A K Roy, PGT Mr. R S Deb, PRT Mr. Dhruv Das, Comp. Inst.
2.	Academic Council (For monthly review, planning, observation of syllabus completion, remedial measure, application of teaching-learning methods, evaluation, implementation of NEP guidelines, back to basics etc.)	Over all Coordinator: Mr. Ravindra Kumar, Vice Principal <u>Sub Co-Ordinators (Sr. Secondary)</u> Biology : Mr. A K Roy, PGT Chemistry : Mr. S K Shukla, PGT Physics : Mr. Jitendra Kumar, PGT Maths : Mr. Gaurav Pandey, PGT Computer Science : Mr. Gautam Chand, PGT English : Mr. S Thomas, PGT Hindi : MR. Chintamani Singh, PGT Commerce : Mr. Krishna Sahu, PGT Physical Education : Mr. Bhabiram Daimari, TGT, PET <u>Sub Coordinators (Secondary)</u> English : Ms. Jinki Bora, TGT Maths : Mr. Amit Kumar Yadav, TGT Gen. Science : Ms. Pushpa Sarkar, TGT Social Science : Ms. Trishna Rajak, TGT Hindi /Sanskrit : Mr. R P Meena, TGT <u>Subject Coordinators (Primary)</u> EVS : Mr. Anil Kumar Chauhan, PRT Hindi : Ms. Bharti Yadav, PRT Maths : Mr. R S Deb, PRT Eng : Ms. Sudesh Kumari, PRT	
3.	CCA	<u>Sr. Sec & Sec.</u> Mr. Chintamani Singh (I/C) Mr. S Thomas Mr. Bhabiram Daimari Ms. Jinki Bora Mr. C K Jaiswal <u>I/C concerned of the day of activities</u>	<u>Primary</u> Ms. Bharti (I/C) Ms. Sudesh Kumari Mr. Shahrukh Khan
4.	Assembly (including announcements)	Mr. Chintamani Singh, I/c Mr. Santosh Singh Yadav, Ms. Jinki Bora	Ms. Bharti (I/c) Mr. Majid Ali
5.	Discipline (Overall Monitoring and planning- Mr. Ravindra Kumar, Vice Principal)	<u>Sr. Sec. & Sec</u> Mr. Bhabiram Deuri (I/C) All the House Masters All the class teachers	<u>Primary</u> Ms. Arati Dewri, (I/c) All the House Masters All the class teachers

		Games & Yoga Coaches	
6.	Reception of students in the morning and managing the flow of the students in line at the time of exit following COVID protocol. (Proper Planning to be made and be informed about the location of individual teachers in different places for managing the lines of the students up to the Class Room, Assembly ground and Exit point)	Mr. Bhabiram Daimari, I/c (Command in Chief) Mr. Rahitash Kumar Mr. Jitendra Kumar Mr. Amit Kumar Yadav Mr. R P Meena Ms. Barkha Ms. Anju Rani Mr. C K Jasiwal Mr. Kanha Tandi Mr. Sharukh Khan Mr. Yogesh Kumar Ms. Lipika Devi (Nurse)	
7.	Time Table & Substitution. (Overall In charge – Mr. Ravindra Kumar, Vice Principal)	Sr. Sec & Sec Mr. A K Roy, (I/c) Mr. Devendra Kumar Ms. Barkha Circulation: Avinash	Primary Mr. R S Deb Mr. Kanha Tandi Mr. Anil Kumar
8.	<u>I/C CBSE</u> (Registration of students in classes IX & XI, Registration of students of classes X & XII for Board Exam, To liaise with CBSE in admission, affiliation, exam and all other matters, To liaise with Exam committee for uploading data of IX & X and the grades of class X & XII etc.) All the instructions given by CBSE time to time. Regular visit of CBSE website, Email and intimation to Principal.	Mr. Gautam Chand (I/C) Mr. Binod Kumar Runda, Co-I/c Mr. Amit Kumar Yadav Mr. Kanah Tandi (For Registration and LOC Preparation exactly as per guard file of the Vidyalaya) - (All the class teachers of classes IX to XII to be accountable) I/c CBSE and Class teachers to be absolutely accountable for correct input relating to LOC and Registration of students. Mr. Shankar Ravidas. (Assistance)	
9.	Examination (Internal) including PISSA /CCT Test	Mr. Sanjeev Shukla, I/c cum Coordinator <u>Sec & Sr. Sec</u> Mr. Gaurav Pandey Mr. Jitendra Kumar Mr. Durga Prasad Mishra Mr. C K Jaiswal Mr. Shankar Ravidas	Primary Ms. Sudesh Kumari, (I/C) Ms. Poonam Kumari Mr. Murthi Kumar Mr. Dheerendra Yadav
10.	Competitive Exams (External)	Mr. Gaurav Pandey, I/c Mrs. Pushpa Sarkar, Mr. Manoj Kumar	Primary Mr. Anil Kumar Chauhan Ms. Jyoti Yadav
11.	Excursion/Educational Tour	<u>Sr. Sec & Sec</u> Ms. Jinki Bora (I/C) Ms. Trishna Rajak Ms. Anjurani Mr. C K Jaiswal	Primary Mr. R S Deb (I/c) Ms. Alka Dadhora Ms. Anil Kumar

12.	Exhibition	<p>Sr. Sec & Sec Science: Mr. Binod Kumar Runda, Mr. Sanjeev Shukla All Science teachers. Math: Mr. Gaurav Pandey (I/C), Mr. Amit Kumar Yadav Ms. Barkha All Maths teachers. Social Science: Mr. Rahitash Kumar (I/C), Ms. Trishna Rashak Mr. Durga Prasad Mishra All Social Science teachers</p>	<p>Primary Ms. Arati Dewri I/C Mr. Murthikumar Mr. Dheerendra Yadav Ms. Poonam Kuamri Mr. Yogesh Kumar</p>
13.	Celebration /Observation of National Days (including science day)	<p>Mr. Chintamani Singh, I/c, Mr. S Thomas Mr. Bhabiram Daimari Ms. Jinki Borah Mr. Santosh Kumar Ms. Arati Dewri Ms. Sudesh Kumari Ms. Poonam Kumari</p>	
14.	Horticulture/Aquarium/Swachhta Abhijan/Harit Vidyalaya	<p>Mr. A K Roy I/C Ms. Pushpa Sarkar Mr. Manoj Kumar Mr. Bhabiram Daimari Mr. Shankar Ravidas</p>	
15.	School Beautification (Notice Board, Display Board, Decoration, Photography)	<p>Sr. Sec & Sec Mr. A K Roy (I/C) Mr. Chintamoni Singh Ms. Trishna Rajak Ms. Pushpa Sarkar Mr. Manoj Kumar House Incharges</p>	<p>Primary Ms. Alka Dadhara Ms. Poonam Kumar Mr. Anil KUMAR Mr. Murthikumar House Incharges</p>
16.	Medical Room, First Aid & Health Checkup (Including special provision for Girls)	<p>Sr. Sec & Sec Mr. Bhabiram Daimari (I/C) Mr. Manoj Kumar Doctor and Nurse</p>	<p>Primary Ms. Alaka Dadhora Ms. Poonam Ms. Bharti Doctor and Nurse</p>
17.	Maintenance & Cleanliness of Vidyalaya Complex (Overall monitoring and guidance-Mr. Ravindra Kumar, Vice Principal)	<p>Mr. A K Roy, Coordinator Ground Floor- Mr. Jitendra Kumar I/c Mr. Durga Prasad Mishra Ms. Purnika First Floor: Mr. Binod Kumar Runda I/c Ms. Jinki Bora Mr. R P Meena Ms. Barkha, Second Floor: Mr. Rahitash Kumar I/c Ms. Trishna Rajak Ms. Anjurani Ms. Jyoti Yadav</p>	<p>Labs & Library: Concerned I/Cs & Lab Assts. Surrounding Areas including play ground and assembly area: Mr. Bhabiram Daimari Mr. Himanshu Ms. Jyoti Mr. Anupama Jalan Mr. Anil Kumar Game Coaches Yoga Coach</p>
18.	Furniture	<p>Mr A K Roy I/c Mr. S Thomas Mr. R S deb</p>	

		Ms. Jyoti Yadav Mr. Dheerendra Kumar
19.	PA System/Audio Visual Aids/Electricity/Generator Maintenance	Mr. Manoj Kumar (I/C) Mr. Murhti Kumar Mr. Anil Kumar Chauhan
20.	Publications (Newsletter, wall magazines/BALA, Press)	Mr. Chintamoni Singh (I/C), Mr. S Thomas Mr. Anil Kumar Sabal Ms. Mantu Singh
21.	Alumni	Ms. Jinki Bora I/C Ms. Pushpa Sarkar Ms. Alka Dadhara Ms. Malabika Bora
22.	ICT/Web site /Data Base Management/LAN/ Digital Learning Equipment, Online classes	Mr. Gautam Chand (I/C), Mr. Dheerendra Yadav Computer Instructors
23.	Achievement Record (Including Staff Meeting Minutes, VVN Meeting, Other important functions and Meetings)	Mr. S thomas (I/C) Mr. Chintamoni Singh Mr. Santosh Singh Yadav Ms. Jinki Borah
24.	Hindi Raj Bhasha committee.	Mr. Chintamoni Singh (I/C) Mr. R P Meena Mr. C K Jaiswal Mr. Anil Kumar Sabal
25.	SOP (Standard Operating Procedure) Disaster Management & Safety & Security of School (Emergency Capacity Building)	Mr. Jitendra Kumar (I/c) Mr. Durga Prasad Mishra, Mr. R P Meena Mr. Murthi Kumar, Mr. R S Deb Mr. Anil Kumar Chauhan Mr. Dheerendra Yadav (To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School. <u>Assigned Responsibilities</u> ➤ <i>Develop comprehensive action plan to implement the guidelines.</i> ➤ <i>Allocate specific roles to different personnel and teachers as per the SOP and brief the staff about the action to be taken by them in any exigency.</i> ➤ <i>Take preventive measures as given in the guidelines in consultation with the local police.</i> ➤ <i>Keep the security personnel of the school on the alert.</i> ➤ <i>Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents.</i> ➤ <i>Conduct advance reconnaissance of the school with the help of the local police.</i> ➤ <i>Hold mock drills for students, teachers and staff.</i>)
26.	Computer Literacy, Website Updating, Shaala Darpan, UBI Fee Portal, CS-54 and CS-11 Fees Record (Pay bill checking)	Mr. Gautam Chand. (I/c) Computer Instructors
27.	Staff Welfare & Staff room up keep	<u>Sr. Sec, Sec and Primary</u> Mr. Rahitash Kumar (I/C) Ms. Jinki Borah Ms. Sudesh Kumari Mr. R S Deb

28.	Sports & Games	<u>Sr. Sec & Sec</u> Mr. Bhabiram Daimari I/C Mr. R P Meena Game Coaches	<u>Primary</u> Mr. Kanha Tandi, (I/C) Mr. Yogesh Kumar Game Coaches, Yoga Teacher
29.	Library	Mr. Gaurav Pandey	
30.	Grievance Redressal Cell (Including POC SO)	Mr. Ravindra Kumar, VP (Overall Co-Ordinator) Mr. Binod Kumar Runda Mrs. Pushpa Sarkar Ms. Jinki Bora Ms. Arati Dewri Mr. R S Deb	
31.	AEP Activities	Ms. Jinki Mr. Durga Prasad Mishra Ms. Pushpa Sarkar Ms. Barkha	
32.	Back to Basics	Ms. Pushpa Sarkar I/c Ms. Sakshi Unniyal Ms. Jinki Bora Ms. Arati Dewri Mrs. Alka Dadhara	
33.	NCC	Mr. Anil Kumar Chauhan I/c Ms. Jyoti Yadav	
34.	Scouts and Guide	Mr. Murti Kumar Chanwariya I/C Mr. R S Deb Co/Incharge All the Scouters and Guiders	
35.	Awakened Citizen Programme	Mr. Chintamani Singh i/c Mr. Durga Peasasd Mishra Ms. Barkha Mr. Anil Kumar Sabal Mr. Santosh SInghYadav	
36.	EK BHARAT SHRESTH BHARAT ACIVITIES	Mr. Rahitash Kumar (I/C) Ms. Trishna Rajak Mr. R P Meena Mr. Durga Peasasd Mishra Ms. Anju Rani	
37.	Staff Quarter and Children's Park Maintenance	Mr. R S Deb I/C Mr. Manoj Kumar Mr. A K Roy	
38.	Purchase and Procurement Committee	Mr. Ravindra Kumar, VP, (I/C) Mr. Gautam Chand Ms. Pushpa Sarkar Ms. Sudesh Kumari Ms. Poonam Kumari	
39.	Procured items' Verification Committee	Mr. Manoj Kumar Mr. A K Roy Ms. Alka Dadhara Mr. Bhabiram Daimari Mr. Shahrukh Khan	
40.	UDAIS and other State Education Data Compilation	Mr. Gautam CHand Mr. Dhruv Das, DEO	

41.	Photography and Videography	Mr. Gautam Chand Mr. A K Roy Mr. Anil Kumar Chauhan Mr. Dhruv Das, Comp. Inst.
42.	CMP	Ms. Arati Dewri Ms. Aloka Dadhara Ms. Sudesh Kumari Mr. Bhabiram Dewri Mr. Yogesh Kumar
43.	Staff Tax Calculation, verification & Deduction Committee	Mr. Krishna Shahu, (I/c) Mr. Gaurav Pandey
44.	SHALA Darpan Activities	Mr. Gautam Chand Computer Instructors
45.	Procurement and Distribution of ID Card	Mr. Majid Ali, i/c, Mr. Murthikumar, Mr. Kanha Tandi
46.	Monitoring and Maintenance of students' Uniform as per KVS	Mr. Binod Kumar Runda I/c Mr. Bhabiram Daimari Mr. Amit Kumar Yadav Ms. Pushpa Sarkar Ms. Jinki Bora Mr. Devendra Kumar Ms. Arati Dewri Ms. Alaka Dadhara All the respective class/ Co-Class teachers.
47.	Internal Complaint Committee (ICC) including POCSO Act.	Ms. Arati Dewri I/c Ms. Jinki Bora Ms. Pushpa Sarkar Ms. Trishna Rajak Ms. Alaka Dadhara
48.	Vidyalaya Plan	Mr. Chintamani Singh Mr. Durga Prasad Mishra
49.	Condemnation Committee	Mr. Gautam Chand Mr. AK Roy Mr. Manoj Kumar Mr. Kanha Tandi Mr. Shahrukh Khan
50.	Canteen Maintenance	Mr. Bhabiram Daimari I/c Mr. R S Deb Mr. Anil Kumar
51.	Staff Meeting (Physical Preparation)	Mr. S Thomas Mr. Murti Kumar Mr. Shahrukh Khan Mr. Shankar Ravidas

Note: The in-charges of different committees will be stock holders of the material/objects in their respective departments. They are requested to take over the charge of the stock from the previous in charge, wherever applicable under intimation to the undersigned on or before 20-11-2021.

Individual intimation shall be given to the staff members concerned as and when required for uncovered areas.

Vice Principal
Ravindra Kumar

I/C Primary
Arati Dewri

PRINCIPAL
Sanjay Sarkar