

KENDRIYA VIDYALAYA COMMAND HOSPITAL KOLKATA -27

LIST OF THE COMMITTEES FOR THE ACADEMIC SESSION 2021-22

Sl.No.	Name of committee	Primary/ Secondary	Member's Name	Duty Assigned									
1	Admission	Primary/ Secondary	Mr. Z. Alam (I/C) Mr. V. K. Pandey Mr. A. Mondal Ms. Sonal Mr. Sudhir Kumar, HM Ms .N. Chatterjee, PRT(I/C)Primary Mrs. Papri Mitra Mr. Sibnath Banerjee	To plan and conduct all fresh admissions, T. C. cases and Local transfer cases according to KVS guidelines.									
2	Examination	Secondary (Home)	Mrs. Anudeep Saini (I/C) Ms. Swati Chawla Mrs. Shukla Choudhury Ms. Supreet Kaur Ms. Sonal Mr. Sibnath Banerjee	To follow the KVS schedule of examination and conduct all examination activities of the Vidyalaya in a systematic and transparent manner keeping and sending necessary records & analysis in time.									
			(Home) Primary		Mrs. A. Bharati (I/C) Mrs. Papri Mitra Mr. Santosh Kr. Yadav Mr. Abhisek Mrs. Neetu Yadav								
					CBSE	Dr. (Mrs.) N. Chatterjee (I/C) Mrs. Vibha Shaw	To keep a track of CBSE, and all the other						
					NIOS &Other External Examination	Mr. A. K. Malla (I/C) Ms. Swati Chawla Mr. R. K. Rajak Mrs. Mamta Mr. Khuswant Singh Mr. A. K. Das	To keep a track of NIOS and external examination conduction, papers receipt, reply and necessary follow up and conduct the exams as per Guidelines.						
			3			Time -Table	Secondary	Mrs. L. Rajak (I/C) Mrs. S. K. Poddar Mrs. Vibha Shaw Ms. Sonal Mr. Madan Das	To prepare workable time tables for the school following KVS guidelines. To monitor arrangement periods and contractual teachers workings for payment.				
								Primary		Mrs. June Laskar (I/C) Mrs. Mahananda Chakroborty Ms. Pooja Yadav Mr. Santosh K. Yadav			
		4		CCA &Regional level event	Secondary					Mrs. Soma Das (I/C) Mr. V. Kumar Mrs. S. Roy Ms. Supreet Kaur Mrs. Shaveta Sharma	To conduct morning assembly and other CCA activities by involving all the students and staff in a planned manner on weekly basis.		
								Primary		Mrs. P.Mitra (I/C) Mr. Rishikesh Yadav Mrs. Mamta Ms. Pooja Yadav			
							5			Local Purchase Committee		Mrs. Soma Das (I/C) Mr. Z. Alam Mrs. A.Saini Mr. K. C. Pradhan Mrs. Soma K. Poddar Mr. V. Kumar Mr. A. Mondal Mr. Santosh Kr. Yadav Mr. Rishikesh Yadav	To convene important meetings regarding all purchases. Go for spot quotations and make all necessary resolution as per KVS guidelines. Read purchase rules of KVS and help in purchase accordingly.

6	Academic Advisory Committee		Mr. V. K. Mathpal , PPL	To monitor and supervise the academic standard of the school. Sensitize teachers and students towards good class room teaching and Assessment. Dr. Tripathi will prepare a monthly report of academic loss compensation programme every month to submit to RO.convene meetings at regular intervals for Academic
			Mrs. S. S. Minz, VP	
			Mr. S. Kumar, HM	
			Mrs. Soma Das	
			Mrs. Anudeep Saini	
			Mr. K. C. Pradhan	
			Mrs. Lakshmi Rajak	
			Mr. Z. Alam	
			Dr. (Mrs.) N. Chatterjee	
			Mrs. Shukla Choudhury	
Mrs. June Laskar				
7	Library		Mr. Amitendu Mondal (I/C)	To update library facilities in the school. Select and purchase useful books for staff and students and keep a record of their use by the members of the school.
			Mrs. Soma Das	
			Mrs. Anudeep Saini	
			Mr. Z. Alam	
			Dr. (Mrs.) N. Chatterjee	
			Mr. A. Chatterjee	
			Ms. Supreet Kaur	
			Mr.Santosh Yadav	
			Mrs. Sonali De	
			Mrs. Papri Mitra	
Mrs. Sonali Majumdar				
8	Furniture		Mr. V. K. Pandey (I/C)	To keep a record of all furniture Purchase, repaired & broken. Furniture & fixture should be kept properly and necessary checking for condemnation and auction with consultation of principal office.
			Md. Z. Alam	
			Mr. G .S Ranajit	
			Mrs. Abha Bharti	
			Mr. Munna Singh Chauhan	
			Mr. Santosh Kr Yadav	
Mr. Arun Kumar Das				
9	Beautification, Gardening and Aquarium Maintenance		Mrs. Shulekha Chaoudhary (I/C)	To keep a close eye on the beautification of campus. Make rounds of classroom, school notice boards and suggest necessary changes and improvement. To maintain the aquarium and garden with the help of the gardener.
			Mr. Z. Alam	
			Mr. G. S. Ranajeet	
			Mr. Amitendu Mondal	
			Mrs. Sonali Majumdar	
			Mrs. D. Chakaraborty	
			Ms. Pooja Yadav	
			Mr. Rishikesh	
			Mr. Abhishek	
Mr. S. N. Banerjee				
10	Maintenance and Repair		Mr. K. C. Pradhan (I/C)	To check regularly electrical, plumbing and civil faults in the school building. The committee will take up resolutions for repair and maintenance and necessary purchases for speedy work & will maintain work register.
			Md. Z . Alam	
			Dr. (Mrs.) N. Chatterjee	
			Mr. G. S. Ranajit	
			Mr. V. Kumar	
			Mr. Aditya Chatterjee	
			Mr. Amitendu Mondal	
			Mr. Khuswant Singh	
			Mr. Rishikesh Yadav	
			Mr. Santosh kumar Yadav	
Mr. Munna kr. Chauhan				
Mr. Sibnath Banerjee				
11	Website , UBI Fee Collection and Shaala Darpan		Mr. A. K. Malla (I/C)	To update all information, photos, TC issued and other details of school activities timely on website with the help of all departments.
			Mr. Santosh Kumar Yadav	
			Computer Instructors	
			Mr. A. Kumar, SSA	
12	Exhibition & Olympiads	NCSC, Maths Science Exhibition, inspire award etc.	Mrs. A. Saini (I/C)	To co-ordinate with SOF and to see that students participation in the Olympiads on time.
			Mrs. Sulekha Choudhury	
			Ms. Swati Chawla	
			Mrs. S. Chaudhary	
			Mr. G. S. Ranajit	
			Mr. R. K. Rajak	
			Mrs. V. Saw	
			Ms. Sonal	
Mrs. Abha Bharti				
Mr. Santosh Kumar Yadav				

13	AEP		Mrs. S. K. Poddar (I/C)	To address problems of adolescence. Counsel the students and create awareness among students regarding gender bias, substance abuse and other related issues.	
			Mr. Z. Alam		
			Mr. G. S. Ranajit		
			Mrs. S. Chowdhury		
			Mrs. S. Roy		
			Mr. V. Kumar		
			Mr. R K. Rajak		
			Mrs.H.P.Behera		
14	Sports/ SBSB	Secondary	Mr. A. Chatterjee (I/C)	To select & train the students for sports activities. To keep discipline in school to conduct the sports day celebration in a befitting manner with the help of basketball instructor.	
			Mr. V. Kumar		
			Mr. Zafar Alam		
			Ms. Sonal		
		Primary	Mrs. Shaveta Sharma		
			Ms. N. Chatterjee (I/C)		
			Mr. Khuswant Singh		
			Mr. Rishikesh Yadav		
15	Career Counseling and Guidance	Secondary	Mrs. S. S. Minz ,VP (I/C)	To address problems of behaviour and learning. To motivate the students towards right academic overlaps and positive attitude to life. To organize the events of other invited motivational speakers from outside.	
			Mr. S. Kumar , HM		
			Mrs. Soma Das		
			Mrs. Sulekha Choudhary		
			Mrs. L.Rajak		
			Mrs. Shukla Chowdhury		
		Primary	Mrs. S K. Poddar		
			Mr. Sudhir Kumar,(HM)		
16	Discipline	Secondary & Primary	Ms. N. Chatterjee	Control the unruly students by counseling and to create an atmosphere of quiet and strict discipline in the school. To handle all kinds of in-disciplinary activities of the staff and students.	
			Mrs. June asker		
			Mrs. Abha Bharati		
			Mrs. P. Mitra		
			Counselor		
			Mrs. S. S. Minz, VP		
			Mr. Sudhir Kumar, HM		
			Mr. A. Chatterjee (I/C)		
Mrs. A. Saini					
17	Cleanliness and Security Service	Secondary	Mr. K. C. Pradhan	To monitor the conservancy staffs' attendance and work. To report the Principal on a daily basis regarding cleanliness of the whole school. Ensure proper cleanliness all time.	
			Mr. Z. Alam		
			Mrs. H.P Behera		
			Mrs. Shaveta Sharma		
			Primary		Mrs. Sonali De (I/C)
			Ms. Pooja Yadav		
		Mr. Santosh Kr Yadav			
		All Sub-Staffs			
18	Scout- Guide & Cub-Bulbul	Secondary (S)	Mr A. Mondal (I/C)	To involve the students in scouting and Guiding activities. To prepare them for the various levels of activity. To train them to be good volunteers of the school in all situations.	
			Mr. Zafar Alam		
			Mr. R. K. Rajak		
		Secondary (G)	Mrs. H. P.Behera (I/C)		
			Mrs. S. Roy		
		Primary	Ms. N. Chatterjee (I/C)		
			Mrs. Sonali De		
			Mrs. Papri Mitra		
	Mr. Abhishek Yadav				
	Mrs. Mamta				

19	Workshops and guest Hospitality Management		Mrs. Soma Das (I/C)	To entertain our distinguished guests serve refreshment and look to it that the ambiance of the school is good.
			Mrs. Sulekha Choudhury	
			Mrs. Shukla Choudhury	
			Ms. Supreet Kaur	
			Ms. Sonal	
			Mrs. Sonali De	
			Mrs. Mamta	
			Mr. Madan	
20	Staff Quarters M & R		Mr. K. C. Pradhan, (I/C)	To hold meetings regarding the repair, maintenance of the staff quarters and to take responsibilities jointly for the well being of all the inmates.
			Mrs. A. Saini	
			Mrs. Sulekha Choudhury	
			Mr. R. K. Rajak	
			Mrs. Mamta	
			Mr. Khuswant	
			Ms. Pooja Yadav	
			Mr. A. K. Das	
21	Vidyalaya Patrika , News Letters & Reports	Secondary	Dr.(Mrs). N. Chatterjee (I/C)	To take up the publishing of the News Letters and Vidyalaya Patrika. Sending reports of special event to Media
			Mr. V. Kumar	
			Mr. A. Mondal	
			Ms. Supreet Kaur	
			Mrs. Shaveta Sharma	
		Primary	Mrs. Papari Mitra	
			Ms. Pooja Yadav	
			Mr. Abhishek	
			Mr. Munna Chauhan	
			Mr. Rishikesh	
22	Subject Convener	Hindi & Sans.	Mr. V. Kumar	To monitor the ongoing activities of the subject. To improve the academic standards. To check all the records of their respective members of department.
		English	Dr.(Mrs.) N. Chatterjee	
		Science	Mrs. A. Saini	
		Maths	Mrs. Soma Das	
		Social Science	Mr. K. C. Pradhan	
		Primary Wing	Mr. Sudhir kumar, HM	
23	Cultural Committee		Mrs. D. Chakraborty(I/C)	To take up all cultural activities of the school in the right earnest. The students must be guided to perform well.
			Mrs. Soma Das	
			Dr.(Mrs.) N. Chatterjee	
			Mr. A. Mondal	
			Ms. Supreet Kaur	
			Mrs. Sonali De	
			Ms. Pooja Yadav	
			Mr. Rishikesh Yadav	
Mrs. Neetu				
24	Rajbhasha Committee		Mr. V. Kumar (I/C)	To make Rajbhasha functional and effective, to sent all quarterly reports on time. To convene regular meetings to see that Rajbhasha has been properly implemented
			Mr. K C Pradhan	
			Dr.(Mrs.) N. Chatterjee	
			Ms. Supreet Kaur	
			Ms. Pooja Yadav	
			Mr. A. Kumar, SSA	
			Mrs. Prachi Raj	
25	Medical Committee		Mr. Aditya Chatterjee I/C	To convene meetings monthly on the importance of good and healthy habits to be taken up by staff and students. To monitor the food prepared in the canteen and food brought by students. Medical check two times.
			Mrs. Sulekha Chowdhury	
			Mr. Vinodanand Kumar	
			Mrs. H.P. Behera	
			Mr. Amitendu Mondal	
			Ms. Supreet Kaur	
			Mr. Rishikesh Yadav	
			Mr. Khuswant	
Mrs. Debjanee Chakraborty				

26	Clubs	ATL Science Lab	Mrs. Shukla Chaudhury (I/C)	To make all club activities real and to sensitize the students about the different areas of interest and hobby development. To maintain notice boards and registers about the different activities undertaken by the clubs.
			Mrs. A. Saini	
			Mr. Amit Kumar Malla	
			Ms. Swati Chawla	
			Mr. R. K. Rajak	
			Mr. Rishikesh Yadav	
		Nature	Mr. Santosh Kumar Yadav	
			Mrs. Sulekha Chowdhury (I/C)	
			Mr. R. K. Rajak	
			Mrs. H. P. Behera	
			Mrs. S. Majumder	
			Mrs. Mahananda Chakraborty	
		Literary	Dr.(Mrs.) N. Chatterjee (I/C)	
			Mrs. S. Roy	
			Ms. Supreet Kaur	
			Mrs. Shaveta Sharma	
Mrs. June Laskar				
Ms. Pooja Yadav				
Integrity	Mrs. Neetu Yadav			
	Mr. V.K Pandey (I/C)			
	Mrs. S. Roy			
	Mr. Vinodanand Kumar			
	Mrs. Mamta			
27	CMP Activities	Primary	Mr. Sudhir Kumar, HM Mrs. D. Chakraborty Mrs. P. Mitra Mrs. Sonali De Mr. Khushwant Singh	To conduct all CMP activities as per KVS guidelines.
28	PA System		Mr. Rishikesh Mr. Santosh Kr. Yadav Mr. Shivnath Benerjee Mr. A.K. Das	To check the PA system on regular basis.
29	Photography		Mr. A. K. Malla I/C Mr. Amitendu Mondal Mr. Santosh Kr. Yadav Mr. Khuswant Singh Computer instructor (P&S)	To take the photographs of various activities
30	Monthly report submission and Account Monitoring Committee	Primary & Secondary	Mrs. Soma Das (I/C) Mr. A. K. Malla Mr. Z. Alam Mrs. Shaveta Sharma ASO Mr. A. Kumar, SSA Mrs. Prachi Raj, JSA	To collect and send monthly report of the stu
31	Disaster Management	Primary & Secondary	Mr. A. Chatterjee (I/C) Mr. Zafar Alam Mr. K. C. Pradhan Mrs. S. K. Poddar Mrs. H.P. Behera Ms. Supreet Kaur Mr. Khuswant Singh Mr. Abhishek Yadav Ms. Pooja Yadav Mr. S. N. Banerjee Mr. A. K. Das	To train and equip students to react intellige
34	Back to Basics Programme	Primary & Secondary	Mrs. S.S. Minz, VP Mr. S. Kumar, HM Mrs. Shukla Choudhury Mr. Aditya Chaterjee Mrs. Abha Bharti Mrs. Papri Mitra Mrs. Mamta Mr. Santosh Kumar Yadav	To monitor and guide the teacher for Back t

35	Office		ASO	To complete all regular official work correctly
			Mr. A. Kumar, SSA	
			Mrs. Prachi Raj, JSA	
			All Sub-Staffs	
36	Grievance cell & committee	Primary & Secondary	Mrs. S. S. Minz ,VP (I/C)	It is a measure to develop a responsive and ac
			Mr. Sudhir Kumar ,H M	
			Mrs. Soma Das	
			Mrs. A. Saini	
			Mr. Z. Alam	
			Mrs. Shukla Choudhury	
37	Academic loss & copensation programme		Mrs. S. S,Minz ,VP (I/C)	programs developed to close the achievement
			Mr. Z. Alam	
			Mrs. S. K. Poddar	
			Mr. Aditya Chatterjee	
38	Partnership of other School		Mrs. H. P. Behera	AS per guide line
			Dr.(Mrs.) N. Chatterjee (I/C)	
			Mrs. Soma Das	
			Mr. Aditya Chatterjee	
39	ACP		Mrs. Mahananda Chakraborty	Activities should be conducted as per ACP schedule & programme guided by KVS RO Kolkata
			Mrs. Papari Mitra	
			Mr. V. Kumar (I/C)	
			Mr. G. S. Ranajit	
			Mrs. S. Roy	
			Mrs. Vibha. Shaw	
40	BALA		Mrs. S.K. Poddar	To Create Picture & Figures on wall of school building with the help of Bala Concept
			Mr. R. K. Rajak	
			Mrs. Shaveta Sharma	
			Mr. Amitendu Mondal (I/C)	
			Mr. Amit Kumar Malla	
			Ms. Swati Chawla	
			Mrs. Vibha Shaw	
			Mr. G. S. Ranajit	
			Mrs. S. Roy	
			Mrs. Mahananda Chakraborty	
			Ms. Pooja Yadav	
41	Constitution Day		Mr. Abhishek Yadav	To monitor and guide the teacher for Constitution programme.
			Mr. Munna Chauhan	
			Mr. Rishikesh	
			Mr. K. C. Pradhan (I/C)	
			Mrs. L. Rajak	
			Mr. Zafar Alam	
42	Ek Bharat Shrestha Bharat		Mr. V.K. Pandey	Activities should be conducted as per Ek Bharat Shrestha Bharat programme guided by KVS RO Kolkata
			Mrs. Soma kundu Poddar	
			Mrs. H.P.Behera	
			Mr. Zafar Alam (I/C)	
			Dr. (Mrs.) N. Chatterjee	
			Mr. K. C. Pradhan	
			Mr. Vijay Kumar Pandey	
			Mrs. S.K. Poddar	
			Mr. Vinodanand Kumar	
			Mrs. H. P. Behera	
43	PISA		Ms. Supreet Kaur	To follow the KVS schedule of PISA Exam and conduct all examination in a systematic and transparent manner
			Mrs. Debjani Chakraborty	
			Mr. Amitendu Mondal	
			Mrs. Sudarshna Roy (I/C)	
			Ms. Swati Chwala	
			Mrs. Vibha Shaw	
			Mr. R. K. Rajak	
			Mr. Amitendu Mondal	
			Ms. Sonal	
			Mrs. P. Mitra	