

**KENDRIYA VIDYALAYA COMMAND HOSPITAL KOLKATA -27**

**REVISED LIST OF THE COMMITTEES FOR THE ACADEMIC SESSION 2018-19**

Sl. No.	Name of committee	Primary/ Secondary	Member's Name	Duty Assigned
1	Admission	Primary/ Secondary	Mr. Z. Alam , I/C	To plan and conduct all fresh admissions, T. C. cases and Local transfer cases according to KVS guidelines.
			Mrs. Lakshmi Rajak	
			Mr. Sudhir Kumar, HM	
			Mrs. S. Ghosh	
			Mr. A. Chatterjee	
			Mr. A. Mondal	
			Mrs. Haripriya Behera	
			Mrs. N. Chatterjee, PRT	
2	Examination	Secondary (Home)	Mr. Anudeep Saini (I/C)	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.
			Mr. K. C. Pradhan	
			Mrs. Shukla Choudhury	
			Mr. S. Ram	
			Mrs. Harpriya Behera	
			Mr. Kamta Thakur	
			Mr. Sibnath Banerjee	
		Primary (Home)	Mrs. A. Bharati (I/C)	To keep a track of CBSE, NIOS and all the other
			Mr. R. Paul	
		CBSE ,	Mrs. Sulekha Choudhury (I/C)	To keep a track of NIOS and external examination conduction, papers receipt, reply and necessary follow up and conduct the exams as per Guidelines.
			Mrs. S. Roy	
		NIOS & Other External Examinations	Mr. A. K. Malla (I/C)	To keep a track of NIOS and external examination conduction, papers receipt, reply and necessary follow up and conduct the exams as per Guidelines.
			Mr. K. C. Pradhan	
			Mrs. Shukla Chaudhury	
Mr. S. Ram				
Mr. Khuswant Singh				
3	Time -Table	Secondary	Mrs. Soma Das (I/C)	To prepare workable time tables for the school following KVS guidelines. To monitor arrangement periods and contractual teachers workings for payment.
			Mrs. S. K. Poddar	
			Mr. D. K. Patra	
			Mr. Amitendu Mondal	
		Primary	Mr. B. Das , Librarian	
			Mrs. S. Smriti I/C	
			Mrs. Abha Gupta	
4	CCA	Secondary	Mrs. Anu	To conduct morning assembly and other CCA activities by involving all the students and staff in a planned manner on weekly basis.
			Dr. R. Tripathi (Supervision)	
			Mrs. N. Chatterjee (I/C)	
			Mr. V. Kumar	
			Mrs. S. Roy	
		Mrs. Sudha Sharma		
Primary	Ms. N. Chatterjee (I/C)			
			Mr. Abhishek	

5	Local Purchase Committee	Mr. Soma Das (I/C)	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.
		Mrs. Z. Alam	
		Mrs. S. Ghosh	
		Mr. G. S. Ranajit	
		Mr. S. Ram	
		Mr. V. Kumar	
		Mrs. R. Pal	
		Mr. A. Mondal	
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 convene meetings at regular intervals for Academic Assessment. Dr. Tripathi will prepare a monthly report of academic loss compensation programme every month to submit to RO.
		Dr. Ranjana Tripathi	
		Mrs. Soma Das	
		Mrs. Anudeep Saini	
		Mrs. Shukla Chaudhury	
		Mrs. N. Chatterjee	
		Mr. K.C. Pradhan	
		Mrs. Laxmi Rajak	
		Md. Z. Alam	
7	Library	Mr. B. Das ( 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.
		Dr.(Mrs.) Ranjana Tripathi	
		Mrs. Soma Das	
		Mrs. A. Saini	
		Md. Zafar Alam	
		Mrs. S. Mahapatra	
		Mr. A. Chatterjee	
		Mrs. A. Gupta	
		Mrs. Shruti Smriti	
Mrs. R. Pal			
8	Furniture	Mrs. L. Rajak (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.
		Mr. Z. Alam	
		Mr. G. S. Ranajit	
		Mr. S. Ram	
		Mr. Munna Singh Chauhan	
		Mr. Santosh Yadav	
		Mr. Kamta Thakur	
9	Beautification, Gardening and Aquarium Maintenance	Mr. A. Mondal (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.
		Mrs. Shulekha Chowdhury	
		Mr. R. K. Rajak	
		Mrs. Sonali Majumdar	
		Mrs. D. Chakaraborty	
		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	
			Mr. G. S. Ranajit	
			Mrs. S. Ghosh	
			Mr. V. Kumar	
			Mr. A. Mondal	
			Mr. Khuswant Singh	
			Mr. Rishikesh Yadav	
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	
			Computer Instructors	
			Mr. D. 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	
			Mrs. S. Chaudhury	
			All Science & Mathematics Teachers	
13	AEP		Md. Z. Alam (I/C)	To address problems of adolescence. Counsel the students and create awareness among students regarding gender bias, substance abuse and other related issues.
			Mrs. Sudha Sharma	
			Mrs. S. Ghosh	
			Mrs. S. Chowdhury	
			Mrs. S. K. Poddar	
			Mrs. R. Pal	
14	Sports	Secondary	Mrs. 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	
			Md. Zafar Alam	
			Mr. L. Rajak	
		Primary	Mrs. Harapriya Behera	
			Mr. Khushwant (I/C)	
			Mrs. Anu	
			Ms. Pooja Yadav	
15	Career Counseling and Guidance	Secondary	Mrs. S. Minz I/C, VP	To address problems of behaviour and learning. To motivate the students towards right academic overlaps and positive attitude to life. To organise the events of other invited motivational speakers from outside
			Dr. (Mrs.) Ranjana Tripathi	
			Mrs. S. Ghosh	
			Mrs. S. Chowdhury	
			Mrs. S. K. Poddar	
			Mrs. R. Pal	
		Primary	Mrs. Abha Bharati	
			Mr. Sudhir Kumar HM	
			Mrs. A. Gupta	
	Counselor			

16	Discipline	Primary & Secondary	Mrs S. Minz, VP	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.
			Mr. Sudhir Kumar, HM	
			Mr. A. Chatterjee	
			Mrs. A. Saini	
			Mr. K. C. Pradhan	
			Mr. L. Rajak	
			Md. Z. Alam	
			Mr. V. Kumar	
			Mr. G. S. Ranajit	
			Mrs. A. Gupta	
			Mrs. Anu	
			Mr. Pawan Soni	
			All class teachers	
17	Cleanliness and Security Service	Secondary & Primary	Mrs.S.Minz, VP	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. Sudhir Kumar HM Supervision	
			Mr. K. C. Pradhan (I/C)	
			Mr. Z. Alam	
			Mrs. S. Roy	
			Mrs. Harapriya Behera	
			Mrs. S. Mahapatra	
			Mrs. Abha Bharati (I/C)	
Mr. Pawan Kumar Soni				
All Sub-Staffs				
18	Scout- Guide & Cub-Bulbul	Secondary (S)	Mr. R. P. Sinha (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.
			Md. Zafar Alam	
			Mr. R. K. Rajak	
			Mr. A. Mondal	
		Secondary (G)	Mrs. H. Behera (I/C)	
			Mrs. S. Roy	
			Mrs. Sudha Sharma	
		Primary	Mrs. A. Gupta (I/C)	
Mrs. Shruti Smriti				
19	Workshops and guest Hospitality Management		Dr. (Mrs.) Ranjana Tripathi (I/C)	To entertain our distinguished guests serve refreshment and look to it that the ambiance of the school is good.
			Mrs. S. Ghosh	
			Mrs. Soma Das	
			Mrs. Shukla Choudhury	
			Mrs. Anu	
Mrs. A. Nath				
21	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	
			Mrs. Anu	
			Mr. Abhishek	
			Mr. Munna Singh Chauhan	
Mr. A. K. Das				

22	Vidyalaya Patrika , News Letters & Reports		Dr. Ranjana Tripathi (I/C)	To take up the publishing of the News Letters and Vidyalaya Patrika. Sending reports of special event to Media
			Mrs. N. Chatterjee	
			Mr. V. Kumar	
			Mr. A. Mondal	
			Ms. Pawan Kumar Soni	
			Ms. A. Bharati	
			Mr. Santosh	
24	Subject Convener	Hindi	Dr. Ranjana Tripathi (I/C)	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	Mrs. N. Chatterjee	
		Science	Mrs. A. Saini	
			Mrs. Sulekha Chowdhury	
		Maths	Mrs. Soma Das	
		Social Science	Mr. K. C. Pradhan	
Mr. Z. Alam				
25	Cultural Committee		Ms. 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. Nabomita Chatterjee	
			Mr. A. Mondal	
			Ms. Pooja Yadav	
26	Rajbhasha Committee		Dr. Ranjana Tripathi (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
			Mrs. Sudha Sharma	
			Mr. S. Ram	
			Mr. A. Mondal	
			ASO	
			Mr. Dhananjay Kumar SSA	
	JSA			
27	Medical Committee		Mr. A. Chatterjee	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.
			Mr. V. Kumar	
			Mrs. Abha Guta	
			Mrs. S. Smriti	
			Doctor	
			Nurse	
28	Clubs	ATL Science Lab	Mrs. Shukla Chaudhury (I/C) Mrs. A. Saini Mr. A. K. Malla Mrs. A. Bharati Mr. Santosh	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.
		Nature	Mrs. Sulekha Chowdhury (I/C) Mr. R. K. Rajak Mr. Harapriya Behera Mrs. A. Gupta Mrs. S. Majumder	
		Literary	Dr. R. Tripathi (I/C) Mrs. N. Banerjee Mrs. S. Mahapatra Mrs. S. Roy Mrs. S. Sharma Mrs. Anu	

		<b>Integrity</b>	Mrs. Soma Das, I/C Mrs. S. Roy Mr. G. S. Ranajit Mrs. Abha Bharti	
28	CMP Activities	<b>Primary</b>	Mr. Sudhir Kumar, HM	To conduct all CMP activities as per KVS guidelines.
			Mrs. Renu Pal	
			Mrs. D. Chakraborty	
			Mrs. Anu	
29	PA System		Mrs. S. Ghosh, I/C	To check the PA system on regular basis.
			Mr. A.K. Das	
30	Photography	<b>Primary</b>	Mrs. Anu	To take the photographs of various activities and program held in Vidyalaya and keep record of them
			Mr. Pawan Kumar Soni	
		<b>Secondary</b>	Mrs. A. K. Malla	
			Mr. Mondal	
31	Monthly report submission and Account Monitoring Committee		Mrs. Soma Das I/C	To collect and send monthly report of the students' enrollment and verification of the Pay bills, Checking of the proper maintenance of accounting records. To prepare and check the paybill on monthly basis.
			Mrs. L. Razak	
			Mr. K. C. Pradhan	
			ASO	
32	Disaster Management		Mr. A. Chatterjee (I/C)	To train and equip students to react intelligently in any emergency situation. To contact with organization like NDRF for guidance.
			Md. Zafar Alam	
			Mrs. S. Choudhury	
			Mrs. S. K. Poddar	
			Mrs. Haripriya Behera	
			Mrs. A. Gupta	
			Mr. S. N. Benerjee	
			Mr. A. K. Das	
33	External CCA and Regional Level Program		Dr. Ranjana Tripathi I/C	To coordinate and organize the external CCA and regional level program and workshops
			Mr. V. Kumar	
			Mr. S. N. Benerjee	
34	Back to Basics Program / academic loss compensation programme		Mr. B. Mahato, VP	To monitor and guide the teacher for Back to Basics programme. Submission of report by 5 <sup>th</sup> day of every month.
			Mr. S. Kumar, HM	
			Dr. Ranjana Tripathi	
			Mrs. Shukla Choudhury	
35	Office		ASO	To complete all regular official work correctly & on time with the co-operation of all the staff Members
			Mr. D. Kumar, SSA	
			JSA	
			All Sub-Staffs	