

KENDRIYA VIDYALAYA NO.2, KANCHRAPARA

COMMITTEE LIST FOR THE SESSION 2018 - 19

COMMITTEE NAME		MEMBERS	SIGNATURE	DUTIES
OVERALL IN-CHARGE				
ADMISSION	1	MR. K.K. GUPTA (I/C)		1) TO ISSUE AND REVISE ADMISSION APPLICATION. 2) TO PREPARE PRIORITY ADMISSION LIST AS PER KVS ADMISSION GUIDELINES. 3) TO MAKE ADMISSION LIST AND MAKE ADMISSION AND SUBMIT THE COMPLETED ADMISSION FORMS TO MR. A.K. BISWAS (JSA) FOR ENTRY IN ADMISSION. 4) TO CONSOLIDATE ENROLLMENT POSITION AS PER KVS CIRCULARS. 5) TO PROVIDE INFORMATION ABOUT ADMISSION & VACANCIES TO KVS.
	2	MS. UMA SHARMA		
	3	MRS. S.S. NAG		
	4	MS. SHAIL KUMARI		
	5	CLASS TR I-A		
	6	CLASS TR I-B		
EXAMINATION	1	MR. M. MAHTO (I/C)		1) TO CONDUCT EXAMINATION AS PER KVS DIRECTION. 2) TO COMPLETE & DECLARE RESULTS AND RESULT ANALYSIS IN TIME AND SUBMIT. 3) TO MAKE PROPER SEATING ARRANGEMENT AND FACILITIES FOR STUDENTS. 4) TO SEE THERE IS NO COPYING IN THE EXAM ROOM. 5) TO MAKE CORRESPONDANCE WITH CBSE IN ALL MATTERS & CONDUCT CBSE EXAM SMOOTHLY. 6) PARENTS TEACHERS MEETING AND INFORM THE RULES REGULARY EXAM,PASS/FAIL, ATTENDANCE PERCENTAGE REQUIREMENT.
	2	MR. SANDIP DUTTA		
	3	MR. P.K. KUNTHAN BARA		
	4	MRS. ESHITA SEN		
	5	MR. A.K DUTTA		
	6	MR. K.K. GUPTA		
EXAMINATION PRIMARY	1	MR. BHUWAN GIRI		
RTI REPLY	1	MR. K.K. GUPTA		
	2	MR. ASIT BISWAS		
CCA SECONDARY & SENIOR SECONDARY	1	MR. S. GHOSAL (I/C)		1) CONDUCTING OF MONITORING ASSEMBLY AS PER KVS NORMS. 2) CONDUCTING ALL CCA ACTIVITIES AS PER KVS NORMS. 3) CONDUCTING VARIOUS EVENTS LIKE ANNUAL DAY AND ALL OTHER DAYS. 4) TO PREPARE ANSD ISSUE VIDYALAYA PATRIKA,SCHOOL MAGAZINE ETC. 5) TO PREPARE STUDENTS AND VARIOUS COUNCIL. 6) TO PREPARE DISCIPLINE COMMITTEE OF STUDENTS AND OTHER COMMITTEE.
	2	MRS. SOMA DAS		
	3	MRS. S.S. NAG		
	4	MS. NAMITA PANDEY		
	5	MRS. ESHITA SEN		
	6	TGT PH&E		
	7	MR. DEEPAK PRASAD		
TIME TABLE SECONDARY & SENIOR SECONDARY	1	MRS. MALLIKA BURMAN		1) TO PREPARE TIME TABLE EVERY YEAR BEFORE 20TH FEBURARY AND COMPLETION AND DISTRIBUTE TO TEACHERS BY 20TH MARCH. 2) TO MAKE ARRANGEMENT EVERYDAY. 3) TO PREPARE SPECIAL TIMETABLE WHEN EVER NEEDED. 4) TO PREPARE EXAM TIME TABLE IN COORDINATION WITH EXAM DEPARTMENT. 5) TO COORDINATE SEONDARY AND PRIMARY TIME TABLES/DEPARTMENTS. *) ANY OTHER DUTY AS DEEMED FIT BY PRINCIPAL
	2	MS. SURANJANA DEY		
	3	MS. UMA SHARMA		
	4	MRS. ESHITA SEN		
TIME TABLE PRIMARY	1	MS. RITU RANA		4) TO PREPARE EXAM TIME TABLE IN COORDINATION WITH EXAM DEPARTMENT. 5) TO COORDINATE SEONDARY AND PRIMARY TIME TABLES/DEPARTMENTS. *) ANY OTHER DUTY AS DEEMED FIT BY PRINCIPAL
	2	MS. PREETI PATHAK		
	3	MS. APARNA BAJPAI		
	4	MR. BHUWAN GIRI		

COMPUTER LAB I & COMPUTER LAB II, WEBSITE UPDATION AND MAIL CHECKING,UBI FEES COLLECTION,ECONTENT,SHAALA DARPAN,,TECHNICAL SUPPORT TO STAFF & AUDIO VISUAL AIDS	1	MR. K.K. GUPTA (I/C)		1) UPKEEP, MAINTANAINCE AND CLEANLINESS OF LABS. SAFETY AND SECURITY OF LABS. STUDENTS MOVEMENT FROM CLASS TO LABS. 4) TO TAKE PREVENTIVE MEASURE FOR THE SAFETY OF THE STUDENTS. 5) TO TAKE ONLY PRACTICAL CLASSES IN THE LABS AND THEORY CLASSES IN CLASSROOM.	2) 3)
RESOURCE ROOM SECONDARY	1	MRS. ESHITA SEN			
CMP	1	MRS. MAMTA KHATRI			
BIOLOGY LAB	1	MRS. MALLIKA BURMAN			
PHYSICS LAB	1	MS. UMA SHARMA			
CHEMISTRY LAB	1	MR. SANDIP DUTTA			
SOCIAL SCIENCE LAB	1	MR. G.K. CHOUDHURY			
MUSIC & DANCE	1	MS. NAMITA PANDEY			
SUPW	1	MRS. S.S. NAG			
ART	1	MR. S.C. MAZUMDER			
SCOUT & GUIDE	1	MRS. SOMA DAS (I/C)		1) TO SEE THAT MORE NO OF STUDNTS PARTICIPATE IN RASTRAPATI, RAJYAPURASKAR & TRITYA SOPAN TESTING CAMP. MAINTAIN THE DISCIPLINE OF THE VIDYALAYA. TO CONDUCT WEEKLY TRAINING PROGRAMME.	2) TO 3)
	2	MR. G.K. CHOUDHURY			
	3	MR. O.P. SINGH			
CUB & BULBUL	1	MS. PREETI PATHAK			
FIRST AID HEALTH CHECK UP,EMERGENCY,HOSPI TALISATION	1	MRS. MALLIKA BURMAN			
	2	TGT PH&E			
	3	MRS. S.S. NAG			
	4	MRS. SOMA DAS			
	5	MR. DEEPAK PRASAD			
	6	MS. SHAIL KUMARI			
	7	MS. PREETI PATHAK			
	8	MS. RAKHI GHOSH			
GAMES & SPORTS	1	TGT PH&E		1) TO TRAIN THE STUDENTS FOR VARIOUS SPORTS AND GAMES FOR PARTICIPATIONS AT REGIONAL AND NATIONAL LEVEL. 2) TO CONDUCT INTER-HOUSE COMPETITIONS. TO CONDUCT SPORTS DAY AND CERTIFICATES/MEDALS TO WINNERS.	3)
	2	MR. DEEPAK PRASAD			
	3	MRS. S.S. NAG			
LIBRARY	1	MRS. SOMA DAS			
RAJBHASHA	1	MR. B.B. PATHAK		1) TO STRICLY ADHERE TO RAJBASHA RULES AND IMPLEMENT THEM IN TRUE SPIRITS. TO SEE THAT MORE THEN 50% OF THE LETTERS SENT ARE IN HINDI. SEE THAT ALL COMMUNICATIONS/ LETTER HEAD/REGISTER ARE MAINTAINED BILINGUALLY.	2) 3) TO
	2	MS. PRIYANKA PRASAD			
	3	MS. AMARITA SINGH			

CLEANLINESS	1	MR. P.K. KUNTHAN BARA		<p>1) TO SEE THAT THE CLEANINESS OF CLASSROOMS,CORRIDORS,SURROUNDING AND TOILETS ARE MAINTAINED NEATLY & PROPERLY.</p> <p>2) TO PURCHASE THE CLEANLINESS ITEMS AND PROVIDE TO HOUSEKEEPING STAFF SO THAT PROPER CLEANLINESS IS MAINTAINED.</p> <p>3) TO ATTEND TO COMPLAINTS OF STAFF AND STUDENTS REGARDING CLEANLINESS.</p>
	2	MR. S. GHOSAL		
	3	MRS. S.S. NAG		
	4	MRS. ESHITA SEN		
	5	MR. BHUWAN GIRI		
	6	MS. SHAIL KUMARI		
	7	MRS. MAMTA KHATRI		
BEAUTIFICATION,GARDEN & AQUIRIUM MAINTANANCE	1	MRS. MALLIKA BURMAN		
	2	MS. RAKHI GHOSH		
	3	MRS. S.S. NAG		
	4	MR. S.C. MAZUMDER		
QUARTER ALLOTMENT	1	MR. SHUBHAM DHAMA		
	2	MS. USHA		
	3	MS. NAMITA PANDEY		
	4	MR. BHUWAN GIRI		
DISCIPLINE & GRIEVANCE CELL	1	MR. M. MAHTO (I/C)		<p>1) TO LOOK AFTER STUDENTS DISCIPLINE OF THE VIDYALAYA. 2)</p> <p>TO LOOK AFTER THE UNIFORM OF THE STUDENTS. 3)</p> <p>TO LOOK AFTER THE ENTRY & DISPERSAL OF THE STUDENTS.</p> <p>4) TO SEE THAT THE TEACHERS PUT ON LUNCH BREAK DUTY WORK EFFICIENTLY.</p> <p>5) TO MAINTIN LATE ARRIVAL REGISTER. 6)</p> <p>TO SEE THAT THE TEACHERS ARE TAKING THE STUDENTS TO ASSEMBLY , FROM ASSEMBLY, AFTER SCHOOL TIME FROM CLASS TO OUTSIDE/INSIDE.</p> <p>7) TO RECEIVE GREIVENCES OF STAFF & STUDENTS AND DISPOSE IT OFF.</p>
	2	MR. P.K. KUNTHAN BARA		
	3	MR. SANDIP DUTTA		
	4	MR. G.K. CHOUDHURY		
	5	MRS. ESHITA SEN		
	6	MS. SHAIL KUMARI		
	7	MR. BHUWAN GIRI		
	8	MRS. MAMTA KHATRI		
	9	MRS. S.S. NAG		
CS-54 AND TALL WITH CS-11,SALARY CHECKING,TDS,FORM 16,16A,TRACES,TAX RETURN FILLING RECTIFICATION.	1	MR. N.G. MAJI		
	2	MR. ANIRBAN BIISWAS		
	3	MR. ASIT BISWAS		

CAREER COUNSELLING & GUIDANCE	1	MRS. SOMA DAS		
	2	MR. SANDIP DUTTA		
	3	MS. SURANJANA DEB		
	4	MR. N.G. MAJI		
	5	MR. P.K. KUNTHAN BARA		
DISASTER MANAGEMENT AND EMERGENCY MANAGEMENT	1	MR. N.G. MAJI		
	2	MR. P.K. KUNTHAN BARA		
	3	MR. SANDIP DUTTA		
	4	MRS. MALLIKA BURMAN		
	5	MRS. S.S. NAG		
	6	MR. BHUWAN GIRI		
	7	MRS. MAMTA KHATRI		
	8	MS. RITU RANA		
	9	MS. USHA		
PURCHASE	1	MR. B.B. PATHAK		p
	2	MR. P.K. KUNTHAN BARA		
	3	MRS. ESHITA SEN		
	4	MRS. S.S. NAG		
	5	MR. SHUBHAM DHAMA		
ACADEMIC MONITORING	1	MR. M. MAHTO (I/C)		1) TO PREPARE VIDYALAYA PLAN. 2) TO MANAGE THE CONCERNED SUBJECTS/DEPARTMENTS COMMITTEES. 3) TO PLAN & IMPLEMENT THE SUGGESTION FOR IMPROVEMENT OF RESULTS OF VIDYALAYA. 4) TO SUGGEST & IMPLEMENT THE IMPROVEMENT OF DISCIPLINE OF STUDENTS & TEACHERS.
	2	MR. B.B. PATHAK		
	3	MR. B.B. PATHAK		
	4	MR. N.G. MAJI		
	5	MR. S. GHOSAL		
	6	MRS. M. BURMAN		
	7	MS. SURANJANA DEY		
	8	MRS. SOMA DAS		
	9	MRS. MAMTA KHATRI		
	10	MR. SHUBHAM DHAMA		

HOUSE MASTERS & CO-HOUSE MASTERS SECONDARY & SR. SECONDARY		MR. S. GHOSAL (I/C) MRS. SOMA DAS (ASST. I/C)		<p>1) TO CONDUCT COMPETIONS AS PER THE ACTIVITIES MENTIONED/ GIVEN BY CCA ETC. 2) TO PREPARE THE LISTS OF STUDENTS PARTICIPANTS FOR EACH EVENTS AND SUBMIT 5 DAYS BEFORE THE EVENT TO CCA I/C. TO MAINTAIN THE DISCIPLINE OF HOUSES. 3) 4) TO SEND THE STUDENTS FOR COLLECTING THE INTRESTED STUDENTS NAMES IN INTERVAL ONLY.</p>
SUBHAS HOUSE	RED COL OR	MS. UMA SHARMA (I/C)		
ASSOCIATE HOUSE MASTER		MR. DIPANJAN GHOSH		
		MRS. S.S. NAG		
		MS. NAMITA PANDEY		
TAGORE HOUSE	GRE EN COL OR	MRS. MALLIKA BURMAN (I/C)		
ASSOCIATE HOUSE MASTER		MS. RAKHI GHOSH		
		MS. RIYA PRAMANIK		
		MR. DEEPAK PRASAD		
ASHOK HOUSE	BLU E COL OR	MR. N.G. MAJI (I/C)		
ASSOCIATE HOUSE MASTER		MR. G.K. CHOUDHURY		
		MS. AMARITA SINGH		
		MRS. SOMA DAS		
RAMAN HOUSE	YELL OW COL OR	MR. P.K. KUNTHAN BARA		
ASSOCIATE HOUSE MASTER		MS. PRIYANKA PRASAD		
		MR. O.P. SINGH		
		MR. S.C. MAZUMDER		
SUBJECT COMMITTEE				
SCIENCE ,MATH & C.S	1	MRS. MALLIKA BURMAN		
	2	MR. SANDIP DUTTA		
	3	MS. UMA SHARMA		
	4	MS. SURANJANA DEB		
	5	MR. K.K. GUPTA		
	6	MR. DIPANJAN GHOSH		
	7	MR. O.P. SINGH		
	8	MS. RAKHI GHOSH		
SOCIAL SCIENCE & COMMERCE	1	MR. M. MAHTO		
	2	MR. N.G. MAJI		
	3	MR. P.K. KUNTHAN BARA		
	4	MR. A.K DUTTA		
	5	MR. G.K. CHOUDHURY		
HINDI, ENGLISH & SANSKRIT	1	MR. B.B. PATHAK		
	2	MR. S. GHOSAL		
	3	MS. PRIYANKA PRASAD		
	4	MS. AMARITA SINGH		
	5	MRS. ESHITA SEN		
	6	MS. RIYA PRAMANIK		
	7	TGT SANSKRIT		

MISCELLANEOUS	1	MRS. SOMA DAS	
	2	MRS. ILA GONSALVES	
	3	TGT PH&E	
	4	MR. S.C. MAZUMDER	
OFFICE			
SSA	1	ANIRBAN BISWAS	1) TO PREPARE CASH BALANCE, LEDGER, ANNUAL ACCOUNTS, AUDIT REPLIES AND ALL OTHERS OFFICE RELATED DOCUMENTS.
			2) TO GIVE REPLIES FOR QURIES AND LETTER RECEIVED FROM KVS/ ORTHER ORGANISATIONS.
			3) TO KEEP IN SAFE CUSTODY OF ALL FILES/ DOCUMENTS LIKE CASHBOOKS, VOUCHERS, LEDGERS, ANNUAL ACCOUNTS, INTERNAL & AG AUDIT REPORTS AND REPLIES, ADMISSION REGISTER AND APPLICTION , ASSET REGISTER.
			4) TO CALCULATE I.TAX/P.TAX AND MAKE PAYMENT IN TIME.
			5) TO SUBMIT RETURNS IN TIME.
JSA	1	ASIT BISWAS	6) TO VERIFY THE CORRECTNESS OF VOUCHER AND MAKE PAYEMNT TO PARTY AFTER VERIFICATION & SATISFACTION.
			1) TO PREPARE THE ADMISSION REGISTER AND KEEP THE ADMISSION FORMS & REGISTER IN SAFE CUSTODY.
			2) TO PREPARE & ISSUE TC FOR TC TO APPLICANTS AFTER VERIFICATION OF NO DUES AND GENUINITY OF THE APPLICATION.
			3) TO RECEIVE LETTERS AND DISPATCH LETTERS AFTER DUE ENTRY IN THE REGISTER.
			4) TO MAINTAIN ALL THE OFFICE RECORDS.

