

## KENDRIYA VIDYALAYA BOLPUR Committees for the Academic Year 2023-24

W.e.f. Date: 01/04/2023

The Teachers-In-Charge are instructed to take over the charges of the duties/ assignments allotted to them with immediate effect and discharge their best in coordination with the members of their respective departments.

S. No	Name of the Committee	In-Charge & Members Mr./Ms./Mrs.	Sign.	Duties and Responsibilities
1.	ACADEMICS	1. MS. PIVAU DAS (TGT ENG) I/C 2. MRS. SHWETA SONKAR, TGT(SCIENCE) CO-I/C 3. MR. GANGADHAR MONDAL, PRT I/C 4. MS. NUPUR CHAKROVARTY PRT 5. MR. ARNAB DASBARIKANTA PRT		<ul style="list-style-type: none"> <li>To plan the academic activities in a befitting manner.</li> <li>conduct subject committee meetings at least once a month</li> <li>To implement all the academic programme.</li> <li>Moderation of Question papers that are framed in the Vidyalaya</li> <li>To keep record of academic achievement of the year</li> </ul>
2.	CBSE	1. MR. BIPLAB PAUL (TGT-AE) I/C 2. MS. PIVAU DAS, TGT (ENG) CO-I/C 3. MS. SHWETA SONKAR, (TGT-SCI) 4. MS. HANSI KUNDU, (TGT-SKT)		<ul style="list-style-type: none"> <li>To register students of Class IX as and when announced by CBSE.</li> <li>To Submit LOC for Class X as and when announced by CBSE.</li> <li>To upload &amp; submit marks and grades as and when asked by CBSE.</li> <li>To follow CBSE guidelines from time to time and comply with all instructions.</li> </ul>
3.	ADMISSION	1. MR. GANGADHAR MONDAL (PRT) I/C 2. MR. BIPLAB PAUL (TGT-PH & E) 3. MS. HANSI KUNDU (TGT SANSKRIT) CO-I/C 4. MR. KUNTAL MONDAL (LIBN.)		<ul style="list-style-type: none"> <li>To follow the latest admission guidelines.</li> <li>To ensure strict compliance of all instructions and schedule mentioned in the guidelines time to time.</li> <li>To maintained confidentiality.</li> </ul>
4.	EXAMINATION/ BACK TO BASIC	1. MS. PIVAU DAS, TGT (ENG) I/C 2. MR. BIPLAB PAUL (TGT-AE) CO-I/C 3. MR. KUNTAL MONDAL (LIB) I/C 4. MS. SHWETA SONKAR, (TGT-SCI) 5. MR. GANGADHAR MONDAL, PRT		<ul style="list-style-type: none"> <li>To plan, prepare and circulate the examination schedule following the instructions of the KVS HQ/RO as and when issued.</li> <li>To plan and submit the requirements of stationary for the conduct of exams throughout the session well in advance.</li> <li>To plan and prepare question papers with the help of teachers on time and ensure moderation of the same and maintain high standards.</li> <li>To give the teachers due orientation for setting of question papers as per board standards.</li> <li>To ensure smooth and fair conduct of examinations.</li> <li>To ensure record keeping of all activities related to examination.</li> </ul>
5.	TIME-TABLE & ARRANGEMENT	1. MR. KUNTAL MONDAL (LIB) I/C 2. MR. BIPLAB PAUL (TGT-AE) CO-I/C 3. MR. GANGADHAR MONDAL, PRT I/C		<ul style="list-style-type: none"> <li>To plan and prepare an effective time table for both primary and secondary sections.</li> <li>To make arrangements for classes in the absence of teacher/teachers.</li> </ul>
6.	SUBJECT COMM	HEADS OF ALL DEPARTMENT ENGLISH- PIVAU DAS, TGT (ENG)		<ul style="list-style-type: none"> <li>To plan for the work of the year and month effectively.</li> </ul>

		<p>HINDI - NIJU DAS, PGT(HIN) <i>Nilima</i></p> <p>SANSKRIT - HANSI KUNDU TGT (SANS) <i>Hansi Kundu</i></p> <p>SST &amp; EVS - SHINJINI ACHARYA, PGT (ECO) <i>ShinJini Acharya</i></p> <p>SCIENCE - SHWETA SONKAR, TGT(SCI) OR RIJESA MAJUMDAR, TGT(SCI) <i>Shweta Sonkar</i></p> <p>MATH - SHWETA SONKAR, TGT(SCI) OR NIKKY KUMARI, TGT (MATH) <i>Shweta Sonkar</i></p> <p>COMP. KUNTAL MONDAL TGT-LIB <i>Kuntal Mondal</i></p>	<ul style="list-style-type: none"> <li>To plan for activity based teaching in the Vidyalaya.</li> <li>To recommend for suitable remedial action to be taken for different students</li> <li>To ensure that the academic problems faced by the teachers are solved.</li> </ul>
7.	DISCIPLINE COMMITTEE/ LUNCH DUTY/ INVESTITURE	<p>1. MR. BIPLAB PAUL (TGT-PAHE) I/C <i>Biplab Paul</i></p> <p>2. MS. PIYALI DAS (TGT ENG) CO-I/C <i>Piyali Das</i></p> <p>3. MS. HANSI KUNDU, TGT(SANS) <i>Hansi Kundu</i></p> <p>4. MS. NUPUR CHAKRAVARTY, PRT <i>Nupur Chakravarty</i></p>	<ul style="list-style-type: none"> <li>To check the discipline of the students, ensure proper uniform.</li> <li>To minimize the late coming, proper discipline dispersal and during the assembly</li> <li>To ensure discipline during the lunch hour.</li> <li>To form &amp; utilize the student council for the purpose of ensuring better discipline.</li> </ul>
8	GRIEVANCE/ REDRESSAL	<p>1. MR. GANGADHAR MONDAL, PRT I/C <i>Gangadhar Mondal</i></p> <p>2. MS. NUPUR CHAKRAVARTY, PRT CO-I/C <i>Nupur Chakravarty</i></p> <p>3. MS. SHWETA SONKAR, TGT(SCI) <i>Shweta Sonkar</i></p> <p>4. MS. NILANJANA GHOSH PGT-ENG, N. Akonh, <i>Nilanjana Ghosh</i></p>	<ul style="list-style-type: none"> <li>To ensure safety and security of girl children in the school from any kind of offences and harassment.</li> <li>To look after complaint or problem of parents and teachers, with the permission of the chair.</li> </ul>
9	NAEP/ GUIDANCE AND COUNSELLING	<p>1. MS. SHWETA SONKAR, TGT(SCI) <i>Shweta Sonkar</i></p> <p>2. MR. RAJNESH VERMA, TGT(HIN) <i>Rajnesh Verma</i></p> <p>3. MR. GANGADHAR MONDAL, PRT <i>Gangadhar Mondal</i></p> <p>4. MS. NUPUR CHAKRAVARTY, PRT <i>Nupur Chakravarty</i></p>	<ul style="list-style-type: none"> <li>To conduct the NAEP as per KVS guidelines.</li> <li>To ensure activities including parent advocacy programme to be completed as per KVS schedule in a planned and organized manner.</li> <li>To identify &amp; guide the identified students</li> </ul>
10	FURNITURE	<p>1. MR. KUNTAL MONDAL, TGT(LIB), I/C <i>Kuntal Mondal</i></p> <p>2. MS. SHWETA SONKAR, TGT(SCI) CO-I/C <i>Shweta Sonkar</i></p> <p>3. MR. BIPLAB PAUL, TGT-PAHE <i>Biplab Paul</i></p> <p>4. MR. GANGADHAR MONDAL, PRT <i>Gangadhar Mondal</i></p>	<ul style="list-style-type: none"> <li>To maintain class-wise inventory of the Vidyalaya.</li> <li>To report for damaged furniture, condemn or write off at proper time</li> <li>To ensure requirement of furniture and its procurement in time</li> <li>To identify the items for condemnation and also new furniture is procured by helping in the invitation of tenders / quotations</li> </ul>
11	REPAIR AND MAINTENANCE	<p>1. MR. BIPLAB PAUL (TGT-PAHE)-I/C <i>Biplab Paul</i></p> <p>2. MR. SOUVIK ROY TGT-AE CO-I/C <i>Souvik Roy</i></p> <p>3. MS. NUPUR CHAKRAVARTY, PRT (M) <i>Nupur Chakravarty</i></p>	<ul style="list-style-type: none"> <li>Identify , repair or change any damaged/broken/nonfunctioning items</li> <li>Keep a pool of masons, carpenters, plumbers, electricians for immediate contact</li> <li>Collect class wise/ department wise complaints and dispose at the earliest</li> </ul>
12	PURCHASE COMMITTEE	<p>1. MR. SOUVIK ROY (TGT-AE) I/C <i>Souvik Roy</i></p> <p>2. MS. PIYALI DAS (TGT ENG) CO-I/C <i>Piyali Das</i></p> <p>3. MR. BIPLAB PAUL TGT-PAHE <i>Biplab Paul</i></p> <p>4. MR. GANGADHAR MONDAL, PRT <i>Gangadhar Mondal</i></p>	<ul style="list-style-type: none"> <li>To co-ordinate all the purchases of the Vidyalaya.</li> <li>To ensure that no excess purchases are made for the Vidyalaya</li> <li>To ensure that proper records of the items purchased are being maintained.</li> <li>To do local market survey if need &amp; urgency arises.</li> </ul>

AUDIO-VISUAL AND TEACHING AIDS			
14	CMP	<ol style="list-style-type: none"> <li>1. MR. BIPLAB PAUL (TGT-P&amp;HE) I/C</li> <li>2. MR. HANSI KUNDU, (TGT-SANS) CO-I/C</li> <li>3. MS. NUPUR CHAKROVARTY (PRT-M)</li> <li>4. COMP. INST</li> </ol>	<ul style="list-style-type: none"> <li>To maintain the stock of audio-visual equipment, procure new equipment during the current year, ensure necessary repair.</li> <li>To ensure the A/V is being issued &amp; used by the staff</li> </ul>
15	CO-CURRICULAR ACTIVITIES (CCA)	<ol style="list-style-type: none"> <li>1. MS. HANSI KUNDU (TGT-SKT) I/C- SECONDARY</li> <li>2. MR. SOUVIK ROY (TGT-AE)</li> <li>3. MS. NUPUR CHAKROVARTY I/C-PRIMARY</li> <li>4. MS. BARNALI DEY, CO-I/C-PRIMARY</li> </ol>	<ul style="list-style-type: none"> <li>To plan the activities to be conducted under CMP</li> <li>To ensure that the goals set under CMP are achieved.</li> <li>To ensure procurement and supply of articles required for conduct of CMP by the teachers.</li> <li>To plan &amp; execute all CCA activities in a befitting manner.</li> <li>To ensure that all students are motivated to participate in the competitions</li> <li>To ensure that Morning Assembly programme is conducted as per the KVS norms</li> <li>To ensure that prizes are procured and distributed soon after the competitions are conducted.</li> <li>To celebrate all important days in a befitting manner by proper distribution of work.</li> </ul>
16	HOUSE MASTERS & ASSOCIATES	<p>SHIVATI HOUSE</p> <ol style="list-style-type: none"> <li>1. SHWETA SONKAR OR DEBOPRIYA</li> <li>2. KUNTAL MONDAL</li> </ol> <p>TAGORE HOUSE</p> <ol style="list-style-type: none"> <li>1. NILIMA DAS</li> <li>2. ARNAB DAS</li> </ol> <p>ASHOKA HOUSE</p> <ol style="list-style-type: none"> <li>1. BHASKAR GHOSH</li> <li>2. SOUVIK ROY</li> </ol> <p>RAMAN HOUSE</p> <ol style="list-style-type: none"> <li>1. BIPLAB PAUL</li> <li>2. BIPLAB PAUL</li> </ol>	<ul style="list-style-type: none"> <li>To identify &amp; prepare the students for the different competitions</li> <li>To conduct and co-ordinate house participation in CCA and sports</li> <li>To develop a competitive spirit among the students</li> <li>To prepare the students for the different competitions</li> <li>To maintain the house display boards is maintained properly and the contents therein changed every month during the last week of the month so that fresh matters remain during the next month.</li> </ul>
17	BEAUTIFICATION , BALA, SANITATION & CLEANLINESS	<ol style="list-style-type: none"> <li>1. MR. KUNTAL MONDAL (LIB) I/C</li> <li>2. MR. SOUVIK ROY (TGT-AE) CO-I/C</li> <li>3. MS. NILANJANA GHOSH PGT-ENG</li> </ol>	<ul style="list-style-type: none"> <li>To ensure that the Vidyalaya is being maintained neat and clean on a regular basis, maintain necessary records.</li> <li>To distribute &amp; supervise the work among the cleaning staff and ensure that the cleaning materials as required for them are being maintained and issued to them for proper cleaning of the Vidyalaya.</li> <li>To verify and submit the bills of conservancy contractor for payment along with certificate to the office.</li> <li>To verify and check the cleaning material supplied by the contractor.</li> </ul>
18	I.T. & WEBSITE UPDATION COMMITTEE	<ol style="list-style-type: none"> <li>4. MS. SHWETA SONKAR, TGT/SC I/C</li> <li>5. MR. KUNTAL MONDAL (LIB) CO-I/C</li> <li>6. MR. GANGADHAR MONDAL PRT</li> <li>7. MR. SUMIT DAS, COMP. INST.</li> </ol>	<ul style="list-style-type: none"> <li>To ensure that the all PCs/printers/other equipments in the vidyalaya are in proper order.</li> <li>To maintain &amp; regularly update the website of the Vidyalaya</li> <li>To use genuine softwares only, maintain the stock of computers and the virus file duly updated</li> <li>To ensure that the unwanted sites access is being blocked and the</li> </ul>

19	UBI FEE COLLECTION	<ol style="list-style-type: none"> <li>1. MR. BIPLAB PAUL (TGT-P&amp;HE) UC</li> <li>2. MR. KUNTAL MONDAL (UB) CO-UC</li> <li>3. MR. SOUVIK ROY TGT-AE</li> <li>4. MR. SUMIT DAS COMP. INST, COHT</li> </ol>	<ul style="list-style-type: none"> <li>• computers are being used productively for the purpose of education</li> <li>• To ensure that the reports in respect of the computers are being sent to the Regional Office in time (ICT INFRASTRUCTURE)</li> <li>• To compile the class wise verified list, defaulters list from the class teachers.</li> <li>• To ensure that the fee has been collected at correct rates and also to tally the same with the CS11 summary of daily cash collection.</li> <li>• To submit the report on or before 16<sup>th</sup> of every month.</li> <li>• To check the fee collected class-wise during fee collection months.</li> <li>• Submission of Quarterly Report to Office.</li> </ul>
20	DISASTER MANAGEMENT	<ol style="list-style-type: none"> <li>1. MR. SOUVIK ROY (TGT-AE) UC</li> <li>2. MR. BIPLAB PAUL TGT-P&amp;HE CO- UC</li> <li>3. MS. N. CHAKRABORTY, PRT(MUS)</li> </ol>	<ul style="list-style-type: none"> <li>• To ensure safety and security of the children during school hours.</li> <li>• To plan and give orientation to students and staff on action during an emergent situation.</li> <li>• Have mock drill and demo of disaster management</li> </ul>
21	LIBRARY COMMITTEE/ PUSTAKOPHAR	<ol style="list-style-type: none"> <li>1. MR. KUNTAL MONDAL (UB), UC</li> <li>2. MR. SOUVIK ROY TGT-AE</li> <li>3. MR. BIPLAB PAUL TGT-P&amp;HE</li> <li>4. MS. HANSHI KUNDU (TGT-SKT)</li> <li>5. ONE REPRESENTATIVE FROM CLASS X, IX &amp; VIII</li> </ol> <p>i) Anandip Bose ii) Kinan Mondal iii) Saikat Das</p>	<ul style="list-style-type: none"> <li>• To plan for the regular purchase of library books for Primary and Secondary</li> <li>• Promote more students to donate books and ensure distribution during PUSTAKOPHAR in a befitting manner</li> <li>• To ensure that library books are being used to an optimum extent.</li> <li>• Promote the reading habit among the students and teachers.</li> <li>• Ensure that the library period is utilized for reading/ issuing books</li> <li>• Regularly update the e-Granthalaya portal</li> <li>• Organize Reading month, library display in a befitting manner</li> </ul>
22	PTA/VMC	<ol style="list-style-type: none"> <li>1. MR. GANGADHAR MONDAL PRT, UC</li> <li>2. MS. PRYALI DAS TGT-ENG</li> <li>3. MS. HANSHI KUNDU TGT-S&amp;IS</li> <li>4. MS. NIKKY KUMARI TGT MATH</li> </ol>	<ul style="list-style-type: none"> <li>• To prepare a schedule regarding A.</li> <li>• To arrange and co-ordinate the parent teacher meetings.</li> <li>• To arrange for the executive committee meetings.</li> <li>• To maintain the records relating to the parent teacher meetings.</li> </ul>
23	ACCOUNTS / CORRESPONDENCE	<ol style="list-style-type: none"> <li>1. MR. SOUVIK ROY TGT-AE UC</li> <li>2. MR. ABHISEK PALUANI SSA</li> <li>3. MR. KUNTAL MONDAL UB</li> </ol>	<ul style="list-style-type: none"> <li>• To check the pay bills and ensure authenticity.</li> <li>• To maintain CS 54.</li> <li>• Ensure proper correspondence and disposal of bills in a time bound manner</li> </ul>
24	SCOUTS-GUIDES & CUBS-BULBUL	<ol style="list-style-type: none"> <li>1. MR. SOUVIK ROY (TGT-AE) UC</li> <li>2. MR. BIPLAB PAUL (TGT-P&amp;HE) CO- UC</li> <li>3. MR. GANGADHAR MONDAL PRT</li> <li>4. MS. N. CHAKRABORTY, PRT</li> </ol>	<ul style="list-style-type: none"> <li>• To ensure that the BS&amp;G activities are planned and executed throughout the year.</li> <li>• To maintain proper records, plan for various testing camps</li> <li>• To receive the guests/VIPs with colour party.</li> </ul>
25	PA SYSTEM /	<ol style="list-style-type: none"> <li>1. MS. NUPUR CHAKRABARTY, PRT(M), UC</li> <li>2. MR. BIPLAB PAUL (TGT-P&amp;HE)</li> </ol>	<ul style="list-style-type: none"> <li>• To ensure that the PA system is maintained for the morning assembly</li> </ul>

PHOTOGRAPHY	3. MR. SUMIT DAS, COMP. INST. CONT	and for all important functions. To ensure that the important events of the Vidyalaya are being covered (still & video) and uploaded into the website.
26 RAJBHASHA	1. MS. HANSI KUNDU (TGT-SANS) I/C 2. MS. NILI DAS (PGT HINDI) <i>in video</i> 3. MS. N. CHAKRABORTY, PRT	<ul style="list-style-type: none"> <li>To help in promoting Hindi over and above the target %</li> <li>To ensure that all correspondence received in Hindi is replied in Hindi</li> <li>To ensure that all name boards, registers, files are having bilingual</li> <li>To ensure that every staff is competent to type in Hindi</li> <li>To organize Hindi Pakhwada in a befitting manner</li> </ul>
27 EXCURSION/ECO ADVENTURE CLUB	1. MR. KUNTAL MONDAL TGT LIB. I/C 2. MR. BIPLAB PAUL (TGT-P&HE) 3. MR. GANGADHAR MONDAL PRT 4. MS. N. CHAKRABORTY, PRT	<ul style="list-style-type: none"> <li>To plan for adventure activities and educational tours to places of educational interest as per the Guidelines of the KVS</li> <li>To plan for the primary level to nearby places of educational interest</li> </ul>
28 IMO /MATHS CLUB	1. MS. SWETA SONKAR (TGT SCI) OR NIKKY KUMARI - I/C 2. MR. GANGADHAR MONDAL PRT 3. MS. N. CHAKRABORTY, PRT	<ul style="list-style-type: none"> <li>To plan activities in order to grow interest in students for Maths</li> <li>To ensure that an environment of Maths in the Vidyalaya and the activities are conducted.</li> <li>To motivate children to prepare exhibits for the Maths Club and take enthusiastic participation in Maths Olympiad etc.</li> </ul>
29 SCIENCE CLUB/ SCI. EXHIBITION, NCS	1. MS. SHWETA SONKAR, OR RUPSA MAJUMDAR TGT (Sci), I/C 2. MR. KUNTAL MONDAL (LIBN) 3. MR. GANGADHAR MONDAL PRT	<ul style="list-style-type: none"> <li>To ensure that an environment of science exists in the Vidyalaya and the activities are conducted.</li> <li>To ensure that in the morning assembly in one day science related topics / experiments are shown to create an awareness of the children.</li> <li>To motivate children to prepare exhibits for the Science Exhibition and projects for Science Congress.</li> </ul>
30 LANGUAGE CLUB	1. MS. PIYALI DAS TGT(ENG), I/C 2. MS. NILI DAS, PGT (HINDI) 3. MS. HANSI KUNDU TGT (SANS) 4. MS. NILANJANA GHOSH PGT-ENG 5. MS. N. CHAKRABORTY, PRT	<ul style="list-style-type: none"> <li>To plan activities in order to improve the language skills of the students.</li> <li>To create opportunities for students to express themselves creatively through participation in various activities/ competitions.</li> <li>To help in publication of school magazine.</li> </ul>
31 SOCIAL SCIENCE EXHIBITION	1. MR. ARNAB D. BAIRAGYA, PGT(GEO), I/C 2. MS. PIYALI DAS TGT-ENG 3. MR. BIPLAB PAUL (TGT-P&HE) 4. MR. N. CHAKRABARTY, PRT(MUSIC)	<ul style="list-style-type: none"> <li>To ensure mass participation in Social Science Exhibition.</li> <li>To prepare models, charts, reports of good quality.</li> <li>To prepare dance, songs, speeches, quiz teams, recitations of standard quality for Ek Bharat Shrestha Bharat</li> </ul>
32 FIRST AID AND STUDENT	1. MR. BIPLAB PAUL (TGT-P&HE) I/C 2. MS. NUPUR CHAKROVARTY, PRT(M)	<ul style="list-style-type: none"> <li>To ensure that First Aid required for the Vidyalaya is procured and maintained in at least two places and necessary first aid given to the</li> </ul>

HEALTH CHECK UP		<ul style="list-style-type: none"> <li>• students as and when required.</li> <li>• To ensure that every class especially in primary has a first-aid kit.</li> <li>• To ensure that student health check-up is conducted twice a year (September and February)</li> <li>• To maintain necessary records related to all the students</li> </ul>
33 <b>PUBLICITY &amp; PRESS</b>	1. MR. SOUVIK ROY TGT(AE), I/C 2. MR. BIPLAB PAUL (TGT-P&HE) 3. MR. GANGADHAR MONDAL PRT	<ul style="list-style-type: none"> <li>• To keep records of events and achievements of students and give necessary publicity during morning assembly, display boards in KV website, press etc. as per the demand of the situation.</li> </ul>
34 <b>RTI</b>	1. MR. KUNTAL MONDAL TGT-LIB I/C 2. MR. GANGADHAR MONDAL PRT	<ul style="list-style-type: none"> <li>• To ensure the reply of queries timely and the required information is provided correctly.</li> </ul>
35 <b>NEWS LETTER/ MAGAZINE/ DIARY</b>	1. MR. KUNTAL MONDAL TGT-LIB I/C 2. MS. PIYALI DAS TGT(ENG), I/C 3. MS. SHINJINI GHOSH PGT-ECO 4. MR. NILI DAS, PGT (HINDI) 5. MR. GANGADHAR MONDAL PRT	<ul style="list-style-type: none"> <li>• To record activities performed throughout the session.</li> <li>• To collect photographs of all special achievements.</li> <li>• To write a note for different functions organized in the Vidyalaya.</li> <li>• To collect the articles for magazine.</li> </ul>
36 <b>FUN DAY</b>	1. MR. GANGADHAR MONDAL PRT 2. MS. NUPUR CHAKRAVARTY, PRT(MUSIC)	<ul style="list-style-type: none"> <li>• SET UP THE TIME TABLE AND ENSURE ITS EFFECTIVE FUNCTIONING</li> <li>• MAINTAIN PROPER RECORDS AND PHOTOGRAPHS</li> </ul>
37 <b>ACP</b>	1. MR. BIPLAB PAUL TGT P&H E, I/C 2. PIYALI DAS TGT-ENG 3. MRS. SWETASONKAR TGT-SCIENCE 4. MS. HANSI KUNDU TGT-SKT 5. MR. KUNTAL MONDAL TGT-LIBN	<ul style="list-style-type: none"> <li>• SET UP THE TIME TABLE AND ENSURE ITS EFFECTIVE FUNCTIONING</li> <li>• MAINTAIN PROPER RECORDS AND PHOTOGRAPHS</li> </ul>
38 <b>STAFF MEETING MINUTES</b>	1. MR. NILI DAS, PGT(HINDI) 2. MS. PIYALI DAS TGT-ENG 3. MR. BIPLAB PAUL TGT-PH & E	<ul style="list-style-type: none"> <li>• ALTERNATIVELY WRITE IN ENGLISH AND HINDI, GET IT SIGNED BY ALL STAFF MEMBERS AND BY THE U/S</li> </ul>
39 <b>COMPUTER LAB</b>	1. MS. BIPLAB PAUL TGT-PH&E I/C 2. MR. KUNTAL MONDAL TGT-LIB CO- I/C	<ul style="list-style-type: none"> <li>• Maintenance the record of COMPUTER LABS items and ensure all the system are functioning properly.</li> </ul>
40 <b>SANITATION &amp; CLEANLINESS</b>	1. MR. SOUVIK ROY TGT(AE), I/C 2. MR. BIPLAB PAUL, TGT(PH & E)CO- I/C 3. MS. NILANJANA GHOSH PGT-ENG	<ul style="list-style-type: none"> <li>• Ensure the sanitation of the Vidyalaya is doing in regular basis during the covid-19 period.</li> <li>• Vidyalaya should cleaning all the time.</li> </ul>

41	WE/SUPW	<p>1. MR. SANKAR KROY, TGT (PH &amp; E) I/C  2. MS. NILANJANA GHOSH PGT-ENG</p> <p><i>Signature</i>  <b>BIPLAB PAUL</b>  TGT (PH &amp; E) I/C</p>	<ul style="list-style-type: none"> <li>Maintenance the record of school's electrical items and ensure all the system are functioning properly.</li> </ul>
42	HEALTH CLUB	<p>MR. BIPLAB PAUL, TGT (PH &amp; E) I/C  MS. SABIA SULTANA, YOGA COACH CO- I/C  MR. KUNTAL MONDAL (TGT-LIBN)  MS. NILANJANA GHOSH PGT-ENG</p> <p><i>Signature</i>  <b>BIPLAB PAUL</b></p>	<ul style="list-style-type: none"> <li>Taking care of everything that goes in to prescribing ways and activities for students to possess good overall health (Mental Physical, Emotional and Social). Awareness drives in which students are sensitized towards cleanliness.</li> </ul>
43	SPORTS COMMITTEE	<p>MR. BIPLAB PAUL, TGT (PH &amp; E) I/C  MR. KUNTAL MONDAL (TGT-LIBN)  MS. PIYALI DAS TGT-ENG  MR. AMIT KUMAR MONDAL (PRT)  MR. AVIJIT SARKAR (PRT)  MS. BARNALI DEY (PRT)</p> <p><i>Signature</i>  <b>BIPLAB PAUL</b></p> <p><i>Signature</i>  <b>Abhijit Sarkar</b></p>	<ul style="list-style-type: none"> <li>Conduct meetings once a term to discuss sporting participation, coordination of teams, facilities, equipment, setting policies, funding opportunities and all issues relating to sports.</li> <li>To nourish the budding sportsmen and strengthen the sporting environment among students.</li> <li>To provide the students with means and environment to be fit and pursue their sporting passions.</li> </ul>

- Copy for information to:
1. Academic I/C for information and coordination
  2. All staff members
  3. Office Guard File.

*Signature*  
**PRINCIPAL I/C**