

**KENDRIYA VIDYALAYA, IOC NOONMATI, GUWAHATI
VIDYALAYA COMMITTEE INCHARGES & MEMBERS 2023-24**

S.No	COMMITTEE	MEMBERS	SIGN	DUTIES ASSIGNED
1	ADVISORY COMMITTEE	SANJAY KR. SINGH, PGT ECO-I/C NAMRATA GOKHALE, PGT CS/IP SANTOSH KUMAR, PGT COMM RAJANI KUMARI SHARMA PGT BIO JINOO HAZARIKA NATH, TGT ENG N. D SARMA TGT WE C.SINGHA, PRT		<ul style="list-style-type: none"> ➤ Advise the principal regarding all kinds of welfare activities of the school ➤ Organization of events and programs
2	ACADEMICS	NAMRATA GOKHALE, PGT CS/IP- I/C MAHENDRA KUMAR, PGT PHY LAKSHIKA RAHEJA, TGT MATHS C.SINGHA, PRT		<ul style="list-style-type: none"> ➤ Monitor Completion of Syllabus ➤ Class And Other Programs Related to Class Observation
3	TIME ABLE	SECONDARY RANVEER SINGH, PGT MATHS -I/C MAHENDRA KUMAR, PGT PHY ABHAY MANOHAR RAUT, TGT SST S. BASUMATARY, TGT LIB ALL SUB-STAFF		<ul style="list-style-type: none"> ➤ Preparation of timetable ➤ Make arrangements in the absence of teachers everyday
		PRIMARY SATNAM KAUR, PRT -I/C HEENA, PRT		
4	DISCIPLINE	B. B. SONAR, TGT P&HE -I/C RAJNI KUMARI SHARMA, PGT BIO KAUSHLESH KUMAR, TGT AE DEBARATI CHOWDHURY. PRT MUSIC & ALL CLASS TEACHERS		<ul style="list-style-type: none"> ➤ Maintaining the school discipline ➤ Regularly checking students school uniform ➤ Counselling the students
5	RAJBHASHA	ANITA MEENA, PGT HINDI -I/C NEETU SINGH, TGT HINDI MANISH KUMAR, SSA		<ul style="list-style-type: none"> ➤ conducting all programs as per KVS headquarters circular
6	EXAMINATION	PRIMARY C.SINGHA, PRT -I/C HEENA, PRT		<ul style="list-style-type: none"> ➤ Conducting all the examinations as per circular sent by KVS headquarter ➤ Keep stocks ready ➤ Answer scripts should be circulated to the teachers on the same date of examination ➤ Prepare a list of teachers who will be given the responsibility for conducting the examination along with question papers
		SECONDARY AMIT KUMAR, PGT CHEM -I/C SANTOSH KUMAR, PGT COMM- RANVEER SINGH, PGT MATHS LAKSHIKA RAHEJA, TGT MATHS JAYA HAZARIKA, SUBSTAFF P. RABHA, SUB STAFF S. HANSU, SUB STAFF		
7	CBSE	SANTOSH KUMAR, PGT COMM-I/C LAKSHIKA RAHEJA, TGT MATHS S.HASNU, SUB STAFF P.RABHA, SUB STAFF JAYA HAZARIKA, SUB STAFF		<ul style="list-style-type: none"> ➤ conducting all kinds of activities related to CBSE including registration and examination

8	EXTERNAL EXAM (OLYMPIAD) NCSE	RAJNI KUMARI SHARMA, PGT BIO-I/C RANVEER SINGH, PGT MATHS AMIT KUMAR, PGT CHEMISTRY PRABHAT KUMAR SINGH, PRT S.HASNU SUB STAFF	<ul style="list-style-type: none"> ➤ Conducting all kinds of olympiads as and when conducted by agencies 	
9	ADMISSION	NAMRATA GOKHALE, PGT CS/IP- I/C MAHENDRA KUMAR, PGT PHY SANTOSH KUMAR PGT COMM NEETU SINGH, TGT HINDI JYOTI NEGI, PRT S. HASNU, SUB STAFF	<ul style="list-style-type: none"> ➤ Taking care of new admissions in current session ➤ verification of documents and setting the process ready for admission 	
11	CCA	SECONDARY	MADHUMITA DEB, PGT ENGLISH-I/C ANITA MEENA, PGT HINDI KAUSHLESH KUMAR, TGT AE ANURADHA BANERJEE, TGT SCI RAJNI KUMARI, PGT BIO ALL SUB-STAFF	<ul style="list-style-type: none"> ➤ Conducting co curricular activities in a planned manner throughout the session ➤ Tentative schedule of the programme to be prepared ➤ Records to be maintained prizes and certificates to be distributed
		PRIMARY	PRIYA DESWAL, PRT -I/C C.SINGHA, PRT MONIKA SAHA, PRT(MUSIC)	<ul style="list-style-type: none"> ➤ Conducting various cultural activities
12	PURCHASE	SANTOSH KUMAR PGT COMM -I/C N.D.SARMAH, TGT WE NAMRATA GOKHALE, PGT CS/IP B.B SONAR, TGT PH&E CHAMPA SINGHA, PRT MANISH KUMAR, SSA CONCERN DEPARTMENT INCHARGE	<ul style="list-style-type: none"> ➤ Collecting quotations/take decisions regarding purchases /purchase on priority basis 	
13	CLEANLINESS	RAJNI KUMARI, PGT BIO -I/C JINOO HAZARIKA NATH, TGT ENG ANURADHA BANERJEE, TGT SCI MONIKA SAHA, PRT JYOTI NEGI, PRT PRABHAT SINGH, PRT DEBARATI CHOWDHURY. PRT MUSIC ALL SUB-STAFF	<ul style="list-style-type: none"> ➤ Monitoring the work of the cleaners from time to time ➤ Checking the cleanliness of the classrooms and washrooms 	
14	BEAUTFICATION	KAUSHLESH KUMAR, TGT(ART) -I/C S BASUMATARY, TGT LIB N.D.SARMAH, TGT WE SATNAM KAUR, PRT HEENA, PRT S.HASNU, SUB STAFF P.RABHA, SUB STAFF JAYA HAZARIKA, SUB STAFF	<ul style="list-style-type: none"> ➤ decision to purchase saplings ➤ monitor the gardener for the beautification of the school along with the garden 	

15	LIBRARY	S BASUMATARY, TGT LIB -I/C JINOO H NATH, TGT ENG ANITA MEENA. PGT HINDI TGT SKT JYOTI NEGI, PRT JAYA HAZARIKA, SUB STAFF	<ul style="list-style-type: none"> ➤ Keeping records of the books available in stock ➤ wall paintings of morals ➤ keeping record registers ready
16	FURNITURE	SANJAY KR. SINGH, PGT ECO -I/C B.B SONAR, TGT PH&E J.SINGH, TGT SST PRABHAT SINGH, PRT S.HASNU, SUB STAFF	<ul style="list-style-type: none"> ➤ physically verifying the number of furniture in the school ➤ making a report of the furniture that is to be condemned ➤ stock register should be verified ➤ requirement of new furniture if at all necessary
17	VIDYALAYA PATRIKA & CMP NEWS LETTER	NAMRATA GOKHALE, PGT CS/IP- I/C ANITA MEENA. PGT HINDI MADHUMITA DEB, PGT ENG MUKTI BARUA, TGT ENG C.SINGHA, PRT JINOO HAZARIKA NATH, TGT ENG BHUDEBJYOTI RABHA, TGT ASSAMES PRIYA DESWAL, PRT	<ul style="list-style-type: none"> ➤ Notification regarding collection of articles for the magazine to be given well in advance ➤ editorial board is to be formed with students proofreading committee must also be formed
18	CLUB ADVENTURE	J.SINGH, TGT SST-I/C N.D.SARMAH, TGT WE KAUSHLESH KUMAR, TGT (ART S.BASUMATARY, TGT LIB MONIKA SAHA, PRT	<ul style="list-style-type: none"> ➤ club activities and adventure activities will be conducted as per KVS instruction
19	SCOUT & GUIDE	N.D.SARMAH, TGT WE -I/C JITENDRA SINGH, TGT SST PRIYA DESWAL, PRT MONIKA SAHA, PRT JYOTI NEGI, PRT DEBARATI CHOWDHURY. PRT MUSIC	<ul style="list-style-type: none"> ➤ Motivating students for more enrollment ➤ conducting in letter and spirit all the activities to be conducted as per KVS circulars
20	NCC	HEENA, PRT	<ul style="list-style-type: none"> ➤ To be conducted as per KVS instructions
21	ACP	J.H.NATH, TGT ENG -I/C L.RAHEJA, TGT MATHS ANURADHA BANERJEE S.BASUMATARY, TGT LIB	<ul style="list-style-type: none"> ➤ Conducting the modules sent by KVS headquarters
22	CMP	C.SINGHA, PRT I/C SATNAM KAUR, PRT PRIYA DESWAL, PRT	<ul style="list-style-type: none"> ➤ Carrying out all activities as per KVS circular
23	TDS	SANTOSH KUMAR PGT COMM I/C N.D.SARMAH, TGT WE MANISH KUMAR, SSA NAMRATA GOKHALE, PGT CS/IP RANVEER SINGH, PGT MATHS	<ul style="list-style-type: none"> ➤ Deducting tax as per rule ➤ Tax calculation for the staff ➤ Sending report of TDS deduction of staff and parties to CA

24	AUDIO VISUAL AID	ABHAY M. RAUT, TGT SST-I/C J.SINGH ,TGT SST M. BORDOLOI, SUBSTAFF P.RABHA,SUB STAFF	<ul style="list-style-type: none"> ➤ Updating the stock register ➤ Giving requirements for new equipment's ➤ Maintaining separate register for entering records of teachers who use audio visual AIDS
25	UBI PORTAL	NAMRATA GOKHALE, PGT CS/IP N D SARMAH, TGT AE HARI SANKAR DEY,COMP INST ALL CLASS TEACHERS,	<ul style="list-style-type: none"> ➤ regularly monitor and send information in the IOC WhatsApp group regarding fee defaulter and enrollment
26	M&R	B.B SONAR, TGT PH&E – I/C S. BASUMATARY, TGT LIB P.RABHA,SUB STAFF S.HASNU, SUB STAFF	<ul style="list-style-type: none"> ➤ physically going around the school and verify areas which needs maintenance and repair ➤ making a list and on priority basis from maintenance and repair
27	SPORTS & GAMES	B.B SONAR, TGT PH&E-I/C S. BASUMATARY, TGT LIB MONIKA SAHA, PRT DEBARATI CHOWDHURY PRT YOGA	<ul style="list-style-type: none"> ➤ verifying stock and give requirements if necessary ➤ theoretically and practically conduct of games ➤ motivating students to be physically fit
28	PUBLIC RELATION	ANITA MEENA,PGT HINDI -I/C BHUDEBJYOTI RABHA,TGT ASSAMESE MONIKA SAHA, PRT J.H.NATH, TGT ENG TGT SKT HARISHANKR DEY	<ul style="list-style-type: none"> ➤ Achievements of students and teachers to be published in social and print media
29	P. A. SYSTEM	N.D.SARMAH,TGT WE-I/C KAUSHLESH KUMAR, TGT(ART S.HASNU,SUB STAFF	<ul style="list-style-type: none"> ➤ Keeping the system ready at the time of assembly and any other event
30	SCHOOL WEBSITE	NAMRATA GOKHALE, PGT CS/IP HARI SANKAR DEY, COMP INST	<ul style="list-style-type: none"> ➤ Regular updating the website and send the latest information in the IOC WhatsApp group
31	LANGUAGE LAB	ANITA MEENA,PGT HINDI -I/C MADHUMITA DAB, PGT ENGLISH NAMRATA GOKHALE, PGT CS/IP M.BARUAH, TGT ENG J.H.NATH,TGT ENG JAYA HAZARIKA, SUB-STAFF	<ul style="list-style-type: none"> ➤ personally, verifying the computers in the lab/functional and nonfunctional computers are to be reported accordingly ➤ Making the Lab functional and working
32	COMPUTER LAB (SR)	NAMRATA GOKHALE, PGT CS/IP	<ul style="list-style-type: none"> ➤ computer and peripherals should be verified ➤ Stock register are to be updated ➤ nonfunctional computers are to be reported accordingly
33	COMPUTER LAB (JR)	HARI SANKAR DEY, COMP INST	<ul style="list-style-type: none"> ➤ computer and peripherals should be verified ➤ Stock register are to be updated ➤ nonfunctional computers are to be reported accordingly

34	OFFICE	MANISH KUMAR, SSA KALPANA SHARMA, JSA ALL SUBSTAFF	<ul style="list-style-type: none"> ➤ Entire work of SSA ➤ SALARY ➤ Party and Contractual Staff payments ➤ Audit, Budget, Annual account, Monthly statement, Cash Book
35	AEP	RAJNI KUMARI, PGT(BIO)-I/C L. RAHEJA, TGT MATHS S. BASUMATARY, TGT LIB ANURADHA BANERJEE, TGT SCI	<ul style="list-style-type: none"> ➤ Counselling ➤ To follow KVS guidelines
36	SENIOR ACTVITIY ROOM	NAMRATA GOKHALE, PGT CS/IP HARI SANKAR DEY, COMP INST	<ul style="list-style-type: none"> ➤ computer and peripherals should be verified ➤ Stock register are to be updated ➤ nonfunctional computers are to be reported accordingly
37	JUNIOR ACTVITIY ROOM	C.SINGHA, PRT-I/C HEENA, PRT	<ul style="list-style-type: none"> ➤ computer and peripherals should be verified ➤ Stock register are to be updated ➤ nonfunctional computers are to be reported accordingly
38	YUVA TOURISM CLUB	MAHENDRA KUMAR, PGT PHY-I/C N.D.SARMAH, TGT WE J.H.NATH, TGT ENG JEETENDRA SINGH TGT(SST) S. BASUMATARY, TGT LIB PRIYA DESWAL, PRT	<ul style="list-style-type: none"> ➤ create interest, awareness and a sense of responsibility towards our country's natural & cultural heritage/tourism. ➤ Facilitate development of soft skills like teamwork, management, leadership.
39	YOUTH PARLIAMENT	SANJAY KR. SINGH, PGT ECO I/C ABHAY MANOHAR RAUT, TGT SST JEETENDRA SINGH TGT(SST) CHAMPA SINGHA, PRT	<ul style="list-style-type: none"> ➤

PRINCIPAL