

KENDRIYA VIDYALAYA, NO.1, TEZPUR, ASSAM
COMMITTEES 2019-20

The following committees have been formed for the year 2019 -20 for smooth functioning of the Vidyalaya. Every committee In-charges is responsible for preparation of Annual / Year Planner of all activities of his/her department and submits the same to the Principal on or before 20TH April, 2018 without fail.

S.No	NAME OF COMMITTEE	NAME OF I/C & MEMBERS
01	Flag Hosting & Retreating Ceremony	1. Sh. Debajit Bruah , I/C 2. Sh. S. Nath 3. Sh. Urmil Deep 4. Sh.A.K.Halder 5. Sh. Abhishek
02	Academic and Administrative support	1. Smt Rinju Mani Kalita (Vice Principal) I/C 2. Sh.S. Bharadwaj 3. Smt. Manisha Bisht 4. Sh. S.N. Sharma 5. Ms.Indu Singh 6. Sh.P.k. Jangir 7. Sh .B.K .Mudoj HM
03	Attendance Register Checking Committee	1.Smt Rinju Mani Kalita (Vice Principal) I/C 2. Sh. S.N. Sharma 3. Sh. Bhisham Kumar 4. Sh.K.B.Jha
04	MOD Committee	1. Smt. Manisha Bisht I/C 2. Sh. S.N.Sharma
05	KV Shaal Darpan & UBI fees collection	Sh. S. Bharadwaj, I/C Sh. Balkar Sh. Ankit Vashistha All Class teachers and Co class teachers

06	Purchase Committee	<ol style="list-style-type: none"> 1. Sh. Saurabh Datt 2. Sh. S.Bhardwaj 3. Smt. Manisha Bisht 4. Ms. Indu singh 5. Sh.Surjya K Nath 6. Sh. B.K.Mudoi 7. Smt.Jula B. Gogoi 8. Sh. Debajit Baruah 9. Sh. Amitesh Halder 10. Department Head
07	Discipline committee	<ol style="list-style-type: none"> 1.Smt.R.M.Kalita 2.Smt. Manisha Bisht 3.Sh.S.N.Sharma 4.Sh. S. Adhikary 5.Sh. S. Nath 6.Smt.Merina Saikia 7.Sh. S.Bhattacharya 8.Sh. B.K.Mudoi 9. All the class teachers
08	Furniture	<ol style="list-style-type: none"> 1.Sh A.K.Haldar I/C 2.Sh. Debajit Baruah 3.Sh. Saurabh Dutt
09	School Building Civil & Electrical Maintenance committee	<ol style="list-style-type: none"> 1.Sh. Saurabh Dutt I/C 2.Sh. K.B.Jha 3.Sh.M.Dangmei 4.Sh. Amitesh Halder 5.Sh. Ranjan Nanda 6.Sh. Pankaj Gautam
	Exam Dept	
	Home Exam	

10	Primary Section	1. Smt. Marina Saikia, (I/C) 2. Sh. Pankaj Gautam 3. Ms. Preeti 4. Ms.Dolly Saini
	Secondary Section	1. Sh. S. Adhikary, (I/C) 2. Smt. M.B.Adhikary 3. Sh.Balkar 4. Smt.Bhawana Tomer 5. Ms.Sehnaj
	CBSE (X/XII) And External Examinations	1. Sh.Sachin Bhardwaj I/C 2. Smt.Manisha Bisht 3. Sh.Deep Jyoti Saikia 4. Sh. Pankaj Gautam
11	Medical Room And First Aid & Health Checkup	1. Sh.B.K.Mudoi 2. Sh. S.Nath 3. Ms. Lipika Devi 4. Smt. Namita Chaudhary All Class Teachers And Co- Class teachers
12	Time Table	
	Secondary Department	Sh. Pawan Kr jangir Sh. K.B.Jha
	Primary Department	Sh. B.K.Mudoi Smt. Merina Saikia

	Arrangement	Sh. S.N. Sharma I/C (Secondary Section) Sh Pawan Kumar Jangir Smt Merina Saikia I/C (Primary Section) Sh. B.K.Mudoi
13	CCA Coordinator & CCA material Purchase and Important Days celebration committee	Ms. Indu Singh <i>(Overall Coordinator)</i>
	Secondary Section	Sh. S.N.Sharma Ms. Binita Baruah Smt. Mouthushi Sil Ms.Varsha Baruah
	Primary Section	Smt. Pushpa Tripathi Mrs.Namita Chaudhary Ms. Deepa Sh. Ankit Vasisth
14	CS-54 and CS-11 Fees Record And Pay bill checking	Sh. Bhisham Kumar
15	Photography, Press & Plant presentations	Sh.Abhishek Chaudhary Sh. A.K.Haldar Smt. Jula Borah Gogoi

		Smt. Jahbnobi Goswami MS. Shalini Singh Ms.Dharitri
16	Primary Education – (Core committee)	Sh. B.K.Mudoi, I/C HM Smt. Pushpa Tripathi, Smt. Merina Saikiya Sh.Abhishek Chaudhary Sh. Ankit Vashistha
17	Sports Committee Secondary	Sh. S.Nath, I/C Sh. Balkar Sh. Urmildeep Mr. Sanjeeb Das Sh. Mahim Borah
	Primary	Sh. Ankit Vashist, I/C Sh.Abhishek Chaudhary Ms. Preeti MS. Rinki
18	AEP – planning & conducting a minimum of 06 sessions in each term	Sh. K.B.Jha Smt Moutushi Sil
19	Scout and Guide Cubs and Bulbul	1. Sh. Debajit Baruah, (overall coordinator) 2. Sh. P.K.jangir 3. Sh.Bhisham Kumar 4. Sh.A.K.Hadar 5. Smt. Jula Bora Gogoi 6. Sh. Abhishek Chaudhary 7. Ms. Shalini Singh 8. Ms.Preeti 9. Ms.Preeti Gautam

20	Result Moderation	1. Smt.R.M.Kalita 2. Sh. Sachin Bhardwaj 3. S.Adhikary 4. Smt. Manisha Bisht 5. Sh. S.N.Sharma 6. Ms. Indu Singh 7. Sh. P.K.Jangir 8. Sh. K.B.Jha
21	Drinking water	Sh. Saurabh Dutt Sh. Pankaj Gautam
22	Canteen Supervision	1. Sh.M.Dangmei 2. Sh. K.B.Jha 3. Sh.Saurbh Dutt 4. Sh.B.K.Mudoi 5. Smt. Pushpa Tripathi 6. Ms.Jyan R Kumari 7. Smt.Tilumoni Saikia 8. Smt. 9. Head Boy 10. Head Girl
23	Students' council committee	Smt.R.M.Kalita VP Sh. S.N.Sharma Sh. Pawan kr jangir Sh. K.B.Jha Sh.Balkar Sh. B.K.Mudoi
24	CMP room Maintenance	Ms. Deepa Ms. Preeti
25	Conference room Maintenance	Ms. Neha Saikia Ms.Sehnaj Hussain
26	Website Maintenance & Updating	Sh. S.Bhardwaj Sh.Amit Some Sh.Abhishek

27	R.T.I & Parliament Questions Reply	Sh. S.N.Sharma Sh. P.K.Jangir
28	राजभाषा कार्यान्वय समिति Raj Basha Committee	1. Sh. S.N.Sharma I/C 2. Ms Binita Baruah 3. Smt. A. Khare 4. Ms.Varsha Baruah 5. Smt. Pushpa Tripathi
29	Income Tax and Form 16	1.Sh.Bhisham Kumar 2.Sh. M.Dangmei
30	Alumni Association	Sh.S.Adhikary Sh.S.N.Sharma Ms. Indu Singh Ms.Binita Baruah
31	T.C preparation Committee	1.Sh.Debajit Baruah 2.Concerning Class Teacher
32	Sexual Harassment & Gender Sensitization Committee	1.Smt R.M.Kalita 2.Smt. Manisha Bisht 3.Ms.Indu singh 4.Smt. Moutushi Sil 5.Smt. M.B.Adhikary 6.Smt. Merina Saikiya 7.Smt. Pushpa Tripathi 8.Smt Dulumoni Nath VP, Tezpur Law College

33	<p>Staff room display</p> <p>Secondary</p> <p>Primary</p>	<p>1. Ms.Dharitri I/C 2. Sh. M.Dangmei 3. Ms.Neha Saikia 4. Sh.Pankaj Pandit</p> <p>1. Smt Preeti Gautam 2. Ms.Rinki 3. Smt Jahnobi</p>
34	<p>Olympiads (Science & Maths) & VVM/NCSC/IAPT/KVPY etc</p>	<p>Sh. P.K.jangir I/C Sh.Balkar Smt Bhawana Tomer Sh. K.B.Jha Sh. S.Bhattacharya Sh. Muhim Borah Smt.Preeti Deka Smt.Bahwna Rajpurohit</p>
35	<p>Staff Club</p>	<p>To be nominate by Staff</p>
36	<p>Achievement register maintenance & Updating</p>	<p>Ms. Indu Singh I/C Smt.Moututhi Sil Smt Binita Baruah Ms Dharitri</p>
37	<p>Morning Assembly</p>	<p>1. Ms.Indu Singh 2. Smt.Jula Bora Gogoi 3. Sh. S. Nath 4. Sh. Saurabh Dutt 5. Sh. S.Bhattacharya 6. Smt Pushpa Tripathi 7. Sh. Urmil Deep 8. Ms.Binita Baruah 9. All Class teachers</p>

38	Staff Meeting & recording of the minutes Monthly Dispatch to Ro.	1.Ms. Indu Singh I/C 2.Smt.Moutushi Sil 3.Smt. Pushpa Tripathi 4.MS.Neha Saikia
39	Parent Teacher Meeting class I - V Meeting to be called in August/ Dec & Jan (Particularly after every exam including pre-board) Parent Teacher Meeting Classes VI to XII Meeting to be called in August/ Dec & Jan (Particularly after every exam including pre-board)	1. Sh. B.K.MudoI I/C 2. Smt.Pushpa Tripathi 3. Sh.Ankit Vashisth 4. All Class Teachers & Co-Class Teachers 1. Smt Manisha Bisht I/C 2. Sh.S.Adhikary 3. Smt.Moutushi Sil 4. Ms.Neha Saikia 5. All Class Teachers & Co-Class Teachers
40	Admission Committee	1.Smt.Rinju Mani Kalita (Overall co-ordinator) 2.Smt. Merina Saikiya I/C 3.Smt. Manisha Bisht 4.Smt.Pushpa Tripathi 5.Sh. Abhishek
41	Grievance Committee	Smt.Rinju Mani Kalita Smt. Manisha Bisht Smt.M.Sil Sh. S.Bhattacharya Sh.K.B.Jha Sh.B.K.MudoI

42	Subject Committee	In Charges
	Science	Smt.Manisha Bisht
	Maths	Sh. Balkar
	Social Science	Smt.M.B.Adhikary
	Computer	Sh. Sachin Bharadwaj
	Hindi	Sh. S.N.Sharma
	English	Ms. Indu Singh
		Primary
	English	Sh. B.K.Mudoj
	Hindi	Smt. Pushpa Tripathi
Maths	Smt. Merina Saikia	
EVS	Sh. Pankaj Gautam	
43	Exhibitions Committee – Social Science & Science	<u>Social Science</u> Smt. B. Rajpurohit Smt. M.B.Adhikary Sh.K.B.Jha Ms. Jyan R Kumari PGT Pol Sci <u>Science</u> Smt. Manisha Bisht Sh.Pawan Kumar Jangir Smt. Bhawana Tomer

44	Reception & Refreshment Committee for all the occasions	1. Ms Indu Singh, I/C 2. Ms Binita Baruah 3. Ms. Trishna Devi 4. Smt B.Rajpurohit 5. Smt Pushpa Tripathi 6. PGT Pol Sci
45	Library Advisory Council	1. Sh. S. Bhattacharya 2. Sh.S.N. sharma 3. Sh.M Dangmei 4. Sh. K.B.Jha 5. Sh.A.K.Haldar 6. Sh. Ankit Vashisth
46	Guidance and Counseling	1. Ms.Sahnaj Hussain 2. Sh.S.N.Sharma 3. Sh.S.Bhattacharya 4. Sh.S.Adhikary 5. Sh.K.B.Jha 6. Smt.Moutushi Sil 7. Sh.B.K.Mudoj
47	Generator	Sh.Saurabh Dutt Sh.Seuj Saikia
48	Fee Concession, SGC and RTE	
49	Toilet Committee (Ladies Toilet 1 st Floor)	All the teachers using these toilets
50	Toilet Committee (Ladies Toilet Ground Floor)	
51	Toilet Committee (Gents Toilet 1 st Floor)	
52	Toilet Committee (Gents Toilet Ground Floor)	

53	Beautification & Garden	Sh.M.Dangmei Sh.S.Bhattacharya Sh.P.K.Jangir Sh.S.N.Sharma Sh.K.B.Jha Smt.Mautushi Sil Sh. Ankit Vashist Sh. Abhishek Chaudhary Sh.Ranjan Nanda
54	NCC	Sh.P.K.Jangir Smt.Mautushi Sil Smt. Bhawna Rajpurohit
55	Teaching A.V Aids Secondary Primary	Sh.S.Bhardwaj (I/C) Sh. Deep Jyoti Sh. Ankit Vashist Ms. Sulakshana
56	Value Education & Integrity Club Secondary Primary	Sh. S. Bhattacharya Sh. S.N.Sharma Sh.B.K.Mudoi Smt. Pushpa Tripathi
57	Eco Club Secondary Primary	Sh. P.K.jangir Smt. Manisha Bisht Sh.A.K.Haldar Ms. Shalini Ms. Deepa Ms. Rinki Ms.Dolly Saini
58	Literary Club Secondary Primary	Sh.S. Bhattacharya Smt. P.K.jangir Sh.S.N.Sharma Ms. Indu Singh Smt.Mautushi Sill Sh.B.K.Mudoi Smt. Pushpa Tripathi Sh.Ankit KAshyap

59	Science Club	Smt. Manisha Bisht Sh.P.k.jangir Smt. Bhawana Tomer Sh. S.Adhikary Sh.A.K.Haldar
60	Math's Club	Sh.Balkar Sh.Mahim Borah Smt. Preeti Deka Sh. Pnakaj Pandit
61	Students' council committee	Sh.S.N.Sharma Smt. Manisha Bisht Ms. Indu singh Sh.S.Adhikary Smt. M.B.Adhikary Sh.B.K.Mudoi
62	Disaster Management: Secondary Primary	Sh.P.K.Jangir Sh.M.Dangmei Smt. Indu Singh Sh.Ranjan Nanda Sh. Pankaj Gautam Ms.Dolly Saini
63	Vidyalaya Magazine and Quarterly News Letter for Primary Committee	Ms Indu Singh <i>(overall coordinator & Chief Editor)</i> Sh.S.N.Sharma Smt. Mautushi sil Ms. Binita Baruah Sh.Debajit Baruah Sh.Sachin Bharadwaj Smt. Pushpa Tripathi Sh.Ankit Vashistha Smt Bhawana Rajpurohit

64	Career Corner Maintenance and Updation Committee	Sh.Balkar Smt. Bahewana Tomar Smt Bhawana Rajpurohit
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1. All the in – charge and members of the various departments / committees are requested to prepare a complete action plan in duplicate for the session 2019-20 as per allotment given and submit a copy to the Principal by 30TH April 2019 for record without fail. Career
2. All the In-charge and members of the various departments / committees will be fully responsible for maintaining the assigned duties, activities and prescribed programmes. Some of the responsibilities are listed below. These are not full and final. This is just for ready reference. Be exhaustive as per the rule. Use your own discretion also. In case of any confusion, doubt or difficulty, undersigned must be contacted.
3. All the in – charge and members of the various departments / committees are free to bring the suggestions to discuss and take a common decision to achieve excellence in activities.
4. All the In-charges and members of the concerned departments / committees will have to work on full – fledged manner. When in- charge is on leave etc. Senior member of the concerned departments must be available on duty and vice versa.
5. **11th hour planning or doing be avoided** for all the events. All the events, particularly that go with external guest are always important and must go without any hiccups. **Postponing is a very bad attitude, so it has to be avoided.**
6. **Please put your efforts to discharge all the responsibilities in time and with a creative and effective manner. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities.** Please utilize your talent for the betterment of the Vidyalaya and students.
7. **All these committees are in force from 01-04-2019 till 31st March 2020.**

(P.C.TEWARI)