

List of various  
Committees and  
Members for the  
session 2016-  
2017

**KENDRIYA VIDYALAYA NO.2 ITANAGAR**

**[2016-17]**

**KENDRIYA VIDYALAYA NO.2 ITANAGR**  
**List of Various Committees and Members for the Session 2016-2017**

Sl.No	Committee name	Members	Duties & Responsibilities
1.	<b>Academic</b>	Dr.B.Saha Sh.P.N.Chaki Shri.Rakesh.K Smt.Sajeena.H Md.Arif	<ul style="list-style-type: none"> <li>•To plan the academic activities in a befitting manner</li> <li>•To implement all the academic programmes</li> <li>•Review the Question papers that are framed in the Vidyalaya</li> <li>•To ensure necessary directions are given to teachers to maintain high academic standards</li> <li>•To ensure uniformity of coverage of syllabus between the different sections</li> </ul>
2.	<b>Admission</b>	Shri.Rakesh.K(I/C) Md.Arif Sh.Rajesh Sharma	<ul style="list-style-type: none"> <li>•Prepare the Registration List, Master List and provisionally selected list and get the hard and soft copies for approval of the Chairman two days before the scheduled date for the display of the same.</li> <li>•They shall also maintain confidentiality of the registration process and maintain high integrity.</li> <li>• To ensure that the admission details are uploaded in the website of the Vidyalaya .To maintain the records for all the admission related activities as per calendar of activities and guidelines and submit the same to the office</li> </ul>
3.	<b>External exam</b>	Smt.Sajeena.H Md.Arif	To conduct all the external examination scheduled at the centre smoothly and to keep the record of the same and submit to office in ORIGINAL
4.	<b>Internal exam</b>	Sh.P.N.Chaki(I/C) Sh.Mantu Mahto Sh.Saleem Ahmed Sh.Arif Momin Sh.G.P.Meena Sh.Gyanendra Kumar	<p>The committee shall be responsible for the preparation of examination calendar and circulate the same in time</p> <p>The requirements for the conduct of the examination shall be ordered well in time planning for the entire academic year in two lots for the First Term and for the second term</p> <p>The Question papers for any examination should be ready at least one week before the commencement of the examination.</p> <p>All the teachers should be directed to set the question papers based on blue print and also the marking scheme should be submitted.</p> <p>The Question papers shall be prepared manually and submitted for the approval of the subject committee and the same shall be computerised by the teachers and soft copy handed over well in time.</p> <p>The examination duties shall be allotted systematically without any bias or favour.</p> <p>The dates for the submission of the evaluated answer scripts shall be systematically followed and the teachers in default shall be reported in time.</p> <p>The analysis of the results of the examination should be done as per the KVS guidelines and handed over the undersigned within one week after the completion of the examination.</p> <p>The plan for the CCE should be well communicated to the teachers, parents and the students.</p> <p>The progress report as per the KVS guidelines shall be prepared timely and distributed.</p> <p>Necessary records of the examination shall be kept handy for inspection any time by the Principal and the members of the inspection committee and also the Mentoring Principal when</p>

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			they visit the Vidyalaya.
5.	<b>Time table</b>	Smt.Sajeena.H Sh.Binod Kumar Md.Arif Sh.Amol Bandal	They are to ensure that the following tasks are completed and submit the hard copies and soft copies of the time table taking into consideration the staff sanction for the academic year 2016-17 and also the classes sanctioned for the next academic year. •The committee is also responsible for the arrangement work on day to day basis and the same shall be carried out by the members .The committee is to ensure that the time-table is unbiased and ensure proper and work and rest for the teachers and students. •The committee shall ensure that no class is left free on any day by proper checking of the completed time table. •The committee shall also ensure that the teachers allotted arrangement work shall always engage the classes and no class left remains vacant. The practice of self-study to be done away with. •The copies of the time-table shall be placed in the Principal's room, Office, Staff Rooms (Ground floor & I Floor) •The arrangement work shall be displayed daily by the staff allotted in the committee and in the absence of the particular staff alternative arrangement shall be made to display the same in time in the notice board. •The copy of the circulated arrangement work shall be handed over to the Principal on daily basis and kept in a file. •The committee shall maintain the details of arrangement work given to the staff in an excel format and display the same on the last working day of every month for scrutiny. •To frame the time table and monitor the changes in the same. •To ensure that necessary arrangement is being in the absence of teachers and report of defaulters •To ensure that the class attendance is marked by the teachers in the absence of the regular teacher •To ensure that the periodwise attendance is marked by the monitors daily •To Prepare in addition to the teachers time table, time table for the Physics, Chemistry, Biology and Computer Laboratories •To also prepare the timetable for lab attendants •To display the time table in the Principal's room and the staff room for reference •To ensure that the class teacher are properly allocated and the alternative arrangements done in the event of the transfer of the teachers
6.	<b>CCA</b>	Sh.Ganesh Rao(I/C) Sh.Mantu Mahto Sh.Amol Bandal Sh.Rajesh Sharma Smt.D.Acharya Sh.B.Mahanta	•To plan for the co-curricular activities in a befitting manner and submit the same. •To ensure that all students are motivated to participate in the competitions •To ensure that all activities conducted are of desired standard. •To ensure that Morning Assembly programmes are conducted as per the KVS norms and to improve the standard of the Students •To ensure that prizes are procured and distributed soon after the competitions are conducted. •To ensure that the common minimum programmes are being conducted as per the KVS guidelines. •To celebrate all important days in a befitting by proper distribution of work. •To ensure that the children are made for inter-school competitions at the cluster level and selected from the beginning of the year •To plan activities for the celebration of Baldiwas.to conduct annual day in a befitting manner
7.	<b>Co-ordination of art &amp; craft</b>	Shri.A.Brahmachari(I/C) Sh.Devendra Yadav Sh.Rajesh Sharma	To plan for the Arts and Crafts by taking an interest bank. •To monitor the activities •To ensure that the coaches evaluate the students work as per cbse and kvs norms .Submit monthly report to the undersigned.

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8.	<b>Web committee &amp; ICT</b>	Shri.P.N.Chaki(I/C) Shri.Rakesh.K Shri.Prakash Chandra Ms.Rashmi duarah	To ensure that the stock of computer laboratory is being maintained in proper order. •To maintain a record of the register of the use of the computer in the Vidyalaya. •To maintain the website of the Vidyalaya on day to day basis •To ensure that old and unnecessary pages are being diligently modified •To maintain records relating to the computer and the updation of the vidyalaya website once in a period of 15 days and positively by 5th and 20th of every month. •To ensure the timely dispatch of emails to regional office and other schools To monitor the use of Computers and Internet by the students. •To ensure that all the teachers and students are trained in the use of computers and latest ICT devices •To check the computer laboratory and computers are maintained in clean state and ensure proper security of the computers in the Vidyalaya. •To maintain the stock of computers and the virus file duly updated •To ensure that the unwanted sites access is being blocked and the computers are being used productively for the purpose of education •To ensure that the computers not working are immediately attended to and necessary action for their repairs taken. •To plan for the expansion and development of ICT facilities in the Vidyalaya •To ensure that the reports in respect of the computers are being sent to the Regional Office in time
9.	<b>Library</b>	Shri.Roopendra singh(I/C) Sh.Binod Kumar Sh.Ganesh Rao	To plan for the purchase of library books for Primary and Secondary •To ensure that proper class library system exists in the Vidyalaya. •To ensure that library books are being used to an optimum extent.
10.	<b>Games and sports- primary</b>	Sh.Mohan Lal Sutahr(I/C) Sh.Chanderbhan Sh.Gyanendra Kumar	To ensure that the sports and games activities are planned for the year for the different classes as per the latest guidelines and students practiced for the same. •To submit a calendar of activities and follow the same •To ensure that the competitions in the case of Primary are being conducted as per the requirement of KVS and the requirement of common minimum Programme attained. •To ensure that the prizes for the competitions are being distributed timely for the various competitions conducted.
11.	<b>Discipline</b>	Shri.Saleem Ahmed(I/C) Sh.P.N.Chaki Sh.Rakesh.K Smt.Sajeena.H Sh.Devendra Kumar Yadav Smt.Maya.V Sh.Ramesh Kumar Sh.Faraz Alam Smt.Mumpeng Modi Sh.Nabam Lak & all the class teachers	To check for the discipline of the students •To ensure that the students come to school in proper uniform •To minimise the late coming of the students to the Vidyalaya. •To ensure that there is proper discipline among the students while coming to the morning assembly and while going back to classes after the assembly •To ensure that the students assemble for lunch suitably and maintain discipline during the lunch. •To ensure that students disperse for their home after the day's work in a disciplined manner. •To utilise the student council for the purpose of ensuring better discipline
12.	<b>Scout And guides</b>	Shri.A.Brahmachari(I/C) Shri.Chanderbhan Shri.G.P.Meena	To ensure that the Programme of activities are planned for the whole year in advance. •To ensure that the reports are being sent periodically •To ensure that the scouts, guides, cubs and bulbul maintain proper records in respect of the scout activities. •To plan for various camps and

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		Smt.Leena Ghosh Ms.Yajab Taga	testing programmes
13.	<b>Teaching aids/CMP</b>	Shri.Mantu Mahto(I/C) Sh.Devendra Kumar Yadav Shri. Amol Bandal (I/C) Shri. Faraz Alam	To ensure that the stock of teaching aids is maintained. •To maintain that the same is issued to the staff as per their requirements •To procure that necessary teaching aids are being maintained for the Vidyalaya for secondary and Primary for common minimum Programme.
14.	<b>Furniture</b>	Shri.Arif Momin (I/C) Sh.Ganesh Rao Sh.A.Brahmachari Sh.Ran Vir Sh.Ramesh Kumar	To maintain class-wise inventory of the Vidyalaya. •To report for damaged furniture •To ensure that the requirement of furniture for the Vidyalaya is presented in time and items procured •To ensure that the stock register is being maintained in a proper fashion and as per the new guidelines. •To identify the items for condemnation and also new furniture is procured by helping in the invitation of tenders / quotations •To ensure that the furniture is being repaired as per the needs.
15.	<b>Audio visual</b>	Shri.Devendra Kumar Yadav I/C) Sh.Ranvir Sh.Mohan Lal Suthar	•To maintain the stock of audio-visual equipment in the vidyalaya and add new equipment during the current year. •To ensure that necessary repair is done for the equipment.
16.	<b>House masters</b>	Sh. D.K.Yadav (Shivaji house) Sh. Roopnedra Singh (Tagore house) Sh. Binod Kumar (Asoka house) Sh. Kenyir Kamduk (Raman house)	To conduct and co-ordinate assembly and other activities in CCA and sports •To develop a competitive spirit among the students •To prepare the students for the different competitions •To conduct and co-ordinate assembly and other activities in CCA and sports •To develop a competitive spirit among the students •To prepare the students for the different competitions •To maintain the house notice boards (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.
17.	<b>Editorial board (vidyalaya patrika)</b>	Shri.Ganesh Rao(I/C) Ms.Caroline Tage Ms.Kenyir Kamduk Ms.Chadap Namati Smt.Anita Rani Sh.Ashutosh Kumar Sh.A.Brahmachari Md.Arif	To make children prepare class manuscript magazine •To keep a collection of photographs handy for publication in the vidyalaya magazine •To motivate children to write for the Vidyalaya magazine •To ensure that the E-Magazine scanned or photographed work of the children are published in the Website of the Vidyalaya •To ensure that the magazine is being printed and released by Januray 2017 without fail. •To ensure that the student editorial board is formed in the beginning of the year •To keep proper record of the work done •To maintain the school notice boards in a befitting manner with the contributions from the students
18.	<b>(Rajbhasha) Official language</b>	Shri.Ganesh Rao(I/C) Ms.Kenyir Kamduk Smt.Kavita Kumari	To help in implementing the official language •To ensure that all correspondence received in Hindi is replied in Hindi •To ensure that the rubber stamps are changed to Bi-lingual •To ensure that all name boards are having bilingual •All registers have the name in Hindi •All Files are having Hindi names as well •To ensure that the Vidyalaya website is being updated in Hindi version also
19.	<b>Mathematics</b>	Sh.Dinesh Maity (I/C)	To form the Mathematics club in the month April 2016 •To conduct the meetings of Mathematics club •To create an interest among the students in the subject of mathematics •To conduct

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	<b>club</b>	Ah.Arif Momin Sh.Rituparna Deka Smt.Archana Rana	lectures and seminars on mathematics •To conduct workshops to motivate the children to learn maths
20.	<b>First aid</b>	Shri.Saleem Ahmed(I/C) Smt.Sajeena.H Smt.Sajini Jacob Sh.Ran Vir	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 students as and when required. •To ensure that every class especially in primary has a first-aid kit.
21.	<b>Guidance counselling</b>	Dr.B.Saha(I/C) Sh.P.N.Chaki Sh.Rakesh.K Smt.Sajeena.H Sh.Rituparna Deka Ms.Kenyir Kamduk	To ensure career guidance talk every week in the morning assembly •To arrange a career and guidance exhibition in the month of December 2016 •To ensure that the necessary guidance lectures are being arranged for the students from IX onwards. •To ensure that the students requiring guidance as identified for, are being given guidance •To ensure that the guidance materials are being collected and displayed in a guidance corner in the Vidyalaya. To ensure the proper maintenance of the same
22.	<b>Primary activity room</b>	Sh.Chandrabhan(I/C) Sh.Amol Bandal	To ensure the optimum exploitation of the resources and maintain the record of the same
23.	<b>Student health checkup</b>	Smt.Sajeena .H (I/C) Shri.Saleem Ahmed Smt.Sajini Jacob & All Class Teachers	To ensure that student health check-up is conducted twice a year (September and February) •To maintain necessary records related to all the students
24.	<b>Cleanliness</b>	Shri.Devendra Kumar Yadav(I/C) Shri.Saleem Ahmed Md.Arif Sh.Amol Bandal Smt.Maya.V Smt.Anita Rani	To ensure that the Vidyalaya is being maintained neat and clean. •To ensure that the vidyalaya is cleaned and be present till the cleaning is over on daily basis •To maintain necessary records are being maintained for the cleanliness of the Vidyalaya. •To distribute 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. •To ensure that the cleaning staff are being supervised and work taken from them. •To report about the cleanliness of the vidyalaya everyday in the morning before 9.00 AM and follow up if there are deficiencies.
25.	<b>Purchase</b>	Shri.Rakesh.K Md.Arif	To co-ordinate all the purchases of the Vidyalaya •To ensure that no excess purchases are made for the Vidyalaya •To monitor the purchases to be made for the Vidyalaya •To ensure that proper records of the items purchased are being maintained.

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26.	<b>Subject committee</b>	Sh.P.N.Chaki (CS) Sh.Rakesh.K (Sci) Ms.Caroline Tage(Eng) Ms.Kenyir Kamduk(Hin & Sanskrit, Ger) Shri.R.P.Deka (Math) Shri.Mantu Mahto(SST)	Plan for the work of the year and month effectively. •To plan for activity based teaching in the Vidyalaya. •To recommend for suitable remedial action to be taken for different students To conduct monthly subject committee meetings after school hours as per the directions or at least once in a month
27.	<b>NAEP</b>	Smt.Sajeena.H(I/C) Shri.A.Brahmachari Shri.Roopendra singh	To conduct the NAEP Programme as per KVS guidelines. • To conduct Parent Advocacy Programme •Other activities to be completed before December 2016
28.	<b>Excursion, Trekking &amp; Adventurous Activities</b>	Shri.Saleem Ahmed(I/C) Shri.Devendra Yadav Shri.A.Brahmachari Sh.G.P.Meena Md.Arif	To plan for educational tours to places of educational interest as per the Guidelines of the KVS •To plan for the primary level to nearby places of educational interest
29.	<b>PTA</b>	Shri.Rakesh.K(I/C) Sh.Ganesh Rao Md.Arif Sh.Rajesh Sharma	To prepare a schedule for PTA. •To arrange and co-ordinate the parent teacher meetings. •To arrange for the executive committee meeting and to revive the same. •To maintain the records relating to the parent teacher meetings.
30.	<b>SUPW &amp; PA System</b>	Sh.Devendra Kumar Yadav(I/C) Sh.Ramesh Kumar Sh.Bedakanta Mahata	To ensure that the PA System is maintained for the morning assembly and for all important functions
31.	<b>Gardening &amp; Beautification</b>	Smt.Sajeena .H(I/C) Shri.A.Brahmachari Sh.Ganesh Rao Sh.Gyanendra Kumar	To ensure that the Garden of the Vidyalaya is maintained and new seasonal plants are added to the Vidyalaya garden. •To ensure that the flower pots are maintained and at least 50 more flower pots with new varieties are added during the year. •The broken flower pots are being replaced.
32.	<b>M&amp; R</b>	Sh.Rakesh.K(I/C) Sh.Devendra Kumar Yadav Md.Arif Sh.R.Pillai	To plan for the repairs to be taken up during the year in a befitting manner and ensure that the same is carried out as soon as the funds are received from the KVS •To invite quotations for the materials that may be needed for the maintenance of the quarters in time so that the work can be completed in time. •To ensure that the M&R of School building as per the requirement from time to time
33.	<b>Teacher Development Programme</b>	Dr.B.Saha(I/C) Shri.P.N.Chaki Sh.Rakesh.K Sh.Mantu Mahto Sh.Ganesh Rao	To ensure the effective transmission of teaching learning process and to conduct teacher training sessions within the school after school hours.

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		Sh.Amol Bandal Md.Arif Smt.Caroline Tage Sh.R.P.Deka	
34.	<b>Photography</b>	Sh.A.Brahmachari (I/C) Sh.Devendra Kumar Yadav Sh.Amol Bandal	To ensure that important events of the Vidyalaya are being covered using digital photograph and uploaded into the website.
35.	<b>Games and sports</b>	Shri.Saleem Ahmed(I/C) Shri.Nabam Lak	To ensure overall sports and games development in the vidyalaya •To prepare a calendar of activities for sports and submit the same •To ensure that the necessary materials required for the vidyalaya are procured as per the norms and maintained. •To ensure that the competitions are being conducted for the different houses and prizes distributed in time. •To ensure that the materials required for the sports coaches are being issued•To maintain a record of the activities
36.	<b>CS-54</b>	Shri.Arif Momin(I/C) Sh.Rajesh Sharma	To compile the class wise details of fees collected every month and to submit the report for the perusal of undersigned. •To ensure that the fee has been collected at correct rates and also to tally the same with the <b>CS11 &amp; CS-09</b> .Summary of daily cash collection. •To submit the report on or before 7th of every month. •To check the fee collected class-wise during fee collection months.To maintain a record of the same ( <b>CS-54</b> )

Principal