



केन्द्रीय विद्यालय न्यू बंगाईगाँव  
KENDRIYA VIDYALAYA NEW BONGAIGAON  
(Under Ministry of Education, Govt. of India)  
पोस्ट: न्यू बंगाईगाँव, जिला: बंगाईगाँव, असम पिन: 783381  
P.O.: New Bongaigaon, Dist.: Bongaigaon, Assam Pin: 783381  
दूरभाष/Tel.: 03664-230948 / 231653 Fax: 03644-230948  
Email: kenvidnbq@gmail.com website: <https://newbongaigaon.kvs.ac.in>



## शैक्षणिक समिति (ACADEMIC COMMITTEE 2023-24)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya during the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge, the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the charges shall be completed immediately. In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure.

### 1. **ACADEMIC AND ADMINISTRATIVE SUPPORT(SECONDARY):-**

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh. P. C. Srivastava	PRINCIPAL I/C	I/C
2.	Sh. Dipak Kumar Roy	PGT(Eng)	Academic Incharge
3.	Sh. R K Singh	PGT(Comm)	Member
4.	Sh. Rahul Jain	PGT(Maths)	Member

### **ACADEMIC AND ADMINISTRATIVE SUPPORT (PRIMARY) :-**

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh. P. C. Srivastava	PRINCIPAL I/C	I/C
2.	Sh. Dipak Kumar Roy	PGT(Eng)	Academic Incharge
3.	Smt. Keya Kundu	PRT	Member
4.	Smt. Papiya Pramanik	PRT	Member

### **Duties:-**

- The committee will assist the Principal in day to day administrative matters.
- The committee shall go through the circulars received from KVS RO Guwahati and KVS HQ New Delhi and will devise the method for implementation in the direction of Principal and Vice Principal.
- Verification of students' attendance registers to ensure the collection of fees from all the students.
- The committee further verifies the entries of fees particulars in the students attendance register. Any discrepancy observed must be brought to the notice of the Principal immediately.
- To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN), Audit-Internal and A.G.
- Any other work assigned by the principal in day to day administrative matter.
- To Ensure feeding of details of supervision in PIMS Portal.
- To ensure the attendance register, teacher's diary and daily diary are maintained per norms, guiding there respective subject teachers in the subject committee meeting as a Convener of the subject committee.
- To inform the Principal about the lapses in curricular and co-curricular activities and deviation from the decisions of the subject committee.
- The meeting of the Administrative committee will take place on 5<sup>th</sup> day of every month at 2:10 pm in Principal's Chamber

(Sh. P.C. Srivastava)  
Principal



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## प्रवेश समिति (ADMISSION COMMITTEE FOR THE SESSION 2023-24)

The following committee is hereby constituted for smooth and effective functioning of the admission process in the Vidyalaya during the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure.

### 2. ADMISSION:-

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh.Rahul Jain	PGT(Maths)	I/C
2.	Smt. Monu Rani	PGT(Phy)	Member
3.	Sh. B.K Prabhakar	PGT(Maths)	Member
4.	Sh. Sofiul Alam	TGT(Eng)	Member
5	Smt. Mita Brahma	Librarian	Member
6.	Sh. Vivek Kumar	PRT	Member
7.	Smt. Khushboo Kumari	PRT	Member

### Duties:-

- Distribution of forms and registration for admission as per the schedule issued by KVS.
- Scrutiny of registration forms as per the extant admission guidelines of KVS.
- Preparation of provisional list of selected candidates for all the classes.
- To administer the admission test (wherever required) and preparation of merit list as per the admission guidelines of KVS.
- To take the approval of VEC before the release of the merit list.
- Maintenance of admission registers.
- Admission of candidates based on KV TC as per KVS norms.
- Admissions as per RTE Act.
- Maintenance of admission records as per KVS guidelines in the prescribed proforma.
- Details of admission (Provisional Admission list) for proper uploading on the website.
- Ensure compliance of Covid-19 appropriate protocols during admission process.
- To follow the admission guidelines scrupulously and any discrepancy in admission lists to be brought to the notice of Principal immediately.

(Sh. P.C. Srivastava)  
Principal



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## परीक्षा समिति (EXAMINATION COMMITTEE FOR THE SESSION 2023-24)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya during the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure.

### 3. EXAMINATIONS (Internal) and CCE/All the internal Examination/Pre Boards/SLATE/:

#### A – SECONDARY (Internal)

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh Shish Pal	PGT(Eco)	I/C
2.	Ms. Jyoti Singh	PGT(Biology)	Member
3.	Sh. Brajendra Nath Singh	PGT(Geo)	Member
4.	Ms. Sanjay Yadav	TGT(Hindi)	Member
5.	Sh. Jyoti Prasad Baishya	TGT(SSt)	Member
6.	Ms. Pratima Sahoo	TGT(Maths)	Member
7.	Sh Mukesh Kumar	Sub-Staff	Member

#### B – CBSE

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh. G. Venkatrammana	PGT(Chem)	I/C
2.	Sh. Amit Kumar	PGT(Chem)	Member
3.	Sh. Snehashish Ghosh	TGT(Eng)	Member
4.	Smt. Kanika Tanwar	TGT(Sc)	Member
5.	Sh. Jawed Ansari	TGT(Maths)	Member
6.	Sh. Sanjay Yadav	TGT(Hindi)	Member
7.	Sh. Deepak Kumar	TGT(SSt)	Member

#### C- Primary

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh. Santosh Kumar Mandal	PRT	I/C
2.	Mrs. Papiya Pramanik	PRT	Member
3.	Mrs. D. B. Roy Choudhury	PRT	Member
4.	Sh. Vivek Kumar	PRT	Member
5.	Sh. Roushan Kumar	PRT	Member
6.	Sh. Praveen Kumar	PRT	Member

**D- NIOS**

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh. Brajendra Nath Singh	PGT(Geog)	I/C
2.	Sh. Jitendra Singh	TGT(Sci)	Member
3.	Sh. Rahul Gautam	PGT(His)	Member
4.	Sh. Snehashish Ghosh	TGT(Eng)	Member
5.	Sh. Deepak Kumar	TGT(SSt)	Member
6.	Sh. Mukesh Kumar	TGT(Hindi)	Member
7.	Smt. Papiya Pramanik	PRT	Member
8.	Sh. Vikas Kumar	PRT	Member
9.	Sh. Praveen Kumar	PRT	Member

**E-Olympiad/JMO/KVPY/NTSE/AIPT/TERI/Other Competitive Exams-**

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh.Amit Kumar	PGT(Chem)	I/C
2.	Sh. Manoj Kumar Rastogi	PGT(Phy)	Member
3.	Mrs. Monu Rani	PGT(Phy)	Member
4.	Sh. Shrawan Kumar	TGT(WE)	Member
5.	Smt. Kanika Tanwar	TGT(Science)	Member
6.	Mrs. Jyoti Singh	PGT( Bio)	Member
7.	Sh. Jawed Ansari	TGT(Math)	Member

**Duties:-**

- To prepare an action plan for conducting cyclic test for Class I & II, monthly test for classes III to V, VI to X and XI, XII and other classes.to conduct Periodic Assessments, Half Yearly and Session ending Examinations. SLATE and Back to Basic implementation.
- To collect and check the question papers along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.
- To procure the result register, progress reports, certificate of school based evaluation and other stationery well in advance by giving requisition to the Principal well in advance.
- To conduct the tests as per guidelines of CBSE/KVS.
- Declaration of results as per the KVS schedule.
- To maintain and place all the records pertaining to examination before the member of panel inspection team.
- To issue the notices, circulars of the examinations to the staff from time to time.
- To visit KVS HQ New Delhi, Regional Office Guwahati and CBSE websites regularly for the examination notices, circulars.
- To discuss and submit the report, circulars with the Principal from time to time and to take action and follow up regularly.
- To update examination details on website regularly.
- To maintain the sanctity of the examinations.
- To monitor the completion of syllabus and preparation of the students for examination and maintenance of records. Plan of remedial Classes, Classes during autumn/winter break.
- CBSE Registration of Students of Class IX, X, XI, XII. Filling up of Board Examination forms.
- Issue of Marks sheet, Certificates and registration Cards to the students.

- o) Maintaining the separate CBSE file containing all the letters sent to CBSE and other examination bodies and keep the circulars in guard file.
- p) Conducting competitions/expression series organized by CBSE from Time to time.
- q) Issue of notice/Circulars/orders/dissemination of rules of Examination by laws of CBSE Affiliation issues and addition of new subjects.
- r) Circulars of NIOS, functioning of the Vidyalaya as study centre, conducting examinations of NIOS.
- s) Making aware the students about KVPY Olympiads, TERI Green Tests, NTSE, JMO and motivate them to participate in such events.
- m) Any other work assigned by the Principal/Vice Principal.

(Sh. P. C. Srivastava)

Principal



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## समय-सारणी समिति (TIME TABLE COMMITTEE FOR THE SESSION 2023-24)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya during year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure.

### TIME TABLE AND ARRANGEMENT:

#### A –SECONDARY

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh.B,K Prabhakar	PGT (Maths)	I/C
2.	Smt. Jyoti Singh	PGT(Biology)	Member
3.	Sh. Jitendra Singh	TGT(Science)	Member
4.	Sh. Seema Rani	TGT(Maths)	Member
5.	Sh. Mukesh Kumar	TGT(Hindi)	Member

#### B – PRIMARY

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt. Pinki	PRT	I/C
2.	Ms Pooja Sharma	PRT	Member
3.	Sh. Rohit Singh	PRT	Member
4.	Sh. Sharad Shukla	PRT	Member

#### Duties:-

- To prepare the class time table and teachers time table as per KVS norms.
- To prepare the special time table for remedial classes after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS..
- To prepare the special time table for remedial teaching (slow learners students in all classes).
- To make and distribute the arrangement work to the teachers.
- To display copy of arrangement work in the notice board.
- Preparation of part time teachers and salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers.
- To maintain the arrangement register.
- To monitor and maintain the records of unattended class by the teachers who have regular or arrangement periods in the Class.
- To check the clashes if any in the time table.
- Preparation of vacancy position/Staff Strength /Proposal for requirement of new section etc.
- Any other work assigned by the Principal/Vice Principal.

(Sh. P.C. Srivastava))  
Principal



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## फर्नीचर समिति (FURNITURE COMMITTEE FOR THE SESSION 2023-24)

The following committee is hereby constituted for smooth and effective arrangements of furniture for all the students and staff members of the Vidyalaya. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure.

### FURNITURE:

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh Rahul Gautam	PGT (History)	I/C
2.	Sh. B.K Prabhakar	PGT(Maths)	Member
3.	Sh. Mukesh Kumar	TGT(Hindi)	Member
4.	Sh. Vaibhav Nautiyal	TGT(PH&E)	Member
5.	Smt. Savita Sharma	TGT(Skt)	Member
6.	Sh. Nihar Ranjan Debnath	PRT	Member
7.	Sh. Praveen Kumar	PRT	Member

### Duties:-

- To maintain the record of room wise/dept. wise distribution of furniture.
- To take initiative to see that the broken furniture is repaired regularly.
- To Prepare the list of broken furniture which are to be condemned.
- To see that the school furniture is re-placed in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence day or any other function).
- To see any shortages, deficiency of furniture and report to the Principal.
- To ensure regularly that no furniture is lying in the corridors or in the open space.
- To store and stock the broken or old furniture properly.
- To maintain the stock register.
- Any duty assigned by the Principal/Vice Principal/H.M. from time to time.

(Sh. P.C. Srivastava)

Principal



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## साफ सफाई समिति

### (CLEANLINESS COMMITTEES FOR THE SESSION 2023-24)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya during the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure.

### 8. CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES (SWACHH BHARAT ABHIYAN)Water points, toilets, corridors:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Jyoti Singh	PGT(Biology)	I/C
2.	Mrs. Kanika Tanwar	TGT(Sci)	Member
<b>Primary Section</b>			
<b>Ground Floor</b>			
1.	Mrs. D.B.Roy Choudhury Mrs. Manju Singha	PRT	Member
<b>First Floor</b>			
2.	Mrs. Keya Kundu Mrs. Papiya Pramanik	PRT	Member
<b>Second Floor-</b>			
3.	Smt. Khushboo Kumari Sh. Praveen Kumar	PRT	Member
<b>Staff Room Primary</b>			
4.	Sh. Sharad Shukla Miss Pooja Sharma	PRT	Member
<b>Boys/Gents Toilet</b>			
5	Sh. Nihar Ranjan Debnath Sh. Kuna Sahoo	PRT	Member
<b>Girls Toilet/Ladies Toilet</b>			
6	Smt. Khushboo Kumari Miss Puja Sharma	PRT	Member
<b>Secondary Section</b>			
<b>Main Block</b>			
1	Sh.D. B Jha Sh. Mukesh Kumar	PGT(Hindi) TGT(Hindi)	Member (Corridor, Classrooms and toilets from Principal Chamber to Class VI)
3	Sh.Jyoti Prasad Baishya	TGT(S.St.)	Member (Corridor, Classrooms and



	Mrs. Archana Kumari	PGT(Hindi)		toilets from Principal Chamber to Vice Principal's Chamber)
4	Smt Rumi Sharma Smt. Pratima Sahu Smt. Savita Sharma	TGT(Hindi) TGT(Maths) TGT(Skt)	Member	Girls and Ladies Toilet

<b>NEW BUILDING SECONDARY(Section)</b>				
	<b>Ground Floor</b>			
1	Sh. G.V. Rammana	PGT(Chem)	Member	Corridor, Classrooms
2	Smt. Mita Brahma Smt.Monu Rani	Librarian PGT(Phy)	Member Member	Girls Toilet
	<b>First Floor</b>			
3	Sh. Monu Rani Sh. Jitendra Singh	PGT(Phy) TGT(Sc)	Member	Corridor, Classrooms, toilets
	<b>Second Floor</b>			
4	Sh. Lal Bahadur	TGT(AE)	Member	Corridor, Classrooms, Labs
	Sh.Sofiul Alam	TGT(Eng )	Member	Corridor, Classrooms, Labs
<b>PLAY GROUND</b>				
5	Sh. Vaibhav Nautiyal Sh. Shrawan Kumar Sh. Praveen Kumar	TGT(PHE) TGT(WE) PRT	Member	<b>Play Ground Cleanliness/Maintenance</b>

### **Duties:**

- a). To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
- b). To ensure the provision of dustbins in all the class rooms.
- c). To appraise the Principal about the cleanliness of school building from time to time.
- a).To supervise the work of the people deployed under housekeeping.
- b). To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- c). To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.
- d).To make arrangements for clearing the wild bushes and thorny plants that are growing in different parts of school campus.
- e). to ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- f). To ensure cleanliness of area around the staff quarters.
- g). To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
- h). In – charge can delegate the work wing – wise for efficient functioning and for fixing the responsibility. The In – charge and each of the member will be held responsible for the lapses and the deviations of the orders.

(Sh. P.C. Srivastava)  
Principal



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## बागबानी & सौंदर्यीकरण समिति

### (GARDENING & BEAUTIFICATION COMMITTEE 2023-24)

The following committee is hereby constituted for taking care of the garden of the Vidyalaya and ensuring the implementation of Harit Vidyalaya Plan during the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure.

### GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS AND STAFF QUARTER CAMPUS:

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt. Jyoti Singh	PGT(Biology)	I/C
	<b>Scout Corner/Adventure Park</b>		
2.	Smt. Mita Bramha	Librarian	Member
	Sh. Manas Boro	Sub Staff	Member
3.	<b>Primary Side Garden</b>		
	Smt. Kanika Tanwar	TGT(Sc)	Member
	Smt D.B.R. Choudhury	PRT	Member
	Sh. S.C Barman	Sub-Staff	Member
4	<b>Secondary Side Garden</b>		
	Sh. Sanjay Yadav	TGT(Hindi)	Member
	Smt. Savita Sharma	TGT(Skt)	Member
	Sh. Mukesh Basfore	Sub Staff	Member
5	<b>Mathematical Garden</b>		
	Sh. Rahul Jain	PGT(Maths)	Member
	All Mathematics Teachers		Member
6	<b>Tree Plantation</b>		
	Sh. Vaibhav Nautiyal	TGT(PHE)	Member
	Sh. Lal Bahadur	TGT(AE)	Member
	Sh. Shrawan Kumar	TGT(WE)	Member
	Smt. Mita Brahma	Librarian	Member
	Sh. Praveen Kumar	PRT	Member
7	<b>Beautification of new</b>		

	<b>Garden(Behind Stage)</b>		
	Sh. Shrawan Kumar	TGT(WE)	Member
	Sh. Jawed Ansari	TGT(Math)	Member
	Sh. Roushan Kumar	PRT	Member
	Mrs. Seema Rani	TGT(Math)	Member
8	<b>Beautification of new Hanging Garden(In Front of VP Room )</b>		
	Sh. Vaibhav Nautiyal	TGT(PHE)	Member
	Sh. Shrawan Kumar	TGT(WE)	Member
	Mrs. D.B. Roy Choudhury	PRT	Member

**Duties:**

- a) To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.
- b) To procure ornamental plants and other fruit bearing plants in consultation with Principal.
- c) To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
- d) To procure fertilizers, manure, pesticides in consultation with Principal.
- e) Preparation of placards in different areas of garden.
- f) Numbering of tress and potted plants.
- g) Celebration of Vanamahostava in consultation with principal and forest deptt.
- h) To motivate the children for gardening and beautification.
- i) To develop medicinal plant garden/Herbal Garden in the campus.
- j) To Co-ordinate between the different departments to seek the co-operation for development of garden.
- k) To motivate and Guide the Children to bring and Plant a sapling on their birthday and own the plats by caring them.
- l) To display the quotations in the corridors and class rooms. To fix bulletin board in the class room for display of educational charts. To decorate the corridor and common areas with paintings photographs of National leaders, Scientists. To ensure the display of material in the bulletin boards.

(Sh. P.C. Srivastava)

Principal



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## साईंस क्लब / नेचर क्लब समिति

### (SCIENCE CLUB/ NATURE CLUB COMMITTEE SESSION 2023-24)

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure.

#### SCIENCE CLUB/ NATURE CLUB:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Jyoti Singh	PGT (Biology)	I/C
2.	Sh. Amit Kumar	PGT(Chemistry)	Member
3	All Science teachers		Member

#### Duties:-

- To Motivate the students to prepare the exhibits based on theme given by KVS.
- To organize Vidyalaya level Science exhibition as per the time schedule given by KVS.
- To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress.
- To inculcate scientific temper among the students by adopting activities based method in teaching learning process.
- To encourage the children to give online projects by using computers.
- Effective and optimum use of Labs and equipments.
- To encourage the students for experimentation and innovation.
- To organize talk/Film show on Science and to arrange for excursion.

(Sh. P.C. Srivastava)  
Principal



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## सोशल साईंस क्लब / इंटिग्रीटी क्लब समिति

### (SOCIAL SCIENCE CLUB/Integrity CLUB COMMITTEE SESSION 2023-24)

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure.

#### **SOCIAL SCIENCE CLUB/Integrity CLUB:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh. Rahul Gautam	PGT(History)	I/C
2.	Sh. B. N. Singh	PGT(Geography)	Member
3.	Sh. Jyoti Prasad Baishya	TGT(SSt)	Member
4.	Sh. Deepak Kumar	TGT(SSt)	Member

#### **Duties:-**

- To motivate children to prepare projects/model based on country/state allotted to the region .
- To encourage more and more children to participate in Vidyalaya Level/cluster level /Regional level and Nation level exhibition.
- To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- To encourage the students to submit online projects on the blog of KV New Bongaigaon.
- To ensure project based/Activity based teaching learning in all the classes.
- To collect the resource of Social Science material and use it in Class room transaction.
- To suggest the Principal the way and means to develop a hub of learning& knowledge.

(Sh. P.C. Srivastava)  
Principal



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## बाल सांसद समिति

### (YOUTH PARLIAMENT COMMITTEE SESSION 2023-24)

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#### YOUTH PARLIAMENT COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh. Rahul Gautam	PGT (History)	I/C
2.	Sh. B. N. Singh	PGT (Geography)	Member
3.	Sh. R. K. Singh	PGT(Commerce)	Member
4.	Sh. Mukesh Kumar	TGT(Hindi)	Member
5.	Sh. Sofiul Alam	TGT(English)	Member
6.	Sh. Jyoti Prasad Bashiya	TGT(SSt)	Member
7.	Sh. Deepak Kumar	TGT(SSt)	Member

#### Duties:-

- Preparation of Script for youth Parliament.
- Selection of students for the youth parliament.
- To prepare the students for the competition and practice for the youth parliament.
- To make the necessary arrangement for participation in Regional Level youth parliament after thorough practice.
- To observe the parliamentary procedure and to maintain discipline & decorum during participation and preparation.
- Seating arrangements/P.A. System.
- Dress

It is the responsibility of the incharge to complete the task and report the Principal. Responsibility will be fixed for any failure of achievement of target.

(Sh. P.C. Srivastava)  
Principal



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## **मरममत और रख रखाव समित**

### **(MAINTENANCE AND REPAIR COMMITTEE) SESSION 2023-24)**

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### **MAINTENANCE AND REPAIR OF SCHOOL BUILDING AND CONTINUOUS SUPPLY OF DRINKING WATER:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh. Shrawan Kumar	TGT(WE)	I/C
2.	Smt. Monu Rani	PGT(Phy)	Member
3.	Sh Vaibhav Nautiyal	TGT(PH&E)	Member
4.	Sh. Lal Bahadur	TGT(AE)	Member
5.	Sh. Nihar Ranjan Debnath	PRT	Primary I/C
6.	Sh. D.B. Roy Choudhury	PRT	Member
7.	Sh. Manas Boro	Sub-Staff	Member
8.	Sh Mukesh Basfore	Sub-Staff	Member

### **MAINTENANCE AND REPAIR OF STAFF QUARTERS:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh. Shrawan Kumar	TGT(WE)	I/C
2.	Sh. Nihar Ranjan Debnath	PRT	Member
3.	Sh. Deepak Kumar Roy	PGT(Eng)	Member
4.	Mrs. Monu Rani	PGT(Phy)	Member
5.	Sh Vaibhav Nautiyal	TGT(PH&E)	Member
6.	Sh Lal Bahadur	TGT(AE)	Member
7.	Sh. Vivek Kumar	PRT	Member
8.	Sh. Kamal Kishore	SSA	Member

### **Duties:-**

- To maintain a register related with deficiencies noted in the Vidyalaya building and staff quarters.
- To undertake maintenance of school building and staff quarters on war footing basis.
- To ensure the proper functioning of Aqua guard installed in school building
- To ensure the cleaning of over head tanks in school building and staff quarters

- e) To ensure the chlorination of water stored in tanks after cleaning
- f) To ensure the proper functioning of water coolers.
- g) To find out the safety hazards and take action for correction/repairing/Maintenance in consultation with the Principal.
- h) To take the steps for obtaining safety certificate from concerned agency.
- i) To contact the construction agency for getting estimates of work and to put the efforts for it.

(Sh. P.C. Srivastava)  
Principal





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## चिकित्सा जाँच & सलाह समिति

### (MEDICAL CHECKUP & COUNSELLING COMMITTEESSESSION 2023-24)

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure.

#### **MEDICAL CHECKUP & COUNSELLING:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt. Jyoti Singh	PGT (BIO)	I/C
2.	Mrs. Archana Kumari	PGT(Eng)	Member
3.	Mrs. Savita Sharma	TGT(Skt)	Member
4.	Mrs. Kanika Tanwar	TGT (Sc.)	Member
5.	Ms. Khushboo Kumari	PRT	Member
6.	Smt Keya Kundu	PRT	Member
		Nurse on Contract	Member
		Counsellor on Contract	Member

#### **Duties:**

- To procure the required number of medical cards in the beginning of the academic session.
- To distributes the medical cards to the class teachers based on strength.
- To arrange the medical check-up twice in a year (in the month of July and January)
- To ensure the follow up action after the medical check-up.
- To facilitates the students to avail the services of Doctor, Nurse and Counsellor.
- To recommend the course of action for effective and optimum utilization of the services of the Doctor, Nurse and counsellor.
- To identify the students for counselling and grey area for counselling and guidance.
- To help for preparation of records and its verification.

(Sh. P.C. Srivastava)  
Principal



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## SEXUAL HARRASMENT REDRESSAL COMMITTEE SESSION 2023-24

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### SEXUAL HARRASMENT REDRESSAL COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Jyoti Singh	PGT(English)	I/C
2	Sh. Dipak Kumar Roy	PGT(Eng)	Member
3.	Smt. Mita Brahma	Librarian	Member
4.	Smt. Seema Rani	TGT(Maths)	Member
5.	Smt Keya Kundu	PRT	Member

### Duties:-

- To train the students about the good touch and bad touch.
- To guide the students in group and in person whenever required.
- To monitor thoroughly to prevent the students from sexual harassment.
- To identify the cases of sexual harassment of students and brought it to the notice of Principal immediately.
- The committee will avail full power for investigation of any reported case of sexual harassment in consonance with the extant rules of Kendriya Vidyalaya Sangathan and Govt. of India and follow the guidelines issued by the different authorities from time to time.
- The committee will receive the complaint from the student and suggest the Principal course of action for redressal.
- The committee will take the help of doctor and counsellor wherever required.
- The committee will be updated with knowledge of rule and regulations.

(Sh. P.C. Srivastava)

Principal



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## पुस्तकालय समिति

### (LIBRARY COMMITTEE SESSION 2023-24)

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### LIBRARY COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh. P. C. Srivastava	I/C Principal	
2.	Sh. Dipak Kumar Roy	PGT(Eng)	
3	Smt Mita Brahma	Librarian	I/C
4	Sh. Amit Kumar	PGT(Chemistry)	Member
5	Sh. Sofiul Alam	TGT(English)	Member
6	Sh D.K Jha	PGT(Hindi)	Member
7.	Sh. Shish Pal	PGT(Eco)	Member
8.	Sh. R. K. Singh	PGT(Commerce)	Member
9.	Smt Keya Kundu	PRT	Member
10.			Student Member

### Duties:

- The meeting of the committee will be held at least once in a month. The agenda points to be circulated well in advance.
- Committee will submit the list of books to be procured subject and prepare the list of standard books as per the need of the students and staff.
- To prepare the Plan for library and its implementation.
- To inculcate reading habits among the staff & children different activities to be undertaken by the library committee.
- To organize books exhibition on important occasions.
- It is the personal responsibility of the librarian to ensure the automation of the library.
- To develop the library as a digital library.
- To monitor the issue and return of the books and select the best reader among the students and teachers on certain parameters to be devised by the committee.
- To develop the library as knowledge hub.

(Sh. P.C. Srivastava)  
Principal



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## अनुशासन समिति

### ( DISCIPLINE COMMITTEE SESSION 2023-24)

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#### DISCIPLINE COMMITTEE:-

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh Vaibhav Nautiyal	TGT(PHE)	I/C
2.	Sh. R. K. Singh	PGT(Commerce))	Member
3.	Smt. Monu Rani	PGT(Phy)	Member
4	Smt. Mita Brahma	Librarian	Member
5	Sh. Snehashish Ghosh	TGT(Eng)	Member
6	Smt Keya Kundu	PRT	Member
7	Smt Papiya Pramanik	PRT	Member
8.	Sh. Praveen Kumar	PRT	Member

#### Duties-

- To check personal turn of students during assembly. To check the late comers during morning assembly. To observe the behaviour of students inside and outside class room.
- To ensure provision of out pass in all classes and their utilization
- To initiate proper action as per KVS rule against undisciplined students.
- To check the girls and boys uniform daily.
- To check the bags once in a week.
- To confiscate the mobiles and other prohibited appliances.
- To take the regular meeting of student councils, prefect, monitors.
- To ensure discipline while movement of the students in Vidyalaya building.
- To refer the problematic cases to the counselor for diagnosis
- To inform the parents immediately about the indiscipline act of student. Checking of Diary.
- To monitor the attendance of the students and to bring the name of frequently absenting students in the notice of the Principal. To issue the notices of absent students with help of respective class teacher and to ensure the decrease of the number of absenting student.

(Sh. P.C. Srivastava)  
Principal



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## विषय समिति

### (SUBJECT COMMITTEE SESSION 2023-24)

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#### SUBJECT COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh.D B Jha	PGT(Hindi) & Convener	All the Teachers teaching Hindi in Primary, Secondary and Sr. Secondary Classes
2.	Sh. Amit Kumar	PGT(Chemistry) & Convener Science	All the teachers teaching the Science Subjects in Secondary, Sr.Secondary and EVS in Primary Classes.
2.	Sh. Dipak Kumar Roy	TGT(English) & Convener English	All the Teachers teaching English in Primary, Secondary and Sr. Secondary Classes
3.	Sh. Rahul Jain	PGT(Mathematics)	All the Teachers teaching Mathematics in Primary, Secondary and Sr. Secondary Classes
4.	Sh. R.K. Singh	PGT(Commerce)	All the Teachers teaching Commerce,Economics,S.St. in Secondary and Sr. Secondary Classes
5.	Smt. Mita Bramha	Librarian	All the Miscellaneous Teachers
6.	Smt. Keya Kundu	PRT & Convener of CMP	All the Primary Teachers

#### Duties:-

- Subject conveners should convene the meeting with the member of their own faculty as per the schedule given below after the school hours every month. Minutes of the meeting are to be submitted to the principal on the within the seven days after the meeting. Subject convener must invite the principal & Vice Principal for the meeting. The Agenda points must be circulated at least three days before the scheduled date of meeting. All the members must acquaint themselves with the agenda points.
- Meeting must be convened in the Second Fortnight of Each Month as per schedule given below  
**First** Monday of Second fortnight– English, Tuesday – Hindi, Wednesday – Mathematics, Thursday – Science, Friday-S.Studies and games, Saturday-Computer Science/IP/Library. Schedule can't be changed without prior permission of the Principal.

**c) Subject conveners will discuss the following issues during the meeting:**

- i) Guidance regarding the maintenance of teacher diary/e-CTLT.
- ii) Coverage of syllabus as per the split up syllabus approved by KVS
- iii) Conducting the practical for classes IX to XII as per the split up syllabus approved by KVS
- iv) Demo classes by rotation during the subject committee meeting
- v) Uses of computers and other audio visual aids in teaching learning process
- vi) Plan of evaluation of home assignment
- vii) To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms.
- viii) Plan of action for slow bloomers students & bright students.
- ix) Remedial teaching for weak students.
- x) Decoration of bulletin boards in corridors / class rooms with educational charts.
- xi) Club activity / Science and social exhibition.
- xii) The senior members of the committee will guide the newly recruited teachers.

**NOTE: The convener of subject committee will be held responsible for non conducting/Non submission of the records to the Principal. Attendance of all the members of committee.**

(Sh. P.C. Srivastava)

Principal



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## सी. सी. ए. & प्रातः कालीन सभा समिति

### (CCA & MORNING ASSEMBLY PROGRAMME SESSION 2023-24)

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

#### CCA & MORNING ASSEMBLY PROGRAMME-

S.NO	NAME	DESIGNATION	MEMBER
<b>A.</b>	<b>SECONDARY</b>		
1.	Mrs. Archana Kumari	PGT(English)	I/C
2.	Sh. Dipak Kumar Roy	PGT(English)	Member
3.	Sh. D.B Jha	PGT(Hindi)	Member
4.	Smt. Savita Sharma	TGT(Skt)	Member
5.	Sh. Sanjay Yadav	TGT(Hindi)	Member
6.	Sh. Snehashish Ghosh	TGT(Eng)	Member
7.	Sh. Shrawan Kumar	TGT(WE)	Member
8.	Sh. Sofiul Alam	TGT(Eng)	Member
<b>B.</b>	<b>PRIMARY</b>		
1.	Smt Manju Rani Singha	PRT	I/C
2.	Mrs. Papiya Pramanik	PRT	Member
3.	Smt. Khushboo kumari	PRT	Member
4.	Sh. Sharad Shukla	PRT	Member
5.	Sh. Vikas Kumar	PRT	Member
<b>C.</b>	<b>FUNDAY</b>		
1.	Mrs. D. B. Roy Choudhury	PRT	I/C
2.	Sh. Vivek Kumar	PRT	Member
3.	Miss Pooja Sharma	PRT	Member
4.	Sh. Praveen Kumar	PRT	Member

#### **Duties:**

- To ensure that morning assembly programme is conducted within stipulated time and in the light of Article 92 of Education code for KVs.
- To evaluate the various items of morning assembly programme on five point scale – Excellent, Very good, Good, Average, Below Average every day.
- To prepare the schedule for conducting morning assembly programme & the class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.
- To arrange the PA system, musical instrument well in advance before the start of morning assembly.
- Annual Planning of CCA activities –house wise.

- f) Maintains of result of CCA activities. Maintenance CCA Activities register
- g) Purchase and distribution of CCA prizes & medals.
- h) Arrangements for conducting Annual Day/Sports Day Cultural Programme.
- i) Showcasing of the achievements of the students and teachers

(Sh. P.C. Srivastava)  
PRINCIPAL





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## कार्यालय कार्य निरीक्षण समिति

### (SUPERVISION OF OFFICE WORK COMMITTEE SESSION 2023-24)

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

#### SUPERVISION OF OFFICE WORK-

S.NO	NAME	DESIGNATION	WORK ASSIGNED
1.	Sh. Dipak Kumar Roy	PGT(Eng)	Sample Checking of Official Records like Cashbook, TA Bills, Medical etc.
2.	Mrs. Monu Rani Sh. D.B. Jha Sh. Sofiul Alam Sh. Snehashish Ghosh	PGT(Phy) PGT(Hindi) TGT(Eng) TGT(Eng)	Maintenance of CS-54
3.	Sh. R. K. Singh	PGT(Comm)	Pay bill/Arrears checking before the payments
4.	Sh. Jawed Ansari / Sh.Kamal Kishore	TGT(Maths)/SSA	Contractual Salary
5.	Sh Kamal Kishore	SSA	Scrutiny of establishment bill except his own bills.
6.	Sh. Kamal Kishore/ Sh. Deepak Kumar/ Sh. Vikas Kumar	SSA/JSA/PRT	Checking of Payment of Conservancy Services, Attendance Registers for staff members.

#### Duties:-

As mentioned against their name. It will be the personal responsibility of the committee members to check the correctness of the data. Reports of work completion must be submitted on the last working day of the month.

(Sh. P.C. Srivastava)  
Principal



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## विद्यालय पत्रिका/न्यूज़

### ( VIDYALAYA PATRIKA /NEWS LETTER COMMITTEE SESSION 2023-24)

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### **VIDYALAYA PATRIKA /NEWS LETTER/ INVITATION CARD/CERTIFICATE:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt. Archana Kumari	PGT(English)	I/C
2.	Sh. Dipak Kumar Roy	PGT(English)	Member
3.	Sh. D.K Jha	PGT(Hindi)	Member
4.	Sh. Sanjay Yadav	TGT(Hindi)	Member
5.	Sh. Lal Bahadur	TGT(AE)	Member
6.	Smt. Savita Sharma	TGT(Sanskrit)	Member
	All Language Teachers		Member

### **Duties:-**

- Class teachers of class III to XII will identify the children with talent. These talents are to be nurtured.
- Editorial board will collect the article from the students. Articles are to be arranged section wise English section, Hindi section, drawing and painting etc.
- Editorial board should take concerted efforts to bring about class magazine by the end of the July 2023.
- Articles are to be screened, proof reading must be done and selected article should find a place in the class magazine. Class magazine should contain 50 pages-(English section: 20 pages- Hindi section: - 20 pages and 10 pages- Art, drawing and paintings.
- Editorial board select the article for the class magazine. These articles are to be arranged section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section. Editorial board can invite the article from teachers' side also.
- School magazine should contain total 82 pages( 30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section.
- The editorial board should make concerted effort to bring about the school magazine in time.

(Sh. P.C. Srivastava)  
Principal



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## राजभाषा समिति

### (RAJBHASHA SAMITI SESSION 2023-24)

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#### **RAJBHASHA SAMITI:-**

S.NO	NAME	DESIGNATION	MEMBER
1	Sh. P.C. Srivastava	I/C Principal	Chairman
2	Sh. Dipak Kumar Roy	PGT(Eng)	Member Secretary
3.	Sh. D.K Jha	PGT(Hindi)	I/C
4	Sh Kamal Kishore/Sh Deepak Kumar	SSA/JSA	Member
5	Smt. Rumi Sharma	TGT(Hindi)	Member
6	Sh. Sanjay Yadav	TGT(Hindi)	Member
7	Sh.Savita Sharma	TGT(Sanskrit)	Member
8	Sh.Mukesh Kumar	TGT(Hindi)	Member
9	Smt. Keya Kundu	PRT	Member

#### **Duties:-**

- To implement the decision taken during Nagar Rajbhasha committee meeting.
- To attend Nagar Rajbhasha committee as and when required.
- To send periodical report to the KVS RO Guwahati, KVS New Delhi, Nagar Rajbhasha committee.
- To monitor and help the office for implementation of Rajbhasha in day to day office works.
- To follow the guidelines issued by Rajbhasha Committee of MHA in letter & spirit.

(Sh. P.C. Srivastava)

Principal



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## फोटोग्राफी समिति

### (PHOTOGRAPHY COMMITTEE SESSION 2023-24)

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#### **PHOTOGRAPHY:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh. Lal Bahadur	TGT(AE)	I/C
2.	Sh. Shrawan Kumar	TGT (WE)	Member
3.	Sh. Roushan Kumar	PRT	Member
4.	Sh. Rohit Singh	PRT	Member

#### **Duties:-**

- To ensure the photography/Videography as important occasions days/ functions.
- To make the camera ready all the time and get the snaps of the activities conducted during morning assembly and CCA.
- Printing of photographs and its display on the various locations.
- Uploading the photographs of different events on website and blog of the Vidyalaya.
- Collection of photographs for Magazine and News Letter.
- Maintaining the folder of photos and videos in the Computers.

(Sh. P.C. Srivastava)

Principal



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## बैक टू बेसिक समिति

### (BACK TO BASIC COMMITTEE SESSION 2023-24)

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

#### **BACK TO BASIC SECONDARY SECTION :**

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt Rumi Sharma	TGT(Hindi)	I/C
2.	All teachers teaching classes VI to VIII	PGT/TGT	Member

#### **BACK TO BASIC PRIMARY SECTION :**

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt Keya Kundu	PRT	I/C
2.	All PRTs	PRT	Member

#### **Duties:-**

- To ensure the implementation of Back to basic as per KVS norms.
- To maintain records of Back to basic every month.
- To prepare LAT (Learner's Achievement Test).
- To maintain the register reflecting the number of work sheets prepared by the teacher.

(Sh. P.C. Srivastava)

Principal



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## शैक्षणिक दौरा / पर्यटन समिति

### (EDUCATIONAL TOURS / EXCURSION COMMITTEE SESSION 2023-24)

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#### **EDUCATIONAL TOURS / EXCURSION:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh. B. N. Singh	PGT(GEO)	I/C
2.	Sh. Deepak Kumar	TGT(SSt)	Member
2.	Sh. Vaibhav Nautiyal	TGT(PH&E)	Member
3.	Sh. Jyoti Prasad Baishya	TGT(SSt)	Member
4.	Smt.D.B.R Choudhary	PRT	Member
5.	Miss. Pooja Sharma	PRT	Member
6.	Sh. Vivek Kumar	PRT	Member

#### **Duties:**

- To plan education tours / excursions for all the classes as per KVS norms.
- To ensure the safety of the students during the journey period and their stay at the venue.
- To provide hygienic food / potable water to the students who are participating in tour programme.

(Sh. P.C. Srivastava)

Principal



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## COMMITTEE FOR THE SESSION 2023-24

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

### GENERAL GRIEVANCE OF STUDENTS (CORPORAL PUNISHMENT, ABUSING OF THE STUDENTS BY THE TEACHERS)/SUGGESTION BOX/Grievance for SC/ST/OBC/Divyang

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh. Dipak Kumar Roy	PGT(Eng))	I/C
2.	Smt. Jyoti Singh	PGT(Bio)	Member
3.	Smt Mita Bramha	Librarian	Member
4.	Smt. Keya Kundu	PRT	Member

### 37. INFORMATION ON RTI

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh. Amit Kumar	PGT(Chem)	I/C
2.	Sh. Dipak Kumar Roy	PGT(Eng)	Member
3.	Sh. B. K. Prabhakar	PGT(Maths)	Member
4.	Smt. Rumi Sharma	TGT(Hindi)	Member
5.	Smt. Keya Kundu	PRT	Member
6.	Sh. Kamal Kishore	SSA	Member

#### Duties:-

1. If any complaint related to immoral behavior towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions or forcing them to bring the eatables or eating their tiffin and asking some students to blame or abuse slow learners or comment on family background and occupation of the parents is received by the committee, the following steps should be taken immediately at Committee level.
2. The RTI must be responded well in time. This is the personal responsibility of each of the member of the committee.

(Sh. P.C. Srivastava)  
Principal



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## शाला दर्पण समिति

### (SHAALA DARPAN COMMITTEE SESSION 2023-24)

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#### SHAALA DARPAN COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh. Lal Bahadur	TGT(AE)	I/C
2.	Sh. Shrawan Kumar	TGT(WE)	Member
3.	Sh. Roushan Kumar	PRT	Member
4.	All class teachers/Co-Class Teachers		Member

#### Duties:-

- All the data to be uploaded by the Class Teachers. It is the personal duty of the Class Teachers to ensure the correctness of data.
- For any Time lagging in the work will be viewed seriously and action will be taken against defaulter Class teachers.
- The In-Charge is directed to make necessary arrangements for internet connectivity and other required infrastructure.

(Sh. P.C. Srivastava)  
Principal





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## यु. बी. आई. पोर्टल समिति

### (UBI PORTAL COMMITTEE SESSION 2023-24)

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

#### UBI PORTAL COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh. Roushan Kumar	PRT	I/C
2.	Sh. Shrawan Kumar	TGT(WE)	Member
3.	Sh. Rohit Singh	PRT	Member
4.	Smt. Pinki	PRT	Member
5.	All Class Teachers		Member

#### Duties-

- To update the fee records properly.
- To update the details of students correctly in UBI Portal. The responsibility will be fixed against the Class teacher for any discrepancy or incorrectness of data found after verification.
- Any discrepancy found by the class teacher must be brought to the notice of the Principal and correction be made with the approval of the Principal.
- The First verification of fee details must be completed by the Class Teacher well in time.

(Sh. P.C. Srivastava)  
Principal



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## सी. एम. पी. समिति

### (CMP COMMITTEE SESSION 2023-24)

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

#### CMP

S.NO	NAME	DESIGNATION	MEMBER
1	Smt. Keya Kundu	PRT	I/C
2	Smt. D.B.R Choudhury	PRT	Member
3	Smt. Manju Rani Singha	PRT	Member
4	Sh. Kuna Sahoo	PRT	Member
5	Miss. Pooja Sharma	PRT	Member
6	Sh. Vikas Kumar	PRT	Member

#### Duties:-

- 1 To monitor strict adherence of CMP activities for primary
- 2 Maintenance of CMP records.
- 3 Plan and conduct CMP meetings with permission of the chair.

(Sh. P.C. Srivastava)  
Principal



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## स्काउट एंड गाईड समिति

### (SCOUT AND GUIDE COMMITTEE SESSION 2023-24)

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#### SCOUTS AND GUIDE

S.NO	NAME	DESIGNATION	MEMBER
1	Sh. D. K. Jha	PGT(Hindi)	I/C
2	Smt. Mita Brahma	Librarian	Member
3	Sh. Jitendra Singh	TGT (Sci)	Member
4	Smt. Keya kundu	PRT	Member
5	Smt. Papiya Pramanik	PRT	Member
6	Sh. Rohit Singh	PRT	Member
7	All Trained Teachers		Member
	<b>CUBS &amp; BULBULS</b>		
1	Mr. Vikas Kumar	PRT	I/C
2	Mr. N.R Debnath	PRT	Member
3	Mrs. Pinki	PRT	I/C
4	Mrs Khushboo Kumari	PRT	Member

#### Duties:-

- To attend the vidyalaya in complete uniform on every Wednesday and on other activity days.
- To prepare eligible students for various test s & activities and records for the same.
- To take part actively in scouting/Guiding programmers.
- Any other instructions issued from time to time.

(Sh. P.C. Srivastava)  
Principal



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## अटल टिंकेरिंग प्रयोगशाला समिति

### (ATAL TINKERING LABORATORY COMMITTEE SESSION 2023-24)

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

#### ATAL TINKERING LABORATORY

SI No	NAME	DEAIGANTION	MEMBER
1	Sh. Manoj Kumar Rastogi	PGT(Physics)	I/C
2	Mrs. Monu Rani	PGT(Physics)	Member
3	Sh. Shrawan Kumar	TGT(WE)	Member
4	Sh. Vikas Kumar	PRT	Member

#### Duties:-

1. To prepare and maintain the Laboratory in a very high standard and dignified manner.
2. Maintenance of records of all materials, equipment and documents.
3. Attend the lab at operational times.

(Sh. P.C. Srivastava)  
Principal



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## CPPDPT समिति

### (CPPDPT COMMITTEE SESSION 2023-24)

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### CPPDPT

SL NO	NAME	DESIGNATION	MEMBER
1	Smt. Keya Kundu	PRT	Member
2	Smt. D. B. Roy Choudhury	PRT	Member

### Duties:--

1. Coordinate and conduct workshop/programmers etc. as guidelines of KVS.
2. Maintenance of reports of all such workshops/Programmes.

(Sh. P.C. Srivastava)  
Principal



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## फिट-भारत/खेलो भारत ( Games and Sports/SBSB/Fit India Movement/Khelo India)

### COMMITTEE FOR THE SESSION 2023-24

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#### Games and Sports/SBSB/Fit India Movement/Khelo India

SL NO	NAME	DESIGNATION	MEMBER
1	Sh. Vaibhav Nautiyal	TGT(PH&E)	I/C
2	Sh. Shrawan Kumar	TGT(WE)	Member
3	Sh. Amit Kumar	PGT (Chem)	Member
4	Mrs. Mita Brahma	Librarian	Member
5	Sh. Lal Bahadur	TGT(AE)	Member

#### Primary

SL NO	NAME	DESIGNATION	MEMBER
1	Sh. Rohit Singh	PRT	Member
2	Sh. Kuna Sahoo	PRT	Member
3	Smt. Manju Rani Singha	PRT	Member
4	Smt. Papiya Pramanik	PRT	Member
5	Sh. Santosh Kumar Mandal	PRT	Member
6	Smt. Khushboo	PRT	Member

#### Duties:-

1. To look into the proper availability of sports materials for the students.
2. To plan for conducting sports activities at Vidyalaya level.
3. To comply with the instructions for KVS regional & National sports Meet.

(Sh. P.C. Srivastava)  
Principal



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## कम्प्युटर एंड आई.टी. विकास समिति

### (COMPUTER AND IT DEVELOPMENT COMMITTEE SESSION 2023-24)

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#### Computer and IT development

##### Secondary

SL NO	NAME	DESIGNATION	MEMBER
1	Sh. P.C. Srivastava	PGT (CS)	I/C
2	Sh. Shrawan Kumar	TGT(WE)	Member
3	Sh. Jawed Ansari	TGT(Maths)	Member
4.	Smt. Seema Rani	TGT(Maths)	Member

##### Primary

SL NO	NAME	DESIGNATION	MEMBER
1	Sh. Vivek Kumar	PRT	Member
2	Sh. Nihar Ranjan Debnath	PRT	Member
3	Sh. Rohit Singh	PRT	Member
4	Sh. Praveen Kumar	PRT	Member

#### Duties:-

1. To ensure proper development of IT infrastructure and to assist the authority.
2. To ensure timely execution of computer related works
3. To ensure proper functioning of the computer & peripherals fitted at various places & departments of the Vidyalaya.

(Sh. P.C. Srivastava)  
Principal



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## PISA समिति

### (PISA COMMITTEE SESSION 2023-24)

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S. NO	NAME	DESIGNATION	MEMBER
1	Sh. Deepak Kumar	TGT(S.St)	I/C
2	Sh. R K Singh	PGT(Commerce)	Member
3	Sh. Rahul Gautam	PGT(History)	Member
4	Sh. B. N. Singh	PGT(Geog)	Member
5	Sh. Sofiul Alam	TGT(English)	Member
6	Sh. Shrawan Kumar	TGT(WE)	Member

#### Duties:-

1. To ensure proper maintenance of PISA Records.
2. To ensure compilation of PISA related questions in classroom activity.
3. To ensure timely execution of PISA related works
4. To ensure proper development of PISA corner in the Vidyalaya.
5. To compile and send PISA related records to KVS authorities.

(Sh. P.C. Srivastava)  
Principal





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## एक भारत श्रेष्ठ भारत समिति

### (EK BHARAT SHRESTH BHARAT COMMITTEE SESSION 2023-24)

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S. NO	NAME	DESIGNATION	MEMBER
1	Sh. Rahul Gautam	PGT(His)	I/C
2	Sh. B. N. Singh	PGT (Geo)	Member
3	Sh. Deepak Kumar	TGT(SSt)	Member
4	Sh. Jyoti Prasad Baishya	TGT(SSt)	Member
5		All teachers from state of Rajasthan	Member

#### Duties:-

1. To ensure proper maintenance of EBSB Records.
2. To ensure participation of students in all online and offline competitions.
3. To ensure timely submission of reports of EBSB.
4. To ensure proper development of EBSB corner in the Vidyalaya.

(Sh. P.C. Srivastava)  
Principal



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## वेबसाईट समिति / साइबर क्लब विस्तार समिति

### (WEBSITE COMMITTEE/CYBER CLUB DEVELOPMENT COMMITTEE

### SESSION 2023-24)

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SL NO	NAME	DESIGNATION	MEMBER
1.	Sh. P.C. Srivastava	PGT CS	I/C
2.	Sh. Lal Bahadur	TGT(AE)	Member
3.	Sh. Mukesh Kumar	TGT(Hindi)	Member
4.	Sh. Roushan Kumar	PRT	Member
5.	Sh. Vivek Kumar	PRT	Member
6.	Sh. Kuna Sahoo	PRT	Member
7.	Miss. Pooja Sharma	PRT	Member
8.	Sh. Deepak Kumar	JSA	Member

#### Duties:-

1. To ensure proper development of website and to assist the authority.
2. To ensure timely submission and participation of all competitions.
3. To ensure development of Innovative E-contents and uploading the contents in various E-Portals like Diksha and in Vidyalaya website.
4. To ensure various club activities related to cyber cell.

(Sh. P.C. Srivastava)  
Principal



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## चारदिवारी रख-रखाव समिति

### (BOUNDARY WALL MAINTENANCE COMMITTEE SESSION 2023-24)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

SL NO	NAME	DESIGNATION	MEMBER
1	Sh. Vaibhav Nautiyal	TGT(PH&E)	I/C
2	Sh. Rahul Jain	PGT(Math)	Member
3	Smt. Monu Rani	PGT(Phy)	Member
4	Sh. Shrawan Kumar	TGT(WE)	Member
5.	Sh. Nihar Ranjan Debnath	PRT	Member

#### Duties:-

1. To ensure proper monitoring of Vidyalaya boundary wall and to assist the authority.
2. To ensure quality of materials of boundary wall.

(Sh. P.C. Srivastava)

Principal



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## रूट्स टु रूट्स समिति

### (ROUTES TO ROUTES COMMITTEE SESSION 2023-24)

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SL NO	NAME	DESIGNATION	MEMBER
1	Smt. Mita Brahma	TGT(Lib)	I/C
2	Sh. Lal Bahadur	TGT(AE)	Member
3	Smt. Papiya Pramanik	PRT	Member
4	Mrs. Savita Sharma	TGT(Skt)	Member

#### Duties:-

1. To ensure participation of students in all classes online.
2. To ensure participation of students in all competitions.

(Sh. P.C. Srivastava)  
Principal



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## ए.सी.पी. समिति

### (ACP COMMITTEE SESSION 2023-24)

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SL NO	NAME	DESIGNATION	MEMBER
1	Sh. D.B Jha	PGT(Hindi)	I/C
2	Sh. Vaibhav Nautiyal	TGT(PH&E)	Member
3	Sh. Jitendra Singh	TGT(Sci)	Member
4.	All trained Teachers		Member

#### Duties:-

1. To ensure timely completion of ACP modules for all classes.
2. To ensure maintenance of records of ACP.
3. To ensure timely submission of reports to KVS authorities.

(Sh. P.C. Srivastava)  
Principal



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## भाषा प्रयोगशाला समिति

### (LANGUAGE LAB COMMITTEE SESSION 2023-24)

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SL NO	NAME	DESIGNATION	MEMBER
1	Sh. Dipak Kumar Roy	PGT(Eng)	I/C
2	Mrs. Archana Kumari	PGT(Eng)	Member
3	Mr. Snehashish Ghosh	TGT(Eng)	Member
4	Sh. Sofiul Alam	TGT(Eng)	Member

#### Duties:-

1. To ensure timely completion of Language lab modules for all classes.
2. To ensure maintenance of records of Language Lab.
3. To ensure timely submission of reports to KVS authorities.

(Sh. P.C. Srivastava)  
Principal



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KENDRIYA VIDYALAYA NEW BONGAIGAON  
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## GeM समिति

### (GeM PROCUREMENT COMMITTEE SESSION 2023-24)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

SL NO	NAME	DESIGNATION	MEMBER
1	Sh. Kuna Sahoo	PRT	I/C
2	Sh. Vivek Kumar	PRT	Member
3	Miss. M.R.Singha	PRT	Member
4	Sh. Kamal Kishore	SSA	Member

#### Duties:-

1. To ensure timely completion of Procurement.
2. To ensure maintenance of records of Procurement.
3. To ensure timely submission of reports to KVS authorities.

(Sh. P.C. Srivastava)  
Principal



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## एलुमनि समिति

### (ALUMNI COMMITTEE SESSION 2023-24)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

SL NO	NAME	DESIGNATION	MEMBER
1	Smt. Mita Brahma	Librarian	I/C
2	Sh. Amit Kumar	PGT(Chem)	Member
3	Smt. Keya Kundu	PRT	Member
4	Sh. Snehasish Ghosh	TGT(Eng)	Member

#### Duties:-

1. To ensure collecting information of Alumni.
2. To ensure maintenance of records of Alumni.
3. To ensure timely submission of reports to KVS authorities.

(Sh. P.C. Srivastava)  
Principal





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## कैंटीन समिति

### (CANTEEN COMMITTEE SESSION 2023-24)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

SL NO	NAME	DESIGNATION	MEMBER
1	Sh. B. N. Singh	PGT(Geo)	I/C
2	Smt. Jyoti Singh	PGT(Bio)	Member
3	Smt. Mita Brahma	Librarian	Member
4	Sh. Lal Bahadur	TGT (AE)	Member
5	Mrs. Kanika Tanwar	TGT(Sci)	Member
6	Mrs. D. B. Roy Choudhury	PRT	Member

#### Duties:-

1. To ensure Proper Checking of Canteen Goods.
2. To ensure maintenance Quality of Canteen Goods.
3. To ensure Verification of Rates and other related issues of canteen.

(Sh. P.C. Srivastava)  
Principal



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## नामांकन समिति

### (ENROLLMENT POSITION COMMITTEE SESSION 2023-24)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

SL NO	NAME	DESIGNATION	MEMBER
1	Sh. Rahul Jain	PGT(Maths)	I/C
2	Sh. G Venkatraman	PGT(Chem)	Member
3	Sh. Shrawan Kumar	TGT (WE)	Member
4	Sh. Deepak Kumar	JSA	Member

#### Duties:-

1. To ensure timely completion of Enrolment Position.
2. To ensure correct and proper maintenance of monthly records of Enrolment.
3. To ensure timely submission of reports to KVS authorities.
4. To ensure Enrolment position must match with admission and withdrawal in every month.

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Principal



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## कार्यस्थल पर यौन उत्पीड़न समिति

### (SEXUAL HARASSMENT OF WOMEN AT WORK PLACE) (INTERNAL COMPLAINT COMMITTEE SESSION 2023-24)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee.

SL NO	NAME	DESIGNATION	MEMBER
1		Asst. Commissioner, KVS RO	Presiding Officer
2	Smt. Anila Kumari	Advocate & NGO Member	NGO Member
3	Smt. Jyoti Singh	PGT(Bio)	Member
4	Smt. Mita Brahma	Librarian	Member
5	Dr. (Smt.) Gitika Das Pathak	VMC Member	Member

(Sh. P.C. Srivastava)  
Principal



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## राष्ट्रीय छात्रवृत्ति पोर्टल समिति

### (NATIONAL SCHOLARSHIP PORTAL (NSP) COMMITTEE SESSION 2023-24)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee.

SL NO	NAME	DESIGNATION	MEMBER
1	Sh. Amit Kumar	PGT(Chem)	I/C
2	Sh. Sofiul Alam	TGT(Eng)	Member
3	Md. Jawed Ansari	TGT(Math)	Member

#### Duties:-

1. To ensure timely completion of all scholarship related details of students.
2. To ensure correct and proper verification of students.
3. To make proper documentation in the form of a register of student details for further use.
4. To ensure timely submission of reports to KVS authorities.

(Sh. P.C. Srivastava)  
Principal



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## विद्यालय सौंदर्यीकरण & अनुरक्षण समिति

### (SCHOOL BEAUTIFICATION AND UPKEEPMENT COMMITTEE SESSION 2023-24)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee.

SL NO	NAME	DESIGNATION	MEMBER
1	Mrs. Jyoti Singh	PGT(Bio)	I/C
2	Sh. Rahul Gautam	PGT(Hisory)	Member
3	Sh. Sofiul Alam	TGT(Eng)	Member
4	Sh. Shrawan Kumar	TGT(WE)	Member
5	Sh. Vaibhav Nautiyal	TGT(PH&E)	Member
6	Sh. Lal Bahadur	TGT(AE)	Member
7	Mrs. Mita Brahma	Librarian	Member
8	Mrs. Papiya Pramanik	PRT	Member
9	Mrs. Manju Rani Singha	PRT	Member
10	Mrs. D B R Choudhury	PRT	Member
11	Sh. Nihar Ranjan Debnath	PRT	Member

#### Duties:-

1. To ensure proper upkeepment of the Vidyalaya premises.
2. To suggest any shortcoming or beautification related work.
3. To ensure beautification of Vidyalaya at all corners .
4. To ensure timely submission of reports to KVS authorities.

(Sh. P.C. Srivastava)  
Principal



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## काँपी जाँच & निरीक्षण समिति

### (NOTEBOOK CORRECTION & SUPERVISION COMMITTEE SESSION 2023-24)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee.

SL NO	NAME	DESIGNATION	MEMBER
1	Sh. Dipak Kumar Roy	PGT(Eng)	I/C
2	Sh. Rahul Jain	PGT(Maths)	Member
3	Sh. R. K. Singh	PGT(Comm)	Member
4	Mrs. Keya Kundu	PRT	Member
5	Mrs. Papiya Pramanik	PRT	Member

#### Duties:-

1. To ensure proper planning & Supervision of notebooks of students.
2. To ensure timely submission of reports to KVS authorities.

(Sh. P.C. Srivastava)  
Principal



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## ऑनलाइन शिक्षण सुविधा समिति

### (ONLINE TEACHING FACILITATION (G-SUIT) COMMITTEE SESSION 2023-24)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee.

SL NO	NAME	DESIGNATION	MEMBER
1	Sh. P.C. Srivastava	PGT(CS)	I/C
2	Sh. Shrawan Kumar	TGT(WE)	Member
3	Sh. Vivek kumar	PRT	Member
4	Miss. Pooja Sharma	PRT	Member
5	Smt. Pinki	PRT	Member
6	Sh. Rohit Singh	PRT	Member
7	Sh. Vikas Kumar	PRT	Member

#### Duties:-

1. To ensure proper planning & facilitation of online teaching to students.
2. To ensure proper functioning of G-SUIT classrooms.
3. To ensure timely submission of reports to KVS authorities.

(Sh. P.C. Srivastava)  
Principal



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## कोविड-19 प्रोटोकाल & सेनिटाइजेसन समिति

### (COVID-19 PROTOCOL & SANITIZATION COMMITTEE SESSION 2023-24)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee.

SL NO	NAME	DESIGNATION	MEMBER
1	Sh. Vaibhav Nautiyal	TGT(PH&E)	I/C
2	Sh. Manoj Kumar Rastogi	PGT(Phy)	Member
3	Sh. B. K. Prabhakar	PGT(Hindi)	Member
4	Sh. D.B Jha	TGT(Geo)	Member
5	Sh. Mukesh Kumar	TGT(Hindi)	Member
6	Mrs. Kanika Tanwar	TGT(Sci)	Member
7	Mrs. Mita Brahma	Librarian	Member
8	Sh. Sharwan Kumar	TGT(WE)	Member
9	Sh. Lal Bahadur	TGT(AE)	Member
10	Mrs. Keya Kundu	PRT	Member (I/C)
11	Sh. Nihar Ranjan Debnath	PRT	Member
12.	Sh. Praveen Kumar	PRT	Member

#### Duties:-

1. To ensure proper planning & Sanitization of Vidyalaya during Classes.
2. To ensure following SOP of Assam Govt. and KVS during Classes.
3. To ensure timely submission of reports to KVS authorities.

(Sh. P.C. Srivastava)  
Principal





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## आय-कर गणना & फार्म 16 वितरण समिति

### (INCOME TAX CALCULATION AND FORM 16 GENERATION COMMITTEE)

#### SESSION 2023-24

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee.

SL NO	NAME	DESIGNATION	MEMBER
1	Sh. R. K. Singh	PGT(Comm)	I/C
2	Sh. Rahul Jain	PGT(Maths)	Member
3	Sh. Jawed Ansari	TGT(Maths)	Member
4	Sh. Kamal Kishore	SSA	Member

#### Duties:-

1. To ensure proper planning & Calculation of income tax of every employee monthly basis.
2. To ensure generation of form 16 and calculation of broad sheet of all employees.
3. To ensure timely submission of reports to KVS authorities.

(Sh. P.C. Srivastava)  
Principal



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## व्हाइट बोर्ड पर कक्षावार नामांकन प्रदर्शन समिति

### (CLASSWISE ENROLLMENT ON WHITE BOARD COMMITTEE SESSION 2023-24)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee.

SL NO	NAME	DESIGNATION	MEMBER
1	Sh. Rahul Jain	PGT(Maths)	I/C
2	Sh. G. Venketrammana	PGT(Chem)	Member
3	Sh. Jawed Ansari	TGT(Maths)	Member
4	Sh. Jyoti Singh	PGT(Bio)	Member
5	Sh. Rohit Singh	PRT	I/C Primary
6	Sh. Praveen Kumar	PRT	Member

#### Duties:-

1. To ensure proper planning & daily filling of enrolment of student in white board near hanging garden.
2. To ensure coordination with class teachers and monitors to properly execute above work.
3. To ensure timely submission of reports to KVS authorities.

(Sh. P.C. Srivastava)  
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## स्टुडेंट पुलिस कैडेट समिति

### (STUDENT POLICE CADET COMMITTEE SESSION 2023-24)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee.

SL NO	NAME	DESIGNATION	MEMBER
1	Sh. Amit Kumar	PGT(Chem)	I/C
		All class teachers of 8 <sup>th</sup> and 9 <sup>th</sup>	Member

#### Duties:-

1. To ensure proper planning and training of student police cadet.
2. To ensure coordination with local police and inspector of school for smooth conduct of training process.
3. To ensure planning of utilization of grant receive from Ministry of Home Affairs.
4. To ensure timely submission of reports to KVS authorities.

(Sh. P.C. Srivastava)  
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## स्टेपअप कार्यावयन समिति

### (STEPUP IMPLEMENTATION COMMITTEE SESSION 2023-24)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee.

SL NO	NAME	DESIGNATION	MEMBER
1	Sh. Jawed Ansari	TGT(Maths)	I/C
		All teachers	Member

#### Duties:-

1. To ensure proper planning and training of student step up app.
2. To ensure coordination with step up team and registration and utilization of resources of the app.
3. To ensure timely submission of reports to KVS authorities.

(Sh. P.C. Srivastava)  
Principal



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Email: [kenvidnbq@gmail.com](mailto:kenvidnbq@gmail.com) website: <https://newbongaigaon.kvs.ac.in>



## स्वच्छ भारत पुरस्कार समिति

### (SWACCH BHARAT PURASKAR COMMITTEE SESSION 2023-24)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee.

SL NO	NAME	DESIGNATION	MEMBER
1	Sh. Rahul Gautam	PGT(His)	I/C
2	Mrs. Jyoti Singh	PGT( Bio)	Member
3	Sh. Lal bahadur	TGT(AE)	Member
4	Mrs. Mita Brahma	librarian	Member

#### Duties:-

1. To ensure proper planning and submission of Vidyalaya records.
2. To ensure coordination with all other teachers and departments.
3. To ensure timely submission of reports to KVS authorities.

(Sh. P.C. Srivastava)  
Principal



केन्द्रीय विद्यालय न्यू बंगाईगाँव  
KENDRIYA VIDYALAYA NEW BONGAIGAON  
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## छत जांच समिति

### (ROOF INSPECTION COMMITTEE SESSION 2023-24)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee.

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh. Shrawan Kumar	TGT(WE)	I/C
	<b>Roof near to Language lab &amp; Art room</b>		
2.	Sh. Sofiul Alam	TGT(Eng)	Member
	Sh. Jitendra Singh	TGT(Sci)	Member
3.	<b>Roof of Admin block &amp; its right side</b>		
	Sh. Vaibhav Nautiyal	TGT(PH&E)	Member
	Sh. Sharad Shukla	PRT	Member
	Sh. S.C Barman	Sub-Staff	Member
4	<b>Roof of Admin block &amp; its left side</b>		
	Sh. Lal Bahadur	TGT(AE)	Member
	Sh. Sanjay Yadav	TGT(Hindi)	Member
	Sh. Mukesh Basfore	Sub Staff	Member
5	<b>Roof of primary Block</b>		
	Sh. Nihar Ranjan Debnath	PRT	Member
	Sh. Vikas Kumar	PRT	Member
	Sh. Praveen Kumar	PRT	Member

#### Duties:-

1. To ensure proper cleaning and maintenance of roof.
2. To check any seepage or other problem in the roof.
3. To ensure timely submission of reports to KVS authorities.

(Sh. P.C. Srivastava)  
Principal



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## खोज समिति (SHORTCOMINGS FINDING COMMITTEE)/

## तथ्यांवेषी समिति (IMPROVEMENTS & SUGGESTIONS COMMITTEE)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee.

<b>SHORTCOMINGS FINDING COMMITTEE</b>			
<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mrs. Jyoti Singh	PGT(BIO)	I/C
2.	Mr. Rahul Jain	PGT(Maths)	Member
3.	Mr. Lal Bahadur	TGT(AE)	Member
4.	Sh. Sofiul Alam	TGT(Eng)	Member
5.	Mrs. Papiya Pramanik	PRT	Member
6.	Mrs. DBR Choudhury	PRT	Member
<b>IMPROVEMENTS &amp; SUGGESTIONS COMMITTEE</b>			
<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mr. Dipak Kumar Roy	PGT(Eng)	I/C
2.	Mr. Rahul Gautam	PGT(His)	Member
3.	Mrs. Mita Brahma	Librarian	Member
4.	Mr. Sanjay Yadav	TGT(Hindi)	Member
5.	Mr. Snehasish Ghosh	TGT(Eng)	Member
6.	Mrs. Manju Singha	PRT	Member
7.	Mr. Sharad Shukla	PRT	Member

### Duties:-

1. To ensure proper upkeep and maintenance of all the corners of the Vidyalaya.
2. To check any short comings in the Vidyalaya and also improvement needed for the same.
3. To ensure proper renovation, new construction & other improvement measures required.
4. Committee will submit report on monthly basis to the undersigned.
5. To ensure timely submission of reports to KVS authorities.

(Sh. P.C. Srivastava)  
Principal