





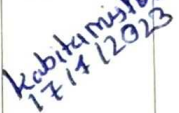
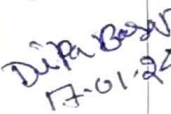
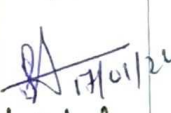




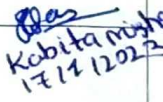


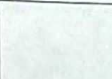
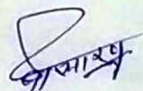






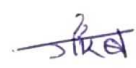
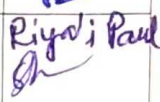
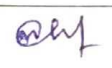

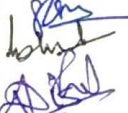
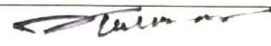



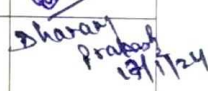
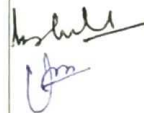

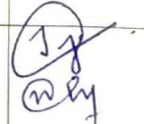

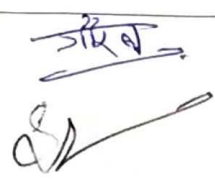
KENDRIYA VIDYALAYA BSF BAIKUNTHPUR
LIST OF VARIOUS COMMITTEES- 2023-24

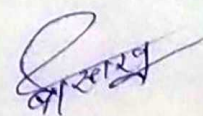
S No.	Department	Committee members	Duties	Teacher Sign
1	Academic	<ul style="list-style-type: none"> Mr. N. M. Shilal (Sec.) Ms. Sadhana Sachan(Primary) 	Management of all academic issues, to provide guidance to the I/Cs of different departments. Apprise the students about the academic notices, notebook correction, split-up syllabus etc.	 
2	Admission	<ul style="list-style-type: none"> Mr. Hansraj Meena- (I/C) Ms. Snehlata Mr. S. Chatterjee. 	To look after annual admission guidelines of KVS (HQ), verification of documents, ensure the proper category and castes. Preparing the admission list and other admission related work.	  
3	Subject Committee & Other Committees	<ul style="list-style-type: none"> NIPUN – Ms. S. K. Sachan Ms. Jaya Hindi& Sanskrit- Kavita Mishra & Dipa Basak Maths- Ms. Shelina. Science- Ms. Uma Verma S.St- Mr. N. M. Shilal CCT-Ms Uma Verma EBSB- Nandita Chakraborty FIT India- Mr. Joy Talukdar 	To organise monthly subject committee meetings, maintain reports and plan various activities related to the concerned subject.	       
4	Rajbhasha Vibhag	<ul style="list-style-type: none"> Ms. S. K. Sachan (I/C) Ms. Kavita Mishra Mr. Dilip Harijan 	To Prepare all the quarterly report time to time	 
5	NIPUN	<ul style="list-style-type: none"> Ms. S. K. Sachan- (I/C) 	To prepare CMP calendar, conduct all the activities as per the calendar in a befitting manner at vidyalaya and cluster level.	
6	Examination	<ul style="list-style-type: none"> Mr. N. M. Shilal (I/C) 	To conduct all the exams as per the schedule - periodic, half-yearly and annual exam.	



		<ul style="list-style-type: none"> Ms. Chhavi Arora 	Moderation, printing and storage of QP, seating arrangements, assigning invigilation duty. Preparation and distribution of report cards, result analysis etc.	
7	Library	<ul style="list-style-type: none"> Ms. Manisha (I/C) Mr. H. Meena 	To keep and maintain all records and issue books .	
8	Photography	<ul style="list-style-type: none"> Mr. Gourab Banik (I/C) Mr. Sudip Chatterjee 	To keep record of all major events of the vidyalaya, get printed copies (as and when required), to display them in a proper way, to send the photographs after a particular event along with a report.	
9	Time Table	<ul style="list-style-type: none"> Ms. Snehlata (I/C) Ms. Chhavi Arora 	Annual routine, daily arrangement in case of absence of a teacher, remedial routines	
10	CCA / Celebration	<ul style="list-style-type: none"> Ms. Nandita Chakraborty (I/C) Ms. Uma Verma Mr. Vishal Tiwari Ms. Ishika Tyagi 	Organise all CCA activities as per the CCA calendar, all other cultural activities like special occasions, swachhata mission, annual day, grandparents day etc, keep record and reports of all events.	
11	Magazine	<ul style="list-style-type: none"> Ms. Jaya I/C Mr. Gourab Banik Mr. Dharam Prakash Mr. Vishal Tiwari. Ms. Ishika Tyagi 	This committee has to look the publication of the vidyalaya patrika/Students Diary. The duties include collection of articles, editing, proof reading, printing, distribution.	
12	News letter	<ul style="list-style-type: none"> Ms. Chhavi Arora(I/C) Ms. Snehlata Mr. Vishal Tiwari 	This committee has to look the publication of the the news letter.	
13	Scout and Guide Cubs and Bulbuls	<ul style="list-style-type: none"> Mr. N. M. Shilal (I/C) Ms. Snehlata Mr. H. Meena 	To effectively plan, select, execute and monitor all BS&G activities.	
14	UBI	<ul style="list-style-type: none"> Mr. Hansraj Meena (I/C) Mr. Sudip Chatterjee 	To guide all class teachers in uploading the concerned data and keep the work updated as per the instructions received.	
15	Computer Lab	<ul style="list-style-type: none"> Mr. Dharam Prakash (I/C) Mr. Sudip Chatterjee 		

16	Excursion	<ul style="list-style-type: none"> Mr. Hansraj Meena- Overall I/C Mr. Vishal Kumar Gupta Ms. S. K. Sachan 	To plan annual field trips keeping in mind the safety and security issues and also the interest of the students.	<p>Hansraj</p> <p>Vishal</p> <p>S.K. Sachan</p>
17	Discipline	<ul style="list-style-type: none"> Mr. Vishal Kumar Gupta - I/C Mr. Joy Talukdar Mr. N. M. Shilal Mr. Uma Verma Ms. Chhavi Arora Mr. Vishal Tiwari 	Plan, select, organise and execute the council in an effective manner	<p>Vishal</p> <p>Joy</p> <p>N.M. Shilal</p> <p>Uma</p> <p>Chhavi</p> <p>Vishal</p>
18	Sanitation/ Swachhta	<ul style="list-style-type: none"> Boys Mr. H. Meena I/C Girls- Ms. Jaya I/C 		<p>H. Meena</p> <p>Jaya</p>
19	Website Updating	<ul style="list-style-type: none"> Mr. Sudip chatterjee- Overall I/C Mr. Arindam Roy 	To keep the school website updated in all respect with events, notices, circulars and latest details of the Vidyalaya and its activities along with latest photo graphs . Also provide the link of CBSE.KVS.NCERT,E-Lib.UBI,KV,On line Admission etc.	<p>Sudip</p> <p>Arindam</p>
20	Beautification	<ul style="list-style-type: none"> Mr. Gourab Banik I/C Ms. Snehlata Ms. Ishika Tyagi 	To maintain the scenic beauty of the school. To develop the school compound aesthetically. To plant, grow and maintain the school garden.	<p>Gourab</p> <p>Snehlata</p> <p>Ishika</p>
21	Repair and Maintenance	<ul style="list-style-type: none"> Mr. Hansraj Meena Ms. S. K. Sachan Mr. Dharam Prakash 	To look after all sorts of maintenance and repair works as per the need/ requisition from various department and classes.	<p>Hansraj</p> <p>S.K. Sachan</p> <p>Dharam Prakash 17/1/24</p>
22	PTM	<ul style="list-style-type: none"> Ms. Chhavi Arora (Primary) Mr. Gourab Banik (Secondary) 		<p>Chhavi</p> <p>Gourab</p>
23	PA System	<ul style="list-style-type: none"> Mr. Dharam Prakash (I/C) Mr. H. Meena 		<p>Dharam Prakash 17/1/2024</p> <p>H. Meena</p>
24	First Aid	<ul style="list-style-type: none"> Ms. Uma Verma (I/C) Mr. Joy Talukdar 		<p>Uma</p> <p>Joy</p>

25	CCT	<ul style="list-style-type: none"> Ms. Uma Verma (I/C) Ms. Shelina Aktar 		
26	Science Exhibition, SOF etc.	<ul style="list-style-type: none"> Ms. Uma Verma I/C 		
27	Child Right Protection Cell	<ul style="list-style-type: none"> Ms. Jaya I/C Mr. N.M. Shilal Ms Chhavi Arora Ms. Sadhana Sachan 		 
28	For special Needs (Divyang)	<ul style="list-style-type: none"> Ms. Piyali Paul (I/C) Ms. Snehlata Ms. Chhavi Arora Mr. Gourab Banik 		
29	Staff Club	<ul style="list-style-type: none"> Ms. Nandita Chakraborty (I/C) Ms. S. K. Sachan 		
30	Complaint Committee	<ul style="list-style-type: none"> Ms. Jaya Ms. S. K. Sachan Mr. N. M. Srilal Mr. Vishal Kumar 		 
31	Health Check Up Committee	<ul style="list-style-type: none"> Mr. Joy Talukdar Mr. Vishal Kumar Gupta Mr. Chhavi Arora Ms. Ishika Tyagi 		 
32	NDM & School Safty	<ul style="list-style-type: none"> Mr. Dharam Prakash (I/C) Mr. N. M. Srilal Ms. Uma Verma Mr. Vishal Tiwari 		 
33	Local Purchase Committee	<ul style="list-style-type: none"> Ms. Jaya Ms. Nandita Chakraborty Ms. S. K. Sachan Ms. Uma Verma Concern Dept. 		 
34	Furniture	<ul style="list-style-type: none"> Mr. Gourab Banik (I/C) Mr. Sushanta Sarkar 		



35

House Masters
and Co- House
Masters

- S- Mr. N. M. Srilal
- S- Ms. Snehlata
- S- Ms Chhavi Arora

- T- Ms. Kavita Mishra
- T- Ms Uma Verma
- T- Ms. Ishika Tyagi

- A- MS. Dipa Basak
- A – Mr. Vishal Tiwari
- A- S. K. Sachan

- R- Ms. Shelina
- R- Gourab Banik
- R- Mr Hansraj Meena

N. M. Srilal

Kavita mishra
17/1/2023

Ishika

D. Basak — 17-01-24

Vishal Tiwari

Shelina
Gourab Banik

Hansraj Meena

Hansraj Meena

Principal