

# KENDRIYA VIDYALAYA IIT GUWAHATI

## LIST OF THE COMMITTEES FOR THE ACADEMIC SESSION 2021-22

Sl.No.	Name of Committee	Primary/ Secondary	Member's Name	Duty Assigned
1	Admission	Secondary/Primary	Mr. JK Verma PGT Maths I/C	To plan and conduct all fresh admissions as per KVS Guidelines.
			Mr. Amitabh Satyam, PGT(Geo)	
			Mrs Manisha Khetrapal HM	
			Mrs Kriti Bhatia PRT	
			Ms. Kapila PRT	
2	Examination	Secondary (Home/Cbse/NIOS)	Mr. Raju Dey PGT-Bio (I/C)	To follow the KVS schedule of examination and conduct all examination activities of the Vidyalaya in a systematic and transparent manner keeping and sending necessary records & analysis in time.
			Mr. Amitabh Satyam, PGT(Geo)	
			Mr. B. Ojha,PGT(Hindi)	
			Ms. Seema Seroheewal PGT-Chem.	
			Mr. P.C. Das (Lab Attendt.)	
		Primary	Mrs. Kriti Bhatia PRT	
			Ms. Kapila PRT	
Mr. G.C. Boro (Lab Attendt.)				
3	Time -Table	Secondary	Sh. Varakumar G. PGT Physics I/C	To prepare workable time tables for the school following KVS guidelines. To monitor arrangement periods and contractual teachers workings for payment.
			Sujeet Das PGT(Economics)	
			Mr. JK Verma PGT Maths	
		Primary	Mr. Raj Shekhar Gautam, PRT	
			Mrs. Santosh, PRT	
4	CCA	Secondary	Remya P Iyer,PGT(Bio-Tech) I/C	To conduct CCA activities by involving all the students and staff in a planned manner on weekly basis. To prepare the reports of the events.
			Mrs. Neelam Sharma,PGT(Commerce)	
			Ms. Piu Paul, TGT(Eng)	
			Mr. BP Dwibedi TGT(Hindi)	
		Primary	Mrs Janki Boro PRT -Music	
			Mrs. Kiran Yadav,PRT	
5	Local Purchase Committee		Dr. Bandhu Prasad, PGT(His)	To convene important meetings regarding all purchases. Go for spot quotations and make all necessary resolution as per KVS guidelines. Read purchase rules of KVS and help in purchase accordingly.
			Mr. Raju Dey PGT Biology	
			Mr. B. Ojha PGT Hindi	
			Mrs Manisha Khetrapal HM	

# KENDRIYA VIDYALAYA IIT GUWAHATI

## LIST OF THE COMMITTEES FOR THE ACADEMIC SESSION 2021-22

Sl.No.	Name of Committee	Primary/ Secondary	Member's Name	Duty Assigned
			All Department I/Cs	
6	Academic Planing		Mr. Haripada Das Principal	To monitor and supervise the academic standard of the school. Sensitize teachers and students towards good class room teaching and convene meetings at regular intervals for academic assessment.
			Dr. Bandhu Prasad, PGT(His)	
			Mr. Raju Dey PGT(Biology)	
			Mrs. Manisha Khetrapal (HM)	
			All Subject Conveners	
7	Library		Mr. P.K.Praveen TGT (Lib.) I/C	To update library facilities in the school. Select and purchase useful books for staff and students and keep a record of their use by the members of the school.
			Mrs. Neelam Sharma,PGT(Comm)	
			Mrs Manisha Khetrapal HM	
			Mrs. Santosh, PRT	
			Ms.Mantok Dolma, TGT(Eng)	
			Mr. Durga Lal Nayak,TGT(Hindi)	
8	Furniture		Mr. Sujeet Das,PGT(Eco) I/C	To keep a record of all furniture Purchase, repair & breakage . Furniture & fixture should be kept properly and necessary checking for condemnation and auction with consultation of office.
			Mr. Amitabh Satyam, PGT(Geo)	
			Mr. Durga Lal Nayak TGT(Hindi)	
			Mrs. Kriti Bhatia PRT	
9	Beautification and Gardening		Mrs. T. Chakraborty TGT (AE) (I/C)	To keep a close eye on the beautification of campus. Make rounds of classroom, school notice boards and suggest necessary changes and improvement. To maintain the aquarium and garden with the help of the gardener.
			Mrs. Miranda Likmabam,TGT(Sci)	
			Ms. Poonam Kumari,PRT	
			Ms. Piu Paul, TGT(Eng)	
10	Website and Computer Management		Mr. P.L.Meena,PGT(Computer) I/C	To update all information, photos, TC issued and other details of school activities timely on website with the help of all departments.
			Mr. D.K. Roy,PGT(Eng)	
			Mr. Durgalal Nayak TGT(Hindi)	
			Mr. Brijesh Kumar TGT WET	
			Ms. Rama Panwar,JSA	
			Computer Instructor	

# KENDRIYA VIDYALAYA IIT GUWAHATI

## LIST OF THE COMMITTEES FOR THE ACADEMIC SESSION 2021-22

Sl.No.	Name of Committee	Primary/ Secondary	Member's Name	Duty Assigned
11	<b>Exhibition &amp; Olympiad</b>	NCSC, Maths Science Exhibition, inspire award etc.	Ms. Seema Seroheewal PGT (Chem) (I/C)	To co-ordinate with SOF and to see that students participation in the Olympiads is greater, more effective and on time.
			Mrs. Remya P. Iyer,PGT(Bio-Tech)	
			Mr. Raju Dey PGT-Bio	
			Mr. Varakumar G. PGT Physics	
			Ms. Kapila PRT	
			All Science & Mathematics Teachers	
12	<b>AEP</b>		Mrs. Remya P. Iyer,PGT(Bio-Tech) I/C	To address problems of adolescence. Counsel the students and create awareness among students regarding gender bias, substance abuse and other related issues.
			Mr. Raju Dey PGT-Bio	
			Mrs Miranda Likmabam TGT SC	
13	<b>Career Counselling and Guidance</b>		Mrs Manisha Khetrapal HM I/C	To address problems of behaviour and learning. To motivate the students towards right academic overlaps and positive attitude to life.To organise the events of other invited motivational speakers from outside
			Mrs. Remya P. Iyer,PGT(Bio-Tech)	
			Mr. Raju Dey PGT (Bio)	
			Mrs. Neelam Sharma,PGT(Commerce)	
			Mrs. Miranda Likmabam,TGT(Sci)	
14	<b>Discipline</b>	Secondary	Dr. Bandhu Prasad, PGT(His) I/C	Control the unruly students by counseling and to create an atmosphere of quiet and strict discipline in the school. To handle all kinds of in-disciplinary activities of the students.
			Mr. Sujeet Das PGT(Economics)	
			Mrs. Neelam Sharma,PGT(Commerce)	
			TGT PET	
			Mr. P.K. PraveenTGT (Lib.)	
			Mrs. Ekta,TGT(Maths)	
			All class teachers	
		Primary	Mr. Rahul Verma	
			Mr. Raj Shekhar Gautam, PRT	
			Ms. Kapila PRT	
			All class teachers	

# KENDRIYA VIDYALAYA IIT GUWAHATI

## LIST OF THE COMMITTEES FOR THE ACADEMIC SESSION 2021-22

Sl.No.	Name of Committee	Primary/ Secondary	Member's Name	Duty Assigned
15	<b>Cleanliness and Security Service, Maintenance and repair</b>		Dr. Bandhu Prasad,PGT(History) Mr. Amitabh Satyam,PGT(Geo) Mr. B. Ojha PGT (Hindi) Mr. P.K. PraveenTGT (Lib.) Mrs. T. Chakraborty TGT (AE) Mrs. Kiran Yadav,PRT All Sub-Staff	To monitor the conservancy staffs attendance and work.To report the Principal on a daily basis regarding cleanliness of the whole school. Suggest repair & maintenance work.To check regularly electrical, plumbing and civil faults in the school building. The committee willtake up resolutions for repair and maintenance and necessary purchases for speedy work & will maintain work register.
16	<b>Scout &amp; Guide / Cub-Bulbul</b>	Primary/ Secondary	Mr. P.K. Praveen (I/C) Mr. B. Ojha PGT (Hindi) Mrs. Tapashi Chakraborty TGT AE Mrs. Miranda Likmabam,TGT(Sci) Mr. Sunil Kumar Ms. Sai Anojja Nath,PRT Mr. Raj Shekhar Gautam, PRT All Trained Teachers	To check regularly electrical, plumbing and civil faults in the school building. The committee willtake up resolutions for repair and maintenance and necessary purchases for speedy work & will maintain work register.
17	<b>Entertainment of Spl. Guests and workshop Management</b>		Mrs. T. Chakraborty TGT (AE) (I/C) Mrs. Shikha Tyagi,TGT(Skt) Mrs. Janki Boro PRT Ms. Sai Anojja Nath,PRT Mr. G.C Boro - Sub Staff	To entertain our distinguished guests serve refreshment and look to it that the ambiance of the school is good.
18	<b>Disaster Management</b>		Dr. Bandhu Prasad, PGT(His) I/C Mr. Amitabh Satyam, PGT(Geo) Mr. Sujeet Das,PGT(Eco) Mrs. T. Chakraborty Mr. P.K.Praveen TGT (Lib.) Mrs. Kiran Yadav,PRT	To train and equip students to react intelligently in any emergency situation. To contact with organization like NDRF for guidance.
			Mr. D. K. Roy - PGT Eng (I/C) Mr. B. Ojha PGT (Hindi)	

# KENDRIYA VIDYALAYA IIT GUWAHATI

## LIST OF THE COMMITTEES FOR THE ACADEMIC SESSION 2021-22

Sl.No.	Name of Committee	Primary/ Secondary	Member's Name	Duty Assigned
19	Vidyalaya Patrika		Mrs. Manisha Khetrapal (HM) Ms. Piu Paul, TGT(Eng) Mrs. Mantok Dolma, TGT(Eng) Mr. Durga Lal Nayak,TGT(Hingi) Mrs. Santosh, PRT	To take up the publishing of the Vidyalaya Patrika so that it is of good standard and is error free
20	Subject Convenor (Primary/ Secondary)	Hindi/Sanskrit English Science Maths Social Sciences	Mr. B. Ojha PGT (Hindi)/ Mrs. Kiran Yadav,PRT Mr. D.K. Roy PGT (Eng.)/Mrs. Kriti Bhatia,PRT Mr. Raju Dey PGT Bio/ Ms. Sai Anojja Nath,PRT Mrs. Seema Dhariwal, TGT(Maths)/Mr. Raj Shekhar Gautam, PRT Dr. Bandhu Prasad, PGT(His)	To monitor the going on of the subject. To improve the academic standards.
21	Cultural Committee		Mrs. Janki Boro PRT (Music), I/C Mrs. T. Chakraborty TGT (AE) Mrs. Kriti Bhatia PRT Ms. Suman Meena, TGT(S.St) Ms. Poonam Kumari,PRT	To take up all cultural activities of the school in the right earnest. The students must be guided to perform well.
22	Rajbhasha Committee		Mr. B. Ojha PGT (Hindi) (I/C) Mr. Durga Lal Nayak,TGT(Hindi) Mrs. Shikha Tyagi,TGT( Sanskrit)	To make Rajbhasha functional and effective, to sent all quarterly reports on time. To convene regular meetings to see that Rajbhasha has been properly implemented
23	Medical Committee/ First Aid	Primary/ Secondary	Ms. Piu Paul, TGT(Eng) I/C Mr. Raju Dey,PGT(Bio) Mrs. Miranda Likmabam,TGT(Sci) Ms. Sai Anojja Nath,PRT	To convene meetings monthly on the importance of good and healthy habits to be taken up by staff and students. To monitor the food prepared in the canteen and food brought by students. Medical check two times.

# KENDRIYA VIDYALAYA IIT GUWAHATI

## LIST OF THE COMMITTEES FOR THE ACADEMIC SESSION 2021-22

Sl.No.	Name of Committee	Primary/ Secondary	Member's Name	Duty Assigned
24	Clubs	Science	Ms. Seema Seroheewal PGT (Chem) (I/C)	To make all club activities real and to sensitize the students about the different areas of interest and hobby development. To maintain notice boards and registers about the different activities undertaken by the clubs.
			Mr. Raju Dey PGT (Bio)	
			PGT Physics	
			Mrs. Miranda Likmabam,TGT(Sci)	
		Nature/ECO	Mr. Sujeet Das,PGT(Eco) I/C	
			Mr. Raju Dey,PGT(Bio)	
			Ms. Seema Seroheewal PGT (Chem) PGT (Chem)	
			Mrs. Miranda Likmabam,TGT(Sci)	
		Integrity	Mr. D.K. Roy PGT (Eng) I/C	
			All TGT (English)	
			Mrs. Santosh, PRT	
		Maths	Mrs. Seema Dhariwal,TGT(Maths)	
			Mrs. Ekta,TGT(Maths)	
Mr. Raj Shekhar Gautam, PRT				
25	CMP Activities	Primary	Mrs. Manisha Khetrapal (HM)	To conduct all CMP activities as per KVS guidelines, including CMP news letter and all reports
			Mrs. Janaki Baro,PRT(Music)	
			Mrs. Kriti Bhatia PRT	
			Ms. Poonam Kumari,PRT	
			Mrs. Santosh, PRT	
26	Office		Mr. K.K Kalita UDC	To complete all regular official work correctly& on time with the co-operation of all the staff Members
			Ms. Rama Panwar,JSA	
			Mr. Bistu Rabha	
			All Sub-Staffs.	
27	PA System		Mr. Amitabh Satyam, PGT(Geo) I/C	To check the PA system on regular basis.
			Mrs. Tapashi Chakraborty TGT AE	
			Mr. B. Sanyasi Rao Sub Staff	
			Mr. P.L.Meena,PGT(Computer) I/C	
			Mrs. Neelam Sharma,PGT(Commerce)	

# KENDRIYA VIDYALAYA IIT GUWAHATI

## LIST OF THE COMMITTEES FOR THE ACADEMIC SESSION 2021-22

Sl.No.	Name of Committee	Primary/	Member's Name	Duty Assigned
		Secondary		
28	Photography		Mrs. T. Chakraborty TGT (AE)	To take the photograph of various activities and program held in Vidyalaya AND COMPILATION THEREOF FOR FUTURE REFERENCE
			Mr. P.K Praveen TGT(Library)	
			Ms. Suman Meena, TGT(S.St)	
			Ms. Kapila PRT	
29	Toilets Cleanliness/ Supervision Committee	BOYS	Mr. B. Ojha - PGT Hindi (I/C)	To look after daily cleaning and requirement of toilets
			Mr. Sujeet Das,PGT(Eco)	
			Mr. D.K. Roy PGT (Eng.)	
			Mr. P.K. Praveen, TGT(Library)	
			Mr. Durga Lal Nayak,TGT(Hindi)	
		GIRLS	Mrs. Neelam Sharma,PGT(Commerce)	
			Mrs. Seema Dhariwal,TGT(Maths)	
			Mrs. Shikha Tyagi,TGT(Skt)	
			Mr. Vikesh	
			Ms. Kapila PRT	
30	Back To Basics	Primary	Mrs. Manisha Khetrapal (HM) (I/C)	To Look after the conduction of program in the Vidyalaya
		Secondary	Ms. Miranda Likmabam (I/C)	
			All Teachers Teaching upto Class 8	
31	Tarunotsav		Mrs. Remya P. Iyer,PGT(Bio-Tech)	To conduct activitues under tarunotsav for class X students
			Mrs. T. Chakraborty TGT (AE)	
			Mrs. Janki Boro	
			All PGTs	
			Counsellor	
32	CCT/PISA	Secondary	Mrs. Remya P. Iyer,PGT(Bio-Tech) I/C	
			Mr. D.K. Roy PGT(English)	
			Mr. Raju Dey PGT(Biology)	
			Ms.Seema Seroheewal PGT (Chem)	
			Mrs. Miranda Likmabam,TGT(Sci)	

# KENDRIYA VIDYALAYA IIT GUWAHATI

## LIST OF THE COMMITTEES FOR THE ACADEMIC SESSION 2021-22

Sl.No.	Name of Committee	Primary/ Secondary	Member's Name	Duty Assigned
			Ms. Piu Paul, TGT(Eng)	
33	CBSE	Secondary	Mr. Amitabh Satyam, PGT(Geo) I/C	
			Mr. Sujeet Das PGT(Economics)	
			Ms. Ekta TGT(Maths)	
34	NIOS	Secondary	Mr. Amitabh Satyam, PGT(Geo) I/C	
			Mr. Sujeet Das PGT(Economics)	
			Ms. Suman Meena, TGT(S.St)	
35	Sports/SBSB/FIT India	Secondary	Mr. Amitabh Satyam, PGT(Geo) I/C	To select & train the students for sports activities. To keep discipline in school to conduct the sports day celebration in a befitting manner with the help of instructor.
			TGT (P&HE)	
			Games Coach	
		Primary	Mrs. Kriti Bhatia PRT	
			Ms. Kapila PRT	
36	ATL	Secondary	Ms. Seema Seroheewal PGT (Chem) I/C	
			Mr. Brijesh Kumar TGT WET	
			Mr. P.L. Meena PGT CS	
			All Science & Mathematics Teachers	
37	UBI Fee Collection		Mr. K.K Kalita UDC I/C	
			Mr. PL Meena PGT CS	
			Mrs. Neelam Sharma,PGT(Commerce)	
			Ms.Kapila, PRT	
38	ICT/E-Classroom/ Online Classes		Mr. P.L. Meena PGT CS I/C	
			Mr. Brijesh Kumar TGT WET	
			Mrs. Miranda Likmabam,TGT(Sci)	
			Ms. Kapila PRT	
39	Artificial Intelligence (AI)		Mr. P.L. Meena PGT CS I/C	
			Mr. Brijesh Kumar TGT WET	
			Mrs. Ekta,TGT(Maths)	
			Computer Instructor	



# KENDRIYA VIDYALAYA IIT GUWAHATI

## LIST OF THE COMMITTEES FOR THE ACADEMIC SESSION 2021-22

Sl.No.	Name of Committee	Primary/ Secondary	Member's Name	Duty Assigned
40	Report/ Data Collection & Submission to KVS RO (Academic)		Mr. P.L.Meena,PGT(Computer) I/C	
			Mr. Sujeet Das PGT(Economics)	
			Mr. Raju Dey,PGT(Bio)	
			Mrs. Neelam Sharma,PGT(Commerce)	
			Mr. Brijesh Kumar TGT WET	
			Mrs. Miranda Likmabam,TGT(Sci)	
			Ms. Rama Panwar,JSA	
41	EBSB		Dr. Bandhu Prasad PGT(History) I/C	
			Mr. Amitabh Satyam,PGT(Geo)	
			Mrs. Tapashi Chakraborty TGT AE	
			Ms. Suman Meena TGT(SST)	
			Ms. Mantok Dolma TGT (English)	
			Mrs. Shikha Tyagi TGT(Skt)	
			Mr. D.L. Nayak	
42	PUBLICITY & PRESS		Mr. D.K. Roy PGT (English)	
			Mr. B. Ojha PGT (Hindi)	
			Mr. D.L. Nayak	
43	PTA		Dr. Bandhu Prasad PGT(History) I/C	
			Mrs. Manisha Kherapal HM	
			Mr. G Varakumar PGT Physics	
44	TEACHING AID		Ms. Suman Meena TGT(SST) I/C	
			Ms. Mantok Dolma TGT(English)	
45	Social Media		Mr. P.L.Meena,PGT(Computer) I/C	
			Mrs. Remya P. Iyer PGT(BioTech)	
			Mrs. Neelam Sharma,PGT(Commerce)	
			Mr Piu Paul TGT(English)	
			Computer Instructor	
			Dr. Bandhu Prasad PGT(History) I/C	

**KENDRIYA VIDYALAYA IIT GUWAHATI****LIST OF THE COMMITTEES FOR THE ACADEMIC SESSION 2021-22**

Sl.No.	Name of Committee	Primary/ Secondary	Member's Name	Duty Assigned
46	School safty advisory committee		Mrs. Remya P. Iyer PGT(BioTech) Mr. Amitabh Satyam,PGT(Geo) Mrs. Manisha Kherapal HM	