

KENDRIYA VIDYALAYA NO.2 ITANAGR

List of Various Committees and Members for the Session 2021-2022

Sl.No	Committee name	Members	Duties & Responsibilities
1.	Flag hosting & lowering	Shri Sachin (I/C) Dr. B.L.MEENA Ms. Soumi Parui	Allotting duties in advance for every month and get sign of teacher on duty sheets and maintain proper record by attestation of Principal. maintain proper record by attestation of Principal
2.	Academic	Shri Bixapathi Ramavath, (I/C) Smt. Jyoti Yadav Mr. Saroj K Mishra Smt. Rakhi Sharma <i>Pharma</i> Mr. Bhute Vijay Arun Mr. Benzamin Soren	<ul style="list-style-type: none"> •To plan the academic activities in a befitting manner •To implement all the academic programmes •Review the Question papers that are framed in the Vidyalaya •To ensure necessary directions are given to teachers to maintain high academic standards •To ensure uniformity of coverage of syllabus between the different sections. To conduct training and work shops of related subjects on time. Implementing promotion rules of KVS for classes IX & XI. . maintain proper record by attestation of Principal. maintain proper record by attestation of Principal
3.	Admission	Shri Nafis Ahmed (I/C) Smt. Joyti Yadav (Convener) Ms. Richa Mr. Amresh Kumar	<ul style="list-style-type: none"> •Prepare the Registration List, Master List and provisionally selected list and get the hard and soft copies for approval of the Chairman two days before the scheduled date for the display of the same. •They shall also maintain confidentiality of the registration process and maintain high integrity. • To ensure that the admission details are uploaded in the website of the Vidyalaya .To maintain the records for all the admission related activities as per calendar of activities and guidelines and submit the same to the office. Timely submission of information to KVS RO Tinsukia. maintain proper record by attestation of Principal
4.	External exam & CBSE	Mrs. Srashti Dubey (I/C) <i>Srashti</i> Shri Bixapathi Ramavath Shri. Khonduri Kiran Kumar Ms. Shashi Meena Mr. Nafis Ahmad Mr. Vipul Raj.	To conduct all the external examination scheduled at the centre smoothly and to keep the record of the same and submit to office in ORIGINAL. Attending all CBSE related training and work shops on time. Complete Registration related work of classes IX & XI on time. maintain proper record by attestation of Principal
5.	Internal exam	Shri. Saroj K. Mishra (I/C) Miss. Khushbhu Kumari Smt. Manidhi	The committee shall be responsible for the preparation of examination calendar and circulate the same in time The requirements for the conduct of the examination shall be ordered well in time planning for the entire academic year in two lots for the First Term and for the second term

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		<p>Smt. Rakhi Sharma <i>R Sharma</i> Shri . Nafis Ahmad (I/C Pri.) Shri . Benjamin Soren Mr. Pawan Kumar</p>	<p>The Question papers for any examination should be ready at least one week before the commencement of the examination. All the teachers should be directed to set the question papers based on blue print and also the marking scheme should be submitted. The Question papers shall be prepared manually and submitted for the approval of the subject committee and the same shall be computerised by the teachers and soft copy handed over well in time. The examination duties shall be allotted systematically without any bias or favour. The dates for the submission of the evaluated answer scripts shall be systematically followed and the teachers in default shall be reported in time. The analysis of the results of the examination should be done as per the KVS guidelines and handed over the undersigned within one week after the completion of the examination. The plan for the CCE should be well communicated to the teachers, parents and the students. The progress report as per the KVS guidelines shall be prepared timely and distributed. Necessary records of the examination shall be kept handy for inspection any time by the Principal and the members of the inspection committee and also the Mentoring Principal when they visit the Vidyalaya. Submission of result related information to KVS RO on time. maintain proper record by attestation of Principal. maintain proper record by attestation of Principal.</p>
6.	Time table	<p>Smt. Joyti Yadav (I/C) Miss. Shashi Meena(Convener) Smt. Srasti Dubey <i>Srasti</i> Miss. Richa (I/C PRI.) MR. Bhute Vijay Arun. Mr. Rajender Padhan</p>	<p>They are to ensure that the following tasks are completed and submit the hard copies and soft copies of the time table taking into consideration the staff sanction for this academic year and also the classes sanctioned for the next academic year. •The committee is also responsible for the arrangement work on day to day basis and the same shall be carried out by the members .The committee is to ensure that the time-table is unbiased and ensure proper and work and rest for the teachers and students. •The committee shall ensure that no class is left free on any day by proper checking of the completed time table. •The committee shall also ensure that the teachers allotted arrangement work shall always engage the classes and no class left remains vacant. •The copies of the time-table shall be placed in the Principal's room, Office, Staff Rooms (Ground floor & I Floor) •The arrangement work shall be displayed daily by the staff allotted in the committee and in the absence of the particular staff alternative arrangement shall be made to display the same in time in the notice board. •The copy of the circulated arrangement work shall be handed over to the Principal on daily basis and kept in a file. •The committee shall maintain the details of arrangement work given to the staff in an excel format and display the same on the last working day of every month for scrutiny. •To frame the time table and monitor the changes in the same. •To ensure that necessary arrangement is being in the absence of teachers and report of defaulters •To ensure that the class attendance is marked by the teachers in the absence of the regular teacher •To ensure that the periodwise attendance is marked by the monitors daily •To Prepare in addition to the teachers time table, time table for the Physics, Chemistry, Biology and Computer Laboratories •To also prepare the timetable for lab attendants •To display the time table in the Principal's room and the staff room for</p>

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			reference •To ensure that the class teacher are properly allocated and the alternative arrangements done in the event of the transfer of the teachers. maintain proper record by attestation of Principal.
7.	CCA	<p>Shri. Shivendra Yadav (I/C) Smt. Pinki Shri. Dinesh kumar Shri. Sachin Shri. Pralay Ghosh Sh. B. L. Meena</p> <p>Primary Miss. Richa (i/c) Miss. Soumi Parui Miss. Taruna Sankari <i>Jankari</i></p>	<p>•To plan for the co-curricular activities in a befitting manner and submit the same. •To ensure that all students are motivated to participate in the competitions •To ensure that all activities conducted are of desired standard. •To ensure that Morning Assembly programmes are conducted as per the KVS norms and to improve the standard of the Students •To ensure that prizes are procured and distributed soon after the competitions are conducted. •To ensure that the common minimum programmes are being conducted as per the KVS guidelines. •To celebrate all important days in a befitting by proper distribution of work. •To ensure that the children are made for inter-school competitions at the cluster level and selected from the beginning of the year •To plan activities for the celebration of Baldiwas.To conduct annual day in a befitting manner. maintain proper record by attestation of Principal.</p>
8.	Co-ordination of art & craft	<p>Sh. B. L. Meena(I/C) Smt. Sushma Shri Rajendra Padhan Miss. Ritu Dhaiyan</p>	<p>To plan for the Arts and Crafts by taking an interest bank. •To monitor the activities •To ensure that the coaches evaluate the students work as per cbse and kvs norms .Submit monthly report to the undersigned. . maintain proper record by attestation of Principal</p>
9.	Web committee & ICT	<p>Shri Saroj Kanta Misra (I/C) Shri Dinesh Kumar Mr. Vipul Raj Shri. Amresh Kumar Shri. Piyush Sardana</p>	<p>To ensure that the stock of computer laboratory is being maintained in proper order. •To maintain a record of the register of the use of the computer in the Vidyalaya. •To maintain the website of the Vidyalaya on day to day basis •To ensure that old and unnecessary pages are being diligently modified •To maintain records relating to the computer and the updation of the vidyalaya website once in a period of 15 days and positively by 5th and 20th of every month. •To ensure the timely dispatch of emails to regional office and other schools To monitor the use of Computers and Internet by the students. •To ensure that all the teachers and students are trained in the use of computers and latest ICT devices •To check the computer laboratory and computers are maintained in clean state and ensure proper security of the computers in the Vidyalaya. •To maintain the stock of computers and the virus file duly updated •To ensure that the unwanted sites access is being blocked and the computers are being used productively for the purpose of education •To ensure that the computers not working are immediately attended to and necessary action for their repairs taken. •To plan for the expansion and development of ICT facilities in the Vidyalaya •To ensure that the reports in respect of the computers are being sent to the Regional Office in time. maintain proper record by attestation of Principal</p>

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	Library	Miss. Vipul Raj (I/C) Mr. B. L. Meena Ms. Priya Sh. Sujeet Kumar Sh. Piyush Sardana	To plan for the purchase of library books for Primary and Secondary •To ensure that proper class library system exists in the Vidyalaya. •To ensure that library books are being used to an optimum extent. One set of all subjects curriculum and all hand books which are instructed by KVS in a proper manner and maintain proper record by attestation of Principal
11.	Games and sports	Shri Sachin (I/C) Shri. B.L. Meena Shri Nafis Ahmad Miss. Ritu Dahiyan Miss. Taruna sankari. <i>Taruna</i>	To ensure that the sports and games activities are planned for the year for the different classes as per the latest guidelines and students practiced for the same. •To submit a calendar of activities and follow the same •To ensure that the competitions in the case of Primary are being conducted as per the requirement of KVS and the requirement of common minimum Programme attained. •To ensure that the prizes for the competitions are being distributed timely for the various competitions conducted. maintain proper record by attestation of Principal
12.	Discipline and Arrival departure	<u>Discipline</u> Shri Bixapathi Ramavath (I/C) Smt. Jyoti Yadav Shri. B. L. Meena. Miss Srashti Dubey <i>Srashti</i> Mr. Kiran kumar Sh. Sujeet Kumar Sh. Piyush Sardana & all the class teachers <u>Arrival departure</u> Miss. Shashi Meena Smt. Manidhi Shri. Bhute Vijay Arun Miss. Ritu Dahiyan	To check for the discipline of the students •To ensure that the students come to school in proper uniform •To minimise the late coming of the students to the Vidyalaya. •To ensure that there is proper discipline among the students while coming to the morning assembly and while going back to classes after the assembly •To ensure that the students assemble for lunch suitably and maintain discipline during the lunch. •To ensure that students disperse for their home after the day's work in a disciplined manner. •To utilise the student council for the purpose of ensuring better discipline. maintain proper record by attestation of Principal. To prepare monthly duty list and getting signature of all concern teachers well before on time. maintain proper record by attestation of Principal.
13.	Scout And guides	Smt. Pinki (I/C) Shri. R.B. Yadav (Convener) Smt Rakhi Sharma <i>Rakhi</i> Shri Vijay Arun Bhute Miss Richa Shri Nafis Ahmad	To ensure that the Programme of activities are planned for the whole year in advance. •To ensure that the reports are being sent periodically •To ensure that the scouts, guides, cubs and bulbul maintain proper records in respect of the scout activities. •To plan for various camps and testing programmes and complete on time. maintain proper record by attestation of Principal.
14.	Teaching Aid	Smt. Manidhi (I/C) Teaching aids	To ensure that the stock of teaching aids is maintained. •To maintain that the same is issued to the staff as per their requirements •To procure that necessary teaching aids are being

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	aids/CMP	Smt. Sumedha Mangain Smt. Sushma. Mr. Piyush Sardana (i/c) CMP Mr. Rajendra Padhan Shri sujeet Kumar	maintained for the Vidyalaya for secondary and Primary for common minimum Programme. Prepare effective News letter Monthly and quarterly. maintain proper record by attestation of Principal.
15.	Furniture	Mr. Vipul Raj (I/C) Shri B. L. Meena Shri. Kiran k. Konduri Mr. Pawan Kumar Mehta Mr. Bhute Vijay Arun.	To maintain class-wise inventory of the Vidyalaya. •To report for damaged furniture •To ensure that the requirement of furniture for the Vidyalaya is presented in time and items procured •To ensure that the stock register is being maintained in a proper fashion and as per the new guidelines. •To identify the items for condemnation and also new furniture is procured by helping in the invitation of tenders / quotations •To ensure that the furniture is being repaired as per the needs. . maintain proper record by attestation of Principal.
16.	Audio visual & PA System	Mr. Vipul Raj (I/C) Mr. Saroj kanta Mishra. Shri Amresh Kumar. Shri. Dinesh Kumar. Shri. Pawan Kumar Mehta. Ms. Soumi Parui.	•To maintain the stock of audio-visual equipment in the vidyalaya and add new equipment during the current year. •To ensure that necessary repair is done for the equipment. Work as per the KVS instruction and complete on time. PA System should be done ready every day for assembly. maintain proper record by attestation of Principal.
17.	House masters Committee	1.Smt. Srasti Dubey i/c(Shivaji house) <i>Srasti</i> Smt. Rakhi Sharma (Asst) <i>Rakhi</i> Mr.Rajendra Padhan(Member) 2.Miss. Shashi Meena (Tagore house)i/c Shri Sandeep kumar (Asst) Miss. Ritu Dahiyan(Member) 3.Shri.Saroj k.Misra(Asoka house)i/c Smt. Sumedha Mangain (Asst) Miss. Richa(Member) 4.Mr.Kiran K. kumar(Raman house)i/c Miss Pralay Ghosh (Asst) Miss. Taruna sankari(Member) <i>Taruna</i>	To conduct and co-ordinate assembly and other activities in CCA and sports •To develop a competitive spirit among the students •To prepare the students for the different competitions •To conduct and co-ordinate assembly and other activities in CCA and sports •To develop a competitive spirit among the students •To prepare the students for the different competitions •To maintain the house notice boards (display boards) is maintained properly and the contents therein changed every month during the last week of the month so that fresh matters remain during the next month. . maintain proper record by attestation of Principal
18.	Editorial board (vidyalaya patrika)	Smt. Shivendra Yadav (I/C). Smt. Manidhi. Shri . Dinesh Kumar. Smt. Pinki.	To make children prepare class manuscript magazine •To keep a collection of photographs handy for publication in the vidyalaya magazine •To motivate children to write for the Vidyalaya magazine •To ensure that the E-Magazine scanned or photographed work of the children are published in the Website of the Vidyalaya •To ensure that the magazine is being printed and released by this year without fail. •To ensure that the student editorial board is formed in the

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		Shri B. L. Meena. Shri. Sachin Miss. Richa Miss. Soumi Parui Mr. Pralay ghosh.	beginning of the year .collect manuscript from all teachers also. •To keep proper record of the work done •To maintain the school notice boards in a befitting manner with the contributions from the students. maintain proper record by attestation of Principal
19.	(Rajbhasha) Official language	Smt. Pinki (I/C) Mr. R.B.Yadav Shri. Shivendra yadav Smt. Rakhi Sharma <i>Rakhi</i> Shri Nafis Ahmad	To help in implementing the official language •To ensure that all correspondence received in Hindi is replied in Hindi •To ensure that the rubber stamps are changed to Bi-lingual •To ensure that all name boards are having bilingual •All registers have the name in Hindi •All Files are having Hindi names as well •To ensure that the Vidyalaya website is being updated in Hindi version also.Timely submission of quarterly report to KVS RO Tinsukia. maintain proper record by attestation of Principal
20.	Mathematics club	Shri. Konduri Kiran Kumar (I/C) Smt. Rakhi Sharma <i>Rakhi</i> Shri. Sandeep Kumar. Mr. Taruna Sankari <i>Taruna</i> Mr. Amresh Kumar	To form the Mathematics club in the month of April every year •To conduct the meetings of Mathematics club •To create an interest among the students in the subject of mathematics •To conduct lectures and seminars on mathematics •To conduct workshops to motivate the children to learn maths. To conduct all mathematics Olympiad, BRICKS , Aryabhata Ganit etc. math related activities. . maintain proper record by attestation of Principal
21.	First aid	Miss. Alankrita Tiwari (I/C) Miss. Priya Miss. Taruna Sankari <i>Taruna</i>	To ensure that First Aid required for the Vidyalaya is procured and maintained in at least two places and necessary first aid given to the students as and when required. •To ensure that every class especially in primary has a first-aid kit. maintain proper record by attestation of Principal
22.	Guidance counselling	Shri. Bixapathi Ramavath I/C Shri. Konduri Kiran Kumar Smt. Manidhi Smt. Sumedha Mangain Shri. Bhute Vijay Arun Ms. Richa	To ensure career guidance talk every week in the morning assembly •To arrange a career and guidance exhibition in the month of December •To ensure that the necessary guidance lectures are being arranged for the students from IX onwards. •To ensure that the students requiring guidance as identified for, are being given guidance •To ensure that the guidance materials are being collected and displayed in a guidance corner in the Vidyalaya. To ensure the proper maintenance of the same .Sharing the information of MANODARPAN to all students on time. maintain proper record by attestation of Principal
23.	Primary activity room	Mr. Rajendara Padhan (I/C) Mr. Pawan Kumar Mehata Miss. Ritu dahiyan Miss. Soumi parui	To ensure the optimum utilization of the resources and maintain the record of the same. maintain proper record by attestation of Principal
24.	Student	Shri Khushbhu Kumari(I/C)	To ensure that student health check-up is conducted twice a year (September and February) •To maintain necessary records related to all the students. maintain proper record by

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	health checkup	Miss. Alankrita Miss. Priya Shri Nafis Ahmad Miss. Ritu Dahiyan & All Class Teachers	attestation of Principal
25.	Cleanliness	Miss. Amresh Kumar(I/C) Smt. Manidhi Smt. Sushma Miss. Alankrita Tiwari Mr. Sachin Miss. Taruna Sankari <i>Sankari</i>	To ensure that the Vidyalaya is being maintained neat and clean. •To ensure that the vidyalaya is cleaned and be present till the cleaning is over on daily basis •To maintain necessary records are being maintained for the cleanliness of the Vidyalaya. •To distribute the work among the cleaning staff and ensure that the cleaning materials as required for them are being maintained and issued to them for proper cleaning of the Vidyalaya. •To ensure that the cleaning staff are being supervised and work taken from them. •To report about the cleanliness of the vidyalaya everyday in the morning before 9.00 AM and follow up if there are deficiencies. . maintain proper record by attestation of Principal
26.	Purchase	Shri. Bixapathi Ramavath (I/C) Smt. Manidhi Shri . B. L. Meena Shri. Bhute Vijay Arun	To co-ordinate all the purchases of the Vidyalaya •To ensure that no excess purchases are made for the Vidyalaya •To monitor the purchases to be made for the Vidyalaya •To ensure that proper records of the items purchased are being maintained. . maintain proper record by attestation of Principal
27.	Subject committee	Shri Bixapathi Ramawath (I/C) SCIENCE Shri. Konduri Kiran Kumar (I/C) MATHS Smt. Dinesh Kumar (I/C)(Eng) Shri. Pinki (I/C) HINDI Smt. Manidhi (I/C) SST Shri. Saroj k . Mishra (I/C) COMPUTER	Plan for the work of the year and month effectively. •To plan for activity based teaching in the Vidyalaya. •To recommend for suitable remedial action to be taken for different students To conduct monthly subject committee meetings after school hours as per the directions or at least once in a month. Discussion of all related letters ,coverage of syllabus and result analysis. maintain proper record by attestation of Principal.
28.	NAEP	Smt. Jyothi Ydav I/C Shri. Bixapathi Ramawath Miss Srashti Dubey <i>Srashti</i> Miss. Shashi Meena Smt. Manidhi	To conduct the NAEP Programme as per KVS guidelines. • To conduct Parent Advocacy Programme •Other activities to be completed before December every year. Filling required details on time. maintain proper record by attestation of Principal.
29.	Excursion, Trekking & Adventurous Activities	Shri . Bixapati Ramavat (I/C) Shri. Konduri Kiran Kumar Miss. Khushbhu Kumari Shri. Bhute Vijay Arun Shri. Benjamin Soren Miss. Richa	To plan for educational tours to places of educational interest as per the Guidelines of the KVS •To plan for the primary level to nearby places of educational interest. maintain proper record by attestation of Principal.

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30.	PTA	Shri . Bixapati Ramavat I/C Shri. Kiran K. Konduri Mr.R.B. Yadav Miss. Shashi Meena Smt. Srashti Dubey <i>Srashti</i> Shri Saroj Kanta Misra Shri Bhute Vijay Arun	To prepare a schedule for PTA. •To arrange and co-ordinate the parent teacher meetings. •To arrange for the executive committee meeting and to revive the same. •To maintain the records relating to the parent teacher meetings. . maintain proper record by attestation of Principal
31.	WE	Shri Vipul Raj (I/C) Shri Piyush Sardana Shri Amresh Kumar	To ensure that the PA System is maintained for the morning assembly and for all important functions .Conducting all work experiencing classes timely and practically.Follow this curriculum as per CBSE norms and complete the the syllabus in time. maintain proper record by attestation of Principal
32.	Gardening & Beautification	Miss. Ritu Daiyan (I/C) Mr.Piyush Sardana Miss. Priya Miss. Alankrita Tiwari Mr. Sujeet kumar	To ensure that the Garden of the Vidyalaya is maintained and new seasonal plants are added to the Vidyalaya garden. •To ensure that the flower pots are maintained and at least 50 more flower pots with new varieties are added during the year. •The broken flower pots are being replaced. . maintain proper record by attestation of Principal
33.	M& R	Shri B. L. Meena(I/C) Shri. Bixapathi Ramavath Sh. Sandeep kumar Shri Bhute Vijay Mr.Nakul Ratan	To plan for the repairs to be taken up during the year in a befitting manner and ensure that the same is carried out as soon as the funds are received from the KVS •To invite quotations for the materials that may be needed for the maintenance of the quarters in time so that the work can be completed in time. •To ensure that the M&R of School building as per the requirement from time to time . maintain proper record by attestation of Principal
34.	Teacher Development Programme	Shri .Saroj Kanta Misra (I/C) Shri .Bixapahti Ramawath. Smt. Sumedha Mamgain. Smt. Manidhi. Shri. Nafis Ahmed. Shri. Richa.	To ensure the effective transmission of teaching learning process and to conduct teacher training sessions within the school after school hours. . maintain proper record by attestation of Principal
35.	Photography	Shri. Saroj Kanta Misra (I/C) Shri. Benjamin Soren Shri. Amresh Kumar Mr. Piyush Sardana	To ensure that important events of the Vidyalaya are being covered using digital photograph and uploaded into the website. maintain proper record by attestation of Principal
36.	CS-54	Shri J. Kujur (I/C) Miss. Amrita Kumari	To compile the class wise details of fees collected every month and to submit the report for the perusal of undersigned. •To ensure that the fee has been collected at correct rates and also to tally the same with the CS11 & CS-09.Summary of daily cash collection. •To submit the report

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		Shri R. Pillai Shri Saroj Kanta Misra Smt. Rakhi Sharma <i>Rakhi</i>	on or before 7th of every month. •To check the fee collected class-wise during fee collection months.To maintain a record of the same (CS-54) . maintain proper record by attestation of Principal
37.	Security committee	Shri. Kiran K. Konduri I/C Shri .Bixapahti Ramawath Miss.Khushbhu Kumari Shri B. L. Meena Shri. Pralay Ghosh Smt. Taruna sankari <i>Taruna</i> Shri. Sujeet Kumar	To look after students presence in Vidyalaya carefully. It is important to have all the contacts of parents and maintain record as per need. . maintain proper record by attestation of Principal
38.	Email	Miss. Amrita Kumari I/C Shri. Saroj K. Mishra	Printing the hard copies of mails and circulating to concerned staff members regularly and get their signature. It is mandatory to filing them in a proper records. Check the email on daily basis and sending the replies to the consent office within prescribe time. maintain proper record by attestation of Principal
39.	AEP	Miss. Khushbu I/C Miss. Alankrita Tiwari Miss. Priya	Educating students on their body changes and clearing doubts of their problems. It is mandatory to maintaining records with proper attestation of principal. . maintain proper record by attestation of Principal
40.	PISA	Shri. Sandeep kumar I/C Shri. Kiran K. Konduri Smt. Rakhi Sharma <i>Rakhi</i> Miss. Alankrita Tiwari Shri. Pralay Ghosh Shri. Dinesh Kumar Shri . Saroj K. Mishra Shri. B. L. Meena	Conducting PISA activities and maintaining records. Conducting CCT Tests on time, uploading marks in website.attestation of principal is needed as per time. . maintain proper record by attestation of Principal
41.	ACP	Smt. Rakhi Sharma I/C <i>Rakhi</i> Smt. Pinki Smt. Manidhi Shri. Kiran K . konduri Shri. Vipul Kumar Miss. Alankrita Tiwari	Implementing all modules as per time and maintaining records as per instructions. Sending monthly reports on time. . maintain proper record by attestation of Principal
42.	ATL	Shri. Kiran K. Kondur I (I/C)	Working as per the guidance of NITI AAYOG. Doing experiments and innovations in day to day life. . maintain proper record by attestation of Principal

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		Shri. Saroj K. Mishra Smt. Srashti Dubey <i>Srashti</i>	
43.	SBSB	Shri. Sachin (I/C) Mr. Pralay Ghosh Shri. Piyush sardana (i/c Primary) Shri. B.L. Meena Taruna sankari <i>Taruna</i>	Conducting SBSB activities timely and maintaining records class wise. Distributing report card, working as per the instruction of KVS Submission of report timely to KVS RO Tinsukia. maintain proper record by attestation of Principal
44.	Morning assembly	Shri. Shivendra Yadav I/C Shri. Dinesh Kumar Shri. Pralay ghosh Mr. Vipul Raj Smt. Pinki Shri. Sachin Shri. B. L. Meena Miss. Soumi Parui	To Conduct morning assembly in a proper way. Check all the students before presenting activities like prayer, thought, news, pledge, special items, necessary announcement and other activities which is suggested by KVS.. Make Ensure of students to be In proper uniform, with neat hair and nail etc by class teachers and house masters. Maintaining students assembly in proper line with discipline. maintain proper record by attestation of Principal
45.	Artificial Intelligence(AI)	Mr. Sandeep kumar (i/c) Miss. Priya Mr. Saroj Kanta Misra	Conduct classes as per KVS norms . conduct workshop for all related teachers timely. Monitor the work on regular basis. Maintain records and submit reports to KVS Tinsukia on time. maintain proper record by attestation of Principal.
46.	Lab Incharges	Physics ----Miss. Shashi Meena Chemistry—Mr. Bixapathi Ramavath Biology—Miss. Khushbhu Kumari Computer(Sr & Jr) and K Class (Google Chrome)—Mr. Saroj Kanta Misra. Art---Dr. B.L. Meena Music---Miss. Soumi Parui. Science ---Miss. Alankrita Tiwari	Use lab as per KVS norms. Maintain stock registers and update timely. Experiments should be done on time and entry should be completed immediately. Give requisition on time and make entry of all articles in stock register properly. Condemnation should be done on time. Make ensure to maintain all safety of lab and students. maintain proper record by attestation of Principal

Note :- It is instructed to all the Incharges and members to follow the instructions given to you seriously . The information you get from KVS should be share to students , teachers and parents immediately. Guide them properly. Conduct the activities on time with effective participation of students, teachers and parents etc..Collect information on time from all participants. Submit information to KVS RO Tinsukia and **maintain proper record by attestation of Principal.**