



PM SHRI Kendriya Vidyalaya No.2, Salt Lake, Kolkata
Committees for the Academic Session - 2024-25



Office Memorandum

Subject:- ALLOTMENT OF ADDITIONAL RESPONSIBILITIES FOR THE SESSION 2024-25

In reference to the subject cited above ,the under-mentioned Committees/Task Oriented Teams are hereby constituted for the Academic Session 2024-25, for the smooth functioning of the Vidyalaya activities in the larger interests of the students and the Vidyalaya. Conveners/ICs are requested to take over the charge of their respective committee(s) and ensure to allot the specific duties to other associate members of their committees. All the in-charges will convene an orientation meeting in the month of March to plan for the entire academic year. Afterwards at least a monthly meeting must be held within the month. Report/minutes must be acknowledged by having the signature of the Principal. The Contribution of each member should be recorded. They must start planning for the session with immediate effect. However, remaining work of the current session will be finished by the existing committee. Handing/taking over of the charge must be completed at the earliest. After verifying the stock physically, a report regarding handing/taking over of the charge must be submitted to the Principal. All the committees will look after the assignment as per provisions of KVS/CBSE circulars issued from time to time and instructions of the Principal so as to develop a conducive environment for effective teaching-learning process in the Vidyalaya and develop the Vidyalaya campus as per expectations of the stakeholders. Conveners/In charges should make sub committees, if required, for execution and co-ordination of related work in the most befitting manner. For formation of such sub committees prior approval of the Principal should be obtained. Convener/In charges should make necessary plan as per the need of the occasion in consultation with the Principal. He/ She should also take the help of other staff members including office and sub staff for best results. All the In-charges and members of committees are requested to ensure that academic curricular activities should not be affected on account of the additional responsibilities/duties assigned to them. Co-operation and coordination of all the staff members is solicited.



PM SHRI Kendriya Vidyalaya No.2, Salt Lake, Kolkata



Committees for the Academic Session - 2024-25

Overall In charge for supervision and monitoring –

- 1) Dr. Vimal Kant, Vice Principal
- 2) Mrs. Sujata Sammadar, HM

Committees -2024-25

SN	Name of the Committee	Functions	Name of the I/C (Mr/Ms.)	Co-I/C& Members ((Mr/Ms.)	Sign
1	Academic	Committee will execute all the functions related to Academic Planning/NEP-2020 implementation Activities/Inspection/Keeping the records of subject committees/Academic Calendar/Innovation Monitoring/Quantity & Quality of Result & any work assigned by the Principal/Syllabus completion tracking/PTM/Interviews for contractual staff/Trainings/Seminars/Farewell to the class 12 th students/Minutes of meetings/Conduct of VMC/Protocol/Academic Loss Compensation Programme /Diksha/NISHTHA/NIPUN/Art Integrated Learning/CPD/CCT/Supervision of the academic transactions of the Contractual/Home Work/Class Work/undertaking from the contractual staff for the long leave avoidance in the interest of the students./Code of Conduct(students/teachers) and any task	Dr. Vimal Kant, VP Sujata Samaddar, HM	Shubhra Chaudhuri Co I/C S K Malakar Bhupendra Sinha Indrani Sengupta ManojKumar (Contractual Appointments) Amit Giri Kam Raju Saumya Tiwari Kajal Singh Ranjeet Modak Anjali	



PM SHRI Kendriya Vidyalaya No.2, Salt Lake, Kolkata



Committees for the Academic Session - 2024-25

		assigned by the Principal.			
2	Admission Committee/Scholarship/Kanyashri	All admission related work and keeping the data of admission year wise/daily/monthly enrolment/OLA portal mgmt & any other work assigned by the Principal	Indrani Sengupta	Kam Raju Co I/C R P Mahto- Kanyashree Pintu Kumar Pralay Ghosh Avinita Khilari- Kanyashree Geetanjali Mehra Anjali Smirit Dang Raghav All class teachers are to be ex-officio members	
3	CCA/Activity Room	CCA/Observation of all important days/celebrations/House Activities/Students Council/ Conduct of Morning Assembly/EBSB/Activities for development of the communication skills among students and any other work assigned by the Principal House I/Cs(STAR- Subhash-Tagore-Ashoka-Raman) will be nominated by the I/C CCA. Activity Room and its equipment will be controlled by the I/C	Janardan Sharma I/C	R B Mishra- Saumya Tiwari H R Jha Ajay Kr.Chakraborty Avinita Khilari Neetu Devi Mansi Devi Sonali Dasgupta	
	EBSB/ Youth Parliament/PRERANA/KALA UTSAV and Similar events	Committee will execute all related activities. A separate register to be maintained for the different traits & expertise of each student. Students' achievements should be recorded	Manoj Kumar I/C (EBSB)	R B Mishra- Co- I/C Indrani Sengupta Saumya Tiwari H R Jha	



PM SHRI Kendriya Vidyalaya No.2, Salt Lake, Kolkata



Committees for the Academic Session - 2024-25

		properly. There should be well planned activities to avoid any haphazard work. April onwards, planning and execution of work should find its way. Conduct of activities at Vidyalaya Level, Cluster Level, Regional Level and National Level.		Pintu Kumar Kaushik Sarkar Avinita Khilari Pralay Ghosh Neetu Devi Mansi Devi Sonali Dasgupta	
4	Exam Department	Internal Exam(Home) CBSE Exam/CBSE Affiliation/OASIS etc./CBSE Result Analysis External Exams All the CBSE related work will be carried on by Mr S K Malakar.	Bhupendra Sinha (Home) S K Malakar (CBSE) Amit Giri (External)(Co-I/C CBSE)	Kam Raju Co I/C (Internal) Trisha Biswas (Home) Debashish Paul (Home,CBSE & External) Kaushik Sarkar (Home , External) Geetanjali Mehra(Home,CBSE & Exteranl) Ravi (External) Raghav (External)	
5A	Time Table Department	Preparation of Time Table- Class Wise, Teacher wise, Class Teachers list, Placing daily arrangements, Long Leave Arrangement through contractual appointments from the panels/ or from the special permission of the VMC/Sanction staff list/ Sanction Process etc. and any work assigned by the Principal.	Amit Giri	S K Malakar (Co I/C) Kajal Singh Pralay Ghosh Kaushik Sarkar Ranjit Modak- Primary Job Peter (SS)	



PM SHRI Kendriya Vidyalaya No.2, Salt Lake, Kolkata



Committees for the Academic Session - 2024-25

		Arrangement time table should be affixed at the at least five places along with copy of the Principal.			
5B	ARRIVAL/ DEPARTURE AND RECESS DUTY OF TEACHERS	Teachers on arrival duty will report at least 20 minutes prior to Vidyalaya opening time & teachers on departure duty shall stay at least 20 minutes after the safe departure of the students. Floor wise duty/ Gate Duty/Ground Duty must be placed. Safety of the students is the prime concern without exceptions Three different charts to be prepared for different duties. Teachers on duty prior to inform regarding his/her probable absence. This absence must be made good an arrangement from the chart. Teacher on absence will have to assume the duty for the teacher arranged on duty for him/her.	Amit Giri- Monitoring Avinita Khilari – I/C Arrival Duty Supervisor Recess Duty Supervisor- Departure Duty Supervisor- (similar duties to be placed by the HM)	Pintu Kumar- A Sabita Hira- R Kajal Singh-D	
6	Furniture and Fixtures	To ensure the availability of well-maintained furniture for the students and staff, proper allotment/proper nomenclature/class room inventory/ proper upkeep to the furniture/ all seating arrangement/ Tentage for events/ any other work assigned by the Principal. To assess and start procurement of the furniture as per KVS Norms.	Manoj Kumar	Indrani Sengupta Saumya Tiwari Pintu Kumar Mukesh Kumar Shikhar Saxena Ravi Pratap Singh	
7	Computer Infra &	Regular update of	S K Malakar	Kamraju	



PM SHRI Kendriya Vidyalaya No.2, Salt Lake, Kolkata



Committees for the Academic Session - 2024-25

	E-Class rooms/Website/ All digital platforms/ Cyber Security	UBI Fee Website UDISE Samagam Portal		Avinita Khilari Geetanjali Mehra Ravi (I/C) Primary Vijay Laxmi Faraheen Jahan	
8	Children with Special Needs/Gifted Children	Attending parents of such students in case of assistance sought and data maintenance of all such students with help of special educator	Shubhra Thakur	Ravi Pratap Singh Raghav Ms. Spl Educator	
9	School Innovation Council & All Olympiads/Science Exhibition/Vocational Education/NIPAM	All Olympiads(all subjects/Conduct of Science Exhibition/SIC/Inspire/KVPY/NTSC/NCSC/ Yuvika/Bal Vaigyanik or any similar programmes	Trisha Biswas	Bhupendra Sinha R P Mahto Geetanjali Mehra Sabita Hira	
10	PM SHRI/PMKY 4.0/Vocation Training	Creation of batch and Enrollment of the candidates, attendance maintenance on skill India Portal, Looking after the ongoing trainings under Skill Hub	Mr S K Malakar	1.Saumya Tiwari (Monitoring of Yoga Training) 2. Sabita Hira 2.Mansi Garg	
11	Internal Complaint Committee	The committee will take care of POSH provisions and will ensure safe working environment for women employees at workplace	Presiding Officer(from KVS RO Kolkata) NGO Member(from KVS RO Kolkata) Employee Member Employee Member	Mrs. Soma Ghosh, Assistant Commissioner, KVS, RO, Patna Ms. Mahua Chatterjee, Dr Vimal Kant,VP Mrs. Shubhra	Committee members subject change of RO level committee for



PM SHRI Kendriya Vidyalaya No.2, Salt Lake, Kolkata



Committees for the Academic Session - 2024-25

			Employee Member Employee Member Member (VMC)	Chaudhuri,PGT Mr. S K Malakar,PGT Mrs. Sujata Samaddar,HM	PO/NGO members
12	Children Grievances Committee/Suggestion Box/Staff/Parents	All complains by the students or about the students will be taken up by the committee to provide safe and grievance free learning environment for the students. The committee will ensure the compliance of POCSO provisions	I/C Member-1 Member-2 Member-3	Dr. Vimal Kant Shubhra Chaudhuri S K Malakar Sujata Samaddar	
13	Caterings for events/Canteen/Sweets Distribution on the national celebrations/Refreshments for VIP/Guests	To supervise the canteen and its functioning To monitor the quality of the items sold in canteen as per FSSAI norms for School Canteen. To prepare the terms and conditions for the running of the canteen To start tendering process for the canteen at least two months before its expiry. To Procure sweets for the important events and national festivals. To assess and order for catering for the events organized in the vidyalaya. Any work assigned by the principal/VP	R B Msihra	Salina Kumari Manoj Kumar Kajal Singh (VIP & Guests) Anjali Deepshika Neetu Devi Chintush Kumar	
14	Scouts/Guides/Cub/Bulbul	To maintain the records related to BS&G movement, Celebration of important days as per calendar, conducting testing	Ajay Kumar Chakraborty(Overall) Mr.Ranjit Kumar	All staff members trained BS&G activities	



PM SHRI Kendriya Vidyalaya No.2, Salt Lake, Kolkata



Committees for the Academic Session - 2024-25

		camps, enrollment of new members, registration on OYMS portal and all related activities	Modak (Primary wing)		
15	Students Complaints resolution committee	Keeping the yellow/Red cards for the suspension. Making Vidyalaya free from any type of bullying/ imbibing the values and behavior aspects among the students/ common etiquettes/ setting examples by the students among students/ positive towards tolerated expected behavior towards unexpected outcomes	Head of the Committee For Girl Students For Boys Students	Dr. Vimal Kant, VP Shubhra Chaudhuri Indrani Sengupta Sabita Hira S K Malakar Manoj Kumar R P Mahto	
16	Sports/Games/Yoga /Discipline/Sports Club/FIT India/Vidyalaya Uniform/	Preparation of MAC (Multi Activity Card) for each student of the Vidyalaya/Conduct of various games and sports/ Students must wear Vidyalaya Uniform/checking Flag Code and implementation/Celebration of National days/ Improving the sportsmanship among the students/	Head of the Committee For Girl Students For Boys Students	Ajay Kumar Chakraborty Shubhra Chaudhuri Indrani Sengupta Sabita Hira S K Malakar Manoj Kumar R P Mahto	
17	Students Safety and Security/Evacuation , Search & Rescue Team/ QRT/Parking/Cyber Security/Accommodation for the stay of the students and teachers	Conduct of regular Mock drills, Calling the expert for the students training, implanting related guidelines.	Debashish Paul	Games Coach Yoga Instructor	
18	Health & Wellbeing	To ensure smooth conduct of the Health &	Salina Kumari	Sabita Hira	



PM SHRI Kendriya Vidyalaya No.2, Salt Lake, Kolkata
Committees for the Academic Session - 2024-25



	of the students/QRT/First Aid/AEP/Manodarp an/Girls Health and Hygiene/Prerna	Wellbeing workshops/activites for the students		Smriti Dang Nurse Doctor	
19	राज भाषा समिति और नराकस बैठक	राज भाषा संबंधी नियमावली का अनुपालन सुनिश्चित करना एवं समय-समय पर बैठकों आयोजन एवं शामिल होना। एवं प्राचार्य द्वारा दिये गए अन्य सभी कार्य।	सौम्या तिवारी	हरे राम झा नीतू देवी मानसी गर्ग	
20	Library & School Magazine/Students 'Diary/Distribution Study Material/Teaching Aid/Pustakouphar	To ensure the hassle-free access of library and associated activities, maintenance of E-Granthalaya 4.0 ,book, library blogs, book review, book mark, newspaper articles collection and other similar activities.	Kajal Singh	Dr. Vimal Kant, VP Sujata Samadder HM R B Mishra Pintu Kumar Mukesh Kumar	
21	Photography/Cover age of Media	To cover the important events of the Vidyalaya and to make necessary contact with journalists, reporters to cover the important events	H R Jha	Kaushik Sarkar Avinita Khilari Mansi Garg	
22	Adventure/Excursion/Escorting duties	To plan excursions for all the classes, arrange necessary logistics, put escorting duties and other similar responsibilities	Manoj Kumar	Trisha Biswas Amit Giri Kaushik Sarkar	
23	Awakened Citizens/Any other event	To ensure proper implementation of the ACP programme in day to day teaching, completion of modules on time and to keep records of the module completion and Level wise trained teachers in ACP.	Kajal Singh	Avinita Khilari Neetu Devi Mansi Garg Rita Bhattacharya	
24	Communication/Let	To draft important letters for the	Kam Raju	Rita Bhattacharya	



PM SHRI Kendriya Vidyalaya No.2, Salt Lake, Kolkata



Committees for the Academic Session - 2024-25

	ter drafting/Language Development and Development of the Communication skills among students	Vidyalaya,making concrete plan to develop literary,creative and communicative skills among the students.		Pralay Ghosh Avinita Khilari	
25	Alumni Association & Local Intellectual Resource Management for the various academic activities	To make contact with ex-students who are working at prominent positions in differ organisations, imparting information about KVS Samagam portal,to arrange good academicians for various events schedule at this Vidyalaya from time to time	Shubhra Choudhury	Indrani Sengupta PGT (Comm.) H R Jha Sabita Hira Geetanjali Mehra	
26	Local Purchasing Committee	To ensure procurement process runs smoothly and as per norms set by Govt. as well as KVS.	Dr Vimal Kant	Bhupendra Sinha(Tr-M-VMC) Nominated from proposed VMC-2024-25 S K Malakar Indrani Sengupta Amit Giri Kaushik Sarkar I/C of the Purchasing Department Ranjit Modak Anjali	
27	GeM Procurement	Overall Supervision Buyer & Consignee Pay & Accounts Officer Control of Purchase Requisition/Note	GeM Procurement (I/C) Pay & Accounts Officer Technical(I/C) Buyer & Consignee	Dr Vimal Kant, VP Sh. S K Malakar Dhanajay Kumar, ASO	



PM SHRI Kendriya Vidyalaya No.2, Salt Lake, Kolkata



Committees for the Academic Session - 2024-25

		Sheets/Sanctions(Administrative/Financial)/ Technical Aspects(All the members of Local Purchase committee will be associating Mr S K Malakar in the Technical work of bids etc.)	Control of Purchase Requisition/Note Sheets/Sanctions(Administrative/Financial)	Chintush Kumar, JSA	
28	Office and Custodian of official records/files/official Communication(Postal/Email/by hand/Peon- Book)	Preparation of Budget/ Maintenance of Accounting Records SF/VVN/PM Shri/Skill PMKYetc as per KVS Norms/Sending monthly/annual reports/Annual Accounts/ Settlements of bills etc. as per KVS norms/TC Books/ Guard Filing/ Maintenance of SR/ Maintenance of Vidyalaya Guard File, year wise, Attendance Register for Staff and Students, Teacher's Diary, APAR, Tax Payments and Returns and any task assignment by the Principal.	Dhananjay Kumar, ASO SSA Chintush Kumar, JSA, JSA Goura Chand Murmu	
29	Subject Committees & CTST Committee	First Meeting to be held in the month of March to plan academic year activities and Consecutive meetings may be held at any number of times but at least one must be conducted on the last working day CTST(Class Teacher Subject Teachers) meeting may be held any times subject to availability of subject teachers but once in a month must be conducted. Class Teacher would be the convener of the meeting and will keep all the records regarding the academic performance and absenteeism.	<ol style="list-style-type: none"> 1. Science & CS/AI/P&HE 2. Maths 3. Social Science(Humanities) & Commerce 4. Hindi 5. English 	<ol style="list-style-type: none"> 1. Shubhra Chaudhri 2. Amit Giri 3. Indrani Sengupta 4. Saumya Tiwari 5. Kam Raju Members- All subject teachers	
30	Security In-	To take attendance of the Security Guards	Debashish Paul	Manoj Kumar	



PM SHRI Kendriya Vidyalaya No.2, Salt Lake, Kolkata



Committees for the Academic Session - 2024-25

	charge	<p>To check and verify the monthly bills of the Security Guards(Daily Attendance, minimum wages/ESIC/EPF/EDLI/Salary Reimbursement proof collection/Police Verification of the guards)</p> <p>To take review of the vidyalaya security</p> <p>To prepare and place the tender documents for security at least two months before its expiry.</p> <p>To put guards on duty in the best interest of the security of the school.</p> <p>To ensure the observation of the all guidelines of the labour rules</p> <p>To supervise the conduct of the guards and their duty profile/Uniform/Torching Light/whistle availability/ sending notices for compliance to the Security Arranging Firm.</p>		Indrani Sengupta R P Mahto Kaushik Sarkar Mukesh Kumar	
31	Cleanliness and Conservancy	<p>To ensure the proper cleanliness of the toilets and washrooms/ material for cleanliness/ Monthly audit of safe working condition of the wash-rooms and submit report to M& R department for any immediate M& R.</p> <p>To take attendance of the Conservancy Staff</p> <p>To check and verify the monthly bills of the Security Guards(Daily Attendance, minimum wages/ESIC/EPF/EDLI/Salary Reimbursement proof collection/Police</p>	Trisha Biswas	Salina Kumari Co I/C R P Mahto Sabita Hira Geetanjali Mehra	



PM SHRI Kendriya Vidyalaya No.2, Salt Lake, Kolkata



Committees for the Academic Session - 2024-25

		<p>Verification of the guards) To take review of the vidyalaya security To prepare and place the tender documents for security at least two months before its expiry. To put Conservancy Staff on duty in the best interest of the security of the school. To ensure the observation of the all guidelines of the labour rules To supervise the conduct of all the Conservancy Staff s and their duty profile/Uniform/Torching Light/ whistle availability/ sending notices for compliance to the Arranging Firm</p>			
32	All Clubs/Green School/Life Mission /Beautification/Gardening/ Plantation/Art & Craft	<p>Clubs in reference to the NEP 2020- Integrity/Reading/Eco etc. To take attendance of the Conservancy Staff To check and verify the monthly bills of the Security Guards(Daily Attendance, minimum wages/ESIC/EPF/EDLI/Salary Reimbursement proof collection/Police Verification of the guards) To take review of the vidyalaya gardening To prepare and place the tender documents for security at least two months before its expiry. To put Conservancy Staff on duty in the best interest of the school.</p>	R P Mahto Kaushik Sarkar (Art & Craft)	Sabita Hira Geetanjali Mehra Pintu Kumar	



PM SHRI Kendriya Vidyalaya No.2, Salt Lake, Kolkata



Committees for the Academic Session - 2024-25

		To ensure the observation of all the guidelines of the labour rules To supervise the conduct of the Conservancy Staffs and their duty profile/Uniform/Torching Light/ whistle availability/ sending notices for compliance to the Arranging Firm			
33	Maintenance and Repair/Fire Safety/Building Safety/CCTV All Fixed Assets (I/C) /Work & Experience	Coordinate with other in-charges for Fixed Assets of the Vidyalaya as per KVS Accounting Policy Ensure the proper upkeep of the vidyalaya building/ safe drinking water/ maintenance of toilets/washrooms fittings/ ensure water testing at every six months, cleanliness of water storages routinely. CCTV functioning/ Installation of Fire Safety equipments .	Debashish Paul	Manoj Kumar Indrani Sengupta R P Mahto Kaushik Sarkar Mukesh Kumar	
34	Works/Special Repair & Maintenance	Project Planning/Requirement & Feasibility, Execution Supervision/Reporting/Work Certification etc.	Dr Vimal Kant	Shubhra Chaudhuri S K Malakar Bhupendra Sinha R P Mahto Sujata Samaddar, HM D S Jarwal	
35	NCC & Youth Club	Handling Communication and Arranging training and Trainers/Registration and Certification etc. To keep color party ready	Pintu Kumar	Avinta Khilari Neetu Devi	



PM SHRI Kendriya Vidyalaya No.2, Salt Lake, Kolkata



Committees for the Academic Session - 2024-25

		during important events			
36	Pay bill verification/ Income Tax/ CS 54	Monthly Pay Bill certification/ Income Tax Calculation/ TDS as per section 192 of income tax/verification of savings and deductions/exemptions/Follow up the monthly and quarterly reports/calling reports from Tax consultant/ collecting TDS and verifications/Collection of CS54	Amit Giri	R P Mahto Geetanjali Mehra D S Jarwal (CS-54) Chintush Kumar	
37	Stock I/Cs				
	1	Computer Lab	S K Malakar		
	2	Chemistry Lab	Shubhra Chaudhuri		
	3	Biology Lab	Salina Kumari		
	4	Physics Lab	Bhupendra Sinha		
	5	Junior Science Lab	R P Mahto		
	6	Library	Kajal Singh		
	7	Exam(Secondary) Composite	Bhupendra Sinha		
	8	Exam(Primary	Ranjit Kumar Modak		
	9	Games, Sports & Yoga	Ajay Kumar Chakraborty		
	10	Work & Experience Deptt	Debashish Paul		
	11	Drawing Department	Kaushik Sarkar		
	12	CCA(Secondary)	Janardan Sharma		
	13	CCA(Primary)	Anjali		
	14	Music Deptt.	Sonali Dasgupta		
	15	CMP/NIPUN	Mukesh Kumar		
	16	Office Stationery	Chintush Kumar		
	17	Maths Lab	Amit Giri		
	18	Furniture Deptt	Manoj Kumar		



PM SHRI Kendriya Vidyalaya No.2, Salt Lake, Kolkata



Committees for the Academic Session - 2024-25

	19	Bharat Scouts & Guides	Ajay Kumar Chakraborty		
	20	Language lab	Janardan Sharma		
	21	Teaching Aid	Kajal Singh		
	22	First Aid	Sabita Hira		
	23	PM SHRI & PMKVY 4.0	S K Malakar		
38.	Class Teachers	Assigned by the T/T Department All class teachers are the overall incharges of the classes. Any information related to the students shall be furnished by the class teachers. All UDISE/CBSE data completion is the sole responsibility of the concerned class teacher. Class Teachers will maintain the proper list and profile of all the students of their classes. As class Teacher is the overall in-charge of the class, he/she shall be more vigilant regarding the academic and emotional wellbeing of the students in the class. Every appreciation will be credited to the class teacher for the overall discipline among the students. Every Class Teacher must have to maintain inventory of the class. Class Coordinators will be functioning as the facilitators along with class Teachers/Co-CT/every class teacher must have the record of students regarding the commutation to the Vidyalaya and guardianship./ maintaining error free records of the students/ Proper collection of fee as per KVS norms/ Conduct	Class Coordinators VI-Neetu Devi VII-Janardan Sharma VIII-Kajal Singh IX- H.R.Jha X-Avinita Khilari XI-Shubhra Choudhuri XII-Kamraju	Class Coordinators Bal-Vatika I- II- III-Raghav Dubey IV- V-Ranjeet Kumar Modak	



PM SHRI Kendriya Vidyalaya No.2, Salt Lake, Kolkata



Committees for the Academic Session - 2024-25

		<p>of regular PTM as per Vidyalaya plan./Progress Report and Profile with updated contact details/ Reporting of the class teachers/Co-Class Teacher after marking their attendance will be found in their respective class to escort students to the Morning assembly .Any other task allotted by the Principal/VP.</p> <p>Every Class Teacher/Co_Class time Teacher/Teacher in first period will be responsible to get written the arrangement of the day writing on the writing board of the class.</p>			
39	Parent Teacher Meeting & Students Attendance Monitoring Committee	<p>To Plan and prepare monthly PTM</p> <p>To keep record of PTM</p> <p>To call the records of monthly attendance from the class teachers.</p> <p>To reward to students who secure 100% attendance (on the very 1st working day of the next month)</p> <p>To send the concern letters to the parents of students having attendance below 75% separately even after PTM.</p> <p>Monthly Report on below attendance cases along with action to be submitted to the Principal on the last working day before the Monthly General Staff Meeting (MGM)</p>	Dr. Vimal Kant, VP (Monitoring) Sujata Samaddar, HM(Monitoring)	Shubhra Chaudhuri I/C S K Malakar Bhupendra Sinha Indrani Sengupta Ranjeet Modak (I/C) Anjali	ID Cards/Visitors reception
40	Examination Committee/Mod	To ensure the compliance of KVS instructions regarding question paper,	Dr. Vimal Kant, VP	Shubhra Chaudhuri S K Malakar	



PM SHRI Kendriya Vidyalaya No.2, Salt Lake, Kolkata



Committees for the Academic Session - 2024-25

	eration Committee	blueprints, weightages and assessment tools and to see pass/promotion criteria being followed as per KVS instructions. To review and monitor the progress of results preparation and to check compliance of all essential components for preparing results.		Bhupendra Sinha Indrani Sengupta	
41	Staff Meetings (MGMs) /Minutes	To ensure and send notice well in advance to all the staff members regarding the venue and time of the meeting To register the service of the notice and minutes of all such meetings in the MGM register.	S K Malakar	Manoj Kumar Debashish Pal Kajal Singh (Minutes) Sujata Samadder Mukesh Kumar Ranjeet Kumar Modak	
42	Office	To scrutinize the bills in compliance the KVS Rules/GFR Rules To send all reports to the RO/HQs/Agencies To Maintain the service records. To write disciplinary letters and maintain proper records To maintain proper records of legal matters and initiate responses in compliance after having note sheet approval To place note sheets for admin and financial approvals To follow office procedure as per KVS Norms. To maintain proper books of accounts/other books.	Dhananjay Kumar(ASO) (Overall in-charge of the Office)SSA Chintush Kumar(JSA) -----JSA Sub-Staff	



PM SHRI Kendriya Vidyalaya No.2, Salt Lake, Kolkata
Committees for the Academic Session - 2024-25



	<p>To ensure timely reply to all Hon'ble authorities.</p> <p>To maintain SR registers and guards file of the admitted students.</p> <p>To issue different certificates to the staff and students after due verification.</p> <p>To issue relieving orders and collecting joining letters</p> <p>To keep updated attendance registers.</p> <p>To process the condemnation procedure</p> <p>To process all the tender procedure at least two months prior to the expiry of these.</p> <p>To receive and response the emails</p> <p>To record the posts/daks</p> <p>To comply with income tax and other taxation rules.</p> <p>To submit all tax and reports to the taxation authorities</p> <p>To look after all other functions imbided in the KVS duties protocol.</p> <p>To prepare budgets and annual accounts</p> <p>To send reply to the RTI</p> <p>Any other task allotted by the Principal</p>			
--	--	--	--	--

2/10/24

प्राचार्य/Principal
प्राचार्य/Principal
केन्द्रीय विद्यालय-२
Kendriya Vidyalaya-2
साल्ट लेक/Salt Lake
कोलकाता/Kolkata-106