

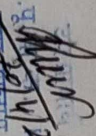
# KENDRIYA VIDYALAYA EAC UPPER SHILLONG

## VIDYALAYA COMMITTEES FOR THE SESSION 2022-23

### ALLOTMENT OF ADDITIONAL RESPONSIBILITIES/DUTIES FOR THE YEAR 2022-23

The following committees are hereby constituted to ensure efficient and smooth, prompt and timely completion of activities/programs of their respective departments throughout the academic session 2022-23. All are expected to show a high sense of responsibility towards duties assigned to them for the smooth run of the Vidyalaya:

S. No	Name of Committee	Convener/In-Charge	Members	Signature	Duties and Responsibilities assigned (only suggestive not comprehensive)
01	Discipline Committee (Secondary)	Mr. Manoj Kumar TGT(P&HE)	Mr. Manoj Kumar PGT(Biology)-Incharge-II		-To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students if any. A separate file to be maintained. To keep a watch on bullying cases in school. -Any other work assigned by the Principal/Vice Principal
			Mrs. Humaira Rafique Shaikh PGT(Eco)		
			Mrs. Manita Kumari TGT(English)		
			Mr. Subhash Chandra TGT (Social Studies)		
			Sports Coach		
			Yoga Coach		
			All Class Teachers/Co-Class Teachers		
			Mr. Ravi Kumar Harsoliya PRT In-charge-II		
			Mr. Sumit PRT		
			Ms. Akanksha PRT		
Discipline Committee (Primary)	Mrs. Anjali PRT	Ms. Juhi Kumari PRT			
		All Class teachers/ Co -Class Teachers			
		Mr. Sikander Singh Panwar TGT(Mathematics) In-charge II			
		Mr. Rohit Mishra TGT(Mathematics)			
		Mrs. Shivanjali Tyagi Librarian			
Time Table (Secondary)	Mr. Narendra Kumar PGT(Mathematics)	Mrs. Sakshi Tayal PRT In-charge-II			
		Mr. Gajender Pal PRT			
02.	Time Table (Primary)	Mr. Gajender Pal PRT	Mr. Charansingh Soren PRT		- To prepare and execute time table as per the norms -To make necessary adjustments in the time table due to administrative exigencies. -To device workable and suitable assignment/remedial time-table -To make arrangement for classes suitably as per requirement -to prepare day to day substitution with precision and care to ensure effective engagement of the classes to

  
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			Mr. Deepak PRT		avoid unwanted movement of the students -Any other work assigned by the Principal/Vice principal
03	Admission (Overall) (VI-XII)	Mr. Manoj Kumar Singh PGT(History)	Mr. Narendra Kumar Sharma PGT (Mathematics) In-charge-II		-To scrutinize the registration forms form admission and carry out the process as per the Admission Guidelines 2022-2023/Admission Calendar in consultation with the Principal/Vice Principal To keep the Record of Admissions -Any other work assigned by the Principal/Vice Principal
			Mr. Madan Lal TGT(Hindi)		
			All Class Teachers/Co-Class Teachers of Class VI-XII		
			Mr. Charansingh Soren PRT (Class I)		
04	Home Examination Committee (Secondary)	Ms. Juhi Kumari PRT (Class II-V)	Mrs. Sakshi Tayal PRT (Class II-V)		-To plan the schedule of Unit-test, Cumulative Examination, Pre-board and Annual Examination as per the calendar of activities -to ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS -to give suitable instructions to class teachers for maintaining all the relevant records. -Any other work assigned by the Principal/Vice principal
			Class teachers/Co-Class Teachers of Class I-V		
			Mr. Manoj Kumar PGT(Biology)		
			Mr. Subhash Chandra TGT (Social Studies)		
05	Home Examination Committee (Primary)	Mr. Gajender Pal, PRT (Class I)	Mr. Vineet Kumar Yadav TGT(Biology)		-to conduct CBSE and external examination as per the prescribed norms and to maintain record of all such examinations -to conduct Board Exam as perCBSE guidelines and
			Mr. Sumit PRT		
			Mr. Charansingh Soren PRT		
05	CBSE Board Examination & NIOS	Mr. Manoj Kumar PGT(Bio)	Ms. Sarita Meena PRT		
			Mrs. Nisha Chaurasia PRT		
			Ms. Kumari Sushmita PGT(Commerce)		

*Manoj Kumar*  
20/11/2021

उप निदेशक / Vice Principal

के.वि.पू.नं.क. / K.V.P.U. / K.V.P.U. Vidyalaya EAC

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			Mr. Ramavtar Meena TGT (Social Studies)		also to give suitable instructions for carrying out Internal Assessment and maintain records -to coordinate all external competitions relevant to our system To Plan and conduct NIOS Exams as per requirement. -Any other work assigned by the Principal/Vice principal
06	External Examinations (All)	Mr. Ram Krishna Tiwari PGT(CS)	Ms. Kumari Sushmita PGT(Comm)		to conduct external examination as per the prescribed norms and to maintain record of all such examinations -to conduct External Exam as per set guidelines and also to give suitable instructions for carrying out the exams and to maintain records -to coordinate all external competitions relevant to our system -Any other work assigned by the Principal/Vice Principal
07	Furniture	Mr. Madan Lal TGT(Hindi)	Mr. Manoj Kumar PGT(Bio)		-to ensure that the furniture bears serial numbers and the year of purchase. -to ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules. - Any other work assigned by the Principal/Vice principal
08	Excursion / Field Trips (Secondary)	Mr. Manoj Kumar Singh PGT(History)	Mr. Manoj Kumar TGT (P & H.ED)		-to check out and implement Annual plan for outing of the students as per the codal provisions in consultation with the class teachers/Principal
			Mrs. Poonam Kalita Chowdhury TGT(Art Edu)		-to accompany the students for the programmes identified by the Principal
			Mr. Subhash Chandra TGT(Soc Studies)		-Any other work assigned by the Principal/Vice Principal
			Mr. Deepak PRT		
09	Excursion / Field Trips (Primary)	Mrs. Bhawna Rathour PRT	Mr. Sunit PRT		
			Mrs. Nisha Chaurasia PRT		
			Mr. Manoj Kumar TGT (P & H.ED)		-to arrange PA system for morning assembly and other programmes/requirement
			Mr. Sikander Singh Panwar TGT(Maths)		-Any other work assigned by the Principal/Vice Principal
10	PA System, Electric Installations, Water Aqua guard	Mr. Vineet Kumar Yadav TGT(Biology)	Mrs. Shivanjali Tyagi Librarian		
			Mrs. Bhawna Rathour PRT		
			Mr. Manoj Kumar TGT (P & H.ED)		-to monitor the work of the gardener effectively and to offer technical expertise to improve gardening by providing all required materials from time to time
10	Beautification of Vidyalaya / Harit	Mrs. Poonam Kalita Chowdhury TGT(AE)	Mrs. Priyanka TGT(English)		-to take care and maintain the beautification in all the

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11	Vidyalaya Canteen Supervision / Advisory Committee	Ms. Jyoti PGT (Chemistry)	Mrs. Nisha Chaurasia PRT		areas of the Vidyalaya from time to time -to ensure that all the Labs are in working condition with the broadband/landline connectivity for carrying out Computer Literacy classes and Shala Darpan program effectively with the assistance of computer instructors and to submit monthly updates to the office -to keep the vidyalaya website updated. -to train all staff members handling Shala Darpan and further follow up - Any other work assigned by the Principal/Vice Principal
			Mr. Ravi Kumar Harsoliya PRT		
12	Library (Librarian)	Mrs. Shivanjali TGT (Librarian)	Mr. Manoj Kumar TGT (P & HE)		To procure text books and reference books recommended by CBSE as per the recommendation of faculty members To organize Class Library and to present book review To assist Primary wing in library activities in light of CMP Any other work assigned by the Principal/Vice Principal
			Mr. Vineet Kumar Yadav TGT (Biology)		
			Mrs. Anjali PRT		
			Ms. Sarita Meena PRT		
			Mr. Ram Krishna Tiwari PGT (CS)		
			Mrs. K D Namchu PGT (Eng)		
			Mr. Manoj Kumar Singh PGT (History)		
			Mr. Narendra Kumar Sharma PGT (Maths)		
			Mr. Rann Gopal Jat PGT (Hindi)		
			Mr. Waghmare Balasahab Vitthal Rao .PRT		
13	Vidyalaya Maintenance and Repair Committee	Mr. Vineet Kumar Yadav TGT (Biology)	Mr. Charansingh Soren PRT		To carry out maintenance & repair work of buildings including toilets, surroundings and play field Any other work assigned by the Principal/Vice Principal
			Ms. Sarita Meena PRT		
			Mrs. Anjali PRT		
			Mr. Manoj Kumar TGT (P & H.E.D)		
			Mr. Poonam Kalita Chowdhury TGT (Art Edu)		

30/11/2024  
 Ms. Principal  
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14	Vidyalaya Magazine Publications/Diary	Mr. Ram Gopal Jat PGT(English)	<p>Mrs. K.D.Namchu PGT(Eng) &amp; English Deptt.</p> <p>Mr. Ram Gopal Jat PGT(Hindi) &amp; Hindi Deptt.</p> <p>Mrs. Richa Agarwal TGT(Sanskrit)</p> <p>Mr. Manoj Kumar TGT(P&amp;HE)</p> <p>Mrs. Poonam Kalita Chowdhury TGT(Art Edu)</p> <p>Mrs. Shivanjali Tyagi Librarian</p> <p>Mr. Deepak PRT</p> <p>Mr. Abhijeet Sheel PRT(Music)</p>	<p>To ensure timely collection of material</p> <p>To coordinate with the printer to ensure prompt release of the magazine/publication</p> <p>Responsible for school magazine and any other matter related to publication</p> <p>Any other work assigned by the Principal/Vice Principal</p>
15	NCC Commitree	Mr. Manoj Kumar Singh PGT(History)	<p>Mr. Deepak PRT</p> <p>Mrs. K D Namchu PGT(Eng)</p> <p>Mr. Manoj Kumar PGT(Bio)</p> <p>Ms. Kumari Sushmita PGT(Comm)</p> <p>Mrs. Poonam Kalita Chowdhury TGT(AE)</p> <p>Ms. Arshaline Khar Kongor PRT</p> <p>Mr. Abhijeet Sheel PRT (Music)</p>	<p>To implement the program as per requirement.</p> <p>To enroll the students in NCC</p>
16	Scouts and Guides	Mr. Ramavtar Meena TGT (Social Studies)	<p>Mr. Ram Krishna Tiwari PGT(CS)</p> <p>Mrs. K D Namchu PGT(Eng)</p> <p>Ms. Kumari Sushmita PGT(Comm)</p> <p>Ms. Jyoti PGT(Chemistry)</p> <p>Mr. Narendra Kumar PGT(Mahs)</p> <p>Mr. Ram Gopal Jat PGT(Hindi)</p> <p>Mr. Manoj Kumar TGT (P &amp; H.E)</p> <p>Ms. Shivanjali TGT (Librarian)</p> <p>Mrs. Arshaline Khar Kongor I/C Primary</p>	<p>To enroll Scouts&amp;Guides, Cubs&amp; Balbuls and to organize testing camps, troop meetings as per the Annual schedule of activities prepared at unit level in light of APRO</p> <p>Any other work assigned by the Principal</p>
17	Academic Advisory Committee	Mr. Phool Kanwar, Vice Principal	<p>Mr. Ram Krishna Tiwari PGT(CS)</p> <p>Mrs. K D Namchu PGT(Eng)</p> <p>Ms. Kumari Sushmita PGT(Comm)</p> <p>Ms. Jyoti PGT(Chemistry)</p> <p>Mr. Narendra Kumar PGT(Mahs)</p> <p>Mr. Ram Gopal Jat PGT(Hindi)</p> <p>Mr. Manoj Kumar TGT (P &amp; H.E)</p> <p>Ms. Shivanjali TGT (Librarian)</p> <p>Mrs. Arshaline Khar Kongor I/C Primary</p>	<p>To check out and implement projects and assignment for all the classes</p> <p>To ensure proper correction of written work of the students</p> <p>To give suitable guidelines in the faculty meetings</p> <p>To collect student profile of all classes from the Class Teachers</p> <p>To prepare suitable schedule for monitoring the programme for slow learners in the first week of July</p> <p>To prepare home assignment schedule</p> <p>Any other work assigned by the Principal</p>

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			Mr. Waghmare Balasaheb Vitthal Rao PRT Ms. Saria Meena PRT Mrs. Anjali PRT Mr. Sumit PRT Mrs. Kalpana Dhal Namchu PGT (English) Co-conventer Mr. Manoj Kumar TGT (P & H.E.d) Mrs. Poonam Kalita Cowdhury TGT(AE) Mr. Ramavtar Meena TGT (Social Studies) Mrs. Shivajjali Tyagi Librarian Mrs. Manma Kumari TGT(English) Mrs. Richa Agarwal TGT(Sanskrit) Mrs. Ruchi TGT(Hindi) Mr. Abhijeet Sheel PRT (Music) Sports Coach All Class teachers/Co-Class Teachers Mr.Sikander Singh PanwarTGT(Maths) Mrs. Mamta KumariTGT (Mathematics))			-to organize co-curricular activities in the school as per academic calendar and undersigned instructions -to make all arrangements for smooth conduct of morning assembly including arrangement for special occasions - Any other work assigned by the Principal/Vice Principal
18	CCA & Morning Assembly	Mr. Ram Gopal Jat PGT(Hindi)	Mr. Narendra Kumar Sharma PGT(Maths)			-data to be filled in the relevant records every month and submit to the office -to receive acceptance letter with terms and conditions -To prepare salary for contractual teachers -Any other work assigned by the Principal
19	Fees and Fines & Verification of CS 54	Mr. Narendra Kumar Sharma PGT(Maths)	Mrs. Mamta KumariTGT (Mathematics)) Mr. Ram Gopal Jat PGT(Hindi) Ms. Manoj Kumar Singh PGT(History) Mrs. Humaira rafique Mr. Vineet Kumar Yadav TGT(Biology) Mr. Manoj Kumar TGT (P & H.E) Mr. Karan Sports Coach			-to select SPL. House Captains and other members of the council for carrying out their usual work in consultation with the Principal. - to implement pass systems,systematic /orderly movement of students for assembly. Checking of late comers - Any other work assigned by the Principal/Vice Principal
20	Students Council	Mrs. K D Namchu PGT(Eng)				

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 K. D. Namchu  
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21	Junior Science Lab	Mr. Mohammed Yunus TGT(Biology)	Mr. Vineet Kumar Yadav TGT (Biology)		<ul style="list-style-type: none"> <li>-to maintain the Lab and its equipments</li> <li>-to make necessary entries of purchases in stock Register</li> <li>-to make purchases , get the stock verified and condemnation of the items</li> <li>-to maintain record of use of Science Lab by the Science teachers</li> <li>-to develop the habit of extra reading among the students and to encourage the students to submit periodical reviews</li> <li>-to make the students converse in English</li> <li>-to provide guidelines in spoken English for other teachers</li> <li>-to create English speaking atmosphere in the Vidyalaya</li> <li>- Any other work assigned by the Principal</li> </ul>
22	Reader's Club, Language Club, English Proficiency, English Olympiad,	Mrs. K D Namchu PGT(Eng)	Mrs. Manita Kumari TGT(Eng)		<ul style="list-style-type: none"> <li>-to ensure safety and security of students and school by adopting suitable strategies</li> <li>-to conduct disaster management programmes organized by the Sangathan and have sessions for students and teachers of key guidelines for the same.</li> <li>- Any other work assigned by the Principal</li> </ul>
			Mrs. Priyanka TGT(Eng)		
			Mrs. Bhavna Dutta TGT(Eng)-Contractual		
			Mrs. Anjali PRT		
			Ms. Jyoti PGT(Chemistry)		
			Mr. Manoj Kumar TGT(P&HE.)		
23	Safety and Security of School and Disaster Management	Ms. Humaira Rafique Shaikh PGT(Economics)	Mr. Rohit Kumar Mishra TGT (Mathematics))		<ul style="list-style-type: none"> <li>-to ensure safety and security of students and school by adopting suitable strategies</li> <li>-to conduct disaster management programmes organized by the Sangathan and have sessions for students and teachers of key guidelines for the same.</li> <li>- Any other work assigned by the Principal</li> </ul>
			Mr. Ravi PRT		
			Mrs. Anjali PRT		
			All Class teachers/ Co-Class Teachers		
24	Photography	Mrs. Shivanjali Tyagi Librarian	Mr. Ramavtar Meena TGT(Social Studies)		<ul style="list-style-type: none"> <li>-to maintain album covering all activities of the vidyalaya</li> <li>-to display the coverage of all occasions</li> <li>-to submit the photos to be uploaded in the school website</li> <li>-Any other work assigned by the Principal</li> </ul>
			Ms. Akanksha PRT		
			Ms. Humaira Rafique shaikh PGT (Eco.))		
25	Computer / EDP/ Vidyalaya Web Site/UBI Portal	Mr. Ram Krishna Tiwari PGT(CS)	Mrs. Sanjeeta Singh Comp Inst (Secondary)		<ul style="list-style-type: none"> <li>-to ensure that all the Labs are in working condition with the broadband/landline connectivity for carrying out Computer Literacy classes effectively with the assistance of computer instructors and to submit monthly updates to the office</li> <li>-to keep the vidyalaya website updated.</li> <li>-to train all staff members in handling ICT and further follow up</li> <li>- Any other work assigned by the Principal</li> </ul>
			Comp Inst (Primary)		
			Mr. Vineet Kumar TGT(Biology)		
26	NAEP	Mrs. Priyanka TGT(English)	Ms. Yansidora Kulkalang		<ul style="list-style-type: none"> <li>-to conduct programmes as per the guidelines given in the training</li> <li>-to maintain and update display board and a corner to</li> </ul>

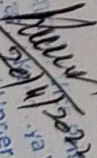
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 दिनांक: 20/10/2022  
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			Nurse		Keep these activities ongoing for various programmes To send monthly reports and maintain records - Any other work assigned by the Principal
27	Career Guidance and Counselling	Mr. Ram Krishna Tiwari PGT(CS)	Mrs. Mamta Kumari TGT(Eng)		To conduct programmes as per the guidelines To maintain and update display board and a corner to keep these activities ongoing for various programmes - Any other work assigned by the Principal
28	Staff Room Committee (Secondary)	Mrs. Mamta Kumari TGT(Eng)	Mrs. Poonam Kalita Chowdhury TGT(Art Edu) Mrs. Sanjeeta Singh Computer Instructor		To ensure cleanliness of the staff room. Allocation of lockers for teachers To update the display board in the staff room Any other work assigned by the Principal
29	Staff Quarter Allotment (INTERNAL)	Ms. Kumari Susmita PGT(Commerce)	Mr. Ram Krishna Tiwari PGT(CS) Mr. Manoj Kumar PGT(Biology) Mr. Madan Lal TGT(Hindi) Mrs. Arshaline Kharkhongor, PRT Mr. Ram Krishna Tiwari PGT(CS) Mrs. Kalpana Dhal Nanchu PGT(English) Mr. Madan Lal TGT(Hindi) Mr. Deepak PRT Mr. Abhijeet Sheel PRT(Music) Office JS/SSA Department In Charge		To prepare a panel of staff for allotment of staff quarters as per governing/KVS rules.
30	Hindi Rajbhasha	Mr. Ram Gopal Jat, PGT(Hindi)	Mr. Manoj Kumar TGT(P & H.Ed) Mrs. Bhawna Rathour PRT Mr. Ravi Kumar Harsoliya PRT Ms. Yansidra Kurkalang Nurse Mrs. Priyanka TGT(English) Mr. Madan Lal TGT(Hin) Mr. Madan Lal TGT(Hindi) Mrs. Mamta Kumari TGT(Maths) Mrs. Ruchi TGT(Hindi) Mrs. Shivajali IBRARIAN PGT(Geo)		To conduct quarterly meetings of Rajbhasha and to submit quarterly reports to the Regional Office Any other work assigned by the Principal
31	Medical Checkup & First Aid Committee	Mr. Manoj Kumar, PGT(Bio)			-to keep the first aid box ready and help the students whenever required with the help of doctor and nurse -to ensure timely medical check up of students and maintain records Any other work assigned by the Principal
32	Record of Staff Meetings	Mrs. Mamta Kumari TGT(Eng.)			To keep the record of staff meetings.
33	ACP	Mr. Ramavtar Meena TGT(Soc. Studies)			To conduct programmes as per the guidelines given in the training To send monthly reports and maintain records - Any other work assigned by the Principal
34		Mr. Manoj Kumar			The room is to be well equipped with workable LCD,

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		Singh PGT(Hist)	Mr. Ramavtar meena TGT(Soc Sci) Mr. Subhash Chandra TGT(Soc Sci)		OHP etc for ensuring TAL/CAL is undertaken by the teachers by maintaining a Register - Any other work assigned by the Principal
35	Resource Room	Mrs. Poonam Kalita Chowdhury TGT(AE)	Mr. Ramavtar Meena TGT(Social Studies) Mr. Gajender Pal PRT		
36	Display Boards	Mrs. K D Namchu PGT(Eng)	House Master & Associates Shivaji House House Master & Associates Tagore House House Master & Associates Ashoka House House Master & Associates Raman House Co- House Masters in absence of HMS		To guide the students for proper selection of the material and decoration coupled with befitting display Any other work assigned by the Principal
37	RTI	Mr. Narendra Kumar Sharma P.GT.(Mathematics)	Mr. Ram Gopal Jat PGT(Hindi) Mrs. Priyanka Office JSA/ SSA PGT(Geography)		To receive RTI and prepare answer in consultation with department I/C's, Office and Principal Any other work assigned by the Principal
38	National Integration Camp	Mr. Manoj Kumar Singh PGT(History)	Mr. Subhash Chandra TGT(Soc Sci) Mr. Ramavtar Meena TGT(Soc Sci) Mr. Abhijeet Sheel PRT(Music) Mr. Madan Lal TGT(Hindi) Mr. Sumit PRT Mr. Karan Singh Sports Instructor Mr. Ram Krishan Tiwari PGT(CS) Ms. Humaira Rafique Shaikh PGT(Eco) Mr. Vineet Kumar Yadav TGT(Bio) Ms. Arshaline Kharkongor, PRT Mr. Gajender Pal PRT		To ensure the preparation and conduct of all activities as per KVS guidelines All purchases to be made as per KVS procedure Any other work assigned by the Principal
39	SBSB	Mr. Manoj Kumar TGT(P&HE)	Mr. Karan Singh Sports Instructor Mr. Ram Krishan Tiwari PGT(CS)		To conduct activities as per KVS instructions.
40	Internal Sexual Harassment Redressal Committee	Ms. Kumari Susmita, PGT(Comm)	Ms. Arshaline Kharkongor, PRT Mr. Gajender Pal PRT		To see the cases and report to the Principal / Vice Principal Any other work assigned by the Principal
41	Publication Brochure, Vidyalaya Patrika, News Letter, Student	Mr. Ram Gopal Jat PGT(Hindi)	Mrs. K.D, Namchu PGT(English) Mrs. Mantta Kumari TGT(Eng) Mr. Madan Lal, TGT(Hin) Mrs. Ruichi TGT(Hindi)		To ensure timely collection of material To coordinate with the printer to ensure prompt release of the magazine/publication/diary Responsible for school magazine and any other matter related to publication Any other work assigned by the Principal

  
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	Diary, Teacher's Diary/ Students IDs etc		Mrs. Richa Agarwal TGT (Sanskrit)		
42	Subject Committee English	Mrs. K D Namchhu PGT(Eng)	Mrs. Mamta Kumari TGT(Eng) Mrs. Priyanka TGT(English) Ms. Bhawna Dutta TGT(English) Cont.		-to conduct monthly meetings To maintain record of the meetings To ensure follow up of action plan drawn during meetings To plan and implement appropriate teaching strategies for better teaching learning practices To ensure completion of syllabus as per split up To plan activities for the session to ensure uniformity
43	Subject Committee Hindi	Mr. Ram Gopal Jat PGT(Hindi)	Mr. Madan Lal, TGT (Hindi) Mr. Soonu Priyadarshi, TGT(Hindi) Mrs. Ruchi TGT(Hindi) Mrs. Richa Agarwal TGT (Sanskrit) Mr. Manoj Kumar PGT(Bio) Ms. Jyoti, PGT(Chem) Mrs. Revathy M.P PGT(Phy) Cont.		to conduct monthly meetings To maintain record of the meetings To ensure follow up of action plan drawn during meetings To plan and implement appropriate teaching strategies for better teaching learning practices To ensure completion of syllabus as per split up To plan activities for the session to ensure uniformity
44	Subject Committee Science	Mr. Ram Krishna Tiwari PGT(CS)	Mr. Mohammed Yunus, TGT(Biology) Mr. Vineet Kumar Yadav TGT(Biology) Mr. Sikander Singh Panwar TGT(Maths) Mrs. Mamta Kumari TGT (Maths)		To plan and implement appropriate teaching strategies for better teaching learning practices To ensure completion of syllabus as per split up To plan activities for the session to ensure uniformity to conduct monthly meetings To maintain record of the meetings To ensure follow up of action plan drawn during meetings
45	Subject Committee Mathematics	Mr. Narender Kumar Sharma, PGT(Maths)	Mr. Rohit Kumar Mishra (TGT Maths) Mr. Manoj Kumar Singh PGT(Hist) Ms. Humaira Rafique Shaikh PGT(Eco) Ms. Patricia Thankhiew PGT(Geo) Cont. Mr. Ramavtar Meena TGT(Soc Sci)		To plan and implement appropriate teaching strategies for better teaching learning practices To ensure completion of syllabus as per split up To plan activities for the session to ensure uniformity conduct monthly meetings To maintain record of the meetings To ensure follow up of action plan drawn during meetings
46	Subject Committee Social Science	Ms. Kumari Sushmita PGT (Commerce)			To plan and implement appropriate teaching strategies

			Mr. Subhash Chandra TGT(Soc Sci) Mr. Subhash Chandra TGT(Soc.Studies) Mrs. Priyanka TGT(English)) Mr. Sikander Singh Panwar TGT(Maths) Mr. Madan Lal TGT(Hindi) Mrs. Nisha Chaurasia PRT Mrs. Sanjeeta Singh Computer Instructor (Secondary) Ms. Batsheba Kynri Hoojon Computer Instructor (Primary) All Class teachers		for better teaching learning practices To ensure completion of syllabus as per split up To plan activities for the session to ensure uniformity
47	E Classroom /Smart Class committee	Mr. Ram Krishna Tiwari, PGT(CS)			To upkeep/Maintain the e-classrooms/upgrade
48	Back to Basics	Mrs. K.D.Namchu PGT (English)-VI-VIII Mr. Deepak PRT I-V	Mr. Vineet Kumar Yadav TGT(Bio) Mr. Rohit Kumar Mishra TGT(Maths) Mrs. Gajender Pal, PRT Mrs. Anjali PRT Mr. Narendra Kumar Sharma PGT(Math) Mr.Sikander singh panwar TGT(Maths) SSA		To implement the instructions received from KVS time to time.
49	Shala Darpan/UBI Committee	Mr. Ram Krishna Tiwari, PGT(CS)	All Class Teachers		to ensure that all the Labs are in working condition with the broadband/landline connectivity for carrying out Shala Darpan program effectively with the assistance of computer instructors and to submit monthly updates to the office -to train all staff members handling Shala Darpan and further follow up -Any other work assigned by the Principal
50	Grievance Complaint Redressal Committee	Ms. Kumari Sushmita PGT(Comm)	Mr. Ram Krishan Tiwari PGT(CS) Ms. Humnaira Rafique Shaikh PGT(Eco) Mr. Vineet Kumar Yadav TGT(Bio) Ms. Arshaline Kharkongor, PRT Mr. Gajender Pal PRT		-to conduct meeting of the Committee -to discuss representation -to record minutes - Any other work assigned by the Principal
Olympiads & Competitions/ Examinations Committee					
51	English	Mrs.K.D.Namchu PGT(Eng)	Ms. Mamta Kumari TGT(Eng)		to conduct Olympiads as per the prescribed norms and to maintain records -to conduct Olympiads as per set guidelines and also to give suitable instructions for carrying out the Olympiad -to coordinate all Olympiads and competitions
	Maths	Mr. Narender Kumar Sharma, PGT(Maths)	Mrs. Mamta Kumari TGT(Maths)		

Principal  
 Vidyalaya EAC  
 Upper Shillong  
 Meehalaya

	Cyber/Computer	Mr. Ram Krishna Tiwari, PGT(CS)	Mrs. Sanjeeta Singh , Comp Inst.	relevant to our system -Any other work assigned by the Principal
	Science/CSIR etc	Ms. Jyoti , PGT(Chemistry)	Mr. Mohammed Yunus TGT(Biology)	
	Commerce	Ms. Kumari Sushmita PGT(Comm)	Ms. Humaira Raifque Shaikh PGT(Eco)	
	Sports/Games	Mr. Manoj Kumar TGT(P & H.Ed)	Mr. Karan Singh Sports Coach	
	Science & JNS	Mr. Manoj Kumar PGT(Bio)	Mr. Vineet Kumar Yadav TGT(Biology)	
Social Science	Mr. Manoj Kumar Singh PGT(Hist)	Mr. Subhash Chandra TGT(Soc Sci)		
52	Atal Tinkering Lab	Ms. Jyoti PGT(Chemistry)	Mr. Rann Krishna Tiwari PGT(CS)	To Implement the instructions received from KVS time to time.
			Mr. Manoj Kumar PGT(Bio)	
			PGT(Physics)	
			Mr. Vineet Kumar Yadav TGT(Biology)	
53	Vidyalaya Plan/ Vidyalaya Annual Panel Inspection	Mr. Ram Krishna Tiwari PGT(CS)	Mrs. Kalpana Dhal Namchu, PGT(Eng)	To prepare Vidyalaya Plan / Inspection tools
			Mr. Narendra Kumar sharma PGT(Mathematics)	
			Mr. Ramavtar Meena TGT (Soc. Sc.)	
			Mr. Sikander singh Panwar TGT ( Maths)	
54	Tarunotsava Programme	Ms. Jyoti PGT (Chem.)	Mrs. Priyanka TGT ( English))	To plan/conduct the programme as per the instructions received from KVS
			Mrs. K.D.Namchu PGT(English)	
			Mr. Manoj Kumar Singh PGT(History)	
			Mrs. Suibhash Chandra TGT (Soc. Studies)	
55	EBSB	Mrs. Humaira Raifque Shaikh PGT(Eco)	Mrs. Ruchi TGT(Hindi)	To conduct activities as per the instructions of KVS from time to time
			Mrs. Poonam Kalita Chowdhury TGT(AE)	
			Mr. Abhijeet Sheel PRT(Music)	

30/11/2019  
 Ms. Jyoti Namchu  
 PGT(History)  
 Vidyalaya EALC  
 793009

			Mrs. Sanjeeta Singh Computer Instructor		
			Mr. Ram Krishna Tiwari PGT(CS)- Technical Assistance		To plan and conduct programme as per KVS instructions received from time to time.
			Mrs. Priyanka TGT(English)		
			Mr. Subhash Chandra TGT (Social Studies)		
			Mr. Madan Lal TGT(Hindi)		
			Mrs. Poonam Kalita Chowdhury TGT(AE)		
			Mr. Manoj Kumar TGT(P&HE)		
56	Pariksha Pe Charcha/ Pariksha Parv	Mrs. Kalpana Dhal Namchu PGT(English)	Mrs. Sanjeeta Singh Computer Instructor		
			Ms. Batsheba Kyniti Hoojion Computer Instructor		

*[Signature]*  
20/11/2022

(PHOOL KANWAR)

VICE PRINCIPAL

Vice Principal  
के. वि. प्र. वा. क. / Kendriya Vidyalaya EAC  
उपर शिलॉंग / Upper Shillong  
मेघालय / Meghalaya  
793009

*[Signature]*  
(M.B. CHHETRI)

PRINCIPAL

Principal  
के. वि. प्र. वा. क. / Kendriya Vidyalaya EAC  
उपर शिलॉंग / Upper Shillong  
मेघालय / Meghalaya  
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