

KENDRIYA VIDYALAYA BAMBOLIM CAMP, GOA								
VIDYALAYA WORKING COMMITTEE FOR THE ACADEMIC YEAR 2023-2024								
SN	Committee	Name of the Members (Sr. Secondary/Secondary Sec)	Designation	SIGN	Name of the Members (Primary Sec)	Designation	SIGN	DUTIRES AND RESPONSIBILIITIES
1	Admission	1. Mr. A K Roy ( IN CHARGE)	TGT WE		1. Sonia Mehani ( IN CHARGE)	PRT ( HM I/c)		Scrutinize the registration forms for admission and carry out the process as per KVS Admission guidelines in consultation with the Principal.
		2. Mrs. Ithishree Padhy	TGT SKT		2. Mrs. Ambika Bhandari	PRT		Updation of KVS OLA portal. Correspondences with RO & other authorities
		3. Mrs. Santosh K Yadav	TGT SCI		3. Mrs. Nithya K N	PRT		Collect class wise enrolment position on last working day.
		4. Computer Instructor			4. PRT 1			Monitoring entries in admissions register and uploading T.C. in the website
2	Examination ( Internal)	1. Mr. Jude Joseph(IN CHARGE)	PGT ENG		1. Mrs. Nithya K N ( IN CHARGE)	PRT		Plan the schedule of Periodicals, HY, Monthly Tests, Pre-Board and SEE as per the calendar of activities.
					2. Mrs. Meenu Garg	PRT		Ensure the evaluation of all Examination and its grading as per the instructions of CBSE/KVS.
		2. Mr. Ashish Mishra	TGT MATHS		3. PRT 2	PRT		Give suitable instructions to class teachers for maintaining all the relevant records.
		3. Ms. Nandini Meena	TGT SCI		3. PRT 3	PRT		Timely dispatch of progress cards.
		4. Mrs. Ithishree Padhy	TGT SKT		4. Mrs. Deepti	SS		Conduct the external examination like NIOS, other examination conducted by NCERT/CBSE
		4. Mr. Dayanand	SS					
	External ( School CBSE)	1. Mrs. Manju K ( INCHARGE)	PGT COM					
		2. PGT ECONOMICS						
		3. PGT MATHS						
		5. Mr. Chagan	SS					
	Other External Examinations	1. Mr. R K Bakolia ( IN CHARGE)	PGT CS					
		2. Mrs. S K Yadav	TGT SCI					
		3. Mr. Chagan	SS					
3	Time Table	1. Mrs. R Y Selvi ( IN CHARGE)	PGT CHEM		1. Mrs. Meenu Garg (I/C)	PRT		To prepare & execute time table as per the norms.
		2. Mrs. Suman Singh	TGT ENG		2. Mrs. Sonia Mehani	PRT		-To make necessary adjustments in the time table due to administrative exigencies.
		3. TGT Maths 2	TGT MATHS		3. Mrs . Nithya K N	PRT		-To device workable & suitable assignment /remedial time-table
					4. PRT 2	PRT		-To monitor the teachers on leave and to make arrangement for classes suitably as per requirement.
4	Attendance/ Late arrivals recording committee. Supervision & signing of student's monitor diary	1. Mr. Prashant	TGT SST		1. Ambika Bhandari	PRT		-To record late arrivals of the students
		2. TGT MATHS 2			2. PRT 4	PRT		-To regularly monitor the attendance registers of the students and the Staff.
		3. TGT PE/ Sports Coach						-To see to the day to day entry of the student's role on the enrolment board.
		4. Yoga Tr						-To check the monitor's diary of the student's
5	CCA				1. Mrs. Sonia Mehani	PRT		-To organize Inter house competitions effectively and to celebrate all the days of National importance/ occasions with the assistance of House Masters and other experts in a planned manner.
		1. Mr. Jitendra Bokolia (INCHARGE)	PGT HINDI		2. Pragati Pawar	PRT Music		-To activate the conduct of Morning Assembly.
		2. Mrs. Suman Singh	TGT ENG		3. PRT 5			
		3. Mrs. Anukshama	TGT HINDI		4. PRT 6			
		4. Vidya T	TGT ENG					
		4. Mrs Priyanka Mishra	TGT AE					
		5. Pragati Pawar	PRT Music					

6	<b>Magazine and CMP News Letter</b>	1. Mr. Jitendra Bokolia	PGT HINDI		CMP News Letter- Ambika B	PRT		-To monitor day to day Morning Assembly programme effectively and ensure befitting presentation on all fronts on time.
		2. Mrs. Suman Singh	TGT ENG		CMP Vedio- Sonia Mehani	PRT		To. Prepare C.C.A. Calendar as per the RFD/CCE Calendar.
		3. Mrs. Vidya T	TGT ENG					-To select SPL, House captains and other members of the council for carrying out their usual work in consultation with the management and monitoring committee.
		4. Mrs. Anukshama	TGT HINDI					To initiate procedure of magazine publication e.g. Collection of articles, proof reading, cover design select articles etc.
		5. Mrs. Ithishree	TGT SKT					Language teachers. to assist in proof reading and selection of quality articles
		6. Mrs Priyanka Mishra	TGT AE					Stage management by Music Tr
		7. TGT HINDI 2						
7	<b>Invitation, Prize Packing certificate writing &amp;Distribution Committee</b>	1. Mr. Jitendra Bokolia	PGT HINDI		1. Mrs. Sonia Mehani	PRT		-To be responsible for purchase of suitable prizes for different competitions, distribute certificates
		2. Mrs. Priyanka Mishra	TGT AE		2. Mrs. Meenu Garg	PRT		-To prepare invitation cards for various functions in the vidyalaya and arrange for the distribution of the same
		3. Mrs. Santosh K Yadav	TGT SCI		3. Mrs. Pragati Pawar	PRT		
		4. Mrs. Vidya T	TGT ENG		4. PRT 6			
		PGT Economics						
8	<b>Excursion, Field Trips/Adventure re Club</b>	1. Mr. Rajkumar Bakolia ( IN CHARGE)	PGT CS		1. Mrs. Sonia Mehani	PRT		consultation with the Class teachers/Principal-
		2. Mrs. Anukshama Sardesai	TGT HINDI		2. Mrs. Meenu Garg	PRT		-To accompany the students for the programmes identified by the KVS
		3. Mr. Prashant	TGT SST					
		4. Mrs. Ithishree Padhy	TGT SKT					
9	<b>Committee for Name plates, ID Card monitoring and council member</b>	1. Mr. Jitendra Bokolia	PGT HINDI		1. CCA Committee members			To ensure timely printing distribution of I. Cards to the Students Supervise uniform and maintain record of improper uniform with the help of class teacher and discipline committee Ensure students are wearing their id cards / monitor badges / council member badges
		2. Mrs. Suman Singh	TGT ENG		2. PRT 7			
		3. Mrs. Priyanka Mishra	TGT AE					
10	<b>Lab &amp; Class Maintenanace Committee</b>	<b>PHYSICS LAB</b>			1. Mrs. Sonia Mehani	PRT		A.V. Room to be well equipped with workable LCD, OHP etc. for ensuring TAL/CAL is undertaken by the teachers by maintaining a Register in the A.V. Room.
		1. PGT PHYSICS			CMP			Proper arrangement of lab equipments
		2. Mr A K Roy	TGT WE					Upkeep of Lab equipments
		2. Mr. Chagan	SS					Purchasing of lab equipments & write off.
		<b>CHEMISTRY LAB</b>						
		1. Mrs. R Y Selvi	PGT Chem					
		2. Mr. Dayanand	SS					
		<b>BIOLOGY LAB</b>						
		1. Mrs. R Usha	PGT BIO					
		2. Mrs. Deepti D Kundaikar	SS					
		<b>JUNIOR SCIENCE LAB</b>						
		1. Mrs. Santosh K Yadav	TGT SCI					
		2. Ms. Nandini Meena	TGT SCI					
		2. Mrs. Deepti D Kundaikar	SS					
		<b>COMPUTER LABS</b>						
		1. Mr. R K BAKOLIA	PGT CS					
		2. Com. Ins						
		3. Mr. Dyayanand	SS					
	<b>Event Management and Vidvalava</b>	1. Mr. Jude Joseph	PGT Eng		1. Mrs. Sonia Mehani	PRT		To Manage and organize various programmes allotted by KVS (RO)/HQ.
		2. Suman Singh	TGT ENG		3. Mrs. Meenu Garg	PRT		To monitor the functioning of various committees on monthly basis and keep teacher wise record.

11	Management Committee	3. Mr. A K Roy	TGT WE			To prepare panel of contractual teachers, VMC, VEC, and members of PTA.
		4. Mr. Prashant	TGT SST			members
						To Manage and organize various programmes allotted by KVS (RO)/HQ.
						To monitor the functioning of various committees on monthly basis and keep teacher wise record.
						To prepare panel of contractual teachers, VMC, VEC, and members of PTA.
						To pre- plan and prepare duty chart for various activities/functions to be performed by the
						members of various committees as per the annual plan
						To monitor effective implementation of class committees in consultation with members of
						discipline committee
						To ensure timely reply of important letters and settlement of service books related matters.
						To plan performance audit of various committees.
						To ensure proper functioning of classes of Pre-Primary and plan innovative methods for overall
						improvement of pre-primary & other classes
						To depute Teachers for escorting duty on rotation basis

SN	Committee	Name of Members	Designation	Sign
12	Rajbhasha	1. Mr. Jitendra Bokolia( Incharge)	PGT HINDI	
		2. Mrs. Anukshama Sardesai	TGT HINDI	
		3. TGT HINDI 2	TGT HINDI	
13	Safety & Security	1. Mr.Ashish Mishra ( Incahrge)	TGT Maths	
		2. Mr. R K Bakoila	PGT CS	
		3. Mrs Manju K	PGT Com	
		4. Mr A K Roy	TGT WE	
		5. Ms Nandini Meena	TGT Bio	
14	Furniture	1. Mrs. Santosh K Yadav ( Incharge)	TGT SCI	
		2. Mrs. Anukshama Sardesai	TGT HINDI	
		4. PRT 1		
15	ICT/Website updatation/UBI Online Fee system	1.Mr. R K Bakolia ( Incharge)	PGT CS	
		2. Computer Instructor	Comp Instr	
		3. Mr A K Roy	TGT WE	
16	Olympiads Science , Green , Cyber Etc	1. Mrs R Usha ( Incharge)	PGT BIO	
		2. Mrs. R Y Selvi - JSO	PGT Chem	
		3. PGT PHY		
		4. Mrs. S K Yadav	TGT Sci	
		5. Mrs. Nandini Meena	TGT Sci	
		4. Mr R K Bakolia - Cyber Olym	PGT CS	
17	Purchase Committee	1. Mr. R K Bakolia ( Incharge)	PGT CS	
		2. Mrs.Sonia Mehani	PRT	
		2. Mr. A K Roy	TGT WE	
		3. Mrs. R Y Selvi	PGT Chem	
		4. Mrs. Ithishree Padhy	TGT SKT	
18	Maintenance & Repairs of Vidyalaya Building and Staff Qtrs	1. Mr. A K Roy ( Incharge)	TGT WE	
		2. Mr. Ashish Mishra	TGT Maths	
		3. Mrs.Vidya T	TGT Eng	
		4. Mrs Pragati Pawar	PRT	
		5. Mr Chagan	SS	

19	<b>Discipline</b>	1. Mr. R Y Selvi ( Incharge)	PGT Chem	
		2. Mr. A K Roy	TGT WE	
		3. Mrs Santosh K Yadav	TGT Sci	
		3. R Usha	PGT BIO	
		4. Mrs.Sonia Mehani	PRT	
		5. Mrs. Nithya K N	PRT	
		1. R K Bakolia ( Overall I/C)		
20	<b>Scouts and Guides , Cubs and Bulbuls</b>	2. Mrs. A Sardesai ( I/C Guides)	TGT HINDI	
		3. Mrs. Vidya T	TGT ENG	
		3. Mrs Santosh K Yadav	TGT SCI	
		4. Ms. Nandini Meena	TGT SCI	
		5. Mr. Ashish Mishra (I/C Scouts)	TGT MATHS	
		6. Mrs.Pragati P I/c- Primary	PRT MUSIC	
		8. Mrs. K N Nithya	PRT	
		9. Sonia Mehani	PRT	
		10. Ambika Bhandari	PRT	
21	<b>AEP/ Guidance and Counseling</b>	1. Mr. A K Roy ( Incharge)	TGT WE	
		3. Mrs. Santosh K Yadav	TGT Sci	
		3. Mrs Priyanka Mishra	TGT AE	
22	<b>Grievence Girls, Sexual Harassment, POCSO,SC- ST Cell &amp; Women employee</b>	1. Mrs. R Y Selvi ( Incharge)	PGT Chem	
		2. Mr. R K Bakolia	PGT CS	
		3. Mrs. Nandini Meena	TGT SCI	
		4. Mrs. Vidya T	TGT ENG	
		5. Mrs. Pragati Pawar	PRT MUSIC	
23	<b>UBI &amp; Income Tax</b>	1. Mr. A K Roy	TGT WE	
		2. Mr. Kishore	SS	
		3. Mr Anand Gaonkar	DEO	
24	<b>PTA Meeting and Career Counseling</b>	1. Mrs. R K Bakolia ( Incharge)	PGT CS	
		2. Mrs. Manju K	PGT COM	
		3. All class Tecahers		
25	<b>Library</b>	( Incharge)	TGT HINDI	
		2. Mrs. Vidya T	TGT ENG	
		3. Mrs. Priyanka Mishra	TGT AE	

25	<b>Library</b>			
26	<b>Games, Sports , Vocational Skills and Flag Hoisting</b>	1. Mr. Prashant ( Incharge)	TGT SST	
		2. Mr. Ashish Mishra	TGT MATHS	
		3. Mrs. Meenu Garg	PRT	
		4. Ms. PRT 7		
		5. Sports Coach		
27	<b>Food and Refreshment Committee including Sweet Distribution in various functions</b>	1. Mrs. Suman Singh ( Incharge)	TGT Eng	
		2. Mr Jitendra Bakolia	PGT HINDI	
		3. Mrs. Anukshama Sardesai	TGT HINDI	
		4. Mrs. Vidya T	TGT ENG	
28	<b>Green School Cleanliness , Beautification &amp; Gardening , Nature and Eco Club Activities</b>	1. Mrs. R Usha ( Incharge)	PGT BIO	
		2. Mrs. Santosh K Yadav	TGT SCI	
		3. Ms. Nandini Meena	TGT SCI	
		4. Mrs. Vidya T	TGT ENG	
		5. Mrs. Itishree Padhy	TGT Skt	
		6. PRT	PRT	
29	<b>Teaching Aids</b>	1. Mr. Prashant ( Incharge)	TGT SST	
		2. Mr Ashish Mishra	TGT MATH	
		3. Mrs. Ambika Bhandari	PRT	
30	<b>Medical and First Aid</b>	1. Nurse		
		2. Ms Nandini Meena ( Incharge)	TGT SCI	
		3. Mrs. Itishree Padhy	TGT SKT	
		4. Mrs. Pragati Pawar	PRT Music	
31	<b>Grievance &amp; RTI</b>	1. Mr. R K Bakolia ( Incharge)	PGT CS	
		2. Mrs. Sonia Mehani	PRT	
32	<b>Result Moderation Committee</b>	1. Mrs. R K Bakolia ( Incharge)	PGT CS	
		2. Mrs. R Y Selvi	PGT COM	
		3. Mr. Manju K	TGT MATHS	
		4. Mr. Prashant	TGT SST	
		Class IX & XI Class Teachers		

33	<b>Photography, Banners And Decoration</b>	1. Mrs. Priyanka Mishra ( Incharge)	TGT AE	
		2. Mrs. Nandini Meena	TGT SCI	
34	<b>Audio – Visual Aids, P A System , Energy Club</b>	1. Mr. A K Roy ( Incharge)	TGT WE	
		2. Mr. Ashish Mishra	TGT MATH	
35	<b>Display boards &amp; Quotations in the classrooms and the corridors</b>	1. Mr. Jitendra Bokolia	PGT HINDI	
		2. Mrs. Vidya T	TGT ENG	
		3. Mrs. Suman Singh	TGT HINDI	
		4. Mrs. Anukshama Sardesai	TGT HINDI	
		5. Mrs. Priyanka Mishra	TGT AE	
		6. Ithishree Padhy	TGT SKT	
36	<b>Maths lab</b>	1. Mr. Ashish Mishra ( Incharge)	TGT Maths	
		2. PGT Maths		
		3. TGT Maths 2		
37	<b>Language Lab</b>	All Language Teachers - English, Hindi, Sanskrit		

38	<b>Ek Bharat Shreshtha Bharat</b>	1. Mrs. Manju K ( Incharge)	PGT COM	
		2. Mr. Prashant	TGT SST	
		4. Mrs. Ithishree	TGT SKT	
		5. Mrs. Priyanka Mishra	TGT AE	
		6. Mrs. Pragati Pawar	PRT MUSIC	
		7. PGT ECO		
		8. TGT SST 2		
		9. All Class Teachers		
39	<b>Kala Utsav, Spic Micay, Roots to Roots</b>	1. Mr. A K Roy	TGT WE	
		2. Mrs. Pragati Pawar	PRT Music	
		3. CCA Dept Incharges		
40	<b>Academic Committee and Subject committee Coordinator and Club Activities</b>	Principal - Chairman		
		1. Mr. Jude Joseph	PGT ENG	
		2. Mrs. R Y Selvi	PGT CHEM	
		3. Mrs. Manju K	PGT COM	
		4. Mr. Jitendra Bokolia	PGT HINDI	
		5. Mrs. Sonia Menhani	PRT	
41	<b>NCC</b>	1.Mr. Prashant ( Care taker)	TGT SST	
		2.Mrs.Vidya T	TGT ENG	
		3.Mrs. Ithishree Padhey	TGT SKT	
42	<b>PIMS/NISTHA</b>	1.Mrs. Manju K	PGT Com	
		2. Nandini Meena	TGT SCI	
43	<b>ACP</b>	1. Mrs. Santosh K Yadav	TGT SCI	
		2. Mrs. Vidya T	TGT ENG	
		3. Priyanka Mishra	TGT AE	
		4. Ithishree Padhy	TGT SKT	
		5. A K Roy	TGT WE	



Duties & responsibilities	
Conducting Rajbhasa activities. Submitting various report	
Drafting correspondences in Hindi	
To plan for the safety and security for students and the Vidyalaya building. To carry out mock fire safety drill	
Tendering process for outsourcing staff. Monitoring attendance of outsourcing staffs & certify bills.	
Maintenance of Fire Extinguishers and Fire Alarm system (Mr A K Roy-I/C)	
Upkeep of CCTV system	
To ensure all furniture bear serial numbers and the year of purchase.	
To ensure the adequacy and suitability of furniture in class rooms, including procurement & repair of furniture .	
To ensure display of inventory of class wise and department wise furniture by CTs/Incharges	
Ensure Labs in working condition with broadband/LAN connectivity. Updation of Vidyalaya website	
UBI Fees portal - conducting orientation training for class teachers for appropriate use	
Ensure working of class room/dept. computers & initiate repair action & AMC	
To conduct junior Science/science/green/math's/phy/chem Olympiads and related competitions of sec and primary section from time to time.	
Prepare budget as per the KVS norms. Ensure purchases are done as per GFR & Accounts code.	
Verify and certify the purchases Pass the bills for stock entries and payments.	
To keep a track of Timely and transparent purchase by various departments.	
Keep a track of timely and transparent purchase by various departments.	
Initiate write-off action.	
Civil maintenance & repair work of vidyalaya buildings, washrooms and surroundings area.	
Electrical/Mechanical maintenance & repair of the Vidyalaya building and premises	
Ensure uninterrupted water supply in the premises by MES	
Periodical servicing of water purifiers/coolers etc.	
Annual M & R of staff qtrs	

To ensure the congenial atmosphere and dealing the cases of indiscipline of students
Ensure line wise movement of students in corridors for various activities. Uniform checking regularly.
for assembly. Checking of late comers.
To implement out pass system in the classes.
Constitution of class committee for discipline and selection of student council members.
To enroll Scouts & Guides, Cubs & Bulbuls and to organize testing camps, troop meetings as per the Annual Schedule of activities prepared at unit level in light of APRO.
To conduct programmes as per KVS guidelines
To maintain & update display board and a corner to keep these activities ongoing for various programmes.
To co-ordinate counseling and guidance programmes

Preparation of monthly staff salary and uploading in UBI portal.
Deduction of TDS from salaries. Deposit of challan before 7th of every month. Form 16 generation & distribution.
TDS quarterly return. Checking of bills, vouchers, office correspondences etc.
To checkout Annual plan of meetings and to maintain minutes and records of such meetings.
-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.

-Regular Weeding out of Library books.
-Improving the Lay- out of the Library books and furniture.
To organize regular competitions to create interest for reading books.
To practice MPT, Yoga daily during the morning assembly to the students.
-Identify the talented students participating at the Cluster, Regional and National Level Games in the first week of April in order to give them special training by the coaches with her involvement and to maintain record.
-To draw up class wise activities to be undertaken as per the syllabus.
-To coordinate with vocational teachers and train the students for various activities.
-To encourage all students to take part in the Drawing and Painting competitions
Monitor the services of conservancy and cleanliness in consultation with the agencies concerned.
Plan The Cleanliness of school plants ,surroundings Garden& Playground
Monitoring works of conservancy staff of respective blocks and submit report of cleanliness to the principal
Take care and maintain the beautification in all the areas of the Vidyalaya from time to time in and outside the
ECO club activities
To Get the medical check-up of students as per the instructions of KVS
To Maintain first aid in the Vidyalaya for any emergency.
Oversee duties of nurse

-To scrutinize the question papers for the tests and examinations.
-To check answer scripts of UT/Exams at random to ensure uniformity.
promotion rules.

To maintain Album covering all activities.
-To display all the coverage of all occasions.
Staff and Students photographs for website and magazine
PA system for morning assembly and other programs. Maintenance works of PA system
Energy Club activities & reporting
To guide the students for proper selection of the material and decoration coupled with befitting display.
Regular updating of the display boards as per the upcoming events and functions
To develop Class wise aids as per the syllabus.
To organize an exhibition on the work done under Language lab

Preparation on Annual Time table as per the schedule given by R O
Conduct of all the activities as per the time table
Encourage students to participate in the programmes
Prepare the students for Cluster level, regional level and National Level EBSB Event
Filling of Google forms and sending Reports to RO
To monitor completion of Syllabus as per the split-up.
To submit the Report of target achieved by each teacher in the previous month and the Report of Target fixed for the coming month
To submit the reasons for non-achievement of the target fixed by any Teacher.
To ensure regular correction of notebooks by the subject teachers.
To organize sample training programs for CAL/TAL by the teachers.
To maintain a written record of works done by the committee.
Updation of PIMS portal, NISTHA report submission