**स्थापित /** Estd :**1995**

**दूरभाषPhone /**  : **(03482)-250033**

**कॆंद्रीय विद्यालय, बहरमपुर**(प.बं.)

**KENDRIYA VIDYALAYA, BERHAMPORE (W.B.)**

**शिक्षा मंत्रालय, भारत सरकार**

Ministry of Education, Govt. of India

51/A, बाबुलबोना रोड / Babulbona Road

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के.वी.एस.क्षेत्रकोड / KVS Region Code : **06** के.वी.एस.स्टेशनकोड / KVS Station Code : **145** के.वी.एस.स्कूलकोड / KVS School Code : **1241**

सी.बी.एस.ई. स्कूल कोड / C.B.S.E. School Code :**19209 ,**सी.बी.एस.ई. संबद्धता सं / C.B.S.E. Affiliation No.. **: 2400047**

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पत्रांक**/Ref. No.** :फा.**F.**25030/2023-24/**कॆं.वि. बहरमपुर** (प.बं.)/ दिनांक/**Date :** 27-03-2023

**OFFICE ORDER**

To run the various Institutional academic, curricular, extracurricular, Co-curricular activities smoothly and timely and to achieve the highest moral and ethical target and to facilitate the smooth functioning of the Vidyalaya the following Committee and Portfolio In-Charges have been set up for the session 2023-24.

All the In-charges and members are hereby instructed to take over the charges of various departments by 28/03/2023 and discharge their duties in true spirit as per the directions as and when asked by compliance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Name of the Department** | **Name of the In- Charges** | **Members** | **Signature** |
| **1** | ***Examination Internal*- Sec & Sr. Sec** | Mrs. Arundhuti Hazra, PGT (Bio) | 1. Mr. N. Karmakar, TGT (Eng) 2. Mr. S. Choudhury, TGT (Eng) 3. Mr. Manoj Kumar, TGT (Hindi) |  |
| **2** | ***Examination -Primary*** | Mr. Sadhan Sarkar, PRT | 1. Mr. Sumit Pandey, PRT 2. Mr. J. Nadab, PRT |  |
| **3** | ***Examination- CBSE*** | Mrs. P. Bhattacharjee PGT (C/S) | 1. Mr. N. Karmakar, TGT (Eng) 2. Mr. S. Choudhury, TGT (Eng) |  |
| **4** | ***Admission*** | Mr. R. K. Sahu, PGT (Maths) | 1. Mr. Kazi M Ahmed, TGT(AE) 2. Mr. S. Choudhury, TGT (Eng) 3. Mr. J. Nadab, PRT |  |
| **5** | **Games & Sports** | Mr. S. Choudhury, TGT (Eng) | 1. Mr. Manoj Kumar, TGT (Hindi) |  |
| **6** | **N C C** | Mr. N. Karmakar, TGT (Eng) |  |  |
| **7** | **Teaching - Aid** | Mr. Chandan Mishra, TGT(S.St) |  |  |
| **8** | **Fixed Assets** | Mr. Kazi M Ahmed, TGT (AE) |  |  |
| **9** | **CCA** | 1. Ms. D. H. Banerjee, PGT (Eng) | 1. 04 House Master |  |
| **10** | **CCA- Primary** | 1. Mr. Sumit Pandey, PRT | 1. 04 House Master |  |
| **11** | ***Time Table*** | 1. Mr. R. K. Sahu, PGT (Maths) | 1. Mr. N. Karmakar, TGT (Eng) 2. Mr. Chandan Mishra, TGT(S.St) |  |
| **12** | **Scouts & Guides**  **Cubs & Bulbul** | 1. Mr. Sumit Pandey, HWB | 1. Mrs. C. Ganguli, G.C 2. Mr. N. Karmakar, S.M 3. Mr. Sadhan Sarkar, S.M |  |
| **13** | ***Local Purchase Committee*** | 1. Mr. R. K. Sahu, PGT (Maths) | 1. Mr. N. Choudhari, TGT(Sc) 2. Mr. Kazi M Ahmed, TGT(AE) 3. Mrs. C. Ganguli, Sr. PRT 4. Ms. Priya Mallick, Lib. 5. Concern Stock I/C |  |

**(H. Rahman Biswas)**

Principal I/C

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| --- | --- | --- | --- | --- |
| **Sl.No** | **Name of the Department** | **Name of the In- Charges** | **Members** | **Signature** |
| 14 | ***House Keeping*** | 1. Ms. Priya Mallick - Sec & Sr. Sec 2. Mr. J. Nadab - Pry. Sec | 1. 1. Mr. Sumit Pandey Pry. Sec 2. 2. Mr. Sadhan Sarkar Pry. Sec 3. 3. Mr. C. Mishra, TGT(S.St) 4. 4. Mrs. Srabani Mukherjee 5. 5. Mr. Pritam Kundu 6. 6. Ms. Ahana Chacraborty 7. 7. Ms. July Bara 8. 8. Ms. S. Agarwal |  |
| 15 | ***M & R*** | 1. Mr. Nirjan Karmakar TGT(Eng) | 1. Mr. R. K. Sahu, PGT (Maths) 2. Mr. N. Choudhari, TGT(Sc) 3. Ms. Priya Mallick, Lib. 4. Mr. Sadhan Sarkar, PRT |  |
| 16. | **Beautification & Gardening** | 1. Mr. N. Choudhari, TGT(Sc) | 1. Mr. Chandan Mishra, TGT(S.St) |  |
| 17 | ***UBI Fees Portal*** | 1. Principal / Mrs. P. Bhattacharjee, PGT C/S | 1. Mr. R. K. Sahu, PGT (Maths) 2. Mr. Asit Kumar Biswas, SSA 3. All Class Teachers |  |
| 18 | **PTM** | 1. Mr. R. K. Sahu, PGT (Maths) 2. Mrs. C. Ganguli, Sr. PRT | 1. Mrs. A. Hazra, PGT (Bio) 2. Ms. D. H. Banerjee, PGT (Eng) Mr. Chandan Mishra, TGT(S.St) 3. Mr. Sadhan Sarkar, PRT 4. Mr. J. Nadab, PRT |  |
| 19 | **Medical Facility** | 1. Mr. N. Choudhari, TGT(Sc) | 1. Mrs. A. Hazra, PGT (Bio) 2. Mrs. C. Ganguli, Sr. PRT 3. Mr. S. Choudhury, TGT (Eng) 4. Mr. J. Nadab, PRT |  |
| 20 | **GLIS Portal** | 1. Mrs. P. Bhattacharjee, PGT C/S | 1. Mr. R. K. Sahu, PGT (Maths) |  |
| 21 | **Bureau of Standard Club** | 1. Mr. R. K. Sahu, PGT (Maths) | 1. Mrs. A. Hazra, PGT (Bio) |  |
| 22 | **RTI** | 1. Mr. R. K. Sahu, PGT (Maths) | 1. Mr. N. Choudhari, TGT(Sc) 2. Mr. S. Choudhury, TGT (Eng) |  |
| 23 | **Record Keeping (Vidyalaya Achievement)** | 1. Mr. Kazi M Ahmed, TGT(AE) | 1. Ms. D. H. Banerjee, PGT (Eng) 2. Mr. Chandan Mishra, TGT(S.St) 3. Mr. Sadhan Sarkar, PRT 4. Mr. J. Nadab, PRT |  |

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| **Sl.No** | **Name of the Department** | **Name of the In- Charges** | **Members** | **Signature** |
| 24 | ***CVC/ Quarterly Report*** | 1. Ms. Payal Bhattacharjee, PGT C/S | 1. 1. D. H. Banerjee, PGT (Eng) 2. 2. Mrs. A. Hazra, PGT (Bio) 3. 3. Ms. Priya Mallick , Lib. |  |
| 25 | **Jigyasa Porogramme** | 1. Mrs. A. Hazra, PGT (Bio) | 1. Mr. N. Choudhari, TGT(Sc) 2. Mrs. S. Mukherjee, PGT (Phy) |  |
| 26. | ***AKAM & EBSB*** | 1. Mr. Chandan Mishra, TGT(S.St) | 1. Mr. A K Azad, PGT(Hist.) 2. Mrs. R. Banerjee, PGT (Eco) 3. Mr. M. Bhowmik, PGT(Pol. Sc) |  |
| 27 | ***NCSC*** | 1. Mrs. A. Hazra, PGT (Bio) | Mr. N. Choudhari, TGT(Sc)  Mrs. S. Mukherjee, PGT(Phy)  Mrs. P. Bhattacharjee, PGT C/S  Mr. R. K. Sahu, PGT (Maths)  Mr. H. R. Biswas, PGT(Chem.) |  |
| 28 | ***Science Exhibition*** | Mr. N. Choudhari, TGT(Sc) | All Science, Maths & Comp. Sc Teachers |  |
| 29 | ***Students Enrolment position* (last day of each month)** | Mrs. P. Bhattacharjee, PGT C/S | Mr. Ankan Biswas, Comp. Instructor & all Class Teachers |  |
| 30 | **INSPIRE**  **Manak Award** | Mr. N. Choudhari, TGT(Sc) | Mrs. A. Hazra, PGT (Bio)  Mrs. S. Mukherjee, PGT(Phy) |  |
| 31 | **CAL / TAL** | Mrs. P. Bhattacharjee, PGT C/S | Mr. Ankan Biswas, Comp. Inst. |  |
| 32 | ***Rajbhasha*** | Mr. Manoj Kumar, TGT (Hindi) | Ms. S. Agarwal. PGT (Hindi) |  |
| 33 | ***Discipline Committee*** | Mr. Samim Choudhury | Mr. Mukesh Biswas, PET  Ms. D. H. Banerjee, PGT (Eng)  Mr. Chandan Mishra, TGT(S.St)  Mr. Manoj Kumar, TGT (Hindi)  Mrs. C. Ganguli, Sr. PRT  Mr. Sadhan Sarkar, PRT |  |
| 34 | **Grievances & Redressal Cell** | Mrs. A. Hazra, PGT (Bio) | Mr. R. K. Sahu, PGT (Maths)  Mr. N. Choudhari, TGT(Sc)  Mrs. C. Ganguli, Sr. PRT |  |
| 35 | **Furniture & Fixture** | Mr. Manoj Kumar, TGT (Hindi) | Mr. N. Choudhari, TGT(Sc) |  |
| 36 | **Computer Dept.& its Related accessories** | Mrs. P. Bhattacharjee, PGT C/S | Mr. Ankan Biswas, Comp. Inst. |  |

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| --- | --- | --- | --- | --- |
| **Sl.No** | **Name of the Department** | **Name of the In- Charges** | **Members** | **Signature** |
| 37 | **Staff Club** | Mr. Samim Choudhury,TGT(Eng) | Mr. N. Choudhari, TGT(Sc) |  |
| 38 | **CMP** | Mrs. C. Ganguli, Sr. PRT | Mr. Sumit Pandey, PRT |  |
| 39 | **Academic Council** | H. R. Biswas, Principal I/C | Mrs. A. Hazra, PGT (Bio)  Mrs. P. Bhattacharjee, PGT C/S  Mr. R. K. Sahu, PGT (Maths)  Mr. N. Choudhari, TGT(Sc)  Mr. Samim Choudhury,TGT(Eng)  Mrs. C. Ganguli, Sr. PRT  Mr. Sadhan Sarkar, PRT |  |
| 40 | **AEP** | Mrs. A. Hazra, PGT (Bio) | Dr. Sanjita Mondal, MBBS  Mrs. P. Bhattacharjee, PGT C/S  Mrs. P. Roy, Staff Nurse  Mr. N. Choudhari, TGT(Sc) |  |
| 41 | **Career Counseling & Guidance** | Mrs. P. Bhattacharjee, PGT C/S  Mr. N. Choudhari, TGT(Sc) | Mr. R. K. Sahu, PGT (Maths)  Ms. D. H. Banerjee, PGT (Eng)  Mr. Chandan Mishra, TGT(S.St)  Ms. Priya Mallick, Lib |  |
| 42 | ***Condemnation Committee*** | Mr. N. Choudhari, TGT(Sc) | Mr. R. K. Sahu, PGT (Maths)  Mr. Kazi M Ahmed, TGT(AE)  Mrs. C. Ganguli, Sr. PRT  Ms. Priya Mallick, Lib.  Concern Stock I/C |  |
| 43 | **School Magazine** | Ms. D. H. Banerjee, PGT (Eng) | Mr. Manoj Kumar, TGT (Hindi)  Mr. N. Karmakar, TGT (Eng)  Mr. Chandan Mishra, TGT(S.St)  Mr. Kazi M Ahmed, TGT(AE)  Mr. Sumit Pandey, PRT |  |
| 44 | ***Photography*** | Mr. Kazi M Ahmed, TGT(AE) | Mr. M. Bhowmik, PGT (Pol. Sc.)  Mr. Azad, PGT(Hist.) |  |
| 45 | **Ambiance of School Campus** | Mr. Kazi M Ahmed, TGT(AE) | Ms. D. H. Banerjee, PGT (Eng)  Ms. Priya Mallick, Lib  Mrs. C. Ganguli, Sr. PRT  Mr. Sadhan Sarkar, PRT |  |
| 46 | **VIP Refreshment** | Mrs. A. Hazra, PGT (Bio) | Mr. N. Choudhari, TGT(Sc)  Ms. Priya Mallick, Lib  Mr. Mukesh Biswas, PET  Mrs. N. Mukherjee PRT |  |

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| **Sl. No** | **Name of the Department** | **Name of the In- Charges** | **Members** | **Signature** |
| 47 | Internal POSCO Complaint Committee | Ms. D. H. Banerjee, PGT (Eng) | H. R. Biswas, Principal I/C  Mr. N. Choudhari, TGT(Sc)  Mrs. A. Hazra, PGT (Bio)  Mr. R. K. Sahu, PGT (Maths)  Mrs. C. Ganguli, Sr. PRT |  |
| 48 | Training & Guidance to New Teachers | Mrs. A. Hazra, PGT (Bio) - Sec  Mrs. C. Ganguli, Sr. PRT - Pry | Mr. R. K. Sahu, PGT (Maths)  Mr. N. Choudhari, TGT(Sc)  Mr. Sumit Pandey, PRT |  |
| 49 | Disaster Management & Training | Mr. N. Choudhari, TGT(Sc) | Mr. Kazi M. Ahmed TGT(AE)  Mr. Samim Choudhury,TGT(Eng)  Mr. N. Karmakar, TGT (Eng)  Mr. Manoj Kumar, TGT (Hindi)  Mr. Chandan Mishra, TGT(S.St)  Mr. Sadhan Sarkar, PRT  Ms. Priya Mallick, Lib |  |
| 50 | Safety & Security of Children | Mrs. A. Hazra, PGT (Bio) - Sec  Mrs. C. Ganguli, Sr. PRT - Pry | Mr. Samim Choudhury,TGT(Eng)  Mrs. P. Roy, Staff Nurse  Mr. Manoj Kumar, TGT (Hindi)  Mr. Chandan Mishra, TGT(S.St)  Ms. D. H. Banerjee, PGT (Eng  Mr. J. Nadab, PRT  Ms. Priya Mallick, Lib  Mr. Mukesh Biswas, PET |  |
| 51 | Social Science Exhibition | Mr. Chandan Mishra, TGT(S.St) | Mr. Kazi M. Ahmed TGT(AE) Mr. M. Bhowmik, PGT (Pol. Sc.)  Mr. Azad, PGT(Hist.)  Mrs. Rituparna, PGT (Eco)  Mrs. Dipali Singh, PRT Music |  |
| 52 | Maths & Science Olympiad | Mr. R. K. Sahu, PGT (Maths) | Mr. N. Choudhari, TGT(Sc)  Mr. K. Hossain, TGT(Maths)  Mr. Tapas, TGT(Maths) |  |
| 53 | OLA Portal | Mr. R. K. Sahu, PGT (Maths) | Mrs. P. Bhattacharjee, PGT C/S |  |
| 54 | Project Veer Gatha | Mr. Kazi M Ahmed, TGT(AE) | Mrs. P. Bhattacharjee, PGT C/S |  |
| 55 | Hindi Pakhwara | Mr. Manoj Kumar, TGT Hindi | Ms. S. Agarwal, PGT Hindi  Mr. Sumit Pandey, PRT |  |

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51/A, बाबुलबोना रोड / Babulbona Road

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**वॆबसाइट / Website :** [**www.berhampore.kvs.ac.in**](http://www.berhampore.kvs.ac.in)**ई-मेल / e-Mail :** [**kvberhampore@gmail.com**](mailto:kvberhampore@gmail.com)

के.वी.एस.क्षेत्रकोड / KVS Region Code : **06** के.वी.एस.स्टेशनकोड / KVS Station Code : **145** के.वी.एस.स्कूलकोड / KVS School Code : **1241**

सी.बी.एस.ई. स्कूल कोड / C.B.S.E. School Code :**19209 ,**सी.बी.एस.ई. संबद्धता सं / C.B.S.E. Affiliation No.. **: 2400047**

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पत्रांक**/Ref. No.** :फा.**F.**25030/2023-24/**कॆं.वि. बहरमपुर** (प.बं.)/ दिनांक/**Date :** 27-03-2023

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| **Sl. No** | **Name of the Department** | **Name of the In- Charges** | **Members** | **Signature** |
| 53 | TARUNUTSAV | Ms. D. H. Banerjee, PGT (Eng) | Mr. Kazi M Ahmed, TGT(AE)  Mr. R. K. Sahu, PGT (Maths)  Ms. Shipra Bhakat, TGT Skt |  |
| 54 | Youth Parliament | Mr. Chandan Mishra, TGT(S.St) | Mr. Kazi M. Ahmed TGT(AE) Mr. M. Bhowmik, PGT (Pol. Sc.)  Mr. Azad, PGT(Hist.)  Mrs. Rituparna, PGT (Eco)  Mrs. Dipali Singh, PRT Music |  |
| 55 | Green Olympiad | Mr. N. Choudhari, TGT(Sc) | Mrs. S. Mukherjee, PGT(Phy) |  |
| 56 | Music Department | Ms. D. H. Banerjee, PGT (Eng) | Mrs. Depali Singh, PRT Music  Mrs. Noyela Mukherjee, PRT |  |
| 57 | Maths & Science Club | Mr. R. K. Sahu, PGT (Maths) | Mr. N. Choudhari, TGT(Sc) |  |
| 58 | Students with special needs (Divyang) | Mr. N. Choudhari, TGT(Sc) | . ……………………., Spl. Educator |  |
| 59 | Workshop Planning & Record Keeping | Mrs. A. Hazra, PGT (Bio)  Mrs. C. Ganguli, Sr. Most PRT | Mrs. P. Bhattacharjee, PGT C/S Mr. Ankan Biswas, Comp. Inst |  |
| 60 | Collaborative Activity with neighbouring School | Mr. N. Choudhari, TGT(Sc) | Mr. Nirjan Karmakar, TGT Eng |  |
| 61 | **PM SHREE School** | Mr. R. K. Sahu, PGT (Maths) | Mrs. P. Bhattacharjee, PGT C/S |  |
| 62 | **ATL** Activities &Report | Mrs. A. Hazra, PGT (Bio) |  |  |
| 63 | CS 54 | Mr. R. K. Sahu, PGT (Maths) | Mr. H. R. Biswas, PGT (Chem) |  |
| 64 | Swachhta Pakhwara | Ms. Priya Mallick, Lib |  |  |
| 65 | Daily Student Enrolment | Mr. R. K. Sahu, PGT (Maths) | Mrs. P. Bhattacharjee, PGT C/S |  |
| 66 | UDISE PORTAL | Ms. Priya Mallick, Lib | Mr. Samim Choudhury, TGT Eng |  |
| 67 | Rajya Stariya Bal Vyaganik Pradarshani | Mrs. A. Hazra, PGT (Bio) | Mr. N. Choudhari, TGT(Sc) Mrs. S. Mukherjee, PGT(Phy) |  |
| 68 | Vidyanjali Programme | Ms. Priya Mallick, Lib |  |  |
| 69 | Vidya Pravesh | Mrs. C.Ganguly, Sr. Most PRT | Mr. Sadhan Sarkar |  |
| 70 | Regular updation of Website, TC uploading, E- Classroom Log book | Mrs. P. Bhattacharjee, PGT C/S | Mr. Ankan Biswas, Comp. Inst. |  |

**(H. Rahman Biswas)**

Principal I/C

**Regional Office: Kendriya Vidyalaya Sangathan, (RO), Block-EB, Sector-I, near Labony, Salt Lake City, Kolkata – 700 064**

**Head Office: Kendriya Vidyalaya Sangathan (HQ), 18, Institutional Area, Saheed Jeet Singh Marg, New Delhi- 110 602**