



KENDRIYA VIDYALAYA RANGAPAHAR CANTT
H.Q. 3 CORPS, 939 (FPO) C/O 99 A.P.O.
DIMAPUR - NAGALAND

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Ref. No F 188501 /1-2/2010/KVRGPR/

Date:- 01.04.2010

OFFICE- ORDER

VARIOUS COMMITTEES & DEPARTMENTS 2010-11

On the onset of the new academic session the following committees and clubs are being framed for the smooth and efficient execution of the Vidyalaya affairs. The concerned officials are directed to note the assigned duties and responsibilities in order to execute their duties without any hiccup and keep the records of the concerned departments up – to – date for the ATR of the same as and when required by the Chairman VMC, Regional Office and the Head Quarters.

COMMITTEES / CLUBS

S.No	Name	Designation	Signature
01. Vidyalaya Planning Committee:-			
01	Brig. Ashwani Sharma	Brig. BGS(Info Sys)	
02	Mr. Kumar Thakur	Principal	
03	Mr. K K Metariya	PGT, (Chem), SMT	
04	Mr. R Balasubramanian	LDC	
02. Admission Committee:-			
01	Mr. Amit Saxena	PGT(CS)	
02	Mr. V K Saini	TGT(S.St)	
03	Mr. Kuldeep Singh	Sr. PRT	
03. C.C.A Committee:-			
01	Mr. Surjeet Kumar	PGT(Phy)	
02	Mr. Dinesh Kumar	TGT(Eng)	
03	Mr.	TGT(Hindi)	
04	Mr. V K Mishra	TGT(SKT)	
05	Mr. Palak M Kachhia	PRT	
04. House System Secondary Section :-			
Shivaji House:-			
01	Mr. K K Metariya	PGT(Chem)	
02	Mr.	TGT(Hindi)	

Tagore House:-			
01	Mr. Ramesh Verma	PGT(Maths)	
02	Mr. Dinesh Kumar	TGT(Eng)	
Ashoka House:-			
01	Mr. Sunil Kumar	PGT(Bio)	
02	Mr.	TGT(Maths)	
Raman House:-			
01	Ms. Sudha Mishra	PGT(Hindi) Part time Contractual	
02	Mr.	TGT(SKT)	
05. House System Primary Section :-			
Shivaji House:-			
01	Mr. Ashok J Kadiyara	PRT	
02	Ms.	CI	
Tagore House:-			
01	Mr. Anil Kumar	PRT	
02	Mr.	Art Coach	
Ashoka House:-			
01	Mr. Kuldeep Singh	PRT	
02	Mr. Vinay Kumar	TGT(WE)	
Raman House:-			
01	Mr. Pradip Kaushik	PRT	
02	Ms.	Dance Coach	
06. Time Table Committee:-			
01	Mr. Ramesh Verma	PGT(Maths)	
02	Mr. Dinesh Kumar	TGT(Eng)	
03	Mr. Kuldeep Singh	Sr. PRT	
07. Furniture Committee:-			
01	Mr. Anil Kumar Shakya	TGT(PHE)	
02	Mr. Palak M Kachhia	PRT	
08. Library Committee:-			
01	Mr. Sunil Kamle I/C	Librarian	
02	Mr. K K Metariya	PGT(Chem), HOD(Sc)	
03	Ms. Sudha Mishra	PGT(Hindi), HOD(Hindi) Part time Contractual	
04	Mr. P Y Medhekar	PGT(Eng), HOD(Eng)	
05	Mr. V K Saini	TGT(S.St)	
09. Computer/ E-content Development Committee:-			
01	Mr. Amit Saxena	PGT(CS)	
02	Mr. Dinesh Kumar	TGT(Eng)	
03	Mr. Anil Kumar	PRT	
04	Mr. Sunil Kamle	Librarian	
10. Games and Sports Committee :-			
01	Mr. Anil Kumar Shakya	TGT(PHE)	
02	Mr. Kuldeep Singh	Sr. PRT	

11. Audio Visual Aids :-			
01	Mr. Vinay Kumar I/C	TGT(WE)	
02	Mr. Rahul Harshe	PRT(Music)	
12. Teaching Aid Committee :-			
01	Mr. V K Saini	TGT(S.St)	
13. Morning Assembly :-			
01	Mr.Rahul Harshe I/C	PRT(Music)	
02	Mr. Anil Kumar Shakya	TGT(PHE)	
03	Mr. Surjeet Kumar	PGT(Phy)	
04	Mr. Palak M Kachhia	PRT	
14. Scout Committee :-			
01	Mr. Palak M Kachhia	PRT	
02	Mr. Kuldeep Singh	PRT	
03	Mr. Ashok J Kadiyara	PRT	
15. Guide:-			
01	Ms Deep Mala I/C	PRT	
16. Adolescence Education Programme Committee :-			
01	Mr. Vinay Kumar I/C	TGT(WE)	
02	Mr. Sunil Kumar	PGT(Bio)	
03	Mr. Anil Kumar	PRT	
04	Mr. Sunil Kamle	Librarian	
05	Mr. Rahul Harshe	PRT(Music)	
17. Excursion Club/ Adventure Committee :-			
01	Mr. Surjeet Kumar	PGT(Phy)	
02	Mr. Anil Kumar Shakya	TGT(PHE)	
03	Mr. Dinesh Kumar	TGT(Eng)	
04	Mr. Kuldeep Singh	Sr. PRT	
05	Mr. Palak M Kachhia	PRT	
06	Ms. Deep Mala	PRT	
18. First Aid Committee :-			
01	Mr. Sunil Kumar	PGT(Bio)	
02	Mr.	TGT(Hindi)	
03	Ms. Deep Mala	PRT	
19. Purchasing Committee :-			
The Committes will be framed as and when it is required.			
20. Discipline Committee :-			
01	Mr. K K Metariya	PGT(Chem), SMT	
02	Mr. Anil Kumar Shakya	TGT(PHE)	
03	Mr. V K Saini	TGT(S.St)	
04	Mr. Kuldeep Singh	PRT	
	Ms. Deep Mala	PRT	
21. Counseling & Guidance:-			
01	Mr. Sunil Kumar, I/C	PGT(Bio)	
02		TGT(Maths)	

22. Hobby Clubs :-			
01	Dance & Drama Mr. Rahul Harshe	Music Teacher, Dance Coach Part time Contractual	
02	Philately Club	Mr. Vinay Kumar	
23. Labs:-			
Maths Lab			
01	Mr. Ramesh Verma	PGT(Maths)	
02	Mr.	TGT(Maths)	
Activity Room			
01	Mr. Kuldeep Singh	Sr. PRT	
Jr. Science Lab:-			
01	Mr. K K Metariya	PGT(Chem)	
Physics Lab:-			
01	Mr. Surjeet Kumar	PGT(Phy)	
02	Mr. T Bendangwati	Lab. Attdn	
Chemistry Lab:-			
01	Mr. K K Metariya	PGT(Chem)	
02	Mr. Rambalak	Lab. Attdn	
Bio Lab:-			
01	Mr. Sunil Kumar	PGT(Bio)	
02	Mr. Nayan Burman	Lab. Attdn	
Computer Lab:-			
01	Mr. Amit Saxena	PGT(CS)	
24. Safety Security Committee:-			
01	Amit Saxena	PGT(CS)	
02	Mr. Anil Kumar Shakya	TGT(PHE)	
03	Mr. Rahul Harshe	PRT(Music)	
04	Mr. R P Singh	SS	
25. Science Club/ Science Olympiad :-			
01	Mr.K K Metariya I/C	PGT (Chem)	
02	Mr. Sunil Kumar, Member	PGT(Bio)	
03	Mr. Surjeet Kumar, Member	PGT(Phy)	
04	Mr. R R Gaur, Member	TGT(Sci)	
26. Maths Club/ Math Olympiad /NTSE:-			
01	Mr. Ramesh Verma, I/C	PGT(Maths)	
02		TGT(Maths)	
27. Vidyalaya Beautification & Cleanliness Committee:-			
01	Mr. Vinay Kumar	TGT(WE)	
02	Mr. Anil Kumar Shakya	TGT(PHE)	
03	Mr. R P Singh	SS	
04	Mr. L Rongmai	SS	
28. Alumini Association:-			
01	Mr. K K Metariya	PGT(Chem)	
02	Mr. Surjeet Kumar	PGT(Phy)	
29. Exams Committee:-			
01	Mr. Ramesh Verma	PGT(Maths)	
02	Mr. V K Saini	TGT(S.St)	

03	Mr. Dinesh Kumar	TGT(Eng)	
04	Mr. Palak M Kachhia	PRT	
05	Mr. Nayan Burman	Lab Attdn	
30. Magazine Committee/ Newsletter & Display:-			
01	Mr. P Y Medhekar	PGT(Eng)	
02	Ms. Sudha Mishta	PGT(Hindi) Part time Contractual	
03	Mr. V K Mishra	TGT(SKT)	
04	Mr. Kuldeep Singh	PRT	
31. Water/Electricity/Generator Set Committee:-			
01	Mr. Vinay Kumar	TGT(WE)	
02	Mr. Sunil Kamle	Librarian	
03	Mr. Rahul Harshe	PRT(Music)	
32. PTA Committee :-			
01	Mr. Kumar Thakur, Principal KV	Chairman	
02	Ms. Sajitha Menon	Vice-Chairman	
03	Mr. Subroto Purkayastha	Secretary	
04	Mr. K K Metariya	Joint Secretary	
05	Ms. Upasana Saini	Parent Member	
06	Mr. Vinod Kumar	Parent Member	
07	Mr. Anil Kumar Shakya	Teacher Member	
33. VMC :-			
01	Brig. Ashwini Kumar Sharma, BGS (Info Sys), HQ 3 Corps,	Chairman	
02	Col. N.P.Reddy, Col. (Education),HQ 3 Corps	Nominee Chairman	
03	Commanding Officer, 165 MH, HQ 3 Corps	An Eminent Doctor of the Area	
04	Maj Dalwinder Singh, AD OS, HQ 3 Corps	Representative of SC/ST Minority Community	
05	(i) Mrs. Manjula Sharma, Principal, Army School, Rangapahar. (ii) Mrs. Bina Singh, Principal, SAPS, Rangapahar.	Two Eminent Educationists	
06	Sh. Talinokcha, Joint Director, North East Zone Cultural Centre,	An Eminent person from cultural field	
07	(i) Mrs. Bhopinder Kaur (ii) Hav D.K.Singh	Two parent Representative	
08	Mr. Kuldeep Singh, Sr. PRT	A Teacher Representative	
09	Shri Kumar Thakur	Principal of KV. (Member Secretary)	
10	Lt.Col.S.Vinayak OC 55(I)OMC H.Q.3 Corps	Co-Opted Member	
11	Sh. R K Roy, Director & APIO, G.S.I	Chairman , .G.E.W.C.C.	

34. VEC :-			
01	Brig. Ashwini Kumar Sharma, BGS (Info Sys), HQ 3 Corps,	Chairman	
02	Mrs. Manjula Sharma, Principal, Army School, Rangapahar.	One Eminent Educationist	
03	Mrs. Bhopinder Kaur	One parent Representative	
04	Mr. Kuldeep Singh, Sr. PRT	A Teacher Representative	
05	Shri Kumar Thakur	Principal of KV. (Member Secretary)	
35. Quarter Allotment Committee:-			
01	Mr. K K Metariya	PGT(Chem)	
02	Mr. V K Saini	TGT(S.St)	
03	Mr. Sunil Kamle	Librarian	
04	Mr. Kuldeep Singh	PRT	
06	Mr. R Balasubramanian	LDC	
36. Migration/TC:-			
01	Mr. R Balasubramanian	LDC	
37. Website & AMC of Computers:-			
01	Mr. Amit Saxena	PGT(CS)	
02	Mr. Dinesh Kumar	TGT(Eng)	
03	Mr. Sunil Kamle	Librarian	
04	Mr.	Computer Instructor Part time Contractual	
38. Integrity Club:-			
01	Mr. Sunil Kumar	PGT(Bio)	
02	Mr. Dinesh Kumar	TGT(Eng)	
03	Mr. Palak M Kachhia	PRT	
39. General Competetion:-			
01	Mr. Sunil Kumar	PGT(Bio)	
40. Furniture:-			
01	Mr. Anil Kumar Shakya	TGT(PHE)	
41. Hindi Rajbhasha Committee			
01	Ms. Sudha Mishra	PGT(Hindi)	
02		TGT(Hindi)	
42. Nature/Eco/Green Club			
01	Mr. Sunil Kumar	PGT(Bio)	
02	Mr. Vinay Kumar	TGT(WE)	
03	Mr. Anil Shakya	TGT(PHE)	
04	Mr. R P Singh	SS	
05	Mr. L Rongmai	SS	
43. Griveance/ Suggestion Box:-			
01	Mr. K K Metariya	PGT(Chem)	
02	Mr. V K Saini	TGT(S.St)	
03	Mr. Kuldeep Singh	PRT	
04	Mr. Amit Saxena	PGT(CS)	
05	Mr. Vinay Kumar	TGT(WE)	

44. Thinkquest:-			
01	Mr. Amit Saxena	PGT(CS)	
02	Mr. Sunil Kumar	PGT(Bio)	
03	Mr. Dinesh Kumar	TGT(Eng)	
04	Mr. Anil Kumar	PRT	
05	Mr. Sunil Kamle	Librarian	
45. JENESYS/Science Exhibition:-			
01	Mr. K K Metariya	PGT(Chem)	
46. Social Science Exhibition:-			
01	Mr. V K Saini	TGT(S.St)	
47. WE/SUPW:-			
01	Mr. Vinay Kumar	TGT(WE)	
48. Music/Dance:-			
01	Mr. Rahul Harshe	PRT(Music)	
49. Library:-			
01	Mr. Sunil Kamle	Librarian	
50. Scout:-			
01	Mr. Palak M Kachhia	PRT	
51. Guide:-			
01	Ms. Deep Mala	PRT	
52. Office Stationery & Xerox machine operation:-			
01	Mr. R P Singh	SS	
53. Office & Office Equipment:-			
01	Mr. R Balasubramanian	LDC	

54. Class Teacher & Co-Class teachers

Class	Class Teacher	Sign	Co-Class Teacher	Sign
I	Mr Ashok J K		Ms Deep Mala	
II	Ms Deep Mala		Mr Ashok J K	
III	Mr Palak M K		Mr Rahul Harshe	
IV	Mr Pradeep Kr Kaushik		Mr Anil Kumar	
V	Mr Anil Kumar		Mr Pradeep Kr Kaushik	
VI	Mr Surjeet Kumar		Mr A K Shakya	
VII	Mr V K Mishra		Mr Vinay Kumar	
VIII	Mr V K Saini		Mr R R Gaur/PGT (Eng)	
IX	Mr Dinesh Kumar		Mr Surjeet Kumar	
X	Mr Ramesh Verma		Mr H S Shah	
XI	Mr A Saxena		Mr Sunil Kumar	
XII	Mr Sunil Kumar		Mr A Saxena	

Note:-

1. The new committee may be constituted as and when it is required.
2. **Mr. K K Metariya the senior most teacher, will act as the co-ordinator among all the department heads.**
3. HODs will be the Subject Committee Incharge.
4. The following sub staff will attend telephone calls and bells and assist in executing the official and other works such as
 - (a) To attend to telephone calls/ operating of Fax Machine/Frinking Machine/Xerox Machine/Handling of fire fighting equipments etc.
 - (b) Maintaining of files/Records/Retrieval of documents pertaining to TA/LTC, Medical/ Leave application/ Monthly return forms/ Pay bill form etc.
 - (c) Handling of Banking operation e.g deposit/With drawl of cash from Bank.
 - (d) Minor local purchases.
 - (e) Operation of water Pump/Use of electrical equipment/Water Cooler.
 - (f) Diary/Dispatch of letters- Regd/Speed post/Ordinary/VPP/Insured/ Purchase of Postal stamps etc.
 - (g) Booking of Rail Ticket/Maintaining of Telephone/mobile number of staff etc.

as detailed vide letter no No. F. 29044/02/2009-KVS(SR) Dt. 10.02.2010 and when required and assigned to them apart from their original nature of job.

S. No	Name of the Employee	Designation	Signature
01	Mr. T Bendangwati	SS Lab Attdn	
02	Mr. Rambalak	SS Lab Attdn	
03	Mr. Nayan Burman	SS Lab Attdn	
04	Mr. R P Singh	SS	
05	Mr. L Rongmai	SS	

5. All the concerned to note for information and compliance.

Copy to: - The worthy Chairman, VMC for information.

PRINCIPAL