



केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संख्या-2 बिन्नागुड़ी कैंट  
KENDRIYA VIDYALAYA No. - 2, BINNAGURI CANTT

जलपाईगुड़ी, पश्चिम बंगाल, पिन: ७३५ २३:  
Jalpaiguri, West Bengal, PIN- 735232  
Phone: 869080827:

Email-kv2binnaguri@gmail.com, Website: www. www.no2binnaguri.kvs.ac.in  
School No.: 08446 CBSE Affiliation No.1919:

F. No- 1.19/KV2/BNGR/2024-25/

Date: 15.03.2024

Committees for the Session 2024-25

केन्द्रीय विद्यालयों के लिए के.वि.सं (मु) द्वारा जारी वार्षिक कैलेंडर के अनुसार नए सत्र में विद्यालय की सभी गतिविधियों के सुचारु संचालन हेतु विभिन्न समितियों का गठन किया जा रहा है। सभी स्टाफ सदस्यों से अनुरोध है कि वे समिति को सौंपे गए दायित्व का निर्वहन पूर्ण निष्ठा से करें जिससे विद्यालय के सभी कार्य समय पर एवं सुचारु रूप से पूर्ण हो सकें।

क्र. स.	समिति Committee	मुख्य कार्य Key Works	सदस्य Members
1	Examination department.	<ul style="list-style-type: none"><li>• Conducting exams as per the guidelines &amp; plan</li><li>• Periodic analysis of results/plan for remediation, supervision and assessment of remediation</li><li>• Conducting cyclic tests and other tests as per KVS guidelines</li></ul>	<ol style="list-style-type: none"><li>1. Mr. Biswajit Malik (I/C Secondary)</li><li>2. Mr. Ashutosh</li><li>3. Mr. Srikant Tiwari</li></ol>
2	CBSE dept.	<ul style="list-style-type: none"><li>• Conducting exams as per the guidelines &amp; plan</li><li>• Periodic analysis of results/plan for remediation, supervision and assessment of remediation</li><li>• Conducting cyclic tests and other tests as per KVS guidelines</li><li>• Checking CBSE Web Site and working as per the circulars uploaded by CBSE from time to time</li><li>• Maintaining U-DISE data</li></ul>	<ul style="list-style-type: none"><li>• Mr. Sourya Aich (I/C)</li><li>• Mr. Murad Khan</li><li>• Mrs. Sumandeep Kaur</li><li>• Mr. Abhishek (JSA)</li></ul>
3	प्रवेश समिति Admission Committee	<ul style="list-style-type: none"><li>• New &amp; TC Admission</li><li>• Notification</li><li>• Preparation of select list</li><li>• Monthly enrollment on last working day</li><li>• Checking TC information from website</li></ul>	<ol style="list-style-type: none"><li>1. Mr. Sanjay Kundu I/C</li><li>2. Mr. Murad Khan</li><li>3. Mr. Amit Kumar</li><li>4. Ms. Anjali Asthana</li><li>5. Mr. Mohit Sharma</li></ol>
4	समय सारिणि Time Table	<ul style="list-style-type: none"><li>• Preparation and implementation of time-table</li></ul>	<p>Secondary :</p> <ol style="list-style-type: none"><li>1. Mrs. Sumandeep Kaur (I/C)</li><li>2. Mr. Sanjay Kundu</li><li>3. Mr. Ashutosh</li></ol> <p>Primary :</p> <ol style="list-style-type: none"><li>1. Mr. Mohit Sharma (I/C)</li><li>2. Mr. Narender Kumar</li></ol>



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5	Daily Arrangements	Period	<ul style="list-style-type: none"> <li>Substitution/Arrangements work on daily basis</li> </ul>	<ol style="list-style-type: none"> <li>Mrs. Sumandeep Kaur</li> <li>Mr. Mohit Sharma</li> </ol>
6	कम्प्यूटर एवं वेब-साइट अद्यतन Computer deptt. & Website Updation Maintenance		<ul style="list-style-type: none"> <li>Maintenance of computers in all labs</li> <li>Making AMC with service agencies</li> <li>Regular updation of the website of the Vidyalaya (Website should be updated periodically, Day by Day important News, thoughts etc. should be updated timely and on last day of the month enrollment position, vacancy position etc must be uploaded. Vidyalaya website is mirror of the Vidyalaya and it should be informative and attractive also)</li> <li>Competition related to IT</li> </ul>	<ol style="list-style-type: none"> <li>Mr. Anjan Choudhary I/C Sr. Section</li> <li>Computer Instructor</li> <li>Mr. Abhishek (JSA)</li> </ol>
7	शाला दर्पण परियोजना Shala Darpan Project		<ul style="list-style-type: none"> <li>Updation of various details in Shala Darpan Project</li> <li>Regular updation of Daily attendance and information of the students</li> </ul>	<ol style="list-style-type: none"> <li>Mr. Mohit Kumar I/C</li> <li>Ms. Subodh Kumar</li> </ol>
8	पाठ्य-सहगामी क्रियाएँ Co-curricular Activities		<ul style="list-style-type: none"> <li>Conduct of Morning assembly</li> <li>Conduct of regular School Level Competition in CCA</li> <li>Preparation of children for social science exhibition (Cultural Part)</li> <li>Conduct and Co-ordination of celebration of National Festivals/ Jayanties/ Other important days</li> <li>Discipline, PT, Display Yoga etc.</li> <li>Announcements</li> <li>Students' Birth Day Celebration/ Greeting Card/ Certificate Distribution</li> </ul>	Secondary <ol style="list-style-type: none"> <li>Mr. J.P. Singh</li> <li>E.G Paswan</li> <li>Praveen Kumar</li> <li>Amit Verma</li> <li>Shrikant Tiwari</li> </ol>
9	PA System		<ul style="list-style-type: none"> <li>P A System Arrangement</li> </ul>	<ol style="list-style-type: none"> <li>Mr. Vivek Kumar (I/C)</li> <li>Sandesh Vashisht</li> </ol>
10	न्यूनतम साझा कार्यक्रम CMP & Excursion		<ul style="list-style-type: none"> <li>Conduct of Morning assembly</li> <li>Conduct of regular School Level Competition under CMP</li> <li>Preparing children for Cluster Level CMP Activities</li> <li>Arranging printing of Newsletter (Primary)</li> </ul>	<ol style="list-style-type: none"> <li>Mr. Amit Kumar I/C</li> <li>Mr. Subhodh Kumar</li> <li>Mrs. Deepika Mishra</li> <li>Chirag Gupta</li> </ol>
11	राजभाषा समिति Rajbhasha Committee		<ul style="list-style-type: none"> <li>Up keep &amp; Maintenance of Sign Boards</li> <li>Beautification of academic block with quotations</li> <li>Up keep and maintenance of bulletin/ Notice Board</li> </ul>	<ol style="list-style-type: none"> <li>J.P singh I/C</li> <li>Mrs. E. G. Paswan</li> <li>Mr. Shrikant Tiwari</li> <li>Mr. Praveen Kumar</li> <li>Amit Verma</li> </ol>



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		<ul style="list-style-type: none"> <li>• Celebration of Hindi Pakhwara</li> <li>• Implementation of official language rules in the Vidyalaya</li> <li>• quarterly returns, holding regular meetings</li> </ul>	
12	सफाई एवम स्वच्छता Cleanliness & Sanitation (Swachh Bharat Mission)	<ul style="list-style-type: none"> <li>• Supervision of cleaning activities including toilets in the building.</li> <li>• Procuring materials and labour for the required approved work.</li> <li>• Verification of Conservancy Bill.</li> </ul>	<ol style="list-style-type: none"> <li>1. Mrs. Shail Kumari (I/C)</li> <li>2. Mr. Sumandeep Kaur</li> <li>3. Mrs. Anjali Asthana</li> <li>4. Mr. Chirag Gupta</li> </ol>
13	अनुशासन समिति Discipline Committee	<ul style="list-style-type: none"> <li>• Monitoring of punctuality, use of proper &amp; correct uniform by the students &amp; maintenance of record.</li> <li>• Maintenance of discipline and decorum during functions/ School activities</li> <li>• Coordination with students &amp; Administration</li> <li>• Handling Indiscipline Cases</li> <li>• Record Keeping of Indiscipline Cases</li> </ul>	<ol style="list-style-type: none"> <li>1. Mr. Hitesh I/C</li> <li>2. Mrs. EG Paswan</li> <li>3. Mr. Narender Kumar</li> <li>4. Concerned Class Teacher</li> </ol>
14	Verification of Bills (SF/VVN)	<ul style="list-style-type: none"> <li>• Verification of bills for its correction in computation by comparing Quotations.</li> <li>• Verification of attendance of the workforce provided by Contract Agency</li> <li>• Verification of Bills with reference to Wages, EPF, ESI etc. from Outsourcing Service like Conservancy, Gardening, Security</li> </ul>	<ol style="list-style-type: none"> <li>1. Mr. S.B Tanwar I/C</li> <li>2. Mr. Subodh Kumar</li> <li>3. Mr. Mohit Sharma</li> <li>4. Mr. Ashutosh</li> </ol>
15	UBI Fee Verification & Quarterly Reports	<ul style="list-style-type: none"> <li>• Regular collection of fee receipts from Class Teachers (computerized UBI)</li> <li>• Maintenance of CS 54 and CS 11</li> <li>• UBI Fee verification &amp; Quarterly reports</li> </ul>	<ol style="list-style-type: none"> <li>1. Mr. Anjan Choudhary I/C</li> <li>2. Subodh Kumar</li> <li>3. All CTs</li> </ol>
16	Guidance & Counselling Adolescent Education Programme (AEP)	<ul style="list-style-type: none"> <li>• Providing relevant &amp; adequate information about various career through CG cell</li> <li>• Coordinating with external professionals.</li> <li>• Arranging psychological counseling lectures &amp; maintenance of record.</li> </ul>	<ol style="list-style-type: none"> <li>1. Mr. Hitesh (I/C Boys)</li> <li>2. Mrs. E.G. Paswan (I/C Girls)</li> <li>3. Mrs. Sumandeep Kaur</li> </ol>
17	Vidyalaya Patrika, Students Diary & Brochure	<ul style="list-style-type: none"> <li>• Collection, editing articles of students &amp; staff,</li> <li>• Messages from higher authorities and</li> </ul>	<ol style="list-style-type: none"> <li>1. Mr. Kaushik Ch. I/C</li> <li>2. Mr. Srikant Tiwari</li> <li>3. Mr. Praveen Kumar</li> <li>4. Mr. Chirag Gupta I/C</li> </ol>





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		printing arrangements.	Pr. Section 5. Ms. Shweta 6. Mr. Narender Kumar 7. All CTs
18	पुस्तकालय समिति Library Committee/Readers Club	<ul style="list-style-type: none"> <li>• Procuring books, Planning &amp; execution of improvement of library.</li> <li>• online library (E-granthalaya)</li> <li>• Proper Display of New Arrivals.</li> <li>• Proper maintenance of Notice Boards.</li> <li>• Proper Maintenance of Accession Registers.</li> <li>• Correct Entry of all books, newspapers and magazines.</li> <li>• Ensure card facilities for the students.</li> <li>• Proper issue of books and return thereof on time.</li> <li>• Maintenance of Fine Register.</li> </ul>	1. Mr. Arun Bhagat I/C 2. Mrs. Eva Paswan 3. Mr. Pritam 4. Ms. Shweta 5. Ms. Deepika Mishra Pr. I/C
19	Sexual Harassment, Anti-Bullying and Ragging Committee/Grievance	<ul style="list-style-type: none"> <li>• to receive complaints of bullying and ragging</li> <li>• to set enquiry into complaints received from students</li> <li>• to submit enquiry reports to the principal</li> </ul>	1. Mrs. Eva G Paswan I/C 2. Mrs. Reena Rai 3. Mr. Hitesh Dr. 4. Mr. Mohit Sharma
20	Teaching Aids	<ul style="list-style-type: none"> <li>• Maintenance of Activity rooms.</li> <li>• Placing requisition for activity rooms</li> <li>• Upkeep of the activity rooms</li> <li>• Purchase of teaching aids</li> </ul>	1. Mr. Murad Khan I/C 2. Mr. Pritam 3. Mr. Subhodh Kumar (PRT) 4. Mrs. Deepika Mishra 5. Mr. Amit Kumar
21	KVS Residential Quarter Allotment & M & R work	<ul style="list-style-type: none"> <li>• Preparation of priority list</li> <li>• Handing over/taking over of residences both staff quarters and accommodation provided by army</li> <li>• No dues on accommodation column</li> <li>• Maintaining proper record of applications for allotment of residence.</li> <li>• Holding meetings for allotment as per KVS norms.</li> </ul>	1. Mr. Hitesh I/C 2. Mr. S.B Tanwar 3. Mr. Vivek Kumar 4. Mr. Kapil Kumar
22	Green School Committee	<ul style="list-style-type: none"> <li>• Proper Plantation and their upkeep</li> <li>• Maintenance of parks and loans</li> <li>• Proper disposal of garbage</li> <li>• Proper use of water and electricity.</li> </ul>	1. Mrs. Reena Rai (I/C) 2. Ms. Shail Kumari (Sc.) 3. Mrs. Manju Yadav 4. Mr. Ashutosh Goutam
23	Furniture Committee	<ul style="list-style-type: none"> <li>• Proper upkeep of furniture</li> <li>• Proper distribution of furniture</li> <li>• Requisition for new furniture</li> <li>• Repair of old furniture</li> <li>• Proper record of furniture</li> </ul>	1. Mr. Pritam Bis. I/C 2. Mr. Sourya Aich 3. Mr. Shrikant Tiwari 4. Mr. Narender Kr.

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24	Beautification of school building including classroom and gardening	<ul style="list-style-type: none"> <li>M&amp;R work of the school building</li> <li>Safety certificate of the school building</li> <li>Maintenance of gardens and parks</li> <li>BALA</li> <li>Requisition for beautification of school campus and building</li> </ul>	<ol style="list-style-type: none"> <li>Mrs. Anjali Asthana (I/C)</li> <li>Mr. Chirag Gupta</li> <li>Ms. Shail Kumari</li> </ol>
25	Photography and Maintenance of Display Board	<ul style="list-style-type: none"> <li>Proper photography on various occasions</li> <li>keeping a proper record of photographs for future use.</li> <li>Providing Photographs for Uploading on website when required</li> <li>Proper maintenance of display boards</li> </ul>	<ol style="list-style-type: none"> <li>Mr. Shubhankar Das I/C</li> <li>Mr. Amit Verma</li> <li>Ms. Pooja Patwal</li> <li>Mr. Kapil Kumar pr. I/C</li> </ol>
26	Bharat Scout & Guide, Adventure and tracking Programme/ Cubs and Bulbul	<ul style="list-style-type: none"> <li>Conducting training programmes</li> <li>Ensure proper uniform of concerned children</li> <li>Escorting children for training programmes</li> </ul>	<ol style="list-style-type: none"> <li>Mr. Arun Bhagat I/C</li> <li>Mrs. E.G. Paswan</li> <li>Mr. Kapil Kumar PRT</li> <li>All Scouts/ Guide/ Cub/ Bulbul teachers</li> </ol>
27	Email Checking Committee	<ul style="list-style-type: none"> <li>Checking mails daily</li> <li>Replying the mails on time</li> </ul>	<ol style="list-style-type: none"> <li>Mr. Anjan Choudhary</li> <li>Mr. Abhishek (JSA)</li> </ol>
28	Medical Committee/ First Aid Committee	<ul style="list-style-type: none"> <li>To give first aid to the children</li> <li>Disseminate information to parents when children are ill</li> <li>Proper upkeep of MI room</li> <li>Requisition for MI room</li> </ul>	<ol style="list-style-type: none"> <li>Mrs. Shail Kumari (I/C)</li> <li>Ms. Shweta Pr. (I/C)</li> </ol>
29	Games & Sport	<ul style="list-style-type: none"> <li>Requisition for sports room</li> <li>Upkeep of the sports room</li> <li>Distribution of articles to students</li> <li>Proper record of issue of articles</li> </ul>	<ol style="list-style-type: none"> <li>Mr. Arun Bhagat I/C Sr.</li> <li>Mr. Kapil Kumar I/C Pr.</li> <li>Mr. Amit Kumar</li> <li>Game Coach</li> <li>Yoga Coach</li> </ol>
30	Parent Teachers Association	<ul style="list-style-type: none"> <li>Holding Parent-Teachers' meetings</li> <li>Upkeep of proper Records of PTA Meetings</li> </ul>	<ol style="list-style-type: none"> <li>Mr. Sourya Aich I/C Sr. Section</li> <li>Mr. Subodh Kumar I/C Pr. Section</li> <li>All teachers</li> <li>All Parents</li> </ol>
31	PISA	<ul style="list-style-type: none"> <li>Upkeep of all records</li> <li>Conduction of Exams</li> <li>All Correspondence related to PISA</li> </ul>	<ol style="list-style-type: none"> <li>Kaushik Ch. I/C</li> <li>Mrs. EG Paswan</li> <li>Amit Verma</li> </ol>
32	Ek Bharat Shrestha Bharat (EBSB)	<ul style="list-style-type: none"> <li>To ensure timely Conduction of Activities</li> <li>Timely planning of Activities as per the schedule from RO</li> </ul>	<ol style="list-style-type: none"> <li>Mr. Murad Khan I/C</li> <li>Mr. Praveen Kumar</li> <li>Mr.Pritam Biswakarma</li> <li>Mr. Mohit Sharma</li> <li>Ms. Deepika Mishra</li> </ol>



		<ul style="list-style-type: none"> <li>To forward report to KVS RO as and when asked for from RO</li> <li>Collection and proper maintenance of data of EBSB and get it countersigned from the undersigned.</li> </ul>	
33	Seating Arrangement	<ul style="list-style-type: none"> <li>Making Seating arrangement during Various School Programmes.</li> </ul>	<ol style="list-style-type: none"> <li>Mr. Sourya Aich I/C</li> <li>Mrs. E G Paswan</li> <li>Mr. Kapil Kumar</li> <li>Ms. Sumandeep Kaur</li> </ol>
34	Disaster Management	<ul style="list-style-type: none"> <li>To procure safety certificates</li> <li>To conduct DM drills</li> <li>To conduct programmes like quizzes, drawing, painting, slogan, skits etc. competitions to create awareness among students.</li> <li>To organize school level training programmes on DM.</li> <li>To conduct Capacity Building workshops at school level</li> <li>To ensure various audits like Electric, purity of water and inspection of hygienic conditions in school</li> </ul>	<ol style="list-style-type: none"> <li>Mr. Vivek Kumar I/C</li> <li>Mr. Arun Bhagat</li> <li>Mr. Murad Khan</li> <li>Ms. Shail Kumari</li> <li>Mr. Kapil Kumar</li> <li>Shubhankar Das</li> </ol>
35.	UDISE	<ul style="list-style-type: none"> <li>All works related to UDISE</li> </ul>	<ol style="list-style-type: none"> <li>Mr. Anjan Choudhary I/C</li> <li>Mr. Mohit Sharma</li> <li>Ms. Pooja Patval</li> </ol>
36.	ACP	<ul style="list-style-type: none"> <li>All works related to ACP</li> </ul>	<ol style="list-style-type: none"> <li>E.G Paswan I/C</li> <li>Mr. Arun Bhagar</li> <li>Mr. Murad Khan</li> <li>Mr. Shrikant Tiwari</li> </ol>
37.	Complaint Box	<ul style="list-style-type: none"> <li>All works related to Complaint Box</li> </ul>	<ol style="list-style-type: none"> <li>Ms. E.G Paswan I/C</li> <li>Mr. Biswajit Malik</li> </ol>
38.	PM SHRI	<ul style="list-style-type: none"> <li>All works related to PM SHRI</li> </ul>	<ol style="list-style-type: none"> <li>Mr, Anjan Choudhary I/C</li> <li>Mr. Arun Bhagat</li> <li>Mr. S.B Tanwar</li> <li>Mr. Hitesh</li> <li>Mr. Abhikshek</li> </ol>
39.	School Level Workshop	<ul style="list-style-type: none"> <li>All works related to School Level Workshop</li> </ul>	<ol style="list-style-type: none"> <li>Mr. Ashutosh I/C</li> <li>Ms. Deepika Mishra</li> <li>Mr. Shubhankar Das</li> <li>Mr. Pritam Bis.</li> </ol>



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40.	Tarunotsva	<ul style="list-style-type: none"><li>To prepare a time table for activities</li><li>To conduct programmes</li><li>To maintain a record thereof</li></ul>	<ol style="list-style-type: none"><li>Mr. Sourya Aich I/C</li><li>Mr. Hitesh</li><li>Mrs. Biswajit Malik</li><li>Mr. Praveen Kumar</li><li>Mr. J.P Singh</li></ol>
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PRINCIPAL  
प्राचार्य, Principal

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बिन्नागुडी कैंट / Binnaguri Cantt  
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