

KENDRIYA VIDYALAYA COOCH BEHAR
DUTY ALLOTMENT 2021 – 2022

1. **Admission** : Ms. Jaya Das, PGT (Phy.) I/C
Mr. Rahul Kumar, TGT (SSt.)
Ms. Madhumita Saha, PRT
Class Teachers of Class-I

2. **Time Table Committee** : Mr. S Brajabasi, PGT(Maths) I/C
Secondary Section : Mr. Goutam Chandra Sarkar, TGT(WE)
Mr. A Das, TGT(Lib)
Primary Section : Mr. S Barman, PRT (I/C)
Ms. M Pal, PRT

3. **Examination (Internal)**
Primary Section : Mr. B Gupta, PRT I/C
Mr. A Barman, PRT
Secondary Section : Mr. R Gautam, PGT (Hist.) I/C
Mr. R Kumar, TGT (SSt.)
Mr. A K Yadav, TGT(P&HE)
Ms. L Roy, PGT(Geo)
Mr. K Jash, PGT(Eco)
CBSE : Mr. B Bhadra, PGT (Chem.) I/C
Mr. G P Arya, PGT(Comp. Sc.)
Mr. G C Sarkar, TGT (WE)

4. **CMP (Primary)** : Mr. B Gupta, PRT
Mr. D N Roy, PRT

5. **Co-curricular Activities** : Mr. S P Satya PGT (Eng) I/C
Ms. R Barman, PGT(Hindi)
Mr. S Dey, TGT(Skt.)
Primary : Mr. N C Majumder, PRT I/C
Ms. M Saha, PRT

6. **External Competitions & maintenance of records of achievements of Students** : Mr. S Roy, TGT(Eng)
Ms. L Barman, TGT(Hindi)

7. **Morning Assembly** : Mr. S P Satya, PGT(Eng)
Ms. R Barman, PGT(Hindi)
Ms. R Joadder, PRT(Music)
Mr. G C Sarkar, TGT(WE)
Mr. A K Yadav, TGT (P& HE)

8. **Maintenance & Repair (Vidyalaya)** : Mr. G C Sarkar, TGT(WE)
Mr. B Bhadra, PGT (Che)
Mr. M C Roy, TGT (Maths)
Mr. D N Roy, PRT

9. **M & R (Staff Quarters) / Handing over/ Taking over** : Mr. G C Sarkar, TGT(WE)
Mr. R Gautam, PGT(History)
Ms. R Joadder, PRT(Music)
Mr. Gopal Sweeper, Sub Staff
10. **Discipline (Secondary)** : Mr. Ashok Kumar Yadav, TGT(P&HE)
Mr. S P Satya, PGT (Eng)
Mr. S Roy, TGT(Eng)
Ms. L Barman, TGT(Hindi)
Ms. L Roy, PGT(Geo)
Mr. A Sah, PGT(Pol. Sc.)
- (Primary)** : Mr. B Gupta, PRT
Mr. D N Roy, PRT
Mr. N C Majumder, PRT
Ms. R Joadder, PRT(Music)
- Dealing with Late Comers & Uniform defaulters** : Mr. I Shil, TGT(AE)
Mr. K Jash, PG(Eco)
11. **Local Purchase Committee** : Mr. B Bhadra, PGT (Che) I/C
Mr. G C Sarkar, TGT (WE)
Mr. M C Roy, TGT(Maths)
Mr. A Das, TGT(Lib)
In charges of concerned Depts.
12. **Furniture** : Mr. M C Roy, TGT (Maths) I/C
Mr. G C Sarkar TGT (WE)
Mr. A Das, TGT (Lib)
Mr. N C Majumder PRT
13. **Vidyalaya Cleanliness Monitoring Committee** : Mr. G C Sarkar, TGT(WE) I/c
Mr. A K Yadav, TGT(P&HE) (Overall Supervision)
(Supervision of different areas will be done by individual members allotted through separate circular)
14. **Scouts & Guides** : Mr. A Das, TGT(Lib) I/C
Mr. K Roy, PRT
Ms. M Saha, PRT
Mr. D N Roy, PRT
Mrs. R Joadder, PRT(Music)
Mr. A Barman, PRT
15. **CS – 54** : Mr. M C Roy, TGT (Maths) I /C
16. **Alumni** : Ms. J Das, PGT (Phy.), I/C
Mr. B Bhadra, PGT (Chem.)
17. **Excursion** : Mr. S Roy, TGT(Eng), I/C
Mr. G C Sarkar, TGT(WE)
Mr. I Shil, TGT (AE)
Mr. B Gupta, PRT
Mr. D N Roy, PRT

18. **Official Language** : Ms. L Barman, TGT(Hindi) I/C
Ms. R Barman, PGT(Hindi)
19. **Teaching Aids** : Mr. R Kumar, TGT (SSt.) I/C
Mr. B Gupta, PRT
20. **Gardening & Beautification** : Mr. G C Sarkar, TGT(WE)
Mr. I Shil, TGT(AE)
Ms. B L Barman, TGT(Sc.)
Ms. S Biswas, PGT(Bio)
21. **Computer / Website** : Mr. Govind Prasad Arya, PGT (C.S.), I/C
Mr. G C Sarkar, TGT(WE)
Mr.Mansur Alam, Comp. Instr.
22. **AEP** : Mrs. B L Barman, TGT(Sc.)
Mr. G C Sarkar, TGT(WE)
23. **Guidance & Counseling** : Ms. Jaya Das, PGT(Phy)
Mr. S Brajabasi
Mr. R Kumar, TGT(SSt.)
Ms. M Saha, PRT
24. **First Aid & Medical Room** : Mr. A K Yadav, TGT(P&HE)
Ms. S Biswas, PGT(Bio)
Ms. R Joaddar, PRT
25. **Photography** : Mr. I Shil, TGT (AE)
Mr. A K Yadav, PRT
26. **Vidyalaya Patrika/Class Manuscript/Vidyalaya News Letter /students diary** : Mr. S P Satya, PGT(Eng)
Ms. R Barman, PGT(Hindi)
Ms. L Barman, TGT(Hindi)
Mr. S Roy, TGT(Eng)
Mr. S Dey, TGT(Skt.)
Ms. M Saha, PRT
Mr. Souvik Deb, PRT
27. **Library Committee** : Mr. A Das, TGT(Lib) I/C
Ms. J Das, PGT(Phy)
Mr. S Brajabasi, PGT(Maths)
Mr. S P Satya, PGT (Eng)
Ms. R Barman, PGT (Hindi)
Mr. S Dey, TGT(Skt.)
Ms. M Saha, PRT

28. **Sports Committee (Sec.)** : Mr. Ashok Kumar Yadav, TGT(P & HE)
 Ms. S Brajabasi, PGT (Maths)
 Ms. L Roy, PGT(Geo)
 Mr. R Kumar, TGT(SSt.)
 Mr. A Sah, PGT(Pol. Sc.)
- Primary** : Mr. K Roy, PRT
 Mr. S Deb, PRT
29. **Minutes of Staff meeting** : Ms. L Barman, TGT(Hindi)
 Mr. S Roy, TGT (Eng)
30. **Subject Committee Conveners:**
- English** : Mr. S P Satya, PGT (Eng)
Hindi & Skt. : Ms. L Barman, TGT(Hindi)
Maths : Mr. S Brajabasi, PGT (Maths)
Science : Ms. J Das, PGT (Phy)
SSt. : Mr. R Gautam, PGT (History)
Primary : Mr. B Gupta, PRT
31. **Science Exhibition** : Ms. J Das, PGT (Phy)
 Mr. S Brajabasi, PGT(Maths)
 All Science & Maths Teachers
32. **Social Science Exhibition** : Mr. R Gautam, PGT (History)
 Mr. S P Satya, PGT(Eng)
 Mr. R Kumar, TGT(SSt.)
 Ms. R Joadder, PRT(Music)
 Ms. L Roy, PGT(Geo)
33. **Olympiads**
- Cyber Olympiad** : Mr. G P Arya, PGT (Comp Sci)
Science Olympiad : Mr. B Bhadra, PGT (Che)
Maths Olympiad : Mr. S Brajabasi, PGT (Maths)
English Olympiad : Mr. S Roy, TGT (Eng)
Green Olympiad : Ms. B L Barman, TGT (Sc.)
34. **ACP** : Mr. S Roy, TGT(Eng) I/C
 Mr. A Das, TGT(Lib)
 Mr. A K Yadav, TGT(P&HE)
 Mr. I Shil, TGT(AE)
 Mr. R Kumar, TGT(SSt.)
 Mr. M C Roy, TGT(Maths)
 Mrs. B L Barman, TGT(Sc.)
35. **SBSB** : Mr. A K Yadav, TGT(P&HE)
 All Class teachers
36. **BaLA** : Mr. I Shil, TGT(AE)
 Mrs. L Barman, TGT(Hindi)
 Mrs. B L Barman, TGT(Sc.)
 Mr. M C Roy, TGT(Maths)
37. **ATL** : Mr. G P Arya, PGT(Comp. Sc.)
 All Science teachers

38. **Grievance cell** : Ms. J Das, PGT (Phy)
Ms. M Saha, PRT
39. **Club Activities**
- Integrity Club** : Mr. S Roy, TGT (Eng)
- Readers Club** : Mr. A Das, TGT(Lib)
- Science Club** : Ms. B L Barman, TGT (Sc.)
- Eco Club** : Ms. S Biswas, PGT (Bio)
- Maths Club** : Mr. M C Roy, TGT(Maths)
40. **PTA Meetings** : Mr. R Gautam, PGT (Hist)
(Secondary) : Mr. B Bhadara, PGT (Che)
All Class Teachers
- (Primary)** : Mr. B Gupta, PRT
All Class teachers
41. **Cultural Programmes** : Mrs. R Joaddar, PRT(Music)
Mr. S P Satya, PGT(Eng)
Mr. A Sah, PGT(Pol. Sc.)
Ms. L Barman, TGT(Hindi)
Ms. M Pal, PRT
42. **Disaster Management** : Mr. A K Yadav, TGT(P&HE)
Mr. G C Sarkar, TGT(WE)
Mr. N C Majumder, PRT
Mr. D N Roy, PRT
Ms. L Roy, PGT(Geo)

PRINCIPAL