

The committee list for the session with suggestive scope of work is given below. All incharges of the committee are requested to sit with the members of the committee and prepare the 1. Scope work and 2. Schedule for the session 2024-25. Submit the same by 23rd March 2024 positively.

PM SHRI K V NO3, BHUBANESWAR			
COMMITTEE LIST-2024-25			
SL. NO	COMMITTEE	I/C & COMMITTEE MEMBERS	SCOPE OF WORK
1	Welfare	Mr. S. K. Dash, VP, I/C	<ol style="list-style-type: none"> 1. Provide space to take up Innovative Practices. 2. Conduct action research and motivate others to submit the paper to KVS/NCERT/SCERT 3. To Collect feedback from students and parents and submit to the Principal. 4. To meet minimum once in a month. 5. Submission of monthly progress report of overall development of the School. 6. Collect staff grievances and submit them to the principal
		Mr. G. Nayak, HM	
		Mr. S.K Baliarsingh, PGT(Eco)	
		Ms Indrani Dash, PGT(English)	
		Ms. Meenakshi Mohanty, PRT	
2	Examination (Internal) & NIOS	Mr. A. K. Mahapatra, PGT(Phy), I/C	<ol style="list-style-type: none"> 1. To plan and conduct all the tests/ exams as per Uniform System of Assessment/KVS/CBSE norms. 2. To update the records from time to time and duly verification by the checkers. 3. Time to time reporting about the progress and performance to the principal. 4. Printing of question papers 5. Preparation & consolidation of result as and when needed 6. Preparation & distribution of progress report card 7. Sharing exam-related information with students, teachers & parents before time. 8. Arrange PTA meetings time to time to discuss the academic progress. 9. Reassess the child (if required) as per examination norms. 10. Inform parents especially of late boomers about the progress of the child in writing through class teachers. 11. Conduct exam of absent students. 12. Digitalization of exam system.
		Mr. S.K Sahu, PGT(CHEM)	
		Mr. Ranjan Samantaray, TGT(Sc)	
		Ms. Pronoti Nanda, TGT(SST)	
		Mr. S. K. Biswal, TGT(Sc)	
		Ms. Richa Kumari TGT(SSc)	
	Examination (Primary)	Mr. G. C. Ghadai, PRT, I/C	
		Ms. Deepali Rath, PRT	
		Ms. Isha Rani, PRT	
3	Examination (CBSE)	Mr. D. Sen PGT(Chem) I/C	<ol style="list-style-type: none"> 1. Registration of IX and XI students. 2. Filling up of LOC of X and XII students 3. To plan and conduct all the test/exams as per CBSE norms of class 10 and 12. 4. To update the records and upload as per the direction and requirement of CBSE. 5. Correspondence with CBSE/KVS in respect of board classes. 6. CBSE affiliation 7. CBSE approval for new admission 8. Conduct all external examination like NIOS etc. 9. Conduct SOF and other Olympiad.
		Mr. S.K Baliarsingh PGT(Eco)	
		Mr. Rahul Kumar Sahu, TGT(Sc)	
		Mr. S. K. Biswal, TGT(Sc)	
		Ms. Richa Kumari TGT(SSc)	
		Mr. G C. Ghadai, PRT	
4	Admission Protection of the Child Rights	Mr. S. K. Sahu, PGT(Chem), I/C	<ol style="list-style-type: none"> 1. To plan and complete the admission for the session 2023-24 as per admission guidelines. 2. To keep the admission records/ vacancies (category wise) available for submission to RO (KVS). 3. To ensure that RTE is implemented properly. 4. To extend benefit to needy children
		Mr. D. Sen PGT(Chem)	
		Mr. S. K. Singh, TGT(Math)	
		Mr. Rahul Kumar Sahu, TGT(Sc)	
		Mr. L. Maharana, PRT	

5	Articles: Purchase & Condemnation	Mr. H.S. Dehury TGT(WE) I/C	<ol style="list-style-type: none"> 1. Sensitizing Department holders for procurement of required articles 2. Taking requisitions from the Department Holders 3. Analysing & finalizing the articles to be procured & taking approval from competent authority. 4. Placing orders through GeM or call for quotations as per the required items. 5. Complete all formalities of purchasing process, comparing statements etc. 6. Preparing list of Articles to be condemned 7. Finalizing & taking approval from competent authority 8. Preparing modalities for disposal of Articles condemned
		Mr. S.K Baliarsingh PGT(Eco)	
		Mr. G. Nayak, HM	
		Mrs. Jhilli Sahoo, PGT(COMP)	
		Mr. Chet Prakash, SSA	
6	Time-Table	Ms. Manisha Sawoo PGT(MATH) I/C	<ol style="list-style-type: none"> 1. To set time table as per KVS norms. 2. To change/ adjust time table whenever required. 3. Arrange the classes when the teacher is absent or on leave. 4. Inform principal about the appointment of contractual teacher in place of vacancy. 5. Smooth running of classes & discipline.
		Mr. B. Mohanty PGT(Phy)	
		Mr. D. Sen PGT(Chem)	
		Ms. Saswati Mahapatra, TGT (Lib)	
		Mr. Bedabyasa Badhai TGT(Math)	
	Time – Table (Primary)	Ms. Isha Rani, PRT, I/C	
		Ms. Deepika, PRT	
Mr. Mukunda Bisoi, PRT			
7	CCA, Cultural & Morning Assembly (Secondary)	Smt. Indrani Dash, PGT(ENG), I/C	<ol style="list-style-type: none"> 1. Preparation & execution of morning assembly as per schedule. 2. Plan & preparation of CCA calendar of activities, decoration of house boards 3. Sharing of information for CCA competition and other competitions. 4. Selection of Judges, Conduct of CCA Competition and declaration of result. 5. Selection of students for outside competitions 6. Keeping records & handing out results 7. Formation of students council and designate duties with regular supervision. 8. To celebrate important days including birth day, annual day smoothly. 9. To look after the upkeep of AV aids, sound systems (mike etc)
		Shri. R.K. Idawal PGT(HINDI)	
		Mr. B. Mohanty PGT(Phy)	
		Mr. S. K. Parida, TGT(AE)	
	CCA, Cultural & Morning Assembly (Primary)	Mr. A. K. Mahapatra, PRT I/C	
		Ms. Meenakshi Mohanty, PRT	
		Ms. Shivangi, PRT	
Ms. Subhashree Barik, PRT(Music)			
8	Subhash House (Secondary)	Rajesh Idawal, TGT (Hindi) I/C A. K. Mahapatra, PGT (Physics) H.S. Dehury, TGT (WE) Anasuya Panda, TGT (Sans) Pronoti Nanda, TGT (SSc) S.K. Biswal, TGT (Sc) Rahul Kumar Sahu, TGT (Sc) TGT Hindi,	<ol style="list-style-type: none"> 1. Responsible for all house activities and keeping records. 2. To prepare the students of their house for participation in all the house wise activities conducted under CCA, Games and Sports. 3. To prepare students of their house for decoration of house board as per the directions of CCA in charge. 4. To prepare students of their house to discharge the duty for the week. 5. To select students for student's council by first week of April.
	Subhash House (Primary)	1.Mrs Manorama Biswal, PRT, I/C 2.Mr L. Moharana 3. Mrs. M Mohanty 4.Ms Shivangi Tiwari 5.PRT-1	

9	Tagore House (Secondary)	B.M. Mohanty S.K. Sahu, PGT (Chemistry) Manisha Sawoo, PGT (Math) R.K. Samantray, TGT (Sc) S.C. Behera, TGT (Sans) Shradha Suman, TGT (Eng) S.K. Parida , TGT (AE) Comp. Inst.	<ol style="list-style-type: none"> 1. Responsible for all house activities and keeping records. 2. To prepare the students of their house for participation in all the house wise activities conducted under CCA, Games and Sports. 3. To prepare students of their house for decoration of house board as per the directions of CCA in charge. 4. To prepare students of their house to discharge the duty for the week. 5. To select students for student's council by first week of April.
	Tagore House (Primary)	1.Mr. Chinmaya Prusty , PRT, I/C 2.Mrs. D Rath 3. Mr G C ghadai 4.Mr A Bal 5. Ms. Subhashree Barik	
10	Ashok House (Secondary)	P. Mishra, PGT (Comm) I/C S.K. Baliarsingh, PGT (Eco) D. Sen, PGT (Chem) Prativa Yadav, TGT (Hindi) B. Badhai, TGT (Math) M. Dash, TGT (Eng) TGT Social Science Counsellor	<ol style="list-style-type: none"> 1. Responsible for all house activities and keeping records. 2. To prepare the students of their house for participation in all the house wise activities conducted under CCA, Games and Sports. 3. To prepare students of their house for decoration of house board as per the directions of CCA in charge. 4. To prepare students of their house to discharge the duty for the week. 5. To select students for student's council by first week of April.
	Ashok House (Primary)	1.Mrs. Isha Rani, PRT, I/C 2. Mr. K N Sahoo 3. Ms. Ankita 4. Computer Instructor	
11	Raman House (Secondary)	B. Mishra, PGT (Math) I/C Jhili Sahoo, PGT (Comp. Sc) PGT Bio B.N. Sarangi, TGT (Eng) Pratima Sahoo, TGT (Math) Sanjay Singh, TGT (Math) Richa Kumari, TGT (SSc) Saswati Mahapatra, TGT (Lib)	<ol style="list-style-type: none"> 1. Responsible for all house activities and keeping records. 2. To prepare the students of their house for participation in all the house wise activities conducted under CCA, Games and Sports. 3. To prepare students of their house for decoration of house board as per the directions of CCA in charge. 4. To prepare students of their house to discharge the duty for the week. 5. To select students for student's council by first week of April.
	Raman House (Primary)	1.Mrs. D. Behera, PRT, I/C 2. Mr M.Bisoi 3. Mrs. P.Pramanik 4.PRT-2 5.Special Educator	
12	Furniture	Mr Priyashisha Mishra PGT(Comm) I/C	<ol style="list-style-type: none"> 1. Regular repair and maintenance of furniture (once in every 3 months) 2. Planning to buy new furniture as per KVS norms through GEM portal 3. Ensure the financial ceiling and submission of bills in time to the office. 4. Issuing furniture to different department incharges and class teachers in the beggining of year. 5. Audit and physical verification of furniture issued to different department and classes once in a quarter. 6. Annual stock verification and recommendation for condemnation of broken items.
		Mr. Sanjay K Singh TGT(Math)	
		Mr. S. C. Behera, TGT(Sans)	
		Mr. S. K. Parida, TGT(AE)	
		Mr. H.S Dehury TGT(WE)	

	Furniture (Primary)	Mr. K. N. Sahoo, PRT, I/C Mr. Mukunda Bisoi, PRT	1. Ensuring repairing and maintenance of furniture in primary 2. Ensuring adequate seat arrangement for all classes & departments in primary
13	PTA	Mr. S. K. Baliarsingh, PGT(Eco), I/C Mr. A. K. Mahapatra, PGT(Phy) Ms. Pranati Paramanik, PRT, I/C Mr. G. C. Ghadai, PRT All Class Teachers	1. Preparing Plan of Actions for Development of School 2. To constitute PTA as per KVS norms. 3. Appraising the PTA Members for future plan of Action 4. Arranging PTA meeting 5. Noting the Minutes of PTA Meetings 6. Execution of Agenda points discussed and finalized
14	Students' discipline & Students' Council (Secondary)	Mr. S.R. Mishra TGT(P & HE) I/C Ms. Indrani Dash, PGT(Eng) Ms. Pronoti Nanda, TGT(SSc) Mr. Ranjan Samantaray, TGT(Sc)	1. To plan duties and responsibilities of student council, house captains and class monitors. 2. Regular supervision of duties performed by the student. 3. Checking of uniform and late comers, class out passes etc. with the help of the class teachers. 4. To correct the indiscipline student time to time. 5. To ensure overall discipline of Vidyalaya. 6. Plan for maintaining discipline during entry, exit of students and recess time etc
	Students' discipline & Students' Council (Secondary)	Ms. Deepali Rath, PRT, I/C Ms. Meenakshi Mohanty, PRT Mr. K. N. Sahoo, PRT Mr. G. C. Ghadai, PRT Students Council Members	7. Co-ordinate with class-teachers/monitors & guide students for proper discipline and reduce noise in and out-side the class-rooms. 8. Ensure the safety & security of the students during any confliction 9. Plan to control the un-usual visit of parents/ outsiders into the class-room. 10. Ensure that parents/outsider must not move in the corridor for any purpose with out permission.
15	Resource Room, TLM & Teaching Aids (Primary)	Mr. Chinmaya, PRT, I/C Ms. Deepali Rath, PRT Ms. Pranati Pramanik, PRT, I/C Kahanighar	1. Maintenance of resource materials and resource room. 2. Ensure availability of LCD projector, Colour TV, OHP, Interactive board, teaching aids etc. 3. Maintaining record of all the resources available. 4. Prepare separate timetable and keep record for ready preference. 5. Proper display of items in and out side the resource room for easy access. 6. To ensure the effective use of resource materials & primary resource room. 7. Procuring items as per the requirement of resource Room. 8. Co-ordinate for procurement of TLM / Teaching Aids & keeping records. 9. Ensure the preparation of TLM by teachers and its effective use in class
16	Language Lab	Mrs. Indrani Dash TGT(Eng), I/C Mr. B. N. Sarangi, TGT(Eng) Mr. S. C. Behera, TGT(Sans) Mr. R.K. Idiwal, PGT (Hindi) Ms Pratibha Singh Yadav, TGT (Hindi)	1. Maintenance of Language Lab. 2. Maintaining record of all the resources available. 4. Prepare separate timetable and keep record for ready preference. 5. Proper display of items in and out side the Language Lab for easy access. 6. To ensure the effective use of Language Lab.
18	Teaching Aids (Secondary)	Ms. Pronoti Nanda, TGT(SST), I/C Ms. Richa, TGT-(SSc)	1. Maintenance and Procurement of Teaching Aids & keeping records. 2. Proper display of teaching aids for ready use. 3. To ensure the proper use of teaching aids by teachers.

19	UBI Portal & School Fees	Mr. B. Mishra, PGT(Maths), I/C	<ol style="list-style-type: none"> 1. Verification of fees and fines without any mistake and report to principal from time to time. 2. Fee collection & UBI related activities 3. Submission of Monthly report on defaulters in fees and fine. 4. Guide teachers for making entries in UBI portal. 5. If any discrepancy noticed it must be brought to the notice of principal. 	
		Mrs Jhilli Sahoo, PGT- (Comp. Sc)		
		Ms. Pratima Sahoo, TGT-(Math)		
		Ms. Ankita, PRT		
20	Bharat Scouts & Guide (Scout wing)	Mr. Bedabyasa Badhai, TGT (Math) I/C	<ol style="list-style-type: none"> 1. To plan and prepare monthly calendar of activities and execute all scout & guide activities for the session 2023-24. 2. Registration of Scouts and Guides for the session 2023-24. 3. Investiture ceremony 4. To prepare children for different test viz. Pravesh, Pratham Sopan, Dwitya Sopan etc. and conducting the test at Vidyalaya Level 5. To Prepare students for Tritya Sopan Test, Rajya Puraskar & Rashtrapati Puraskar Test. 6. To monitor children activities during school hours. 7. To prepare students for Color Party, Drum Party etc. 8. Celebration of different days like thinking day, flag day etc. 9. To send the teachers for training in Scouting & Guiding. 10. To keep records/photos in attractive manner. 	
		Mr. S. K. Biswal, TGT(Sc)		
		All the Scout Masters		
	Bharat Scouts & Guide (Guide wing)	Ms. Anusaya Panda, TGT (Sans), I/C		
		Ms. Isha Rani , PRT		
		All Guide Captains		
	Cubs (Primary)	Mr. G. C. Ghadai, PRT, I/C		<ol style="list-style-type: none"> 1. To plan and prepare monthly calendar and execute all Cubs & Bulbul activities for the session 2023-24. 2. Registration of Cubs & Bulbuls for the session 2023-24.. 2. Investiture ceremony 3. To prepare children for different test viz. Pravesh, Pratham Charan/Komal Pankh, dwitiya charan/Rajat Pankh, Tritiya charan/Swarna Pankh and conducting test at vidyalaya level. 4. To prepare Cubs and Bulbuls for Chaturtha Charan/Hirak Pankh and Golden arrow badge etc. 6. Preparation for cub bulbul utsav, Balmela etc. 7. To keep records/photos in attractive manner.
		Mr. A. K. Mahapatra, PRT		
		Mr. L. Moharana, PRT & Cub masters		
	Bulbul (Primary)	Ms. Manorama Biswal, PRT, I/C		
		Ms. Meenakshi Mohanty, PRT		
		Ms. Pranati Pramanik, PRT & Flock leaders		
21	First aid and medical checkup. & SBSB (Secondary)	Mr. S.R. Mishra, TGT(P & HE), I/C	<ol style="list-style-type: none"> 1. To arrange for medical check-up in school twice in the year. 2. To give first aid to the children whenever required. 3. To maintain the up-to-date record of medical cards with the help of class teacher. 4. To maintain the record of medical officer and nurse. 5. To initiate activities for students for their good health & hygiene. 6. To carry on programme related to SBSB. 	
		Staff Nurse		
	Sports Coach			
	First aid and medical checkup. & SBSB (Primary)	Ms. Shivangi, PRT, I/C		
Ms. Meenakshi Mohanty, PRT				
22	Games & Sports, Yoga	Mr. S.R. Mishra TGT(P & HE), I/C	<ol style="list-style-type: none"> 1. To plan sports activities scheduled for 2023-24. 2. To conduct all the sports activities as per the assigned schedule by KVS. 3. To maintain the playground. 4. To monitor children activities during school hours. 5. To maintain properly records / photographs of players representing different level of KVS/SGIF sport meets. 6. To ensure the timely completion of monthly sports activities in primary section. 7. Primary committee is to look after the children park and its maintenance. 8. To prepare students for Mini sports meets and conducting sports meet at vidyalaya level. 	
		Mr. S.K Singh, TGT (Math)		
		Mr. S.C Behera, TGT (Sans)		
		Mr. L. Maharana, PRT		
		Ms. Ankita, PRT		
		Sports Coach		
		Yoga Coach		

23	School diary & Vidyalaya patrika	Mr. B. N. Sarangi, TGT(Eng), I/C	<ol style="list-style-type: none"> 1. Collecting materials for the concerned publication 2. Organising & release the same on appropriate occasion 3. Looking after drafting and printing of student diary, teacher's diary, daily diary, monitors diary & Newsletter etc.
		Mr. S. K. Parida, TGT(AE)	
		Mr. S. C. Behera, TGT(Sansk)	
		Ms. Indrani Dash, PGT(ENG)	
		Ms. Saswati Mahapatra, TGT (Lib)	
		Mr. R K idiwal, PGT (Hindi)	
		Ms. P. Pramanik, PRT	
		Ms. D. Rath, PRT	
		Computer Instructor (Secondary)	
25	Class Magazine & News-letter (Primary)	Ms. Meenakshi, PRT, I/C	<ol style="list-style-type: none"> 1. Collecting materials, organising, printing the same before time. 2. Monitor & Co-ordinate with class teachers, Photography dept. for class magazine and news letter. 3. Looking after drafting & printing of class magazine & News-letter 4. Publishing class magazine, News-letter on appropriate occasion.
		Ms. Pranati Pramanik, PRT	
		Ms. Ankita, PRT	
		Mr. S. K. Parida, TGT(AE)	
		Computer Instructor (Primary)	
26	Repair and Maintenance of school building.	Mr. H. S. Dehury, TGT(WE), I/C	<ol style="list-style-type: none"> 1. Regular supervision of Vidyalaya property. 2. Monitor repair and maintenance of the Vidyalaya property on priority basis. 3. Renovation of existing properties if required. 4. Additional construction if required. 5. Call quotation and completed purchase procedure with the consolation of principal.
		Mr. B. Mohanty, PGT (Phy)	
		Mr. S.R. Mishra TGT(P & HE)	
		Mr Mritunjay Dash, TGT (Eng)	
		Mr. Chinmaya Prusty, PRT I/C	
		Ms. Deepika, PRT	
27	Staff quarters	Mr. S. K. Biswal, TGT(Sc) I/C	<ol style="list-style-type: none"> 1. Plan & monitor the work related to maintenance of staff quarters. 2. Regular repair and maintenance of staff quarters including special repair if any. 3. Submission of bills in time to the office within the financial ceiling. 4. Prepare the quarter allotment list of eligible employee for quarters as per rules.
		Mr. G. C. Ghadai, PRT	
		Mr. Chet Prakash, SSA, I/C	
		Mr. A. K. Mahapatra, PGT(Phy)	
		Mr. Alok Bal, PRT	
28	House keeping, Sanitation & swachha Vidyalaya Campus Cleaning	Mr. Ranjan Samantaray, TGT(Sc) I/C	<ol style="list-style-type: none"> 1. Regular supervision for proper cleanliness and hygiene of Vidyalaya campus & taking necessary step to keep it clean throughout the year. 2. Procuring and maintaining the stock of sanitary products. 3. To ensure the regular availability of items like phenyl, naphthalene balls, odonil, and hand wash etc at the washing points for teachers & students. 4. Monitor the regularly check of water leakage, bad smell, electricity supply or any breakage to physical infrastructure and quick action related to this. 5. Address all issues related to water and sanitation 6. Monitor the overall cleanliness of the Vidyalaya Campus. 7. Write down the report in the register specified.
		Mr. H. S. Dehury TGT (WE)	
		Mr. Idiwal, PGT (Hindi)	
		Mr. S.K Singh, TGT (Math)	
		Mrs Pratibha Yadhav, TGT (Math)	
		Ms. Meenakshi Mohanty, PRT, I/C	
		Ms. Subhashree Barik, PRT(Music)	
		Ms. Shivangi, PRT	
		Mr. Mukunda Bisoi, PRT	
Staff Nurse			

29	Plantation & Gardening	Mr. Rahul Sahu, TGT (Sc), I/C	<ol style="list-style-type: none"> 1. To develop and maintain garden throughout the year by adding more potted plants and plantations of trees. 2. Decoration of the plants & school campus in beautiful ways. 3. Celebration of van mahotsav. 4. Regular supervision of garden area and to work for school beautification. 	
		Mr. Priyashis Mishra, PGT(Comm)		
		Mr. S. K. Biswal, TGT (Science)		
Subject committee convener				
30	Science (Secondary)	Mr. S.K Sahu, PGT(CHEM)	<ol style="list-style-type: none"> 1. Preparing plan of actions for the next academic session 2. Preparing List of Activities for Classes VI to XII and their execution. 3. Preparing agenda & conducts subject Committee Meeting in every months. 4. Writing the minutes of the meeting and ensure its follow up. 5. To write down the developments and changes required as per the need of the students and subjects. 6. Placing orders for Articles required 7. Developing Laboratories. 8. To plan & celebrate National Science Day, Science Exhibition, Mathematics Week and National Mathematics Day etc. 9. To ensure the conduct of school level olympiads in each subjects. 	
	Mathematics (Secondary)	Mr. B. Mishra, PGT(Maths)		
	Social Science	Mr. S.K. Baliarsingh PGT(Eco)		
	Hindi (Secondary)	Mr.R.K. Idiwal, PGT (Hindi)		
	English (Secondary)	Ms. Indrani Dash, PGT(ENG)		
	All Subject teachers of respective subject			
	EVS (Primary)	Ms. M. Mohanty, PRT		
	Mathematics (Primary)	Ms. Isha Rani, PRT		
	Hindi (Primary)	Ms. Manorama Biswal, PRT		
	English (Primary)	Mr. Pranati Paramanik, PRT		
All Subject teachers of respective subject				
31	Library, Film Show and book selection committee & Pustakopahar (Secondary)	Ms. Saswati Mahapatra, TGT (Lib)	<ol style="list-style-type: none"> 1. To purchase books as per KVS instructions. 2. Maintain proportion of books of both the languages (Hindi+English). 3. Regular meeting of library committee. 4. To make available latest editions of the books for the children. 5. To facilitate children for reading of all available books, CDs, LCDs, etc. and also e- Granthalaya. 6. To select latest book for their primary children as per their level. 7. To ensure the ratio and verity of books in primary class libraries. 8. To motivate studentes for book donation and to keep a record of donated books. 9.To distribute the donated books to the needy students and keep records. 	
		All the teachers teaching Language Subjects.		
		Ms Pratibha Singh Yadav		
		All the members of Library committee		
	Class-Library & Pustokapahar (Primary)	Ms. Pranati Pramanik, PRT, I/C		
		Ms. Deepika Behera, PRT		
		Ms. Manorama Biswal, PRT		
32	Safety & Security (Watch and ward)	Mr L. Moharana, PRT, I/C	<ol style="list-style-type: none"> 1. To ensure proper safety and security of the campus. 2. Proper instruction to Security agency for security checks up. 3. Obtain non-structural Audit from local police station. 4. Conduct regular meeting on safety and security of students from time to time. 5. To visit washrooms at regular interval and write about the states in the specified register. 6. Supervision of School Building 	
		Mr. G. C. Ghadai, PRT		
		Mr. B. N. Sarangi, TGT (Eng)		
		Mr. Chet Prakash SSA		
		Ms. Pronati Nanda, TGT (SSc)		

32	AEP	Ms. Pronoti Nanda, TGT(SST), I/C	1. To plan and conduct activities from time to time under AEP. 2. Guidance and Counseling of Adolescents
		Mr. S. K. Biswal, TGT(Sc)	
		Educational Counselor	
		Staff Nurse	
		Ms. Saswati Mahapatra, TGT (Lib)	
33	Notice board and Vidyalaya decoration.	Mr. S. K. Parida, TGT(AE), IC	1. To decorate and update the notice/display boards time to time. 2. Decoration of Vidyalaya building as required including principal office.
		Mr. S. K. Biswal, TGT(Sc)	
		Ms. Pronoti Nanda, TGT(SSC)	
		Mr. A. K. Mahapatra, PRT	
		Mr. G. C. Ghadai, PRT	
34	Transportation	Mr. B M Mohanty, PGT (Phy), I/C	1. To plan for the venue to be visited. 2. Arrangement of vehicles for different programmes 3. To select the students on rotation basis including teacher escorts. 4. Make budget provisions about the fund required. 5. Settlements of bills in due time.
		Mr. B N Saranghi, TGT (Eng)	
		Mr. B. Mishra, PGT(Maths)	
		Mr. Bedabyas Badhai, TGT(Maths)	
35	Photography	Mr. S. K. Parida, TGT(AE)	1. To capture photos of all important events in Vidyalaya and make hard copies available for display. 2. Making arrangement for Photo identity card and class photograph.
		Mr. Rahul Kumar Sahu, TGT(Sc)	
		Ms. Shraddha Suman, TGT (Eng)	
		Mr. Chinmaya Prusty, PRT	
		Ms. Ankita, PRT	
36	Sending monthly reports online to KVS	Mr.A.K Sethy, SSA	1. To send the replies online to KVS on time through online consultation of office and the principal without any delay. 2. DO Reports 3. Enrollment 4. Staff vacancy 5. ICT Reports
		Mr. Chet Prakash SSA	
		Ms. Ranjita Behera, UDC	
37	Income tax	Mr. Priyashis Mishra, PGT(Comm)	1. Timely verification and completion of the work as per the requirements without any mistakes. 2. Address promptly to complain and notice of income department. 3. It will be personal responsibility of the members redress IT Notice immediately.
38	Writing of minutes of all the meetings	Ms. Pranoti Paramanik, PRT, I/C	1. Minutes of all the meetings to be written in the meetings and circulating them for signatures. 2. Maintaining meeting minutes register.
		Ms. Pronoti Nanda, TGT (SSC)	
		Ms. Pratibha Yadhav, TGT(Hindi)	
39	Refreshment arrangement on special occasions	Mr. A K Mahapatra, PGT (Phy) I/C	1. To plan and decide the menu for all important occasions. 2. To make proper arrangements for seating and refreshments. 3. Call Quotation for catering services. 4. Serving refreshments
		Mr. B. N. Sarangi, TGT(Eng)	
		Mr. S. K. Biswal, TGT(Sc)	
		Ms. Pronoti Nanda, TGT(SST)	
		Ms Richa Kumari, TGT (SSC)	
		Ms. Shivangi, PRT	
40	Guidance and counseling	Mr. B. N. Sarangi, TGT(Eng), I/C	1. To give guidance for the children whenever required. 2. Motivation for better learning. 3. Provide base for building future career. 4. Inculcate and develop values, habits, good manners, self confidence, self discipline, self reliance etc. 5. Supervising the work of counselor.
		Mrs. Indrani Dash TGT(Eng)	
		Educational Counselor	

41	Raj Bhasha Kriyanvayn Samittee.	Mr. R. K. Idiwai, PGT (Hindi), I/C	<ol style="list-style-type: none"> 1. To provide training in Hindi language, Hindi typing manual/ Hindi word processing computer and Hindi stenography to the employees of the Vidyalaya for proper implementation of official language policy of the govt. 2. To arrange refresher training courses of officers and translators included sub staff. 3. To conduct workshops for those employees who hesitate to use Hindi in official work. 4. Second quarterly report to regional office.
		Ms Pratibha Singh Yadav, TGT (Hindi)	
		TGT- Hindi-2	
42	Integrity club Secondary Primary	Ms. Pronoti Nanda, TGT(SST) IC	To inculcate noble values in young minds and work towards community development
		Mr B. Badhai, TGT (Math)	
		Mr. S. C. Behera, TGT(Sans)	
		Mr. G. C. Ghadai, PRT	
		Ms. Chinmaya, PRT	
43	Nature club	Mr. S. K. Biswal, PGT(Bio), I/C	<ol style="list-style-type: none"> 1. To instill and inculcate values of patriotism, secularism, socialism among students through various club activities. 2. Create awareness among the students about conservation of nature
		Mr. R K Samantray	
		Mr. S. K. Parida, TGT(AE)	
		Mr. Priyashis Mishra, PGT(Comm)	
		PGT (Biology)	
		Mr. Mukunda Bisoi, PRT	
Mr. K. N. Sahoo, PRT			
44	Readers club	Mrs Saswati Mahapatra, TGT (Lib) I/C	<ol style="list-style-type: none"> 1. To discuss a book or books that they have read and express their opinions. 2. To encourage the members to discuss selected books in group settings, common reading programmers. 3. Training enables the adults to facilitate the discussion of a story or book. Their goal is to provide a setting in which students can engage with a text team in a community of readers who value complex, rich thinking.
		Mr. B. Mishra, PGT(Maths)	
		Ms. Richa, TGT (SSc)	
		Ms Pratibha Singh Yadav, TGT (Hindi)	
	Readers club (Primary)	Ms. Deepika Behera, PRT, I/C	
		Mr. Mukunda Bisoi, PRT	
	Ms. Deepali Rath, PRT		
45	Olympiad	Mr. S. K. Biswal, TGT(Sc) IC	<ol style="list-style-type: none"> 1. To create a fun, enjoyable environment which inspires students and instills in them great love for math. 2. Development of mathematics garden. 3. Involve children in different mathematical model making. 4. Conduct club activities and keep its record in every 4th Wednesday of the month. 5. Collection of examination fees, typing in excel sheet and conduction of the exam.
		Mr. Rahul Sahu, TGT (Sc)	
		Mr. Ranjan Samantaray, TGT(Sc)	
	Olympiad (Primary)	Mr. Mukunda Bisoi, PRT, I/C	<ol style="list-style-type: none"> 1. Making arrangement for smooth conduct of all olympiads 2. Preparing students for olympiads through practice test with corresponding dept. in-charges and teachers
		Mr. G. C. Ghadai, PRT	
		Ms. Pranati Pramanik, PRT	
46	Science club	Mr B. M. Mohanty PGT(PHY), I/C	<ol style="list-style-type: none"> 1. To organize activities or project related promotion of science. 2. To create a fun, enjoyable environments this inspires students and instills in them a great love for science. 3. Conduct club activities and keep its record in every month.
		All Science Teachers	
	Science club (Primary)	Ms. Meenakshi Mohanty, PRT	<ol style="list-style-type: none"> 1. Plan for monthly calendar of activities 2. Invite students for this club and writing names in register 3. Co-ordinate with other members and execute plan of action 4. Ensure for active involvement of the students in the activities
		All EVS Teachers	

47	Health club	Mrs Pratima Sahoo, TGT (Math), I/C	1.To carryout various activities related to health and hygiene. 2.Conduct club activities and keep its record in every month.
		Mr. Ranjan Samantaray, TGT(Sc)	
		Ms Richa Kumari, TGT (SSc)	
		Staff Nurse	
		Sport Coach	
		Yoga Coach	
48	Staff room (Secondary)	Ms. Indrani Dash, PGT(ENG)	1. To maintain the cleanliness & arrangements of the staff room, notice board. 2. Decent standard of the room should be maintained as per KVS norms. 3. Proper sitting arrangement of staffs must be made.
		Mr Mritunjay Dash, TGT (Eng)	
		Mrs Anusaya Panda, TGT (Sans)	
		Mr S C Behera TGT(Sans)	
	Staff room (Primary)	Ms. Meenakshi Mohanty, I/C, PRIMARY	1. To maintain the cleanliness & arrangements of the staff room, notice board. 2. Decent standard of the room should be maintained as per KVS norms. 3. Proper sitting arrangement of staffs must be made.
		Mr. Mukunda Bosoi, PRT	
Ms. Ankita, PRT			
49	Excursion & Picnic	Mr. B. N. Sarangi, TGT(Eng) I/C	1. To plan and organise excursion/field trip/study tour/picnic from the beginning of the session and fixed date keeping examination in view. 2. To plan for the venue to be visited. 3. Arrangement of vehicles for different programmes 4. To select the students on rotation basis including teacher escorts. 5. Make budget provisions about the fund required. 6. Settlements of bills in due time.
		Mr D Sen, PGT(Chem)	
		Mr B M Mohanty PGT(Physics)	
	Excursion & Picnic (Primary)	Ms. Manorama, PRT I/C	
		Ms. Pranati Pramanik, PRT	
		Mr. G. C. Ghadai, PRT	
		Mr. Mukunda Bisoi, PRT	
50	Alumni Organization	Mr. S. K. Sahu PGT(Chem) I/C	1. Facilitate registration of Alumni association. 2. Coordinate with the alumni to take any developmental work for the school. 3. Organize Annual Alumni meet.
		Ms Indrani Dash, PGT (Eng)	
		Mr. A. K. Mahapatra , PGT (Physics)	
		Mr S. K. Baliarsingh, PGT (Eco)	
		Mr. G. Nayak, HM	
52	RTI Reply:*	Mr. S. K. Biswal, TGT (Sc) I/C	1. Collect data for RTI query. 2. Give reply within time frames. 3. A fine of Rs.250/ per will be imposed upon the members if reply could not be given within time limit. 4. Reply information to be submitted with in 30 days after receipt of application
		Ms. Richa, TGT (SSc)	
		Mr A. K. Sethy, ASO	
		Ms. Ranjita Behera, UDC	
53	Contractual Appointment	Mr. B. Mishra, PGT(Maths) I/C	1. Initiate the process of appointment of contractual teacher by putting notesheet to chairman. 2. Advertisement for the post. 3. Conducting of interview. 4. Filing of record of all candidates.
		Mr S K Baliarsingh, PGT(Eco)	
		Mr. A. K. Mahapatra, PGT(Phy)	
		Mr A K Sethy, ASO	
54	CMP & NIPUN BHARAT, FLN	Ms. Deepali Rath, PRT, I/C	To conduct activities as per KVS instruction
		Ms. Isha Rani, PRT	
		Mr. K. N. Sahoo, PRT	
		Ms. M. Mohanty, PRT	

55	Vidyalaya Plan	Mr. L. Maharana, PRT I/C	<ol style="list-style-type: none"> 1. Prepare Vidyalaya plan for whole year. 2. Update the plan from time to time. 3. Report principal the areas where school need attention. 4. Send report to Regional office from time to time.
		Mr. S. K. dash, VP	
		Mr A K Sethy, ASO	
		Ms. Deepali Rath, PRT	
		Mr G Nayak, HM	
56	Tarunostava	Mr. P. Mishra, PGT(Comm), I/C	<ol style="list-style-type: none"> 1. Informing AISSE appeared (result awaited) students regarding scope in different fields. 2. To coordinate all the activities of the programme.
		All PGTs	
57	Readiness programme	Ms. Minakshi Mohanty, PRT	<ol style="list-style-type: none"> 1. Orientation programme for parents To conduct different activities under SRP 2. To coordinate all the activities of the programme.
		Ms. Isha Rani, PRT	
		All teachers in Class-1	
58	Awaken Citizen Programme	Mrs Pratima Sahoo, TGT (Math) I/C	<ol style="list-style-type: none"> 1. To coordinate all the activities of the programme. 2. Having sessions on ACP
		All ACP trained Teachers	
59	Ek Bharat Shrestha Bharat	Mr S K Baliarsingh, PGT (Eco) IC	<ol style="list-style-type: none"> 1. Preparing plan of actions for EBSB through out the year 2. Conducting Events as prescribed by KVS 3. Keeping all records 4. Uploading data in prescribed links 5. Preparing EBSB Booklet.
		Mr. Priyashis Mishra, PGT(Comm)	
		Ms. Pronoti Nanda, TGT(SST)	
		Mr. S. K. Parida, TGT(AE)	
		Ms. Subhashree Barik, PRT(Music)	
		All Language Teachers	
60	NDMA's	Mr. H. S. Dehury, TGT(WE)	<ol style="list-style-type: none"> 1. Sending NDMA reports
		Mr. S. K. Parida, TGT(AE)	
		Mr S K Singh, TGT (Math)	
		Ms Pratibha Singh Yadav, TGT (Hindi)	
		Mr B Badhai, TGT (Math)	
63	New Initiatives by KVS CCT/ PISA, DIKSHYA / NISHTHA, Pre-Vocational	Mr B. Mishra, TGT (Math) IC	<ol style="list-style-type: none"> 1. To enable to practice CCT type questions 2. To conduct CCT Practice tests.
		Ms. Shivangi, PRT	
65	Music Room & VIRSA	Ms. Shubhashree, PRT (Music) IC	<ol style="list-style-type: none"> 1. Keep musical instrument properly. 2. Assign duties to students for keeping music room in order. 3. Develop a good music environment in the school.
		Ms. Meenakshi Mohanty	
51	Dress items & Costume Management	Ms. Shubhashree, PRT (Music) IC	<ol style="list-style-type: none"> 1. Call Quotation from the beginning of the session. 2. Hire or purchase items whenever it is required.
		Ms. Meenakshi Mohanty, PRT	
67	P.A. SYSTEM	Mr. H. S. Dehury, TGT(WE) IC	<ol style="list-style-type: none"> 1. To update PA system for readily use. 2. Repairing and maintenance of PA system amd keeping these in order.
		Ms. Shubhashree, PRT (Music)	
72	Art / Drama club (Primary)	Mr. S. K. Parida, TGT (AE) IC	<ol style="list-style-type: none"> 1. Plan for monthly calendar of activities 2. Invite students for this club and writing names in register 3. Co-ordinate with other members and execute plan of action 4. Ensure for active involvement of the students in the activities
		Ms. Anasuya Panda, TGT (Sans)	
		Ms. Meenakshi Mohanty, PRT IC	
		Ms. Subhashree Barik, PRT(Music)	
		Mr. Alok Bal, PRT	

73	Maths Club	Mr. B. N. Mishra, PGT (Math) I/C	1. Plan for monthly calendar of activities 2. Invite students for this club and writing names in register
		All Teachers teaching Maths	
		Ms. Isharani, PRT	
		All Teachers teaching Maths	
75	Comp. Dept. (Secondary)	Mrs Jhilli Sahoo, PGT(Comp. Sc) IC	
		Computer Instructor, Secondary	
76	Comp. Dept. (Primary)	Ms. Ankita, PRT (I/C)	1. Cleanliness, decoration & maintenance of Staff room
		Computer Instructor, Primary	
77	Grievances, Suggestion box	Mrs P Nanda, TGT (SSc) IC	1. Opening of suggestion box every month and keeping record 2. Dealing with sensitive cases
		Ms. Meenakshi Mohanty (For Primary)	
78	CMP/ NIPUN (Primary)	Ms. Deepali Rath, PRT, I/C	1. To ensure smooth functioning of Primary Section. 2. To ensure the timely completion of all activities as per the plan. 3. To prepare agenda for conducting CMP meetings every month. 4. Striving for academic excellence and over all supervision.
		Mr. K. N. Sahoo, PRT	
		Ms. Pranati Pramanik, PRT	
79	PM Shree	Mr S K Baliarsigh, PGT (Eco)	
		Mr D Sen PGT(CHEM)	
		Mr G Nayak HM	
		All office staff	
80	Vidyanjali	Mrs Jhilli Sahoo, PGT (Comp. Sc) IC	
		Mr S K Sahu PGT(CHEM)	
		Mr G Nayak HM	
81	Science Exhibitor	Mr B M Mohanty, PGT (Phy) IC	
		All Science Teachers	
82	Science Congress	Mr. Rahul Kumar Sahu, TGT (Sc) IC	
		All Science Teachers	
83	Inspire Awards	Mr. Rahul Kumar Sahu, TGT (Sc) IC	
		All Science Teachers	
84	UDISH and Website Update	Mrs Jhilli Sahoo, PGT (Comp. Sc) IC	
		All Computer Instructors	
85	Training	Mr. Ranjan Samantray, TGT (Sc)	
		Ms. Isha, PRT	