

PM SHRI K V NO3, BHUBANESWAR

COMMITTEE LIST-2026-27

SL.	COMMITTEE	SUB-COMMITTEE	I/C & COMMITTEE MEMBERS	SCOPE OF WORK
Pedagogical Council				
1	Examination	Internal Examination	Mrs. Jyotirmayee Tripathy, PGT(Bio), I/C	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. R. K. Idiwal, PGT-Hindi	
			Ms. Pooja Sahu, TGT (SSc)	
			Mr. R. K. Samantray, TGT-Science	
			Mr. Bedabyas Badhai, TGT(Math)	
			Ms. Anasuya Panda, TGT (Sans)	
			Mr. S. K. Singh, TGT-Math	
			Mr. Sanatan Bhoi, TGT-Library	
		CBSE and External Examination	Mr. A. K. Mahapatra, PGT(Phy)	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-Economics	
			Ms P.Nanda	
			Mr. Ranjan Samantaray, TGT(Sc)	
			Mr.Rahul kumar Sahu (TGT sc)	
			Ms. Pratima Sahoo, TGT-Math	
			Mr. Sanjaya Kumar Singh, TGT-Math	
			Mr. Bedabyas Badhai, TGT(Math)	
		PTA and PTM	Mr. S. K. Baliarsingh, PGT(Eco), I/C	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. S.K. Sahu PGT (Chem)	
			Ms. J. Tripathy	
			Mr G C Ghadei ,PRT	
			MS P Pramanik, PRT	

		Olympiads	Mrs. Jyotirmayee Tripathy, PGT(Bio)	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.
			all members of internal examination	
			Mr Mukund Bisoyi,PRT	
			Ms.Pooja ,TGT,SST	
			Ms Ankita,PRT	
			Ms Disha,PRT	
			Mr C Prusty,PRT	
		Guidance, counseling & Special Education	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 councilor.
			Mrs. Indrani Dash TGT(Eng)	
		Remedial Teaching	MS Manorama Biswal,PRT	1. To keep recod of details remedial teaching,including students list,attendance,activities performed 2. Regular reporting to Principal and parents 3.Finalising the stratergies for remedial teaching in cosultation with Principal and other subject teachers
			Mr. D. Sen, PGT (Chem)	
			Ms. Manisha Sawoo, PGT (Math)	
			Mr. M Das TGT ENG	
			MS Isha Rani, PRT	
			MS Deepali Rath,PRT	
2	Time-Table	Time-Table Preparation and Class Arrangement	Mr. D. Sen PGT(Chem) I/C	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 contactual teacher in place of vacancy. 5. Smooth running of classes & discipline.
			Mr. Sanatan Bhoi, TGT-Library	
			Mrs. Richa TGT (SST)	
			Mr. R.K. Sahu TGT-Science	
			Mr P Guru,PRT	
			MR K.N Sahoo,PRT	
			Ms Ankita ,PRT	
			Ms P.Pramanik, PRT	
		TLM, Teaching Aids & Resource Room	Ms. Pronoti Nanda, TGT(SST), I/C	1. Maintenance of resource materials and resources along with the room/hall 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
			Ms. Richa, TGT-(SSc)	
			Ms. Pooja Sahu, TGT (SSc)	
			MS D Rath,PRT I/C	
		MP Hall	Ms S Barik ,PRT I/C	
			Mr P Guru,PRT	
			Ms P S Yadav TGT-Hindi	
			Ms. Shraddha Suman, TGT-English	

3	Resources	KAHANI GHAR	MS P Pramanik,PRT	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-rooms 10. Proper display of TLM prepared by teachers/students for teaching purpose. 11. Arrangement for TLM Exhibition
		Publication- Students' diary, Vidyalaya Patrika, Monitor's diary, Registers & proforma Class Magazine & News-letter	Ms. Indrani Dash, pGT(Eng), I/C Mr. B.N. Sarangi, TGT(ENG) Mr. S. C. Behera, TGT(Sansk) Mr. S.K. Parida TGT(AE) Mr. K. Kumar TGT-Hindi Mr. R K idiwal, PGT (Hindi) MS.P Sahoo TGT Math MS Shivangi Tiwary,PRT	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 diry & Newsletter etc.
4	Academic	Subject committee convener		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.
		Science	Mr. S. K. Sahu, PGT (Chem)	
		Mathematics	Ms. Manisha Sawoo, PGT (Math)	
		Social Science	Mr. S. K. Baliarsingh, PGT (Eco)	
		Hindi, Sanskrit & RajBhasha Kriyanyan Samiti	Mr. Idiwal, PGT (Hindi)	
		English	Ms. Indrani Dash, PGT(ENG)	

		Academic, Primary	Ms Disha ,PRT I/C	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
			Ms P Pramanik ,PRT	
			Ms Shivangi, PRT	
			MS Manorama Biswal,PRT	
			Ms Ankita, PRT	
		Rajbhasha	Mr R K Idiwal ,PGT Hindi I/C Mr. Krishna Kumar, TGT-Hindi Ms. Pratibha Singh Yadhav, TGT-Hindi	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. Shivangi, PRT	
5	Vidyalaya Plan	Vidyalaya Plan	Mr. B. N. Sarangi, TGT(Eng), I/C	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. Mrutyunjaya, TGT (Eng)	
	CPD	CPD (Continuing Professional Development)	Mr. Daljeet Meena, I/C	To verify the CPD certificated submitted by the teachers, providing guidance,Timely generation of certificates
			Ms.Debasis Sen, PGT (Chem) I/C	
			MS Pooja Sahoo,TGT SST	
			MS P Pramanik PRT	

Creative Learning Activity:		
5	CLA, House Co-ordination, Morning Assembly & Special Day Programme	Special Events/ New Initiatives Specified by KVS/Ministries Coordination Mr. D Sen PGT(CHEM), I/C Ms. Indrani Dash, PGT-English Mr. R. K. Idawal, PGT-Hindi Mr. S. C. Behera, TGT(Sans) Ms. Shraddha Suman, TGT(Eng) Mr. S. K. Parida, TGT(AE) Ms. Anasuya Panda, TGT (Sans) MS Meenakshi Mohanty,PRT CCA COORDINATOR & SPECIAL EVENT I/C Ms. Indrani Dash, PGT (Eng) I/C Meenakshi Mohanty ,PRT ASSOCIATE CCA COORDINATOR MR. Krishna Kumar, TGT-Hindi MS. Sradha Suman, TGT-English Mr. S.C.Behera TGT-Sanskrit MS Meenakshi Mohanty, PRT Subhash House Mrs.Jhilli Sahoo,PGT(CS) Mr R.K Idawal PGT HINDI,I/C Ms J Tripathy,PGT Bio Mrs.Pronoti Nanda, TGT (SSc) Mrs.Anasuya Panda, TGT (Sans) Mr.S.K. Biswal, TGT (Sc) Mr. Baidyanath Sarangi,TGT(English) Tagore House Mr. A.K. MAHAPATRA ,PGT(PHY) I/C Mr.S.K. BALIARSINGH, PGT (ECO) Mr.B.M. Mohanty,PGT(Phy) Mr.S.C. Behera, TGT (Sans) Mrs.Shraddha Suman, TGT (Eng) Mr.S.K. Parida , TGT (AE) Mr K Kumar TGT, HINDI
		1. Arrange timetable to adjust the programme. 2. Preparing plan of actions for the programmes through out the year 3. Conducting Events as prescribed by KVS 4. Keeping all records 5. Uploading data in prescribed links 6. Preparing Booklet.
		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.
		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.

7		Ashok House	Mr.D.S.MEENA, PGT (PHY) I/C	3. To prepare students of their house for decoration or 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.
			Mr.SK Sahu,PGT(Chemistry)	
			Mr.R.K.Sahu, TGT (Science)	
			Ms.Prativa Yadav, TGT (Hindi)	
			Mr.B. Badhai, TGT (Math)	
			Ms. Richa Kumari,TGT (SSc)	
			Ms S Suman	
		Raman House	Mr.D Sen,PGT (Chemistry)	
			Ms. Manisha Sawoo, PGT (Math)	
			Mr, R.K.Samantaray ,TGT(Science)	
			Mr. Mrutyunjaya Dash,TGT(English)	
			Mrs.Pratima Sahoo, TGT (Math)	
			Mr S C Behera TGT,SKT	
			Mr.Sanjay Kumar Singh, TGT (Math)	
		Students' Council & Discipline, Gate duty Management, Parental Management, Safety & Security of Students, Watch and Ward	Mr. S.R. Mishra TGT(P & HE) I/C	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 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
			Ms. Indrani Dash, PGT(Eng)	
			Ms. Pronoti Nanda, TGT(SSc)	
			Mr. Bedabyas Badhai, TGT(Math)	
			Ms. Deepika Behera I/C	
			Ms M. Mohanty ,PRT	
			Ms M Biswal,PRT	
			Mr A K Mahapatra ,PRT	
			Ms I Rani, PRT	
			Mr L mMaharana PRT	
			Ms D Rath,PRT	
	Bharat Scouts & Guide, Cubs & Bulbul	Scout Wing	Mr. Bedabyasa Badhai, TGT (Math) I/C	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, Dwityta 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 diferent 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. C. Behera, TGT(Sans)	
			All the Scout Masters	
		Guide Wing	Ms. Anusaya Panda, TGT (Sans), I/C	
			Ms. Isha Rani , PRT	
			All Guide Captains	
		CUBS AND BULBULS	MS MANORAMA BIWAL I/C	
			ALL CUBS MASTERS AND FLOCK LEADERS	

8	Sports, Health & Yoga	First aid and medical checkup , GAMES AND SPORTS	Mr. S.R. Mishra, TGT(P & HE), I/C	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.
			MS Pooja Sahoo,TGT SST	
			Staff Nurse	
			Sports Coach	
			YOGA	
			Mr. A. K. Mahapatra, PRT	
			Mr. Chinmaya Prusty	
9	Beautification-Plantation & Gardening	Beautification-Plantation & Gardening	Mr. Rahul Sahu, TGT (Sc), I/C	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.D.S Meena , PGT(PHY)	
			MR P Guru,PRT	
			Mr. S. K. Parida, TGT(AE)	
		Photography	Mr. S. K. Parida, TGT(AE) I/C	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 Shivangi PRT I/C	
			Ms Disha ,PRT	
			Ms M Mohanty, PRT	
			MS Isha Rani, PRT	
10	Excursion, Field Trip & Transportation	Excursion, Field Trip & Transportation	Mr. S.K.Baliarsingh PGT(ECO) 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. B. N. Sarangi, TGT(Eng)	
			Mr. D. S Meena, PGT(PHY)	
			MR L Maharana PRT	
11	Innovation and Club Activities	STEM (Science Technology Engineering and Mathematics Incharge of Skill Lab	Mr Daljeet Singh Meena PGT(Physics) I/C	1. Registration of student 2. Month wise planning for activities 6. Inviting experts and conducting activities under his/her guidance 4. Inviting ideas from students and maintaining record 7. Highlight the success of students 8. Conducting competitions as and when required 9. Keeping record and photographs of all activities
			Ms P.Nanda TGT,SST	
			ALL SCIENCE AND MATHS,SST TEACHERS	
			MS ANKITA PRT I/C	
			Ms Disha ,PRT	

Management Affairs:				
12	Admission Protection of the Child Rights	Admission Protection of the Child Rights	Mr. S. K. Sahu, PGT(Chem), I/C	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(Phy)	
			Ms. ANKITA PRT	
			Ms. DISHA PRT	
			Mr. L. Maharana, PRT	
		UBI Portal & School Fees	Ms. Pratima Sahoo, TGT-(Math)	1. Verification of fees and fines without any mistake and report to principal from time to time. 2. Fee collection & UBI related activities 2. Submission of Monthly report on defaulters in fees and fine. 3. Guide teachers for making entries in UBI portal.
Mrs Jhilli Sahoo, PGT- (Comp. Sc)				
MR M Bisoyi,PRT				
13	Welfare & Internal Grievance Redressed forum, Suggestion box	Welfare & Internal Grievance Redressed forum, Suggestion box	Mr. S. K. Sahu, PGT-Chemistry, I/C	1. Opening of suggestion box every month and keeping record 2. Dealing with sensitive cases
			Mr. S. K. BALIARSINGH PGT (ECO)	
			MS. J TRIPATHY PGT (BIO)	
			MS. PRNOTI NANDA TGT SST	
			Ms. Anasuya Panda, TGT (Sans)	
			MS MANORAMA BIWAL I/C	
14	Contractual Appointment	Contractual Appointment	Mr S K Baliarsingh, PGT(Eco) I/C Mr. Gaurahari Nayak, HM Ms J Tripathy,PGT Bio	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.
15	Articles Purchase & Condemnation, GeM	Articles Purchase & Condemnation, GeM	Mr. S.K Baliarsingh PGT(Eco), I/C	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 fomalities 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
			Mrs. Jhilli Sahoo, PGT(COMP)	
			Mr. S. K. SAHU, PGT(CHEM)	
			Mr.Rahul Kumar Sahu,TGT(Science)	
			Mr S C Behera TGT,SKT	
			Mr. G. C. Ghadai, PRT	
			Ms Ankita PRT	
			Mr. A. K. Mahapatra, PGT-Physics	

		School Building, Electrical, Fans & Light, BALA	Mr. S.R. Mishra TGT(P & HE) I/C	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 S K Sahu PGT Chem	
			Mr.S.K.Singh,TGT(Maths)	
			Mr Mritunjay Dash, TGT (Eng)	
			MR A K MAHAPATRA PRT	
		Furniture	Mr. S. C. Behera, TGT(Sans) I/C	1. Ensuring repairing and maintenance of furniture in primary 2. Ensuring adequate seat arrangement for all classes & departments in primary
			Ms.Pronoti Nanda, TGT SST	
			Ms. Pratibha Singh Yadhav TGT=Hindi	
			Ms. Shradha Suman, TGT English	
			Mr. A. K. Mohapatra, PRT	
		Staff Quarters	Mr. G. C. Ghadai, PRT I/C	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. R.K. Samantray, TGT-Science	
			Mr. L. Moharana, PRT	
			Mr. R. K. Mohanty, SSA	
			Mr. Prasanna Guru, PRT	
			Ms. Subhashree Barik, PRT	

16	Repair and Maintenance	Staff room	Ms. PRATIMA SAHOO, TGT (MATH)	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. Krishna Kumar, TGT Hindi	
			Ms. Disha Yadav, PRT	
		Housekeeping, Sanitation & swachha Vidyalaya Campus Cleaning	ALLOTTED WING WISE & FLOOR WISE	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 R K Samantray TGT Sc. I/C	
			XI& XII - MS. M SAWOO PGT MATHS, Ms. Indrani Dash, PGT-English, 2. Mr. D. SEN PGT Chemistry	
			VIII & IX - Mr. S.C. BEHERA TGT Sanskrit 2. Ms. S. SUMAN TGT English	
			VI- VII 1. Ms. Anasuya Pada, TGT Sanskrit 2. Mr. B. N. Sarangi TGT-English	
			1. Ms. Pronoti Nanda, TGT-SSc 2. S.K. Singh TGT Math	
			MS SUBHASHREE BARIK, PRT I/C for primary	
		Safety & Security (Watch and ward)	MR L Maharana PRT I/C	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
			Ms. Pratibha Singh Yadhav, TGT Hindi	
			Mr A K Mahapatra, PRT	
			Ms. Subhashree Barik, PRT	
17	Minutes of all the meetings	Minutes of all the meetings & Reports	MS P Paramanik, PRT	1. Minutes of all the meetings to be written in the meetings and circulating them for signatures. 2. Maintaining meeting minutes register.
			MR. Krishna Kumar, TGT-Hindi	
			Mr Mrutyunjaya Dash, TGT-English	
			Ms. Shradha Suman, TGT English	

18	Refreshment arrangement on special occasions	Refreshment arrangement on special occasions	Mr.L MAHARANA,PRT 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 A K Mahapatra, PGT-Physics	
			Mr. B. N. Sarangi, TGT(Eng)	
			Ms. Anasuya Panda, TGT (Sans)	
			Mr.Mrutyunjaya Dash, TGT(English)	
			Ms Richa Kumari, TGT (SSc)	
			Mr. A. K. Mahapatra, PRT	
			Mrs Minakshi Mohanty,PRT	
			Ms. Shivangi, PRT	
19	Alumni Organization	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 S. K. Baliarsingh, PGT (Eco)	
			Mr. G. Nayak, HM	
20	RTI Reply	RTI Reply	Mr. P.GURU , PRT 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)	
			OFFICE STAFF	

21	PM Shree	PM Shree	Mr S K Baliarsigh, PGT (Eco)	Co-ordination and record keeping ,uploading of data
			Mr D Sen PGT(CHEM)	
			Mr G Nayak HM	
			Mr A. K. Sethy, ASO	
22	GOVT. INITIATIVE	NIPUN, FLN, ORF, Vidya Pravesh, Baalpan ki Kavita, Filling Google Sheet	Mrs. Isharani, PRT	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. 5. To conduct activities as per KVS instruction
23		Community Lunch	Ms. Meenakshi Mohanty,PRT	Make arrangement and co-ordinate the event
24		Computer Room,	Ms. ANKITA PRT	Maintenance
25	SPECIAL REPAIR AND MAINTENANCE		Mr S R Mishra I/C	Repair and Maintenance as and when required in emergency
			Mr S K Sahu PGT(Chem)	
			Mr. Sanatan Bhoi, TGT-Library	
			Mr. S. K. Parida, TGT-AE	
			Ms G H Nayak HM	
			Ms M Mohanty, PRT	
26	SAMAGAM PORTAL		Mr. Chinmaya Prusthy, PRT I/C	1. Updating the portal regularly 2. Marking attendance of staff 3. Ensure that student enrollment and attendance given regularly in the portal 4. APAR and staff details has been updated in the portal.
			Ms. Pronoti Nanda, TGT-SSc	
			Ms Manorama Biswal PRT	
			Ms Jhilli Sahu PGT,Comp Sc	
			Ms. Ranjita Behera, JSA	

PRINCIPAL