

**PM SHRI KENDRIYA VIDYALAYA
NO.4 BHUBANESWAR
COMMITTEES-2024-25**

WITH EFFECT FROM 18.07.2024

For the smooth conduction of Vidyalaya activities competent authority hereby constitutes/ form committees for the session 2024-25. All the staff members are requested to go through the contents, take their responsibilities, prepare plan for the session and do the needful. Feel free to discuss about the nature of duties as mentioned against the committee so that no confusion is left with any committee/committee members.

S.N.	NAME OF THE COMMITTEES	NAME & DESIGNATION OF THE TEACHER	Brief description of the nature of assignments (self-cognition in this regard will set higher standard of work culture)
1	Tender Quotations through GeM/ other modes/ specification determination of items/articles to be procured		
On stipulated dates	1	Mr Arabind Sahoo(PGT Eco.) I/c	Committee will collect requisitions from the department I/C, prepare quotations, receive and open tender quotations and issue supply orders through GeM/ other Modes. The committee members will ensure that the specification, as submitted by stock holders, are valid and cost is reasonable.
	2	Mr Adikanda Nayak,TGT(Maths)	
	3	MR DANISH RAJA ANSARI, SSA (To close the payment process in GeM)	
	4	MR B C BEHERA PGT CS	
5	Stock holders		
1A	CHECKING OF E-MAIL, ITS DISSEMINATION, FOLLOW UP & REPORTING		
Daily basis	1	Mr Danish Raja Ansari, SSA	Committee will open email and forward to the concerned staff members, will follow up till the completion of assignments, will submit completion report to the Principal within time limit.
	2	Mr Amitabh Kushal Mallik	
	3	Mr Aviram Prasad Das,HM	
	4	Mr B C Behera PGT CS	
2	Admission		
As per the admission schedule & guidelines 2024-25	1	Mr Aviram Prasad Das,HM, I/c	Committee will complete fresh and K V T.C. admission as per the admission guidelines 2024-25and maintain records precisely for onward submission, Mrs. Anupama Singh will share all records of fresh/KVTC admissions with Mr S D Sarjal for record preservation and timely retrieval of the same for onward transmission as and when required. Mr P K Mishra will associate himself with both Kinds of admissions.
	2	Mr Adkanda Nayak,TGT(Maths)c	
	3	Mr Murlidhar Behera, TGT(Eng)	
3	Examination (Secondary Section)		
	1	Mr Debashish Sahoo, TGT Maths) I/c	Examination Committee is a body which is authorized to conduct examinations and make policy decisions in regard to organizing and holding examinations, improving systems of
	2	Mrs Payel RoyL, PGT(Maths) II I/c	
	3	Mr Manoj Kumar Sahoo,TGT(SST)	

			examinations, moderations, etc. and also preparing a schedule of examinations and declaring the results.
4	Examination (Primary Section)		
As per academic calendar 2024-25	1	Mrs Bharti Gupta, PRT I/c	Examination Committee is a body which is authorized to conduct examinations and make policy decisions in regard to organizing and holding examinations, improving systems of examinations, moderations, etc. and also preparing a schedule of examinations and declaring the results.
	2	Mr P tripathy, PRT II I/c	
5	Examination (CBSE)		
As per CBSE circulars	1	Mr Arabinda Sahoo, PGT(Eco) I/C	Conduction of all CBSE related exams / activities in an error free manner within time schedule Will look after SAFAL, SQASF and OASIS portal of CBSE in consultation with Sh S Dasgupta
	2	MR. Adikanda Nayak, TGT(Maths) II I/c	
6	Time Table & Arrangement (Secondary Section)		
Yearly/for breaks/during exam time	1	Mrs Shibani Mohanty, PGT PHY I/c	Committee will prepare the time table as per the directions of the competent authority, will modify it as and when required, will verify the entries made in classroom diaries and report discrepancies, if any, to the principal.
	2	Mr Adikanda NAYak, TGT(MATHS)	
	3	Mrs Swagatika Sahoo, TGT(Sc)	
7	Time Table & Arrangement (Primary Section)		
Yearly/for breaks/during exam time	1	MS Sudipta Sahoo, PRT	Committee will prepare the time table as per the directions of the competent authority, will modify it as and when required, will verify the entries made in classroom diaries and report discrepancies, if any, to the principal.
	2	MRS Bharti Gupta, PRT	
	3	Ms Kajal, PRT	
	4		
8 A	CCA (Secondary Section)		
Will prepare activity calendar for the session	1	Mr V Sekhar, PGT(Eng) I/c	CCA is very important for all round development of students, it reflects the efforts of all stake holders to achieve vision, mission and objectives of KVS so the show must be focused, informative, and incorporate activities of other dept. They will also ensure conduction and production of desired information to appropriate authority for all the activities of CCA nature.
	2	Mrs Praggya Parimita Jena, TGT ENG II I/c	
8 B	CCA (Primary Section)		
Will prepare activity calendar for the session	1	Mrs J Barik, PRT I/c	CCA is very important for all round development of students, it reflects the efforts of all stake holders to achieve vision, mission and objectives of KVS so the show must be focused, informative, and incorporate activities of other dept.
	2	Ms Himanshi Sagar, PRT II I/c	

			They will also ensure conduction and production of desired information to appropriate authority for all the activities of CCA nature.
9	VMC & VEC related		
In the beginning of the session, re- nomination/ new nomination as and when required.	1	Mrs Seema,PGT-(Com)	Vidyalaya Management Committee is constituted for every Vidyalaya for its general supervision and day to day management, in accordance with the rules approved and directions issued from time to time by KVS. VMC helps Vidyalaya to utilize its fund/resources for maximum benefits of students. Will arrange Minimum 03 meeting (meetings should be in the 1 st week of August, 1 st week of December and 1 st week of February.)
	2	Mr Arabinda Sahoo,PGT(Eco)	
	3	Mr Aviram Prasad Das, HM	
	4	Mr Danish Raj Ansari, SSA	
10.	Furniture Repair & Maintenance		
Yearly procuring, half yearly maintenance	1	Dr G Rout TGT(AE)I/c	A comfortable seating arrangement helps students to concentrate better towards classroom proceedings, so sensitivity and initiation in this regards must be at high level.
	2	MR.S CHOUDHARI ,LibrarianII I/c	
	3	Mr P Tripathy, PRT	
11.	Repair & Maintenance of School Building		
Monthly on 15 th day(if falls holiday then next working day)	1	Mr M M Kar, TGT-WE I/c	The school building casts the first impression on the minds of visitors so it must be beautiful, attractive and every corner must be useful for its stake holders. Committee will submit proposal for repair & maintenance, get approval and settle bills/payments after completion of works. Fortnightly inspection, Quarterly maintenance at small scale, yearly maintenance at large scale
	2	Mr A Mishra,PGT(Hindi) II/c	
	3	Mr M D Behera,TGT(Eng)	
	4	Mr Amarjit Panda,PRT	
	5	Mr Arabinda Sahoo, PGT ECO	
	6	MR.Laxmidhar Ojha, PRT	
12	Discipline Committee		
Weekly	1	MRS. Seema PGT Com I/c	a)To assist the school head in making decision on the staffing of the school discipline team; b) To assist the school head in developing a school discipline policy; c) to handle administrative matters relating to student discipline work; d) to form and lead a school discipline team to plan and develop student. Committee will open discipline box every wed, will compile, submit to the Principal with their remarks for final action
	2	Mr Murlidhar Behera TGT Eng II I/c	
	3	Mr Debashish Sahoo, TGT(maths)	
	4	Ms HIMANSHI SAGAR.PRT	
	5	MRS. T Padhy, PRT	
	6	ALL THE CLASS TEACHERS/CO-CLASS TEACHERS	
13	Adventures, Excursions & Visit to Local Places (Transportation)		
	1	Dr G rout TGT(AE), I/c	These activities rejuvenate the students and break the fixed routine and help students to
	2	Mr M M Kar, TGT(WE)	

	3	Mrs Bharti Gupta , PRT	participate refresh in classroom proceedings so must be planned and executed accordingly, will get all kind of permission from local/KVS authority and keep safety and security of students foremost.
14	SCOUTS ,GUIDE, CUBS & BULBUL		
Will organize activities as per approved calendar	1	Mr M M Kar I/C,Scout	Scouting, a program of informal education with an emphasis on practical outdoor activities, committee will prepare activity calendar, organize the events, issue certificates, prepare scouts and guides for highest level of awards.
	2	Ms Rajalaxmi Behera,PRT, I/c Bulbul	
	1	Ms R Biswal, PGT(Bio) I/c Guides	
	2	Mr Laxmidhar Ojha, I/c Cub	
		OTHER TRAINED TEACHERS	
	1	Mr A Panda, PRT-cubs	
	2	Dr G Rout,TGT(AE) scout	
	3	Mrs Jayananti Barik- Guide	
	4	Mrs Swagatika Sahoo, Guide	
	5	Mrs Y Goyal,guide	
6	Mrs Sneha Singh,guide		
7	Mrs Ritanjali Behera,Guide		
15.	MEDICAL ROOM & First Aid Committee		
Prompt and appropriate action/decision whenever requires	1	STAFF NURSE	Providing medical assistance is an essential and humanitarian act so we must participate wholeheartedly, will ensure availability of first aid contents and provide them to needy one.
	2	Mr P K Behera, TGT(P&HE)	
	3	Mrs Sneha Singh TGT(HINDI)	
16	Beautification of building, grounds and gardening, display of poster portrait and work Of students		
Monthly on 15 th day(if falls holiday then next working day)	1	Dr Gourahari Rout, TGT(AE) I/C	A beautiful building, a beautiful garden and a spacious and well equipped grounds attracts every visitors and fill them with joy and appreciation so necessary planning, fortnightly inspection, quarterly maintenance at small scale, yearly maintenance at large scale are must assignments.
	2	Mrs Swagatika Sahoo,TGT(Sc)	
	3	Ms Kajal	
		GARDENING SUB COMMITTEE	
	1	Mrs Rasmita Biswal ,PGT(BIO)	
	2	MR MURLIDHAR BEHERA, TGT(ENG)	
	3	MRS YASHIKA GOYAL, PRT	
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17.	Water Supply / Potable Water / Water Tank Cleaning		
Daily inspection, monthly reporting	1	MR MANMOHAN KAR, TGT(WE) I/C	Safe drinking water is a right of every students and its our duty to provide them. Water testing, daily inspection, leakage repairing, , quarterly cleaning of tanks are some important assignments.
	2	MR AMARJIT PANDA, PRT	
	3	Mrs P P Jena,TGT Eng	
18	RAJBHASHA		
पाक्षिक	1	Mr AVNISH MISHRA ,PGT(HINDI) I/C	राष्ट्रभाषा के रूप में हिंदी हमारे देश की एकता में सबसे अधिक सहायक सिद्ध होगी, इसमें दो राय नहीं है। हिंदी हमारे राष्ट्र की अभिव्यक्ति की सरलतम श्रोत
	2	MR KRISHAN KUMAR, TGT(HINDI)	
	3	MRS SNEHA SINGH	

प्रतिवेदन/वार्षिक कार्यक्रम	3		है। राजभाषा से सम्बंधित सभी कार्यक्रम नियत तिथि के अनुसार पूर्ण करना, पाक्षिक प्रतिवेदन तैयार करना, द्विभाषीय नामपट्टिका बनवाना अन्य प्रतियोगिताएं इत्यादी करवाना।
19	Press, Publicity & Photography		
Prepare press release on same day of the events/programmes	1	MR V SEKHAR, PGT-ENG I/c	To prepare press release of each programme, get it approved by the principal and ensure wide publicity of the same, keep audio/video/still pictures in records, will share the same with Concerned dept./staff members after approval from the Principal.
	2	MR AVNISH MISHRA –PGT HINDI II I/c	
	3	DR G ROUT, TGT-AE	
	4	MR B C BEHERA – PGT CS	
	5	MR PARSHURAM TRIPATHY, PRT	
20	Canteen, Food & Refreshment Committee		
As and when required	1	MR. ARBINDA SAHOO, PGT-ECO I/c	Will arrange necessary snacks/food to serve the guests on special occasions.
	2	MR.M D BEHERA, TGT ENG II I/c	
	3	MRS T PADHY, PRT	
	4	MR LAXMIDHAR OJHA PRT	
	5		
21	TEACHING AIDS		
Monthly	1	MS ANJALI MEHTA, TGT SST. I/c	Teaching aids make the classroom transaction more effective so we must have sufficient and class appropriate teaching aids with proper display system. Committee will collect requisition from subject conveners in the beginning of the Session.
	2	MR RITANJALI BEHERA, TGT SANS II I/c	
	3	MRS. T PADHY, PRT I/c Primary	
	4	MR P TRIPATHY, PRT	
22	Sound, Light & Electricity		
During morning assembly, CCA and other events	1	MR. M M KAR, TGT-WE I/c	Committee will ensure well-functioning PA systems, illuminated Vidyalaya premises and continuous supply of electricity, will procure necessary gadgets.
	2	MR.KRISHAN KUMAR, TGT-HINDI II I/c	
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23	Quarters Maintenance & Repairs		
Yearly before March	1	MR. M M KAR, TGT(WE) I/C	Committee will prepare proposal/estimate for maintenance and repairing of staff quarters, will get approval and follow up till the completion of the work and bills/payment settlement.
	2	MR. Mr AVNISH MISHRA II I/c	
	3	MR P K BEHERA, TGT(P&HE)	
	4	MR RITANJALI BEHERA	
	5		
24	Checking of Cash Book (VVN & SF)		
Monthly	1	MRS PAYEL ROY, PGT MATHS	Committee will check maintenance of cash book (VVN & SF).
	2	MR DEBASISH SAHOO, TGT MATHS	

25	Printing and Making of Students Diary, TeachersDiary, School Magazine		
In the beginning of the session.	1	MR V SEKHAR, PGT-ENG I/c	Committee will collect contents, prepare proposal for Making of Students Diary, Teachers Diary, School Magazine with latest modification, will order for printing after the approval.
	2	MRS P P JENA, TGT-ENG	
	3	MR AVNISH MISHRA, PGT-HINDI	
	4	MRS J BARIK, PRT	
	5	MS HIMANSHI SAGAR,PRT	
	6	MRS RITANJALI BEHERA, TGT (SANS)	
26	Subject Committee (Convener)		
Atleast Twice in a month	1	MRS R BISWAL PGT (Bio)-SCIENCE	Conveners will constitute the committee and the Committee will meet to discuss planning and execution of split up syllabus, completion of syllabus, innovation in teaching methodology, will resolve academic difficulties faced by committee Members.
	2	MRS SEEMA, PGT-COMM.	
	3	MR AVNISH MISHRA, PGT-HINDI – HINDI & SANS.	
	4	MRS PAYEL ROY, PGT-MATHS- MATHS	
	5	MR V SEKHAR, PGT-ENG - ENG	
27	Local Purchase Committee		
On submission of requisitions	1	MR.ARABINDA SAHOOPGT ECO II I/c	Committee will collect requisition, prepare proposal, get approval and purchase items following the purchase procedure.
	2	MR.ADIKANDA NAYAK, TGT(MATHS)	
	3	MR AVIRAM PRASAD DAS, HM	
	4	MRS PRAGYAN PRIYADARSHINI JENA, TGT ENG	
28	Physical Verification of Goods & Services Procured		
As and when required	1	MRS SEEMA PGT COM I/c	Committee will verify each procurement physically and give certificate in this regard. The committee members will verify the specification, as per supply order/bid of articles/materials procured.
	2	MR. DEBASISH SAHOO, TGT (MATHS) II I/c	
	3	MS BHARTI GUPTA, PRT	
29	Grievance/SC/ST/Women/Minority & Sexual Harassment		
Monthly report submission	1	MRS. RASMITA BISWAL, PGT (BIO) I/c	Committee will ensure such grievances are addressed appropriately in time bound manner as per KVS norms.
	2	MRS PRAGYAN PRIYADARSHINI JENA-TGT (ENg) II I/c	
	3	MRS BHARTI GUPTA –PRT	
	4	MS HIMANSHI SAGAR, PRT	
30	A.E.P.		
Every wed	1	MRS RASMITA BISWAL, PGT-BIOI/c	Committee will open AEP box every wed, will compile, submit to the Principal with their remarks for final action
	2	MRS RASHMITA SAHOO, PGT CHEM	
	3	MRS SWAGATIKA SAHOO TGT SC	
	4	MRS RITANJALI BEHERA TGT SANS	
	5	MR P K BEHERA TGT P&HE	
31	RTE		
Monthly/ need basis	1	MR.DANISH RAJA ANSARI, SSA I/c	Committee will prepare a list of RTE beneficiaries and collect necessary documents from the class teachers.
	2	MR.AMITABH KUSAL MALLIK ,JSA	

32	EQUIP		
Monthly	1	MR. ADIKANDA NAYAK, TGT-MATHS I/c	Committee will prepare plan and make necessary arrangements for effective implementation.
	2	MRS.SNEHA SINGH, TGT-HINDI. II I/c	
	3	MR V SEKHAR, PGT(ENG)	
33	LIBRARY		
Monthly	1	MR S CHOUDHARI TGT-LIBI/c	Committee will take all the steps for maximum utilization of library as a resource, Committee will procure new books/journals/periodicals to make enrich library, Committee will also ensure Development/adaptation of new age technologies.
	2	MR AVNISH MISHRA, PGT-HINDI II I/c	
	3	MRS SEEMA, PGT COM	
	4	MRS P P JENA, TGT-ENG	
	5	MRS. SUDIPTA SAHOO, PRT	
34	FIRE SAFETY AND BUILDING SAFETY		
Quarterly maintenance & yearly certification	1	MR M M KAR TGT-WE I/c	Committee will take all the efforts to fulfil the requirements to get certificates in this regard, Committee will arrange periodic inspection/updation of all the instruments/gadgets installed.
	2	MR. P K BEHERA, TGT-PHE II I/c	
	3	MR.L OJHA, PRT	
	4		
35	FEE COLLECTION THROUGH UBI		
Monthly/ Quarterly	1	MR BIPRA CHARAN BEHERA, PGT-CS I/c	Committee will ensure quarterly fee collection, will resolve problems occur in fee collection, will generate list of students who fail to pay fee on time, will activate/deactivate name of students as and when required.
	2	MRS PAYEL ROY,PGT MATHS	
	3	MR D R ANSARI, SSA	
	4	MR A K MALLIK,JSA	
36	Academic Monitoring Committee/ A.L.C.P./PTM		
Meet Monthly	1	MRS SEEMA, PGT-COM I/c	Committee will device methodology/prepare plan for academic excellence, coverage of syllabus, may propose innovations/modification/adaptation of new age technology to achieve academic plan effectively.
	2	MRS.S MOHANTY, PGT-PHY II I/c	
	3	MRS R BISWAL, PGT(BIO)	
	4	MR AVIRAM PRASAD DAS, HM	
	5	Mr ARABINDA SAHOO PGT ECO	
	6		
37	Guidance & Counselling		
Fortnightly / Need basis	1	MRS R BISWAL, PGT-BIO I/c	The Students counseling committee attempts to address the day to day issues of concern relating to academics and routine activities. Will invite to appropriate authorities for redressal. Will get suggestions and grievances regularly from the students for improvement. Will also arrange guest for guidance and counselling of students for future/higher studies.
	2	MR ARABINDA SAHOO-PGT ECO II I/c	
	2	MRS. SWAGATIKA SAHOO, TGT-SC.	
	3	COUNSELLOR	
38	CONSERVANCY & SECURITY		
Meet monthly	1	MR. DANISH RAJA ANSARI, SSA I/c	Committee will do the needful to engage staff and ensure best utilization of staff for day to day work and safety and security of Vidyalaya.
	2	MR. B C BEHERA PGT COMP II I/c	
	3	MR AVNISH MISHRA PGT(HINDI)	
	4	MR LAXMIDHAR OJHA, PRT	

39	VVM/SOF/NTSE/SOFT (VSSF)/KVPY/KAMP (NASTA)		
As soon as advertisement is published	1	MR ADIKANDA NAYAK., TGT (MATHS) I/c (Will conduct VVM)	Committee will make our students aware of these science oriented programmes and do the needful to register for the test/exams mentioned against their name with the help of other members.
	2	MRS RASMITA SAHOO, PGT-CHEM II I/c (Will conduct Science Olympiads)	
	3	MRS RASMITA BISWAL- PGT(BIO) (Will conduct KVPY & NTSE)	
	4	MRS. SWAGATIKA SAHOO, TGT-SC. (Will conduct Gigyasa)	
	5	MRS SHIBANI MOHANTY – PGT(PHY). (Will conduct VSSF & KAMP)	
40	SCIENCE EXHIBITION/NCSC/ INSPIRE AWARD		
Must be discussed in subject committee meetings		SCIENCE EXHIBITION	Science exhibition and NCSC are a regular events of KVS which are organizedS at Vidyalaya, regional and national level therefore Committee will prepare and ensure maximum participation of students from very beginning of the session without waiting for the circular. Committee will organise Vidyalaya/regional level programme and follow up till completion of National level event.
	1	MRS R SAHOO, PGT-CHEM I/c	
		NCSC	
	1	MRS R BISWAL PGT-BIO I/c	
		INSPIRE AWARD	
	1	MRS. SWAGATIKA SAHOO, TGT-SC. I/c	
		MEMBERS	
	1	MRS SHIBANI MOHANTY, PGT(PHY)	
	2	MR B C BEHERA, PGT C.Sc	
	3	MR. D SAHOO, TGT-MATHS	
4	MRS PAYEL ROY ,PGT (MATHS)		
41	GREEN SCHOOL PROGRAMME/SOIL HEALTH PROGRAME/SCHOOL NURSERY/HERBAL GARDEN		
Must be discussed in subject committee meetings	1	MRS SWAGATIKA SAHOO, TGT (SC) I/c	Committee will prepare /register for green school audit and ensure availability of all necessary infrastructure for the same like LEDs, rainwater harvesting, solar panels etc.
	2	MRS R SAHOO, PGT-CHEM II I/c	
	3	MS SUDIPTA SAHOO, PRT	
	4	MR MAOJ KUMAR SAHOO TGT(SST)	
	5		
	6		
42	PRMO/RMO/ OTHER MATH RELATED OLYMPIAD		
Must be discussed in subject committee meetings	1	MRS. PAYEL ROY, PGT-MATHS I/c	PRMO/RMO are regular events of KVS which are organised at Vidyalaya, regional and national level therefore Committee will prepare and ensure maximum participation of students from very beginning of the session without waiting forthe circular. Committee will organise Vidyalaya/regional level programme and follow up till completion of National level event.
	2	MR. DEBASISH SAHOO, TGT-MATHS II I/c	
	3	MR ADIKANDA NAYAK, TGT-MATHS	
	4		
	5		

43	Green Olympiad TERI, Unified Council etc.		
Must be discussed in subject committee meetings	1	MRS SWAGATIKA SAHOO TGT SC I/C	Committee will make our students aware of these science-oriented programmes and do the needful to register for the test/exams mentioned against their name with the help of other members.
	2	MRS. R BISWAL PGT BIO. II I/c	
	3		
44	CBSE SPONSORED QUIZ , ESSAY, HERITAGE INDIA, ETC. COMPETITION & APTA OLYMPAID		Committee will make our students aware of this programme, its benefits and encourage maximum participation, registration for desired result.
As per circular	1	MR. VISHNU SEKHAR PGT ENG I/c	
	2	MR AVNISH MISHRA, PGT HINDI	
	3	MRS ANJALI MEHTA TGT(SST)	
	4		
45	Biometrics		
Need basis	1	MR B C BEHERA, PGT-CS I/c	Committee will ensure proper functioning of biometric system, generate reports when required.
	2	COMPUTER INSTRUCTOR	
46	SALARY		
Monthly by 20 th day	1	MR. DANISH RAJA ANSARI, SSA I/c	Committee will prepare salary sheet considering nature of leave, recovery etc., will upload on UBI portal timely.
	2	MR A K MALLIK, JSA	
	3		
47	INCOME TAX		
Monthly	1	MR. DANISH RAJA ANSARI, SSA	Committee will monitor appropriate monthly deduction from salary, tax calculation, preparation of Form-16 as per financial year schedule.
	2	MR AMITABH K MALLIK JSA	
	3	MRS PAYEL ROY, PGT (MATHS)	
	4		
48	SERVICE BOOK		
As & when required	1	MR. DANISH RAJA ANSARI SSA, I/c	Committee will maintain and update the service books and take the initials of the Principal on every updation.
	2	MR. AMITABH KUSAL MALLIK JSA II I/c	
49	SANSKRIT WEEK		
As per schedule	1	MRS RITANJALI BEHERA, TGT-SKT I/c	Committee will plan and organize Sanskrit week, may incorporate presentation in morning assembly, CCA etc.
	2	MRS. SNEHA SINGH, TGT-HINDI II I/c	
50	MORNING ASSEMBLY (SECONDARY & PRIMARY)		
Morning on all working days	1	MR. P K BEHERA, TGT-PHE I/c	Committee will ensure that very morning assembly starts on time with necessary instrument, PA system. Duties in this regard must be assigned well in advance to all concerned. Committee will also see that assembly ground is ready in all respect for morning assembly. It must energize the Vidyalaya.
	2	MR VISHNU SEKHAR II I/c	
	3	MRS P P JENA TGT ENG	
	4	MR AVNISH MISHRA ,PGT(HINDI)	
	5	MR. M M KAR, TGT-WE	
	6	MRS RICHA SAXENA, PRT (MUSIC)	
	7	ALL CLASS TEACHERS ON DUTY	
	8	ALL THE CLASS TEACHER/CO-CLASS	

		TEACHERS	
	9		
	10		
	11		
51	SOCIAL SCIENCE EXHIBITION/EK BHARAT SHRESHTH BHARAT/YOUTH TOURISM/Yuva Club/PRERNA/ KALA UTSAV		
As per circulars	1	MRS SEEMA PGT COM I/c	This is a regular event of KVS which is organised at Vidyalaya, regional and national level therefore Committee will prepare and ensure maximum participation of students from very beginning of the session without waiting for the circular. Committee will organise Vidyalaya/regional level programme and Follow up till completion of National level event.
	2	MR ARABINDA SAHOO, PGT-ECO II I/c	
	3	MR MANOJ KUMAR SAHOO TGT SST	
	4	MRS. ANJALI MEHTA, TGT-SST.	
	5	MRS RICHA SAXENA, PRT-MUSIC	
6	MRS SNEHA SINGH, TGT HINDI		
7	MR KRISHAN KUMAR, TGT HINDI		
52	MATHS CLUB		
Monthly	1	MRS. PAYEL ROY, PGT-MATHS I/c	Committee will take all the steps to make learning of Maths easy and interesting with experimentation/demonstration, and will organize events in morning assembly/ special occasions.
	2	MR. DEBASISH SAHOO, TGT-MATHS II I/c	
	3	MR. ADIKANDA NAYAK, TGT-MATHS	
	4		
	5		
53	SCIENCE CLUB/ECO CLUB/NATURE CLUB		
Monthly	1	MRS SWAGATIKA SAHOO, TGT SC I/c	Committee will take all the steps to make learning of science easy and interesting with experimentation/demonstration, and will organize events in morning assembly/ special occasions.
	2	MRS RASMITA BISWAL, PGT-BIOII I/c	
	3	MR. SHIBANI MOHANTY, PGT-PHY	
	4	MRS RASHMITA SAHOO, PGT-CHEM	
	5	MS SUDIPTA SAHOO, PRT	
	6		
	7		
54	LITERATURE CLUB		
Monthly	1	MR AVNISH MISHRA, PGT-HINDI I/c	Committee will take all the steps to involve students in reading, writing literatures to improve language competencies express their feelings and will organize events in morning assembly/ special occasions.
	2	MR V SEKHAR, PGT-ENG II I/c	
	3	MR KRISHAN KUMAR TGT HIND	
	4	MRS RITANJALI BEHERA, TGT-SKT	
	5	MRS P P JENA , TGT ENG	
	6	MRS YASHIKA GOYAL, PRT	
	7	MRS JAYANTI BARIK, PRT	
55	Art & Craft		
Fortnightly	1	DR G ROUT, TGT-AE I/c	Committee will take all the steps to develop aesthetic sense, and will organize events in morning assembly/ special occasions. The work of the committee Must be reflected in Vidyalaya premises.
	2	MS. RAJALAXMI BEHERA, PRT	
	3	MRS KAJAL, PRT	
56	GAMES & SPORTS		
	1	MR. P K BEHERA, TGT-PHE I/c	The committee shall promote sports activities by motivating students and
	2	MR MANOJ KUMAR SAHOO , TGT SST II I/c	

Fortnightly	3	MR S CHOUDHARI, TGT-LIB	members of faculty. B. Promoting team spirit by making healthy competition. C. Assist and encourage the students to participate actively in organizing and conducting various sports and games both indoor and outdoor in the school.
	4	MR. AMARJIT PANDA PRT	
	5	MS HIMANSHI SAGAR, PRT	
57	PRINTER, COMPUTER & OTHER GADGETS IN STAFF ROOM & ACTIVITY ROOM		
Monthly	1	MR MANOJ KUMAR SAHOO TGT-SST I/c	Committee will enrich Vidyalaya with necessary new age technology and gadgets and monitor their maximum use by the staff members & students.
	2	MRS. PAYEL ROY, PGT (MATHS) II I/c	
	3	MR AMARJIT PANDA PRT	
58	WEBSITE COMMITTEE		
Fortnightly	1	MR B C BEHERA PGT-CS I/c	Committee will keep website up to date with all its features and photographs of events organised in Vidyalaya.
	2	MR. AVNISH MISHRA PGT HINDI II I/c	
	3	MR PARSURAM TRIPATHY , PRT	
59	SWACHHA BHARAT SWASTH BACHHE/ FIT INDIA PROGRAMME		
Weekly	1	MR. P K BEHERA, TGT-PHE I/c	Committee will work to develop the sense of cleanliness and good health for clean, green and healthy environment, will organize health checkup week, plogging run, will also sensitize students to have healthy foods in their lunch box. Committee will accomplish all activities related to SBSB programme and maintain records.
	2	MR MURLIDHAR BEHERA TGT(ENG)	
	3	MR KRISHAN KUMAR TGT HINDI	
	4	MRS RITANJALI BEHERA, TGT-SKT	
	5	COUNSELLOR	
	6	SPECIAL EDUCATOR	
60	Routes 2 Roots/ SPIC MACAY		
Monthly	1	MRS RICHA SAXENA, PRT-MUSIC I/c	Committee will popularize this amongst eligible students, select suitable students and ensure maximum benefits of this programme .
	2	MR S CHOUDHARI LIB II I/c	
	3	MRS. KAJAL, PRT	
61	Awakened Citizen Programme		
Monthly	1	DR G ROUT TGT AE I/c	Committee will prepare time table for completion of its modules as per schedule and ensure that its objectives are achieved.
	2	MR. P K BEHERA TGT (P &HE)	
	3	MR MON MOHAN KAR –TGT WE	
	4	MR MURLIDHAR BEHERA- TGT ENG	
	5	MR DEBASISH SAHOO –TGT MATHS	
62	LATECOMER CHECKING COMMITTEE		
Daily basis	1	MS , TGT-LIB I/c	Committee will make efforts to reduce latecomers number, will find the cause, maintain daily register, inform the class teachers, also prepare list of frequent late comers and submit its report to the principal.
	2	MRS. RITANJALI BEHERA. II I/c	
	3	MRS T PADHY, PRT	
63	MORAL TURPITUDE COMMITTEE		
	1	MRS SEEMA , PGT-COMM	Committee will notice any act of moral

Monthly/ As & when required	2	MRS P P JENA-TGT ENG	turpitude, find its reason and suggest suitable solution to solve the problem as per the govt. rules applicable, will also sensitize students to behave appropriately.
	3	MRS T PADHY PRT	
	4	MRS SWAGATIKA SAHOO, TGT SC	
64	INTERNAL COMPLAINT COMMITTEE		
Monthly/need basis	1	MRS SUJATA MISHRA, HON'BLE AC, RANCHI REGION	Will register any such complaint, proceed as per G.o.I & KVS norms and submit the outcome to the principal for further and Necessary action.
	2	MRS ANURADHA MOHANTY NGO MEMBER	
	3	MS HIMANSHI SAGAR PRT	
	4	MRS SEEMA, PGT-COMM	
	5	MRS MADHUSMITA SETHI PARENT MEMBER	
65	BaLA		
Monthly	1	MRS. RASMITA BISWAL PGT-BIO I/c	Committee will select suitable spaces and contents to display the contents of BaLA initiative and collect feedback on its Effectiveness and improve if required.
	2	DR G ROUT, TGT-AE II I/c	
	3	MRS SWAGATIKA SAHOO, TGT-SC.	
	4	MR. HIMANSHI SAGAR, PRT	
	5	MRS SNEHA SINGH, TGT(HINDI)	
	6	MRS.SUDIPTA SAHOO, PRT	
66	VIDYANJALI 2.0/ UDISE /PARTNERSHIP SCHOOLS/ HUB OF LEARNING/MONTHLY ENROLLMENT		
Fortnightly	1	Mr B C BEHERA, PGT-CS I/c	Committee will select nearby school as per the guidelines, prepare academic calendar, engage teachers wisely so that functioning of our Vidyalaya is not Affected, will prepare and submit report to the Principal. Organizing meetings for schools comes under HUB and act as per direction of CBSE in this regard.
	2	MR ARABINDA SAHOO PGT ECO	
66 .A	VIDYANJALI 2.0/ UDISE/MONTHLY ENROLLMENT		Will prepare/collect data for VIDYANJALI 2.0/ UDISE/MONTHLY ENROLLMENT share as and when required at appropriate portal
As per Notifications/Monthly enrollment	1	MRS RASMITA SAHOO PGT CHEM	
	2	MR AVNISH MISHRA PGT HINDI	
	3	MR L OJHA ,PRT	
	4		
	5		
67.	RUPANTAR		
Weekly on specified day	1	Mr AVNISH MISHRA – PGT HINDI I/c	With several innovative projects to empower teachers, gear up education officers, support students and increase parents' and community's participation, Rupantar is fast on its way to become
	2	MRS P P JENA TGT ENG	
	3	MR PARSHURAM TRIPATHY, PRT	
	4	MR MANOJ KUMAR SAHOO, TGT SST	

	5	MRS JAYANTI BARIK	the world's largest programme to improve state education systems. The committee will Prepare plan coordinate among the stake holders.
	6	MS HIMANSHI SAGAR	
68	N. C. C.		
Weekly As per NCC guidelines	1	MR MURLIDHAR BEHERA, TGT ENG	Committee will coordinate with sponsoring dept. and do the needful for effective implementation of the programme, days and time must be in accordance with MPT/CCA periods.
	2		
69	VIDYALAYA AND PREMISES CLEANLINESS		
Daily basis	1	MRS RASMITA BISWAL PGT BIO I/c	The purpose of the Cleaning Committee is to ensure a sanitary and well-organized healthy environment in and around Vidyalaya premises. Ensure necessary actions are being taken i.e. weeding, watering plants, and occasional removal of gravel, papers etc. from play area, assembly ground etc).
	2	MR P K BEHERA, TGT-PHE II I/c	
	3	MRS. SWAGATIKA SAHOO, TGT-SC.	
	4	MRS KAJAL, PRT	
	5	MR AMARJIT PANDA , PRT	
	6	MR MURLIDHAR BEHERA, TGT ENG	
70	MANPOWER ALLOTMENT (CONSERVANCYSERVICES) AS PER DEMAND		
Daily	1	MR DANISH RAJA ANSARI, SSA	Committee will provide manpower in preferential order on demand to accomplish special occasion in addition to day to day activities.
	2	MR AMITABH KUSAL MALLIK, JSA	
71	NDMA GUIDELINES IMPLEMENTATION		
Monthly	1	MR. P K BEHERA, TGT-PHE	Committee will prepare calendar of activities and implement the scheduled activities in Vidyalaya as per NDMA guidelines and submit the report.
	2	MR. M M KAR, TGT-WE	
	3	DR G ROUTI, TGT-AE	
	4	MRS RICHA SAXENA, PRT (MUSIC)	
72	PISA/CCT		
Monthly	1	MR.SHIBANI MOHANTY, PGT-PHY I/c	Committee will ensure that PISA practices are conducted in CCT periods in each class followed by tests and result preparation for onward submission.
	2	MR. MURLIDHAR BEHERA, TGT-ENG	
	3	MRS SWGATIKA SAHOO, TGT (SC)	
	4	Subject Conveners	
73	SKILL HUB INITIATIVE/PMKVY		
Weekly/as per SHI/PMKVY guidelines	1	MR B C BEHERA, PGT-CS I/c	Committee will ensure that SHI/PMKVY classes are conducted regularly, trainers are engaged for the same, attendance is recorded for onward submission.
	2	MS. BHARTI GUPTA, PRT	
	3	Computer Instructor	
	4		
74	NATIONAL MENTORING MISSION		
	1	MRS SEEMA. PGT COM I/C	Committee will constitute panel of

Fortnightly	2	MRS P P JENA, TGT-ENG II I/c	mentors, group of mentees, set objectives of mentoring programme, its execution, periodic review, analysis and compilation of its outcome.
	3	MRS YASHIKA GOYAL, PRT	
75	CONTRACTUAL TEACHER'S RELATED DOCUMENTATION		
Monthly	1	MR ADIKANDA NAYA, TGT-MATHS I/c	Committee will make necessary arrangement for interview, interview panels, prepare merit list, its approval and contractual appointment in the beginning of the session as per existing vacancies.
	2	MR B C BEHERA PGT-CS	
76	INNOVATION & EXPERIMENTATION		
Monthly	1	MRS. SHIBANI MOHANTY PGT-PHY I/C	Committee will explore/device innovative ideas and experimentation for effective teaching-learning experience inside /outside the classroom environment, develop feasible mechanism for its execution, analyse the outcome/effects and reinforce/modify as per requirements.
	2	MRS RASHMITA SAHOO PGT CHEM.	
	3	MRS P P J E N A TGT ENG.	
	4	MS ANJALI MEHTA TGT SST	
	5	MS. SUDIPTA SAHOO, PRT	
	6	MR AMARJIT PANDA PRT	
77	FOUNDATION OF LITERACY NUMERACY & NIPUN BHARAT		
Monthly	1	MR AVIRAM PRASAD DAS HM I/c	Literacy and numerical competencies are building blocks for academic excellence therefore Committee will submit plan for constructing strong foundation to inculcate Literacy and numerical competencies, will monitor its effective execution, analyse its outcome, and submit report to the Principal
	2	MRS. T PADHY, PRT II I/c	
	3	MRS YASHIKA GOYAL, PRT	
	4	MR AMARJIT PANDA, PRT	
	5	MRS KAJAL, PRT	
78	CMP/ BACK TO BASIC/POSHAN MAH		
	1	MRS TAPASWINI PADHY, PRT I/c	Committee will ensure that these programmes are implemented and run as per the norms of KVS, Committee will meet monthly to review the progress and submit a report to the principal.
	2	MR.L OJHA, PRT II I/c	
	3	MRS JAYANTI BARIK, PRT	
	4	MS RAJALAXMI BEHERA, PRT	
79	CPD/IN-HOUSE TRAINING		
Monthly	SECONDARY CLASSES		Committee will explore the areas where in-house training requires, will plan accordingly, will make necessary arrangement (infrastructure, resources etc.) for training, will analyse its effect, will reinforce/modify plan and submit final Conclusion .Also keep the records for 50 Hours CPD of teachers.
	1	MR ADIKANDA NAYAK, TGT MATHS I/c	
	2	MR AVNISH MISHRA PGT HINDI	
	3	MRS SNEHA SINGH, TGT HINDI	
	4	MR S CHOUDHARI, TGT-LIB	
	PRIMARY CLASSES		
	1	MS SUDIPTA SAHOO, PRT I/c	
	2	MRS BHARTI GUPTA, PRT II I/c	

	3	MS HIMANSHI SAGAR, PRT	
80	NEWS LETTER		
Quarterly	1	MRS. YASHIKA GOYAL, PRT I/c	Committee will collect materials for newsletter, will compile. Edit, get approval, issue printing order, do proof reading and ensure timely distribution among all concerned.
	2	MR AMARJIT PANDA PRT	
	3	MS SUDIPTA SAHOO, PRT	
	4	MS. KAJAL, PRT	
81	STORY TIME		
Daily presentation/ monthly collection	1	MRS. P P JENA, TGT-ENG I/c	Committee will make necessary innovation in presentation based on feedback of last episodes, will make it more popular amongst students, will devise easier and fast feedback collection mechanism, will collect past episodes as audio story book, upload in website/blog after getting approval from the Principal
	2	MR KRISHAN KUMAR, TGT-HINDI II I/c	
	3	MRS. SNEHA SINGH, TGT-HINDI	
	4	MR. MURLIDHAR BEHERA, TGT-ENG	
	5	MS. HIMANSHI SAGAR, PRT	
82	CYBER AWARENESS		
First Wednesday of every month	1	MR B C BEHERA, PGT-CS I/c	Committee will spread awareness among our students to cope with negative effects of cyber-crime by organising seminar/talks/quiz contest etc. during CCA/Comp. periods. and will maintain a record of its efforts.
	2	COMPUTER INSTRUCTOR	
	3	Class Teacher/House Master on duty	
83	NIOS		
On notification/ as per schedule	1	MR. ARABINDA SAHOO, PGT ECO I/c	Committee will make all necessary arrangement for smooth conduction of NIOS as per its guidelines, will settle post exam bills/payments, will return unused materials on time if required by NIOS.
	2	MR MANOJ KUMAR SAHOO, TGT SST	
84	EXTERNAL EXAM NEET, NET etc.		
On notification	1	MR. ARABINDA SAHOO, PGT ECO I/c	Committee will have tentative schedule of all such exams conducted in our centre, will keep pre requisite ready, coordinate with exam agency, collect exam materials, arrange manpower as per norms of exam agency, settle post exam bills/payment and keep a record of the same.
	2	MR MANOJ KUMAR SAHOO, TGT SST	
85	PRE VOCATIONAL/BAG FREE SCHOOL DAYS		
	1	MR. M M KAR ,TGT-WE I/C	Will identify areas for pre vocational training and prepare for its implementation, will ensure bag free school days
	2	MR. P K BEHERA, TGT-PHE II I/C	
	3	DR G ROUT, TGT-AE	

	4	MR L OJHA,PRT	
86	SOCIAL MEDIA CONTENT WRITING		
	1.	MRS P P JENA, TGT(ENG)	Will prepare content to give in social media for all activities and programs
	2.	MR ADIKANDA NAYAK, TGT MATHS	
87	ASTRONOMY EVENTS		
	1	MRS SHIBANI MOHANTY - PGT PHY I/C	Will prepare calendar of events, will make necessary arrangement for students to witness these events
	2	MS ANJALI MEHTA -TGT Sc. II I/c	
	3	MRS RASMITA SAHOO, PGT CHEM	
88	WING-WISE COORDINATORS		
Overall		MRS SEEMA PGT COM	Will collect reports in prescribed format for onwards submission
Daily	1	MR ARABINDA SAHOO	Will see that desirable academics environment and discipline are maintained and safety and security of students are ensured in the classrooms/corridor, any deviation must be reported to overall I/c
Daily	2	MR DEBASISH SAHOO	Will see that desirable academics environment and discipline are maintained and safety and security of students are ensured in the classrooms/corridor, any deviation must be reported to overall I/c
Daily	3	MRS PAYEL ROY	Will see that desirable academics environment and discipline are maintained and safety and security of students are ensured in the classrooms/corridor, any deviation must be reported to overall I/c
Daily	4	MR AVIRAM PRASAD DAS, HM	Will see that desirable academics environment and discipline are maintained and safety and security of students are ensured in the classrooms/corridor, any deviation must be reported to overall I/c
Daily	5	MR AVIRAM PRASAD DAS, HM	Will see that desirable academics environment and discipline are maintained and safety and security of students are ensured in the classrooms/corridor, any deviation must be reported to overall I/c
89	DISTRIBUTION OF WASH ROOMS		
Daily		OVERALL I/C OF ALL GIRLS WASH ROOM – MRS. RASMITA BISWAL OVERALL I/C OF ALL BOYS WASH ROOM – MR. M M KAR	Will verify the report, act upon deficiencies, provide necessary materials and sign/submit final report daily.
		TOILET NO– 1 (GIRLS WASH ROOM GROUND FLOOR SEC. SECTION	

Daily	1	MRS SHIBANI MOHANTY, PGT PHY	Committee will inspect allotted toilet randomly (must before assembly, after lunch, after final bell) and fill the prescribed proforma pasted on toilet wall Will clean toilets as per directions.
	2	MRS RASHMITA SAHOO, PGT CHEM	
	3	NURSE	
	4	MRS. BIDU, CLEANING STAFF	
TOILET NO- 2 (BOYS WASH ROOM GROUND FLOOR SEC SECTION)			
Daily	1	MR. P K BEHERA, TGT-PHE I/c	Committee will inspect allotted toilet randomly (must before assembly, after lunch, after final bell) and fill the prescribed proforma pasted on toilet wall and in the office, will inform deficiencies to OVERALL I/C Will clean toilets as per directions.
	2	MR. VISHNU SEKHAR PGT ENG II/C	
	3	MRS BIDU, CLEANING STAFF	
TOILET NO- 3 (GIRLS WASH ROOM FIRST FLOOR SEC .SECTION)			
	1	MRS. RITANJALI BEHERA -TGT SANS I/C	Committee will inspect allotted toilet randomly (must before assembly, after lunch, after final bell) and fill the prescribed proforma pasted on toilet wall and in the office, will inform deficiencies to OVERALL I/C Will clean toilets as per directions.
	2	MRS SNEHA SINGH TGT HINDI II I/c	
	3	MRS UPMA SAHOO- YOGA	
	4	MRS JEMA, CLEANING STAFF	
TOILET NO- 4 (BOYS WASH ROOM FIRST FLOOR SEC. SECTION)			
Daily	1	MR. KRISHAN KUMAR, TGT-HINDI I/c	Committee will inspect allotted toilet randomly (must before assembly, after lunch, after final bell) and fill the prescribed proforma pasted on toilet wall and in the office, will inform deficiencies to OVERALL I/C Will clean toilets as per directions.
	2	MR. MURLIDHAR BEHERA, TGT-ENG II I/c	
	3	MR.DEBASISH SAHOO, TGT MATHS	
	4	MRS JEMA, CLEANING STAFF	
TOILET NO- 5 (GIRLS WASH ROOM SECOND FLOOR SECONDARY SECTION)			
Daily	1	MRS P P JENA TGT ENG I/c	Committee will inspect allotted toilet randomly (must before assembly, after lunch, after final bell) and fill the prescribed proforma pasted on toilet wall and in the office, will inform deficiencies to OVERALL I/C Will clean toilets as per directions.
	2	MS MRS ANJALI MEHTA, TGT SST. II I/c	
	3	MS T MISHRA COUNSELLOR	
	4	MRS PUSPA, CLEANING STAFF	
TOILET NO-6 (BOYS WASH ROOM SECOND FLOOR -SECONDARY SECTION)			

Daily	1	MR B C BEHERA , PGT-CS I/c	Committee will inspect allotted toilet randomly (must before assembly, after lunch, after final bell) and fill the prescribed proforma pasted on toilet wall and in the office, will inform deficiencies to OVERALL I/C
	2	MR ADIKANDA NAYAK TGT MATHS II I/c	
	3	DR G ROUT, TGT AE	
	4	MRS. PUSPA, CLEANING STAFF	
TOILET NO- 7 (BOYS WASH ROOM FIRST FLOOR PRIMARY)			
Daily	1	MR A PANDA PRT I/c	Committee will inspect allotted toilet randomly (must before assembly, after lunch, after final bell) and fill the prescribed proforma pasted on toilet wall and in the office, will inform deficiencies to OVERALL I/C Will clean toilets as per directions.
	2	MS KAJAL PRT II I/c	
	3	MRS JEMA CLEANING STAFF	
TOILET NO- 8 (GIRLS WASH ROOM FIRST FLOOR PRIMARY)			
Daily	1	MRS YASHIKA GOYAL , PRT I/c	Committee will inspect allotted toilet randomly (must before assembly, after lunch, after final bell) and fill the prescribed proforma pasted on toilet wall and in the office, will inform deficiencies to OVERALL I/C Will clean toilets as per directions.
	2	MS SUDIPTA SAHOO, PRT II I/c	
	3	MRS.RICHA SAXENA PRT MUSIC	
	4	MRS. JEMA, CLEANING STAFF	
TOILET NO-9 (BOYS WASH ROOM SECOND FLOOR PRIMARY SECTION)			
Daily	1	MR SWETARAM CHOUDHARY LIB I/c	Committee will inspect allotted toilet randomly (must before assembly, after lunch, after final bell) and fill the prescribed proforma pasted on toilet wall and in the office, will inform deficiencies to OVERALL I/C Will clean toilets as per directions.
	2	MR L OJHA ,PRT II I/C	
	3	MR P TRIPATHY, PRT	
	4	MRS PUSPA, CLEANING STAFF	
TOILET NO- 10 (GIRLS WASH ROOM GROUND FLOOR PRIMARY SECTION)			
Daily	1	MRS JAYANTI BARIK., PRT I/c	Committee will inspect allotted toilet randomly (must before assembly, after lunch, after final bell) and fill the prescribed proforma pasted on toilet wall and in the office, will inform deficiencies to OVERALL I/C Will clean toilets as per directions.
	2	MRS BHARTI GUPTA, PRT II I/c	
	3	MS HIMANSHI SAGAR, PRT	
	4	MRS PUSPA CLEANING STAFF	
DISTRIBUTION OF WATERPOINTS			

	GIRLS TOILET GROUND FLOOR (WATER POINT NO 1)		
Daily	1	MRS SHIBANI MOHANTY, PGT PHY	Committee will ensure proper supply of safe drinking water at points, regular cleanliness of water purifier and around points, leakage if any, will report to concerned committee and get it repaired.
	2	MRS RASHMITA SAHOO, PGT CHEM	
	3	NURSE	
	GIRLS TOILET FIRST FLOOR SECONDARY (WATER POINT NO 2)		
Daily	1	MRS. RITANJALI BEHERA -TGT SANS I/C	Committee will ensure proper supply of safe drinking water at points, regular cleanliness of water purifier and around points, leakage if any, will report to concerned committee and get it repaired.
	2	MRS SNEHA SINGH TGT HINDI II I/c	
	3	MRS UPMA SAHOO- YOGA	
	First Floor (WATER POINT NO 3) NEAR NCC ROOM		
Daily	1	MR. KRISHAN KUMAR, TGT-HINDI I/c	Committee will ensure proper supply of safe drinking water at points, regular cleanliness of water purifier and around points, leakage if any, will report to concerned committee and get it repaired.
	2	MR. MURLIDHAR BEHERA, TGT-ENG II I/c	
	3	MR.DEBASISH SAHOO, TGT MATHS	
	GIRLS TOILET SECOND FLOOR SECONDARY (WATER POINT NO 4)		
Daily	1	MRS P P JENA TGT ENG I/c	Committee will ensure proper supply of safe drinking water at points, regular cleanliness of water purifier and around points, leakage if any, will report to concerned committee and get it repaired.
	2	MS MRS ANJALI MEHTA, TGT SST. II I/c	
	3	MS T DASH COUNSELLOR	
	WATER POINT 5 NEAR SR COMPUTER LAB		
Daily	1	MR B C BEHERA , PGT-CS I/c	Committee will ensure proper supply of safe drinking water at points, regular cleanliness of water purifier and around points, leakage if any, will report to concerned committee and get it repaired.
	2	MR ADIKANDA NAYAK TGT MATHS II I/c	
	3	DR G ROUT, TGT AE	
Daily	WATER POINT 6 NEAR CLASS I 9FIRST FLOOR PRIMARY)		Committee will ensure proper supply of safe drinking water at points, regular cleanliness of water purifier and around points, leakage if any, will report to concerned committee and get it repaired.
	1	MR A PANDA PRT I/c	
	2	MS KAJAL PRT II I/c	
	3	MRS RICHA SAXENA	
Daily	WATER POINT 7 NEAR CLASS 5A FIRST FLOOR PRIMARY)		Committee will ensure proper supply of safe drinking water at points, regular cleanliness of water purifier and around points, leakage if any, will report to concerned committee and get it repaired.
	1	MR SWETARAM CHOUDHARI LIB I/c	
	2	MR L OJHA ,PRT II I/C	
	3	MR P TRIPATHY, PRT	

91. GATE DUTY, CORRIDOR DUTY, LUNCHBREAK DUTY,

Note- The following teachers will report at 7 am (during summer time table) and from 7:30 am (during winter time table) to ensure safe arrival and entry of students in classrooms on dates mentioned against their name.

The Teacher who is on leave or official duty must inform the I/C and the next teacher on duty so that arrival of the students can be looked after properly.

OVERALL INCHARGE: MR P K BEHERA TGT (P&HE)

DAY OF MONTH	GATE NO1		GATE NO 2	
1	MR KRISHAN KUMAR		MRS. RITANJALI BEHERA	
2	MRS. RASMITA SAHOO		MISS ANJALI MEHTA	
3	MRS. PAYAL ROY		MR. MANOJ KUMAR SAHOO	
4	MR. V. SEKHAR		MR. LAXMIDHAR OJHA	
5	MRS. RASMITA BISWAL		MRS TPASWINI PADHI	
6	MR. ARBINDA SAHOO		MRS. JAYANTI BARIK	
7	MRS. SHIBANI MOHANTY		MRS. BHARTI GUPTA	
8	MR. AVINISH MISHRA		MS. RAJALAXMI BEHERA	
9	MR. DEBASISH SAHU		MRS. Y. GOYAL	
10	MS T DASH		MS. SUDIPTA SAHOO	
11	MRS. SNEHA SINGH		MR. PARSHURAM TRIPATHY	
12	MR. G. ROUT		MRS. KAJAL	
13	MR S CHOUDHARY		MRS. S. PANDA	
14	MRS. SWAGATIKA SAHOO		MS. R. SAXENA	
15	MR. MURLI DHAR BEHERA		MR B C BEHERA	

16	MR. ADIKANDA NAYAK		MS.UPAMA SAHOO	
17	MRS. PRAGYAN PRIVADARSINI IENA		MS. S PRADHAN	
18	MR KRISHAN KUMAR		MRS. RITANJALI BEHERA	
19	MS T DASH		MR. LAXMIDHAR OJHA	
20	MRS. PAYAL ROY		MR. MANOJ KUMAR SAHOO	
21	MR. AVINISH MISHRA		MS. RAJALAXMI BEHERA	
22	MRS. RASMITA BISWAL		MRS TPASWINI PADHI	
23	MR. MURLI DHAR BEHERA		MR B C BEHERA	
24	MRS. SNEHA SINGH		MR. PARSHURAM TRIPATHY	
25	MR. ARBINDA SAHOO		MRS. JAYANTI BARIK	
26	MRS. SHIBANI MOHANTY		MRS. BHARTI GUPTA	
27	MRS. SWAGATIKA SAHOO		MS. R. SAXENA	
28	MRS. PRAGYAN PRIVADARSINI IENA		MS. S PRADHAN	
29	MR. ADIKANDA NAYAK		MS.UPAMA SAHOO	
30	MR. G. ROUT		MRS. KAJAL	
31	MR. DEBASISH SAHU		MRS. Y. GOYAL	

LATE COMER MANAGEMENT	
PRIMARY BUILDING GATE	MS SUGANDHA PRADHAN SPL. EDUCATOR
PRIMARY BUILDING GATE	MRS UPMA SAHOO ,YOGA
SECONDARY BUILDING GATE	MR SWETARAM CHOUDHARY, TGT LIB
SECONDAARY BUILDING GATE	SMT SNEHA SINGH, TGT HINDI.

Note- The following teachers will remain vigilant in allotted corridors from 7 am (during summer time table) and from 7:30 am (during winter time table) to ensure safety and security of students in corridors as well as in classrooms and toilets. The will be on duty until the assembly gets over.

DUTY (DURING ASSEMBLY AND LUNCH)		
PRIMARY BUILDING FIRST FLOOR	MS SUGANDHA PRADHAN, SPL EDUCATOR	
PRIMARY SECOND FLOOR	MRS SOUMYA PANDA ,COMPUTER INSTRUCTOR	
SECONDARY GROUND FLOOR	MS D D DASH, NURSE	
SECONDARY FIRST FLOOR	MS T DASH COUNSELLOR	

SECONDARY SECOND FLOOR	MRS UPMA SAHOO ,YOGA INSTRUCTOR	
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Note- The following teachers will be responsible for disciplined and safe departure of all the students from classes. They will check each and every classrooms and toilets to ensure that no student is staying/present anywhere inside the Vidyalaya building/premises before submitting the safedispersal reports.

DISPERSAL DUTY		
	Secondary section	Primary section
	MS T DASH COUNSELLOR	MS SUGANDA PRADHAN, SPECIAL EDUCATOR
	MRS UPMA SAHOO YOGA INSTRUCTOR	MRS SOUMYA PANDA ,COMPUTER INSTRUCTOR
	TECAHERS TAKING CLASS IN LAST PERIOD WILL ESCORT THE STUDENTS TO THE MAIN GATE.	

Note- 1. Each committee will submit its report, on days/period specified against them, to the Principal and follow up the instructions given and finally submit completion/closure report.

2. Each committee will maintain a record/activity register and get it signed by the Principal on completion/closure of each event.

3. Committee may meet the undersigned any time in case of urgency.

4. Each committee will prepare and maintain up-to-date digital records and produce as and when required.

PM SHRI KENDRIYA VIDYALAYA NO 4 BHUBANESWAR, 2024-25

92	PM SHRI VIDYALAYA COMMITTEE		
	1	SH ARABINDA SAHOO PGT ECO	The committee will go through all the documents related with PM SHRI VIDYALAYA and prepare plan for the same and will be responsible for their time bond execution in cooperation with different existing committees already constituted for the Vidyalaya.
	2	MR AVIRAM PRASAD DAS, HM	
	3	SH B C BEHERA ,PGT CS	
	4	MR P K BEHERA TGT P&HE	
	5	MR DEBASISH SAHOO, TGT MATHS	
	6	MRS SHIBANI MOHANTY, PGT PHY	
	7	MRS JAYANTI BARIK,PRT	
	8	MRS TAPASWINI PADHY, PRT	
	9	DR GOURAHARI ROUT, TGT AE	
		MR DANISH RAJA ANSARI, SSA	

93	SATHEE APP COMMITTEE		
	1	MR B C BEHERA, PGT CS	SATHEE is an initiative by the Ministry of Education to give students free learning and assessment platform. The preparation material will be available in English, Hindi, and other regional languages of India to prepare for competitive exams like JEE and NEET.
	2	MR MURLIDHAR BEHERA, TGT ENG	
	3	MR S CHOUDHARI ,LIB	

94	MERI LIFE APP COMMITTEE		
	1	MRS R BISWAL PGT	MeriLiFE is a mobile application that

		BIO	empowers individuals to lead a sustainable lifestyle by making pro-planet choices in their daily lives.
	2	MRS SWAGATIKA SAHOO ,TGT SC	
	3	MS HIMANSHI SAGAR, PRT	

96	PRASHAST APP COMMITTEE/ TARA APP COMMITTEE		
	1	MRS RASHMITA SAHOO -PGT CHEM	PRASHAST app will help for school based screening of 21 disability conditions recognized in RPwD Act 2016, and generate the school-level report, for further sharing with the authorities for initiating the certification process, as per guidelines of Samagra Shiksha. Will download App/ use portal, register the Vidyalaya and will keep updated
	2	MS KAJAL -PRT	
	3	MS SUGANDHA PRADHAN ,SPL. EDUCATOR	
	4	ALL THE CLASS TEACHERS	

98	TARUNOTSHAV COMMITTEE		
	1	SH ARABINDA SAHOO PGT ECO I/C	Will motivate the students who appeared class X exam to attend tarunotshav classes regularly and arrange guest speakers for the same with the approval of the principal.
	2	MRS SHIBANI MOHANTY, PGT PHY	
	3	MR V SEKHAR, PGT ENG	
	4	MRS RASMITA BISWAL PGT BIO	

98	NIPAM APP COMMITTEE/ INNOVATION CELL COMMITTEE		
	1	MRS SEEMA PGT COM	Will down load the App, register if needed and keep it up-to-date.
	2	MRS P P JENA TGT ENG	
	3	MR S CHOUDHARI , LIB	
	4	MR MANOJ KUMAR SAHOO, TGT SST	

PRINCIPAL