

**P.M. SHRI KENDRIYA VIDYALAYA SUNDARGARH (ODISHA)**

**COMMITTEES FOR THE SESSION: 2024-25**

**W.E.F. 01.04.2024**

SI No	Name of the Committee	SN	Name of the I/c & Members	Designation	Sign. of Teacher
1	Academics	1	Sh. Navneet Amkhare	PRINCIPAL	
		2	Sh. P. Shukla	PGT-ECO	
		3	Sh. S.Bhoi	PGT-MATHS	
		4	Sh. J. K. Kua	HEADMASTER	
		5	Sh. A. Patel	PGT-ENG	
			Sh. Sunil Kumar	LIB	
2	Examination	1	Sh. A. Patel-Internal	PGT-ENG	
		2	Sh. K. Verma	TGT-WE	
		3	Sh. S. Bhoi-CBSE	PGT-MATHS	
		4	Sh. J.K.SINGH	TGT-MATHS	
		5	SH. S.K. RAUT	MST	
		6	Comp. Instruc.	CI	
3	Promotion of Science & Tech. and Maths.	1	Ms. P Sahu. -I/c	PGT-CHEM	
		2	Sh. S. Bhoi	PGT-MATHS	
		3	SH. S. EKKA	PGT-CS	
		3	Sh. Rishabh Kumar	PGT-BIO	
		4	SH. J.K. SINGH	TGT-MATHS	
4	Ek Bharat Shrestha Bharat	1	Sh. P. Shukla-I/c	PGT-ECO	
		2	Sh. R. Tandan	PRT-MUSIC	
		3	Sh. Pankaj Kumar	TGT-ART	
		4	TGT-SST -1	TGT-SST	
		5	TGT SST-2	TGT-SST	
5	Games & Sports & Medical Checkup	1	Sh. P. Pradhan- I/c	TGT-PET	
		2	SH. J. K. Kua	HEADMASTER	
		3	Sports Coach	Sports Coach	
		4	Sh. J. Meher	PRT	
		5	Smt. Sapna R.	TGT-MATHS	
6	Scout And Guides	1	Sh. B. Sahoo-I/c PRIMARY	PRT	
		2	Ms. P. Sahu	PGT-CHEM	
		3	SH J.K. SINGH -Secondary	TGT-MATHS	
		4	SMT. SAPNA R	TGT-MATHS	
		5.	Sh. Sunil Kumar	LIB	
7	Vocational & Skill Education	1.	SH. J. K. Singh I/c	TGT-MATHS	
		2.	Sh. K. Kumar Verma	TGT-WE	
		3.	Sh. Pankaj Kumar	TGT-ART	
		4	Comp. Inst.	CI	
8	Teachers Training	1.	Sh. J. K. Kua-I/c	HEADMASTER	
		2.	Sh. P. Shukla	PGT-ECO	
		3.	Sh. S. Ekka	PGT-CS	
		4.	Comp. Inst.	CI	
9	Celebration of Imp. Days & CCA	1.	Smt. Anita I/c	PGT-HINDI	
		2	Sh. A. Patel	PGT-ENG	
		3.	Smt. Geeta Srivastav	TGT-ENG	
		4.	TGT-Hindi	TGT-HINDI	
		5.	Concern Dept. I/c	--	
		6.	SH. P. Pradhan	TGT-PET	
		7	Mrs. Ranjita Rajat Kujur	PRT	

SI No	Name of the Committee	SI No	Name of the In-charges & Members	Designation	Sign. of Teacher
10	TIME TABLE	1	SH. S. BHOI- I/C	PGT-MATHS	
		2	SH J.K. SINGH	TGT-MATHS	
		3	SH PANKAJ KUMAR	TGT-MATHS	
		4	SMT. SAPNA R	TGT-MATHS	
11	ADMISSION	1	Ms. Pushpashree Sahu - I/C	PGT-CHEM	
		2	Sh. B Sahoo	PRT	
		3	Sh. J. K. Kua	HEADMASTER	
		4	Sh. Rishabh Kumar	PGT-BIO	
		5	Sh. K.K. Verma	TGT-WE	
		6	Sh. Kshirasindhu Puta	PRT	
12	GeM	1	Sh. S. Ekka - I/C	PGT-CS	
		2	Sh. A. Patel	PGT-ENG	
		3	Sh. B. Sahoo	PRT	
		4	Sh. K.K. Verma	TGT-WE	
13	Beautification & Cleanliness	1	Sh. PANKAJ Kumar- I/c	TGT-ART	
		2	Sh. P. Pradhan	TGT-PET	
		3	Sh. Rishabh Kumar	PGT-BIO	
14	Hindi Rajbhasha	1	Smt. Anita - I/C	PGT-HINDI	
		2	TGT-Hindi	TGT-HINDI	
		3	Sh. B Sahoo	PRT	
		4	Sh. S. Ekka	PGT-CS	
		5	Sh. Pankaj Kumar	TGT-ART	
15	M & R (Vidyalaya)	1	Sh. K. K. Verma - I/C	TGT-WE	
		2	Sh. P. Shukla	PGT-ECO	
		3	Sh. S. Bhoi	PGT-MATHS	
		4	Sh. J. K. Kua	HEADMASTER	
		5	Sh. S. Ekka	PGT-CS	
16	Audio Visual & CCTV	1	Sh. K.K. Verma - I/C	TGT-WE	
		2	Sh. P. Pradhan	TGT-PET	
		3	Sh. R Tandan	PRT-MUSIC	
		4	Sh. A. Patel	PGT-ENG	
17	M & R (Staff Qtr )	1	Sh. S. Bhoi - I/C	PGT-MATHS	
		2	Sh. S. Ekka	PGT-CS	
		3	Sh. J. K. Kua	HEADMASTER	
		4	Sh. Kshirasindhu Puta	PRT	
18	Office & RTI	1	Sh. B. Sahoo - I/C	PRT	
		2	Sh. Comp. Inst.	CI	
		3	Sh. S. S. Rout	MST	
		4	Smt. Anita	PGT-HINDI	
		5	TGT-Hindi	TGT-HINDI	
19	Green School Prg & Eco Club	1	Sh. Rishabh Kumar - I/C	PGT-BIO	

		2	Sh. Comp. Inst.	CI	
		3	Sh. Sunil Kumar	LIB	
		4	TGT-Hindi	TGT-Hindi	
		5	TGT-Sc	TGT-SC	
20	UBI FEES PORTAL , WEBSITE , TRANSFER PORTAL, Comp. Lab, PMKVY	1	SH. SATISH EKKA-I/C	PGT-CS	
		2	COMP. INST.	CI	
		3	SH A PATEL	PGT-ENG	
		4	SH K K VERMA	TGT-WE	
21	PUBLICATION	1	SH SUNIL KUMAR –I/C	LIB	
		2	SMT. ANITA	PGT-HINDI	
		3	SH A PATEL	PGT-ENG	
		4	SMT G. SHRIVASTAV	TGT-ENG	
		5	TGT-HINDI	TGT-HINDI	
		6	TGT-ENG	TGT-ENG	
22	SAFETY AND SECURITY	1	Shri Navneet Amkhare	Principal	
		2	Shri Jayanta Kumar Kua	Headmaster	
		3	Shri Priyabrata Pradhan –I/c	Physical Education Teacher	
		4	Ms. Sushmita Lakra	Nurse	
		5	Shri Parsuram Shukla, PGT (Eco)	Nominated Teacher	
		6	Shri Nabin Kumar Mahanand	Nominated PTA member	
		7	Shri Pintu Oram	Security Guard	
23	STUDENT GRIEVANCE REDRESSAL	1	Shri Navneet Amkhare	Principal	
		2	Shri Jayanta Kumar Kua -I/C	Headmaster	
		3	Shri Aditya Kumar Patel,	PGT-ENG	
		4	Shri Krishna Kumar Verma	TGT-WE	
24	INCLUSION FOR CWSN	1	Shri Navneet Amkhare	PRINCIPAL	
		2	Shri Jayanta Kumar Kua	HEADMASTER	
		3	Special Educator	Special Educator	
		4	Counselor	Counselor	
		5	Smt. Ranjita Rajat Kujur,	PRT	
		6	Ms. Anjali	PRT	
		7	Smt. Smitarani Patel M/O Sejal Naik (VB)	PARENT	
25	Furniture	1	Sh. K. Puta-I/c	PRT	
		2	Sh. Chabila Pradhan	PRT	
		3	Sh. B.Sahoo	PRT	
		4	SH. H. KUA- (CO-OPTED MEMBER)	HEADMASTER	

### Instructions :

1. All the In – charge, Asst. In-charges and members of the various departments / committees are requested to prepare a complete action plan month wise (at the ending of previous month) in duplicate for the session 2024-25 as per the Plan and submit a copy to the Principal for monitoring the works in time without fail.
2. In case of any difficulty, undersigned must be contacted.
3. The In – charge are free take their own decision to complete their assigned activities. If necessary, they can contact the Principal for guidance and will have to work on full – fledged manner as a team.

4. It is also directed that all should not proceed on leave at a time. Henceforth, Sr. Member of the concerned departments must be available on duty when In-charge proceeds on leave etc and vice versa.
5. Please put your efforts to complete all the responsibilities in time and in a creative and effective manner.

#### **DUTIES AND RESPONSIBILITIES OF THE CLASS TEACHERS / SUBJECT TEACHERS SESSION**

1. Please check the cleanliness of the class room. Not a single paper piece should be seen inside the class room or thrown carelessly. If Cleanliness is not up to the mark, please inform to undersigned.
2. Each class room should have a dustbin and proper use of it must be ensured. The class teachers should instruct the students to use it properly.
3. All students should be made to sit according to their heights in an ascending order from front and middle area towards wall sides, So that all students will have good view of black board.
4. Attendance should be marks in first period and immediate period after recess.
5. **In attendance register Fees details must be filled for each students . no columns should be left blank. Proper Remark should be mentioned in red ink for 'Fees Exempted students and defaulter students'**
6. **At the end of month a written letter (in given format) to be sent to parents of those students whose attendance is below 80% .**
7. **Each students must be checked for proper sized/neat and clean uniform / trimmed hair / trimmed nails .**
8. Light and fan must be used as per requirement and no misuse of electricity should be allowed.
9. All subject teachers have to prepare teaching plan fortnightly to complete the syllabus on time as per the KVS split up of Syllabus. The syllabus for Class XII should be completed by 31st October 2024 or the date by given by the KVS RO. Students may be called for extra classes to complete the syllabus on time if necessary with proper intimation and permission from the Principal.
10. Revision plan will be prepared in the month of November 2024 for class XII and for others in the month of January 2025. First round revision for XII will be completed by January 2025 and for others by February 2025. Second round revision will commence from February 2025 onwards for classes X and XII and it will be completed by 20th February 2025. For this purpose action planned will be chalked out in the month of December 2024.
11. Teachers should check the attendance of students regularly and if any student is found irregular, same must be informed to his/her parents immediately.
12. Name of the topic/chapter must be written on black board before start of the lesson/unit/topic.
13. Class room discipline must be maintained during the period.
14. Class work/home work must be given in a balanced way and should be corrected regularly with positive suggestions and remarks instead of negative/discouraging remarks. All the subject teachers must follow the home work schedule very strictly.
15. The records like Teachers diary, Attendance register, House register, Dept. register, Subject Committee register Etc as per the instructions, it should be maintained.

(Navneet Amkhare)  
Principal  
PM SHRI KV Sundargarh