

**KENDRIYA VIDYALAYA, KHURDA ROAD**  
**Academic Session:2024-25**  
**Delegation of Powers,Duties & Responsibilities**  
W.e.f. 16.07.2024

Sl.No.	Department	Key-Work	Members
1.	Admission	<ul style="list-style-type: none"> <li>● Strict adherence to KVS admission guidelines like notification/advertisement, preparation, approval &amp; display of admission list.</li> <li>● Verification, scrutiny of documents.</li> <li>● Prompt data management and reporting to the chair.</li> </ul>	1. Mr A K Patra , PGT (Eco), I/C 2. Mr A.K.Mishra (PGT MATHS) 3. <b>Mr B Pandey (HM)</b> 4. MR N K SAHOO (TGT Bio.) 5. Ms. Gyanlipa , PRT 6. Mr B Bhabani Sankar , PRT
2.	Examination Internal	<ul style="list-style-type: none"> <li>● Smooth Conduct of internal .</li> <li>● Adherence to timeline/schedule of KVS.</li> <li>● Strict privacy in QP setting.</li> <li>● To ensure the implementation on KVS/CBSE guidelines.</li> </ul>	1. Mr Asit K Mishra, PGT(Maths), I/C 2. MR ROHIT CHOURASIA (PGT HINDI) 3. MR T R RAO (TGT MATHS) 4. MR M K PANDEY (TGT SST) 5. MR Suresh K Sahoo (PRT) I/C PRIMARY 6. Mr B Bhabani Sankar , PRT 7. Mr S.K.Routroy (SS)
3.	Curriculum Planning & Advisory Committee	<ul style="list-style-type: none"> <li>● Planning for academic programme/setting activities.</li> <li>● Arranging projects &amp; guiding for Innovation and experimentation.</li> <li>● Fortnightly supervision on Course Completion/follow of split-up syllabus.</li> <li>● Reporting to the chair during meetings about the observation.</li> <li>● Organising academic council meetings.</li> <li>● Planning and implementation of remedial measures for improvement in academic areas.</li> </ul>	1. Mr. A.K .Barik (PGT PHY) I/c 2. Mrs M Mohapatra (PGT CHE) 3. MR A K Patra (PGT -ECO) 4. Mr Asit K Mishra , PGT(Maths) 5. Mr P L Sahu (TGT Eng) 6. Mr. B Pandey HM) 7. Mrs B Nanda , PRT 8. Mr A Prasad , Lib
4.	CBSE & External Exam	<ul style="list-style-type: none"> <li>● Smooth conduct of CBSE examination &amp; Outside Examination</li> <li>● Registration , LOC , Form fill-up etc</li> <li>● Activity related to CBSE</li> </ul>	1. Mr A K Patra, PGT (Eco), I/C 2. Mr A.K.Mishra (PGT MATHS) 3. Mr N K Sahoo , TGT(Bio) 4. MR AMARDEEP PRASAD, Librarian 5. MR B B SHANKAR , PRT 6. MR SURESH KUMAR SAHOO , PRT
5.	NEP - 2020	<ul style="list-style-type: none"> <li>● Implantation of different programs under NEP -2020</li> <li>● Conduct of LAT/SAFAL etc</li> <li>● Monitoring of NISHTHA/DIKSHA/Online training of Teachers</li> <li>● Monitoring of CPD activities of Teachers</li> <li>● Monitoring of SQAAF</li> <li>● Monitoring of NIPUN/FLN etc</li> </ul>	1. Mr Asit K Mishra, PGT(Maths), I/C 2. <b>Mr A K Patra , PGT(ECO)</b> 3. MR ROHIT CHOURASIA (PGT HINDI) 4. MR T R RAO (TGT MATHS) 5. Mr B Pandey , HM 6. MR Suresh K Sahoo PRT 7. Mr C Maharana , PRT

6.	PM SHRI	<ul style="list-style-type: none"> <li>Implementation ,Conduct and Monitor all the activities of PM SHRI</li> </ul>	1.Mr A K Mishra ,PGT(Maths) , I/C 2.Mrs Jyoti,PGT(CS) 3. Mrs Pinki Rani,TGT(Eng) 4. Mr N K Sahoo ,TGT(Bio) 5.Mr M K Pradhan,TGT(Bio) 6. Mr Anurag Prabhakar,PRT 7.Mr Tapan Kumar Swain,PRT
7.	CCA	<ul style="list-style-type: none"> <li>Conduct of Morning Assembly as per the guidelines given in KVS education code.</li> <li>Desimination of informations/holidays etc.</li> <li>Conduct of inter-house/in-house CCA competetions and to ensure that all the students may get the chance to participate in CCA.</li> <li>Participation of students in outside events.</li> <li>Prior planning for forthcoming events/celebrations.</li> <li>Celebration of birthday/jayanties/days and stict implementation of CCA calender.</li> <li>Display of CCA competetion/programmes to be held at least one week earlier.</li> <li>Preparation of CCA result and record keeping.</li> <li>Maintenance/upkeep of house boards.</li> <li>Before commencement of the morning assembly the committee must have to check the correctness/relevance of the following <b>Special Word,News(must not be destructive or vague),Special Item etc.</b>It is underline here that repetation of studentsin more than three individual CCA events shall not be allowed in any way.</li> </ul>	<p style="text-align: center;"><b>Secondary</b></p> <ul style="list-style-type: none"> <li>MRS SUBHALAXMI SAHOO (PGT ENG) I/C</li> <li>MR ROHIT CHOURASIA (PGT HINDI)</li> <li>Mrs Sabita Mishra,TGT(WE)</li> <li>MR P L SAHU (TGT Eng)</li> <li>MRS PINKI TAMANG (TGT Eng)</li> <li>Mr N Ratha ,TGT(SKT)</li> <li>Mrs Nasima Khatun ,TGT(Hindi)_contractual</li> </ul> <p style="text-align: center;"><b>Primary</b></p> <ul style="list-style-type: none"> <li>Mr Tapan Kumar,PRT (I/c) Primary</li> <li>Mrs B Nanda ,PRT</li> <li>Ms Meghna , PRT</li> <li>Mr S K Giri ,PRT (Music)</li> </ul>
8.	Time-Table	<ul style="list-style-type: none"> <li>Preparation &amp; implementation of Time-Table as per norms.</li> <li>Timely allotment of arrangment/substitute classes.</li> <li>Verification of salary bill of contractual teachers.</li> </ul>	1. Mr A.K.Mishra (PGT Maths) I/c 2. MS EKTA YADAV (PGT CHE.) 3. MR AMARDEEP PRASAD ,Librarian <p><b>Primary Section:</b></p> 1. Mr B Pandey(HM) 2. Mr J P Behera 3. Mr J kunda
9.	NTSE/KVPY/SCI Olympiads/PRM O/ISO/ Silverzone & other Olympiads	<ul style="list-style-type: none"> <li>Dispaly of notice,registration within timeline.</li> <li>Announcement in morning assembly.</li> <li>Smooth conduct of examination without less hamparing to routine classes.</li> </ul>	1. Mr T.R.Rao (TGT Maths) I/c 2. MR P L SAHU (TGT Eng) 3. Mr C MAHARANA ,PRT 4. MR T K SWAIN, PRT
10.	Computer & Website updation & maintenance.  Skill Hub Initiatives under PMKVY & Social media Platforms	<ul style="list-style-type: none"> <li>Upkeep and maintenance of computer labs.</li> <li>Updating of softwares/antivirus.</li> <li>Optimum use of ICT equipments and maintenance of logbook.</li> <li>AMC/repair of valuable assets.</li> <li>Maintenance of dispaly board placed before Computer lab.</li> <li>Time to time training to parents &amp; teachers to make them more inclined toward use of computer.</li> <li>Timely monthly ICT reporting to KVS,RO,BBSR.</li> </ul> <p><b>Website:</b></p>	1. Mrs Jyoti (PGT CS) I/c 2. MR ROHIT CHOURASIA ,(PGT-Hindi) 3. Mr K K Behera ,Computer Instructor. 4. Mr Manas Ranjan Satpathy,Comp Instructor 5. Mr Anurag Prabhakar ,PRT,I/C <b>Primary Computer Lab.</b> 6. <b>Following department I/Cs:</b> a. <b>Examination</b> -notice,datesheets,result shall be uploaded timely. b. <b>Admission</b> -all notice/list data must be

		<ul style="list-style-type: none"> <li>Regular updation of Vidyalaya website.</li> <li>Making vidyalaya website as a open source of relevent informations.</li> <li>Desinging of website as per current KVS directives.</li> </ul> <b>SHI (Skill Hub Initiatives)</b> <ul style="list-style-type: none"> <li>Mobilization, Organizing classes and arranging assessment.</li> </ul> <b>Social media Handles :</b> <ul style="list-style-type: none"> <li>Updating Social Media platforms of the school with information of important events as a digital record.</li> </ul>	<p>uploaded on vidyalaya website.</p> <p>c. <b>CCA</b>-result must be displayed on vidyalaya website with snaps/clips.</p> <p>d. <b>Office:</b> All tenders/basic HRM data.</p> <p><b>*These department I/Cs are suppose to timely provide authentic information to I/C computer &amp; website for updation on website.</b></p>
11.	Checking of School Official Email	<ul style="list-style-type: none"> <li>Regular Checking of emails and forwarding of email to the concerned I/Cs for timely compliance and ensuring the action taken.</li> <li>Collecting and furnishing data through Google Form/Google sheet.</li> <li>Maintaining the register of incoming &amp; outgoing emails on daily basis.</li> <li>Providing Print out of important letters to the Principal.</li> </ul>	<ol style="list-style-type: none"> <li>Mr D Barik,ASO I/C (Admin/Accounts related compliance and Forwarding &amp; Printing of other emails to concerned)</li> <li>Mrs Jyoti,PGT(CS),IT/HR related matters</li> <li>Mr Asit K Mishra,PGT(Maths) - Acad/Exam matters</li> <li>Mr Rohit Chourasia,PGT(Hindi)-Rajbhasha/Sports and Google Sheets</li> <li>Mr K K Behera,Comp Instructor- Enrollment, Record of Incoming &amp; outgoing mails.</li> </ol>
12.	Furniture	<ul style="list-style-type: none"> <li>Repairing &amp; maintenance of furniture.</li> <li>Arrangement of adequate furniture in all class rooms.</li> <li>Assesing the requirement of furniture and calling tender quotations.</li> <li>Disposal of unrepairable furniture.</li> <li>Allotment/issue of furniture to the class teachers/department I/Cs.</li> </ul>	<ol style="list-style-type: none"> <li>Mr M K Pandey ,TGT(SST) ,I/C</li> <li>MR SHIVRAM MEENA (TGT-Hindi)</li> <li>MR P K SAHU,(TGT AE)</li> <li>Mr J..Kunda,PRT</li> <li>Mr J P Behera,PRT</li> </ol> <p><b>*Class teachers/department I/Cs must have to inform the I/C furniture immediately when there is shortage of furniture in their class.Broken furniture shall be shifted to store and its information must be provided to the IC.</b></p>
13.	Rajbhasha	<ul style="list-style-type: none"> <li>Beautification of academic block with quotations.</li> <li>Up-Keep and maintenance of bulletin/Notice Board</li> <li>TOLIC meeting</li> <li>Celebration of Hindi Pakwarah.</li> <li>In-house training for maximising the correspondance in Hindi.</li> <li>55% correspondance must be in hindi.</li> <li>Only bilingual form/formats/registers/seals are to be used in office.</li> </ul>	<ul style="list-style-type: none"> <li>Mr D.Barik (ASO) I/c- Hindi Officer</li> <li>MR ROHIT CHOURASIA , ,(PGT-Hindi)</li> <li>MR SHIVRAM MEENA , TGT(Hindi)</li> <li>Mr M K Pandey,TGT(SST)</li> </ul> <p>MR ROHIT CHOURASIA , ,(PGT-Hindi),Mr Shivram Meena,TGT(Hindi) &amp; MRS NIRUPAMA RATH (TGT SKT) will be responsible for organizing Hindi pakhwara/Sanskrit week etc. and to sensitize the students &amp; teachers about the Rajbhasha.</p> <p><b>Mr D.Barik (ASO)</b>is sole responsible for timely preparing &amp; sending of quarterly report to KVS,RO,BBSR and uploading the report on the website of Rajbhasha Vibhag,Ministry of Home Affairs and to organize the quarterly/monthly meeting.</p>
14.	Diary & Dispatch register of Vidyalaya Office	<ul style="list-style-type: none"> <li>Everyday during leisure period or 05 to 10minutes after school hour is expected to spent in updating the Dispatch register of Hindi &amp; English</li> </ul>	<p><b>Hindi Dispatch:</b></p> <ol style="list-style-type: none"> <li>Mr Rohit Chourasia,PGT(Hindi) (1-3 day)</li> <li>Mr M K Pandey,TGT(SST) (4-6 day)</li> </ol> <p><b>English dispatch:</b></p> <ol style="list-style-type: none"> <li>Mr K K Behera, Comp Instructor</li> <li>Mr M R Satpathy, Comp Instructor</li> </ol>

			Mr D Barik,ASO is detailed to take the help of these teachers and ensure the timely updation of register.
15.	Beautfication	<ul style="list-style-type: none"> <li>Up keep&amp; maintenance of Sign Boards/honour boards/Incumbancy Chart.</li> <li>Beautification of school entrance &amp; corridors.</li> <li>Buautification on special celebration/ocassions.</li> </ul>	<ol style="list-style-type: none"> <li>MR P K SAHU,TGT(Art),I/C</li> <li>MRS PINKI TAMANG,TGT(Eng)</li> <li>Mrs S S Behera ,PRT</li> </ol>
16.	Gardening	<ul style="list-style-type: none"> <li>Supervision on upkeep and maintenance of gardening work.</li> <li>Procurement of seasonal plants,equipaments,fertilizers and its proper use.</li> <li>Developing more green area in asthetic way.</li> <li>Involving students in gardening and caring of plants.</li> </ul>	<ol style="list-style-type: none"> <li>Mr M K Pradhan,TGT(Bio),I/C</li> <li>Mr N.K. Sahoo (TGT -SST)</li> <li>Mr A Prabhakar ,PRT</li> <li>Mr D.J. Rao (SS)</li> </ol>
17.	Cleanliness & Sanitation (Swachh Bharat Mission)	<ul style="list-style-type: none"> <li>Supervision of proper cleanliness of toilets and water points: At least twice in a day.</li> <li>Supervision of proper cleanliness of corridors &amp; surroundings.</li> <li>Lisening with civil department of NTPC for time-to-time grass cutting(inside the campus &amp; ouside also),spraying of mosquito/snake repellent and regular cleanliness of overhead watertanks and its record keeping.</li> <li>Organising time- to- time swachhata campaign/drive.</li> <li>Organising at least 30 minute volentary shramdan by all the staff &amp; students in a week.</li> </ul>	<ol style="list-style-type: none"> <li><b>Mr P L Sahu (TGT Eng) , Over all I/c</b></li> <li><b>Mr M.K. Pandey</b> I/C Secondary Boys &amp; Gents Toilet and vidyalaya roof top.</li> <li><b>Ms M priyadarsini TGT (Skt)</b> I/C Secondary Girls &amp; Ladies Toilets and the open area/corridors inside the vidyalaya premises.</li> <li><b>Mr J.R.Kunda,I/C</b> Primary Boy's Toilet.</li> <li><b>Mrs S Mohanty ,PRT,I/C</b> Primary Girl's Toilet.</li> </ol>
16.	Security & Conservancy Services	<ul style="list-style-type: none"> <li>To monitor the services of security guards &amp; conservancy staff.</li> <li>Checking the attendance/quality of work of the personnel deployed by contractor/service provider.</li> <li>Certification on bill.</li> <li>Procurement of sanitation related accessories(consumable/non-consumable) as per requirement and its distribution to conservancy staff.</li> </ul>	<ol style="list-style-type: none"> <li>Mr A.K.Barik (PGT Phy) I/c</li> <li>Mrs Promila (PGT Comm)</li> <li>Mrs Subhalaxmi Sahoo (PGT Eng)</li> <li>Mr B Pandey (HM)</li> <li>Mr P C Singh (PRT)</li> </ol>
17.	Discipline	<ul style="list-style-type: none"> <li>Monitoring of punctuality, use of proper &amp; correct uniform by the students &amp; maintenance of record.</li> <li>Maintenance of discipline and decorum during functions /school activities.</li> <li>Routine Checking of students' uniform/nails/hair during assembly.</li> <li>Coordination with students &amp; Administration.</li> </ul>	<ol style="list-style-type: none"> <li>Mr H Dubey ,TGT(P &amp;HE),I/C</li> <li>MRS MINATI MOHAPATRA,PGT(Che) I/c</li> <li>MRS DHARITRI KISAN (PGT BIO)</li> <li>Mr S Meena (TGT Hindi)</li> <li>Mrs P Tamang (TGT-Eng)</li> <li>Mr J R Kunda,PRT</li> <li>All class teachers.</li> </ol> <p>The class teachers shall maintain a late comers/offenders register and shall inform the parents under intimation to the undersigned if the offence is regular/serious in nature.</p>
18.	SCOUT AND GUIDES	<ul style="list-style-type: none"> <li>Organize and Plan training programme for Scout and Guides.</li> <li>Organising separate morning assembly for all the scouts/guides/cubs &amp; bulbul on every Wednesday.</li> <li>Arranging camps/special programmes ,celebration of thinking days</li> <li>Arranging participation of Training Camps of KVS.</li> <li>Registration of students for different stages.</li> </ul>	<ol style="list-style-type: none"> <li>Mr Minaketan panda, TGT (SST)(I/C)-Scout</li> <li>Ms N Rath (TGT SKT)-I/c Guide</li> <li>Mr C R Maharana, (PRT) I/c –Cub</li> <li>Mrs B Nanda (PRT) I/c-Bulbul</li> </ol> <p>Other scout/guide/cub/bulbul will assist the committee in accomplishing the work/assignments within time.</p>
19.	LIBRARY COMMITTEE	<ul style="list-style-type: none"> <li>Procuring books Planning &amp; execution of improvement of library, online library.</li> <li>Organising meetings of library committee and implementation of resolutions.</li> </ul>	<ol style="list-style-type: none"> <li>Mr A Prasad ,Librarian</li> <li>Mrs Subhalaxmi Sahoo (PGT Eng)</li> <li>MR Shivram Meena (TGT HINDI)</li> </ol>

			4. Mr B Pandey, HM 5. Mrs S S Behera ,PRT
20.	VIDYALAYA PATRIKA, STUDENTS DIARY	<ul style="list-style-type: none"> <li>Collection of messege from the hon’ble Commissioner,the hon’ble DC,KVS,RO,BBSR and Chairman,VMC.</li> <li>Motivating students for creative writing.</li> <li>Collection of articles from staff &amp; students.</li> <li>Selection of articles,sending to printer,proof reading,publication and release on any special occasion.</li> </ul> <b>Timeline:</b> October-2024	1. Mrs Subhalaxmi Sahoo (PGT Eng) I/c 2. Mr Rohit Chourasia,PGT(Hindi) 3. Mr P L Sahoo ,TGT(Eng) 4. Ms M Priyadrasini (TGT SKT) 5. Mr T K Swain , ,PRT
21	Newsletter	<ul style="list-style-type: none"> <li>Publication of e-newsletter in all four quarter.</li> <li>At least two newsletters shall be released in hard copy.</li> </ul>	1. Mr A Prabhakar ,PRT,I/C 2. Mr T K Swain, PRT 3. All other PRTs as member
22.	MAINTANANCE of record of Events	<ul style="list-style-type: none"> <li>Keeping record of all the events/celebrations in chronological order with snaps/clips.</li> </ul>	1. Mr A Prasad (TGT-LIB)-I/C(Overall) 2. Mr P L Sahoo,TGT-Eng 3. Mr J P Behera,PRT I/C(Primary) 4. Ms Meghana,PRT
23	RESOURE ROOM ( Primary) + Film Show ( Primary)	<ul style="list-style-type: none"> <li>Optimum use of resources,upkeep,maintenance of equipaments &amp; records of uses.</li> <li>A logbook shall necessarily be maintained and updated.</li> </ul>	1. Mr P C Singh,PRT I/C 2. Mr C Maharana ,PRT(Assoc) 3. Mrs s Mohanty,PRT
24.	EXCURSION/ FIELD TRIP /STUDY TOUR	<ul style="list-style-type: none"> <li>Plan destinations, Mode of transport, arranging transport, arranging other facilities for school picnic, adventure programme and Excursion.</li> <li>Keeping Record/photo graph.</li> </ul>	1. Mr. A.K.Mishra (PGT Maths) I/c 2. Mr H Dubey (TGT- P & HE ) 3. Mr S K Sahu (PRT)
25.	First Aid & Medical Check-up	<ul style="list-style-type: none"> <li>Ensuring twice general medical check-up of the students as per schedule.</li> <li>Procurement of first aid equipaments,medicines and making it available at all key points.</li> <li>Provide medical attention in exigencies</li> <li>Providing first aid treatment to the needy students &amp; staffs.</li> </ul>	1. Mrs D Kissan ,PGT(Bio) I/c 2. Ms E Yadav (PGT-Che) 3. Ms Gyanalipsa (PRTI)  Mrs D Kissan ,PGT(Bio) I/c is to keep stock of sanitary napkins with her and make it available to needy girl students.
26.	STAFF CO-ORDINATORS	<ul style="list-style-type: none"> <li>Act as Link with students/staff &amp; Administration.</li> <li>Gather Students/staff requirements; sort out grievances, problems of general nature.</li> <li>Organize program related to staff welfare like farewell /welcoming etc.</li> </ul>	1. Mr A K Barik (PGT PHY)I/c 2. Mr N K Sahoo (TGT-Sci) 3. Mr J R Kunda (PRT)
27.	GRIEVANCE CELL & INTERNAL COMPLAIN COMMITTEE	<ul style="list-style-type: none"> <li>Receive complaints/grievances.</li> <li>All-out effort to settle issue.</li> <li>Suggest/advise, Process &amp;Forward to the concerned head of office.</li> <li>POCSO</li> </ul>	1. Mrs M Mohapatra (PGTChe) I/c 2. Mrs D Kisan,PGT(Bio) 3. Mrs Sangita Dash ,PRT 4. Mr B Pandey,HM
	GRIEVANCE BOX	<ul style="list-style-type: none"> <li>Regularly opening of grievance boxes placed in the school, recording the details of receipts and reporting to the principal.</li> </ul>	<ul style="list-style-type: none"> <li>Mr P L Sahu (TGT –Eng ) I/C</li> <li>Mrs Pinki Tamang,TGT(Eng)</li> <li>Mr J R Kunda,PRT</li> </ul>
28.	RTI	<ul style="list-style-type: none"> <li>Processing the application/query.</li> <li>Gather reply from the concerned dept.</li> </ul>	1. Mr. A.K. Patra (PGT Eco) I/c 2. Mr R Churasia (PGT – Hindi )

		<ul style="list-style-type: none"> <li>● Provide information to the applicant within the stipulated time.</li> </ul>	3. Mr P L Sahu ,TGT(ENG)
29.	Local Purchase Committee	<ul style="list-style-type: none"> <li>● Explore the Local Market to see availability of the required materials, gather rates, Making CST &amp; procure.</li> <li><b>Note:</b>The members at sl.no.2 will change after reshuffling of VMC whereas rest other members positions depends on their seniority.</li> </ul>	<ol style="list-style-type: none"> <li>1. Mr. A.K.Barik (Sr Most Tr.)</li> <li>2. Mr A K Patra , (Tr. Member of VMC)</li> <li>3. Mr B Pandey (HM)</li> </ol>
30.	Photography	<ul style="list-style-type: none"> <li>● Coverage of school Activities by co-coordinating with all program I/Cs</li> </ul>	<ol style="list-style-type: none"> <li>1. Ms Jyoti (PGT-CS) I/C</li> <li>2. Mr K.K.Behera (CI-Part time Contractual)</li> <li>3. Mr P K Sahu ,( TGT-AE)</li> <li>4. Mr A Prabhakar ,PRT</li> </ol>
31.	Students Council	<ul style="list-style-type: none"> <li>● To help students by looking into their needs. Be spokesperson of students' fraternity.</li> </ul>	<ul style="list-style-type: none"> <li>● Mr A K Mishra ,PGT-Maths, I/C</li> <li>● MRS SUBHALAXMI SAHOO (PGT ENG)</li> <li>● MR ROHIT CHOURASIA (PGT HINDI)</li> <li>● MR P L SAHU (TGT Eng)</li> <li>● MRS PINKI TAMANG (TGT Eng)</li> <li>● Mr Tapan Kumar,PRT (I/c) Primary</li> <li>● Mrs B Nanda ,PRT</li> </ul>
32	Alumni Association	<ul style="list-style-type: none"> <li>● Identify Alumini and arrange for a meeting at least once a year</li> </ul>	<ol style="list-style-type: none"> <li>1. Mr A.K.Patra (PGT ECO) i/c</li> <li>2. Mrs Jyoti,PGT(CS)</li> <li>3. Mrs M Mohapatra,PGT-CHE</li> <li>4. Mr M K Pradhan , TGT-Bio</li> </ol>
33.	Maintenance and Repairs/Works Committee	<ul style="list-style-type: none"> <li>● Take initiative to maintain repair and provide infrastructural facilities for smooth functioning of the Vidyalaya.</li> </ul>	<b>Staff Qtrs:</b> <ol style="list-style-type: none"> <li>1. Mr. M.K.Pradhan(TGT BIO) I/c</li> <li>2. Mr Amarjeet Prasad,Librarian</li> <li>3. Mr Hemant Dubey,TGT(P&amp;HE)</li> </ol> <b>Vidyalaya Building(civil &amp; electrical)</b> <ol style="list-style-type: none"> <li>1. Mrs Sabita Mishra,TGT(WE) I/C</li> <li>2. Mr M K Pradhan,TGT(Bio)</li> <li>3. Mr M K Pandey,TGT(SST)</li> <li>4. Mr P.C Singh (PRT)</li> <li>5. Mr T K Swain (PRT).</li> </ol>
34.	Staff Room	<ul style="list-style-type: none"> <li>● Upkeep of staff room.</li> <li>● Disposal of Old books/Newspaper.</li> <li>● Display Board beautification.</li> <li>● Locker distribution upkeep.</li> </ul>	<ol style="list-style-type: none"> <li>1. Mrs Promila (PGT COMM) i/c</li> <li>2. Mr S Meena (TGT Hindi)</li> <li>3. Mr B Nanda (PRT) i/c Primary staff room</li> <li>4. Ms S Mohanty (PRT)</li> </ol>
35	FLN	<ul style="list-style-type: none"> <li>● Collection &amp; sorting of monthly requirement of teachers.</li> <li>● Procurement of material for TLM &amp; its judicious distribution and optimum use.</li> <li>● Sorting of data related to students performance and presenting analysis before the undersigned.</li> </ul>	<ol style="list-style-type: none"> <li>1. Mrs Sangita Das,PRT</li> <li>2. Mrs Luna Das,PRT</li> <li>3. Mr C Maharana, PRT</li> <li>4. Mr P C Singh , (PRT)</li> </ol>
36	Teaching Aid	<ul style="list-style-type: none"> <li>● Access the requirement of teachers.</li> <li>● Planning for procurement.</li> <li>● Proper issue/distribution and monitoring the use by the teachers.</li> </ul>	<ol style="list-style-type: none"> <li>1. Mrs Promila , PGT ( Comm) I/C</li> <li>2. Mr M K Pandey,TGT(SSt)</li> </ol>

37	Single Member Departments	<ul style="list-style-type: none"> <li>Preparing demand for the year after stock verification.</li> <li>Getting the approval as per the available budget.</li> <li>Procuring quotations, Making comparative statements.</li> <li>Getting approval of LPC/VEC/VMC etc.</li> <li>Condemnation of unusable items.</li> </ul>	<b>Departments</b>	<b>Teacher I/C</b>
			Computer	Mrs Jyoti , PGT (CS)
			Physics Lab	Mr A K Barik ,PGT(Physics)
			Maths Lab	Mr A K Mishra ,PGT(Maths)
			Chemistry Lab	Mrs Minati Mohapatra, (PGT(Che))
			Biology Lab	Mrs D Kissan, PGT(Bio)
			Digital Language Lab	Mr Rohit Chourasia,PGT(hindi)
			Library	Mr A Prasad, Lib
			Music	Mr S L Giri,PRT(Music)
			Games & Sports	Mr H Dubey (TGT –P & HE)
			Office	Mr D. Barik (ASO)
38	Clubs	<ul style="list-style-type: none"> <li>Plan &amp; conduct activities for making campus green and eco-friendly and to develop a sense of love toward nature.</li> <li>Organizing workshop/programs for supporting and developing reading habit among students and teachers.</li> <li>Boosting the sense of honesty among students &amp; staffs. Time &amp; again conduct of morning assembly with the theme of respect towards ethical values.</li> <li>Organising AEP activities periodically &amp; sending the desired report timely to the concerned official and keep the records in presentable format.</li> <li>Inculcating scientific temperament by practicing science activities.</li> <li>Preparation of Junior science Exhibition/NSC/Green Olympiad/SOF/Celebration of Science Day.</li> <li>Organising lecture/workshop/seminar for making maths interesting &amp; joyful. (Once in a month).</li> <li>Empowering students to embrace challenges, discover their potentials and create lifelong memories through adventurous pursuits</li> <li>Members of the School Tourism Club will organize educational trips, promote local and cultural tourism, and create informative guides. They will enhance students' knowledge of geography, history, and culture, fostering appreciation for diverse environments and heritage. The club will also collaborate with local tourism bodies for practical learning experiences.</li> <li><b>Organizing Activities, Meetings, Awareness Programs, Competitions, Coordination &amp; Reporting.</b></li> </ul>	<b>Clubs</b>	<b>Teacher I/C</b>
			NATURE/ECO CLUB	Mrs D Kissan ,PGT(Bio) I/C Mr M K Pradhan, TGT(Bio) Mr P K Sahu ,TGT(AE) Ms S Mohanty (PRT) Mrs Gyanalipsa (PRT)
			LITERARY & READING CLUB	Mrs Subhalaxmi sahoo, PGT(Eng),I/C Mr R Chourasia PGT(Hindi) Mr P.L Sahu,TGT-Eng Mr S Meena, TGT-Hindi Mrs N Ratha TGT-SKT Mr P.C.Singh,PRT Ms S S Behera ,PRT
			Integrity Club + Virasat(Heritage)	Mrs Jyoti ,PGT(CS) I/C Mr A K Patra,PGT(ECO), Mr M K pandey, TGT SSt
			Disha Club +AEP	Mrs D Kissan,PGT-Bio , I/C Mrs N K Sahu TGT-Bio
			Maths & Science Club	Mr A K Barik,PGT(Physics) I/C Mrs M Mohapatra ,PGT(Che) Ms S Mohanty
			Adventure Club	Mrs M Mohapatra ,PGT(CHE.) –(I/C) Mr S Meena ,TGT(Hindi)
			Tourism club	Mr Asit Kumar Mishra,PGT(Maths),I/C Mrs Promila ,PGT(Comm) Mrs P Tamang ,TGT(Eng) Ms Luna Das,PRT
			Standard Club/Social Science Club	Mrs Jaishree Sahoo,PGT(Phy) Mrs D Kissan PGT(Bio) I/C Mr T R Rao ,TGT-Maths

		<ul style="list-style-type: none"> <li>Members of the Philately Club are responsible to sensitize the students for collecting, organizing, and studying stamps. They promote philately by organizing exhibitions, workshops, and stamp exchange programs. They also educate peers about the history and significance of stamps, fostering a deeper appreciation for this hobby.</li> </ul>	Philately Club	Mrs E Yadav ,PGT-Che I/C Mrs S S Behera,PRT
		<ul style="list-style-type: none"> <li>Support the personal ,social ,moral and creative development of the child</li> <li>Arrange Art and Craft Exhibition at vidyalaya level</li> </ul>	Art & Craft Club	Mr P K Sahu ,TGT(AE) I/C Mrs M Priyadarsini ,TGT(SKT) Mr Rajkumar ,TGT(Hindi) Mr A Prasad ,Lib
39.	<b>Flag Hoisting</b>	<ul style="list-style-type: none"> <li>Hoisting of Tricolour as per KVS guidelines and in accordance with National Flag Code.</li> <li>House Master of House on Duty to ensure complete decorum of flag hoisting</li> <li>All staff members to follow the codal provisions and to remain present during hoisting.</li> </ul>	<b>Hoisting:</b> 1. Mr H Dubey (TGT P & HE),I/C 2. Mr P K Sahu,TGT (Art) 3. Mr J R Kunda ,PRT	
40.	<b>School safety Committee (School Level)</b>	The School Safety Committee will develop and enforce safety policies, conducts risk assessments, coordinates emergency preparedness and drills, monitors and maintains infrastructure safety, educates the school community on safety practices, collaborates with local authorities, addresses health and wellness issues, and manages crisis situations to ensure a secure school environment.	1. Mrs Jaishree Sahoo,PGT(Phy),I/C 2. Mr A.K.Mishra (PGT Maths) 3. Mr P.K.Sahu (TGT AE) 4. Mr B. Pandey ,HM,I/C PRT 5. Mr S.L.Giri ( PRT Music) 6. Mr A Prasad (TGT LIB)	
41.	<b>Staff Quarter co-ordination Committee</b>	<ul style="list-style-type: none"> <li>Upkeep and cleanliness of surrounding area</li> <li>Co-ordination for celebration of different events</li> <li>Development of amenities in staff quarter.</li> </ul>	1. Mrs Promila (PGT Comm) I/c 2. Mrs E Yadav (PGT CHE) 3. Mr S Meena ,TGT(Hindi) 4. Mr S Mohanty PRT	
42.	<b>CCTV Monitoring and Footage collection committee</b>	<ul style="list-style-type: none"> <li>Regular monitoring of functioning of CCTV</li> <li>Monitoring of Vidyalaya activities through CCTV and reporting the disciplinary issues to the discipline committee</li> <li>Collection of footage and up keeping of records for future reference.</li> </ul>	1. Mrs Jyoti ,PGT(CS) I/C 2. Mrs Subhalaxmi Sahoo (PGT Eng) 3. Mrs Promila (PGT Comm) 4. Mr Kamal Kishore Behera (CI-Part Time Contractual)	
43.	<b>UDISE &amp; PIMS</b>	<ul style="list-style-type: none"> <li>Maintained and update of information in the portal</li> <li>Liaison with the BEO regarding UDISE &amp; PIMS updating</li> </ul>	1. Mr A K Barik ,PGT(PHY) ,I/C 2. Mrs E Yadav ,PGT(CHE) 3. Mr P C Singh , PRT All the Class Teachers	
44.	<b>UBI FEES COLLECTION</b>	<ul style="list-style-type: none"> <li>Verification of students at 1<sup>st</sup> and 2<sup>nd</sup> level in each quarter</li> <li>Promotion and Demotion of students after the SEE result</li> </ul>	1.Mrs Jyoti , PGT(CS) ,I/C 2. ,Mr Asit Kumar Mishra , PGT(Maths) 3 Mr J R Kunda, PRT All the class Teachers	
45.	<b>EBSB / SOC.SCI EXHI/ YOUTH PARLIAMET</b>	<ul style="list-style-type: none"> <li>To arrange different program under EBSB/Soc.Sci Exhi /Youth Parliament etc at Vidyalaya level</li> <li>To Prepare students for EBSB/Soc.Sci Exhi /Youth Parliament</li> </ul>	1. Mr A K Patra ,PGT(ECO) 2. Mrs Promila ,PGT(Comm.) 3. Mr M K Pandey , TGT(SST)	