

PM SHRI KENDRIYAVIDYALAYA, SARAIPALI

Committees/Clubs for Students' Welfare for the academic year 2026-27

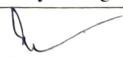
S. No.	Committees	In-Charges & Members	Duties and Responsibilities
1.	Academic Committee	1. Ajambila Behera, PGT (Bio) (I/C) 2. Toran Kumar Singh 3. Monika Yadav 4. Somabanta Sahu TGT (Eng)	1. To conduct monthly subject committee meetings after school hours as per the directions or at least once a month. 2. To plan the academic activities in a befitting manner. 3. To implement all the academic programs / split up syllabus. 4. Review the question papers that are framed in the Vidyalaya. 5. To ensure that necessary directions are given to teachers. 6. To maintain high academic standards.
2.	Admission Committee	1. Shanti Kumar Tirkey TGT (AE) I/C 2. Chakrapani Pradhan, PRT 3. Mukesh Kumari, PRT 4. Priya Bansal, P&HE 5. Ramesh Kumar Sahu, PRT 6. Birendra Pradhan, PRT	1. To ensure uploading of admission schedule on the Vidyalaya website. 2. To carry out online admission procedures as per KVS admission guidelines through Online Admission Portal (OLA). 3. To ensure distribution & collection of the application form and conduction of admission process (if off-line). 4. To ensure uploading of students in UBI portal and also in scholar register. 5. To prepare the Registration list and provisionally selected list and get the hard and soft copies for approval of the Chairman two days before the scheduled date for the display of the same. 6. To maintain confidentiality and high integrity of the registration process. 7. To ensure that the admission details are uploaded in the Vidyalaya website
3.	CBSE Examination Committee	1. Sombanta Sahu, TGT Eng. I/C 2. Toran Kumar Singh, TGT So. Sci. 3. Monika Yadav, PGT (Phy) 4. Tikelal Bhoi, PRT 5. Vishwa Pratap Das PGT.(CS)	1. To conduct board examinations as per CBSE guidelines 2. To co-ordinate with the externals/Centre Superintendent/Observers appointed by CBSE 3. To prepare analysis report of results 4. To maintain records of CBSE passed students 5. To make necessary communication with CBSE in Exam matters
4.	Purchase Committee	1. Arun Kumar Deep, TGT Skt. 2. Priya Bansal, TGT (P & HE) 3. Yogesh Chouhan, PRT 4. Toran Singh, TGT (SSC) 5. Arpit kumar Meena	1. All purchases should be made through GeM portal as far as possible. 2. To co-ordinate all the purchases of Vidyalaya. 3. To ensure that no excess purchases are made for the Vidyalaya. 4. To monitor the purchases to be made for the Vidyalaya. 5. To ensure that proper records of the items purchased are being maintained. 6. At least 3 members must countersign the bills of local purchases.

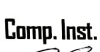

PRINCIPAL

S. No.	Committees	In-Charges & Members	Duties and Responsibilities
5.	Audio-Visual /PA System Committee	1. Ajit Kumar Tripathy, PRT Music) I/C  2. Shanti Kumar Tirkey, TGT (Art) 3. Chakrapani Padhan, PRT 	1. To maintain the stock of audio-visual equipment in Vidyalaya and add new equipments during the current year. 2. To ensure that necessary repair of the equipments is done in time. 3. To ensure that the PA system is maintained and ready for the morning assembly, CCA and for all important functions.
6.	Cleanliness & Security Committee	1. Monika Yadav, PGT (Phy) (I/C)  2. Priya Bansal, TGT (PGHE)  3. Mukesh Kumari, PRT  4. Arpit Meena, TGT (Lib) 5. Birendra Pradhan, PRT 	1. To check the cleanliness of corridors, toilets, classrooms, departments. 2. To ensure the attendance of Cleanliness & Security staff. 3. To report about the repair work (Civil / Electrical) to in charge. 4. To ensure that the proper materials needed for the cleaning of the Vidyalaya are planned, procured and supplied in time.
7.	Computer & Website Updating Committee	1. Toran Singh, TGT (SSc) (I/C)  2. Arun Kumar Deep, TGT (Skt)  3. Yogesh Chouhan, PRT  4. Vishwa Pratap Das, (Comp.Inst)	1. To ensure that the stock of computer laboratory is being maintained properly. 2. To maintain the website of the Vidyalaya on day-to-day basis. 3. To purchase and install all required software from genuine outlets. 4. To maintain records relating to the computer and the updating of the Vidyalaya website once a month 5. To monitor the use of computers and internet by the students. 6. To ensure that all the teachers and students are allotted IDs in Think Quest, G-Suite, Diksha Portal etc. 7. To check the computer laboratory and ensure that computers are maintained in clean state and ensure proper security of the computers in the Vidyalaya. 8. To ensure that the unwanted sites' access is blocked and the computers are being used productively for the purpose of education. 9. To ensure that the computers are not working are immediately attended to and necessary action is taken for their repairs. 10. To plan for the expansion and development of ICT facilities in the Vidyalaya.
8.	Competitive Exam / Olympiads Committee	1. Somabanta Sahu TGT (Eng)  2. Monika Yadav, PGT (Phy)  3. Tikelal Bhoi, PRT  4. Arpit Kumar Meena, Lib. 	1. To conduct competitive examinations instructed by KVS/ Govt./Other agencies (Olympiads/NTSE/KVPY.... etc) 2. To ensure that there is fair participation of the students. 3. To keep necessary records in respect of these competitions. 4. The details of winners are uploaded in the website of Vidyalaya. 5. The same is communicated and published in various forms.


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No.	Committees	In-Charges & Members	Duties and Responsibilities
9.	Internal Examination Committee	1. Monika Yadav, PGT(Phy) (I/C)  2. Toran Singh, TGT (SSc)  3. Chakrapani Padhan, PRT  4. Mallika Pradhani, PRT  5. Ramesh Kumar Sahu, PRT  6. Tikelal Bhoi, PRT 	1. The committee shall be responsible for the preparation of examination calendar and conduction of examinations smoothly. 2. The requirements for the conduct of the examination shall be ordered well in advance after planning for the entire academic year. 3. The question papers for any examination should be ready at least one week before the commencement of the examination. 4. All the teachers should be directed to set the question papers based on blue print and also the marking scheme should be submitted. 5. The question papers shall be prepared manually and submitted for the approval of the subject committee and the same shall be computerized by the teachers and the soft copy should be handed over well in time. 6. The dates for the submission of the evaluated answer scripts shall be systematically followed and the teachers in default shall be reported in time. 7. The analysis of the results of the examination should be done as per latest the KVS guidelines and handed over the undersigned one week after the completion of the examination. 8. The plan for the CCE/Cycle tests/Class tests/Oral/Practicals should be well communicated to the teachers, parents and the students. 9. The progress report and result analysis as per the KVS guidelines shall be kept handy for inspection any time by the principal and the members of the inspection committee when they visit the Vidyalaya.
10.	Furniture (Repair & Maintenance) Committee	1. Arun Kumar Deep TGT (Skt) (I/C)  2. Shanti Kumar Tirkey, TGT AE  3. Priya Bansal, TGT (PGHE)  4. Ajit Tripathy, PRT (Music) 	1. To maintain class-wise / department-wise inventory (of stock) of furniture 2. To report on damaged furniture and take steps for its repair. 3. To ensure that the stock register is being maintained in proper fashion and as per the new guidelines. 4. To identify the items for condemnation and new furniture is procured by helping in the invitation of tenders / quotations through GeM portal.
11.	Eco-club, Gardening & School Beautification Committee	1. Shanti Kumar Tirkey, TGT AE (I/C)  2. Arun Ku Deep, TGT (Hin)  3. Tikelal Bhoi, PRT  4. Mallika Pradhan, PRT  5. Birendra Kumar Pradhan, PRT 	1. To maintain school beautification and update display boards/ notice boards. 2. To ensure that the activities as suggested by the KVS for the Eco Club are being conducted. 3. To ensure that the members are registered for the club. 4. To encourage and engage students to take part in gardening, beautification, campus cleaning, classroom cleaning, cleaning of their home and its surroundings. 5. To plan for the Arts and Crafts by taking an interest bank.


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S. No.	Committees	In-Charges & Members	Duties and Responsibilities
12.	UDISE, UBI Fees, Samagam, OLA & CS-54	1. Yogesh Kumar Chouhan, PRT (I/C)  2. Arun Ku Deep, TGT (San)  3. Malika Pradhan, PRT  4. Mukesh Kumari, PRT  5. Birendra Kumar Pradhan, PRT 	1. To take up UBI Fees updating work & assistance to parents. 2. To compile the class wise details of fees collected every month and to submit the report for the perusal of the undersigned. 3. To ensure that the UBI fee verification at teacher level and school level is done in time. 4. To submit the fee defaulters list to the examination during issue of admit cards/ progress report cards etc.
13.	Discipline Committee	1. Priya Bansal, TGT PSHE (I/C)  2. Somabanta Sahu, TGT (Eng)  3. Arun Kumar Deep, TGT (Skt)  4. Tikelal Bhoi, PRT  5. Monika Yadav, PGT Phy.	1. To check for the discipline of the students. 2. To ensure that the students come to school on time and in proper uniform. 3. To ensure that there is proper discipline among the students while coming to the morning assembly and while going back to classes after the assembly. 4. To ensure that students disperse into their home after the day's work in a disciplined manner. 5. To utilize the student council for the purpose of ensuring better discipline. 6. To make students aware of the code of conduct as enumerated in KV-Code
14.	Editorial Board (School Magazine, Newsletters, Brochures etc.) & News Publication & Publicity	1. Somabanta Sahu, TGT (Eng) (I/C)  2. Arun Kumar Deep, TGT (Skt)  3. Shanti Kumar Tirkey, TGT AE  4. , PGT CS 5. Vishwa Pratap Das, Comp. Inst. 6. Yogesh Kumar, PRT 	1. To ensure the publication and uploading of monthly e-magazines on Vidyalaya website and different social media. 2. To motivate children to write for the Vidyalaya magazine. 3. To collect writings and photographs for publication in the Newsletter and Vidyalaya magazine starting from April. 4. To ensure that the magazine is being printed and released by December. 5. To form student editorial board at the beginning of the year
15.	Excursion/Adventure Club	1. Priya Bansal, TGT (P&HE) (I/C)  2. Shanti Tirkey, TGT AE  3. Toran Singh, TGT (SSC)  4. Ajit Kumar Tripathy, PRT (Music)  5. Arpit Kumar Meena, Lib. 	1. To plan for educational tours to places of educational interest as per the guidelines of the KVS. 2. To plan for the primary level to nearby places of educational interest.
16.	First Aid, Medical and Student Health Check-up	1. Priya Bansal, TGT (P&HE) (I/C)  2. Mukesh Kumari, PRT  3. Ajit Kumar Tripathy, PRT (Music)  4. Nurse	1. To ensure that First Aid is required for the Vidyalaya is procured and maintained and given to the students as and when required. 2. To arrange for First Aid demonstrations / skits. 3. To ensure student health check-up twice a year (September and February) and keep the records. 4. To organize hygiene activities from time to time.


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17.	Games, Sports & Safety and security Committee	1. Priya Bansal, TGT (P&HE) (I/C) <i>Priya</i> 2.. Shanti Tirkey, TGT(AE) <i>Shanti</i> 3. Tikelal Bhoi, PRT <i>Tikelal</i> 4. Arpit Meenal, TGT(Lib) <i>Arpit</i> 5. Ramesh Kumar, PRT <i>Ramesh</i> 6. Chakrapani Padhan, PRT	1. To ensure overall sports and games development in Vidyalaya. 2. To prepare a calendar of activities for sports and submit the same before 1 st week of April 2015. 3. To ensure that the necessary sports materials required for the Vidyalaya are procured as per the norms and the same is maintained. 4. To ensure that the competitions are conducted for the different houses and prizes are distributed in time. 5. To chalk out plan for Annual Sports Day well in advance. 6. To ensure that the competitions in the case of primary students are being conducted as per the requirement of KVS under CMP. 7. To ensure safety and security of students on the school Campus.
18.	Adult Education (NAEP) / Guidance and Counselling	1. Monika Yadav, PGT (Phy) (I/C) <i>Monika</i> 2. Somabanta Sahu, TGT (ENG) <i>Somabanta</i> 3. Priya Bansal, TGT P&HE <i>Priya</i> 4. Mallika Pradhan, PRT <i>Mallika</i> 5. Mukesh Kumari, PRT <i>Mukesh</i>	1. To conduct the NAEP programme as per KVS guidelines. 2. To ensure that the necessary guidance lectures are being arranged for the students from IX onwards. 3. To ensure that the students requiring guidance as identified for, are being given guidance. 4. To ensure that the guidance materials are being collected and displayed in a guidance corner in the Vidyalaya.
19.	Library Committee	1. Arpit Meena, TGT (Lib) (I/C) <i>Arpit</i> 2. Sombanta Sahu, TGT Eng. <i>Sombanta</i> 3. Arun Kumar Deep, TGT SKT <i>Arun</i> 4. Ramesh Kumar Sahu, PRT <i>Ramesh</i> 5. Student Members as per KVS guidelines	1. To plan for the purchase of library books for Primary and Secondary levels. 2. To ensure that proper class library system exists in the Vidyalaya. 3. To ensure that library books are being used to an optimum extent.
20.	Time-table Committee	1. Toran Kumar Singh, TGT SO.SC (I/C) <i>Toran</i> 2. Tikelal Bhoi, PRT(Primary I/C) <i>Tikelal</i> 3. Birendra Kumar Pradhan, PRT <i>Birendra</i> 4. Arpit Kumar Meena <i>Arpit</i> 5. Chakrapani Pradhan, PRT <i>Chakrapani</i> 6. Somabanta Sahu <i>Somabanta</i>	1. Preparation of timetable and arrangement for classroom teaching. 2. The committee is to ensure that the timetable is unbiased. 3. The committee shall ensure that the timetable is complete in all respects and no class is left free on any day. 4. The copies of the timetable shall be placed in the principal's room, Office, and Staff Room. 5. The arrangement work shall be circulated timely daily. 6. The copy of the circulated arrangement work shall be handed over to the principal on daily basis and kept in a file. 7. To ensure that the class attendance is marked by the co-class teachers / other teachers in the absence of the regular class teacher. 8. The committee must work in co-ordination with the Examination and CCA committees

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17.	Games, Sports & Safety and security Committee	1. Priya Bansal, TGT (P&HE) (I/C) <i>Priya</i> 2. Shanti Tirkey, TGT (AE) <i>Shanti</i> 3. Tikela Bhoi, PRT <i>Shanti</i> 4. Arpit Meenal, TGT (Lib) <i>Arpit</i> 5. Ramesh Kumar, PRT <i>Ramesh</i> 6. Chakrapani Padhan, PRT	1. To ensure overall sports and games development in Vidyalaya. 2. To prepare a calendar of activities for sports and submit the same before 1 st week of April 2015. 3. To ensure that the necessary sports materials required for the Vidyalaya are procured as per the norms and the same is maintained. 4. To ensure that the competitions are conducted for the different houses and prizes are distributed in time. 5. To chalk out plan for Annual Sports Day well in advance. 6. To ensure that the competitions in the case of primary students are being conducted as per the requirement of KVS under CMP. 7. To ensure safety and security of students on the school Campus.
18.	Adult Education (NAEP) / Guidance and Counselling	1. Monika Yadav, PGT (Phy) (I/C) <i>Monika</i> 2. Somabanta Sahu, TGT (ENG) <i>Somabanta</i> 3. Priya Bansal, TGT P&HE <i>Priya</i> 4. Mallika Pradhan, PRT <i>Mallika</i> 5. Mukesh Kumari, PRT <i>Mukesh</i>	1. To conduct the NAEP programme as per KVS guidelines. 2. To ensure that the necessary guidance lectures are being arranged for the students from IX onwards. 3. To ensure that the students requiring guidance as identified for, are being given guidance. 4. To ensure that the guidance materials are being collected and displayed in a guidance corner in the Vidyalaya.
19.	Library Committee	1. Arpit Meena, TGT (Lib) (I/C) <i>Arpit</i> 2. Sombanta Sahu, TGT Eng. <i>Sombanta</i> 3. Arun Kumar Deep, TGT SKT <i>Arun</i> 4. Ramesh Kumar Sahu, PRT <i>Ramesh</i> 5. Student Members as per KVS guidelines	1. To plan for the purchase of library books for Primary and Secondary levels. 2. To ensure that proper class library system exists in the Vidyalaya. 3. To ensure that library books are being used to an optimum extent.
20.	Time-table Committee	1. Toran Kumar Singh, TGT SD.SC (I/C) <i>Toran</i> 2. Tikela Bhoi, PRT (Primary I/C) <i>Tikela</i> 3. Birendra Kumar Pradhan, PRT <i>Birendra</i> 4. Arpit Kumar Meena <i>Arpit</i> 5. Chakrapani Pradhan, PRT <i>Chakrapani</i> 6. Somabanta Sahu <i>Somabanta</i>	1. Preparation of timetable and arrangement for classroom teaching. 2. The committee is to ensure that the timetable is unbiased. 3. The committee shall ensure that the timetable is complete in all respects and no class is left free on any day. 4. The copies of the timetable shall be placed in the principal's room, Office, and Staff Room. 5. The arrangement work shall be circulated timely daily. 6. The copy of the circulated arrangement work shall be handed over to the principal on daily basis and kept in a file. 7. To ensure that the class attendance is marked by the co-class teachers / other teachers in the absence of the regular class teacher. 8. The committee must work in co-ordination with the Examination and CCA committees

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21.	Official Language/ Rajbhasha Samiti	1. Dr P K Pandey, PGT (Hin) (I/C) 2. Arun Kumar Deep, TGT SKT 3. Mukesh Kumari, PRT 4. Mallika Pradhan, PRT 5. Tikelal Bhoi, PRT	1. To help in implementing the official language. 2. To ensure that all correspondence received in Hindi is replied to in Hindi. 3. To ensure that all name boards are bilingual. 4. To ensure all registers /files have the name in Hindi as well. 5. To ensure that the Vidyalaya website is having Hindi version as well. 6. To ensure Timaahi Hindi Report of every quarter by both Offline and online mode.
22	PTM / PTA Meetings	1. Toran Sir, TGT (TGT) (I/C) 2. Monika Yadav, PGT (Phy) 3. Ramesh Kumar Sahu, PRT 4. Somabanta Sahu, TGT (Eng) 5. Tikelal Bhoi, PRT	1. To form Parent-Teacher Association and discuss different developmental work of the Vidyalaya. 2. To prepare a schedule for PTM after every exam to discuss academic development of the Vidyalaya. 3. To arrange and co-ordinate the parent teacher meetings. 4. To maintain the records relating to the parent teacher meetings.
23	VMC & VEC Meetings	1. Dr P K Pandey, PGT (Hin) (I/C) 2. Shanti Tirkey TGT(AE) 3. Toran Singh, TGT (SSc) 4. Mallika Pradhan, PRT 5. Priya Bansal, TGT PHGE	1. To arrange for the Vidyalaya Management Committee & VEC meetings. 2. To prepare PPT presentation of Vidyalaya report along with meeting agenda. 3. To maintain the records relating to the VMC & VEC meetings. 4. To inform the timetable in-charge to make necessary class arrangement for the teachers engaged in organizing VMC meetings, if the meeting is held during class hours. 5. The new building monitoring committee must submit report to VMC committee well in advance
24	School Assembly	1. Somabanta Sahu, TGT (Eng)(I/C) 2. Arun Kumar Deep, TGT (SKT) 3. Priya Bansal TGT (P & HE) 4. Shanti Tirkey, TGT(AE) 5. Mukesh Kumari, PRT	1. To chalk out plan to conduct and co-ordinate Morning Assembly. 2. To ensure that Morning Assembly programmes are conducted as per the KVS norms and to improve the standard of the students. 3. To maintain discipline during Assembly. 4. To announce and inform students about any special events in the Vidyalaya. 5. To arrange flag, PA system, musical instruments etc before Assembly. 6. ~~To invite guest-speakers and persons of expertise to the morning Assembly~~
25.	Creative Learning Activities	1. Arun Deep TGT Sans 2. Prem Kumar Pandey PGT Hin 3. Ramesh Kumar Sahu, PRT (I/C, Primary) 4. Somabanta Sahu, TGT Eng I/C 5. Tikelal Bhoi, PRT Members by Default: 1. TGT AE, TGT WE and PRT Mus 2. House Masters (CCA House-wise) 3. Class-teachers (CCA Class-wise)	1. To plan for the co-curricular activities in a befitting manner. 2. To ensure that all students are motivated to participate in the competitions. 3. To ensure that all activities conducted are of desired standard. 4. To ensure that prizes are procured and distributed after the competitions. 5. To celebrate all important days in a befitting by proper distribution of work. 6. To ensure that the children are made for inter-school competitions at the cluster level and selected from the beginning of the year. 7. To plan activities for the celebration of BalDiwas, Teachers Day etc.

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26.	House Masters and Associates	<u>House- Shivaji</u> 1. Priya Bansal, TGT PHGE 2. Monika Yadav, PGT (Phy) 3. Tikelal Bhoi, PRT 4. Ramesh Kumar Sahu, PRT <u>House- Tagore</u> 1. Toran Kumar Singh, TGT So. Sci. 2. Dr P.K Pandey, TGT (Eng) 3. Mallika Pradhan, PRT 4. Yogesh Kumar, PRT <u>House- Ashok</u> 1. Shanti Kumar Tirkey, TGT AE 2. Chakrapani Pradhan, PRT 3. Mukesh Kumari, PRT 4. Ajit Tripathy, MUSIC <u>House-Raman</u> 1. Arun Kumar Deep, TGT (SKT) 2. Birendra Kumar Pradhan, PRT 3. PGT (CS) 4. Arpit Kumar Meena, TGT (Lib)	1. To assist in conduct and co-ordination of morning assembly and other activities in CCA and sports. 2. To develop a competitive spirit among the students. 3. To prepare the students for the different competitions. 4. To forward participants to CCA committee in time. 5. To ensure that the house notice boards (display boards) are maintained properly and the contents therein changed every month during the last week of the month so that fresh matters remain during the next month.
27.	Mathematics Lab/Club	1. PGT (Maths) (I/C) 2. Monika Yadav, PGT (Phy) 3. Akhilesh Panigrahi TGT (Maths)	1. To form the Mathematics Club in the beginning of the session and conduct meetings of Mathematics Club from time to time. 2. To create an interest among the students in the subject of mathematics. 3. To conduct lectures and seminars on mathematics and celebrate Math Week. 4. To conduct workshops to prepare necessary mathematics models. 5. To develop mathematical learning through Gardening, BaLA (Building as Learning Aid) etc.


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28.	Science Club	1. Ajambila Behera, PGT (Bio) (I/C) 2. Monika Yadav, PGT (Phy) 3. Akash Pradhan PGT (Chem)	1. To ensure that an environment of science exists in the Vidyalaya. 2. To ensure that in the morning assembly science related topics / experiments are shown occasionally to create awareness of science among the children. 3. To motivate children to prepare exhibits for the Science Exhibitions and to ensure that they are being prepared in time. 4. To prepare students to participate in National Science Congress, Science Olympiads, STSE, NSTSE etc.
29.	Scouts & Guides Committee	1. Shanti Kumar Tirkey, TGT, AE (I/C) 2. Arun Kumar Deep, TGT (SKT) 3. Tikelal Bhoi, PRT 4. Yogesh Kumar, PRT 5. Birendra Kumar Pradhan, PRT	1. To plan for the BSG activities for the whole year in advance. 2. To ensure that the reports are being sent periodically. 3. To ensure that the scouts, guides, cubs and bulbul maintain proper records in respect of the scout activities. 4. To prepare students to participate in different Charans of BSG and escort them as and when necessary. 5. To prepare scouts and guides to receive the guests/VIPs with colour party.
30.	RTI / RTE / Statistics	1. Somabanta Sahu, TGT (Eng) (I/C) 2. Toran Singh, TGT (SSC) 3. Shanti Kumar Tirkey, TGT, AE 4. Yogesh Kumar, PRT	1. To provide all important statistics to all departments in respect of the students or teachers of the Vidyalaya. 2. To maintain the vital statistics in the Principal's Room. 3. To respond promptly to received RTI complaints from KVSRO. 4. To provide information to the Computer & Website Updating Committee.
31.	Subject Committees	1. Prem Kumar Pandey (I/C) with all Hindi/SKT subject teachers 2. Somabanta Sahu, TGT ENGL (I/C) with all Engl subject teachers 3. PGT MATH (I/C) with all Math/Comp subject teachers 4. Ajambila Behera, PGT (Bio) (I/C) Phy/Chem/Science subject teachers	1. To plan for activity based teaching in the Vidyalaya. 2. To recommend for suitable remedial action to be taken for different students. 3. To ensure that the academic problems faced by the teachers are solved. 4. Compilation of split up syllabus as per schedule. 5. To work in coordination with Academic Committee (All subject teachers are to write the important discussions/suggestions of subject committee meetings in the teacher diary at proper place.)


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32.	Teaching Aids/ Teaching Learning Materials (TLM) Eco Club Mission Life	1. Ramesh Kumar Sahu, PRT (I/C) 2. Shanti Kumar Tirkey, TGT AE 3. Toran Kumar Singh TGT SST 4. Mallika Pradhan, PRT 5. Yogesh Kumar, PRT	1. To ensure safety and proper handling of the equipments and assets of the resource room. 2. To ensure the proper use of the assets for educational purpose. 3. To maintain record of the activities and inform the principal about the requirements from time to time. 4. To ensure that the stock of teaching aids is maintained. 5. To maintain that the same is issued to the staff as per their requirements. 6. To procure necessary teaching aids through Gem portal and to ensure that the teaching aids are being maintained for the Vidyalaya for secondary as well as for Primary to comply with Common Minimum Programme. 7. To make school clean and green 8. To initiate and encourage plantation in school campus 9. To create QR code for every plant 10. To motivate stake holders for plantation under Ek Ped Maa ke Naam
S. No.	Committees	In-Charges & Members	Duties and Responsibilities
33.	Maintenance, Repairs of School Building & Water, Electricity Supply Committee	1. Shanti Kumar Tirkey, TGT, AE (I/C) 2. Arun Kumar Deep, TGT SKT 3. Arpit Kumar Meena, TGT Lib 4. Ajit Kumar Tripathy, PRT MUS 5. All Sub-staff.	1. To ensure that periodical maintenance of school building and furniture is being attended to on need basis every month. 2. To ensure that the carpentry/cement works required for the Vidyalaya are being taken up on need basis by maintaining a register for the same. 3. The committee will work in collaboration with Furniture (Repair and Maintenance Committee)
34.	Maintenance and Repairs of Staff Quarters	1. Arun Kumar Deep, TGT SKT (I/C) 2. Monika Yadav, PGT Phy 3. Priya Bansal, TGT P & HE 4. Toran Kumar Singh, TGT SSC 5. Sombanta Sahu, TGT Eng.	1. To plan for the repairs to be carried out during the year in a befitting manner and ensure that the same is carried out. 2. To keep records of quarter-holders in files and registers.
35.	Integrity Club & FCP & CPD	1. Toran Kumar Singh TGT SSC (I/C) 2. Somabanta sahu, TGT Eng 3. Arun Kumar Deep, TGT SKT 4. Ajit Kumar Tripathy, PRT MUSIC	1. To form the integrity club in the month of April and organize the activities every month as per the instructions of KVS. 2. To get training on ACP (Awaken Citizen Programme) modules as and when necessary for the three grades of students namely Class 7, Class 8 and Class 9. 3. To ensure that almost 16 periods per annum are allotted to ACP. 4. To inspire students towards enlightened citizenship and make them aware of higher dimensions of education, work and life. 5. To impart value education that is inspired by Swami Vivekananda's ideas to the students of classes 7, 8 & 9.


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36.	FLN, PIMS	1. Mukesh Kumari, PRT (I/C)  2. Yogesh Kumar, PRT  3. Tikelal Bhoi, PRT  4. Birendra Kumar Pradhan, PRT 	1. All activities related to FLN, PIMS and Common Minimum Programme. 2. To maintain all required registers, files & records. 3. To ensure that the common minimum programme is being conducted as per the KVS guidelines. 4. To upload student's learning details for ready reference.
37.	Grievance Cell, Complaint Redressal Committee	1. Mukesh Kumari, PRT (I/C)  2. Priya Bansal, TGT P & HE  3. Mallika Pradhan, PRT  4. Ajit Tripathy, PRT Music 	1. To periodically open suggestion box, at least once in two months. 2. To keep a record of suggestions or grievances received from the students, staff or parents.
38.	Lunch Time Supervision Committee	1. Priya Bansal, TGT P&HE (I/C)  2. Tikelal Bhoi, PRT  3. TGT Maths 4. Chakrapani Pradhan, PRT 	1. To ensure the safety and security of students during lunch time by maintaining proper discipline. 2. To give proper instructions to parents and students not to give or receive lunch boxes during study hours. 3. To remind students that lunch break is not a game period. 4. Monitoring the parents' and students' movements during lunch break.
S. No.	Committees	In-Charges & Members	Duties and Responsibilities
39.	Photography & Social Media Handle	1. Shanti Kumar Tirkey, TGT AE (I/C)  2. Toran Kumar Singh, TGT SSC  3. Arun Kumar Deep, TGT SKT  4. Arpit kumar Meena, LIB  5. Comp. Instr.	1. To cover each and every event that takes place in school. 2. To procure camera with high resolution and maintain it to make it ready for specific occasions. 3. To ensure safe storage of the photos and videos. 4. To make the photos and videos available when required or asked for. 5. To upload photos and videos (with the permission of the Principal) on Vidyalaya Website as well as on the platforms of different social media for wide publication 6. To prepare and maintain a photo album for reference. (Preferably an e-mail should be created and all photos and videos should be sent to it mentioning the name of event, purpose, participants, time and venue and a brief report)
40	UDISE +	1. Yogesh Kumar, PRT (I/C)  2. Chakrapani Pradhan, PRT  3. Vishwa Pratap Das, Comp. Instr 4. All Class-teachers	1. To ensure that all information of the Vidyalaya and its students is uploaded and monitored through UDISE (Unified District Information System for Education (UDISE) regularly. 2. PEN (Personal Education Number) of each student is to be given to the 3. Prompt action is to be taken by the In-charge and the class teachers to enter data in UDISE+ as and when asked by the Ministry of Education.

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1	School Information & Public Relations	1. Prem Kumar Pandey, PGT HIN 2. Toran Singh, TGT SSC 3. Ramesh Kumar Sahu, PRT 4. Monika Yadav, PGT Phy.	1. To ensure that all information reach the staff, parents and other stakeholders. 2. To uphold the integrity of KVS while disseminating any information publicly. 3. To print and circulate invitations to guests on various occasions like Independence Day, republic day, annual sports day, annual day etc.
2	Out-sourced Staff Monitoring Committee	1. Shanti Tirkey, TGT AE (I/C) 2. Priya Bansal, TGT PGHE 3. Arpit Meena, TGT Lib 4. Ramesh Kumar Sahu	1. To keep proper record of the attendance of the out-sourcing staff (Security and conservancy). 2. To fix their duty in rotation as and when necessary. 3. To check the bills and payments related to out-sourcing staff. 4. To contact the agency immediately when replacement is required due to absence of any out-sourcing staff.
3	Sexual Harassment of Staff & POCSO	1. Monika Yadav, PGT Phy (I/C) 2. Shanti Kumar Tirkey, TGT AE 3. Mallika Pradhan, PRT 4. Mukesh Kumari, PRT 5. Priya Bansal, TGT PGHE	1. As mentioned in POSH and POCSO Acts. 2. To assist the principal in the formation of ICC (Internal Complaint Committees) related to sexual offences. 3. To invite external members, if any, and hold meeting regarding the issues of women and children. 4. To maintain a complaint/suggestion box related to POSH and POCSO.
44	CMP	1. Ramesh Kumar Sahu PRT, I/C 2. Mrs Mallika Pradhan, PRT 3. Mr Birendra Pradhan, PRT	1. To manage all quarterly CMP Programme 2. To make PPT content
45	CCA Primary	1. Mrs Mallika Pradhan, PRT 2. Mr Ajit Kumar Tripathy, PRT (Music)	1. To conduct all CCA programmes for primary section.
46	Resource Room	1. Mrs Mukesh Kumari, PRT 2. Mr Tikelal Bhoi, PRT 3. Special Educator, PRT	1. To manage resource room 2. To procure materials for Resource room 3. To see up keep of resource room
47	PBL	1. Mrs Mallika Pradhan, PRT 2. Mrs Mukesh Kumari, PRT	1. To encourage teacher for Project Based Learning 2. To equip teachers with PBL in all classes


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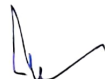
Committees	In-Charges & Members	Duties and Responsibilities
Office Proceedings/ Audit/ Pay Bill/ Income Tax etc.	1. Toran Singh, TGT SSC (I/C)  2. PGT (CS) 3. Yogesh Kumar, PRT  3. Ravi, JSA 4. Sub-staff	1. To guide, supervise and co-ordinate all office work of the members. 1. To prepare and uploading of monthly pay bill. 2. To prepare arrear bills of staff. 3. To prepare monthly schedule and Broad sheet GPF/CPF/CPS/HBA etc. 4. To upload TCs in the Vidyalaya website. 5. To keep record of minutes of VMC/VEC meeting & to assist the principal in arranging VMC meeting as per KVS norms. 6. To call Contractual teachers and give the workload to them after consulting Principal. 7. To check the attendance and other registers of Contractual Staff (including Conservancy). 1. To scrutinize the Pay bill & Arrear bill as per norms. 2. To scrutinize the TA / DA, LTC, Medical bills as per norms. 3. To scrutinize the RTE claim bills as per norms. 4. To assist in smooth conduct of audit (internal/AG audit) files and replies thereof. 5. To monitor the purchase process as per requirement by issuing the tenders & taking approval of Chairman VMC on Comparative statement or issuing bids on GeM Portal, as the case may be. 6. To process the cases for condemnation. 7. To maintain stock register of office contingency, VVN & details of various stocks & their annual verification etc. 8. To prepare comparative statement after obtaining rates 1. To ensure the maintenance of service book and personal file of the staff. 2. To maintain the leave records of the staff. 3. To monitor the file of correspondence for welfare of the staff i.e. Sr. Scale/Selection scale / In-Service Course/ Disciplinary case/Court case etc. 4. To scrutinize the Income Tax calculation of staff and ensure correct TDS. 5. To keep record of saving of staff u/s 80 & calculate Income Tax of staff on salary and ensure TDS. 6. To send monthly reports of other activities of the Vidyalaya.


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S. No.	Committees	In-Charges & Members	Duties and Responsibilities
			1. To maintain cash book of VVN & school fund. 2. To maintain Ledger of School fund A/C. 3. To maintain Ledger of VVN Account and keep watch on financial ceiling. 4. To prepare Annual account of VVN account & School fund A/c as per norms. 5. To prepare Budget of school fund account & VVN account as per norms. 6. To prepare monthly and quarterly statement of VVN account & School fund. 7. To maintain petty cash book. 8. To maintain record of fees collection and its summary through DCR, CS- II & CS- 54 (CS-54 to be submitted by Mr. S. K. Patel). 9. To calculate & deduction of TDS from suppliers and file Income Tax return of staff & dealers. 10. To check the work done by Sub-Staff. 11. To keep record of all fee collection receipts for audit purposes. 12. To prepare all the cheques and maintain the vouchers. 13. To prepare relieving orders of the deputed staff. 1. To prepare monthly report of enrolment and vacancy position etc. 2. To prepare T. C. & keep record and uploading of T.C. on website. 3. To maintain scholar register/admission forms. 4. To maintain casual leave register/diary dispatch register and postal expense register. 5. To maintain current staff attendance register & keep old register. 6. To type all the letters of correspondence in English or Hindi. 7. To issue character certificate/NOC etc. to students & correspondence with KVS/CBSE/NCERT for welfare of the students. 8. To maintain allotment of staff quarter/hostel flies. 9. To keep all record in store systematically. 10. Checking up of E-mail for submission to Principal. 11. To maintain Assets registers/maintenance of Staff quarters. 12. To monitor the school bell timing.


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S. No.	Committees	In-Charges & Members	Duties and Responsibilities
			Duty of Substaff I. Maintenance and upkeep of Principal office/office and other departments (other than classrooms). II. To attend the call-bell of the principal/office. III. To ring the bell of the Vidyalaya at the prescribed times. IV. To circulate the orders/letters amongst the staff. V. To attend to telephone calls operating of fax machine & franking machine & Xerox machine & to handle fire fighting equipments. VI. To assist in maintaining file/records/retrieval documents pertaining to TA/LTC/ Medical/Leave application monthly return forms/Pay bill etc. VII. To handle bank operations i. e. deposit/withdrawal of cash from bank. VIII. To assist in local purchases. IX. To operate water pump/use of electrical equipment/water cooler etc. X. To assist in maintaining Diary/dispatch of letters. XI. To attend bank/post office work. XII. To check all light points in classrooms water taps off in toilet and drinking points to be off after school hours. XIII. To maintain mobile no. and local address of the staff. XIV. Any other work assigned by Principal/SO/Assistant/UDC/LDC from time to time.
49	Staff Room Maintenance & Staff Club	1. Arun Kumar Deep, TGT SKT (I/C) Staffroom 2. Shanti Kumar Tirkey, TGT AE (I/C) Staff Club 3. Ajit Tripathy, PRT Music 4. Tikelal Bhoi, PRT	1. To ensure the upkeep of the staffroom in respect of tidiness, proper arrangement of books, notebooks files, furniture etc. 2. To ensure maintenance discipline and cordial interactions between staff in line with KVS conduct Code. 3. To make necessary arrangements for staff meetings held with the principal.
50	PM Shri Committee	1. Monika Yadav PGT PHY (I/C) 2. Ramesh Kumar Sahu, PRT 3. Toran Singh, TGT (SSc) 4. Yogesh Kumar (PRT) 5. Ravi, JSA	1. To go through the PM Shri guidelines 2. To ensure implementation of different programmes under PM SHRI 3. To help with the procurement of equipments, furnitures etc. 4. To help in publishing bid through GeM


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