

PM SHRI KENDRIYA VIDYALAYA NO.1 BOLANGIR

(Committees for 2024-25)

S. No.	DEPT/COMMITTEE/ CLUB	IN-CHARGE/ CONVENER / MEMBER	SIGN	DUTIES/RESPONSIBILITIES/ ACTIVITIES
1.	a) ACADEMIC SUPERVISION	Principal	1	*Supervision of secondary and primary respectively *Taking rounds to check the class rooms activities *Observations of class room teaching and submission of report to the principal for comments. *Any other related work assigned by the Principal
		Mr. Kartika Suna (Sr. PRT)	2	
	b) COMMITTEE FOR VIDYALAYA PLAN & SUGGESTIONS	Principal	1	
		Shri T. V. Ramesh (PGT Phy)I/C	2	
		Shri Amit Yerpude (PGT CS)	3	
Miss Jayalaxmi Naik(PGT Chem)	4			
Shri Kartika Suna (Sr. PRT)	5			
2.	ACADEMIC ADVISORY COMMITTEE			*To get the Split-up of syllabus subject wise and class wise on or before 31 st March every year and check the monthly completion of syllabus as per split-up of syllabus (given by KVS). *To list out the names of weak students (on the basis of FA -I) and prepare action plan on or before 15 th Aug- 2016 and to ensure that action is taken as per plan. *To prepare and inform to subject teachers about the special time-table of all holidays, breaks(Autumn & Winter) and vacation including Morning Assembly time of Vidyalaya for remedial classes. *To suggest positive and practical plan for the improvement of the academic competency of the students. *Weak students' monthly progress will be checked separately through prescribed Performa.
a) PRIMARY	1. Shri Kartika Suna (Sr. PRT)	1		
	2.Sh Kailash Ch. Bhue	2		
	3.Sh Sohag Bishi	3		
b) SECONDARY & SR. SECONDARY	1.Mr. T. V. Ramesh I/C	1		
	2.Mr. Amit Yerpude	2		
	3.Miss Jayalaxmi Naik	3		
	4.Mr. Jitender Prasad	4		
	5. All the subject committee conveners.	5		

3.	CO-CURRICULAR ACTIVITIES 1) Morning assembly organizations 2) Celebrating of festival & important days 3) CCA (internal)	Ms Divya Shukla (PRT MUSIC) (Co-ordinator) Mr. Amit Yerppude I/C Ms Jayalaxmi Naik I/C Mr. Ashutosh Panda Mr. Nakul Panda Mr. Rajesh Pradhan I/C (Primary CCA) Mr. Sohag Bishi All Laguage Teachers <u>SHIVAJI HOUSE</u> Shri Sujit Kumar Singh Deo (HM) Miss Rasna Deep Mr S Bishi <u>TAGORE HOUSE</u> Miss Baishakhi Pathak (HM) Mr. G. Pal Miss Sunita Gadtia <u>ASHOKA HOUSE</u> Mr. Jitender Prasad (HM) Mrs. Puja Shaw MR K C Bhue <u>RAMAN HOUSE</u> Mr. K. Sharma(HM) Miss. Notan Singh Mr S K Yadav	1 2	<u>MORNINIG ASSEMBLY</u> *To plan the morning assembly programme and allot the duty to concerned CT. In addition, to check the preparation of the programme before presenting in morning assembly. *Children’s birthday will be celebrated in morning assembly on his/her specific date of birth to wish him/her by provide a greeting card to all birth day students and to wish them by presenting birthday song. *News and Special items should not carry any items involving Violence, discrimination against gender, Race, Religion, etc and negative criticism(Non controversial items only) Thought for the day should be very short and thought provoking. *Organising assembly programme during inspection and on special days. <u>CELEBRATION OF FESTIVAL & IMPORTANT DAYS</u> *To prepare a plan to celebrate important festivals & days as per Vidyalaya academic Calendar & invite artists, dignitaries on the selected occasions for performing the programme or delivering lecture etc. *Special programmes may be presented on special occasions & important days followed by a brief speech related to festivals. One programme should be presented by a staff member voluntarily. *To encourage the students & staff to participate in these programmes & assign duties for them. *Guest lecture should also be organized on special occasion & important days to celebrate the occasion with true spirit. <u>CO-CURRICULAR ACTIVITIES (INTERNAL)</u> *To prepare an action plan for internal and external CCA activities for the session and complete in time. *They will also have to suggest practical plans for improvement of CCA activities. To check the preparation of CCA. *To plan for prize distribution. *To send the important news items from time to time related to CCA to newspaper agencies for publications. *The preparations for different CCA activities should be under the personal supervision of House Masters and Associate House Masters. *To send the information regarding the prize winners to the Web site committee to up load in our school web site.
----	---	---	--------	---

	c) CCA(external)	1. <u>Shri Sujit Kumar Singh Deo (i/c)</u> Mr. K. Sharma Mr. Jitender Prasad	1 2 3	<u>CO-CURRICULAR ACTIVITIES (EXTERNAL)</u> *Proper selection of students for the various competitions conducted by different organizations and to maintain record of the same. *To encourage the students to ensure maximum participations in various competitions conducted by different organizations *To make announcement of the prize winners in the morning assembly and maintaining record of prize winners. *To send the information regarding the prize winners to the Web site committee to up load in our school web site. *Any other related work assigned by the Principal
	d) Value Education	Mr. Guru Pal I/c Ms Alpha Sahoo Mr. S. S. Bharti	1 2 3	<u>VALUE EDUCATION</u> *To prepare compact programmes for developing good habits and moral value among the students. *To award the students with certificate & prizes on the observation of good habits & behavior of students *To present moral stories in the assembly (at least one in a week). *To encourage teachers to present moral talk to the students in morning assembly.

4.	EXAMINATION PRIMARY	1.Mr Rajesh Pradhan I/C 2.Mr Sohag Bishi	1 2	<p>*Complete schedule of test/exam for the session (tentative) will be circulated among the students & parents for their prior information. Exam time-tables should also be informed to students & parents separately at least two weeks before commencement of test/exam.</p> <p>*Maintain the required Examination stationery in stock.</p> <p>Class wise schedule should be proposed for weekly test, fortnightly test, monthly test, practice test etc. for X and XII.</p> <p>*All the required documents/materials like answer scripts, mark-slips, marks register, progress card etc. should be issued to concerned teacher in time & it should be taken back to exam department after completion of each and every test/exam.</p> <p>*Students and parents must be informed about the results of all tests & exam within a week of completion of test/examination & updated record must be kept ready for further course action.</p> <p>To train the teachers to prepare the results as per new CCE guidelines issued by CBSE</p> <p>Plan for all the external examinations including CBSE and to conduct it successfully.</p> <p>Any other related work assigned by the Principal.</p>
	SECONDARY & SR. SECONDARY CBSE & CCE IX & X ON LINE WORK	Mr. Jitender Prasad I/C	1	
5.	ADMISSIONS a) SECONDARY and PRIMARY	Mr. Amit Yerpude I/C Mr. Sujit Singh Deo Mr. Guru Pal Mr. Kartika Suna	1 2 3 4	<p>To admit the students by following admission procedure as per guidelines issued by KVS (HQ).</p> <p>To issue & collect the admission registration forms after thorough scrutiny.</p>
	b) WRITING ADMISSION REGISTER	1. Mrs. Puja Shaw 2. Miss Nootan Singh	1 2	<p>To make a plan to set the question papers required for fresh admission for class IX and above.</p> <p>To complete the formalities of admission as per KVS instructions.</p> <p>Any other related work assigned by the Principal.</p> <p>To write all the entries of the newly admitted students in the Admission register without error.</p>
6.	TIME TABLE PREPARATION SECONDARY & SR. SECONDARY and ARRANGEMENT REGISTER PRIMARY and ARRANGEMENT REGISTER	Miss Jayalaxmi Naik I/C Mr. Jitender Prasad Miss Nootan Singh Mr Sohag Bishi Mr K Suna	1 2 3 1 2	<p>Time – table In charge & Asst. In charge will frame the time-tables as per KVS rules.</p> <p>To Make arrangement for the teacher on leave and on duty.</p> <p>To prepare and inform to subject teachers about the special time – table for all holidays, breaks (Autumn & Winter) and vacation including Morning assembly time of Vidyalaya as per action plan.</p> <p>Any spl. time table as when required.</p> <p>To ensure the ringing of bell in time</p> <p>Any other related work assigned by the Principal.</p>

7.	NATIONAL ADOLESCENCE EDUCATION PROGRAMME (NAEP)	Miss Jayalaxmi Naik I/C Mrs. Puja Shaw Miss. Rasna Deep	1 2 3	To conduct NAEP programme as per KVS direction. Chalk out yearly plan to conduct NAEP activities. To invite experts in the field for NAEP programme. Report of conducted activities should to send to KVS RO(BBSR) for its information. Any other work related and assigned by the Principal.
8.	GUIDANCE & COUNSELLING	Mr. Amit Yerpude I/C Mr. Sujit Singh Deo Mr. Nakul Verma	1 2 3	Provide proper guidance to students for their future plan & action. Employment News, magazines and newspaper's information should also be placed on Notice board for students & staff. Experts should also be invited from time-to-time to provide proper guidance to the students. Any other related work assigned by the Principal.
9.	SCOUTS GUIDES CUBS & BULBUL	Mrs. Alpha Sahoo I/C Mr. G. Pal Mr. Sunil Yadav		To prepare seasonal plans with tentative dates & months for organizing activities. To select students for Cubs and Bulbuls, Scouts & Guides enrolment in the month of April every year. To give proper training to the students for Guard of Honour and for other activities. To provide opportunities for scouts & guides to participate in various activities conducted in the Vidyalaya , Regional level and National level. Any other related work assigned by the Principal. <u>All the teachers should compulsorily come in uniform on the specific day.</u>
10.	NON SCHOLASTIC TRAINING PROGRAMME ART & CRAFT MUSIC & DANCE GAMES & SPORTS GUIDANCE AND COUNSELLING	Mr. Guru Pal I/C Ms. Divya Shukla I/C Mr. Nakul Verma I/C Mr. T. V. Ramesh I/C Counselor		To complete the formalities to appoint coaches and start coaching classes well in advance. To prepare yearly plans (month wise). To supervise the activities as per the plan. To provide proper guidance to coaches concerned and to students. To submit quarterly progress report of the activities & yearly report at the end of the session. Any other related work assigned by the Principal.

11. SUBJECT COMMITTEES	a) PRIMARY SECTION	Mr. K Suna I/c	1	To analyze the performance of students & prepare further course of action plan for better improvement of students in academic performance. To check class wise monthly academic performance analysis & discuss for future course of action. To conduct the monthly meeting in order to check the progress of syllabus. If coverage of syllabus is not in time, a plan must be chalked out to complete the Syllabus without any further delay. Prepare the report on last working day of every month & submit it to Principal.
		Mrs. Mr S Bishi(Maths)	2	
		Mr Sunil Kumar Yadav (Hindi)	3	
		Miss Sunita Gadtia (English)	4	
		Mr K C Bhue (EVS)	5	
		All Primary Teachers-Member	6	
b) SECONDARY & SR. SECONDARY SECTION		Miss Baishakhi Pathak I/c	1	To put a vigil on class wise progress of subject/lesson. To highlight the importance of the subject amongst the students and create interest in subject. To discuss difficult topics on rotation by faculty members. To discuss the Model question papers, including model answers, marking schemes, preparation of projects and conduct of experiments etc. To discuss the activities /worksheets/ plan excursions etc as per the split up of syllabus and coverage of lessons. To use the computers/ LCD etc to make the lessons interesting. To procure activity / TLM materials and to use them for teaching purpose effectively.
1) ENGLISH		Mrs. Alpha Sahoo	2	
2) HINDI / SANSKRIT		Mr. Krishan Sharma I/c	1	
		Mrs. Puja Shaw	2	
		Miss Rsna Deep	3	
3) MATHEMATICS		Mr. Jitender Prasad I/c	1	
		Miss Nootan Singh	2	
4) SCIENCE & Computer Science		Mr. T. V. Ramesh I/C	1	Minutes of Subject committee meeting should be approved by the principal and to be adhered scrupulously. Any other related work assigned by the Principal.
		Miss Jayalaxmi Naik	2	
		Mr. Amit Yerpude	3	
		Mr. Sujit Singh Deo	4	
5) SOCIAL SCIENCE		Mr. Ashutosh Panda I/C	1	
6) FLN Primary		K C Bhue	1	
		Sunita Gadtia	2	

12. CLUB ACTIVITIES	a) LITERARY CLUB	Miss Baishakhi Pathak I/c	1	To prepare a plan to create literary atmosphere in Vidyalaya.
		Mr. Krishan Sharma I/c	2	To prepare class wise magazines at least one in each subject
		Mrs. Alpha Sahoo	3	To prepare the students for participating in external & internal competitions.
		Mrs. Puja Shaw	4	To organize minimum two competitions/ seminars/ programmes etc. Based on Language in a year.
		Miss Rasna Deep	1	To guide the students to write articles to publish in Magazine and news papers.
			2	Any other related work assigned by the Principal.
	b) MATHEMATICS CLUB	Mr. Jitender Prasad I/c	1	To form a mathematics club & encourage students interested in mathematics to take up good projects.
		Miss Nootan Singh	2	To prepare the students for participating in external and internal competitions, seminars Olympiads, quiz etc.
				To promote the mathematical & scientific atmosphere in the Vidyalaya leading to logical thinking, analyzing and in problem solving.
				To prepare at least one class wise magazine.
				To organize at least two competitions/ seminars/ programmes etc. based on the subject.
				To guide the students to prepare articles to publish in Magazine and News papers. Any other related work assigned by the Principal.
c) SCIENCE CLUB	Mr. T. V. Ramesh I/C	1	To form a science club & encourage students interested in science to take up good projects.	
	Miss Jayalaxmi Naik	2	To prepare the students for participating in external & internal competitions, seminars, Science Olympiads and quiz etc.	
	Mr. Amit Yerpude	3	To promote scientific atmosphere in the Vidyalaya leading to logical thinking, analyzing and in problem solving.	
	Mr. Sujit Singh Deo	4	To prepare at least one class wise magazine. To organize at least two competitions/ seminars/ programmes etc. based on subject. To organize Science Exhibition at Vidyalaya, Cluster, regional & national level and try to achieve remarkable achievements in these exhibitions. To guide the students to write articles to publish in magazine and News papers. Any other related work assigned by the Principal.	

	d) SOCIAL SCIENCE CLUB	Mr. Ashutosh Panda I/C	1	<p>To prepare a plan to create atmosphere in Vidyalaya related to Social Science activities.</p> <p>To prepare the students for participating in external & internal competitions.</p> <p>To prepare at least one magazine class wise.</p> <p>To organize at least two competitions/seminars/programmes etc. based on subject.</p> <p>To organize Social Science Exhibition at Vidyalaya Cluster, Regional & National level and try to achieve remarkable achievements in these exhibitions.</p> <p>To guide the students to prepare articles to publish in magazine and newspapers.</p> <p>To guide children to prepare projects, models and activities which may lead to appreciation of aesthetic values, appreciation of Indian art, craft, values etc.</p> <p>Any other related work assigned by the Principal.</p>
	f) NATURE CLUB	Mr. Guru Pal I/C Ms.Sunita Gadtia	1 2 3 4	<p>To inculcate the habit of loving nature in the minds of children.</p> <p>To announce a particular day as “Plantation Day “and the children may be asked to plant and to take care of sapling in the vidyalaya campus.</p> <p>Every class may be allotted a particular area in the garden to be maintained during their SUPW periods.</p> <p>To encourage students to look in to the beautification of campus.</p> <p>Any other related work assigned by the Principal.</p>
	g) HEALTH CLUB	MR.Sujit singh deo I/C Staff Nurse	1 2 3 4	<p>To complete the SBSB activities as a part of health club</p> <p>To propose and arrange adventure trips for the students</p> <p>Any such trips from KVS side should be taken up with true sprit.</p>
	h) EDUCATIONAL EXCURSIONS	1. Mr.Asutosh panda 2.Mrs.Puja kumari	1 2 3 4 5	<p>To make an annual plan of excursions for different classes to different places of educational and Historical importance.</p> <p>To arrange conveyance, permission for entry and other arrangements to conduct tours successfully.</p> <p>Any other related work assigned by the Principal.</p>

	i) FILM AND ARTS	Mr.G.P.Pal Ms.Divya Shukla	1 2	To procure films appropriate to the children level from Children Film Society of India. To monitor the film shows organized by the teachers To maintain a register for the film shows
	j) ICT	Mr. Amit Yerpude I/C	1 2 3 4	To make the children aware of the technological development To plan and conduct activities to bring out the talents Allow the children to take part in various activities involving ICT
13.	a) GAMES AND SPORTS DEPARTMENT SECONDARY & SR.SECONDARY PRIMARY	Mr. Nakul Verma I/C Mr.Sunil Kumar Yadav	1 1	To prepare a plan & programme for the entire session as per KVS groupings. Select the students & games in the beginning of the session to impart proper training to students. Set a target & must proceed accordingly to achieve maximum success in the meets and to organize the prize distribution. Utilize the games period primarily for the development of the ear marked games by the KVS. Encourage the students to use the available sports equipments in school judiciously. Complete all internal games & sports competitions by the first week of August'09 & organize the Sports day celebration by the end Sep/Oct of every year. Any other related work assigned by the Principal.
	b) SUPW DEPARTMENT	Mr.S.S.Bharti I/c	1	Prepare plan for the SUPW training in various fields as per KVS directions. To help in organizing exhibitions at Vidyalaya level by Science and SST dept. Decoration of Vidyalaya should be maintained inside as well as outside of the Vidyalaya. Maintenance of vidyalaya electrical, P.A. system, water connections, repair of furniture etc with help of students during SUPW periods. Any other related work assigned by the Principal.

c) MUSIC DEPARTMENT	Ms Divya Shukla I/c	1	<p>To select a group of students who are having keen interest in the field of music and train them for different activities.</p> <p>To prepare the students to participate in all external & as well as internal cultural events.</p> <p>To impart proper training to the students for using the musical instruments.</p> <p>To buy and to maintain the required musical instruments.</p> <p>To train students properly sing in the morning assembly & the community songs in all the languages.</p> <p>To prepare dance and Music programmes for the annual day and for all other special occasions.</p> <p>To train the children to sing the prayer song and all community songs with out seeing the diary in the morning assembly.</p> <p>Any other related work assigned by the Principal.</p>
LIBRARY Primary LIBRARY COMMITTEE	Mr. Shashank Sekhar Pujahari I/c Mr. Kailash bhue I/C All Class teachers	1 1 1 2 3 4 5 6 7 8 9 10	<p>Make available curriculum books, Textbooks, Collection of CBSE & session ending examination question papers for use by the students.</p> <p>Proper arrangement for effective display of periodicals, newspapers, magazines etc. in the library.</p> <p>Prepare a list of books with the help of subject teachers by April 'every year & purchase them latest by June every year as per budget provision.</p> <p>At least two programmes should be organized in this session to make aware the students & staff for the use of library & to encourage the students to study the books & magazine.</p> <p>Issue of books to the students & staff and maintain issue register etc.</p> <p>To collect requirements of staff and students and to procure the books.</p> <p>To follow the KVS Library policy.</p> <p>Library automation to be done & data base to be maintained by using latest software for library.</p> <p>Preparation of annual plan and implementation of Book review schedules for the classes VI to VIII compulsorily.</p> <p>Any other related work assigned by the Principal.</p> <p>To suggest and improve Face Lift of the library to provide a congenial reading atmosphere for the students.</p> <p>To make a list of required books (Department wise) in the month of April and to purchase the books. Students also must be encouraged to give the list of good books for purchase.</p> <p>To supervise effectively the functioning of library and to send a quarterly to the principal.</p> <p>Any other related work assigned by the Principal.</p>

	f) COMPUTER DEPARTMENT	Mrs. Amit yerpude I/c Computer Instructor	1 2	To over see the functioning / maintenance of computers in KV by AMC contractor. To send monthly reports to KVS (RO) To up date website weekly (The data should be collected from all the Department heads, CCA coordinator, Office etc. To check KVS (RO) and HQ website every day and to download circulars etc. Any other related work assigned by the Principal.
	TEACHING AID CUM E-Content ROOM SECONDARY & SR. SECONDARY PRIMARY RESOURCE ROOM and NIPUN XEROXING AND PRINTING OF WORK-SHEETS	Mr.Amit yerpude I/c Mr.S.S.Bharti Mr.K Suna I/C Ms.Sunita Gadtia Mr.Jitender I/c Mr.Rajesh pradhan (PRT) Computer Instructor	1 2 1 2 1 2 3	To set an activity room to teach primary students as per KVS circular No.F.39- AC/2008-KVS(BGR) dated06/02/08 To plan and arrange for purchasing materials required for teaching aids Dept. Any other related work assigned by the Principal. To execute the C.M.P. as per KVS directions. To conduct periodical work shops and meetings to strengthen C.M.P. To monitor the quality of worksheets prepared by the teachers and its execution as per plan. To monitor the Teaching – Learning process and Methodology used by the teachers. To conduct the various activities under C.M.P as per KVS directions. To plan and arrange for purchasing materials required for T.L.M. Any other related work assigned by the Principal.
14.	FURNITURE DEPARTMENT	Mr. Nakul verma I/C Mrs. Puja Kumari	1 2	To supervise the use of furniture by the students. To plan for repair & purchase of Vidyalaya furniture for students & staff in various classrooms & departments as per requirements from the budget allotment. Any other related work assigned by the Principal.
15	LABORATORY PHYSICS CHEMISTRY	Mr.T.V.Ramesh I/c Ms.J.Naik I/c	1 1	To make necessary arrangement for procuring the materials for Science, Language and Maths Laboratories as per the needs. Lab attendant to maintain the laboratories for students use, update the stock & make necessary arrangement of apparatus for the use of students.

	BIOLOGY	Mr.Sujit Singh Deo I/c	1	The required practical/activities to be conducted for different classes as per prescribed syllabus. To organize exhibitions in different subjects at various levels. To check the practical / activity record regularly. To give sufficient practice to the board class students. Any other related work assigned by the Principal.
16.	MAINTENANCE OF SCHOOL CAMPUS SCHOOL BUILDING REPAIR & MAINTENANCE CIVIL AND ELECTRICAL STAFF QUARTERS REPAIR & MAINTENANCE CIVIL AND ELECTRICAL	Mrs.S.S.Bharti I/C Mr. G.P.Pal Mr. Nakul Verma	1 2 3	To plan for repair & maintenance, urgently required in the Vidyalaya building and Departments. To plan & purchase the material required for the purpose of maintenance and repair. Arrange to keep the Vidyalaya Campus neat & clean. To take an action in time for the decent look of the Vidyalaya To maintain the tube lights & fans etc. in proper condition The committee members will look after the judicious use of water and electrical power in the school and staff quarters. The committee will suggest the requirements in respect of maintenance and repair. Any other related work assigned by the Principal.
	c) BEAUTIFICATION OF CAMPUS AND MAINTENANCE OF GARDENS	Mr.G.P.Pal I/C Ms.Rasna deep Ms.Sunita Gadtia (PRT)	1 2 3 4	To prepare plan to beautification of the campus To procure saplings and other requirements for the garden and to monitor the maintenance of gardens To take up the plantations of trees in around the campus To instruct and supervise the gardener to maintain the campus with out any weeds etc. Any other related work assigned by the Principal.
17.	CLEANLINESS OF THE SCHOOL –	1Mr.G.P.Pal I/C 2.Ms.Rasna deep 3.Ms.Sunita Gadtia (PRT)	1 2 3 4 5 6 7	Ground Floor, Office, Principal room and front Lobby – Primary section – Ground floor of Secondary & Sr Sec section – First Floor of Secondary & Sr Sec section – Front road, Assembly ground and other areas to be cleaned – All toilets and bathrooms should be washed with Phenyl. Wet mop of all corridors, departments and steps The above said places will be cleaned after school hours/ before school starts and maintained by agency. All Group D employees will report to undersigned at 7.30 am and will supervise the cleaning work. Any other related work assigned by the Principal.

18.	VIDYALAYA PATRIKA EDITORIAL BOARD	Ms.B.Pathak I/C Mr K.Sharma Language teachers	1 2 3 4 5 6 7 8 9	To encourage the students to write articles on different topics and collect the articles. To edit all the articles written by the students To make arrangements to compile the articles language wise and to select the articles on certain priority as decided by the committee. To complete all administrative formalities for printing the magazines. To collect messages from authorities. To release the Magazine latest by 15.08.14. Any other related work assigned by the Principal.
19.	MAINTANANCE OF BOOK OF CHORONICLES AND MINUTES OF MEETING NEWS LETTER AND PRESS INFORMATION COMMITTEE C.M.P NEWS LETTER	Ms Sashank sekhar pujahari I/C 2.Mrs.Alpha saho 3.Mr.Asutosh panda Mr. Karthik suna I/c	1 2 3 1	To Keep record of all events and student prize winners in different competitions (External) To record the minutes of meetings. Any other related work assigned by the Principal. To send a report to KVS Regional office and KVS Head Qtrs in the form of a News letter (Bi monthly). To send information to the press regarding the different functions and achievements of the vidyalaya to give wide publicity Any other related work assigned by the Principal.
20.	PURCHASE AND CONDEMNATION COMMITTEE - SECONDARY	Ms. J.Naik I/C Mr.S.S.Bharti Mrs.Alpha saho Mr.R.Pradhan (PRT)	1 2 3 4	To call for quotations for all the items required in the month of April/May every year. To follow the rules and regulations of KVS for the purchase of the materials. To prepare a consolidated condemnation report for every session before the VMC Meeting and to get it approved Purchases for the different depts. to be done in the school as per requirement.
	OFFICE ASSISTANCE	1. Mr Asutosh panda	1	To guide the teachers to follow KVS rules.

21.	RAJBHASHA KALYAN SAMITI	Mr K.Sharma I/C Mrs.Puja kumari Ms.Rasna deep	1 2 3	To follow Rajbhasha Kalyan Samiti guidelines To create a Hindi atmosphere & to prompt Hindi in daily use. To celebrate "Hindi Pakhwara" as per the KVS guidelines. Any other related work assigned by the Principal. Mr. Aruni Kumar to write a Hindi word every day with its meaning on the display board in Primary section.
22.	HEALTH & HYGEINE	Mr. Sujit singh Deo I/C Mr. G.P.Pal Ms J.Naik	1 2 3	To prepare a plan for student's health checking up twice in a year by an authorized Medical Officer. To print and maintain the Health card for each students To make available stock of First aid materials for the students. A special care must be taken for girl child as per their natural need, if situation demands for that. Any other related work assigned by the Principal.
23.	SECURITY & CONSERVANCY	Mr.Amit Yerpude I/C Mr. T.V.Ramesh Mr. Asutosh Panda	1 2 3	To maintain a record of security personals deployed by the agency. To give an outlay of security required for the campus to the agency and supervise the work done by the security personals. Any lapse in the system should be informed to the agency to rectify it immediately. Any other related work assigned by the Principal.
24.	CO-ORDINATION OF CONTRACTUAL TEACHERS AND COACHES	Mr.T.V.Ramesh I/C Ms. J.Naik Mr Rishikesh (JSA)	1 2 3	To allocate the time table to the contractual teachers and coaches as per KVS directions. To maintain a record for number of periods worked by each contractual teacher every day. To compile the number of periods taken for every month from the school record and forward it to the office for payment on the last working day of the month. Any other related work assigned by the Principal.

25.	DISCIPLINE	Mr. Nakul Verma I/C Ms.Nootan singh Mr. K Suna I/C Mr. Sunita Gadtia All Class teachers	1 2 3 4 5	To enforce general instructions related to discipline are being followed by students or not. Committee members will keep a strict watch on behavior of students in school campus. This committee will take the responsibility to ensure that the Vidyalaya atmosphere is healthy and conducive for learning in all respects for the students. If any member finds any misbehavior by the students(s) it should be brought to the notice of all the members & the principal to take necessary action. Committee will decide the course of action against the concerned students (s). Any other related work assigned by the Principal.
26.	WEB SITE COMMITTEE	Mr. Amit yerpude Mr. Ashutosh Panda	1 2	To Design the web site of the school with help of latest technology. To collect the information as per the heads defined by KVS (HQ). To Upload the information received immediately. To upload frequently the creativity and achievement of the students and teachers. To highlight the special features, Notifications and Important events in web site regularly.
27.	REDRESSAL OF GRIEVANCES AND SC/ST CELL	Ms.J.Naik Mr.Kailah Bhue Mr.Asutosh panda	1 2 3	To open the grievances box kept in the vidyalaya once (2 nd Friday) in every month. Any complaints to be enquired and to report to higher authorities for n.a. Any grievances of the employees should be enquired and appropriate action may be suggested to the Principal. Any other work related and assigned by the Principal.
28.	R.T.I CELL	Principal Mr.T.V.Ramesh Mr. Karthik Suna	1 2 3	To Maintain a record regarding the applications received. To Instruct the concern record holder to reply within the time limits and maintain the file. Any other related work assigned by the Principal.
29.	AKAM & EBSB	Mr K.Sharma I/C Mrs.Alpha Sahoo Mr. ASutosh Panda	1 2 3	1. To conduct all the activities as per KVS guidelines and to sent the report to the Regional Office and KVS HQ as and whenever required.

30.	P T A Meeting	Ms.J.Naik I/C Mr. Jitender Mr.K Suna (PRT)	1 2 3	To organize PT meeting periodically. To send information to parents. To keep record of PT meeting class wise and prepare consolidated report.
31.	Arrival/Departure/ Lunch Time Supervision/Transiti on Period/ Morning Assembly Supervision	Mr. Nakul Verma I/C 2.All class Teachers	1. 2.	1. Teacher I/c to prepare the daily duty chart on rotation basis.
32	NCC	Mr. Sohag Bishi		
33	UDISE +	Mr. Ashutosh Panda		
34	Art Integrated Project (CBSE)	Mr. Guru Pal		
35	VMC MEETING	Mr. T. V. Ramesh Mr. Jitender Prasad		
36	Public Relation	Mr. Sujit Kumar Singh Deo Mr. Kartika Suna		
37	Health Checkup	Mr. Nakul Verma Miss Nootan Singh Staff Nurse		
38	Library Blog	Mr. S .S. Pujahari		
39	School Magazine and News Letter	Miss Baishakhi Pathak(I/C - English) Mr. Krishan Sharma (I/C – Hindi/Sanskrit) Mrs. Alpha Sahoo Mrs. Puja Kumari Shaw Miss Rasna Deep		

40	Staff Meeting and Minutes of meeting	Mr. T. V. Ramesh Mrs. Alpha Sahoo Mrs. Puja Kumari Shaw		
41	Student Grievance	Mr. T. V. Ramesh Miss Bhaishakhi Pathak		
42	Grievance redresal Cell (OBC)	Mr. Amit Yerpude Mr. Nakul Verma		
43	Grievance redresal Cell (ST/Sc)	Miss. Jayalaxmi Naik Mr. Kailash Bhue		
44	Grievance redresal Cell (Minority)	Mr. T. V. Ramesh Mr. Jitender Prasad		
45	Self Defense	Mr. Nakul Verma Miss Nootan Singh		
46	Flag Code Observation	Mr. Nakul Verma Mr. Guru Pal		
47	Samgra Shiksha	Mr. S. S. Bharti Mr. Guru Pal		
48	Routes to Root and Spic Macay	Miss Divya Shukla		
49	Science Exhibition and Olympiads	Miss Jayalaxmi Naik Mr. Sujit Kumar Singh Deo		
50	GeM Portal	Mr. Ashutosh Panda		
51	Safety NDMA Guideline	Mr. Nakul Verma		

NOTES

All the In – charge, Asst. In-charges and members of the various departments / committees are requested to prepare a complete action plan 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.

In case of any difficulty, undersigned must be contacted.

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.

It is also directed that all should not proceed on leave at a time. Henceforth, Asst. In-charge of the concerned departments must be available on duty when In-charge proceeds on leave etc and vice versa.

All the In-charges, Asst. In-charges and members of the concerned departments/ committees are hereby instructed to complete the stock verification for the session on or before 31st March and prepare the lists for purchasing/ procuring the required materials for the next session. List of materials for condemnation, if any, should also be prepared on or before 31st March, list must be handed over to undersigned for necessary action on or before 20th April 2024.

All the New In charges/conveners of departments/ committees are hereby directed to take over the charge latest by 31.03.24 after complete verification of stock and to maintain the stock register. Any discrepancy found should be reported to the under signed immediately.

Please put your efforts to complete all the responsibilities in time and in a creative and effective manner.

Please use your talent for the betterment of the Vidyalaya in general and students in particular.

PRINCIPAL

CERTIFICATE

This is to certify that I have noted down all the duties allotted to me in the committee list and I also read and understood the duties assigned to me as class teacher/ Subject teacher. I do fully aware that any deviation or failure to discharge my duties will warrant disciplinary action as per KVS Rules.

S. N.	Name of the Employee	Designation	Sign.
1	MR. T.V.RAMESH	PGT(PHYSICS)	
2	MR AMIT YERPUDY	PGT CS	
3	MS JAYALAXMI NAIK	PGT (Chemistry)	
4	MR.SUJI K.SINGHDEO	PGT BIO	
5	MR. T.V.RAMESH	PGT(PHYSICS)	
6	MS.BAISHAKHI PATHAK	PGT(ENGLISH)	
7	MR.K.SHARMA	PGT (HINDI)	
8	MR.S.S BHARTI	TGT (WE)	
9	MR.NAKUL VERMA	TGT (P&HE)	
10	MR. G.P.PAL	TGT (AE)	
11	MRS. PUJA KUMARI SAW	TGT (HINDI)	
12	MR. ASHUTOSH PANDA	TGT (S.SC)	
13	MS. NOOTAN SINGH	TGT (MATHS)	
14	MRS. ALPHA S.SAHU	TGT (ENGLISH)	
15	MR. SASHANK shekhar pujahari	TGT (LIB.)	
16	Ms. RASNA DEEP	TGT (SANK)	
17	MR.KARTIK SUNA	PRT	
18	MR.KAILASH BHUE	PRT	
19	MR.RAJESH PRADHAN	PRT	
20	MR.SUNIL YADAV	PRT	
21	MR.SOHAG BISHI	PRT	
22	MS. SUNITA GADTIA	PRT	
23	MS.DIVYA SHUKLA	PRT(MUSIC)	
24	Mr Rishikesh	JSA	
25			

PM SHRI KENDRIYA VIDYALAYA NO.1 BOLANGIR.

DUTIES AND RESPONSIBILITIES OF THE CLASS TEACHERS / SUBJECT TEACHERS SESSION 2024-25

DATE : 01-04-2024

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.

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.

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.

Light and fan must be used as per requirement and no misuse of electricity should be allowed.

All subject teachers have to prepare (month wise) annual teaching plan 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.

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.

Teachers should check the attendance of students regularly and if any student is found irregular, same must be informed to his/her parents immediately.

Name of the topic/chapter must be written on black board before start of the lesson/unit/topic.

Class room discipline must be maintained during the period.

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.

The records like Teachers diary, Attendance register, House register, Dept. register, Subject Committee register Etc as per the instructions, it should be maintained.

LIST OF CLASS TEACHERS, CO-CLASS TEACHERS AND ASSOCIATE CLASS TEACHERS – PRIMARY

S.No.	Class / Sec	Class Teacher	Sign.	Co-Class Teacher	Sign.
1.	I – A	Mr.kailash ch.Bhue		Ms.Sunita gadtia	
2.	II – A	Ms.Sunita gadtia		Mr.kailash ch.Bhue	
3.	III – A	Mr.Sunil ku.Yadav		Ms.Divya Shukla	
4.	IV – A	Mr. Rajesh Pradhan		Mr.Sohag Bishi	
5.	V – A	Mr.Sohag Bishi		Mr. Rajesh Pradhan	

LIST OF CLASS TEACHERS, CO-CLASS TEACHERS AND ASSOCIATE CLASS TEACHERS - SECONDARY

S.No.	Class / Sec	Class Teacher	Sign.	Co-Class Teacher	Sign.
1.	VI A	MR.SUJI K.SINGHDEO		MS.PUJA K.SAW	
2.	VII A	MRS.PUJA K. SAW		MS.RASNA DEEP	
3.	VIII A	MR.K.SHARMA		MS.NOOTAN SINGH	
4.	IX A	MRS.ALPHA S.SAHU		MS.RASNA DEEP	
5.	X A	MR.ASHUTOSH PANDA		MR.NAKUL VERMA	
6.	XI A	MR.T.V RAMESH		MS. BAISHAKHI PATHAK	

PRINCIPAL