



केन्द्रीय विद्यालय ढेंकानाल
KENDRIYA VIDYALAYA, DHENKANAL
ग्राम –बनमाली प्रसाद, डाक - मंगलपुर
At: -BANAMALI PRASAD, Po: - MANGALPUR
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F. 15029/1165/2024/Acad./

Date- 16.08.2024

PM SHRI KENDRIYA VIDYALAYA, DHENKANAL, ODISHA

COMMITTEES FOR THE SESSION 2024-25

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the **ACADEMIC SESSION 2024-25**. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. In absence of the In – charge the next member of the committee automatically will be the In – charge and so on but all the members will be equally responsible. **In – charge will write the names of the members in the Committee register and allot the works to the members accordingly and will fix the responsibility.** The handing and taking over of the charges of departments shall be completed immediately (after 31st March, 2024, in the first week of the April 2024 and compliance report on handing and taking over of charges must be submitted immediately in the office.

1.(i) ACADEMIC ADVISORY AND ADMINISTRATIVE SUPPORT (SR. SECONDARY & SECONDARY): -

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. Dusasan Behera	PGT(Bio.)	IN-CHARGE
2	Mr.Ratnakar Pradhan	TGT(Eng.)	Deputy In-charge
3	Mrs.Subhashree Dash	TGT(Sc.)	Member

ACADEMIC AND ADMINISTRATIVE SUPPORT (PRIMARY): -

S.NO	NAME	DESIGNATION	MEMBER
1	Mrs. Etishree Sahoo	PRT	IN-CHARGE
2	Mr. Deepak Sahoo	PRT	Member

Duties & Responsibilities: -

- The committee will help the Principal in day to day administrative matters.
- The committee can go through the circulars received from KVS RO, Bhubaneswar, KVS (HQ) New Delhi and CBSE and other departments.
- Verification of students' attendance registers to ensure the collection of fees from all the students.
- The committee further verifies the entries of fees particulars in the students attendance register. Any discrepancy observed must be brought to the notice of the Principal immediately.

- e) To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN)
- f) Any other work assigned by the principal in day to day administrative matter.
- g) To ensure the attendance register, teacher's diary, LESSON PLAN, STP is written as per norms, guiding the respective subject teachers in the subject committee meeting as a Convener of the subject committee.
- h) To inform the Principal about the lapses, deviations in the subject committee report.
- i) Checking of Attendance register, Class Diary by I/C.
- j) Maintaining record of supervised and remedial classes.
- K) Responsibilities of academic meeting every month, most preferably on last working day.
- l) Monitoring for smooth running of academic classes.
- m) To prepare Annual Calendar & Vidyalaya Plan (As per KVS Guidelines)
- n) To prepare INSTITUTIONAL PLAN for effective mobilisation of resources.
- o) To take effective measures for implementation of "Compensation of Academic Loss Programmes" (CLAP)
- p) To organise "TARUNOTSTAVA" as per KVS guidelines
- q) To take appropriate steps for School Readiness Programme for the new coming students.
- r) To organise capacity building programmes/in-house training of newly recruited staff.
- s) To prepare Students Diary as per KVS guidelines.
- t) To ensure the implantation of B2B (Back to Basics), CCE (Continuous & Comprehensive Evaluation), CBL, NISHTHA and other academic activities as per instructions.
- u) To ensure the implementation of PISA (Programme of International Students Assessment) as per instructions.
- v) To organise various activities under CAL and TAL as per KVS g guidelines.
- w) To maintain records of training/orientation/workshop attended by teachers and organise In-house training for teachers.
- x) Any other duties and responsibilities assigned by the Principal.

(ii) ALL OFFICE WORKS-ACCOUNTS, FINANCE AND ADMINISTRATION etc.

Mr. R.R. Rout, TGT(AE)- In-Charge (Till the joining of JSA/SSA)

Mr. R. Pradhan, PRT- Member

Most Important Note: All staff will assist Mr. R.R. Rout, TGT(AE) for smooth official works in their respective areas.

Duty and Responsibility

- Perform all the regular as well as routine office related works pertaining to Accounts, Finance and Administration as per KVS norms/instructions
- Maintain all records pertaining to Accounts, Finance and Administration in a systematic way as well as per KVS norms and to keep in safe custody
- Timely submission of information as required by KVS from time to time.
- Maintain the Cash Books, Ledger, Bills and vouchers etc. properly.
- All works related to Income tax, GeM, PFMS etc. in time

- Prepare the Budget estimates (SF & VVN), Annual accounts (SF&VVN) in time
- All normal duties and responsibilities as SSA
- Any other assigned works as per instructions
- Any other duties and responsibilities assigned by the Principal.

2. **ADMISSION: -**

A) ADMISSION COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. Dusasan Behera	PGT(Biology)	IN-CHARGE
2	Mr. S. K. Mohapatra	Librarian	Deputy In-Charge
3.	Mrs. Etishree Sahoo	PRT	Member
4.	Mr. H. K. Sahoo	PRT	Member
5.	Mr. Biswajit S. Mahapatra	PRT	Member

- Registration of admissions as per the schedule given by KVS both online and offline
- Scrutiny of registration forms as per the admission guidelines given by KVS
- Verification of provisional list of selected candidates for all the classes.
- To administer the admission test and preparation of merit list as per the admission guidelines by the KVS.
- To take the approval of VEC before the release of the merit list.
- Maintenance of admission registers.
- Admission of candidates based on KV TC as per KVS norms.
- Local transfer admissions.
- Admissions as per RTE Act.
- Maintenance of admission records as per KVS guidelines in the prescribed Performa.
- Details of admission uploading on the website.
- Proper maintenance of admission records.
- Strict compliance of any instruction from KVS on admission.
- Any other duties and responsibilities assigned by the Principal.
- To provide assistance to the applicants regarding admission as per Guidelines for Admissions in Kendriya Vidyalayas.
- Any other duties and responsibilities assigned by the Principal.

B) ADVERTISEMENT/PUBLICITY

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr R. Pradhan	TGT(English)	IN-CHARGE
2.	Mr. H. K. Sahoo	PRT	Member

Duties & Responsibilities: -

To make wide publicity in the form of frequent announcement in Morning Assembly, notification in school website, notices to government offices, display of banners at the school gate and other cost-effective methods.

Any other duties and responsibilities assigned by the Principal.

3. EXAMINATIONS (Internal):**A – SR. SECONDARY & SECONDARY**

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Aroti Tudu	TGT(S.Sc.)	IN-CHARGE
2.	Mr. R.K.Tanwar	TGT(Maths)	Deputy In-charge
3.	Mrs. Subhashree Dash	TGT (Sc.)	Member
4.	Ms. S.K. Meena	TGT(Sanskrit)	Member
5.	Mr. T. Naik	Sub Staff	Member for Ancillary work

B – PRIMARY

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Bhubaneswari Sahoo	PRT	IN-CHARGE
2.	Mr. Basudeb Behera	PRT	Deputy In- Charge
3.	Mrs. Rupali	PRT	Member

Duties & Responsibilities: -

- To prepare an action plan for conducting monthly tests for classes-XII and finalize test/examination for other classes as per CBSE norms and KVS guidelines/instructions.
- To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.
- To procure the result register, progress reports, and other stationery well in advance by giving requisition to the Principal well in advance.
- To conduct various tests/LAT/SLATE/ CYCLE Test as per guidelines.
- Declaration of results as per the KVS schedule.
- To maintain and place all the records pertaining to examination before the member of panel inspection team.
- To issue the notices, circulars of the examinations to the staff from time to time.

- h) To visit website of KVS, Regional Office, Bhubaneswar and CBSE regularly for the examination notices, circulars.
- i) To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.
- j) To update examination details on website of the Vidyalaya.
- k) Proper maintenance of all examination records
- l) Any other duties and responsibilities assigned by the Principal

4. EXTERNAL – CBSE – X & XII (JEE/UGC NEET AND OTHER EXAMINATION APPROVED BY KVS & CBSE)

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. S. K. Mohapatra	Librarian	Dy. In-Charge
2.	Mr. R. R. Rout	TGT(AE)	Member
3.	Mr. Diwan Singh	TGT(Math)	Members
4.	Computer Instructor	Computer Instructor (NOTE: Office Assistance)	Member
5.	Mr. T. Naik	Sub staff (NOTE: Ancillary works)	Member

Duties & Responsibilities:-

1. To visit the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
2. Class IX to XII registration, filling of the forms and completing the formalities in time bound manner***
3. Correspondence for school affiliation and renewal of affiliation.
4. Maintenance and submission of records of result analysis of CBSE exam to KVS Regional Office and KVS Head Quarter in time.
5. Maintaining the record of shortage of attendance and correspondence with parents of class X & XII ***
6. Fixing the practical time table in liaison with subject teachers and external examiners.
7. Conducting the CBSE board exam as per the CBSE norms.
8. Updating changes in the evaluation system in the School website.
9. Keep records of PTA meeting of class-X & XII***
10. To maintain the record and send the data from time to time to the concerned.
11. Settlement of claims in respect of advance received from the CBSE for different examination in a time bound manner.

12. To perform all works pertaining to CBSE.
13. Implementation of the CBSE circulars, circulated from time to time and Examination Bye-Laws.
14. To look after the works of CBSE UDAAN scholarship for girls as per provisions.
15. Proper maintenance of all CBSE records. 16. To implement various programmes/activities of CBSE. 17. Any other duties and responsibilities assigned by the Principal.

5. External- Maths Olympiad, Science Olympiad, SOF, CYBER OLYMPIAD, GREEN OLYMPIAD, INSPIRE, JNNSMEE, JIGYASA, RAA, KVPY etc.

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Subhashree Dash	TGT(Sc.)	IN-CHARGE
2.	Mr. Vikash Kumar	PGT(Math)	Deputy In-Charge
3.	Mr. R. K. Tanwar	TGT(Math)	Member
4.	Sunpreet Kaur	PRT	Member
5.	Mr. T. Naik	Sub staff (NOTE: Ancillary works)	Member

Duties & Responsibilities:-

- a) Conduct of the IOQM, Maths Olympiad, Science Olympiad, SOF etc. as per instructions
- b) Proper maintenance of all records.
- c) To organise JIGYASA programme.
- d) To organise programme on RAA (Rastriya Abhiskar Abhiyan)
- e) To Conduct Mathematics Olympiad as per KVS instructions
- f) To Conduct various activities for INSPIRE, JNNSMEE, KVPY etc.
- g) Any other duties and responsibilities assigned by the Principal

6. TIME TABLE AND ARRANGEMENT:

A –SECONDARY

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. Diwan Singh	TGT(Math)	IN-CHARGE
2	Ms. Subhashree Dash	TGT(Sc)	Deputy In- Charge
3			Member

B – PRIMARY

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Etishree Sahoo	PRT	IN-CHARGE
2	Mr. B.S. Mahapatra	PRT	Deputy In- Charge
3	Mr. Jitendra Rawat	PRT	Member

Duties & Responsibilities:-

- a) To prepare the class time table and teachers time table as per KVS norms.
- b). To prepare the special time table for after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS..

c)To prepare the special time table for remedial teaching (Slow bloomers in all classes) and framing of ICT Time table, Resource Room Time table, Games & Sports Time Table, Yoga Time table and other academic time table.

d)To give arrangement work for the teachers.

e)To display copy of arrangement periodically in the notice board.

f) Verification of part time teachers/contractual teachers' salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers.

g) Any other duties and responsibilities assigned by the Principal.

7. FURNITURE:

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. B. S. Mahapatra	PRT	IN-CHARGE/In-Charge of Store
2	Mr. Basudeb Behera	PRT	Member
3	Mr. T. Naik	Sub staff (NOTE: Ancillary works)	Member

Duties & Responsibilities: -

- a) To maintain the stock register of furniture and keep the record of room wise/dept. wise distribution of furniture.
- b) To take initiative to see that the broken furniture is repaired regularly.
- c) To prepare the list of broken furniture which are to be condemned.
- d) To see the arrangement of furniture during school functions like – sports day, Republic day, Annual Day, Independence Day or any other function and replace the same to their original place after the function is over.
- e) To see any shortages, deficiency of furniture and report to the Principal.
- f) To maintain properly the keeping of extra furniture in the store room/proper place.
- g) To submit the requisition for the new furniture as per KVS norms in the beginning of the academic session.
- h) Any other duties and responsibilities assigned by the Principal

8. DAILY UPKEEP OF VIDYALAYA BUILDING, CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES (SWACHH BHARAT ABHIYAN), WATER POINTS, TOILETS, CORRIDORS: Overall In-Charge: Mr. Bholeswar Behera, PRT

Pry. Section			
Overall In-Charge: Mrs. Etishree Sahoo			
Sl. No.	AREA OF SUPERVISION	NAME OF THE TEACHER	DESIGN.
1	Eastern part of Pry. Section including water pump	Mr. Himanshu Kumar Sahoo	PRT
2	Northern part of pry. Section (Open gym)	Miss. Sunpreet Kaur	PRT
3	Southern part of Pry. Section	Mr. Jitendra Rawat	PRT
4	Western part of Pry. Section (Assembly area)	Mrs. Rupali	PRT
5	Two Stair Cases in Pry.	Mr. Suchismita Mohaptra	Balvatika 3
6	Pry. Corridors and Two water points	Mr. Biswajit S. Mohaptra	PRT
7	Classrooms, Music Room, Resource Room and Staff Common Room	Respective Class Teachers/Incharges	

Duties &

8	Toilets Pry. Section	Mr. Basudeb Behera (Boys Toilet) Ms. Sunpreet Kaur (Girls Toilet)	PRT
9	Terrace of Pry. Building		Spec. Edu.

SECONDARY SECTION & ADMIN. BLOCK			
Overall in-Charge: S. K. Meena, TGT Sanskrit			
S.NO	AREA SUPERVISION	NAME OF THE TEACHERS	DESIGN.
1	Eastern part of Secondary (Principal Chamber & Math Lab.)	Mr. Madhab Behera	Yoga Instr.
2	Area in between Principal Chamber and Secondary	Miss. Sapna Kumari Meena	TGT Sanskrit
3	Southern part of Secondary	Mrs. S. Satapathy	TGT Eng.
4	Northern part of office. (garden Area)	Miss. Aroti Tudu	TGT SST
5	Northern part of ATL (Garden Area)	Mrs. Asmitarani Padhy	TGT Hindi
6	Western part of ATL (Flower Garden)	Mr. Roop Kishore Tanwar	TGT Math
7	Area in between Secondary and Jr. Computer Lab.	Mr. Diwan Singh	TGT Math
8	Vegetable Garden Area	Mr. Dusasan Behera	PGT Bio.
9	Northern part of Vidyalaya Building (Garden Area)	Ms. Sangeeta Priyadarshini	TGT Math (Contr.)
10	Cycle Stand and surrounding area	Ms. Saswatimayee Sahoo	Ms. Saswatimayee Sahoo, TGT Sc. (Contr.)
11	Class Rooms, Secondary Staff room, MI Room, Jr. Sc. Lab., Math Lab., Library and Store Room and any other	Respective Class Teachers/In-charges	Respective Class Teachers/In-charges
12	Secondary Toilet	Mr. Madhab Behera Ms. Saptanjali Subudhi	Yoga instr. (Boys) Edu. Counsellor (Girls)

13	Staff Toilet (Admin. Block)	Mr. Ratnakar Pradhan (Gents) Mrs. Subhashree Dash (Ladies)	TGT Eng. TGT Sc.
14	Principal Chamber, Office and Admin Corridors	Mr. Tanka Naik	SS
SR. SECONDARY SECTION			
Overall In-Charge: Mrs. Vikash Kumar			
1	Western part Sr. Secondary	Mrs. Smaranika Mishra	PGT Chem. (Contr.)
2	Southern part of Sr. Secondary	Ms. Gayatri Sethy	PGT Hindi (Contr.)
3	Area between Library and Physics Lab and Herbal Garden	Mr. Dusasan Behera	PGT Bio.
4	Sr. Secondary Toilet	Mr. Avik Chakravorty(Boys) Mrs. S. Satapathy (Girls)	PGT Eng. TGT Eng.
5	All Corridors and Eastern part of Sr. Secondary (Elevated Area)	Mr. Vikas Kumar	PGT Math
6	All Classrooms, All Labs. and Games & Sports Room	Respective Class Teachers/In-charges	
7	Playground	Mr. Divyamohan Pradhan	TGT PH & E

~~*To supervise the works of conservancy staff~~ **Responsibilities: -**

- a) To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
- b) To ensure the provision of dustbins in all the class rooms and corridors.
- c) To appraise the Principal about the cleanliness of school building from time to time.
- d) To supervise the work of the people deployed under housekeeping.
- e) To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- f) To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.
- g) To involve students in organizing different programs under Swachha Vidyalaya Abhiyan
- h) To clear the wild bushes and thorny plants that is growing in different parts of school campus.
- i) To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- j) To ensure cleanliness of area around the staff quarters.
- k) To take the rounds of the Vidyalaya twice in a day and to ensure cleanliness.
- l) To motivate the students keep the surroundings neat and clean and say no to plastics and polythene in the campus.
- m) In – charge can delegate the work wing – wise for efficient functioning and for fixing the responsibility.

Duties &

But the In – charge will be held responsible for the lapses and the deviations of the orders.

- n) To undertake the works of Swachhatam Vidyalaya and Harit Vidyalaya, and Green Building initiative.
- o) Any other duties and responsibilities assigned by the Principal

9. GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. R.R. Rout	TGT(AE)	In-Charge
1.	Mr. Dusasan Behera	PGT(Biology)	Deputy-In- Charge
2.	Mrs. S. Satapathy	TGT(Eng.)	Member
3.	Ms Sunpreet Kaur	PRT	Member
4.	Mr T. Naik	Sub staff*	Member

To supervise the works of gardeners*Duties & Responsibilities:-**

- a) To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.
- b) To procure ornamental plants and other fruit bearing plants in consultation with Principal.
- c) To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
- d) To procure fertilizers, manure, pesticides in consultation with Principal.
- e) Placing of placards in different areas of garden.
- f) Numbering of tress and potted plants.
- g) Celebration of Vanamahostava in consultation with principal and forest dept.
- h) To motivate the children for gardening and beautification.
- i) To develop medicinal plant garden in the campus.
- j) To display the quotations in the corridors and class rooms on plantation and conservation of plant.
- k) To fix bulletin board in the class room for display of educational charts.
- l) To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.
- m). To ensure the display of material in the bulletin boards.
- n) To implement the programme under Harit Vidyalaya.
- o) To develop and maintain the Plant Nursery of the Vidyalaya.
- p) To develop and maintain Vermi- Compost, pit for organific fertilizers
- q) To take initiative to develop and maintain Rainwater Harvesting system
- r) Any other duties and responsibilities assigned by the Principal
- s) **10. a) SCIENCE & MATHS CLUB**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.Dusasan Behera	PGT(Biology)	IN-CHARGE
3	Mr.Vikash Kumar	PGT(Maths.)	DEPUTY-CHARGE

4	Mr.Diwan Singh	TGT(Maths)	Member
5.	Mrs. Subhashree Dash	TGT(Sc.)	Member
6.	Mrs. Smaranika Mishra	PGT (CHE)	Member
7.	Ms. Saswatimayee Sahoo	TGT(Sc.)	Member
8.	Ms. Sangeeta Priyadarshini	TGT Math	Member

Duties & Responsibilities:-

- a) To motivate the students to prepare the exhibits based on theme given by KVS.
- b). To organize Vidyalaya level Science exhibition as per the time schedule given by KVS.
- c). To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress.
- d). To inculcate scientific temper among the students by adopting activities-based method in teaching learning process.
- e). To encourage the children to give online projects by using computers.
- f) Any other duties and responsibilities assigned by the Principal

b) NATURE CLUB/ECO-CLUB:

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Bhubaneswari Sahoo	PRT	IN-CHARGE
2.	Mrs. Asmitarani Padhy	TGT(Hindi)	Member
3.	Ms. Saswatimayee Sahoo	TGT(Sc.)	Member
4.	Mr. T. Naik	Sub Staff	Member

Responsibilities:-

- a) Preparation of plan and conduct of various programme accordingly
- b) Awareness programme
- c) Plantation drive
- d) Competition on plantation and environmental awareness.
- e) Any other duties and responsibilities assigned by the Principal

c) HERBAL GARDEN & KITCHEN GARDEN

Mr. Dusasan Behera, PGT(Biology) In-Charge

Mr. Basudeb Behera, PRT

**Duties &
Duties and Responsibilities**

To maintain the HERBAL garden of the Vidyalaya.

11. SOCIAL SCIENCE CLUB, EBSB, YOUTH PARLIAMENT, BIS CLUB

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Aroti Tudu	TGT(S.Sc)	IN-CHARGE
2.	Mr. Dibakar Nayak	TGT(S.Sc)	DEPUTY-CHARGE
3	Students members to be nominated by the Committee		

Duties & Responsibilities: -

- a). To motivate children to prepare projects/model based on country/state allotted to the region .
- b). to encourage more and more children to participate in cluster level Regional level and Nation level exhibition.
- c). To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- e). To ensure project-based learning in all the classes.
- h) To take action to observe: Constitution Day:
- i) To motivate the students to take part in various programmes of “Ek Bharat Shrestha Bharat”
- j) To organize Youth Parliament as per instruction.
- k) To promote awareness for AIDS and observance of World AIDS Day
- l) To conduct various activities regularly for awareness and promotion of constitution, national Integration, Social Economics Culture
- m) Any other duties and responsibilities assigned by the Principal

12. MAINTENANCE AND REPAIR OF SCHOOL BUILDING & STAFF QUARTERS, WATER & ELECTRICITY

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. Bholeswar Behera	PRT	IN-CHARGE
2	Mr. Divyamohan Pradhan	TGT (P & HE)	Member
3	Mr. B.S. Mohapatra	PRT	Member
4	Mr. H.K. Sahoo	PRT	Member

- a). To maintain a register related with deficiencies noted in the Vidyalaya building and staff quarters.
- b). To undertake maintenance of school building and staff quarters on war footing basis in time bound manner.
- c) To ensure the cleaning of overhead tanks in school building and staff quarters
- d) To ensure the chlorination of water stored in tanks after cleaning
- e) To utilize the fund received from KVS in judicious way towards the repair and maintenance of the staff quarters.

- f) To maintain stock registers of WATER & ELECTRICITY
- g) To ensure availability of Drinking Water at all points.
- h) To ensure continuous supply of water at all points
- i) To ensure supply of electricity to each and every points and smooth functioning of all electrical fittings and appliances.
- l) To supervise and check each electrical points from safety point of view.
- m) To address immediately and promptly any electrical hazards, danger points and to ensure that there should not be any damaged switch, naked wire etc
- n) To have liaison with each staff, including conservancy staff for smooth supply of water and electricity.
- o) Listing of work to be done for session 2018-19 in the 1st Week of April.
- p) Making of estimate with the help of technical person as per instruction of KVS.
- q) Maintenance of records of work done and fund used.
- r) Any other duties and responsibilities assigned by the Principal

13. MEDICAL CHECKUP, HEALTH & WELLNESS

S.NO	NAME	DESIGNATION	MEMBER
1	Ms. Subhashree Dash	TGT(Sc)	IN-CHARGE
2	Mrs. S. Satapathy	TGT(Eng.) (Cont.)	Member
3	Mr. Jitendra Rawat	PRT	Member
4	Mr. Deepak Sahoo	PRT	Member

Duties & Responsibilities:-

- a) To procure the required number of medical cards in the beginning of the academic session.
- b) To distribute the medical cards to the class teachers based on strength.
- c) To arrange the medical checkup twice in a year (in the month of August and Feb)
- d) To ensure the follow up action after the medical checkup and intimate the parent of the students who needs further investigation.
- e) To provide medical aids to the students on daily basis.
- f) To sensitize students about health and hygiene-KAP (Knowledge, Attitude and Practice)
- g) Any other duties and responsibilities assigned by the Principal

14. FIRST AID

Overall, I/C- Mrs. Subhashree Dash, TGT Sc.

Members: Nurse

Counsellor

Special Educator(Pry.)

Duties & Responsibilities: -

- a) To provide First Aid to students as and when required in case of emergency
- b) To always keep First Aid Box with all necessary tools, kits and medicines as per medical manuals
- c) To keep important phone numbers of Ambulance, Nearby Hospitals, Nearby doctors, Snake Helpline etc. to attend any emergency.
- d) To select two students (both boys and girls) to assist the needy students in case of emergency. e) To keep stretcher to carry the needy students
- f) Should get them oriented and trained about the use of First Aid.
- g) Any other duties and responsibilities assigned by the Principal

15. EDUCATIONAL TOURS / EXCURSION:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Diwan Singh	TGT(Math)	IN-CHARGE
2.	Mr. R. R. Rout	TGT(AE)	Member
3.	Mr. S. K. Meena	TGT(SKT)	Member
4.	Mr. R. Pradhan	TGT(Eng.)	Member

Duties & Responsibilities:-

- a) To plan education tours / excursions for all the classes as per KVS norms
- b) To ensure the safety of the students during the journey period and their stay at the venue.
- c) To provide hygienic food / potable water to the students who are participating in tour program. d) To make provision of funds in the VVN budget.
- e) Any other duties and responsibilities assigned by the Principal

16. STRENGTHING OF PRIMARY EDUCATION (CMP, FLN & NIPUN BHARAT):

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Etishree Sahoo	PRT	IN-CHARGE
2.	All PRTs	PRT	Member

Duties & Responsibilities:-

- a) To ensure the implementation of CMP & FLN as per KVS norms.
- b) To take the requirement of TLM from teachers well in advance every month.
- c) To procure TLM for the local market by taking an amount of Rs. 2000/- every month.

- d) To ensure the distribution of TLM to all the teachers as per requirements.
- e) To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement.
- f) To maintain the register reflecting the number of work sheets prepared by the teachers subject wise.
- g) To update the status of the resource room once in every quarter.
- h) Any other duties and responsibilities assigned by the Principal

17. PHOTOGRAPHY & VIDEOGRAPHY:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. R.K. Tanwar	TGT(Math)	IN-CHARGE
2.	Mr. J. Rawat	PRT	Member
3.	Mr. Amarendra Sahoo	Comp. Inst.	Member

Duties & Responsibilities:-

- a). To ensure the photography/Videography as important occasions days/ functions.
- b) To paste important photographs on “Photo Gallery”
- c) To maintain a Photo Album and Video Album
- d) To upload important photos and videos in school website.

18. CAREER, GUIDANCE & COUNSELLING / ARRANGING GUEST LECTURE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. R. Pradhan	TGT(Eng.)	IN-CHARGE
2.	Mr. S.K. Mohapatra	Librarian	Member
3	Mr. B.S. Mohapatra	PRT	Member
4.	Ms. Saptanjali Sububdhi	Educational Counsellor	Member

Duties & Responsibilities:-

- a) To arrange guest lectures on important occasions by inviting Scientist, Doctors and others dignitaries.
- b) To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned filed.
- c) To pay the remuneration to invitee in consultation with principal
- d) To arrange counseling session and invite counsellors as and when required.
- e) To display variety of information iro career and guidance on Display Board.
- f) To collect information regarding various careers and arrange counseling for the students as per talents and aptitude.
- g) All works related to THINKQUEST
- h) Any other duties and responsibilities assigned by the Principal

19. GAMES & SPORTS COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Divya Mohan Pradhan	TGT(P&HE)	IN-CHARGE

2.	Mr. Basudeb Behera	PRT	Member
3.	Mr. Vikash Kumar	PRT	Member
4.	Ms. Sunpreet Kaur	PRT	Member
5.	Mr. Tankadhar Naik	Sub Staff	Member

Duties & Responsibilities: -

- a) To organize various games and sports activities as per KVS guidelines.
- b) To keep the playground neat and clean, free from any danger points.
- c) To Observe National Sports Day
- d) To procure various equipment of games and sports as per procedure and requirements.
- e) To encourage and motivate students good in games and sport.
- f) To take all out efforts for development of games and sports in school in each and every aspect
- g) Any other duties and responsibilities assigned by the Principal

20. STUDENTS COUNCIL COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Avik Chakraborty	PGT(English)	IN-CHARGE
2.	Discipline/CCA Committee members	All class Trs/Co-class Trs	Member
2.	All House Masters	PGTs/TGTs	Members

Duties & Responsibilities:-

- a) Division of houses along with house masters and Associate of house masters & distribution of students of various house
- b) Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects.
- c) Procuring badges for Captains Monitors, prefects etc.
- d) Conduct of **investiture** (Badge presentation Ceremony)
- e) Assigning duties to all members of the Student Council House Wise.
- f) Conduct of monthly meetings with the members of student's council.
- g) Maintenance of Students council register/record.
- h) Conduct of all activities as per this schedule plan.
- i) Any other duties and responsibilities assigned by the Principal

21. QUARTER ALLOTMENT COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. R.R. Rout	TGT(AE)	In-charge
2	Mr. Vikash Kumar	PGT(CS)	Member

3	Ms. Aroti Tudu	TGT(S.SC)	Member
4	Mr. H. K. Sahoo	PRT	Member
5.	Mr. S. Parida	PRT(Music)	Member

Duties & Responsibilities:-

- a) To prepare a panel of teacher who are eligible for the allotment of quarters (Type – I, Type – II, Type – III) as per KVS norms in the beginning of the academic session
- b) To allot the quarters to the eligible staff as per the panel prepared and approved by the chairman VMC as per KVS Quarter Allotment Rules
- c) To monitor the maintenance & repair of the staff quarters.
- d) To maintain a separate register entitled “Complaints & Compliance” to record the complaints received on M&R works in this effect.
- e) To maintain a register for listing the inventories of quarter at the time of taking over and surrender of quarters by the occupant.
- f) Any other duties and responsibilities assigned by the Principal

22. DISCIPLINE COMMITTEE A)

FOR SEC & SR. SEC.:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Dibvya Mohan Pradhan	TGT(P&HE)	In-Charge
2.	Avik Chakraborty	PGT(Hindi)	Member
3.	Mr. Dibakar Nayak	TGT(S.Sc.)	Member
4.	All Class Teachers	PGTs and TGTs	Members

B) FOR PRIMARY

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Etishree Sahoo	PRT	In-Charge
2.	Mr. Basudeb Behera	PRT	Member
3.	Mr. Jitendra Rawat	PRT	Member
3.	All Class Teachers	PRTs	Members

Duties & Responsibilities:-

- a) To check personal turn of students during assembly
- b) To check the late comers during morning assembly
- c) To observe the behavior of students inside and outside class room
- d) To ensure provision of out pass in all classes and their utilization

- e) To initiate proper action as per KVS norms against indiscipline students
- f) To check the girls and boys uniform daily.
- g) To check the bags once in a week.
- h) To confiscate the mobiles and other prohibited appliances.
- i) To take the regular meeting of student councils, prefect, monitors.
- j) To ensure discipline among students.
- k) To refer the problematic cases to the counselor for diagnosis and effective counseling.
- l) To arrange suitable counselors to counsel any emotionally disturbed child.
- m) To inform the parents immediately about any observation of indiscipline cases
- n) Any other duties and responsibilities assigned by the Principal

23 SUBJECT COMMITTEE (SECONDARY & SENIOR SECONDARY)

SUBJECT	INCHARGE	DESIGNATION	MEMBER
Science	Mr. Dusasan Behera	PGT(Bio.)	Convener, All TGT(Sc.) and all PGTs (Science subjects)
English	Mr. Avik Chakrabaorty	PGT(Eng)	Convener, All TGTs (Eng)
Mathematics	Mr. Vikash Kumar	PGT(Math)	Convener, All TGT(Math)
Social Science	Ms. Aroti Tudu	TGT(SSc)	Convener, All TGT (S.Sc.)
Hindi, Sanskrit & Odia	Ms. S.K. Meena	TGT(SKT)	Convener, All TGT(Hindi) & PGT(Hindi)

Duties & Responsibilities: -

- a) Subject conveners should convene the meeting with member of their own faculty at least once in every fortnight after the school hours. Minutes of the meeting are to be submitted to the principal on the last day of the month. Subject convener must invite the principal also for the meeting. The agenda of the meeting to be approved by the Principal before the meeting.
- b) Subject conveners will discuss the following issues during the meeting:
- i) Guidance regarding the maintenance of teacher diary ii) Coverage of syllabus as per the split-up syllabus approved by KVS iii) Conducting the practical for classes IX to XII as per the split-up syllabus approved by KVS iv) Demo classes by rotation during the subject committee meeting
- v) Uses of computers and other audio-visual aids in teaching learning process vi) Plan of evaluation of home assignment
- vii) To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms. viii) Plan of action for slow bloomer students & bright students ix) Remedial teaching for weak students
- x) Decoration of bulletin boards in corridors / class rooms with educational charts.
- xi) Club activity / Science and social exhibition xii) Any other academic intervention for the subject and academic progress of the students xiii) Any other duties and responsibilities assigned by the Principal

NOTE: As a subject convener, you will be held responsible for non – submission of the record to the Principal.

24 LIBRARY COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. S.K. Mohapatra	Librarian	IN-CHARGE
2.	Mr. A. Chakraborty	PGT(Eng.)	Member
2.	Miss. Gayatri Sethy	PGT(Hindi)	Member
3	Mrs. Smaranika Mishra	PGT(Chem.)	Member
4	Mrs. Etishree Sahoo	PRT	Member
5	All Head of the Departments		Member
6	5 Students to be nominated		Member

Duties & Responsibilities:-

- The meeting are to be convened at least once in two month
- Committee will submit the list of books to be procured subject wise in the beginning of academic session
- Books review
- To inculcate reading habits among the staff & children
- To organize books exhibition on important occasions
- To organize BOOK WEEKS
- To organize Pustakouphar programme.
- Any other duties and responsibilities assigned by the Principal

25. IMPLEMETATION OF RAJ BASHA

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. S. Meena	TGT(Sanskrit))	IN-CHARGE
2.	Miss. Gayatri Sethy	PGT(Hindi)	Member
3.	Mrs. A. Padhy	TGT(Hindi)	Member
4.	Mr. R.R. Rout	TGT(AE)	Member
6.	Ms. Sunpreet .Kaur	PRT	Member

Duties & Responsibilities:-

- To implement the decision taken during Nagar Raj Basha committee meeting
- To attend Nagar Raj Basha committee as and when required
- To send periodical report to the KVS RO Bhubaneswar, KVS New Delhi, Nagar Rajbasha committee
- To take initiative to see that correspondence is made in Hindi.

- e) To observe HINDI PAKHWADA in true sprit for promotion of Hindi
- f) To ensure the implementation of various activities of Raj Bhasha
- g) To ensure the implementation of “Rajbhasha Adhinyam-1963 and other guidelines by preparing a Annual Calendar of Activities. A record of Day Wise work on Rajbhasha will be maintained.
- h) Any other duties and responsibilities assigned by the Principal

26 SCOUTS / GUIDES/CUBS & BULBULS

OVERALL IN -CHARGE: - Mr. R. Pradhan, TGT(Eng.)

Scout I/C- Mr. J. Rawat, PRT

Guide I/C- Mrs. E. Sahoo, PRT

Cubs I/C- Mr. Biswajeet S. Mahaptra, PRT

Bulbul I/C – Ms. Bhubaneswari Sahoo, PRT

Members: All Trained Teachers

Duties & Responsibilities: -

- a) To ensure minimum enrolment (50%) CUBS AND BULBUL and 30% in scouts and guide.
- b) To organize investiture ceremony for the new recruits (Class-III &VI)
- c) To conduct the class on every Friday for one hour.
- d) To train the students for Pratham / Dwitiya / Tritiya / Raj Puraskar / Rastrapati / Pratham charan / Dwetiya charna / Tritiya Charan / Chaturdha Charan
- e) To issue the merit certificate after the conduct of test
- f) Celebration of thinking day
- g) To procure the uniform for Scouts / Guides who are involved in for the 1st time and institutional ceremony.
- h) To conduct Annual Camp in the Vidyalaya.
- i) To implement the Annual activities of BS&G of KVS, Bhubaneswar Region in true spirit.
- j) Any other duties and responsibilities assigned by the Principal

27. NCC

- Ms. Aroti Tudu, TGT(SSt)
- Mr. Bholeswar Behera, PRT- Deputy I/C

Duties & Responsibilities:-

- a) To organize all NCC activities as per schedule and guidelines
- b) To make all correspondence in respect of NCC
- c) Any other duties and responsibilities assigned by the Principal

28. CCA & MORNING ASSEMBLY PROGRAMME FOR SECONDARY AND SR. SECONDAR

S.NO	NAME	DESIGNATION	MEMBER
A.	Mr. Avik Chakraborty	PGT(English)	Coordinator

1	Mr. R. Pradhan	TGT(English)	Asst. coordinator
2	Miss. Gayatri Sethy	PGT(Hindi)	Member
3	Mrs. A. Padhy	TGT(Hindi)	Member
4	Ms. S.K. Meena	TGT(SKT)	Member
5	Mr. S. Parida	PRT(Music)	Member
6	Mr. Madhab Behera	Yoga Inst.	Member
7	Mr. T. Naik	Sub staff (Note: Ancillary Works)	Member

S.NO	NAME	DESIGNATION	MEMBER
A.	Mr. Deepak Sahoo	PRT	Coordinator
1	Mrs. Rupali	PRT	Asst. coordinator
2	Ms. Sunpreet Kaur	PRT	Member
3	Ms. S. S. Rout	PRT	Member
4	Mr. S. Parida	PRT(Music)	Member

29. CCA & MORNING ASSEMBLY PROGRAMME FOR PRIMARY

Duties & Responsibilities:-

- a) To see that morning assembly programme is to conduct within stipulated time.
- b) To evaluate the various items of morning assembly programme on five point scale – Excellent: Very Good; Good; Average; Below Average
- c) To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.
- d) To arrange the PA system, musical instrument etc. well in advance before the start of morning assembly.
 - e) Annual Planning of CCA activities –house wise.
 - f) Maintaining of result of CCA activities.
 - g) Purchase and distribution of CCA prizes & medals.
 - h) Maintaining CCA Activities register.
 - i) The house Master should motivate the students for effective participation in house activities.
 - j) To give equal opportunities to the students in respect of their houses.
 - k) To take measures to observe/celebrate all National Days, KVS Foundation Day.
 - l) To take measures to observe/celebrate all important days.
 - l) To prepare the CCA calendar of activities and implement the same
 - m) To organize the preparation of CCA in planned way so that academic will not be disturbed.
 - n) To take attendance in morning assembly. All class teachers will submit the attendance in the Consolidated Attendance Register and the Teacher on Duty must verify the same.
 - o) To check the uniforms of students.
 - p) Any other duties and responsibilities assigned by the Principal

30. LITERARY CLUBS

Subject	Name	Designation	Members	Designation
English	Mr. A. Chakraborty	PGT(English)	All teachers	TGT(English)

Hindi/ Sanskrit	Miss. Gayatri Sethy	PGT(Hindi)	All teachers	TGT(Sans) & TGT(Hindi)
	All Language Teachers	PGTs & TGTs teaching English and Hindi		

Duties & Responsibilities:-

- a) To develop the language skills like reading, writing, speaking, listening skills among the students
- b) To develop the proper reading habits among the children.
- c) To give required guidance in the planning and execution of project to students
- d) To encourage the use of Audio Visual aids in teaching learning process
- e) To conduct the language games during the teaching periods.
- f) To preserve the projects prepared by the children.
- g) To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech.
- h) Training the students for various activities of morning assembly programme like pledge, thought for the day, news and special item.
- i) Any other duties and responsibilities assigned by the Principal

31. PTA & PTM COMMITTEE

Mr. Dusasan Behera, PGT(Bio.) -I/C

Mr. R. Pradhan, TGT(English), Member Secretary and Convener

All class Teachers -Members

Duties & Responsibilities:-

- a) To conduct PTM every month to discuss various matters for the smooth functioning of the Vidyalaya as well as effective education of the students
- b) To adhere all stipulations of KVS in dealing with parents
- c) In-charge and class teachers to maintain relevant records pertaining to PTM.
- d) To communicate important information related to parents only.
- e) To organize PTA executive meeting to discuss some important aspects as per need.
- f) Compilation of Agenda for discussion for PTM.
- g) Co-ordination and counseling of parents and students for smooth functioning of the Vidyalaya,
- h) Any other duties and responsibilities assigned by the Principal

32. LUNCH BREAK/RECESS SUPERVISION**A) PRIMARY BLOCK****Overall Responsibility: Mrs. Etishree Sahoo, PRT****All the Class Teachers/ Co-Class teachers will perform their recess duties in their respective classrooms.****B) SECONDARY BLOCK**

Sl. No.	Month	Allotted area	Name of the teachers	Design.
1	April	Corridor from Staff Room to Math Lab.	Mr. R. K. Tanwar Mrs. A. K. Padhy	TGT Math TGT Hindi
		Corridor from Class XA to Jr. Sc. Lab	Mr. Dibakar Nayak Mrs. S. Satapathy	TGT SST TGT Eng
2	June	Corridor from Staff Room to Math Lab.	Mr. R. Pradhan Ms. Sangeeta Priyadarshinee, TGT Math (Contr.)	TGT Eng.
		Corridor from Class XA to Jr. Sc. Lab	Mr. D. Singh Mrs. Subhashree Dash	TGT Math TGT Math TGT Sc.
3	July	Corridor from Staff Room to Math Lab.	Ms. Dharitri Sahoo, Odia Instr. Ms. Saswatimayee Sahoo, TGT Sc. (Contr.)	TGT Odia TGT Sc.
		Corridor from Class XA to Jr. Sc. Lab	Mr. S. K. Mohapatra Miss. Aroti Tudu	Lib. TGT SST
4	Aug	Corridor from Staff Room to Math Lab.	Mr. R. K. Tanwar Mrs. A. K. Padhy	TGT Math TGT Hindi
		Corridor from Class XA to Jr. Sc. Lab	Mr. Dibakar Nayak Mrs. S. Satapathy	TGT SST TGT Eng
5	Sep	Corridor from Staff Room to Math Lab.	Ms. Supriya Parida, Staff Nurse Ms. Sangeeta Priyadarshini TGT Math (Contr.)	Ms. Supriya Parida, Staff Nurse TGT Math

		Corridor from Class XA to Jr. Sc. Lab	Mr. D. Singh Mrs. Subhashree Dash	TGT Math TGT Sc.
6	Oct	Corridor from Staff Room to Math Lab.	Ms. Dharitri Sahoo, Odia Instr. Ms. Saswatimayee Sahoo, TGT Sc. (Contr.)	TGT Odia TGT Sc.
		Corridor from Class XA to Jr. Sc. Lab	Mr. S. K. Mohapatra Miss. Aroti Tudu	Lib. TGT SST
7	Nov	Corridor from Staff Room to Math Lab.	Mr. R. K. Tanwar Mrs. A. K. Padhy	TGT Math TGT Hindi
		Corridor from Class XA to Jr. Sc. Lab	Mr. Mr. Dibakar Nayak Mrs. S. Satapathy	TGT SST TGT Eng
8	Dec	Corridor from Staff Room to Math Lab.	Ms. Supriya Parida, Staff Nurse Ms. Sangeeta Priyadarshinee, TGT Math (Contr.)	Ms. Supriya Parida, Staff Nurse
		Corridor from Class XA to Jr. Sc. Lab	Mr. D. Singh Mrs. Subhashree Dash	TGT Math TGT Math TGT Sc.
9	Jan	Corridor from Staff Room to Math Lab.	Ms. Dharitri Sahoo, Odia Instr. Ms. Saswatimayee Sahoo,	TGT Odia TGT Sc.
		Corridor from Class XA to Jr. Sc. Lab	Mr. S. K. Mohapatra Miss. Aroti Tudu	Lib. TGT SST
10	Feb	Corridor from Staff Room to Math Lab.	Mr. R. K. Tanwar Mrs. A. K. Padhy	TGT Math TGT Hindi
		Corridor from Class XA to Jr. Sc. Lab	Mr. Dibakar Nayak Mrs. S. Satapathy	TGT SST TGT Eng

C) Sr. SECONDARY BLOCK

Sl. No.	Month	Name of the teachers	Design.
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1	April	Mr. Vikas Kumar Mrs. Smaranika Mishra	PGT Math PGT Chem (Contr.)
2	June	Mr. Avik Chakravorty Miss. Gyatri Sethy	PGT Eng. PGT Hindi (Contr.)
3	July	Mr. Dusasan Behera Mr. Shishirkanta Moharana	PGT Bio. PGT CS
4	Aug	Mr. Vikas Kumar Mrs. Smaranika Mishra	PGT Math PGT Chem (Contr.)
5	Sep	Mr. Avik Chakravorty Miss. Gyatri Sethy	PGT Eng. PGT Hindi (Contr.)
6	Oct	Mr. Dusasan Behera Mr. Shishirkanta Moharana	PGT Bio. PGT CS
7	Nov	Mr. Vikas Kumar Mrs. Smaranika Mishra	PGT Math PGT Chem (Contr.)
8	Dec	Mr. Avik Chakravorty Miss. Gyatri Sethy	PGT Eng. PGT Hindi (Contr.)
9	Jan	Mr. Dusasan Behera Mr. Shishirkanta Moharana	PGT Bio. PGT CS
10	Feb	Mr. Vikas Kumar Mrs. Smaranika Mishra	PGT Math PGT Chem (Contr.)

Note: 1. Educational Counsellor, & Yoga Teacher will perform his/her duties in Assembly Shed to check the random movements of the students of Secondary & Sr. Secondary during recess.

2. Special Educator will be vigilant in the corridor of Pry. Section and Water points during recess.

Duties & Responsibilities: -

- a) To mind the discipline of the students during the lunch break
- b) To see that the students reach their respective class after the lunch.
- c) To keep at least two children by rotation in each class to avoid stealing of the student belongings. d) To supervise the lunch session.
- e) Any other duties and responsibilities assigned by the Principal

33. SAFE ARRIVAL & DISPERSAL OF STUDENTS

OVERALL INCHARGE: Mr Divya Mohan Pradhan- & member School Level Transport Committee
Primary

Area	<u>Name of the Teacher</u>	<u>Days</u>
Near the Vidyalaya main gate	Ms. D. Sahoo, Odia Inst., Mrs. Suchismita Mohapatra, Balvatika Tr.-1,	Monday to Saturday
Near the Bel Tree	Mr. Deepak Sahoo,PRT,	Monday to Saturday
Near the Ramp of Admin block	Mr. H.K. Sahoo, PRT, Mr. J. Rawat	Monday to Saturday
Near Second Main gate	Mr. B.S. Mahapatra,PRT	Monday to Saturday
Near Pump House	Ms. P. Badajena, Special Educator , Mrs. Rupali, PRT	Monday to Saturday
In front of Primary Entrance (IIIA)	Ms. S. S. Rout, PRT Mrs. Etishree sahuo, PRT	Monday to Saturday
In front of primary entrance (near Class -1A)	Ms. Sunpreet Kaur, PRT	Monday to Saturday
Primary Corridor class 3 to 5	Mr. Basudeb Behera, PRT	Monday to Saturday
Primary Corridor class I & II	Ms. Rameswari Sahoo, Balvatika Tr,-2	Monday to Saturday
Near Assembly stage	Mr. Madhab Behera, Yoga Instr.	Monday to Saturday

Secondary & Sr. Secondary

Area	Name of the Teacher	<u>Days</u>
In front of statue of Lord Ganesh	Mr. R.K. Tanwar, TGT(Maths) TGT(Hindi), TGT(Sc.)	Monday to Saturday
Near Junior Science Lab	Ms. Aroti Tudu, TGT(S.Sc) PGT(Hindi)	Monday to Saturday
Near Secondary Lobby Area	Ms. Sapana Kumari Meena, TGT(SKT) Mrs. S. Satapathy, TGT(Eng.)	Monday to Saturday

Near Entrance of Sr. Secondary (Banyan Tree)	Mr. Avik Chakraborty, PGT(English) Mrs. Smaranka Mishra, PGT(Chem.)	Monday to Saturday
Corridor of Sr. Secondary	Mr. Shishirkanta Maharana, PGT(CS) Mr. Dusasan Behera, PGT(Bio.)	Monday to Saturday
Corridor of Secondary (VIB-VIIB)	Mr. Diwan Singh, TGT(Maths) Mr. Dibakar Nayak, TGT(SSc.)	Monday to Saturday
Corridor of Secondary (VIA-IXA)	Mrs. Subhashree Dash, TGT(Sc.) Ms. Saptanjanli Subudhi, Counsellor	Monday to Saturday

Note: The Teachers in the last period must accompany with the students in a queue up to the Assembly shed for the safe dispersal of the students.

Duties & Responsibilities: -

- a) To ensure safe arrival and dispersal of students
- b) Report before the arrival of the students and leave after their safe arrival
- c) To keep the mode of transport, contact numbers of parents and Local guardians and all other details for the safety and security of students.
- d) To ensure that only the recommended drivers by parents/parents/legal guardians are receiving the students after school hours and ensure their safe arrival at home
- e) To pay utmost attention and vigilance on this sensitive matter.
- f) To strictly adhere all safety guidelines issued by CBSE and KVS from time to time.
- g) To ensure that all students of their responsibility safely dispersed.
- h) Any other duties and responsibilities assigned by the Principal

34.Late Comers

Overall In-charge: Mrs. Suchismita Sahoo, Balvatika I

S.NO	NAME	DESIGNATION	DAYS
1.	Ms. Dharitri Sahoo	Odia Instructor	Monday to Wednesday
2	Ms. Sapatanjali Subudhi	Counsellor	Wednesday to Saturday

Duties & Responsibilities: -

- a) To attend all late comers on the day and record their names in the late comers register with details of the reason of late coming.
- b) Informing the class teachers about the late comers.
- c) To counsel the late comers and coordinates with the parents.
- d) To attend the issues of late comers and counsel them to be punctual and regular in attending the class

- e) b) To keep contact with parents to find out the reasons of late comers and make them understand about it for effective education of their children
- f) Any other duties and responsibilities assigned by the Principal

35. VIDYALAYA MAGAZINE/CLASS MAGAZINE COMMITTEE/STUDENT'S DIARY

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. A. Chakraborty	PGT(English)	In -Charge
2.	Mrs. S. Satapathy	TGT(English)	Co-Ordinator
3.	Miss. G. Sethy	PGT(Hindi)	Member
4.	Mrs. A. Padhy	TGT(Hindi)	Member
5.	Mr. Shishirkanta Moharana	PGT(CS)	Member
6.	Mrs. Etishree Sahoo	PRT	Member
7.	Mr. H. K. Sahoo	PRT	Member
8.	Ms. Dharitri Sahoo	Odia Instructor	Member
9.	All Class teachers	All Class Teachers	Members

Duties & Responsibilities: -

- a). Class teachers of class III to XII will identify the children with talent. These talents are to be nurtured.
- b).Editorial board will collect the article from the students. Article are to be arranged section wise (English section, Hindi section, drawing and painting etc.
- c).Editorial board should take concerted efforts to bring about class magazine by the end of the December-2017.
- d). Articles are to be screened, proof reading must be done and selected article should find a place in the class magazine. Class magazine should contain 50 pages-(English section: 20 pages- Hindi section:- 20 pages and 10 pages- Art, drawing and paintings.
- e). Editorial board select the article for the class magazine. These articles are to be arranges section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section.
- Editorial board can invite the article from teachers' side also.
- f). School magazine should containing 100 pages(30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 4 pages photography section.
- g). The editorial board should make concerted effort to bring about the school magazine in time.
- h) To prepare Students dairy in consultation with Academic Department.
- i) Any other duties and responsibilities assigned by the Principal

36. INTERNAL COMPLAINTS COMMITTEE ON SEXUAL HARASSMENT/SEXUAL HARASSMENT OF WOMEN EMPLOYEE.

With reference to the KVS, RO, Bhubaneswar Letter No. 15029/2022/KVS(BBS) dated 17.11.2022 and as per the provision of

Section 4 of the Sexual Harassment of women at workplace (Prevention, Prohibition and redressal) Act.2013, the Internal Complaint Committee is constituted on dated 12.12.2022 to redress any complaint on Sexual Harassment of women at workplace at Vidyalaya level.

Sl. No	Name of the Member	Designation of the Member of the committee	Office of the member of the committee	Member of the committee as	Jurisdiction
1	Presiding Officer of the ICC at KVS(RO) Bhubaneswar		KVS, RO, Bhubaneswar Mob:9534017519	Presiding Officer	To inquire in to the complaints of sexual harassment in the Vidyalaya except Principal and Headmaster
2	Ms. Bhanumati Pany	ISWO(NGO), Durga Bazar	Child Welfare Committee Dhenkanal Mob:8249536158	NGO Member	
3	Ms. S. Meena	TGT (Sanskrit)	KV, Dhenkanal Mob: 9352101163	Member	
4	Mr. S.K. Mohapatra	TGT(Librarian)	KV, Dhenkanal Mob:9937779901	Member	
5	Dr.Sasmita Patra	VMC Member	KV Dhenkanal Mob:9040731732	Member	

The Presiding Officer and the members of the above committee will hold office for a period not exceeding three years from the date of formation of this ICC. The Presiding officer of the Committee will ensure the following:

- I. The Inquiry will be conducted in terms of guidelines contained in the judgment dated 13.08.1997 of the Hon'ble Supreme Court in the case of Medha Kotwal Lele and others Vs. Union of India and others.
- II. It is mandatory to have one NGO member while investing the case of sexual harassment of women employees.
- III. Submission of Inquiry Report with specific findings and supporting documents alongwith her comments/ recommendation with in a period of one month from the date of such receipt of a complaint.

37. IMPLEMENTATION OF POCSO ACT, 2012

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. Dusasan Behera	PGT(Bio.)	IN-CHARGE
2	Mr. R.R.Rout	TGT(AE)	Member
3	Ms. Subhashree Dash	TGT(Sc.)	Member
4	Mrs. Etishree Sahoo	PRT	Member
5	Ms. Saptanjali Subudhi	Counsellor	Member

Duties & Responsibilities:-

1. If any complaint related to immoral behavior towards any students is received by the committee, the following steps should be taken immediately at Committee level.

VIDYALAYA LEVEL

1. A written complaint may be obtained from the students/parents.
2. Case may be brought to the notice of Chairman, VMC.

3. A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher.
4. A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
5. The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially.
6. The committee may ask about the behavior of the accused teacher towards other girl students and other teachers and their statements may also be recorded.
7. Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.
8. The committee may discuss the issue with the accused teacher and his statement may be recorded.
9. The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercises of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.
10. The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumors and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.
11. Committee should open the suggestion boxes once in a month, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.
12. Any other duties and responsibilities assigned by the Principal

38. GENERAL GRIEVANCE OF STUDENTS (CORPORAL PUNISHMENT, ABUSING OF THE STUDENTS BY THE TEACHERS)/COMPLAINTS & SUGGESTION BOX

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. R. Pradhan	TGT(Eng.)	IN-CHARGE
2.	Ms. A.Tudu	TGT(S.Sc)	Member
3	Ms. Bhubaneswari Sahoo	PRT	Member
4.	Mr. Basudeb Behera	PRT	Member
4.	Mr. Sanket Subhankar	SCHOOLCAPTAIN (BOYS)	Member
5.	Ms. Gautami Priyadarshini	SCHOOL CAPTAIN (GIRLS)	Member

Duties & Responsibilities:-

If any complaint related to immoral behavior towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions or forcing them to bring the eatables or eating their tiffin and asking some students to blame or abuse slow learners or comment on

family background and occupation of the parents is received by the committee, the following steps should be taken immediately at Committee level.

39 A. REDRESSAL OF PUBLIC/STAFF/PARENTS/STUDENTS GRIEVANCE COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Dusasan Behera	PGT(Bio.)	In-Charge
2.	Mr.R.R.Rout	TGT(AE)	Member
3.	Ms. Subhashree Dash	TGT(Sc)	Member
4.	Mrs. Rupali	PRT	Member
5.	Mr. Biswajit S. Mahapatra	PRT	Member

Duties & Responsibilities:-

- a) A written complaint may be obtained from the complainants.
- b) The committee will redress the grievances in accordance with KVS rules/Education Code etc
- c) To take appropriate steps to develop healthy public/parents –school relationship, interpersonal relationship among staff and students
- d) To take measures to develop the organizational climate of the school.
- e) Any other duties and responsibilities assigned by the Principal

B. REDRESSAL OF SC/ST GRIEVANCE COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Aroti Tudu	TGT(SST)	In-Charge
2.	Ms. S. Meena	TGT(Sanskrit)	Member
3.	Ms. Sunpreet Kaur	PRT	Member
4.	Mrs. Rupali	PRT	Member

40. CHILD RIGHTS, DIVYANG

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. Dusasan Behera	PGT(Biology)	In-Charge
2	Mr. Sankar Parida	PRT(Music)	Member
3	Ms. Saptanjali Subudhi	Counsellor	Member
4	Ms. P. Badajena	Special Educator	Member

Duties & Responsibilities:-

- a) To ensure the protection of Child Rights
- b) To ensure the protection of rights of divyang
- c) To make arrangement of ramp, Special toilet, wheel chair and other facilities for Divyang Students ,if any
- d) To make proper arrangement for inclusive education
- e) Any other duties and responsibilities assigned by the Principal

41.CCTV SURVEILLANCE, CCTV FOOTAGE ANALYSIS AND REPORTNG, CENTRALISED PA SYSTEM

S.NO	NAME	DESIGNATION	MEMBER
1	Mr Basudeb BEhera	PRT	In-Charge
2	Mr. A. Sahoo	Computer Instructor	Member

Duties & Responsibilities:-

- a) To take steps to install CCTV Camera on all strategic locations.
- b) To take steps to install Centralized PA system
- c) To analyze the CCTV footage at least twice in a week and record any sort of abnormal observations.
- d) Report the Principal in case of any untoward incident observed.

41. Committee to implement NDMA Guidelines on School Safety Policy

Mr. Deepak Sahoo, PRT-In-Charge

Mr. S.K. Mohapatra, Librarian -member

Mr. R. Pradhan, PRT-Member

Mr. Bholeswar Behera, PRT-Member

Ms. Subhashree Dash,TGT(Sc.)-Member

Duties and Responsibilities

- To implement the NDMA Guidelines on School Safety Policy in letter and spirit
- To maintain records pertaining to implementation of NDMA Guidelines on School Safety Policy
- To organize various activates on School Safety Policy
- To monitor and supervise the safety requirements regularly. A record in this respect will be maintained.
- Any other duties and responsibilities assigned by the Principal

42.OTHER ADDITIONAL COMMITTEES

A) FIRE SAFETY-

-SCHOOL FIRE MANAGEMAENT COMMITTEE

Members: Mr. Basudeb Behera, PRT-I/C

MR. H.K.Sahoo,PRT

Mr.B.S.Mohapatra,, PRT

Three parent members (to be nominated by the in-charge)

-AWARENESS CAMPAIGN TEAM

Members: Mr S.K.Mohapatra, Librarian-I/C

Mr. D.M. Pradhan,TGT(&HE)

Ms. Bhubaneswari .Sahoo,PRT

-FIRE ALARMING TEAM

Members: Mr Bholeswar Behera, PRT-I/C

Balvatika Tr.

-Four students of class XI (* to be nominated by Class teachers of class XI A & B)

-EVACUATION TEAM

Members: Mr. R. Pradhan, TGT(Eng.) -I/C

- MR. J.Rawat,PRT

-Two students of class XI (to be nominated by Class teachers of class XI A & B)

-SEARCH & RESCUE TEAM

Members: Mr. Bholeswar Behera, PRT -I/C

Counsellor

TGT(Hindi)

-FIRE FIGHTING TEAM

Members: Mr.B.S. Mohapatra,PRT-I/C

TGT(Sc.)

Two students from class XI (*to be nominated by Class teachers of class XI A & B)

-SITE SAFETY TEAM

Members:

Mr. Dusasan Behera, PGT(Bio) I/C

Mrs. A. Padhy, TGT(Hindi)

Two students from class XI

- MEDIA MANAGEMENT*

- Mr. Ratnakar Pradhan, TGT(Eng.)

- Mr. R.R. Rout, TGT(AE) * As per KVS norms.

- Duties & Responsibilities:-

a) To discharge the duties and responsibilities of the respective areas for effective management in case of emergency.

b) All should go through the various circulars from CBSE, KVS and the school NDMA guidelines on School safety policy and others and implement the same accordingly.

c) Any other duties and responsibilities assigned by the Principal

43. INCOME TAX/ CS-54 CHECKING/CASH BOOK CHECKING /P.TAX /ITR /CEA /GPF/CPF

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. R. R. Rout	TGT(AE)	In-Charge
2	Mr. R. Pradhan	TGT(Eng.)	Member

Duties & Responsibilities:-

1. Calculation of income tax from the members of the staff as per the provisions of Govt. Of India.
2. To verify the details of attendance of Contractual teachers
3. To deal all matters pertaining to income tax/ CS-54 checking/cash book checking /P.Tax /ITR /CEA /GPF/CPF

44. INFORMATION ON RTI

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. R.R. Rout	TGT(AE)	In-charge
2.	Mr. S.K. Mohapatra	Librarian	Member

Duties & Responsibilities:-

- a) To deal all matters of RTI
- b) Maintain a register to record the applications received under RTI
- c) To take timely action and appropriate measures to forward the applications to PIO for further action in this regard.
- d) To compile the available information in the prescribed format related to the Vidyalaya on the basis of the application received and forward the same to PIO without any delay.
- e) To adhere all provisions of RTI, 2005
- f) Any other duties and responsibilities assigned by the Principal

45. INTEGRITY CLUB

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Saswati Mayee Sahoo	TGT(Sc.)	In-Charge
2.	Ms. Aroti Tudu	TGT(SSc)	Member
3.	Ms. S.K. Meena	TGT(Sans)	Member

4.	Mrs. A. Padhy	TGT(Hindi)	Member
5.	All Social science teachers	TGTs	Members

Duties & Responsibilities: -

- To undertake all works of the club as per KVS guidelines.
- To take steps for development of the club
- To chalk out the plans, programmes and activities of the club and implement the same.

46. TEACHING AIDS

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. R.K. Tanwar	TGT(Maths)	In-Charge
2.	Mr. Dibakar Nayak	TGT(SST)	Member
3.	Mr.Bholeswar Behera	PRT	Member
4.	Ms. Saswati Mayee Sahoo	TGT(Sc.)	Member

Duties & Responsibilities:-

- To keep all records of TA
- To procure the teaching aids as per requirements
- To mobilize the resources to improvise teaching aids
- To ensure the proper use of teaching aids in T-L process
- Proper upkeep of the teaching aids
- Any other duties and responsibilities assigned by the Principal

47. AUDIO - VISUAL

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr Diwan Singh	TGT(Maths)	In-Charge
2.	Mr S.Parida	PRT(Music)	Member
	E - LEARNING/E - CONTENT/ICT		
4.	Mr. Vikas Kumar	PGT (Math)	In-Charge
5	Mr. Shishirkanta Moharana	PGT (CS)	Member
6.	Mr. Basudeb Behera	PRT	Member
7.	Mr. A. Sahoo	Computer Instructor	Member
8.	All teachers	All Teachers	Members

Duties & Responsibilities:-

- a) To keep all records of A-V aids
- b) To procure the A-V aids as per requirements
- c) To ensure the proper use of A-V aids in T-L process
- d) Proper upkeep of the A-V aids
- e) Any other duties and responsibilities assigned by the Principal

48. DISPLAY BOARDS

S.NO	NAME	DESIGNATION	MEMBER
1	Mrs. S. Mishra	PGT(Chem)	In-Charge
2	All Class Teachers and House Masters	PGTs,TGTs,PRTs	Members

Duties & Responsibilities:-

- a) Proper upkeep of the Display Boards
- b) To update the Display Board regularly with all relevant information.
- c) To encourage and motivate the students to use it as a matter of pride and belongingness.
- d) Any other duties and responsibilities assigned by the Principal

49. VIDYALAYA LEVEL PURCHASE COMMITTEE & VERIFICATION COMMITTEE.

Note: The office will prepare month-wise purchase and verification committee of teachers.

Responsibility: Mr. R.R. Rout, TGT(AE)

All Stock I/c-Members

50. ANTIBULLYING/ANTIRAGGING COMMITTEE/CBSE circular Accad dt/17/2015)

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Dusasan Behera	PGT(Bio.)	IN-CHARGE
2.	Mr. S. K. Mohapatra	Librarian	Member
3	Ms. Subhashree Dash	TGT(Sc)	Member
4.	TGT(Maths)	TGT(Maths)	Member
5.	Dr. Sasmita Sahoo	Doctor	Member
6.	Ms. Saptanjali Subudhi	Counselor	Member

Duties & Responsibilities:-

- a) Take appropriate measures as per CBSE circular
- b) Counsel the students to ensure conducive environment in the school
- c) Any other duties and responsibilities assigned by the Principal.

51. UBI PORTAL (FEE COLLECTION) COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Ratnakar Pradhan	TGT(Eng.)	In-Charge
2.	Mr. Shishirkanta Maharana	PGT(CS)	Member
3	Mr. Amarendra Sahoo	Comp. Instr.	Members
4.	All Class Teachers	PGTs, TGTs, PRTs	Members

Duties & Responsibilities:-

All works of UBI Portal (Fee Collection) as per KVS guidelines

52. WEBSITE UPDATION COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Vikash Kumar	PGT (Math)	IN-CHARGE
2.	Mr. S. K. Mohapatra	TGT (Lib.)	Member
3	Mr. R. R. Rout	TGT AE	Member
4	Mr. Amarendra Sahoo	Comp. Inst.	Member

Duties & Responsibilities:-

a) Timely updating the school website

b) Maintenance of WEBSITE

Any other duties and responsibilities assigned by the Principal

53. ALUMNI COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. R.Pradhan	PRT	IN-CHARGE
2.	Mr. R. R. Rout	TGT(AE)	Member
3.	Mr. Bholeswar Behera	PRT	Member

Duties & Responsibilities:-

a) To maintain records of all alumni and their career progression

b) To organize Alumni Meet in school to encourage students

c) To take cooperation of alumni in development of school.

54. VIDYALAYA ANNUAL CALENDAR & VIDYALAYA PLAN

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Avik Chakraborty	PGT(English)	Co-Ordinator
3	Mr. D. Singh	TGT(Math)	Member
5.	Mr. S.K. Mohapatra	TGT(Librarian)	Member
6.	Mrs. Etishree Sahoo	PRT	Member
7	All teachers	PGTs,TGTs,PRTs	Members

Duties & Responsibilities:-

- a) Prepare the Vidyalaya Plan and Calendar of Activities as per KVS guidelines well in time
- b) To take appropriate actions for the implementation of Vidyalaya Plan in toto.
- c) Prepare the Annual Pedological Plan for effective mobilization of resources keeping in view the holistic development of the school addressing each and every need.
- D0** Any other duties and responsibilities assigned by the Principal

55. SUBMISSION OF TEACHERS DIARY, STP, LESSON PLAN, CLASS DIARY

A) (Sr Secondary & Secondary): Mr.Dusasan Behera,PGT(Bio.) & Academic In-Charge

B) (Primary): Mrs. Etishree Sahoo,PRT

55. STUDY CIRCLE & HOBBY CLUBS

A) STUDY CIRCLE-VALUE EDUCATION & LIFE SKILLS:

MR. R.R. Rout, TGT (AE)

MR. S.K. Mohapatra, Librarian

Duties & Responsibilities:-

- a) To organize the study circle
- b) To conduct various activities of the study circle
- c) To maintain a record of submission of Teachers Diary.
- d) Any other duties and responsibilities assigned by the Principal

56. MUSEUM CORNER, WALL OF FAME

Mr. R.R. Rout,TGT(AE)-Incharge

Sports Coach -Member

TGT(Sc.)

Duties: Maintain and develop the Museum Corner and Wall of Fame

57. PACE SETTING ACTIVITIES/SCHOOL PARTNERSHIP PROGRAMME-

Mr S.K. Mohapatra, Librarian -I/C

Mr. Ratnakar Pradhan,TGT(Eng.)-Member

Mr. Bholeswar Behera, PRT

Duties & Responsibilities:-

- a) To organize Pace setting activities and school partnership programme with the neighbouring schools as per KVS guidelines
- b) Incorporation of various programme like Literacy Programme, Enviromental Awareness Programme, AEp etc
- c) Any other duties and responsibilities assigned by the Principal

58. AEP

Mr. Dusasan Behera, PGT(Biology)-In-charge

Mrs. Subhashree Dash, TGT(Sc.) PGT(Biology) -Coordinator
Educational Counsellor-Member

All Teachers who have undergone AEP training-Members

Duties & Responsibilities:-

- a) To conduct activities as per norms of KVS
- b) Proper maintenance of records
- c) Timely submission of reports to KVS as per instruction.
- d) To maintain AEP Box to address problems of students and improve their Life Skills
- e) Any other duties and responsibilities assigned by the Principal

59. RESOURCE ROOM

PRIMARY:

Mr. Basudeb Behera, PRT-In-charge

Duties & Responsibilities:-

- a. To contact parents of students in case of emergency having permission from class teachers **60.**

XEROX

Mr T.Naik, Sub Staff-Examination

Note: Record of photocopy should be maintained

61. SAFETY AND SECURITY

Mr.Divya Mohan Pradhan, TGT(P&HE)-In-charge

All Class Teachers-Members

Duties & Responsibilities: -

To ensure the safety and security of the students and ensure the implementation of all guidelines in respect of school safety policy.

Any other duties and responsibilities assigned by the Principal

62. ROTATIONAL RESPONSIBILITY TO MONITOR THE SAFETY HAZARDS/DANGER POINTS

MONTHS	RESPONSIBILITY
APRIL/MAY	Mr. Dibakar Nayak, TGT(S.Sc.) Mr. Jitendra Rawat, PRT

JUNE	Mr.Diwan Singh, TGT(Maths) Mr. Bholeswar Behera, PRT
JULY	Mr. Roop Kishor Tanwar, TGT(Maths) Ms. Basudeb Behera, PRT
AUGUST	Mrs. S. Satapathy, TGT(Eng.) Ms, Bhubaneswari Sahoo
SEPTEMBER	Ms. P. Badajena, Spl Educator Mrs. Suchismita Mohapatra, Balvatika Tr-1
OCTOBER	Ms. Saptanjali Subudhi, Counsellor Ms. Rameswari Sahoo, Balvatika Tr.
NOVEMBER	Ms. Gayatri Sethy, PGT(Hindi) Ms. Saswatimayee Sahoo, TGT(Sc.)
DECEMBER	Mrs. Smaranika Mishra, PGT(Chem) Mrs. A. PAdhy, TGT(Hindi)
JANUARY	Ms. Sangeeta PriyadarshiniTGT(Maths) Mr. Divya Mohan Pradhan, TGT(P&HE)
FEBRUARY	Ms. Aroti Tudu, TGT(SSc.) Ms. Rupali, PRT
MARCH	Ms. Sapana Kumari Meena, TGT(SKT) Mr. Deepak Sahoo, PRT

63. SAFETY FROM STRAY DOGS & SNAKE BITE ETC

Mr Jitendra Rawat,PRT-In-charge

Mr. Himanshu Kumar Sahoo,PRT-Member

Mr. B.S. Mohapatra, PRT – Member

Mr.R.K. Tanwar, TGT(Maths)- Member

Mr T.Naik,Substaff-Member **Duties**

& Responsibilities:-

- a) To take adequate measures to ensure safety from stray dogs and snake bites.
- b) To keep first aid box with all emergency kits and medicines

c) To keep the contact number of concerned department of Municipality and Snake Help Line d) To make a turnaround of the campus

e) Any other duties and responsibilities assigned by the Principal

64. CONDEMNATION COMMITTEE

Mr. R.R.Rout-I/C

Committee: As per KVS guidelines.

All stock/ Department In-charges-Members

Duties & Responsibilities:-

To initiate condemnation, process every year after 31st March (after Annual Stock Verification)

65. LABS

A) JR. SC LAB

Ms. Subhashree Dash, TGT(Sc)-I/C

B) PHY LAB

Mr. Dusasan Behera, PGT(Bio.)-I/C

C) CHE LAB

Ms. Subhashree Dash, TGT(Sc)-I/C

D) BIO LAB

Ms. Dusasan Behera, PGT(Bio.)-I/C

D) COMPUTER LAB, COMPUTER & PERIPHERY

Mr. Vikash Kumar, PGT(Math)-In-Charge

E) MATHS LAB

Ms. Vikash Kumar, PGT(Maths)-I/C

F) JR COM LAB

Mr. Vikash Kumar, PGT(Math) -In-Charge

Comp. Inst-Member

G) SUPW

Mr. Deepak Sahoo, PRT-In-charge

H) MUSIC

Mr S.Parida, Music Teacher-In-Charge

K) ART EDUCATION, ART & CRAFT

Mr R.R. Rout, TGT(AE)-In-Charge

Duties & Responsibilities:-

- a) Proper up keep of the lab/department
- b) To develop the lab/department
- c) To keep record of activities administered in the lab/departments
- d) Any other duties and responsibilities assigned by the Principal

66. MISC. ASSEST, SPECIAL CONTIGENCY

- a) Mr. R.R. Rout, PRT-In-charge
- b) Mr. Ratnakar Pradhan, TGT(Eng.)-Member

Duties & Responsibilities:-

- a) Proper up keep and maintenance of the assests
- b) To maintain stock register of miscellaneous assests
- c) To give requisition of any miscellaneous assets required for the vidyalaya
- d) To maintain records of Special Contingency
- e) Any other duties and responsibilities assigned by the Principal

67. LAND & BUILDING, FIXED ASSESTS

Mr. Mr. R.R. Rout, TGT(AE),In-Charge
Mr. Basudeb Behera, PRT
Mr. Bholeswar Behera, PRT-Member
Mr. Himanshu Ku Sahoo, PRT-Member

Duties & Responsibilities:-

- a) Proper upkeep, monitoring and maintenance of school building and its surroundings
- b) Suggest M & R works to be expedited to keep the building safe
- c) To keep a track of M & R works done thought the year.
- d) Proper up keep and maintenance of all fixed assests.
- e) To maintain a stock register of Fixed Assests.
- f) Any other duties and responsibilities assigned by the Principal

68. OFFICE ASSISTANCE

Mr. R.R. Rout, TGT(AE)
Mr. Roop Kishore Tanwar, TGT(Math)
Mr. Deepak Sahoo, PRT
Mr. A. Sahoo, Computer Instructor
Mr T.K. Naik ,Sub staff- for Diary, Receipt and Dispatch under the guidance of SSA

69. ATL-ATAL TINKERING LAB

Mr. R. K. Tanwar, TGT(Math)-In-charge
Mr. Diwan Singh, TGT(Maths)-Deputy In-Charge
Mrs. S. Mishra, PGT(Chem)
All Science & Maths. teachers-Members
Mr R.R. Rout, TGT(AE)- Office

Duties: To perform all works for proper functioning of Atal Tinkering Lab as per AIM, NITI Aayog guidelines. To maintain all records of ATL in a systematic way.

70. AWAKENED CITIZEN'S PROGRAMME & FCP

Mr S.K. Mohapatra, Librarian-In-Charge
Mr.R.R. Rout, TGT(AE)- Member
Mr. R. Pradhan, TGT Eng.
Ms. S. K. Meena, TGT Sanskrit

Mrs. Subhashree Dash, TGT(Sc.)-Member

All teachers who have undergone ACP training.

Duties & Responsibilities: -

- a) To organize programmes of Awakened Citizen's Programme as per KVS instructions
- b) To send the report on ACP to Ramakrishna Mission, New Delhi regularly
- c) To organize activities on value education.
- d) Any other duties and responsibilities assigned by the Principal

71. SMART CLASS ROOM

Mr. Vikash Kumar, PGT(Maths)-In-Charge

Mr. Basudeb Behera-Members

Mr. J. Rawat, PRT

Mr. A. Sahoo, Comp. Inst.

All Subject teachers-Members

Duties & Responsibilities:-

- a) Proper upkeep of Smart Class rooms
- b) To ensure functioning of LCT projectors and other electronic equipment

72. STAFF COMMON ROOM

Mr. D. Singh, TGT(Math)-In-Charge

Mr. S. Satapathy,,TGT(Eng)-Member

Ms. Sapana Kumari Meena, TGT (Sans)-Member

Mrs. E. Sahoo, PRT

Ms. Sanpreet Kaur, PRT- Member

Duties: Proper upkeep of Staff Common Room

73. READERS CLUB

Mr. Avik Chakraborty,PGT(Eng.) -In-Charge

Mrs. S. Satapathy, TGT(Eng.)

Mr. Ratnakar Pradhan ,TGT(Eng)-Member

TGT(Hindi)-Member

Duties & Responsibilities:-

- a) To take measures to improve reading habit of students
- b) To organize various programmes for the club

74. NEWS LETTER

Mrs. Etishree Sahoo, PRT-I/C

Mrs. J. Rawat, PRT-Member

Mrs. A. Padhy, TGT(Hindi)

Mr. A. Sahoo, Comp. Inst.

Duties & Responsibilities:-

- a) To take make proper planning for the publishing of News Letter in time

b) To keep the record of various events organized and participation of students in various programs **75.**

PA SYSTEM

Mr R.R. Rout, TGT(AE)-In-charge

Mr. R.K. Tanwar, TGT(Maths)-Member

Mr T.Naik,Sub staff

Mr. A. Sahoo, Comp. Inst.

Duties and Responsibility:

Arrangement of PA system in Morning Assembly,CCA and other activities

76. STATE GOVT. INFORMATION, U-DISE+ etc

Mr. Deepak Sahoo, PRT-I/C

Mr.R.R. Rout, TGT(AE)

Mr. A. Sahoo, Comp. Inst.

Duties and Responsibility

a) All works related to State government intermation, U-DISE, SDMIS etc

77. SCHOLARSHIP

Mr Ratnakar Pradhan, PRT-In-charge

Mr. R. R. Rout, TGT(AE)-Member

Mr. A. Sahoo, Comp. Instr.

Duties & Responsibilities: -

All works pertaining to various Scholarship programmes like Pre- Matric, Post-Matric etc.

78. SPIC MACAY

Mr. Basudeb Behera, PRT -In-charge

Mr. R.R. Rout, TGT(AE)-Member

Duties & Responsibilities:-

To organize SPIC MACAY programmes

79. RECEPTION & REFRESHMENT TO GUESTS AND KVS OFFICIALS

Mr. R.R. Rout, TGT(AE)-In-Charge

Ms. Subhashree Dash,TGT Sc.-Member

Mr. Ratnakar Pradhan,TGT(Eng.)-Member

80. A) LOCK & KEY

Mr. Himanshu Kumar Sahoo, PRT-In-Charge

Mr. T. Naik, Sub-Staff

All Department In-charges-Members

Duties & Responsibilities:-

a) To maintain LOCK & KEY log book

b) To maintain KEY BOARD

c) To keep the duplicate keys in safe custody

d) To ensure locking of all department rooms, labs, office, Principal Chamber, Resource rooms, Examination rooms etc.

B) LOCKING

a) OF CLASS ROOMS, STAFF COMMON ROOMS

Mr T.Naik,Sub Staff-Incharge

, b) OF OFFICE & Principal Chamber Mr

T.Naik,Sub Staff-Incharge

c) OF SCHOOL BUILDING

Mr T.Naik,Sub Staff-Incharge

a) LABS,RESOURCE ROOMS,STORE ROOMS,ACTIVITY ROOMS,DEPARTMENT ROOMS

All concerned in charges

81. TREE INVENTORY

Mr. Dusasan Behera, PGT(Biology) - In charge

Mr Basudeb Behera, PRT- Member

Duties & Responsibilities:-

a) To keep the inventory of all trees

b) Verify all the trees in regular interval

82. STUDY CAMP, SPECIAL CLASS (CLASS X &XII)

Mr. Dusasan Behera, PGT(Bio.)- In-Charge Mr.

Diwan Singh, TGT(Maths)-Member

Ms. Subhashree Dash, TGT(Sc.)-Member

Duties: To organize the camp/special class as per KVS instructions

83. ATTENDING TO PARENTS/VISITORS

Mr. R. R. Rout, TGT(AE) -In-charge

Mr T. Naik ,Sub staff

Duties & Responsibilities:-

a) To attend the parents/visitors so that the academic activities will not be hampered

b) To regulate Visiting Schedule for parents/visitors in the visiting hours

c) Proper up keep and maintaining of Visiting Register

84. TEACHER ON DUTY COMMITTEE

Mr R.R. Rout. TGT(AE) -Incharge

Mr. A. Sahoo, Comp. Inst.

Duties & Responsibilities:-

a) Preparation of TOD list and list for safety check in every month

b) Keep the proforma of TOD after countersigned by the Principal

c) Inform the concerned staff about the marked points by Principal immediately

85. SCHOOL BELL

Mr T.Naik,Sub Staff (Primary)

Duties & Responsibilities:-

To ensure ringing of bell on time for smooth running of academic classes and other activities as a regular practice

86. STAFF MEETING and OTHER MEETINGS

Mr. R.R. Rout, TGT(AE)- In- Charge

Mr. Dibakar Nayak, TGT(S.St.)-Deputy-I/C

Mr. T. Naik, Sub-Staff

Mr. A. Sahoo, Comp. Inst.

Duties & Responsibilities:

- a) To make necessary arrangement for staff meetings and other meetings.
- b) To record the minutes of the meeting

87. OFFICE STATIONERY

Mr R.R. Rout, TGT(AE)-In-Charge

Duties & Responsibilities:

- a) To procure the office stationery as per requisition and requirements
- b) To maintain registers of issue of office stationery after realization of requisition slip from the official concerned.
- c) Proper maintenance of all relevant records.

88. BALA (Building As Learning Aid) Mr. R.R. Rout ,TGT (AE)-In-Charge

Mrs. Etishree Sahoo, PRT-Member

Ms. Sunpreet Kaur, PRT-Member

Mrs. Rupali, PRT-Member

Duties & Responsibilities:

To undertake the various works of Bala.

89. Tarunutsav

Mr. S.K. Mohapatra, TGT(Lib.) – In-Charge

Ms. Subhashree Dash, TGT(Eng.)-Member

Duties & Responsibilities:

To organize the various activities of Tarunoutsav.

90. SBSB (Swasth Bachhe Swasth Bharat), FIT INDIA

Mr. Divya Mohan Pradhan, TGT(P&HE) - In-charge

Mr. Basudeb Behera, PRT-Deputy-In-Charge

Mr. Madhab Behera, Yoga Inst.

All Class Teachers- Members

Duties & Responsibilities:

- To organize the various activities of SBSB and FIT INDIA MOVEMENT
- To maintain all relevant records of SBSB and FIT INDIA MOVEMENT
- To attend all works pertaining to SBSB and FIT India Movement as per guidelines

- To form FITNESS CLUB with students and teachers' as members
- To conduct Month-wise activities under FIT INDIA.
- Any other duties and responsibilities assigned by the Principal

91. PISA (The Programme for International Student Assessment)

Mrs. Subhashree Dash, TGT(Sc.) -In-Charge All

TGT (Sc), TGT (Maths) and TGT (Eng)- Members

Duties & Responsibilities:

- 1) To implement CCT activities as per KVS guidelines
- 2) To maintain all records of PISA as per KVS instructions
- 3) Proper upkeep of CCT Corner, photographs and videos
- 4) Any other duties and responsibilities assigned by the Principal

92. NISTHA

Ms. Subhashree Dash, TGT(Sc.)-In-Charge

Mr. R. Pradhan, TGT(Eng.) -Deputy In-charge

All PGTs, TGTs and PRTs- Members

Duties & Responsibilities:

- 1) To implement CCT activities as per KVS guidelines
- 2) To maintain all records of PISA as per KVS instructions
- 3) Proper upkeep of CCT Corner, photographs and videos
- 4) Any other duties and responsibilities assigned by the Principal

93. CBL (Competency Based Learning)

Mr. Diwan Singh, TGT(Maths) -In-Charge

Mrs.. Subhashree Dash, Deputy In-charge

Ms. Bhubaneswari Sahoo, PRT

All PGTs, TGTs and PRTs

Duties & Responsibilities:

- 1) To implement CBE activities as per KVS guidelines
- 2) To maintain all records of CBL as per KVS instructions
- 3) Any other duties and responsibilities assigned by the Principal

94. PPC etc.(Parikha Pe Charcha, Bhasha Sangam and Other Educational Programmes)

Mr. Dusan Behera, PGT(Biology)-In-Charge

Mr. Avik Chakravorty, PGT Eng.

Mr. R. Pradhan, PRT-Member

Mrs. S. Satapathy, TGT (Eng.)-Member

Duties & Responsibilities:

- To organize the PPC and other educational programmes in an efficient and smooth way as per KVS instructions
- Maintain all records
- Take the photographs and Videos of the programmes
- Any other duties and responsibilities assigned by the Principal

95. Monitoring Committee-Works of Outsourcing Staff

Mr. Mr. Basudeb Behera, PRT-In-Charge

Mr. R.R. Rout, TGT(AE)-Dy. In-Charge

Mr. T.Naik,Sub-staff-Member

Duties and Responsibilities

- To supervise and monitor the works of all outsourcing staff (Security, Conservancy and Gardener)
- To verify the attendance of all the outsourcing staff
- To submit the report on performance of the outsourcing staff
- To deal all matters pertaining to the outsourcing staff and liaison with the agency engaging the outsourcing staff
- Any other duties and responsibilities assigned by the Principal

96. ONLINE TEACHING, E-Class Rooms, USE OF INTERNET FOR ACADEMIC ACTIVITIES & G-SUITE

Mr. Vikash Kumar, PGT(Math) -In-Charge

Mr. Basudeb Behera, PRT

Mr. R.R.Rout, TGT(AE)Member

Mr. Bholeswar Behera, PRT-Member

Mr. Amarendra Sahoo, internetComp Instructor

All teachers-Members

Duties and Responsibilities

- To ensure smooth conduct of online teaching and other virtual programmes
- To maintain the G-Suite and use it for the maximum academic purposes
- MDM software should be used to its cherished objectives
- To maintain all relevant records pertaining to online teaching
- To ensure the smooth functioning of E-Class rooms (Type-I, Type-II) and all digital platforms and equipment.
- To explore new areas for effective use of Internet for educational purposes.
- To use internet for the optimal academic purposes.
- To expedite the works to make the whole Vidyalaya an Internet Zone
- To ensure that internet facility is accessed to all labs, resource rooms, Smart Class Rooms, Office etc.

97. GeM Portal

Mr. R.R. Rout, TGT(AE)- PAO

Mr. R.Pradhan,PRT- Buyer

Mr. Basudeb Behera- Consignee

Mr. Roop Kishore Tanwar, TGT Math

Mr. Deepak Sahoo, PRT

Duties and Responsibilities

- Procurement of goods and services as per the requirement of the Vidyalaya from time to time through GeM Portal.
- All records pertaining to procurement of goods and services from GeM portal to be maintained systematically.

98. Vidyanjali

Mr. S.K. Mohapatra, Librarian-In-Charge

Ms. Bhubaneswari Sahoo, Member

Duties and Responsibilities

- To implement the Vidyanjali programme as per KVS guidelines.
- All records pertaining to Vidyanjali to be maintained systematically.
- Any other duties and responsibilities assigned by the Principal

99. NIPUN BHARAT

Mrs. Etishree Sahoo, PRT-I/C

Mrs. Sunpreet Kaur, PRT-Member

Mr. Bholeswar Behera,, PRT

All PRTs.

Duties and Responsibilities

- To implement the NIPUN BHARAT programme as per KVS guidelines.
- All activities under FLN and NIPUB BHARAT mission is to be conducted
- All records pertaining to NIPUN BHARAT &
- FLN to be maintained systematically.
- Any other duties and responsibilities assigned by the Principal

100. Outsource Monitoring Committee

Mr. Basudeb Behera, PRT

Mr. R.R.Rout, TGT(AE)-Member

Mr. Bholeswar Behera, PRT-Member

Mr. T.Naik, sub-staff-member)

Duties and Responsibilities

1. Proper monitoring of works of outsourcing staff deployed by outsourcing agency
2. The committee will be solely responsible for dealing with all matters with the Outsourcing agency as per the agreement
3. All the relevant records pertaining to the deployment of outsourcing agency should be properly maintained to avoid any future complications
4. The bills submitted by the agency must be properly verified and checked by the committee.

5. Any other duties and responsibilities assigned by the Principal

101. Yuva Club(Tourism)

Ms. Aroti Tudu, TGT(SSc.)-I/C
Mr. Rook Kishor Tanwar- Member
Mr. Dibakar Nayak, TGT SST (Contr.)

Duties & Responsibilities:

1. To form a club headed by a teacher and a student coordinator responsible for the functioning of the club with 25 students member from class VII to XII
2. To organize activities as per the guidelines
3. Any other duties and responsibilities assigned by the Principal

102. MANODARPAN (Mental well being of students)

1. Mr. Subhashree Dash, TGT(Sc.)
2. Ms. Saswatimayee Sahoo, TGT(Sc.)
3. Ms. Saptanjali Subudhi, Counsellor
4. Ms. P. Badajena, Special Educator

Duties & Responsibilities:

- To give psychological support for mental health and wellbeing of students
- To be in regular contact with the students who need educational and mental support
- To ensure the healthy relationship with the peer groups.
- To contact the parents periodically.

103. School Innovation Council.

1. Mrs. Subhashree Dash, TGT(Sc.)-I/C
2. Ms. Saswatimayee Sahoo, TGT(Sc.)-Member
2. Mr. H.K. Sahoo, PRT-Member
3. Mr. B.S. Mahapatra- Member

Duties & Responsibilities:

- To submit the report of the activity conducted at school in the innovation council portal on monthly basis as per the guidelines of Ministry of Education innovation cell.
- To visit the activity calendar to know details of the activity.
- To organize innovation contest at school level and submit reports of best innovation at SIC portal
- To develop various developmental plan as per the guidelines

Dear Staff members,

In order to run the Vidyalaya in an effective manner for the session 2024-25, the undersigned needs the whole-hearted co-operation of all the members of the staff. To streamline the day to day work of the Vidyalaya the different committees for the session have been formed. Each member of the staff has been assigned some responsibilities and other keeping in view of their experience and expertise. The duties of each committee have been clearly defined. You are requested to go through the list and discharge the

duty/duties assigned with full sincerity for all round growth of the Vidyalaya. The other duties and responsibilities not mentioned in this Order to be performed by the concerned as per KVS system/Education Code/Accounts Code/CBSE guidelines.

NOTE: The names of Committee members in blank box i.e.; not mentioned will be filled up on the joining of the concerned. All the department/committee in-charges will maintain all relevant records of the committee and department. The Committees are informed to take up various works to raise the facelift of the respective departments and Vidyalaya. (Also see the Special Note appended below ***)

(S.K. DASH)

PRINCIPAL

Noted Page No 1 to 47 (For different committees 2024-25)

Sl.No.	Emp. Code	Name of the employee	Designation	Signature
1	53525	Mr. Dusasan Behera	PGT(Biology)	
2	100416	Mr. Avik Chakraborty	PGT(English)	
3	100801	Mr.Vikash Kumar	PGT(Maths)	
4	18908	Mr. Diwan Singh	TGT(Maths)	
5	62023	Mr. Rashmi Ranjan Rout	TGT (AE)	
6	75013	Mr. Shubhendu Kumar Mohapatra	TGT (Librarian)	
7	77382	Mrs. Subhashree Dash	TGT (Sc.)	
8	55988	Mr. Ratnakar Pradhan	TGT(Eng.)	
9	102597	Mr. Roop Kishor Tanwar	TGT(Maths)	
10	105938	Ms. Sapana kumari Meena	TGT (Skt)	
11	105937	Ms. Aroti Tudu	TGT (SST)	
12	108957	Mr. Divya Mohan Pradhan	TGT (P&HE)	
13	10576	Mrs. Etishree Sahoo	PRT	
14	72460	Mr. Deepak Sahoo	PRT	
15	80729	Mr. Bholeswar Behera	PRT	
16	79759	Mr. Basudeb Behera	PRT	
17	79126	Mr. Himanshu kumar Sahoo	PRT	
18	102598	Mr. Biswajit Sathua Mohapatra	PRT	
19	102599	Mr. Jitendra Rawat	PRT	
20	102600	Ms. Bhubaneswari Sahoo	PRT	
21	105939	Ms. Sunpreet Kaur	PRT	
22	105941	Mrs. Rupali	PRT	
23	55885	Mr. Sankar Parida	PRT(M)	
24	11058	Mr. Tankadhar Naik	Sub Staff	

CONTRACTUAL STAFF MEMBERS

Sl. NO	Name of the Employees	Design.	Signature
25	Mr. Shishirkanta Moharana	PGT(CS)	
26	Mr. Dinesh Kumar Ghadei	PGT(Phys.)	
27	Mrs. S. Mishra	PGT Chem.	
28	Miss. Gayatri Sethy	PGT Hindi	

29	Mrs. S. Satapathy	TGT Eng.	
30	Mr. Dibakar Nayak	TGT SSt	
31	Ms. Sangeeta Priyadarshini	TGT Math	
32	Mrs. A. Padhy	TGT Hindi	
33	Ms. Saswati Mayee Sahoo	TGT Sc.	
34	Ms. Sushree Subhrajyoti Rout	PRT	
35	Ms. Sili Kundu	PRT	
36	Mr. Amarendra Sahoo	Comp. Instr.	
37	Ms. P. Badajena	Sp. Educator	
38	Mr. Madhab Behera	Yoga Instr.	
39	Ms. Dharitri Sahoo	Odia Instr.	
40	Ms. Supriya Parida	Nurse	
41	Mrs. S. Maohapatra	Balvatika Tr 1	
42	Ms. R. Sahoo	Balvatika Tr 2	

***SPECIAL NOTE: 1) The list of Committees for the Session 2024-25 will also be sent to the email IDs of all employees of the Vidyalaya.

2) The website Committee is informed to display the list of Committees for the Session 202425in Vidyalaya website.

3) All teachers are informed to note down their duties and responsibilities in their Teachers' Diaries and act accordingly.

4) Any changes/modifications in the duties and responsibilities will be intimated in the due course.

5) All the In-Charges of various departments are informed to form sub-committees among the members for the smooth functioning of the various activities in the Vidyalaya.

(S. K. DASH)

PRINCIPAL