

KENDRIYA VIDYALAYA PARADIP PORT

SESSION 2026 - 27

REVISED COMMITTEES

The following committee have been constituted for the smooth & effective functioning of various activities in the Vidyalaya during the academic year 2025-26. The in-charges are hereby requested to hold meeting of their committee under intimation to the undersigned. The committee will meet at regular intervals & review the progress of their program. The convener will maintain the record of their planning, implementation and follow up. Changes / modification whenever applicable will be notified accordingly. The committee like admission, timetable may start their duty immediately. Active co-operation is highly solicited.

PRINCIPAL

SL. NO.	COMMITTEE	MEMBERS		SIGN.	NATURE OF DUTIES
		NAME	DEGN.		
1	ACADEMIC PLANNING & COORDINATION	MR. M. R. TRIPATHY, I/C (Overall) MRS S. C. NATH I/C (ENGLISH) MRS B. SAHOO (I/C HINDI & SANSKRIT) MS MEGHNA AGARWAL (I/C SCIENCE) MR ADESH PRADHAN MR PRASHANT MISHRA (I/C SST) MRS LINA VATS (I/C ACCT, BST, ECO) MRS MANYA RAJ (I/C MATHS) MR P BEHERA	VP TGT TGT PGT TGT TGT PGT PGT PRT		<ul style="list-style-type: none">➤ MONITOR AND PROVIDING INPUTS IN ALL ASPECTS OF SCHOLASTIC DOMAIN➤ CONDUCTING SUBJECT COMMITTEE MEETINGS MONTHLY (PREFERABLY LAST WORKING DAY 11.30 AM TO 12.30 PM)➤ ENSURE ABOUT QUALITY OF QUESTION PAPER.➤ OVERALL UPLIFTMENT OF STUDENTS AND TEACHERS IN ACADEMIC AREA.➤ ATTAINMENT OF LEARNING OUTCOMES

2	ADMISSION & WITHDRAWAL	MR. P. MISHRA, I/C MS. B. SAHOO MR. SUPRATIK ROY MR. S. TRIPATHY MR. R. BUDEK MR. R. MISHRA MR. P. BEHERA MS. S. SHARMA	TGT TGT TGT PRT PRT PRT PRT PRT		<ul style="list-style-type: none"> ➤ REGISTRATION AND SCRUTINY OF FORMS, PREPARING OF THE LIST FOR ADMISSION AND CONDUCTING ADMISSION AS PER THE ADMISSION GUIDELINES ➤ MAINTENANCE OF ALL ADMISSION RELATED RECORDS FOR ONWARD TRANSMISSION TO KVS AS REQUIRED. ➤ VERIFICATIONS OF FORMS. ➤ PREPARATION OF LIST OF ELIGIBLE AND INELIGIBLE CANDIDATES.
3	TIMETABLE, SUBSTITUTION ARRANGEMENT (SECONDARY), AND VERIFICATION OF SALARY OF CONTRACTUAL	MRS. MANYA RAJ I/C MR. A. PRADHAN MS. S. HAZRA (I/C)	PGT TGT TGT		FRAMING THE TIMETABLE AS PER THE GUIDELINES. ABSENTEE'S ARRANGEMENT, CHECKING OF MONTHLY SALARY OF REGULAR AND CONTRACTUAL STAFFS
4	EXAMINATION (INTERNAL), MODERATION, NIOS/EXTERNAL EXAM	MR. A. PRADHAN I/C	TGT		CONDUCT OF ALL INTERNAL EXAMINATIONS. MAINTAINING RECORDS, PREPARATION & CONSOLIDATION AND FORWARDING RESULT ANALYSIS AS AND WHEN NEEDED.
		MRS. MANYA RAJ	PGT		
		MRS. A. MISHRA	TGT		
		MRS. S. PANDA	PGT		
		MR S S RAMSINGH MR. S. DAS	TGT TGT		
		COMP. INST.(SECONDARY)	PGT		
	EXAMINATION (CBSE)	MRS. S. C. NATH (I/C) MR. A. CHANDRA MS. S. HAZRA MR. S. ROY	PGT TGT TGT TGT		CONDUCT OF ALL EXAMINATIONS RELATED TO CBSE, DOCUMENTATION OF CBSE DATA, REGISTRATION ETC.
	OLYMPIADS, JMO, NSE	MR. A. CHANDRA, EXTERNAL (I/C) MRS. S. BANO MR. S. DAS MR. D. DAS	TGT TGT TGT PGT		MAKING ARRANGEMENTS FOR THE SMOOTH CONDUCT OF ALL OLYMPIADS WITH CORRESPONDING DEPT. IN-CHARGES & SCIENCE TEACHERS.

5	CCA, MORNING ASSEMBLY, STUDENT COUNCIL & PRIZE DISTRIBUTION	MRS. B. SAHOO, I/C MS. MONIKA MS. L. NAYAK K.K. JOSHI, S.S. RAM SINGH ALL CLASS TEACHERS & CO CLASS TACHERS AND HOUSE MASTERS	PGT TGT TGT TGT TGT		PREPARATION & EXECUTION OF MORNING ASSEMBLY SCHEDULE. PREPARING CCA CHART, HOUSE BOARDS AND CONDUCT OF CCA. MAINTENANCE OF ACHIEVEMENT RECORD FOR THE VIDYALAYA. STUDENTS COUNCIL
6	SPORTS & GAMES, YOGA	MR. K.K JOSHI MS. S. ROUT MS. N. TARAI	TGT YOGA SPORTS COACH		CONDUCT OF INTER HOUSE COMPETITION, SPORTS DAY & RELATED ACTIVITIES AS PER NORMS.
7	NCC	MR. P. MISHRA MR. S. DAS	TGT TGT		CARRY OUT THE DUTIES AS ASSIGNED. TIMELY CONDUCT OF ALL ACTIVITIES RELATED TO NCC, BS&G, CUBS AND BULBULS, MAINTENANCE OF RECORDS
	SCOUTS & GUIDES	MR. S. DAS MS MONIKA	TGT PRT PRT PRT		
	CUBS & BULBULS	MR. R. BUDEK MS SAKSHI SHARMA			
	ALL TRAINED TEACHERS OF BS & G				
8	ICT, E-CLASSROOM & TEACHING AIDS	MR. P. MISHRA, I/C MR. S. JENA PGT CS TGT COMPUTER INST.	TGT PGT PGT		MAINTAINING STOCK REGISTER & ISSUING TEACHING AIDS.
9	FURNITURE & FIXTURE, SEATING ARRANGEMENT)	MR. A. CHANDRA(I/C) MRS. SHAHENAZ BANO MR. P. BEHERA MR. R. MISHRA MR. S. JENA	TGT TGT PRT PRT PGT		MAINTENANCE OF FURNITURE STOCK & ENSURING ADEQUATE SEATING ARRANGEMENT.
10	SCHOOL DIARY AND VIDYALAYA PATRIKA/CLASS PATRIKA/ NEWSLETTER	MRS. S. C. NATH (I/C) MRS. B. SAHOO MR. MONIKA MR. S. ROY MRS. SASMITA SAHOO MR. SIBANADA NAHAK	TGT TGT TGT TGT PRT PRT		COLLECTING MATERIAL FOR THE CONCERNED PUBLICATION. ORGANIZING & RELEASE OF THE VIDYALAYA PATRIKA/CLASS PATRIKA/ NEWSLETTER

		ALL LANGUAGE TEACHERS			
11	STUDENT DISCIPLINE, STUDENTS' COUNCIL AND BULLYING	MR. K. K. JOSHI, I/C MR. A. PRADHAN MRS MANYA RAJ MR. S. DAS MR. ABHISHEK CHANDRA MRS. S.C. NATH MRS.MONIKA MR. SUBRAJIT NAYAK MR. R. MISHRA MR. S. TRIPATHY MS SAKSHI SHARMA	TGT TGT PGT TGT TGT TGT TGT TGT PRT PRT PRT PRT		ENSURING PERFECT DISCIPLINE IN THE VIDYALAYA. CHECKING THE STUDENTS FOR COMING LATE, ENSURING THEY ARE IN PROPER UNIFORM ETC. MAINTAINING RECORDS FOR THE SAME.
12	EXCURSION & ADVENTURE ACTIVITIES	MR. K. K. JOSHI I/C MR. P. MISHRA MR. R. BUDEK	TGT TGT TGT		ARRANGING FOR EDUCATIONAL TOUR AND LIAISING WITH THE AGENCY FOR TRAVEL. ENSURING SAFETY & SECURITY OF THE STUDENTS.
13	BEAUTIFICATION & HORTICULTURE	MR. SS RAM SINGH I/C MR. KK. JOSHI MS SUMILITA HAZRA MR. L. PANDAB MR. AK. PALAI MR. P. BEHERA	TGT TGT TGT PRT PRT PRT		DECORATION OF SCHOOL CAMPUS
14	PA SYSTEM	MR. SAI SANDEEP I/C MR. K. K. JOSHI MR. L. PANDAB MR. S. NAHAK	TGT TGT PRT PRT		TO ARRANGE MAINTAIN THE SAME.
15	MEDICAL & HEALTH CHECK-UP, FIRST AID	MR. P. BEHERA MR. A K PALAI NURSE STAFF C.I CLASS TEACHERS	PRT PRT		TO COORDINATE THE HEALTH CHECK UP OF STUDENTS. TRAUMA MOVEMENT TEAM
16	REPAIR & MAINTENANCE	MR. SAI SANDEEP, I/C MR S. DAS	TGT TGT PRT		PLAN AND MONITOR THE WORK RELATED TO M & R

	OF SCHOOL BUILDING	MR.KK. JOSHI MR. P. BEHERA MR RAJENDRA MISHRA MR. AK. PALAI MR. S. PANDA MRS SASMITA SAHOO	TGT PRT PRT PRT PGT PRT		
17	SAFTY AND SECURITY COMMITTEE AND NDMA	MR. S. DAS, I/C MR. K. K. JOSHI MS MONIKA STAFF NURSE MS S ROUT MR SUBRAJIT NAYAK MR. S. TRIPATHY MS SAKSHI SHARMA	TGT TGT TGT YOGA PRT PRT PRT		COMMITTEE WILL ACT ACCORDING TO GUIDELINES OF KVS
18	WEBSITE MAINTENANCE & UPDATION	MRS. S. C. NATH I/C MR.L. PANDAB PGT CS COMP. INST. COMP. INST. DEO	TGT PRT PGT TGT PRT		REGULAR UPDATING OF WEBSITE
19	SC/ST WELFARE	MS. SUPRATIK ROY I/C MS. NEHA KUMARI	TGT SSA		DISPOSAL OF RTE GRANTS AND ADDRESSING THE GRIEVANCE IF ANY.
20	QUARTER ALLOTMENT	MR. M.R TRIPATHY I/C MS. S. HAZRA MR. SURYAMANI DAS MR PRASHANT MISHRA MR. S. TRIPATHY MR. KK. JOSHI MS.S. SHARMA	VP TGT TGT TGT PRT TGT PRT		PLAN AND MONITOR THE WORK RELATED TO MAINTENANCE OF STAFF QUARTERS.
21	GRIEVANCES, SUGGESTION/ SUGGESTION BOX & SEXUAL HARRASMENT	MRS MANYA RAJ I/C MRS. S. C NATH MR. A. PRADHAN MR SUBRAJIT NAYAK MRS.S. SAHOO SCHOOL CAPTAINS	PGT TGT TGT PRT PRT		RECORD OF OPENING THE SUGGESTION BOX EVERY MONTH, DEALING WITH CASE RELATED TO SUBJECT MENTIONED

	AND POCSO/POSH				
22	PHOTOGRAPHY & PRESS	MRS R SWAIN I/C MR. A. CHANDRA MR. S. K. TRIPATHY COMP INST	PGT TGT PRT PRT		TO TAKE PHOTOS OF ACTIVITIES IN THE VIDYALAYA, PREPARE HARD COPIES WHERE NECESSARY & UPLOAD IN THE SYSTEM. PREPARE CD
23	GUIDANCE AND COUNSELLING	MRS.M. RAJ, I/C MRS. SC. NATH MR. S NAYAK EDUCATIONAL COUNSELLOR	PGT TGT PRT		ARRANGING GUIDANCE &COUNSELLING SESSIONS AT REGULAR INTERVALS.
24	AEP & GENDER SENSITISATION	MRS S C NATH MS. MONIKA MR L PANDAB	TGT TGT PRT		PLANNING AND CARRYING OUT AEP & GENDER SENSITISATION ACTIVITIES.
25	SANITATION & SWATCHH VIDYALAYA CAMPUS CLEANING	MS MONIKA, I/C MR. K. K. JOSHI MR. RAJENDRA MISHRA MR A K PALAI MS. SR. PATI MR. P PRAMANIK YOGA TEACHER STAFF NURSE SPORTS COACH CLASS TEACHERS	TGT TGT PRT PRT PGT TGT		ADDRESSING ISSUES RELATED TO WATER AND SANITATION. MONITORING THE OVERALL CLEANLINESS. TO LOOK AFTER THE CLEANLINESS OF VIDYALAYA CAMPUS AND TAKING NECESSARY STEPS TO KEEP IT CLEANS.
26	RESOURCE / CMP ROOM & TLM	MR A K PALAI MS. SAKSHI SHARMA	PRT PRT		EFFECTIVE USE AND ITS MAINTENANCE
27	CLASS LIBRARY/ LIBRARY COMMITTEE	MR. SUPRATIK ROY I/C MRS S BANO MR S K TRIPATHY MRS SASMITA SAHOO	TGT TGT PRT PRT		PROPER MAINTENANCE OF CLASS LIBRARY AND ENSURE ITS USAGE AMONG STUDENTS
28	UDISE/ SAMAGAM	MR. SURYAMANI DAS I/C MR. A. PRADHAN MR. S. ROY MR. S. JENA COMPUTER INSTRUCTOR TEACHER	TGT TGT TGT PGT		UPDATE ALL ACTIVITIES RELATED TO PISA/CCT

29	RAJ BHASHA, MIL	MS MONIKA, I/C MS. B SAHOO MS. L. NAYAK MS. S. SHARMA MRS NEHA	TGT TGT PGT PRT SSA		ATTENDING TO CIRCULARS REGARDING IMPLEMENTATION OF RAJBHASHA.
30	STOCK VERIFICATION & CONDEMNATIO N	DEPT. IN-CHARGES			TIMELY VERIFICATION AND PREPARATION OF CONDEMNATION LIST. ACTION OF WRITTEN OFF ARTICLES
31	INTERVIEW COMMITTEE	MR PRASHANT MISHRA I/C MRS. B. SAHOO MR SUBRAJIT NAYAK MR. S. K. TRIPATHY	TGT TGT PRT PRT		ADVERTISEMENT AND ALL FORMALITIES RELATED TO INTERVIEW FOR CONTRACTUAL APPOINTMENT.
32	QUOTATION, PURCHASE COMMITTEE, OUTSOURCING SERVICES AND LPC	MR. M.R. TRIPATHY I/C MRS MANYA RAJ MR S DAS MR. P. MISHRA MR S S RAM SINGH MR SUBRAJIT NAYAK MR SURYAKANTA TRIPATHY	VP PGT TGT TGT PRT PRT		REGISTRATION OF THE FIRMS; PROCURING THE QUOTATIONS FOR PURCHASE & CHECKING THE VERACITY OF THE SAME; LOCAL PURCHASE, CERTIFICATION OF BILLS ENSURE EFFECTIVELY USE OF SERVICES OF OUTSOURCING STAFF
33	GEM PURCHASE COMMITTEE	MR. M.R. TRIPATHY I/C MRS MANYA RAJ MR K K JOSHI MR SAI SANDEEP RAM SINGH MR SUPRATIK ROY MR S TRIPATHY MR DEBABRATA SAHU MRS NEHA KUMARI	VP PGT TGT TGT TGT PRT ASO ASO		
35	PTA MEETING	MR. A. CHANDRA I/C MR. A. PRADHAN MR S TRIPATHY MR. L PANDAB	TGT TGT PRT PRT		PREPARE A SCHEDULE FOR PTA MEETING & CONDUCT OF THE SAME.
36	PUSTAK UPAHAR	MR. SUPRATIK ROY, I/C MR P BEHRA	TGT PRT		TO COLLECT THE BOOKS FROM STUDENTS & DISTRIBUTE IT.
37	PHOTO ID OF STUDENTS	MR. K. K. JOSHI, I/C MS SUMILITA HAZRA	TGT TGT		LIAISONING THE AGENCIES & SEE THE BENEFIT REACHES THE STUDENTS.

		MR. PADMANAV BEHERA	PRT		
38	STAFF CLUB/ WELFARE	MR. PRASHANT MISHRA I/C MR. S NAHAK	TGT PRT		CONDUCTION OF FAREWELL, WELCOME OF STAFFS, GRIEVANCES OF STAFF AND OTHER RELATED ACTIVITIES
39	UBI & SCHOOL FEE	MR S ROY MR. S. TRIPATHY MR R BUDEK COMP INST.	TGT PRT PRT TGT/PRT		ADMISSION & FEE COLLECTION UBI RELATED ACTIVITES
40	CMP/ NIPUN BHARAT/ FLN	MR SUBRAJIT NAYAK, I/C MR S NAHAK	PRT PRT		MONITORING & CONDUCTING CMP ACTIVITIES.
41	ACP/FCP	MR ABHISHEK CHANDRA MR S S RAMSINGH MS S HAZRA MR S ROY MR S DAS MRS B SAHOO MRS SC NATH	TGT TGT TGT TGT TGT TGT TGT		FORMATION OF CLUBS, CONDUCTING CLUB ACTIVITES AND MAINTENANCE OF ITS RECORD
42	INTEGRITY CLUB	MRS. S.C. NATH, I/C MR. P MISHRA	TGT TGT		
43	ECO/GREEN CLUB	MRS S BANO, I/C MS. M. AGARWAL MR. A. PRADHAN	TGT PGT TGT		
44	READERS CLUB	MRS S C NATH, I/C MS. MONIKA MRS B SAHOO MR. ABHISHEK CHANDRA MS. S R PATI MR. SUPRATIK ROY	TGT TGT TGT TGT PGT TGT		
45	LITERACY CLUB	MS. S. HAZRA, I/C MR. A. CHANDRA	TGT TGT		
46	YOUTH CLUB	MR. P. MISHRA MRS. A. GHOSAL	TGT TGT		
47	CCTV	MR. SAI SANDEEP RAMSINGH PGT CS	TGT		M &R AND EFFECTIVE USE

		COMP INST.			
48	OFFICIAL WORK	MR. D. SAHU, I/C MS. NEHA KUMARI MR S TRIPATHY DEO	ASO SSA PRT		CASH BOOK, LEDGER CHECKING AND OTHER OFFICIAL WORK
49	COMP. DEPT.	MR. L. PANDAB, I/C PGT CS COMP INST.	PRT		UPDATE LABS AND ITS MAXMUM UTILISATION
50	MEETING HALL	MRS MEGHNA AGARWAL MS. S. HAZRA A.CHANDRA,I/C	PGT TGT		
51	LANG. LAB	MRS. S. C. NATH I/C CS TEACHER	TGT PGT		
52	SC EXHIBITION, NCSC, INSPIRE	MR. A. PRADHAN, I/C MRS. MEGHNA AGARWAL, I/C MRS S BANO All Science Teacher	TGT TGT		PREPARE AND WORK AS PER GUIDELINES
53	HOSPITALITY TEAM	MRS. MANYA RAJ I/C MS. B. SAHOO	PGT TGT		TO LOOK AFTER HOSPITALITY OF DIGNITARIES
54	CS-54	MR. S. DAS MRS. LINA VATS MS. NEHA KUMARI	TGT PGT SSA		TO PREPARE CS-54 AND MATCH FEE WITH UBI, CLASS TEACHERS ATTENDANCE REGISTER AND FEE RECEIVED IN BANK
55	EBSB	MR. PRASHANT MISHRA MS. B. SAHOO TGT SST 1 TGT SST 2	TGT TGT TGT TGT		TO CONDUCT ACTIVITES AS PER KVS INSTRUCTION
56	OSEPA WORK/ UDISE	MR. S. DAS I/C MR. S. ROY MRS R SWAIN COMP INST.	TGT TGT PGT		TO COMPLETE THE ASSIGNMENT ACTIVITES AS PER OPEPA GUIDELINES
57	ACHIEVEMENT RECORDS (PRINCIPAL, VICE PRINCIPAL,	MRS SC NATH, I/C MR. P MISHRA MR. SK TRIPATHY PGT CS COMP INST.	TGT TGT PRT		TO MAINTENANCE THE RECORDS OF ACHIEVEMENT OF PRINCIPAL, VP, TEACHERS & STUDENTS

	TEACHERS & STUDENTS)				
58	ALUMNI ASSOCIATION	MR. SUPRATIK ROY, I/C MRS. S. C. NATH	TGT TGT		COLLECT DATA PERTAINING TO ALUMNI.
59	REFRESHMENT	MR P MISHRA, I/C MRS SC NATH MR S ROY MS MONIKA MRS B SAHOO	TGT TGT TGT TGT TGT		
60	SUBJECT COMMITTEE	MRS B SAHOO (HINDI/SKT) MR P MISHRA (SST) MRS S BANO (SCIENCE) MRS M RAJ (MATHS) MRS SC NATH (ENGLISH)	TGT TGT TGT PGT TGT		
61	ANNUAL DAY	MRS B SAHOO I/C MR A CHANDRA MRS SC NATH MR P MISHRA MS MONIKA MR R MISHRA	TGT TGT TGT PGT TGT PRT		
62	ANNUAL SPORTS COMMITTEE	MR KK JOSHI I/C MR SS RAM SINGH MR S JENA MR R BUDEK MR S NAHAK	TGT TGT PGT PRT PRT		
63	IN HOUSE TRAINING AND CPD	MRS M RAJ I/C MRS SC NATH MR S NAYAK	PGT TGT PRT		
64	VMC MEETING COMMITTEE	MR S K TRIPATHY MR P MISHRA	PRT TGT		
65	SECURITY/ CONSERVANCY PAY BILL AND ATTENDANCE	MR SS RAM SINGH MR KK JOSHI	TGT TGT		

66	INCOME TAX COMMITTEE	MR M.R. TRIPATHY I/C MR S K TRIPATHY	VP PRT		
67	PAY BILL COMMITTEE	MR M.R. TRIPATHY I/C MRS M RAJ MR D SAHOO MRS NEHA KUMARI	VP PGT ASO SSA		
68	HEADMASTER I/C WILL COMPLETELY MONITOR THE PRIMARY WING OF THE VIDYALAYA IN ALL ASPECTS.				MR SUBRAJIT NAYAK

69. VIDYALAYA STEERING COMMITTEE

MEMBERS	NATURE OF DUTY	SIGNATURE
MRS. LINA VATS MRS. MANYA RAJ MRS. M. AGARWAL MR. P. MISHRA MRS. S.C. NATH MR. S. TRIPATHY	TO KEEP AWARE SCHOOL AUTHORITY ON THE DETAILS OF VIDYALAYA, TO PLAN & IMPLEMENT WHOLE ACADEMIC PROGRAMME FOR THE YEAR, PREPARE& IMPLEMENT SPECIAL PROGRAMME FOR LATE BLOOMERS & GIFTED CHILDREN. ENCOURAGE NEW METHODOLOGIES AND INNOVATIVE IDEAS. PREPARATION OF INSTITUTIONAL PLAN AND ITS EXECUTION. SAFETY AND SECURITY OF STUDENTS PREPARATION LIST OF HOLIDAYS CERTIFICATION OF BILLS	

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