

**KENDRIYA VIDYALAYA ROORKELA
COMMITTEE FOR THE ACADEMIC SESSION 2026-27.**

The following committees are hereby constituted for smooth & effective functioning of the Vidyalaya for the academic session 2026-27. As such all the staff members are hereby informed to note the nature of the work, duties and responsibilities and for its strict compliance. The in-charges or in absence of the in-charge the next senior most member of the committee will automatically be the in-charge and so on and all the members of the Committee will be equally responsible for carrying out the assigned work as per KVS norms/ rules. Further the In-charge will write the names of the members in the Dept. / Committee register and allot the work to the members, discuss & shall fix the Accountability accordingly. The handing and taking over of the departments/ committee if any shall be completed immediately. In the absence of the in-charge, the senior most members in the committee will complete the handing and taking over positively.

1. ACADEMIC COUNCIL COMMITTEE:

S.NO.	NAME	DESIGNATION	Particulars
1.	Mrs. Usha Kiran	PGT Bio	I/C
2.	Mrs.Anita Garg	TGT Maths	Member
3.	Mr.J.Rout	TGT Hindi	Member
3.	Mrs.L.Ojha	Librarian	Member
4	Mr. Budhiman Kerketta	TGT Sanskrit	Member
5.	Mrs.R.Chakraborty	PRT	Member
6.	Mr.S.B.Kishan	PRT	Member

Duties:

- i. To discuss the annual curriculum& syllabus released by CBSE/NCERT for classes IX to XII & for classes I to VIII & to provide fed back to the authority about completion of syllabus as per the month wise split up syllabus.
- ii. To collect planner & ATR from teacher in every month.
- iii. To guide Exam Dept. relating to academic activities.
- iv. To maintain monthly syllabus coverage sheet.
- v. To ensure uploading of holiday home works in the vidyalya website & submission of hard copies to the principal.
- vi. To organize PTM after each exam. in consultation with Exam department.

**DISCIPLINE COMMITTEE, SUGGESTION/COMPLAINT BOX/ POCSO COMMITTEE
GENERAL GRIEVANCE OF STUDENTS i.e. CORPORAL PUNISHMENT/
SC/ST/OBC/MINORITIES/PH & SEXUAL HARASSMENT COMMITTEE – INTERNAL (for
Students & Staffs):**

S.NO	NAME	DESIGNATION	Particulars
1.	Mrs.Usha Kiran	PGT Bio	I/C
2	Mr.S.Mistry	PGT Eng	Member
3	Mrs.J.Rout	TGT Hindi	Member
4	Mrs.L.Ojha	Librarian	Member
8.	Mrs R.Chakraborty	PRT	Member
9.	Ms.Sona Hembram	PRT	Member

Duties:

- (a) To ensure implementation of article 60 of KVS Education code of conduct for the students .
- (b) To ensure full attendance of all the students during assembly
- (c) To check the late comers during morning assembly
- (d) To observe the behaviour of the students inside, outside class rooms & to address complaints related to the school.
- (e) To ensure provision of out pass in all classes and their utilization & safe custody.
- (f) To initiate proper action as per KVS norms against indiscipline students following due procedure.
- (g) To check the girls and boys uniform daily.
- (h) To check the bags at least once in a week.
- (i) To confiscate the mobiles and other prohibited appliances.
- (j) To take regular meetings of student councils, prefects, monitors.
- (k) To monitor discipline during lunch break, during arrival & after the last bell- students safe dispersal (Lunch break / arrival & dispersal duties are to be assigned by the I/C Time table).
- (l) To refer the problematic cases to the Special Educator & Counselor for diagnosis & Counseling.
- (m) To stop self-driving of motor cycles, Scotty, etc. by the students as means of conveyance to the school. To Ensure Implementation of Motor Vehicle Act-2016(Both for students & Employees).
- (n) To seize such vehicles brought by the students & hand over it to their parents in consultation of the authority.
- (o) The Committee should open Boxes meant for general complaints / suggestion/POCSO etc. on daily basis.
- (p) The boxes should be open in the presence of all the members and the committee should not shield or hide any document or information.
- (q) To maintain Separate files for preserving the complaints / suggestions & maintain register to record the complaints/suggestions & action taken report are to be submitted to the principal time to time.
- (r) To take Corrective measures immediately with consultation to the principal.
- (s) Monthly online report to be submitted.
- (t) To deal with the complaints related to 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, proper steps should be taken immediately at Committee level.
- (u) To receive and address the grievances of SC/ST/OBC/Minorities & PH students & redressal of such cases as per Rules.

Duties:-

If any complaint related to immoral behaviour towards students (Boys & Girls) and Female/Male Staff received by the committee, the following steps should be taken immediately at Vidyalaya Committee level.

VIDYALAYA LEVEL:-

1. A written complaint may be obtained from the students/parents, staffs.
2. The Case may be brought to the notice of Principal & the Chairperson, VMC, immediately.
3. A memorandum may be issued to the teacher/staff by the authority, 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/boy/staff, narrated as well as the other students /staffs 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/female staff and other teachers and their statements may also be recorded.
7. The committee may discuss the issue with the accused and his statement may be recorded.
8. The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercises at Vidyalaya level have to be completed within three days from the date of the receipt of the complaint.

9. The committee should be impartial and unbiased. The committee should not disclose the identity of the girls/Boys 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.

2. LUNCH BREAK SUPERVISION/ ARRIVAL & DEPARTURE COMMITTEE:

NAME	DESIGNATION	PARTICULARS
Mrs.Priya Kumari	TGT P & HE	I/C Overall Discipline
Ms.Kalpana Meena	PGT Maths	I/C Time Table to assign arrival/departure/recess duties on weekly basis
Ms.D.Rathode	TGT So.Stud.	Member
Mr.Saroj Ku. Padhan	PRT	I/C Overall Discipline(Primary)
All class teachers	To supervise	Member

Duties:

- To assign duties to the teachers on rotation basis for ensuring safety of the students during arrival/departure & lunch break along with the teacher on duty and also to ensure discipline.

EDUCATIONAL TOURS / EXCURSION:

S.NO	NAME	DESIGNATION	Particulars
1.	Mrs.Priya Kumari	TGT P & HE	I/C
2.	Ms.D.Rathode	TGT So.Stud	Member
3.	Ms. Sona Hembram	PRT	I/C prim.
4.	Ms.Suman Barwa	PRT	Member

Duties:

- To plan education tours / excursions for all the classes as per KVS norms
- To ensure the safety of the students during the journey period and their stay at the venue.
- To provide hygienic food / potable water to the students who do participate in tour programmes.

STRENGTHENING OF PRIMARY EDUCATION/NIPUN BHARAT MISSION:

S.NO		DESIGNATION	Particulars
1.	Mr.S.B.Kishan	PRT	I/C
2.	Mrs. R. Chakraborty	PRT	Member
2.	All PRTs	PRT	Member

Duties:-

- To ensure the implementation of NIPUN BHARAT Mission in conformity with NEP 2020 & KVS norms.
- To take the requirement of TLM from teachers well in advance every month.
- To procure TLM for the local market by taking an amount of Rs.2000/- every month.
- 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.

STAFF QUARTERS (RSP Project) ALLOTTMENT COMMITTEE:

S.NO	NAME	DESIGNATION	Particulars
1.	Mr. R.Mahato	TGT AE	I/C
2.	Mrs.P.Kumari	TGT P & HE	Member
3.	Mr.Saroj Padhan	PRT	Member

Duties:

- (a) To prepare a panel of teachers who are eligible for the allotment of quarters (Type-II, Type – III, etc) as per KVS norms in the beginning of the academic session / availability of RSP (Project) Staff Qrs.
- (b) To allot the quarters to the eligible staff as per the panel prepared time to time.

LIBRARY COMMITTEE

S.NO	NAME	DESIGNATION	Particulars
1.	Mrs.L.Ojha	Librarian	I/C
2.	Mrs.Usha Kiran	PGT Bio	Member
3.	Mrs.D.Behera	PGT CS	Member
5.	Ms.Kalpana Meena	PGT Maths	Member
6.	Mr.B.Kerketta	TGT Sans	Member
9.	Mr.M.Dixit	TGT Eng	Member
10	Mrs.J.Rout	TGT Hindi	Member
11	Mrs.R.Chakraborty	PRT	Member
12	Mr.S.B.Kishan	PRT	Member
13	5 Students	Sec./ Hr.Sec	Member

Duties:

- a) The meetings are to be convened at least once in a month.
- b) Committee will submit the list of books to be procured subject wise in the beginning of academic session
- c) Book review
- d) To inculcate reading habits among the staff & children
- e) To organize book exhibition/fairs on important occasions as per guidelines.

IMPLEMETATION OF RAJ BHASHA:

S.NO	NAME	DESIGNATION	Particulars
1.	Mrs.J.Rout	TGT Hindi	I/C
1.	Mr.B.Kerketta	TGT Sansk.	Member
2.	Ms.Sona Hembram Mr.R.K.Mahanta Mr.S.Padhan	PRT PRT PRT	Member Member Member
3.	Ms.Suman Barwa	PRT	Member

Duties:

- (a) To implement the decision taken during Nagar Raj Bhasha committee meetings.
- (b) To organize/ conduct activities etc. & programmes as per Raj Bhasha & KV's guidelines
- (b) To attend Nagar Raj Bhasha committee meeting as and when required.
- (c) To submit periodical report to the KVS RO BBSR, KVS HQ New Delhi, Nagar Raj bhasha Committee.
- (d) To take initiative to see that correspondence are made in Hindi & to ensure implementation Hindi as per Govt. rules.

SCOUTS / GUIDES, CUBs & Bulbul & NCC:

S.NO	NAME	DESIGNATION	Particulars
1	Mr.R.Mahato	TGT AE	I/C Scouts
2	Mrs.M.Dixit	TGT Eng	Member
3	Ms.D.Rathore	TGT So.Stud.	I/c Guides
4	Mr.S.B.Kishan	PRT	I/C CUBS
5	Ms.Sona Hembram	PRT	I/C Bulbul
6	M.Suman Barwa	PRT	Member
7	Mr.Anshuman Gouda	PRT	I/C NCC

Duties:

- (a) To ensure maximum enrolment in the movement every year as per KVS norms.
- (b) To organize investiture ceremony for the new entrants.
- (c) To organize cleanliness drives in the school campus by assigning different areas to different troops.
- (c) To conduct the parade & other activities on every Wednesday/Saturday.
- (d) To train the students for Pratham/Dwitiya/Tritiya/ Raj Puraskar/Rastrapati/ Pratham charan/ Dwitiyacharan/Tritiyacharna/Chaturthacharan.
- (e) To issue the merit certificate after the conduct of tests
- (f) Celebration of thinking day
- (g) To procure the uniform for Scouts / Guides who are involved in Guard of Honor.
- h) To organize NCC related activities & to prepare students for annual training & A certificate Examination

1. CLA & MORNING ASSEMBLY PROGRAMME COMMITTEE:

S. NO.	NAME	DESIGNATION	Particulars
1.	Mr.S.Mistry	PGT Eng	I/C
2	Mr.B.Kerketta	TGT Sans.	Member
3	Mrs.M.Dixit	TGT Hindi	Member
4	Mrs.P.Kumari	TGT P & HE	Member
5		Dance Coach	Member
6	Mrs.Rukmani	PRT	I/C Primary
7	Mr. Anshuman Gouda	PRT	Member

Duties:-

1. To organize morning assembly & to ensure that it is being conducted within stipulated time.
2. To prepare the schedule for conducting morning assembly programme House wise/ Class Wise & to ensure maximum participation.
3. To arrange the PA system, musical instrument well in advance before the start of morning assembly.
4. Annual Planning of CLA activities house wise/Class wise & to organize as per CLA schedule

5. Maintenance of result of CLA activities.
6. Purchase and distribution of CLA prizes & medals. Maintaining CLA Activities register & **monitor/organize display board competitions.** to
7. To ensure unfurling / raising of the tricolor / National Flag & lowering as per G.O.I norms.

2. ADMISSION:-

S.NO	NAME	DESIGNATION	Particulars
1.	Mrs. Usha Kiran	PGT Bio	I/C
2	Ms.Elina Murmu	TGT Scien.	Member
3	Mr.Anshuman Gouda	PRT	Member
4.	Mrs.Rukmani	PRT	Member
5	Mr.Rakesh Ku. Mohanta	PRT	Member

Duties:-

- (a) To ensure online registration for admissions as per the schedule given by KVS.
- (b) To scrutinize registration forms & documents as per the KVS admission guidelines.
- (c) Preparation of provisional list of selected candidates for all the classes.
- (d) To administer the admission test for specified class and preparation of merit list as per the KVS admission guidelines.
- (e) To take the approval from the VEC before the release of the merit list.
- (f) Maintenance of admission registers/Guard files.
- (g) Admission of candidates based on KV TC as per KVS norms.
- (h) Local transfer admissions.
- (i) Admissions as per RTE Act.
- (j) Maintenance of admission records as per KVS guidelines in the prescribed pro-forma.
- (k) Details of admission uploading on the Vidyalaya website.
- (l) To provide accurate data related to admissions to RO/ HQ time to time.

2. EXAMINATIONS (Internal):

A – SECONDARY & Hr.Secondary

S.NO	NAME	DESIGNATION	Particulars
1.	Mrs.L. Ojha	Librarian	I/C
2	Mr.G.Dash	PGT Phy	Member
3	Ms.Kalpna Meena	PGT Maths	Member
4.	Mrs.Anita Garg	TGT Maths	Member

B – PRIMARY

S.NO	NAME	DESIGNATION	Particulars
1.	Ms.Sona Hembram	PRT	I/C
2.	Mr.Saroj Padhan	PRT	Member
3.	Mrs.S.Barla	PRT	Member

Duties:-

- (a) To prepare an action plan for conducting monthly tests/other tests as per new CBSE guidelines/ as per KVS norms for classes III to V, VI to XII.
- (b) To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for records.
- (c) To procure the result register, Answer scripts, progress reports, certificate of school based evaluation and other stationery well in advance by giving requisition well in advance.

- (d) To conduct the test as per guidelines & to ensure sanctity & Confidentialities of all Examinations.
- (e) Declaration of results as per the KVS schedule.
- (f) To maintain and place all the records pertaining to examination before the member of panel inspection team.
- (g) To issue the notices, circulars of the examinations to the staffs time to time.
- (h) To visit KVS, Regional Office, BBSR and CBSE websites 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 Vidyalaya website regularly.

4. EXTERNAL – CBSE (X& XII)

S.NO	NAME	DESIGNATION	Particulars
1.	Mrs.D.Behera	PGT CS	In-charge
2.	Mr.B.Kerketta	TGT Sans.	Member
2	Mr.R.Mahato	TGT AE	Member

Duties:

- (a) To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
- (b) Registration/LOC for Class IX to XII& filling of the forms and completing the Board Examination related formalities in time bound manner.
- (c) Correspondence for school affiliation & other related issues to CBSE.
- (d) Maintenance and submission of records of result analysis of CBSE exams to KVS Regional Office and KVS Head Quarter in time.
- (e) Maintaining the record of shortage of attendance and correspondence with CBSE board.
- (f) Framing the practical time table in liaison with Exam Deptt I/C & concerned subject teachers.
- (g) Conducting the CBSE board exam as per the CBSE norms.
- (h) Updating CBSE related issues/ instructions in the school website regularly.

5. TIME TABLE AND ARRANGEMENT:

S.NO	NAME	DESIGNATION	Particulars
1.	Ms Kalpana Meena	PGT Maths	I/C
2.	Mrs.Anita Garg	TGT-Maths	Member
3.	Ms D. Rathore	TGT So.Stud.	Member
4.	Mr.S.B.Kishan	PRT	I/C
5	Mrs.R.Chakraborty	PRT	Member

Duties:-

- (a) To prepare the class time table and teacher wise time table as per KVS latest norms/guidelines.
- (b) To prepare the special time table/remedial time table for classes X & XII as per the direction of the Principal and KVS RO BBSR for Autumn break/ Winter break & as per the requirements..
- (d) To give arrangement work for the teachers on leave/OD etc.
- (e) To display copy of arrangement work in the notice board.
- (f) To prepare part time teachers salary statements after verifying the number of periods taken by part time teachers and to affix their signature.

- (g) To maintain the arrangement register.

6. FURNITURE:

S.NO	NAME	DESIGNATION	Particulars
1	Mr.R.Mahato	TGT AE	I/C
2	Mr. B. Kerketta	TGT Skt	Member
3.	Mr.A.Gouda	PRT	Member

Duties:-

- To maintain the record of room wise/dept. wise distribution of furniture.
- To submit furniture list to be procured taking feedback from the deptt. holders/ class teachers etc. at the beginning of the academic session.
- To take initiative to see that the broken furniture is repaired regularly.
- To prepare the list of broken furniture which are to be condemned?
- To see that the school furniture is to be replaced in class rooms/dept. after school functions like sports day, Republic day, Annual Day, Independence day or any other functions.
- To see any shortages, deficiency of furniture and report to the Principal.
- To ensure regularly that no furniture is lying in the corridors or in the open space.
- To store and stock the broken or old furniture properly.
- To maintain the stock register.

7. CLEANLINESS OF VIDYALAYA BUILDINGS AND PREMISES (Swachh Bharat Abhiyan)

Class Rooms, Water points, toilets, corridors:

S.NO	NAME	DESIGNATION	Particulars
1.	Mr. R.Mahato	TGT AE	I/C Boy's Washrooms
2.	A.Gouda	PRT	Member
3.	Mr.Arvind Panda	Sub staff	Member
4	Mrs.P.Kumari	TGT P & HE	I/C Girl's toilets
5	Mrs.M. Dhar	PRT	Member
6	Mrs. Hemanti Indwar	Sub Staff	Member

Duties:

- To ensure the cleanliness of the class rooms, corridors, toilets and other common areas.
- To ensure the provision of dustbins in all the class rooms.
- To appraise the Principal about the cleanliness of school building from time to time.
- To supervise the work of the people deployed under housekeeping & gardening etc.
- To give suitable instruction to the people deployed under housekeeping & gardening regarding cleanliness of campus.
- To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of the campus.
- To clear the wild bushes and thorny plants that is growing in different parts of school campus.
- To ensure cleanliness of open drains for smooth flow of water during the rainy season.
- To take the rounds of the Vidyalaya thrice in a day/as & when required and to ensure cleanliness.
- In-charge can delegate the work wing-wise for efficient functioning and for fixing the responsibility. But the In-charge will be held responsible for the lapses and the deviations of the orders.

8. GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS:

S.NO	NAME	DESIGNATION	Particulars
1.	Ms.Elina Murmu	TGT Bio	I/C
2.	Mr.R.Mahato	TGT WE	Member
3	Mrs.Mumu Dhar	PRT	Member

Duties:

- To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.
- To procure ornamental plants and other fruit bearing plants in consultation with Principal.
- To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
- To procure Gumlas, fertilizers, manure, pesticides in consultation with Principal.
- Preparation of placards in different areas of garden.
- Numbering of trees and potted plants.
- Celebration of Vanamahostava in consultation with principal and forest dept.
- To motivate the children for gardening and beautification.
- To develop medicinal plant garden in the campus.
- To display the quotations in the corridors and class rooms.
- To fix bulletin board in the class room for display of educational charts.
- To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.
- To ensure the display of material in the bulletin boards.

9. ECO CLUB/ NATURE CLUB & NCSC/ RSBVP:

S.NO	NAME	DESIGNATION	Particulars
1.	Mr.Gokulananda Dash	PGT Phy	I/C
2.	Mrs U.Kiran	PGT Bio	Member
3.	Ms.Elina Murmu	TGT Scien.	Member

Duties:-

To ensure functioning of ECO CUB as per KVS Norms/ guidelines.

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

10. SOCIAL SCIENCE CLUB:

S.NO	NAME	DESIGNATION	Particulars
1.	Ms.D.Rathore	TGT So.Stud.	I/C
2.	Mr.R.Mahato	TGT AE	Member

Duties:-

- To motivate children to prepare projects/model based on country/state allotted to the region.
- To encourage more and more children to participate in cluster level Regional level and Nation level So. Science exhibition.

- (c) To motivate the children to participate in debate, group dance, music, skit competitions etc. to be organized in connection with social science exhibition.
- (d) To encourage the students to submit online projects as per the requirements time to time.
- (e) To ensure project based learning in all the classes.

11. MAINTENANCE AND REPAIR OF SCHOOL BUILDING AND DRINKING WATER ARRANGEMENT:

S.NO	NAME	DESIGNATION	Particulars
1.	Mr.R.Mahato	TGT AE	I/C
2.	Mrs. Priya Kumari	TGT P&HE	Member
3.	Mr.A.Gouda	PRT	Member

Duties:-

- (a) To maintain a register related with deficiencies noted in the Vidyalaya building and staff quarters.
- (b) To undertake maintenance of school buildings through RSP Project.
- (c) To ensure the proper functioning of Aqua guard installed in school building& availability of safe drinking water to the students & staffs.
- (d) To ensure the cleaning of over-head tanks in school buildings.
- (e) To ensure the chlorination of water stored in tanks after cleaning at least twice in a year.
- (f) To ensure the proper functioning of water coolers.
- (g) To install/refill the fire safety equipment & regular supervision of the same.
- (h) To obtain Fire safety certificate, Structural Safety certificates of Vidyalaya Buildings & Safe drinking water certificate from the concerned deptt. of State Govt./ RSP Project.

13. MEDICAL CHECKUP:

S.NO	NAME	DESIGNATION	Particulars
1.	Mrs.P.Kumari	TGT P & HE	I/C
2.	Ms. Suman Barwa	PRT	Member
3.		Staff Nurse	Member

Duties:-

- (a) To procure/arrange 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.

14. PHOTOGRAPHY:

S.NO	NAME	DESIGNATION	Particulars
1.	Mr.R.Mahato	TGT AE	I/C
2.	Mr.A.Gouda	PRT	Member
3		Comp. Instruct.	Member

Duties:-

- (a) To ensure the photography/Videography as important occasions / functions etc.
- (b) To collect & preserve the photographs/Videos in a common set up for future use & Display.

15. VOCATIONAL GUIDANCE & COUNSELLING / ARRANGING GUEST LECTURE:

S.NO	NAME	DESIGNATION	Particulars
1.	Mrs.L.Ojha	Librarian	I/C
2.	Mrs.J.Rout	TGT Hindi	Member
3	Mrs.Mumu Dhar	PRT	Member

Duties:

- To arrange guest lectures on important occasions by inviting carrier counselors, Scientist, Doctors and others dignitaries time to time.
- To arrange Vocational guidance and counseling to the students by inviting reputed personalities from different fields.
- To pay the remuneration in consultation with principal.

16. SPORTS COMMITTEE & FIT INDIA CAMPAIGN:

S.NO	NAME	DESIGNATION	Particulars
1.	Mrs.P.Kumari	TGT P & HE	I/C
2.	Ms.D.Rathore	TGT So.Stud.	Member
3.	Ms.Suman Barwa	PRT	I/C
4.	Mr.A.Gouda	PRT	Primary Member

Duties:

- To ensure availability of all sports facilities to the students.**
- To prepare annual calendar for games & sports activities & to organize Vidyalaya level intra/ inter house competitions.
- To prepare/train students individual events/ team events
- To prepare students for different competitions of cluster/Regional/National/SGFI, etc.**
- To conduct National sports & annual sports day**

17. STUDENTS COUNCIL COMMITTEE:

S.NO	NAME	DESIGNATION	Particulars
1.	Mr.S.Mistry	PGT Eng	I/C
	Mrs.M.Dixit	TGT Eng	Member
2.	Mr.B.Kerketta	TGT Sans.	Member
3.	Mrs.P.Kumari	TGT P & HE	Member
	Mrs.Rukmani	PRT	I/C
	Mr.A.Gouda	PRT	Primary Member
6.	<u>Senior-Secondary/Secondary</u> <u>SHIVAJI HOUSE:</u> Ms.Kalpna Meena, House Mistress Mrs.A.Garg Mr.B Kerketta <u>TAGORE HOUSE:</u> Mr.G.Dash, House Master Mrs.J.Rout	<u>Primary</u> <u>SHIVAJI HOUSE:</u> Mrs.Mumu Dhar House Mistress Mr.S.Padhan <u>TAGORE HOUSE:</u> Mr. Mr.R.K.Mahanta House Master Mrs.S. Barla	

	<u>ASHOKA:</u> Mrs.D.Behera House mistress Mrs.M.Dixit Ms.Elina Murmu <u>RAMAN HOUSE:</u> Mrs. U.Kiran, House Mistress Ms.D.Rathore Mrs.Priya Kumari	<u>ASHOKA:</u> Ms.Suman Barwa , House Mistress A.Gouda <u>RAMAN HOUSE :</u> Ms.Sona Hembram , House Mistress	
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Duties:

- Division of houses along with house master/mistresses and house Associates & distribution of students to various houses.
- Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects, etc.
- Procuring badges& sashes for Captains Monitors, prefects.
- Conduct of investiture (Badge presentation Ceremony)
- Assigning duties to all members of the Student Council House Wise.
- Conduct of monthly meetings with the members of student's council.
- Maintenance of Students council register/records.
- To ensure active participation in CLA as per CLA calendar of activities & morning assembly programmes.
- Decoration of bulletin boards in corridors / class rooms with educational charts.
- Club activity / Science and social exhibition

18. SUBJECT COMMITTEE (SECONDARY & SENIOR SECONDARY):

S. No.	SUBJECT	INCHARGE	DESIGNATION	Particulars
1.	LANGUAGES	Mrs.Jamuna Rout Mr. B. Kerketta	TGT Hindi TGT-Sanskrit Odia Lang.	All subject concerned
2.	Science	Mrs.U.Kiran Mr. G. Dash Mr. D. Behera Mrs. K. Meena Ms. E. Murmu	PGT Bio PGT-Phy PGT CS PGT Chem PGT Maths TGT Science	All subject concerned
3.	Social Science	Mr.S.Mistry Mrs. M. Dixit Ms.D.Rathode	PGT-Eng TGT Eng TGT So.Stud	I/c Member Member
4.	NIPUN BHARAT	Mrs.R.Chakraborty	Primary	All subject concerned All PRT teachers

Duties:

- Subject conveners should convene the meeting with the members in the last working day of every month. 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.
- Subject conveners will discuss the issues during the meeting:
- Guidance regarding the maintenance of teacher diary
- Coverage of syllabus as per the split up syllabus approved by KVS

- (e) Conducting the practical for classes IX to XII as per the split up syllabus approved by KVS
- (f) Demo classes by rotation during the subject committee meeting
- (g) Uses of computers/ICT and other audio visual aids in teaching learning process
- (h) Plan of evaluation of home assignment
- (i) To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms.
- (j) Plan of action for late bloomers & bright students
- (k) Remedial teaching for late bloomers/ students

NOTE: The subject convener will be held responsible for non – submission of the record to the Principal.

19. LITERARY CLUBS

S.NO	Subject	NAME	DESIGNATION	Particulars
1.	English	Mr.S.Mistry	PGT(English)	I/C
2.	Hindi	Mrs.J. Rout	TGT(Hindi)	Member
3.	Sanskrit	Mr.B.Kerketta	TGT-Sanskrit	Member
4.	ODIYA	Ms.Swapnarani Samal	Odiya teacher	Member
	Primary	Mrs.R.Chakraborty	Sr.PRT	Member
			All PRT	Member
5.	All PGTs & TGTs			

Duties:

- (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.

20. STUDENT'S DIARY/VIDYALAYA MAGAZINE/CLASS MAGAZINE COMMITTEE:

S.NO	NAME	DESIGNATION	Particulars
1.	Mr.S.Mistry	PGT-ENG	I/C
2.	Mrs.M.Dixit	TGT-Eng	Member
3.	Mrs.J.Rout	TGT-Hindi	Member
4.	Mrs.L.Ojha	Librarian	Member
5.	Mr.R.Mahato	TGT-AE	Member
6.	Mrs.R.Chakraborty	PRT	I/C (Primary)
7.	Mr.S.B.Kishan	PRT	Member
8.	Mrs.Rukmani	PRT	Member

Duties:-

- (a) Class teachers of class III to XII shall identify the children with talents & to nurture it.
- (b) Editorial board will collect the article from the students. Articles 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 July 2026.

- (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 at least 30 pages-(English section- 20 pages- Hindi section- 20 pages and 10 pages- Art, drawing and paintings etc.)
- (e) Editorial board should select the article for the class magazine. These articles are to be arranged section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section. Editorial board can invite the article from teacher's side also.
- (f) School magazine should contain at least a total of 82 pages (30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section. etc).
- (g) The editorial board should make concerted effort to bring about the class /school magazine in time.
- (h) To select the contents of students Diary & proof reading & in time distribution among all the students.

21. ACCOUNTS Committee & INCOME TAX/ CS-54 CHECKING:

S.NO	NAME	DESIGNATION	Particulars
1	Mrs.D.Behera	PGT-CS	I/C
2	Mr. B. Kerketta	TGT SKT	Member
3.	Mr.Anuj Kumar	SSA	Member Sec.
4	Mr.R.Mahato	TGT AE	Member

Duties:

1. to monitor financial management i.e. account related works including online tally accounting, preparation of annual accounts through online tally software.
1. Calculation of income tax from the members of the staff as per the provisions of Govt. Of India latest Income Tax Rules.
2. To verify the saving details & to ensure timely submission of data for TDS/ Challan & issue of Form-16, CS 12 etc.

22. INFORMATION to RTI:

S.NO	NAME	DESIGNATION	Particulars
1.	Mrs.D.Behera	PGT-CS	I/C
2	Mrs.M.Dixit	TGT Eng	Member
3.	Mr.Anuj Kumar	SSA	Office & Administration Related

Duties:

To receive & record the letters & to provide information as per RTI Act-2005 in consultation of the authority.

25. MATHS/SCIENCE/GREEN/ ALL OTHER OLYMPIADS:

S.NO	NAME	DESIGNATION	Particulars
1	Mr.G.Dash	PGT-Phy	I/C
2.	Mrs.L.Ojha	librarian	Member
3.	Mrs.M.Dhar	PRT	I/C Primary
4	Ms.S Hembram	PRT	Member

Duties: To Motivate the students for their valuable participation & register the students for different Olympiads as per the guidelines of KVS RO/Head Quarters.

To conduct exams & forwarding of information to KVS RO BBSR/KVS HQ time to time.

26. TEACHING Aids:

S.NO	NAME	DESIGNATION	Particulars
1.	Mr.D.Rathode	TGT-So.Stud.	I/C
2.	Mr.Saroj Padhan	PRT	Member

Duties: To procure the teaching Aids & to issue it to teachers & monitor its uses.

27. AUDIO – VISUAL & COMPUTER Deptt.

S.NO	NAME	DESIGNATION	Particulars
1.	Mrs.D.Behera	PGT-CS	I/C
2.	Mr.R.Mahato	TGT- AE	Member
3	Mrs.M.Dhar	PRT	I/C primary
3.		Comp. Ins	Member

Duties: To submit Requirements of Computers, Soft wires & its Accessories

- (a) To. Ensure Maintenance & proper functioning of all computers/OHP etc.
- (b) To ensure Broad band connectivity/functioning in all required locations
- (c) To maintain daily ICT Use register

30. GeM PURCHASE COMMITTEE/LOCAL PURCHASE COMMITTEE:

S.NO	NAME	DESIGNATION	Particulars
1.	Mrs.D.Behera	PGT-Cs	I/C
2.	Mr.B.Kerketta	TGT-Sanskrit	Member
3.	Mr.R.Mahato	TGT-AE	Member
4.	Mrs.P.Kumari	TGT-PH &E	Member
5.	Mr.S.B.Kishan	PRT	Member

Duties:

To purchase all items/ articles through GeM following guidelines/ purchase procedure in consultation with the Principal.

To generate non availability certificate for certain items not available in GeM

- (a) To carryout market survey whenever required
- (b) To prepare, check and sign the Comparative Statement of different quotations time to time.
- (c) To place supply orders as per requirements following due procedure

VIDYALAYA LEVEL SAFETY & SECURITY COMMITTEE and CCTV Monitoring Committee:

Sl. No.	Name & Designation	Particulars	Signature
1.	Smt. U. Kiran,PGT Bio	Safety Officer	
2.	Smt. Deepa Behera, PGT- CS	I/C CCTV & Member	
3.	Smt. Deepa Behera,PGT Comp.	I/C Security & Conserv. & Member	
4.	Sh. Rajeshwar Mahato, TGT AE	I/C Buildings, Fire safety, Drinking water & Member	
5.	Mrs.Ranu Chakraborty, SR PRT	Member	

Duties: As per the KVS (HQ), New Delhi & KVS Ro instructions a Vidyalaya Level Safety & Security Committee has been constituted to ensure a Safe & Secure environment in the vidyalaya for the students, staff. In this regard the guidelines, orders issued/to be issued (if any) by the Ministry of Education, KVS, CBSE, NCPCR, NDMA & Hon'ble Supreme court of India are to be adhered to.

32. UBI FEES PORTAL COMMITTEE :

S.NO	NAME	DESIGNATION	Particulars
1.	Mrs.D.Behera	PGT-CS	I/C
2.	Mr.B.Kerketta	TGT	Member
3.	All Class/Co-Class Teachers		Member

Duties: To update students details as per enrollment & to verify (First & second) as per the schedule in each quarters.

(a) To ensure timely payment of fees in each quarters by the students.

33. WEBSITE UPDATION COMMITTEE & Social Media:

S.NO	NAME	DESIGNATION	Particulars
1.	Mrs.D.Behera	PGT-CS	I/C
2.	Mrs.M.Dhar	PRT	Member
3		Comp. Inst.	Member

Duties: To upload circulars/ information/photographs in the Vidyalaya website & to update the site time to time.

To share vidyalaya activities in social media handles through official accounts.

34. ALUMNI COMMITTEE

S.NO	NAME	DESIGNATION	
1.	Mrs.D.Behera	PGT-CS	I/C
2.	Mrs.J.Rout	TGT	Member
3	Mrs.M.Dhar	PRT	Member

Duties: To constitute alumni & to organize meetings inviting the members time to time.

To generate requirements through Vidyanjali portal & to receive donated items.

34. NIOS Committee:

Sl.No.	Name of the Employee	Designation	Particulars	Signature
1	Mr. Buddhiman Kerketta,	TGT Sans	I/C	
2	Mr.A.Gouda	PRT	Member	
4		Compt. Instructor	Member	

1. To prepare & organize NIOS practical/ theory classes as per schedule/ plan

2. To conduct both practical & theory examinations & other assignments received from NIOS time to time at this centre strictly as per the NIOS admission & Examination guidelines.

35. PTA (Parent Teacher Association) COMMITTEE

S.NO	NAME	DESIGNATION	Particulars
1.	Mr.S.Mistry	PGT –Eng	I/C
2.	Mrs.M.Dixit	TGT Eng	Member
3.	Mrs.R.Chakraborty	PRT	Member
4.	Mr.S.B.Kishan	PRT	Member

Duties:

- To hold/organize PTA & PTM as per KVS schedule & as and when required time to time.
- To record the suggestions & implement the valuable suggestions with consultation to the authority.

36.School Innovation Council & ATL Committee:

Sl.No	Name	Designation	Particulars
1	Mr.G.Dash	PGT Phy	I/C
1	Mr.R.Mahato	TGT AE	Member
3	Ms Elina Murmu	TGT Scien.	Member
4		PGT Chem	Member

- To plan ATL calendar in conformity with NITI Ayog /STEM guidelines.
- To organize workshops/seminars/sessions inviting experts.
- To inculcate skills such as design mindset, computational thinking, adaptive learning, physical computing etc.
- To provide art space established the school with a goal to foster curiosity and innovation in young minds, between grade 6th to 12th through 21st century tools and technologies such as Internet of Things, 3D printing, rapid prototyping tools, robotics, miniaturized electronics, do-it-yourself kits and many more.
- To stimulate a problem-solving innovative mindset within the children of the ATL and nearby communities.

36) RUPANTAR :

Sl.No	Name	Designation	Particulars
1	Mrs.J.Rout	TGT Hindi	I/C
2	Mrs.Anita Garg	TGT Maths	Member
4	Mrs.L.Ojha	Librarian	Member
5	Mr.R.Mahato	TGT AE	Member
6	Ms. Rukmani	PRT	Member
7	Mr.S.B.Kishan	PRT	Member

- To facilitate & improve the quality of education by developing an innovative mindset among the teachers and creating a joyful, willful, inclusive, and engaging learning environment in the classrooms. In the process it collaborates with all the stakeholders, draws on their creativity and experience, and builds a strong, innovative education system.
- To Under the flagship of Rupantar, three main training initiatives of Sri Aurobindo Society, namely Competency Based Learning (CBL) & Competency Based Assessments (CBA), Project Inclusion, Project Based learning and Auro Scholar (micro scholarship) program

PRINCIPAL