

**PM SHRI KENDRIYA VIDYALAYA GAJAPATI  
VIDYALAYA COMMITTEES-2024-25**

The following Committees are formed for achieving the desired results in the assigned areas.

<b>S. No</b>	<b>Committee with its main tasks</b>	<b>In-charge &amp; Members</b>
<b>01</b>	<p><b>ACADEMIC COUNCIL:</b></p> <ol style="list-style-type: none"> <li>To convene Subject-committee meetings, regularly</li> <li>To ensure timely completion of syllabus</li> <li>To ensure timely conduct of periodical assessments, tests &amp; exams and evaluation thereof as per CCE as well as CBSE, wherever applicable.</li> <li>To ensure proper teaching in all the classes as per CCE / CBSE / CMP pattern</li> <li>To assist Principal in all Academic related matters</li> <li>Assisting in Contract teacher appointment &amp; motivating quality performance.</li> </ol>	<p><b><u>In-Charge:</u></b> Sh. B Nagesh, PGT (CS)</p> <p><b><u>MEMBERS:</u></b> Smt. Ritu Gupta, PGT (Comm) Smt. Sushma Kumari, PGT (Bio) Sh. Dibakar Ghosh, TGT (Eng) Sh. Hemesh Karotwan, PGT (Maths) Sh. Sanatan Bhoi, Lib Sh. Dharmendra Kumar, TGT (Math) Sh. Dola Rama Prasad, PRT Mr. Kshemaraj Majhi, PRT Smt. Lipsa Rana, PRT</p>
<b>02</b>	<p><b>ADMISSION COMMITTEE:</b></p> <ol style="list-style-type: none"> <li>To give wide publicity about online admission procedure by facilitation center /helpline</li> <li>To verify the received online application forms</li> <li>To scrutinize received forms and required documents thoroughly</li> <li>To recommend admissions strictly as per KVS guidelines.</li> <li>To maintain KV TCs as per KVS rules</li> <li>To apprise the Principal every minute detail</li> </ol>	<p><b><u>In-Charge:</u></b> Ms. Bishnupriya Jena, PGT (Eco)</p> <p><b><u>Members:</u></b> Sh. B Nagesh, PGT (CS) Sh. Santosh Ku Mahankuda, TGT (Eng) Smt. B V Lakshmi, TGT (Hin) Sh. Dola Rama Prasad, PRT Sh. Rinku Pradhan, PRT</p>
<b>03</b>	<p><b>INTERNAL-EXAM</b></p> <ol style="list-style-type: none"> <li>To plan schedule of all Tests / Exams / Evaluations / Assessments as per KVS Guidelines — To be conducted internally during the academic session as per KVS guidelines.</li> <li>To Ensure conduct of tests / Exams / Assessment etc. as per CBSE and CCE as and when applicable.</li> <li>Declaration of assessment and evaluation well in time.</li> <li>To ensure that Computers located elsewhere except the Dept. of Exam are not used for Exam related work.</li> <li>To ensure that no information of confidential nature is stored on the NET SHARED DRIVE of the Exam Dept. Computer</li> </ol>	<p><b><u>SECONDARY:</u></b> <b><u>In-Charge:</u></b> Smt. Sushma Kumari, PGT (Bio)</p> <p><b><u>Members:</u></b> Sh. B. Nagesh, PGT (CS) Sh. Hemesh Karotwan, PGT (Math) Ms. Bishnupriya Jena, PGT (Eco) Smt. Ritu Gupta, PGT (Comm) Mr. Sachin Kachhava, TGT (Math) Sh. Dharmendra Kumar, TGT (Math) Computer Instructor</p> <p><b><u>PRIMARY:</u></b> <b><u>In charge:</u></b> Sh. Rinku Pradhan, PRT <b><u>Members:</u></b> Sh. Shrabana Badmali, PRT Sh. Santosh Satnami, PRT</p>
<b>04</b>	<p><b>EXTERNAL EXAM:</b></p> <ol style="list-style-type: none"> <li>To liaison with CBSE for students' admission in to Board Examinations</li> <li>To organize the Board Centre (at the Vidyalaya)</li> <li>To maintain all relevant records and the Board's</li> </ol>	<p><b><u>In-Charge:</u></b> Sh. B. Nagesh, PGT (CS)</p> <p><b><u>Members:</u></b> Sh. Dibakar Ghosh, TGT (Eng) Smt. Sushma Kumari, PGT (Bio)</p>

S. No	Committee with its main tasks	In-charge & Members
	stationery 4. To safely keep the Certificates issued by the Board for delivery to the identified students. 5. To conduct other external examinations as proposed by Govt. of India / related organization sanctioned by KVS.	Sh. Santosh Ku Mahankuda, TGT (Eng) Smt. B V Lakshmi, TGT (Hin) Ms. Priyanka, TGT (Hin) Sh. Sanatan Bhoi, Lib Sh. Rinku Pradhan, PRT Sh. Shrabana Badmali, PRT Sh. Santosh Satnami, PRT
05	<b>C.C.A (Internal):</b> 1. Planning the activities for the entire year. 2. To organize and conduct various co-curricular activities. 3. To nominate student leaders for various duties and to train them for good performance. 4. To celebrate / observe all important days in a befitting manner. 5. To celebrate Annual day. 6. To make House Division in a proportionate way.	<b><u>Secondary Co-Ordinator:</u></b> Sh. Dibakar Ghosh, TGT (Eng)  <b><u>Associate Co-ordinator:</u></b> Smt. B V Lakshmi, TGT (Hin)  <b><u>Primary Co-Ordinator:</u></b> Ms. Neha Kumari Chillar, PRT  <b><u>Associate Co-Ordinator:</u></b> Ms. Annu Priya, PRT
06	<b>C.C.A (External)</b> 1. To scrutinize invitations received for participation in any programme/camp. 2. To make arrangement for proper training of the participants. 3. To encourage participants to participate and bring laurels. 4. To arrange for escorts for escorting the participants for safe participation. 5. To conduct external Programme Like Bourn Vita Quiz, Brain Bee etc.	<b><u>Secondary Co-Ordinator:</u></b> Sh. Dibakar Ghosh, TGT (Eng)  <b><u>Associate Co-Ordinator:</u></b> Smt. B V Lakshmi, TGT (Hin)  <b><u>Primary Co-Ordinator:</u></b> Ms. Neha Kumari Chillar, PRT  <b><u>Associate Co-Ordinator:</u></b> Ms. Annu Priya, PRT
07	<b>LIBRARY MAINTENANCE</b> 1. To popularize book reading habit among students & teachers. 2. To recommend new books for purchase. 3. To ensure library maintenance & attractive display of books. 4. To undertake physical stock verification of books as per Accession register, once a year 5. To arrange to dispose of the old newspapers, magazines etc., at reasonable price, as per KVS Rules, in the presence of all Committee members 6. To recommend proposals of condemnation of unserviceable books	<b><u>In-Charge:</u></b> Sh. Sanatan Bhoi, Lib <b><u>Members:</u></b> Smt. Sushma Kumari, PGT (Bio) Ms. Bishnupriya Jena, PGT (Eco) Sh. Santosh Ku Mahankuda, TGT (Eng) Sh. Kshemaraj Majhi, PRT Smt. Lipsa Rana, PRT Sh. Santosh Satnami, PRT  <b><u>Students Member:</u></b> Master Dhableswar Dash XI A Ms. Barenya Mishra, XIIA
08	<b>MORNING ASSEMBLY</b> 1. To conduct morning assembly program appropriately within the prescribed time limit. 2. To perform this task each class to be allotted one week on rotation basis. 3. To inform and guide the class Teachers & Monitors regarding presentation 4. Announcements 5. Celebrate/ Observe important day	<b><u>In- Charge:</u></b> Sh. Dibakar Ghosh, TGT (Eng) Smt. B V Lakshmi, TGT (Hin) Ms. Priyanka, TGT (Hin) Sh. Rajesh Kumar, TGT (AE) Ms. Neha Kumari Chillar, PRT Ms. Annu Priya, PRT All house masters  <b><u>Members to assist</u></b> Yoga Instructor

S. No	Committee with its main tasks	In-charge & Members
		All class teachers
09	<b>LOCAL EXCURSIONS</b> 1. To identify nearby places of educational importance 2. To prepare a time-table for students' excursions periodically 3. To liaison with the Authorities to obtain transport for students' excursions 4. To escort and guide the students on the excursions 5. To take utmost care of the Students' safety during Excursions	<b><u>In- Charge:</u></b> Sh. K Syam Prasad, TGT (P&HE) <b><u>Members:</u></b> Sh. B. Nagesh, PGT (CS) Sh. Sanatan Bhoi, Lib Sh. Santosh Ku Mahankuda, TGT (Eng) Sh. Dharmendra Kumar, TGT (Math) Sh. Dola Rama Prasad, PRT Ms. Lipsa Rana, PRT Sh. Shrabana Badmali, PRT
10	<b>PURCHASE COMMITTEE / Gem Portal:</b> 1. To analyze quotations provided by the logistic department and provide recommendation for approval by the person who signed SR or someone delegated by them. 2. To ensure all documentation is accurately completed 3. Ensuring proportionality, transparency, accountability and fairness in the procurement process.	<b><u>In- Charge:</u></b> Sh. B. Nagesh, PGT (CS)  <b><u>Members:</u></b> Smt. Ritu Gupta, PGT (Comm) Sh. Santosh Ku Mahankuda, TGT (Eng) Sh. Sanatan Bhoi, Lib Sh. Dola Rama Prasad, PRT Sh. Rinku Pradhan, PRT
11	<b>TIME-TABLE</b> (incl. arrangement) 1. It is the most important task in any educational institute to frame an ideal time-table for effective teaching process 2. To keep the time-table ready well in time for starting the academic calendar 3. To periodically review the time- table in view of transfers/long leave etc. 4. To ensure that no class is kept without teacher by preparing daily arrangement. 5. To cater for staff on leave and vacancy as per KVS norms.	<b><u>In- Charge: (Secondary)</u></b> Sh. Hemesh Karotwan, PGT (Maths)  <b><u>Members:</u></b> Sh. Dharmendra Kumar, TGT (Maths) Sh. Sachin Kachhava, TGT (Maths)  <b><u>In- Charge: (Primary)</u></b> Sh. Santosh Satnami, PRT  <b><u>Members:</u></b> Sh. Kshemaraj Majhi, PRT
12	<b>HINDI (RAJ BHASHA)</b> 1. To develop communicative Hindi skill. 2. To create awareness regarding importance of Hindi as Raj Bhasha. 3. To popularize usage of Raj Bhasha in KV. 4. To celebrate Raj Bhasha Divas / week / fortnight / month in a befitting manner. 5. To arrange Seminars etc. 6. To encourage creative writing in Hindi. 7. To send quarterly report & comply Raj Bhasha instruction.	<b><u>Incharge:</u></b> Smt. B V Lakshmi, TGT (Hin)  <b><u>Members:</u></b> Smt. Ritu Gupta, PGT (Comm) Smt. Sushma Kumari, PGT (Bio) Sh. Hemesh Karotwan, PGT (Maths) Ms. Priyanka, TGT (Hin) Sh. Sachin Kachhava, TGT (Maths) Sh. Dharmendra Kumar, TGT (Math)
13	<b>FURNITURE</b> 1. To verify all articles as per Stock register. 2. To monitor the use of articles so as to ensure long life. 3. To recommend condemnation of unserviceable articles. 4. To recommend for purchase of necessary articles.	<b><u>In-Charge:</u></b> Sh. Santosh Ku Mahankuda, TGT (Eng)  <b><u>Members:</u></b> Sh. Syam Prasad, TGT (P&HE) Sh. Sanatan Bhoi, Lib Ms. Annu Priya, PRT Sh. Dharmendra Kumar, TGT (Math)

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		Sh. Rajesh Kumar, TGT (AE) Sh. Kshemaraj Majhi, PRT Sh. Shrabana Badmali, PRT
14	<p><b>SCOUTS &amp; GUIDES &amp; CUBS &amp; BULBULS.</b></p> <ol style="list-style-type: none"> <li>To plan an effective schedule for imparting the training to the students</li> <li>To popularize the movement among the students, so as to have more participants</li> <li>To inculcate spirit of discipline among the students.</li> <li>To prepare the students for the Testing camps, viz., DWITIYA- SOPAN, TRITIYA-SOPAN, RAJ-PURSKAR &amp; RASHTRAPTHI- PURSKAR etc., as per schedule given by KVS</li> <li>To escort and take utmost care of the students during the camps</li> </ol>	<p><b><u>In-charge:</u></b> Ms. Priyanka, TGT (Hin) Sh. Dola Rama Prasad, PRT</p> <p><b><u>Members:</u></b> Sh. Rajesh Kumar, TGT (WE) Sh. Sanatan Bhoi, Lib</p> <p><b><u>CUBS &amp; BULBULS:</u></b> Sh. Sibaram Sahu, PRT Sh. Shrabana Badmali, PRT Smt. Lipsa Rana, PRT</p>
15	<p><b>SANITATION &amp; CLEANLINESS (incl. Campus beautification)</b></p> <ol style="list-style-type: none"> <li>To monitor cleanliness and sanitation daily.</li> <li>Give proper instructions to the sweepers regarding sweeping, mopping, dusting etc.</li> <li>To liaison with other staff for their cooperation in keeping the school clean.</li> <li>To arrange decoration on all occasions, by involving students.</li> <li>Maintenance of Vending machines and incinators</li> </ol>	<p><b><u>In-charge:</u></b> Sh. Sibaram Sahu, PRT</p> <p><b><u>Members:</u></b> Sh. Hemesh Karotwan, PGT (Maths) Ms. Bishnupriya Jena, PGT (Eco) Smt. Sushma Kumari, PGT (Bio) Sh. K Syam Prasad, TGT (P&amp;HE) Sh. Dharmendra Kumar, TGT (Math) Sh. Sanatan Bhoi, Lib Sh. Rajesh Kumar, TGT (AE) Ms. Priyanka, TGT (Hin) Sh. Santosh Satnami, PRT Smt. Lipsa Rana, PRT Sh. Shrabana Badmali, PRT</p>
16	<p><b>DISCIPLINE</b></p> <ol style="list-style-type: none"> <li>To plan an effective program for ensuring overall discipline.</li> <li>To execute the program by monitoring by daily.</li> <li>To liaison with the parents of indisciplined students</li> <li>To develop a VOLUNTEER- FORCE of students for occasional duties.</li> <li>To ensure discipline in all the programmes conducted</li> </ol>	<p><b><u>In – charge:</u></b> Sh. K Syam Prasad, TGT (P&amp;HE)</p> <p><b><u>Members:</u></b> *All House Masters &amp; Members *All class teachers</p>
17	<p><b>HOUSE Masters:</b></p> <ol style="list-style-type: none"> <li>To give scope to all the members of the House to grow.</li> <li>To identity the latent talent and potential of each member.</li> <li>To give equal opportunity to all the members to show case their talent.</li> <li>To provide necessary guidelines to the students in presentation of various items properly and effectively.</li> <li>To demonstrate utmost care and sincere interest in</li> </ol>	<p><b><u>SHIVAJI HOUSE</u></b> <b><u>SECONDARY:</u></b> HOUSE MASTER:Smt. Ritu Gupta, PGT (Comm), Sh. Santosh Ku Mahankuda, TGT (Eng), Sh. Dharmendra Kumar , TGT (Maths) <b><u>PRIMARY:</u></b> HOUSE MASTER: Sh. Santosh Satnami, PRT, Sh. Sibaram Sahu, PRT <b><u>TAGORE HOUSE</u></b> <b><u>SECONDARY:</u></b></p>

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	<p>the Intra House Competitions to select ensure participation of students for Inter-House/External Competitions.</p> <p>6. To provide necessary positive encouragement to achieve highest turnout in holistic personality development.</p>	<p>HOUSE MASTER: Smt. Sushma Kumari, PGT (Bio), Sh. Rajesh Kumar, TGT (AE), Sh. Sanatan Bhoi. TGT (Lib)</p> <p><b><u>PRIMARY:</u></b> HOUSE MASTER: Smt. Lipsa Rana, PRT</p> <p><b><u>ASHOKA HOUSE</u></b> <b><u>SECONDARY:</u></b> HOUSE MASTER: Ms. Bishnupriya Jena, PGT (Eco), Sh. Sachin Kachhava, TGT (Maths)</p> <p><b><u>PRIMARY:</u></b> HOUSE MASTER: Sh. Shrabana Badmali, PRT, Sh. Kshemaraj Majhi, PRT</p> <p><b><u>RAMAN HOUSE</u></b> <b><u>SECONDARY:</u></b> HOUSE MASTER: Sh. Hemesh Karotwan, PGT (Math), Ms. Priyanka, TGT (Hin)</p> <p><b><u>PRIMARY:</u></b> HOUSE MASTER: Ms. Annu Priya, PRT</p>
18	<p><b>BEAUTIFICATION &amp; Gardening Club</b></p> <ol style="list-style-type: none"> <li>1. To make the School clean and green</li> <li>2. To look after the maintenance of horticulture environment.</li> <li>3. To monitor regular removal of undesirable growth of grass bushes or fallen twigs, leaves etc.</li> <li>4. Add to the beauty of garden by planting seasonal plants.</li> <li>5. To involve students in maintenance of garden.</li> <li>6. Instruct the gardener to shape/trim the hedges regularly.</li> </ol>	<p><b><u>In-charge:</u></b> Sh. Sibaram Sahu, PRT</p> <p><b><u>Members:</u></b> Smt. B V Lakshmi, TGT (Hin) Ms. Bishnupriya Jena, PGT (Eco) Sh. Hemesh Karotwan, PGT (Math) Smt. Sushma Kumari, PGT (Bio) Ms. Bishnupriya Jena, PGT (Eco) Ms. Priyanka, TGT (Hin) Sh. Rajesh Kumar, TGT (AE) Ms. Neha Kumari Chillar, PRT Sh. Shrabana Badmali, PRT</p>
19	<p><b>Fire Safety &amp; Evacuation Committee:</b></p> <ol style="list-style-type: none"> <li>1. Developing and updating a fire evacuation and emergency plan.</li> <li>2. Ensuring that firefighting and safety equipment has been properly installed.</li> <li>3. Carrying fire risk assessments</li> <li>4. Carrying out fire drills and assessing results</li> </ol>	<p><b><u>In-charge:</u></b> Sh. K Syam Prasad, TGT (P&amp;HE)</p> <p><b><u>Members:</u></b> Sh. Dharmendra Kumar, TGT (Math) Sh. Hemesh Karotwan, PGT (Math) Smt. Ritu Gupta, PGT (Comm) Smt. Sushma Kumari, PGT (Bio) Sh. Rajesh Kumar, TGT (AE) Sh. Sanatan Bhoi, Lib Smt. Lipsa Rana, PRT Sh. Shrabana Badmali, PRT</p>
20	<p><b>Search &amp; Rescue Team:</b></p> <ol style="list-style-type: none"> <li>1. Open Emergency supplies bin</li> </ol>	<p><b><u>In-charge:</u></b> Sh. K Syam Prasad, TGT (P&amp;HE)</p>

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	2. Mobilizing search and rescue teams 3. Maintains contact with command center.	<b><u>Members:</u></b> Sh. B. Nagesh, PGT (CS) Ms. Bishnupriya Jena, PGT (Eco) Sh. Dharmendra Kumar, TGT (Math) Sh. Santosh Ku Mahankuda, TGT (Eng) Sh. Rajesh Kumar, TGT (AE) Smt. Lipsa Rana, PRT Sh. Shrabana Badmali, PRT
21	<b>First Aid &amp; Medical Team</b> 1. To provide first-aid in case of emergency on all working days 2. To plan and procure necessary inputs for first-aid 3. To provide training to students in first-aid, so as to have a batch of student-volunteers.	<b><u>In-charge:</u></b> Sh. K Syam Prasad, TGT (P&HE) Nurse  <b><u>Members:</u></b> Smt. B V Lakshmi, TGT (Hin) Ms. Bishnupriya Jena, PGT (Eco) Sh. Santosh Ku Mahankuda, TGT (Eng) Ms. Priyanka, TGT (Hin) Sh. Rajesh Kumar, TGT (AE) Smt. Lipsa Rana, PRT Sh. Kshemaraj Majhi, PRT Sh. Santosh Satnami, PRT
22	<b>Transport Safety Team:</b> To ensure the safety, comfort and wellbeing of the children.	<b><u>In-charge:</u></b> Sh. K Syam Prasad, TGT (P&HE)  <b><u>Members:</u></b> Ms. Bishnupriya Jena, PGT (Eco) Sh. Hemesh Karotwan, PGT (Math) Sh. Santosh Ku Mahankuda, TGT (Eng) Sh. Sanatan Bhoi, Lib Ms. Priyanka, TGT (Hin) Sh. Rajesh Kumar, TGT (AE) Smt. Neha Kumari Chillar, PRT Sh. Santosh Satnami, PRT
23	<b>Team for students with special needs (DIVYANG)</b> 1) To provide special equipment for the students with special needs 2) Give students with special needs opportunities for success.	<b><u>In-charge:</u></b> Smt. Ritu Gupta, PGT (Comm)  <b><u>Members:</u></b> Sh. Dibakar Ghosh, TGT (Eng) Smt. Sushma Kumari, PGT (Bio) Sh. Santosh Ku Mahankuda, TGT (Eng) Sh. Sanatan Bhoi, Lib Sh. Rajesh Kumar, TGT (AE) Ms. Annu Priya, PRT Sh. Rinku Pradhan, PRT Sh. Shrabana Badmali, PRT
24	<b>Internal Complaint committee:</b>	<b><u>In-charge:</u></b> Sh. Sanatan Bhoi, Lib  <b><u>Members:</u></b> Sh. B. Nagesh, PGT (CS) Smt. Sushma Kumari, PGT (Bio) Sh. Dharmendra Kumar, TGT (Math)

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		Sh. Dola Rama Prasad, PRT Ms. Annu Priya, PRT
25	<b>Grievance Redressal Committee:</b>	<b><u>In-charge:</u></b> Sh. B. Nagesh, PGT (CS)  <b><u>Members:</u></b> Smt. Ritu Gupta, PGT (Comm) Smt. Sushma Kumari, PGT (Bio) Sh. Santosh Ku Mahankuda, TGT (Eng) Sh. Sanatan Bhoi, Lib Sh. Dola Rama Prasad, PRT Sh. Kshemaraj Majhi, PRT
26	<b>Child Rights protection Cell:</b>	<b><u>In-charge:</u></b> Sh. Sanatan Bhoi, Lib Ms. Bishnupriya Jena, PGT (Eco) <b><u>Members:</u></b> Sh. B. Nagesh, PGT (CS) Smt. Ritu Gupta, PGT (Comm) Smt. Sushma Kumari, PGT (Bio) Sh. Santosh Ku Mahankuda, TGT (Eng) Sh. Dola Rama Prasad, PRT
27	<b>WEB SITE UPDATION:</b> 1.To update the Vidyalaya website from time to time As per the directions of KVS. 2.No Column should be kept blank in the Vidyalaya website 3. The required information can be collected from the teachers /department in charges for updating website.	<b><u>In charge:</u></b> Sh. B. Nagesh, PGT (CS) <b><u>Members:</u></b> Sh. Santosh Ku Mahankuda, TGT (Eng) Smt. B V Lakshmi, TGT (Hin) Sh. Sanatan Bhoi, Lib Sh. Rajesh Kumar, TGT (AE) Sh. Kshemaraj Majhi, PRT
28	<b>GAMES, SPORTS &amp; YOGA</b> 1. To plan an effective program as per class time-table for training the students in Games & Sports to execute the program effectively. 2. To prepare students for Cluster level/Regional level competitions by ensuring proper practice to the selected students. 3. Arranging escorts and giving proper instructions to escorts & participants. 4. Taking No Objection Certificates from parents and appraising them in detail. 5. To plan and organize internal competitions & Sports Day etc. 6. Verifying the sufficient stock available for games or not. 7. To recommend for Condemnation of all unserviceable articles. 8. Give new requisitions for new articles well in advance.	<b><u>In charge:</u></b> Sh. K Syam Prasad, TGT (P&HE)  <b><u>Members:</u></b> Yoga instructor All class teachers

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29	<p><b>EXHIBITION &amp; FIELD TRIP:</b></p> <ol style="list-style-type: none"> <li>To plan &amp; execute a School- Level Exhibition well in time, so as to ensure students' participation at Regional &amp; National level Exhibitions</li> <li>To guide talented students in creating novel exhibits</li> <li>To procure &amp; provide necessary materials to students as per KVS rule.</li> <li>Arranging escorts for taking utmost care of the students' safety during the Exhibitions.</li> <li>To arrange for escorting the students to the exhibitions, outside</li> </ol>	<p><b>SCIENCE EXHIBITION:</b> Smt. Sushma Kumari, PGT (Bio) Sh. Dharmendra Kumar, TGT (Math) Sh. Sibaram Sahu, PRT Sh. Santosh Satnami, PRT</p> <p><b>SOCIAL SCIENCE EXHIBITION:</b> Ms. Bishnupriya Jena, PGT (Eco) Smt. Ritu Gupta, PGT (Comm) Sh. Rajesh Kumar, TGT (AE) Smt. Lipsa Rana, PRT Sh. Limeshwar Patel , PRT (Mus)</p>
30	<p><b>COMPUTER – AIDED TEACHING</b></p> <ol style="list-style-type: none"> <li>To popularize Computer-aided teaching.</li> <li>To assist teachers and students to effectively use Internet for teaching-learning process and to use think.com properly.</li> <li>To periodically review the content on school website.</li> <li>To recommend timely upgrades of Hardware &amp; Software.</li> <li>Maintenance of existing stock.</li> <li>Maintenance of Labs.</li> <li>To promote Computer Aided Learning</li> </ol>	<p><b>In charge:</b> Sh. B. Nagesh, PGT (CS) Computer Instructor</p> <p><b>Members:</b> Smt. Sushma Kumari, PGT (Bio) Smt. Ritu Gupta, PGT (Comm) Sh. Sachin Kachhava, TGT (Maths) Sh. Shrabana Badmali, PRT Ms. Neha Kumari Chillar, PRT</p>
31	<p><b>FEE RECONCILIATION (UBI Web Portal)</b></p> <ol style="list-style-type: none"> <li>To thoroughly verify the amount of quarterly fee receipts</li> <li>To verify the registers</li> <li>To bring to the notice of the Principal, anomalies if any for timely rectification</li> </ol>	<p><b>In charge:</b> Sh. B. Nagesh, PGT (CS)</p> <p><b>Members:</b> Sh. Santosh Ku Mahankuda, TGT (Eng) Sh. Sanatan Bhoi, Lib Ms. Priyanka, TGT (Hin) Sh. Kshemaraj Majhi, PRT Sh. Shrabana Badmali, PRT</p>
32	<p><b>UDISE PORTAL:</b></p> <p>The team will check in UDISE portal data entry/processing &amp; guide the class teachers/update requirement.</p>	<p><b>In charge:</b> Sh. B. Nagesh, PGT (CS)</p> <p><b>Members:</b> Sh. Santosh Ku Mahankuda, TGT (Eng) Sh. Sachin Kachhava, TGT (Maths) Ms. Annu Priya, PRT Sh. Kshemaraj Majhi, PRT</p>
33	<p><b>Maintenance of ICT (computers, projectors &amp; interactive boards)</b></p>	<p><b>In charge:</b> Sh. B. Nagesh, PGT (CS)</p> <p><b>Members:</b> Ms. Bishnupriya Jena, PGT (Eco) Sh. Santosh Ku Mahankuda, TGT (Eng) Sh. Sachin Kachhava, TGT (Maths) Sh. Santosh Satnami, PRT Computer Instructor</p>

S. No	Committee with its main tasks	In-charge & Members
34	<p><b>TEACHING-AIDS</b></p> <ol style="list-style-type: none"> <li>To review the existing stock</li> <li>To popularize the use of the available teaching-aids.</li> <li>To seek colleagues suggestions for improving the existing stock.</li> <li>To recommend condemnation of all unserviceable articles.</li> <li>To recommend for new purchases, if required.</li> </ol>	<p><b><u>In charge: (SECONDARY)</u></b> Ms. Bishnupriya Jena, PGT (Eco)</p> <p><b>Members:</b> Ms. Priyanka, TGT (Hin) Smt. Ritu Gupta, PGT (Comm)</p> <p><b><u>In charge: (Primary)</u></b> <b>Members:</b> Sh. Dola Rama Prasad, PRT Sh. Rinku Pradhan, PRT Sh. Shrabana Badmali, PRT</p>
35	<p><b>MONTHLY REPORTS</b></p>	<p><b><u>In-Charge:</u></b> Smt. Ritu Gupta, PGT (Comm)</p> <p><b><u>Members:</u></b> Sh. B. Nagesh, PGT (CS) Smt. B V Lakshmi, TGT (Hin) Smt. Sushma Kumari, PGT (Bio) Sh. Santosh Ku Mahankuda, TGT (Eng) Sh. Hemesh Karotwan, PGT (Maths) Sh. Sanatan Bhoi, Lib Sh. Dola Rama Prasad, PRT Sh. Kshemaraj Majhi, PRT</p>
36	<p><b>ACTIVITY ROOM</b></p> <ol style="list-style-type: none"> <li>To review the existing stock</li> <li>To popularize the use of the available Audio-visual aids by bringing awareness among the teachers about the stock</li> <li>To seek advice from colleagues for improving the stock</li> <li>To recommend condemnation of all unserviceable articles</li> <li>To recommend for new purchases, if required</li> </ol>	<p><b><u>INCHARGE:</u></b> <b>Members:</b> Sh. B. Nagesh, PGT (CS) Ms. Bishnupriya Jena, PGT (Eco) Sh. Rajesh Kumar, TGT (AE) Ms. Neha Kumari Chillar, PRT Sh. Shrabana Badmali, PRT Sh. Lkeshwar Patel , PRT (Mus)</p>
37	<p><b>GUIDANCE &amp; COUNSELLING</b></p> <ol style="list-style-type: none"> <li>To counsel the slow-learners.</li> <li>To liaison with parents of such students.</li> <li>Suggesting remedial measures.</li> <li>To counsel the disciplined students.</li> <li>To extend guidance to bright students.</li> <li>To provide career guidance to students of higher classes.</li> <li>To organize seminars on Guidance &amp; Counseling.</li> </ol>	<p><b><u>In Charge:</u></b> Smt. Sushma Kumari, PGT (Bio)</p> <p><b><u>Members:</u></b> Smt. Ritu Gupta, PGT (Comm) Sh. Dibakar Ghosh, TGT (Eng) Smt. B V Lakshmi, TGT (Hin) Ms. Priyanka, TGT (Hin)</p>
38	<p><b>AEP</b></p> <ol style="list-style-type: none"> <li>To educate and create awareness regarding adolescence related problems, effects and solutions.</li> <li>To counsel students.</li> <li>Assist them in overcome problems.</li> <li>To arrange for parents' meeting/Seminar/Counseling sessions and other activities as per AEP guidelines.</li> </ol>	<p><b><u>In Charge :</u></b> Ms. Bishnupriya Jena, PGT (Eco)</p> <p><b><u>Members:</u></b> Sh. Hemesh Karotwan, PGT (Math) Smt. B V Lakshmi, TGT (Hin) Smt. Sushma Kumari, PGT (Bio) Sh. Sanatan Bhoi, Lib</p>

S. No	Committee with its main tasks	In-charge & Members
39	<b>CLUBS &amp; ACTIVITIES, OLYMPIADS &amp; QUIZ</b>	
	<p><b>(A) Maths Club &amp; Maths Olympiad, Maths Lab:</b> To create interest in the subject to encourage, to explore new and advance developments in the subject by conducting various programmes.</p>	Sh. Hemesh Karotwan, PGT (Math)
	<p><b>(B) Green Olympiad, Terry Quiz</b></p>	Smt. Sushma Kumari, PGT (Bio)
	<p><b>(C) Science Club &amp; Science Olympiad:</b> To create interest in the subject to encourage, to explore new and advance developments in the subject by conducting various programmes.</p>	Sh. Hemesh Karotwan, PGT (Math)
	<p><b>(D) Nature Club, Eco club &amp; Junior Science Lab:</b> To organize activities to develop love and admiration for nature, conducting various programmes for environmental protection. To make the students more effective in learning by doing practically. To procure materials for the labs and put them to proper use by the students.</p>	Smt. Sushma Kumari, PGT (Bio)
	<p><b>(E) Cyber Olympiad</b></p>	Sh. B. Nagesh, PGT (CS) Computer Instructor
	<p><b>(F) ADVENTURE CLUB:</b> To arrange the adventure activities in collaboration with KVS approved agencies.</p>	Smt. Ritu Gupta, PGT (Comm) Ms. Bishnupriya Jena, PGT (Eco)
	<p><b>(G) UNESCO CLUB:</b> Organizing cultural seminar on human rights, democracy, tolerance etc. Organizing exhibition trips to historical and natural heritage sites.</p>	Ms. Bishnupriya Jena, PGT (Eco)
	<p><b>(H) READERS CLUB:</b> To organize various programmes to develop love for language, improving communication skills, to develop reading skills.</p>	Sh. Sanatan Bhoi, Lib Sh. Santosh Satnami, PRT
	<p><b>(I) LITERARY CLUB:</b> To organize various programme to develop the love for language.</p>	HINDI – Smt. B V Lakshmi, TGT (Hin) ENGLISH – Sh. Dibakar Ghosh, TGT (Eng) SANSKRIT- Ms. Priyanka, TGT (Hin)
	<p><b>(J) INTEGRITY CLUB:</b>  To enable students realize human values and learn to manage resources to lead a healthy and peaceful life.  Sensitize young minds against corruption and unethical practices.</p>	<p><b><u>INCHARGE:</u></b> Ms. Bishnupriya Jena, PGT (Eco)</p> <p><b><u>Members:</u></b> Smt. Ritu Gupta, PGT (Comm) Sh. Hemesh Karotwan, PGT (Maths) Ms. Priyanka, TGT (Hin)</p>
	<p><b>(K) MUSIC CLUB:</b>  To develop the inherent talent of music and conduct various cultural programme and competitions.</p>	<p><b><u>In - Charge:</u></b> Sh. Limeshwar Patel , PRT (Mus)</p> <p><b><u>Members:</u></b> Smt. B V Lakshmi, TGT (Hin) Smt. Sushma Kumari, PGT (Bio)</p>

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		Ms. Bishnupriya Jena, PGT (Eco) Sh. Rajesh Kumar, TGT(AE) Sh. Shrabana Badmali, PRT
40	<b>CMP in (Primary) &amp; Monthly report</b>	Sh. Dola Rama Prasad, PRT Sh. Rinku Pradhan, PRT
41	<b>Awakened Citizen programme (Value Education Programme)</b>	<b><u>In - Charge:</u></b> Smt. B V Lakshmi, TGT (Hin) <b><u>Members:</u></b> Sh. Dharmendra Kumar, TGT (Maths) Sh. Sachin Kachhava, TGT (Maths) Sh. Santosh Ku Mahankuda, TGT (Eng) Ms. Priyanka, TGT (Hin)
42	<b>MAINTENANCE (CIVIL &amp; ELEC)</b> 1. To identify immediate maintenance needs both Civil & Electrical. 2. To contact required authorities 3. To make online/letter correspondence/to plan for work to be undertaken by KV from its own resources. 4. To obtain necessary quotations strictly as per KVS procedure. 5. To obtain necessary approval. 6. To get work executed.	<b><u>In - Charge:</u></b> Sh. Hemesh Karotwan, PGT (Maths) <b><u>Members:</u></b> Ms. Bishnupriya Jena, PGT (Eco) Smt. Ritu Gupta, PGT (Comm) Sh. Sanatan Bhoi, Lib Sh. K Syam Prasad, TGT (P&HE) Sh. Rajesh Kumar, TGT (AE) Sh. Sibaram Sahu, PRT Sh. Shrabana Badmali, PRT
43	<b>Observation of important Days</b>	Sh. Dibakar Ghosh, TGT (Eng) Smt. B V Lakshmi, TGT (Hin) Sh. Rajesh Kumar, TGT (AE) Ms. Annu Priya, PRT
44	<b>P.T.A</b> 1. Parents of the students must be involved in the learning process of their wards. The <b>Parent-Teacher Association</b> must therefore play a key role to achieve the same 2. To plan for periodical meetings with the parents 3. To invite the parents well in time and to ensure their presence 4. To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A 5. To plan for personal discussion with the parents of slow-learners for improvement 6. To invite parents for their presence during important celebrations in the KV	<b><u>In - Charge:</u></b> Smt. Ritu Gupta, PGT (Comm) <b><u>Members:</u></b> Sh. B. Nagesh, PGT (CS) Smt. Sushma Kumari, PGT (Bio) Sh. Dibakar Ghosh, TGT (Eng) Sh. Sanatan Bhoi, Lib Sh. Dola Rama Prasad, PRT Sh. Shrabana Badmali, PRT
45	<b>VIDYALAYA PATRIKA</b> (including Class Magazine, Newsletter) 1. Vidyalaya Patrika is the show case of all achievements of the KV. Therefore, utmost care must be taken in bringing out this valuable document. 2. To plan well in advance for bringing out both Class magazine and Vidyalaya Patrika within the specified time. 3. To invite contributions from the Students & staff	<b><u>In - Charge:</u></b> Sh. Dibakar Ghosh, TGT (Eng) Smt. B V Lakshmi, TGT (Hin) <b><u>Members:</u></b> Sh. B. Nagesh, PGT (CS) Ms. Bishnupriya Jena, PGT (Eco) Sh. Hemesh Karotwan, PGT (Maths) Smt. Ritu Gupta, PGT (Comm)

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	<p>by motivating words for exhibiting their creative talents</p> <p>4. To review the content of the contributions received and to edit it if necessary to avoid any mistakes</p> <p>5. To invite quotations for printing the magazine</p> <p>6. To seek approval of the same</p> <p>7. To get the printing work done</p> <p>8. To arrange for ceremonious release of the magazine</p> <p>9. To arrange for distribution to all</p>	<p>Sh. Santosh Ku Mahankuda, TGT (Eng)</p> <p>Sh. Sanatan Bhoi, Lib</p> <p>Sh. Rajesh Kumar, TGT (AE)</p> <p>Ms. Priyanka, TGT (Hin)</p> <p>Sh. Dola Rama Prasad, PRT</p> <p>Sh. Shrabana Badmali, PRT</p> <p>Sh. Likeshwar Patel , PRT (Mus)</p>
46	<b>Office Assistance</b>	<p>Smt. Ritu Gupta, PGT (Comm)</p> <p>Sh. Kshemaraj Majhi, PRT</p> <p>Sh. B. Nagesh, PGT (CS)</p> <p>Sh. Santosh Ku Mahankuda, TGT (Eng)</p>
47	<p><b>BULLETIN BOARDS and</b></p> <p>1.News Board</p> <p>2.Hindi today's Word</p> <p>3.English today's word</p> <p>4.Notice Board</p> <p>5.House Display Boards</p> <p>6.Staff Room</p> <p>7.Monitoring Board</p> <p>8.Class Room Display Boards</p>	<p><b><u>Secondary Display Boards</u></b> HOUSE MASTERS</p> <p><b><u>Primary Display Boards</u></b> HOUSE MASTERS</p> <p>All class teachers</p>
48	<p><b>MUSIC DEPTT.</b></p> <p>To develop the inherent talent of music and conduct various cultural programmes and competitions.</p>	<p><b><u>In - Charge:</u></b> Sh. Likeshwar Patel , PRT (Mus)</p> <p><b><u>Members:</u></b> Smt. B V Lakshmi, TGT (Hin) Smt. Ritu Gupta, PGT (Comm) Sh. Rajesh Kumar, TGT (AE) Sh. Sanatan Bhoi, Lib</p>
49	<p><b>LUNCH TIME SUPERVISION:</b></p> <p>To see the safety and security of the students during the lunch time</p>	<p><b><u>In - Charge:</u></b> Sh. K Syam Prasad, TGT (P&amp;HE)</p> <p><b><u>Members:</u></b> Ms. Bishnupriya Jena, PGT (Eco) Sh. Hemesh Karotwan, PGT (Math) Sh. Rajesh Kumar, TGT (AE) All Class teachers</p>
50	<b>Press Report</b>	<p>Sh. Dibakar Ghosh, TGT (Eng)</p> <p>Ms. Priyanka, TGT (Hin)</p> <p>Sh. Sanatan Bhoi, Lib</p> <p>Sh. B. Nagesh, PGT (CS)</p>
51	<b>Monitoring of Remedial class &amp; Maintenance of Report</b>	<p>Secondary: Ms. Bishnupriya Jena, PGT (Eco)</p> <p>Primary: Sh. Dola Rama Prasad, PRT</p>
52	<b>Organizing Community Programme:</b>	<p>Sh. K Syam Prasad, TGT (P&amp;HE)</p> <p>Sh. Rajesh Kumar, TGT (AE)</p>
53	<b>VIDYALAYA PLAN:</b>	<p><b><u>INCHARGE:</u></b> Sh. B. Nagesh, PGT (CS)</p>

S. No	Committee with its main tasks	In-charge & Members
		<b>Members:</b> Ms. Bishnupriya Jena, PGT (Eco) Sh. Hemesh Karotwan, PGT (Math) Sh. Sanatan Bhoi, Lib Sh. Dibakar Ghosh, TGT (Eng) Sh. Santosh Ku Mahankuda, TGT (Eng)
54	<b>Teacher Development Programme:</b>	<b>INCHARGES:</b> Sh. Dibakar Ghosh, TGT (Eng)  <b>Members:</b> Sh. B. Nagesh, PGT (CS) Smt. Ritu Gupta, PGT (Comm) Smt. B V Lakshmi, TGT (Hin) Sh. Sanatan Bhoi, Lib
55	<b>E-CLASS ROOM:</b> 1. To review the existing stock 2. To popularize the use of the Hi-tech lab., for Computer- aided teaching, by bringing awareness among the teachers about the facility in the KV 3. To arrange for training of the teachers in using all the modern equipment 4. To seek advice from well informed colleagues for further improvement 5. To recommend condemnation of all unserviceable articles 6. To recommend for any new additions, if required.	<b><u>In charge:</u></b> Sh. B. Nagesh, PGT (CS)  <b><u>Members:</u></b> Smt. B V Lakshmi, TGT (Hin) Sh. Hemesh Karotwan, PGT (Math) Smt. Sushma Kumari, PGT (Bio) Sh. Sachin Kachhava, TGT (Maths) Sh. Dola Rama Prasad, PRT Sh. Santosh Satnami, PRT Computer Instructor
56	<b>PM SHRI</b>	<b><u>In charge:</u></b> Sh. Sachin Kachhava, TGT (Maths)  <b><u>Members:</u></b> Sh. B. Nagesh, PGT (CS) Sh. Sanatan Bhoi, Lib Sh. K Syam Prasad, TGT (P&HE) Sh. Dibakar Ghosh, TGT (Eng) Sh. Dharmendra Kumar, TGT (Math) Sh. Santosh Ku Mahankuda, TGT (Eng)

**PRINCIPAL**