केन्द्रीय विद्यालय,गुणुपुर
बेल हॉस्टल कॅम्पस , ओल्ड बैंक स्ट्रीट
जिला- रायगड़ा , ओड़ीशा – 765022
ई-मेल: kvgunupur2@gmail.com
स्कूलकोड़: 2401,स्टेशनकोड़: 874
सी बि एस ई अफिलीऐशन कोड :1500155
दूरभाष: 06857 – 250111
Website: www.gunupur.kvs.ac.in

Estd: 2019

केन्द्रीय विद्यालय संगठन

KENDRIYA VIDYALAYA, GUNUPUR
Bell Hostel Campus, Old Bank Street,
Gunupur, Rayagada, Odisha - 765022
E mail: kvgunupur2@gmail.com
School Code: 2401, Station Code: 874
CBSE Affiliation code:1500155
Phone: 06857 - 250111
Website: www.gunupur.kvs.ac.in

शिक्षामंत्रालय, भारत सरकार के अधीनस्थ एक स्वायत्त निकाय - An Autonomous Body Under Education Ministry, Govt of India

F.15085/KVGNP/2401/2024-25/

तारीख/Date: 29/03/2025

विद्यालय स्तरीय समितियों के लिए सूचना/NOTICE FOR VIDYALAYA LEVEL COMMITTEES

सभी विभाग/समितियों के प्रभारी एवं सदस्यों हेतु महत्वपूर्ण निर्देश

1. सभी प्रभारी अपने **संबंधित विभाग/समिति** को ध्यानपूर्वक देखें एवं सौंपे गए कार्यों का पालन सुनिश्चित करें।
2. समिति की प्रमुख भूमिकाओं और कर्तव्यों का उल्लेख किया गया है, लेकिन **संबंधित परिपत्रों/दिशानिर्देशों/आदेशों** (KVS/CBSE/NCERT/राज्य सरकार/भारत सरकार) का अध्ययन कर उनका पालन आवश्यक है।
3. सभी समितियाँ **KVS गतिविधि कैलेंडर** एवं **KVS मानदंडों** के अनुसार कार्य पूर्ण करें और प्रत्येक **15 दिन में कार्य रिपोर्ट एवं फीडबैक** अधोहस्ताक्षरी को प्रस्तुत करें।
4. **KVS/CBSE/NCERT/राज्य सरकार/भारत सरकार द्वारा जारी किसी भी परिपत्र/सूचना/निर्देश** पर तत्काल आवश्यक कार्रवाई करें।
5. सभी प्रभारी **अपनी गतिविधियों का उचित अभिलेख (रिकॉर्ड)** रखें। **चित्र/वीडियो** सोशल मीडिया/प्रिंट मीडिया में प्रकाशन हेतु साझा करें।
6. सभी संबंधित अभिलेख **पैनल निरीक्षण/औचक निरीक्षण या किसी भी समय** अधोहस्ताक्षरी अथवा KVS/CBSE/NCERT को प्रस्तुत करने हेतु उपलब्ध रखें।
7. यदि किसी कार्य को पूर्ण करने में कठिनाई हो तो तुरंत अधोहस्ताक्षरी को सूचित करें।
8. सभी समितियाँ टीम भावना से कार्य करें एवं विद्यालय की शैक्षिक एवं सह-शैक्षिक गतिविधियों को सुदृढ़ करने में योगदान दें।

◆ सभी प्रभारी एवं सदस्य इन बिंदुओं का अनुपालन करना सुनिश्चित करें।

IMPORTANT INSTRUCTIONS FOR ALL IN-CHARGES & MEMBERS

1. All In-Charges must check their **assigned department/committee** and ensure compliance with responsibilities.
2. Key roles/duties are mentioned, but **circulars/guidelines/orders** issued by **KVS/CBSE/NCERT/State Govt/Central Govt** must also be referred to and followed accordingly.
3. All committees must complete tasks **as per KVS Activity Calendar & KVS Norms** and submit a **fortnightly report with feedback** to the undersigned.
4. **Immediate action** must be taken on any **circular/notification/guidelines/orders** received from KVS/CBSE/NCERT/State Govt/Central Govt.
5. Maintain a **proper record** of all activities. **Photos & videos** must be shared for social media and print media publication.
6. Ensure that all records are available for **Panel/Surprise Inspections** or whenever required by the undersigned or KVS/CBSE/NCERT.
7. In case of any difficulty in completing tasks, inform the undersigned immediately.
8. Work in a **team spirit** and contribute to strengthening academic and co-curricular activities of the Vidyalaya.

All In-Charges & Members must ensure strict compliance with these points.

(कृपया संलग्न **समिति सूची (पृष्ठ संख्या 1 से 16)** एवं उपरोक्त बिंदुओं को ध्यानपूर्वक पढ़ें। अपने **विभाग/समिति** को नोट करें एवं इस सूचना के **पीछे की ओर अपने हस्ताक्षर करें।**/Please go through the points and the committee list attached here with Page no 1 to 16, put your signature note the dept/committees and put your signature on back side of this notice)

PRINCIPAL/प्रभारी प्राचार्य
प्राचार्य / Principal
केन्द्रीय विद्यालय / Kendriya Vidyalaya
गुणुपुर / Gunupur

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पिछले पृष्ठ पर सूचना पढ़कर, संलग्न समिति सूची को पढ़ने के पश्चात यहाँ हस्ताक्षर करें/Read the notice on the back side, go through the attached committee list and sign here:-

क्र	नाम	पदनाम	हस्ताक्षर	संविदा शिक्षक			
				क्र	नाम	पदनाम	हस्ताक्षर
1	श्री अर्क दत्त	प्र. स्ना. शि. (गणित)		1	श्री चंद्रशेखर साहू	संगणक प्रशिक्षक	01/04/2025
2	श्री चंदन कुमार पाणि	प्र. स्ना. शि. (अंग्रेजी)		2	श्री बिबेकानंद पंडा	प्र. स्ना. शि. (संस्कृत)	01/04/25
3	सुश्री लक्ष्मी कुमारी	प्र. स्ना. शि. (हिन्दी)		3	सुश्री सौम्याश्री पात्रा	प्र. स्ना. शि. (विज्ञान)	NA
4	श्री महेंद्र भारती	पुस्तकालयाध्यक्ष					
5	श्री अरिंदम मण्डल	प्र. स्ना. शि. (P&HE)					
6	श्री बेनुमाधब पटेल	प्राथ. शिक्षक.	04.04.25				
7	श्री कुलदीप	प्राथ. शिक्षक.					
8	श्री परेश कुमार साहू	प्राथ. शिक्षक.	4.04.25				
9	श्रीमती प्रिया सिंह	प्राथ. शिक्षक.	Priyasingh				
10	श्रीमती ऐश्वर्या अग्निहोत्री	प्राथ. शिक्षक.	Aishwarya				
11	सुश्री अंकिता कुमारी	प्राथ. शिक्षक.	Ankita				
12	श्री अनुरोध कुमार	प्राथ. शिक्षक. (संगीत)	Anurodh				

KENDRIYA VIDYALAYA GUNUPUR

Committees for the session 2025-26

The following committees are constituted for the academic session 2025-26 which comes in to force with immediate effect. The committee will prepare plan as per the guideline of KVS and carry out the instruction of KVS HQ, KVS RO BBSR and other circulars as circulated time to time by the Vidyalaya for the development of students and the utilistion of resources of the departments / labs.

Date: 20/03/2025

Committee	Members		Signature
Curriculum planning & Advisory Committee	Mr. Arka Datta ,TGT (Math)	1. To prepare annual academic plan and annual pedagogical plan. 2. To prepare Vidayalaya Plan for session 2025-26. 3. To meet once in a month to monitor the level/status of academics and to submit the report to the u/s. 4. Take necessary feedback & suggestions from stakeholder and inform the u/s acccordingly. 5. Enusre timely distribution of curriculum & spilt up in different classes and to take follow up of the same. 6. To take necessary & prompt step/action for any circular/order received from/issued by KVS/CBSE/NCERT and timely submission of the necessary information (if any).	
	Ms. Laxmi Kumari ,TGT (Hindi)		
	Mr. Chandan Kumar Pani,TGT (English)		
	Mr. Benumadhab Patel, PRT		
	Mr. Kuldeep,PRT		
Admission & withdrawal	Mr. Benumadhab Patel, PRT I/C	1. To ensure timely completion of admission process as per the latest KVS Guidelines. 2. To ensure timely entry of newly admitted/KV Transfer student on UBI portal & admission register. 3. To ensure timely uploading of TC on Vidyalaya Website. 4. To take necessary & prompt step/action for any circular/order received from/issued by KVS/CBSE/NCERT and timely submission of the necessary information (if any).	
	Mr. Kuldeep, PRT		
	Ms. Ankita Kumari, PRT		
	Mr. Anurodh Kumar, PRT (Music)		
Time Table	Mr. Chandan Kumar Pani, TGT(English) I/C	1. To prepare the time table as per the lates circular/guidelines. 2. To make the necessary arragements before commencement of 1st period on day to day basis. 3. To modify/update the time table as per the need/instruction of KVS/CBSE/NCERT/Principal. 4. To ensure that classes/arrangements are going on as per the prepared time table. 5. To prepare time table for remedial classes (when required). 6. To verify attendance (for salary) of Contractual Staff. 7. To take necessary & prompt step/action for any circular/order received from/issued by KVS/CBSE/NCERT and timely submission of the necessary information (if any).	
	Mr. Arindam Mondal, TGT (PHE)		
	Mr. Kuldeep, PRT I/C Primary		
	Ms Ankita Kumari, PRT		

Internal Examination	Mrs. Laxmi Kumari, TGT (Hindi)	1. To take necessary steps as per the file shared (having duties of Exam I/C, Invigilator, Checker, Examiner etc.) 2. To ensure timely completion of all assessment as per the latest assessment structure of KVS/CBSE. 3. To plan remedial classes for late bloomers & re-test for absentees (after collecting Medical). Announcement of Result. Submission of result analysis/record (when asked by KVS/CBSE/NCERT). To take necessary & prompt step/action for any circular/order received from/issued by KVS/CBSE/NCERT and timely submission of the necessary information (if any).	
	Mr. Chandan K Pani, TGT (English)		
	Mr. Paresh Kumar Sahu, PRT Primary sec.		
	Mrs. Priya Singh, PRT		
CBSE & External Examination	Mr Arka Datta, TGT (Mathematics) I/C	1. To regularly visit authorised websites/portals of CBSE (OASIS, LOC, SQAAF, PARIKSHA SANGAM etc.) & NCERT and to take necessary & prompt action accordingly. 2. Regular checking of cbse official email and make necessary communication with CBSE. 3. Timely completion of CBSE registration (IX/XI) & finalisation of CBSE LOC checklist (X/XII) before stipulated time frame and timely submission of fees accordingly. Timely submission of all record/data to CBSE/NCERT (when required). To spread awareness among all stakeholder about CBSE/NCERT circulars/policies (as per the instructions). To ensure timely printing of admit cards/examination material for CBSE Board Examination. 7. To take necessary & prompt step/action for any circular/order received from/issued by KVS/CBSE/NCERT and timely submission of the necessary information (if any).	
	Class Teachers of X.		
	Class Teachers of IX.		
	Computer Instructor, (Contractual)		
Olympiads/ NTSE/KVPY/ NIOS	Mr. Paresh Kumar Sahu, PRT I/C	To take necessary steps and to complete the related activities as per the circular/guidelines/order/instructions of CBSE/NCERT/NIOS/KVS/Principal.	
	Mr. Mahendra Bharti, Librarian		
WELFARE COMMITTEE	Mrs. Aishwarya Agnihotri, PRT I/C	Provide space to take up Innovative Practices, Conduct action research and motivate others to submit the paper to KVS/NCERT/SCERT To Collect feedback from students and parents and submit to the Principal. To meet the minimum once in a month. Submission of monthly progress report of overall development of the School. Collect staff grievances and submit them to the principal	
	Mr. Mahendra Bharti, Librarian		
	Mr. Arindam Mondal, TGT (PHE)		
	Mr. Anurodh Kumar, PRT (Music)		
	Mr. Anurudh Kumar ,PRT (Music) I/C	1. To plan & Prepare CCA calendar (separately for Primary & Secondary Sections) as per the KVS Guidelines. 2. To arrange	

CCA/ Morning assembly	Ms. Laxmi Kumari, TGT (Hindi)	the activities under CCA/during Morning assembly as per the instruction/orders of KVS/CBSE/NCERT/Principal. 3. To make necessary announcements during morning assembly. 4. To plan & conduct various housewise/individual competition and to ensure timely constitution of Student's Counsil. 5. To ensure distribution of badges/sashes. 6. To take necesssary & prompt steps for related circulars/orders received from KVS/CBSE/NCERT.	
	Mr. Chandan Kumar Pani, TGT (English)		
	Mrs. Aishwarya Agnihotri, PRT		
	TGT Sanskrit (Contractual)		
EQUIP	Mr. Anurudh Kumar, PRT (Music) I/C	Maintenance of all equipments and to ensure proper & maximum utilisation in the benefits of the vdyalaya & students.	
	Mr. Benumadhab Patel, PRT		
Vidyalaya Plan & Pedagogical Plan	Mr. Arka Datta ,TGT (Math) I/C	1. Prepare Vidyalaya Plan as per the latest format issued by the KVS by 5th April 2025. 2. Present the Prepared Vidyalaya Plan on the day of Annual Academic Panel Insepction. 3. Prepare & submit the Pedagogical Plan (on /before 31-March-2025) as per the guidelines of CBSE/NCERT/KVS. 4. Ensure the implementation of Pedagogical plan in the Vidyalaya. 5. Time to time update the Vidyalaya Plan & Pedagogical Plan as per the latest development. 6. To take necessary followup for any related crcular/notification/order/guidelines issued by CBSE/NCERT/KVS etc.	
	Mr. Chandan Kumar Pani, TGT (English)		
	Mr. Arindam Mondal, TGT (PHE)		
	Mr. Benumadhab Patel, PRT		
	Mr. Anurodh Kumar, PRT (Music)		
Internal Complain Committee (ICC)	Ms. Laxmi Kumari, TGT(Hindi) I/C	To ensure proper compliances of POSH Act in the vidyalaya and to act accordingly (for any received complain). To take necesssary & prompt steps for related circulars/orders received from KVS/CBSE/NCERT and to submit the information asked by CBSE/KVS/NCERT etc (if any).	
	Mr. Arindam Mondal, TGT (P&HE)		
	Mrs. Priya Singh,PRT		
	Ms Ankita Kumari,PRT		
	Person from NGO		
Computer Department & IT Club	Mr. Chandan Kumar Pani, TGT (English) I/C	Maintenance of all stock under Computer Dept. Procurement & repairement of all stock (as per requirement). 3. Timely Checking of safety, security related to PCs/Computer Lab etc.4. Proper utilisation of computer Dept & related devices/equipments. 5. To take necesssary & prompt steps for related circulars/orders received from KVS/CBSE/NCERT to submit the information asked by KVS/CBSE/NCERT etc (if any).	
	Mr. Paresh Kumar Sahu, PRT		
	Computer Instructor, (Contractual)		

Verification of Purchased Items (GeM/Non-GeM)	Mr. Chandan Kumar Pani, TGT(English) I/C	1. To verify the quality and quantity of the purchased items/service and to make proper installation/distribution/relocation. 2. To certify the bill accordingly.	
	Mr. Mahendra Bharti, (LIB)		
	Mr. Benumadhab Patel,PRT		
	Ms. Ankita Kumari,PRT		
POCSO ACT & PROTECTION OF STUDENTS	Mrs. Priya Singh, PRT I/C	1. To ensure proper compliances of POCSO Act. 2. To spread awareness about POCSO Act among all stockholders. 3. To ensure safety and security of the students. 4. To meet once in a month to discuss the status. 5. In case of any complain to inform the u/s and to take necessary steps as per the POCSO Act.	
	Mr. Mahendra Bharti, Librarian		
	Mrs. Aishwarya Agnihotri, PRT		
Furniture	Mr. Arindam Mondal, TGT (P&HE) I/C	1. To ensure sufficient availability of the furniture in all classes and rooms/dept. 2. To assess the need, take the requisition and to procure the required furniture as per KVS Guidelines. To ensure timely repairment of furniture. To submit the record when asked by CBSE/KVS/Principal.	
	Mr. Mahendra Bharti, (LIB)		
	Mr. Anurudh Kumar ,PRT (Music)		
Safety & Security	Mr. Mahendra Bharti, (LIB) I/C	1. To maintain the vidyalaya safe & secure for all stakeholders. 2. To ensure proper precautions, safety measures related to safety & security of the students (as per the KVS/CBSE/NCERT norms). 3. To aware students about safety and security. 4. To conduct related activities as per the KVS norms/orders/circulars. 5. To form a safety & security team and to work promptly (whenever required). 6. To take necesssary & prompt steps for related circulars/orders received from KVS/CBSE/NCERT to submit the information asked by KVS/CBSE/NCERT etc (if any).	
	Mr. Arindam Mondal, TGT (P&HE)		
	Mr. Paresh Kumar Sahu, PRT		
	Mrs. Priya Singh,PRT		
	All Class Teachers		
Disaster management	Mr. Arindam Mondal, TGT (P&HE) I/C	1. To spread aware about disaster management among all stakeholders. 2. To conduct activities/mock drills as per the instructions of KVS/CBSE. 3. To keep record of all activities (including photos/videos/reports etc) 4. To submit record/information to KVS RO BBSR/CBSE/NCERT etc (when requried). To take necessary & prompt action/step for any related circular/order received form KVS/CBSE/NCERT/Principal.	
	Mrs. Priya Singh,PRT		
	Mr. Benumadhab Patel, PRT		
	Mr. Anurodh Kumar ,PRT (Music)		
	Mrs. Aishwarya Agnihotri, PRT I/C	1 To speare awareness among all stockholders. 2. To make	

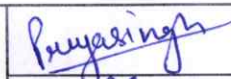
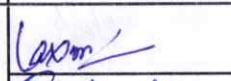
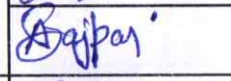
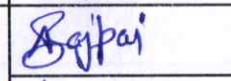
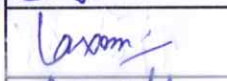
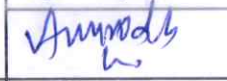
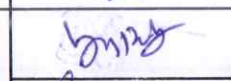
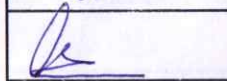
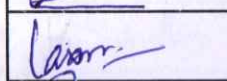
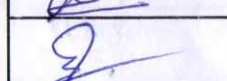
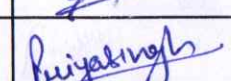
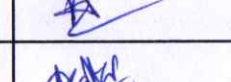
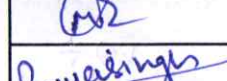
Anti Bullying	Mr. Arindam Mondal, TGT (P&HE)	display of necessary information as per the instructions/guidelines of KVS/CBSE/NCERT. 3. To take necessary step for any recevied complain as per the KVS/CBSE guidelines. 4. To submit the information/data (when asked by CBSE/KVS).	
	Mr. Bendumadhab Patel, PRT		
	Mrs. Laxmi Kumari, TGT(Hindi)		
Discipline	Mr. Arindam Mondal, TGT (P&HE) I/C	To take all necessary steps and to ensure maintenance of discipline in the vidyalaya. To timely review the status of descipline, conduct special PTMs for indiscipline cases/late comers. 3. To maintain temely & safely arrival/dispersal of the students. 4. Daily checking of students for uniform/timely reporting and to take necessary steps accordingly. 5. To spread awareness among all stalkholder about importance of discipline in their life. 6. To take necesssary & prompt steps for related circulars/orders received from KVS/CBSE/NCERT to submit the information asked by KVS/CBSE/NCERT etc (if any).	
	Mr. Kuldeep, PRT		
	Ms. Ankita Kumari,PRT		
	All Class Teachers		
Rajbhasha	Mrs. Laxmi Kumari, TGT(Hindi) I/C	1. Implementation of recommendation of Rajbhasha Act. 2. Sending Qtrly reports. 3. Submission of related data. 4. Conduct Monthly meeting. 5. Submission of Rajbhasha reports on official Website. 6. Maintainance of record & time to time analysis of implementations. 7. Followup of related circulars, office orders, emails etc.	
	Mrs. Priya Singh, PRT		
Cleanliness/ Swachhata	Mr. Mahendra Bharti, (LIB) I/C	1. Monitoring of cleanliness & hygine inside the Vidyalaya Campus & in its surrounding. 2. Spread Awareness about cleanliness & Hygine. 3. Monitoring of Cleanliness of Boys Toilet, Girls Toilet, Staff toilet.	
	Mr. Arindam Mondal, TGT (P&HE)		
	Mrs. Priya Singh, PRT		
	Mr. Anurodh Kumar, PRT (Music)		
	All Class Teachers		
STEM/ Science/Mat hs exhibition	Mr. Mahendra Bharti, I/C	1. To organise Science/Maths/Technology/EVS exhibition/Melas in the vidyalaya. 2. To take necessary and prompt follow up for any related instruction/order/notification/Guidelines received from KVS/CBSE/NCERT/Principal. 3. To ensure timely completion of activites under MANAK INSPIRE Award/YUVIKA/RSBVP/VVM etc. 4. Regular Monitoring of activities under STEM.	
	Mr. Arka Datta ,TGT (Math)		
	Mr. Paresh Kumar Sahu, PRT		
	Mrs. Priya Singh, PRT		
Vidyalaya	Mrs. Aishwarya Agnihotri, PRT ~~I/C~~ I/C	1. To develop the Vidyalaya Patrika, Magazine, Newsletter with	

Patrika/Magzine/e-Newsletter	Mr. Paresh Kumar Sahu, PRT	sufficient space for related activities and as per the KVS Guidelines and to ensure its submission of the same to KVS RO BBSR accordingly. 2. Presentation of the same during Annual Academic Panel Inspection.	
	Mr. Anurodh Kumar ,PRT (Music)		
FLN/ NIPUN	Mr. Benumadhab Patel, PRT I/C	1. To ensure implementation of NEP-2020/FLN/NIPUN in primary section as per the Guidelines of KVS/CBSE/NCERT etc. 2. Time to time assess the implementation status and inform the u/s. 3. To conduct FLN/NIPUN meetings & trainings as per the KVS norms. 4. Celebration of Grand Parent's Day. 5 To take necessary & prompt action for any circular/order/noification received from KVS/CBSE/NCERT. 6. To keep record of all activities conducted under FLN/NIPUN and to prepare a separate activity album for FLN/NIPUN.	
	Mr. Paresh Kumar Sahu, PRT		
	Mrs. Priya Singh		
	All PRTs		
RESOURCE/ ACTIVITY ROOM	Mrs. Aishwarya Agnihotri, PRT I/C	1. To develop Resource room/activity room as per KVS norms. 2. To ensure maximum utilisation of resources available in resource room/activity room. 3. To prepare a time table for timely visit of Activity Room by Primary students.	
	Mr. Kuldeep, PRT		
	Ms. Ankita Kumari, PRT		
Official Correspondence & Liaisoning & RTI	Mr. Arka Datta ,TGT (Math) I/C	Timely submission of reply/response/record to the matter related to the office/Admin. 2. To submit the information asked in RTI (if any) as per RTI Act/KVS norms.	
	Mr. Benumadhab Patel, PRT		
	Mr. Paresh Kumar Sahu, PRT		
Student's Diary/ Teachers Diary	Mrs. Aishwarya Agnihotri, PRT I/C	Development & Procurement of Student's Diary, Monitor's Diary, Teacher's Diary. 2. Maintain a record of distribution. 3. Submission of filled Diary's in office.	
	Mr. Paresh Kumar Sahu, PRT		
The Bharat Scouts & Guides	Mr. Arindam Mondal, TGT (P&HE) I/C	calendar. 2. To maintain a record of all activities conducted under BSG. Celebration of all KVS flagship programme (BSG Foundation Day, world Thinking Day, World AIDS Day, Human Rights Day, National Youth Day, National Girl Day, Armed Forces Flag Day, Birth Annivesary of Netaji Subhas Chandra Bose, National Road Safety Week etc). To organise BSG activities on special occasions like Republic Day, Independance Day, Annual Panel Inspection Day etc.	
	Ms.Laxmi Kumari, TGT(Hindi)		
	Mr. Benumadhab Patel, PRT I/C for Pry Sec		
	Ms. Ankita Kumari, PRT		
Pre Vocational Education and Skill	Mr. Arindam Mondal, TGT (P&HE) I/C	1. Orgainse Pre-Vocational Edu & Skill Edu in the Vidyalaya. 2. To conduct activities as per KVS/CBSE/NCERT guidelines/circulars. 3. To enusre proper implementation of guidelines related to Pre-vocational Education & Skill Education as per the NEP-2020. 3. Conduction of	
	Mrs. Priya Singh, PRT		

Developement	Mr. Anurodh Kumar, PRT (Music)	Education & Skill Education as per the NEP-2020. 3. Conduction of bagless days as per KVS/CBSE norms.	Anurodh Kr.
Monitoring of use of PRASHAST app, TARA app and Psychometric Tests	Mr. Paresh Kumar Sahu, PRT I/C	1. To monitor use of PRASHAST app & Psychometric Test as per the KVS/CBSE/NCERT cirulars/orders. 2. To monitor conduction of ORF assessment through TARA app and timely submission of the record. 3. To ensure proper followup of all related circulars/notifications/orders/guidelines issued by KVS/CBSE/NCERT etc. 4. To keep record of all assessments/activities conducted.	
	Mr. Mahendra Bharti, (LIB)		
	TGT Science (Contractual)		
	Special Educator/Counsellor (Contractual)		
Photography	Mrs Ankita I/C	1. To collect photos of activities conducted in the vidyalaya. 2. To select best 2-3 photos to share on social media/website and upload it in proper folder (drive). 3. To provide link of saved photos/videos of Activities (when required).	
	TGT Social Science (Contractual)		
	TGT Science (Contractual)		
	Computer Instructor, (Contractual)		
Alumnae	Mr. Chandan Kumar Pani, TGT (English) I/C	1. To keep a record of progress/acheivements of alumini students. 2. To organise Alumini meets. 3. To submit the details	
	Mrs. Laxmi Kumari, TGT (Hindi)		Laxmi
	Mr. Kuldeep, PRT		Kuldeep
First Aid & Medical unit	Mrs. Laxmi Kumari, TGT (Hindi) I/C	1. To maintain Medical Room Facility 2. To provide medical assistance to the students (whenever required). 3. To escort student to the nearest Hostpital incase of any medical emergency. 4. To arrange medical checkup of students as per KVS norms.	Laxmi
	Mr. Chandan Kumar Pani, TGT (English)		
	Ms. Ankita Kumari, PRT		
	Nurse (contractual)		
Creative and Innovative Club/ School Innovation Council (SIC)	Mr. Arka Datta ,TGT (Math) I/C	"Provide space to take up Innovative Practices. To open Innovative Idea box (on fortnightly basis) and take the necessary steps. To conduct meetings of SIC on Monthly basis and to make necessary planning as per the the KVS/AICET guidelines/circulars/Calendar for SIC and submit monthly report to the u/s.	
	Mr. Kuldeep, PRT		Kuldeep
	Mrs. Aishwarya Agnihotri, PRT		Aishwarya
	Mr. Anurodh Kumar, PRT (Music)		Anurodh Kr.

	Computer Instructor, (Contractual)		
Excurtion & Tour	Mr. Mahendra Bharti, Librarian I/C	1. To organise Excurtion tour for students as per KVS guidelines.	
	Mr. Arindam Mondal, TGT (P&HE)		
	Mr. Kuldeep, PRT		
	Mrs. Priya Singh, PRT		
SBSB	Mr. Arindam Mondal, TGT (P&HE) I/C	To conduct activities under Swasth Bharat, Swasth Bachche as per KVS Guidelines and to maintain the record of the same.	
	Mrs. Priya Singh,PRT		
	Mr. Anurodh Kumar ,PRT (Music)		
	All Class Teachers		
Games & Sports	Mr. Arindam Mondal, TGT (P&HE) I/C	1. To develop skills related to sports & Games in students. 2. To organise interhouse/inter class Games. 3. To ensure Participation of students in Annual Sports Day, Cluster/Regional/National/SGFI/Olympics levels Sports/Games. 4. To plan & conduct activities as per KVS guidelines.	
	Mr. Kuldeep, PRT		
	Mr. Anurodh Kumar ,PRT (Music)		
Repair & Maintenance	Mr. Kuldeep, PRT I/C	1. To maintain the building safe. 2. Time to time conduct safety audit of the building. 3. To access need of petty construction/repair and to complete it accordingly. 4. To submit the data related to M&R to KVS RO BBSR. 5 To take followup of instruction/order of KVS/CBSE/Principal I/C.	
	Mr. Mahendra Bharti, (LIB)		
	Mr. Paresh Kumar Sahu, PRT		
Rashtriya Sarvekshan (PRS) & National Achievement Survey (NAS)	Mr. Mahendra Bharti, Librarian I/C		
	Mr. Chandan Kumar Pani, TGT (English)		
	Mr. Benumadhab Patel, PRT		

Scholarships /Awards	Mr. Mahendra Bharti, Librarian I/C	1. To register the Vidyalaya on National Scholarship Portal, to update the same as per the guidelines of KVS/CBSE/NCERT etc. 2. To conduct PRERANA and other related Programs and to maintain a record. 3. To take necessary & prompt action for any circular/notification/order issued by KVS/NCERT/CBSE/Any other Govt Dept.	
	Mr. Arindam Mondal, TGT (PHE)		
Teaching aids/CMP/Jaadui Pitara	Mr. Benumadhab Patel, PRT I/C	All the concerned committee/Dept I/C will complete the work as per the schedule mentioned in KVS activity calender & as per KVS Norms and submit the report with inputs and feedback to the u/s on fortnightly basis for further necessary work. They also have to take prompt & necessary action for any notification/order/guidelines received from KVS/CBSE/NCERT etc.	
	Ms. Ankita Kumari, PRT		
Suggestion Box/ Complain Box/Grievance Cell	Mrs. Laxmi Kumari, TGT(Hindi) I/C	1. To open the complain & Suggestion Box as per KVS/CBSE Guidelines and to keep a record of the same. 2. To take necessary steps for the received complain/suggestions.	
	Mr. Mahendra Bharti, Librarian		
	Mrs. Priya Singh,PRT		
Ek Bharat Shresth Bharat (EBEB)	Mr. Anurodh Kumar, PRT (Music) I/C	1. To conduct activities under EBSB as per the Guidelines of KVS and to keep its record safe. 2. To submit the record (when required).	
	Mr. Chandan Kumar Pani, TGT(English)		
	Ms. Ankita Kumari, PRT		
	TGT Social Science (Contractual)		
Water & Electricity	Mr. Paresh Kumar Sahu, PRT I/C	1. To ensure proper & timely cleaning of water tanks/storage. 2. To ensure timely completion of water testing and to take necessary steps accordingly. 3. To maintain the safety related to electricity. 4. To procure/repair the electrical appliances as per the need. 5. To spread awarenesss about water & Electric Energy conservation.	
	Mr. Chandan Kumar Pani, TGT(English)		
	Mr. Anurodh Kumar, PRT (Music)		
Campus Beautification Gardening/ Green School Programme	Mr. Mahendra Bharti, (LIB) I/C	1. To develop the campus on beautification Scale. 2. Proper utilisation of banners, photographs, notice board, plants etc for the purpose of beautification. Implementation of BALA concept. 3. To timely submit the requistion for the same.	
	Ms. Ankita Kumari, PRT		
	Computer Instructor, (Contractual)		
	TGT Sanskrit (Contractual)		

AEP & Nature Club	Mrs. Priya Singh,PRT I/C	1. To follow all instructions/guidelines/order of KV/CBSE regarding AEP & Nature Club. 2. To aware all stakeholder about AEP and to sensitize them about rules and regulation. 3. To take sessions & to keep record as per KVS Guidelines.	
	Mr. Mahendra Bharti, (LIB)		
	TGT Science (Contractual)		
ACP and Integrity Club	Ms. Laxmi Kumari, TGT(Hindi) I/C	1. To follow all instructions/guidelines/order of KV/CBSE regarding AEP & Nature Club. 2. To take sessions & to keep record as per KVS Guidelines.	
	Mrs Aishwarya Agnihotri, PRT		
Art & Craft Club	Mrs. Aishwarya Agnihotri, PRT I/C	1. To conduct bagless days classes on art & crafts. 2. To arrange special sessions on arts & crafts. To aware all stakeholder about "BEST from WASTE" using waste in making art & crafts.	
	Ms. Laxmi Kumari, TGT(Hindi)		
	Mr. Anurodh Kumar, PRT (Music)		
website Maintainance	Mr. Bendumadhab Patel, PRT overall I/C	1. To keep the website updated by upload information/images/video of latest activities conducted in the vidyalaya. 2. To upload all necessary orders/guidelines/notice etc as per the guidelines of KVS/CBSE/NCERT/Principal.	
	Mr. Chandan Kumar Pani, TGT (English) (For English version)		
	Mrs. Laxmi Kumari, TGT (Hindi) (For Hindi version)		
	Computer Instructor, (Contractual)		
CCTV Maintainance	Mr. Paresh Kumar Sahu, PRT I/C	1. Proper repairing & maintenance of CCTV. 2. Procurement of CCTV & accessories as per the requirement. 3. Keeping of recording safe for future references. 4. Ensure compliances of CBSE/KVS guidelines/orders/instructions for CCTVs/Video recording in the vidyalaya.	
	Mr. Chandan Kumar Pani, TGT (English)		
	Computer Instructor, (Contractual)		
UDISE + & PIMS	Mrs Priya Singh, PRT I/C for UDISE+	1. Timely updation of information of students/Vidyalaya/Staff members/other stakeholder on UDISE+ & PIMS as per the guidelines of CBSE/NCERT/KVS/Principal. 2. Ensure that all particular of the students/staff must be correct as per the official record. 3. Timely updation of latest enrollment postion/TCs etc.	
	Ms Ankita Kumari, PRT I/C for PIMS portal		
Career Guidance & Counselling	Mr. Arka Datta ,TGT (Math) I/C	1. To organise Guidance & Counselling sessions for the students. 2. To keep a record of all the session conducted.	
	Mr. Mahendra Bharti, (LIB)		
	Mrs. Priya Singh,PRT		

UBI FEE & UBI PORTAL	Mr. Benumadhab Patel, PRT I/C	1. To enusre timely updation of all details of the students & enrollment position on UBI portal. 2. Timely submission of UBI fees & reminding CTs about the same. 3. Timely verification of the students as per KVS norms.	
	All Class Teachers		
Staff welfare and Staff Room Management	Mr. Chandan Kumar Pani, TGT(English) I/C	1. To maintain a safe & comfortable staff room for all staff memebers. 2. To collect suggestions/feedback/grievances from staff members and to discuss the same with u/s.	
	Ms. Laxmi Kumari, TGT(Hindi)		
	Mrs. Aishwarya Agnihotri, PRT		
	Mr. Kuldeep, PRT		
VMC related matter	Mr. Chandan Kumar Pani, TGT (English) I/C	1. To make the necessary communication, whenever required with Chairman/Nominee Chairman/Members of VMC. 2. To fix the VMC meeting after prior permission of Chairman/Nominee Chairman, VMC KV Gunupur and to send invitation for all members. 3. To ensure conduction of VMC meetings as per KVS norms and to prepare minutes of meetings, presentation for meeting. 4. To ensure timely approval for all major events (related to meeting/ Panel interview/budget/Annual Function etc) as per KVS norms. 5. Time to time update the Members about the activities that are being conducted in the vidyalaya, result of the Vidyalaya (academics/sports/BSG/Any special Acheivement etc).	
	Mr. Kuldeep, PRT		
	Mrs. Priya Singh, PRT		
	Computer Instructor, (Contractual)		
Online/offilin e Training of Teachers & Recording of CPD	Mr. Mahendra Bharti, (LIB) I/C	1. To keep a record of teacher's training. 2. To maintain the attendace & report of in-house trainings. 3. To ensure distribution of certificates of In-house trainings. 4. To ensure uploading of documents on KVS Samagam Portal by the staff members.	
	Ms. Ankita Kumari, PRT		
	Mr. Anurodh Kumar. PRT (Music)		
Vidyanjali	Mr. Anurodh Kumar, PRT (Music) I/C	To aware parents, alumini & other stakeholders about the Vidyanjali Scheme. 2. To access the needs/requirements of the vidyalaya that can be compensated by articles received through the Vidyanjali and to encourage the parents about the same.	
	Mr. Chandan Kumar Pani, TGT (English)		
Library	Mr. Saurabh Jain, Principal I/C	To ensure proper utilisation of Vidyalaya Library. 2. To timely assess the requirement of the library and to take necessary steps. 3. To follow all circulars, notices issued by the CBSE/KVS/NCERT related to the Library. 4. To celebrate all flageship programme of KVS (e.g. PUSTKOPHAAR, Reading Week etc) related to Library. 4. To ensure	
	Mr. Mahendra Bharti, (LIB)		
	Mr. Chandan Kumar Pani, TGT (English)		
	Mr. Arka Datta, TGT (Math)		

	Ms. Ankita Kumari, PRT I/C for Primary Section	proper digitalisation of Library.	
	Students representative from class-VI To X		
Office Work	Mr. Benumadhab Patel, PRT I/C	1. Verification of bills of articles/service procured and to make the payment (only after proper stock entry) as per KVS norms. 2. To audit the TA/DA, LTC, Medical etc Bills of staff memebrs (By: Mr Gaurav Kundu, SSA) and to make the necessary payment. 3. Complete the bill by following process of postpayment (Mr BMP/SSA). 4. To maintain the service books (By SSA). 5. To maintain Laser Book (SF & VVN) 6. to communicate with bank as per the need (to take checkbook in advance, to take statement. 7. Annual A/C & SF/VVN Budget preparation (by SSA) 8. Verification of submitted bill & preparation of check for payment for SF/VVN A/C (Mr Benumadhab Patel). 9. Maintenance of Stock Register (Ms Ankita Kumari). 10. GeM/Non-GeM Purchasing Register (Mr Anurodh Kumar). 11. Maintenance of Bill submission register (TA/DA, LTC, Medical, other personal bills of staff members) = (by Ms. Ankita Kumari). 12. Maintenance of Advance Payment/recovery register (SF/VVN) = (by Mr. Anurodh Kumar). 13. Vacancy postion/Enrollment details data submission = By DEO (Monitored by Mr. Benumadhab Patel. 14. Leave register = maintained by DEO (monitored by Mr Benumadhab Patel). 15. Preparation of salary (Mr. Benumadhab), Salary Verification (Arka) Uploaded by (Mr. Kuldeep). 16. Verification of attendance/no of days & salary for contractual Teachers.	
	Mr. Anurodh Kumar, PRT (Music)		
	Mr. Gaurav Kundu, SSA (KV Bhanjnagar) on Deputation		
	Ms Ankita Kumari, PRT		
	Mr. Paresh Kumar Sahu, PRT I/C	Calculate the income tax for each employee and to verify the salary accordingly (with TDS deduction). To issue the notice and to collect the related documents from staff members as per the KVS norms. To quarterly submit the TDS deduction of the employees & vendors to the office/CA. To verify the prepared form 16A and to issue the same to the staff members.	
	Mr. Arka Datta, TGT (Mathematics)	1. Updation of enteries in online Tally Portal. 2. Maintain Cash Book. Ensure Submission of Tally work Completion Certificate by 5th of every month. 3. To handle petty cash and to maintain petty cash register accordingly.	
	Mr. Benumadhab will act as overall I/C for office & may distribute the any other duties as per the need.		
VIDYALAYA LEVEL	Mr. Saurabh Jain, Principal I/C		
	Mr.		

ACCOUNT COMMITTEE			
NOTICE BOARD & CLASS DECORATION COMMITTEE	Ms. Ankita Kumari, PRT I/C	1. To maintain the Notice Boards, Incubation board & to update them as per the KVS/Rajbhasha norms and as per the requirements of the Vidyalaya. 2. To ensure proper utilisation of all notice board/banners/flexes/sign boards etc. 3. To ensure fixing of Learning outcomes/Signboards/Class room name etc. as per NEP-2020/KVS/CBSE/NCERT guidelines/circulars/notifications.	
	Mr. Anurodh Kumar, PRT (music)		
	Concered Department I/C & Class Teachers.		
Reporting & Publication in newspaper & media	Mr. Chandan K Pani, TGT (English) I/C for English & Overall I/	1. To be in contact of news reporters (print/electronic media) and to send the news of activities conducted in the Vidyalaya. 2. To keep the record (cuttings/print/video) safe in record. 3. To submit the same to the committee maintaining the activity album of the vidyalaya. 4. To ensure publication & reporting of news/activity/advertisement as per the instruction of KVS/CBSE/NCERT or higher authority.	
	Mr. Paresh Kumar Sahu, PRT I/C for Odia		
	Mrs. Priya Singh, PRT I/C for Hindi		
Social Media Updating	Mrs. Aishwarya Agnihotri overall I/C & I/C for 'X' handle	1. To upload the news/articles/images/report of activities conducted in the Vidyalaya on social media. 2. To keep the record (link) safe in google sheet. 3. To submit the print of the screenshot to the committee maintaining the activity album of the vidyalaya. 4. To ensure uploading of news/activity/advertisement/circular/order etc as per the instruction of KVS/CBSE/NCERT or higher authority.	
	Mrs. Priya Singh, PRT (I/C for Youtube)		
	Ms Ankita Kumari, PRT (I/C for Facebook)		
Eco Club	Mrs. Priya Singh I/C	1. To conduct activites under Eco Club as per the guidelines/circular/order of KVS/CBSE/NCERT/higher authority. 2. To keep its record and submit the same whenever required.	
	Ms. Ankita Kumari,PRT		
	TGT Science (contractual)		
Purchaging/ LPC (GeM & Non-GeM)	Mr. Paresh Kumar Sahu, PRT I/C	1. To collect the requistion from various Dept and to keep it in record (with date & numbering). 2. To procure the article/service through GeM (only after obtaining financial approval as per KVS norms). 3. To ensure compliances of KVS circulars/guidelines in procurement of the articles/service (GeM/non-GeM). 4. To register the seller for the purpose of local purchasing (if required) and to follow the KVS guidelines in such a procurement.	
	Mr. Chandan Kumar Pani, TGT (English)		
	Mr. Mahendra Bharti, (LIB)		
	Mrs. Priya Singh, PRT		
	Mr. Anurodh Kumar, PRT (Music)		

Purchased Articles/service Verification Committee	Mrs Laxmi Kumari, TGT (Hindi) I/C	1. To verify the procured articles/service & to certify (if article is found correct as per the requisition & bills) the bills accordingly.	
	Mr. Chandan Kumar Pani, TGT (English)		
	Mr. Arindam Mondal, TGT (P&HE)		
	Mr. Benumadhab Patel, PRT		
	Ms. Ankita Kumari, PRT		
Maintainance of Asset Register & Stock Register	Mr. Anurodh Kumar, PRT (Music) I/C	1. To ensure timely review of maintainence of stock registers by the concerned stock I/C. 2. To ensure timely completion of stock verification and stock condemnation process (as per KVS norms). 3. To maintain the vidyalaya asset register as per KVS norms. 4. To take followup of all related circulars/guidelines/order of KVS/CBSE.	
	Mr. Mahendra Bharti, Librarian		
	Computer Instructor, (Contractual)		
Maintainance of staff attendance register & CL/ Compensatory Leaves record in leave register.	Mr. Anurodh Kumar, PRT (Music) I/C	1. To collect the record the submitted leave applications and number them accordingly. 2. To timely update the S. No. of the leave application submitted in attendance register and to maintain Leave register accordinlgy.	
	Data Entry Operator (Outsourcing)		
ID CARDS & APAAR ID CREATION	Mr. Paresh Kumar Sahu, PRT I/C	1. To ensure timely & correctly printing of student's ID cards/badges/sashes etc and timely distribution of the same. 2. To ensure creation of APAAR ID for all students as per KVS/CBSE/NCERT norms. 3. To ensure students must wear the distributed ID cards/badges. To collect the fine (as per KVS norms) for the broken/lost badge & for re-printing of student's ID (if any).	
	Mr. Arindam Mondal, TGT (P&HE)		
	Mrs. Priya Singh, PRT		
Maintainance of Bill submission register	Ms Ankita, PRT I/C	1. To verify that papers are attached in the submitted bills as per the checklist or not, only completed bills should be collected. 2. To write total no of pages (excluding main bill) attached with the bill in bill register and to maintain the bill submission register accordingly.	
	Mrs Aishwarya Agnihotri, PRT		
Preparation of TC	Mrs. Aishwarya Agnihotri	To Prepare the TC as per the details given in admission registor/SR register.	
	Mr. Benumadhab Patel	To Check the prepared TC, to issue the TC & to maintain TC register accordingly. To update the issued TC on UBI portal & website.	

Maintainance of Admission Register	Ms Ankita Kumari	1. To make the necessary entries (as per DOB cetificate or received TC) for admission cases. 2. To make the necessary corrections (only after receiving application dully permitted by the Principal) in admission register. 3. To keep the admission register safe in office. 4. To provide the same for verification of	
Electoral Literacy Clubs	Mr. Chandan Kumar Pani, TGT (English) I/C	1. To aware all stakeholder about Electoral Process. 2. To conduct necessary activities as per the CBSE/KVS/Election Commission guidelines/circulars/orders. 3. To keep its record safe.	
	TGT Social Science (Contractual)		
KV NEW BUILDING CONSTRUCTION WORK OBSERVATION	Mr. Chandan Kumar Pani, TGT (English) I/C	1. To timely visit & observe the construction work of the KV Gunupur School Building. 2. To be in contact with Electric Dept, Water Dept. Municipality, CPWD etc and to make the necessary communication (whenever required). 3. To timely visit the site and to ensure timely submission of Monthly Progress Report to the KVS RO BBSR.	
	Mr. Arindam Mondal , TGT (PHE)		
	Ms. Ankita Kumari, PRT		
	Mr. Paresh Kumar Sahu, PRT		
USE OF ICT	Mr. Arka Datta, TGT (Mathematics), I/C	Monitor use of ICT, Intractive Panel. Maintainance of intractive Panel, Projectors. 2. Implementation of Time table for ICT. 3. To maintain a register/record of use of ICT by the staff members. 4. To aware the stakeholder about use of ICT & to arrange training session for the staff members about the different software/website related to ICT	
	Mrs. Aishwarya Agnihotri, PRT		
	Mrs. Priya Singh, PRT		
PARIKSHA PE CHARCHA (PPC)	Mr. Mahendra Bharti, Librarian I/C	To ensure timely completion of PPC and related events.	
	Ms. Ankita Kumari, PRT		
TARUNOTSAVA	Mr. Chandan Kumar Pani, TGT (English)	To conduct activities under TARUNOTSAVA programme and to keep its record and to submit the same, as per KVS norms/guidelines/order.	
	Mr. Anurodh Kumar, PRT (Music)		
ACTIVITY ALBUM/ e-Album	Ms Ankita Kumari, PRT I/C	1. Create a file/ppt having short summery/report of activities that are being conducted in the vidyalaya (Photos with mentioning name of the event/date/topic etc, also the newspaper cuttings of the news published related to KV Gunupur). 2. Report/write up may be collected from the concered I/C or can be composed by this committee. 3. Update the file regularly and submit/show the ppt during monthly staff meeting.	
	Computer Instructor, (Contractual)		
	TGT Sanskrit (Contractual)		

Transfer portal	Mrs. Priya Singh, PRT I/C	1. To maintain the online transfer portal for the vidyalaya & to take prompt & necessary action to complete the process within stipulated time frame. 2. To take followup of instructions/guidelines/orders of KVS/Principal.	
	Mr. Paresh Kumar Sahu, PRT		
	Mr. Mahendra Bharti, Librarian		
Teacher's on Duty	Mr. Arindam Mondal, TGT (PHE)	To assign & time to time update the Teacher's Arrival/Dispersal Gate Duty & Snacks Break/Lunch Break Duty.	
Other Fixed Asset	Mr. Kuldeep, PRT I/C	1. To acess the requirements of other fixed and ensure timely procurement and maintenance of the articles. 2. To take necessary follow-up of related instructions/guidelines/circulars of KVS.	
	Mr. Arindam Mondal, TGT (PHE)		

All the concerned committee/Dept I/C will complete the work as per the schedule mentioned in KVS activity calender & as per KVS Norms and submit the report with inputs and feedback to the u/s on fortnightly basis for further necessary work. The I/C & committee members have to take a prompt and necessary action for any circular/notification/guidelines/order received from KVS/CBSE/NCERT/Any Department under state Govt/Govt of India.

I/Cs will keep a record of all activities that are being conducted. Images and videos of these activities should be shared to upload on social media and to publish in print media. I/Cs will submit all record of the concerned department on the time of Panel/Surprise inspection or whenever asked by the u/s or KVS.

29/3/2025

PRINCIPAL

प्राचार्य / Principal
केन्द्रीय विद्यालय / Kendriya Vidyalaya
गुणपुर / Gunupur