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**KENDRIYA VIDYALAYA, DHENKANAL, ODISHA**

**COMMITTEES FOR THE SESSION 2019-20**

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the **ACADEMIC SESSION 2019-20**. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. In absence of the in – charge the next member of the committee automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the works to the members accordingly and will fix the responsibility.  The handing and taking over of the departments shall be completed immediately (after 31st March, 2019). In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure.

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

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| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1 | Mr J.K. Sahu | PGT(Chem) Sr. Most Teacher | IN-CHARGE |
| 2. | Mr S.K. Mohanty | PGT (Bio.) | Member |
| 3 | Mr D.R. Bhamre | PGT(Eng) | Member |
| 4. | Ms Rajashree Singh | PGT(Hindi) | Member |
| 5.. | Mr S.K.Chatterjee | TGT(Science) | Member |
| 6. | Mr R.C.Rout | Librarian | Member |

**ACADEMIC AND ADMINISTRATIVE SUPPORT (PRIMARY):-**

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| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr Prafulla Kumar Kar | Headmaster | IN-CHARGE |
| 2 | Mr R.Pradhan | PRT | Member |
| 3 | Mrs. S.R.Behera | PRT | Member |

**Duties & Responsibilities:-**

a)   The committee will help the Principal in day to day administrative matters.

b)   The committee can go through the circulars received from KVS RO, Bhubaneswar, KVS (HQ) New
Delhi and CBSE and other departments.

c)   Verification of students’ attendance registers to ensure the collection of fees from all the students.

d)  The committee further verifies the entries of fees particulars in the students attendance register. Any
discrepancy observed must be brought to the notice of the Principal immediately.

e)  To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN)

f)   Any other work assigned by the principal in day to day administrative matter.

g)  To ensure the attendance register, teacher’s diary, LESSONPLAN is written as per norms, guiding
the respective subject teachers in the subject committee meeting as a Convener of the subject
committee.

h) To inform the Principal about the lapses, deviations in the subject committee report.

i) Checking of Attendance register, Class Diary by I/C.

j) Maintaining record of supervised and remedial classes.

K) Responsibilities of academic meeting every month, most preferably on last working day.

l) Monitoring for smooth running of academic classes.

m) To prepare Annual Calendar & Vidyalaya Plan (As per KVS Guidelines)

n) To prepare INSTITUTIONAL PLAN for effective mobilisation of resources.

o) To take effective measures for implementation of “Compensation of Academic Loss Programmes” (CLAP)

p) To organise “TARUNOTSTAVA” as per KVS guidelines

q) To take appropriate steps for School Readiness Programme for the new coming students.

r) To organise capacity building programmes/in-house training of newly recruited staff.

s) To prepare Students Diary as per KVS guidelines.

t) To ensure the implantation of B2B (Back to Basics) and other academic activities as per instructions.

2. **ADMISSION:-**

**A) ADMISSION COMMITTEE**

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| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr. S.K. Mohanty | PGT (Bio.) | IN-CHARGE |
| 2 | Mr G.Singh | PGT (Comp. Sc.) | Member |
| 3 | Mr R.C.Rout | Librarian | Member |
| 4 | Mr. P.K. Kar | HM | Member |
| 5 | Mr R.Pradhan | PRT | Member |
| 6 | Mr S. Das | PRT | Member |

**Duties:-**

a)      Registration of admissions as per the schedule given by KVS both online and offline

b)      Scrutiny of registration forms as per the admission guidelines given by KVS

c)      Verification of provisional list of selected candidates for all the classes.

d)      To administer the admission test and preparation of merit list as per the admission guidelines by
 the   KVS.

e)      To take the approval of VEC before the release of the merit list.

f)       Maintenance of admission registers.

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 preforma.

k)      Details of admission uploading on the website.

l) Proper maintenance of admission records.

**B) HELP DESK**

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| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. |  Mr S.K. Dalei | TGT(AE) | IN-CHARGE |
| 2 | Ms. A. Kumari | PRT | Member |
| 3 | Ms. N. Sharma | PRT | Member |
| 4 |  | Comp. Instructor | Member |

**Duties & Responsibilities:-**

To provide assistance to the applicants regarding admission as per Guidelines for Admissions in Kendriya Vidyalayas.

**C) ADVERTISEMENT/PUBLICITY**

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| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr H.S.Dehury | TGT(WE) | IN-CHARGE |
| 2 | Mr B.K.Pradhan | SSA | Member |
| 3 | Ms. K. Kapoor | PRT | Member |
| 4 |  | Computer Instructor | Member |

**Duties & Responsibilities:-**

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

**3. EXAMINATIONS (Internal):**

**A – SR. SECONDARY & SECONDARY**

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| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. |  | PGT(Maths.) | IN-CHARGE |
| 1. | Mr S.K.Chatterjee | TGT(Science) | Member |
| 2. | Mr S.K.Dalei | TGT(AE) | Member |
| 3. | Mr D.Singh | TGT(Hindi) | Member |
| 4. | Mr B.Muduli | Sub Staff (NOTE: Ancillary works) | Member |

**B – PRIMARY**

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| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| **1.** | Mr S.Das | PRT | IN-CHARGE |
| **2** | Ms K. Kapoor | PRT | Member |

**Duties & Responsibilities:-**

a)      To prepare an action plan for conducting monthly tests for classes-XII and finalinse
 test/examination for other classes as per CBSE norms.

b)      To collect the question paper along with blue print, design, marking scheme for these exams and
 to preserve them for inspection purpose.

c)      To procure the result register, progress reports, and other stationery well in advance by giving
 requisition to the Principal well in advance.

d)     To conduct the tests/LAT/SLATE/ CYCLE Test as per guidelines.

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 staff from time to time.

h)  To visit website of KVS, Regional Office, Bhubaneswar and CBSE regularly for the examination
 notices, circulars.

i)  To discuss and submit the report, circulars with the Principal time to time and to take action and
 follow up regularly.

j) To update examination details on website of the Vidyalaya.

k) Proper maintenance of all examination records

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

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| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr J.K.Sahu | PGT(Chem) | IN-CHARGE |
| 2 | Mr G.Singh | PGT (Comp. Sc.) | Member |
| 3 | Mr N.Gochhayat | Sub staff(NOTE: Ancillary works) | Member |

**Duties & Responsibilities:-**

1. To visit the CBSE website regularly and to complete the task as per the CBSE/KVS instructions
 regarding external exams.

2. Class IX to XII registration, filling of the forms and completing the formalities in time bound
 manner

3. Correspondence for school affiliation and renewal of affiliation.

4. Maintenance and submission of records of result analysis of CBSE exam to KVS Regional Office
 and KVS Head Quarter in time.

5. Maintaining the record of shortage of attendance and correspondence with parents of class X &XII.

6. Fixing the practical time table in liaison with subject teachers and external examiners.

7. Conducting the CBSE board exam as per the CBSE norms.

8. Updating changes in the evaluation system in the School website.

9. Keep records of PTA meeting of class-X & XII

10. To maintain the record and send the data from time to time to the concerned.

11. Settlement of claims in respect of advance received from the CBSE for different examination in a
 time bound manner.

12. To perform all works pertaining to CBSE.

13. Implementation of the CBSE circulars, circulated from time to time and Examination Bye-Laws.
14. To look after the works of CBSE UDAAN scholarship for girls as per provisions.
15. Proper maintenance of all CBSE records.

**5. External- Maths Olympiad,Science Olympiad,SOF, GREENOLMPIAD,INSPIRE,JNNSMEE,
JIGYASA,RAA etc.**

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| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr S.K.Mohanty | PGT(Biology) | IN-CHARGE |
| 2. | Mr S.K.Chatterjee | TGT(Science) | Member |
| 3 |  | TGT(Maths) | Member |
| 4 | Mr B.Muduli | Sub staff(NOTE: Ancillary works) | Member |

**Duties & Responsibilities:-**

1. Conduct of the Maths Olympiad,Science Olympiad,SOF etc. as per instructions
2. Proper maintenance of all records.
3. To organise JIGYASA programme.
4. To organise programme on RAA(Rastriya Abhiskar Abhiyan)

**6. TIME TABLE AND ARRANGEMENT:**

**A –SECONDARY**

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| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mrs Shibani Mohanty | PGT(Phy) | IN-CHARGE |
| 2. | Mr G.Singh | PGT(Comp. Sc.) | Member |
| 3 |  | TGT(Maths) | Member |
| 4 | Mr R.C.Rout | Librarian | Member |

**B – PRIMARY**

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| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr R.Pradhan | PRT | IN-CHARGE |
| 2 | Mr B.R.Mishra | PRT | Member |
| 3 | Mr S.N.Choudhury | PRT | Member |

**Duties & Responsibilities:-**

a). To prepare the class time table and teachers time table as per KVS norms.

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

c). To prepare the special time table for remedial teaching (Slow bloomers in all classes) and framing of
 ICT Time table, Resource Room Time table.

d). To give arrangement work for the teachers.

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

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

**7. FURNITURE:**

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| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1 | Mr S.K. Dalei | TGT(AE) | IN-CHARGE |
| 2 | Mr R.Pradhan | PRT | Member |
| 3 | Mr Deepak Singh | TGT(Hindi) | Member |
| 4 | Ms Komal Kapoor | PRT | Member |
| 5 | Mr T.Naik | Sub staff( NOTE: Ancillary works) | Member |

**Duties & Responsibilities:-**

a). To maintain the stock register of furniture and keep the record of room wise/dept. wise distribution
of furniture.

b). To take initiative to see that the broken furniture is repaired regularly.

c). To prepare the list of broken furniture which are to be condemned.

d).To see  the arrangement of furniture during school functions like - sports day, Republic day, Annual
Day, Independence day or any other function and replace the same to their original place after the
function is over.

e). To see any shortages, deficiency of furniture and report to the Principal.

f). To maintain properly the keeping of extra furniture in the store room/proper place.

g).To submit the requisition for the new furniture as per KVS norms in the beginning of the academic
 session.

**8. DAILY UPKEEP OF VIDYALAYA BUILDING,CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES (SWACHH BHARAT ABHIYAN), WATER POINTS, TOILETS, CORRIDORS:**

**Mr S.K.Dalai,TGT(AE)- Stock I/C (Daily Upkeep of Vidyalaya Building)**

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| **ADMN.BLOCK,SURROUNDINGS & SECONDARY SECTION** |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1 | Mr S.K.Dalei | TGT(AE) | IN-CHARGE |
| 2 | Mr H.S.Dehury | TGT(WE) | Member |
| 3 | Mr B.Muduli | Sub Staff\* | Member |
| 4 | Mr T.Naik | Sub staff\* | Member |
| **SR. SECONDARY SECTION** |
| 1 | Mr H.S.Dehury | TGT(WE) | IN-CHARGE |
| 2 | Mr B.Muduli | Sub staff\* | Member |
| **PRIMARY SECTION** |
| 1 | Mr S.Das | PRT | IN-CHARGE |
| 2 | Ms K. Kapoor | PRT | Member |
| 3 | Mrs. S.N. Choudhury | PRT | Member |
| 4 | Ms N. Sharma | PRT | Member |
| 5 | Mr T.Naik | Sub staff\* | Member |

\*To supervise the works of conservancy staff

**Duties & Responsibilities:-**

a) To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.

b) To ensure the provision of dustbins in all the class rooms and corridors.

c) To appraise the Principal about the cleanliness of school building from time to time.

d) To supervise the work of the people deployed under housekeeping.

e) To give suitable instruction to the people deployed under housekeeping regarding cleanliness of
campus.

f) To make the arrangements to dispose the garbage and miscellaneous trash collected
in Vidyalaya Building and other parts of campus.

g) To involve students in organizing different programmes under Swachha Vidyalaya Abhiyan

h) To clear the wild bushes and thorny plants that is growing in different parts of school campus.

i) To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.

j) To ensure cleanliness of area around the staff quarters.

k) To take the rounds of the Vidyalaya twice in a day and to ensure cleanliness.

l) To motivate the students keep the surroundings neat and clean and say no to plastics and polythene
in the campus.

m) In – charge can delegate the work wing – wise for efficient functioning and for fixing the responsibility.
But the In – charge will be held responsible for the lapses and the deviations of the orders.

n) To undertake the works of Swachhatam Vidyalaya and Harit Vidyalaya, and Green Building initiative.

**9.** **GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS AND STAFF QUARTER CAMPUS:**

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| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr S.K.Dalei | TGT(AE) | IN-CHARGE |
| 2. | Mr S.K. Mohanty | PGT(Bio) | Member |
| 3. | Mr H.S.Dehury | TGT(WE) | Member |
| 4 | Mr T. Naik | Sub staff\* |  Member |
| 5. | Mr N.Gochhayat | Sub staff\* | Member |

**\*To supervise the works of conservancy staff**

**Duties & Responsibilities:-**

a) To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.

b) To procure ornamental plants and other fruit bearing plants in consultation with Principal.

c) To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.

d) To procure fertilizers, manure, pesticides in consultation with Principal.

e) Placing of placards in different areas of garden.

f) Numbering of tress and potted plants.

g) Celebration of Vanamahostava in consultation with principal and forest dept.

h) To motivate the children for gardening and beautification.

i) To develop medicinal plant garden in the campus.

j) To display the quotations in the corridors and class rooms on plantation and conservation of plant.

k)To fix bulletin board in the class room for display of educational charts.

l) To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.

m). To ensure the display of material in the bulletin boards.

n) To implement the programme under Harit Vidyalaya.

**10. SCIENCE CLUB/ NATURE CLUB /ECO-CLUB:**

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| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr. S.K. Mohanty | PGT (Bio) | IN-CHARGE |
| 2. | Mr. R.C. Rout | Lib. | Special Member to Nature Club/Eco Club |
| 3. | All science teachers | PGTs, TGTs and PRTs | Member |
| 4 | Mr B.Muduli | Sub Staff | Member |
| 5. | Mr N.Gochhayat | Sub Staff | Member |

**Duties & Responsibilities:-**

a) To motivate the students to prepare the exhibits based on theme given by KVS.

b). To organize Vidyalaya level Science exhibition as per the time schedule given by KVS.

c). To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress.

d). To inculcate scientific temper among the students by adopting activities based method in teaching learning process.

e). To encourage the children to give online projects by using computers.

 **NATURE CLUB/ECO-CLUB:**

**Duties & Responsibilities:-**

**a**)Preparation of plan and conduct  of various programme accordingly

**b**) Awareness programme

c) Plantation drive

d) Competition on plantation and environmental awareness.

**11.SOCIAL SCIENCE CLUB,RED RIBBON CLUB,EBSB**

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| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr R.K.Martha | TGT(SSc) | IN-CHARGE |
| 2. | All Social Science teachers | TGTs and PRTs | Member |

**Duties & Responsibilities:-**

a). To motivate children to prepare projects/model based on country/state allotted  to the region .

b). to encourage more and more children to participate in cluster level Regional level and Nation level
exhibition.

c). To motivate the children to participate in debate, group dance, music, skit competitions organized in
connection with social science exhibition.

e). To ensure project based learning in all the classes.

h) To take action to observe: Constitution Day:

i) To motivate the students to take part in various programmes of “Ek Bharat Shrestha Bharat”

j) To organize Youth Parliament as per instruction.

k) To promote awareness for AIDS and observance of World AIDS Day

12.A) **MAINTENANCE AND REPAIR OF SCHOOL BUILDING, WATER & ELECTRICITY**

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| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1 | Mr H.S.Dehury | TGT(WE) | IN-CHARGE |
| 2 | Mr Prafulla Kumar Kar | HM | Member |
| 3 | Mr D. Singh | TGT(Hindi) | Member |
| 4 | Mr S.K.Dalei | TGT(AE) | Member |
| 5 | Mr B.K.Pradhan | SSA | Member |
| 6 | Mr N.Gochhayat | Sub staff(NOTE: Ancillary work) | Member |

. B) **MAINTENANCE AND REPAIR OF STAFF QUARTERS:**

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| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr H.S.Dehury | TGT(WE) | IN-CHARGE |
| 2. | Mr S.K. Dalei | TGT(AE) | Member |
| 3 | Mr S.Das | PRT | Member |

**Duties & Responsibilities:-**

a). To maintain a register related with  deficiencies noted in the Vidyalaya building and staff quarters.

b). To undertake maintenance of school building and staff quarters on war footing basis in time bound
manner.

c) To ensure the cleaning of over head tanks in school building and staff quarters

d) To ensure the chlorination of water stored in tanks after cleaning

e) To utilize the fund received from KVS in judicious way towards the repair and maintenance of the staff
quarters.

f) To maintain stock registers of WATER & ELECTRICITY

g) To ensure availiabity of Drinking Water at all points.

h) To ensure continuous supply of water at all points

i) To ensure supply of electricity to each and every points and smooth functioning of all electrical fittings
and appliances.

l) To supervise and check each electrical points from safety point of view.

m) To address immediately and promptly any electrical hazards, danger points and to ensure that there
should not be any damaged switch, naked wire etc

n) To have liaison with each staff, including conservancy staff for smooth supply of water and
electricity.

o) Listing of work to be done for session 2018-19 in the 1st Week of April.

p) Making of estimate with the help of technical person as per instruction of KVS.

q) Maintenance of records of work done and fund used.

13. **MEDICAL CHECKUP, HEALTH & WELLNESS**

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| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1 | Mr. S.K. Mohanty | PGT(Bio) | IN-CHARGE |
| 2 | Ms Rajashree Singh | PGT(Hindi) | Member |
| 3 | Mr Deepak Singh | TGT(Hindi) | Member |
| 4 |  | TGT(PHE) | Member |
| 5 | Mrs S.R.Behera | PRT | Member |
| 6 | Mr B.R.Mishra | PRT | Member |
| 7 | Ms Komal Kapoor | PRT | Member |

**Duties & Responsibilities:-**

a). To procure the required number of medical cards in the beginning of the academic session.

b). To distributes the medical cards to the class teachers based on strength.

c). To arrange the medical checkup twice in a year (in the month of August and Feb)

d). To ensure the follow up action after the medical checkup and intimate the parent of the students who needs further investigation.

e) To provide medical aids to the students on daily basis.

f) To sensitize students about health and hygiene-KAP (Knowledge,Attitude and Practice)

**14. FIRST AID**

A) **SR. SECONDARY**

* Mr S.K. Mohanty, PGT(Bio)-I/C
* Ms R.Singh, PGT(Hindi)- Member

B) **SECONDARY**

* Mr. S.K. Dalei,TGT(AE)-I/C
* ,TGT(Eng)-Member

C)**PRIMARY**

* Ms. K. Kapoor, PRT-I/C
* Mr R. Pradhan,PRT-Member

**Duties & Responsibilities:-**

a) To provide First Aid to students as and when required in case of emergency

b) To always keep First Aid Box with all necessary tools, kits and medicines as per medical manuals

c) To keep important phone numbers of Ambulance, Nearby Hospitals, Nearby doctors, Snake Helpline
 etc. to attend any emergency.

d) To select two students (both boys and girls) to assist the needy students in case of emergency.

e) To keep stretcher to carry the needy students

f) Should get them oriented and trained about the use of First Aid.

15. **EDUCATIONAL TOURS / EXCURSION:**

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| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr R.K.Martha | TGT(SSc) | IN-CHARGE |
| 2. |  | TGt(Sanskrit) | Member |
| 3. |  | TGT(Eng) | Member |
| 4. | Mr P.K. Kar | HM | Member |

**Duties & Responsibilities:-**

a)      To plan education tours / excursions for all the classes as per KVS norms

b)      To ensure the safety of the students during the journey period and their stay at the venue.

c)      To provide hygienic food / potable water to the students who are participating in tour programme.

d)      To make provision of funds in the VVN budget.

16. **STRENGTHING OF PRIMARY EDUCATION (CMP):**

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| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr P.K.Kar | Headmaster | **Overall Responsibility** |
| 2. | Mr R. Pradhan | PRT | IN-CHARGE |
| 3. | All PRTs | PRT | Member |

**Duties & Responsibilities:-**

a) To ensure the implementation of CMP as per KVS norms.

b)  To take the requirement of TLM from teachers well in advance every month.

c) To procure TLM for the local market by taking an amount of Rs. 2000/- every month.

d) To ensure the distribution of TLM to all the teachers as per requirements.

e) To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to
the teachers every month based on their requirement.

f) To maintain the register reflecting the number of work sheets prepared by the teachers subject wise.

g) To update the status of the resource room  once in every  quarter.

17. **PHOTOGRAPHY:**

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| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr S.K.Dalei | TGT(AE) | IN-CHARGE |
| 2. | Mr J.K.Sahu | PGT(Chem) | Member |
| 3. | Mr | Comp. Instructor | Member |

**Duties & Responsibilities:-**

a). To ensure the photography/Videography as important occasions days/ functions.

b) To paste important photographs on “Photo Gallery”

c) To maintain a Photo Album and Video Album

d) To upload important photos in school website.

18. **CAREER, GUIDANCE & COUNSELLING / ARRANGING GUEST LECTURE, THINKQUEST**

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| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr R.C.Rout | Librarian | IN-CHARGE |
| 2. | Mr J.K.Sahu | PGT(Chem) | Member |
| 3 | Mrs Shibani Mohanty | PGT(Phy) | Member |

**Duties & Responsibilities:-**

a)      To arrange guest lectures on important occasions by inviting Scientist, Doctors and others
dignitaries.

b)      To arrange Vocational guidance and counseling to the students by inviting reputed personalities in
the concerned filed.

c)      To pay the remuneration to invitee in consultation with principal

d) To arrange counseling session and invite counsellors as and when required.

e) To display variety of information iro career and guidance on Display Board.

f) To collect information regarding various careers and arrange counseling for the students as per
 talents and aptitude.

g) All works related to THINKQUEST

19. **GAMES & SPORTS COMMITTEE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr D.Singh | TGT(Hindi) | IN-CHARGE |
| 2. |  | TGT(P&HE) | Member |
| 3. | Mr. S.K. Dalei | TGT(AE) | Member |
| 4. | Mrs. S.N. Choudhury | PRT | Member |
| 5. | Ms Neelam Sharma | PRT | Member |
| 6. | Mr B.Muduli | Sub Staff | Member |
| 7 |  | Sport Coach | Member |

**Duties & Responsibilities:-**

a) To organize various games and sports activities as per KVS guideleines.

b) To keep the playground neat and clean, free from any danger points.

c) To Observe National Sports Day

d) To procure various equipments of games and sports as per procedure and requirements.

e) To encourage and motivate students good in games and sport.

f) To take all out efforts for development of games and sports in school in each and every aspect

20. **STUDENTS COUNCIL COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr R.K.Marha | TGT(SSc) | IN-CHARGE |
| 2. | Discipline/CCA committee members |  All class Trs/Co-class Trs | Member |
| 3. | All House Masters | PGTs/TGTs | Members |

**Duties&Responsibilities:-**

a)   Division of houses along with house masters and Associate of house masters & distribution of
students of various house

b)   Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects.

c)   Procuring badges for Captains Monitors, prefects etc.

d)  Conduct of **investiture** (Badge presentation Ceremony)

e)  Assigning duties to all members of the Student Council House Wise.

f)   Conduct of monthly meetings with the members of student’s council.

g)  Maintance of Students council register/record.

h)  Conduct of all activities as per ths schedule plan.

21**. QUARTER ALLOTMENT COMMITTEE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1 | Mr J.K.Sahu | PGT(Chem.) | IN-CHARGE |
| 2 | Mr H.S.Dehury | TGT(WE) | Member |
| 3 | Mr D.Singh | TGT(Hindi) | Member |
| 4 | Mrs S.N. Choudhury | PRT | Member |
| 5 | Mr B.K.Pradhan | SSA | Member |

 **Duties & Responsibilities:-**

a) To prepare a panel of teacher who are eligible for the allotment of quarters (Type – I, Type – II,
 Type – III) as per KVS norms in the beginning of the academic session

b) To allot the quarters to the eligible staff as per the panel prepared and approved by the chairman
 VMC as per KVS Quarter Allotment Rules

c) To monitor the maintenance & repair of the staff quarters.

d) To maintain a separate register entitled “Complaints & Compliance” to record the complaints
 received on M&R works in this effect.

e) To maintain a register for listing the inventories of quarter at the time of taking over and surrender
 of quarters by the occupant.

22.**DISCIPLINE COMMITTEE**

**A) FOR SEC & SR. SEC.:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr S.K.Mohanty | PGT(Bio.) | IN-CHARGE |
| 3. |  | TGT(PHE) | Member |
| 4. | Mr J.K.Sahu | PGT(Che) | Member |
| 5. | Ms Rajashree Singh | PGT(Hindi) | Member |
| 6 | Mr R.K.Martha | TGT(SSc) | Member |
| 7. | Mr S.K. Chatterjee | TGT(Science) | Member |

**B) FOR PRIMARY**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr P.K.Kar | Headmaster | IN-CHARGE |
| 2 | All Class Teachers | PRTs | Members |

**Duties & Responsibilities:-**

a)      To check personal turn of students during assembly

b)      To check the late comers during morning assembly

c)      To observe the behavior of students inside and outside class room

d)     To ensure provision of out pass in all classes and their utilization

e)      To initiate proper action as per KVS norms against indiscipline students

f)       To check the girls and boys uniform daily.

g)      To check the bags once in a week.

h)      To confiscate the mobiles and other prohibited appliances.

i)       To take the regular meeting of student councils, prefect, monitors.

j)       To ensure discipline among students.

k)      To refer the problematic cases to the counselor for diagnosis and effective counseling.

 l) To arrange suitable counselors to counsel any emotionally disturbed child.

m)     To inform the parents immediately about any observation of indiscipline cases

**23. SUBJECT COMMITTEE (SECONDARY & SENIOR SECONDARY)**

|  |  |  |  |
| --- | --- | --- | --- |
| SUBJECT | INCHARGE | DESIGNATION | MEMBER |
| English | Mr D.R. Bhamre | PGT(Eng) |  Convener All TGTs(Eng) |
| Mathematics |  | PGT(Maths) | Convener All TGTs(Maths) |
| Hindi Sanskrit | Ms Rajashree Singh | PGT(Hindi) | Convener All TGTs(Hindi) ,TGT(Sans) |
| Science | Mr S.K. Mohanty | PGT(Bio) | Convener All TGTs(Sc) & all PGTs(Science subjects) |
| Social Science  | Mr R.K.Martha | TGT(SSc) | ConvenerAll TGTs(SSc) |

**Duties & Responsibilities:-**

a)      Subject conveners should convene the meeting with member of their own faculty at least once in every fortnight after the school hours. Minutes of the meeting are to be submitted to the principal on the last day of the month. Subject convener must invite the principal also for the meeting.The agenda  of the meeting to be approved by the Principal before the meeting.

b)      Subject conveners will discuss the following issues during the meeting :

i).      Guidance regarding the maintenance of teacher diary

ii).     Coverage of syllabus as per the split up syllabus approved by KVS

iii).    Conducting the practical for classes IX to XII as per the split up syllabus approved by KVS

iv).     Demo classes by rotation during the subject committee meeting

v).     Uses of computers and other audio visual aids in teaching learning process

vi).     Plan of evaluation of home assignment

vii).    To discuss guidelines regarding, setting of question paper, blue print, marking schemee as per
 KVS norms.

viii). Plan of action for slow bloomer students & bright students

ix).       Remedial teaching for weak students

x).        Decoration of bulletin boards in corridors / class rooms with educational charts.

Xi).      Club activity / Science and social exhibition

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

**24. LIBRARY COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr R.C.Rout | Librarian | IN-CHARGE |
| 2. | Mr P.K.Kar | Headmaster | Member |
| 3 | Ms R.Singh | PGT(Hindi) | Member |
| 4 | Mr D.R. Bhamre | PGT(Eng) | Member |
| 5 | Mrs. S. R. Behera | PRT | Member |
| 6 | 5 students | \*To be nominated | Member |

**Duties & Responsibilities:-**

a)      The meeting are to be convened at least once in  two month

b)      Committee will submit the list of books to be procured subject wise in the beginning of academic
 session

c)      Books review

d)      To inculcate reading habits among the staff & children

e)      To organize books exhibition on important occasions

f) To organize BOOK WEEKS

g) To organize Pustakouphar programme.

**25. IMPLEMETATION OF RAJ BASHA**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr B.K.Pradhan | SSA | IN-CHARGE |
| 2. | Ms R.Singh | PGT(Hindi) | Member |
| 3. | Mr D.Singh | TGT(Hindi) | Member |
| 4. |  | TGT(Hindi) | Member |

**Duties & Responsibilities:-**

a)      To implement the decision taken during Nagar Raj Basha committee meeting

b)      To attend Nagar Raj Basha committee as and when required

c)      To send periodical report to the KVS RO Bhubaneswar, KVS New Delhi, Nagar Rajbasha committee

d)     To take initiative to see that correspondence is made in Hindi.

e) To observe HINDI PAKHWADA in true sprit for promotion of Hindi

**26. SCOUTS / GUIDES/CUBS & BULBUL**

**OVERALL I/C (Scout & Guide) -MR S.K. Dalei, TGT(AE)**

**OVERALL I/C (Cubs & Bulbul) -MR S.Das, PRT**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1 | Mr S.K.Dalei | TGT(AE) | I/C(SCOUTS) |
| 2 |  |  | Member I/C(GUIDE) |
| 3 | Mr R.K.Marha | TGT(SSc) | Member |
| 4 |  |  | Member |
| 5 | Ms. A. Kumari | PRT | I/C ( BULBUL) |
| 6 | Mrs S.N.Choudhury | PRT | Member |
| 7 | Ms. K. Kapoor | PRT | Member |
| 8 | Mrs. S. R. Behera | PRT | Member |
| 9 | Mr S. Das | PRT | I/C (CUB) |
| 10 | Mr B.R..Mishra | PRT | Member |
| 11 | Mr R. Pradhan | PRT | Member |

**Duties & Responsibilities:-**

a)      To ensure minimum enrolment (50%) CUBS AND BULBUL and 30% in scouts and guide.

b)      To organize investiture ceremony for the new recruits (Class-III &VI)

c)      To conduct the class on every Friday for one hour.

d)     To train the students for Pratham / Dwetiya / Tritiya / Raj Puraskar / Rastrapati / Pratham charan / Dwetiya charna / Tritiya Charan /
ChaturdhaCharan

e)      To issue the merit certificate after the conduct of test

f)       Celebration of thinking day

g)      To procure the uniform for Scouts / Guides who are involved in for the 1st time and institutional
 ceremony.

h)    To conducdt Annual Camp in the Vidyalaya.

i) To implement the Annual activities for the year 2018-19 of BS & G of KVS,Bhubaneswar Region in
 true spirit.

**27. NCC**

Mr D.Singh,TGT(Hindi)/CTO

Mr. D.R. Bhamre, PGT (Eng.)

**Duties & Responsibilities:-**

a) To organize all NCC activities as per schedule and guidelines

b) To make all correspondence in respect of NCC

**28. CCA & MORNING ASSEMBLY PROGRAMME**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| A. | **CCA(SR.SECONDARY & SECONDARY),Morning Assembly-****Ms Rajashree Singh****Mr D.R. Bhamre, PGT(Eng)** | PGT(Hindi)PGT(Eng.) | Co-coordinatorJt.Co-ordinator |
| 1. | Mr R.K.Martha | TGT(SSc) | Associate Coordinator |
| 2. |  | TGT(Sans) | Member |
| 3. |  | TGT(PHE) | Member |
| 4. | Mr H.S.Dehury | TGT(WE) | Member |
| 5. | Mr S.Parida | PRT(Music) | Member |
| **6.** | Mr T.Naik | Sub staff (Note: Ancillary Works) | Member |
| **B.** | **PRIMARY****Mrs S.N. Choudhury****Ms Archana Kumari** |  | **Co-coordinator****AssociateCo-coordinator** |
| 1 | Mr R. Pradhan | PRT | Member |
| 2. | Ms Komal Kapoor | PRT | Member |

 **Duties & Responsibilities:-**

a) To see that morning   assembly programme is to conduct within stipulated time.

b) To evaluate the various items of morning assembly programme on five point scale – Excellent: Very

Good; Good; Average; Below Average

c) To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.

d) To arrange the PA system, musical instrument etc well in advance before the start of morning assembly.

e) Annual Planning of CCA activities –house wise.

f) Maintaining of result of CCA activities.

g) Purchase and distribution of CCA prizes & medals.

h) Maintaining CCA Activities register.

i) The house Master should motivate the students for effective participation in house activities.

j) To give equal opportunities to the students in respect of their houses.

k) To take measures to observe/celebrate all National Days, KVS Foundation Day.

l) To take measures to observe/celebrate all important days.

l) To prepare the CCA calendar of activities and implement the same

m) To organize the preparation of CCA in planned way so that academic will not be disturbed.

n) To take attendance in morning assembly. All class teachers will submit the attendance in the Consolidated Attendance Register and the Teacher on Duty must veify the same.

o) To check the uniforms of students.

**29. LITERARY CLUBS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| English | Mr D. R. Bhamre | PGT( English)-I/C | All teachers | TGT(English)  |
| Hindi | Ms R.Singh | PGT(Hindi)-I/C |  | TGT(Sans) |
| Sanskrit |

 **Duties & Responsibilities:-**

 a)      To develop the language skills like reading, writing, speaking, listening skills among the students

b)     To develop the proper reading habits among the children.

c)     To give required guidance in the planning and execution of project to students

d)     To encourage the use of Audio Visual aids in teaching learning process

e)     To conduct the language games during the teaching periods.

f)      To preserve the projects prepared by the children.

g)     To train the students for various activities like recitation of poem, storytelling, debate,
elocution and essay writing, extempore speech.

h)  Training the students for various activities of morning assembly programme like pledge, thought
 for the day, news and special item.

**30. PTA & PTM COMMITTEE**

Mr R.K.Martha,TGT(SSc)-I/C and Convener

Mr J.K.Sahu,PGT(Chem)-Member-Secretary

All class class teachers-Members

 **Duties & Responsibilities:-**

a) To conduct PTM every month to discuss various matters for the smooth functioning of the vidyalaya
 as well as effective education of the students

b) To adhere all stipulations of KVS in dealing with parents

c) In-charge and class teachers to maintain relevant records pertaining to PTM.

d) To communicate important information related to parents only.

e) To organize PTA executive meeting to discuss some important aspects as per need.

f) Compilation of Agenda for discussion for PTM.

g) Co-ordination and counseling of parents and students for smooth functioning of of the Vidylaya,

**31. LUNCH BREAK/RECESS SUPERVISION**

**A) SR. SECONDARY**

**INCHARGE: Mrs. S.Mohanty,PGT(Phy.)**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | DAYS | AREA OF DUTY | Responsibility |
| 1. | MONDAY TO SATURDAY | RESPECTIVE CLASS ROOM | ALL CLASS TEACHER IN THEIR RESPECTIVE CLASSES. |
| 2. | MONDAY TO SATURDAY | CORRIDOR  | Dance Coach,Comp. Instructor,**All PGTs who are not class teachers** |

**B) SECONDARY BLOCK**

**Mr S.K.Dalei,TGT(AE)**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | DAYS | AREA OF DUTY | Responsibility |
| 1. | MONDAY TO SATURDAY | RESPECTIVE CLASS ROOM | ALL CLASS TEACHER IN THEIR RESPECTIVE CLASSES. |
| 2. | MONDAY TO SATURDAY | CORRIDOR  | Sports Coach, Yoga Teacher**, All TGTs who are not class teachers** |

 **C) PRIMARY BLOCK**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME & DESIGNATION** | AREA OF DUTY | **MEMBER** |
| 1. | Mr P.K.Kar, HEADMASTER | Primary Block | I/C |
| 2. | **All PRTs who are not class Teacher.** | Corridor | Member |
| 3. | All Class Teachers,PRTs | Respective Class Room | Members |

**Duties & Responsibilities:-**

a). To mind the discipline of the students during the lunch break

b). To see that the students reach their respective class after the lunch.

c). To keep at least two children by rotation in each class to avoid stealing of the student belongings.

d) To supervise the lunch session.

**32. SAFE ARRIVAL & DISPERSAL OF STUDENTS**

**OVERALL INCHARGE: Mr D. Singh,TGT(Hindi)-member School Level Transport Committee**

**A) SR. SECONDARY**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME & DESIGNATION** | Responsibility | **MEMBER** |
| 1. | Mr J.K.Sahu,PGT(Chem.)-Sr. Most Teacher | Will assign the responsibility to teachers, Overall Supervision  | IN-CHARGE |
| 2. | All class teachers & Co-class teachers(Classes XI & XII) | Students of their respective classes | Members |
| 3. | PGTs other than Class Teachers |  Main gate & Parking Area | Members |

**B) SECONDARY BLOCK**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME & DESIGNATION** | Responsibility | **MEMBER** |
| 1. | Mr. S.K. Dalei, TGT(AE) | Will assign the responsibility to teachers, Overall Supervision  | IN-CHARGE |
| 2. | All Class Teachers (Classes VI to X) | Students of their respective classes | Members |
| 3. | TGTs other than Class Teachers |  Main gate & Parking Area | Members |

**C) PRIMARY BLOCK**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME & DESIGNATION** | Location of Duty | **MEMBER** |
| 1. | Mr P.K.Kar, HEADMASTER | Will assign the responsibility to teachers, Overall Supervision  | IN-CHARGE |
| 2. | All Class Teachers (Classes I to V) | Students of their respective classes in main gate, parking area, entry point and primary building. | Members |
| 3. | PRTs other than class teacher | Primary building & entry point | Members |

**Duties & Responsibilities:-**

a) To ensure safe arrival and dispersal of students

b) Report before the arrival of the students and leave after their safe arrival

c) To keep the mode of transport, contact numbers of parents and Local guardians and all other details
 for the safety and security of students.

d) To ensure that only the recommended drivers by parents/parents/legal guardians are receiving the
 students after school hours and ensure their safe arrival at home

e) To pay utmost attention and vigilance on this sensitive matter.

f) To strictly adhere all safety guidelines issued by CBSE and KVS from time to time.

g) To ensure that all students of their responsibility safely dispersed.

**D) Late Comers**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME**  | **DESIGNATION** | **DAYS** |
| 1. | Mr. R. PradhanMr. N. Gochhayat | PRTSub Staff | Monday Tuesday  |
| 2 | Mr. S.K.DaleiMr. B.Muduli | TGT(AE)Sub Staff | Wednesday Thursday |
| 3 | Mr. S. DasMr. R.K.Naw | PRTSub Staff | FridaySaturday |

**Duties & Responsibilities:-**

1. To attend all late comers on the day and record their names in the late comers register with details of the reason of late coming.
2. Informing the class teachers about the late comers.
3. To counsel the late comers and coordinates with the parents.
4. To attend the issues of late comers and counsel them to be punctual and regular in attending the
 class
5. b) To keep contact with parents to find out the reasons of late comers and make them understand about it for effective education of their children

**33. VIDYALAYA MAGAZINE/CLASS MAGAZINE COMMITTEE/STUDENT’S DIARY**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION**  | **MEMBER**  |
| 1. | Mr. S.K. Mohanty | PGT(Bio.) | IN-CHARGE |
| 2. | Ms R.Singh | PGT(Hindi) | Member |
| 3. | Mr G.Singh | PGT(Comp. Sc.) | Member |
| 4 |  | TGT(Eng) | Member  |
| 5 | Mr D.Singh | TGT(Hindi) | Member |
| 6 |  | TGT(Sanskrit) | Member |
| 7 |  | TGT(Odia) | Member |
| 8 | Mr P.K. Kar | HM | Member |
| 9 | Mrs S.N.Choudhury | PRT | Member |

**Duties & Responsibilities:-**

a). Class teachers of class III to XII will identity the children with talent. These talents are to be
 nurtured.

b).Editorial board will collect the article from the students. Article are to be arranged
 section wise (English section, Hindi section, drawing and painting etc.

c).Editorial board should take concerted efforts to bring about class magazine by the end of the
 December-2017.

d). Articles are to be screened, proof reading must be done and selected article should find a place in the
class magazine. Class magazine should contain 50 pages-(English section: 20 pages- Hindi section:- 20 pages and 10 pages- Art, drawing and paintings.

a). Editorial board select the article for the class magazine. These articles are to be arranges section wise
like English section, Hindi section, Sanskrit section, Art, Drawing and painting section.

Editorial board can invite the article from teachers’ side also.

c). School magazine should containing 100 pages( 30 page- English, 30 pages Hindi, 10 pages Sanskrit
and 10 pages- Art, drawing and painting and 4 pages photography section.

d). The editorial board should make concerted effort to bring about the school magazine in time.

e) To prepare Students dairy in consultation with Academic Department.

**34.  INTERNAL COMPLAINTS COMMITTEE ON SEXUAL HARASSMENT/ IMPLEMENTATION OF POCSO ACT, 2012**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1 | Mr. S. K. Mohanty | PGT(Bio) | IN-CHARGE  |
| 2 | Mr J.K. Sahu | PGT(Chem.) | Member |
| 3 | Ms R.Singh | PGT(Hindi) | Member |
| 4 | Mr P.K.Kar | Headmaster | Member |
| 5 | Mr R.K.Naw | Sub-Staff | Member |
| 6 | Mr A.C.Sahoo | PRT & Member VMC | Member |

**Duties & Responsibilities:-**

1.     **IMPLEMENTATION OF POCSO ACT**

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

**VIDYALAYA LEVEL**

1.  A written complaint may be obtained from the students/parents.

2.  Case may be brought to the notice of Chairman, VMC.

3. A memorandum may be issued to the teacher by giving the gist of the complaint and in no case
 copy of the complaint should be given to the teacher.

4.  A committee may be constituted comprising of two or three gents/lady teachers and executive
committee members to conduct the preliminary inquiry.

5. The committee may obtain the statement of the victim girl narrated as well as the other students
who witness the incident or to whom the victim girl made the complaint initially.

6.  The committee may ask about the behavior of the accused teacher towards other girl students and
other teachers and their statements may also be recorded.

7. Views of the Principal may discuss the issue with the accused teacher and his statement may be
recorded.

8. The committee may discuss the issue with the accused teacher and his statement may be
recorded.

9. The Principal may forward the preliminary report with all original statements/documents to
Deputy Commissioner of concerned Regional Office. All these exercise of Vidyalaya level has to be
completed within three days from the date of the receipt of the complaint.

10.  The committee should be impartial and unbiased. The committee should not disclose the identity of
the girls and the teachers and should not spread any rumours and will maintain the secrecy and the
confidentiality of the total procedure. The committee will submit the report to the Principal for
further action.

11. Committee should open the suggestion boxes once in a month, collect the written material, convey
the committee meeting and submit the report accordingly. All document should be recorded in the
file and maintain the record properly.

**35. INTERNAL COMPLAINTS COMMITTEE ON SEXUAL HARASSMENT OF WOMEN EMPLOYEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1 | Ms R.Singh | PGT(Hindi) | Member |
| 2 | Mr J.K. Sahu | PGT(Chem.) | Member |
| 3 | Mrs. S. R. Behera | PRT | Member |
| 4 | Mr. S.K. Dalei | TGT(AE) | Member |

**Duties & Responsibilities:-**

**Will conduct enquiry on complaint received, if any (Ref No. F.15029/8/2018/KVS (BBS)/37590-37650 dated 28.12.2018)**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr D.R. Bhamre | PGT(Eng) | IN-CHARGE  |
| 2. | Mr. S.K. Chatterjee | TGT(Science) | Member |
| 3 | Mr H.S.Dehury | TGT(WE) | Member |
| 4. | Mr P.K. Kar | HM | Member |
| 5. |  | SCHOOLCAPTAIN (BOYS) | Member |
| 6. |  | SCHOOL CAPTAIN (GIRLS) | Member |

**Duties & Responsibilities:-**

  If any complaint related to immoral behavior towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions or forcing them to bring the eatables or eating their tiffin and asking some students to blame or abuse slow learners or comment on family background and occupation of the parents is received by the committee, the following steps should be taken immediately at Committee level.

**37. REDRESSAL OF PUBLIC/STAFF/PARENTS/STUDENTS GRIEVANCE COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr J.K.Sahu | PGT(Chem) | I/C |
| 2. | Ms R.Singh | PGT(Hindi) | Member |
| 3. | Mr R.K.Martha | TGT(SSc) | Member |
| 4. |  | TGT(PHE) | Member |
| 5. | Mr P.K.Kar | HM | Member |
| 6. | Mrs S.N. Choudhury | PRT | Member |

**Duties & Responsibilities:-**

a) A written complaint may be obtained from the complainants.

b) The committee will redress the grievances in accordance with KVS rules/Education Code etc

c) To take appropriate steps to develop healthy public/parents –school relationship, interpersonal relationship among staff and students

d) To take measures to develop the organizational climate of the school.

**38. PARENT –TEACHER-STUDENT COMMITTEE-SAFTY NEEDS**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| **1** | Mr.D.Singh | TGT(Hindi) | I/C |
| **2** | All class teachers | PGTs/TGTs/PRTs | Members |
| **3** | All class Monitors | Student | Members |
| **4** | Parents members of PTA Executive Body | Parents | Members |

**Duties & Responsibilities:-**

a) To discuss about various aspects of safety needs and potential threats.

b) To take appropriate steps to address the safety needs on priority basis.

c) To implement the provisions of NDMA guigelines on School safety Policy and guidelines from CBSE
and KVS

**39. CHILD RIGHTS, DIVYANG**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1 | Mr S.K. Mohanty | PGT(Bio) | I/C |
| 2 | Mr R.C.Rout | Librarian | Member |
| 3 | Mr P.K.Kar | HM | Member |
| 4 | All class teachers | PGTs/TGTs/PRTs | Members |

**Duties & Responsibilities:-**

1. To ensure the protection of Child Rights
2. To ensure the protection of rights of divyang
3. To make arrangement of ramp,Special toilet,wheel chair and other facilities for Divyang Students ,if any
4. To make proper arrangement for inclusive education

**40. CCTV SURVEILLANCE, CCTV FOOTAGE ANALYSIS AND REPORTNG, CENTRALISED PA
SYSTEM**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1 | Mr H.S.Dehury | TGT(WE) | I/C |
| 2 | Mr G.Singh | PGT(Comp. Sc.) | Member |
| 3 |  | Comp. Instructor | Member |

**Duties & Responsibilities:-**

a**)** To take steps to install CCTV Camera on all strategic locations.

b) To take steps to install Centralized PA system

c) To analyze the CCTV footage at least twice in a week and record any sort of abnormal observations.

d) Report the Principal in case of any untoward incident observed.

**41. A) FIRE SAFETY-**

**-SCHOOL FIRE MANAGEMAENT COMMITTEE**

**Members: Mr. J.K.Sahu, PGT(Chem.)**

Mrs.S.Mohanty, PGT(Phy.)

 Mrs S.Mohanty, PRT

 Three parent members

**-AWARENESS CAMPAIGN TEAM**

 **Members: Mr R.K.Martha,TGt(SSc)**

-Ms Archana Kumari,PRT

 - ,TGT(PHE)

 -Mr H.S.Dehury,TGT(WE)

 -School Vice Captains

**-FIRE ALARMING TEAM**

 **Members: Mr S.K.Dalei,TGT(AE)**

-Ms N.Sharma,PRT

 -Four students of class XI

**-EVACUATION TEAM**

**Members: Mr R.K.Martha,TGT(SSc.)**

-Mr R.Pradhan,PRT

 -Two students of class XI

**-SEARCH & RESCUE TEAM**

 **Members: Mr H.S.Dehury,TGT(WE)**

-Mrs S.R.Behera,PRT

 -Mr D.Singh,TGT(Hindi)

 - TGT(Eng)

**-FIRE FIGHTING TEAM**

 **Members: TGT(PHE)**

Mrs S.N.Choudhury,PRT

 Mr R.Pradhan,PRT

 Mr S.K.Chaterjee,TGT(Sc)

 Two students from class XI

 **-FIRST AID**

 **Members: Mr R.C.Rout,Lib**

Mr D. Singh,PRT

 Ms K.Kapoor,PRT

 Mr S.Das,PRT

 **Two students from class XI**

**-SITE SAFETY TEAM**

 **Members: PGT(Maths.)**

Mr H.S.Dehury,TGT(WE)

 Mr N.Gochhayat,Sub staff

 Mr T.Naik,Sub Staff

 Two students from class XI

**-TRANSPORT MANAGEMENT TEAM**

 **Members: Mr G.Singh, PGT(Comp. Sc.)**

-Mr H.S.Dehury,TGT(WE)

 -Mr S.K.Dalei,TGT(AE)

**B) DISASTER PREPAREDNESS/ANY SORT OF MIKSHAPPENING-**

**MOCKDRILL- Members: Mr D.R. Bhamre,PGT(Eng.)**

-Mr H.S.Dehury,TGT(WE)

 -Mr S.K.Dalei,TGT(AE)

**-EVACUATION**

**Members: Mr S.K.Mohanty, PGT(Bio.)**

-Mr R.Pradhan,PRT

 -Two students of class XI

**-QUICK RESPONSE**

**Members: Mr J.K.Sahu, PGT(Chem.)**

Mrs S.N.Choudhury,PRT

 Mr S.Das, PRT

 Mr S.K.Chaterjee,TGT(Sc)

 Two students from class XI

**-NODAL OFFICER**

Mr H.S.Dehury,TGT(WE)

**- MEDIA MANAGEMENT**

 **-** Mr J.K.Sahu,Sr Most Teacher

 -Mr P.K.Kar,Headmaster

**Duties & Responsibilities:-**

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

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

**42.    INCOME TAX/ CS-54 CHECKING/CASH BOOK CHECKING/UBI FEE COLLECTION/P.TAX/ITR/CEA/GPF/CPF**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. |  | PGT(Maths) | IN-CHARGE  |
| 2 | Mr G. Singh | PGT(Comp. Sc.) **(Note: UBI Fee collection )** | Member |
| 3 | Mr S.Das | PRT | Member |
| 4 | Mr B.K.Pradhan | SSA (All Accounts Works) | Member |

**Duties & Responsibilities:-**

1.      Calculation of income tax from the members of the staff as per the provisions of Govt. Of India.

2.     To verify the fee details first verified by the class teachers.

**43. GRIEVANCES CELL FOR SC/ST/OBC/MINORITIES AND PHYSICALLY HANDICAPS**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr R.K.Martha | TGT(SSc) | IN-CHARGE |
| 2. | Mr D.Singh | TGT(Hindi) | Member |
| 3. | Mr S.K.Dalei | TGT(AE) | Member |

 **Duties & Responsibilities:-**

a) To deal all issues related to grievances of SC/ST/OBC/Minorities and Divyang as per provisions of laws and KVS guidelines.

b) To record the grievances in a register and take timely action for its disposal as per laws/KVS guidelines.

**44. INFORMATION ON RTI**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr J.K.Sahu | PGT(Chem.) | IN-CHARGE |
| 2. | Mr B.K.Pradhan | Sr.SA | Member |

**Duties & Responsibilities:-**

a) To deal all matters of RTI

b) Maintain a register to record the applications received under RTI

c) To take timely action and appropriate measures to forward the applications to PIO for further action in this regard.

d) To compile the available information in the prescribed format related to the Vidyalaya on the basis of the application received and forward the same to PIO without any delay.

e) To adhere all provisions of RTI,2005

**45. INTEGRITY CLUB**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr. D.R. Bhamre | PGT(Eng) | I/C |
| 2. | Mr. R.K. Martha | TGT(SSc) | Member |
| 3. |  | TGT(Sans) | Member |
| 4. | Mr D.Singh | TGT(Hindi) | Member |
| 5. | All Social science teachers | TGTs | Members |

**Duties & Responsibilities:-**

a) To undertake all works of the club as per KVS guidelines.

b) To take steps for development of the club

c) To chalk out the plans ,programmes and activities of the club and implement the same.

**46. TEACHING AIDS**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr R.K.Martha | TGT(SSc) | I/C |
| 2. | Mr S.K.Dalei | TGT(AE) | Member |
| 3 | Ms A.Kumari | PRT | Member |

**Duties & Responsibilities:-**

a) To keep all records of TA

b) To procure the teaching aids as per requirements

c) To mobilize the resources to improvise teaching aids

d) To ensure the proper use of teaching aids in T-L process

e) Proper upkeep of the teaching aids

**47. AUDIO – VISUAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr H.S.Dehury | TGT(WE) | I/C |
| 2. | Mr S.Parida | PRT(Music) | Member |
|   | **E – LEARNING/E – CONTENT/ICT** |   |   |
| 4. | Mrs S.Mohanty | PGT(Phy) | I/C |
| 5. | Mr G. Singh | PGT(Comp. Sc.) | Member |
| 6. | Mr R.K.Martha | TGT(S.St) | Member |
| 7. | Mr P.K. Kar | HM | Member |
| 8. |  | Computer Instructor | Member |
| 9. | All teachers | All Teachers | Members |

**Duties & Responsibilities:-**

a) To keep all records of A-V aids

b) To procure the A-V aids as per requirements

c) To ensure the proper use of A-V aids in T-L process

d) Proper upkeep of the A-V aids

**48. DISPLAY BOARDS**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | All Class Teachers and House Masters |  PGTs,TGTs,PRTs | Members |

**Duties & Responsibilities:-**

a) Proper upkeep of the Display Boards

b) To update the Display Board regularly with all relevant information.

c) To encourage and motivate the students to use it as a matter of pride and belongingness.

**49. PURCHASE COMMITTEE & VERIFICATION COMMITTEE**

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

**Responsibility: - Mr. B.K. Pradhan, SSA**

**Duties & Responsibilities:-**

1. To Sign the quotations received by post or email.

2      To carryout market survey whenever required

3     To check and sign the Comparative Statement.

4. To verify the articles purchased.

5. To adhere the Purchase Procedure as per GFR,2005, KVS Accounts Code and sub sequent
notification in this respect.

6. To procure the various articles directly from GeM as per direction.

NOTE: All departments in charges must get the articles purchased/procured for the department verified by the Verification Committee before entry in the stock registers.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr J.K.Sahu | PGT(Chem.) | IN-CHARGE  |
| 2. | Mr S.K. Mohanty | PGT(Bio) | Member |
| 3 | Mr P.K.Kar | HM | Member |
| 4. | Mrs S.R.Behera | PRT | Member |
| 5. |  | Doctor | Member |
| 6. |  | Counselor | Member |

**Duties & Responsibilities:-**

**a)** Take appropriate measures as per CBSE circular

b) Counsel the students to ensure conducive environment in the school

**51. SHAALADARPAN COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr G.Singh | PGT(Comp. Sc) | IN-CHARGE  |
| 2. |  | PGT(Maths.) | Member |
| 3 |  | Compt.Inst. | Member |
| 3. | All class teachers |  PGTs,TGTs | Member |

**52. UBI PORTAL (FEE COLLECTION) COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr G.Singh | PGT(Comp. Sc) | I/C |
| 2. | Mr B.K.Pradhan | SSA | Member |
| 3 | All Class Teachers & Comp. Inst. | PGTs,TGTs,PRTs | Members |

**Duties & Responsibilities:-**

All works of UBI Portal (Fee Collection) as per KVS guidelines without fail.

**53. WEBSITE UPDATION COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr. G. Singh | PGT(Comp. Sc.) | IN-CHARGE  |
| 2. | Mr. D.R. Bhamre | PGT(Eng.) | Member |
| 3 | Mrs. S. Mohanty | PGT(Phy.) | Member |
| 4 |  | Computer Instructor | Member |
| 5 | Mr B.K.Pradhan | SSA | Member |

**Duties & Responsibilities:-**

a) Timely updating the school website

b) Maintenance of WEBSITE

**54. ALUMINI COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr R.C.Rout | Librarian | IN-CHARGE |
| 2. | Mr. R.K. Martha  | TGT(SSc) | Member |
| 3 | Mr. P.K.Kar | HM | Member |

**Duties & Responsibilities:-**

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

b) to organize Alumni Meet in school to encourage students

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

**55. VIDYALAYA ANNUAL CALENDAR & VIDYALAYA PLAN (AS PER KVS GUIDELINES)**

**& INSTITUTIONAL PLAN**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **DESIGNATION** | **MEMBER** |
| 1. | Mr S.K.Mohanty | PGT(Bio.) | IN-CHARGE  |
| 2. | Ms. R. Singh | PGT(Hindi)) | Member |
| 3 | Mr G.Singh | PGT (Comp. Sc.) | Member |
| 4 | Mr P.K.Kar | Headmaster | Member |
| 5 | All teachers | PRTs,TGTs,PRTs | Members |
| 6 | Mr B.K.Pradhan | SSA | Member |

**Duties & Responsibilities:-**

**a)** Prepare the Vidyalaya Plan as per KVS guidelines well in time

b) To take appropriate actions for the implementation of Vidyalya Plan in toto.

c) Prepare the Institutional Plan for effective mobilization of resources keeping in view the holistic
development of the school addressing each and every need**.**

**56. SUBMISSION OF TEACHERS DIARY, LESSON PLAN, CLASS DIARY**

**A) (Sr Secondary & Secondary): Mr J.K.Sahu,PGT(Chem.),Sr Most Teacher**

**B) (Primary) : Mr P.K.Kar,Headmaster**

57. STUDY CIRCLE & HOBBY CLUBS

**58. MUSEUM CORNER, WALL OF FAME**

Mr S.K.Dalei,TGT(AE)-Incharge

 TGT(PHE)-Member

Ms A.Kumari,PRT-Member

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

**59. PACE SETTING ACTIVITIES/SCHOOL PARTNERSHIP PROGRAMME-**

Mr R.C.ROUT,Librarian-I/C

Mrs. S.N. Choudhury, PRT-Member

**Duties & Responsibilities:-**

**a)** To organize Pace setting activities and school partnership programme with the neighbouring schools
 as per KVS guidelines

b) Incorporation of various programme like Literacy Programme,Enviromental Awareness
 Programme,AEp etc

**60. AEP**

Mr. S.K. Mohanty, PGT(Bio)-In-Charge

Ms R.Singh,PGT(Hindi)-Coordinator

Mrs. S.Mohanty, PGT(Phy.)-Member

Mr S,K,Chatterjee,TGT(Sc)-Member

Mr. Deepak Singh, TGT(Hindi)- Member

Mrs. S.N.Choudhury, PRT-Member

All Teachers who have undergone AEP training-Members

**Duties & Responsibilities:-**

1. To conduct activities as per norms of KVS
2. Proper maintenance of records
3. Timely submission of reports to KVS as per instruction.
4. To maintain AEP Box to address problems of students and improve their Life Skills

61**. RESOURCE ROOM**

**A) SECONDARY:**

Mr H.S.Dehury,TGT(WE)-Incharge

Mr R.K.Martha,TGT(SSc)-Member

Mr S.K.Dalei,TGT(AE)-Member

**B) PRIMARY:**

Ms N. Sharma,PRT-Incharge

 PRT-Member

 PRT-Member

**62. LANGUAGE LAB**

Mr D. R. Bhamre,PGT(Eng)-Incharge

Mr H.S.Dehury,TGT(WE)- Stock I/C

All language teachers-Members

**Duties & Responsibilities:-**

1. To develop and proper upkeep of resource room/Language Labs
2. To keep a record of activities organized in Resource Room/Language Lab
3. Proper maintenance of all resources in the room/lab

**63. PHONE FACILITY FOR STUDENTS**

-Mr R.K.Naw,Sub staff

**Duties & Responsibilities:-**

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

b. To maintain a record in this respect.

**64. XEROX**

Mr N.Gochhayat,Sub staff FOR GENERAL/OFFICE WORKS

Mr B.Muduli,Sub staff-Examination

Note: Record of photocopy should be maintained

**65. SAFETY AND SECURITY**

Mr S.K. Mohanty,PGT(Bio.)-In-charge

Mrs. S. Mohanty, PGT(Phy.)-Member

All Class teachers-Members

**Duties & Responsibilities:-**

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

**66. ROTATIONAL RESPONSIBILITY TO MONITOR THE SAFETY HAZARDS/DANGER POINTS**

|  |  |
| --- | --- |
| **MONTHS** | **RESPONSIBILITY** |
| JAN |  PGT(Maths)Ms A.Kumari,PRT |
| FEB | Mr. D. R. Bhamre,PGT(Eng)Mr S.Das,PRT |
| MARCH | Mr J.K.Sahu,PGT(Chem.)Mrs S.Mohanty,PRT |
| APRIL | Mrs S.Mohanty,PGT(Phy)Ms. K. Kapoor, PRT |
| MAY | Mr S.K. Mohanty , PGT(Bio)Mr R. Pradhan, PRT |
| JUNE |  Mr. S.K. Dalei, TGT(AE)Mrs. S.N. Choudhury,PRT |
| JULY | Ms R.Singh,PGT(Hindi)Mr R.Pradhan,PRT |
| AUGUST |  ,TGT(PHE)Mrs S.R.Behera,PRT |
| SEPT | Mr. G. Singh, PGT(Comp. Sc.)Ms A.Kumari,PRT |
| OCT | Mr R.K.Martha,TGT(SSc)Ms K.Kapoor,PRT |
| NOV | Mr S.K.Chaterrjee,TGT(Sc)Ms N.Sharma,PRT |
| DEC | Mr R.C.Rout,LibMr D.Singh,TGT(Hindi) |

**Duties & Responsibilities:-**

a) To supervise and monitor the danger points/safety hazards in the Viyalaya campus and intimate the same immediately to concerned Department of the school.

b) To ensure that no lapses on any safety needs and to pay utmost priority on this aspect.

**67. SAFETY FROM STRAY DOGS & SNAKE BITE ETC**

Mr S.K.Dalei,TGT(AE)-In-charge

 TGT(PHE)-Member

Mr. S. Das, PRT- Member

Mr T.Naik,Substaff-Member

Mr B.Muduli,Sub staff-Member

**Duties & Responsibilities:-**

a) To take adequate measures to ensure safety from stray dogs and snake bites.

b) To keep first aid box with all emergency kits and medicines

c) To keep the contact number of concerned department of Municipality and Snake Help Line

d) To make a turnaround of the campus

**68. CONDEMNATION COMMITTEE**

**Committee: As per KVS guidelines.**

All stock/deparment incharges-Members

**Duties & Responsibilities:-**

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

**69. LABs**

 **A) JR. SC LAB**

Mr S.K.Chatterjee,TGT(Sc)-I/C

**B)PHY LAB**

Mrs S.Mohanty,PGT(Phy)-Incharge

**C)CHE LAB**

 Mr J.K.Sahoo,PHT(Che)-In charge

**D)BIO LAB**

Mr S.K.Mohanty , PGT(Bio)-Incharge

**D) COMPUTER LAB, COMPUTER & PERIPHERY**

Mr. G.Singh, PGT(Comp. Sc.)-In-Charge

Mr H.S.Dehury,TGT(WE)-Member

**E) MATHS LAB**

 PGT(Maths)-Incarge

**F)JR COM LAB**

 Mr H.S.Dehury,TGT(WE)-In-charge

**G) SUPW**

Mr H.S.Dehury,TGT(WE)-In-charge

**H) MUSIC**

Mr S.Parida,Music Teacher-Incharge

**K) ART EDUCATION, ART & CRAFT**

 Mr S.K.Dalei,TGT(AE)-Incharge

**Duties & Responsibilities:-**

1. Proper up keep of the lab/department
2. To develop the lab/department
3. To keep record of activities administerd in the lab/departments

**70. MISC. ASSEST, SPECIAL CONTIGENCY**

a)Mr. H.S.Dehury,TGT(WE)-Incharge

b) Mr B.K.Pradhan,SSA-Member

**Duties & Responsibilities:-**

1. Proper up keep and maintenance of the assests
2. To maintain stock register of miscellaneous assests
3. To give requisition of any miscellaneous assets required for the vidyalaya
4. To maintain records of Special Contingency

**71. LAND & BUILDING, FIXED ASSESTS**

Mr H.S.Dehury,TGT(WE)-In-Charge

Mr. S.K. Mohanty,PGT(Bio.)-Member

**Duties & Responsibilities:-**

1. Proper upkeep, monitoring and maintenance of school building and its surroundings
2. Suggest M & R works to be expedited to keep the building safe
3. To keep a track of M & R works done thought the year.
4. Proper up keep and maintenance of all fixed assests.
5. To maintain a stock register of Fixed Assests**.**

**72. OFFICE ASSISTANCE**

Mr Mr. J.K. Sahu,PGT(Chem.)-Sr Most Tr

Mr H.S.Dehury,TGT(WE)

Mr S.Das,PRT- In-charge in the absence of SSA due to leave/on duty

Comp. Instructor

Mr R.K.Naw,Sub staff- for Diary, Receipt and Dispatch under the guidance of SSA

**73. ATL-ATAL TINKERING LAB**

Mr J.K.Sahu,PGT(Chem)-Incharge

Mr H.S.Dehury,TGT(WE)-Member

All Science teachers-Members

Mr B.K.Pradhan,SSA

**Duties:** To perform all works for proper functioning of Atal Tinkering Lab as per AIM,NITI Aayog guidelines.

**74. AWAKENED CITIZEN’S PROGRAMME**

Mr S.K.Chaterjee,TGt(Sc)-Incharge

All teachers who have undergone ACP training.

**Duties & Responsibilities:-**

**a)** To organize programmes of Awakened Citizen’s Programme as per KVS instructions

b) To sent the report on ACP to Ramakrishna Mission, New Delhi regularly

**c**) To organize activities on value education.

**75. BACK TO BASICS & SLATE**

**a) SECONDARY-CLASS VI TO VIII**

Mr S.K.Chatterjee,TGT(Sc)-In-charge

All teachers dealing class VI to VIII

**b) PRIMARY**

 Mr. S. Das,PRT-In-charge

All PRTs

**Duties & Responsibilities:-**

**To ensure the implementation of B2B and SLATE**

**76. USE OF COMMUNICATIVE ENGLISH CARD**

Mr. D.R. Bhamre, PGT(Eng.)

All teachers

**Duties&Responsibilities:-**

To use the communicative English card for self development as well as the development of communication skill of students.

**77. SMART CLASS ROOM**

Mr. G.Singh, PGT(Comp. Sc.),In-Charge

Mr H.S.Dehury,TGT(WE)-Member

**Duties & Responsibilities:-**

a)Proper upkeep of Smart Class rooms

b) To ensure functioning of LCT projectors and other electronic equipments

**78. STAFF COMMON ROOM**

Mr S.K.Dalei,TGT(AE)-In-Charge

Mr. D. Singh, TGT(Hindi)-Member

Duties: Proper upkeep of Staff Common Room

79. INTERNET FACILITY

Mr. G. Singh, PGT(Comp. Sc.)-In-Charge

Mr H.S.Dehury,TGT(WE)-Member

Mr R. Pradhan, PRT-Member

 Comp Instructor

**Duties & Responsibilities:-**

1. Proper upkeep and maintenance of internet facility
2. To expedite the works to make the whole vidyalaya an Internet Zone
3. To ensure that internet facility is accessed to all labs, resource rooms, Smart Class Rooms, Office etc.

**80. READERS CLUB**

Mr.D.R. Bhamre, PGT(Eng.)-In-Charge

Mr R.C.Rout,Librarian-Member

 ,TGT(Eng)-Member

 TGT(Hindi)-Member

Mrs S.R.Behera,PRT

**Duties & Responsibilities:-**

a)To take measures to improve reading hobbit of students

b) To organize various programmes for the the club

**81. EQUIP (Ensuring Quality Education IN Upper Primary)**

Mr R.K. Martha,TGT(SSc)-In-charge

All TGTs-Member

**Duties & Responsibilities:-**

**a)** To organize EQUIP for the students of class VI to VIII

b) To orgaise bridge course for proper implementation of EQUIP

**82. NEWS LETTER**

Mr P.K.Kar,HM-Incharge

Mr S.N. Choudhury,PRT-Member

Ms Komal Kapoor,PRT-Member

**Duties & Responsibilities:-**

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

b) To keep the record of various events organized and participation of students in various progragrammes .

**83.PA SYSTEM**

Mr H.S.Dehury,TGT(WE)-Incharge

Mr T.Naik,Sub staff

**Duties and Responsibility:**

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

**84.STATE GOVT. INTERMATION,U-DISE etc**

Mr R.C.Rout,Librarian-Incharge

Mr S.Das,PRT

Mr.B.K.Pradhan, SSA

Comp. Inst.

**Duties and Responsibility**

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

**85. SCHOLARSHIP**

Mr S.K.Dalei,TGT(AE)-Incharge

Mr B.K.Pradhan, SSA

**Duties & Responsibilities:-**

All works of Scholarships

**86. SPIC MACAY**

Ms R. Singh, PGT(Hindi)-In-charge

Ms K.Kapoor,PRT-Member

**Duties & Responsibilities:-**

To organize SPIC MACAY programmes

**87. RECPTION & REFRESHMENT TO GUESTS AND KVS OFFICIALS**

Mrs S.Mohanty,PGT(Phy.) –In-charge

Mrs S.R.Behera,PRT-Member

Mrs S.N.Choudhury,PRT-Member

Ms K.Kapoor,PRT-Member

**88. A) LOCK & KEY**

Mr S.K.Dalei,TGT(AE)-Incharge

Mr B.K.Pradhan,SSA-Member

Mr N.Gochhayat,Sub staff-Member

**Duties & Responsibilities:-**

a) To maintain LOCK & KEY log book

b) To maintain KEY BOARD

c) To keep the duplicate keys in safe custody

**B) LOCKING**

**a) OF CLASS ROOMS, STAFF COMMON ROOMS**

Mr T.Naik,Sub Staff-Incharge

Mr N.Gochhayat,Sub staff-Member

, b) OF OFFICE & Principal Chamber

Mr R.K.Naw,Sub staff- Incharge

Mr N.Gochhayat,Sub Staff-Member

**c) OF SCHOOL BUILDING**

 Mr N.Gochhayat,Sub staff-Incharge

Mr B.Muduli,Sub staff-Member

1. **LABS,RESOURCE ROOMS,STORE ROOMS,ACTIVITY ROOMS,DEPARTMENT ROOMS**

All concerned in charges

**89. TREE INVENTORY**

Mr S.K.Dalei, TGT(AE)-In charge

Mr.H.S. Dehury, TGT(WE)-Member

Mr B.Muduli,Sub staff-Member

**Duties & Responsibilities:-**

a)To keep the inventory of all trees

b) Verify all the trees in regular interval

**90. STUDY CAMP, SPECIAL CLASS (CLASS X &XII)**

Mr J.K.Sahu,PGT(Che)-Incharge

Mr R.K.Martha,TGT(SSc)

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

**91. ATTENDING TO PARENTS/VISITORS**

Mr J.K.Sahu,Sr Most teacher-In-charge

Mr N.Gochhayat,Sub staff

**Duties & Responsibilities:-**

1. To attend the parents/visitors so that the academic activities will not be hampered
2. To regulate Visiting Schedule for parents/visitors in the visiting hours
3. Proper up keep and maintaining of Visiting Register

**92. TEACHER ON DUTY COMMITTEE**

Mr B.K.Pradhan,SSA-Incharge

Mr R.K.Naw,Sub staff-Member

**Duties & Responsibilities:-**

1. Preparation of TOD list and list for safety check in every month
2. Keep the performa of TOD after countersigned by the Principal
3. Inform the concerned staff about the marked points by Principal immediately

**93. SCHOOL BELL**

Mr T.Naik,Sub Staff (Primary)

Mr N.Gochhayat,Sub staff (Secondary, Sr-Secondary)

**Duties & Responsibilities:-**

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

**94. SILIENCE OBSERVANCE AFTER LUNCH BREAK**

 **A) SR. SECONDARY:**

Mrs Shibani Mohanty,PGT(Phy)-Incharge

All teachers having class just after Lunch break

**B) SECONDARY:**

Mr D.R. Bhamre ,PGT(Eng)-In charge

All teachers having class just after Lunch break

**C) PRIMARY:**

Mrs S.N.Choudhury,PRT-Incharge

All teachers having class just after Lunch break

**Duties & Responsibiliies:**

a) To ensure the attendance of all students in the class after lunch break

b) To organize silence meditation for one minute in the period just after lunch break.

**95. STAFF MEETING**

Mr S.K. Mohanty,PGT(Bio.)

Mr P.K.Kar,Headmaster

Ms R.Singh,PGT(Hindi)

Mr. D.R. Bhamre, PGT(Eng.)

Mr D.Singh,TGT(Hindi)

Mr N.Gochhayat,Sub Staff-For necessary arrangement

**Duties & Responsibilities:**

a) To make necessary arrangement for staff meeting.

b) To record the minutes of the meeting

**96. OFFICE STATIONERY**

Mr B.K.Pradhan,SSA

**Duties & Responsibilities:**

a) To procure the office stationery as per requisition and requirements

b) To maintain registers of issue of office stationery after realization of requisition slip from the official concerned.

c) Proper maintenance of all relevant records.

97. **BALA (Building As Learning Aid)**

Mr. S.K. Dalei, TGT(AE)-In-Charge

Mrs S.R. Behera, PRT-Member

**Duties & Responsibilities:**

To undertake the various works of Bala.

**98. Tarunutsav**

Ms. R. Singh, PGT(Hindi) – In-Charge

Mr. R.K. Martha, TGT(SSc)-Member

Mr. S.K. Chatterjee, TGT(Science)-Member

Mr. S.K.Dalei, TGT(AE)-Member

**Duties & Responsibilities:**

1. To organize the various activities under Tarunoutsav.
2. To motivate the students and parents for overwhelming participation in the programme.

**99. SBSB (Swasth Bachhe Swasth Bharat)**

 **Mr. G. Singh, PGT(Comp. Sc.)- In-Charge**

 **Mr. D. Singh, TGT(Hindi)- Member/Trainer**

 **Ms. K. Kapoor, PRT- Member/Trainer**

 **All Class Teachers- Members**

 **Duties & Responsibilities:**

1. To organize the various activities under SBSB as per KVS instruction.
2. Timely Submission of SBSB data to KVS.

Dear Staff members,

In order to run the Vidyalaya in an effective manner for the session 2019-2020, the undersigned needs the whole hearted co-operation of all the members of the staff .To streamline the day to day work of the  Vidyalaya the different committees for the session have been formed. Each member of the staff has been assigned some responsibilities and other keeping in view of their experience and expertise. The duties of each committee have been clearly defined. You are requested to go through the list and discharge the duty/duties assigned with full sincerity for all round growth of the Vidyalaya. The other duties and responsibilities not mentioned in this Order to be performed by the concerned as per KVS system/Education Code/Accounts Code/CBSE guidelines.

NOTE: The names of Committee members in blank box ie; not mentioned will be filled up on the joining of the concerned.

A.K.MALLICK

PRINCIPAL

Noted Page No 1 to 44