



केंद्रीय विद्यालय ढेंकानाल  
KENDRIYA VIDYALAYA, DHENKANAL  
ग्राम –बनमाली प्रसाद, डाक - मंगलपुर  
At: -BANAMALI PRASAD, Po: - MANGALPUR  
जिलाढेंकानाल, ओडिशा, पिन-७५९०१५  
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Date-25.03.2021

**KENDRIYA VIDYALAYA, DHENKANAL, ODISHA**  
**COMMITTEES FOR THE SESSION 2021-22**

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the **ACADEMIC SESSION 2021-22**. 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 charges of departments shall be completed immediately (after 31<sup>st</sup> March, 2021, in the first week of the April, 2021 and compliance report on handing and taking over of charges must be submitted immediately in the office). In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure.

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

S.NO	NAME	DESIGNATION	MEMBER
1	Mrs. R.Singh	PGT(Hindi)	IN-CHARGE
2	Mr. T.K.Swain	PGT(Maths)	Deputy In-charge
3	Mr G.Singh	PGT(CS)	Member
4	Mr S.K.Chatterjee	TGT(Science)	Member

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

S.NO	NAME	DESIGNATION	MEMBER
1	Mr R.Pradhan	PRT	IN-CHARGE
2	Mrs.A.Kumari	PRT	Member

**Duties&Responsibilities: -**

- The committee will help the Principal in day to day administrative matters.
- The committee can go through the circulars received from KVS RO, Bhubaneswar, KVS (HQ) New Delhi and CBSE and other departments.
- Verification of students' attendance registers to ensure the collection of fees from all the students.
- 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.
- To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN)
- Any other work assigned by the principal in day to day administrative matter.

- g) To ensure the attendance register, teacher's diary, LESSONPLAN, STP 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), CCE (Continuous & Comprehensive Evaluation), CBL, NISHTHA and other academic activities as per instructions.
- u) To ensure the implementation of PISA (Programme of International Students Assessment) as per instructions.
- v) To organise various activities under CAL and TAL as per KVS g guidelines.
- vi) To maintain records of training/orientation/workshop attended by teachers and organise In-house training for teachers.

(ii) **ALL OFFICE WORKS-ACCOUNTS, FINANCE AND ADMINISTRATION etc.**

Mr B.K.Pradhan, SSA- In-Charge

Note: All staff will assist Mr. B.K.Pradhan, SSA for smooth official works in their respective areas.

**Duty and Responsibility**

- Perform all the regular as well as routine office related works pertaining to Accounts, Finance and Administration as per KVS norms/instructions
- Maintain all records pertaining to Accounts, Finance and Administration in a systematic way as well as per KVS norms and to keep in safe custody
- Timely submission of information as required by KVS from time to time.
- Maintain the Cash Books, Ledger, Bills and vouchers etc. properly.
- All works related to Income tax, GeM, PFMS etc. in time
- Prepare the Budget estimates (SF & VVN), Annual accounts (SF&VVN) in time
- All normal duties and responsibilities as SSA
- Any other assigned works as per instructions

## 2. **ADMISSION: -**

### **A) ADMISSION COMMITTEE**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mr. G.Singh	PGT (CS)	IN-CHARGE
2	Mr. S.Das	TGT(Maths)	Deputy In-Charge
3	Mr. R.Singh	PGT(Hindi)	Member
4	Mrs. S.R.Behera	TGT(Maths)	Member
5	Mr S.K.Dalei	TGT(AE)	Member
6	Mr. N.Prakash	PRT	Member

### **Duties and Responsibilities: -**

- 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 Performa.
- k) Details of admission uploading on the website.
- l) Proper maintenance of admission records.
- m) Strict compliance of any instruction from KVS on admission.

### **B) HELP DESK**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1	Mrs. N.Sharma	PRT	In-Charge
2	Mr. D. Sahu	TGT(Sanskrit)	Member
4	Mr. S.Saini	TGT(Hindi)	Member
5	Ms. S.Sagar	TGT(Eng.)	Member
6	Ms Neha	PRT	Member

### **Duties&Responsibilities: -**

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

### C) ADVERTISEMENT/PUBLICITY

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr R.Pradhan	PRT	IN-CHARGE
2.	Mr B.K.Pradhan	SSA	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

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. D.Singh	TGT(Hindi)	IN-CHARGE
2.	Mr S.K.Chatterjee	TGT(Sc.)	Deputy In-charge
3.	Mr. A.K. Sah	TGT(SSc.)	Member
4.	Mr. S.K.Verma	TGT(Eng.)	Member
4.	Mr. B.R.Mishra	TGT(Maths)	Member
5.	Mr. R.K.Naw	Sub-staff	Member for Ancillary work

#### B – PRIMARY

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr N.Prakash	PRT	IN-CHARGE
2.	Mr Suraj Prasad	PRT	Deputy In- Charge
3.	Mr Pukraj Meena	PRT	Member

#### Duties & Responsibilities:-

- To prepare an action plan for conducting monthly tests for classes-XII and finalize test/examination for other classes as per CBSE norms and KVS guidelines/instructions.
- To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.
- To procure the result register, progress reports, and other stationery well in advance by giving requisition to the Principal well in advance.
- To conduct various tests/LAT/SLATE/ CYCLE Test as per guidelines.
- Declaration of results as per the KVS schedule.
- 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)**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr T.K.Swain	PGT(Maths)	IN-CHARGE
2.	Mr G.Singh	PGT (Comp. Sc.)	Member
3.	Mr S.Das	TGT(Maths)	Member
4.	Class teachers of classes IX to XII***	XXXXXXXXX	Members
5.	Mr B.K.Pradhan	SSA( NOTE: Office Assistance)	Member
6.	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.
16. To implement various programmes/activities of CBSE.

### 5. External- Maths Olympiad,Science

Olympiad,SOF ,CYBEROLYMPIAD,GREENOLMPIAD,INSPIRE,JNNSMEE,JIGYASA,RAA,KVPY etc.

S.NO	NAME	DESIGNATION	MEMBER
1.	MrsA.Kumari	TGT(Science)	IN-CHARGE
2.	Mr G.Singh	PGT(CS)	Member
3.	Mrs. S.Mohanty	PGT(Physics)	Deputy In-charge-I#
4.	Mr T.K.Swain	PGT(Maths)	Deputy In-charge-II##
5.	Mr N.Prakash	PRT	Member
6.	Mr R.K.Naw	Sub staff (NOTE: Ancillary works)	Member

#### Duties& Responsibilities:-

- Conduct of the Maths Olympiad,Science Olympiad,SOF etc. as per instructions
- Proper maintenance of all records.
- #To organise JIGYASA programme.
- To organise programme on RAA(Rastriya Abhiskar Abhiyan)
- ##To Conduct Mathematics Olympiad as per KVS Insrtuctions
- # To Conduct various activities for INSPIRE, JNNSMEE, KVPY etc.

### 6. TIME TABLE AND ARRANGEMENT:

#### **A –SECONDARY**

S.NO	NAME	DESIGNATION	MEMBER
1	Mr B.R.Mishra	TGT(Maths)	IN-CHARGE
2	MrsS.R.Behera	TGT(Maths)	Deputy In- Charge
3	Mr T.K.Swain	PGT(Maths)	Member

#### **B – PRIMARY**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. A.Shukla	PRT	IN-CHARGE
2	Mr N.Prakash	PRT	Deputy In- Charge
3	Mr S.Prasad	PRT	Member

#### Duties& Responsibilities:-

- To prepare the class time table and teachers time table as per KVS norms.
- 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..
- To prepare the special time table for remedial teaching (Slow bloomers in all classes) and framing of ICT Time table, Resource Room Time table, Games & Sports Time Table, Yoga Time table and other academic time table.
- To give arrangement work for the teachers.
- 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:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1	Mr A.Kushawaha	TGT(P & HE)	IN-CHARGE
2	Mr S.K.Dalei	TGT(AE)	Member
3	Mr Deepak Singh	TGT(Hindi)	Member
4	Mr. A.Shukla	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:**

**MrS.K.Dalei,TGT(AE)- Overall In-Charge**

<b>ADMN.BLOCK,SURROUNDINGS &amp; SECONDARY SECTION</b>			
<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1	Mr A.Kushawaha	TGT (P & HE)	IN-CHARGE
2	Mr S,Das	TGT(Maths)	Member
3	Mrs A.Kumari	TGT(Sc)	Member
4	Mr T.Naik	Sub staff*	Member
<b>SR. SECONDARY SECTION</b>			
1	Mrs R.Singh	PGT(Hindi)	IN-CHARGE
2	Mr N.Gochhayat	Sub staff*	Member
<b>PRIMARY SECTION</b>			
1	Mr A.Shukla	PRT	IN-CHARGE
2	Ms Neelam 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:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.A. Shukla	PRT	IN-CHARGE
2.	Mr. S.K.Dalei	TGT(AE)	Deputy In- Charge
3.	Mrs. A.Kumari	TGT(Science)	Member
4.	Ms. Neha	PRT	Member
5.	Mr T. Naik	Sub staff*	Member
6.	Mr N.Gochhayat	Sub staff*	Member

**\*To supervise the works of gardeners**

**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.
- o) To develop and maintain the Plant Nursery of the Vidyalaya.
- p) To develop and maintain Vermi- Compost, pit for organic fertilizers
- q) To take initiative to develop and maintain Rainwater Harvesting system

#### **10.a)SCIENCE CLUB**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mr S.K.Chatterjee	TGT(Sc.)	IN-CHARGE
2.	Mr. S.Saini	TGT(Hindi)	Special Member
3.	Mr S.K.Dalei	TGT(AE)	Special Member
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.

#### **b) NATURE CLUB/ECO-CLUB:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mr. A.Shukla	PRT	IN-CHARGE
2.	Mr. S.Saini	TGT(Hindi)	Special Member to Nature Club/Eco Club
3.	Mr S.K.Dalei	TGT(AE)	Special Member to Nature Club/Eco Club
4.	Mr. A.Kushwaha	TGT (P & HE)	Member
5.	Mr N.Gochhayat	Sub Staff	Member

#### **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.

**c) HERBAL GARDEN**

**Mrs. A.Kumari,TGT(Sc)- In-Charge**

**XXXXXXXXX,PGT(Biology)-Member**

**Duties and Responsibilities**

To maintain the HERBAL garden of the Vidyalaya.

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

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr A.K.Sah	TGT(SSc)	IN-CHARGE
2.	All Social Science teachers	TGTs and PRTs	Member
3	Students members to be nominated by the Committee		

**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& STAFF QUARTERS, WATER& ELECTRICITY**

S.NO	NAME	DESIGNATION	MEMBER
1	Mr S,K.Dalei	TGT(AE)	IN-CHARGE
2	Mr S.Das	TGT(Maths)	Deputy In-charge-I
3	Mr. A.Kushawaha	TGT (P& HE)	Deputy- In-charge- II
4	Mr D.Sahu	TGT(Sanskrit)	Member
5	Mr. D.Singh	TGT(Hindi)	Member
6	Mrs. S.R.Behera	TGT(Maths)	Member
7	Mrs. A.Kumari	PRT	Member
8	Mr. P.Meena	PRT	Member

9	Mr B.K.Pradhan	SSA	Member
10	Mr N.Gochhayat	Sub staff(NOTE: Ancillary work)	Member

- 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 overhead 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 availability 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 1<sup>st</sup> 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**

S.NO	NAME	DESIGNATION	MEMBER
1	Mrs. A.Kumari	TGT(Sc)	IN-CHARGE
2	Mr Arun Kushawaha	TGT(PHE)	Deputy In-Charge-I
3	Mr B.R.Mishra	TGT(Maths)	Member
4	Mrs Neelam Sharma	PRT	Deputy In-Charge-II
5	Ms Neha	PRT	Member

#### **Duties&Responsibilities:-**

- a) To procure the required number of medical cards in the beginning of the academic session.
- b) To distribute the medical cards to the class teachers based on strength.
- c) To arrange the medical checkup twice in a year (in the month of August and Feb)
- d) To ensure the follow up action after the medical checkup 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**

**Overall, I/C- Mrs. A.Kumari,TGT(Sc)**

##### **A) SR. SECONDARY**

- Ms R.Singh, PGT(Hindi)- I/C
- Mr. A.Kushawaha,TGT(P&HE)

##### **B) SECONDARY**

- Mrs A.Kumari,TGT(Sc),I/C
- Mr S.Saini,TGT(Hindi)-Member

##### **C)PRIMARY**

- Ms. Neha, PRT-I/C
- Mr Pukhraj Meena,PRT-Member

#### **Duties&Responsibilities:-**

- To provide First Aid to students as and when required in case of emergency
- To always keep First Aid Box with all necessary tools, kits and medicines as per medical manuals
- To keep important phone numbers of Ambulance, Nearby Hospitals, Nearby doctors, Snake Helpline etc. to attend any emergency.
- To select two students (both boys and girls) to assist the needy students in case of emergency.
- To keep stretcher to carry the needy students
- Should get them oriented and trained about the use of First Aid.

#### **15. EDUCATIONAL TOURS / EXCURSION:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mr A.K.Sah	TGT(SSc)	IN-CHARGE
2.	Mr D.Sahu	TGT(Sanskrit)	Member
3.	Ms S.Sagar	TGT(Eng)	Member
4.	Mr R.Pradhan	PRT	Member

#### **Duties&Responsibilities:-**

- To plan education tours / excursions for all the classes as per KVS norms
- To ensure the safety of the students during the journey period and their stay at the venue.
- To provide hygienic food / potable water to the students who are participating in tour programme.
- To make provision of funds in the VVN budget.

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

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mr R. Pradhan	PRT	IN-CHARGE

2.	All PRTs	PRT	Member
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**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& VIDEOGRAPHY:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr S.K.Dalei	TGT(AE)	IN-CHARGE
2.	Mr. P.Meena	PRT	Member
3.	Mrs. N.Sharma	PRT	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 and videos in school website.

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

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr S.Saini	TGT(Hindi)	IN-CHARGE
2.	Mrs. R.Singh	PGT(Hindi)	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 Arun Kushawaha	TGT(P & HE)	IN-CHARGE
2.	Mr D.Singh	TGT(Hindi)	Member
3.	Mr Pukhraj Meena	PRT	Member
4.	Ms Neelam Sharma	PRT	Member
5.	Mr N.Gochhayat	Sub Staff	Member

**Duties&Responsibilities: -**

- a) To organize various games and sports activities as per KVS guidelines.
- b) To keep the playground neat and clean, free from any danger points.
- c) To Observe National Sports Day
- d) To procure various equipment 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.A.K. Sah	TGT(SSc.)	IN-CHARGE
2.	Discipline/CCA committee members	All class Trs./Co-class Trs.	Members
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) Maintenance of Students council register/record.
- h) Conduct of all activities as per this schedule plan.

**21. QUARTER ALLOTMENT COMMITTEE:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1	Mr S.K.Dalei	TGT(AE)	In-charge
2	Mr D. Sahu	TGT(Sanskrit)	Member
3	Mrs A.Kumari	PRT	Member
4	Ms Neha	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.:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mr Arun Kushawaha	TGT(PHE)	In-Charge
2.	Ms Rajashree Singh	PGT(Hindi)	Member
3.	Mr. S.K. Chatterjee	TGT(Science)	Member
4.	Mrs. A.Kumari	TGT(Science)	Member
5.	All Class Teachers	PGTs and TGTs	Members

**B) FOR PRIMARY**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mr. R.Pradhan	PRT	In-Charge

2.	Mrs. N.Sharma	PRT	Deputy In- Charge
3.	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 S.K.Verma	TGT(Eng)	Convener, All TGTs(Eng), PGT(Eng)
Mathematics	Mr T.K.Swain	PGT(Maths)	Convener All TGTs(Maths)
Hindi Sanskrit	Ms Rajashree Singh	PGT(Hindi)	Convener All TGTs(Hindi) ,TGT(Sans)
Science	Mr S. Mohanty	PGT(Phy)	Convener All TGTs(Sc) & all PGTs(Science subjects)
Social Science	Mr A.K.Saha	TGT(SSc)	Convener All 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 scheme 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
  - xii) Any other academic intervention for the subject and academic progress of the students

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

#### **24. LIBRARY COMMITTEE**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mr. S.Saini	TGT(Hindi)	IN-CHARGE
2.	Mr. R.Pradhan	PRT	Member
3	Ms R.Singh	PGT(Hindi)	Member
4	Mr S.K.Verma	TGT(Eng)	Member
5	Mrs. Neelam Sharma	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**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
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1.	Mr B.K.Pradhan	SSA	IN-CHARGE
2.	Ms R.Singh	PGT(Hindi)	Deputy In-Charge, Coordinator
3.	Mr D.Singh	TGT(Hindi)	Member
4.	Mr S.Saini	TGT(Hindi)	Member
5.	Mrs. N.Sharma	PRT	Member

**Duties&Responsibilities:-**

- To implement the decision taken during Nagar Raj Basha committee meeting
- To attend Nagar Raj Basha committee as and when required
- To send periodical report to the KVS RO Bhubaneswar, KVS New Delhi, Nagar Rajbasha committee
- To take initiative to see that correspondence is made in Hindi.
- To observe HINDI PAKHWADA in true sprit for promotion of Hindi
- To ensure the implementation of various activities of Raj Bhasha
- To ensure the implementation of "Rajbhasha Adhiniyam-1963 and other guidelines by preparing a Annual Calendar of Activities. A record of Day Wise work on Rajbhasha will be maintained.

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

**OVERALL, I/C (Scout & Guide) –MR S. Das, TGT (Maths)**

**OVERALL I/C (Cubs & Bulbul) –Mrs.N.Shrama, PRT**

S.NO	NAME	DESIGNATION	MEMBER
1	Mr S.K.Dalei	TGT(AE)	I/C(SCOUTS)
2	Mrs S.R.Behera	TGT(Maths)	Member I/C(GUIDE)
3	Mr D.Singh	TGT(Hindi)	Member
4	Ms. A. Kumari	PRT	I/C ( BULBUL)
5	Mr R.Pradhan	PRT	I/C (CUB)
6	Mr B.R..Mishra	TGT(Maths)	Member

**Duties&Responsibilities: -**

- To ensure minimum enrolment (50%) CUBS AND BULBUL and 30% in scouts and guide.
- To organize investiture ceremony for the new recruits (Class-III &VI)
- To conduct the class on every Friday for one hour.
- To train the students  
for Pratham / Dwetiya / Tritiya /Raj Puraskar / Rastrapati / Pratham charan / Dwetiya charna / Tritiy  
a Charan /  
ChaturdhaCharan
- To issue the merit certificate after the conduct of test
- Celebration of thinking day

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

h) To conduct Annual Camp in the Vidyalaya.

i) To implement the Annual activities of BS&Gof KVS,Bhubaneswar Region in true spirit.

## **27. NCC**

Mr D.Singh,TGT(Hindi)/CTO

Mr.S.K.Verma, TGT (Eng.)-Member

Ms S.Sagar,TGT(Eng)-Member

### **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**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
A.	<b>CCA(SR.SECONDARY &amp;SECONDARY),Morning Assembly- Mrs. R.Singh,PGT MrS.Saini</b>	PGT(Hindi) TGT(Hindi)	Co-coordinator Jt.Co-ordinator-I
1.	Mr A.K.Sah	TGT(SSc)	Associate Coordinator
2.	Mr D.Sahu	TGT(Sans)	Member
3.	Ms. S.Sagar	TGT(Eng.)	Member
4.	Mr Arun Kushawaha	TGT(PHE)	Member
5.	XXXXXXXXXX	TGT(WE)	Member
6.	Mr S.Parida	PRT(Music)	Member
7.	Mr T.Naik	Sub staff (Note: Ancillary Works)	Member
<b>B.</b>	<b>PRIMARY Mrs Archana Kumari Ms Neha</b>	<b>PRTs</b>	<b>Co-coordinator AssociateCo- coordinator</b>
1	Mr N.Prakash	PRT	Member
2.	Mr Suraj Prasad	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 verify the same.
- o) To check the uniforms of students.

**29. LITERARY CLUBS**

Subject	Name	Designation	Members	Designation
English	Ms S.Sagar	TGT( English)-I/C	All teachers	PGT &TGT(English)
Hindi	Mrs R.Singh	PGT(Hindi)-I/C	All teachers	TGT(Sans)& TGT(Hindi)
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 S.R.Behera,TGT(Sc)-I/C and Convener

Mr S.Mohanty,PGT(Phy)-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 the Vidylaya,

### **31. LUNCH BREAK/RECESS SUPERVISION**

#### **A) SR. SECONDARY**

**IN-CHARGE: 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, <b>All PGTs who are not class teachers</b>

#### **B) SECONDARY BLOCK**

**INCHARGE-Mr S.Saini,TGT(Hindi)**

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, <b>All TGTs who are not class teachers</b>

#### **C) PRIMARY BLOCK**

S.NO	NAME & DESIGNATION	AREA OF DUTY	MEMBER
1.	Mr R.Pradhan,PRT	Primary Block	I/C
2.	<b>All PRTs who are not class Teacher.</b>	Corridor	Members
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 A.Kushawaha,TGT(P & HE)-&member School Level Transport Committee**

**RESPONSIBILITY**

A) SR SECONDARY(CLASSES XI & XII)

OVERALL RESPONSIBILITY: MrsS. MOHANTY, PGT(Physics)& SR. MOST TEACHER

AREA	MAIN GATE & PARKING AREA:	PGT-ENGLISH
		PGT-BIOLOGY
	CORRIDOR	PGT-CHEM
		PGT-CS
ENTRY/EXIT(SCHOOL BUILDING)	PGT-HINDI	
	PGT-MATHS	

B) SECONDARY( CLASSES VI TO X)

OVERALL RESPONSIBILITY: MR S.K.DALEI,TGT(AE)

AREA	MAIN GATE & PARKING AREA:	LIBRARIAN,TGTs-ENG,SPORTS COACH
	CORRIDOR	TGTs-MATHS,SCI,,SSc
	ENTRY/EXIT(SCHOOL BUILDING)	TGTs-WE,ODIA,SANS,HINDI,YOGA TEACHER

C) PRIMARY( CLASSES I TO V)

OVERALL RESPONSIBILITY: MR R. PRADHAN, PRT

AREA	MAIN GATE & PARKING AREA:	Mr. A.Shukla,PRT
		Mr. Suraj Prasad,PRT
	CORRIDOR	Ms. Neha,PRT
	ENTRY/EXIT(SCHOOL BUILDING),PATHWAYS	Mr. N.Prakash,PRT Other PRTs

1.All concerned should perform their duties and responsibilities with utmost vigilance and sincerity

2. CLASS TEACHERS OF CLASSES I & II WILL ACCOMPANY THE STUDENTS DURING THE SAFE ARRIVAL & DISPERSAL OF ALL STUDENTS\*

3. THE TEACHER ON DUTY (TOD) WILL SUPERVISE THE SAFE ARRIVAL AND DISPERSAL OF ALL STUDENTS ON THE DAY.

**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**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>DAYS</b>
1.	Mr. A.Shukla Mr. N. Gochhayat	PRT Sub Staff	Monday& Tuesday
2	Mr. S.K.Dalei Mr. N.Gochhayat	TGT(AE) Sub Staff	Wednesday& Thursday
3	Mr. P.Meena Mr. R.K.Naw	PRT Sub Staff	Friday& Saturday

**Duties&Responsibilities:-**

- a) 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.
- b) Informing the class teachers about the late comers.
- c) To counsel the late comers and coordinates with the parents.
- d) To attend the issues of late comers and counsel them to be punctual and regular in attending the class
- e) 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**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Ms. R.Singh	PGT(Hindi)	In -Charge
2.	Mr.A.K.Sah	TGT(SSc)	Member
3.	Mr. G.Singh	PGT (Comp. Sc.)	Member
4.	Ms. S.Sagar	TGT(Eng)	Member
5.	Mr. D.Singh	TGT(Hindi)	Member
6.	Mr. D.Sahu	TGT(Sanskrit)	Member
7.	XXXXXXXXXX	TGT(Odia)	Member
9.	Mr.R.Pradhan	PRT	Member

10.	Mrs. Neelam Sharma	PRT	Member
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**Duties&Responsibilities:-**

a). Class teachers of class III to XII will identify 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 magazinein 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. T.K.Swain	PHT(Maths)	IN-CHARGE
2	Mrs. A.Kumari	TGT(Science)	Member
3	Mr D.Singh	TGT(Hindi)	Member
4	Mrs A.Kumari	PRT	Member
5	Mr R.K.Naw	Sub-Staff	Member
6	Mrs. S.Mohanty	PGT(Physic)& 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 rumors and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.
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**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1	Mrs. R.Singh	PGT(Hindi)	Member
2	Mr.S.K.Chatterjee	TGT(Sc)	Member
3	Mrs. S. R. Behera	TGT(Maths)	Member
4	Mr. S.K. Dalei	TGT(AE)	Member
5	Mrs. A. Kumari	TGT(Sc.)	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**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mrs A.Kumari	TGT(Sc)	IN-CHARGE
2.	Mr. S.K. Chatterjee	TGT(Science)	Member
3	Mrs A.Kumari	PRT	Member
4.	XXXXXX	SCHOOLCAPTAIN (BOYS)	Member
5.	XXXXXX	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**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mr T.K.Swain	PGT(Maths)	I/C
2.	Mrs. A.Kumari	TGT(Sc)	Deputy I/C
3.	Mr A.K.Sah	TGT(SSc)	Member
4.	Mr Arun Kushawaha	TGT(PHE)	Member
5.	Mr R.Pradahh	PRT	Member
6.	Ms Neha	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-SAFETY NEEDS**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
<b>1</b>	Mr.D.Singh	TGT(Hindi)	I/C
<b>2</b>	All class teachers	PGTs/TGTs/PRTs	Members
<b>3</b>	All class Monitors	Student	Members
<b>4</b>	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 guidelines on School safety Policy and guidelines from CBSE and KVS

### **39. CHILD RIGHTS, DIVYANG**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1	Mr A.Kushawaha	TGT (P & HE)	I/C
2	Mrs.N.Sharma	PRT	Member
3	Ms Neha	PRT	Member
4	All class teachers	PGTs/TGTs/PRTs	Members

#### **Duties&Responsibilities:-**

- a) To ensure the protection of Child Rights
- b) To ensure the protection of rights of divyang
- c) To make arrangement of ramp, Specialtoilet, wheel chair and other facilities for Divyang Students ,if any
- d) To make proper arrangement for inclusive education

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

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1	Mr G.Singh	PGT(CS)	I/C
2	Mr N.Prakash	PRT	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. Committee to implement NDMA Guidelines on School Safety Policy**

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

Mr. A.Kushawaha,TGT(P & HE)-Member

Mr. S.K.Chatterjee,TGT(Sc.)-member

Mr. S. Das,TGT(Maths)-Member

Mrs. R.Singh,PGT(Hindi)-Member

Mrs. Neelam Sharma,PRT

### **Duties and Responsibilities**

- To implement the NDMA Guidelines on School Safety Policy in letter and spirit
- To maintain records pertaining to implementation of NDMA Guidelines on School Safety Policy
- To organize various activities on School Safety Policy
- To monitor and supervise the safety requirements regularly. A record in this respect will be maintained.

### **OTHER ADDITIONAL COMMITTEES**

#### **A) FIRE SAFETY-**

#### **-SCHOOL FIRE MANAGEMENT COMMITTEE**

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

Mrs.S.Mohanty, PGT (Phy.)

Mrs Neelam Sharma, PRT

Three parent members ( \* to be nominated by the in-charge)

#### **-AWARENESS CAMPAIGN TEAM**

**Members: Mr A.K.Sah,TGT(SSc)**

-Ms Archana Kumari,PRT

- Mr Arun Kushawaha, TGT (PHE)

-XXXXXXXXXXXX, TGT (WE)

-School Vice Captains

#### **-FIRE ALARMING TEAM**

**Members: Mr S.Saini,TGT(Hindi)**

-Ms N.Sharma,PRT

-Four students of class XI (\* to be nominated by Class teachers of class XI A & B)

#### **-EVACUATION TEAM**

**Members: Mr S.K.chatterjee,TGT(Sc.)**

-Mr R.Pradhan,PRT

-Two students of class XI (\*to be nominated by Class teachers of class XI A & B)

**-SEARCH & RESCUE TEAM**

**Members: Mr D.Sahu,TGT(Sanskrit)**

-Mrs S.R.Behera,TGT(Maths)

-Mr D.Singh,TGT(Hindi)

- Ms S.Sagar,TGT(Eng)

**-FIRE FIGHTING TEAM**

**Members: Mr A.Kushawaha,TGT(PHE)**

Mr Pukhraj Meena,PRT

Mr R.Pradhan,PRT

Mr S.K. Verma,TGT(Eng.)

Two students from class XI (\*to be nominated by Class teachers of class XI A & B)

**-FIRST AID**

**Members: Mrs. A.Kumari,TGT(Sc)**

Mrs A.Kumari,TGT(Sc)

Ms Neha

**Two students from class XI**

**-SITE SAFETY TEAM**

**Members: Mr T.K.swain,PGT (Maths.)**

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 S.K.Dalei,TGT(AE)

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

**MOCKDRILL- Members: Mr S.K.Verma,TGT(Eng.)**

**Mr A.Sah,TGT(SSc)**

-Mr R.Pradhan,PRT

-Mr A.Shukla,PRT

-Two students of class XI

**-QUICK RESPONSE**

**Members: Mr D.Sahu, TGT(Sans)**

Mrs Neealm Sharma,PRT

Mr Pukhraj Meena,PRT

Mr S.K.Chaterjee,TGT(Sc)

Two students from class XI

**-NODAL OFFICER**

Mr S.K.Dalei,TGT(AE)

**- MEDIA MANAGEMENT**

-Mrs. R.Singh,PGT(Hindi)

-Mr S.Das,TGT(maths)

**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.	Mr T.K.Swain	PGT(Maths)	Member
2	Mr G. Singh	PGT (Comp. Sc.)( <b>Note: UBI Fee collection )</b>	Member
3	Mr S.Das	TGT(Maths)	Member
4	Mr B.K.Pradhan	SSA (All Accounts Works)	In-Charge &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.
3. To verify the details of attendance of Contractual teachers

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

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr S.K.Dalei	TGT(AE)	IN-CHARGE
2.	Mr D.Singh	TGT(Hindi)	Member
3.	Ms S.Sagar	TGT(Eng)	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 B.K.Pradhan	Sr.SA	In-charge
2.	Mr G.Singh	PGT(CS)	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.	Ms S.Sagar	TGT(Eng)	I/C
2.	Mr. A.K.Sah	TGT(SSc)	Member
3.	Mr D.Sahu	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 A.K.Sah	TGT(SSc)	I/C

2.	Mr S.K.Dalei	TGT(AE)	Member
3	Ms A.Kumari	PRT	Member
4	Mrs S.R.Behera	TGT(Maths)	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 S.Das	TGT(Maths)	I/C
2.	Mr S.Parida	PRT(Music)	Member
	<b>E – LEARNING/E – CONTENT/ICT</b>		
4.	Mrs S.Mohanty	PGT(Phy)	I/C
5.	Mr G. Singh	PGT (Comp. Sc.)	Member
6.	Mr N.Prakash	PRT	Member
7.	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	<b>Mr S.K.Dalei</b>	<b>TGT(AE)</b>	<b>I/C</b>
2	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**

**All stock I/C-Members**

**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, 2017 et al, 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)**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MrsR.Singh	PGT(Hindi)	IN-CHARGE
2.	Mr A.Kumari	TGT(Sc)	Member
3	Mr R.Pradhan	PRT	Member
4.	Mrs S.R.Behera	TGT(Maths)	Member
5.	XXXXXXXX	Doctor	Member
6.	XXXXXXXX	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**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mr G.Singh	PGT(Comp. Sc)	IN-CHARGE
2.	Mr S. Saini	TGT(Hindi)	Member
3	XXXXXX	Compt.Inst.	Member
3.	All class teachers	PGTs,TGTs,PRTs	Member

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

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
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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. S.K.Verma	PGT(Eng.)	Member
3	Mrs. S. Mohanty	PGT (Phy.)	Member
4	XXXXXXX	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 T.K.Swain	PGT(Maths)	IN-CHARGE
2.	Mr. R.Pradhan	PRT	Deputy In-Charge
3.	Mrs S.R.Behera	TGT(Maths)	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**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mrs. R.Singh	PGT(hindi)	IN-CHARGE
3	Mr G.Singh	PGT (Comp. Sc.)	Member
4	Mr S.Saini	TGT(Hindi)	Member& Coordinator
5	Mr S.K.Verma	TGT(Eng)	Member
6	Mr. R.Pradhan	PRT	Member
7	All teachers	PGTs,TGTs,PRTs	Members
8	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 Vidyalaya 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, STP, LESSON PLAN, CLASS DIARY**

**A) (Sr Secondary & Secondary): Mrs. R.Singh,PGT(Hindi) & academic In-Charge**

**B) (Primary) : Mr R.Pradhan,PRT**

57. STUDY CIRCLE & HOBBY CLUBS

A) STUDY CIRCLE-VALUE EDUCATION & LIFE SKILLS:

MR. S.K.DALEI, TGT (AE)

MRS A.KUMARI, TGT (Sc)

B) HOBBY CLUBS

COORDINATOR- MR A.K.Sah, TGT (SSc.)

INCHARGES: Concerned In-charges

**Duties & Responsibilities:-**

- a) To organize the study circle and hobby clubs
- b) To conduct various activities of the study circle and hobby clubs
- c) To maintain a record of submission of Teachers Diary.

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

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

Mr A.Kushawaha,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 S.Saini,TGT(Hindi) -I/C

Mrs S.R.Behera,TGT(Maths)-Member

Mr S.Prasad,PRT-Member

Ms Neha, 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**

**Mrs A.Kumari,TGT(Sc)-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. Neelam Sharma, PRT-Member

All Teachers who have undergone AEP training-Members

**Duties&Responsibilities:-**

a) To conduct activities as per norms of KVS

b) Proper maintenance of records

c) Timely submission of reports to KVS as per instruction.

d) To maintain AEP Box to address problems of students and improve their Life Skills

**61. RESOURCE ROOM**

**A) SECONDARY:**

Mr S,Das,TGT(Maths)-Incharge

Mr A.K.Saha,TGT(SSc)-Member

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

**B) PRIMARY:**

Mrs N. Neha,PRT-Incharge

Mr N.Prakash,PRT-Member

**62. LANGUAGE LAB**

Mr S.K.Verma,TGT(Eng)-Incharge

All language teachers-Members

**Duties&Responsibilities:-**

a) To develop and proper upkeep of resource room/Language Labs

- b) To keep a record of activities organized in Resource Room/Language Lab
- c) Proper maintenance of all resources in the room/lab
- d) To ensure Proper use of Communicative English Card

### **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 & Mr R.K.Naw,Sub Staff -FOR GENERAL/OFFICE WORKS

Mr R.K.Naw,Sub staff-Examination

Note: Record of photocopy should be maintained

### **65. SAFETY AND SECURITY**

Mrs. S. Mohanty, PGT (Phy.)-In-charge

Mr A.Kushawaha,TGT( P & HE)

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**

<b>MONTHS</b>	<b>RESPONSIBILITY</b>	
JAN	Mrs R.Singh,PGT(Hindi) Mr D.Sahu,TGT(Sans) Mr A.Shukla,PRT	
FEB	Mr G.Singh,PGT(CS) Mrs A.Kumari,TGT(Sc) Mr N.Prakash,PRT	
MARCH	Mr S.K.Chatterjee,TGT(Sc) Mrs S.R.Behera,TGT(Maths) Ms Neha,PRT	
APRIL	Mr A.K. Saha,TGT(SSC) Ms Neha,PRT Mr P.Meena,PRT	
MAY	Mr D.Singh,TGT(Hindi) Mrs A.Kumari,PRT Mr S.Prasad,PRT	
JUNE	Mr S.Saini,TGT(Hindi) Mrs Neealm Sharma,PRT Mr R.Pradhan,PRT	
JULY	Mr S.K.Dalei,TGT(AE) Mrs R.Singh,PGT(Hindi) Mr A.Shukla,PRT	
AUGUST	Mr S.K.Verma,TGT(Eng) Mrs A.Kumari,PRT Mr P.Kumar,PRT	
SEPT	Mr A.K.Sah,TGT(SSc) Ms S.Sagar,TGT(Eng) Mr N.Prakash,PRT	

OCT	Mr S.Das,TGT(Maths) Mrs Neelam Sharma,PRT Mr S.Prasad,PRT	
NOV	Mr S.Saini,TGT(Hindi) Ms Neha,PRT Mr P.Meena,PRT	
DEC	Mr T.K.Swain,PGT(Maths) Mrs A.Kumari,TGT(Sc) Mr A.Shukla,PRT	

**Duties&Responsibilities:-**

- To supervise and monitor the danger points/safety hazards in the Viyalaya campus and intimate the same immediately to concerned Department of the school.
- 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  
Mr A.Kushawaha,TGT(PHE)-Member  
Mr. S. Das, TGT(Maths)- Member  
Mr T.Naik,Substaff-Member  
Mr B.Muduli,Sub staff-Member

**Duties&Responsibilities:-**

- To take adequate measures to ensure safety from stray dogs and snake bites.
- To keep first aid box with all emergency kits and medicines
- To keep the contact number of concerned department of Municipality and Snake Help Line
- To make a turnaround of the campus

**68. CONDEMNATION COMMITTEE**

**Committee: As per KVS guidelines.**

All stock/ DepartmentIn-charges-Members

**Duties&Responsibilities:-**

**To initiate condemnation process every year after 31<sup>st</sup>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**

Mrs.S.Mohanty,PGT(phy)In- charge

**D)BIO LAB**

Mrs. S.Mohanty , PGT(Phy)-In-charge

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

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

**E) MATHS LAB**

T.K.Swain,PGT (Maths)-In-charge

**F) JR COM LAB**

Mr G.Singh,PGT(CS)-In-charge

Comp. Inst-Member

**G) SUPW**

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

**H) MUSIC**

Mr S.Parida,Music Teacher-Incharge

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

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

**Duties&Responsibilities:-**

- a) Proper up keep of the lab/department
- b) To develop the lab/department
- c) To keep record of activities administered in the lab/departments

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

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

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

**Duties & Responsibilities:-**

- a) Proper up keep and maintenance of the assests
- b) To maintain stock register of miscellaneous assests
- c) To give requisition of any miscellaneous assets required for the vidyalaya
- d) To maintain records of Special Contingency

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

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

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

**Duties&Responsibilities:-**

- a) Proper upkeep, monitoring and maintenance of school building and its surroundings
- b) Suggest M & R works to be expedited to keep the building safe
- c) To keep a track of M & R works done thought the year.
- d) Proper up keep and maintenance of all fixed assests.
- e) To maintain a stock register of Fixed Assests.

**72. OFFICE ASSISTANCE**

Mr G.Singh,PGT(CS)

Mr.N.Praksh,PRT

Mr S.Das,TGT(Maths)- In-charge in the absence of SSA due to leave/on duty

xxxxxxxxxx. Instructor

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

### **73. ATL-ATAL TINKERING LAB**

Mrs S.R. Behera, TGT(Maths)-In-charge

Mr A.K.Sah, TGT(SSc)-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. To maintain all records of ATL in a systematic way.

### **74. AWAKENED CITIZEN'S PROGRAMME**

Mr S.K.Chatterjee, 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 send 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. R.Pradhan, PRT-In-charge

All PRTs

#### **Duties&Responsibilities:-**

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

### **76. USE OF COMMUNICATIVE ENGLISH CARD**

Ms S.Sagar, TGT (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

All Subject teachers-Members

#### **Duties&Responsibilities:-**

- a) Proper upkeep of Smart Class rooms
- b) To ensure functioning of LCT projectors and other electronic equipment



## **78. STAFF COMMON ROOM**

Mrs A.Kumari,TGT(Sc)-In-Charge

Ms S.Sagar,TGT(Eng)-Member

Mr. D. Sahu, TGT (Sans)-Member

Mr Suraj Prasad,PRT-Member

Ms Neha,PRT-PRT

Duties: Proper upkeep of Staff Common Room

## **79. INTERNET FACILITY**

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

Mr.B.K.Pradhan,SSA-Member

Mr.N.Prakash, PRT-Member

XXXXXX,Comp Instructor

### **Duties&Responsibilities: -**

- a) Proper upkeep and maintenance of internet facility
- b) To expedite the works to make the whole Vidyalaya an Internet Zone
- c) To ensure that internet facility is accessed to all labs, resource rooms, Smart Class Rooms, Office etc.

## **80. READERS CLUB**

Mr.S.K.Verma, TGT(Eng.)-In-Charge

Ms S.Sagr ,TGT(Eng)-Member

Mr S.Saini TGT(Hindi)-Member

Mr D.Singh,TGT(Hindi)-Member

Ms Neha,PRT

### **Duties&Responsibilities:-**

- a) To take measures to improve reading habit of students
- b) To organize various programmes for the club

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

MrA.K.Saha,TGT(SSc)-In-charge

All TGTs-Member

### **Duties&Responsibilities:-**

- a) To organize EQUIP for the students of class VI to VIII
- b) To organize bridge course for proper implementation of EQUIP

## **82. NEWS LETTER**

Mr R.Pradhan,PRT-I/C

Ms A.Kumari,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 programs

## **83.PA SYSTEM**

Mr S.Das,TGT(Maths)-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 S.Das,TGT(Maths)-I/C

Mr. R.Pradhan,PRT

Mr.B.K.Pradhan, SSA

XXXXXXXXX,Comp. Inst.

**Duties and Responsibility**

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

**85. SCHOLARSHIP**

Mr D.Sahu,TGT(Sanskrit)-In-charge

Mr S.Saini,TGT(Hindi)

Mr B.K.Pradhan, SSA

**Duties&Responsibilities: -**

All works pertaining to variousScholarship programmes like Pre- Matric, Post-Matric etc.

**86. SPIC MACAY**

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

Ms Neelam Sharma,PRT-Member

**Duties&Responsibilities:-**

To organize SPIC MACAY programmes

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

Mrs S.R.Behera,TGT(Maths)-In-Charge

Mrs A.Kumari,PRT-Member

Ms Neha,PRT-Member

**88. A) LOCK& KEY**

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

Mr B.K.Pradhan,SSA-Deputy In-Charge

All Department In-charges-Members

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

d) To ensure locking of all department rooms,labs,office,Principal Chamber, Resource rooms, Examination rooms etc.

## **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- In-charge

Mr N.Gochhayat,Sub Staff-Member

### **c) OF SCHOOL BUILDING**

Mr N.Gochhayat,Sub staff-Incharge

Mr B.Muduli,Sub staff-Member

### **d) LABS,RESOURCE ROOMS,STORE ROOMS,ACTIVITY ROOMS,DEPARTMENT ROOMS**

All concerned in charges

### **89. TREE INVENTORY**

Mr B.R.Mishra, TGT (Maths)-In charge

Mr.P.Meena,PRT)-Member

Mr N.Gochhayat,Sub staff-Member

#### **Duties&Responsibilities:-**

a)To keep the inventory of all trees

b) Verify all the trees in regular interval

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

Mr.T.K. Swain, PGT(Bio)-In-charge

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

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

### **91. ATTENDING TO PARENTS/VISITORS**

Mr S..Mohanty, PGT(Phy.) &Sr Most teacher-In-charge

Mr R.K.Naw,Sub staff

#### **Duties&Responsibilities:-**

a) To attend the parents/visitors so that the academic activities will not be hampered

b) To regulate Visiting Schedule for parents/visitors in the visiting hours

c) 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:-**

a) Preparation of TOD list and list for safety check in every month

b) Keep the performa of TOD after countersigned by the Principal

c) 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. SILENCE/MEDITATION AFTER LUNCH BREAK**

**A) SR. SECONDARY:**

Mrs Shibani Mohanty,PGT(Phy)-In-charge

All teachers having class just after Lunch break

**B) SECONDARY:**

Mr S.K.Verma, TGT (Eng)-In charge

All teachers having class just after Lunch break

**C) PRIMARY:**

Mrs Neealm Sharma,PRT-Incharge

All teachers having class just after Lunch break

**Duties & Responsibilities:**

- 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 and OTHER MEETINGS**

Ms R.Singh,PGT(Hindi)-I/C

Mr. S.K.Verma, PGT (Eng.)

Mr D.Singh,TGT(Hindi)

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

Mr N.Gochhayat,Sub Staff-For necessary arrangement

**Duties & Responsibilities:**

- a) To make necessary arrangement for staff meetings and other meetings.
- 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, TGT (Maths)-Member

Mr A.K.Sah,TGT(SSc)-Member

Mr S.Prasad,PRT-Member

Mrs. N.Sharma,PRT-Member

**Duties & Responsibilities:**

To undertake the various works of Bala.

## **98. Tarunutsav**

Ms. R. Singh, PGT (Hindi) – In-Charge

Mr. A.K.Saha, TGT (SSc)-Member

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

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

### **Duties & Responsibilities:**

To organize the various activities of Tarunoutsav.

## **99. SBSB (Swasth Bachhe Swasth Bharat), FIT INDIA**

Mr A.Kushawaha, TGT(P &HE)- In-charge

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

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

Mr. P.Meena, PRT

All Class Teachers- Members

### **Duties & Responsibilities:**

- To organize the various activities of SBSB and FIT INDIA MOVEMENT
- To maintain all relevant records of SBSB and FIT INDIA MOVEMENT
- To attend all works pertaining to SBSB and FIT India Movement as per guidelines
- To form FITNESS CLUB with students and teachers' as members
- To conduct Month-wise activities under FIT INDIA.

**100. PISA (The Programme for International Student Assessment)** Mr. S.K.Verma, TGT(Eng.)-In-Charge

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

All TGT (Sc), TGT (Maths) and TGT (Eng)- Members

**Mr A.K.Saha, TGT(SSc) & Mr S.K.Dalei, TGT(AE)-Designated officials as KVS instructions**

### **Duties & Responsibilities:**

- 1) To implement CCT activities as per KVS guidelines
- 2) To maintain all records of PISA as per KVS instructions
- 3) Proper upkeep of CCT Corner, photographs and videos

## **101. SELF-STUDY FEED BACK**

### **A) SR. SECONDARY & SECONDARY**

Ms.S. Sagar , TGT (ENG)- In- Charge

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

### **B) PRIMARY**

MR R.Pradhan, PRT-IN-CHARGE

MR S.Prasad, PRT-MEMBER

### **Duties&Responsibilities:-**

**To organize self-study feedback test regularly**

## **102. NISTHA**

Mr S.R.Behera, TGT(Maths)-In-Charge

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

All PGTs,TGTs and PRTs- Members

**Mr A.K.Sah,TGT(SSc) & Mr S.K.Dalei,TGT(AE)-Designated officials as KVS instructions**

**Duties & Responsibilities:**

- 1)To implement CCT activities as per KVS guidelines
- 2)To maintain all records of PISA as per KVS instructions
- 3)Proper upkeep of CCT Corner, photographs and videos

**103. CBL(Competency Based Learning)**

Mr. S.K. Verma,TGT(Eng)-In-Charge

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

Mr. R.Pradhan,PRT

All PGTs,TGTs and PRTs

**Duties & Responsibilities:**

- 1)To implement CBE activities as per KVS guidelines
- 2)To maintain all records of CBL as per KVS instructions

**104) PPC etc.( Parikha Pe Charcha,Bhasha Sangam and Other Educational Programmes)**

Mrs. R.Singh,PTG(Hindi)- I/C

Mr D.Sahu,TGT(Sanskrit)-Member

Mr G.Singh,PGT(CS)-Member

Mr. S.Das,TGT(Maths)-Member

Mrs. A.Kumari,PRT-Member

**Duties & Responsibilities:**

- To organize the PPC and other educational programmes in an efficient and smooth way as per KVS instructions
- Maintain all records
- Take the photographs and Videos of the programmes

**105) Ganga Quest**

Mr A.K.Sah,TGT(SSc)-I/C

Other TGTs(SSc)- Members

All class teachers-Members

**Duties & Responsibilities:**

- To organize the Ganga quest Programme as per KVS instructions
- Maintain all relevant records

## **106. Monitoring Committee-Works of Outsourcing Staff**

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

Mrs. S.R.Behera,TGT(Maths)-Dy. In-Charge

Mr. S.Das,TGT(Maths)-Members

Mr. B.Muduli,Sub-staff-Member

Mr. N.Gochhayat,Sub-Staff-Member

Mr. R.K.Naw,Sub-staff

Mr. T.Naik,Sub-staff-Member

### **Duties and Responsibilities**

- To supervise and monitor the works of all outsourcing staff (Security, Conservancy and Gardener)
- To verify the attendance of all the outsourcing staff
- To submit the report on performance of the outsourcing staff
- To deal all matters pertaining to the outsourcing staff and liaison with the agency engaging the outsourcing staff

## **107. ONLINE TEACHING, E-Class Rooms, USE OF INTERNET FOR ACADEMIC ACTIVITIES &G-SUITE**

Mr. G.Singh, PGT(CS)-In-Charge

Mr. N.Prakash,PRT-Member

All teachers-Members

### **Duties and Responsibilities**

- To ensure smooth conduct of online teaching and other virtual programmes
- To maintain the G-Suite and use it for the maximum academic purposes
- MDM software should be used to its cherished objectives
- To maintain all relevant records pertaining to online teaching
- To ensure the smooth functioning of E-Class rooms (Type-I,Type-II) and all digital platforms and equipment.
- To explore new areas for effective use of Internet for educational purposes.
- To use internet for the optimal academic purposes.

Dear Staff members,

In order to run the Vidyalaya in an effective manner for the session 2021-2022, 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 boxi.e.; not mentioned will be filled up on the joining of the concerned. All the department/committee in-charges will maintain all relevant records of the committee and department. The Committees are informed to take up various works to raise the facelift of the respective departments and Vidyalaya. (Also see the Special Note appended below \*\*\*)



(A.K.MALLICK)

PRINCIPAL

Noted Page No 1 to 48 (For different committees 2021-22)

Sl.No.	Emp. Code	Name of the employee	Designation	Signature
1	48328	SHIBANI MOHANTY	PGT(Phy)	
2	71313	RAJSHREE SINGH	PGT(Hindi)	
3	74588	GURNISHAN SINGH	PGT(Comp.)	
4	35668	TRINATH KUMAR SWAIN	PGT(Maths.)	
5	10136	SANDIP KUMAR CHATTERJEE	TGT(Sc.)	
6	71335	DEEPAK SINGH	TGT(Hindi)	
7	52089	SNIGDHA RANI BEHERA	TGT(Maths.)	
8	52142	BISWA RANJAN MISHRA	TGT(Maths.)	
9	53332	SURYAMANI DAS	TGT(Maths.)	
10	80631	SANTOSH KU. VERMA	TGT(Eng.)	
11	80633	SAURABH SAINI	TGT(Hindi)	
12	80634	DILESWAR SAHU	TGT(SKT)	
13	80639	SUGANDHA SAGAR	TGT(ENG.)	
14	80638	ANKIT KUMAR SAH	TGT(S.ST)	
15	83392	ARCHANA KUMARI	TGT(SC)	
16	10894	SAROJ KUMAR DALEI	TGT(AE)	
17	82223	ARUN KUSHAWAHA	TGT(P&HE)	
18	55988	RATNAKAR PRADHAN	PRT	
19	71334	NEELAM SHARMA	PRT	
20	71336	ARCHANA KUMARI	PRT	
21	80632	PUKHRAJ MEENA	PRT	
22	80640	NIRAJ PRAKASH	PRT	
23	80703	NEHA	PRT	
24	80734	ANKIT SHUKLA	PRT	
25	83386	SURAJ PRASAD	PRT	
26	55885	SANKAR PARIDA	PRT(MT)	
27	10230	BICHITRA KUMAR PRADHAN	SSA	
28	11059	BIDYADHAR MUDULI	SS(LA)	
29	10898	NARESH GOCHHAYAT	SS(LA)	
30	11056	RABINDRA KISHORE NAW	SS(Gr.D)	
31	11058	TANKADHAR NAIK	SS(Gr.D)	

\*\*\*SPECIAL NOTE: 1) The list of Committees for the Session 2021-22 will also be sent to the e-mail IDs of all employees of the Vidyalaya. (Mr. G.Singh,PGT(CS) to send it all concerned in their email IDs.)

2) The website Committee is informed to display the list of Committees for the Session 2021-22 in Vidyalaya website.

3) All teachers are informed to note down their duties and responsibilities in their Teachers' Diaries and act accordingly.



A.K. MALLICK)

PRINCIPAL



