



केंद्रीय विद्यालय ढेंकानाल
KENDRIYA VIDYALAYA, DHENKANAL
ग्राम –बनमाली प्रसाद, डाक - मंगलपुर
At: -BANAMALI PRASAD, Po: - MANGALPUR
जिलाढेंकानाल, ओडिशा, पिन-७५९०१५
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F. 15029/1165/2022/Acad./

Date-11.03.2022

KENDRIYA VIDYALAYA, DHENKANAL, ODISHA
COMMITTEES FOR THE SESSION 2022-23

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the **ACADEMIC SESSION 2022-23**. 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 31st March, 2022, in the first week of the April,2022 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	Ms. Subhashree Dash	TGT(Science)	IN-CHARGE
2	Mr. S.K. Mohapatra	Librarian	Deputy In-charge
3	Mr. Ratnakar Pradhan	PRT	Member
4	Mr. R.R. Rout	TGT(AE)	Member

ACADEMIC AND ADMINISTRATIVE SUPPORT (PRIMARY): -

S.NO	NAME	DESIGNATION	MEMBER
1	Mr R.Pradhan	PRT	IN-CHARGE
2	Mr. Basudeb Behera	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, LESSON PLAN, 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. R.R. Rout, TGT(AE)- In-Charge

Mr. R. Pradhan, PRT- Deputy In-Charge

Note: All staff will assist Mr. R.R. Rout, TGT(AE) 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

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. S.K. Mohapatra	Librarian	IN-CHARGE
2	Mr. R.R. Rout	TGT(AE)	Deputy In-Charge
3	Ms. Subhashree Dash	TGT(Science)	Member
4	Mr. Basudeb Behera	PRT	Member
5	Mr. Bholeswar Behera	PRT	Member
6	Mr. Ratnakar Pradhan	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

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. Bholeswar Behera	PRT	In-Charge
2	Mr. Ratnakar Pradhan	PRT	Deputy In- Charge
4	Mr. Basudeb Behera	PRT	Member
5	Ms. Subhashree Dash	TGT(Science)	Member
6	Mr. R.R. Rout	TGT(AE)	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.Bholeswar Behera	PRT	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.	Mr. R.R. Rout	TGT(AE)	IN-CHARGE
2.	Ms.Subhashree Dash	TGT(Science)	Deputy In-charge
3.	Mr. S.K. Mohapatra	Librarian	Member
4.	Mr. A. P. Mohapatra	TGT(Maths)	Member
4.	Mrs. Diptimayee Nayak	TGT(English)	Member
5.	Mr. N. Gochhayat	Sub Staff	Member for Ancillary work

B – PRIMARY

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Bholeswar Behera	PRT	IN-CHARGE
2.	Mr. Basudeb Behera	PRT	Deputy In- Charge
3.	Mr. Ratnakar Pradhan	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. S.K. Mohapatra	Librarian	IN-CHARGE
2.	Mr. R.R. Rout	TGT(AE)	Member
3.	Ms. Subhashree Dash	TGT(Science)	Member
4.	Class teachers of classes IX to XII***	XXXXXXXXX	Members
5.	Mr. A. Sahoo	Computer Instructor (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, CYBER OLYMPIAD, GREEN OLYMPIAD, INSPIRE, JNNSMEE, JIGYASA, RAA, KVPY etc.

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Subhashree Dash	TGT(Science)	IN-CHARGE
2.	Mr. S.K. Mohapatra	Librarian	Deputy In-Charge
3.	Ms. P. Das	PGT(Physics)	Member
4.	Mrs. D.Rout	PGT(Maths)	Member
5.	Mr. Basudeb Behera	PRT	Member
6.	Mr. N. Gochhayat	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 instructions
- To Conduct various activities for INSPIRE, JNNSMEE, KVPY etc.

6. TIME TABLE AND ARRANGEMENT:

A –SECONDARY

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. S.K. Mohapatra	Librarian	IN-CHARGE
2	Ms. Subhashree Dash	TGT(Sc)	Deputy In- Charge
3	Mr. A. P. Mohapatra.	TGT(Maths)	Member

B – PRIMARY

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Ratnakar Pradhan	PRT	IN-CHARGE
2	Mr. Bholeswar Behera	PRT	Deputy In- Charge
3	Mr. Basudeb Behera	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.
- 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:

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. R. Pradhan	PRT	IN-CHARGE
2	Mr. Basudeb Behera	PRT	Member
3	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:

ADMN.BLOCK,SURROUNDINGS & SECONDARY SECTION			
S.NO	NAME	DESIGNATION	MEMBER
1	Mr. Bholeswar Behera	PRT	IN-CHARGE
2	Mr. R.R.Rout	TGT(AE)	Member
3	Mr. D. Nayak	TGT(S.Sc.)	Member
SR. SECONDARY SECTION			
1	Mr. Bholeswar Behera	PRT	IN-CHARGE
2	Mr. R.R.Rout	TGT(AE)	Member
PRIMARY SECTION			
1	Mr. Bholeswar Behera	PRT	IN-CHARGE
2	Mr. R.R.Rout	TGT(AE)	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. Basudeb Behera	PRT	IN-CHARGE
2.	Mr. R.R.Rout	TGT(AE)	Deputy In- Charge
3.	Mr. N. Sahoo	Odia Teacher	Member
4.	Mr T. Naik	Sub staff*	Member
5.	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 trees 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

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Subhashree Dash	TGT(Sc.)	IN-CHARGE
2.	Ms. P. Das	PGT(Physics)	Member
3.	Mrs. S. Aech	PGT(Chemistry)	Member
3.	Ms. S. Panigrahy	PGT(Biology)	Member
4	Ms. S. R. Biswal	PGT(Comp. Sc.)	Member
5.	Mrs. Smaranika Mishra	TGT(Sc.)	Member
6.	Ms. Priyanka Baral	TGT(Sc.)	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:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Basudeb Behera	PRT	IN-CHARGE
2.	Mr. R.R. Rout	TGT(AE)	Special Member to Nature Club/Eco Club
3.	Mr. N. Sahoo	Odia Teacher	Special Member to Nature Club/Eco Club
4.	Mr. T. Naik	Sub Staff	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. Mr. Basudeb Behera, PRT- In-Charge

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. R.R. Rout	TGT(AE)	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. Bholeswar Behera	PRT	IN-CHARGE
2	Mr.R.R.Rout	TGT(AE)	Deputy In-charge-I
3	Mr. Basudeb Behera	PRT	Deputy- In-charge- II
4	Mr. S.K. Mohapatra	Librarian	Member
5	Ms. Subhashree Dash	TGT(Sc.)	Member
6	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 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**

S.NO	NAME	DESIGNATION	MEMBER
1	Ms. S. Dash	TGT(Sc)	IN-CHARGE
2	Mr. S. S. Samal	Sports Coach	Deputy In-Charge-I
3	Ms. S. Panigrahy	PGT(Biology)	Member
4	Mr. Ratnakar Pradhan	PRT	Deputy In-Charge-II
5	Mr. Basudeb Behera	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- Ms. S. Dash,TGT(Sc)

A) **SR. SECONDARY**

- Ms. A. Panda,PGT(Hindi)- I/C
- Mr. S.S. Samal, Sports Coach

B) **SECONDARY**

- Ms. S. Dash, TGT(Sc),I/C
- Mrs. S. Ratha,TGT(Hindi)-Member

C)PRIMARY

- Mr. Basudeb Behera, PRT-I/C
- Mr Bholeswar Behera,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:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. S.K. Mohapatra	Librarian	IN-CHARGE
2.	Mr R.R. Rout	TGT(AE)	Member
3.	Ms S.Dash	TGT(Sc.)	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):

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr R. Pradhan	PRT	IN-CHARGE
2.	All PRTs	PRT	Member

Duties & Responsibilities:-

- To ensure the implementation of CMP as per KVS norms.
- To take the requirement of TLM from teachers well in advance every month.
- To procure TLM for the local market by taking an amount of Rs. 2000/- every month.
- To ensure the distribution of TLM to all the teachers as per requirements.
- 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 R.R. Rout	TGT(AE)	IN-CHARGE
2.	Mr. Bholeswar Behera	PRT	Member
3.	Mr. Basudeb Behera	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.K. Mohapatra	Librarian	IN-CHARGE
2.	Mr. R.R. Rout	TGT(AE)	Member
3	Ms. S. Dash	TGT(Sc.)	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. Basudeb Behera	PRT	IN-CHARGE
2.	Mr. S. S. Samal	Sports Coach	Member
3.	Mr. B. S. Mohapatra	PRT	Member
4.	R. Begum	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. S.K. Mohapatra	Librarian	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:

S.NO	NAME	DESIGNATION	MEMBER
1	Mr R.R. Rout	TGT(AE)	In-charge
2	Mr Bholeswar Behera	PRT	Member
3	Mr. Basudeb Behera	PRT	Member
4	Ms. Subhashree Dash	PRT	Member
5	Mr R. Pradhan	PRT	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 R.R. Rout	TGT(AE)	In-Charge
2.	Ms. A. Panda	PGT(Hindi)	Member
3.	Mr. S. S. Samal	Sports Coach	Member
4.	Ms. S. Dash	TGT(Science)	Member
5.	All Class Teachers	PGTs and TGTs	Members

B) FOR PRIMARY

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. R.Pradhan	PRT	In-Charge
2.	Ms. Rasmibala. Sahoo	PRT	Member (Ladies)
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	Mrs. S. Satapathy	PGT(Eng)	Convener, All TGTs(Eng),PGT(Eng)
Mathematics	Mrs. D. Rout	PGT(Maths)	Convener All TGTs(Maths)
Hindi Sanskrit	Ms. A. Panda	PGT(Hindi)	Convener All TGTs(Hindi),TGT(Sans)
Science	Ms. S. Dash	TGT(Sc.)	Convener All TGTs(Sc) & all PGTs(Science subjects)
Social Science	Mr. D. Nayak	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

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. S.K. Mohapatra	Librarian	IN-CHARGE
2.	Mr. R.Pradhan	PRT	Member
3	Ms. A. Panda	PGT(Hindi)	Member
4	Ms. D. Nayak	TGT(Eng)	Member
5	Mr. B.S. Mohapatra	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. S.K.Mohapatra	Librarian	IN-CHARGE
2.	Ms. A. Panda	PGT(Hindi)	Deputy In-Charge, Coordinator
3.	Mrs. S. Mishra	TGT(Hindi)	Member
4.	Mrs. A. R. Padhy	TGT(Hindi)	Member
5.	Mr. Basudeb Behera	PRT	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
- f) To ensure the implementation of various activities of Raj Bhasha
- g) 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) & Cubs & Bulbul) –MR R. Pradhan, PRT

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. Bholeswar Behera	PRT	Member
2	Mr. Basudeb Behera	PRT	Member
3	Ms. S. Dash	TGT(Sc.)	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 conduct Annual Camp in the Vidyalaya.
- i) To implement the Annual activities of BS&G of KVS,Bhubaneswar Region in true spirit.

27. NCC

Mr Bholeswar Behera,PRT/CTO

- Mr. S. S. Samal,Sports Coach

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- Mr. Ratnakar Pradhan	PRT	Co-coordinator
	Mrs. S. Satapathy	PGT(English)	Jt.Co-ordinator-I
	Ms.A. Panda	PGT(Hindi)	Jt.Co-ordinator-I
1.	Mr. D. Nayak	TGT(SSc)	Associate Coordinator
2.	Mr. A.K. Moharana	TGT(Sans)	Member
3.	Ms. D. Nayak	TGT(Eng.)	Member
4.	Mr. S. S. Samal	Sports Coach	Member
5.		TGT(WE)	Member
6.	Mr S.Parida	PRT(Music)	Member
7.	Mr T.Naik	Sub staff (Note: Ancillary Works)	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	Mr. S.K. Mohapatra	Librarian-I/C	All teachers	PGT & TGT(English)
Hindi	Mr. S.K. Mohapatra	Librarian-I/C	All teachers	TGT(Sans) &
Sanskrit				TGT(Hindi)

Duties & Responsibilities:-

- To develop the language skills like reading, writing, speaking, listening skills among the students
- To develop the proper reading habits among the children.
- To give required guidance in the planning and execution of project to students
- To encourage the use of Audio Visual aids in teaching learning process
- To conduct the language games during the teaching periods.
- To preserve the projects prepared by the children.
- To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech.
- 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.R.Rout,TGT(AE)-I/C and Convener

Mr Ms. S. Dash,TG(Sc.)-Member-Secretary

All class class teachers-Members

Duties & Responsibilities:-

- To conduct PTM every month to discuss various matters for the smooth functioning of the vidyalaya as well as effective education of the students
- To adhere all stipulations of KVS in dealing with parents
- In-charge and class teachers to maintain relevant records pertaining to PTM.
- To communicate important information related to parents only.
- To organize PTA executive meeting to discuss some important aspects as per need.
- Compilation of Agenda for discussion for PTM.
- Co-ordination and counseling of parents and students for smooth functioning of the Vidylaya,

31. LUNCH BREAK/RECESS SUPERVISION

A) SR. SECONDARY

IN-CHARGE: PGT(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	Dance Coach, Comp. Instructor, All PGTs who are not class teachers
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B) SECONDARY BLOCK

INCHARGE-Mrs. S. Ratha, 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, All TGTs who are not class teachers

C) PRIMARY BLOCK

S.NO	NAME & DESIGNATION	AREA OF DUTY	MEMBER
1.	Mr R.Pradhan,PRT	Primary Block	I/C
2.	All PRTs who are not class Teacher.	Corridor	Members
3.	All Class Teachers,PRTs	Respective Class Room in all working days	Members

Duties & Responsibilities:-

- To mind the discipline of the students during the lunch break
- To see that the students reach their respective class after the lunch.
- To keep at least two children by rotation in each class to avoid stealing of the student belongings.
- To supervise the lunch session.

32. SAFE ARRIVAL & DISPERSAL OF STUDENTS

OVERALL INCHARGE: Mr R. Pradhan, PRT- & member School Level Transport Committee

RESPONSIBILITY

A) SR SECONDARY(CLASSES XI & XII)

OVERALL RESPONSIBILITY: Ms. P. Das PGT(Physics)

AREA	RESPONSIBILITY
MAIN GATE & PARKING AREA:	Mr. S.R. Biswal, PGT(CS)
	Mrs. D. Rout, PGT(Maths.)
CORRIDOR	Mrs. S. Aech, PGT(Chem)
	Ms. S. Panigrahy, PGT(Biology)
	Ms. A. Panda, PGT(Hindi)

ENTRY/EXIT(SCHOOL BUILDING)	Mrs. S. Satapathy, PGT(English)
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B) SECONDARY(CLASSES VI TO X)

OVERALL RESPONSIBILITY: Ms. S. Dash, TGT(Sc.)

AREA	MAIN GATE & PARKING AREA:	Mrs. D. Nayak, TGT(Eng.) Mr. S.S. Samal, Sports Coach Mr. N. Sahoo, Odia Inst.
	CORRIDOR	Mr. D. Nayak, TGT(S.Sc.) Ms. Neha Singh, TGT(Maths.) Mrs. A. R. Padhy, TGT(Hindi)
	ENTRY/EXIT(SCHOOL BUILDING)	Mrs. S. Ratha, TGT(Hindi) Ms. Priyanka Baral, TGT(Sc.) Mr. A.K.Moharana, TGT(Sanskrit)

C) PRIMARY(CLASSES I TO V)

OVERALL RESPONSIBILITY: MR R. PRADHAN, PRT

AREA	MAIN GATE & PARKING AREA:	Mr. Basudeb Behera, PRT
		Ms. Suchismita Pradhan, PRT
	CORRIDOR	Rukshna Begum, PRT
	ENTRY/EXIT(SCHOOL BUILDING),PATHWAYS	Mr. B.S. Mohapatra, 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:-

- To ensure safe arrival and dispersal of students
- Report before the arrival of the students and leave after their safe arrival
- To keep the mode of transport, contact numbers of parents and Local guardians and all other details for the safety and security of students.
- 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
- To pay utmost attention and vigilance on this sensitive matter.
- To strictly adhere all safety guidelines issued by CBSE and KVS from time to time.
- To ensure that all students of their responsibility safely dispersed.

D) Late Comers

S.NO	NAME	DESIGNATION	DAYS
1.	Mrs. D. Nayak	TGT(English.)	Monday
	Mr. N. Gochhayat	Sub Staff	Tuesday & Wednesday
2	Mr. N. Sahoo	Odia Inst.	Thursday Friday &
	Mr. N.Gochhayat	Sub Staff	Saturday

Duties & Responsibilities:-

- 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

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. S.K. Mohapatra	Librarian	In -Charge
2.	Mrs. S. Satapathy	PGT(English)	Member
3.	Ms. A. Panda	PGT(Hindi)	Member
4.	Ms. S. R. Biswal	PGT(Comp. Sc.)	Member
5.	Mr. D.Nayak	TGT(SSc)	Member
6.	Mrs. D. Nayak	TGT(Eng)	Member
7.	Mrs. S. Rath	TGT(Hindi)	Member
8.	Mr. A.K. Moharana	TGT(Sanskrit)	Member
9.	Mr. N. Sahoo	TGT(Odia)	Member
10.	Mr. R.Pradhan	PRT	Member
11.	Mr. Bholeswar Behera	PRT	Member

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 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. R.R. Rout	TGT(AE)	IN-CHARGE
2	Mr. S.K. Mohapatra	Librarian	Member
3	Ms. S. Dash	TGT(Sc.)	Member
4	Mr. R. Pradhan	PRT	Member
5	Mr. N. Gochhayat	Sub-Staff	Member
6	Ms. P. Das	PGT(Physic)	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

S.NO	NAME	DESIGNATION	MEMBER
1	Ms. S. Dash	TGT(Sc.)	Member
2	Mr. R.R. Rout	TGT(AE)	Member
3	Mr. S.K. Mohapatra	Librarian	Member
4	Mr. Ratnakar Pradhan	PRT	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. S.K. Mohapatra	Librarian	IN-CHARGE
2.	Mrs. S. Dash	TGT(Science)	Member
3	Mr. R. Pradhan	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

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. S.K. Mohapatra	Librarian	I/C
2.	Mr. R.R. Rout	TGT(AE)	Deputy I/C
3.	Ms. S.Dash	TGT(Sc)	Member
4.	Mr R.Pradhan	PRT	Member
5.	Mr. Bholeswar Behera	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

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. R.R. Rout	TGT(AE)	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 guidelines on School safety Policy and guidelines from CBSE and KVS

39. CHILD RIGHTS, DIVYANG

S.NO	NAME	DESIGNATION	MEMBER
1	Mr R.R. Rout	TGT(AE)	I/C
2	Mr. S.S. Samal	Sports Coach	Member
3	Mr. Bholeswar Behera	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, Special toilet, 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

S.NO	NAME	DESIGNATION	MEMBER
1	Mr Basudeb Behera	PRT	I/C
2	Mr. A. Sahoo	Computer 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. Committee to implement NDMA Guidelines on School Safety Policy

Mr. R.R. Rout ,TGT(AE) -I/C

Mr. S. S. Samal,Sports Coach-Member

Mr. S.K. Mohapatra, Librarian -member

Mr. R. Pradhan, PRT-Member

Mr. Bholeswar Behera, PRT-Member

Ms. S. Dash,TGT(Sc.)-Member

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 activates 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 MANAGEMAENT COMMITTEE

Members: Mr. R.R. Rout, TGT (AE)

Ms. P. Das, PGT (Phy.)

Mr. B.S. Mohapatra, PRT

-AWARENESS CAMPAIGN TEAM

Members: Mr S.K.Mohapatra, Librarian

R. Begum PRT

TGT (PHE)

Mr. S.S. Samal, Sports Coach

-School Vice Captains

-FIRE ALARMING TEAM

Members: Mr Bholeswar Behera, PRT

Ms.Suchismita Pradhan PRT

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

-EVACUATION TEAM

Members: Ms. Subhashree Dash,TGT(Sc.)

-Ms. Rashmibala Sahoo, PRT

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

-SEARCH & RESCUE TEAM

Members: Mr Basudeb Behera,PRT

Mr. A. P. Mohapatra,TGT(Maths)

Mrs. S. Rath, TGT(Hindi)

Mrs. D. Nayak, TGT(Eng)

-FIRE FIGHTING TEAM

Members: Mr. R. Pradhan, PRT

Mr. B.S.Mohapatra PRT

R. Begum,PRT

Ms. D. Haldar,TGT(Eng.)

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

-FIRST AID

Members: Ms. S. Dash, TGT(SC.)

Ms. Priyanka Baral,TGT(Sc)

Ms. Rashmibala Sahoo,PRT

Two students from class XI

-SITE SAFETY TEAM

Members :Ms. S. Panigrahy PGT(Biology)

Mr N.Gochhayat,Sub staff

Mr T.Naik,Sub Staff

Two students from class XI

-TRANSPORT MANAGEMENT TEAM

Members: Mrs. S. Satapathy,PGT(English)

Mr. S.S. Samal,Sports Coach

B) DISASTER PREPAREDNESS/ANY SORT OF MISHAPPENING-

MOCKDRILL- Members: Ms. A. Panda,PGT(Hindi)

Mr. D. Nayak, TGT(SSc)

-Two students of class XI

-QUICK RESPONSE

Members: Mr. S. S. Samal Sports Coach

Ms. Rasmibala Sahoo,PRT

Ms. Suchismita Pradhan,PRT

Two students from class XI

-NODAL OFFICER

Mr R.R. Rout, TGT(AE)

- MEDIA MANAGEMENT*

- Mr. Ratnakar Pradhan, PRT

* As per KVS norms.

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. Ratnakar Pradhan	PRT	In-Charge & Member
2	Mr. R. R. Rout	TGT(AE)	Member
3	Mr. S.K. Mohapatra	Librarian	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. R. R. Rout	TGT(AE)	IN-CHARGE
2.	Ms. Subhashree Dash	TGT(Sc.)	Member
3.	Mr. R. Pradhan	PRT	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 R.R. Rout	TGT(AE)	In-charge
2.	Mr. S.K. Mohapatra	Librarian	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.	Mrs. D.Nayak	TGT(Eng)	I/C
2.	Mr. Dibakar Nayak	TGT(SSc)	Member
3.	Mr. A.K. Moharana	TGT(Sans)	Member
4.	Mrs. S. Ratha	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.	Ms. Subhashree Dash	TGT(Sc)	I/C
2.	Mr. R.R. Rout	TGT(AE)	Member
3	Mr. Bholeswar Behera	PRT	Member
4	Ms. Neha Singh	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 R.R. Rout	TGT(AE)	I/C
2.	Mr S.Parida	PRT(Music)	Member
	E – LEARNING/E – CONTENT/ICT		
4.	Mr. Basudeb Behera	PRT	I/C
5.	Ms. S. R. Biswal	PGT (Comp. Sc.)	Member
6.	Mr. A. Sahoo	Computer Instructor	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	Mr R.R. Rout	TGT(AE)	I/C
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. VIDYALAYA LEVEL PURCHASE COMMITTEE & VERIFICATION COMMITTEE

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

Responsibility: - Mr.R.R. Rout, TGT(AE)

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)

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. S. K. Mohapatra	Librarian	IN-CHARGE
2.	Ms. Subhashree Dash	TGT(Sc)	Member
3	Mr R.Pradhan	PRT	Member
4.	Mr. Manash Ranjan Das	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. SHAALA DARPAN COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. R.R.Rout	TGT(AE)	IN-CHARGE
2.	Ms. S.R Biswal	PGT(Comp. Sc.)	Member
3	Mr. A. Sahoo	Comp.Inst.	Member
3.	All class teachers	PGTs,TGTs,PRTs	Member

52. UBI PORTAL (FEE COLLECTION) COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Ratnakar Pradhan	PRT	I/C
2.	Mr R.R. Rout	TGT(AE)	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. R. R. Rout	TGT(AE)	IN-CHARGE
2.	Mr. Basudeb Behera	PRT	Member
3	Mr. Ratnakar Pradhan	PRT	Member
4	Ms. Subhashree Dash	TGT(Sc.)	Member

Duties & Responsibilities:-

- a) Timely updating the school website
- b) Maintenance of WEBSITE

54. ALUMINI COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr S.K. Mohapatra	Librarian	IN-CHARGE
2.	Mr. R.Pradhan	PRT	Deputy In-Charge
3.	Mr. R. R. Rout	TGT(AE)	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

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. S.K. Mohapatra	Librarian	IN-CHARGE
3	Ms. S. R. Biswal	PGT (Comp. Sc.)	Member
4	Ms. Subhashree Dash	TGT(Sc.)	Member & Coordinator
5	Mrs. S. Satapathy	PGT(Eng.)	Member
6	Mr. R.Pradhan	PRT	Member
7	All teachers	PGTs,TGTs,PRTs	Members

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 Annual Pedological 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): Ms. Subhashree Dash, TGT(Sc.) & academic In-Charge

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

57. STUDY CIRCLE & HOBBY CLUBS

A) STUDY CIRCLE-VALUE EDUCATION & LIFE SKILLS:

MR. R.R. Rout, TGT (AE)

MR. S.K. Mohapatra, Librarian

B) HOBBY CLUBS

COORDINATOR- Mr. Bholeswar Behera, PRT

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. R.R. Rout,TGT(AE)-Incharge

Mr. S.S. Samal,Sports Coach -Member

Mr. R. Pradhan, PRT-Member

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

59. PACE SETTING ACTIVITIES/SCHOOL PARTNERSHIP PROGRAMME-

Mr S.K. Mohapatra, Librarian -I/C

Ms. D. Halder,TGT(Eng.),Member

Mr. B. S. Mohapatra,PRT -Member

Ms. Sli Kundi, 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

Ms. S. Dash,TGT(Sc)-In-charge

Ms. S. Panigrahi PGT(Biology) -Coordinator

Ms. P. Das, PGT (Phy.)-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:

Ms S,Dash,TGT(Sc.)-Incharge

B) PRIMARY:

Mr. Basudeb Behera PRT-Incharge

62. LANGUAGE LAB

Mrs. S. Satapathy,PGT(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 T.K. Naik,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 T.K. Naik,Sub Staff -FOR GENERAL/OFFICE WORKS

Mr N. Gochhayat, Sub Staff-Examination

Note: Record of photocopy should be maintained

65. SAFETY AND SECURITY

Mr. R.R. Rout, TGT(AE)-In-charge

Mr. S. S. Samal,Sports Coach

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	Mr. R.R. Rout, TGT(AE) Mr. A.K.Moharana, TGT(Sans) Mr. B.S. Mohapatra, PRT	
FEB	Mr. S. Dash, TGT(Sc.) Ms. S. R. Biswal, PGT(CS) R. Begum, PRT	
MARCH	Mr. S.K. Mohapatra, Librarian Mr. A.P. Mohapatra, TGT(Maths) Ms. S. Kundu, PRT	
APRIL	Mr. R. Pradhan, PRT Ms. P. Das, PGT(Phy.) Ms. Neha Singh TGT(Maths)-	
MAY	Mr. Basudeb Behera, PRT Mrs. D.Nayak, TGT(Eng.) Mr. D.Haldar, TGT(Eng.)-2	
JUNE	Mr. Bholeswar Behera, PRT Mrs. S. Ratha, TGT(Hindi) Ms. A. Panda, PGT(Hindi)	
JULY	Mr R.R.Rout, TGT(AE) Mrs. A.R.Padhy, TGT(Hindi) Mr.A.K. Moharana, TGT(SKT)	
AUGUST	Ms. S. Dash, TGT(Sc.) Mrs. S.Mishra, TGT(Sc.) Ms. P. Biswal, TGT(Sc.)	
SEPT	Mr.S.K. Mohapatra, Librarian Mr. D. Nayak, TGT(S.St) Mrs. M. Jena, TGT(S.St)	
OCT	Mr. Ratnakar Pradhan, PRT Mr. S. S. Samal, Sports Coach Mr. N. Sahoo, Odia Teacher	
NOV	Mr. Basudeb Behera, PRT Ms. S. Panigrahi, PGT(Bio) Ms. S. Aech, PGT(Chem)	
DEC	Mr. Bholeswar Behera, PRT Mr. A. Sahoo, Comp. Inst. Ms. Suchismita Pradhan, PRT-5	

Duties & Responsibilities:-

- To supervise and monitor the danger points/safety hazards in the Vivalaya 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 Bholeswar Behera, PRT-In-charge

Mr. S. S. Samal, Sports Coach-Member

Mr. Basudeb Behera, PRT - Member

Mr T.Naik, Substaff-Member

Mr N. Gochhayat, 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/ Department In-charges-Members

Duties & Responsibilities:-

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

69. LABs

A) JR. SC LAB

Ms. Subhashree Dash,TGT(Sc)-I/C

B) PHY LAB

Ms. Subhashree Dash,TGT(Sc)-I/C

C)CHE LAB

Ms. Subhashree Dash,TGT(Sc)-I/C

D)BIO LAB

Ms. Subhashree Dash,TGT(Sc)-I/C

D) COMPUTER LAB, COMPUTER & PERIPHERY

Mr. Basudeb Behera, PRT-In-Charge

E) MATHS LAB

Ms. Subhashree Dash,TGT(Sc)-I/C

F) JR COM LAB

Mr. Basudeb Behera, PRT-In-Charge

Comp. Inst-Member

G) SUPW

Mr R.R. Rout,TGT(AE)-In-charge

H) MUSIC

Mr S.Parida,Music Teacher-In-Charge

K) ART EDUCATION, ART & CRAFT

Mr R.R. Rout, TGT(AE)-In-Charge

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. R.R. Rout, TGT(AE)-In-charge

b) Mr. R. Pradhan, PRT-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 R.R. Rout, TGT(AE)-In-Charge

Ms. Subhashree Dash, TGT(Sc.)-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 S.K.Mohapatra, Librarian

Mr. A. Sahoo, Computer Instructor

Mr T.Naik ,Sub staff- for Diary, Receipt and Dispatch under the guidance of SSA

73. ATL-ATAL TINKERING LAB

Ms. Subhashree Dash-In-charge

Mr Basudeb Behera, PRT-Stock Holder

All Science teachers-Members

Mr R.R. Rout, TGT(AE)- Office

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. Mohapatra, Librarian-In-Charge

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

Ms. Subhashree Dash, 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

Mrs. S. SatapathyPGT (Eng.)

Mrs. D. Nayak, TGT(Eng.)

Ms. Dipika Haldar,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. Basudeb Behera, PRT In-Charge

Mr. Bholeswar Behera, Deputy I/C

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

Ms. Subhashree Dash,TGT(Sc)-In-Charge

Mrs. D. Nayak TGT(Eng)-Member

Mr. A.K. Moharana TGT (Sans)-Member

Mr Bholeswar Behera,PRT-Member

Mr. Basudeb Behera, PRT- Member

Duties: Proper upkeep of Staff Common Room

79. INTERNET FACILITY

Mr. Basudeb Behera, PRT-In-Charge

Mr. R.R. Rout, TGT(AE)-Member

Mr. Bholeswar Behera, PRT-Member

Mr. A.Sahoo,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

Mrs. S. Satapathy,PGT(Eng.)

Mrs. D. Nayak, TGT(Eng.)-In-Charge
Ms. D. Haldar, TGT(Eng)-Member
Mrs. S. Ratha, TGT(Hindi)-Member
Mrs. A.R. Padhy, TGT(Hindi)-Member
Mr. Ratnakar Pradhan, 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)

Ms. Subhashree Dash, TGT(Sc.)-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
Mr. Bholeswar Behera, 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 Basudeb Behera, PRT-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 Bholeswar Behera, PRT-I/C
Mr. R.Pradhan, PRT
Mr.R.R. Rout, TGT(AE)
Mr. A. Sahoo, Comp. Inst.

Duties and Responsibility

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

85. SCHOLARSHIP

Mr Ratnakar Pradhan, PRT-In-charge
Mrs. S. Rath ,TGT(Hindi)
Mr. R. R. Rout, TGT(AE)

Duties & Responsibilities: -

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

86. SPIC MACAY

Mr. Ratnakar Pradhan, PRT -In-charge

Mrs. S.Satapathy,PGT(English)-Member

Duties & Responsibilities:-

To organize SPIC MACAY programmes

87. RECEPTION & REFRESHMENT TO GUESTS AND KVS OFFICIALS

Mr. R.R. Rout, TGT(AE)-In-Charge

Ms. Subhashree Dash,PRT-Member

Mr. Ratnakar Pradhan,PRT-Member

88. A) LOCK & KEY

Mr. Basudeb Behera, PRT

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 T.Naik,Sub Staff-Incharge

Mr N.Gochhayat,Sub staff-Member

c) OF SCHOOL BUILDING

Mr T.Naik,Sub Staff-Incharge

Mr N.Gochhayat,Sub staff-Member

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

All concerned in charges

89. TREE INVENTORY

Mr Bholeswar Behera, PRT- In charge

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, SPECIAL CLASS (CLASS X &XII)

Ms. Subhashree Dash, TGT(Sc.)-In-Charge

Mrs. S. Mishra, TGT(Sc.)-2- Member

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

91. ATTENDING TO PARENTS/VISITORS

Mr. R. R. Rout, TGT(AE) & Sr Most teacher-In-charge

Mr T. Naik ,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 R.R. Rout. TGT(AE) -Incharge

Mr T.K. Naik, 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. S. Aech, PGT(Chem.)-In-charge

Ms. A. Panda, PGT(Hindi)- Deputy-In Charge

All teachers having class just after Lunch break

B) SECONDARY:

Ms. Subhashree Dash, TGT(Sc.)-In charge

Mrs. D. Nayak, TGT(Eng.)-1- Member

All teachers having class just after Lunch break

C) PRIMARY:

Mr. Ratnakar Pradhan,, PRT-In charge

Mr. Basudeb behera, PRT-In charge

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

Mr. R.R. Rout, TGT(AE)- In- Charge

Mr. S.K. Mohapatra, Librarian-Deputy In-Charge

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 R.R. Rout, TGT(AE)-In-Charge

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. R.R. Rout ,TGT (AE)-In-Charge

Mr. R. Pradhan, PRT-Member

Mr S.K. Mohapatra-Member

Duties & Responsibilities:

To undertake the various works of Bala.

98. Tarunutsav

Mr. S.K. Mohapatra, Librarian – In-Charge

Ms. Subhashree Dash, TGT(Eng.)-Member

Duties & Responsibilities:

To organize the various activities of Tarunoutsav.

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

Mr. Basudeb Behera, PRT - In-charge

Mr. S. S. Samal,Sports Coach

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)

Ms. Subhashree Dash, TGT(Sc.)-In-Charge

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

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

Mrs. S. Satapathy,PGT (ENG)- In- Charge

Mrs. A. R. Padhy,TGT(Hindi)-Member

B) PRIMARY

MR R.Pradhan, PRT-IN-CHARGE

MR Basudeb Behera, PRT-MEMBER

Duties & Responsibilities:-

To organize self-study feedback test regularly

102. NISTHA

Ms. Subhashree Dash, TGT(Sc.)-In-Charge

Mr. R. Pradhan,PRT -Deputy In-charge

All PGTs,TGTs and PRTs- Members

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)

Ms. Subhashree Dash, TGT(Sc.)-In-Charge

Mr. Ratnakar Pradhan, PRT-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)

Mr. S.K. Mohapatra, Librarian

Mr. R. Pradhan, PRT

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

Ms. Subhashree Dash, TGT(Sc.)-I/C

Mr. D. Nayak,TGTs (SSc)- Members

Mrs. M. Jena, TGT(SSc)-Member

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. Mr. Bholeswar, PRT-In-Charge

Mr. R.R. Rout, TGT(AE)-Dy. In-Charge

Mr. N.Gochhayat,Sub-Staff-Member

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. Basudeb Behera, PRT-In-Charge

Mr. R.R.Rout, TGT(AE)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.

108. GeM Portal

Mr. R.R. Rout, TGT(AE)- PAO

Mr. R.Pradhan,PRT- Buyer

Mr. Basudeb Behera- Consignee

Duties and Responsibilities

- Procurement of goods and services as per the requirement of the Vidyalaya from time to time through GeM Portal.
- All records pertaining to procurement of goods and services from GeM portal to be maintained systematically.

109. Vidyanjali

Mr. S.K. Mohapatra, Librarian-In-Charge

Ms. Subhashree Dash, TGT(Sc.)-Member

Duties and Responsibilities

- To implement the Vidyanjali programme as per KVS guidelines.
- All records pertaining to Vidyanjali to be maintained systematically.

110. NIPUN BHARAT

Mr. R. Pradhan, PRT

Mr. Bholeswar Behera, PRT

Mr. Basudeb Behera, PRT

All PRTs.

Duties and Responsibilities

- To implement the NIPUN BHARAT programme as per KVS guidelines.
- All activities under FLN and NIPUN BHARAT mission is to be conducted
- All records pertaining to NIPUN BHARAT &
- FLN to be maintained systematically.

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 box i.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

Sl.No.	Emp. Code	Name of the employee	Designation	Signature
1	62023	Mr. R.R. Rout	TGT(AE)	
2	77382	Ms. Subhashree Dash	TGT(Sc.)	
3	75013	Mr. S.K. Mohapatra	Librarian	
4	55988	Mr. Ratnakar Pradhan	PRT	
5	80729	Mr. Bholeswar behera	PRT	
6	79759	Mr. Basudeb behera	PRT	
7	55885	Mr. Sankar Parida	PRT(Music)	
8	11056	Mr. N. Gochhayat	Sub Staff	
9	11058	Mr. T. Naik	Sub Staff	

***SPECIAL NOTE: 1) The list of Committees for the Session 2022-23 will also be sent to the e-mail IDs of all employees of the Vidyalaya.

2) The website Committee is informed to display the list of Committees for the Session 2022-23 in Vidyalaya website.

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

4) Any changes/modifications in the duties and responsibilities will be intimated in the due course.



A.K. MALLICK)

PRINCIPAL