

## **COMMITTEES FOR THE SESSION 2022-23**

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 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 senior 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 work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure.

### **1. ACADEMIC AND ADMINISTRATIVE SUPPORT (SECONDARY):-**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MRS.MONIMALA MOHANTY	PGT(COMMERCE)	PRINCIPAL I/C
2.	DR.ANIRUDHA OJHA	PGT(ECO)	MEMBER
3.	MR.C.R.TRIPATHY	PGT (CHEMISTRY)	MEMBER
4.	MR.S.R.SAHOO	TGT (SCIENCE)	MEMBER

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

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MR.D.K.JENA	HM	I/C
2.	MRS.ANUPAMA NATHSHARMA	PRT	MEMBER
3.	MRS.D.MOHANTY	PRT	MEMBER
4.	MR.P.K.PATRA	PRT	MEMBER

### **Duties:-**

- The committee will help the Principal in day to day administrative matters.
- The committee can go through the circulars received from KVS RO ,Bhubaneswar and KVS HQ New Delhi.
- Verification of students' attendance registers to ensure the collection of fees from all the students of their respective members of their subject.
- 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 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.

1. **2. ADMISSION:-**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MR.D.SEN	PGT(CHEM)	I/C
2	MR.C.R.TRIPATHY	PGT(CHEM)	MEMBER
3	MR.P.C.SAHOO	TGT(MATH)	MEMBER
4	MS.PREETI	TGT(ENG)	MEMBER
5	MR.BALRAM DAS	PRT	MEMBER
6	MRS.ANJALI BASKEY	PRT	MEMBER
7	MR.MANAS RANJAN DARJEE	PRT	MEMBER

**Duties:-**

- a) Registration of admissions as per the schedule given by KVS both on line and off line
- 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 Class-IX 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 proformas.
- k) Details of admission uploading on the website.

1. **3. EXAMINATIONS (Internal) :**

**A – SECONDARY**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mr.S.P.Mohanty	PGT (Physics)	I/C
2.	Mr.J.Behera	TGT(Math)	Member
3.	Mrs.Manasranjan Pati	TGT(Math)	Member
4.	Mr.K.C.Nanda	TGT(Skt)	Member
5	Mr.Debaraj Sahoo	TGT(Eng)	Member

**B – PRIMARY**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mr.Balram Das	PRT	I/C
2.	Mr.B.K.Sahoo	PRT	Member
3.	Mr.S.K.Behera	PRT	Member

**Duties:-**

- a) To prepare an action plan for conducting monthly test for classes-XII and finalinse test/examination for other classes as per CBSE norms.
- b) To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.
- c) To procure the result register, progress reports, and other stationery well in advance by giving requisition to the Principal well in advance.
- d) To conduct the test as per guidelines.
- e) Declaration of results as per the KVS schedule.
- f) To maintain and place all the records pertaining to examination before the member of panel inspection team.
- g) To issue the notices, circulars of the examinations to the staff from time to time.
- h) To visit website of KVS, Regional Office, Bhubaneswar and CBSE regularly for the examination notices, circulars.
- i) To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.
- j) To update examination details on website of the Vidyalaya.

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

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MR.P.JAYADURGA	PGT (MATH)	IN-CHARGE
2.	MR.D.SEN	PGT(CHEM)	MEMBER
3.	MR.P.C.SAHOO	TGT(MATH)	MEMBER
4.	MS.PREETI	TGT(ENG)	MEMBER
5.	MR.SATYA BEHERA	PRT	MEMBER

**Duties:**

1. To go through 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 LOC forms and completing the formalities in time bound.
3. Correspondence for school 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 web site .
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.

**4.B)N IOS**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MR. DEBAKANTA MAHARANA	PGT(BIO)	In-charge
2.	MR. MANAS RANJAN PATI	TGT(SKT)	Member
3.	MR. S R SAHOO	TGT(Sci)	Member

## **.B) OLYMPIAD(MATHS/SC./ENG)**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MR.P JAYADURGA	PGT(MATHS)	In-charge
2.	MRS.TANUPAMA SHUKLA	TGT(SST)	Member
3.	Mrs. M L PATI	TGT(MATHS)	Member
4.	MR.SUBHRAJIT SAHOO	PRT	MEMBER

## **5. TIME TABLE AND ARRANGEMENT:**

### **A –SECONDARY**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	DR C.R. TRIPATHY	PGT(CHEM)	I/C
2.	MR. D. SEN	PGT(CHEM)	Member
3	MR D.K.ROUT	TGT (ENG)	Member

### **B – PRIMARY**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MR.P.K.PATRA	PRT	I/C
2	MRS.A.BASKEY	PRT	Member
3	MR B.DAS	PRT	Member

**Duties:-** a). To prepare the class time table and teachers time table as per KVS norms.

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

c). To prepare the special time table for remedial teaching (weak students in all classes).

d). To give arrangement work for the teachers.

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

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

## **6.FURNITURE:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MR. R.K.BIWAL	TGT(SC)	I/C
2.	MR.S.R.SAHOO	TGT(SC)	MEMBER
3.	MR K C NANDA	TGT(SKT)	MEMBER
4.	MS.ANITA SAHOO	PRT	MEMBER
5.	MRS.P.D.MOHANTY	PRT	MEMBER

**Duties:-**

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

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

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
<b>2<sup>ND</sup> FLOOR</b>			
1	DR.CHANDRALEKHA	PGT(COMP SC.)	I/C
2	MRS.M.L.PATI	TGT(MATHS)	Member
3	MR.P.C.SAHOO	TGT(MATH)	Member
<b>FIRST FLOOR</b>			
1	MR.B.M.MOHANTY	PGT(PHY)	I/C
2	MR.S.N.SAMAL	PGT(BIO)	Member
3	MRS.T.SHUKLA	TGT(SSC)	Member
<b>GROUND FLOOR</b>			
1	MRS.APARNA RAY	TGT(WE)	I/C
2	MRS.BANDANAMAYEE BEHERA	PRT	Member
3	MRS.S.N.CHOUDHURY	PRT	Member
4	MR.SUBHRAJIT SAHOO	PRT	Member

**Duties:**

- 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 are 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). 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.

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

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MR.S.K.SAMAL	PGT(BIO)	I/C
2.	Mr.R K BISWAL	TGT(SC)	Member
3.	MRS.APARNA RAY	TGT(WE)	Member
4.	MRS.T.SHUKLA	TGT(SST)	Member
5	MR.SUBHRAJIT SAHOO	PRT	MEMBER

**Duties:**

- 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 Vano mahostava 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.

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

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MR.B.M.MOHANTY	PGT (PHY)	I/C
2.	All science teachers	PGTs, TGTs and PRTs	Member
3	Mr.R PRADHAN	Sub Staff	Member

**Duties:-**

- a). To Motivate the students to prepare the exhibits based on theme given by KVS.
- b). To organize Vidyalaya level Science exhibition as per the time schedule given by KVS.
- c). To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress.
- d). To inculcate scientific temper among the students by adopting activities based method in teaching learning process.
- e). To encourage the children to give online projects by using computers.

**NATURE CLUB/ECO-CLUB:****Duties:-**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MR.D.MOHARANA	PGT(BIO)	I/C
2.	MR R K BISWAL	TGT(SC)	Member
3	MR. S R SAHOO	TGT(SC)	Member

- a)Preparation of plan and conduct of various programme accordingly
- b) Awareness programme
- c) Plantation drive
- d) Competition on plantation and environmental awareness .

**10.SOCIAL SCIENCE CLUB:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	DR A OJHA	PGT (ECO)	I/C
3	MRS.T.SHUKLA	TGT(SSC)	MEMBER
4	MR G.GAUDA	PRT(MUSIC)	MEMBER
5	MS.ANITA SAHOO	PRT	MEMBER
6	MRS.A.RAY	TGT(AE)	MEMBER

**Duties:-**

- 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.

**11. MAINTENANCE AND REPAIR OF SCHOOL BUILDING AND CONTINUOUS SUPPLY OF DRINKING WATER:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	DR A OJHA	PGT(Eco.)	I/C
2	MR.D.K.ROUT	TGT(ENG)	MEMBER
3	MR.S.R.SAHOO	TGT(SC)	MEMBER
4	MR A K SAHOO	PRT	MEMBER
5	MRS.PADMAJA CHOUHAN	PRT	MEMBER

**12. MAINTENANCE AND REPAIR OF STAFF QUARTERS:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MR D K ROUT	TGT(ENG)	I/C
2.	MRS.A.BASKEY	PRT	MEMBER
3.	MR.SATYA KUMAR BEHERA	PRT	MEMBER
4.	MR P GOCHAYAT	SUB STAFF	MEMBER

**Duties:-**

- 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 time bound
- c) To ensure the cleaning of over head tanks in school building and staff quarters
- d) To ensure the chlorination of water stored in tanks after cleaning
- e) To utilize the fund received from KVS in judicious way towards the repair and maintenance of the staff quarters.

**13. MEDICAL CHECKUP:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
2	MR.MANAS RANJAN PATI	TGT(SKT)	I/C
3	MRS.PADMAJA CHOUHAN	PRT	Member
4	MRS.P.D.MOHANTY	PRT	Member
5	MS.SUMITRA PARIDA	STAFF NURSE	Member

**Duties:**

- a). To procure the required number of medical cards in the beginning of the academic session.
- b). To distributes the medical cards to the class teachers based on strength.
- c). To arrange the medical checkup twice in a year (in the month of August and Feb)
- d). To ensure the follow up action after the medical checkup and intimate the parent of the students who needs further investigation.
- e) To provide medical aids to the students on daily basis.

**14. EDUCATIONAL TOURS / EXCURSION:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	DR A OJHA	PGT(ECO)	I/C
2.	Mr S R SAHOO	TGT(SC)	MEMBER
3.	MS KIRAN	TGT(HIN)	MEMBER
4	MS APARNA	TGT(ENG)	MEMBER
5	MR B DAS	PRT	MEMBER

**Duties:**

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

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

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mr.D.K.JENA	H.M	I/C
2.	All PRTs	PRT	Member

**Duties:-**

- 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.

**16. PHOTOGRAPHY:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MRS.A. RAY	TGT(AE)	I/C
2.	MRS.KIRAN	TGT(HINDI)	Member
3.	MR.MANAS RANJAN DARJEE	PRT	Member

**Duties:-**

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

**17. VOCATIONAL GUIDANCE / COUNSELLING / ARRANGING GUEST LECTURE:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MR.NIRANJAN KHUNTIA	PGT (Math)	I/C
2.	MR.D.MAHARANA	PGT(BIO)	Member
3	MRS M L PATI	TGT(MATHS)	MEMBER
4	MR D K ROUT	TGT(ENG)	MEMBER

**Duties:**

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 in consultation with principal

**18. SPORTS COMMITTEE:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MR.MANAS RANJAN PATI	TGT (SKT)	I/C
2.	Mr.R K BISWAL	TGT(SC)	Member
3.	Mr D SEN	PGT(CHEM)	Member
4.	MR.AMIT KUMAR SAHOO	PRT	Member
5.	MR.BALRAM DAS	TGT(MATHS)	Member

## 19. STUDENTS COUNCIL COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	DR.CHANDRALEKHA	PGT(CS)	I/C
2.	MRS.APARNA RAY	TGT(WE)	Member
3	MRS.T.SHUKLA	TGT(SST)	MEMBER
4	MRS.KIRAN	TGT(HINDI)	MEMBER

### **Duties :**

- Division of houses along with house master and Associate of house masters & distribution of students of various house
- Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects.
- Procuring badges for Captains Monitors, prefects etc.
- Conduct of investiture (Badge presentation Ceremony)
- Assigning duties to all members of the Student Council House Wise.
- Conduct of monthly meetings with the members of student's council.
- Maintenance of Students council register/record.
- Conduct of all activities as per this schedule plan.

## 20. QUARTER ALLOTMENT COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER
1	MR.D.K.ROUT	TGT(ENG)	I/C
2	MR.M.R.PATI	TGT(ENG)	Member
3	MR.S.K.BEHERA	TGT(WE)	Member
4	MRS.A.BASKEY	ASO	Member

### **Duties:**

- 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
- To allot the quarters to the eligible staff as per the panel prepared and approved by the chairman VMC
- To monitor the maintenance & repair of the staff quarters.

**21. DISCIPLINE COMMITTEE FOR SEC & SR. SEC.:**

S.NO	NAME	DESIGNATION	MEMBER
1.	MR.NIRANJAN KHUNTIA	PGT(MATH)	I/C
3.	DR.A.OJHA	PGT(ECO)	Member
4.	DR C R TRIPATHY	PGT(CHEM)	Member
5.	MR.K.C.NANDA	TGT(WE)	Member
6	MR.DEBARAJ SAHOO	TGT(ENG)	Member
7.	MS.ANITA SAHOO	PRT	Member

**Duties :**

- a) To check personal turn out 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(articles 60 of KVS education code)
- 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
- k) To refer the problematic cases to the counselor for diagnosis
- l) To inform the parents immediately

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

SUBJECT	INCHARGE	DESIGNATION	MEMBER	DESIGNATION
ENGLISH	MR.D.K ROUT	TGT(ENGLISH)	ALL ENGLISH TEACHERS	TGT(ENGLISH) TGT(ENGLISH)
MATHEMATICS	MR.P. JAYADURGA	PGT (MATHS)	ALL MATHS TEACHERS	PGT(MATHS)
HINDI	MRS.KIRAN	TGT ( HINDI)	ALL HINDI TEACHERS	TGT(HINDI) PGT(HINDI)
SANSKRIT	MR. K.C NANDA	TGT(SANSKRIT)	ALL SANSKRIT TEACHERS	TGT(SANSKRIT)
SCIENCE	MR. B.M.MOHANTY	PGT ( PHYSICS)	ALL SCIENCE TEACHERS.	PGT ( PHYSICS) PGT ( CHEMISTRY) TGT(SCIENCE) PGT(COMPT.SCI)
SOCIAL SCIENCE	DR. A. OJHA	PGT (ECO)	ALL SOCIAL SCIENCE TEACHERS	PGT(ECONOMICS) PGT(COMM)

**Duties:**

- 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 is 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 weak students & bright students
  - ix). Remedial teaching for weak students
  - x). Decoration of bulletin boards in corridors / class rooms with educational charts.
  - xi). Club activity / Science and social exhibition

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

**23. LIBRARY COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER
1.	MRS.MONIMALA MOHANTY	PRINCIPAL I/C	CONVENOR
2.	MRS.APARNA RAY	TGT(WE)	I/C
2.	DR. ANIRUDHA OJHA	PGT(ECONOMICS)	MEMBER
3	MRS.KIRAN	TGT(ENG)	MEMBER
4	MRS.DEBASMITA MOHANTY	TGT(HINDI)	MEMBER
6	MRS.ANUPAMA NATHSHARMA	PRT	MEMBER
7	5 STUDENTS	TO BE NOMINATED FROM IX TO XII	MEMBER

**Duties:** 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

#### **24. IMPLEMENTATION OF RAJ BHASHA**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MRS.KIRAN	TGT(HINDI)	I/C
2.	MS.BINDIYA DUTTA	PGT(HINDI)CONT.	MEMBER
3.	ALL HINDI TEACHER	TGT(HINDI)	MEMBER

#### **Duties:**

- a) To implement the decision taken during Nagar Raj Bhasha committee meeting
- b) To attend Nagar Raj Bhasha committee as and when required
- c) To send periodical report to the KVS RO Bhubaneswar, KVS New Delhi, Nagar Raj bhasha committee
- d) To take initiative to see that correspondence is made in Hindi.
- e) To send the Quarterly and Annual report on the prescribed format.

#### **25. SCOUTS / GUIDES**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1	MR.D.K ROUT	TGT(ENGLISH)	I/C(SCOUTS S)
2	MRS.MANASLATA PATI	TGT(MATH)	MEMBER I/C(GUIDE)
3	MRS.PADMAJA CHOUHAN	PRT	MEMBER
4	MR. A.K SAHOO	PRT	MEMBER
5	MRS. M.R. DARJEE	PRT	MEMBER
6	MRS. ANJALI BASKEY	PRT	I/C BULBULS
7	MR. B.K SAHOO	PRT	MEMBER
8	MR. P.K PATRA	PRT	MEMBER
9	MR. B. DAS	PRT	I/C CUBS

#### **Duties:**

- 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/ Flag 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.

## **26. CCA & MORNING ASSEMBLY PROGRAMME(Primary & Secondary)**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
A.	1) MR.S.K.SAMAL	PGT(BIO)	CO-COORDINATOR
	2) MR.D.K.ROUT	TGT(ENG)	JT. COORDINATOR
	3) MRS.KIRAN	TGT(HINDI)	MEMBER
	4) MR.K.C.NANDA	TGT(SKT)	MEMBER
	5) MR.M.R.PATI	TGT(SKT)	MEMBER
	6) MR.G.GOUDA	PRT(MUSIC)	MEMBER
	7) MRS.A.RAY	TGT(A.E)	MEMBER
	8) MISS.PREETI	TGT(ENG)	MEMBER
	9) MR.DEBRAJ SAHOO	TGT(ENG)	MEMBER
2.	DR.A.OJHA	PGT(ECO.)	HOUSE MASTER(SHIVAJI)
	DR.CHANDRALEKHA	PGT(CS)	ASSO.H.M(SHIVAJI)
	MR.R.K.BISWAL	TGT(SC)	MEMBER
3.	MR.D.SEN	PGT(CHEM)	HOUSE MASTER(TAGORE)
	MR.P.JAYADURGA	PGT(MATH)	ASSO.H.M(TAGORE)
	MRS.T.SHUKLA	TGT(SST)	MEMBER
<b>4.</b>	MR.B.M.MOHANTY	PGT(PHY)	HOUSE MASTER(ASHOKA)
	MR.D.MAHARANA	PGT(BIO)	ASSO.H.M(ASHOKA)
	MR.S.R. SAHOO	TGT(SC)	MEMBER
5	MR.NIRANJAN KHUNTIA	PGT(MATH)	HOUSE MASTER(RAMAN)
	MR.S.P.MOHANTY	PGT(PHY)	ASSO.H.M(RAMAN)
	MR.P.C.SAHOO	TGT(MATH)	MEMBER
7	MRS.D.MOHANTY	PRT	PRIMARY CCA CO-ORDINATOR
8	MRS.P.D.MOHANTY	PRT	MEMBER
9	MR.SUBHRAJIT SAHOO	PRT	MEMBER



**Duties:**

- 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 well in advance before the start of morning assembly.
- e) Annual Planning of CCA activities –house wise.
- f) Maintains 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.

**27. LITERARY CLUBS**

ENGLISH	MISS.PREETI	TGT( ENGLISH)	ALL TEACHERS	TGT(ENGLISH)
HINDI	MS. KIRAN	TGT(HINDI)	ALL TEACHERS	TGT(HINDI)
SANSKRIT	MR. K.C NANDA	TGT(SANSKRIT)	ALL TEACHERS	TGT ( SANSKRIT)

**Duties:**

- 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.

## 28. LUNCH BREAK SUPERVISION:-

S.NO	NAME	Location of Duty	MEMBER
1.	MR. D.SEN, PGT(CHEM.)	GROUND FLOOR	I/C
2.	MR.K.C.NANDA, TGT(SKT)	-DO-	
3.	MR. P. JAYADURGA, PGT(MATHS)	1 <sup>ST</sup> FLOOR	I/C
4.	MR.R.K.BISWAL TGT(SC)	-DO-	
5.	MRS. M.L.PATI TGT(MATH)	2 <sup>ND</sup> FLOOR	I/C
6.	MR. P C SAHOO, TGT(MATH)	-DO-	

### Duties:-

- 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.

## 29 VIDYALAYA MAGAZINE/CLASS MAGAZINE COMMITTEE/STUDENT'S DIARY

S.NO	NAME	DESIGNATION	MEMBER
A.	<b>SECONDARY</b>		
1.	MR. D.K ROUT	TGT (ENG)	I/C
2.	MRS. KIRAN	TGT (HINDI)	MEMBER
3.	MS. A.RAY	TGTG(AE)	MEMBER
5.	MISS.PREETI	TGT(ENG)	MEMBER
	<b>PRIMARY (NEWS LETTER)</b>		
1.	MRS.A.NATHSHARMA	PRT	I/C
2.	MR. M.R.DARJEE	PRT	MEMBER
3.	MS. B. BEHERA	PRT	MEMBER

### Duties:-

- Class teachers of class III to XII will identify the children with talent. These talents are to be nurtured.
- Editorial board will collect the article from the students. Article are to be arranged section wise( English section, Hindi section, drawing and painting etc.
- Editorial board should take concerted efforts to bring about class magazine by the end of the December-2018.

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 arranged 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.

### **30. SEXUAL HARASSMENT COMMITTEE/ IMPLEMENTATION OF POCSO ACT**

#### **NAEP**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1	DR.CHANDRALEKHA	PGT(CS)	I/C
2	MR. D.SEN	PGT(CHEM)	MEMBER
3	MRS.SAILA BEHERA	NGO BASUNDHARA	MEMBER
4	MRS. M.L PATI	TGT(MATHS)	MEMBER
5	MISS.PREETI	TGT(ENG)	MEMBER
6.	MISS.SUMITRA PARIDA	STAFF NURSE	MEMBER

#### **Duties :-**

##### **1. IMPLEMENTATION OF POCSO ACT**

2. If any complaint related to immoral behavior towards girl 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.

### **31. GENERAL GRIEVANCE OF STUDENTS (CORPORAL PUNISHMENT, ABUSING OF THE STUDENTS BY THE TEACHERS)/SUGGESTION BOX**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	DR. A. OJHA	PGT(ECONOMICS)	I/C
2.	MR. D.K ROUT	TGT(ENG)	MEMBER
3.	MRS.SAILA BEHERA	NGO BASUNDHARA	MEMBER
4.	MR.R.K.BISWAL	TGT(SC)	MEMBER
6	SCHOOL CAPTAIN (GIRLS)	STUDENT	MEMBER

**Duties:-**1. 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.

### **32. INCOME TAX/ CS-54 CHECKING/UBI FEE COLLECTION**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MR. P. JAYADURGA	PGT(MATHS)	I/C
2	MR. S.R SAHOO	TGT(SC)	MEMBER
3	MR. S.K.BEHURIA	ASO	MEMBER

**Duties:-**

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.

### 33. GRIEVANCES CELL FOR SC/ST/OBC/MINORITIES AND PHYSICALLY HANDICAPTS

S.NO	NAME	DESIGNATION	MEMBER
1.	MR.NIRANJAN KHUNTIA	PGT(MATH)	I/C
2.	DR.CHANDRALEKHA	PGT(CS)	MEMBER
3.	MRS.KIRAN	TGT(HINDI)	MEMBER
4.	MRS.A.BASKEY	PRT	MEMBER
5.	MISS.ANITA SAHOO	PRT	MEMBER

#### Duties:

1. To looking to the Grievances of the person concerned and redressal thereof in due course.
2. TO be very impartial in the discharge of their responsibility.

### 34. INFORMATION ON RTI

S.NO	NAME	DESIGNATION	MEMBER
1.	MR.P. JAYADURGA	PGT(MATHS)	I/C
2.	MR.S.K.BEHURIA	ASO	MEMBER

#### DUTIES:

1. It is a time bound process.
2. The correct information to be send in due time to the Regional office and to the persons concerned.

### 35. INTEGRITY CLUB

S.NO	NAME	DESIGNATION	MEMBER
1.	MR. D.K ROUT	TGT(ENG)	I/C
2	MS. KIRAN	TGT(HINDI)	MEMBER
2.	MRS. P. CHOUHAN	PRT	MEMBER
3.	MRS. A. BASKEY	PRT	MEMBER

#### Duties:

1. To organize different activities/ Competition as per the KVS Guideline.
2. To motivate to be a part of this club.

### 36. TEACHING AIDS

S.NO	NAME	DESIGNATION	MEMBER
1.	DR. A. OJHA	PGT(ECONOMICS)	I/C
2.	MRS. M. MOHANTY	PGT(COMMERCE)	MEMBER
3	MR. P.C.SAHOO	TGT(MATHS)	MEMBER
4	MRS.MANASLATA PATI	TGT(MATH)	MEMBER

#### DUTIES:

1. To keep the aids in safe custody.
2. Use of the same judiciously or sincerely in teaching learning.

### 37. AUDIO – VISUAL

S.NO	NAME	DESIGNATION	MEMBER
1.	MR. S.R.SAHOO	TGT(SC)	I/C
2.	MRS.A.RAY	TGT(AE)	MEMBER
3	MR.A.K. SAHOO	PRT	MEMBER

#### E – LEARNING/E – CONTENT

4.	DR.CHANDRALEKHA	PGT(COMP.SC)	I/C
5.	MR. D. SEN	PGT(CHEM)	MEMBER
6.	MR. S.P MOHANTY	PGT(PHY)	MEMBER
7.	MRS.T.SHUKLA	TGT(SST)	MEMBER
8	MISS.PREETI	TGT(ENG)	MEMBER
9	MR.P.C.SAHOO	TGT(MATH)	MEMBER

#### Duties:

1. To be used purposefully.
2. Keeping this in safe custody.
3. Teaching faculty may be allowed to use the same for teaching learning.

### 38. DISPLAY BOARDS

S.NO	NAME	DESIGNATION	MEMBER
1.	All Class Teachers and House Masters		Members

#### Duties:

1. To keep the display board neat and clean with the materials displayed from time to time.
2. Articles to be error free and legibly written.
3. Photographs (hand drawn) to be displayed.
4. The materials to be changed fortnightly and this should be pertaining to the occasion.

### **39. PURCHASE COMMITTEE**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MR. P. JAYADURGA	PGT(MATHS)	MEMBER
2.	DR. C. R TRIPATHY	PGT(CHEM)	MEMBER
3.	MR.S.P.MOHANTY	PGT(PHY)	MEMBER
4	MR. B.K SAHOO	PRT	MEMBER
5	MR. P.K PATRA	PRT	MEMBER
6	MRS. P. CHOUHAN	PRT	MEMBER
7	MR.S.K.BEHURIA	ASO	MEMBER

#### **Duties : Initiate the proceedings of registration of firms.**

- 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

### **40. ANTIBULLYING/ANTIRAGGING COMMITTEE/CBSE circular Acaqd/17/2015)**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	DR.C.R.TRIPATHY	PGT(CHEM)	I/C
2.	DR. A.OJHA	PGT(ECO)	MEMBER
3.	MR.K.C.NANDA	TGT(SANSKRIT)	MEMBER
4.	MRS.A.RAY	TGT(WE)	MEMBER
5	MR.M.R.PATI	TGT(SKT)	MEMBER

#### **DUTIES:**

1. Students to be discouraged to involve in Mischievous activities.
2. Students should be advised not to associate with persons from outside to harm their inmates.
3. Strict measures are to be taken if any such case is found.

#### 42. UBI PORTAL COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	DR.CHANDRALEKHA	PGT(CS)	I/C
2.	MR. S.R SAHOO	TGT(SC)	MEMBER
3	MRS.K.P.DAS	SSA	MEMBER
4	MR.SHRIDHAR KHATUA	COMP.INST.	MEMBER

**Duties:**

1. To see to the upload of salary in UBI Portal by the time fixed for every month.

#### 43. WEBSITE UPDATION COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	DR.CHANDRALEKHA	PGT(COMP.SC.)	I/C
2.	MR. P. JAYADURGA	PGT(MATHS)	MEMBER
3	MR. S.R SAHOO	TGT(SC)	MEMBER
4	MR. SHRIDHAR KHATUA	COMP.INST.	MEMBER

**Duties:**

1. To update the Vidyalaya website from time to time at regular intervals.
2. To note the new changes in the system and incorporate the same on time.

#### 44. ALUMNI COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	DR. C.R TRIPATHY	PGT(CHEM)	I/C
2.	MR.S.P.MOHANTY	PGT(PHY)	MEMBER
3	MR.D.K.ROUT	TGT(ENG)	MEMBER
3	MR. P.C.SAHOO	TGT(MATH)	MEMBER
4	MRS.D.MOHANTY	PRT	MEMBER

**Duties:**

1. To see to the smooth functioning of the alumni association.
2. To help organize the meetings of the association.
3. To collect information about the products of this Vidyalaya placed in high positions.



#### 45. EXTRA MURAL ACTIVITIES

S.NO	NAME	DESIGNATION	MEMBER
1	MR. D.K ROUT	TGT(ENG)	I/C
2	MS. KIRAN	TGT(HINDI)	MEMBER
3	MRS.T.SHUKLA	TGT(SST)	MEMBER
4	MR. B. DAS	PRT	MEMBER
5	MRS. P. CHOUHAN	PRT	MEMBER

Duties:-

- i) To conduct other outside examination other than KVS.
- ii) To encourage the students to participate in CBSE expression series
- iii) To motivate students to take part in IMO/ISO/EO etc. and to keep record of fees collections.

#### 46. NCC

S.NO	NAME	DESIGNATION	MEMBER
1	MR. P.C.SAHOO	TGT(MATH)	I/C
2	MR. B. DAS	PRT	MEMBER

#### DUTIES:

1. Enrollment of new students to be completed by April every year as per the schedule.
2. As per calendar of activities supplied by 01 O Medical Company NCC Cuttack different activities to implemented.

Dear Staff members,

In order to run the Vidyalaya in an effective manner for the session 2022-2023, the undersigned need the whole hearted co-operation of all the members of the staff .To stream line 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.

Please provide the feedback if any changes are required.

(MONIMALA MOHANTY)

PRINCIPAL I/C

K.V.NO.1, CUTTACK