

**KENDRIYA VIDYALAYA BHAWANIPATNA  
COMMITTEES FOR THE ACADEMIC SESSION 2022-23.**

The following committees are hereby constituted for smooth & 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 for its strict compliance. The undersigned shall ask for the compliance from the in-charges or in absence of the in-charge the next senior member of the committee will automatically be the in-charge and so on but all the members will be equally responsible for functioning of the assigned work. In-charge will write the names of the members in a register and allot work to the members accordingly and shall fix the Accountability. The handing and taking over of the departments (if any) shall be completed immediately. In the absence of the in-charge, the senior member in the committee will complete the handing and taking over procedure.

**1.DISCIPLINE COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER
1.	MR.S.K.Sahu	PGT-Phy	I/C
2.	Mr.Jaldhar Durga	Sr.Most PRT	I/C Primary
5.	Mr.E.G.Pokharkar	PGT-Eco	Member
6.	Mr.P.D.Nayak	PGT-Hindi	Member
7.	Mr.Niraj Ku.Pandey	TGT-PH&E	Member
8.	Mr.A.K.Pandey	TGT-So.Stud	Member
9.	Mr.Bhawani Bag	TGT-Eng	Member
10.	Mrs.Pratibha Meher	PRT	Member
11.	Ms.Sweta Thakur	PRT-Music	Member

**Duties:**

- (a) To ensure implementation of article 60 of KVS Education code-code of conduct for the students.
- (b) To ensure full attendance of all the students during assembly
- (c) To check the late comers during morning assembly
- (d) To observe the behaviour of the students inside and outside class rooms.
- (e) To ensure provision of out pass in all classes and their utilization & safe custody.
- (f) To initiate proper action as per KVS norms against indiscipline students following due procedure.
- (g) To check the girls and boys uniform daily.
- (h) To check the bags once in a week.
- (i) To confiscate the mobiles and other prohibited appliances.
- (j) To take regular meetings of student councils, prefects, monitors.
- (k) To monitor discipline during lunch break, during arrival & after the last bell- students safe dispersal (Lunch break / arrival & dispersal duties are to be assigned by the I/C Time table).
- (l) To refer the problematic cases to the Principal for diagnosis & Counselling.
- (m) To stop self-driving of motor cycles, Scotty, etc. by the students as means of conveyance to the school. To Ensure Implementation of Motor Vehicle Act-2016(Both for students & Employees).
- (n) To seize such vehicles brought by the students & hand over it to their parents, receiving under taking for the same.

**2.AEP/ SUGGESTION/COMPLAINT BOX/POCSO BOX:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.A.K.Sharma	PGT-Bio	I/C
2.	Mr.S.K.Singhdeo	TGT-Bio	Member
3.	Ms Sweta Thakur	PRT-Music	Member

**Duties:**

- Box meant for general complaints / suggestion/AEP/POCSO, should be opened on daily basis.
- Maintain Separate files for preserving the complaints / suggestions & to register the recording the complaints/ suggestion & to intimate the concerned I/C /Committee.
- Record follow up/Corrective measures taken immediately in consultation with principal.
- To submit monthly online report.

**3.LUNCH BREAK SUPERVISION/ Arrival & Departure Duties:** As per duty assigned to teachers/staffs on daily arrangement basis by the Time table I/C(Primary & Sec. & Hr.secondary).

Sl.No.	NAME	Designation	Particulars
1	Mr.Sushil Ku.Buddhia	TGT-Maths	I/C Time Table(Sec & Hr. Sec.)
2	Mr. R.C.Barik	PRT	I/C Time Table (Primary)

**Duties:-**

- To assign duties to the teachers on rotation basis for ensuring discipline/safety of the students during arrival/departure & lunch break.
- To see that the students reach their respective class soon after the lunch break gets over.

**4.SEXUAL HARASSMENT COMMITTEE – INTERNAL (for Students & Staffs)**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.B.P.Nayak	PGT – Comm..	I/C
2.	Mr.A.K.Sharma	PGT – Bio	Member
3.	Mr.E.G.Pokharkar	PGT-Eco	Member
4.	Mr.Neeraj Ku.Pandey	TGT-P&HE	Member
5.	Mr.Jaldhar Durga	PRT	Member
5.	Mrs.Pramila Yadav	PRT	Member

**Duties:-**

- The complaint related to immoral behaviour towards students (Boys & Girls) and Female/male Staff if received by the committee, the following steps should be taken immediately at Vidyalaya Committee level.

**VIDYALAYA LEVEL:-**

- A written complaint may be obtained from the students/parents, staff.
- The Case may be brought to the notice of the Principl & Chairman, VMC.
- A memorandum may be issued to the teacher by the authority, giving the gist of the complaint and in no case copy of the complaint should be given to the teacher.
- A committee may be constituted comprising of two or three gents/lady teachers of the committee and executive committee members to conduct the preliminary inquiry.
- The committee may obtain the statement of the victim girl/boy/staff, narrated as well as the other students /staffs who witness the incident or to whom the victim student/staff made the complaint initially.
- The committee may ask about the behavior of the accused teacher/staff towards girl/boy students/female staffs and other teachers and their statements may also be recorded.
- The Principal may discuss the issue with the accused teacher and his statement may be recorded.
- The committee may discuss the issue with the accused and his statement may be recorded.

9. The committee should be impartial and unbiased. The committee should not disclose the identity of the girls/Boys and the teachers and should not spread any rumors and shall maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Authority for further action.
10. The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercises at Vidyalaya level have to be completed within three days from the date of the receipt of the complaint
11. The Committee should consult the suggestion/complaint /AEP boxes opening committee every day & should collect the written materials etc. and submit the report accordingly. All documents should be recorded in the file and maintain the register properly.
12. The boxes should be opened in the presence of all the members and suggestion/complaint /AEP boxes opening committee & in no case the committee should shield or hide any written documents or any complaints.

#### **5. GENERAL GRIEVANCE OF STUDENTS (CORPORAL PUNISHMENT/ SC/ST/OBC/MINORITIES/PH) & SUGGESTION BOX:**

Sr. No.	Name	Designation	Member
1.	Mr.B.P.Nayak	PGT -Comm.	I/C
2.	Mr.Jaldhar Durga	PRT	I/C Primary
3.	Mr.E.G.Pokharkar	PGT-Eco	Member
4.	Mr. A. K. Sharma	PGT-Bio	Member
5.	Mr.Neeraj Ku.Pandey	TGT-P&HE	Member
6.	Mrs.Pramila Yadav	PRT	Member

#### **Duties:-**

1. To deal with the complaints 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, proper steps should be taken immediately at Vidyalaya Level Committee.
2. To receive and address the grievances of SC/ST/OBC/Minorities & PH students & redressal of such cases as per Rules.

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

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.Sudhir Sahu	PGT-Eng	I/C
1.	Mr. Neeraj Ku. Pandey(Sec. & Sr.Sec)	TGT-PH&E	Member
2.	Mr.Dipayan Ghatak	TGT-AE	Member
3.	Mr.D.K.Pradhan (Primary)	PRT	I/C
4.	Ms.Sweta Thakur	PRT-music	Member

#### **Duties:**

- (a) To plan educational 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 do participate in tour programme.

## 7. STRENGTHENING OF PRIMARY EDUCATION (CMP):

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.Jaldhar Durga	SR.PRT	I/C
2.	All PRTs	PRT	Member

### Duties:-

- 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 from the local market by taking an amount of Rs.2000/ 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.
- To maintain the register reflecting the number of work sheets prepared by the teachers subject wise.

## 8. STAFF QUARTERS ALLOTTMENT COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.Rahul Kr. Bharti	TGT –WE	I/C
2.	Mr.R.Sharma	PGT-Chem.	Member
3.	Mr.S.K.Singhdeo	TGT-Bio	Member
3.	Mr.Manoj Ku Sahu(72950)	PRT	Member
4.	Mrs.Pramila yadav	PRT	Member

### Duties:

- To prepare a panel of teachers who are eligible for the allotment of quarters (Type-II, Type - III) as per KVS norms in the beginning of the academic session & as per the requirements.
- 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.

## 9. LIBRARY COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Ranveer Kumar	TGT-So.Studies	I/C
2.	Mr.P.D.Nayak	PGT-Hindi	Member
3.	Mr.Rajeev Ku. Sharma	PGT-Chemistry	Member
4	Mr.Jaldhar Durga	Sr.PRT	Member
5.	MrSudhir.Sahu	PGT-Eng	Member
6.	Mr.A.K.Pandey	TGT-So.Stud.	Member
7.	Mrs.Pratibha Meher	PRT	Member
8.	5 Students		Member

### Duties:

- The meetings are to be convened at least once in a month.
- Committee will submit the list of books to be procured subject wise in the beginning of academic session
- Book review
- To inculcate reading habits among the staff & children

To organize book exhibition/fairs on important occasions as per guidelines.

#### 10. IMPLEMENTATION OF RAJ BHASHA

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.P.D.Nayak	PGT – Hindi	I/C
2.	Mr.V.K.Gupta	TGT-Hindi	Member
3.	Mr.R.K.Padhan	TGT -Sanskrit	Member

#### Duties:

- To implement the decision taken during Nagar Raj Bhasha committee meetings.
- To attend Nagar Raj Basha committee meeting as and when required.
- To submit periodical report to the KVS RO BBSR & KVS New Delhi, Nagar Raj bhasha committee.
- To take initiative to ensure that correspondence is made in Hindi & to ensure implementation of Rajbhasha Hindi as per KVS Norms, Govt. rules.

#### 11. SCOUTS / GUIDES:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.P D Nayak	PGT-Hindi	I/C(SCOUTS)
2.	Mr.Ranjan Kumar Padhan	TGT-Sans.	Member
3.	Mrs.Pratibha Meher	PRT	I/C (GUIDES & BULBUL)
4.	Mr.V.K.Gupta	TGT-Hindi	Member
5.	Mr.R.K.Bharti	TGT-WE	Member
6.	Mr.Manoj Ku.Sahu(BGR)	PRT	I/C CUBS
7.	Mr.Chairman Badhei	PRT	Member

#### Duties:

- To ensure maximum enrolment in the movement every year as per KVS norms.
- To organize investiture ceremony for the new recruits
- To conduct the parade & other activities on every Wednesday.
- To train the students for Pratham/ Dwitiya/ Tritiya/ Raj Puraskar/Rastrapati/Pratham charan/Dwitiya charan/ Tritiya charna/ Chaturtha charan.
- To issue the merit certificate after the conduct of test
- Celebration of thinking day
- To procure the uniform for Scouts / Guides who are involved in Guard of Honor.

#### 12. CCA & MORNING ASSEMBLY PROGRAMME COMMITTEE:

S. NO.	NAME	DESIGNATION	MEMBER
1.	Mr.P.D.Nayak	PGT –Hindi	I/C
2.	Mr.Sudhir Sahu	PGT-Eng	Member
2.	Mr.Neeraj Ku.Pandey	TGT-PH & E	Member
2.	Mr.Chirantan Dasmahapatra	TGT-Eng	Member
3.	Mr.R.K.Bharti	TGT-WE	Member
3.	Mrs.Patibha Meher	PRT	I/C Primary
4	Mrs.Pramila Yadav	PRT	Member
5.	Ms.Sweta Thakur	PRT-Music	Member
6.	Mrs.D.Ghatak	TGT-AE	Member

**Duties:-**

1. To organize morning assembly & to ensure that it is being conducted within stipulated time.
2. To evaluate the various items of morning assembly programme on five point scale – Excellent, Very good, Good, Average, Below Average, etc.
3. To prepare the schedule for conducting morning assembly programme House wise/ Class Wise & to ensure maximum participation.
4. To arrange the PA system, musical instrument well in advance before the start of morning assembly.
5. Annual Planning of CCA activities house wise/Class wise.
6. Maintenance of result of CCA activities.
7. Purchase and distribution of CCA prizes & medals.
8. Maintaining CCA Activities register.
9. To ensure unfurling / raising of the tricolor / National Flag, Scout & Guides flag, NCC flag & lowering as per G.O.I norms.

**13. ADMISSION:-**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.Ajay Ku. Sharma	PGT-Bio	I/C
2.	Mr.Jaldhar Durga	PRT	Member
3.	Mrs Pratibha Meher	PRT	Member
4.	Mr.Manoj Ku.Sahu	PRT	Member

**Duties:-**

- (a) To ensure registration for admissions as per the schedule given by KVS.
- (b) To scrutinize registration forms & documents as per the KVS admission guidelines.
- (c) Preparation of provisional list of selected candidates for all the classes.
- (d) To administer the admission test and preparation of merit list as per the KVS admission guidelines.
- (e) To take the approval from the VEC before the release of the merit lists.
- (f) Maintenance of admission registers/Guard files etc.
- (g) Admission of candidates based on KV TC as per KVS norms.
- (h) Processing the Local transfer admissions.
- (i) Admissions as per RTE Act.
- (j) Maintenance of admission records as per KVS guidelines in the prescribed pro-forma.
- (k) Uploading of details of admission on the Vidyalaya website.

**14. EXAMINATIONS (Internal):****A – SECONDARY**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. E.G.Pokharkar	PGT- Eco	I/C
2.	Mr.A.K.Pandey	TGT-So.Stud.	Member
3.	Mr.Ranjan Ku.Padhan	TGT-Sansk.	Member
3.	Mr.Chirantan Dasmahapatra	TGT-Eng	Member
4.	Mr.Dipayan Ghatak	TGT-AE	Member

**B – PRIMARY**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.C.Badhei	PRT	I/C
2.	Mrs.Pratibha Meher	PRT	Member

3.	Mr.R.C.Barik	PRT	Member
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**Duties:-**

- To prepare an action plan for conducting monthly tests/other tests as per new CBSE guidelines/ as per KVS norms for classes III to V, VI to XII.
- To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection/ record purpose.
- To submit requirements of the result register, progress reports, certificate of school based evaluation and other stationery well in advance by giving requisition to the Principal well in advance.
- To conduct the 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.
- To issue the notices, circulars of the examinations to the staff from time to time.
- To visit KVS, Regional Office, BBSR and CBSE websites regularly for the examination notices, circulars.
- To discuss and submit the reports, circulars with the Principal time to time and to take action and follow up regularly.
- To update examination details on Vidyalaya website regularly.

**15. EXTERNAL – CBSE ( IX,X,XI & XII)**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.Sanjeev Ku.Sahu	PGT-Phy	In-charge
2.	Mr.Vivek V.Singh	PGT-CS	Member
2	Mr.Jaldhar Durga	PRT	Member

**Duties:**

- To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
- Registration for Problem Solving Assessment Test, Class IX to XII registration, filling of the forms and completing the formalities in time bound manner.
- Correspondence for school affiliation & other related issues to CBSE.
- Maintenance and submission of records of result analysis of CBSE exams to KVS Regional Office and KVS Head Quarter in time.
- Maintaining the record of shortage of attendance and correspondence with CBSE board.
- Framing the practical time table in liaison with other subject teachers.
- Conducting the CBSE board exam as per the CBSE norms.
- Updating CBSE related issues/ instructions in the school website regularly.

**16. TIME TABLE AND ARRANGEMENT:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Sushil Ku.Buddhia	PGT MATH	I/C
2.	Mr.Rahul Kumar Bhati	TGT WE	Member
3.	Mr.R.C.Barik	PRT	Primary I/C
4.	Mr.Manoj Ku.Sahu(BGR)	PRT	Member
5.	Mrs.Pramila Yadav	PRT	Member

**Duties:-**

- To prepare the class time table and teachers time table as per KVS norms.
- To prepare the special time table for for classes X & XII as per the direction of the Principal and KVS RO BBSR during Autumn break, Winter break, summer vacation & as per the requirements.
- To prepare the special time table for remedial teaching for implementation of NEP, PISA CCT etc..
- To give arrangement work for the teachers on leave/OD etc.
- To display copy of arrangement work in the notice board.
- To Prepare part time teachers salary statements after verifying the number of periods taken by part time teachers/ as per the provisions and to affix their signature.
- To maintain the arrangement register.

**17. FURNITURE:**

S.NO	NAME	DESIGNATION	MEMBER
1	Mr.Ranjan Ku.Padhan	TGT-Sanskrit	I/C
2	Mr.Dipayan Ghatak	TGT-AE	Member
3.	Mr.A.K.Dwevedi	PRT	Member

**Duties:-**

- To maintain the record of room wise/dept. wise distribution of furniture.
- To take initiative to see that the broken furniture is repaired regularly.
- To prepare the list of broken furniture which are to be condemned.
- To see that the school furniture is to be replaced in class rooms/dept. after school functions like sports day, Republic day, Annual Day, Independence day or any other function).
- To see any shortages, deficiency of furniture and report to the Principal.
- To ensure regularly that no furniture is lying in the corridors or in the open space.
- To store and stock the broken or old furniture properly.
- To maintain the stock register & to submit the requirements at the beginning of the session.

**18. CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES (Swachh Bharat Abhiyan)****Class Rooms, Water points, toilets, corridors:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.Ranjan Ku. Padhan	TGT-Sanskrit	I/C
2.	Mr.Dipayan Ghatak	TGT-AE	Member
3.	Mr.C.Dasmahapatra	TGT-Eng	Member
4.	Mr.Ranveer Kumar	TGT- So. Stud.	Member
5.	Mr.Hitesh Singh	PRT	I/C Boys
6.	Mrs.Pramila Yadav	PRT	I/C Girls
7.	Mr. P. Katta	Sub-staff	Member

**Duties:**

- To ensure the cleanliness of the class rooms, corridors, toilets and other common areas.
- To ensure the provision of dustbins in all the class rooms.
- To appraise the Principal about the cleanliness of school building from time to time.
- To supervise the work of the people deployed under housekeeping.
- To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- To make the arrangements to dispose the garbage and miscellaneous trash collected



in Vidyalaya Building and other parts of campus.

- (g) To clear the wild bushes and thorny plants that are growing in different parts of school campus.
- (h) To ensure cleanliness of open drains for smooth flow of water during the rainy season.
- (i) To ensure cleanliness of area around the staff quarters.
- (j) To take the rounds of the Vidyalaya thrice in a day/as & when required and to ensure cleanliness.
- (k) In-charge can delegate the work wing-wise for efficient functioning and for fixing the responsibility. But the In-charge & Members shall be held responsible for the lapses and the deviations of the orders.

#### **19. 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.Dipayan Ghatak	TGT-AE	I/C
2.	Mr.V.K.Gupta	TGT-Hindi	Member
3.	Mr.Rajesh Patel	PRT	Member

#### **Duties:**

- (a) To supervise the work of workers/deployed under Horticulture and beautification of Vidyalaya campus.
- (b) To procure ornamental plants and other fruit bearing plants in consultation with the authority.
- (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 the authority.
- (e) Preparation of placards in different areas of garden.
- (f) Numbering of trees and potted plants.
- (g) Celebration of Vanamahostava in consultation with the authority 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.
- (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.

#### **20. SCIENCE Club/ Exhibitions:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mr A. K. Sharma	PGT-BIO	I/C
2.	Mr.S.K.Singhdeo	TGT-Bio	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.

**21. SOCIAL SCIENCE CLUB:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.E.G.Pokharkar	PGT-Eco	I/C
2.	Mr. P. D. Naik	PGT-Hindi	Member
3.	Mr. Abhishek Pandey	TGT-So. Stud.	Member
4.	Mr.Ranveer Kumar	TGT-So.Stud.	Member
5.	Ms.Sweta Thakur	PRT-Music	Member

**Duties:-**

- To motivate children to prepare projects/model based on country/state allotted to the region.
- To encourage more and more children to participate in cluster level, Regional level and Nation level exhibition.
- To motivate the children to participate in debate, group dance, music, skit competitions etc. organized in connection with social science exhibition.
- To encourage the students to submit online projects as per the requirements time to time.
- To ensure project based learning in all the classes.

**22. MAINTENANCE AND REPAIR OF SCHOOL BUILDING, STAFF QUARTERS AND CONTINUOUS SUPPLY OF DRINKING WATER:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Rahul Kumar Bharti	TGT-WE	I/C
2.	Mr.Ranjan Ku.Padhan	TGT-Sanskrit	Member
3.	Mr Manoj Ku. Sahu(BGR)	PRT	Member
4.	Mrs.Pramila Yadav	PRT	Member

**Duties:-**

- To maintain a register related with deficiencies noted in the Vidyalaya building and staff quarters.
- To undertake maintenance of school building and staff quarters as per the need.
- To ensure the proper functioning of Aqua guard installed in school building & availability of safe drinking water to the students & staffs.
- To ensure the cleaning of over-head tanks in school building and staff quarters.
- To ensure the chlorination of water stored in tanks after cleaning
- To ensure the proper functioning of water coolers.
- To install/refill the fire safety equipment & regular supervision of the same.
- To obtain vidyalaya buildings safety certificate, fire safety certificate, water testing certificate & to submit it in the office
- To ensure refilling of fire safety equipment & proper functioning of it.
- To conduct evacuation mock drill inviting NDRF team/ Fire brigade.

**23. MEDICAL CHECKUP:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Neeraj Ku.Pandey	TGT-PH &E	I/C
2.	Ms.Pratibha Meher	PRT	Member
2.	Mrs P.Yadav	PRT	Member
3.	Ms Santoshini Nial	Nurse	Member

**Duties:**

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

**24. PHOTOGRAPHY:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.D.K.Pradhan	PRT	I/C
2.	Mr.V.K.Gupta	TGT-Hindi	Member
3.	Mr.H.K.Singh	PRT	Member

**Duties:-**

- To ensure the photography/Videography on important occasions / functions etc. & to preserve it for display/uploading in website/ registration process.

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

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.Sanjeev Ku. Sahu	PGT-Phy	I/C
2.	Mr.Bhawani Bag	TGT-Eng	Member
3.	Mr.Pratibha Meher	PRT	Member

**Duties:**

- To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries.
- To arrange Vocational guidance and counseling to the students by inviting reputed personalities from different fields.
- To pay the remuneration in consultation with the authority.

**26. SPORTS COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Neeraj Ku. Pandey	TGT-P & HE	I/C
2.	Mr.Ranveer Kumar	TGT-So.Stud.	Member
3.	Mr.D.K.Pradhan	PRT	Member

**Duties:**

- To ensure availability of all sports facilities to the students & prepare students for different competitions at cluster/ Regional/National/SGFI, etc.

**27. STUDENTS COUNCIL COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.P.D.Nayak	PGT-Hindi.	I/C
2.	Mr.Sudhir Sahu	PGT-Eng	Member
3.	Mr.C.Dasmahapatra	TGT-Eng	Member
4.	Mrs. Pratibha Meher	PRT	I/C Primary
5.	Mr. N. K. Pandey	TGT-P&HE	Member
6.	<u>Senior-Secondary/Secondary</u>	<u>Primary</u>	

	<u>SHIVAJI HOUSE:</u> Mr.A.K.Sharma,House Master Mr.C.Dasmohapatra Mr.S.K.singhdeo  <u>TAGORE HOUSE:</u> Mr.E.G.Pokharkar, House master Mr. V.K.Gupta Mr. DR Yadav  <u>ASHOKA:</u> Mr. Rajeev Ku.Sharma, House Master Mr.R.K.Padhan Mr.S.K.Buddhia  <u>RAMAN HOUSE :</u> Mr.V.V.Singh, House Master Mr.Ranveer Kumar Mr.A.K.Pandey	<u>SHIVAJI HOUSE:</u> Mrs.Pramila Yadav- House Mastress Mr.Hitesh Singh(Assoc)  <u>TAGORE HOUSE:</u> Mr. Rajesh Patel-House Master Mr.Dinesh Pradhan(Ass) <u>ASHOKA:</u> Mr.Manoj Ku.Sahu(BGR)- House Mister Mr.C.Badhei(Associ)  <u>RAMAN HOUSE :</u> <u>Mr.M.K.Sahu</u> -House Master Ms.Sweta Thakur(Associate)	
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**Duties:**

- (a) Division of houses along with house master/mistresses and Associate of house masters & distribution of students to various houses
- (b) Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects etc.
- (c) Procuring badges for Captains Monitors, prefects.
- (d) Conduct of investiture /Badge presentation Ceremony.
- (e) Assigning duties to all members of the Student Council House Wise/Class wise.
- (f) Conduct of monthly meetings with the members of student's council.
- (g) Maintenance of Students council register/records.

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

S. No.	SUBJECT	INCHARGE	DESIGNATION	MEMBER
1.	LANGUAGES	Mr.P.D.Nayak Mr.S.K. Sahu Mr.R.K.Padhan	PGT-Hindi I/C PGT (English) TGT-Sanskrit	All subject concerned
2.	Science & Mathematics	Mr. S. K.Sahu Mr. Sushil Ku. Buddhia	PGT-Phy I/C PGT Maths	All subject concerned
3.	Commerce & Social Science	Mr.Bhagabata Prasad Nayak, Mr.E.G.Pokharkar	PGT- Comm  PGT-Eco	All subject concerned
4.	CMP & All subject primary Subjects	Mr.Jaldhar Durga	Sr.Most PRT	All PRT teachers

**Duties:**

- (a) Subject conveners should convene the meeting with member of their own faculty in the last week of every month. 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.
- (b) Subject conveners will discuss atleast the following issues during the meeting:
  - (1) Guidance regarding the maintenance of teacher diary
  - (2) Coverage of syllabus as per the split-up syllabus approved by KVS
  - (3) Conducting the practical for classes IX to XII as per the split-up syllabus approved by KVS
  - (4) Demo classes by rotation during the subject committee meeting
  - (5) Uses of computers and other audio-visual aids in teaching learning process
  - (6) Plan of evaluation of home assignment
  - (7) To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms.
  - (8) Plan of action for late bloomers & bright students
  - (9) Remedial teaching for late bloomers/ students
  - (10) Decoration of bulletin boards in corridors / class rooms with educational charts.
  - (11) Club activity / Science and social exhibition

**NOTE:** The subject convener will be held responsible for non – submission of the record to the Principal.

**29. LITERARY CLUBS**

S.NO	Subject	NAME	DESIGNATION	MEMBER
1.	English	Mr.Sudhir Ku. Sahu	PGT( English) I/C	
2.	Hindi	Mr.P.D.Nayak	PGT(Hindi)	
3.	Sanskrit	Mr.R.K.Pasdhan	PGT-Hindi(Sanskrit)	
4.	ODIYA	Ms Umashankari Pal	Odiya teacher	
5.	All Teachers			

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

**30. STUDENT'S DIARY/VIDYALAYA MAGAZINE/CLASS MAGAZINE COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.S. K. Sahu	PGT-ENG	I/C
2.	Mr.P.D.Nayak	PGT-Hindi	Member
3.	Mr. V. K. Gupta	TGT-Hindi	Member
4.	Mr.C.Dasmohapatra	TGT-Eng.	Member
5.	Mr.D.Ghatak	TGT-AE	Member
6.	Mr.Jaldhar Durga	Sr.Most PRT	I/C Primary
7.	Mrs.Pratibha Meher	PRT	Member
7.	Mr.Rajesh Patel	PRT	Member
8.	Ms Umashankari Pal	Odiya Lang. Teacher	Member

**Duties:-**

- The Class teachers of class III to XII shall identify the children with talents & to nurture the talents by motivating to participate in different activities of the vidyalaya & to collect such achievements/successes.
- 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 July 2022/23.
- Articles are to be screened, proof reading must be done and selected article should find a place in the vidyalaya patrika/class magazine. Class magazine should contain 50 pages-(English section- 20 pages-Hindi section- 20 pages and 10 pages- Art, drawing and paintings.
- 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.
- School magazine should contain total 82 pages (30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section.
- The editorial board should make concerted effort to bring about the school magazine in time.
- To select the contents of student's Diary & proof reading & In time distribution among all the students.

**31. INCOME TAX/ CS-54 CHECKING/UBI FEE COLLECTION VARIFICATION**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.B.P.Nayak	PGT-Comm	I/C
2	Mr.B.Bag	TGT-Eng	Member
3.	Mr.M.K.Sahu(BGR)	PRT	Member

**Duties:**

- Calculation of income tax from the members of the staff as per the provisions of Govt. Of India latest Income Tax Rules.
- To verify the fee collection details in class attendance register after each Quarters fee collection.

**32. INFORMATION to RTI:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.B.P.Nayak I/C	PGT-Comm	Office & Administration Related
2.	Mr.B.Bag	TGT-Eng	Member
3.	Mr. B. Sabar	Sub-staff	Member

**Duties:**

To receive/record the letters & to respond /provide information as per RTI Act-2005, with consultation of the authority.

**33. TLM PURCHASE COMMITTEE (Primary)**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.Jaldhar Durga	Sr.Most PRT	I/C
2.	All PRT	PRT	Member

**Duties:** To submit the requirements as per KVS norms & to ensure proper implementation/ use in teaching learning process.

**34. STAFF GRIEVANCE REDRESSAL COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.B.P.Nayak	PGT-Comm.	I/C
2.	Mr.Rajeev Ku. Sharma	PGT-Chem	Member

2.	Mr.Bhawani Bag	TGT-Eng	Member
3.	Mrs.Pramila Yadav	PRT	Member

**Duties: To receive/address the grievances of staffs & redressal of such case as per rules with consultation with the authority.**

### 35. MATHS/SCIENCE/GREEN/ ALL OTHER OLYMPIADS:

S.NO	NAME	DESIGNATION	MEMBER
1	Mr.A.k.Sharma	PGT-Bio	I/C
1.	Mr.Sushil Buddhia	TGT-Maths	Member
2.	Mr.S.K.Singhdeo	TGT-Bio	Member
3	Mr.C.Badhei	PRT	I/C Primary

**Duties: To Motivate the students for their valuable participation & register the students for different Olympiads as per the guidelines of KVS RO/Head Quarters/ Different Departments.**

1. To conduct exams & forwarding of information to the concerned/ KVS RO BBSR etc.

### 36. TEACHING Aids:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.A.K.Pandey	TGT-So.Stud.	I/C
2.	Mr. D. K. Pradhan	PRT	Member

**Duties: To submit requirements of the teaching Aids & monitoring of its uses.**

### 37. AUDIO – VISUAL & COMPUTER Deptt.

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.Vivek V.Singh	PGT-CS	I/C
2.	Mr. Sushil Kumar Buddhia	TGT - Maths	Member
3.	Mr.R.K.Bharti	TGT-WE	Member

**Duties: To submit Requirements of Computers, Softwares & its Accessories**

- (a) To. Ensure Maintenance & proper functioning of all computers/OHP etc.
- (b) To ensure Broad band connectivity/functioning in all required locations

### 38. DISPLAY BOARDS

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.D.Ghatak	TGT-AE	I/C
2	Mr.R.K.Bharti	TGT-WE	Member
3.	Mr.Hitesh Singh	PRT	I/C Primary
4.	Ms. Sweta Thakur	PRT-Music	Member
4.	All House Masters/Mistresses & Class Teachers.		Members

**Duties: 1.To monitor/organize display board competitions with consultation of the CCA coordinators.**

- 2.To maintain/ Upkeep the displays.

### 39. NEP & PISA/CCT

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.V.V.Singh	PGT-CS	I/C Sec & Hr.Sec.
2.	Mr.J.Durga.	Sr.Most PRT	I/C Primary
3.	All the other teachers Teaching (I-XII)		Member

#### Duties:

- 1.To implement NEP-2020 as per guidelines & as per the instructions received from KVS RO BBSR/KVS HQ. time to time
2. To conduct PISA/CCT Tests as per the schedule & to submit the data/result time to time.
3. To conduct Mentor Mentee Meeting & to monitor the Progress of students.

### 40. LOCAL PURCHASE COMMITTEE/ Purchase Committee-GeM:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.Bhagabata Prasad Nayak	PGT-Comm.	I/C
2.	Mr.S.K.Sahu	PGT-Phy	Member
3.	Mr.R.K.Padhan	TGT-Sanskrit	Member
4.	Mr. N.K. Pandey	TGT-PH & E	Member
5.	Mr.Bhawani Bag	PRT	Member
6.	Mr. Chairman Badhei	PRT	Member

#### Duties:

- (a) To initiate purchase (local market survey & through GeM) as per the requirements submitted by the department Holders at the beginning of the session & as per the requirement received from the deptt. Incharges/Stoch Holders time to time
- (b) To carryout market survey whenever required
- (c) To finalize the bidding process generated through GeM & To Sign the quotations received by post/email & through market survey by LPC.
- (d) To check and sign the Comparative Statement of different quotations time to time.
- (e) To verify the Bills submitted by vendors/ agencies for release of payments time to time.

### 41. UBI PORTAL COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.Vivek V.Singh	PGT-CS	I/C
2.	Mr.Manoj Ku.Sahu(BGR)	PRT	Member
3.	All Class/Co-Class Teachers(I-XII)		Member

**Duties: To update students details as per enrollment & to monitor first verification by the class teachers & to do second verification/principal level verification as per the schedule in each quarter.**

- (a) To ensure timely payment of fees in each quarter by the students with consultation of respective class teachers.

### 42. WEBSITE UPDATION COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.Vivek V.Singh	PGT-CS	I/C
2.	Mr.Manoj Ku.Sahu(BGR)	PRT	Member



**Duties: To upload notice/circulars/photographs in the Vidyalaya website & to update the site time to time.**

**43. ALUMINI COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. P D Nayak	PGT-Hindi	I/C
2.	Mr. Chairman Badhei	PRT	Member


**Duties: To constitute alumni & to organize meetings inviting the members time to time.**

**44. PTA (Parent Teacher Association) COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. S. K. Sahu	PGT –Phy	I/C
2.	Mr.Jaldhar Durga	PRT	I/C Primary
3.	Mr.S.K.Singhdeo	TGT-Bio	Member
4.	Mr. Chairman Badhei	PRT	Member

**Duties:**

- (a) To hold/organize PTM as per KVS schedule & as and when required so.
- (b) To record the suggestions & implementation of worthy suggestions with consultation to the authority.



(SUJIT ROY)

PRINCIPAL