

Dt. 03.01.2022

KENDRIYA VIDYALAYA NO 2, SAMBALPUR

In supersession of the earlier committees, the following committees have been formed for smooth functioning of the Vidyalaya. Allstaff members concerned are directed to carry out their duties wholeheartedly .

Principal

SL NO	NAME OF THE COMMITTEE	TEACHER / EMPLOYEE	SIGNATURE	TEACHER / EMPLOYEE	SIGNATURE	NATURE OF DUTIES
1	First Assistant/ Overall Supervision & Academic Advisory Committee	Mr. S. Banji I/C Mrs. Gayatri Mishra Mr. S.S. Bhoi Shri Somadatta		Mrs. S. Patel (PRT) Mrs. S. Kar Mr. B. Karali, PRT		To assist the principal in all the activities functioning of the Vidyalaya.
2	Announcement	Shri Jailal Sahu PGT(Hindi) I/C Ms. Abida Sultana		Mr. Ranjan Nanda Mrs.S Sahu (PRT)		To compere all events of the Vidylaya.
3	CCA/ Morning Assembly	Shri Jailal Sahu PGT(Hindi) I/C Mr. S. K. Dalei Ms. Abida Sultana j – TGT Eng		Mr. Ranjan Nanda Mrs.S Sahu (PRT)		To take care of Morning Assembly programme, allotment of classes assembly, issue of Birthday card & pen , Celebration of all Special occasions, CCA programmes and Club Activities, Decoration various Display Boards, allotment of topics and follow up periodically, evaluation and grading wherever required.
4	Examination (Internal)	Mr. Sudhanshu Sh. Bhoi Mrs. P. Kumari Mr. S.K. Dalei		Mr. Ajit Deep Mr. Ranjan Nanda , PRT		To conduct tests, examinations, Re-tests, Arrangement of PTA Meetings, Timely preparation of Proforma, collection answer papers, preparation of result analysis and related coordination.
5	CBSE & External Exams	Mr. S. Banji I/C Mr. A. Behera, Lib		Class Teachers		To ensure preparation and submission of all CBSE exam related documents , including Class- X LOC, Admit Cards, Cl.IX Registration, Affiliation oprocess for Cl. XI etc. and to conduct all External exams like CTET , etc. smoothly

6	Time Table	Mr. S. Banji I/C Shri Somadatta TGT(Sans.)		Mr. Utkal Naik Sh. S. Mirdha (PRT)		To allot classes to all teachers equally, allotment of classes for contractual teachers, Arrangement of Substitution, maintenance of day to day time table.
7	Admission	Mr. N. K. Jayanti I/C Mrs. Rina singh TGT SST Mr. A.Behera,Lib Mr. A.Kumbhar (PRT) Mr. B. Karali (PRT) Mrs. S. Kar (PRT) Ms. D. Behera (PRT)				Distribution of Forms,Registration, Preparation of list of candidates selected for class- I and other classes. Verification of required updating the students register, collection of deposit of fees.
8	Teaching Aids	Mrs. Rina Singh , TGT S.Sc. I/C		Ms. D. Behera (PRT)		Procurement of maps, models, charts, CD, maintenance stock register condemnation
9	Purchase committee	Mr. Somadatta (TGT Sans) I/C Mr. A. Behera, Lib		Mr. B.Karali (PRT) Mr. S. Mirdha, PRT		Call for quotations, prepare comparative statement and place orders for all required equipment of the Vidyalaya. Settlement of bills and verification of the articles.
10	Medical Check-up	Mrs. P. Kumari, (TGT- P&HE) I/C		Mr. D. Bhue (PRT) Smt. S. Patel (PRT)		Issue of medical cards to the class medical check-up for class-I to XII with medical team twice a year Custodian medical cards.
11	A.Cleanliness, Upkeep of School Building and campus, B.Swatchhata Abhiyan C. Drinking water/ Cleaning Of Overhead tanks	Mrs. P. Kumari (TGT- P&HE) I/C Mr. D. Bhue PRT		Mrs, S. Patel (PRT) Mr.Utkal Naik PRT		Daily Monitoring cleanliness of the Vidyalaya including proper sanitization, use of disinfectants. Maintain the school building, neatness of the class rooms and campus, monitoring the works Ensure drinking water supply is adequate and the water supplied is safe for drinking. Purchase of sanitation materials
12	Gardening and beautification	Mr. S. K. Dalei Mr. S. Mirdha, PRT I/C		Mr. A.Kumbhar (PRT)		flower pots, plants and other related items. Arrangement of painting and other items. Up keeping of gardening. Display of quotations.

13	Discipline	Mrs. P. Kumari TGT P&HE I/C Mrs. G. Mishra along with all Class teachers		Mr. A. Kumbhar (PRT) along with all Class teachers		Discipline in all walks of activities in the Vidyalaya. Morning assembly. Special Occasions, Meetings. Enquiry and disciplinary action for any issues related to the discipline.
14	Strengthening of Primary Education And Resource room and Teaching Aids	Mrs. S. Patel (PRT) I/C Mr. D. Bhue (PRT)		Mrs. S. Kar Mr. B. Karali PRT		Making activities enjoyable, procurement materials as required and coordination.
15	Maintenance and repair works (Civil/ Electricals)	Mr. S. Mirdha PRT I/C Mr. A.Kumbhar (PRT)				Maintenance and Repairs minor and major electrical and civil works. Petty construction, colour wash as requirements.
16	School Furniture	Mr. B. Karali (PRT) I/C Mr. S. Mirdha PRT.				To allot uniformic furniture to all classes. Updating requirements as and when need arises, repairs of furniture, maintenance of stock register etc.
17	Excursion					Plan and execute excursion for all classes I to XII. Selection of tourist spots, arrangements of vehicle and Intimation collection letters.
18	Scouts & Guides Cubs & Bulbul	Mrs. Gayatri Mishra Guide I/C Mr. Somadatta (TGT Skt) (Scout I/C)		Smt. S. Kar (PRT) (Guide) Ms. D. Behera (PRT) (BulBul I/C) Mr. A. Kumbhar (PRT) (Cubs I/C) Mr. S. Mirdha, PRT Mr. B. Karali -PRT		To plan and conduct activities as per letter issued by KVS RO BBSR and report thereafter every month.
19	Computer lab AV Aids/ ICT Classes	Mr.S. Banji I/C Mr. A. Behera (Lib.) Mr. S. K. Pradhan Comp. Instructor		Mr. A. Kumbhar (PRT)		Maintenance of the labs, procure items, maintain stock register and condemnation, Arrangement of AMC Up keeping the equipment and purchase of new items.

20	Sports & Games	Smt. P. Kumari TGT(P&HE) I/C Mr. A. Behera		Mr. S. Mirdha (PRT) Mr. A. Kumbhar (PRT)		Supply materials to students during games periods. Stock holder of item, purchase and condemnation of sports materials. Conduct of sports competition, Distribution certificates etc Proper planning and execution to conduct Cluster & Regional Meet.
21	AEP Counselling and Guidance	Smt. Gayatri Mishra I/C Mr. Somadatta, (TGT Skt)		Mrs. P.Kumari		Guide and Counselling the students as and when need arise. Conduct the AEP Classes periodically to impart AEP education.
22	ACP	Mr. A. Behera (TGT Lib.) (CLASS VIII & IX) I/C Somadatta (TGT Skt) (CLASS VII) Mrs. P.Kumari (CLASS VII)				Conduct the ACP Classes as per the guidelines of Ramakrishna Mission, New Delhi and KVS
23	Library Committee	Mr. A. Behera (TGT Lib.) I/C 1. Mr.N .K. Jayanti Mr. Somadatta (TGT Skt) Mr. Jailal Sahu 2. Mr. B. Karali (PRT) 3. Ms. D Behera (PRT) 4. Mrs. Rina Singh (TGT SSt)				Procurement, Condemnation, stock verification, up keeping Stock register. Computerised all stocks by using new software and record updating.
24	Science Exhibition, Science Congress, Inspire, etc	Mr. N.K.Jayanti I/C Mr S. S. Bhoi Mrs. G. Mishra				Make proper planning, select the students, allotment of Themes , registration in Inspire etc.
25	Science Olympiad/	Mr. N.K.Jayanti I/C Mr S. S. Bhoi		Ms. D. Behera (PRT)		To conduct SOF examinations at various levels, collection of fees, arrangements of exams, distribution of certificates. Proper information and guidance about NTSE to students
26	Photography	Mr.A. Behera (Lib) I/C Mr. S.K. Pradhan		Mr. A. Kumbhar PRT		To cover all special occasions and special assembly programme. Maintenance and updating the photos of current year and related works.

27	Celebration of Important events	Mr. Jailal Sahu (TGT Hindi) I/C Ms. Abida Sultana		Mr. Ranjan nanda Ms. D. Behera (PRT)		To assist the Principal in all the activities needed for special occasions, reception, refreshments, arrangements, announcements, records, visitors books as and when required.
28	School magazine/brochure, School Diary/ planner	Mr. Somadatta (TGT Skt) (SKT Language) I/C Mr. Jailal Sahu (PGT Hindi) (Hindi Language) Ms. Abida Sultana(PGT Eng) (English Language)		Mr. S. Pradhan (Comp. Inst) Smt. S. Kar (PRT) Mr. B. Karali (PRT)		Collection of articles, selection and editing, publishing in magazine & News letter, Preparation and editing of school diary, planner of activities.
29	Reception Committee	Ms.D. Behera		Smt. S. Kar (PRT)		To purchase bouquets, refreshments for the VIPs, arrangement of furniture, preparation of students for reception and related works.
30	Recording of Events, Prizes and Awards	Mr. Jailal Sahu (TGT Hindi) I/C Ms. Abida Sultana PGT Eng		Mr. Ranjan Nanda Ms. D. Behera (PRT)		To record all important events, prizes and awards.
31	Contractual Staff	Mr. A. Behera - Lib. I/C Mrs. Rina Singh (TGT- SST)		Mr. B. Karali (PRT) Mr. A. Kumbhar (PRT)		To make arrangements for publishing the advertisements, conducting interview and making the panels of the teacher. Inform the candidates where necessary.
32	Staff Room	Mr. Somadatta (TGT Skt) I/C		Smt. S. Patel (PRT)		To look after the furniture, fittings arrangements, drinking water, cleanliness etc.
33	First Aid	Smt. P. Kumari (TGT(P&HE)) I/C		Smt. S. Patel (PRT)		To procure the necessary medicines, maintain the stock register, supply of first aid items as per requirement
34	Rajbhasha	Mr. Jailal Sahu (TGT Hindi I/C Mr. Somadatta (TGT Skt)		Mr. A. Kumbhar (PRT) Smt. S. Patel (PRT)		Ensure implementation of Official Language in Vidyalaya. To submit records of Timahi report, conduct Rajbhasha Karyanwayan Samiti, update data in the Official language website https://rajbhasha.gov.in/ regularly.

35	1. Income tax & P. Tax . CS 54 Fee & UBI Fee Checking, Monthly reports (Enrolment, GPF_ NPS, Vacancy position , Salary , GeM	A. Mr. S.Banji . Mr. A. Behera, Lib		Mr. B. Karali, PRT		To maintain CS 54 fee. To check and verify the Final Quarterly Verification,Defaulter list. Overall Maintenance of the UBI Portal.
36	Fire Mock Drill	Mr. S. Mirdha (PRT) I/C Mr. A. Kumbhar (PRT)				To ensure availability of Fire extinguishers and other fire safety measures. Making proper plan and mock drill of execution of evacuation of School building
37	Club Activities <input type="checkbox"/> Literary <input type="checkbox"/> Eco <input type="checkbox"/> Charity <input type="checkbox"/> Creative <input type="checkbox"/> स्वच्छता <input type="checkbox"/> Integrity					Club activities for the academic year should be planned out and organized as per the schedule prepared.
38	Maintenance of Three Boards 1.Activites of Vidyalaya 2. Achievements of Vidyalaya 3. Facilities of Vidyalaya 4. House Boards (Pr & Sec separately)	Mr. S. Mirdha (PRT) I/C Mr. B. Karali PRT And All house Masters				Procurement and fixing of Three Boards at prominent place in school main gate. Updation of all three boards at regular interval.
39	Maintenance of records of Staff Meeting	Mrs. Gayatri Mishra I/C Sh. Somadatta (TGT Sans.)				To keep a record of the points discussed in the staff meetings and any points raised by the staff and its solutions/suggestions
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41	To help office	Mr. S. Banji Mr. B. Karali (PRT) Mr. A. Behera, Lib Mr. S. Mirdha		Mr. S.K. Dalei Mr. R. Nanda		To keep ready all the staff particulars updated it as and when required and plan for the Income tax calculation.
42	Maintenance & Updating of the Vidyalaya Website	Mr. S. Banji I/C Mr. A. Behera, Lib Mr. S. Pradhan (Comp. Inst)				Update with current events all and all other activities of the Vidyalaya Periodically.
43	NISHTHA	Mr. A.Behera, Lib I/C		Mr. S.K . Pradhan Comp. Instructor		To guide and help in NISHTHA & collect the data for reporting to RO & HQ

44	EBSB	Smt. Rina Singh (TGT SSt) I/C Ms. A.Sultana		Mr.J. Sahu		To conduct all programmes related to SBSB and Preparation of Report for the same.
45	VMC	Mr. Somadatta I/C S. Banji Mr.B.Karali				To arrange, Prepare Report & coordinate the VMC meeting with the U/s
46	BALA	Mr. S. Dalei I/C S. Mirdha, PRT Mr. A. Kumbhar, PRT				To implement the BALA Programme in the Vidyalaya according to the instructions of HQ
47	Defects Rectification off Sch. Building and staff quarters	Smt. P Kumari, TGT P&HE I/C Mr. S. Mirdha, PRT Mr. B. Karali, PRT				To check and Prepare reports of the Defects of the Newly constructed Vidyalaya Periodicall or as when needed. To monitor the Rectification work by Constr. Agency on a daily basis
48	Internal Complaint Committee on Sexual harrassment of Women Employees of KV	Smt. Gayatri Mishra , PGT Chem I/C NGO- member Mrs. Sangita Kar , PRT Mr. Somadatta, TGT				To maintain a records of the Complaint box Concerned and Report the same to the Principal accordingly for Redressal
49	General Suggestion/ Complaint Box & Child Rights Protection Celll	Smt. P. Kumari, TGT P&HE I/C Mrs. S. Patel , PRT Mr. B. Karali , PRT				To maintain a records of the Complaint box Concerned and Report the same to the Principal accordingly for Redressal
50	SC, ST Grievances	Mr. B. Karali, PRT I/C Mr. S. Mirdha, PRT Mr. A. Behera, Lib				To maintain a records of the Complaint box Concerned and Report the same to the Principal accordingly for Redressal
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52	RTI	Mr. A. Behera, Lib I/C Mr. B. Karali, Mr. S. Mirdha PRT				To collect and prepare the replies to RTO queries , maintain records and submit them in time
53	TC Issue	Mrs.S. Patel PRT I/C Mrs. S. Kar Lib and Class teachers concerned				Issue of TC and making necessary omission in UBI portal, Class Register , verify the enrolment status
54	Staff Qtrs. Allotment Committee	MrsGayatri Mishra .i) Mr. Somadatta, TGT Sanskrit I/C ii) Mrs. P. Kumari, TGT- P& HE		iii) Mr. B. Karali , PRT & VMC member iv) Mr. S. Mirdha , PRT v) Mr. A. Kumbhar, PRT		to draw up a list of eligible applicants annually in concurrence with the Vidyalaya Executive Committee in accordance with the Kendriya Vidyalaya Sangathan (Allotment of Residences) Rules 1998
55	Maintenance & Repair of Staff Qtrs.	i) Mr. S. Dalei , TGT- AE I/C ii) Mrs. P. Kumari PRT Mr. Utkal Naik				To ensure Maintenance & Repair (both civil & Electrical work) of Staff Quarters