

Delegation of Powers,Duties & Responsibilities

SL. NO	NAME OF THE COMMITTEE	Teacher/ Employee	Sign	Teacher/ Employee	Sign	Nature of Duties
1	First Assistant/ Overall Supervision	B. Mishra (TGT Math) S. Patel (PRT)				To assist the principal in all the activities and the smooth functioning of the Vidyalaya.
2.	Announcement	Shri Somadatta TGT(Sans.)		P. Kumari (TGT(P&HE))		To comperre all events of the Vidylaya.
3	CCA/ Morning Assembly	Shri Somadatta TGT(Sans.) All Class Teachers		D. Behera (PRT)		To take care of Morning Assembly programme, allotment of classes for assembly, issue of Birthday card & pen , Celebration of all Special occasions, CCA programmes and Club Activities, Decoration of various Display Boards, allotment of topics and follow up periodically, evaluation and grading wherever required.
4	Examination (Internal)	B. Mishra (TGT Math)		S. Kar (PRT)		To conduct tests, examinations, Re-tests, Arrangement of PTA Meetings, Timely preparation of Proforma, collection of answer papers, preparation of result analysis and related coordination.
5	Time Table	S.K Panda (TGT (WE))		A. Kumbhar (PRT)		To allot classes to all teachers equally, allotment of classes for contractual teachers, Arrangement of Substitution, maintenance of day to day time table.
6	Admission	A.Kumbhar (PRT) B. Karali (PRT)				Distribution of Forms, Registration, Preparation of list of candidates selected for class-I and other classes. Verification of required documents, updating the newly admitted students in the admission register, collection of deposit of fees.
7	Teaching Aids	D. Behera (PRT) S. Kar (PRT)				Procurement of maps, models, charts, CD, maintenance of stock register and condemnation

8	Purchase committee	B. Mishra (TGT Math)		S. Kar (PRT) J. Barik (PRT) A.Kumbhar (PRT) B.Karali(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.
9	Medical Check-up	B. Mishra (TGT Math)		S. Kar (PRT) S. Patel (PRT)		Issue of medical cards to the class teachers. Arrange medical check-up for class-I to XII with medical team twice a year Custodian of completed medical cards.
10	Cleanliness, Upkeep of School Building and campus, Drinking water/ Cleaning Of Overhead tanks Gardening and beautification Swatchhata Abhiyan	S.K Panda (TGT (WE))		J. Barik (PRT) D. Behera (PRT)		Ensure the drinking water supply is adequate and the water supplied is safe for drinking. Monitoring the beautification of the Vidyalaya and cleanliness of the Vidyalaya. Maintain the school building, neatness of the class rooms and campus, monitoring the works done by the cleaning agency. Purchase of flower pots, plants and other related items. Arrangement of painting and other items. Up keeping of gardening. Display of quotations.
11	Discipline	B. Mishra (TGT Math)		A. Kumbhar (PRT)		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.
12	Strengthening of Primary Education And Resource room and Teaching Aids	S. Patel (PRT)				Making activities enjoyable, procurement materials as required and coordination.
13	Maintenance and repair works (Civil/ Electricals)	S.K Panda (TGT (WE)) J. Barik (PRT)				Maintenance and Repairs of minor and major electrical and civil works. Petty construction, colour wash as per requirements.
14	School Furniture	B. Karali (PRT)				To allot uniformic furniture to all classes. Updating requirements as and when need arises, repairs of furniture, maintenance of stock register etc.

15	Excursion	B. Mishra (TGT Math)		B. Karali (PRT) S. Kar (PRT)		Plan and execute excursion for all classes I to XII. Selection of tourist spots, arrangements of vehicle and accommodation. Intimation to parents and collection of willingness letters.
16	Scouts & Guides Cubs & Bulbul	Somadatta (TGT Skt) S. Kar (PRT)→ Guide I/C D. Behera (PRT)→(BulBul I/C) A. Kumbhar (PRT)→(Cubs I/C)				To plan and conduct the activities as per letter issued by KVS RO BBSR and report thereafter every month.
17	Computer lab AV Aids/ ICT Classes	B. Mishra (TGT Math)		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.
18	Sports & Games	P. Kumari (TGT(P&HE))		A. Kumbhar (PRT) S. Kar (PRT)		Supply materials to the students during games periods. Stock holder of item, purchase and condemnation of sports materials. Conduct of sports competition, Distribution of certificates etc Proper planning and execution to conduct Cluster & Regional Meet.
19	AEP Counselling and Guidance,	B. Mishra (TGT Math)				Guide and Counselling the students as and when need arise.
	ACP	Somadatta (TGT Skt) B. Mishra (TGT Math)				
20	Library Committee	J. Barik (TGT Lib.) 1. A. Kumbhar (PRT) 2. B. Mishra (TGT Math) 3. D. Behera (PRT) 4. Somadatta (TGT Skt)				Procurement, Condemnation, stock verification, up keeping Stock register. Computerised all stocks by using new software and record updating.
21	Science Exhibition, Science Congress, Inspire, IAPT	B. Mishra (TGT Math)				Make proper planning, select the students, allotment of Themes , registration in IAPT
22	Science Olympiad/ NTSE	B. Mishra (TGT Math)		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
23	Photography	S. Pradhan (Comp. Inst)				To cover all special occasions and special assembly programme. Maintenance and updating the photos of current year and related works.

24	Celebration of Important events	SH. Somadatta (TGT Sans.)		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.
25	School magazine/brochure, School Diary/ planner	Somadatta (TGT Skt) →(SKT) A. Tripathy (TGT Hindi) →(Hindi)		S. Pradhan (Comp. Inst) S. Kar (PRT) B. Karali (PRT)- Odiya		Collection of articles, selection and editing, publishing in magazine & News letter, Preparation and editing of school diary, planner of activities.
26	Reception Committee	B. Mishra (TGT Math)		S. Kar (PRT) D. Behera (PRT)		To purchase bouquets, refreshments for the VIPs, arrangement of furniture, preparation of students for reception and related works.
27	Recording of Events, Prizes and Awards	Somadatta (TGT Skt)		S. Kar (PRT)		To record all important events, prizes and awards.
28	Contractual Staff	B. Karali (PRT) A. Kumbhar (PRT)				To make arrangements for publishing the advertisements, conducting interview and making the panels of the teacher. Inform the candidates where necessary.
29	Staff Room	S. Panda (TGT Sst) A. Tripathy (TGT Hindi)		S. Patel (PRT)		To look after the furniture, fittings arrangements, drinking water, cleanliness etc.
30	First Aid	P. Kumari (TGT(P&HE))		J. Barik (PRT)		To procure the necessary medicines, maintain the stock register, supply of first aid items as per requirement
31	Rajbhasha	Somadatta (TGT Skt) P. Kumari (TGT(P&HE))→ (I/C) A. Tripathy (TGT Hindi)→(I/C) A. Kumbhar (PRT) →				Ensure implementation of Official Language in Vidyalaya in letter and spirit.
32	CS 54 Fee Checking	B. Karali (PRT)				To verify the fee collection every term and check the entries made in attendance register and tally.
33	Maintaining & Updating of Vidyalaya Website	S. Pradhan (Comp. Inst.) B. Karali (PRT) A. Kumbhar (PRT)				Update with current events all and all other activities of the Vidyalaya periodically.

34	Fire Mock Drill	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
35	House masters Club Activities ❖ Literary ❖ Eco ❖ Charity ❖ Creative ❖ स्वच्छता ❖ Integrity	CCA I/c will distribute consultation with U/s <u>For House</u> S- S. Panda (TGT Sst) / S. Kar (PRT) T- S. Meher (TGT Eng) / J. Barik (PRT) A- A. Tripathy (TGT Hindi) / S. Patel (PRT) R- S. K. Panda (TGT WE) / A. Kumbhar (PRT)		Club activities for the academic year should be planned out and organized as per the schedule prepared.
36	Maintenance of Three Boards 1. Activites of Vidyalaya 2. Achievements of Vidyalaya 3. Facilities of Vidyalaya	SH. Somadatta (TGT Sans.) D.Behera (PRT) And All house Master		Procurement and fixing of Three Boards at prominent place in school main gate. Updation of all three boards at regular interval.
37	Maintenance of records of Staff Meeting	A. Tripathy (TGT Hindi)	J. Barik (PRT)	To keep a record of the points discussed in the staff meetings and any points raised by the staff and its solutions/suggestions
38	Action taken for Late coming	P. Kumari (TGT(P&HE))	A. Kumbhar (PRT) S. Patel (PRT)	Daily checking of latecomers for morning assembly and giving suitable remedial measures so as to reduce such tendency.
39	To help office	B. Karali (PRT) (I/C) Sh. Somadatta (TGT Sansk) S. Pradhan (Comp. Inst)		To keep ready all the staff particulars updated it as and when required and plan for the Income tax calculation for session 2017-18
40	Shaladarpan		S. Pradhan (Comp. Inst)	To monitor regular and time bound work (updation) of Shaladarpan.
		All Class Teachers		