**KENDRIYA VIDYALAYA PARADIP PORT**

**SESSION 2019-20**

The following committee have been constituted for the smooth & effective functioning of various activities in the vidyalaya during the academic year 2019-20. The in-charges are hereby requested to hold meeting of their committee under intimation to the undersigned. The committee will meet at regular intervals & review the progress of their program. The convener will maintain the record of their planning, implementation and follow up.

The current committee will come into effect from**16.09.2019**. Changes / modification whenever applicable will be notified accordingly. Active co-operation is solicited.

The committee like admission, time table may start their duty immediately. PRINCIPAL

VIDYALAYA STEERING COMMITTEE

|  |  |  |
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| **MEMBERS** | **NATURE OF DUTY** | **SIGNATURE** |
| MR. G. GAGARIA | 1. TO KEEP AWARE SCHOOL AUTHORITY ON THE DETAILS OF VIDYALAYA, TO PLAN & IMPLEMENT WHOLE ACADEMIC PROGRAMME FOR THE YEAR, PREPARE& IMPLEMENT SPECIAL PROGRAMME FOR LATE BLOOMERS & GIFTED CHILDREN.
2. ENCOURAGE NEW METHODOLOGIES AND INNOVATIVE IDEAS.
3. PREPARATION OF INSTITUTIONAL PLAN AND ITS EXECUTION.
4. SAFETY AND SECURITY OF STUDENTS
5. PREPARATION LIST OF HOLIDAYS
 |  |
| MS. S. BHANDARI |  |
| MR. RAVINDER |  |
| MR A. K. GUPTA |  |
| MR. G. NAYAK |  |
| MS. S. SAHOO |  |
| MS. L. M.OJHA |  |
| MR. S. KUMAR |  |
| MR. A. MANTRY |  |

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| **SL.****NO.** | **COMMITTEE** | **MEMBERS** | **SIGN.** | **NATURE OF DUTIES** |
| **NAME** | **DEGN.** |
| 1 | ACADEMIC | MR. G. GAGARIA I/C | PGT(ECO) |  | MONITOR AND PROVIDING INPUTS IN ALL ASPECTS OF SCHOLASTIC DOMAIN. CONDUCTING SUBJECT COMMITTEE MEETING MONTHLY (LAST WORKING DAY11.30 AM TO 12.30 PM)ENSURE ABOUT QUALITY OF QUESTION PAPER. |
| MR RAVINDER | PGT(MAT) |  |
| MS. S. BHANDARI | PGT (BIO) |  |
| MR. A K GUPTA | PGT(HIN) |  |
| MS. S. SAHOO | PGT(ENG) |  |
| MR. G. NAYAK | HM |  |
| 2 | ADMISSION | MR. S.C. JENA | PGT(COM) |  | REGISTRATION AND SCRUTINYOF FORMS, PREPARING THE LIST FOR ADMISSION AS PER THE ADMISSION GUIDELINES. MAINTENANCE OF ALL ADMISSION RELATED RECORDS FOR ONWARD TRANSMISSION TO KVS FROM TIME TO TIME. |
| MR. G. NAYAK I/C | HM |  |
| SR. J. MISHRA | PRT |  |
| 3 | TIME TABLE (SECONDARY) | MR. RAVINDER I/C | PGT(MATH) |  | FRAMING THE TIME TABLE AS PER THE GUIDELINES.ABSENTEE’S ARRANGEMENT, CHECKING OF MONTHLY SALARY OF REGULAR AND CONTRACTUAL STAFFS |
| MS. POONAM PATEL | PGT(PHY) |  |
| MR. S. K. GOUDA | C.I. |  |
| TIME TABLE (PRIMARY) | MR. G.C BEHERA I/C | PRT |  |
| MS. HANSHA SHARMA | PRT |  |
| 4 | EXAMINATION (INTERNAL) | MR. G. GAGARIA I/C | PGT(ECO) |  | CONDUCT OF ALL INTERNAL EXAMINATIONS. MAINTAINING RECORDS, PREPARATION &CONSOLIDATION AND FORWARDING RESULT ANALYSIS AS AND WHEN NEEDED. |
| MR. S. BHOI | TGT (MATH) |  |
| MS. SHRAVANA | TGT (HIN) |  |
| EXAMINATION (PRIMARY) | MR. S. K. BEHERA I/C | PRT |  |
| MS. S. PANDEY | PRT |  |
| MS. S. RAJPUT | PRT |  |
| EXAMINATION (CBSE) | MS. S. BHANDARI I/C | PGT (BIO) |  | CONDUCT OF ALL EXAMINATIONS RELATED TO CBSE, DOCUMENTATION OF CBSE DATA, REGISTRATION ETC. |
| MR. A K PANDEY | PGT (CHEM) |  |
| MS. S. SHARMA  | TGT (SKT) |  |
| OLYMPIADS, JMO, NSE | MS. P. PATEL I/C | PGT (PHY) |  | MAKING ARRANGEMENTS FOR THE SMOOTH CONDUCT OF ALL OLYMPIADS WITH CORRESPONDING DEPT. IN-CHARGES&SCIENCE TEACHERS. |
| MR. RAVINDER | PGT(MATH) |  |
| MR. G.C. BEHERA | PRT |  |
| 5 | CCA & MORNING ASSEMBLY | MR. A. K. GUPTA I/C | PGT (HINDI) |  | PREPARATION & EXECUTION OF MORNING ASSEMBLY SCHEDULE. PREPARING CCA CHART, HOUSE BOARDS AND CONDUCT OF CCA. MAINTENANCE OF ACHIEVEMENT RECORD FOR THE VIDYALAYA. |
| MS. S. SAHOO | PGT(ENG) |  |
| MR. M.K. GHADAI (PRI.) I/C | PRT |  |
| MRS. S. SWAIN | PRT |  |
| MS. D. SHARMA | PRT (MUS) |  |
| ALL CLASS TEACHERS & CO-CLASS TEACHERS, HOUSE MASTERS |
| 6 | SPORTS & GAMES, YOGA | MR. S. KUMAR | TGT(PHE) |  | CONDUCT OF INTER HOUSE COMPETITION, SPORTS DAY & RELATED ACTIVITIES AS PER NORMS. |
| MS. S. NEGI | PRT |  |
| ALL HOUSE MASTERS, SPORTS COACHES & YOGA INST.  |
| 7 | SCOUTS | MR. S. KUMAR | TGT  |  | CARRY OUT THE DUTIES AS ASSIGNED. TIMELY CONDUCT OF ALL ACTIVITIES RELATED TO NCC, BS&G, CUBS AND BULBULS, MAINTENANCE OF RECORDS |
| MR. G. NAYAK I/C | HM |  |
|  NCC | MR. G. GAGARIA | PGT(ECO) |  |
| GUIDES | MRS. S. SWAIN | PRT |  |
| CUBS | MR.S. K. BEHERA | PRT |  |
| BULBULS | MS. J. MISHRA | PRT |  |
| ALL TRAINED TEACHERS OF BS & G |  |
| 8 | E-CLASSROOM | MR. A. KUMAR | PGT (CS) |  | MAINTAINING STOCK REGISTER & ISSUING TEACHING AIDS. |
| TEACHING AIDS | MR. IMRAN | TGT |  |
| 9 | FURNITURE | MR. M. K. GHADAI I/C | PRT |  | MAINTENANCE OF FURNITURE STOCK & ENSURING ADEQUATE SEATING ARRANGEMENT. |
| MR. NARESH | TGT(ENG) |  |
| 10 | SCHOOL DIARY AND VIDYALAYA PATRIKA/CLASS PATRIKA/ NEWS LETTER | MR. A. K. GUPTA | PGT (HIN) |  | COLLECTING MATERIAL FOR THE CONCERNED PUBLICATION. ORGANIZING & RELEASE OF THE SAME ON APPROPRIATE OCCASION. LOOKING AFTER DRAFTING & PRINTING OF STUDENT DIARY & NEWSLETTER. |
| MS. S. SAHOO | PGT |  |
| MR. G. NAYAK | HM |  |
| MS. S. SWAIN (PRI) I/C | PRT |  |
| CLASS TEACHERS AND LANGUAGE TEACHERS |
| 11 | DISCIPLINE AND STUDENTS COUNCIL | MR. G. GAGARIA I/C | PGT(ECO) |  | ENSURING PERFECT DISCIPLINE IN THE VIDYALAYA. CHECKING THE STUDENTS FOR COMING LATE, ENSURING THEY ARE IN PROPER UNIFORM ETC. MAINTAINING RECORDS FOR THE SAME. |
| MR. RAVINDER | PGT(MAT) |  |
| MS. S. BHANDARI | PGT(BIO) |  |
| MS. H. SHARMA | PRT |  |
| MR. M. K. GHADAI | PRT |
| STUDENTS’ COUNCIL MEMBERS |
| 12 | EXCURSION & ADVENTURE ACTIVITIES | MS. G. GAGARIA I/C | PGT |  | ARRANGING FOR EDUCATIONAL TOUR AND LIAISING WITH THE AGENCY FOR TRAVEL. ENSURING SAFETY & SECURITY OF THE STUDENTS. |
| MS. S. BHOI | PGT |  |
| MR. G. NAYAK  | HM |  |
| 13 | BEAUTIFICATION & HORTICULTURE | MS. S. BHANDARI I/C | PGT(BIO) |  | DECORATION OF SCHOOL CAMPUS  |
| MR. M. KARVE | TGT |  |
| MR. S. KUMAR | TGT(PHE) |  |
| MS. Y. GOYAL | PRT |  |
| 14 | PA SYSTEM | MR. A. K. DASH | TGT (S SC) |  | TO ARRANGE MAINTAIN THE SAME. |
| MR. M. K. GHADEI | PRT |  |
| 15 | MEDICAL & HEALTH CHECK-UP, FIRST AID | MRS. L.M. OJHA I/C | LIB |  | TO COORDINATE THE HEALTH CHECK UP OF STUDENTS. TRAUMA MOVEMENT TEAM |
| MS. D. SHARMA | PRT |  |
| NURSE, CL. TEACHERS  |
| 16 | REPAIR & MAINTENANCE OF SCHOOL BUILDING | MR. M. K. GHADEI  | PRT |  | PLAN AND MONITOR THE WORK RELATED TO M & R |
| MR. A. K. MANTRY | PRT |  |
| MR. A.K.DASH | TGT |  |
| 17 | SAFTY AND SECURITY COMMITTEE | MR. S. KUMAR | TGT |  | COMMITTEE WILLACT ACCORDING TO GUIDELINES OF KVS |
| MR. RAVINDER | PGT(MAT) |  |
| SRI G. NAYAK | HM |  |
| PTA, VEC, STUDENTS COUNCIL MEMBERS |
| 18 | WEBSITE MAINTENANCE & UPDATION | MR. ASISH KUMAR | PGT (C.S.) |  | REGULAR UPDATING OF WEBSITE |
| MS. R. SWAIN | C.I. |  |
| 19 | SC/ST WELFARE  | MR S. BHOI | TGT(MAT) |  | DISPOSAL OF RTE GRANTS AND ADDRESSING THE GRIEVANCE IF ANY. |
| MS. M. KARVE | TGT(AE) |  |
| 20 | QUARTER ALLOTMENT  | MR. G. GAGARIA I/C | PGT(ECO) |  | PLAN AND MONITOR THE WORK RELATED TO MAINTENANCE OF STAFF QUARTERS. |
| MS. L. M. OJHA | VMC REP. |  |
| MR. G. NAYAK | TGT(MAT) |  |
| 21 | GIRLS & LADY TEACHERS GRIEVANCES & SUGGESTION BOX / SEXUAL HARRASMENT | MS. S. BHANDARI I/C | PGT (BIO) |  | RECORD OF OPENING THE SUGGESTION BOX EVERY MONTH, DEALING WITH CASE RELATED TO SUBJECT MENTIONED |
| MRS. L. M. OJHA | LIB |  |
| MS. S. SWAIN | PRT |  |
| SCHOOL CAPTAINS |  |  |
| 22 | PHOTOGRAPHY & PRESS  | MS. M. KARVE I/C  | TGT(AE) |  | TO TAKE PHOTOS OF ACTIVITIES IN THE VIDYALAYA, PREPARE HARD COPIES WHERE NECESSARY & UPLOAD IN THE SYSTEM. PREPARE CD |
| MR. A. MANTRYMR. G. C. BEHERA | PRTPRT |  |
| 23 | GUIDANCE AND COUNSELLING | MR. G. GAGARIA I/C | PGT (ECO) |  | ARRANGING GUIDANCE &COUNSELLING SESSIONS AT REGULAR INTERVALS. |
| MS. S. SAHOO | PGT (ENG) |  |
| MS. D. MALLICK | ED. COUN. |  |
| 24 | AEP & GENDER SENSITISATION | MRS. L. M. OJHA I/C | LIB |  | PLANNING AND CARRYING OUT AEP & GENDER SENSITISATION ACTIVITIES. |
| MR. A. K. DASH | TGT(SST) |  |
| MS. S. BHANDARI | PGT(BIO) |  |
| 25 | SANITATION & SWATCH VIDYALAYA | MR. A. K. GUPTA I/C | PGT(HIN) |  | ADDRESSING ISSUES RELATED TO WATER AND SANITATION. MONITORING THE OVERALL CLEANLINESS. TO LOOK AFTER THE CLEANLINESS OF VIDYALAYA CAMPUS AND TAKING NECESSARY STEPS TO KEEP IT CLEANS. |
| MS. M. KARVE | TGT(BIO) |  |
| MR. NITA MEHTA | TGT(HIN) |  |
| SH. G. NAYAK | HM |  |
| MS. D. SHARMA | PRT |  |
| MS. Y. GOYAL | PRT |  |
| MR. G C BEHERA | PRT |  |
| CL TEACHERS & NURSE |  |
| 26 | RESOURCE ROOM & TLM | MS. S. SWAIN I/C | PRT |  | EFFECTIVE USE AND ITS MAINTENANCE |
| MS. S. RAJPUT  | PRT |  |
| 27 | CLASS LIBRARY | MR. S PANDEY (PRI) I/C | PRT |  | PROPER MAINTENANCE OF CLASS LIBRARY AND ENSURE ITS USAGE AMONG STUDENTS |
| MRS. L. M. OJHA | LIB |  |
| 28 | COMPLAIN BOX | MR. G. NAYAK | HM |  |  |
| MS. L. M. OJHA | LIB |  |  |
| 29 | RAJ BHASHA, MIL | MR. A. K. GUPTA | PGT(HIN) |  | ATTENDING TO CIRCULARS REGARDING IMPLEMENTATION OF RAJBHASHA. |
| TGT (HIN) AND SANS TEACHERS |
| 30 | STOCK VERIFICATION & CONDEMNATION | MR. G. GAGARIA | PGT(ECO) |  | TIMELY VERIFICATION AND PREPARATION OF CONDEMNATION LIST. ACTION OF WRITTEN OFF ARTICLES |
| ALL DEPT I/C |
| 31 | INTERVIEW COMMITTEE | MR. RAVINDER I/C | PGT |  | ADVERTISEMENT AND ALL FORMALITIES RELATED TO INTERVIEW FOR CONTRACTUAL APPOINTMENT. |
| MR. A. K. PANDEY | PGT(CHE) |  |
| MR. G. NAYAK | HM |  |
| 32 | QUOTATION, PURCHASE COMMITTE | MR.G. GAGARIA I/C | PGT( ECO) |  | REGISTRATION OF THE FIRMS; PROCURING THE QUOTATIONS FOR PURCHASE &CHECKING THE VERACITY OF THE SAME; LOCAL PURCHASE. |
| MR. G.NAYAK | HM |  |
| MS. L.M. OJHA | LIB |  |
| DEPT. IN CHARGES, VEC TR. MEMBER, SSA |
| 33 | ALUMNI ASSOCIATION | MR. A. K. DASH | TGT(SST) |  | COLLECT DATA PERTAINING TO ALUMNI. |
| MS. L. M. OJHA | LIB |  |
| 34 | STAFF MEETING MINUTES | MR. A. K. GUPTA I/C | PGT (HIN) |  | MAINTAIN THE REGISTER OF STAFF MEETING & OBTAINING THE SIGNATURE FROM THE MEMBERS OF STAFF. |
| MS. S. SAHOO | PGT (ENG) |  |
| 35 | PTA MEETING | MR. G. GAGARIA I/C | PGT( ECO) |  | PREPARE A SCHEDULE FOR PTA MEETING & CONDUCT OF THE SAME. |
| MS. G. C. BEHERA | PRT |  |
| 36 | OUTSOURCING SERVICES | MR. G. GAGARIA I/C | PGT( ECO) |  | ENSURE EFFECTIVELY & SYSTEMATICALLY USE OF SERVICES, CALCULATING, CHECKING AND VERIFYING THE CALCULATIONS, SUPPORTING DOCUMENTS, DEDUCTIONS ETC. |
| MS. L. M. OJHA | LIB |  |
| MR G. NAYAK | HM |  |
| MR. M. K. YADAV | LDC |  |
| 37 | PHOTO ID OF STUDENTS | MR. SANTOSH KUMAR | TGT PHE |  | LIAISIONING THE AGENCIES & SEE THE BENEFIT REACHES THE STUDENTS. |
| MR. M.K. GHADAI | PRT |  |
| 38 | STAFF SECRETARY | MR. S. C. JENA | PGT(COM) |  | CONDUCTION OF FAREWELL, WELCOME OF STAFFS, GRIEVANCES OF STAFF AND OTHER RELATED ACTIVITIES |
| SRI S. K. BEHERA | PRT |  |
| 39 | SUBASH HOUSE (SEC) | SRI A K DASH I/C | TGT |  | RESPONSIBLE FOR ALL HOUSE ACTIVITIES |
| MS. P. PATEL | PGT(PHY) |  |
| MR. A. KUMAR | PGT |  |
| MR. NARESH | TGT |  |
| 40 | TAGORE HOUSE (SEC) | MS. L. M. OJHA | TGT |  | RESPONSIBLE FOR ALL HOUSE ACTIVITIES |
| MS. ARADHANA | TGT |  |
| SH. RAVINDER | PGT |  |
| SRI S. KUMAR I/C | TGT(HIN) |  |
| 41 | ASHOKA HOUSE (SEC) | SRI S. BHOI I/C | TGT |  | RESPONSIBLE FOR ALL HOUSE ACTIVITIES |
| MS. NITA MEHTA | TGT |  |
| SRI A. K. PANDEY | PGT |  |
| SH. S. PANDA | TGT |  |
| 42 | RAMAN HOUSE (SEC) | MR. IMRAN I/C | TGT |  | RESPONSIBLE FOR ALL HOUSE ACTIVITIES |
| MS. SANDHYA | TGT |  |
| MS. S. BHANDARI | PGT |  |
| MS. S. PRUSTY | TGT |  |
| 43 | SUBASHHOUSE (PRIMARY) | MS. J. MISHRA I/C | PRT |  | RESPONSIBLE FOR ALL HOUSE ACTIVITIES |
| MS. S. NEGI | PRT |  |
| SH. G. C. BEHERA | PRT |  |
| 44 | TAGOREHOUSE (PRIMARY) | MS. S. RAJPUT | PRT |  | RESPONSIBLE FOR ALL HOUSE ACTIVITIES |
| MS. H. SHARMA I/C | PRT |  |
| MR. B. KAR | PRT |  |
| 45 | ASHOKA HOUSE (PRIMARY) | MS S. PANDEY I/C | PRT |  | RESPONSIBLE FOR ALL HOUSE ACTIVITIES |
| SRI S. K. BEHERA | PRT |  |
| MS. M. SARANGI | PRT |  |
| 46 | RAMAN HOUSE (PRIMARY) | MS. Y. GOYAL I/C | PRT |  | RESPONSIBLE FOR ALL HOUSE ACTIVITIES |
| MS. B. BARIK | PRT |  |
| MS. DEEP SIKHA | PRT |  |
| 47 | SHALA DARPAN | MS. S. SWAIN I/C | PRT |  | PLAN AND CONDUCT ACTIVITIES |
| MS. ROJALINE | C.I. |  |
| 48 | UBI & SCHOOL FEE | MR. M. K. GHADAI I/C | PRT |  | ADMISSION & FEE COLLECTION UBI RELATED ACTIVITES |
| CL. TEACHERS |
| 49 | CMP | MR. G. NAYAK I/C | HM |  | MONITORING & CONDUCTING CMP ACTIVITIES. |
| MS. JUHEE MISHRA | PRT |  |
| 50 | ACP | MS. S. SHARMA | TGT(SKT) |  | FORMATION OF CLUBS, CONDUCTING CLUB ACTIVITES AND MAINTENANCE OF ITS RECORD |
| 51 | INTEGRITY CLUB | MR. A. K. GUPTA | PGT(HINDI) |  |
| 52 | NGC / ECO CLUB | MS. S. BHANDARI | PGT |  |
| 53 | READERS CLUB | MRS. L. M. OJHA | LIB |  |
| 55 | CC TV | MR. A. KUMAR | PGT(CS) |  | M &R AND EFFECTIVE USE |
| 56 | OFFICIAL WORK | MR. S. C. JENA | PGT |  | CASH BOOK CHECKING |
| SH. RAVINDER | PGT |  | INCOME TAX, SALARY CHECKING |
| MS. S. PANDEY | PRT |  | LEAVE RECORDS |
| SH. G. NAYAK | HM |  | UDISE |
| 57 | COPM. DEPT. | MR. A. KUMAR | PGT(CS) |  | UPDATE LABS AND ITS MAXMUM UTILISATION |
| MS. H. SHARMA | PRT |  |
| 58 | J. SC. LAB | MS. S. BHANDARI | PGT |  | UPDATE LABS AND ITS MAXMUM UTILISATION |
| 59 | MATHS LAB | MR. S. BHOI | TGT |  | UPDATE LABS AND ITS MAXMUM UTILISATION |
| 60 | MEETING HALL | MS. S. BHANDARI | PGT |  | UPDATE LABS AND ITS MAXMUM UTILISATION |
| 61 | LANG LAB | MS. S. SAHOO | PGT (ENG) |  | UPDATE LABS AND ITS MAXMUM UTILISATION |
| 62 | PHYSICS | MS. P. PATEL | PGT(PHY) |  | UPDATE LABS AND ITS MAXMUM UTILISATION |
| 63 | CHEMISTRY | MR. A. K. PANDEY | PGT (CHE) |  | UPDATE LABS AND ITS MAXMUM UTILISATION |
| 64 | SC EXHIBITION, NCSC | MR A K PANDEY | PGT |  | PREPARE AND WORK AS PER GUIDELINES |
| 65 | HOSPITALITY TEAM | MS. S. BHANDARI | PGT |  | TO LOOK AFTER HOSPITALITY OF DIGNITARIES |
| MRS. L.M. OJHA | LIB. |  |
| 66 | ANTI BULLING ACTIVITIES | MR. G.GAGARIA | PGT |  | DEALING WITH THE SUCH COMPLAINS AND TAKNIG REMEDIAL MEASURES |
| MR. RAVINDER | PGT |  |
| MS. S. BHANDARI | VMC |  |
| MR M. K. GHADAI | PRT |  |
| MR. G NAYAK | HM |  |

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