KENDRIYA VIDYALAYA PARADIP PORT

SESSION 2023-24

The following committee have been constituted for the smooth & effective functioning of various activities in the Vidyalaya during the academic year 2022-23. 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 **12.04.2023**. Changes / modifications whenever applicable will be notified accordingly.

Active co-operation is highly solicited.

PRINCIPAL

SL. NO.	COMMITTEE	MEMBERS		CICN.		
		NAME	DEGN.	SIGN.	NATURE OF DUTIES	
1	ACADEMIC	MR. S. B. GIRI, I/C & ALL DEPARTMENT INCHARGES	PGT		MONITOR AND PROVIDING INPUTS IN ALL ASPECTS OF SCHOLASTIC DOMAIN, CONDUCTING SUBJECT COMMITTEE MEETING MONTHLY (LAST WORKING DAY 11.30 AM TO 12.30 PM) ENSURE ABOUT QUALITY OF QUESTION PAPER.	
2	ADMISSION	MR. IMRAN, I/C MR. SURYAMANI DAS	TGT TGT		REGISTRATION AND SCRUTINY OF FORMS, PREPARING OF THE LIST FOR ADMISSION AND CONDUCTING ADMISSION AS PER THE ADMISSION GUIDELINES	
2	ADIVIISSION	MR. S. TRIPATHY MS. SEEMA MALIK	PRT PRT		MAINTENANCE OF ALL ADMISSION RELATED RECORDS FOR ONWARD TRANSMISSION TO KVS AS REQUIRED.	
3	TIME TABLE (SECONDARY) TIME TABLE (PRIMARY)	MS. S. PRUSTY, I/C MR. S. DUA MR. S. TRIPATHY, I/C	TGT PGT PRT		FRAMING THE TIME TABLE AS PER THE GUIDELINES. ABSENTEE'S ARRANGEMENT, CHECKING OF MONTHLY SALARY OF REGULAR AND CONTRACTUAL STAFFS	
	EXAMINATION (INTERNAL)	MR. S. BHOI, I/C MRS. B. SAHOO MS. R. BEGUM	TGT TGT TGT		CONDUCT OF ALL INTERNAL EXAMINATIONS. MAINTAINING RECORDS, PREPARATION	
4		MS. D. DAS MS. BABITHA	TGT PGT		&CONSOLIDATION AND FORWARDING RESULT ANALYSIS AS	
	EXAMINATION (PRIMARY)	MRS. P. D. MALKOTI, I/C	PRT		AND WHEN NEEDED.	

	EXAMINATION (CBSE)	MS. S. C. NATH, I/C MR. IMRAN MS. S. JAGYANSENI	TGT TGT PGT	CONDUCT OF ALL EXAMINATIONS RELATED TO CBSE, DOCUMENTATION OF CBSE DATA, REGISTRATION ETC.
	OLYMPIADS, JMO, NSE	MS. S. JAGNESENI, I/C MRS. S. DUA MS. T. NAYAK	PGT PGT PRT	MAKING ARRANGEMENTS FOR THE SMOOTH CONDUCT OF ALL OLYMPIADS WITH CORRESPONDING DEPT. IN-CHARGES & SCIENCE TEACHERS.
5	CCA & MORNING ASSEMBLY	MRS. B. SAHOO, I/C MRS. S. SHARMA ALL CLASS TEACHERS & C TEACHERS, HOUSE MAST		PREPARATION & EXECUTION OF MORNING ASSEMBLY SCHEDULE. PREPARING CCA CHART, HOUSE BOARDS AND CONDUCT OF CCA. MAINTENANCE OF ACHIEVEMENT RECORD FOR THE VIDYALAYA. STUDENTS COUNCIL
6	SPORTS & GAMES, YOGA	MRS. S. SHARMA, I/C ALL HOUSE MASTERS, SP YOGA INST.	TGT ORTS COACHES &	CONDUCT OF INTER HOUSE COMPETITION, SPORTS DAY & RELATED ACTIVITIES AS PER NORMS.
7	SCOUTS NCC GUIDES CUBS BULBULS	MR. S. DASH, I/C MS. MAMTA KARVE MRS. D. SHARMA MRS. SEEMA MALIK	TGT TGT PRT PRT	CARRY OUT THE DUTIES AS ASSIGNED. TIMELY CONDUCT OF ALL ACTIVITIES RELATED TO NCC, BS&G, CUBS AND BULBULS, MAINTENANCE OF RECORDS
8	ALL TRAINED TEAC E-CLASSROOM & TEACHING AIDS	HERS OF BS & G MR. IMRAN, I/C MS. SEEMA MALIK	TGT PRT	MAINTAINING STOCK REGISTER & ISSUING TEACHING AIDS.
9	FURNITURE	MS. M. KARVE, I/C MRS. M. MAHAPATRA	TGT PRT	MAINTENANCE OF FURNITURE STOCK & ENSURING ADEQUATE SEATING ARRANGEMENT.
	SCHOOL DIARY AND VIDYALAYA PATRIKA/CLASS PATRIKA/ NEWS LETTER	MS. S. C. NATH MRS. P. D. MALKOTI	TGT PRT	COLLECTING MATERIAL FOR THE CONCERNED PUBLICATION. ORGANIZING & RELEASE OF THE
10		LANGUAGE TEACHERS		 SAME ON APPROPRIATE OCCASION. LOOKING AFTER DRAFTING & PRINTING OF STUDENT DIARY & NEWSLETTER.
11	STUDENT DISCIPLINE AND STUDENTS COUNCIL	MR. S. BHOI MR. S. B. GIRI MRS. A. KUMARI MRS. M. MAHAPATRA MR. N. K. PADHIARY STUDENTS' COUNCIL M	TGT PGT TGT PRT SP. CO. EMBERS	ENSURING PERFECT DISCIPLINE IN THE VIDYALAYA. CHECKING THE STUDENTS FOR COMING LATE, ENSURING THEY ARE IN PROPER UNIFORM ETC. MAINTAINING RECORDS FOR THE SAME.

12	EXCURSION & ADVENTURE ACTIVITIES	MS. L. M. OJHA, I/C MR. N. K. PADHIARY MRS. A. KUMARI	LIB SP. CO. TGT	ARRANGING FOR EDUCATIONAL TOUR AND LIAISING WITH THE AGENCY FOR TRAVEL. ENSURING SAFETY & SECURITY OF THE STUDENTS.
13	BEAUTIFICATION & HORTICULTURE	MS. M. KARVE, I/C MS. S. JAGNESHENI	TGT PGT	DECORATION OF SCHOOL CAMPUS
14	PA SYSTEM	MR. A. K. DASH, I/C MRS. DIVYA SHARMA	TGT PRT	TO ARRANGE MAINTAIN THE SAME.
15	MEDICAL & HEALTH CHECK-	MS. L. M. OJHA, I/C MRS. DIVYA SHARMA	LIB PRT	TO COORDINATE THE HEALTH CHECK UP OF STUDENTS. TRAUMA
	UP, FIRST AID	NURSE, CL. TEACHERS MS. M. KARVE MR. A. K. DASH, I/C	TGT	PLAN AND MONITOR THE WORK
16	MAINTENANCE OF SCHOOL BUILDING	MR. P. K. SAHOO MS. D. SHARMA	TGT PRT PRT	RELATED TO M & R
17	SAFTY AND SECURITY COMMITTEE	MR. S. B. GIRI, I/C MR. SURYAMANI DAS MS. L. OJHA PTA, VEC, STUDENTS CO	PGT TGT LIB DUNCIL MEMBERS	COMMITTEE WILL ACT ACCORDING TO GUIDELINES OF KVS
18	WEBSITE MAINTENANCE & UPDATION	MRS. M. MAHAPATRA MRS. S. C. NATH, I/C MS. R. SWAIN	PRT TGT COMP I.	REGULAR UPDATING OF WEBSITE
19	SC/ST WELFARE	MR. S. BHOI, I/C MS. M. KARVE	TGT TGT	DISPOSAL OF RTE GRANTS AND ADDRESSING THE GRIEVANCE IF ANY.
20	QUARTER ALLOTMENT	MR. S. B. GIRI, I/C MR. A. K. DASH	PGT TGT	PLAN AND MONITOR THE WORK RELATED TO MAINTENANCE OF STAFF QUARTERS.
21	GRIEVANCES, SUGGESTION/ SUGGESTION BOX & SEXUAL HARRASMENT	MS. L. M. OJHA I/C MR. S. BHOI MR. M. MAHAPATRA SCHOOL CAPTAINS	TGT TGT PRT	RECORD OF OPENING THE SUGGESTION BOX EVERY MONTH, DEALING WITH CASE RELATED TO SUBJECT MENTIONED
22	PHOTOGRAPHY & PRESS	MS. M. KARVE, I/C MR. S. K. TRIPATHY	TGT PRT	TO TAKE PHOTOS OF ACTIVITIES IN THE VIDYALAYA, PREPARE HARD COPIES WHERE NECESSARY & UPLOAD IN THE SYSTEM. PREPARE CD
23	GUIDANCE AND COUNSELLING	MR. S. BHOI I/C MS. R. NAYAK	TGT ED. CO.	ARRANGING GUIDANCE &COUNSELLING SESSIONS AT REGULAR INTERVALS.

		MRS. L. M. OJHA, I/C	LIB		PLANNING AND CARRYING OUT AEP
24	AEP & GENDER SENSITISATION	MRS. S. SHARMA MS. R. NAYAK	TGT ED. CO.		& GENDER SENSITISATION ACTIVITIES.
25	SANITATION & SWATCHH VIDYALAYA CAMPUS CLEANING	MR. M. KARVE I/C MR. SUNIL DAS MR. P. K. PADHIARY MS. L. JENA STAFF NURSE	TGT PRT RL TR. SP. CO. YOGA I.		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.
		CL TEACHERS & NURSE,	SPORTS C	DACH	
26	RESOURCE ROOM & TLM	MRS. S. MALIK, I/C MS. BINITA BARIK	PRT PRT		EFFECTIVE USE AND ITS MAINTENANCE
27	CLASS LIBRARY	MRS. D. SHARMA, I/C MRS. L. M. OJHA MRS. SEEMA MALIK	PRT LIB PRT		PROPER MAINTENANCE OF CLASS LIBRARY AND ENSURE ITS USAGE AMONG STUDENTS
28	PISA	MR. SURYAMANI DAS MS. S. R. SAHOO MS. R. SWAIN	TGT TGT COMP I.		UPDATE ALL ACTIVITIES RELATED TO PISA/CCT
29	RAJ BHASHA, MIL	MS. S. SHARMA, I/C MRS. MS. DUTTA	TGT PGT		ATTENDING TO CIRCULARS REGARDING IMPLEMENTATION OF RAJBHASHA.
30	STOCK VERIFICATION & CONDEMNATION	MRS. L. M. OJHA, I/C DEPT. IN-CHARGES			TIMELY VERIFICATION AND PREPARATION OF CONDEMNATION LIST. ACTION OF WRITTEN OFF ARTICLES
		MR. IMRAN, I/C	TGT		ADVERTISEMENT AND ALL
31	INTERVIEW COMMITTEE	MRS. B. SAHOO	TGT		FORMALITIES RELATED TO INTERVIEW FOR CONTRACTUAL APPOINTMENT.
		MR. A. K DASH	TGT		REGISTRATION OF THE FIRMS;
	QUOTATION,	MS. L. M. OJHA	LIB		PROCURING THE QUOTATIONS FOR
32	PURCHASE COMMITTE, OUTSOURCING SERVICES	MR. S. TRIPATHY MR. S. B. GIRI, I/C DEPT. IN CHARGES, VM	PRT PGT C MEMBEF		PURCHASE & CHECKING THE VERACITY OF THE SAME; LOCAL PURCHASE, CERTIFICATION OF BILLS ENSURE EFFECTIVELY USE OF
					SERVICES OF OUTSOURCING STAFF
33	ALUMNI ASSOCIATION	MR. A. K. DASH, I/C	TGT		COLLECT DATA PERTAINING TO ALUMNI.
35	PTA MEETING	MRS. S. SHARMA MRS. M. MAHAPATRA MR. S. BHOI, I/C	TGT PRT TGT		PREPARE A SCHEDULE FOR PTA MEETING & CONDUCT OF THE
36	PUSTAK UPAHAR	MS. L. M. OJHA MS. R. BEGUMA	LIB TGT		SAME. TO COLLECT THE BOOKS FROM STUDENTS & DISTRIBUTE IT.
37	PHOTO ID OF STUDENTS	MRS. S. SHARMA, I/C MR. N. K. PADHIARY MS. BINITA BARIK	TGT SP. CO. PRT		LIAISIONING THE AGENCIES & SEE THE BENEFIT REACHES THE STUDENTS.

38	STAFF SECRETARY	MR. IMRAN, I/C MR. S. DASH	TGT TGT	CONDUCTION OF FAREWELL, WELCOME OF STAFFS, GRIEVANCES OF STAFF AND OTHER RELATED ACTIVITIES
39	UBI & SCHOOL FEE	MR. S. TRIPATHY, I/C CL. TEACHERS	PRT	ADMISSION & FEE COLLECTION UBI RELATED ACTIVITES
40	CMP/ NIPUN BHARAT	MRS. M. MOHAPATRA MS. P. D. MALKOTI	PRT	MONITORING & CONDUCTING CMP ACTIVITIES.
41	АСР	MS. S. SHARMA I/C MS. M. KARVE	TGT TGT	
42	INTEGRITY CLUB	MR. A. K. DASH MR. S. B. GIRI, I/C	TGT PGT	
43	ECO/GREEN CLUB	MS. S. R. SAHOO MS. S. JAGNESHENI, I/C	TGT PGT	FORMATION OF CLUBS, CONDUCTING CLUB ACTIVITES AND MAINTENANCE OF ITS RECORD
44	READERS CLUB	MRS. L. M. OJHA, I/C MR. B. C. TARAI	LIB PGT	
45	LITERACY CLUB	MS. B. DUTTA, I/C MRS. R. BEGUM	PGT TGT	
46	CC TV	MR. S. TRIPATHY MS. BABITHA P. K.	PRT PGT	M &R AND EFFECTIVE USE
47	OFFICIAL CORRESPONDING	MR. L.M. OJHA MS. R. NAYAK MS. S. R. DASH	LIB ED. CO. PGT	CASH BOOK & LEDGER CHECKING
48	COMP. DEPT.	MR. A. K. DASH, I/C MRS. P.D MALKOTI COMP. TEACHERS	TGT PRT	UPDATE LABS AND ITS MAXMUM
49	MEETING HALL	MR. IMRAN, I/C MS. S. JAGYNASHENI	TGT PGT	UTILISATION
50	LANG. LAB	MRS. S. C. NATH MS. BABITHA P. K.	TGT PGT	
51	SC EXHIBITION, NCSC, INSPIRE	MS. S. PRUSTY PGTS OF SC. STREAM	TGT	PREPARE AND WORK AS PER GUIDELINES
52	HOSPITALITY TEAM	MRS. L. M. OJHA MRS. B. SAHOO	LIB TGT	TO LOOK AFTER HOSPITALITY OF DIGNITARIES
53	EBSB	MR. A. K. DASH MR. S. B. GIRI	TGT PGT	TO CONDUCT ACTIVITES AS PER KVS INSTRUCTION
54	OPEPA WORK	MRS. S. DASH, I/C MRS. P.D. MALKOTI MS. R. SWAIN	TGT PRT CO. IN.	TO COMPLETE THE ASSIGNMENT ACTIVITES AS PER OPEPA GUIDELINES
55	EBSB	MR. S. B. GIRI MR. N. K. PADHIARY	PGT SP. CO.	
56	STAFF ROOM	MRS. S. SHARMA, I/C MS. S. P. DAS	TGT PRT	
57	•	VILL COMPLETELY MONIT ALAYA IN ALL ASPECTS.	OR THE PRIMARY	

58 SUBASH HOUSE (SEC) MR. IMRAN, I/C TGT MRS. A. KUMARI TGT RESPONSIBLE FOR ALL HOUSE ACTIVITIES 59 TAGORE HOUSE (SEC) MRS. S. A. BEHERA PGT ACTIVITIES 60 TAGORE HOUSE (SEC) MRS. S. C. NATH, I/C TGT ACTIVITIES 60 ASHOKA HOUSE (SEC) MRS. S. C. NATH, I/C TGT ACTIVITIES 60 ASHOKA HOUSE (SEC) MRS. S. PRADHAN PGT ACTIVITIES 60 ASHOKA HOUSE (SEC) MR. S. BHOI. I/C TGT ACTIVITIES 60 ASHOKA HOUSE (SEC) MR. S. PRATI TGT ACTIVITIES 61 ASHOKA HOUSE (SEC) MR. S. DUA MR. S. DUA MR. S. DUA PGT MR. S. DUA MR. S. DIA PGT MR. S. B. GIRI ACTIVITIES 61 MRAN HOUSE (SEC) MR. S. B. GIRI PGT ACTIVITIES 62 J. SC. LAB MS. S. GMARANI SAHOO TGT ACTIVITIES 63 MATHS LAB MR. S. BHOI TGT ACTIVITIES 64 PHYSICS LAB MR. S. JAGYANSENI PGT ACTIVITIES		1	[1		
58SUBASH HOUSE (SEC)MRS. A. BEHERAPGTRESPONSIBLE FOR ALL HOUSE ACTIVITIES59MRS. S. R. DASH MS. B. DUTTATGTACTIVITIES59TAGORE HOUSE (SEC)MRS. S. C. NATH, I/CTGTACTIVITIES60MS. S. R. DASHPGTACTIVITIES60MS. S. R. DASHPGTACTIVITIES61MR. S. S. RADAHANPGTACTIVITIES61MR. S. BRADHANPGTACTIVITIES61MR. S. BROILI/CTGTACTIVITIES61RAMAN HOUSE (SEC)MS. S. R. PATITGT61MR. S. DUAPGTACTIVITIES61RAMAN HOUSE (SEC)MR. S. DASH, I/CTGT61MR. S. DASH, I/CTGTACTIVITIES61S. S. JAGYANSENIPGTACTIVITIES62J. SC. LABMS. SIGMARANI SAHOOTGTACTIVITIES63MATHS LABMR. S. BHOITGTACTIVITIES64PHYSICS LABMR. S. DUAPGTACTIVITIES65CHEMISTRY LABMR. S. DUAPGTACTIVITIES66BIO LABMS. S. JAGYANSENIPGTACTIVITIES	58	SUBASH HOUSE	MR. IMRAN, I/C	TGT		
58(SEC)MS. S. R. DASHTGT MR. BABITHA P. K. PGTACTIVITIES59TAGORE HOUSE (SEC)MRS. S. C. NATH, I/CTGT MS. B. DUTTATGT PGTACTIVITIES59TAGORE HOUSE (SEC)MRS. S. C. NATH, I/CTGT MS. S. R. DASHPGT CIACTIVITIES60ASHOKA HOUSE (SEC)MR. S. PRADHAN MS. S. PRADHAN MS. S. PRADHAN MS. S. PRADHAN MS. R. BEGUMPGT TGTACTIVITIES60ASHOKA HOUSE (SEC)MR. S. BHOI. I/CTGT TGTACTIVITIES60ASHOKA HOUSE (SEC)MS. S. PRUSTYTGT MS. S. PRUSTYACTIVITIES61MR. S. DUA MR. A. K. DASH MR. S. DASH, I/CPGT TGTACTIVITIES61RAMAN HOUSE (SEC)MR. S. DASH, I/CTGT TGT61RAMAN HOUSE (SEC)MS. S. JAGYANSENI MR. S. R. SAHOO MR. S. R. SAHOO MR. S. R. SAHOO 			MRS. A. KUMARI	TGT		
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59MRS. S. C. NATH, I/CTGTMRS. S. C. NATH, I/CTGT59MS. R. SWAINCIMS. R. SWAINCIMS. S. RESPONSIBLE FOR ALL HOUSE60MS. S. P. DASHPGTMS. S. PRADHANPGTACTIVITIES60ASHOKA HOUSEMR. S. BHOI. I/CTGTMS. S. PRUSTYTGT61MS. S. P. NUSTYTGTMR. S. DUAPGTACTIVITIES61RAMAN HOUSEMR. S. DASH, I/CTGTMR. S. DASH, I/CTGT61RAMAN HOUSEMR. S. DASH, I/CTGTMR. S. DASH, I/CTGT61RAMAN HOUSEMR. S. DASH, I/CTGTMR. S. DASH, I/CTGT61RAMAN HOUSEMR. S. DASH, I/CTGTMR. S. JAGYANSENIPGT61AST C. LABMS. S. IGMARANI SAHOOTGTACTIVITIES62J. SC. LABMS. S. IGMARANI SAHOOTGTACTIVITIES63MATHS LABMR. S. BHOITGTUPDATE LABS AND ITS MAXMUM64PHYSICS LABMR. S. DUAPGTCHARGES AND OTHER LAB USERS65CHEMISTRY LABMR. S. DUAPGTCHARGES AND OTHER LAB USERS			MR. BABITHA P. K.	PGT		
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(SEC)MR. S. DUA MS. M. K. PANDA MR. A. K. DASHPGT PGT TGTACTIVITIES61MR. S. DASH, I/CTGTImportant MR. S. DASH, I/CTGT61MR. S. DASH, I/CTGTImportant MR. S. B. GIRIPGTImportant PGT61MR. S. S. JAGYANSENIPGTImportant MR. S. S. JAGYANSENIPGTImportant PGTRESPONSIBLE FOR ALL HOUSE ACTIVITIES61MR. S. S. JAGYANSENIPGTImportant PGTImportant PGTImportant PGTImportant PGT62J. SC. LABMS. SIGMARANI SAHOOTGTImportant PGTImportant PGTImportant PGT63MATHS LABMR. S. BHOITGTImportant PGTImportant PGTImportant PGT64PHYSICS LABMR. SAMBIT PRADHANPGTImportant PGTImportant PGTImportant PGT65CHEMISTRY LABMR. S. DUAPGTImportant PGTImportant PGTImportant PGT66BIO LABMS. S. JAGYANSENIPGTImportantImportant PGTImportant PGT	60		MS. S. R. PATI	TGT		
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	65	CHEMISTRY LAB	MR. S. DUA	PGT		
67. VIDYALAYA STEERING COMMITTEE	66	BIO LAB	MS. S. JAGYANSENI	PGT		
	67.	VIDYALAYA STEERI	NG COMMITTEE	· · ·		

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