

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		SIGN.	NATURE OF DUTIES
		NAME	DEGN.		
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	TGT		REGISTRATION AND SCRUTINY OF FORMS, PREPARING OF THE LIST FOR ADMISSION AND CONDUCTING ADMISSION AS PER THE ADMISSION GUIDELINES MAINTENANCE OF ALL ADMISSION RELATED RECORDS FOR ONWARD TRANSMISSION TO KVS AS REQUIRED.
		MR. SURYAMANI DAS	TGT		
		MR. S. TRIPATHY	PRT		
		MS. SEEMA MALIK	PRT		
3	TIME TABLE (SECONDARY)	MS. S. PRUSTY, I/C	TGT		FRAMING THE TIME TABLE AS PER THE GUIDELINES. ABSENTEE'S ARRANGEMENT, CHECKING OF MONTHLY SALARY OF REGULAR AND CONTRACTUAL STAFFS
		MR. S. DUA	PGT		
	TIME TABLE (PRIMARY)	MR. S. TRIPATHY, I/C	PRT		
4	EXAMINATION (INTERNAL)	MR. S. BHOI, I/C	TGT		CONDUCT OF ALL INTERNAL EXAMINATIONS. MAINTAINING RECORDS, PREPARATION & CONSOLIDATION AND FORWARDING RESULT ANALYSIS AS AND WHEN NEEDED.
		MRS. B. SAHOO	TGT		
		MS. R. BEGUM	TGT		
		MS. D. DAS MS. BABITHA	TGT PGT		
	EXAMINATION (PRIMARY)	MRS. P. D. MALKOTI, I/C	PRT		

	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	TGT		PREPARATION & EXECUTION OF MORNING ASSEMBLY SCHEDULE. PREPARING CCA CHART, HOUSE BOARDS AND CONDUCT OF CCA. MAINTENANCE OF ACHIEVEMENT RECORD FOR THE VIDYALAYA. STUDENTS COUNCIL
		MRS. S. SHARMA	TGT		
		ALL CLASS TEACHERS & CO-CLASS TEACHERS, HOUSE MASTERS			
6	SPORTS & GAMES, YOGA	MRS. S. SHARMA, I/C	TGT		CONDUCT OF INTER HOUSE COMPETITION, SPORTS DAY & RELATED ACTIVITIES AS PER NORMS.
		ALL HOUSE MASTERS, SPORTS COACHES & YOGA INST.			
7	SCOUTS	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
	NCC				
	GUIDES				
	CUBS				
	BULBULS				
	ALL TRAINED TEACHERS OF BS & G				
8	E-CLASSROOM & TEACHING AIDS	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.
10	SCHOOL DIARY AND VIDYALAYA PATRIKA/CLASS PATRIKA/ NEWS LETTER	MS. S. C. NATH	TGT		COLLECTING MATERIAL FOR THE CONCERNED PUBLICATION. ORGANIZING & RELEASE OF THE SAME ON APPROPRIATE OCCASION. LOOKING AFTER DRAFTING & PRINTING OF STUDENT DIARY & NEWSLETTER.
		MRS. P. D. MALKOTI	PRT		
		LANGUAGE TEACHERS			
11	STUDENT DISCIPLINE AND STUDENTS COUNCIL	MR. S. BHOI	TGT		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. S. B. GIRI	PGT		
		MRS. A. KUMARI MRS. M. MAHAPATRA MR. N. K. PADHIARY	TGT PRT SP. CO.		
		STUDENTS' COUNCIL MEMBERS			

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	TGT		TO ARRANGE MAINTAIN THE SAME.	
		MRS. DIVYA SHARMA	PRT			
15	MEDICAL & HEALTH CHECK-UP, FIRST AID	MS. L. M. OJHA, I/C	LIB		TO COORDINATE THE HEALTH CHECK UP OF STUDENTS. TRAUMA MOVEMENT TEAM	
		MRS. DIVYA SHARMA	PRT			
		NURSE, CL. TEACHERS				
16	REPAIR & MAINTENANCE OF SCHOOL BUILDING	MS. M. KARVE	TGT		PLAN AND MONITOR THE WORK RELATED TO M & R	
		MR. A. K. DASH, I/C	TGT			
		MR. P. K. SAHOO	PRT			
		MS. D. SHARMA	PRT			
17	SAFTY AND SECURITY COMMITTEE	MR. S. B. GIRI, I/C	PGT		COMMITTEE WILL ACT ACCORDING TO GUIDELINES OF KVS	
		MR. SURYAMANI DAS MS. L. OJHA	TGT LIB			
		PTA, VEC, STUDENTS COUNCIL MEMBERS				
		MRS. M. MAHAPATRA	PRT			
18	WEBSITE MAINTENANCE & UPDATION	MRS. S. C. NATH, I/C MS. R. SWAIN	TGT COMP I.		REGULAR UPDATING OF WEBSITE	
19	SC/ST WELFARE	MR. S. BHOI, I/C	TGT		DISPOSAL OF RTE GRANTS AND ADDRESSING THE GRIEVANCE IF ANY.	
		MS. M. KARVE	TGT			
20	QUARTER ALLOTMENT	MR. S. B. GIRI, I/C	PGT		PLAN AND MONITOR THE WORK RELATED TO MAINTENANCE OF STAFF QUARTERS.	
		MR. A. K. DASH	TGT			
21	GRIEVANCES, SUGGESTION/ SUGGESTION BOX & SEXUAL HARRASMENT	MS. L. M. OJHA I/C	TGT		RECORD OF OPENING THE SUGGESTION BOX EVERY MONTH, DEALING WITH CASE RELATED TO SUBJECT MENTIONED	
		MR. S. BHOI	TGT			
		MR. M. MAHAPATRA	PRT			
		SCHOOL CAPTAINS				
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.	

24	AEP & GENDER SENSITISATION	MRS. L. M. OJHA, I/C	LIB		PLANNING AND CARRYING OUT AEP & GENDER SENSITISATION ACTIVITIES.
		MRS. S. SHARMA MS. R. NAYAK	TGT ED. CO.		
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 COACH			
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	PRT		PROPER MAINTENANCE OF CLASS LIBRARY AND ENSURE ITS USAGE AMONG STUDENTS
		MRS. L. M. OJHA MRS. SEEMA MALIK	LIB PRT		
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
31	INTERVIEW COMMITTEE	MR. IMRAN, I/C	TGT		ADVERTISEMENT AND ALL FORMALITIES RELATED TO INTERVIEW FOR CONTRACTUAL APPOINTMENT.
		MRS. B. SAHOO	TGT		
32	QUOTATION, PURCHASE COMMITTEE, OUTSOURCING SERVICES	MR. A. K DASH	TGT		REGISTRATION OF THE FIRMS; PROCURING THE QUOTATIONS FOR PURCHASE & CHECKING THE VERACITY OF THE SAME; LOCAL PURCHASE, CERTIFICATION OF BILLS ENSURE EFFECTIVELY USE OF SERVICES OF OUTSOURCING STAFF
		MS. L. M. OJHA	LIB		
		MR. S. TRIPATHY MR. S. B. GIRI, I/C	PRT PGT		
		DEPT. IN CHARGES, VMC MEMBER			
33	ALUMNI ASSOCIATION	MR. A. K. DASH, I/C	TGT		COLLECT DATA PERTAINING TO ALUMNI.
		MRS. S. SHARMA	TGT		
35	PTA MEETING	MRS. M. MAHAPATRA MR. S. BHOI, I/C	PRT TGT		PREPARE A SCHEDULE FOR PTA MEETING & CONDUCT OF THE SAME.
36	PUSTAK UPAHAR	MS. L. M. OJHA MS. R. BEGUMA	LIB TGT		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		LIAISONING 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	ACP	MS. S. SHARMA I/C MS. M. KARVE	TGT TGT		FORMATION OF CLUBS, CONDUCTING CLUB ACTIVITES AND MAINTENANCE OF ITS RECORD
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		
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 UTILISATION
49	MEETING HALL	MR. IMRAN, I/C MS. S. JAGYNASHENI	TGT PGT		
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	HEADMASTER I/C WILL COMPLETELY MONITOR THE PRIMARY WING OF THE VIDYALAYA IN ALL ASPECTS.				

58	SUBASH HOUSE (SEC)	MR. IMRAN, I/C	TGT	RESPONSIBLE FOR ALL HOUSE ACTIVITIES
		MRS. A. KUMARI	TGT	
		MRS. A. BEHERA	PGT	
		MS. S. R. DASH MR. BABITHA P. K. MS. B. DUTTA	TGT PGT PGT	
59	TAGORE HOUSE (SEC)	MRS. S. C. NATH, I/C	TGT	RESPONSIBLE FOR ALL HOUSE ACTIVITIES
		MS. R. SWAIN	CI	
		MS. S. R. DASH	PGT	
		MS. S. PRADHAN MS. R. BEGUM	PGT TGT	
60	ASHOKA HOUSE (SEC)	MR. S. BHOI, I/C	TGT	RESPONSIBLE FOR ALL HOUSE ACTIVITIES
		MS. S. PRUSTY	TGT	
		MS. S. R. PATI	TGT	
		MR. S. DUA MS. M. K. PANDA MR. A. K. DASH	PGT PGT TGT	
61	RAMAN HOUSE (SEC)	MR. S. DASH, I/C	TGT	RESPONSIBLE FOR ALL HOUSE ACTIVITIES
		MR. S. B. GIRI	PGT	
		MS. S. JAGYANSENI	PGT	
		MR. S. R. SAHOO MS. D. DASH MR. B. C. TARAI	TGT TGT PGT	
62	J. SC. LAB	MS. SIGMARANI SAHOO	TGT	UPDATE LABS AND ITS MAXIMUM UTILISATION WITH THE LAB IN- CHARGES AND OTHER LAB USERS
63	MATHS LAB	MR. S. BHOI	TGT	
64	PHYSICS LAB	MR. SAMBIT PRADHAN	PGT	
65	CHEMISTRY LAB	MR. S. DUA	PGT	
66	BIO LAB	MS. S. JAGYANSENI	PGT	

67. VIDYALAYA STEERING COMMITTEE

MEMBERS	NATURE OF DUTY	SIGNATURE
SH. S. BHOI	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. ENCOURAGE NEW METHODOLOGIES AND INNOVATIVE IDEAS. PREPARATION OF INSTITUTIONAL PLAN AND ITS EXECUTION. SAFETY AND SECURITY OF STUDENTS PREPARATION LIST OF HOLIDAYS CERTIFICATION OF BILLS	
MR. S. B. GIRI		
MS. L. M. OJHA		
MRS. S. C. NATH		
MR. A. K. DASH		
MRS. S. SHARMA		
MR. S. K. TRIPATHY		
MRS. P. D. MALKOTI		

PRINCIPAL