

Committees

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 01.04.2018. 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

MEMBERS	NATURE OF DUTY
MR. G. GAGARIA	1. TO KEEP AWARE SCHOOL AUTHORITY ABOUT THE DETAILS OF PLAN & IMPLEMENT WHOLE ACADEMIC PROGRAMME FOR THE IMPLEMENT SPECIAL PROGRAMME FOR LATE BLOOMERS & GI 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. A. HAZRA	
MS. L.M.OJHA	

SL. NO.	COMMITTEE	MEMBERS		SIGN.	NATURE OF DUTIES
		NAME	DEGN.		
1	ACADEMIC	MR. G. GAGARIA	I/C	PGT(ECO)	MONITOR AND PROVIDING INPUTS ASPECTS OF SCHOLASTIC DOMAIN. CONDUCTING SUBJECT COM MEETING MONTHLY (LAST W DAY11.30 AM TO 12.30 PM) ENSURE ABOUT QUALITY OF QU PAPER.
		MR RAVINDER		PGT(MAT)	
		MS. S. BHANDARI		PGT (BIO)	
		MR. A K GUPTA		PGT(HIN)	
		MR. G. NAYAK		HM	

2	ADMISSION	MR.G. NAYAK I/C	HM		REGISTRATION AND SCRUTINY OF PREPARING THE LIST FOR ADMISSION PER THE ADMISSION GUIDELINES. MAINTENANCE OF ALL ADMISSION RECORDS FOR ONWARD TRANSMISSION KVS FROM TIME TO TIME.	
		MR. A. MANTRY	PRT			
		MS. A HAZRA	PRT			
3	TIME TABLE (SECONDARY)	MR.RAVINDER I/C	PGT(MATH)		FRAMING THE TIME TABLE AS PER GUIDELINES. ABSENTEE'S ARRANGEMENT, CHECK MONTHLY SALARY OF REGULAR CONTRACTUAL STAFFS	
		MS. S.BHOI	TGT(MATH)			
			PGT(C. Sc.)			
	TIME TABLE (PRIMARY)	MR. G.C BEHERAI/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)			
		MR. P. C. KAR	TGT (MAT)			
	EXAMINATION (PRIMARY)	MS. A. HAZRA I/C	PRT			
		MR. S. K. BEHERA	PRT			
		MS. SHWETA PANDEY	PRT			
	EXAMINATION (CBSE)	MS. S. BHANDARI I/C	PGT (BIO)			CONDUCT OF ALL EXAMINATIONS REFERRED TO CBSE, DOCUMENTATION OF CBSSE REGISTRATION ETC.
		MR. G. GAGARIA	PGT (ECO)			
		MR.	TGT ()			
	OLYMPIADS, JMO, NSE	MS. S. BHANDARI I/C	PGT (BIO)			MAKING ARRANGEMENTS FOR THE SUPERVISION OF ALL OLYMPIADS CORRESPONDING DEPT. CHARGES & SCIENCE TEACHERS.
		MR RAVINDER	PGT(MATH)			
		MR. A. MANTRY	PRT			
	5	CCA & MORNING ASSEMBLY	MR. A. K. GUPTA I/C	PGT (HINDI)		
MR. K. BAG (PRI.) I/C			PRT			
MRS. SHIKHA SWAIN			PRT			
MS. D. SHARMA			PRT (MUS)			
ALL CLASS TEACHERS & CO-CLASS TEACHERS, HOUSE MASTERS						

6	SPORTS & GAMES, YOGA	MR. P. C. KAR	TGT(MATH)		CONDUCT OF INTER HOUSE COMPETITION, SPORTS DAY & RELATED ACTIVITIES AS PER THE ESTABLISHED NORMS.
		MR. S. K. BEHERA	PRT		
		ALL HOUSE MASTERS, SPORTS COACHES & YOGA INST.			
7	SCOUTS	MR. A. MANTRY	PRT		CARRY OUT THE DUTIES AS ASSIGNED. ENSURE THE TIMELY CONDUCT OF ALL ACTIVITIES RELATED TO NCC, BS&G, CUBS, BULBULS, MAINTENANCE OF RECORDS.
		MR. G. NAYAK I/C	HM		
	NCC	MR. G. GAGARIA I/C	PGT(ECO)		
	GUIDES	MRS.S.SWAIN I/C	PRT		
	CUBS	MR.S.K.BEHERA I/C	PRT		
	BULBULS	MS. H.SHARMA I/C	PRT		
	ALL TRAINED TEACHERS OF BS & G				
8	TEACHING AIDS	MR. A. K. DASH (SEC.)	TGT (S. SC.)		MAINTAINING STOCK & ISSUING TEACHING AIDS.
		MR. A.MANTRY	PRT		
9	FURNITURE	MR. K. SWAIN I/C	PRT		MAINTENANCE OF FURNITURE STOCK & ENSURING ADEQUATE STOCK ARRANGEMENT.
		MR. M. K. GHADAI	PRT		
10	SCHOOL DIARY AND VIDYALAYA PATRIKA/CLASS PATRIKA/ NEWS LETTER	MR. A. K. GUPTA	PGT (HIN)		COLLECTING MATERIAL FOR CONCERNED PUBLICATION. ORGANIZING & RELEASE OF THE SAME AT APPROPRIATE OCCASION. LOOKING AFTER DRAFTING & PRINTING OF STUDENT DIARY & NEWSLETTER.
		MS.L. M. OJHA	LIB		
		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 VIDYALAYA. CHECKING THE STUDENTS FOR COMING LATE, ENSURING THEY ARE IN PROPER UNIFORM ETC. MAINTAINING RECORDS FOR THE SAME.
		MR. RAVINDER	PGT(MATH)		
		MS. S.BHANDARI	PGT(BIO)		
		MS. A. HAZRA	PRT		
		MR. M.K.GHADAI	PRT		
		STUDENTS' MEMBER			
12		MS. L.M. OJHA I/C	LIB		

	EXCURSION & ADVENTURE ACTIVITIES	MR. G. NAYAK	HM		ARRANGING FOR EDUCATIONAL AND LIAISING WITH THE AGENCY FOR TRAVEL. ENSURING SAFETY & SECURITY OF THE STUDENTS.
		MR.K BAG	PRT		
13	BEAUTIFICATION & HORTICULTURE	MS. S. BHANDARI I/C	PGT(BIO)		DECORATION OF SCHOOL CAMPUS
		MR. M.K.GHADAI	PRT		
		MR. K. BAG	PRT		
		MS. S. SHARMA	PRT		
14	AUDIO-VISUAL AIDS & PA SYSTEM	MR. A.K.DASH	TGT (S SC)		TO ARRANGE MAINTAIN THE SAME
		MR. M. K. GHADAI (PRI.)	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
		MS. A. HAZARA	PRT		
		MS. D. SHARMA	PRT		
		NURSE, CL TEACHERS			
16	REPAIR & MAINTENANCE OF SCHOOL BUILDING	MR. M. K. GHADAI	PRT		PLAN AND MONITOR THE WORK RELATED TO M & R
		MR. G. C. BEHERA	PRT		
		DEPT. INCHARGES, MR. A.K.DASH			
	SAFTY AND SECURITY COMMITTEE	MR. G GAGARIA	PGT		COMMITTEE WILL
17		MR. RAVINDER	PGT(MATH)		ACT ACCORDING TO GUIDELINES
		SRI G. NAYAK	HM		
		PTA, VEC, STUDENT COUNCIL			
18	WEBSITE MAINTENANCE & UPDATION		PGT (C. SC.)		REGULAR UPDATING OF WEBSITE.
		MS. H.SHARMA	PRT		
19	SC/ST WELFARE	MR S.BHOI	TGT(MATH)		DISPOSAL OF RTE GRANTS
		MR. A MANTRY	PRT		ADDRESSING THE GRIEVANCE IF ANY
20	QUARTER ALLOTMENT	MR. G. GAGARIA I/C	PGT(ECO)		PLAN AND MONITOR THE WORK RELATED TO MAINTENANCE OF STAFF QUARTERS
			VMC REPRESENTATIVE		
		MR G. NAYAK	TGT(MATH)		

21	GIRLS & LADY TEACHERS GRIEVANCES & SUGGESTION BOX / SEXUAL HARRASMENT	MS.S.BHANDARI I/C	PGT (BIO)		RECORD OF OPENING THE SUGG BOX EVERY MONTH, DEALING WITH RELATED TO SUBJECT MENTIONED
		MRS. L. M. OJHA	LIB		
		MS. A. HAZRA I/C	PRT		
		SCHOOL CAPTAINS			
22	PHOTOGRAPHY & PRESS	MR. M.GHADAI	PRT		TO TAKE PHOTOS OF ACTIVITIES VIDYALAYA, PREPARE HARD WHERE NECESSARY & UPLOAD SYSTEM. PREPARE CD
		MR. K. BAG	PRT		
23	GUIDANCE AND COUNSELLING	MR. G. GAGARIA I/C	PGT (ECO)		ARRANGING GUIDANCE & COUNS SESSIONS AT REGULAR INTERVAL
		MS.S. BHANDARI	PGT (BIO)		
			ED. COUN.		
24	AEP & GENDER SENSITISATION	MRS. L M OJHA I/C	LIB		PLANNING AND CARRYING OUT GENDER SENSITISATION ACTIVITI
		MR. A.K. DASH	TGT(SST)		
		MS. A. HAZRA	PRT		
25	SANITATION & SWATCH VIDYALAYA	MR A K GUPTA (GF-S)	PGT(HIN)		ADDRESSING ISSUES RELATED TO AND SANITATION. MONITORING OVERALL CLEANLINESS. TO LOOK THE CLEANLINESS OF VIDYALAYA AND TAKING NECESSARY STEPS TO IT CLEANS.
		MS. S.BHANDARI (GF-S)	PGT(BIO)		
		MR. P. C. KAR (S. ROOM)	TGT(MATH)		
		MRS. L. M. OJHA (FF-S)	LIB		
		MS.JUHEE (S. ROOM)	PRT		
		MS. Y .GOYAL (GF-P)	PRT		
		MR. G C BEHERA (GF-P)	PRT		
		MR. RENU (FF-P)	PRT		
		CL TEACHERS & DEPT. IN-CHARGES			
26	RESOURCE ROOM & TLM	MR. A. MANTRY I/C	PRT		EFFECTIVE USE AND ITS MAINTEN
		MS. SONAM	PRT		
27	CLASS LIBRARY	MR. S PANDEY (PRI) I/C	PRT		PROPER MAINTENANCE OF LIBRARY AND ENSURE ITS USAGE STUDENTS
		MRS. L. M. OJHA	LIB		

28	COMPLAIN BOX	MR G. NAYAK	HM		
		MS S. BHANDARI	PGT(BIO)		
29	RAJ BHASHA, MIL	MR. A K GUPTA	PGT(HIN)		ATTENDING TO CIRCULARS REGARDING IMPLEMENTATION OF RAJBHASHA
		TGT HINDI AND SANS TEACHERS			
30	STOCK VERIFICATION & CONDEMNATION	MR. K. SWAIN I/C	PRT		TIMELY VERIFICATION AND PREPARATION OF CONDEMNATION LIST. ACTION TAKEN ON WRITTEN OFF ARTICLES
		ALL DEPT I/C			
31	INTERVIEW COMMITTEE	MR. RAVINDER	PGT		ADVERTISEMENT AND ALL FORMS RELATED TO INTERVIEW CONTRACTUAL APPOINTMENT.
		MR G. GAGARIA, I/C	PGT		
		MR. G. NAYAK	HM		
32	QUOTATION, PURCHASE COMMITTEE	MR.G GAGARIA I/C	PGT(ECO)		REGISTRATION OF THE QUOTATIONS. PROCURING THE QUOTATIONS. PURCHASE & CHECKING THE VERACITY OF THE SAME; LOCAL PURCHASE.
		MR. G.NAYAK	HM		
		MS. A. HAZRA	PRT		
		DEPT. IN CHARGES, VEC TR. MEMBER, SSA			
33	ALUMNI ASSOCIATION	MR.K. BAG I/C	PRT		COLLECT DATA PERTAINING TO ALUMNI
		MS. L.M. OJHA	LIB		
34	STAFF MEETING MINUTES	MR. A. K. GUPTA	PGT (HIN)		MAINTAIN THE REGISTER OF MEETING & OBTAINING THE SIGNATURES FROM THE MEMBERS OF STAFF.
			PGT (ENG)		
35	PTA MEETING	MR.G. GAGARIA I/C	PGT(ECO)		PREPARE A SCHEDULE FOR PTA MEETING & CONDUCT OF THE SAME.
		MS. A. HAZRA	PRT		
36	OUTSOURCING SERVICES	MR. G. GAGARIA I/C	PGT(ECO)		ENSURE EFFECTIVELY & SYSTEMATIC USE OF SERVICES, CALCULATION, CHECKING AND VERIFYING CALCULATIONS, SUPPLY DOCUMENTS, DEDUCTIONS ETC.
		MS. A. HAZRA	PRT		
		MR G NAYAK	HM		
		MR. K. SWAIN	PRT		
37	PHOTO ID OF STUDENTS	MR G NAYAK	HM		LIAISONING THE AGENCIES & SERVICES WHICH BENEFIT REACHES THE STUDENTS
		MRS. L. M. OJHA I/C	LIB.		
		MS. S SWAIN	PRT		

38	STAFF SECRETARY	SRI K BAG	PRT		CONDUCTION OF FAREWELL, WI OF STAFFS, GRIEVANCES OF STA OTHER RELATED ACTIVITIES
		SRI S K BEHERA			
39	SUBASH HOUSE (SEC)	SRI A K DASH I/C	TGT		RESPONSIBLE FOR ALL HOUSE ACT
		SRI G GAGARIA	PGT		
40	TAGORE HOUSE (SEC)	MS L M OJHA I/C	TGT		RESPONSIBLE FOR ALL HOUSE ACT
		SRI RAVINDER	PGT		
41	ASHOKA HOUSE (SEC)	SRI S BHOI I/C	TGT		RESPONSIBLE FOR ALL HOUSE ACT
		SRI A K PANDEY	PGT		
42	RAMAN HOUSE (SEC)	SRI P C KAR I/C	TGT		RESPONSIBLE FOR ALL HOUSE ACT
		MS S BHANDARI	PGT		
43	SUBASHHOUSE (PRIMARY)	MS. JUHEE MISHRA	PRT		RESPONSIBLE FOR ALL HOUSE ACT
		MS RENU	PRT		
44	TAGOREHOUSE (PRIMARY)	MS SONAM SHARMA	PRT		RESPONSIBLE FOR ALL HOUSE ACT
		MS HANSA SHARMA	PRT		
45	ASHOKA HOUSE (PRIMARY)	MS SHWETA PANDEY	PRT		RESPONSIBLE FOR ALL HOUSE ACT
		SRI S K BEHERA	PRT		
46	RAMAN HOUSE (PRIMARY)	MS YASHIKA GOYAL	PRT		RESPONSIBLE FOR ALL HOUSE ACT
		MS M K GHADAI	PRT		
47	SHALA DARPAN	MS. S. SWAIN I/C	PRT		PLAN AND CONDUCT ACTIVITIES
		MS.Y. GOYAL	PRT		
48	UBI & SCHOOL FEE	MR. M. K. GHADAI I/C	PRT		ADMISSION & FEE COLLECTIO RELATED ACTIVITES
		CL. TEACHERS			

49	CMP	MR SHIKHA SWAIN I/C	PRT		MONITORING & CONDUCTING ACTIVITIES.
		MS .JUHEE MISHRA	PRT		
50	ACP	MS .L.M.OJHA I/C	LIB		FORMATION OF CLUBS, COND CLUB ACTIVITES AND MAINTENA ITS RECORD
51	INTEGRITY CLUB	MR. A. K. DASH I/C	TGT		
52	NGC / ECO CLUB	MS S. BHANDARI	HM		
53	READERS CLUB	MRS L. M. OJHA	LIB		
55	CC TV	MR A K DASH	TGT		M &R AND EFFECTIVE USE
56	AEP	MRS L M OJHA	LIB		
56	OFFICIAL WORK	MR. G GAGARIA	PGT		CASH BOOK CHECKING
		MR RAVINDER	PGT		INCOME TAX, SALARY CHECKING
		MS A HAZRA	PRT		ATTENDANCE REG., LEAVE RECOR ISSUE, ADMN REG.
		MS S PANDEY	PRT		
		MR. G GAGARIA	PGT		MAIL COOREPONDENCE
		MR K SWAIN	PRT		UDISE
		MR P C KAR	TGT		
MR G C BEHERA	PRT				
57	COPM. DEPT.	MR A K PANDEY	PGT		UPDATE LABS AND ITS M UTILISATION
		MS H. SHARMA	PRT		
58	J. SC. LAB	MS S. BHANDARI	PGT		UPDATE LABS AND ITS M UTILISATION
59	MATHS LAB	MR S. BHOI	TGT		UPDATE LABS AND ITS M UTILISATION
60	MEETING HALL	MS S BHANDARI	PGT		UPDATE LABS AND ITS M UTILISATION
61	LANG LAB	MR R K SINGH	PGT (ENG)		UPDATE LABS AND ITS M UTILISATION
62	PHYSICS	MR A K PANDEY	PGT		UPDATE LABS AND ITS M UTILISATION

63	CHEMISTRY	MR A PANDEY	PGT (CHEM)		UPDATE LABS AND ITS M UTILISATION
64	SC EXHIBITION, NCSC	MR A K PANDEY	PGT		PREPARE AND WORK AS PER GUID
65	HOSPITALITY TEAM	MS S. BHANDARI	PGT		TO LOOK AFTER HOSPITALI DIGNITARIES
		MRS L.M. OJHA	LIB.		
66	ANTI BULLING ACTIVITIES	MR G.GAGARIA	PGT		DEALING WITH THE SUCH COM AND TAKNIG REMEDIAL MEASURE
		MR RAVINDER	PGT		
		MSS BHANDARI	VMC		
		MR K BAG	PTA		
		MR. G NAYAK	HM		

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