



## कार्यालय आदेश / OFFICE ORDER

Date : 12.07.2022

## सत्र २०२२-२३ हेतु समितियां/COMMITTEES FOR THE SESSION 2022-23 (Revised)

S.N.	Committee/Description of duties	Name of in-charges/Teacher members	Remarks/Sign	
1.	Admission Committee	SMT. USHA KIRAN, PGT (BIO) I/C		
		SH. DAYAL NAMATA, TGT (MATH.)		
		SH. SHASHI BHUSHAN KISAN, PRT		
		SH. JYOTIRMAYA ACHARYA, PRT		
		SH. BEDBYASA BADHAI, PRT		
2.	CCA, Alumni Association, Morning Assembly, Integrity Club, Organisation of various flagship programmes of KVS, Staff Meeting, VMC, PTA and PTM meeting, Release of Press Reports & Publication of Vidyalaya Patrika (E-magazine), etc.	SH. SURENDER MISTRI, PGT (ENG) I/C		
		श्रीमती बीना कुमारी उराँव, पी जी टी हिंदी		
		SH. B.K. DAS, TGT (ENG)		
		SMT. MUKTA DIKSHIT, TGT (ENG)		
		श्रीमती (डा.) रेणु कुमारी, टी जी टी संस्कृत		
		श्रीमती जमुना राउत, टी जी टी हिंदी		
		श्रीमती विजेता कुमारी सिंह, टी जी टी हिंदी		
		SMT. MUMU DHAR, PRT		
		SMT. KRISHNAWATI KUMARI, PRT (MUSIC)		
MS. SUMAN BARWA, PRT				
3.	Time Table & Arrangement Committee	SMT. MAHADEVI PRADHAN, PGT (CHEM) I/C		
		SMT. ANITA GARG, TGT (Math)		
		MS. ELINA MURMU, TGT (Sc.)		
		SH. MOTILAL PADHAN, PRT I/C Primary Sec.		
		SH. BEDBYASA BADHAI, PRT		
		SMT. SUSARI TIRKEY, SUB STAFF		
4.	Examination/ PISA, & All Academics matters including implementation of CBSE Byelaws and KVS policy	OVERALL I/C	SH. LALIT MOHAN SAHU, PGT (PHY)	
		INTERNAL	SMT. MUKTA DIKSHIT, TGT (ENG), I/C Internal Exam.	
			MS. SONALI MOHANTY, PGT (MATH.)	
			SH. BIJAYA KUMAR DAS, TGT (ENG)	
			MS. SONA HEMBRAM, PRT	
			SH. ARABINDAPANDA, SUB STAFF	
			SH. PRATAP BAG, LIB. ATTD.	
		CBSE/ JEE/AIPMT/ PRMO/KVS Olympiads etc.	SMT. DEEPA BEHERA, PGT (COMP.SC.) I/C CBSE Exam.	
			SH. SURENDER MISTRI, PGT (ENG)	
			MS. SONALI MOHANTY, PGT (MATH.)	
			MS. ELINA MURMU, TGT (Sc.), Associate Coordinator PISA	
			CLASS TEACHERS of IX, X, XI & XII (For Registration & LOC etc)	
		NIOS	SH. SHASHI BHUSHAN KISAN, PRT I/C	
			SH. B.K. DAS, TGT (ENG), (Associate I/C)	
			MR. KAMLESH DAS, COMP. INST.	

5.	Purchase & Condemnation Committee , Maintenance of purchase vouchers & relevant records, Verification of documents related to the outsourcing services, Procurement through the GeM portal	SH. LALIT MOHAN SAHU, PGT(PHY) I/C	
		SMT. DEEPA BEHERA, PGT (COMP.SC.) Asso. I/C	
		SMT. USHA KIRAN, PGT (Bio.)	
		SMT. P. NEERAJA, HM	
		श्रीमती(डा.) रेणु कुमारी, टी जी टी संस्कृत,VMC Member	
		SH. GAJENDRA DAS, TGT (ART EDU)	
		SMT.SABITA MISHRA, TGT (WET)	
		SH.ANUJ KUMAR, SSA	
6.	Games & Sports, NCC, SBSB, Fit India Campaign, First Aid , Medical Check-up, Adventure Activities and Excursion etc.	SH. JYOTIRMAYA ACHARYA, PRT, I/C	
		SH. CHANDRA BHUSHAN SHUKLA, SPORTS COACH	
		MS. ELINA MURMU, TGT (Sc.), I/C NCC	
		SH.CHIITA BIHARI MOHAPATRA, TGT (S.Sc.)	
		SMT. SIMANI MOHANTY, YOGA TEACHER	
7.	Furniture, M&R of furniture items, Allotment of cupboards to the teachers, Seating Arrangement for students	SH. JHASKETAN PADHAN, SPECIAL EDUCATOR	
		SH. GAJENDRA DAS, TGT (ART EDU), I/C	
8.	Bharat Scout & Guide	SH. DAYAL NAMATA, TGT (MATH.), Associate I/C	
		SH. ARABINDAPANDA, SUB STAFF	
		SH. GANESH DAS, TGT (S. Sc.) I/C SCOUT	
		SH. DAYAL NAMATA, TGT (MATH.) Associate I/C SCOUT	
		SMT. MUKTA DIKSHIT, TGT (ENG)	
		SMT.SABITA MISHRA, TGT (WET) I/C GUIDE	
		SH. SHASHI BHUSAN KISHAN, PRT, I/C CUBS	
		MS. SONA HEMBRAM, PRT, I/C BULBUL	
		SH. MOTILAL PADHAN, PRT	
		SH. JYOTIRMAYA ACHARYA, PRT	
9.	Guidance & Counselling, Record of complaint & suggestions, Adolescence Education Programme, Local Complain Committee under POCSO ACT, Discipline related issues, Prevention of Corporal Punishment, Various awareness programs & activities for personality development etc.	SH.BEDBYASA BADHAI, PRT	
		SH.KAMAL LOCHAN KISAN,PRT	
		SMT. USHA KIRAN, PGT (BIO) I/C	
		SH. SURENDER MISTRI, PGT (ENG)	
		SMT. P. NEERAJA, HM	
		SMT. MUKTA DIKSHIT, TGT (ENG)	
		SMT. RENU KUMARI, TGT (SANS.)	
SMT. MUMU DHAR, PRT			
10.	Computer Lab, ICT Classes, Website Maintenance, UDISE data management, Uploading the details of TCs, UBI Fee Collection, Maintenance of G-Suite Account& other online portals.	MS. ARUNDHATI MISHRA, COUNSELOR	
		SMT. DEEPA BEHERA, PGT(COMP.SC.), Overall I/C	
		SH. SHASHI BHUSAN KISHAN, PRT, I/C UDISE	
		SH. MOTILAL PADHAN, PRT, I/C G-Suite Account	
		SH.BEDBYASA BADHAI, PRT, I/C UBI portal	
		SH. KAMLESH DAS, COMP.INST.	
SH. AJAYA KUMAR PADHAN, PRT			

11	Library Committee	श्रीमती जमुना राउत, टी जी टी हिंदी, I/C	
		SH.B.K. DAS, TGT (ENG)	
		श्रीमती(डा.) रेणु कुमारी, टी जी टी संस्कृत	
		MS. ELINA MURMU, TGT (Sc.)	
		SMT. RANU CHAKROBORTY , PRT	
		SH. JHASKETAN PADHAN, SPECIAL EDUCATOR	
12.	Teaching Aid Committee	SH. GANESH DAS, TGT (S.SC.) I/C	
		SH.CHIITA BIHARI MOHAPATRA, TGT (S. Sc.)	
		SMT. KRISHNAWATI KUMARI, PRT (MUSIC)	
13.	Safe entry and exit of the students, Overall Discipline, Safety & Security of the students, Implementation of traffic rules, Checking of documents of the students coming by bike etc., Implementation of Covid-19 SOP, Duties during recess time etc.	SH. DAYAL NAMATA, TGT (MATH.) I/C	
		SMT.SABITA MISHRA, TGT (WET), Associate I/C	
		SMT. P. NEERAJA, HM	
		SH. CHANDRA BHUSHAN SHUKLA, SPORTS COACH	
		SMT. KRISHNAWATI KUMARI, PRT (MUSIC)	
		SMT. SIMANI MOHANTY, YOGA TEACHER	
		SH. ARABINDAPANDA, SUB STAFF	
		SMT. SUSARI TIRKEY, SUB STAFF	
		<b>All the Class Teachers &amp; Co-Class Teachers</b>	
14.	CMP, Resource Room, TLM, Work- Sheets, Training to the primary Teachers, Innovative Teaching Practices	SMT. P. NEERAJA, HM, Overall I/C	
		SH. MOTILAL PADHAN, PRT, I/C Innovative Acad. Practices	
		MS. SONA HEMBRAM, PRT I/C CMP Room	
		SMT. MUMU DHAR, PRT	
		MS. PREMODIT KISPOTTA, PRT	
		MS. SUMAN BARWA, PRT	
15.	Science Exhibition/ JNNSMEE & INSPIRE Awards etc.	SMT. USHA KIRAN, PGT (BIO) I/C	
		SH. LALIT MOHAN SAHU, PGT(PHY)	
		SMT. MAHADEVI PRADHAN, PGT (Chemistry)	
		SH. HARSH DEEP TUTEJA, PGT (Maths)	
		SH. DAYAL NAMATA, TGT (Maths)	
		SMT. ANITA GARG, TGT (Maths)	
		MS. ELINA MURMU, TGT (Sc.)	

16.	हिंदी राजभाषा		श्रीमती(डा.) रेणु कुमारी, टी जी टी संस्कृत, प्रभारी	
			श्रीमती जमुना राउत, टी जी टी हिंदी	
			श्रीमती बीना कुमारी उराँव, पी जी टी हिंदी	
			श्रीमती विजेता कुमारी सिंह, टी जी टी हिंदी	
			श्री अनुज कुमार, वरिष्ठ सचिवालय सहायक	
17.	Art & Craft Exhibition, Photography, Beautification & Decoration of the campus, Maintenance of Staff Rooms		SH. GAJENDRA DAS, TGT (ART EDU) I/C	
			श्रीमतीविजेता कुमारी सिंह, टी जी टी हिंदी, I/C Staff Rooms	
			MS. SUMAN BARWA, PRT	
			SH. AJAYA KUMAR PADHAN, PRT	
18.	Maintenance & Repair, Monitoring of Security and Cleanliness services, Payment for conservancy services- Maintaining, Checking and Verification of attendance & other records		SH. DAYAL NAMATA, TGT (MATH.) I/C	
			SH. GAJENDRA DAS, TGT (ART EDU)	
			SMT.SABITA MISHRA, TGT (WET)	
			SMT. KRISHNAWATI KUMARI, PRT(MUSIC)	
			SMT. SUSARI TIRKEY, SUB STAFF	
19.	Gardening & Nature Club/Eco Club		MS.USHA KIRAN, PGT(BIO), I/C Gardening &Eco Club	
			SH. GANESH DAS, TGT (S.SC.)	
			SMT. MUMU DHAR, PRT	
			MS. SUMAN BARWA, PRT	
			MS. PREMODIT KISPOTTA, PRT	
20.	ATL	OVERALL I/C	SH. LALIT MOHAN SAHU, PGT(PHY), Stock I/C	
		ASSOCIATE I/C	SMT. P. NEERAJA, HM	
		AI & Robotics	MS. SONALI MOHANTY, PGT (MATH.), I/C	
			SMT. ANITA GARG, TGT (Math)	
			MS. ELINA MURMU, TGT (Sc.)	
		3D printing	SMT. DEEPA BEHERA, PGT (COMP.SC.)	
			SH. DAYAL NAMATA, TGT (Maths)	
			SH. MOTILAL PADHAN, PRT	
		Electrical & Mechanical	SMT.SABITA MISHRA, TGT (WET), I/C	
			MS. SUMAN BARWA, PRT	
		Portal Management	SMT. DEEPA BEHERA, PGT (COMP.SC.),I/C	
			SMT.SABITA MISHRA, TGT (WET)	
		Training, Log Book & other records	SH. DAYAL NAMATA, TGT (Maths), I/C	

21	Learning Recovery Plan (LRP), Compensation of Academic Loss Programme (CALP), In-house training for teachers, Organising Sessions of Experts for teachers' training, Mentoring of newly joined teachers, Implementation of NEP, NIPUN Bharat, Reading Campaign etc.	SMT. USHA KIRAN, PGT (BIO) I/C	
		SH. SURENDER MISTRI, PGT (ENG)	
		SMT. P. NEERAJA, HM	
		SMT. MUKTA DIKSHIT, TGT (ENG)	
		SMT. RANU CHAKROBORTY, PRT	
		SMT. MUMU DHAR, PRT	
		SH. JHASKETAN PADHAN, SPECIAL EDUCATOR	
		MS. ARUNDHATI MISHRA, COUNSELOR	
22	Vidyanjali, Hand- holding Scheme	SH.B.K. DAS, TGT(ENG), I/C	
		MS. SONA HEMBRAM, PRT	
23	Laboratory Attendant duty in the Physics Lab, Chemistry Lab and Biology Lab. Maintenance of Library	SH. PRATAP BAG, LIB. ATTD.	
		SH. ARABINDAPANDA, SUB STAFF	
		SMT. SUSARI TIRKEY, SUB STAFF	
24	Social Media Committee, Uploading of videos/audios/ pictures on various platforms & portals	SMT. MUMU DHAR, PRT I/C	
		SMT. KRISHNAVATI KUMARI, PRT(MUSIC)	
		SH. KAMLESH DAS, COMPUTER INSTRUCTOR	
25	Youth Parliament Committee, Implementation of EBSB (Social Science Exhibition) & AKAM programme	SH. SURENDER MISTRI, PGT (ENG), Overall I/C	
		SMT. MUKTA DIKSHIT, TGT (ENG)	
		SH. GANESH DAS, TGT (S.SC.) I/C EBSB	
		श्रीमती(डा.) रेणु कुमारी, टी जी टी संस्कृत	
		SH.CHIITA BIHARI MOHAPATRA, TGT (S. Sc.)	
		श्रीमती जमुना राउत, टी जी टी हिंदी	
		SMT. KRISHNAWATI KUMARI, PRT (MUSIC)	
		MS. ARUNDHATI MISHRA, COUNSELOR	