

**KENDRIYA VIDYALAYA NAD SUNABEDA**  
**COMMITTEES FOR THE SESSION 2023-24**

<b>SL NO.</b>	<b>NAME OF THE COMMITTEE/ DEPARTMENT</b>	<b>MEMBERS OF THE COMMITTEE</b>	<b>Responsibilities</b>
1.	<b>ADMISSION</b>	<ol style="list-style-type: none"> <li>1. ANINDITA CHATTERJEE, (PGT ENG) I/C</li> <li>2. GOLAK BIHARI DHAL, (PGT CS)</li> <li>3. VIKAS KUMAR SUMAN (PGT CHEM)</li> <li>4. RAJNISH RANJAN, (TGT SST)</li> <li>5. RATIKANTA SETHY, (PRT)</li> <li>6. SURESH KUMAR SAHU, (PRT)</li> </ol>	<p>Strict adherence to KVS admission guidelines</p> <p>Preparation , advertisement/ notification, monitoring Online registration for Class I, Conducting Lottery for Class I Admission, Generating list, Obtaining Approval from Chairman, display of admission list,. Scrutiny of documents, verification, Soliciting Admission, Prompt data management.</p> <p>Offline Admission for lass II onwards-Distribution of Forms, Registration, Preparation of list of candidates selected for class-II and other classes. Verification ofrequired documents, updating the newly admitted students in the admission register, maintaining documents in Admission Guard File.</p> <p>KVTC Admission- Verification of documents and completing the admission process, corresponding with RO in cases where required.</p> <p>Other Admissions – to be done as per KVS Guidelines.</p>
2.	<b>EXAMINATION (PRIMARY)</b>	<ol style="list-style-type: none"> <li>1. VIVEK KUMAR (PRT) I/C</li> <li>2. SURESH KUMAR SAHU(PRT)</li> </ol>	<p>To conduct a ll examinations as per schedule of KVS, Re-tests, Preparing question papers, Timely preparation of Proforma, collection of answer papers, preparation of result analysis and related coordination, Finalising PT/MT/HY/SEE Results, Arrangement of PTA Meetings.</p>
3.	<b>EXAMINATION (SECONDARY)</b>	<ol style="list-style-type: none"> <li>1. MANOJ KUMAR (PGT MATHS) I/C</li> <li>2. VIKAS KUMAR SUMAN (PGT CHEM)</li> <li>3. ANSUMAN CHOUDHURY (TGT MATHS)</li> <li>4. MANISH ANAYAK (TGT SC)</li> </ol>	
4.	<b>EXAMINATION CBSE</b>	<ol style="list-style-type: none"> <li>1. GOLAK NIHARI DHAL, (PGT CS) I/C</li> <li>2. MANOJ KUMAR (PGT MATHS)</li> <li>3. ANSUMAN CHOUDHURY (TGT MATHS)</li> </ol>	<p>Registration of Class IX and XI, LOC for Classes X and XII, To conduct AISSCE/AISSE exam, co-ordinate with neighbouring schools for theory and practical exams,, Extension of Affiliation, Updating OASIS Portal, Updating the various CBSE Portals as and when required, uploading marks for CBSE and all CBSE related works.</p>

5.	<b>EXAMINATION ( SOF AND EXTERNAL)</b>	<b>1. SUNIL KUMAR (PGT PHY) I/C</b> <b>2. VIVEK KUMAR, (PRT)</b>	To Register students and conduct all External Examinations like SOF, IPT etc
6.	<b>CCA (SECONDARY)</b>	<b>1. PURUSHOTTAM SAHU (PGT HINDI) I/C</b> <b>2. ISHU RAWAT (TGT ENG)</b>	To take care of Morning Assembly Programme, allotment of classes for assembly, issue of Birthday card & gifts ,Prior planning for forthcoming events/celebrations. Celebration of all Special occasions. Conduct of various Flagship programs of KVS, Observation of Special Days,Conduct of inter-house/in-house CCA competitions and to ensure that all thestudents may get a chance to participatein CCA and Club Activities, Decoration of various Display Boards, allotment of topics and follow up periodically, evaluation and grading wherever required. Disseminationof information/holidays etc.
7.	<b>CCA (PRIMARY)</b>	<b>1. RATIKANTA SHETTY (PRT) I/C</b> <b>2. SAVITRI NAYAK, PRT</b> <b>3. ANUP KUMAR BEHERA, PRT (MUSIC)</b>	
8.	<b>TIME TABLE (PRIMARY)</b>	<b>1. LAXMIDHAR OJHA, (PRT) I/C</b> <b>2. SANDEEP KUMAR (PRT)</b>	To prepare an effective, dynamic Time-Table, To allot classes to all teachers as per Work distribution guidelines of KVS, allotment of classes for contractual teachers, maintenance of day to day time table. Timely allotment of arrangement/substitute classes. Verification of salary bill of contractual teachers
9.	<b>TIME TABLE (SECONDARY)</b>	<b>1. MANOJ KUMAR (PGT MATHS) I/C</b> <b>2. ANSUMAN DAS (TGT MATHS)</b> <b>3. P. K MOHANTY (TGT WE)</b>	
10.	<b>ACADEMIC CO-ORDINATOR</b>	<b>1. ANINDITA CHATTERJEE, (PGT ENG) I/C</b> <b>2. KALPNA RANI (PGT BIO)</b> <b>3. SAVITRI NAYAK (PRT)</b>	To prepare the Academic Calendar, provide Split-o of syllabus, monitoring completion of Syllabus as per split up, monitoring academic progress of students.
11.	<b>AEP &amp; COUNSELLING GUIDANCE</b>	<b>1. KALPNA RANI (PGT BIO) I/C</b> <b>2. PURUSHOTTAM SAHU (PGT HINDI)</b> <b>3. MANISHA NAYAK TGT (SC)</b> <b>4. DEEPIKA TGT (SANS)</b> <b>5. SAVITRI NAYAK (PRT)</b> <b>6. JAI PRAKASH SINGH (TGT SST)</b> <b>7. SANDEEP KUMAR, (PRT)</b>	Conducting Adolescent Education Programs, Counselling sessions, Health, Hygiene and Sanitation Awareness Programs, Personal Health, hygiene and Upkeep, Maintaining healthy relation with Peers, Behavioural Moderations etc.

12.	<b>DISCIPLINE AND SAFETY/SECURITY OF STUDENTS</b>	<ol style="list-style-type: none"> <li>1. <b>DASU DURGA PRASAD , (PET) I/C</b></li> <li>2. <b>MANOJ KUMAR (PGT MATHS)</b></li> <li>3. <b>KALPNA RANI (PGT BIO)</b></li> <li>4. <b>B K GUPTA (TGT AE)</b></li> <li>5. <b>SAVITRY NAYAK (PRT)</b></li> <li>6. <b>RATIKANTA SETHY (PRT)</b></li> <li>7. <b>ALL CLASS TEACHERS</b></li> </ol>	<p>Special Care of allotted wing/corridor in Normal working days. Discipline in all walks of activities in the Vidyalaya. Morning assembly, Special Occasions, Meetings. Enquiry and disciplinary action for any issues related to the discipline. Monitoring of punctuality, movement of students in the corridors and within the school premises, use of proper uniform as prescribed by KVS by the students &amp; maintenance of record.</p> <p>Maintenance of discipline and decorum during functions /school activities. Maintaining and preserving the school property.</p> <p>Routine Checking of students' uniform/nails/hair during assembly.</p> <p>Coordination with students &amp; Administration.</p>
13.	<b>INTERNAL COMPLAINT/ POCSO/SEXUAL HARASSMENT/ GRIEVANCE(GIRLS)/ ANTI RAGGING</b>	<ol style="list-style-type: none"> <li>1. <b>ANINDITA CHATTERJEE, (PGT ENG) I/C</b></li> <li>2. <b>PURUSHOTTAN SAHU (PGT HINDI)</b></li> <li>3. <b>KALPANA RANI (PGT BIO)</b></li> <li>4. <b>DEEPIKA, TGT SANSKRIT</b></li> <li>5. <b>BINOD KUMAR GUPTA</b></li> <li>6. <b>SAVITRI NAYAK (PRT)</b></li> </ol>	<p>Accepting any complaint brought by students, conducting Fact-finding activity, Enquiry and determining the quantum and nature of punishment to any delinquent student. Maintaining Record of statements and case details. Conducting Counselling sessions by Professional Counsellors, Strengthen AEP. Maintaining Confidentiality and secrecy.</p>
14.	<b>CMP/ TLM/ACTIVITY ROOM</b>	<ol style="list-style-type: none"> <li>1. <b>SAVITRI NAYAK I/C</b></li> <li>2. <b>LAXMIDHAR OJHA, (PRT)</b></li> </ol>	<p>Raise indent, determine nature of TLM, exhaustive use of TLM, preparing annual programmes to be undertaken under CMP, follow guidelines of NEP 2020 while framing CMP of the Primary Section, etc.</p>
15.	<b>PURCHASE (GeM/LOCAL)</b>	<ol style="list-style-type: none"> <li>1. <b>MANOJ KUNAR, (PGT MATHS)) I/C</b></li> <li>2. <b>PURUSHOTTAM SAHU (PGT HINDI)</b></li> <li>3. <b>PRASHANT KUMAR MOHANTY (TGT WE)</b></li> <li>4. <b>RAJNISH RANJAN (LIBRARIAN)</b></li> <li>5. <b>RATIKANTA SETHY (PRT)</b></li> </ol>	<p>To follow GFR 2017 scrupulously, collect RPF, determine optimum specifications of products, obtain approval from Chairman/KVS RO, place order and follow-up.</p> <p>For non-Gem purchase, conduct local enquiry, Determine L1 , follow the KVS prescribed the purchase process, verification of Bills and Certification thereof.</p>

16.	<b>PHYSICS LAB</b>	1. <b>SUNIL KUMAR, PGT PHY</b>	<p>Maintenance of the labs, procurement of items, maintenance of Log Book, maintain stock register and condemnation of item etc. Preparing demand for the year after stock verification. Getting the approval as per the available budget. Procuring quotations, Making comparative statements. Getting approval of LPC/VEC/VMC etc.</p> <p>Condemnation of unusable items.</p>
17.	<b>CHEMISTRY LAB</b>	1. <b>VIKAS KUMAR SUMAN, PGT CHEM</b>	
18.	<b>BIOLOGY LAB</b>	1. <b>KALPNA RANI, PGT BIO</b>	
19.	<b>COMPUTER SC LAB</b>	1. <b>GOLAL BIHARI DHAL, PGT CS</b>	
20.	<b>MATHEMATICS LAB</b>	1. <b>MANOJ KUMAR, PGT MATHS</b> 2. <b>CHOUDHARY ANSUMAN DAS, TGT MATHS</b>	
21.	<b>SOCIAL SCIENCE LAB</b>	1. <b>JAIPRAKASH SINGH, TGT SST</b>	
22.	<b>LANGUAGE LAB</b>	1. <b>ANINDITA CHATTERJEE, (PGT ENG) I/C</b> 2. <b>ISHU RAWAT (TGT ENG)</b>	Conduct A-V based Language Learning session, Exhaustive training on Modules, Upkeep and maintenance of Language Lab, Updating of Software etc., raise indent and procure as per KVS guidelines.
23.	<b>SCOUT &amp; GUIDE</b>	1. <b>PURUSHOTTAM SAHU (PGT HINDI) I/C</b> 2. <b>JAI PRAKASH SINGH (TGT SST)</b> 3. <b>LAXMIDHAR OJHA (PRT)</b>	To plan and conduct the activities as per letter issued by KVS RO BBSR and report thereafter every month. Observe important days and follow the motto of BS&G.
24.	<b>EXCURSION</b>	1. <b>SUNIL KUMAR I/C</b> 2. <b>DASU DURGA PRASAD (TGT P&amp;HE)</b> 3. <b>PRASHANT KR MOHANTY (TGT WE)</b> 4. <b>ISHU RAWAT (TGT ENG)</b>	Plan and execute excursion for all classes I to XII. Selection of tourist spots, arrangements of vehicle and accommodation. Intimation to parents and collection of willingness letters. Plan destinations, Mode of transport, arranging transport, arranging other facilities for school picnic, adventure programme and Excursion

25.	<b>RAJBHASHA</b>	<ol style="list-style-type: none"> <li>1. PURUSHOTTAM SAHU ( PGT HINDI)</li> <li>2. DEEPIKA (TGT SANSKRIT)</li> <li>3. ISHU RAWAT (TGT ENGLISH)</li> <li>4. RAJNISH RANJAN (LIBRARIAN)</li> <li>5. VIVEK KUMAR (PRT)</li> <li>6. TGT HINDI</li> <li>7. MOHIT TIWARI (JSA)</li> </ol>	<p>Ensure implementation of Official Language in Vidyalaya in letter and spirit.</p> <p>Follow the instructions given by KVS New Delhi or Regional offices and ensure strict compliance.</p>
26.	<b>LIBRARY</b>	<ol style="list-style-type: none"> <li>1. RAJNISH RANJAN, LIBRARIAN I/C</li> <li>2. ANINDITA CHATTERJEE, (PGT ENG)</li> <li>3. MANOJ KUMAR (PGT MATHS)</li> <li>4. PUSHOTTAM SAHU (PGT HINDI)</li> <li>5. MANISHA NAIK (TGT SCIENCE)</li> <li>6. SANDEEP KUMAR (PRT)</li> <li>7. STUDENT 1</li> <li>8. STUDENT 2</li> </ol>	<p>Procurement, Condemnation, stock verification, up keeping, maintaining Stock register..</p> <p>Library Automation and E-Library formation and maintenance</p> <p>Computerisation of all stocks by using new software and record updating.</p> <p>Celebrating Library Week and conducting activities.</p>
27.	<b>ALUMNI ASSOCIATION</b>	<ol style="list-style-type: none"> <li>1. G B DHAL (PGT CS)</li> <li>2. J.P. SINGH (TGT SST)</li> <li>3. ANSUMAN CHOUDHURY (TGT MATHS)</li> <li>4. RATIKANTA SETHY (PRT)</li> </ol>	<p>To initiate the formation of Alumni association and enrol alumni in the platform. Organise alumni meets.</p>
28.	<b>SANITATION/ CLEANLINESS</b>	<ol style="list-style-type: none"> <li>1. PRASHANT KR MOHANTY (TGT WE) I/C</li> <li>2. DEEPIKA (TGT SANS)</li> <li>3. MANISHA NAYAK (TGT SCI)</li> <li>4. B K GUPTA (TGT AE)</li> <li>5. RAJNISH RANJAN (LIBRARIAN)</li> <li>6. ALL WING INCHARGES</li> </ol>	<p>Maintain the school building, neatness of the class rooms and campus, monitoring the work done by the cleaning agency.</p> <p>supervision of proper cleanliness of toilets and water points: At least thrice in a day. Supervision of Proper cleanliness of corridors &amp; surroundings. Procurement of sanitation accessories. Ensuring availability of stock in Sanitary Napkin vending machine and proper functioning of Incinerator</p> <p>Spraying of mosquito repellent/ disinfectant and Organizing time- to- time swachhata campaign/drive, organizing at least voluntary shramdan by all the staff, students in a week, Arrangement of painting and other items.</p>

29.	<b>MAGAZINE/ VIDYALAYA PATRIKA</b>	<ol style="list-style-type: none"> <li>1. PURUSHOTTAM SAHU (PGT HINDI)I/C</li> <li>2. JAI PRAKASH SINGH (TGT SST)</li> <li>3. ISHU RAWAT, TGT ENG</li> <li>4. DEEPIKA, TGT SANS</li> <li>5. B K GUPTA (TGT AE)</li> <li>6. SAVITRI NAYAK (PRT)</li> </ol>	Collection of articles, selection and editing,publishing in magazine /Patrika& News letter, Preparation and editing of school diary, planner of activities.
30.	<b>SDMIS/ UDISE/ OASIS</b>	<ol style="list-style-type: none"> <li>1. G B DHAL (PGT CS) I/C</li> <li>2. ANSUMAN CHOUDHURY (TGT MATHS)</li> <li>3. RATIKANTA SETHY (PRT)</li> </ol>	Online Registration and entry and updating of details of the Vidyalaya plant, students and teachers
31.	<b>UBI</b>	<ol style="list-style-type: none"> <li>1. G B DHAL (PGT CS) I/C</li> <li>2. ANSUMAN CHOUDHURY (TGT MATHS)</li> <li>3. PRASHANT KUMAR MOHANTY (TGT WE)</li> </ol>	Providing assistance to Class Teachers in Entering details of students on new admission, month end verification, quarterly verification, updation, etc
32.	<b>SECURITY, CONSERVANCY &amp; GARDENING</b>	<ol style="list-style-type: none"> <li>1. KALPNA RANI, (PGT BIO) I/C</li> <li>2. PRASHANT KUMAR MOHANTY (TGT WE)</li> <li>3. BINOD KUMAR GUPTA (TGT AE)</li> </ol>	Raise indent, Monitoring of work, checking attendance and
33.	<b>GREEN SCHOOL</b>	<ol style="list-style-type: none"> <li>1. KALPANA RANI (PGT BIO) I/C</li> <li>2. MANISHA NAIK (TGT SCIENCE)</li> <li>3. J.P. SINGH (TGT SST)</li> <li>4. SURESH KUMAR SAHU (PRT)</li> </ol>	Certifying during payment.
34.	<b>TEACHING AID</b>	<ol style="list-style-type: none"> <li>1. JAI PRAKASH SINGH (TGT SST) I/C</li> <li>2. SUNIL KUMAR (PGT PHY)</li> <li>3. C ANSUMAN DAS (TGT MATHS)</li> <li>4. PRASHANT KUMAR MOHANTY (TGT WE)</li> </ol>	Deciding on teaching aids, Raising indent. Procurement, utilisation, obtaining CS-66, To report to Principal regarding status of availability of Teaching Aids,
35.	<b>SC/ST CELL</b>	<ol style="list-style-type: none"> <li>1. KALPNA RANI (PGT BIO) I/C</li> <li>2. VIKAS KUMAR SUMAN, PGT (CHEM)</li> <li>3. LAXMIDHAR OJHA, PRT</li> <li>4. HARI DAMI (SUB-STAFF)</li> </ol>	To receive complaints and raise issues and follow procedure as per govt norms.
36.	<b>ATAL TINKERING LAB</b>	<ol style="list-style-type: none"> <li>1. SUNIL KUMAR (PGT PHY) I/C</li> <li>2. MANISHA NAYAK (TGT Se)</li> <li>3. PRASHANT KUMAR MOHANTY (TGT WE)</li> </ol>	Completion of all modules, Prepare students for Atal Marathon, Raining indent for Purchase, follow up of the procedure.

37.	<b>REPAIR &amp; MAINTENANCE OF SCHOOL PLANT</b>	<b>1. PRASHANT KUMAR MOHANTY (TGT WE) I/C</b> <b>2. BINOD KUMAR GUPTA, TGT(AE) I/C</b> <b>3. DASU DURGA PRASAD (TGT P&amp;HE)</b> <b>4. VIVEK KUMAR, (PRT)</b> <b>5. HARI DAMI (SUB-STAFF)</b>	Maintenance and Repairs of minor and major electrical and civil works. Petty construction, colour wash as per requirements.
38.	<b>RTI</b>	<b>1. ANINDITA CHATTERJEE, (PGT ENG) I/C</b> <b>2. PURUSHOTTAM SAHU (PGT HINDI)</b>	To respond to RTI queries within the stipulated period.
39.	<b>WEBSITE UPDATION</b>	<b>1. G B DHAL (PGT CS) I/C</b> <b>2. ANSUMAN CHOUDHURY (TGT MATHS)</b> <b>2. SANDEEP KUMAR (PRT)</b>	To update the website from time to time regarding important information, events, KVS instructions, announcements etc
40.	<b>EBSB &amp; AKAM</b>	<b>1. JAI PRAKASH SINGH, (TGT SST) I/C</b> <b>2. B K GUPTA (TGT AE)</b>	Conduct activities throughout the year as per design of program, finalise data, maintain record, send to KVS RO as and when asked for, Prepare students for KVS level competitions and motivate students to participate.
41.	<b>ACP</b>	<b>1. JAI PRAKASH SINGH, TGT (SST) I/C</b> <b>2. ASN UMAN CHOUDHURY (TGT MATHS)</b> <b>3. BINOD KUMAR GUPTA, (TGT AE)</b>	To conduct and complete all the 16 modules of ACP
42.	<b>NDMA</b>	<b>1. DASU DURGA PRASAD (TGT P&amp;HE) I/C</b> <b>2. MANOJ KUMAR (PGT MATHS)</b> <b>3. MANISHA NAYAK (TGT SC)</b> <b>4. PRASHANT KR MOHANTY (TGT WE)</b> <b>5. RAJNISH RANJAN, (LIBRARIAN)</b> <b>6. SANDEEP KUMAR (PRT)</b>	To create SOPs, display SOPs at vital positions, conduct mock drills, keep equipment in working conditions at strategic places, train student volunteer groups and teachers, determine evacuations plans and disseminate the information to students and teachers.
43.	<b>FURNITURE</b>	<b>1. BINOD KUMAR GUPTA (TGT AE) I/C</b> <b>2. JAI PRAKASH SINGH, TGT (SST)</b> <b>3. LAXMIDHAR OJHA (PRT)</b>	Repairing & maintenance of furniture. Arrangement of adequate furniture in all classes, Assessing the requirement of furniture and calling tender quotations. Disposal of unrepairable furniture. issue of furniture to the /Allotment Cs/department I/class teachers
44.	<b>IMPLEMENTATION OF FLN</b>	<b>1. SAVITRI NAYAK (PRT)</b> <b>2. SANDEEP KUMAR (PRT)</b> <b>3. SURESH KUMAR SAHUTF (PRT)</b>	To conduct all activities under FLN as per guidelines of NEP 2020

45.	<b>STAFF QUARTER (M&amp;R/ALLOTMENT)</b>	<ol style="list-style-type: none"> <li>1. MANOJ KUMAR, PGT (MATHS) I/C</li> <li>2. PURUSHOTTAM SAHU, PGT (HINDI)</li> <li>3. RAJNISH RANJAN, LIBRARIAN</li> <li>4. SAVITRI NAYAK (PRT)</li> <li>5. MOHIT TIWARI (JSA)</li> </ol>	Allotment of vacant staff quarters as per KVS rules, collect indent for R&M, Conduct Market survey and arrange for the work as per L1 quote, supervise and complete the work within time, Certify the utilisation of Staff Quarter R&M Fund as and when received from KVS RO
46.	<b>RECEPTION COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. KALPNA RANI (PGT BIO)</li> <li>2. G B DHAL PGT CS</li> <li>3. BINOD KUMAR GUPTA TGT AE</li> <li>4. SAVITRI NAYAK (PRT)</li> </ol>	Collection of articles, selection and editing, publishing in magazine & News letter, Preparation and editing of school diary, planner of activities.
47.	<b>SCIENCE EXHIBITION/ SCIENCE CONGRESS/ NTSE</b>	<ol style="list-style-type: none"> <li>1. KALPNA RANI, PGT BIO</li> <li>2. VIKASKUMAR SUMAN (PGT CHEM)</li> <li>3. SUNIK KUMAR (PGT PHY)</li> <li>4. MANISHA NAYAK (TGT SCI)</li> </ol>	To disseminate information, to identify projects, select and prepare students, conduct competitions at school level, prepare students for KVS Regional level/ national level Competition.
48.	<b>JMO/ ARYABHATTA GANIT CHALLENGE/ MATHEMATICS CELEBRATION</b>	<ol style="list-style-type: none"> <li>1. MANOJ KUMAR (PGT MATHS)</li> <li>2. CHAUDHURY ANSUMAN DAS( TGT MATHS)</li> </ol>	Register students, Motivate, encourage and guide them for better performance
49.	<b>MANAK INSPIRE</b>	<ol style="list-style-type: none"> <li>1. VIKAS KUMAR SUMAN (PGT CHEM)</li> </ol>	Make proper planning, select the students, allotment of Themes , registration in IAPT
50.	<b>IAPT/ JIGYASA</b>	<ol style="list-style-type: none"> <li>1. SUNIL KUMAR (PGT PHY)</li> </ol>	Follow the instruction as per KVS guidelines, arrangements of Scientists, academic excursion to scientific laboratory in near by places
51.	<b>PHOTOGRAPHY</b>	<ol style="list-style-type: none"> <li>1. CHOUDHURY ANSUMAN DAS (TGT MATHS)</li> <li>2. RAJNISH RANJAN (LIBRARIAN)</li> </ol>	To cover all special occasions and special assembly programme. Maintenance and updating the photos of current year and related works. Get Print out of minimum 5-6 Best print of each occasion of the session.
52.	<b>FIRST AID</b>	<ol style="list-style-type: none"> <li>1. DASU DURGA PRASAD 9TGT P&amp;HE)</li> <li>2. RAJNISH RANJAN (LIBRARIAN)</li> <li>3. SAVITRI NAYAK (PRT)</li> </ol>	To procure the necessary medicines, maintain the stock register, supply of first aid items as per requirement. Ensuring general medical check-up of the students twice as per schedule. Procurement of first aid equipment and making it available at all key points. Provide medical attention in exigencies Providing first aid treatment to the needy staffs & students



53.	<b>CS 54 FEE CHECKING</b>	<ol style="list-style-type: none"> <li>1. MANOJ KUMAR (PGT MATHS)</li> <li>2. RATIKANTA SETHY, (PRT)</li> <li>3. MOHIT TIWARI (JSA)</li> </ol>	To verify the fee collection every term and check the entries made in attendance register and tally.
54.	<b>ECO CLUB/ HARIT VIDYALAYA CLUB</b>	<ol style="list-style-type: none"> <li>1. KALPNA RANI (PGT BIO)</li> <li>2. MANISHA Nayak (TGT SCI)</li> <li>3. SURESH KUMAR SAHOO ( PRT)</li> </ol>	Club activities for the academic year should be planned out and organized as per the schedule prepared.
55.	<b>LITERARY CLUB</b>	<ol style="list-style-type: none"> <li>1. ISHU RAWAT ( TGT ENGLISH)</li> <li>2. TGT HINDI</li> <li>3. SANDEEP KUMAR (PRT)</li> <li>4. RAJNISH RANJAN ( LIBRARIAN)</li> </ol>	Plan of activities to be conducted under Eco- Club. Plantation of new trees in the Vidyalaya. Upkeep of Medicinal Plant Garden, kitchen garden and school Garden. Maintaining the Greenery of the Vidyalaya.
56.	<b>INTEGRITY CLUB</b>	<ol style="list-style-type: none"> <li>1. JAY PRAKASH SINGH (TGT SST)</li> <li>2. ISHU RAWAT (TGT ENG)</li> <li>3. DEEPIKA (TGT SANS)</li> <li>4. TGT HINDI</li> <li>5. LAXMIDHAR OJHA (PRT)</li> </ol>	Under Literary Club. Literacy Corner to be regularly updated, Monthly Newspaper, Pamphlets to be published, Conduct Club activities related to literary topics. Activities under National Integration/ Sadbhavna to be conducted.
57.	<b>RECORD OF STAFF MEETING MINUTES</b>	<ol style="list-style-type: none"> <li>1. PURUSHOTTAM SAHU (PGT HINDI)</li> <li>2. ISHU RAWAT (TGT ENG)</li> <li>3. DEEPIKA (TGT SANS)</li> <li>4. TGT HINDI</li> </ol>	To keep a record of the minutes of the agenda points discussed in the staff meetings and any points raised by the staff and its solutions/suggestions.
58.	<b>PARTNERSHIP WITH GOVT. SCHOOL</b>	<ol style="list-style-type: none"> <li>1. GOLAK BIHARI DHAL (PGT CS)</li> <li>2. CHOUDHURY ANSUMAN DAS (TGT MATHS)</li> <li>3. MANISHA NAYAK(TGT SCI)</li> <li>4. RATIKANTA SETHY (PRT)</li> <li>5. SAVITRI NAYAK (PRT)</li> </ol>	Re-newel of Partnership programme and assessment of needs, decide on support/ facilitating programs, smooth functioning of the same.
59.	<b>PA SYSTEM</b>	<ol style="list-style-type: none"> <li>1. PRASHANT KUMAR MOHANTY (TGT WE)</li> <li>2. VIVEK KUMAR PRT)</li> <li>3. HARI DAMI (SUB-STAFF)</li> </ol>	Keep the PA system ready all the time, Morning assembly and other programmes

**PRINCIPAL**