F. 25042/2018-19/Admn/KVB/ Date: - 18.03.2019

OFFICE ORDER

The following duties and responsibilities are hereby entrusted to the staff members of this Vidyalaya.

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| --- | --- | --- |
| S/No. | Name of Committee | Name of the In-charge and members |
|  | CMP & CMP Report, News Letter etc. | Mrs. O.Mazumdar((I/C)  Ms. Yasbiti Mohapatra  Mrs. R K Singh, PRT |
|  | CCA | Mrs. R K SINGH, PRT (I/C)  Miss Y. Mohapatra , PRT |
|  | Time Table | Mrs O. Mazumdar (I/C)  Ms. Y. Mohapatra |
|  | Arrangement | MR. P Mondal, TGT (Maths)  Mrs. O.Mazumdar |
|  | Admission | Mrs. R K Singh, PRT (I/C)  MR. M Kumar , PRT  MR. Ujjwal, PRT |
|  | Cultural programme | Mrs. S. Chattopadhyay, PRT (Music)(I/C)  Mrs. O.Mazumdar, PRT  TGT ENG |
|  | Rajbhasha | Mrs. R K SINGH (I/C)  TGT Sanskrit,  MR. Ujjwal, PRT  MR M.Kumar, PRT |
|  | Examination | Mr. P. Mondal, TGT (Maths) (I/C)  Mr. Ujjwal, PRT  TGT Sanskrit |
|  | Games & Sports, SBSB & Yoga | Mr. M. Kumar (I/C), sports Coach  TGT Eng.  TGT Sanskrit |
|  | First Aid | Ms. Y. Mohapatra, PRT  TGT- ENG |
|  | Cubs & Bulbul | MRS O. Mazumdar PRT (I/C)  Ms. Y. Mohapatra, PRT  MR Ujjwal  MR M.KUMAR |
|  | Science Club & Lab. | MR. P. MONDAL(I/C)  TGT (Science)  Ms. Y.Mohapatra, PRT |
|  | Discipline | Mrs S. Chottopadhyay, PRT (Music)  Mr P.Mondal, TGT (maths)  Mrs. R K Singh, PRT |
|  | Assembly duty | Mrs. R K SINGH, PRT (I/C)  Mrs. Mrs. O.Mazumdar  Ms. Yasbiti Mohapatra  Mrs. S. Chottopadhyay, PRT (Music)  TGT- ENG |
|  | Teaching Aid | MR P. MONDAL(I/C)  TGT—ENG  Mrs. Y Mahapatra, PRT |
|  | TLM EXIBITION | Mrs. R K Singh (I/C) &  ALL CLASS TEACHERS |
|  | Resource room | Mrs. R K Singh(I/C)  Mrs O. Mazumdar  TGT -SANSKRIT |
|  | Excursion | MR. P. Mondal (I/C)  TGT-ENG  TGT-SANSKRIT  MR M. KUMAR |
|  | School magazine | Mr. P. Mondal (I/C)  Mrs. R K SINGH (Editor)  TGT-ENG  TGT-SANSKRIT |
|  | Subject committee | Eng.- Mrs. O Mazumdar, PRT  Hindi-Mrs. R K SINGH, PRT  Maths-Mr. P Mondal, TGT(Maths)  EVS-Ms. Y. Mohapatra, PRT |
|  | Purchase Committee | Mrs. O.Mazumdar PRT  Ms. Y.Mohapatra, PRT  Mr. Monu Kumar, PRT  Reserve :- Mr. Prosenji Mondal,TGT (Maths) |
|  | Beautification, Cleanliness,  plantation | Mr. Monu Kumar, PRT (I/C)  Mrs S. Chattopadhyay, PRT(Music)  TGT-ENG  TGT-SANSKRIT |
|  | Security & Conservancy | Mr. Prosenjit Mondal (I/C)  Mr. Monu Kumar  Ms. Y. Mohapatra, PRT |
|  | Photography | Mr. Ujjwal, PRT  Mr. Monu Kumar, PRT  TGT-ENG |
|  | Class Magazine | Mrs. R K SINGH, PRT I/C  All the Class Teachers |
|  | Computer & TV | Mr. Ujjwal(I/C)  TGT-ENG alongwith Computer Instructor |
|  | Integrity Club | MR Ujjwal (I/C)  TGT-ENG  TGT-Sanskrit |
|  | Library | Mrs. R. K. Singh I/C |
|  | Library Committee | Mr. Ujjwal, PRT  Mr. Monu Kumar, PRT  Mr. A P Gupta, J.S.A |
|  | Grievance Redressal Committee | Mr. P. Mondal, TGT (Maths)  Mrs. O. Mazumdar, PRT  Mr. Monu Kumar, PRT |
|  | Team for students  with special needs  (Divyang) | Mr. P. Mondal, TGT (Maths)  Mrs. Sukla Chattapadyay, PRT (Music)  Mrs R K Singh, PRT |
|  | Child Rights Protection Cell | Mrs. R K Singh, I/C  Ms. Y. Mahapatra, PRT  Mr. Ujjawal, PRT |
|  | Evacuation Team | Mrs. O. Mazumdar, PRT  Mrs. Y. Mahapatra, PRT  Mr. Monu Kumar, PRT  Mr. Ashok Kumar Barai, Sub Staff and all staff members |
|  | Search & Rescue Team | Mr. Sukla Chattapadyay, PRT (Music)  Mr. Monu Kumar, PRT  Mr. Ashok Kumar Barai, Sub Staff |
|  | Facebook and twitter  User ID- kvbandelrailwaycolony@gmail.com | Mr. Ujjawal, PRT  Mr. Monu Kumar, PRT  Password collect from Office |
|  | Adolescent Education programme | Mrs. R K Singh, PRT  Ms. Y. Mahapatra, PRT |
|  | GSP (Green School Audit) | TGT (Sc.)  Mr. Ujjwal, PRT  Ms. Y. Mohapatra, PRT |
|  | Website update (office ) | Mr. A P Gupta, J.S.A |
|  | Website update (other activities) | Computer Instructor  Mr. Ujjwal, PRT  Mr. Monu, PRT |
|  | Challan/ update of students in UBI portal in every quarter and fees verification of students | Respective Class teacher |

(P K Gupta)

Principal