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 , PRTMR. 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 |
| 1.
 | 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, PRTHindi-Mrs. R K SINGH, PRTMaths-Mr. P Mondal, TGT(Maths)EVS-Ms. Y. Mohapatra, PRT  |
|  | Purchase Committee | Mrs. O.Mazumdar PRTMs. Y.Mohapatra, PRTMr. Monu Kumar, PRTReserve :- Mr. Prosenji Mondal,TGT (Maths) |
|  | Beautification, Cleanliness, plantation | Mr. Monu Kumar, PRT (I/C)Mrs S. Chattopadhyay, PRT(Music) TGT-ENGTGT-SANSKRIT |
|  | Security & Conservancy | Mr. Prosenjit Mondal (I/C) Mr. Monu KumarMs. Y. Mohapatra, PRT |
|  | Photography | Mr. Ujjwal, PRTMr. Monu Kumar, PRTTGT-ENG |
|  | Class Magazine | Mrs. R K SINGH, PRT I/CAll the Class Teachers |
|  | Computer & TV | Mr. Ujjwal(I/C)TGT-ENG alongwith Computer Instructor |
|  | Integrity Club  |  MR Ujjwal (I/C)TGT-ENGTGT-Sanskrit |
|  | Library |  Mrs. R. K. Singh I/C |
|  | Library Committee  | Mr. Ujjwal, PRTMr. Monu Kumar, PRTMr. A P Gupta, J.S.A  |
|  | Grievance Redressal Committee | Mr. P. Mondal, TGT (Maths)Mrs. O. Mazumdar, PRTMr. Monu Kumar, PRT |
|  | Team for studentswith 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, PRTMr. Ujjawal, PRT |
|  | Evacuation Team | Mrs. O. Mazumdar, PRTMrs. Y. Mahapatra, PRTMr. Monu Kumar, PRT Mr. Ashok Kumar Barai, Sub Staff and all staff members  |
|  | Search & Rescue Team | Mr. Sukla Chattapadyay, PRT (Music)Mr. Monu Kumar, PRTMr. Ashok Kumar Barai, Sub Staff |
|  | Facebook and twitter User ID- kvbandelrailwaycolony@gmail.com | Mr. Ujjawal, PRTMr. Monu Kumar, PRTPassword collect from Office |
|  | Adolescent Education programme  | Mrs. R K Singh, PRTMs. Y. Mahapatra, PRT |
|  | GSP (Green School Audit)  | TGT (Sc.)Mr. Ujjwal, PRTMs. Y. Mohapatra, PRT |
|  | Website update (office ) | Mr. A P Gupta, J.S.A  |
|  | Website update (other activities) | Computer Instructor Mr. Ujjwal, PRTMr. Monu, PRT  |
|  | Challan/ update of students in UBI portal in every quarter and fees verification of students  | Respective Class teacher  |

(P K Gupta)

Principal