**KENDRIYA VIDYALAYA BARGARH**

**COMMITTEES FOR THE SESSION 2018-19**

The Committees (Revised) as shown below for the Session 2018-19 will plan meticulously well in advance related to the activities planned for the whole year. The Committee members will sit together once in a month/whenever required to review the work done for a particular month. All the members will take up the assigned duty in true spirit and they should ensure that the following committees are not confined to pen and paper. The committee members will be solely responsible for effective implementation of the plan and Programme under the different heads assigned above. Top priority should be given for Time Bound Duties. Other duties and responsibilities as assigned by the Principal from time to time as per need are also to be performed in addition to the above duties and responsibilities**. Hand over the charge where there is   a change of Dept./Committee with immediate effect. All committees have to start their work for session 2018-19.**

**PRINCIPAL**

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| Sl No. | DEPT./COMMITTEES | SECTION | NAME OF THE INCHARGES/MEMBERS |  |
| 1 | TIC  Teacher In-charge | CLASS XI-XII | Mr. A.Behera, PGT(BIO |  |
| CLASS IX-X  +  AWERNESS OF **TEACHER’S** CODE OF CONDUCT | Mr. B. K. Mishra, PGT(Eng.) |  |
| CLASS VI-VIII + AWERNESS OF **STUDENT’S** CODE OF CONDUCT | Mr. P. K.Sahu, TGT(Math) |  |
| CLASS  I-V | HM  & Ms B. Verma |  |
| 2 | EXAMINATION | CBSE AND EXTERNAL | Mr. A.Behera, PGT(BIO) |  |
| Mr. Y.N.Pandey,PGT(Hindi) |  |
| Comp.Inst |  |
| 3 | EXAMINATION(INTERNAL) |  | Mr. S.K.Sahoo,PGT(Phy) |  |
| Mr. A.K.Padhan,TGT(Math) |  |
| Mr. G.Pradhan,PRT |  |
| 4 | TIME TABLE AND ARRANGEMENT OF PERIODS INCLUDING COMPUTERISATION | SECONDARY | Mr. J. Rana, PGT(Eco) |  |
| Mr. B.D.Barei, TGT(SSt) |  |
| PRIMARY | Mr. G.Pradhan,PRT |  |
| Mrs. B. Verma, PRT |  |
| 5 | CCA CO-ORDINATOR | SECONDARY | Mrs. A.P.Kaur, PGT(Comm) |  |
| JT. CO-ORDINATOR | Mr. Y.N.Pandey PGT(Hindi) |  |
| CCA CO-ORDINATOR | PRIMARY | Mrs. S. Gartia,PRT |  |
| CO-ORDINATOR | Mr. J.S.Sahu, PRT |  |
| CCA (OUTER) |  | Mr. P. K.Sahu, TGT(Math) |  |
| 6 | HOUSE MASTER/ASSOSIATE HOUSE MASTER(SECONDARY) | SECONDARY(SIBAJI HOUSE) | Mr. A.Behera, PGT(BIO) |  |
| TAGORE HOUSE | Mr. J. Rana, PGT(Eco) |  |
| ASHOK HOUSE | Mr. S.Meher PGT(Chem) |  |
| RAMAN HOUSE | Mr. B.D.Barei, TGT(SSt) |  |
| PRIMARY | PRIMARY(SIBAJI HOUSE) | Mr. G.Pradhan,PRT |  |
| TAGORE HOUSE | Mr. C. Bhoi,PRT |  |
| ASHOK HOUSE | Mr. S. Shika, PRT |  |
| RAMAN HOUSE | Mrs. B. Verma, PRT |  |
| 7 | ADMISSION |  | Mr. S. Meher PGT(Chem) |  |
| Mr. R.K.Sahu, PRT |  |
| Mrs. H. Padhan, Lib. |  |
| Comp. Sc |  |
| 8 | SCOUT & GUIDE |  | Mr. D. C.Deheri, PRT |  |
| Mr. G. Birtia, PRT |  |
| Mr. S. Shika, PRT |  |
| 9 | CUBS AND BULBUL |  | Mr. S. Bag, PRT |  |
| Mr. C. Bhoi,PRT |  |
| Mr. G. Birtia, PRT |  |
| Mrs. S. Gartia, PRT |  |
| 10 | EQEUP & B2B |  | Mr. P. K.Sahu, TGT(Math) |  |
| Mrs. B. Verma, PRT |  |
| 11 | CLEANLINESS & CONSERVANCY/WORKING MONITORING |  | Mr. B. K. Mishra, PGT(Eng.) |  |
| Mr. S. Panda, TGT(WE) |  |
| 12 | DISPLAY BOARD |  | Mr. B. K. Mishra, PGT(Eng.) |  |
| Mr. Y.N.Pandey PGT(Hindi) |  |
| 13 | MATHS LAB & ACTIVITY AND MATH GARDEN |  | Mr. P. K.Sahu, TGT(Math) |  |
| Mr. A.K.Padhan,TGT(Math) |  |
| 14 | PHYSICS LAB |  | Mr. S.K.Sahoo,PGT(Phy) |  |
| 15 | CHEMISTRY LAB |  | Mr. S. Meher PGT(Chem) |  |
| 16 | BIOLOGY LAB |  | Mr. A.Behera, PGT(BIO) |  |
| 17 | COMPUTER LAB | SENIOR | PGT Comp Sc. |  |
| JUNIOR | Mr. A.K.Padhan,TGT(Math) |  |
| 18 i | JUNIOR SCIENCE LAB |  | Mr. J. Sahu, TGT(Sc) |  |
| 18 ii | Music Lab |  | Mr Ajit Tripathy |  |
| 18 iii | Physical Education Lab |  | Dr S. Toppo |  |
| 18 iv | Art Gallery & Creatives |  | MR Pankaj Yadav |  |
| 18 v | WE & CREATIVES |  | MR S.k.Panda |  |
| 19 | FIRST AID | SECONDARY | Dr. S. Toppo, TGT(WE) |  |
| PRIMARY | Mr. J.S.Sahu, PRT |  |
| 20 | EDUCATIONAL TRIP | SECONDARY | Mr. P. K.Sahu, TGT(Math) |  |
| PRIMARY | Mr. C. Bhoi,PRT |  |
| 21 | KVPY/NTSE |  | CBSE Dept. |  |
| 22 | CYBER OLYMPIAD | SR. SECONDARY/SECONDARY | CBSE Dept. |  |
| PRIMARY | CBSE Dept |  |
| 23 | ECTLT | SR. SECONDARY/SECONDARY | PGT(IP) |  |
| 24 | RAJBHASA |  | Mr. Y.N.Pandey PGT(Hindi) |  |
| Mr. N. Kumar, TGT(Hindi) |  |
| 25 | HEALTH CHECK-UP | SECONDARY | Mrs. M. Mishra, PRT |  |
| PRIMARY | Mr. J.S.Sahu, PRT |  |
| 26 | ACTIVITY ROOM | PRIMARY | Mr. C. Bhoi,PRT |  |
| 27 | MAGAZINE,NEWS,LETTER,  STUDENTS DIARY,VIDYALAYA PLAN |  | Mr. B. K. Mishra, PGT(Eng.) |  |
| Mr. P. K. Yadav, TGT(AE) |  |
| Mr. C. Bhoi PRT |  |
| 28 | DISCPLINE/CORRIDOR MOVEMENT/EXIT/ENTRY/MORNING ASSEMBLY/GATHERING/MEETING | SECONDARY | Dr. S. Toppo, TGT(P& HE) and List |  |
| 29 | PA SYSTEM & AQUAGUARD WATER / AC  MAINTENANCE & REPAIR | SECONDARY | Mr. S. Panda, TGT(WE) |  |
| PRIMARY | Mr. S. Shika, PRT |  |
| 30 | CS 52 & IT/VVN/ A/C  TC/ CS 12 |  | Mr. J.S.Sahu, TGT(SC) |  |
| Mr. G. Birtia, PRT |  |
| 31 | STAFF ROOM |  | Mr. N. Kumar, TGT(Hindi) |  |
| TGT HINDI II |  |
| 32 | PTA | SECONDARY | Mr. P.K.Sahu TGT(Math) |  |
| Mr. J. Rana PGT(Eco) |  |
| Mr. B.D.Barei, TGT(SSt) |  |
| PRIMARY | HM |  |
| Mr. G.Pradhan,PRT |  |
| 33 | LIBRARY |  | Mrs. H. Padhan, Librarian |  |
| 34 | REGIONAL LANGUAGES |  | Mr. B. K. Mishra, PGT(Eng.) |  |
| 35 | GARDENING AND PHOTOGRAPHY |  | Mr. C. Bhoi,PRT |  |
| 36 | TLM PREPARATION AND RECORD | PRIMARY | HM |  |
| 37 | GAMES AND SPORTS |  | Dr. S. Toppo, TGT(P& HE) |  |
| Mr. D. C.Deheri, PRT |  |
| Sports Coach |  |
| 38 | FEE COLLECTION AND COORDINATION | SECONDARY | Mr. S. Meher PGT(Chem) |  |
| PRIMARY | Mr. C. Bhoi,PRT |  |
| 39 | MONITORING OF SECURITY/WATCH/AND WARD/CONSERVANCY |  | Mr. J. Sahu, TGT(Sc) |  |
| Mr. G. Birtia, PRT |  |
| 40 | CIVIL/ELECTRICAL/MAINTAINANCE/WATER SUPPLY/GENERATOR |  | Mr. S. Panda, TGT(WE) |  |
| Mr. S. Shika, PRT |  |
| Mr. P.K.Sahu TGT(Math) |  |
| 41 | TEACHING AID/RESOURCE ROOM | SECONDARY | Mr. B.D.Barei, TGT(SSt) |  |
| PRIMARY | Mr. C. Bhoi,PRT |  |
| 42 | FURNITURE FIXTURE |  | Mr. S. Bag, PRT |  |
| Mr. S. Shika, PRT |  |
| 43 | ALUMINI AND THEIR ACHIVEMENT |  | Mr. B. K. Mishra, PGT(Eng.) |  |
| Mr. P.K.Sahu TGT(Math) |  |
| 44 | STAFF SECRETARY |  | Mr. P.K.Sahu TGT(Math) |  |
| 45 | PRESS/OUT SIDE COORDINATION |  | Mr. B. K. Mishra, PGT(Eng.) |  |
| Mr. P.K.Sahu TGT(Math) |  |
| Mr. A.K.Padhan,TGT(Math) |  |
| 46 | INTEGRITY CLUB |  | Mr. B. K. Mishra, PGT(Eng.) |  |
| Mr. Y. N. Pandey, PGT(Hindi) |  |
| 47 | WEBSITE UPDATING |  | PGT IP |  |
| Comp. Inst |  |
| 48 | CARRER COUNSELLING AND GUIDANCE |  | Mr. A.Behera, PGT(BIO) |  |
| Mr. B. K. Mishra, PGT(Eng.) |  |
| Mr. Y. N. Pandey, PGT(Hindi) |  |
| 49 | CMP |  | HM  Mr. C. Bhoi,PRT |  |
|  |
| Mrs. B. Verma, PRT |  |
| Mr. G.Pradhan,PRT |  |
| Mr Ajit Tripathy |  |
| 50 | COMPLAINT REDRESSAL | GENERAL HARASSMENT OF SC/ST/OBC MEMBERS SUGGESTION BOX | Mr. S. Bag, PRT |  |
| Mr. S. Shika, PRT |  |
| Mrs. H. Padhan, Librarian |  |
| 51 | HANGING GARDEN/ECO-CLUB/BOTANICAL GARDEN/MEDICINE PLANT GARDEN |  | Mr. A.Behera, PGT(BIO) |  |
| Mrs. S. Gartia, PRT |  |
| Mrs. B. Verma, PRT |  |
| 52 | FUNCTIONING OF LANGUAGE LAB |  | Mr. B. K. Mishra, PGT(Eng.) |  |
| Mr. Y. N. Pandey, PGT(Hindi) |  |
| TGT(Sans) |  |
| 53 | VMC , WALK-IN-INTERVIEW AND  REGISTRATION OF PARTIES |  | Mr. B. K. Mishra, PGT(Eng.) |  |
| Mr. G. Birtia, PRT |  |
| 54 | ENTRY & EXIT |  | Dr. S. Toppo, TGT(P& HE) |  |
| (Separate List) |  |
| 55 | NAEP ACTIVITIES |  | Mr. A.Behera, PGT(BIO) |  |
| Nurse |  |
| 56 | READERS CLUB |  | Mr. B. K. Mishra, PGT(Eng.) |  |
| Mr. Y. N. Pandey, PGT(Hindi) |  |
| Mrs. H. Padhan, Librarian |  |
| 57 | ACADEMIC ACTIVITIES COMMITTEE |  | Mr. A.K.Padhan,TGT(Math) |  |
| Mr. G.Pradhan,PRT |  |
| 58 | SCIENCE CLUB |  | All TGTs(Sc) & J. Sahu & 2 PRTs |  |
| 59 | ADVENTURE ACTIVITIES/TREKKING |  | Mr. P.K.Sahu TGT(Math) |  |
| TGT(Sans) |  |
| 60 | SBSB & Active Citizenship |  | Mr. P.K.Sahu TGT(Math) |  |
| Mr. B.D.Barei, TGT(SSt) |  |
| Dr. S. Toppo, TGT(P& HE) |  |
| Mrs. H. Padhan, Librarian |  |
| Mr. G.Pradhan,PRT |  |
| 61 | LIBRARY COMMITTEE |  | Mrs. H. Padhan, Librarian |  |
| (Separate List) |  |
| 62 | Morning Assembly | Seating  arrangements for **teachers** in CCA Days- Associate house masters of the  HOUSE ON DUTY | Mr Ajit Tripathy |  |
| MR P. Yadav |  |
| Dr S. Toppo |  |
| CCA co ordinators  Respective House Master |  |
| MR R C RAM |  |
| 63 | **EVENT’S RECORDS** (CCA+ SPORTS+EXTERNAL) THIS IS FOR ONLY BRIEF  FORMAT RECORD . I/C DEPTS WILL MAINTAIN THE ORIGINAL. |  | Ms MILI MISHRA |  |
| MR C. BHOI |  |
| TGT (HINDI ii) |  |
| TGT (ENG II) |  |
| 64 | **MASTER  ASSET REGISTER** |  | MR J. SAHU TGT |  |