**Kendriya Vidyalaya,NTPC,Kaniha**

**Academic Session:2020-21**

**Delegation of Powers,Duties & Responsibilities**

**W.e.f.01.07.2020**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No.** | **Department** | **Key-Work** | **Members** |
| 1. | Admission | * Strict adherence to KVS admission guidlines like notifcation/advertisment,preparation,approval & display of admission list.
* Verification,scruitny of documents.
* Prompt data management and reporting to the chair.
 | 1. Mrs. Khushbu Rani,PGT(Bio),I/C
2. Mr S K Singh,TGT(WE),Member
3. Mr T R Sahoo,PRT,Member.
4. Mr Kaliprasad Maharatha, PRT, Member
 |
| 2. | Examination | * Smooth Conduct of internal & CBSE examination.
* Adherence to timeline/schedule of KVS.
* Strict privacy in QP setting.
* To ensure the implementation on KVS/CBSE guidlines.
 | 1. Mr G.Panda,PGT(Maths),I/C
2. Ms Hem Lata,Member
3. Mr Kaliprasad Maharatha,PRT-**I/C Primary Sec.**
4. Ms Manisha Singh,PRT,member.
5. Mr R C Biswal,Sub-Staff.
 |
| 3. | CCA | * Conduct of Morning Assembly as per the guidlines given in KVS education code.
* Desimination of informations/holidays etc.
* Conduct of inter-house/in-house CCA competetions and to ensure that all the students may get the chance to participate in CCA.
* Participation of students in outside events.
* Prior planning for forthcoming events/celebrations.
* Celebration of birthday/jayanties/days and stict implementation of CCA calender.
* Display of CCA competetion/programmes to be held at least one week earlier.
* Preparation of CCA result and record keeping.
* Maintenance/upkeep of house boards.
 | 1. Mrs Anamika Kumari,PGT(Hindi),I/C
2. Ms HemLata,PGT(Eng),Associate
3. Mr.Amit Mondal,TGT(Eng),Associate
4. Mr Kundan Shaw,PRT I/C Primary Section.
5. Mrs R K Sahu,PRT,Associate

**Honarary Members:** 1. Mr Thulan Dangiari,TGT(P&HE)
2. Mr S K Singh,TGT(WE)
3. Ms Phuleswari Murmu, PRT-Music
4. All Class Teachers.
 |
| * Before commencement of the morning assembly the committee must have to check the correctness/relevance of the following **Special Word,News(must not be destractive or vague),Special Item etc.**It is underline here that repetation of studentsin more than three individual CCA events shall not be allowed in any way.
 |
|  | Time-Table | * Preparation & implementation of Time-Table as per norms.
* Timely allotment of arrangment/substitute classes.
* Verification of salary bill of contractual teachers.
 | 1. Mr S.K Singh,TGT(WE),Time Table(I/C)
2. Ms.Shabnam Senapati, PGT-Physics-Member
3. Mr.Balbir Kumar,TGT(SST),Member

**Primary Section:**1. Mr Kundan Ku. Shaw,PRT(I/C)
2. MrsR K Sahu,PRT,Member
 |
|  | NTSE/KVPY/Sci Olympiads/PRMO/ISO/Silverzone& other external examinations. | * Dispaly of notice,registration within timeline.
* Announcement in morning assembly.
* Smooth conduct of examination without less hamparing to routine classes.
 | 1. Mr Shiba Bhue,Librarian, I/C
2. Mr S K Singh,TGT(WE)
 |
|  | Computer & Website updation & maintenance. | * Upkeep and maintenance of computer labs.
* Updating of softwares/antivirus.
* Optimum use of ICT equipments and maintenance of logbook.
* AMC/repair of valuable assets.
* Maintenance of dispaly board placed before Computer lab.
* Time to time training to parents & teachers to make them more inclined toward use of computer.
* Timely monthly ICT reporting to KVS,RO,BBSR.

**Website:*** Regular updation of Vidyalaya website.
* Making vidyalaya website as a open source of relevent informations.
* Desinging of website as per current KVS directives.
 | 1. Mrs Deepa Behera,PGT(CS),(I/C)
2. Mr Shiba Bhue ,TGT(Lib.).
3. Computer Instructor.
4. Mr T R Sahoo,PRT,**I/C Primary Computer Lab.**
5. **Following department I/Cs:**
6. **Examination**-notice,datesheets,result shall be uploaded timely.
7. **Admission**-all notice/list data must be uploaded on vidyalaya website.
8. **CCA-**result must be displayed on vidyalaya website with snaps/clips.
9. **Office:** All tenders/basic HRM data.

\***These department I/Cs are suppose to timely provide authentic information to I/C computer & website for updation on website.** |
|  | Furniture | * Repairing & maintenance of furniture.
* Arrangement of adequate furniture in all class rooms.
* Assesing the requirement of furniture and calling tender quotations.
* Disposal of unrepairable furniture.
* Allotment/issue of furniture to the class teachers/department I/Cs.
 | 1. Mr.T.R Sahoo,PRT-I/C
2. Mr Thulan Dangiari,TGT(P&HE)
3. Ms Kaliprasad Maharatha,PRT

\*Class teachers/department I/Cs must have to inform the I/C furniture immediately when there is shortage of furniture in their class.Broken furniture shall be shifted to store and its information must be provided to the IC. |
|  | Rajbhasha | * Beautification of academic block with quotations.
* Up-Keep and maintenance of bulletin/Notice Board
* TOLIC meeting
* Ccelebration of Hindi Pakwarah.
* In-house training for maximising the correspondance in Hindi.
* 55% correspondance must be in hindi.
* Only bilingual form/formats/registers/seals are to be used in office.
 | 1. Mr D Barik,SSA(I/C)-Hindi Officer
2. Mr Sainking Kumar,JSA

**Mr Barik,SSA** is sole responsible for timely preparing & sending of quarterly report to KVS,RO,BBSR and uploading the report on the website of Rajbhasha Vibhag,Ministry of Home Affairs.  |
|  | Beautfication | * Up keep& maintenance of Sign Boards/honour boards/Incumbancy Chart.
* Beautification of school entrance & corridors.
* Buautification on special celebration/ocassions.
 | 1. Ms Ranjit Kaur,TGT(Art­),I/C
2. Ms Manisha Singh,PRT
 |
|  | Gardening | * Supervision on upkeep and maintenance of gardening work.
* Procurement of seasonal plants,equipaments,fertilizers and its proper use.
* Developing more green area in asthetic way.
* Involving students in gardening and caring of plants.
 | 1. Ms Ranjit Kaur,TGT(Art­),I/C
2. Ms Manisha Singh,PRT
3. Mr M K Nayak,SS
 |
|  11. | Cleanliness & Sanitation(Swachh Bharat Mission) | * Supervision of proper cleanliness of toilets and water points: At least twice in a day.
* Supervision of proper cleanliness of corridors & surroundings.
* Procurement of sanitation accessories.
* Lisening with civil department of NTPC for time-to-time grass cutting(inside the campus & ouside also),spraying of mosquito/snake repellent and regular cleanliness of overhead watertanks and its record keeping.
* Organising time- to- time swachhata campaign/drive.
* Organising at least 30 minute volentary shramdan by all the staff & students in a week.
 | 1. **Ms Shabnam Senapati,PGT(Physics)**, Overall I/C
2. **Mr Thulan Dangiari,TGT(P&HE**),I/C Secondary Boys & Gents Toilet and vidyalaya roof top.
3. **Ms Ranjit Kaur, TGT-Art**I/C Secondary Girls & Ladies Toilets and the open area/corridors inside the vidyalaya premises.
4. **Mr T R Sahoo,PRT,I/C** Primary Boys Toilet.
5. **Ms. Manisha Singh, PRT, I/C** Primary Girl’s Toilet.
 |
| 12. | DISCIPLINE COMMITTEE | * Monitoring of punctuality, use of proper & correct uniform by the students & maintenance of record.
* Maintenance of discipline and decorum during functions /school activities.
* Routine Checking of students’ uniform/nails/hair during assembly.
* Coordination with students & Administration.
 | 1. Mr Thulan Dangiari,TGT(P&HE), I/C
2. Ms Hem Lata,PGT(English)
3. Mrs R K Sahu,PRT

The committee shall maintain a late comers/offenders register and shall inform the parents under intimation to the undersigned if the offence is regular/serious nature. |
| 13. | ACADEMIC COUNCIL | * Planning for academic programme/setting activities.
* Arranging projects& guiding for Innovation and experimentation.
* Fortnightly supervision on Course Completion/follow of split-up syllabus.
* Reporting to the chair during meetings about the observation.
* Organising academic council meetings.
* Planning and implementation of remedial measures for improvement in academic areas.
 | 1. Mr. G.Panda, PGT(Maths),I/C
2. Ms. Hem Lata, PGT(English)
3. Mrs R K Sahu,PRT,I/C Primary
4. Mr T R Sahoo,PRT
 |
| 14. | SCOUT AND GUIDES | * Organize and Plan training programme for Scout and Guides
* Arranging camps/special programmes ,celebration of thinking days
* Arranging participation of Training Camps of KVS.
* Registration of students for different stages.
 | 1. Mr Thulan Dangiari,TGT(P&HE)-(I/C)-Scout
2. Ms P Murmu,PRT(Must)-(I/C)-Guide
3. Mr T R Sahoo,PRT
4. Mr. S. K Singh, TGT(WE)
 |
| 15. | LIBRARY COMMITTEE | * Procuring books Planning & execution of improvement of library, online library.
* Organising meetings of library committee and implementation of resolutions.
 | 1. Mr S Bhue,Librarian
2. Ms.Hem Lata,PGT(English)
3. Mr Balbir Kumar,TGT(SST)
4. Mrs R K Sahu,PRT
 |
| 16. | VIDYALAYA PATRIKA,  STUDENTS DIARY | * Collection of messege from the hon’ble Commissioner,the hon’ble DC,KVS,RO,BBSR and Chairman,VMC.
* Motivating students for creative writing.
* Collection of articles from staff & students.
* Selection of articles,sending to printer,proof reading,publication and release on any special occasion.

**Timeline:** October-2018. | 1. Mrs. Anamika Kumari, PGT(Hindi)-I/C
2. Mrs. Hem Lata, PGT-English
3. Mr. Amit Mondal, TGT(English)
4. Mrs R K Sahu,PRT
 |
| 17. | Newsletter | * Publication of e-newsletter in all four quarter.
* At least two newsletters shall be released in hard copy.
 | 1. Mr.T.R Sahoo,PRT,I/C
2. Mrs R K Sahu,PRT,Associate.
3. All other PRTs as member
 |
| 18. | MAINTANANCE of record of Events | * Keeping record of all the events/celebrations in chronological order with snaps/clips.
 | 1. Ms Shabnam Senapati,PGT(Physics)-I/C
2. Ms Manisha Singh,PRT,I/C
 |
| 19. | RESOURE ROOM( Primary) + Film Show ( Primary) | * Optimum use of resources,upkeep,maintenance of equipaments & records of uses.
* A logbook shall necessarly be maintained and updated.
 | 1. Mr T R Sahoo,PRT,I/C
2. Ms Kali Prasad Maharatha, PRT
 |
| 20. | EXCURSION/ ADVENTURE ACTIVIT | * Plan destinations, Mode of transport, arranging transport, arranging other facilities for school picnic, adventure programme and Excursion.
* Keeping Record/photo graph.
 | 1. Sh. G. Panda,PGT(Maths), I/C
2. Mr Amit Mondal,TGT(English)
3. Mr T R Sahu,PRT
 |
| 21. | First Aid & Medical Check-up | * Ensuring twice general medical check-up of the students as per schedule.
* Procurement of first aid equipaments,medicines and making it available at all key points.
* Provide medical attention in exigencies
* Providing first aid treatment to the needy students & staffs.
 | 1. Ms P Murmu,PRT(Must)-(I/C)
2. Mr T Dangiari,TGT(P&HE)
3. Mrs. Kanchan, PGT-Chemistry
 |
| 22. | STAFF CO-ORDINATORS | * Act as Link with students/staff & Administration.
* Gather Students/staff requirements; sort out grievances, problems of general nature.
 | 1. Mr Shiba Bhue,TGT(Lib.)
2. Mr T R Sahoo,PRT
3. Ms Manish Singh,PRT
 |
| 23. | GRIEVANCE CELL | * Receive complaints/grievances.
* All-out effort to settle issue.
* Suggest/advise, Process &Forward to the concerned head of office.
 | 1. Mrs Anamika Kumari,PGT(Hindi)
2. Mr Balbir Kumar,TGT(SST)
3. Mr Shiba Bhue,Librarian.
4. Mrs R K Sahu,PRT
 |
| 24. | RTI | * Processing the application/query.
* Gather reply from the concerned dept.
* Provide information to the applicant within the stipulated time.
 | 1. Mr G.Panda,PGT(Maths)
2. Mr D Barik,SSA
 |
| 25. | Local Purchase Committee  | * Explore the Local Market to see availability of the required materials, gather rates, Making CST & procure.

**Note:**The members at sl.no.2 will change after reshuffling of VMC whereas rest other members positions depends on their seniority. | 1. Mr. Gayadhar Panda, PGT-Maths(I/C)
2. Mrs Anamika Kumari, PGT(Hindi), Sr Most Tr.
3. Mr. T.R Sahoo, PRT, 2nd Sr.Most PRT.
 |
| 26. | Photography | * Coverage of school Activities bycoordinating with all program I/Cs
 | 1. Mr Shiba Bhue,TGT(Librarian)
2. Mr Sanjai Kumar Singh,TGT(WE)
 |
| 27. | Students Council | * Help administration to help students by looking into their needs.  Be spokesperson of students’ fraternity.
 | 1. Mrs Anamika Kumari, PGT(Hindi),I/C
2. Mr.T R Sahoo, PRT
 |
| 28. | Alumni Association | * Identify Alumini and arrange for a meeting at least once a year
 | 1. Mrs Khushbu Rani,PGT(Biology) I/C
2. Mr Shiba Bhue,TGT(Librarian)
3. Mrs R K Sahu,PRT
 |
| 29. | Maintenance and Repairs/Works Committee | * Take initiative to maintain repair and provide infrastructural facilities for smooth functioning of the Vidyalaya.
 | 1. Mr S K Singh,TGT(WE), I/C
2. Mr Kundan Kumar Shaw, PRT
 |
| 30. | Staff Room | * Upkeep of staff room.
* Disposal of Old books/Newspaper.
* Display Board beautification.
* Locker distribution upkeep.
 | 1. Ms Ranjit Kaur, TGT(Art),I/C
2. Mr Balbir Kumar, TGT-SST
3. Mrs R K Sahu, PRT,I/C Primary Staff Room.
4. Mr Kundan Kumar Shaw, PRT.
 |
| 31. | CMP & EQUIP | * Collection & sorting of monthly requirement of teachers.
* Procurement of material for TLM & its judicious distribution.
 | 1. Mrs R K Sahu, PRT, I/C CMP2. Mr.T.R Sahoo, PRT3. Mr.Balbir Kumar, TGT(SST),I/C EQUIP |
| 32. | Primary Children Park | * Up keep of children park
 | 1. Mr Kundan Ku. Shaw, PRT,I/C
2. Ms. Manisha Singh, PRT
 |
| 33. | Teaching Aid | * Access the requirement of teachers.
* Planking for procurement.
* Proper issue/distribution and monitoring the use by the teachers.
 | 1. Mr.Balvir Kumar,TGT(SST),I/C
2. Mr S K Singh,TGT(WE)
3. Mr T R Sahoo, PRT.
 |
| 34. | Single Member Departments | * 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.
* Condemnation of unusable items.
 | **Departments** | **Teacher I/C** |
| Computer | Mrs Deepa Behera, PGT(CS) |
| Physics/Maths Lab | Ms.Shabnam Senapati, PGT(Physics) |
| Chemistry Lab | Mrs.Kanchan, PGT(Chemistry) |
| Biology Lab | Mrs Khushbu Rani, PGT(Bio) |
| Math Lab | Mr.Gayadhar Panda,PGT-Maths |
| Work Experience | Mr.S.K Singh,TGT-WE |
| Library | Mr Shiba Bhue, Librarian |
| Art | Ms Ranjit Kaur |
| Music | Ms.P Murmu, PRT(Music) |
| Games & Sports | Mr T Dangiari, TGT(P&HE) |
| Office | Mr D Barik, SSA |
| 35. | **Clubs** |  | **Clubs** | **Teacher I/C** |
| * Plan & conduct activities for making campus green and eco-friendly and to develop a sense of love toward nature.
 | NATURE/ECO  CLUB | Mrs Kanchan, PGT(Chem)-I/CMs Ranjit Kaur, TGT(Art) Mr Balvir Kumar, TGT(SST) |
| * Organizing workshop/programs for supporting and developing reading habit among students and teachers.
 | LITERARY  & READING CLUB | Ms Hem Lata, PGT(Eng),I/CMrs Anamika Kumari, PGT(Hindi)Mr.Amit Mondal, TGT-EngMrs R K Sahu, PRT |
| * Boosting the sense of honesty among students &staffs.Time& again conduct of morning assembly with the theme of respect towards ethical values.
 | Integrity Club + Virasat(Heritage) | Mr Sanjai Ku. Singh,T GT-(WE)-I/CMr Kundan Ku. Shaw, PRT |
| * Organising AEP activities periodically & sending the desired report timely to the concerned official and keep the records in presentable format.
 | Disha Club +AEP | Mrs Kushbu Rani, PGT(Bio)-I/CMr Shiba Bhue, TGT(Lib.)Mrs R K Sahu, PRT |
| * Inculcating scientific temperament by practicing science activities.
* Preparation of Junior science Exhibition/NSC/Green Olympiad/SOF/Celebration of Science Day.
* Organisng lecture/workshop/seminar for making Maths interesting & joyful.(Once in a month).
 | Maths& Science Club | Mr.G.Panda,PGT(Maths),I/CMs.Shabnam Senapati,PGT(Physics)Mr Kaliprasad Maharatha,PRT |
| 36. | **Flag Hoisting**  | * Hoisting of Tricolour as per KVS guidelines and in accordance with National Flag Code.
* House Master of House on Duty to ensure complete decorum of flag hoisting
* All staff members to follow the codal provisions and to remain present during hoisting.
 | **Hoisting:** |
| 1. Mr. T Dangiari,TGT(P&HE),I/C
2. Mr. S.Bhue,TGT(Librarian)
3. Mr.T.R.Sahoo,PRT
4. Mr.Sanjai Singh,TGT-WE
 |
|  37.  | **Circulation of Daily Enrollment Position** | All Sub-staff members should circulate daily enrollment position and write the same on the board near principal’s chamber. |  1.Sh.M.Hembram-1st week of month 2.Sh.Pravakar Naik-2nd week of month 3.Sh.Manoj Naik-3rd week of month 4.Sh.B.Pradhan-4th week of month 5.Sh.R.Biswal-5th week of month  |
|  38 | **Checking of all rooms including toilets** | All Sub-staff members should check daily all the rooms before leaving the Vidyalaya. | 1. Sh.Manoj Naik –Primary Section
2. Sh.B.Pradhan-Secondary Section
3. Sh.M Hembram-Library and Laboratory area
4. Sh.Pravakar Naik-Entrance area
 |

 **PRINCIPAL**