**Kendriya Vidyalaya,NTPC,Kaniha**

**Academic Session:2020-21**

**Delegation of Powers,Duties & Responsibilities**

**W.e.f.01.07.2020**

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| **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 CMP  2. Mr.T.R Sahoo, PRT  3. 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/C  Ms 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/C  Mrs Anamika Kumari, PGT(Hindi)  Mr.Amit Mondal, TGT-Eng  Mrs 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/C  Mr 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/C  Mr 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/C  Ms.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**