

Academic Session:2019-20
Delegation of Powers, Duties & Responsibilities

SL. NO	NAME OF THE Responsibility	Name of teacher	Name of teacher	Work-Key
1	First Assistant/ Overall Supervision	Mr. S. K. Sahoo	Mrs. L P Behera	To assist the Principal in all the activities for the smooth functioning of the Vidyalaya.
2	Announcement	Dr. Umakumari Mrs. Padmakshi Behera	Mr. Rajesh Patel	To compare all events of the Vidyalaya.
3	CCA/ Morning Assembly	Mr. Varunendra Singh	Mr. Rajesh Patel	To take care of Morning Assembly programme, allotment of classes for assembly, issue of Birthday card & pen , Prior planning for forthcoming events/celebrations. Celebration of all Special occasions, Conduct of inter-house/in-house CCA competitions and to ensure that all the students may get a chance to participate in CCA and Club Activities, Decoration of various Display Boards, allotment of topics and follow up periodically, evaluation and grading wherever required. Desimination of informations/holidays etc.
			Mr. Lakshyapati Pradhan	
4	Examination (Internal)	Ms. Ajanta Panda	Mr. Dharmendra Guru	To conduct tests, examinations, Re-tests, Arrangement of PTA Meetings, Timely preparation of Proforma, collection of answer papers, preparation of result analysis and related coordination.
		Dr. Umakumari	Mrs. Elizabeth Pattanaik	
		Ms. Sipra Rana	
5	Examination (CBSE)	Mr. Sanatan Banji	To conduct AISSCE/AISSE exam, co-ordinate with neighbouring schools for theory and practical exams, Registration of Class IX and X., uploading marks for CBSE and all CBSE related works.
6	Examination (External)	Mr. Pramod Barik	Coordinate & Conduct all external examination recommended by KVS with utmost sincerity.
7	Time Table	Mr. Pramod Barik	Mr. Dileswar Sahu	To allot classes to all teachers equally, allotment of classes for contractual teachers, maintenance of day to day time table. Timely allotment of arrangment/substitute classes. contractual Verification of salary bill of .teachers
8	Admission	Mr. Manas Ranjan Tripathy	Mr. Rajesh Patel	Distribution of Forms, Registration, Preparation of list of candidates selected

				for class-I and other classes. Verification of required documents, updating the newly admitted students in the admission register, collection and deposit of fees. Strict adherence to KVS admission guidelines preparatio,advertisement/likenotification .display of admission list &approval ,n .scruitny of documents,Verification Prompt data management and .rting to the chairrepo
9	Teaching Aids	Mrs. Susma Patnaik	Procurement of maps, models, charts, CD, maintenance of stock register and condemnation
11	Medical Check-up	Mr. Jaya Krushna Patra	Ms Jyoti Rani Meher	Issue of medical cards to the class teachers. Arrange medical check-up for class-I to XII with medical team twice a year Custodian of completed medical cards.
12	Cleanliness, Upkeep of School Building and campus, / Swatchhata Abhiyan	Mr. Sudhanshu Naik	Mrs. Sangeeta Panda	Maintain the school building, neatness of the class rooms and campus, monitoring the work done by the cleaning agency. Supervision of proper cleanliness of toilets and water points: At least trice in a day. Supervision of proper cleanliness of corridors & surroundings. Procurement of sanitation accessories. Spraying of mosquito/snake repellent and Organising time- to- time swachhata campaign/drive. minute 30Organising at least volu &ntary shramdan by all the staff .students in a week Arrangement of painting and other items.
			Mr. Alok Dash	
			Ms. Suprabha Pradhan	
			Mr. Saroj Sahu	
13	Drinking water/ Cleaning Of Overhead tanks	Mr. R.N. Dash	Mr. Saroj Sahu	Ensure the drinking water supply is adequate and the water supplied is safe for drinking. Regular cleanliness of overhead watertanks and its record keeping.
14	Gardening and beautification	Ms. Ajanta Panda	Mrs. Baby Dash	Monitoring the beautification of the Vidyalaya and cleanliness of the Vidyalaya. Procurement of seasonal plants, equipments, fertilizers and its proper use.Developing more green area in asthetic way. Involving students in gardening and .caring of plants.
15	Discipline	Mrs. V. Anita Kumari	Ms. Snigdha Purohit	Special Care of allotted wing/corridor in

		Mr. Naresh Kumar	Mrs. Leena Pradhan	Normal working days. Discipline in all walks of activities in the Vidyalaya. Morning assembly. Special Occasions, Meetings. Enquiry and disciplinary action for any issues related to the discipline. 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.
		Mrs. Padmakshi Behera	Mr. Kanha Tandi	
		Mr. Laxmi Prasad Bagh	Mrs. Debki Naik	
		Mr. U.C. Dash	Mr. Chhatrapati Sahu	
16	Strengthening of Primary Education And Resource room and Teaching Aids	Mrs. Debki Naik	Making activities enjoyable, procurement of materials as required and coordination.
17	Maintenance and repair works (Civil)	Mr. Alok Dash	Maintenance and Repairs of minor and major electrical and civil works. Petty construction, colour wash as per requirements.
18	Maintenance and repair works (Electricals)	Mr. Daitary Kathar	
19	Staff Quarter/Accommodation	Mr. Rajanikant Dishree	Allotment of staff accommodation, Repair and Maintenance of quarters.
20	School Furniture	Mr. Madhu Sudan Padhan	Mr. Nabakrishna Mishra	Repairing & maintenance of furniture. Arrangement of adequate furniture in all classes Assesing the requirement of furniture and calling tender quotations. Disposal of unrepairable furniture. issue of furniture to the /Allotment .Cs/department I/class teachers
21	Excursion	Mr. Aurn Kumar Joshi	Mr. Dileswar Sahu	Plan and execute excursion for all classes I to XII. Selection of tourist spots, arrangements of vehicle and accommodation. Intimation to parents and collection of willingness letters. Plan destinations, Mode of transport, arranging transport, arranging other facilities for school picnic, adventure programme and Excursion.

				Keeping Record/photo graph.
22	Scouts	Mr. Padmanav Mishra	To plan and conduct the activities as per letter issued by KVS RO BBSR and report thereafter every month.
23	Guides	Mrs. Gayatri Mishra	
24	Bulbul	Ms. Suprabha Pradhan	
25	Cubs	Mr. Lakshyapati Pradhan	
26	Physics lab	Mr. R. N. Dash	Maintenance of the labs, procurement of items, maintenance of Log Book, maintain stock register and condemnation of item etc. 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.
27	Chemistry Lab	Mrs. V. Anita Kumari	
28	Biology lab	Mr. Manas Ranjan Tripathy	
29	Biotechnology Lab	Ms. Ajanta Panda	
30	Computer lab,AV Aids/ ICT Classes	Mr. Sanatan Banji	Mr. Dwitiya Jayapuria	Same as above and arrangement of AMC
31	Jr. Science Lab/ Vigyan Pratibha	Mr. Laxmi Prasad Bagh	Up keeping the equipments and purchase of new items. Maintenance of the labs, procure items, maintenance of Log Book, maintain stock register and condemnation if so required
32	Sports & Games	Mr. Jaya Krushna Patra	Mr. Sudam Charan Bhoi	Supply materials to the students during games periods. Stock holder of item, purchase and condemnation of sports materials. Conduct of sports competition, Distribution of certificates etc. Proper planning and execution to conduct Cluster & Regional Meet.
33	Counselling and Guidance, AEP	Mrs. V. Anita Kumari	Guiding and Counselling the students as and when need arises.

34	Library Committee	Mrs. Sadhana Khalko	Procurement, Condemnation, stock verification, up keeping Stock register. Computerised all stocks by using new software and record updating.
35	Science Exhibition, Science Congress, Manak Inspire, IAPT/ NTSE	Mr. Narinder Kumar	Make proper planning, select the students, allotment of Themes , registration in IAPT
36	JMO/ Mathematics Celebration	Mr. M.S. Pradhan	Register students, Motivate, encourage and guide them for better performance.
37	NFLAT	Mr. Pramod Barik	Register students, Motivate, encourage and guide them for better performance.
38	Science Olympiad	Mr. Umesh Chand Dash	Mr. B K Subhdhi	To conduct SOF examinations at various levels, collection of fees, arrangements of exams, distribution of certificates. Proper information and guidance about NTSE to students
39	Photography	Mr. Dileshwar Sahu		To cover all special occasions and special assembly programme. Maintenance and updating the photos of current year and related works. Get Print out of minimum 5-6 Best print of each occasion of the session.
40	Celebration of Important events	Mrs. Sadhana Khalko	Mrs. Elizabeth Pattanaik	To assist the Principal in all the activities needed for special occasions, reception, refreshments, arrangements, announcements, records, visitors books as and when required.
41	School magazine/brochure, School Diary/ planner	Mr. Varunendra Singh	Mr. Rajnikant Dishree	Collection of articles, selection and editing, publishing in magazine & News letter, Preparation and editing of school diary, planner of activities.
42	Reception Committee	Ms. Shipra Rana	Mrs. Rekha Udgata	To purchase bouquets, refreshments for the VIPs, arrangement of furniture, preparation of students for reception and related works.
43	Recording of Events, Prizes and Awards	Mrs. Sudhanshu Kumar Naik	To record all important events, prizes and awards. Keep a proper record of students as well alumni who get selected in various institutions and other prestigious fields.
44	Contractual Staff	Mr. Manas Kumar Tripathy	Mr. Dileswar Sahu	To make arrangements for publishing the advertisements, conducting interview and making the panels of the teacher. Inform the candidates where necessary.

45	Staff Room	Mrs. Geeta Rani Panda	Mr. Santosh Kumar Kisan	To look after the furniture, fittings arrangements, drinking water, cleanliness etc. Upkeeping of staff room. Disposal of Old books/Newspaper. Display Board beautification. Locker distribution upkeep.
46	First Aid	Mr. Jaya Krushna Patra	Mrs. Snehamayee Samal	To procure the necessary medicines, maintain the stock register, supply of first aid items as per requirement. Ensuring general medical check-up of the students twice as per schedule. Procurement of first aid equipments and making it available at all key points. Provide medical attention in exigencies Providing first aid treatment to the needy .staffs & students
47	Rajbhasha	Mrs. K. S. Pradhan	Ensure implementation of Official Language in Vidyalaya in letter and spirit.
48	NCC		Mr. Kanha Tandi	Enrolment of cadets, Training of cadets for AITSC and RDC camp New Delhi. Preparing Cadets for Best Cdt award
49	CS 54 Fee Checking	Mr. Niranjan Sahu	To verify the fee collection every term and check the entries made in attendance register and tally.
50	Maintaining & Updating of Vidyalaya Website	Mr. G. B. Dhal	Update with current events and all other activities of the Vidyalaya periodically.
51	Fire Mock Drill/ NDMC	Mr. Jaya Krushna Patra	Mr. Lakshyapati Pradhan	To ensure proper follow-up NDMC guidelines, availability of Fire extinguishers and other fire safety measures. Making proper plan and mock drill of execution of evacuation of School building
52	Grievance Cell	Mrs. V. Anita Kumari	Mrs. L. P. Behera	To receive and record any problem faced by students/ staff/ parents and to enquire whether it is genuine and proceed with the solutions for the same without hurting any ones feelings in humane manner after intimating to the U/s
53	Various Club			Club activities for the academic year should be planned out and organized as per the schedule prepared.
	Literary	Mr. Padmakshi Behera	Mr. Padmanav Mishra	
	Eco/ Harit Vidyalaya Award	Ms. Ajanta Panda	Mr. Niranjan Sahu	
	Charity	Mrs. Sadhana Khalko	
	Creative	Mr. Sudhanshu Naik	
	स्वच्छता	Mr. Varunendra	Mr. Sudam Padhan	

		Singh		
	Integrity	Mr. Aurn Kumar Joshi	
54	Maintenance of records of Staff Meeting	Mrs. Tulsi	Mr. Lakshyapati Pradhan	To keep a record of the points discussed in the staff meetings and any points raised by the staff and its solutions/suggestions
55	Action taken for Late coming	Mr. Neeraj Kumar	Mr. Sanatan Sahu	Daily checking of latecomers for morning assembly and giving suitable remedial measures so as to reduce such tendency.
56	To help office in calculation of Income tax.	Mr. Sanatan Banji	To keep ready all the staff particulars updated it as and when required and plan for the Income tax calculation for session 2017-18
57	Shaladarpan	Mr. Sanatan Banji	To monitor regular and time bound work (upadation) of Shaladarpan
58	Green School Programme	Mr. Umesh Chand Dash	Online Registration and Ensure Best participation from Vidyalaya
59	ACP VIII (BOYS)	Mr. Sanatan Sahu	To Complete all 16 modules in session well in Time
60	ACP VIII (GIRLS)	Mrs. Anjali Sarangi	To Complete all 16 modules in session well in Time
61	ACP VII (BOYS)	Mr. D.K. Pradhan	To Complete all 16 modules in session well in Time
62	ACP VII (GIRLS)	Mrs. Tulsi	To Complete all 16 modules in session well in Time
63	VIRSA/Roots to Root/ School Band	Ms. Meghna Kumar	Every month inform about the whole month program and make room ready for the same
64	School Band		Ms. Meghna Kumar	Train new set of School Girls for School Band. Do rehearsal with band troop once a week. Teach them new tune.
65	Sanskrit Week	Mr. Krishna Nand Yadav	Plan and celebrate Sanskrit week as per KVS guidelines and prepare and send report in Time
66	Matrubhasha Week	Mr. V. Singh	Plan and celebrate Matrubhasha week as per KVS guidelines and make and send report in Time
67	Social Science Exhibition/ Rashtriya Ekta Shivir (School's Participation)	Mr. D.K. Pradhan	Allot duties to every concerned Teacher and ensure best participation from our Vidyalaya, arrangement for to and fro journey, make other necessary arrangements with the help of others
68	Social Science Exhibition/ Rashtriya Ekta Shivir (Cluster level)	Mr. Pramod Barik	Do proper planning, arrangement of judges, make other necessary arrangements with the help of others

69	Fee Challan	Ms. Padmini Mohanty(VI to XII)	Ms. Nibedita Nayak (I to V)	Download and take print out of Challan and distribution of the same within first 3days of each quarter.
70	CCTV Cameras	Mr. Dharmendra Guru	Check and ensure proper functioning of all 64 cameras and DVR. Immediate rectification, if any thing not functioning proper on daily basis
71	VMC Meeting	Mrs. Padmakshi Behera	Noting down agenda points and minutes for VMC meetings
72	Identity Card	Mr. Rajani Kanta Dishree		Renewal of Old Identity Card and procurement of New Identity card
73	Various Flex	Mr. Sudhanshu Naik	Flex related to achievement, facilities, Toppers, Shinning Stars, Important events
74	Partnership With Govt. School	Mr. Naba Krusha Mishra	Re-newel of Partnership programme and smooth functioning of the same
75	Jigyasha Programme	Mr. R. N. Dash	Follow the instruction as per KVS guidelines, arrangements of Scientists, academic excursion to scientific laboratory in near by places
76	Film Show	Mrs. Sangita Panda	Procurement of Good, educational, motivational film as per KVS guidelines, proper recording, get done questionnaire based on film and proper distribution among students
77	Communicative English Programme	Mr. Aurna Kumar Joshi	Mrs. Leena Pradhan	ensure effective planning and implementation of the programme among students and Staff
78	Certificate Writing	Dr. Umakumari	Mrs. Snehamayee Samal	make ready of different CCA and academic certificates with the help of others, Name of students should be error free and in full
79	Class VI	Ms. Bidhushi Priyadarshini	Proper counselling and guidance
80	P.A. System	Mr. Neeraj Kumar	Mr. Dwitiya Jayapuria	Keep the PA system ready all the time, Moring assembly and other programmes
81	Class-Room Decoration & 3 Maps In Every Class	Mrs. Susma Patnaik	Mrs. Baby Dash	ensure All three maps are in enact condition in all classrooms, take visit to every Classroom once in a fortnight and instruct, inspire and suggest for the best
82	Refreshment/ Catering/ Fooding	Mr. Pramod Barik	Call tender and prepare menu and ensure good quality food/ refreshment on every occasion
83	Vodafone Scholarship Career lifto	Mr. Sanatan Banji	Ensure 100% participation from secondary section.

84	Bio Metric System	Ms. Padmini Mohanty	ensure every teachers' registration in Bio metric machine, take print out on 1st day of every month
85	Bio Metric System		Ms. Nebidita Nayak	ensure every teacher's registration in Bio metric machine, take print out on 1st day of every month
86	Service Book of Employee		Mr. Chhatrapati Sahu	To help Mr. D Ghadai for updation
87	Flag Hoisting & Retreat	Mr. JK Patra Mr. V Singh	Mr L P Pradhan	Hoisting & Retreat of Tricolour as per KVS guidelines and in accordance with National Flag Code. All staff members to follow the codal provisions and to remain present during hoisting. House Master of House on Duty to ensure complete decorum of flag hoisting & retreat before sunset and after retreat , keep the flag in safe custody and compulsorily attend both the programme.
88	Gate Duty	Shri S.K. Sahoo	Mrs. L.P. Behera	Mr. S.K. Sahoo & Mrs. L.P. Behera will assign one-one teacher on rotational basis among all staff. Teachers assigned the gate duty , should remain near school gate before 20 mins of arrival of students in the morning and during the departure of students in afternoon. The Teachers on duty should ensure the safe departure of students.
89	Recess Duty	Class teachers	Class Teachers	It's the duty of Class Teachers to maintain proper discipline during recess in their respective classes. By their presence, motivation and inspiration they have to maintain discipline in the Classes.
90	Academic Classroom Observation	Shri S.K. Sahoo	Mrs. L.P. Behera	Both of them will observe minimum three Classes everyday and guide teachers for betterment.