DUTIES & RESPONSIBILITIES ALLOTTED TO THE STAFF MEMBERS FOR THE SESSION 2019-20

FOR SMOOTH FUNCTIONING OF THE VIDYALAYA

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| SL.NO. | ITEMS | TEACHERS NAME |
| 01 | Admission Committee | 1Mr Adyat Ranjan Sahu TGT(Math) |
| 02 | CCA | 1 Miss Priya Priyadarshini ,PRT(Music)(I/C) & Shall conduct for Primary  2 Mrs Kanchan Kumari TGT (Eng) (I/C) & Shall conduct for Secondary |
| 03 | Morning Assembly | 1 Miss Priya Priyadarshini ,PRT(Music)  2 Mr Shashanka Sekhar Pujahari (PRT)  3 All Class Teachers as per the allotted day. |
| 04 | CMP | 1 Mr Chamru Tudu(PRT) I/C  2 Mrs Mamata Rani Rath (PRT)  3 Mr Anup Kumar Hansda(PRT) |
| 05 | Time Table & Arrangement | 1Mr Adyat Ranjan Sahu,TGT(Math) I/C(Secondary)  2Mr Anup Kumar Hansda,PRT(Primary and  Arrangement) |
| 06 | Home & CBSE Examination | 1 MrBiram Baburay Baskey, TGT (WE)I/C (CBSE, SOF&  Outside agency exams)  2 Mr Chamru Tudu , PRT (Home Examination) |
| 07 | Subject Committee | Co-Ordinators  1 Mr Mukesh Kumar Yadav TGT (Hindi) I/C :- Hindi &Sanskrit  2 Mrs Kanchan Kumari TGT (Eng) (I/C) :- English  3 Mrs Santosh Ram TGT(S.St) I/C :- SST.  4 Mr Adyat Ranjan SahuTGT(Math) I/C ;- Maths & for  Science (if regular TGT-Sc.) is on leave  Members :-  All Subject Teachers |
| 08 | Furniture | 1Mr Ajay Kumar Giri , PRT I/C  2 Mr Anup Kumar Hansda, PRT |
| 09 | Library | 1 Mrs.Saema Yasmin , TGT- LIB (I/C)  2Mr.Adyat Ranjan SahuTGT(Math)  3 Mr. Ramesh Chandra Das(PRT )  4 Mr Balvinder TGT (SKT) |
| 10 | Games & Sports | 1 Mr Dharmendra Singh Yadav, TGT (P&HE) I/C  2 Mr Chamru Tudu , (PRT ) |
| 11 | Beautification & Gardening | 1 Mrs Mamata Rani Rath (PRT) I/C  2 Mr Mahendra Nath Dandapat TGT(AE) |
| 12 | Work Committee (To supervise Cleaniness& security services, all types of R&M Works) | 1 Mr Mahendra Nath Dandapat TGT(AE)  2 Mr Shivam , (PRT )  3 Mr Shashanka Sekhar Pujahari, PRT  4 Mrs Mamata Rani Rath (PRT) |
| 13 | Discipline | 1 Mr Dharmendra Singh Yadav, TGT (P&HE) I/C  2 Mr Mahendra Nath Dandapat TGT(AE)  3 Mrs Vandana Perei, TGT (Science) |
| 14 | Scouts & Guide | 1 Mrs Vandana Perei, TGT (Science)  2 Mr Mahendra Nath Dandapat TGT(AE)  3 Mr Anup Kumar Hansda(PRT)  4 Mrs Saema Yasmin, TGT(Lib) |
| 15 | Mathematics Club | 1 Mr AdyatRanjanSahuTGT(Math)  2 Mr Shivam , (PRT )  3 Mr Shashanka Sekhar Pujahari ( PRT) |
| 16 | Junior Science Club | 1 Mrs Vandana Perei, TGT (Science)  2 Mr Adyat Ranjan SahuTGT(Math) |
| 17 | ECO -Club | 1 Mr Santosh Ram TGT(S.St) I/C  2 Mrs Mamata Rani Rath (PRT) |
| 18 | ICT Department & website updating | 1 Mr Biram Baburay Baskey, TGT (WE) I/C |
| 19 | Excursion | 1 Mr Ajay Kumar Giri , (PRT ) |
| 20 | राजभाषाकार्यान्वयन समिति | 1 श्री रामचंद्र मिश्रा, वरिष्ठसचिवालय सहायक (प्रभारी)  2श्री जयलाल साहू प्रशिक्षितस्नातक शिक्षक – (हिन्दी)  3 श्री अनूप कुमार हांसदा,(प्राथमिक शिक्षक) |
| 21 | First Aid | 1 Mrs Mamata Rani Rath (PRT) |
| 22 | Teaching Aids | 1 Mr Adyat Ranjan SahuTGT(Math)  2 Mr Anup Kumar Hansda(PRT) |
| 23 | Health Check-up | 1 Mrs Mamata Rani Rath, (PRT)  2 Mrs Kanchan Kumari, TGT (English) |
| 24 | Guidance &Counseling | 1 Mr.Adyat Ranjan Sahu, TGT(Math)  2 Mr. Mukesh Kumar Yadav (TGT-Hindi) |
| 25 | School Magazine & News letter | 1 Mr Shashanka Sekha rPujahari, ( PRT)  2 Mr.Mukesh Kumar Yadav (TGT-Hindi)  3 Mrs Kanchan Kumari , TGT (English)  4 Mrs Balvinder TGT (SKT) |
| 26 | RTI Committee | 1 Mrs Saema Yasmin TGT- LIB (I/C)  2 Mr Ajay Kumar Giri , (PRT )  3 Mr Rama Chandra Mishra (SSA) |
| 27 | Internal complaint team Grievance Redressal Committee (this includes POSCO & Woman’s harassment) | 1 Mrs Mamata Rani Rath (PRT)  2 Mr Adyat Ranjan Sahu TGT(Math) |
| 28 | Local Purchase Committee (after getting approval from Chairman VMC) | 1 Mr Mahendra Nath Dandapat TGT(AE)  2 Mr A.R.Sahu , TGT(Maths)  3 Mr R.C Das , (Senior Most PRT ) |
| 29 | Case Book & Ledger cross checking | Mr Mahendra Nath Dandapat , TGT(AE) |