**Duties & Responsibilities allotted to the Staff Members for the session 2022-23 for smooth functioning of the Vidyalaya w.e. f date- 01/04/2022**

If in charge of the department having (maintaining) stock register is changed in this new list then the previous in charge shall hand over the charge by 3rd April 2022

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| **SL.NO.** | **ITEMS** | **TEACHERS NAME** |
| 01 | Admission Committee | 1 Mr Adyat Ranjan Sahu TGT(Math) I/C  2. Mr S.S. Pujahari PRT – member  3. Sh R.C.Mishra SSA - member |
| 02 | CCA | **1** Mr Tarun Ku Behera (I/C) & Shall conduct  for Primary  2 Mrs Rupanwita Chakra, TGT (Eng) Shall conduct for  Secondary |
| 03 | Morning Assembly | 1 Ms Priya Priyadarshini PRT Music I/C  2 Mr D.S.Yadav TGT( P&HE)  3 All Class Teachers as per the allotted day. |
| 04 | CMP | **1** Mr Chamru Tudu (PRT) I/C  **2** Mr Shashank Sekhar Pujahari (PRT) |
| 05 | Time Table & Arrangement | **1** Mr Adyat Ranjan Sahu TGT(Math) I/C (Secondary)  **2** Mr Anup Kumar Hansda, PRT (Primary and  Arrangement) |
| 06 | Home & CBSE Examination | **1** Mr Biram 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 Balvinder TGT (SKT) I/C :- Hindi &Sanskrit  2 Mrs Rupanwita Chakra, TGT (Eng) (I/C) :- English  3 Mr Santosh Ram TGT(S.St) I/C :- SST.  4 Mr Adyat Ranjan Sahu TGT(Math) I/C ;- Maths &  5 Mrs Vandana Perei TGT(Science) :- Science |
| 08 | Furniture | **1** Mr Balvinder TGT(SKT) I/C  **2**. Mr M.N.Dandapat TGT(AE) |
| 09 | Library | **1** Mrs Saema Yasmin TGT, LIB (I/C)  **2** Mrs V.Perei TGT(Sc)  **3** Mrs Rupanwita Chakra, TGT(Eng)  **4** Mr Tarun PRT |
| 10 | Games & Sports | **1** Mr Dharmendra Singh Yadav TGT (P&HE) I/C  **2** Mr S.S.Pujahari , (PRT ) |
| 11 | Beautification & Gardening | **1** 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 D.S.Yadav , TGT (P&HE)  **3** Ms Priya PRT Music  4 Mrs Mamata Rani Rath (PRT) |
| 13 | Discipline | **1** Mr Dharmendra Singh Yadav TGT (P&HE) I/C  **2** Mr M.N.Dandapat TGT(AE)  **3** Mrs Saema Yasmin ( Computer Instructor ) |
| 14 | Scouts & Guide | 1 Mr Mahendra Nath Dandapat TGT(AE) for scout  2 Ms S.Yasmin Librarian for guides  3. Mr Tarun Kumar Behera PRT for cubs  4. Ms Priya Priyadarshini PRT (Music) for Bulbul |
| 15 | Mathematics Club | **1** Mr Adyat Ranjan Sahu TGT(Math)  2 Mr Shashanka Sekhar Pujahari PRT |
| 16 | Junior Science Club | **1** Mrs Vandana Perei , TGT (Science)  **2** Mr Tarun Kr Behera PRT |
| 17 | ECO -Club, EBSB club | **1** Mr Santosh Ram TGT(S.St) I/C  2 Ms Priya Priyadarshini PRT( Music ) |
| 18 | ICT Department & website updating | **1** Mr Biram Baburay Baskey , TGT (WE) I/C  2. Mr S.S.Pujahari PRT |
| 19 | Excursion | **1** Mr D.S.Yadav , TGT ( P& HE) I/C  2. Mr M.N.Dandapat TGT( AE) |
| 20 | राजभाषा कार्यान्वयन समिति | **1** श्री बल्विंदर प्रशिक्षित स्नातक शिक्षक(हिन्दी)- (प्रभारी)  2 सुश्री लिजाली जाना, प्रशिक्षित स्नातक शिक्षक(हिन्दी)-  2 श्री रामचंद्र मिश्रा, वरिष्ठ सचिवालय सहायक |
| 21 | First Aid | **1** Mr D.S.Yadav TGT(P& HE)  **2** Ms Priya Priyadarshini (PRT Music ) |
| 22 | Teaching Aids | **1** Mr Adyat Ranjan Sahu TGT(Math) |
| 23 | Health Check-up | **1** Mr D.S.Yadav TGT (P &HE)  2 Mrs S.Yasmin Librarian |
| 24 | Guidance & Counselling | **1** Mrs Vandana Perei TGT ( Science )  2 Mr D.S.Yadav TGT(P&HE) |
| 25 | School Magazine & News letter | **1** Mr Shashanka Sekhar Pujahari PRT  2 लिजाली जाना, (TGT-Hindi)  3 Mrs Rupanwita Chakra, TGT (English)  4 Mr Balvinder TGT (SKT) |
| 26 | RTI Committee | 1 Mr Rama Chandra Mishra (SSA) (I/C)  **2** Mr Santosh Ram TGT( SST) |
| 27 | Internal complaint team Grievance Redressal Committee (this includes POSCO & Woman’s harassment) | 1 Mrs Vandana Perei TGT( Science) i/c  2.Mrs Mamata Rani Rath (PRT) I/C  **3** Mr Adyat Ranjan Sahu TGT(Math) |
| 28 | Local Purchase Committee (after getting approval from Chairman VMC) | 1. Mr Mahendra Nath Dandapat TGT(AE) – 2. Mrs Mamata Rani Rath  – Senior most PRT 3. Mr Chamru Tudu TGT(MATHS) – Teacher member VMC . |
| 29 | Cash Book & Ledger cross checking | Mr S.S.Pujahari , (PRT ) |