

KENDRIYA VIDYALAYA NO.2 KORBA(NTPC)
VIDYALAYA PLAN-UPDATED (wef 3rd Jan.2022)
(SESSION: 2021-22)

Vidyalaya academic & institutional plan for session **2021-22** has been set up and now it has been placed before all staff members for further course of action. The following committees, departments and clubs are here by constituted to carry out various curricular, co-curricular and extra-curricular activities and also to provide ample opportunities and encouragement to achieve the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the academic session **2021-22**.

Therefore, all in-charge, conveners and members of dept/committee/club are hereby instructed to take the charge of their concerned department and set the action plan for session **2021-22**.

Please go through the Vidyalaya academic plan for detailed information especially for guidelines, duties, responsibilities and activities.

S. No	DEPT/COMMITTEE/ CLUB	IN-CHARGE/ CONVENOR/MEMBER	DUTIES/RESPONSIBILITIES/ ACTIVITIES
1.	Committee for institutional plan & advice	Mrs. M. S. Rao I/C Mr. K K Mishra Mrs Rama Singh Mrs. S. R. Das	<ol style="list-style-type: none"> 1. To guide, suggest and chalk out all action plan for academic and co-curricular activities 2. Will function as advisory board for Vidyalaya activities 3. In charge and members of its committee will help and advice the principal to take decision during emergency time and in normal course of work 4. Decision of the committee will be final to initiate action against concerned in all matters including student discipline 5. The committee is empowered to take decision and action on time to improve the vidyalaya status in the field of academic and co-curricular activities with the approval of the Principal

2.	Reception committee	Mrs. M.Sharda Rao I/c Mr Sumit Choudhary Mrs S R DAS Mr R. S. Yadav Colour Party Mr M. M. Dewangan Ms Kunti Minj Mr. Ashok Dewangan	1. To receive the guests with honour
3.	I. Academics a. Primary b. Secondary & Sr. Secondary	Mr Toshendra Kumar Sahu I/C Members: 1.Mrs.Mala Balhal (Hindi)I/C 2. Mr D. K. Prajapati (Maths)I/C 3. Mr Y.K.SAKAR (EVS) I/C 6 th to 8 th - Mrs Rama singh 9 th to 10 th – Mr ARUN Kumar 11 th to 12 th – Mrs M. S. Rao & Mr K K Mishra	1. To plan the split-up of syllabus subject wise and class wise on or before 31.03.2019 and check the monthly completion of syllabus as per split up of syllabus. 2. To list out the name of weak students on the basis of the previous examination result and prepare action plan. 3. To prepare and inform subject teachers about the remedial time table during all holidays, breaks (autumn and winter) and vacation including morning assembly time of Vidyalaya as per action plan 4. To suggest positive and practical plan for the improvement of the academic competency of the students 5. To maintain the class wise and subject wise monthly student's academic performance analysis. 6. Weak student's monthly progress will be checked separately through prescribed proforma
4.	CBSE HOME EXAM	Mr. M. Tiwari, I/c Mr. K.K. Mishra Class teachers of Classes IX , X, XI, XII Primary- 1. Mr. D.K. Prajapati I/C Secondary- 1.K.K.Mishra I/C 2.Arun Pandit	As per KVS guidelines

5.	<p>Co-curricular activities Primary section CCA</p> <p>SUBHASH HOUSE</p> <p>TAGORE HOUSE</p> <p>ASHOKA HOUSE</p> <p>RAMAN HOUSE</p> <p>Secondary and Senior secondary section</p> <p>SUBHASH HOUSE</p> <p>TAGORE HOUSE</p> <p>ASHOKA HOUSE</p> <p>RAMAN HOUSE</p>	<p>CCA COORDINATOR</p> <p>Mrs M.Balhal I/C</p> <p>HOUSE MASTERS</p> <p>Mr Y.K.Sakar</p> <p>Mr T K Sahu</p> <p>Mr Dinesh Prajapati</p> <p>Ms Kunti Minz</p> <p>HOUSE MASTERS</p> <p>Mr Lakhan Ram</p> <p>Mrs Kiran Minz</p> <p>Mrs. Anjana Minz</p> <p>Mrs. Pooja Upadhyay</p>	<p>CELEBRATION OF FESTIVAL & IMPORTANT DAYS</p> <ol style="list-style-type: none"> 1. To prepare a plan to celebrate important festivals & days as per Vidyalaya Academic Calendar & invite artists, dignitary(s) on the selected occasions. 2. A special programme should be presented on special occasion & important days followed by a brief speech related to festival. One programme should be presented by a staff member voluntarily. 3. To encourage the students & staff to participate in these programme & assign duties for them 4. Guest lecture should also be organized on special occasion & important days to celebrate the occasion with true spirit 5. Any other related work <p>Co-curricular Activities</p> <ol style="list-style-type: none"> 6. To prepare an action plan for internal and external CCA activities for the session and complete in time. 7. They will also have to suggest practical plans for improvement of CCA activities. 8. To check the preparation for CCA 9. To plan for awarding the prize winners 10. To send the report to R.O. & to the media/agencies for publications.
6.	<p>Morning Assembly</p> <p>Flag hoisting</p>	<p>Mr. R. K. Dewangan</p> <p>Mr C.L. Aditya</p> <p>Mr. L Ram</p>	<p>MORNING ASSEMBLY ORGANISATIONS</p> <ol style="list-style-type: none"> 1. To plan the morning assembly programme

	<p>Cards & photography</p> <p>Uniform checking</p> <p>Bag Checking</p> <p>Mike Arrangement</p> <p>Over all stage management.</p> <p>Discipline of students</p> <p>Checking of Late comers</p>	<p>Mr. M. M. Dewangan</p> <p>Mrs Pooja Upadhayay Computer Instructor</p> <p>All the Class teachers S. K. Choudhary, K.K. Mishra, M. Tiwari, Nurse, Counsellor Kiran Minj, Kunti Minj</p> <p>PRIMARY Mr Y.K.SAKAR Mrs M.Balhal</p> <p>JUNIOR GROUP (VI TO VIII) Mrs M. P. Minj Mrs Kiran Minj Computer Instructor</p> <p>SENIOR GROUP (IX TO XII) Mr. S. K. Choudhary Mr. M. Tiwari</p> <p>Mrs Kiran Minj</p> <p>Mr. A. K. Sahu</p> <p>Mr S. K. Choudhary, Mr M. Tiwari, Counsellor</p> <p>Mr M. Tiwari Mr D. K. Prajapati & All Non-class teachers</p>	<p>and allot the duty to concerned HM. In addition to check the preparation of the programme before presenting in morning assembly.</p> <p>2. Children's birthday will be celebrated in morning assembly on his/her specific dates of birth to wish him/her.</p> <p>3. To provide a greeting card & toffee & all student have to wish them by presenting birthday song</p>
7.	<p>Photography / Publicity / press</p> <p>Report Preparation</p>	<p>Mr. S. K. Chaudhary PGT(Cs) I/C Mrs Pooja Upadhyaya Mr D K Prajapati Computer Instructor</p> <p>Programme In-charge</p>	<p>To take photographs of all-important functions/ occasions/ events including morning assembly programmes.</p> <ol style="list-style-type: none"> 1. To upload on the website 2. To take prints. 3. To display on the display boards. 4. To take the photographs into stock & maintain it.
8.	<p>Record of Vidyalaya achievements</p>	<p>Mrs Anjana Minj</p> <p>Mrs. S. R. Das, H.M.</p>	<ul style="list-style-type: none"> • To keep record of achievements of students in various fields.

			<ul style="list-style-type: none"> To organize programme to highlight the students To record and maintain all achievements of students including internal, external, competitions prizes won ect.in chronological order by collecting information from primary and secondary CCA I/C
9.	Scout & Guide Scout wing Guide wing Cub Section Bulbul Section	Mr. A. K. Sahu I/C 1. Mr M.M.Dewangan 2. Mr.Lakhan Ram 3. Mr Amit Dhirte Mrs Kiran Minj I/C 1. Kunti Minj 2. Mrs A.Minj 3. Mrs M P Minz Mr. Ashok Dewangan I/C 1. D.K.Prajapati 2. Y.K.Sakar Kunti Minz I/C 1. Mrs M Balhal	<ol style="list-style-type: none"> To prepare S/G activity plan with tentative date & months for organizing activities. To select student for cubs,bulbul,scout & guide enrolment in the month of April 13 To arrange for proper training of the students To prepare scout & guide to participate in various activities, both internal & external competitions Any other related work
10.	Vidyalaya Level Workshop /In-House training	Mr T.K.Sahu, Primary Amit Dhirte, Sec. & Sr Sec.	As per KVS Guidelines
11.	Back to Basics	Mrs Rama Singh I/C Sec. Mr T K Sahu I/C Primary Mr D.K.Prajapati All TGTs & PRTs	As per KVS Guidelines
12.	EQUIP	Mr T K Sahu Mr M M Dewangan Mrs Rama Singh Mr. Y. K. Sakar	As per KVS Guidelines
13.	Joint Action Committee	Mr S K Choudhary Mrs Rama Singh Mrs Kunti Minz Mr Ashok Dewangan	As per KVS Guidelines
14.	Green Vidyalaya & Swachhata Abhiyan	Mr Manish Tiwari I/C Mr L Ram Mrs Mary P Minj	As per KVS Guidelines

		Mrs S.R.Das Mrs Kiran Minj Mrs Sushma Dhruw	
15.	UBI & Shala Darpan	Mr S K Choudhary I/C Mr A. K. Sahu (9th-12 th std) Mr M. M. Dewangan(6 th -8 th std) Mr. D K Prajapati(1 st -5 th std)	To monitor and report the work done by the class teachers
16.	A. National Adolescent Education Programme (NAEP)/POSCO B. Career Guidance & Counseling	OVER ALL INCHARGE Mrs M.S.Rao Mrs.S.Dhruw(POSCO) Primary Mrs Mary P Minj I/C (VISHRUTI) Counsellor Mr. M. Tiwari Mrs.M.S.Rao I/C Counsellor	<ol style="list-style-type: none"> 1. Plan NAEP programme KVS direction 2. Report of conducted act should be send to KVS RC(BGR) for its information 3. To give counseling and guidance to students 4. To conduct counseling sessions during MPT an periods on weekly basis rotation by staff. 1. Provide proper guidance to students for their future plan 2. Employment News, magazines and newspapers information should also be placed on notice board for students & staff 3. Experts should also be invited time to time to provide proper guidance to the students 4. Keep a close contact with guidance & counseling agency for collecting proper guidance & information to students
17.	Admission	Mr.S.K.Chaudhary) I/c Mr. M.M.Dewangan Mr D.K.Prajapati Mr.Y.K.Sakar HELP DESK- Mrs M.Balhal	<ol style="list-style-type: none"> 1. To plan admission procedure as per KVS guidelines 2. To keep ready admission forms prospectus & test plan well in advance. To issue & collect the

		Ms Kunti Minj	admission registration forms 3. To co-ordinate with exam dept to conduct tests for admission required for fresh admission 4. To prepare final list of admission for the year 2019-20
18.	Time Table and arrangement Primary Secondary & Sr. secondary	Mr.Toshendra Sahu I/C Mrs M. Balhal Mrs Archana Khare I/C Mr Arun Pandit	1. Time table in-charge & Asst. In-charge will frame the time tables as per allotment. 2. To make an arrangement during the leave of the teacher. 3. To prepare and inform to subject teachers about the special time table during all holidays, breaks (autumn & winter) and vacation including morning assembly time of Vidyalaya as per action plan for class X & XII. 4. To ensure ringing of the bell in time. 5. Any other related work.
19.	Subject Committees (Primary) Secondary & Sr. Secondary section English Hindi/Sanskrit Mathematics Science	Mrs S R Das I/C ALL PRTs ENGLISH- Toshendra Sahu EVS- Yogendra Sakar MATHS- Dinesh Prajapati HINDI- M.Balhal Mr. R. K. Dewangan Mr. A. K. Sahu PGT (Hindi) I/C All TGT Hindi & TGT Sanskrit Mr K K Mishra I/C All Maths teachers Mrs. M.S.Rao PGT(Chem.) I/C All Science Teachers	1. To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. 2. To check class wise monthly academic performance analysis & discuss for further course of action. 3. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. 4. Prepare the report on the last working day of every month & submit it to Principal.

	Social Science	Mr L. Ram PGT(Eco.) I/C All Social Science Teachers	<ol style="list-style-type: none"> 5. To keep a vigil on class wise progress of subject. 6. To plan activities like science exhibitions, seminars, field trips, film shows, talks, etc related to their subject. 7. To highlight the importance of each, interdependence of various subjects, co relation among different subject teachers, life history of great personality, freedom fighters, scientists, mathematician, writers,poets,thinkers etc. 8. Any other related work.
20.	Website up gradation & email T.A.L. & C.A.L.	<ol style="list-style-type: none"> 1. Mr.S. K. Chaudhary I/C 2. Computer Instructor <p>Secondary Mrs. M. S. Rao (Senior resource room) Mr. A. K. Sahu (Auditorium) R. K. Dewangan (Language Lab)</p> <p>Mrs Rama singh(Junior Computer Lab) Mr. M.Tiwari</p> <p>Primary Mrs S.R.Das Mr D K Prajapati I/C Mrs Sushma Dhruw</p>	<ol style="list-style-type: none"> 1. To encourage and train the students and staff to work on think.com 2. To facilitate the web access to all in the learning process. 3. To arrange modern technologies like OHP, Tape recorder, CD players etc. 4. To procure required audio and video CDs or cassettes 5. Any other related work

21.	CLUB ACTIVITIES a. Readers Club b. Integrity Club c) Nature club/Eco Club	Mr. A. K. Sahu I/C Mrs Ishita Malik Mr C L Aditya Ms Kunti Minz Mr Toshendra kumar Sahu Mr L.RAM I/C Mr Amit Dhirte Mrs Kiran Minz I/C Mrs Mary P Minj Mrs S. R. Das (For Primary)	As per KVS Guidelines
22.	SBSB Primary 6 to 8 9 to 12	Mr M M Dewangan, I/C Mrs Sushma Dhruw Mrs Pooja Upadhyay Mr Y K Sakar Mr D K Prajapati	As per KVS Guidelines
23.	Library Committee	Mrs A Minz, Librarian I/C Mrs A Khare Mr.K.K Mishra Mr.R K Dewangan Mr C.L.Aditya Mrs S.R.Das HM	<ol style="list-style-type: none"> 1. Make available curriculum books, Textbooks, collection of CBSE & session ending examination old question papers for the help of the students. 2. Newspapers, magazines etc. should be readily available in library. 3. Prepare a list of books with the help of subject teachers by April' 2019 & purchase them latest by Dec. 2020 as per Vidyalaya budget provision. 4. AT least two programmes & two competitions should be organized in this session to make aware the students & staff for the use of library & to

			<p>make aware the students & staff for the use of library & to encourage the students to study the books & magazines.</p> <ol style="list-style-type: none"> 5. To organize book exhibition. 6. Issue of books to the students & staff should be frequent & should be recorded in issue register for verification by the higher officers. 7. To purchase books to the library as per the recommendations of library committee.
24.	<p>Teaching AIDs</p> <p>1.Primary</p> <p>2.Secondary & Sr. Secondary</p>	<p>Mrs S R DAS, HM I/c Mrs M.Balhal, PRT</p> <p>Mr L.Ram I/C Mr Amit Dhirte Mrs M P Minz</p>	<ol style="list-style-type: none"> 1. To set activity room to teach primary students as per KVS circular No.F.39-AC/2008-KVS(BGR), dated 6.2.08. 2. To arrange for procuring the materials for teaching aids to the teachers as per norms. 3. To plan & arrange purchasing materials required for teaching aid. 4. Any other related work.
25.	<p>Laboratory</p> <p>1.Physics</p> <p>2.Chemistry</p> <p>3.Biology</p> <p>4.Mathematics</p> <p>5.Computer</p> <p>6.Junior Science Lab</p> <p>7.Atal Tinkering Lab</p> <p>8.Social Science lab</p>	<p>Mrs A. Khare I/C</p> <p>Mrs. M. S. Rao I/C</p> <p>Mr. M. Tiwari I/C</p> <p>Mr ARUN PANDIT I/C</p> <p>Mr S. K. Chaudhary</p> <p>Mrs Mary Minz I/C (Junior Computer Lab)</p> <p>Mrs A Khare I/C</p> <p>Mr. Amit Dhirte I/C</p>	<ol style="list-style-type: none"> 1. To make an arrangement for procuring the materials for science & maths laboratory to the students as per their needs. 2. To maintain the laboratory for students use, update the stock & make necessary arrangement, if any for the uses of students. 3. To conduct practical / project etc. as per syllabus and to check practical record regularly. 4. To support and coordinate with Jr.Sc.Lab. in-charge. 5. To prepare students and to organize <p style="text-align: right;">KV</p>

	9. Language Lab	Mr. R. K. Dewangan	cluster/regional/national level science exhibition. 6. To train children for various competitions. 7. Any other related work.
26.	Furniture Department	Mr Y. K. Sakar (I/C) Mr. L. Ram	1. To supervise the use of furniture by the students. 2. To plan for repair & purchase of Vidyalaya furniture for students and staff in various classrooms & departments as per requirements and budget. 3. To clear/get shifted unutilized furniture. 4. To get classroom, blackboards, name boards etc. painted & maintained. 5. Any other related work.
27.	House Keeping	Mrs Kiran Minj, TGT(WE) I/c PRIMARY SECTION OUTSIDE Mrs Sushma DHRUW Mr. Ashok Dewangan PRIMARY SECTION CLASSROOM Mrs Kunti Minj SECONDARY SECTION GROUND FLOOR BOYS Mr. Amit Dhirte GIRLS Mrs Rama Singh FIRST FLOOR BOYS	1. Prepare plan for the SUPW training for students. 2. At least two exhibitions must be organized at Vidyalaya level before Dec. 2012. 3. Decoration of Vidyalaya should be maintained inside as well as outside of the Vidyalaya. 4. Maintaining and updating all the notice boards as per pre scheduled plan. 5. Maintaining general, electrical, civil and up keep of the Vidyalaya. 6. Any other related work.

	Sanitisation of Class rooms & Departments	<p>MR.L.RAM GIRLS MRS KIRAN MINJ MRS ANJANA MINJ</p> <p>ADMINISTRATIVE BLOCK & VIDYALAYA ENTRANCE Mr. R.S.YADAV (Sub staff)</p> <p>Mrs A Minz Mrs. K Minz</p>	
28.	Building, maintenance and beautification of the Vidyalaya	<p>Mr. Lakhan Ram I/C Mrs. Kiran Minj Mrs Pooja Upadhyay Mrs. S.R. Das, HM Mr T.K.SAHU Mr Ashok Dewangan R.S.YADAV (Sub staff)</p>	<ol style="list-style-type: none"> 1. To plan for repair & maintenance urgently require in the Vidyalaya building & departments. 2. To plan & purchase the materials require for the purpose and complete all the assignments in time 3. Arrange to keep the Vidyalaya campus neat & clean. 4. To take an action in time for decent look of the Vidyalaya. 5. To ensure the tube lights and fans are in proper working condition. 6. The committee members of repair & maintenance will look after the use of water and electrical power in the school. 7. This committee will ensure that there is no wastage of these energies and it should be available as requirements. 8. If there is any repair related to this, the committee will take action for the same well in advance. 9. Any other related work.

29.	Purchase and condemnation committee	PURCHASE 1.Mrs M S Rao I/C 2. MR S.K.CHOUDHARY 2.Mr Manish Tiwari 3.Mrs S. R. Das 4.Concerned Department In-charge CONDEMNATION Mrs K Minz I/C Mr. M. TIWARI Mr. C. L. Aditya Mr. Y. C. Kaushik Concerned Department In-charges	<ol style="list-style-type: none"> 1. To estimate the requirements in the beginning of the academic year. 2. To procure the required items following the purchase procedure. 3. To take into stock. 4. Any other related work.
30.	Rajbhasha Kalyan Samiti	<ol style="list-style-type: none"> 1.Mr. A. K. Sahu I/C 2. Mr C. L. Aditya 3. Mr M M Dewangan 4. Mrs M. Balhal 	<ol style="list-style-type: none"> 1. To follow Raj Bhasha Kalyan Samiti guidelines. 2. To take necessary action for proper functioning of this Samiti. 3. To create a Hindi atmosphere and to promote usage of Hindi in daily use. 4. To keep a vigil on quarterly progress of Rajbhasha Samiti. 5. To follow on instructions of town official language implementation committee and attend its meeting. 6. To help children in participating in Sanskrit and Hindi competitions. 7. Any other related works.
31.	Health Check-Up	Mr Manish Tiwari I/C Mrs Mary P Minj NURSE All class teachers	<ol style="list-style-type: none"> 1. To prepare a plan for student's health checking twice in this session by authorized medical officer. 2. To make available stock of first aid and if any accident happen. 3. A special care must be taken for girls child as per their natural need, if situation demands for that. 4. To organize expert talks related to health & hygiene. 5. Any other related work.

32.	Discipline	<p>OVERALL INCHARGE & AUDITORIUM</p> <p>SENIOR SECONDARY (GROUND FLOOR) Mrs M. S. Rao PGT(Chem.) MR. MANISH TIWARI MR. ARUN PANDIT</p> <p>FIRST FLOOR Mr. S. K. Choudhary PGT(C.S) Mr. R K Dewangan MRS A. KHARE</p> <p>MIDDLE WING GROUND FLOOR MR AMIT DHIRTE MRS RAMA SINGH</p> <p>MIDDLE WING FIRST FLOOR MRS MARY MINJ MRS POOJA UPADHYAY</p> <p>PRIMARY MRS S.R.DAS ALL CLASS TEACHERS</p>	<ol style="list-style-type: none"> Whether general instruction related to discipline are being maintain by the students or not, committee will take proper care of this. Committee members will keep a keen watch on behaviour of students in school campus. This committee will take responsibility to ensure healthy conducive atmospheres in Vidyalaya. If any member finds any misbehaviour by the Students it should be brought to the notice of all the members and the Principal so as to take necessary action. Committee will decide the punishment to concerned student.
33.	Olympiads and other examinations Science Maths Cyber Olympiad English Hindi GK Quiz	<p>Mrs A Khare</p> <p>Mr Arun Kumar</p> <p>Mr S K Choudhary</p> <p>Mr R K Dewangan</p> <p>Mr. A. K. Sahu</p> <p>Mrs Pooja Upadhyay</p>	<ol style="list-style-type: none"> To inform the students about various competitions in concerned subjects. To prepare the students for the competitions. To conduct the competition if necessary. Any other related work.
34.	Staff meeting arrangement & recording of minutes	<p>Mr. A.KHARE I/c</p> <p>Mrs. Pooja Upadhyaya TGT(Art)</p> <p>Mr C L Aditya (Recording of Minutes)</p>	<ol style="list-style-type: none"> To record minutes of all staff meeting PT meeting, 10th and 12th class PT meeting and to maintain records/ file of the same. To note down all important

			<p>events/functions etc. held in Vidyalaya.</p> <ol style="list-style-type: none"> To prepare bimonthly newsletter and to send to RO and other officials of KVS Any other related work.
35.	School Magazine, Student & Teacher's Diary	MR.R. K Dewangan, I/C Mr. C. L. Aditya Mrs Pooja Upadhyay Mrs S. R. Das	<ol style="list-style-type: none"> To collect the articles. To edit the articles. To suggest improvisation in all matters related to diary and magazine. Any other related work.
36.	Excursion PRIMARY SECONDARY	Mrs. S.R. Das, HM (I/C) KUNTI MINJ PRT Ashok Dewangan Mrs KIRAN MINJ Mr M M Dewangan	<ol style="list-style-type: none"> To plan the excursion. To decide the place, make arrangement for conveyance. Estimate the amount to be collected from students. Keep the willingness form ready. Arrange refreshments. Any other work.
37.	CMP/TLM	Mrs S R DAS, HM I/c	<ol style="list-style-type: none"> To procure requirements as per from individual teachers' requirements. To issue & maintain the stock. To keep & account of activities done by teachers. To maintain records. Any other related work.
38.	Grievance Cell	Mrs.A.Khare, PGT (Phy.) I/c	<p>To periodically open suggestion box, at least once in two months.</p> <ol style="list-style-type: none"> To keep a record of suggestions of grievances received from the students, staff or parents. To maintain the minutes of the meetings.
39.	Refreshments	Mrs Kiran Minj	<ol style="list-style-type: none"> To arrange refreshments or sweets for all important function like republic day, Independence Day, sports day, annual day or any other occasions. To inquire market survey and set competitive rates without compromising the quality.

			<p>3. To arrange refreshments for cluster level, regional level, coaching campus etc.</p> <p>4. Any other related work.</p>
40.	ACP	Mr C L Aditya I/C Mr M M Dewangan Mr Amit Dhirte	As per KVS schedule
41.	Scholarship (SC/ST) Secondary Primary	Mr Amit Dhirte TGT (S St) I/c Ms Kunti Minz	To ensure that all the SC /ST candidate who are eligible will get the scholarship form the government
42.	Child Rights	Mrs. M.Sharda Rao I/c Mrs S.R.Das (HM)	<p>1. To address child related matter.</p> <p>2. To conduct monthly meeting with the students (Boys and girls separately).</p>
43.	Evacuation Team	Mr S.K.CHOUDHARY Mr M.TIWARI MR.D.K.PRAJAPATI MR.T.K.SAHU All Class Teachers	<p>1. To plan for drill once in a quarter</p> <p>2. To keep exit points hindrance free.</p>
44.	Gate duty (BEFORE AND AFTER SCHOOL) MAIN GATE CYCLE STAND	<p>ALL CLASS TEACHERS</p> <p>MON-TUE</p> <p>Mr Dinesh Prajapati Mr M.M.Dewangan</p> <p>WED-THU</p> <p>MR Y.K.SAKAR MR T.K.SAHU</p> <p>FRI-SAT</p> <p>AMIT DHIRTE Computer Instructor</p> <p>MON-TUE</p> <p>AMIT DHIRTE Computer Instructor</p> <p>WED-THU</p> <p>Mr Dinesh Prajapati Mr M.M.Dewangan</p> <p>FRI-SAT</p> <p>MR Y.K.SAKAR MR T.K.SAHU</p>	<p>1. To guide the students and staff for Safety.</p> <p>2. To Monitor students movement during entry and exit time.</p> <p>To keep record for Types of vehicle used by the students</p>

	LUNCH DUTY	ALL THE CLASS TEACHERS & TEACHERS GIVEN ARRANGEMENT	
45.	Team for students with special needs.	Mrs A Khare I/C Nurse Counsellor	<ul style="list-style-type: none"> • To help such students when they are need. • To make the Environment of Vidyalaya friendly for them
46.	Internal Complaint committee.	Mrs M. Sharda Rao I/C Mr Manish Tiwari	<ol style="list-style-type: none"> 1. To address complains in time. 2. To make findings as per law of state and rules of KVS in this regard. 3. To submit the brief report to Principal in time.
47.	Liason with NTPC Authorities	Mr Manish Tiwari I/C MRS M.S.RAO Mr Y.K.Kaushik MR. R.S.YADAV	To contact the NTPC authorities for financial and administrative support.
48	ALCP	PRIMARY MRS S.R.DAS SECONDARY MR.AMIT DHIRTE MRS M.P.MINJ	As per KVS Guidelines.
49	CCT & PISA	MRS A KHARE I/C ALL THE TEACHERS OF MATHS , ENGLISH , SCIENCE FACULTY PRIMARY MR. T.K.SAHU I/C	As per KVS Guidelines.
50	ALUMNI	Mrs Anjana Minj(Record maintenance) Mr S K Choudhary	As per KVS Guidelines.

(Dr.A.Nagamani)

PRINCIPAL

KV NTPC Korba