S.NO	DOCUMENTS/ REGISTER TO BE SUBMITTED	NAME OF CHECKER	NAME OF I/C	FREEQUENCY OF SUBMISSION	DATE OF SUBMISSION	BREIF DESCRIPTION
1	STAFF MEETING REGISTER	Mr.B.B.DAS	Mr. S.K.PANDEY	MONTHLY	01st OF EVERY MONTH	INCHARGE will circulate the agenda points and the notice for staff meeting on or before 25th and notes down minutes and decision.All the present members must sign the minutes physically.list of absenttes must be written in RED INK.
2	Subject Comittee Register	Mr.A.MAHAKUD	Mr.R.N.PANDA	MONTHLY	03rd of every month	I/c will collect the Subject committee register on 01st of every month and submit on 03rd.
3	Students attendance register	Mr.T.K.KAR	Mrs.P.R.JENA	MONTHLY	4th of every month	I/C will collect the attendance register on 31st of each month and verify the data.Submiited 04th of every month
4	Lesson plan&Teachers diary	Mr.P.R.JENA	Mr. R.N.PANDA	BIWEEKLY	15TH and 30th of every month	I/C will collect the documents and submitted on 16th and 01of each month along with duly signed list of defaulters.
5	PISA/CCT	Mr.A.MAHAKUD	Mr.R.N.PANDA	WEEKLY	FRIDAY/SATURDAY	I/C will collect the documents and submitted on Friday/Saturday of each week and submit on the same day along with duly signed list of defaulters.
6	Students enrollment	Mr.A.K.SAHU	Mr.P.R.JENA	MONTHLY	LAST DAY OF MONTH	I/C will submit the enrollment position in prescribed profoma on 01st of each month to cluster I/C.
7	CS-54 Register	Mr.T.K.KAR,Mr.A.K.SAHU	Mr.P.R.JENA	MONTHLY	LAST DAY OF MONTH	Mr.shard Shukla ,prt will note down the CS-54 details with Attendance register committee and submit 05th of every month
8	B2B/TLM/LAT	Mr.A.K.SAHU	MR.S.SINGH	MONTHLY	LAST DAY OF MONTH	I/C will collect the on 31st of each month and verify the data.Submiited on 06th of every month
9	E-CLASSROOM(PRIMARY)	Mr. Mahesh	Mr.A.K.SAHU	MONTHLY	LAST DAY OF MONTH	I/C will collect the on 31st of each month and verify the data.Submiited on 06th of every month
10	E-CLASSROOM(SECONDARY)	Mr. MAHESH	Mrs. shrabani jena	MONTHLY	LAST DAY OF MONTH	I/C will collect the on 31st of each month and verify the data.Submiited on 06th of every month
11	CHECKING OF ASSIGNMENTS/HW	Mr.P.R.JENA	Mr. R.N.PANDA	WEEKLY	TUESDAY	I/C will collect the documents and submitted on Friday/Saturday of each week and submit on tuesday along with duly signed list of defaulters.
12	TC CASES RECORD	Mrs.SUCHITA RANI	Mr.P.K.HOTA	MONTHLY	LAST DAY OF MONTH	I/C will collect the on 31st of each month and verify the data.Submiited on 01ST of every month
13	FRESH ADMISSION	Ms.ANJALI MEHTA	Dr. S.K.PANDA	MONTHLY	LAST DAY OF MONTH	I/C will collect the on 31st of each month and verify the data.Submiited on 01ST of every month
14	YOUTUBE CHANNEL	Mr.MAHESH	Mrs. shrabani jena	BIWEEKLY	15TH and 30th of every month	I/C will collect the documents and submitted on 16th and 01of each month along with duly signed list of defaulters.
15	NISHTHA 2.0	Mr. MAHESH	Mrs. shrabani jena	MONTHLY	LAST DAY OF MONTH	I/C will collect the on 31st of each month and verify the data.Submiited on 01ST of every month
16	SOCIAL MEDIA	Mrs.RANJITA RANI PARI	Mrs. CHAVI YADAV	DAILY	NA	To Post the activities/celebrations/important announcements/acheivements etc.in a decent way on FACEBOOK nad TWITTER
17	PARICHAY.	Mr.ANJALI MEHTA	Mr.P.K.HOTA	DAILY	NA	TO send instant group message .
18	SANITATION & CLEANLINESS	Mr.S.N.SETHI	Mrs.S.K.PANDEY	DAILY	NA	After SCHOOL HOURS.
19	GARDENING	Mr.A.K.SAHU	Mr.R.C.BEHERA	QUARTERLY	LAST DAY OF QUARTER	I/C will submit breif report of development on 06 of each quarter.
20	ATL	Ms.Manisha Dash	Mr.J.P.NAYAK	MONTHLY	LAST DAY OF MONTH	I/C will submit the breif report on 5th of each month.
21	Library	Mrs.Suprava Das	Mr.T.K.KAR	MONTHLY	LAST DAY OF MONTH	I/C will submit the breif report on 5th of each month.
22	RAJBHASHA	Mr.S.K.PANDEY	Mr.A.MAHAKUD	QUARTERLY	LAST DAY OF QUARTER	I/C will submit breif report of development on 05 of each quarter.
23	VIRSA/R2R	NA	Mrs.S.D.BEHERA	MONTHLY	LAST DAY OF MONTH	I/C will submit the breif report on 10th of each month.
24	INNOVATIVE /BEST PRACTISES	Teacher concerned	Mr.R.N.PANDA	MONTHLY	LAST DAY OF MONTH	I/C will record the details as per schedule provided by RO.
25	CCA	Mr.A.MAHAKUD	Mr.A.K.CHABIRI	MONTHLY	LAST DAY OF MONTH	I/C will submit the breif report on 7th of each month.
26	EBSB	Mr.A.MAHAKUD	Mr.A.K.CHABIRI	MONTHLY	LAST DAY OF MONTH	I/C will submit the breif report on 2nd of each month.
27	AZADI K.A.M	Mr.S.N.SETHI	Mr.A.K.CHABIRI	MONTHLY	LAST DAY OF MONTH	I/C will submit the breif report on 2nd of each month.
28	FIT INDIA	Mr.S.N.SETHY	Mr.R.C.BEHERA	MONTHLY	LAST DAY OF MONTH	I/C will submit the breif report on 3rd of each month.
29	GOOGLE CLASS ROOM RECORD	Mr.MAHESH	Mrs.SHRABANI JENA	DAILY	NA	No. of students attended google classroom and classes conducted successfully.any other vital record if available
30	OFFLINE ATTENDANCE DAILY	AJAY KUMAR SAHU	Mr.R.C.BEHERA	DAILY	NA	No. of students attended offline classes need to be submitted by 10:20 AM DAILY in PRINCIPAL CHAMBER.
31	PRACTICAL LABS	NA	Mr.J.PNAYAK	MONTHLY	06TH OF EVERY MONTH	I/C will compile and submit the report regarding NO. of practicals conducted and name of practicals conducted.
32	MONTHLY E-MAGAZINE	Mr. B.B.DAS	Mr.S.K.PANDEY	Monthly	SECAND LAST DAY OF MONTH	Will be releasd in Staff meetings.
33	SLOW LEARNER LIST	Mrs.RITA SAHU	Dr.S.K.PANDA	MONTHLY	LAST DAY OF MONTH	AFTER SUBJECT COMMITTEE MEETINGS
34	UBI PORTAL DATA	SRIDHAR SINGH	Mr.AJAY KUMAR SAHU	MONTHLY	LAST DAY OF MONTH	BEFORE STAFF MEETING
35	TIME TABLE	A.MAHAKUD	NIBEDIATA BEHERA	NA	DAILY	ARRANGEMENTS MADE,ONLINE LINK FOR REGIONAL OFFICES.
36	OSEPA PORTAL	SRIDHAR SINGH	P.R.JENA	MONTHLY	LAST DAY OF MONTH	TO SUBMIT THE DETAILS
37	NATIONAL SCHOLASHIP PORTAL	ANJALI MAHATA	P.R.JENA	BIWEEKLY	15TH OF EACH MONTH	TO SUBMIT THE DETAILS
38	VIDYANJALI	Mrs. S.D.BEHERA	Mr. R.N.PANDA	BIWEEKLY	15TH OF EACH MONTH	TO SUBMIT THE DETAILS

Scanned with CamScanner

କେନ୍ଦ୍ରୀୟ ବିଦ୍ୟାଳୟ କ୍ରମାଙ୍କ-୧, ବାଲେଶ୍ୱର
केंद्रीय विद्यालय क्रमांक-१, बालेश्वर
(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)
इंदिरा गांधी मार्ग, प्रूफ़ कॉलोनी
बालेश्वर, उड़ीसा -756001
संकेतस्थल/Website : http://balasore.kvs.ac.in

केन्द्रीय विद्यालय संगठन

Kendriya Vidyalaya No 1 Balasore
(An autonomous institute under the aegis of Ministry of Education, Govt of India)
Indira Gandhi Marg, Proof Colony
Balasore, Odisha - 756001
दूरभाष/ Tele: 06782-262175, 06782-296260
ईमेल / email : kv1balasore1972@gmail.com

000692

F. [illegible] /1141/KV1BLS/2021-22/ 525

Date: 17/11/2021

E-Mail / Speed Post

Office Order

All the staff members are hereby informed that Vidyalaya level committees for the session 2020-21 are here modified to accommodate the vacancies in committees that arise due to the current transform drive. Kindly comply with the following points

1. Committee in-charges and members are responsible for proper disposal of the task assigned.
2. In-Charge of committees and departments must ensure that proper handing over/taking over must be completed within a week.
3. Task assigned by In-Charges to members must be complied with, without any hiccups within the given time period.
4. Committees/departments are functional with immediate effect and I/Cs will be held responsible for their committee's work.
5. Committees will be effective for the remaining period of the session 2021-22.
6. For any assistance kindly contact Mr.R.N.PANDA, PGT(ECO)&SMT, and Mr. P.R.JENA, HM.
7. I/C's need to maintain confidentiality and sanctity of the departmental work and follow all the work ethics in the larger interests of VIDYALAYA.

For strict compliance.

PRINCIPAL
KV BALASORE

प्राचार्य
केन्द्रीय विद्यालय, नं. १
बालासोर, उड़ीशा
756001

PRINCIPAL
KENDRIYA VIDYALAYA, NO.1
BALASORE, ORISSA
756001

Scanned with CamScanner

KENDRIYA VIDYALAYA NO 1 BALASORE
COMMITTEES AT VIDAYALA LEVEL FOR SESSION 2021-22

ADMISSION COMMITTEE

S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Dr. Santosh Kumar Panda	PGT Chemistry	Incharge
2	MR. P.R.JENA	HM	Deputy -IC
3	Ms. Anjali Mahata	CI(contractual)	Member
4	Ms. Sujata Barik	PRT (contractual)	Member
5	Ms. Rasmita Giri	PRT (contractual)	Member

ADMISSION COMMITTEE FOR TC CASES

S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr. Pradeep Kumar Hotta	TGT English	Incharge
2	Mrs.Ranjita Rani Parida	TGT English	Deputy Incharge

EXAMINATION – INTERNAL

S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr. Saquib Alam	PGT Computer Science	Incharge
2	Mrs.RITA SAHU	TGT Biology	Deputy Incharge
3	Mr.MAHESH SOREN	CI (CONTRACTUAL)	Member
4.	Mrs. MAMTA SENAPATI	TGTMATHS	Member
5.	Mrs. SHRABANI JENA	PGT(CS) CONTRACTUAL	MEMBER

EXAMINATION – EXTERNAL

S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr. Santosh Kumar Pandey	PGT Hindi	Incharge
2	Mr. Pradeep Kumar Hotta	TGT English	Deputy Incharge
3	Ms. Anjali Mahata	CI(contractual)	Member

CO – CURRICULAR ACTIVITIES

S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr. Arun Kumar Chabiri	PGT Chemistry	In-charge
2	Mrs.Ipsita Giri	TGT SST	Deputy Incharge
3	Mrs.MINATI SAHU	TGT SST(CONTRACTUAL)	Member
4	Mr. Bibhuti Bhusan Das	TGT English	Member
5	Mr.Aslam Sher Khan	PGTcommerce(contractual)	Member

TIME TABLE

S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mrs. Nibedita Behera	PGT Mathematics	Incharge
2	Mr.A.MAHAKUD	TGT(SANSKRIT)	Deputy Incharge

WEBSITE

S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr.SAQUIB ALAM	PGT Computer Science	Incharge
2	Mrs.SHRABANI JENA	PGT Computer Science(CONTRACTUAL)	Deputy Incharge
3	Mr.MAHESH SOREN	CI CONTRACTUAL	Member

प्राचार्य
केन्द्रीय विद्यालय, नं. 1
बालासोर, उड़ीसा
756001

PRINCIPAL
KENDRIYA VIDYALAYA, NO.1
BALASORE, ORISSA

Scanned with CamScanner

GOOGLE CLASSROOM AND G-SUITE ID			
1	Mr.SAQUIB ALAM	PGT Computer Science	Incharge
2	Mrs.SHRABANI JENA	PGT Computer Science(CONTRACTUAL)	Deputy Incharge
TC UPDATION ON WEBSITE			
1	Mr. SAQUIB ALAM	PGT Computer Science	In-charge
2	Mr. MAHESH SOREN	CI (CONTRACTUAL)	Deputy In-charge
E-PORTALS(PIMS,PFMS,GEMS)			
1	Mr. SAQUIB ALAM	PGT Computer Science	In-charge
2	MS. ANJALI MAHATA	CI (CONTRACTUAL)	Deputy Incharge

DISCIPLINE			
S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr.ARUN KUMAR CHABIRI	PGT Chemistry	In-charge
2	Mrs.RITA SAHU	TGT(BIOLOGY)	Deputy Incharge
3	Mr. Artatran Mahakud	TGT Sanskrit	Member
4	Mrs.SATYAM DEVI BEHERA	PRT	Member
5	Mr. Chandan Kumar Chand	TGT Mathematics	Member

CLEANLINESS AND SANITATION			
S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr.BIJAYA PRADHAN	PGT Biology	In-charge
2	Mr.SAURAV SUMIT	TGT(WE)	DEPUTY -In-charge
3	Mr. Sambhunath Sethi	TGT Sanskrit	Member
4	Ms. Manisha Dash	PRT(CONTRACTUAL)	Member
5	Ms. Suchishmita Pradhan	PRT(CONTRACTUAL)	Member
6	Ms.Snighdha Rani Sahu	PRT (CONTRACTUAL)	Member

BEAUTIFICATION AND GARDENING			
S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr.R.C.BEHERA	PGT Biology	In-charge
2	Mr. Arun kumar Jena	TGT (AE)	Deputy In-charge
3	Mrs. A.K. SAHU	PRT	Member

MAINTENANCE & REPAIR OF BUILDING			
S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr. Arun Kumar Jena	TGT AE	In-charge
2	Mr.Saurav Sumit	TGT-WE	Deputy In-charge
3	Mr.Sridhar Singh	PRT	Member
4.	Mr.sambhu nath sethi	TGT(Sanskrit)	Member
5.	Mr. Santosh Kumar Pandey	PGT(Hindi)	Member

ANNUAL PROPERTY RETURN, IT AND GST			
S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr. Chandan Kumar Chand	TGT Mathematics	In-charge
2	Mr. Sridhar Singh	PRT	-Member
3.	Mrs.Suchita Rani	JSA	Member

प्राचार्य
केन्द्रीय विद्यालय, नं. १
बालासोर, उडीसा
756001

PRINCIPAL
KENDRIYA VIDYALAYA, NO.1
BALASORE, ORISSA
756001

Scanned with CamScanner

ALUMNI AFFAIRS			
NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr. Raghunath Panda	PGT Economics	Incharge
2	Mr. Bibhuti Bhusan Das	TGT English	Deputy Incharge
3	Mrs. Mamata Senapati	TGT Mathematics	Member
4	Mr. Arun Kumar Chabiri	PGT Chemistry	Member
5	Mrs. Satyam Devi Behera	PRT	Member

MORNING ASSEMBLY			
S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr. Arun Kumar Chabiri	PGT Chemistry	Incharge
2	Mr. Saurav Sumit	TGT(AE)	Deputy Incharge
3	Mr. Arun Kumar Jena	TGT AE	Member
4.	Mrs. S.D.BEHERA	PRT	MEMBER
5.	SPORTS COACH	CONTRACTUAL	Member

CMP			
S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr.PARSHURAM JENA	HM	Incharge
2	Mrs.SATYAM DEVI BEHERA	PRT	Deputy Incharge
3	Mrs.SUPRAVA DASH	PRT	Member
4	Ms.Manisha Dash	PRT	Member

SPORTS AND GAMES			
S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr.Ramesh Chandra Behera	PGT(BIO)	In-charge
2	Mr. Sambhu Nath Sethi	TGT(Sanskrit)	Deputy- incharge
3.	Mrs. Suprabha Dash	PRT	Member
3	Sports Coach (Contractual)	Sports Coach	Member
4	Yoga Coach (Contractual)	Yoga Coach	Member

ACADEMIC COUNCIL, (PISA, DIKSHA, B2B, FLN, EXPERIENTIAL LEARNING, EQUIP AND ALL OTHERS)			
S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr. Raghunath Panda	PGT Economics	Incharge
2	Mr. Artatran Mahakud	TGT Sanskrit	Deputy Incharge
3	Mr. P.R.JENA	HM	Incharge (Primary)
4.	Dr.S.K.PANDA	PGT(CHE)	Member
5.	Mrs. Nibedita Behera	PGT(Maths)	Member

RAJBHASHA			
S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr. Artatran Mahakud	TGT Sanskrit	Incharge
2	Mr. Santosh Kumar Pandey	PGT Hindi	Deputy Incharge
3	Mrs. Suchita Rani	JSA	Member

प्राचार्य
केन्द्रीय विद्यालय, नं. १
बालासोर, उड़ीसा
756001

PRINCIPAL
KENDRIYA VIDYALAYA, NO.1
BALASORE, ORISSA
756001

Scanned with CamScanner

CAREER GUIDANCE AND COUNSELLING

NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mrs.BIJAYA PRADHAN	PGT BIO	In-charge
2	Mr.R.C.BEHERA	PGT BIO	Deputy-In-charge
3	Mrs.RITA SAHU	TGT Science	Member
4	Mrs. Chavi Yadav	TGT(Maths)	Member
5	Mr.TRUPTIKANTIKAR	Librarian	Member
6	CONTRACTUAL	Counsellor (Contractual)	Member

BS & G

S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mrs. NIBEDITA BEHERA	PGT(Maths)	In-charge
2	Mr. A. MAHAKUD	TGT(SANSKRIT)	Deputy In-charge
3	Mrs. MAMATA SENAPATI	TGT(MATHS	MEMBER
4	Mrs. SUPRABHA DASH	PRT	MEMBER

NCC

S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr. Sambhunath Sethi	TGT Sanskrit	Incharge
2	Mrs. SUPRABHA DASH	PRT	Deputy Incharge

SCHOOL SAFETY COMMITTEE (FIRE, WATER, BUILDING, ETC)

S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr. Raghunath Panda	PGT Economics	Incharge
2	Mr. Arun Kumar Chabiri	PGT Chemistry	Deputy Incharge
3	Mr. Santosh Kumar Panda	Sports Coach	Member
4	Mr. Bibhuti Bhusan Das	TGT English	Member
5	Mr. Arun Kumar Jena	TGT AE	Member
6	Mr. Sridhara Singh	PRT	Member
7	Mrs. Satyam Devi Behera	PRT	Member

JNNSE, NATIONAL SCIENCE CONGRESS, REGIONAL SCIENCE CONGRESS, MATHEMATICS OLYMPIAD AND OTHER OLYMPIAD PROGRAMS

S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Dr.S.K.PANDA	PGT CHEMISTRY	Incharge
2	Mr. Chandan Kumar Chand	TGT Mathematics	Deputy Incharge
3.	Mr.S.S.BHUIYAN	TGT(BIOLOGY)	Member
3.	Mr.AJAY KUMAR SAHU	PRT	Member

STUDY TOUR AND EXCURSION

S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr. Raghunath Panda	PGT Economics	Incharge
2	Mr. Arun Kumar Jena	TGT AE	Deputy Incharge
3	Mrs. Ipsita Giri	TGT SST	Member
4	MS.MANISA DASH	PRT	Member

प्राचार्य
केन्द्रीय विद्यालय, नं. 1
बालासोर, उड़ीसा
756001

PRINCIPAL
KENDRIYA VIDYALAYA, NO.1
BALASORE, ORISSA
756001

Scanned with CamScanner

LIBRARY			
NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr. Trupti Kant Kar	Librarian	Member Secretary
2	Dr. Santosh Kumar Panda	PGT Chemistry	Member
3	Mr. Sambhunath Sethi	TGT Sanskrit	Member
4	Mrs.MINATI SAHU	TGT SOST	Member
5	Mrs. Satyam Devi Behera	PRT	Member
6	Mrs. Shrabani Jena	PRT	Member
7	Mrs. Suchita Rani	JSA	Member
8	To be nominated	Student	Member
9	To be nominated	Student	Member

FURNITURE AND FIXTURE			
S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr. Bibhuti Bhusan Das	TGT English	In-charge
2	Mr. Sudhanshu Shekhar Bhunia	TGT Science	Deputy In-charge

UBI PORTAL			
S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr. AJAY KUMAR SAHU	PRT	In-charge
2	Mr.Sridhar Singh	PRT	Member

DAILY FEE COLLECTION REGISTER (CS-54)&ATTENDANCE REGISTER VERIFIER			
S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr.T.K.KAR	LIBRARIAN	In-charge
2	Mr.AJAY KUMAR SAHU	PRT	Deputy In-charge

VIDYALAYA PARTIKA			
S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr. Raghunath Panda	PGT Economics	Incharge
2	Mr. Arun Kumar Chabiri	PGT Chemistry	Deputy Incharge
3	Mrs RANJITA RANI PARIDA	TGT English	Member
4	Mr. Arun Kumar Jena	TGT AE	Member
5	Mrs. SHRABANI JENA	PGT Computer Science	Member
6	Mr. Bibhuti Bhusan Das	TGT English	Member
7	Mrs. Suprava Das	PRT	Member
8	Mr. Sridhara Singh	PRT	Member
9	Mrs. Satyam Devi Behera	PRT	Member
10	Mr. Diwkar Saroj	TGT Hindi	Member

GOVERNMENT E-MARKETPLACE			
S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr. Raghunath Panda	PGT Economics	Incharge / Approver
2	Mr. Saquib Alam	PGT Computer Science	Technical Help
3	Mr. Sudhanshu Shekhar Bhunia	TGT Science	Buyer/Consignee
5	Mrs. Suchita Rani	JSA	Gem Register

प्राचार्य
केन्द्रीय विद्यालय, नं. 1
बालासोर, उडीशा
756001
PRINCIPAL
KENDRIYA VIDYALAYA, NO.1
BALASORE, ORISSA
756001

Scanned with CamScanner

Media cell			
NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mrs. CHAVI YADAV	TGT(MATHS)	FACEBOOK,TWITTER
2	Mr.B.B.DASH	TGT(ENGLISH)	NOTICEBOARD/PRINT
3	Mr.Diwakar Saroj	TGT (HINDI)	NOTICEBOARD/PRINT
4	Mrs.RANJITA RANI PARIDA	TGT(ENGLISH)	NOTICEBOARD/PRINT
5	Mrs. SATYAM DEVI BEHERA	PRT	NOTICEBOARD/PRINT
6.	Ms. ANJALI MAHATA	CI (INSTRUCTOR)	PARICHAY PORTAL

ATAL TINKERING LAB			
S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr.JYOTI PRAKASH NAYAK	PGT(PHYSICS)	IN-CHARGE
2	Mr. Saurabh SUMIT	TGT(WE)	Member
3	Mrs.CHAVI YADAV	TGT (MATHS)	Member
4	Ms.MANISHA DAS	PRT CONT.	Member
5	Ms. Snigdha RANI SAHU	PRT CONT.	Member
*6.	Mr. SAQUIB ALAM	PGT(CS)	FACILITATOR

* Mr. SAQUIB ALAM PGT(CS) Will facilitate other members for optimum utilization of lab .

COMPUTER AND AI			
S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr. Saquib Alam	PGT(CS)	IN-CHARGE
2	Mr. Saurabh Sumit	TGT(WE)	Member
3	Mr.S.S.BHUIYAN	TGT (SCI.)	Member
4	Mr. MAHESH SOREN	CI CONT.	Member
5	Mrs. SHARABANI JENA	PGT CS CONT.	Member
6.	Ms. ANJALI MAHTA	CI CONT.	MEMBER

FIXED ASSETS			
S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr. SUDHANSHU SEKHAR BHUNIA	TGT(SCI.)	In-charge
2	Mrs.AJAY KUMAR SAHU	PRT	Deputy In-charge
TEACHING AIDS			
S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mrs.Ipsita Giri	TGT(SST)	In-charge
2	Mrs.MINATI SAHU	TGT(SST)	Deputy In-charge
3	TGT SOST	CONTRACTUAL	Member

VIDYANJALI			
S. NO.	MEMBER NAME	DESIGNATION	ROLE
1	Mr.RAGHUNATH PANDA	PGT(ECONOMICS)	In-charge
2	Mr.P.R.JENA	HM	Deputy In-charge
3.	Mrs. CHAVI YADAV	TGT(MATHS)	Member
3	Mrs. SATYAM DEVI BEHERA	PRT	Member

प्राचार्य
केन्द्रीय विद्यालय, नं. १
बालासोर, उडीशा
756001
PRINCIPAL
KENDRIYA VIDYALAYA, NO.1
BALASORE, ORISSA
756001

Scanned with CamScanner

PROGRAMME IN-CHARGES			
S. NO.	**MEMBER NAME**	**DESIGNATION**	**ROLE**
1	Mr.A.MAHAKUD	TGT(SNK)	In-chargeEBSB
2	Mr.S.N.SETHI	TGT(SNK)	In-chargeAKAM
3.	Mrs. BIJAYA PRADHAN	PGT(BIO)	In-charge JIGYASA
4.	Mrs. CHAVI YADAV	TGT(MATHS)	In-charge NISHTHA
5.	Mr.P.R.JENA	HM	In-chargeNIPUNFLN
6.	Mr. R.N.PANDA	PGT(ECO)	In-chargePISA/CCT
7.	Mr. SAQUIB ALAM	PGT(CS)	In-chargeCYBER J.
8.	Mrs. S.D.BEHERA	PRT	In-charge R2R /virsa
9.	Mr.P.R.JENA	HM	OSEPA PORTAL
10	Ms. ANJALI MEHATA	PRT(CONTRACTUAL)	SCHOLARSHIP PORTAL
11.	Mr.R.C.BEHERA	PGT(BIO)	FIT INDIA &SBSB
12.	Mr.T.KAR	Librarian	NDLI & library blog
13.	Mrs. SUCHITA RANI	JSA	EMAIL TRACKING REGISTER

प्राचार्य
केन्द्रीय विद्यालय, नं. 1
बालासोर, उड़ीशा
756001
PRINCIPAL
KENDRIYA VIDYALAYA, NO.1
BALASORE, ORISSA
756001

Scanned with CamScanner

SCHOOL RESPONSE TEAMS
SESSION: 2021-22

S. NO.	PARTICULARS	NAME OF TEAM LEADER	MEMBERS WITH DESIGNATION	CONTACT DETAILS	Singature
1	Child Rights Protection Cell	Mrs. Bijaya Pradhan (PGT Biology)	Mrs.RANJITA RANI PARIDA(TGT English)	9861140438	
			Mr. B B Das (TGT English)		
			Mrs. M Senapati (TGT Maths)	9438287213	
			Mrs. Suprava Das (PRT)		
			Mrs. Satyam D Behera (PRT)		
2	Evacuation Team	Mr.R.C.BEHERA (PGT Biology)	Mrs. J.P.NAYAK(PGT Physics)		
			Mr. C K Chand (TGT Maths)	9438087907	
			Mr. S S Bhunia (TGT Science)		
			Ms. Satyam devi Behera(PRT)		
			Ms.Suprabha das(PRT)		
3	Search and Rescue Team	Mr. Raghunath Panda (PGT Economics)	Mr A K Chabiri (PGT Chem)		
			Mr. S K Pandey (PGT Hindi)		
			Mrs. Rita Sahu (TGT Science)	9439060557	
			Mr. S. N. Sethi (TGT SKT)	7978971073 2	
			Mrs. Manisha Das (PRT)CON.	6370466843	
4	First Aid and Medical Team	Mrs. Nibedita Behera (PGT Mathematics)	Mr A K Jena (TGT AE)	9437086828	
			Mr S S Bhunia (TGT Science)		
			Mrs R Sahu (TGT Science)	9439060557	
			Mrs C Yadav (TGT Maths)		
			Mr Sridhar Singh (PRT)	8338922860	
5	Transport Safety Team	Dr.S.K.PANDA (PGT ~~Biology~~)	Mr. Saurav Sumit TGT(WE)	8894173147	
			Mr. A Mahakud (TGT SKT)	8249001032	
			Mr.P.R.JENA HM		
			Mr. D Saroj (TGT Hindi)		
			Mr. A K Sahu (PRT)	7381253633	
6	Team for students with special needs (Divyang)	Mrs. Bijaya Pradhan (PGT Biology)	Mrs.[illegible]NITA GIRI(TGT SOST)	7003370692	
			MrDIWAKAR SAROJ TGT Hindi		
			Dr. T.K.Kar.(Librarian)	9437624424	
			Ms. Barsha rani panda(PRT)	8117079668	
			Ms. Snigdha Rani Sahu (PRT)	8917530482	
7	Internal Complaint Committee (ICC)	Mrs. Bijaya Pradhan (PGT Biology)	Mrs. R Sahu (TGT Science)		
			Mrs. C Yadav (TGT Maths)		
			Mrs. S.D.BEHERA,PRT		
			Mrs.MAMTA SENAPATI,TGT		
			Mrs. SUPRABHA DAS (PRT)		
8	Grievance Redressal Committee	Mr. J P Nayak (PGT Physics)	Mr. S Alam (PGT CS)	8004165958	
			Mr.P.R.JENA,HM		
			Mr. S Singh (PRT)	8338922860	
9	Cyber Safety Committee	Mr. Saquib Alam (PGT CS)	Mrs. SHRABANI JENA(PGT CS)	8144893588	
			Comp. Instructor. 1		
			Comp. Instructor. 2	[illegible]8849305788	

प्राचार्य
केन्द्रीय विद्यालय, नं.1
बालासोर, उड़ीसा
756001
PRINCIPAL
KENDRIYA VIDYALAYA, NO.1
BALASORE, ORISSA

Scanned with CamScanner

LABORATORY / ROOM INCHARGES
SESSION: 2021-22

S. NO.	ROOM INCHARGES	NAME OF THE INCHARGE	SIGNATURE
1	Physics	Mrs. J.P.NAYAK (PGT Physics)	
2	Chemistry	Mr. A K Chabiri (PGT Chemistry)	
3	Biology Lab	Mrs. Bijaya Pradhan (PGT Biology)	
4	Junior Science Laboratory	Mrs. Rita Sahu (TGT Science)	
5	Mathematics Laboratory	Mrs. Nibedita Behera (PGT Mathematics)	
6	Secondary Computer Lab	Mr. Saquib Alam (PGT CS)	
7	Primary Computer	Mr. Ajay Kumar Sahu (PRT)	
8	Atal Tinkering Laboratory	Mr.J.P.NAYAK (PGT ~~CS~~ Physics)	
9	First Aid Room	Mrs. Nibedita Behera (PGT Mathematics)	
10	Music Room	Mr.SATYAM DEVI BEHERA (PRT Music)	
11	Digital Language Laboratory	Mrs. Ranjita Rani Parida(TGT English)	
12	CMP	Mr.P.R.JENA (HM)	
13	Secondary Staff Room	Mr. Sambhunath Sethi (TGT Sanskrit)	
14	Scouts and Guides Room	Mrs.Nibedita Behera (PGT MATHS)	
15	Library	Mr. T.K. KAR (Librarian)	
16	WE / SUPW	Mr.SAURAV SUMIT (TGT ~~AE~~) WE	
17	Art & Craft Room	Mr. A K Jena (TGT AE)	
18	Sport cum Gymnasium	Mr.R.C. BEHERA (PGT BIO)	
19	Rajbhasha	Mr. Artatran Mahakud (TGT Sanskrit)	
20	Admission Room	Dr. Santosh Kumar Panda (PGT Chemistry)	
21	Office Room	Mrs. Suchita Rani (JSA)	
22	All Classrooms	Respective Class teachers	
23	Toilets	Sanitation &cleanliness committee.	
24	Reception Area	Mr.KASHI NATH GIRI ,ODIA TEACHER,CONT.	

प्राचार्य
केन्द्रीय विद्यालय, नं. १
बालासोर, उडीशा
756001
PRINCIPAL
KENDRIYA VIDYALAYA NO.1
BALASORE, ORISSA
756001

Scanned with CamScanner

SUGGESTIONS / COMPLAINT BOXES
SESSION: 2021-22

S. NO.	SUGGESTION BOX	PLACE OF INSTALLATION	NAME OF THE INCHARGE	SIGNATURE
1	Parents Suggestion	Near Main Entrance Gate	Mr.SANTOSH KUMAR PANDEY (PGT HINDI)	
2	Students Complaint Box	Near Library	Dr. T.K.KAR (Librarian)	
3	SC / ST Grievance Box	Near Staff Room	Mr.SRIDHAR SINGH,PRT	
4	POCSO / NAEP	Near Biology Lab.	Mrs. Bijaya Pradhan (PGT Biology)	

**The incharges need to record the complaints hence received in a register in a periodical manner and handover the concerned committee for disposal*

Principal

प्राचार्य
केन्द्रीय विद्यालय, नं. १
बालासोर, उड़ीसा
756001

PRINCIPAL
KENDRIYA VIDYALAYA, NO.1
BALASORE, ORISSA
756001

Scanned with CamScanner

SUBJECT CONVENORS
SESSION: 2021-22

S. NO.	SUBJECT	NAME OF INCHARGE	MEMBERS WITH DESIGNATION	SIGNATURE
1	SCIENCE	Mr. Arun Chabiri (PGT chemistry)	Mr. S K Panda (PGT Chemistry)	
			Mr. Jyoti Prakash Nayak (PGT Physics)	
			Mrs. chanchala GIRI (PGT Physics)	
			Mrs. Bijaya Pradhan (PGT Biology)	
			Mr.R.C.BEHERA (PGT Biology)	
			Mr. S S Bhunia (TGT Science)	
			Mrs. R Sahu (TGT Science)	
			Mr. S Alam (PGT CS)	
			Mrs. SHRABANI JENA (PGT CS)	
2	MATHEMATICS	Mrs. N Behera (PGT Mathematics)	Mr. C K Chand (TGT Maths)	
			Mrs. Chhavi Yadav (TGT Maths)	
			Mrs. M Senapati (TGT Maths)	
3	SOCIAL SCIENCE	Mr. R N Panda (PGT Economics)	Mr.ASLAM SHER KHAN(PGT Commerce)	
			Mrs.ISHITA GIRI (TGT SOST) ISHITA	
			Mrs. MINATI SAHU,TGTSOST	
			Contractual-1	
4	ENGLISH	Mr.B.B.DASH (TGT English)	Mr. B B Das (TGT English)	
			Mr. P K Hotta (TGT English)	
			Mrs.RANJITA RANI PARIDA(TGT English)	
5	HINDI / SANSKRIT	Mr. S K Pandey (PGT ~~Biology~~) HINDI	Mr. A Mahakud (TGT SKT)	
			Mr. S N Sethi (TGT SKT)	
			Mr. Diwakar Saroj (TGT Hindi)	
			CONTRACTUAL (TGT Hindi)	
6	PRT	Mr.P.R.JENA PRT	All PRT Teachers, including PRT Music	
7.	STAFF MEETING	PRINCIPAL	Mr.Diwakar Saroj and MrP.K.HOTA will write the minutes of all the meetings in HINDI and English.	

Principal

प्राचार्य
केन्द्रीय विद्यालय, नं. १
बालासोर, उड़ीशा
756001

PRINCIPAL
KENDRIYA VIDYALAYA
BALASORE, ORISSA
756001

Scanned with CamScanner