

**केन्द्रीय विद्यालय महलडिहा, राईरंगपुर**  
**KENDRIYA VIDYALAYA MAHULDIHA, RAIRANGPUR**  
**(SECONDARY & PRIMARY)**

Duties and Responsibilities allotted to the staff members for the session 2018-19 for smooth functioning of the Vidyalaya

| Sl. | PARTICULARS                    | TEACHERS NAME   | SIGNATURE |
|-----|--------------------------------|---|-----------|
| 1   | OFFICE                         | 1. Sh. B. Mohanta, PRT I/C<br>2. Sh. P.C. Mohanta, TGT(Eng)   |           |
| 2   | ACADEMIC                       | 1. Sh. P.C. Mohanta, TGT(Eng)<br>2. Sh. B. Mohanta, PRT   |           |
| 3   | CCE (UPPER PRIMARY SECTION)    | 1. Sh. P.C. Mohanta, TGT(Eng)<br>2. All TGT's   |           |
| 4   | CMP/CCE (PRIMARY SECTION)      | 1. Sh G. Mundari, PRT I/C<br>2. Sh. B. Mohanta, PRT<br>3. Sh. R.. Lohar, PRT<br>4. Sh. G. Majhi, PRT  |           |
| 5   | EXAMINATION                    | 1. Sh. P. C. Mohanta, TGT(Eng) I/C<br>2. Mrs. M. Hembram TGT(Lib.)<br>3. Sh. G. Majhi, PRT  |           |
| 6   | TIME TABLE                     | 1. Sh. G. Mundari PRT, I/C<br>2. Mrs. M. Hembram TGT(Lib.)  |           |
| 7   | ADMISSION COMMITTEE            | 1. Mrs. M. Hembram TGT(Lib.)I/C<br>2. Sh. G. Majhi,PRT<br>3. Sh. R. Lohar, PRT  |           |
| 8   | FURNITURE                      | 1. Sh. R. Lohar, PRT I/C<br>2. Sh. V. Babu TGT(Skt.)<br>3. Sh. B. Mohanta, PRT<br>4. Sh. G. Majhi,PRT   |           |
| 9   | GAMES& SPORTS                  | 1. Sh. R.C. Shit, PRT I/C<br>2. Sh. A. Das TGT(Math) Cont.<br>3. Miss. A. Das (Com.Inst) Cont.<br>4. Miss. S. Barik Odia Tr. Cont.              |           |
| 10  | MUSIC                          | 1. Sh. G. Majhi, PRT I/C<br>2. Miss. S. Hembram TGT(Sst)Cont.<br>3. Miss. S. Barik, Odia Tr. Cont.  |           |
| 11  | LIBRARY                        | 1. Mrs. M. Hembram TGT(Lib.)I/C<br>2. Sh. P. C. Mohanta, TGT(Eng)<br>3. Sh. V. Babu TGT(Skt.)<br>4. Sh. B. Mohanta, PRT<br>5. Sh. G. Majhi, PRT |           |
| 12  | FIRST AID                      | 1. Sh. V. Babu, TGT(Skt) I/C<br>2. Mrs. M. Hembram TGT (Lib.)<br>3. Miss. P. Hansda TGT(Hindi) Cont.<br>4. Miss. S. Barik Odia Tr. Cont.        |           |
| 13  | TEACHING AID                   | 1. Mrs. M. Hembram TGT (Lib.) I/C<br>2. Sh. B. Mohanta, PRT<br>3. Sh. R. Lohar, PRT   |           |
| 14  | AUDIO-VISUAL AND PHOTOGRAPHY   | 1. Sh. G. Majhi , PRT I/C<br>2. Sh. B. Mohanta , PRT<br>3. Sh. R. Lohar, PRT<br>4. Miss. A. Das (Com.Inst) Cont.                                |           |
| 15  | MAINTENANCE & REPAIR           | 1. Sh. G. Mundari PRT I/C<br>2. Sh. R. Lohar, PRT<br>3. Sh. B. Mohanta, PRT   |           |
| 16  | CCA                            | 1. Sh. V. Babu TGT(Skt.)I/C<br>2. Sh. P.C. Mohanta, TGT(Eng)<br>3. Mrs. M. Hembram TGT (Lib.)<br>4. All House masters and Asst. House masters   |           |
| 17  | ICT DEPARTMENT/ COMPUTER ADMN. | 1.Sh. B. Mohanta, PRT I/C<br>2. Mrs. M. Hembram TGT (Lib.)<br>3. Sh. G. Mundari, PRT<br>4. Sh. G. Majhi PRT<br>5.Miss. A. Das (Com.Inst) Cont.  |           |

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| SL. | PARTICULARS   | TEACHERS NAME  | SIGNATURE |
|-----|---|--|-----------|
| 18  | <b>MORNING ASSEMBLY</b>                             | 1. <b>Sh. V. Babu TGT(Sanskrit) I/C</b><br>2. Mrs.M. Hembram TGT(Lib.)<br>3. Sh. R. Lohar, PRT<br>4. Miss. P Hansda TGT(Hindi) Cont.<br>5. House master on duty.   |           |
| 19  | <b>SUBJECT COMMITTEE</b>                            | 1. <b>Sh. P.C Mohanta, TGT(Eng) I/C</b><br>2. Sh. Akas Das TGT(Math)Cont.<br>3. Sh. V. Babu TGT(Sanskrit)I/C(Hindi+Sanskrit)<br>4. Miss. P Hansda TGT(Hindi) Cont.<br>5. Mrs.M. Hembram TGT(Lib.)I/C (Science+SSt.)  |           |
| 20  | <b>DISCIPLINE</b>                                   | 1. <b>Sh. B. Mohanta, PRT I/C</b><br>2. Mrs. M. Hembram TGT(Lib.)<br>3. Sh. R.C.Shit PRT<br>4. All the Class Teachers  |           |
| 21  | <b>BEAUTIFICATION, CLEANLINESS AND GARDENING</b>    | 1. <b>Sh. G. Majhi, PRT I/C</b><br>2. Sh. R. Lohar, PRT<br>3. Mrs. M. Hembram TGT(Lib.)<br>4. Miss. S. Hembram TGT(Sst) Cont.<br>5. Miss. S. Barik Odia Tr. Cont.  |           |
| 22  | <b>RAJBHASHA</b>                                    | 1. <b>Sh. V. Babu TGT(Sanskrit) I/C</b><br>2. Miss. P. Hansda, TGT(Hindi) Cont<br>3. Sh. P. C. Mohanta, TGT (Eng)<br>4. Sh. B. Mohanta PRT<br>5. Mrs. A. Giri Office, Staff Cont(Out Sou.)                           |           |
| 23  | <b>JUNIOR SCIENCE LAB</b>                           | 1. <b>Mrs. M. Hembram TGT(Lib.)I/C</b><br>2. Miss. D. Hansda TGT(Sci) Cont.<br>3. Sh. Akas Das TGT(Math)Cont.  |           |
| 24  | <b>MATHEMATICS CLUB</b>                             | 1. <b>Sh. B. Mohanta, PRT I/C</b><br>2. Sh. Akas Das TGT(Math)Cont.<br>3. Miss. D. Hansda TGT(Sci) Cont.   |           |
| 25  | <b>ECO-CLUB</b>                                     | 1. <b>Mrs. M. Hembram TGT(Lib.)I/C</b><br>2. Sh. G. Majhi, PRT<br>3. Miss. P. Hansda TGT(Hindi)Cont.<br>4. Miss. A. Das (Comp. Ins. )Cont.<br>5. Miss. S. Hembram, TGT(Sst)Cont.<br>6. Miss. S. Barik Odia Tr. Cont. |           |
| 26  | <b>GUIDANCE AND COUNSELLING &amp; AEP/DISH CLUB</b> | 1. <b>Sh. P. C. Mohanta, TGT(Eng) I/C</b><br>2. Sh. V. Babu TGT(Sanskrit) I/C (AEP)<br>3. Mrs. M. Hembram TGT(Lib.)<br>4. Sh. B. Mohanta, PRT<br>5. Sh. R.C. Shit, PRT   |           |
| 27  | <b>SCOUTS&amp; GUIDE</b>                            | 1. <b>Mrs. M. Hembram TGT(Lib.)I/C Guide</b><br>2. <b>Sh. R. C. Shit, PRT I/C Scouts</b><br>3. Sh. P.C. Mhanta TGT(Eng.)<br>4. Sh. R. Lohar, PRT<br>5. Sh. G. Mundari, PRT<br>6. Sh. G. Majhi, PRT                   |           |
| 28  | <b>EXCURSION</b>                                    | 1. <b>Sh. P.C. Mhanta TGT(Eng.)I/C</b><br>2. Mrs. M. Hembram TGT(Lib.)<br>3. Sh. V. Babu TGT(Skt)<br>4. Sh. R. Lohar, PRT  |           |
| 29  | <b>HEALTH CHECK-UP</b>                              | 1. <b>Sh. R. Lohar, PRT I/C</b><br>2. Mrs. M. Hembram TGT(Lib.)<br>3. Miss. P. Hansda TGT(Hindi)Cont.<br>4. Miss. A. Das (Com. Ins)Cont.<br>5. Miss. S. Barik Odia Tr. Cont.   |           |

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|-----|---|---|-----------|
| 30  | <b>SBSB</b>                                 | 1. Sh. V. Babu TGT(Skt) I/C<br>2. Sh. G. Mundari, PRT<br>3. Mrs. M. Hembram TGT(Lib.)<br>4. Miss. A. Das (Comp. Ins. )Cont.   |           |
| 31  | <b>GRAND PARENTS DAY</b>                    | 1. Sh. R. C. Shit, PRT I/C<br>2. Sh. P. C. Mohanta TGT(Eng)<br>3. Sh. B. Mohanta, PRT<br>3. Sh. G. Majhi, PRT<br>4. Sh. R. Lohar, PRT                                     |           |
| 32  | <b>PTA</b>                                  | 1. Sh. P. C. Mohanta, TGT(Eng) I/C<br>2. Sh. B. Mohanta, PRT<br>3. Mrs. M. Hembram TGT(Lib.)<br>4. Sh. V. Babu TGT(Sanskrit)<br>5. Sh. R.C. Shit, PRT                     |           |
| 33  | <b>SCHOOL MAGAZINE &amp; NEWS LETTER</b>    | 1. Sh. P. C. Mohanta, TGT(Eng) I/C<br>2. Mrs. M. Hembram, TGT(Lib)<br>3. Sh. V. Babu, TGT(Skt)<br>4. Sh. B. Mohanta, PRT  |           |
| 34  | <b>WEBSITE UPDATE</b>                       | 1. Sh. B. Mohanta, PRT I/C<br>2. Miss. A. Das (Comp.Inst)Cont.<br>3. Mrs. A. Giri Office Staff (Out Sou.)   |           |
| 35  | <b>UBI (FEES &amp; FINES)</b>               | 1. Sh. B. Mohanta, PRT I/C<br>2. Mrs. M. Hembram TGT(Lib)<br>3. Mrs. A. Giri Office Staff (Out Sou.)  |           |
| 36  | <b>MGRM (SHAALA DARPAN)</b>                 | 1. Sh. P. C. Mohanta, TGT(Eng.)I/C<br>2. Mrs. M. Hembram TGT(Lib)<br>3. Sh. B. Mohanta,PRT<br>4. Miss. A. Das (Com. Ins) Cont.<br>5. Mrs. A. Giri Office Staff (Out Sou.) |           |
| 37  | <b>TLM(REQUIREMENT, PURCHASE, SHORTING)</b> | 1. Mrs. M. Hembram TGT(Lib)I/C<br>2. Sh. G. Majhi, PRT<br>3. Sh. G. Mundari, PRT  |           |
| 38  | <b>FILM SHOW</b>                            | 1. Sh. G. Majhi, PRT I/C<br>2. Sh. B. Mohanta, PRT<br>3. Miss. A. Das (Comp. Inst)Cont.   |           |
| 39  | <b>POWER POINT</b>                          | 1. Sh. B. Mohanta, PRT I/C<br>2. Sh. G. Mundari, PRT<br>3. Sh. G. Majhi, PRT<br>4. Miss. A. Das (Comp. Inst) Cont.  |           |
| 40  | <b>WORKSHEETS &amp; PROJECTS</b>            | 1. Sh. G. Majhi, PRT I/C<br>2. Sh. G. Mundari, PRT<br>3. Sh. R. Lohar PRT   |           |
| 41  | <b>CLASS DISPLAY BOARD</b>                  | 1. Sh. V. Babu TGT(Skt.) I/C<br>2. Sh. P.C. Mohanta TGT(Eng.)<br>3. Sh. G. Majhi, PRT<br>4. All the Class Teachers  |           |
| 42  | <b>STUDENTS PROFILE</b>                     | 1. Sh. B. Mohanta, PRT I/C<br>2. Mrs. M. Hembram TGT(Lib)<br>3. Sh. R. Lohar, PRT<br>4. All the Primary Class Teachers  |           |
| 43  | <b>CMP LOG BOOK</b>                         | 1. Sh. B. Mohanta, PRT I/C<br>2. Sh. G. Majhi, PRT<br>3. Miss. A. Das (Com. Ins)Cont.   |           |

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|    |  |  |    |
|----|--|--|----|
| 44 | <b>PURCHASING COMMITTEE</b>                              | <b>1. Sh. P. C. Mohanta, TGT (Eng) I/C</b><br>2. Mrs. M. Hembram TGT(Lib)<br>3. Sh. V. Babu TGT(Skt)<br>4. Sh. B. Mohanta, PRT<br>5. Sh. G. Mundari, PRT | 44 |
| 45 | <b>LOCAL PARTICIPANT OF STUDENTS IN LOCAL ACTIVITIES</b> | <b>1. Sh. R. Lohar PRT I/C</b><br>2. Sh. P.C. Mohanta TGT(Eng.)<br>3. Mrs. M. Hembram TGT(Lib.)  |    |
| 46 | <b>LOCAL CORRESPONDENCE</b>                              | <b>1. Sh. P. C. Mohanta, TGT (Eng) I/C</b><br>2. Mrs. M. Hembram TGT(Lib)<br>3. Miss. D. Hansda TGT(Sci.)Cont.   |    |
| 47 | <b>INTERNAL COMPLAINT COMMITTEE OF SEXUAL HARASSMENT</b> | <b>1.Mrs. S. Dutta, PRT(Music) I/C</b><br>2.Mrs. M. Hembram TGT(Lib)<br>3. Sh. P. C. Mohanta, TGT (Eng)  |    |
| 48 | <b>GEM PORTAL/GSP (Green School)</b>                     | <b>1.Sh. P. C. Mohanta, TGT (Eng) I/C</b><br>2. Sh. B. Mohanta, PRT  |    |
| 49 | <b>SDMIS</b>   | <b>1.Sh. G. Mundari, PRT I/C</b><br>2.Sh. P.C. Mohanta, TGT(Eng.)<br>3. Sh. B. Mohanta, PRT  |    |
| 50 | <b>SALARY &amp; TAX CALCULATION</b>                      | <b>1. Sh. B. Mohanta, PRT I/C</b><br>2. Sh. P.C. Mohanta, TGT(Eng.)<br>3. Mrs. M. Hembram TGT(Lib)   |    |

**PRINCIPAL**