

DAV PUBLIC SCHOOL, BHATGAON

Date:-28.06.2025

COMMITTEE MEMBERS FOR THE SESSION -2025-26

The following committee are being constituted to look after the various Academic ,Curricular and Co-curricular activities of school during the session 2025-26.The members of the committee as mentioned below are hereby advised to chalk-out their plans and take care of its implementation from time to time in consultation with undersigned w.e.f. 01.07.2025

<u>SL.NO.COMMITTEE</u>	<u>MEMBERS NAME</u>	<u>SIGNATURE</u>
1. Academic Supervision &Reporting	1. Mr.Ajay Kumar Pandey (Class XI to XII) 2. Mr.D.K.Panda (Class IX to X) 3. Ms.S.R.Satapathy (Class VI to VIII) 4. Mrs.M.John (Class III to V) 5. Mrs. Priya Mandal (Class LKG to II)	
2. Academic Co-ordinator	1. Mr.S.B.Padhi	
3. School Advisory Committee	1. Mr.S.B.Padhi 2. Mr.S.P.Diwedi 3. Mr.M.D.Pandey 4. Ms.S.R.Satapathy 5. Mrs.K.Jaya 6. Mr.Sanjai Kumar 7. Mrs.P.P.Ram 8. Mrs.Nutan Singh	
4. Subject Co-ordinator	1. English – Mr.S.B.Padhi 2. Hind - Mr.A.M.Mishra 3.Maths – Mr.S.P. Diwedi 4. Physics – Mr.M.D.Pandey 5. Chemistry-Mr.N.K.Sharma	Class V to XII

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	6. Biology –Mr.P.C.Sahoo	
	7. S.St - Mr.D.K.Panda	
	8. Science - Mrs.K.Jaya	
5. Arrangement	1. Mr.Sanjai Kumar – Incharge	
	2. Mr.S.B.Padhi	
	3. Mr.A.K.Yadav	
	4. Mr. Kailash Khanderao	
6. Time Table	1.Ms.S.R.Satapathy- Incharge	
	2. Mr.Sanjai Kumar	
7. Lesson Plan & Teachers Dairy	1. Mr.P.C.Sahoo	
	2. Mrs.Alpana Singh	
	3. Mrs.S.Abbas	
8. Discipline, Uniform & Punctuality	1. Mr.Sanjai Kumar	Secondary
	2. Ms.S.R.Satapathy	
	3. Mr.D.K.Panda	
	4.Mr.S.C.Mukherjee	Middle
	5. Mr.M.Tripathy	
	6. Mrs.V.Agrawal	
	7. Mrs.Sheeva A.O	
	6. Mrs.Kirti Patil	Primary
	7. Mr.Ajit Kr.Singh	
	8. Ms.Shikha Das	
	9. Mr.A. Taide	
Pre-Primary Section	10. Mrs.Itishree Panda (LKG & UKG)	
	11. Mrs. Nutan Singh	
	12. Mrs.Bhawana Mishra (I & II)	
	13. Mrs.Savita Singh	

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9. Remedial Class	1. Mr.M.D.Pandey- Incharge 2. Mr.D.K.Panda 3. Mr.Sujan Dey	
10. Morning Assembly	1. Mr.Ajay Kumar Pandey- Incharge 2. Mr.R.K.Jaiswal 3. Mr.Sanjai Kumar 4. Mr.M.Tripathy 5. Mr.N.Prasad	
11. Examination	1.Mr.S.B.Padhi – Incharge 2. Ms.S.R.Satapathy	
Maintenance of stock of Exam. Dept.	3.Mr.N.Prasad 4. Mr.Sujan Dey 5. Mrs.Sheeva A.O 6. Mrs.Alpana Singh 7. Mrs.B.Mishra 8. Mr.B.P.Suryabanshi	
12. Admission Committee	1. Mr.P.C.Sahoo 2. Mr.M.D.Pandey 3. Mr.A.K.Pandey 4. Mr.Sujan Dey 5. Mr.N.Swain 6. Mrs.V.Agrawal 7. Mrs.Najma Ansari	
13.Co-Curricular Competition	1. Mrs.P.P.Ram 2. Mr.Sanjai Kumar 3. Mrs.M.John 4. Mr.M.Tripathy	

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5. Mr.R.K.Jaiswal

6. Mr.S.Das

14. Pre-Primary Activities1. Mrs.Nutan Singh - Incharge

CCA Activity

2. Mrs.Sheeba Abbas

3..Mrs.Savita Singh

4. Mrs.Annapurna Rai

5. Mrs.M. Vaishya

15. Attendance Register 1. Mr.S.P.Diwedi

(Keeping & completion2. Mr.P.K.Shrivastava

In respect of entry 3. Mrs.S.Pattanaik

in main Attendance register) 4.Mrs.N Ansari

16. Outside/Competitive 1. Mr.D.K.Panda- Incharge

Exam.

2. Mr.Sujan Dey

3. Mr.P. K.Singh

17. Leave Record

1. Mr.M.Ramakrishna

2. Mr.P.K.Singh

18. Harassment /

1. Ms.S.R.Satapathy

Abuse Cell/ Pocso

2. Mr.S.P.Diwedi

3.Mr.B,P.Mehta

4. Mrs.K.Jaya

5. Mrs.V.Agrawal

6. Mrs P.Mandal

7. Mrs.B.Mishra

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19. Cultural Programme	1. Mr.R.K.Jaiswal- Incharge 2. Mrs.P.P.Ram 3. Mr.Subrata Das 4. Mrs.Kirti Patil 5.Mr.A.M.Mishra 6. Mr.M.K.Nishad 7. Mrs.Nutan Singh 8. Mrs. B. Mishra	
20. Library/ News Paper	1. Mr.S.C.Mukherjee-Incharge 2. Mr.P.Purukayatha 3. Mr.K.C.Panda 4. Ms.Shikha Das	
21. School Magazine/ Publication	1. Mr.S.B.Padhi- Incharge 2. Mr.S.C.Mukherjee 3..Mr.A.M.Mishra 4. Mr.Pankaj Mishra	
22. Display Board	1. Mr.Subrata Das – Incharge 2. Mr.K.C.Panda 3. Ms.Sangita 4. Mr.Trilok Singh 5. All House Master	
23. Students Council	1. Mr.Sanjai Kumar- Incharge 2. Mrs.P.P.Ram 3. Ms.S.R.Satapathy 4. Mrs.Sheeva A.O 5. Mr.M.Tripathy	

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24. Student Cabinet	1. Mr.D.K.Panda 2. Mr. B.P.Mehta	
25. English Club	1. Mr.S.B.Padhi – Incharge 2. Mr.P.Purukayastha 3. Mr.B.P.Mehta 4. Mrs.KirtiPatil 5. Mrs.Vibha Agrawal	
26. Science Club / Eco Club	1. Mr.P.C.Sahoo- Incharge 2. Mr.N.K.Sharma 3. Mr.M.D.Pandey 4. Mrs.Vagmita Sharma 5.Mrs.K.Jaya 6.Mrs.Sheeva A.O 7. Mrs. Alpana Singh 8. Mrs.S.Pattanaik	
27. Cleanliness Committee	1. Mr.Ajay Kumar Pandey- Incharge 2. Mr.M.D.Pandey (First Floor) 3.Ms.Rajkumari Jaiswal (Phy,Cl.III, Art room, Cl. V B) 4..Mr.P.K.Shrivastava (Cl. VIII ABC, Cl. VII A &B) 5. Mr. K.C. Panda (Cl. V C, VII C & XII Com) 6. Mr.S.C.Mukherjee 7. Mr.Trilok Singh (Lib, Comp. Lab, Cl.IV)	

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	8. Mr.N.K.Sharma (Cl.X, XI & XII)	
	9. Mr.Narhari Swain (Cl. IX, Maths Lab., Exam, Store)	
	10. Mrs.PriyaMandal (LKG & UKG)	
	11. Mrs.Itishree Panda	
	12. Mrs.Savita Singh (I& II)	
28. Health Card, Check up & Club for Student & Staff	1. Mr.P.C.Sahu 2. Mrs.K.Jaya 3..Mr.P.K.Shrivastava 4. Mrs.S.Pattanaik 5. Mrs.Megha Mishra 6. Mrs.M.Vaishya 7. Mrs. A Rai 8. Mrs.Pooja Singh 9. Mr.B.P.Suryavanshi	
29. Daily Hawan	1. Mr.N.Prasad – Incharge 2. Ms.Sangita 3. Mr.A.K.Yadav	
30. CBSE Registration / LOC	1. Mr.Akash Ku. Asati (For Cl. XI & XII) & Respective Class Teacher 2.Mrs.P.P.Ram (For Cl. IX & X) & Respective Class Teacher	
31. School Website & OASIS	1.Mr.Akash Ku. Asati 2. Mr.D.K.Panda 3. Mr.R.K.Jaiswal	

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32. Smart Class (Keeping & Maintenance)	1. Mr.A.Taide 2. Mr.N.K.Sharma 3..Mr. Pankaj Mishra 4. Mr. B.P Suryavanshi	
33. State Govt. Correspondence	1. Mr.Akash Ku. Asati 2. Mr.M.K.Nishad 3.Mr.P.K.Singh	
34. School Bus Arrangement	1. Mr.Ajit Ku.Singh 2. Mr.Sanjai Kumar 3. Mr.Akash Ku.Asati	
35. Message convey to Parent/ Students	1. Mr. Ajay Ku.Pandey 2. Mr.M.Ramakrishna	
36. Store	1. Mr.Ashok Ku.Yadav 2. Mr.S.K.Mahanta	
37. Biology Lab	1. Mr.P.C.Sahoo- Incharge 2. Mrs.K.Jaya 3. Mr.Kailash Khanderao	
38. Chemistry Lab.	1. Mr.N.K.Sharma – Incharge 2. Mrs.Vagmita Sharma 3. Mr.Kailash Khanderao	
39. Physics Lab.	1. Mr.M.D.Pandey 2. Mr.B.P.Suryavanshi	
40. Computer Lab (First Floor) (Ground Floor)	1. Mr.Akash Ku. Asati- Incharge 2. Mr.A.Taid 1. Mr.Pankaj Mishra- Incharge 2..Mrs.P.P.Ram	

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41. Toilet Functioning & Maintenance	Boys	1. Mr.M.Tripathy 2..Mr. A.M.Mishra 3. Mr.Trilok singh
	Girls	1. Mrs.Vagmita Sharma 2. Ms.Shikha Das 3. Ms.Rajkumari Jaiswal
	Staff	1. Mrs.M. John 2..Mr. M.K.Nishad
	Toilet (Pre-Primary)	1. Mrs.Itishree Panda 2..Mrs. M. Vaishya
42.Aquagurd & Water Cooler		1. Mr.Pankaj Mishra 2. Mr.N.Swain 3. Mr.M.Tripathy 4. Mr.Kailash Khanderao 5. Mr.Raghunandan Singh
43. Staff Room		1. Mr.N.Swain –Incharge 2. Ms. Shikha Das
44. Water supply In school		1 .Mr.P.C.Sahoo 2. Mr.Pankaj Mishra 3. Mr.Ramdhari Rajwade 4. D.K.Choubey 5. Mr.Raghunandan Singh
45. Gardening		1. Mr.S.C.Mukherjee 2. Mr.S.P Dewedi 3. Mrs.Savita Singh 4. Mrs. M.Vaishya

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		5. Mr.Raghunandan Singh	
46.	Auditorium Room	1. Mr.M.Tripathy	
		2 .Mr.R.K.Jaiswal	
47.	Conference Room	1. Mr.A.Taide	
		2. Mr.Ramdhari Rajwade	
48.	Guest House	1. Mr.D.K.Panda	
		2. Mr.M.Rama Krishna	
49.	Electricity & Electrical	1. Mr.M.D.Pandey	
	Item	2. Mr.Pankaj Mishra	
		3..Mr. N. Swain	
		4. Mr.P.K.Shrivastava	
50.	Furniture	1. Mr.Sanjai Kumar	
		2. Mr.M.Tripathy	
		3. Mr.Ajit Ku.Singh	
		4. Mr.K.C.Panda	
		5. Mr.Trilok Singh	
		6. Mr.Ramdharai Rajwade	
51.	Civil Maintenance	1. Mr.A.K.Pandey	
	& Work	2. Mr.Sanjai Kumar	
		3. Mr.A.K.Singh	
		4. Mrs.Mariamamma John	
		5. Mrs. Nutan Singh	
52.	Main Gate Arrival & <u>Outside Gate</u>		
	Departure	1. Mr.Sanjai Kumar	
		2..Mr.Akash Ku. Asati	
	Main Gate	1.. Mr.P.C.Sahoo	
		2..Mr. M.Tripathy	

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<u>School Road Inside Main Gate</u>	1. Mr.S.C.Mukherjee	
Corridor Infront of Principal Office & Store	1. Mr.A.K.Yadav	
1st Floor & Corner	1. Mr.S.Das	
Near Sound System	1. Mr.R.K.Jaiswal	
53. Teachers Training	1. Mr.D.K.Panda	
	2. Mrs.K.Jaya	
54. Parents Teachers Meeting	1. Mr.Ajay Ku.Pandey	
	2. Mr. N Prasad	
	3. Mrs.V.Sharma	
	4. Ms. Rajkumari Jaiswal	
	4. Mrs. Nutan Singh	
Recording Minutes of Staff Meeting (Register)	1. Mr.S.B.Padhi	
	2. Mr.K.C.Panda	
55. Duties/ Monitoring of Group D Employees	1. Mr.M.Ramakrishna	
	2. Mr.P.K.Singh	
56. C. C. T.V Maintenance	1. Mr.R.K.Jaiswal	
	2. Mr.S.K.Mahanta	
57. Identity Card	1. Mr.Sanjai Kumar	
	2. Mr. A.M Mishra	
	3. Ms. S.R.Satapathy	
58. Supervision of Over all Cleaning & sweeping	1. Mr P.C.Sahoo	
	2. Mrs. Annie Abraham	
	3. Mrs. A. Rai (Pre-Primery)	

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59. CBSE Affiliation	1. Mr.A.K.Asati 2. Mr.S.B.Padhi 3. Mr.P.K.Singh	
60. SQAF portal- (Updation)	1. Mr. Ajay Kumar Pandey 2. Mr. Akash Kumar Asati	
61. Biometric-	1. Mr.Umesh Kumar 2. Mr. M.Ramakrishna	
62. RISO Duplicating & Photo Copy	1. Mr.S.B.Padhi 2. Mr. P.K.Singh 3.Mr. S.K.Mahanta	
63. Uploading T.C in Website	1. Mr.Pankaj Mishra 2. Mr.M.Ramakrishna	

Principal
DAV Public School
Bhatgaon