

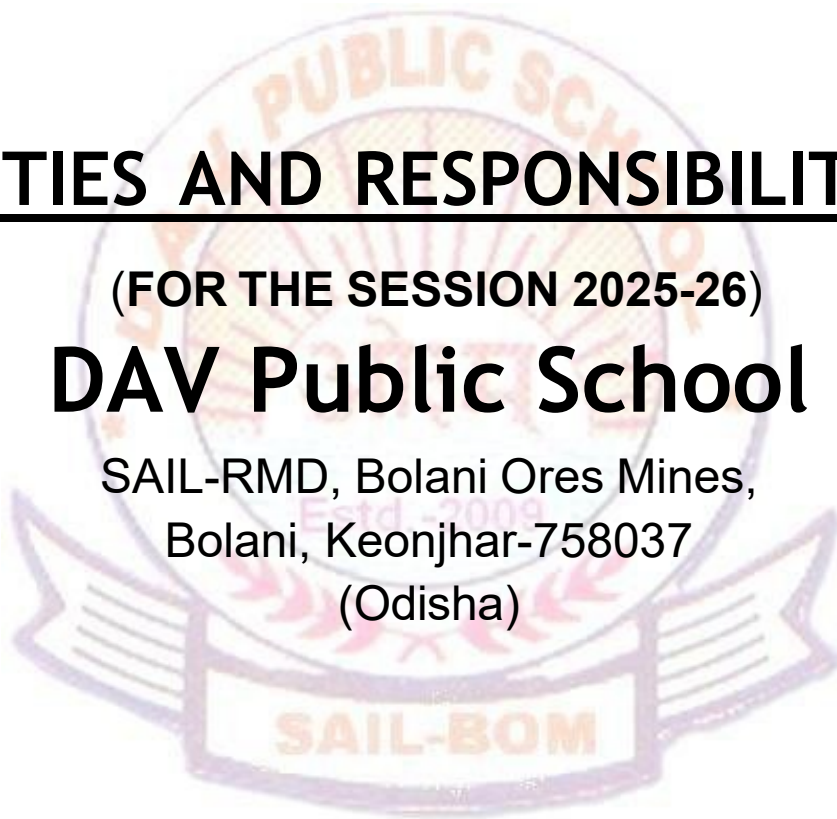


DUTIES AND RESPONSIBILITIES

(FOR THE SESSION 2025-26)

DAV Public School

SAIL-RMD, Bolani Ores Mines,
Bolani, Keonjhar-758037
(Odisha)



List of Class Teachers

Nursery	:	Ms. Arnapurna Sahoo
LKG	:	Ms. Soumya Pattanaik
UKG	:	Ms. Taruna Karua
Std.I	:	Ms. Monalisha Parhi
Std.II	:	Ms. Habiba Zamil
Std.III (A)	:	Ms. Sangita Banerjee
Std.III (B)	:	Ms. Manisha Mohapatra
Std.IV (A)	:	Mr. Pratap Kumar Nandi
Std.IV (B)	:	Mr. Radhamohan Behera
Std.V (A)	:	Ms. Sunaina Karmakar
Std.V (B)	:	Mr. Soni Dash
Std.VI (A)	:	Mr. A. Ranga Babu
Std.VI (B)	:	Mr. Chakradhar Panda
Std.VII (A)	:	Mr. Puspanjali Rout
Std.VII (B)	:	Mr. Santosh Kumar Mishra
Std.VIII (A)	:	Mr. Deepak Kumar Samantaray
Std.VIII (B)	:	Ms. Suman Bara
Std.IX (A)	:	Mr. Santosh Kumar Rout
Std.IX (B)	:	Mr. Avinash Ranjan Gupta
Std.X (A)	:	Mr. Rabi Narayan Mishra
Std.X (B)	:	Mr. Tulasi Prasad Manahira
Std.XI (Sc.)	:	Mr. Soumya Sarthak Nayak
Std.XI (Com)	:	Mr. Bhaskar Kumar Singh
Std.XII (Sc.)	:	Mr. Bikram Keshari Satapathy
Std.XII (Com)	:	Mr. Simanchal Panigrahi

Coordinator:

Mr. Simanchal Panigrahi
Mr. Bhaskar Kumar Singh

Executive Committee:

Mr. Simanchal Panigrahi
Mr. Bhaskar Kumar Singh
Mr. Santosh Kumar Rout
Mr. Rabinarayan Mishra
Mr. Saroj Kumar Mishra
Mr. Preethi Ranjan Nanda
Ms. Shrabanti Das

Time Table Department

Mr. Santosh Kumar Rout
Mr. Md Imran Khan
Mr. Bikram Keshari Satapathy
Mr. Santosh Kumar Mishra

Arrangement of Classes:

Mr. Santosh Kumar Rout
Mr. Md Imran Khan
Mr. Bikram Keshari Satapathy

Extra Class Management:

Mr. Soumya Sarthak Nayak
Mr. Bikram Keshari Satapathy

Entrance/Coaching/Olympiad/NTSE Class:

Mr. Tulasi Prasad Manahira
Mr. Barada Prasana Moharana
Mr. Soumya Sarthak Nayak (Coordinator)
Mr. Md Imran Khan
Mr. Preethi Ranjan Nanda
Ms. Sunaina Karmakar
Mr. Pratap Kumar Nandi

Examination:

Mr. Simanchal Panigrahi
Mr. Tulasi Prasad Manahira
Mr. Saroj Kumar Mishra
Mr. Bikram Keshari Satapathy
Ms. Soni Dash
Mr. Santosh Kumar Mishra
Mr. Nagamani Anand Sagar

CBSE:

Mr. Bhaskar Kumar Singh
Mr. Barada Prasana Moharana
Mr. Soumya Sarthak Nayak
Mr. Tapan Kumar Mohanty
Mr. Md Tanveer Ansari

Morning Assembly:

Mr. Arupananda Rout
Ms. Anwesh Mallick
Ms. Monalisha Parhi
Ms. Basundra Parida
House Master of the Week

Admission Committee:

Mr. Simanchal Panigrahi
Mr. Bhaskar Kumar Singh
Mr. Saroj Kumar Mishra
Mr. Tapan Kumar Mohanty

Laboratory In-Charge:

Physics : Mr. Soumya Sarthak Nayak
Chemistry : Mr. Md. Imran Khan
Biology : Mr. Tulasi Prasad Manahira
Maths : Mr. Santosh Kumar Rout
Soc.Sc. : Mr. Rabi Narayan Mishra
Computer : Mr. Barada Prasana Moharana
Language : Mr. Avinash Ranjan Gupta

Book In-Charge:

Mr. Preethi Ranjan Nanda
Mr. Deepak Kumar Mohanty
Mr. Saroj Kumar Nayak

Staff Common Room

Mr. A.Rangababu
Ms. Sunaina Karmakar

Library Maintenance & Management Committee:

Mr. Deepak Kumar Mohanty
Mr. Radhamohan Behera
Mr. Pradipta Panda

School Magazine:

Mr. Simanchal Panigrahi
Mr. Avinash Ranjan Gupta
Mr. Chakradhar Panda
Ms. Suman Bara
Mr. Manoj Kumar Swain
Ms. Puspanjali Rout
Mr. A. Rangababu

Purchase Committee:

Mr. Simanchal Panigrahi
Mr. Bhaskar Kumar Singh
Mr. Preethi Ranjan Nanda
Ms. Shrabanti Das
Mr. Tapan Kumar Mohanty

Public Relation:

Mr. Simanchal Panigrahi
Mr. Bhaskar Kumar Singh
Mr. Preethi Ranjan Nanda
Ms. Shrabanti Das

Annual Exhibitions Committee:

Mr. Deepak Kumar Samantaray (I/C)
Mr. Tulasi Prasad Manahira
Mr. Rabinarayan Mishra
Ms. Soni Dash
Ms. Sangita Banerjee
Mr. Manoj Kumar Swain
Ms. Sunaina Karmakar
Mr. Pratap Kumar Nandi
Ms. Soumya Pattanaik
Ms. Habiba Zamil

School Discipline:

Mr. Saroj Kumar Mishra
Mr. Bikram Keshari Satapathy
Mr. Md. Imran Khan
Ms. Manisha Mohapatra
Mr. Arupananda Rout

Conduction of Hawan:

Mr. Chakradhar Panda
Ms. Pushpanjali Rout
Ms. Manisha Mohapatra
Ms. Basundhara Parida
Mr. Pradipta Panda (Group-D)

Sexual Harassment Committee: (POSH Act):

Chairperson: Rajashree Mohapatra (Headmistress)

Mr. Simanchal Panigrahi

Mr. Chakradhar Panda

Ms. Sangita Banerjee

Ms. Puspanjali Rout

Ms. Manasi Nayak (Human Rights Activist, Bolani) External

Committee on POCSO Act:

Chairperson: Rajashree Mohapatra (Headmistress)

Mr. Bhaskar Kumar Singh

Ms. Soni Dash

Ms. Sangita Banerjee

Ms. Manisha Mohapatra

Ms. Manasi Nayak (Human Rights Activist, Bolani) External

Ms. Shibani Dash (Parents' Representative)

Ms. Anjasha Firdosh (Students' Representative)

Master. Ahamad Raza Khan (Students' Representative)

Child Abuse Monitoring Committee: (CAMC) (LKG-II)

Chairperson: Ms. Rajashree Mohapatra (Headmistress)

Ms. Shrabanti Das

Ms. Soumya Pattnaik

Ms. Monalisha Parhi

Ms. Arnapurna Sahoo

Scholastic & Non-Scholastic Competitions (Outside):

Mr. Santosh Kumar Rout

Ms. Suman Bara

Ms. Sunaina Karmakar

Mr. A.Rangababu

Mr. Pratap Kumar Nandi

Excursions & Study Tours:

Mr. Preethi Ranjan Nanda

Mr. A.Rangababu

Ms. Suman Bara

Mr. Radhamohan Behera

Mr. Apurananda Rout

School Maintenance & Repair Committee:

Mr. Bikram Keshari Satapathy (I/C)
Mr. Santosh Kumar Mishra
Mr. Arupananda Rout
Mr. Md Tanveer Ansari
Mr. Pradipta Panda (Group D)
Mr. Rama Chandra Sethy (Group D)

Conduct of Functions:

Mr. Simanchal Panigrahi
Mr. Bhaskar Kumar Singh
Mr. Avinash Ranjan Gupta
Mr. Chakradhar Panda
Mr. Deepak Kumar Samantaray
Mr. Saroj Kumar Mishra
Ms. Suman Bara
Mr. Preethi Ranjan Nanda
Ms. Sangita Banerjee
Mr. Manoj Kumar Swain
Mr. Deepak Kumar Mohanty
Mr. A. Rangababu
Ms. Pushpanjali Rout
Mr. Pratap Kumar Nandi
Ms. Manisha Mohapatra
Ms. Shrabanti Das
Ms. Soumya Pattanaik
Ms. Monalisha Parhi

Photography & Media

Mr. Nagamanianand Sagar
Mr. Pratap Kumar Nandi
Mr. Md. Tanveer Ansari

CCA:

Mr. Preethi Ranjan
Nanda
Ms. Shrabanti Das
Ms. Soumya Pattnaik

Staff Meeting (Minutes):

Mr. Simanchal Panigrahi
Ms. Suman Bara
Mr. A. Rangababu

School Log Book Maintenance:

Ms. Soumya Pattnaik

Ms. Monalisha Parhi

Campus Beautification Committee:

Mr. Manoj Kumar Swain (I/C)

Ms. Sunaina Karmakar

Ms. Manisha Mohapatra

Ms. Habiba Zamil

Cleanliness Committee:

Mr. Arupanand Rout (I/C)

Mr. A.Rangababu

Ms. Puspanjali Rout

Ms. Soumya Pattnaik

Mr. Pradipta kumar Panda (Group-D)

Ms. Parwati Dang (Group-D)

First Aid:

Ms. Anwesha Mallick (I/C)

Mr. Apurananda Rout

Ms. Habiba Zamil

Mr. Swarup Ranjan Sahoo (Group-D)

CCTV Maintenance:

Mr. Md.Tanveer Ansari

Mr. Tapan Kumar Mohanty

Eco-Club

Mr. Tulasi Prasad Manahira

Mr. Deepak Kumar Samantaray

Ms. Sunaina Karmakar

Mr. Pratap Kumar Nandi

Science Club:

Mr. Tulasi Prasad Manahira

Mr. Deepak Kumar Samantaray

Mr. Soumya Sarthak Nayak

Mr. Md. Imran Khan

Ms. Sunaina Karmakar

Mr. Pratap Kumar Nandi

Quiz Club:

Mr. Avinash Ranjan Gupta

Mr. Saroj Kumar Mishra

Ms. Anwesha Mallick

Mr. Pratap Kumar Nandi

Mr. Nagamani Anand Sagar

DAV Alumni:

Mr. Deepak Kumar Samantaray

Mr. Preethi Ranjan Nanda

Ms. Soni Dash

Health & Wellness Club:

Mr. Tulasi Prasad Manahira

Ms. Soni Dash

Ms. Sunaina Karmakar

Mr. Arupananda Rout

Literary Club:

Mr. Simanchal Panigrahi

Mr. Avinash Ranjan Gupta

Mr. Chakradhar Panda

Ms. Suman Bara

Mr. Preethi Ranjan Nanda

Ms. Sangita Banerjee

Mr. A. Rangababu

Ms. Puspanjali Rout

Mr. Radhamohan Behera

Ms. Manisha Mohapatra

Heritage Club:

Mr. Rabi Narayan Mishra (I/C)

Ms. Soni Dash

Ms. Shrabanti Das

Ms. Anwesha Mallick

Ms. Aishwarya Nanda

Cyber Club:

Mr. Barada Prasana Moharana

Mr. Md Tanveer Ansari

Mr. Nagamani Anand Sagar

Mathematics Club:

Mr. Santosh Kumar Rout

Mr. Saroj Kumar Mishra

Mr. Bikram Keshari Satapathy

Mr. Santosh Kumar Mishra

Mr. Pratap Kumar Nandi

Electoral Club:

Mr. Rabi Narayan Mishra

Ms. Anwesha Mallick

Ms. Soni Dash

Ms. Shrabanti Das

PTCC Members:

Mr. Saroj Kumar Mishra (Convenor)

Mr. Simanchal Panigrahi

Mr. Bhaskar Kumar Singh

Mr. Rabi Narayan Mishra

Mr. Santosh Kumar Rout

Mr. Preethi Ranjan Nanda

Ms. Soni Dash

Ms. Puspanjani Rout

Ms. Shrabanti Das

Transportation Committee:

Mr. Md Imran Khan
Mr. Soumya Sarthak Nayak
Mr. Chakradhar Panda
Mr. Bikram Keshari Satapathy
Mr. Arupanand Rout

Advertisement & Web Maintenance:

Mr. Barada Prasana Moharana (Web. I/C)
Mr. Manoj Kumar Swain (Advertisement I/C)
Mr. Nagamani Anand Sagar
Mr. Md Tanveer Ansari

Art & Craft Club:

Mr. Manoj Kumar Swain
Mr. Soumya Pattanaik
Ms. Manisha Mohapatra
Mr. Pratap Kumar Nandi

Social Welfare Club:

Mr. Chakradhar Panda
Mr. Preethi Ranjan Nanda
Ms. Sangita Banerjee
Ms. Arnapurna Sahoo

NCF Committee:

Ms. Sangita Banerjee
Ms. Manisha Mohapatra
Ms. Shrabanti Das
Ms. Soumya Pattnaik
Ms. Monalisha Parhi
Ms. Habiba Zamil
Ms. Arnapurna Sahoo

Internal Complaint Committee:

Ms. Soni Dash
Ms. Shrabanti Das
Mr. Rabi Narayan Mishra
Ms. Soumya Pattnaik
Ms. Manasi Nayak (Social Service NGO)

Grievance Redressal Committee for Students/Staff and Parents:

Ms. Rajashree Mohapatra
Mr. Simanchal Panigrahi
Ms. Sunaina Karmakar
Mr. Tapan Kumar Mohanty
Master Jayant Singh
Miss Trupti Kunkal

CCA House**Challengers House:**

Mr. Rabinarayan Mishra (HM)
Mr. Simanchal Panigrahi
Mr. Md Imran Khan
Mr. Santosh Kumar Mishra
Ms. Sunaina Karmakar
Ms. Manisha Mohapatra
Ms. Anwesha Mallick

Warriors House:

Mr. Santosh Kumar Rout (HM)
Mr. Chakradhar Panda
Mr. Bikram Keshari Satapathy
Ms. Pushpanjali Rout
Mr. A.Rangababu
Mr. Deepak Kumar Mohanty
Ms. Arnapurna Sahoo
Mr. Nagamani Anand Sagar

Achievers House:

Mr. Avinash Ranjan Gupta (HM)
Mr. Barada Prasan Moharana
Mr. Tulasi Prasad Manahira
Ms. Soni Dash
Ms. Sangita Banerjee
Mr. Pratap Kumar Nandi
Ms. Habiba Zamil

Explorers House:

Mr. Deepak Kumar Samantaray (HM)
Mr. Bhaskar Kumar Singh
Mr. Saroj Kumar Mishra
Mr. Soumya Sarthak Nayak
Ms. Suman Bara
Ms. Anwesha Mallick
Mr. Radhamohan Behera
Ms. Monalish Parhi
Ms. Taruna Karua

Subject Coordinator

English:	Mr. Simanchal Panigrahi
Hindi:	Mr. Avinash Ranjan Gupta
Odia:	Ms. Pushpanjali Rout
Maths:	Mr. Santosh Kumar Rout
Physics:	Mr. Soumya Sarthak Nayak
Chemistry:	Mr. Md Imran Khan
Biology:	Mr. Tulasi Prasad Manahira
S.ST:	Mr. Rabi Narayan Mishra

Note: 1. All are kindly requested to put their best efforts while discharging the duties loyally as per the assignment.

- 1. Besides the assigned duties, anybody can be asked to perform any duty as & when required.**
- 2. Accountability is fixed on the teacher written first as (I/C) in each head. For any lapses he / she will be held responsible. In his/her absence the second one and so on.**

(Rajashree Mohapatra)
Headmistress