



DUTIES AND RESPONSIBILITIES

(FOR THE SESSION 2024-25)

DAV Public School

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

SAIL-BOM

List of Class Teachers

Nursery	:	Ms. Soumya Pattanaik
LKG	:	Ms. Shobha Kumari Pun
UKG	:	Ms. Monalisa Parhi
Std.I	:	Ms. Habiba Zamil
Std.II (A)	:	Ms. Shrabanti Das
Std.II (B)	:	Ms. Varsha Gupta
Std.III (A)	:	Ms. Sunaina Karmakar
Std.III (B)	:	Ms. Arnapurna Sahoo
Std.IV (A)	:	Ms. Sangita Banerjee
Std.IV (B)	:	Mr. Karunasindhu Barik
Std.V (A)	:	Ms. Manisha Mohapatra
Std.V (B)	:	Ms. Soni Dash
Std.VI (A)	:	Mr. A. Ranga Babu
Std.VI (B)	:	Mr. Chakradhar Panda
Std.VII (A)	:	Mr. Barada Prasana Moharana
Std.VII (B)	:	Mr. Santosh Kumar Mishra
Std.VIII (A)	:	Ms. Jharana Swain
Std.VIII (B)	:	Ms. Puspanjali Rout
Std.IX (A)	:	Mr. Santosh Kumar Rout
Std.IX (B)	:	Mr. Deepak Kumar Samantaray
Std.X (A)	:	Mr. Rabi Narayan Mishra
Std.X (B)	:	Mr. Soumya Sarthak Nayak
Std.XI (Sc.)	:	Mr. Md Imran Khan
Std.XI (Com.)	:	Ms. Anwasha Mallick
Std.XII (Sc.)	:	Mr. Bikram Keshari Satapathy
Std.XII (Com.)	:	Mr. Bhaskar Kumar Singh

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
Ms. Jharana Swain
Mr. Preethi Ranjan Nanda
Ms. Shrabanti Das

Syllabus Committee:

Mr. Simanchal Panigrahi (I/C)
Mr. Santosh Kumar Rout
Mr. Avinash Ranjan Gupta
Mr. Deepak Kumar Samantaray
Ms. Soni Dash
Ms. Sangita Banerjee
Ms. Sunaina Karmakar

Time Table & Arrangement of Classes:

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

Extra Class Time Table:

Mr. Md Imran Khan
Mr. Bikram Keshari Satapathy

Entrance/Coaching/Olympiad/NTSE Class:

Mr. Deepak Kumar Samantaray (Coordinator)
Mr. Rabinarayan Mishra
Mr. Soumya Sarthak Nayak
Mr. Md Imran Khan
Mr. Ranjan Kumar Moharana
Ms. Sunaina Karmakar

Examination:

Mr. Saroj Kumar Mishra Mr.
Simanchal Panigrahi
Mr. Bikram Keshari Satapathy

Ms. Shrabanti Das

Ms. Shobha Kumari Pun

Ms. Soni Dash

Mr. Santosh Kumar Mishra

Mr. A. Rangababu

CBSE:

Mr. Bhaskar Kumar Singh

Mr. Santosh Kumar Rout

Mr. Barada Prasana Moharana

Mr. Tapan Kumar Mohanty

Mr. Md Tanveer Ansari

Morning Assembly:

Mr. Preethi Ranjan Nanda

Ms. Sangita Banerjee

Ms. Puspanjali Rout

Ms. Manisha Mohapatra

Ms. Monalisha Parhi

Mr. Arupananda Rout

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. Ranjan Kumar Moharana

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. Manoranjan Mahapatra

Staff Common Room

Mr. Bikram Keshari Satapathy

Ms. Sunaina Karmakar

Library Maintenance & Management Committee:

Mr. Deepak Kumar Mohanty

Mr. Pradipta Panda

School Magazine:

Mr. Simanchal Panigrahi

Mr. Avinash Ranjan Gupta

Mr. Chakradhar Panda

Mr. Manoj Kumar Swain

Ms. Puspanjali Rout

Mr. A. Rangababu

Purchase Committee:

Mr. Simanchal Panigrahi

Mr. Bhaskar Kumar Singh

Mr. Saroj Kumar Mishra

Mr. Preethi Ranjan Nanda

Mr. Manoranjan Mahapatra

Public Relation:

Ms. Jharana Swain

Mr. Rabi Narayan Mishra

Mr. Preethi Ranjan Nanda

Mr. A. Rangababu

Annual Exhibitions Committee:

Mr. Santosh Kumar Rout

Mr. Avinash Ranjan Gupta

Mr. Chakradhar Panda

Mr. Deepak Kumar Samantaray

Mr. Saroj Kumar Mishra

Ms. Jharana Swain

Mr. Rabinarayan Mishra

Mr. Md Imran Khan

Mr. Bikram Keshari Satapathy

Ms. Soni Dash

Ms. Sangita Banerjee

Mr. Manoj Kumar Swain

Ms. Sunaina Karmakar

Mr. A. Rangababu

Mr. Santosh Kumar Mishra

Mr. Karunasindhu Barik

Exhibitions (Literature):

All Language Teachers

School Discipline:

Mr. Simanchal Panigrahi
Mr. Bhaskar Kumar Singh
Ms. Jharana Swain
Mr. Saroj Kumar Mishra
Mr. Preethi Ranjan Nanda
Ms. Manisha Mohapatra
Mr. Apurananda Rout

Conduction of Hawan:

Mr. Chakradhar Panda
Ms. Pushpanjali Rout
Ms. Manisha Mohapatra

Prevention of Sexual Harassment Committee:

Chairperson: Rajashree Mohapatra (Headmistress)
Mr. Simanchal Panigrahi (Convenor)
Mr. Chakradhar Panda
Ms. Pushpanjali Rout
Ms. Shobha Kumari Pun
M . _____ (Human Rights Activist, Bolani) External

Grievance Redressal Cell:

Chairperson: Rajashree Mohapatra (Headmistress)
Mr. Saroj Kumar Mishra
Mr. Preethi Ranjan Nanda
Ms. Shrabanti Das
Ms. Soni Dash

Students:

Jayanta Kumar Singh
Trupti Kunkal

Sexual Harassment Committee:

Chairperson: Rajashree Mohapatra (Headmistress)
Mr. Simanchal Panigrahi
Mr. Chakradhar Panda
Ms. Shobha Pun
Ms. Manisha Mohapatra
M . _____ (Human Rights Activist, Bolani) External

Students:

Jayanta Kumar Singh
Trupti Kunkal

Committee on POCSO Act:

Chairperson: Rajashree Mohapatra (Headmistress)
Mr. Bhaskar Kumar Singh
Mr. A. Rangababu

- Ms. Jharana Swain
Ms. Soumya Pattnaik

Students:

Jayanta Kumar Singh
Trupti Kunkal

Students Redressal Committee:

Mr. Avinash Ranjan Gupta
Mr. Md Imran Khan
Ms. Sangita Banerjee
Ms. Sunaina Karmakar

Public Redressal Committee:

Mr. Santosh Kumar Rout
Ms. Jharana Swain
Mr. Rabi Narayan Mishra
Mr. Chakradhar Panda
Ms. Shrabanti Das

Staff Redressal Committee:

Mr. Santosh Kumar Rout
Mr. Bikram Keshari Satapathy
Mr. Preethi Ranjan Nanda
Ms. Sangita Banerjee
Ms. Soni Dash

Parent Teacher Student Committee:

Chairperson: Ms. Rajashree Mohapatra (Headmistress)
Mr. Simanchal Panigrahi
Mr. Bhaskar Kumar Singh
Mr. Rabi Narayan Mishra
Ms. Shrabanti Das

Child Abuse Monitoring Committee: (CAMC)

Chairperson: Ms. Rajashree Mohapatra (Headmistress)
Mr. Santosh Kumar Rout
Mr. Rabi Narayan Mishra
Ms. Manisha Mohapatra
Mr. Ranjan Kumar Moharana
Ms. Shobha Kumari Pun

Scholastic & Non-Scholastic Competitions:

Mr. Simanchal Panigrahi
Mr. Deepak Kumar Samantaray
Mr. Preethi Ranjan Nanda
Ms. Sunaina Karmakar
Mr. Ranjan Kumar Moharana
Mr. Apurananda Rout

Excursions & Study Tours:

Mr. Simanchal Panigrahi
Mr. Bhaskar Kumar Singh
Mr. Preethi Ranjan Nanda
Ms. Varsha Gupta
Ms. Pushpanjali Rout
Mr. Apurananda Rout

School Maintenance & Repair Committee:

Mr. Santosh Kumar Rout
Mr. Bikram Keshari Satapathy
Mr. Chakradhar Panda
Mr. Apurananda Rout
Mr. Md Tanveer Ansari
Mr. Pradipta Panda
Mr. Rama Chandra Sethy

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
Mr. Preethi Ranjan Nanda
Ms. Sangita Banerjee
Mr. Manoj Kumar Swain
Mr. Deepak Kumar Mohanty
Mr. A. Rangababu
Ms. Pushpanjali Rout
Mr. Karunasindhu Barik
Ms. Manisha Mohapatra
Ms. Shrabanti Das
Ms. Soumya Pattanaik
Ms. Monalisha Parhi

Photography & Media

Mr. A. Rangababu
Mr. Karunasindhu Barik
Mr. Tapan Kumar Mohanty
Mr. Md. Tanveer Ansari

CCA

Mr. Preethi Ranjan Nanda
Mr. A. Rangababu
Ms. Shrabanti Das

Staff Meeting (Minutes):

Mr. Simanchal Panigrahi
Ms. Sangita Banerjee
Mr. A. Rangababu

School Log Book Maintenance:

Ms. Soni Dash
Ms. Manisha Mohapatra

Campus Beautification & Cleanness Committee:

Mr. Chakradhar Panda
Mr. Manoj Kumar Swain
Ms. Soni Dash
Mr. A. Rangababu
Ms. Puspanjali Rout
Ms. Manisha Mohapatra
Ms. Soumya Pattanaik
Ms. Anwasha Mallick
Ms. Varsha Gupta
Ms. Habiba Zamil
Mr. Apurananda Rout

First Aid:

Mr. Apurananda Rout
Ms. Puspanjali Rout
Ms. Varsha Gupta
Ms. Manisha Mohapatra
Mr. Swarup Ranjan Sahoo

CCTV Maintenance:

Mr. Md. Tanveer Ansari
Mr. Tapan Kumar Mohanty

Eco-Club:

Mr. Deepak Kumar Samantaray
Mr. Ranjan Kumar Maharana
Ms. Sunaina Karmakar

Quiz Club:

Mr. Santosh Kumar Rout
Mr. Avinash Ranjan Gupta
Mr. Saroj Kumar Mishra
Mr. Karunasindhu Barik

DAV Alumni:

Mr. Deepak Kumar Samantaray

Ms. Soni Dash

Ms. Sangita Banerjee

Health & Wellness Club:

Mr. Preethi Ranjan Nanda

Ms. Monalisha Parhi

Mr. Arupananda Rout

Literary Club:

Mr. Simanchal Panigrahi

Mr. Avinash Ranjan Gupta

Mr. Chakradhar Panda

Mr. A. Rangababu

Ms. Puspanjali Rout

Science Club:

Mr. Deepak Kumar Samantaray

Mr. Soumya Sarthak Nayak

Mr. Md Imran Khan

Ms. Sunaina Karmakar

Mr. Ranjan Kumar Moharana

Ms. Arnapurna Sahoo

Heritage Club:

Ms. Jharana Swain

Mr. Rabi Narayan Mishra

Ms. Soni Dash

Ms. Shrabanti Das

Ms. Anwasha Mallick

Cyber Club:

Mr. Avinash Ranjan Gupta

Ms. Soni Dash

Mr. Md Tanveer Ansari

Mathematics Club:

Mr. Santosh Kumar Rout

Mr. Saroj Kumar Mishra

Mr. Bikram Keshari Satapathy

Mr. Santosh Kumar Mishra

Mr. Karunasindhu Barik

PTCC Members:

Ms. Jharana Swain (Convenor)

Mr. Simanchal Panigrahi

Mr. Bhaskar Kumar Singh

Mr. Rabi Narayan Mishra

Mr. Santosh Kumar Rout

Mr. Saroj Kumar Mishra

Mr. Preethi Ranjan Nanda

Ms. Soni Dash

Ms. Puspanjani Rout

Ms. Shrabanti Das

CCA House

Challengers House:

Mr. Rabinarayan Mishra (House Master)
Ms. Manisha Mohapatra (House Mistress)
Mr. Bhaskar Kumar Singh
Mr. Saroj Kumar Mishra
Mr. Bikram Keshari Satapathy
Ms. Soni Dash
Mr. A.Rangababu
Ms. Shobha Kumari Pun

Warriors House:

Mr. Avinash Ranjan Gupta (House Master)
Ms. Pushpanjali Rout (House Mistress)
Mr. Chakradhar Panda
Ms. Habiba Zamil
Ms. Sunaina Karmakar
Mr. Kurunasindhu Barik
Ms. Arnapurna Sahoo
Mr. Ranjan Kumar Moharana

Achievers House:

Mr. Santosh Kumar Rout (House Master)
Ms. Varsha Gupta (House Mistress)
Mr. Simanchal Panigrahi
Mr. Md Imran Khan
Ms. Sangita Banerjee
Ms. Barada Prasana Moharana
Ms. Soumya Pattnaik
Mr. Indranil Mukherjee

Explorers House:

Ms. Jharana Swain (House Mistress)
Mr. Deepak Kumar Samantaray (House Master)
Mr. Deepak Kumar Mohanty
Mr. Santosh Kumar Mishra
Ms. Monalish Parhi
Mr. Soumya Sarthak Nayak
Ms. Anwasha Mallick
Mr. Nagmani Anand Sagar

Class Coordinators

Nursery to STD-II:

Ms. Shrabanti Das

STD-III to V:

Ms. Sangita Banerjee

STD-VI to VIII:

Ms. Jharana Swain

STD-IX to X:

Mr. Rabi Narayan Mishra

STD-XI to XII:

Mr. Simanchal Panigrahi

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. Ranjan Kumar Moharana
S.ST:	Mr. Rabi Narayan Mishra
Commerce & Economics:	Mr. Bhaskar Kumar Singh

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**