

सत्र 2022-23 हेतु विद्यालय की विभिन्न समितियों का गठन

For the smooth functioning of the Vidyalaya, Committees are re-constituted as per local need & guidelines of the KVS w.e.f 1/04/2022

1. Admission Committee :

Sl.	Name of teacher	Signature	Duties
1.	Sh. P.K Jha PGT(Eng) I/C		Complete admission process as per KVS guidelines for fresh and KV's TC
2.	Sh. A.K. Choudhary, PGT (Phy.)		
3.	Sh. A.S. Upadhyaya, PGT (Geo)		
4.	Sh. Shamsh Tabrez PGT (CS)		
5.	Sh. M. Kapri (Librarian)		
6.	Sh. Sopon Kumar Sah (PRT)		

2. Examination Committee :

Sl.	Name of teacher	Signature	Duties
1.	Sh. S.N.Singh PGT(Eco) I/C CBSE & External Exam		1. Conducting smoothly exam in vidyalaya Home & External 2. Preparation of question paper & moderation 3. Preparation of result register & report card 4. Keeping exam records 5. Registration in class 9 & 11 and filling forms 6. Implementation of exam guidelines by KVS/CBSE
2.	Sh. K.D.Bhagat PGT(Maths)		
3.	Sh. Sangram Singh TGT(Sanskrit)		
4.	Sh. Rajeev Kr Ranjan PGT(Chem) I/C Home Exam		
5.	Sh. Shailendra Kumar TGT(Math)		
6.	Smt. Sazia Nazish, PRT Co-I/C Primary		
7.	Sh. A. K. Singh, PRT		
8.	Sh. Mahesh Pandit		
9.	Sh. Ashok Harijan		

3. Co-Curricular Activities (C.C. A.) & Wall Magazine Committee :

Sl.	Name of teacher	Signature	Duties
1.	Sh. P.K Jha PGT(Eng) Coordinator (Secondary)		1. Morning assembly and student council 2. Organize CCA Activities 3. Publication of wall magazine, school magazine and school diary 4. Keep records 5. Other relevant work as per KVS norms
2.	Sh. N.K. Gupta TGT(Hindi) Joint Coordinator		
3.	Sh. Deepak Kumar PGT(Comm)		
4.	Smt. Antara Chakraborty PRT(Music) Coordinator (Primary)		
5.	Smt. Shalini Khandwal PRT (Primary)		



डि. प्र.
01/04/2022
(डॉ० आनंद प्रकाश)

प्राचार्य प्राचार्य
Principal
के० वि० कटिहार
K. V. KATI HAR

2

केन्द्रीय विद्यालय कटिहार

सत्र 2022-23 हेतु विद्यालय की विभिन्न समितियों का गठन

4. House Master Committee: (i) Secondary:

Sl.	House	Color	House Master	Associate House Master	Signature	Duties
1.	Mother Teresa	Blue	Mr. A. S. Upadhyay	Sh. Sangram Singh Smt. Shruti Smriti Sh. Kunal Mitra		1. To organize morning assembly 2. Activity as per CCA schedule & uploading in website 3. School Discipline 4. Student Council 5. Other relevant work as per KVS norms
2.	Raman	Red	Md. Afaque Alam	Sh. S.N. Yadav Sh. Kishore kumar Sh. M.D.Kapri		
3.	Abdul Kalam	Yellow	Smt. Sanju Kumari	Sh. Shailendra Kumar Sh. K.N. Mandal Sh. Kamal Sandilya		
4.	Tagore	Green	Mr. Deepak Kumar	Sh. B.P. Singh Smt. Rajani Kumari Sh. Lalit Kumar		

(ii) Primary:

Sl.	House	Colour	House Master	Associate House Master	Signature	Duties
1.	Mother Teresa	Blue	Smt. Kamini Kumari	Sh. Sopon Kumar Sah		1. To organize morning assembly 2. Activity as per CCA schedule & uploading in website 3. School Discipline 4. Student Council 5. Other relevant work as per KVS norms
2.	Raman	Red	Smt. Umme Salma	Sh. R.P. Gupta		
3.	Abdul Kalam	Yellow	Smt. Moni Kumari	Sh. A.K Singh		
4.	Tagore	Green	Smt. Sazia Nazish	Smt. Jyoti		

5. Club Activity (Science):

Sl.	Name of teacher	Signature	Duties
1.	Sh. A.K.Choudhary PGT(Phy)		1. Planning & Preparation of annual calendar of club activity & its execution. 2. Record keeping
2.	Smt. SanjuKumari PGT(Chem)		
3.	Sh. B.P.Singh TGT(Sci)		
4.	Mrs. Sazia Nazis(PRT)		

21/04/2022

(डॉ० आनंद प्रकाश)
प्राचार्य

प्राचार्य
Principal

के० वि० कटिहार
K V KATI HAR



केन्द्रीय विद्यालय कटिहार

सत्र 2022-23 हेतु विद्यालय की विभिन्न समितियों का गठन

6. Club Activity (Maths):

Sl.	Name of teacher	Signature	Duties
1.	Sh. K.D. Bhagat PGT(Maths)		1. Planning & Preparation of annual calendar of club activity & its execution. 2. Record keeping
2.	Sh. I.S Jha PGT(Maths)		
3.	Sh. K.N. Mandal TGT (Maths)		
4.	Sh. Kishore Kumar TGT(Maths)		
5.	Sh. Shailendra Kumar TGT (Maths)		

7.Club Activity (Language):

Sl.	Name of teacher	Signature	Duties
1.	Sh. P.K. Jha PGT (Eng)		1. Planning & Preparation of annual calendar of club activity & its execution. 2. Record keeping
2.	Md. Afaque Alam TGT (Eng)		
3.	Sh. N.K. Gupta TGT (Hindi)		

8.Club Activity (Nature):

Sl.	Name of teacher	Signature	Duties
1.	Sh. Rajeev Kr Ranjan PGT(Chem)		1. Planning & Preparation of annual calendar of club activity & its execution. 2. Record keeping
2.	Sh. B.P. Singh TGT (Sci)		
3.	Sh. M.D. Kapri, TGT(Lib.)		

9.Teaching Aid Committee:

Sl.	Name of teacher	Signature	Duties
1.	Sh. S. N. Singh PGT(Eco)		Ensure proper utilization of resources available in the vidyalaya. Purchasing of Teaching Aid as per KVS norms.
2.	Sh. A. S. Upadhaya PGT(Geo)		
3.	Smt. Rajani Kumari TGT(SST)		

10. Academic Committee:

Sl.	Name of teacher	Signature	Duties
1.	Sh. S. N. Singh PGT(Eco)		1. Making Vidyalaya Plan, Supervision of Academic work in all fields. 2. Subject/Syllabus coverage. Subject committee meeting. 3. Other relevant work as per KVS norms.
2.	Sh. K. D. Bhagat PGT(Maths)		
3.	Sh. P. K. Jha PGT(Eng.)		
4.	Sh. A.K. Choudhary PGT(Phy.)		
5.	Sh. A.S. Upadhyay PGT(Geo)		
6.	Sh. R.P Gupta PRT		



20/10/2022
(डॉ० आनंद प्रकाश)

प्राचार्य प्राचार्य
Principal
क० वि० कटिहार
K. V. KATIHAH

केन्द्रीय विद्यालय कटिहार

सत्र 2022-23 हेतु विद्यालय की विभिन्न समितियों का गठन

11. Time Table & Class Arrangement committee:

Sl.	Name of teacher	Signature	Duties
1.	Sh. I.S. Jha, PGT (Maths) I/C Secondary		1. Calculation of Staff strength. 2. Preparation of time table and execution for the Vidyalaya, time table for extra classes, daily arrangement work, Contractual appointments, pay verification, organizing extra classes, keeping records as per KVS guidelines.
2.	Sh. M.D. Kapri, Librarian		
3.	Smt. Moni Kumari PRT I/C Primary		
4.	Smt. Kamini Kumari PRT		

12. Discipline Committee:

Sl.	Name of teacher	Signature	Duties
1.	Dr. S. N. Singh PGT (Eco) I/C		1. Discipline committee will act to create educational ecology in the Vidyalaya as per KVS norms and guidelines and monitor it. It is an empowered committee to take actions against any student violating the norms of KVS/CRSE guideline and as per code of conduct for students.
2.	Sh. A. K. Chaudhary PGT (Phy)		
3.	Smt. SanjuKumari PGT (Chem.)		
4.	Sh. M. Kapri (Librarian)		
5.	Sh. R.P Gupta PRT		
6.	Sh.A.K.Singh PRT		

13. Cleanliness Committee:

Sl.	Name of teacher	Signature	Duties
1.	Sh. SanjuKumari PGT (Chem.) I/C		1. To develop awareness, to keep Vidyalaya and its campus clean and execute Swachh Bharat Abhiyaan. 2. Ensure Cleanliness of Toilets and Water Points.
2.	Sh. A.S. Upadhyay PGT (Geo)		
3.	Sh. Shailendra Kumar (TGT)		
4.	Sh. K.N. Mandal TGT (Math)		
5.	Smt. Rekha Sharma TGT (Sci)		
6.	Sh. MoniKumari (PRT)		
7.	Smt. KaminiKumari (PRT)		
8.	Sh. Krishna Routh (Sub-Staff)		
9.	Smt. Puja Devi (Sub - Staff)		

31/08/2022
(डॉ० आनंद प्रकाश)

प्राचार्य



प्राचार्य
Principal
के० वि० कटिहार
K. V. KATI HAR

केन्द्रीय विद्यालय कटिहार

सत्र 2022-23 हेतु विद्यालय की विभिन्न समितियों का गठन

14. Water & Sanitation Committee:

Sl.	Name of teacher	Signature	Duties
1.	Sh. Kamal shandilya TGT(WE)		1. Ensure Water facilities in the Vidyalaya and its maintenance. 2. Cleanliness of water point.
2.	Smt. SanjuKumari PGT(Chem)		
3.	Sh. Depak Kumar PGT (Comm)		
4.	Sh. N.K. Gupta TGT (Hindi)		
5.	Smt. Umme Salma PRT		

15. Beautification Committee :

Sl.	Name of teacher	Signature	Duties
1.	Smt. Sanju Kumari PGT (Chem)		1. Maintenance of School Garden. 2. Hanging of quotations and paintings at walls. 3. Plantation of new saplings at different occasion 4. Anagement of plants or Saplings to offer Chief Guest at different occasions as per KVS norms.
2.	Sh. Deepak Kumar PGT(Comm)		
3.	Sh. Kunal Mitra TGT (Art)		
4.	Sh. B.P. Singh TGT (Sci)		
5.	Sh. R.P Gupta , PRT		
6.	Smt. Kamini Kumari PRT		
7.	Smt. Antara Chakraborty PRT(Music)		
8.	Sh. Mahesh Pandit Sub- Staff		

16. Excursion Committee:

Sl.	Name of teacher	Signature	Duties
1.	Sh. Rajeev Kr Ranjan PGT (Chem)		1. Preparation and Organization of Excursion programme as Per KVS norms.
2.	Smt. RajaniKumari TGT (S.ST)		
3.	Sh. R.P. Gupta PRT I/C (Primary)		
4.	Smt. ShaliniKandwal PRT		

17. CMP Committee:

Sl.	Name of teacher	Signature	Duties
1.	Sh. R.P. Gupta. PRT I/C		Looking after and execution of Common Minimum Program as per the KVS guidelines.
2.	Smt. Sazia Nazish PRT		
3.	Smt. Moni Kumari PRT		
4.	Smt. Antara Chakraborty PRT(Music)		
5.	Sh. Sopon Kumar Sah PRT		

Signature
01/04/2022

(डॉ० आनंद प्रकाश)
प्राचार्य

प्राचार्य
Principal
के० वि० कटिहार
K V. KATI HAR



केन्द्रीय विद्यालय कटिहार

सत्र 2022-23 हेतु विद्यालय की विभिन्न समितियों का गठन

18. News Letter:

Sl.	Name of Teacher	Signature	Duties
1.	Smt. Umme Salma PRT		Ensure publishing of quarterly Newsletter choosing a particular theme as per KVS HQ Guidelines.
2.	Smt. Shalini Khandwal PRT		
3.	Sh. Sopon Kumar Sah PRT		

19. Furniture committee :

Sl.	Name of teacher	Signature	Duties
1.	Sh. Kishore Kumar TGT(Maths) I/C		Procurement of furniture & fixtures with their maintenance as per KVS norms.
2.	Sh. A.S. Upadhyay PGT(Geo)		
3.	Sh. R.P. Gupta PRT		
4.	Sh. Sangram Singh, TGT(Skt)		

20. Purchasing Committee:

Sl.	Name of teacher	Signature	Duties
1.	Sh. K.D. Bhagat PGT(Maths)		1. Purchasing of articles as per the Vidyalayas need by following Purchase procedure as per the KVS norms.
2.	Sh. Kamal Shandilya TGT/WE		
3.	Sh. N.K Gupta TGT (Hindi)		
4.	Sh. Shailendra Kumar TGT (Maths)		
5.	Sh. A.K. Singh PRT		

21. Accounts & Office work committee :

Sl.	Name of teacher	Signature	Duties
1.	Sh. Deepak Kumar PGT(Comm)		Helps in prepare budget as per KVS guidelines and assist in office
2.	Sh. M. D. Kapri TGT(Lib)		
3.	Sh. Kishore Kumar TGT(Sci)		

22. Office Correspondences- Drafting:

Sl.	Name of teacher	Signature	Duties
1.	Sh. P.K. Jha PGT (Eng)		To help in correspondence and drafting of any official letter in both Hindi and English language.
2.	Md. Afaque Alam TGT (Eng)		
3.	Sh. N.K. Gupta TGT (Hindi)		
4.	Sh. R.P Gupta PRT		
5.	Sh. Abhinav Kumar (JSA)		

01/04/2022

(डॉ० आनंद प्रकाश)

प्राचार्य प्राचार्य

Principal

के० वि० कटिहार
K. V. KATI HAR



कटिहार
विद्यालय
सहायक प्राचार्य

केन्द्रीय विद्यालय कटिहार
सत्र 2022-23 हेतु विद्यालय की विभिन्न समितियों का गठन

23. Rajbhasha Committee:

Sl.	Name of teacher	Signature	Duties
1	Sh. N.K Gupta TGT(Hindi)		Execution of the policy of the Govt. of India at Vidyalaya level and policies of KVS.
2	Sh. Kumar Anand ASO		
3	Sh. Abhinav Kumar ,JSA		
4	Sh. Mahesh Pandit Sub-Staff		

24. T.C Preparation & Uploading on website:

Sl.	Name of teacher	Signature	Duties
1.	Sh. Abhinav Kumar ,JSA		1. Preparation of T.C as per KVS guidelines. 2. Uploading and updation of Transfer Certificate on Vidyalaya website.
2.	Sh. Shamsh Tabrez PGT(CS)		
3.	Sh. Mahesh Pandit		

25. Website Maintenance Committee:

Sl.	Name of teacher	Signature	Duties
1.	Sh. Shamsh Tabrez PGT(CS)		Uploading & Updation Photographs, Vidyalaya Activity Plan, notices, publicity and all other relevant matter as per KVS norms.
2.	Sh. Abhinav Kumar ,JSA		
3.	Sh. Rajeev Kr Ranjan PGT(Chem)		

26. UBI Portal:

Sl.	Name of teacher	Signature	Duties
1.	Sh. Shamsh Tabrez PGT (CS)		Verification of data, keep updates of UBI portal as per KVS guidelines and assistance to the class teachers.
2.	Sh. Abhinav Kumar ,JSA		
3.	Sh. Rajeev Ranjan PGT (Chem)		
4.	Sh. Kumar Anand (ASO)		

27. Shaala Darpan:

Sl.	Name of teacher	Signature	Duties
1.	Sh. Kishore Kumar TGT(Maths)		Ensure promotion and other updates in the ShaalaDarpan software as per KVS guidelines.
2.	Sh. M.D Kapri (Lib.)		

राज्य
KATIHAR



डा. आनंद प्रकाश
प्राचार्य
Principal
के. वि. कटिहार
K. V. KATI HAR

केन्द्रीय विद्यालय कटिहार
सत्र 2022-23 हेतु विद्यालय की विभिन्न समितियों का गठन

32. Safety & Security:

Sl.	Name of teacher	Signature	Duties
1.	Dr. S.N. Singh PGT (Eco)		Ensure the safety and security of Infrastructure available in the vidyalaya. Also follow the procedure to get the certificate of safety and security as per KVS norms.
2.	Sh. Sangram Singh TGT (Sanskrit)		
3.	Sh. Kamal Shandilya TGT(WE)		

33. Electric Maintenance and other work of M.N. R Committee:

Sl.	Name of teacher	Signature	Duties
1.	Sh. Kamal Shandilya TGT(WE) I/C		1. Maintenance of Electric resources in the Vidyalaya and audit Electric consumption. 2. Purchasing of Required materials according to need of the Vidyalaya by following purchasing procedure as per the KVS norms.
2.	Sh. Sangram Singh TGT (Sanskrit)		
3.	Sh. R.P. Gupta PRT		
4.	Sh. A.K. Singh PRT, VMC Member		

34. CCTV Maintenance:

Sl.	Name of teacher	Signature	Duties
1.	Sh. Shams Tabrez PGT(CS)		To monitor the CCTV footage time to time and its maintenance.
2.	Sh. Sopon Kumar Sah (PRT)		

35. Photography Committee :

Sl.	Name of teacher	Signature	Duties
1.	Sh. Deepak Kumar PGT(Comm)		1. Photography of the events and keep its record. 2. Get the important photograph develops of different occasions and display at different corners.
2.	Sh. S.N. Yadav		
3.	Sh. Kunal Mitra, TGT (Art Edu)		

36. Press & Publicity Committee:

Sl.	Name of teacher	Signature	Duties
1.	Sh. R.P. Gupta PRT		1. Release press note or report of School Programme. 2. Uploading in Vidyalayas website.
2.	Sh. S.N. Yadav		



21/09/2022
(डॉ० आनंद प्रकाश)

प्राचार्य
Principal
कै० वि० कटिहार
K V. KATI HAR

केन्द्रीय विद्यालय कटिहार

सत्र 2022-23 हेतु विद्यालय की विभिन्न समितियों का गठन

37. RTI and Public Grievance Committee:

Sl.	Name of Teacher	Signature	Duties
1	Sh. Kumar Anand ASO		1. Disposal of RTI & public Grievances as per vidyalayas record
2	Md. Afaque Alam, TGT(Eng.)		

38. Residential accommodation of staff Committee:

Sl.	Name of teacher	Signature	Duties
1.	Sh.RajevkrRanjan PGT (Chem)		1. Allotment & Handing - taking of quarter as per KVS norms. 2. Other associated work related to quarter maintenance
2.	Sh. N.K Gupta TGT(Hindi)		
3.	Sh. Sangram Singh TGT (SKT)		
3.	Smt. SaziaNazish PRT		
4.	Sh. Raju Kumar SSA		

39. School Magazine Committee:

Sl.	Name of teacher	Signature	Duties
1.	Sh. P.K Jha PGT(Eng)		1. Collection & Security of materials from students & staff members. (April- May) 2. Printing of school magazine, e-magazine in last week of June/ first week of July.
2.	Sh. N. K. Gupta TGT(Hindi)		
3.	Sh. Sangram Singh TGT(Sanskrit)		
4.	Sh. R.P Gupta PRT		

40. Drinking Water & Operation of RO Plant Committee:

Sl.	Name of teacher	Signature	Duties
1.	Smt. SanjuKumari PGT (Chem)		1. Ensure functioning of RO plant and supply of drinking water in the vidyalaya.
2.	Sh. Kamal Shandilya TGT(WE)		
3.	Sh. Mahesh Pandit (Sub-Staff)		
4.	Sh. Krishna Routh (Sub-Staff)		

41. Safety Advisory Committee:

Sl.	Name of teacher	Signature	Duties
1.	Sh. A.S. Upadhyay PGT(Geo)		1. To prepare disaster management plan. 2. Safety Audit. 3. Mock drill and similar activity.
2.	Sh. Kamal Shandilya TGT(WE)		
3.	Smt. Shruti Smriti TGT (SST)		
4.	Sh M.D Kapri (Librarian)		
5.	Sh. R.P Gupta (PRT)		
6.	Smt. Shalini Kandwal (PRT)		



(डॉ० आनंद प्रकाश)

प्राचार्य प्राचार्य

Principal

के० वि० कटिहार
K. V. KATI HAR

दि. 01/04/2022

केन्द्रीय विद्यालय कटिहार
सत्र 2022-23 हेतु विद्यालय की विभिन्न समितियों का गठन

42. NCC Committee:

Sl.	Name of teacher	Signature	Duties
1.	Sh. Sangram Singh TGT (Sanskrit)- I/C		1. As per KVS & NCC Guidelines.
2.	Sh Shams Tabrez PGT (CS)		
3.	Sh. Kamal Shandilya TGT(WE)		
4.	Sh. R.P Gupta,		

43. Scout & Guide/ Cub & Bulbul :

Sl.	Name of teacher	Signature	Duties
1.	Sh. M.D Kapri Lib- I/C		1. As per KVS Guidelines.
2.	Smt. Shruti Smriti TGT (SST)		
3.	Sh. R.P Gupta (I/C)		
4.	Smt. KaminiKumari		
5.	Smt. MoniKumari		
6.	Smt. Umme Salma		

44. ACP Committee :

Sl.	Name of teacher	Signature	Duties
1.	Sh. N.K Gupta TGT (Hindi) - I/C		1. Completion of 16 Modules to students by the teachers.
2.	Sh. Shailendra Kumar TGT (Maths)		

45. Outsourcing agency monitoring committee

S.N.	Name of Teacher	Signature	Duties
1	Sh. K. D. Bhagat, PGT(Maths)		1. Look after the work of staffs provided by outsourcing agency. 2. Verification Outsourcing agency's monthly Bill according to attendance register of outsourcing staffs.
2	Sh. N. K. Gupta, TGT(Hindi)		
3.	Sh. A. K. Singh, PRT, VMC, Tr. Representative Member		

3/11/2022
01/11/2022
(डॉ० आनंद प्रकाश)
प्राचार्य



प्राचार्य
Principal
कै० वि० कटिहार
K. V. KATI HAR