

केन्द्रीय विद्यालय कटिहार

सत्र 2023-24 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 1/04/2023

1. Admission Committee :

Sl.	Name of teacher	Signature	Duties
1.	Sh. P.K Jha PGT(Eng)		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) I/C		
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. K.D.Bhagat PGT(Maths) 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. Sangram Singh TGT(Sanskrit)		
3.			
4.	Sh. Rajeev Kr Ranjan PGT(Chem) I/C Home Exam		
5.	Sh. Shailendra Kumar TGT(Math)		
6.	Smt. Umme Salma, PRT Co-I/C Primary		
7.	Sh. Sopon Kumar Sah (PRT)		
8.	Sh. Mahesh Pandit		
9.	Sh. Ashok Harijan	ASHOK	

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. Sazia Nazish PRT (Primary)		

3/4/23
01/04/2023

(डॉ० आनंद प्रकाश)

प्राचार्य

प्राचार्य
Principal

कै० वि० कटिहार
V. KATIHAAR

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4. House Master Committee: (i) Secondary:

Sl.	House	Colour	House Master	Associate House Master	Signature	Duties
1.	Mother Teresa	Blue	Mr. Deepak Kumar <i>DK</i>	1. Sh. Sangram Singh 2. Smt. Shruti Smriti 3. Smt. Nitu Kumari 4. Sh. Sunil Kumar	<i>DK</i> <i>Shruti</i>	1. To organize morning assembly 2. Activity as per CCA schedule & uploading in website
2.	Raman	Red	Smt. Sanju Kumari	1. Sh. Kishore kumar 2. Sh. M.D.Kapri 3. Smt. Renu Kumari 4. Sh. Nasib Alam	<i>Sanju</i> <i>Renu Kumari</i> <i>Nasib Alam</i>	3. School Discipline 4. Student Council 5. Other relevant work as per KVS norms
3.	Abdul Kalam	Yellow	Md. Afaque Alam <i>Afaque</i>	1. Sh. Shailendra Kumar 2. Sh. Kamal Sandilya 3. Sh. Sachi Ranjan Kumar 4. Sh. Abhijeet Choudhary	<i>Abhijeet Choudhary</i>	
4.	Tagore	Green	Mr. A. S. Upadhyay <i>ASU</i>	1. Sh. B.P. Singh 2. Smt. Rajani Kumari 3. Sh. Dipankar Kumar 4. Ms Kumari Neha	<i>B.P. Singh</i> <i>Rajani</i> <i>Neha</i>	

(ii) Primary:

Sl.	House	Colour	House Master	Associate House Master	Signature	Duties
1.	Mother Teresa	Blue	Smt. Shalini Kandwal <i>Shalini</i>	1. Sh. Navneet Suman 2. Md. Furkan		1. To organize morning assembly 2. Activity as per CCA schedule & uploading in website
2.	Raman	Red	Sh. Sopon Kumar Sah <i>Sopon</i>	1. Sh. Prince Kumar 2. Sh. A.K. Singh	<i>Prince</i>	3. School Discipline 4. Student Council 5. Other relevant work as per KVS norms
3.	Abdul Kalam	Yellow	Smt. Umme Salma <i>Umme</i>	1. Ms. Astha Priya 2. Smt. Jyoti		
4.	Tagore	Green	Smt. Moni Kumari <i>Moni</i>	1. Ms. Shrishti Roy 2. Sh. Kamal Kishore	<i>Moni</i>	

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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)		

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. Kishore Kumar TGT(Maths)		
3.	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.)		
4.	Ms. Neetu Kumari PGT(Bio)		

9. Teaching Aid Committee:

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

3/4/2023
गौरीनाथ

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10. Academic Committee:

Sl.	Name of teacher	Signature	Duties
1.	Sh. K. D. Bhagat PGT(Maths)		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. P. K. Jha PGT(Eng.)		
3.	Sh. A.K. Choudhary PGT(Phy.)		
4.	Sh. A.S. Upadhyay PGT(Geo)		
5.	Sh. Rajeev Kumar Ranjan (Chem)		
6.	Sh. A.K. Singh PRT		

11. Time Table & Class Arrangement committee:

Sl.	Name of teacher	Signature	Duties
1	Smt. Sanju Kumari, PGT(Chem) 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.	Smt. Shruti Smriti, TGT(SST)		
3.	Sh. A.K. Singh PRT I/C Primary		
4.	Smt. Shalini Kandwal PRT		

12. Discipline Committee:

Sl.	Name of teacher	Signature	Duties
1.	Sh. K. D. Bhagat PGT(Maths) 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.	Dr. S. N. Singh PGT(Eco)		
3.	Sh. A. K. Choudhary PGT (Phy)		
4.	Smt. Sanju Kumari PGT (Chem.)		
5.	Sh. M. Kapri (Librarian)		
6.	Sh. A.K.Singh PRT		
7.	Smt. Sazia Nazish PRT		

13. Cleanliness Committee:

Sl.	Name of teacher	Signature	Duties
1.	Sh. A.S. Upadhyay PGT (Geo)		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.	Smt. Sanju Kumari PGT (Chem.)		
3.	Sh. Shailendra Kumar (TGT)		
4.	Md. Afaque Alam TGT (Eng) I/c		
5.	Smt. Moni Kumari (PRT)		
6.	Smt. Umme Salma (PRT)		
7.	Sh. Krishna Routh (Sub-Staff)		
8.	Smt. Puja Devi (Sub - Staff)		

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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. Sanju Kumari 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.	Smt. Sazia Nazish PRT		
6.	Smt. Antara Chakraborty PRT(Music)		
7.	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. Rajani Kumari TGT (S.ST)		
3.	Sh. A.K. Singh PRT I/C (Primary)		
4.	Smt. ShaliniKandwal PRT		

17. CMP Committee:

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

18. News Letter:

Sl.	Name of Teacher	Signature	Duties
1.	Smt. Moni Kumari PRT		Ensure publishing of quarterly Newsletter choosing a particular theme as per KVS HQ Guidelines.
2.	Smt. Shalini Kandwal PRT		
3.	Sh. Sapon Kumar Sah PRT		

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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. 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. Kumar Anand (ASO)		

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. Raju Kumar, SSA		
4.	Sh. Mahesh Pandit Sub-Staff		

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24.T.C Preparation & Uploading on website:

Sl.	Name of teacher	Signature	Duties
1.	Sh. Raju Kumar, SSA		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. 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. Rajeev Ranjan PGT (Chem)		
3.	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.)		

28. A. E. P. Committee:

Sl.	Name of teacher	Signature	Duties
1.	Smt. Sanju Kumari PGT(Chem) I/C Girls		1. Adolescent education, problems and its solutions. 2. Amangements of Guest lectures time to time as per KVS guidelines.
2.	Smt. Shruti Smriti TGT(SST)		
3.	M ^r . Shailendra Kumar TGT(Maths) I/C (Boys)		
4.	Smt. Rajani Kumari TGT(SST)		

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29. Grievance / Moral Turpitude - cum - child welfare Committee :

Sl.	Name of teacher	Signature	Duties
1.	Smt. Sanju Kumari PGT (Chem)		1.To develop mechanism against 2 per KVS norm. any type of exploitation and act as 2. Awareness amongst the teachers and students about POCSO Act.
2.	Smt. Sazia Nazish PRT		
3.	Sh. Deepak Kumar PGT(Comm)		
4.	Sh. A.K. Singh PRT		

30. Guidance and Counselling Services Committee :

Sl.	Name of teacher	Signature	Duties
1.	Sh. K.D Bhagat PGT (Maths)		1. Organize Counseling service in the Vidyalaya. 2. Maintain Counseling corner. 3. Organize guest lectures of experts by following KVS guidelines.
2.	Sh. P.K. Jha PGT (Eng)		
3.	Sh. Kishore Kumar TGT (Maths)		
4.	Smt. Sazia Nazish PRT		
5.	Smt. Moni Kumari PRT		

31. First Aid:

Sl.	Name of teacher	Signature	Duties
1.	Sh. B.P Singh TGT(Sci) I/C		1.To check the availability and Expiry of medicines and other materials in the First Aid Dept. 2.Record keeping of resources and advocacy programme undertaken in the department. 3 Listing and purchasing of required materials as per the needs by following purchasing procedure as per the KVS norms.
2.	Sh. N.K.Gupta		
3.	Doctor		
4.	Nurse		

32. Safety & Security:

Sl.	Name of teacher	Signature	Duties
1.	Sh. K.D. Bhagat PGT (Maths)		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)		

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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. A.K.Singh PRT,VMC Member		

34.CCTV Maintenance:

Sl.	Name of teacher	Signature	Duties
1.	Sh. Shamsh 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. Kunal Mitra, TGT (Art Edu)		

36. Press & Publicity Committee:

Sl.	Name of teacher	Signature	Duties
1	Sh. Shailendra Kumar TGT (Maths)		1. Release press note or report of School Programme. 2. Uploading in Vidyalayas website.
2.	Sh. Sopon Kumar Sah PRT		
3.	Sh. B.L. Yadav TGT(Eng)		

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. Afaqur Alam, TGT(Eng)		

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38. Residential accommodation of staff Committee:

Sl.	Name of teacher	Signature	Duties
1.	Sh. Rajevkr Ranjan 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. Sazia Nazish 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.	Smt. Sazia Nazish PRT		

40. Drinking Water & Operation of RO Plant Committee:

Sl.	Name of teacher	Signature	Duties
1.	Smt. Sanju Kumari 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. 4. Related Correspondence
2.	Sh. Kamal Shandilya TGT(WE)		
3.	Smt. Shruti Smriti TGT (SST)		
4.	Sh M.D Kapri (Librarian)		
5.	Sh. A.K Singh (PRT)		
6.	Smt. Shalini Kandwal (PRT)		

42. NCC Committee:

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

21/04/2023

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43. Scout & Guide/ Cub & Bulbul :

Sl.	Name of teacher	Signature	Duties
1.	Sh. M.D Kapri Lib- I/C		1. Activities of Scout & Guide As per KVS Guidelines and related correspondence
2.	Smt. Shruti Smriti TGT (SST)		
3.	Smt. MoniKumari- I/C		
4.	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		

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01/04/2023
(डॉ० आनंद प्रकाश)

प्राचार्य

प्राचार्य
Principal
के० वि० कटिहार
K V KATI HAR