

KENDRIYA VIDYALAYA KATI HAR

Vidyalaya Committees for the Session 2021-22

For the smooth functioning of the Vidyalaya, Committees are re-constituted as per local need & guidelines of the KVS w.e.f 1/04/2021

1. Admission Committee :

Sl.	Name of teacher	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. Chaudhary, PGT (Phy.)	
3	Sh. A.S. Upadhyaya, PGT (Geo)	
4	Sh. Aditya Aurange PGT (CS)	
5.	Sh. Manoj kumar (PRT)	
6.	Sh. M. Kapri (Librarian)	
7.	Sh. Kuldeep Gautam (PRT)	

2. Examination Committee :

Sl.	Name of teacher	Duties
1	Sh. S.N.Singh PGT(Eco) I/C CBSE	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) I/C External Exam	
3	Sh. Rajeev Kr Ranjan PGT(Chem) I/C Home Exam	
4	Miss. Shivani Giri PGT(Bio)	
5	Sh. B.L Yadav TGT(Eng)	
6	Smt. Sazia Nazis PRT Co.I/C Primary	
7	Sh. A.K. Singh PRT	
8	Sh. Manoj Kumar PRT	

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

Sl.	Name of teacher	Duties
1.	Miss. Pallabi Ghoshal PGT (English) 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. Upendra Kumar TGT(Hindi) Joint Coordinator	
3.	Smt. Kiran Kumari PGT(Hist)	
4.	Sh. Deepak Kumar PGT(Comm)	
5.	Smt. Antara Chakraborty Coordinator (Primary)	
6.	Smt. Umme Salma Joint-Coordinator (Primary)	
7.	Smt. Lavisha Tayal (Primary)	
8.	Sh. Roushan Kumar (PRT)	

KENDRIYA VIDYALAYA KATI HAR

Vidyalaya Committees for the Session 2021-22

4. House Master Committee: (i) Secondary:

Sl.	House	Color	House Master	Associate House Master	Duties
1	Tagore	Green	Mr. A.S Upadhyay	Sh. KN Mandal Smt. Shruti Smriti Sh. B.L Yadav	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.	Abdul Kalam	Yellow	Smt. Kiran Kumari	Sh. N.K Gupta Smt. Rekha Sharma Sh. Kishore kumar	
3.	Raman	Red	Smt. Sanju Kumari	Mr. SP Mandal Sh. G.P. Sah Sh. Shailendra Kumar	
4	Mother Teresa	Blue	Mr. Deepak Kumar	Sh. B.P. Singh Mr. Navneet Kumar Smt. Rajani Kumari	

(ii) Primary:

Sl.	House	Colour	House Master	Associate House Master	Duties
1	Tagore	Green	Sh. Manoj Kumar	Smt. Shalini Kandwal	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.	Abdul Kalam	Yellow	Smt. Kamini Kumari	Sh. Kuldeep Kumar	
3.	Raman	Red	Smt. Sazia Nazis	Smt. Bhavana	
4	Mother Teresa	Blue	Smt. Moni Kumari	Sh. A.K Singh	

5. Club Activity (Science):

Sl.	Name of teacher	Duties
1.	Sh. A.K.Choudhary PGT(Phy)	1. Planning & Preparation of annual calendar of club activity & its execution. 2. Record keeping
2.	Smt. Sanju Kumari PGT(Chem)	
3.	Miss. Shivani Giri PGT(Bio)	
4.	Smt. Rekha Sharma TGT(Sci)	

KENDRIYA VIDYALAYA KATI HAR

Vidyalaya Committees for the Session 2021-22

6.Club Activity (Maths):

Sl.	Name of teacher	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	Duties
1.	Sh. P.K. Jha PGT (Eng)	1. Planning & Preparation of annual calendar of club activity & its execution. 2. Record keeping
2.	Sh. B.L YadavTGT (Eng)	
3.	Sh. Upendra Kumar TGT (Hindi)	
4.	Sh. N.K. Gupta TGT (Hindi)	

8.Club Activity (Nature):

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

9.Teaching Aid Committee:

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

10.Academic Committee :

Sl.	Name of teacher	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. Chaudhary PGT(Phy)	
5.	Smt. Kiran Kumari PGT(His)	
6.	Sh. B.L Yadav TGT(Eng)	
7.	Sh. Upendra Kumar TGT(Hindi)	
8.	Sh.R.P Gupta PRT	

KENDRIYA VIDYALAYA KATI HAR

Vidyalaya Committees for the Session 2021-22

11. Time Table & Class Arrangement committee:

Sl.	Name of teacher	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. Navneet Kumar TGT (Eng)	
3.	Sh. M.D Kapri	
4.	Sh. Moni Kumari PRT I/C Primary	
5.	Sh. Kuldeep Gautam PRT	

12. Discipline Committee :

Sl.	Name of teacher	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. Manoj Kumar PRT	
7.	Sh. Roushan Kumar PRT	
8.	Sh.A.K.Singh PRT	

13. Cleanliness Committee:

Sl.	Name of teacher	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. Upadhya PGT (Geo)	
3.	Sh. Shailendra Kumar (TGT)	
4.	Sh. K.N. Mandal TGT (Math)	
5.	Smt. Rekha Sharma TGT (Sci)	
6.	Sh. G.P. Sah TGT (Sanskrit)	
7.	Sh. Moni Kumari (PRT)	
8.	Smt. KaminiKumari (PRT)	
9.	Sh. Krishna Routh (Sub-Staff)	
10.	Smt. Puja Devi (Sub – Staff)	

KENDRIYA VIDYALAYA KATI HAR

Vidyalaya Committees for the Session 2021-22

14. Water & Sanitation Committee :

Sl.	Name of teacher	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.	Sh. B.L. Yadav TGT (Eng)	
6.	Sh. S.P. Mandal PRT	
7.	Smt. Umme Salma PRT	

15. Beautification Committee :

Sl.	Name of teacher	Duties
1.	Smt. Shivani Giri, PGT (Bio)	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. Rekha Sharma TGT (Sci)	
6.	Smt. R.P Gupta , PRT	
7.	Sh. Manoj Kumar PRT	
8.	Smt. Kamini Kumari PRT	
9.	Smt. Antara Chakraborty PRT(Music)	
10.	Sh. Mahesh Pandit Sub- Staff	

16. Excursion Committee:

Sl.	Name of teacher	Duties
1.	Smt. Kiran Kumari PGT (Hist.)	1. Preparation and Organization of Excursion programme as Per KVS norms.
2.	Sh. Rajeev kr Ranjan PGT (Chem)	
3.	Sh.B.L. Yadav TGT (Eng.)	
4.	Smt. RajaniKumari TGT (S.ST)	
5.	Sh. R.P. Gupta PRT I/C (Primary)	
6.	Smt. Shalini Kandwal PRT	
7.	Smt. Bhavana PRT	

17. CMP Committee:

Sl.	Name of teacher	Duties
1	Sh. R.P Gupta. I/C	Looking after and execution of Common Minimum Program as per the KVS guidelines.
2.	Smt. Antara Chakraborty	
3.	Smt.Sazia Nazish PRT	
4	Sh.Manoj Kumar PRT	
5.	Smt. Roushan Kumar PRT	

KENDRIYA VIDYALAYA KATI HAR

Vidyalaya Committees for the Session 2021-22

18. News Letter:

Sl.	Name of Teacher	Duties
1.	Smt. Umme Salma	Ensure publishing of quarterly Newsletter choosing a particular theme as per KVS HQ Guidelines.
2.	Sh. Kuldeep Gautam PRT	
3.	Smt. Bhavana PRT	
4.	Smt. Shalini Kandwal PRT	

19. Furniture committee :

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

20. Purchasing Committee:

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

21. Accounts & Office work committee :

Sl.	Name of teacher	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	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.	Smt. Pallabi Ghoshal PGT (Eng.)	
3.	Sh. N.K. Gupta TGT (Hindi)	
4.	Sh. R.P Gupta PRT	

KENDRIYA VIDYALAYA KATI HAR

Vidyalaya Committees for the Session 2021-22

23.Rajbhasha Committee:

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

24.T.C Preparation & Uploading on website:

Sl.	Name of teacher	Duties
1.	Sh. Kumar Anand ASO	1. Preparation of T.C as per KVS guidelines. 2. Uploading and updation of Transfer Certificate on Vidyalaya website.
2.	Sh. Aditya Aurange PGT(CS)	
3.	Sh. Kuldeep Gautam PRT	
4.	Sh. Mahesh Pandit	

25.Website Maintenance Committee:

Sl.	Name of teacher	Duties
1.	Sh. Aditya Aurange 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)	
3.	Miss. Shivani Giri PGT(Bio)	
4.	Sh. Kuldeep Gautam PRT	

26.UBI Portal:

Sl.	Name of teacher	Duties
1.	Sh. Aditya Aurange 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.KumarAnand (ASO)	

27.Shaala Darpan:

Sl.	Name of teacher	Duties
1.	Sh. Kishore Kumar TGT(Maths)	Ensure promotion and other updates in the Shaala Darpan software as per KVS guidelines.
2.	Sh. M.D Kapri (Lib.)	
3.	Sh. Roushan Kumar PRT	
4.	Sh. Kuldeep Gautam PRT	

KENDRIYA VIDYALAYA KATI HAR

Vidyalaya Committees for the Session 2021-22

28.A.E. P Committee :

Sl.	Name of teacher	Duties
1.	Smt. Kiran Kumari I/C (Girls)	1.Adolescent education, problems and its solutions. 2.Amangements of Guest lectures time to time as per KVS guidelines.
2.	Sh. B.L. Yadav I/C (Boys)	
3.	Sh. Upendra Kumar TGT(Hindi)	
4.	Smt. Rajani Kumari TGT(SST)	

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

Sl.	Name of teacher	Duties
1.	Miss. Shivani Giri PGT(Bio)	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.	Miss. Pallabi Ghoshal PGT(Eng)	
3.	Smt. Sazia Nazish PRT	
5.	Sh. Deepak Kumar PGT(Comm)	
6.	Sh. R.P. Gupta PRT	

30.Guidance and Counselling Services Committee :

Sl.	Name of teacher	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.	Smt. Pallabi Ghoshal PGT (Eng.)	
4.	Sh. Kishore Kumar TGT(Maths)	
7.	Smt. Sazia Nazish PRT	
8	Smt. Moni Kumari PRT	

31.First Aid:

Sl.	Name of teacher	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.	Smt. Rekha Sharma TGT(Science)	
3.	Doctor	
4.	Nurse	

KENDRIYA VIDYALAYA KATI HAR

Vidyalaya Committees for the Session 2021-22

32.Safety & Security :

Sl.	Name of teacher	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.
3.	Sh. G.P. Sah TGT (Sanskrit)	
4.	Sh.Kamal Shandilya TGT(WE)	

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

Sl.	Name of teacher	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. G.P. Sah TGT(Sans)	
3.	Sh. R.P. Gupta PRT	
4.	Sh. A.K.Singh PRT	
5.	Sh. Roushan Kumar PRT	

34.CCTV Maintenance:

Sl.	Name of teacher	Duties
1.	Sh. Aditya Aurange PGT(CS)	To monitor the CCTV footage time to time and its maintenance.
2.	Smt. Shivani Giri PGT(Bio)	
3.	Sh. Manoj Kumar PRT	
4.	Sh. Kuldeep Gautam PRT	

35.Photography Committee :

Sl.	Name of teacher	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. B.L Yadav TGT (Eng)	
3.	Sh. S.N Yadav	
4.	Sh. Kunal Mitra TGT(Art Edu)	

36. Press & Publicity Committee:

Sl.	Name of teacher	Duties
1.	Sh. G.P Sah I/C	1.Release press note or report of School Programme. 2.Uploading in Vidyalayas website.
2.	Sh. R.P. Gupta PRT	
3.	Sh. S.N Yadav	

KENDRIYA VIDYALAYA KATI HAR

Vidyalaya Committees for the Session 2021-22

37. RTI and Public Grievance Co mmittee :

Sl.	Name of Teacher	Duties
1	Sh. Kumar Anand ASO	1. Disposal of RTI & public Grievances as per vidyalayas record
2	Sh. P.K Jha PGT(Eng)	

38. Residential accommodation of staff Committee :

Sl.	Name of teacher	Duties
1.	Sh. Rajev kr 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. S.P Mandal TGT(Hindi)	
4.	Smt. Sazia Nazish PRT	
5.	Sh. Raju Kumar SSA	

39. School Magazine Committee :

Sl.	Name of teacher	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.	Smt. Pallabi Ghoshal PGT(Eng)	
3.	Sh. Upendra Kumar TGT(Hindi)	
4.	Sh. G.P Sah TGT(Sanskrit)	
5.	Sh. R.P Gupta PRT	
6.	Smt. Lavisha Tayal PRT	
7.	Sh. Kulddep Gautam PRT	

40. Drinking Water & Operation of RO Plant Committee :

Sl.	Name of teacher	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)	

KENDRIYA VIDYALAYA KATI HAR

Vidyalaya Committees for the Session 2021-22

41. Safety Advisory Committee:

Sl.	Name of teacher	Duties
1.	Sh. AS 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. Kiran Kumari PGT(Hist)	
4.	Smt. Shruti Smriti (TGT SST)	
5.	Sh M.D Kapri (Librarian)	
6.	Sh. R.P Gupta (PRT)	
7.	Smt. Shalini Kandwal (PRT)	

42. NCC Committee:

Sl.	Name of teacher	Duties
1.	Sh. G.P Sah (I/C)	1. As per KVS & NCC Guidelines.
2.	Sh. Kamal Shandilya TGT(WE)	
3.	Sh. R.P Gupta	

43. Scout & Guide :

Sl.	Name of teacher	Duties
1.	Sh. M.D Kapri (I/C)	1. As per KVS Guidelines.
2.	Sh. G.P Sah	
3.	Smt. Shruti Smriti	
4.	Smt. Lavisha Tayal	

44. Cub & Bulbul :

Sl.	Name of teacher	Duties
1.	Sh. R.P Gupta (I/C)	1. As per KVS Guidelines.
2.	Sh. S.P Mandal	
3.	Smt. Kamini Kumari	
4.	Smt. Moni Kumari	
5.	Smt. Umme Salma	

45. ACP Committee :

Sl.	Name of teacher	Duties
1.	Sh. N.K Gupta (I/C)	1. Completion of 16 Modules to students by the teachers.
2.	Sh. B.L Yadav	
3.	Sh. Navnit Kumar	
4.	Sh. Shailendra Kumar	