

31. First Aid:

Sl.	Name of teacher	Signature	Duties
1.	Smt. Priya Kumari TGT (Science)		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.A. Gupta TGT (Hindi)		
3.	Doctor		
4.	Nurse		

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. P.K. Awasthi TGT (P&HE)		
3.	Sh. G.P. Sah TGT (Sanskrit)		
4.	Sh. Kamal Sandhya TGT (WEL)		

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

Sl.	Name of teacher	Signature	Duties
1.	Sh. Kamal Sandhya TGT (WEL)		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 (Sanskrit)		
3.	Sh. R.P. Gupta PGT		
4.	Sh. A.K. Singh PGT		
5.			
6.			

34. CCTV Maintenance:

Sl.	Name of teacher	Signature	Duties
1.	Aditya Aarange PGT (Com.Sci)		To monitor the CCTV footage time to time and its maintenance.
2.	Miss. Shivani Gari		
3.	Sh. Deepak Kumar PGT		
4.	Sh. Manoj Kumar PGT		

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 developed of different occasions and display at different corners.
2.	Sh. B.L. Yadav TGT (English)		
	Sh. P.K. Awasthi TGT (P.T)		
3.	Sh. Kamal Mitra TGT (Art Edu)		

36. Press & Publicity Committee:

Sl.	Name of teacher	Signature	Duties
1.	Sh. G.P. Sah IC		1. Release press note or report of School Programme. 2. Uploading in Vidyalaya's website.
2.	Sh. R.P. Gupta PGT		
3.	Sh. Abhay Kumar JSA		

14. Water & Sanitation Committee :

Sl.	Name of teacher	Signature	Duties
1.	Sh. Rajees Kumar Ranjan PGT (Chem)		1. Ensure Water facilities in the Vidyalyaya and its maintenance. 2. Cleanliness of water point.
2.	Sh. Kamal Sandilya TGT / WE		
3.	Sh. Deepak Kumar PGT (Comm)		
4.	Sh. N.K. Gupta TGT (Hindi)		
5.	Sh. B.L. Yadav TGT (Eng)		
6.	Sh. S.P. Mandal TGT (Hindi)		
7.	Smt. Umea Salma PRT		

15. Beautification Committee :

Sl.	Name of teacher	Signature	Duties
1.	Miss. Shvami 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. Arrangement of plants or Saplings to offer Chief Guest at different occasions as per KVS norms.
2.	Mr. Kunal Mitra TGT (Art)		
3.	Mr. B.P. Singh TGT (Sci)		
4.	Smt. Priti Kumari TGT (Sci)		
5.	Smt. R.P. Gupta, PGT		
6.	Smt. Kamini Kumari PRT		
7.	Smt. Antara Chaturboroty PRT (Music)		
	Sh. Mahesh Pandit Sub-Staff		

16. Excursion Committee:

Sl.	Name of teacher	Signature	Duties
1.	Smt. Kiran Kumari		1. Preparation and Organisation of Excursion programme as Per KVS norms.
2.	Sh. Rajiv Kr. Ranjan PGT (Chem.)		
3.	Sh. B.L. Yadav TGT (Eng.)		
4.	Smt. Rajani Kumari TGT (SST)		
5.	Sh. R.P. Gupta PRT IC (Primary)		
6.	Smt. Lavisha Tayal PRT		

17. CMP Committee:

Sl.	Name of teacher	Signature	Duties
1.	Sh. R.P. Gupta IC		Looking after and execution of Common Minimum Program as per the KVS guidelines.
2.	Smt. Sazia Nazish PRT		
3.	Smt. Lavisha Tayal PRT		
4.	Sh. Manoj Kumar PRT		

18. News Letter:

Sl.	Name of Teacher	Signature	Duties
1.	Smt. Sazia Nazish PRT		Ensure publishing of quarterly News letter choosing a particular theme as per KVS guidelines.
2.	Smt. Lavisha Tayal PRT		
3.	Sh. Manoj Kumar PRT		

19. Furniture committee :

Sl.	Name of teacher	Signature	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		

10. Academic Committee :

Sl.	Name of teacher	Signature	Duties
1.	Smt. Shyamala PGT (Hindi)		Making Vidyalaya Plan, Supervision of Academic work in all fields. Subject/Syllabus coverage Subject committee meeting. Other relevant work as per KVS norms.
2.	Dr. S. N. Singh PGT(Eco)		
3.	Sh. K. D. Bhagat PGT(Maths)		
4.	Sh. P.K. Jha PGT(Eng)		
5.	Sh. A.K. Choudhary PGT(Phy)		
6.	Smt. Kiran Kumari PGT(His)		
7.	Sh.R.P. Gupta PGT.		
8.	Sh. B.L. Yadav TGT(Eng)		

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, organising extra classes, keeping records as per KVS guidelines.
2.	Sh. Kishore Kumar TGT (Maths)		
3	Sh. Sashi Bhushan TGT (SS)		
4	Smt. Sazia Nazish PGT IC (Primary)		
5.	Sh. Roushan Kumar PGT		
5.			

12. Discipline Committee :

Sl.	Name of teacher	Signature	Duties
1.	Dr. S. N. Singh PGT (Eco) I/C		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/CBSE guideline and as per code of conduct for students.
2.	Sh. A. K. Choudhary PGT (Phy)		
3.	Smt. Sanju Kumari PGT (Chem.)		
4.	Sh. P.K. Awasthi TGT (P&HE)		
5.	Sh. M. Kapsi (Librarian)		
6.	Sh. R.P. Gupta		
7.	Sh. Manoj Kumar		
8.	Mr. Roushan Kumar		
9.	Sh. A.K. Singh PGT		
10.			
11.			

13. Cleanliness Committee:

Sl.	Name of teacher	Signature	Duties
1.	Smt. Sanju Kumari 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 (Maths.)		
4.	Sh. K.N. Mandal TGT (Math)		
5.	Smt. Priti Kumari TGT (Sci)		
6.	Sh. G.P. Sahu TGT (Sanskrit)		
7.	Smt. Moni Kumari (PGT)		
8.	Smt. Kamini Kumari (PGT)		
9.	Sh. Krishna Routh (Sub- Staff)		
10.	Smt. Pooja Devi (Sub- Staff)		

00 Primary:

Sr.	House	Colour	House Master	Associate House Master	Signature
1	Tagore	Green	Sh. A.K. Singh	Sh. Roushan Kumar	
2	Abdul Kalam	Yellow	Smt. Moni Kumari	Smt. Umme Salma	
3	Raman	Red	Smt. Sazia Nazish	Sh. Manoj Kumar	
4	Mother Teresa	Blue	Smt. Kamini Kumari	Sh. S.S. Mishra / Sh. R.P. Gupta	

1. Master
2. Associate
3. School
4. Student
5. Other re
work as per
norms.

5. Club Activity (Science):

Sr.	Name of teacher	Signature	Duties
1.	Sh. A.K. Chaudhary PGT (Phy)		1. Planning and preparation of annual calendar of club activity and its execution. 2. Record keeping.
2.	Smt. Sanju Kumari PGT (Chem)		
3.	Miss. Shivani Giri PGT (Bio)		
4.	Smt. Preeti Kumari TGT (Sci)		

6. Club Activity (Maths):

Sr.	Name of teacher	Signature	Duties
1.	Sh. K.D. Bhagat PGT (Maths)		1. Planning and preparation of annual calendar of club activity and its execution. 2. Record keeping.
2.	Sh. K.N. Mandul TGT (Maths)		
3.	Sh. Kishore Kumar TGT (Maths)		
4.	Sh. Shubendra Kumar TGT (Maths)		

7. Club Activity (Language):

Sr.	Name of teacher	Signature	Duties
1.	Sh. P.K. Jha PGT (Eng)		1. Planning and preparation of annual calendar of club activity and its execution. 2. Record keeping.
2.	Sh. B.L. Yadav TGT (Eng)		
3.	Sh. Upendra Kumar TGT (Hindi)		
4.	Sh. N.K. Gupta TGT (Hindi)		


8. Club Activity (Nature):

Sr.	Name of teacher	Signature	Duties
1.	Miss. Shivani Giri PGT (Bio)		1. Planning and preparation of annual calendar of club activity and its execution. 2. Record keeping.
2.	Smt. Preeti Kumari TGT (Sci)		
3.	Sh. B.P. Singh TGT (Sci)		
4.	Sh. M.D. Kapri (Lib.)		

9. Teaching Aid Committee:

Sr.	Name of teacher	Signature	Duties
1.	Sh. S.N. Singh PGT (Eco)		1. Ensure proper utilization of resources available in the Vidyalyaya 2. Purchasing of Teaching Aid as per the Requirement of teachers by following Purchasing procedure as per KVS norms.
2.	Smt. Rajani Kumari TGT (Sst.)		

20. Purchasing Committee:



Sr.	Name of teacher	Signature	Duties
1.	Sh.K.D.Bhagat PGT(Maths)		1.Purchasing of articles as per the Vidyalaya need by following Purchasing procedure as per the KVS norms.
2.	Miss.Shyani Giri PGT(Bio)		
3.	Sh.Kamal Nandiyra TGT(SL/PW)		
4.	Sh. N.K. Gupta TGT (Hindi)		
5.	Sh.Shailendra Kumar TGT (Math)		

** Other teachers may be engaged as per the needs of the Vidyalaya.



21. Accounts & Office work committee :

Sr.	Name of teacher	Signature	Duties
1.	Sh. Deepak Kumar PGT(Comm)		Helps to prepare budget as per KVS guidelines and assist in office.
2.	Sh. M. D. Kaper TGT(Lb)		
3.	Sh. Kishore Kumar TGT(Math)		


22. Office Correspondences- Drafting:

Sr.	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.	Miss. Palavi Ghoshal PGT(Eng.)		
3.	Sh. N.K. Gupta TGT (Hindi)		
4.	Sh. R.P. Gupta .		


23. Rajbhasha Committee:

Sr.	Name of teacher	Signature	Duties
1.	Smt. Shyam lata PGT (Hindi) LC		Execution of the policy of the Govt. of India at Vidyalaya level and policies of KVS.
2.	Sh. N.K. Gupta TGT(Hin)		
3.	Sh. Kumar Anand ASO		
4.	Sh. Abhay Kumar JA		
5.	Sh. Mahesh Pandit Sub-Staff		

24.T.C Preparation & Uploading on website:

Sr.	Name of teacher	Signature	Duties
1.	Sh. Abhay Kumar , JA		1.Preparation of TC as per KVS guidelines, 2.Uploading and updation of Transfer Certificate on Vidyalaya website.
2.	Sh. Kumar Anand ,ASO		
3.	Aditya Aurange PGT (Com.Sci)		

25.Website Maintenance Committee:

Sr.	Name of teacher	Signature	Duties
1.	Sh. Aditya Aurange PGT (Com.Sci)		Uploading & Updation Photographs,Vidyalaya Activity Plan,notices,publicity and all other relevant matter as per KVS norms.
2.	Sh.Rajiv Kumar Ranjan PGT (Chem.)		
3.	Miss. Shiyani Giri PGT(Bio)		
4.	Sh. Abhay Kumar JA		

Kendriya Vidyalaya Katihar

Vidyalaya Committees for the Session 2019-20

For the smooth functioning of the Vidyalaya, committees are re-constituted as per local need and guideline of the KVS. w.e.f. 01-04-2019

1. Admission Committee :

Sr.	Name of teacher	Signature	Duties
1	Sh. AK Chaudhary, PGT (Phy.)		Complete admission process as per KVS guidelines for fresh and KV's TC
2	Sh. AN Upadhyaya, PGT (Geo)		
3	Sh. Aditya Aurang, PGT (CS.)		
4	Sh. Manoj Kumar (PRT)		
5	Sh. M. Kapri (Librarian)		

2. Examination Committee :

Sr.	Name of teacher	Signature	Duties
1	Sh. S.N. Singh PGT (Eco) / C CBSE		1. Conducting smoothly exam in the Vidyalaya Home & External 2. Preparation of question paper and moderation 3. Preparation of result register and report card. 4. Keeping exam records 5. Registration in class IX and XI and filling forms. 6. Implementation of exam guidelines issued by KVS/CBSE
2	Sh. PK Jha PGT (Eng.) / C Home Exam		
3	Sh. K.D. Bhugat PGT (Maths) / C External Exam		
4	Miss. Shivani Giri PGT (Hlo)		
5	Sh. R.P. Gupta Co. JC Primary	<i>[Signature]</i>	
6	Sh. AK Singh PRT	<i>[Signature]</i>	
7	Sh. Manoj Kumar PRT		
8			

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

Sr.	Name of teacher	Signature	Duties
1.	Smt. Shyamlatra PGT (Hindi) Co-ordinator (Secondary)	<i>[Signature]</i>	1. Morning assembly and student council 2. Organise CCA activities. 3. Publication of wall magazine, school magazine and School Diary. 4. Keep records. 5. Other relevant work as per KVS norms
2.	Miss. Pallavi Ghoshal PGT (English) Co-ordinator (Secondary)		
3.	Sh. N.K. Gupta TGT (Hindi) Joint Co-ordinator	<i>[Signature]</i>	
4.	Smt. Lavisha Tayal PRT Co-ordinator (Primary)	<i>[Signature]</i>	
5.	Smt. Antara Chakrabarti, Joint Co-ordinator (Primary)	<i>[Signature]</i>	

4. House Master Committee: (i) Secondary;

Sr.	House	Color	House Master	Associate House Master	Signature	Duties
1	Tugore	Green	Sh. Rajiv Kr. Ranjan	Sh. B.L. Yadav Sh. B.P. Singh Sh. M.D. Kapri		1. To organise 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. A.S. Upadhyay Sh. K.N. Mandal Smt. Rajani Kri	<i>[Signature]</i>	
3.	Raman	Red	Miss. Shivani Giri	Sh. Upendra Kumar Sh. Shashi Bhushan Shashi Sh. Shailendra Kumar	<i>[Signature]</i>	
4	Mother Teresa	Blue	Sh. Deepak Kumar	Sh. G.P. Sah Smt. Priti Kumari Sh. S.P. Mandal	<i>[Signature]</i>	

37. RTI and Public Grievance Committee :

Sl.	Name of Teacher	Signature	Duties
1	Sh. Kumar Anand ASO		1. Disposal of RTI and Public Grievances as per Vidyalaya's record.
2	Sh. A.K. Choudhary PGT(Phy)		

38. Residential accommodation of staff committee :

Sl.	Name of Teacher	Signature	Duties
1	Sh. Rajiv 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. Sunita Nazish PGT		
5	Sh. Abhay Kumar JA		
6			

39. School Magazine Committee :

Sl.	Name of Teacher	Signature	Duties
1	Sh. Sreyam Jata PGT (Hindi)		1. Collection & Scrutiny of materials from students & Staff members. 2. Timely printing of school magazine.
2	Sh. Upendra Kumar TGT (Hindi)		
3	Sh. P.K. Jha PGT (Eng.)		
4	Mrs. Pallavi Ghoshal PGT (Eng.)		
5	Sh. G.P. Sah TGT (Sanskrit)		
6	Sh. R.P. Gupta PGT		
7	Smt. Lavisha Taysi PGT		

40. Drinking Water & Operation of RO Plant :

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 Sandhya TGT WE		
3.	Sh. Mahesh Pandit Sub-Staff		
4.	Sh. Krishna Bhanu Sub-Staff		

26. UBI Portal:

Sl	Name of teacher	Signature	Duties
1.	Sh. Aditya Aarange PGT (Com.Sci)		Verification of data , keep updates of UBI portal as per KVS guidelines and assistance to the class teachers.
2.	Sh. Rajiv Kumar Ranjan PGT (Chem)		
2.	Sh.KumarAnand (ASO)		

27. Shaala Darpan:

Sl	Name of teacher	Signature	Duties
1.	Sh. M.D. Kapri Lib. IC		Ensure promotion and other updates in the Shaala Darpan software as per KVS guidelines.
2.	Sh. Roushan Kumar PRT		

28. A.E. P Committee :

Sl	Name of teacher	Signature	Duties
1.	Smt. Kiran Kumari IC (Girls)		1. Adolescent education, problems and its solutions. 2. Arrangements of Guest lectures time to time as per KVS guidelines.
2.	Sh. H.L. Yadav IC (Boys)		
3.	Sh. Upendra Kumar TGT(Hindi)		
4.	Smt. Rajani Kumari TGT(S.St)		
5.			

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

Sl.	Name of teacher	Signature	Duties
1.	Smt. Shyam Lata PGT (Hindi)		1. To develop mechanism against any type of exploitation and act as per KVS norm. 2. Awareness amongst the teachers and students about PCCSO Act.
2.	Miss. Shivani Giri PGT(Bio)		
3.	Sh. Deepak Kumar PGT(Comm)		
4.	Sh.R.P. Gupta PRT.		
5.	Smt. Sazia Nazki PRT		
6.	Smt. Moni Kumari PRT		
7.			

30. Guidance and Counselling Services Committee :

Sl	Name of teacher	Signature	Duties
1.	Sh. K.D. Bhugat PGT(Maths)		1. Organise Counselling service in the Vidyalaya. 2. Maintain Counselling corner. 3. Organise guest lectures of experts by following KVS guidelines.
2.	Sh. P.K. Jha PGT (Eng)		
3.	Miss. Palvi Ghoshal PGT (Eng.)		
4.	Sh. Kishore Kumar TGT(Math)		
5.	Smt. Sazia Nazki PRT		
6.	Smt. Moni Kumari PRT		
7.			
8.			