

केन्द्रीय विद्यालय नं.1 कंकड़बाग (द्वितीय पाली)

पटना 800020



COMMITTEES FOR SESSION (2022-23)

Website: <https://no1patna.kvs.ac.in>

केन्द्रीय विद्यालय न०.१, कंकड़बाग (द्वितीय पाली)

शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय )

पता :- लोहिया नगर, कंकड़बाग

पटना 800020 (बिहार)

Email-ID: [Kvk1dotpatna@yahoo.co.in](mailto:Kvk1dotpatna@yahoo.co.in)

Tel. No.- 0612-2352488(Off)

KENDRIYA VIDYALAYA NO.1, KANKARBAGH

(SECOND SHIFT)

(An Autonomous body under Ministry of Education Govt. of India)

P.O:- LOHIA NAGAR, KANKARBAGH

PATNA-800020 (BIHAR)

SCHOOL NO- 69006

CBSE AFF. - 300003

## ACADEMIC COMMITTEE (2022-23)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya during the year 2022-23. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in - charges or in absence of in - charges any member of the committee. In absence of the in - charge, the next senior member of the committee will automatically be in - charge and so on but all the members will be equally responsible. In - charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

### 1. ACADEMIC AND ADMINISTRATIVE SUPPORT(SECONDARY):-

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. M K Singh	PRINCIPAL		
2.	Dr. Jay Kumar Jha	VICE PRINCIPAL	Academic In charge	
3.	Smt. Manju Sinha	PGT(Hindi)	Member	
4.	Sh. Dilip Kumar Das	PGT(Chemistry)	Member	
5.	Smt. Rashmi Bala	PGT(Chemistry)	Member	
6.	Dr. Indrajit Kumar	PGT(Computer Science)	Member	

### ACADEMIC AND ADMINISTRATIVE SUPPORT (PRIMARY) :-

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. M K Singh	PRINCIPAL		
2.	Dr. Jay Kumar Jha	VICE PRINCIPAL		
3.	Sh. Kaleddeen Kaushal	HEAD MASTER	Academic In charge	
4.	Smt. Mridula Kumari	PRT	Member	
5.	Sh. H Tarun	PRT	Member	

### Duties:-

- The committee will assist the Principal in day to day administrative matters.
- The committee shall go through the circulars received from KVS RO Patnai and KVS HQ New Delhi and will devise the method for implementation in the direction of Principal and Vice Principal.
- Verification of students' attendance registers to ensure the collection of fees from all the students.
- The committee further verifies the entries of fees particulars in the students attendance register. Any discrepancy observed must be brought to the notice of the Principal immediately.
- To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN), Audit- Internal and A.G.
- Any other work assigned by the principal in day to day administrative matter.
- To ensure the attendance register, teacher's diary and daily diary are maintained as per norms.
- To inform the Principal about the lapses in curricular and co-curricular activities and deviation from the decisions of the subject committee.

(Sh. M K Singh)

Principal

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SCHOOL NO. 69006  
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शिक्षा मंत्रालय  
भारत सरकार

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## ADMISSION COMMITTEE FOR THE SESSION 2022-23

The following committee is hereby constituted for smooth and effective functioning of the admission process in the Vidyalaya during the year 2022-23. As such all the members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in - charges or in absence of in - charges any member of the committee. In absence of the in - charge the next senior member of the committee will automatically will be the in - charge and so on but all the members will be equally responsible. In - charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibilities.

### 2. ADMISSION:-

S.NO	NAME	DESIGNATION	MEMBER	Signature
S.NO	NAME	DESIGNATION	MEMBER	
1	SH.D.K DAS	PGT (CHEMISTRY)	I/C	
2	SH. INDRAJIT KUMAR	PGT (COMPUTER SCIENCE)	MEMBER	
3	Sh. KALEDEEN KAUSHAL	HM	MEMBER	
4	Sh. PANNA LAL	LIBRARIAN	MEMBER	
5	MS ANJU	PRT	MEMBER	
6	SH. RAKESH JHA	PRT	MEMBER	
7	SH. P. KUMAR	PRT	MEMBER	
8	SH. H. TARUN	PRT	MEMBER	
9.	SH. VIJAY KULLU	SUB STAFF	MEMBER	

### Duties:-

- Distribution of forms and registration for admission as per the schedule issued by KVS.
- Scrutiny of registration forms as per the extant admission guidelines of KVS.
- Preparation of provisional list of selected candidates for all the classes.
- To administer the admission test (wherever required) and preparation of merit list as per the admission guidelines of KVS.
- To take the approval of VEC before the release of the merit list.
- Maintenance of admission registers.
- Admission of candidates based on KV TC as per KVS norms.
- Admissions as per RTE Act.
- Maintenance of admission records as per KVS guidelines in the prescribed proforma.
- Details of admission (Provisional Admission list) for proper uploading on the website.
- Ensure compliance of Covid-19 appropriate protocols during admission process.
- To follow the admission guidelines scrupulously and any discrepancy in admission lists to be brought to the notice of Principal immediately.

(Sh. M K Singh)

Principal

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## EXAMINATION COMMITTEE FOR THE SESSION 2022-23

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### 3. EXAMINATIONS (Internal) and CCE/All the internal Examination/Pre Boards/SLATE/:

#### A - SECONDARY (Internal)

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Dr. N K Pandey	PGT(Physics)	I/C	
2.	Sh. Sanjay Kumar	PGT(Economics)	Member	
3.	Ms. Divya Jolly	PGT(Comm)	Member	
4.	Sh. Sanjay Kumar	TGT(English)	Member	
5.	Sh. Vikash Kumar Gupta	TGT(S.St)	Member	
6.	Smt Arti Kumari	TGT(Science)	Member	
7.	Sh. Prem Dutt Pandey	TGT(Hindi)	Member	
8.	Sh. Suraj Kumar	TGT(Maths)	Member	
9.	Sh. M B Chaurasiya	Sub staff	Member	

#### B - CBSE

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Mrs. Reema Gupta	PGT(Bio Tech)	I/C	
2.	Smt. Rashmi Bala	PGT(Chemistry)	Member	
3.	Mr. Manoj Kumar	PGT(Comp. Sci)	Member	
4.	Dr. Indrajit Kumar	PGT(Computer Science)	Member	
5.	Mr. R K Singh	PGT(Physics)	Member	
6.	Mr. BB Sahni	TGT(Science)	Member	
7.	Smt. Sumita Kiran	TGT(Science)	Member	
8.	Sh.Prem Sagar Pandit	TGT(English)	Member	
9.	Sh. Panna Lal	Librarian	Member	
10.	Sh. Atul Prakash	TGT(S.St)	Member	
11.	Sh. Vijay Kullu	Sub staff	Member	

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### C- Primary (Examination)

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. P Kumar	PRT	I/C	
2.	Sh. D Ojha	PRT	Member	
3.	Sh. H Tarun	PRT	Member	
4.	Ms. Anju	PRT	Member	

### D-Olympiad/JMO/KVPY/NTSE/AIPT/TERI/Other Competitive Exams-

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Arun Bhartiya	PGT(Bio)	I/C	
2.	Sh. Arun Kumar	PGT(Physics)	Member	
3.	Sh. Pramod Kumar	TGT(AE)	Member	
4.	Sh.Prem Sagar Pandit	TGT(English)	Member	
5.	Ms Kriti Prakash	PRT	Member	
6.	Ms. Anju	PRT	Member	

### Duties:-

- To prepare an action plan for conducting cyclic test for Class I & II, monthly test for classes III to V, VI to X and XI, XII and other classes.to conduct Periodic Assessments, Half Yearly and Session ending Examinations. SLATE and Back to Basic implementation.
- To collect and check the question papers along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.
- To procure the result register, progress reports, certificate of school based evaluation and other stationery well in advance by giving requisition to the Principal well in advance.
- To conduct the tests as per guidelines of CBSE/KVS.
- Declaration of results as per the KVS schedule.
- To maintain and place all the records pertaining to examination before the member of panel inspection team.
- To issue the notices, circulars of the examinations to the staff from time to time.
- To visit KVS HQ New Delhi, Regional Office Patna and CBSE websites regularly for the examination notices, circulars.
- To discuss and submit the report, circulars with the Principal from time to time and to take action and follow up regularly.
- To update examination details on website regularly.
- To maintain the sanctity of the examinations.
- To monitor the completion of syllabus and preparation of the students for examination and maintenance of records. Plan of remedial Classes, Classes during autumn/winter break.
- CBSE Registration of Students of Class IX, X, XI, XII. Filling up of Board Examination forms.
- Issue of Marks sheet, Certificates and registration Cards to the students.
- Maintaining the separate CBSE file containing all the letters sent to CBSE and other examination bodies and keep the circulars in guard file.
- Conducting competitions/expression series organized by CBSE from Time to time.

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- q) Issue of notice/Circulars/orders/dissemination of rules of Examination by laws of CBSE. Affiliation issues an addition of new subjects.
- r) Making aware the students about KVPY, Olympiads, TERI Green Tests, NTSE, JMO and motivate them to participate in such events.
- s) Any other work assigned by the Principal/Vice Principal.

  
(Sh. M K Singh)  
Principal

## TIME TABLE COMMITTEE FOR THE SESSION 2022-23

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya during year 2022-23. As such all the members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in - charges or in absence of in - charges any member of the committee. In absence of the in - charge the next senior member of the committee will automatically will be the in - charge and so on but all the members will be equally responsible. In - charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

### TIME TABLE AND ARRANGEMENT:

#### A-SECONDARY

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. S K Dubey	PGT(Math)	I/C	
2.	Sh. Sanjay Kumar	PGT(Eco)	Member	
3.	Sh. CP Singh	TGT(Math)	Member	
4.	Sh. Birenda Prasad	TGT(Math)	Member	
5.	Sh. Panna Lal	Librarian	Member	
6	Sh Ram Bharosh Mandal	Sub staff	Member	

#### B-PRIMARY

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Subhas Pandey	PRT	I/C	
2	Sh. S Mansuri	PRT	Member	
3.	Miss Anju	PRT	Member	
4.	Smf, Shivani Shandilya	PRT	Member	

#### Duties:-

- To prepare the class time table and teachers time table as per KVS norms.
- To prepare the special time table for remedial classes after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS.
- To prepare the special time table for remedial teaching (slow learners in all classes).
- To make and distribute the arrangement work to the teachers.
- To display copy of arrangement work in the notice board.
- verification of part time teachers' salary statements and to affix their signature as a token of verification of presence of the part time contractual teachers.
- To maintain the arrangement register.
- To monitor and maintain the records of unattended class by the teachers who have regular or arrangement periods in the Class.
- To check the clashes if any in the time table.
- Preparation of vacancy position/Staff Strength /Proposal for requirement of new section etc.
- Any other work assigned by the Principal/Vice Principal.

(Sh. M K Singh)  
Principal

**FURNITURE COMMITTEE FOR THE SESSION 2022-23**

The following committee is hereby constituted for smooth and effective arrangements of furniture for all the students and staff members of the Vidyalaya. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in - charges or in absence of in - charges an member of the committee. In absence of the in - charge the next senior member of the committee will automatically will be the in - charge and so on but all the members will be equally responsible. In - charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

**FURNITURE:**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Vikash Kumar Gupta	TGT(S.S)	I/C	
2.	Sh. Suggan Kumar	TGT(S.S)	Member	
3.	Smt. Rekha Kumari	TGT(WE)	Member	
4.	Sh. Pramod Kumar Rajak	TGT(AE)	Member	
5.	Sh. H Tarun	PRT	Member	
6.	Sh. Anil Kumar Saw	PRT	Member	
7.	Sh. Upendra Chaudhary	Sub staff	Member	

**Duties:-**

- To maintain the record of room wise/dept. wise distribution of furniture.
- To take initiative to see that the broken furniture is repaired regularly.
- To Prepare the list of broken furniture which are to be condemned.
- To see that the school furniture is re-placed in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence day or any other function).
- To see any shortages, deficiency of furniture and report to the Principal.
- To ensure regularly that no furniture is lying in the corridors or in the open space.
- To store and stock the broken or old furniture properly.
- To maintain the stock register.
- To see any shortages, deficiency of furniture and report to the Principal/Vice Principal/H.M. from time to time.

(Sh. M K Singh)  
 Principal

*M K Singh*



Website: <https://no1patna.kvs.ac.in>

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## CLEANLINESS COMMITTEES FOR THE SESSION 2022-23

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### 8. CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES (SWACHH BHARAT ABHIYAN)Water points, toilets, corridors:

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Arun Bharti	PGT(Biology)	I/C	
2.	Sh. K Pandit	PGT(Chemistry)	Member	
<b>Primary Section</b>				
<b>Main Building</b>				
1.	Sh. Anil Kumar Saw Sh. H Tarun Smt. Vinita Kumari	PRT	Member	
<b>Temporary Building</b>				
2.	Sh. Manjit Kumar Sh. Amarjit Dhull Ms. Madhumita Mitra	PRT	Member	
<b>Children Park Area</b>				
3.	Sh. S Mansuri Sh. Subhash Pandey Ms. Kriti Prakash	PRT	Member	
<b>Boys/Gents Toilet</b>				
4	Sh. H Tarun Sh. P Kumar	PRT	Member	
<b>Girls Toilet/Ladies Toilet</b>				
5	Smt. Shivani Shandilya Miss Deepika Gupta	PRT	Member	
<b>Secondary Section</b>				
<b>Main Block (Ground Floor)</b>				
	Smt. Madhulika Madhu Sh. Bibhash Kumar	TGT(Sanskrit)	Member	
<b>Main Block ( First Floor)</b>				
	Dr. Gyan Prakash	TGT(PHE)	Member	

Website: <https://bvslpatna.kvs.ac.in>

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	Smt. Rekha Kumari	TGT(WE)		
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### North Block ( First Floor)

Sh. Suggan Kumar	TGT(S.S)	Member	
Sh. Om Prakash Om	TGT(Hindi)		
Smt. Arti Kumari	TGT(Science)		

### South Block ( First Floor)

Sh. Arun Kumar	PGT(Physics)	Member	
Sh. Dharmendra Kumar	PGT(Hindi)		
Smt Divya Jolly	PGT(Comm)		

### South Block ( Ground Floor)

Smt. Rashmi Kumari	TGT(Science)	Member	
Smt. Sumita Kiran	TGT(Science)		
Sh. Prem Dutt Pandey	TGT(Hindi)		

### Play Ground

Dr. Gyan Prakash	TGT(PHE)	Member	
Sh. Om Prakash Om	TGT(Hindi)		
Smt. Rekha Kumari	TGT(WE)		

### Front Side of The Vidyalaya

Sh. Pramod Kumar Rajak	TGT(Art)	Member	
Smt Rashmi Bala	PGT(Chem)		
Smt Divya Jha	PRT		

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## Park Area between North and South block

Ms. Madhumita Mitra	PRT(Music)	Member	
Miss Nargis	PRT		
Sh. Manjeet Kumar	PRT		

### Duties:

- To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
- To ensure the provision of dustbins in all the class rooms.
- To appraise the Principal about the cleanliness of school building from time to time.
- To supervise the work of the people deployed under housekeeping.
- To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.
- To make arrangements for clearing the wild bushes and thorny plants that are growing in different parts of school campus.
- to ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
- In - charge can deligate the work wing - wise for efficient functioning and for fixing the responsibility.
- The In - charge and each of the member will be held responsible for the lapses and the deviations of the orders.

  
(Sh. M K Singh)  
Principal

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SCHOOL NO- 69006  
CBSE AFF. - 300003



## GARDENING AND BEAUTIFICATION COMMITTEE 2022-23

The following committee is hereby constituted for taking care of the garden of the Vidyalaya and ensuring the implementation of Harit Vidyalaya Plan during the year 2022-23. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

### GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Pramod Kumar Rajak	TGT(AE)		
2.	Smt. Rashmi Bala	PGT(Chemistry)		
3	Sh. Arun Bharati	PGT(Bio)		
.4.	Sh. Suggan Kumar	TGT(S.St)		
5.	Smt. Divya Jha	PRT		
6.	Miss Nargis	PRT		

#### Duties:

- To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.
- To procure ornamental plants and other fruit bearing plants in consultation with Principal.
- To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
- To procure fertilizers, manure, pesticides in consultation with Principal.
- Preparation of placards in different areas of garden.
- Numbering of tress and potted plants.
- Celebration of Vanamahostava in consultation with principal and forest deptt.
- To motivate the children for gardening and beautification.
- To develop medicinal plant garden/Herbal Garden in the campus.
- To Co-ordinate between the different departments to seek the co-operation for development of garden.
- To motivate and Guide the Children to bring and Plant a sapling on their birthday and own the plats by caring them.
- To display the quotations in the corridors and class rooms. To fix bulletin board in the class room for display of educational charts. To decorate the corridor and common areas with paintings photographs of National leaders, Scientists. To ensure the display of material in the bulletin boards.

(Sh. M K Singh)

Principal

Website: <https://no1patna.kvs.ac.in>  
केंद्रीय विद्यालय न०.1, कंकड़बाग (द्वितीय पाली)  
शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय )  
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पिन - 800020 (बिहार)

SCHOOL NO- 69006  
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Email-ID: [Kvk1dotpatna@yahoo.co.in](mailto:Kvk1dotpatna@yahoo.co.in)  
Tel. No.- 0612-2352488(Off)  
KENDRIYA VIDYALAYA NO.1, KANKARBAGH  
(SECOND SHIFT)  
(An Autonomous body under Ministry of Education  
Govt. of India)  
P.O:- LOHLA NAGAR, KANKARBAGH  
PATNA-800020 (BIHAR)

### COMMITTEES FOR THE SESSION 2022-23


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#### SCIENCE CLUB/ NATURE CLUB:

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. D K Das	PGT (Chemistry)	I/C	
2.	Smt Sumita Kiran	TGT(Science)	Member	
3	All Science & EVS teachers		Member	

#### Duties:-

- To Motivate the students to prepare the exhibits based on theme given by KVS.
- To organize Vidyalaya level Science exhibition as per the time schedule given by KVS.
- To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress.
- To inculcate scientific temper among the students by adopting activities based method in teaching learning process.
- To encourage the children to give online projects by using computers.
- Effective and optimum use of Labs and equipments.
- To encourage the students for experimentation and innovation.
- To organize talk/Film show on Science and to arrange for excursion.

  
(Sh. M K Singh)  
Principal

Website: <https://no1patna.kvs.ac.in>

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पता :- लोहिया नगर, कंकड़बाग

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### SOCIAL SCIENCE CLUB/Integrity CLUB:

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Sanjay Kumar	PGT(Economics)	I/C	
2.	Sh. Vikash Kumar Gupta	TGT(SSt)	Member	
3.	Sh. Prakash Kumar	TGT(SSt)	Member	
4.	All S.St & EVS teachers		Member	

### Duties:-

- To motivate children to prepare projects/model based on country/state allotted to the region .
- to encourage more and more children to participate in Vidyalaya Level/cluster level /Regional level and Nation level exhibition.
- To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- To encourage the students to submit online projects on the blog of KV New Bongaigaon.
- To ensure project based/Activity based teaching learning in all the classes.
- To collect the resource of Social Science material and use it in Class room transaction.
- To suggest the Principal the way and means to develop a hub of learning& knowledge.

(Sh. M K Singh))  
Principal

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### COMMITTEES FOR THE SESSION 2022-23

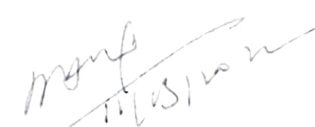
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#### YOUTH PARLIAMENT COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Suggan Kumar	TGT(S.St)	I/C	
2.	Sh. A K Mishra	TGT(English)	Member	
3.	Sh. Anupam Kumar Singh	TGT(Hindi)	Member	
4.	Dr. Bibhash Chandra	TGT(Sanskrit)	Member	
5.	Sh. Pramod Kumar	TGT(AE)	Member	
6.	Miss Madhumita Mitra	PRT(Music)	Member	

#### DUTIES-

- Preparation of Script for youth Parliament.
  - Selection of students for the youth parliament.
  - To prepare the students for the competition and practice for the youth parliament.
  - To make the necessary arrangement for participation in Regional Level youth parliament after thorough practice.
  - To observe the parliamentary procedure and to maintain discipline & decorum during participation and preparation.
  - Seating arrangements/P.A.System.
  - Dress
- It is the responsibility of the Incharge to complete the task and report the Principal. Responsibility will be fixed for any failure of achievement of target.

  
(Sh. M K Singh))  
Principal

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### COMMITTEE FOR THE SESSION 2022-23

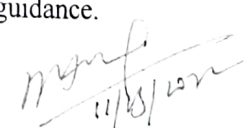
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#### MEDICAL CHECKUP & COUNSELLING:

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Arun Kumar Bhartiya	PGT (BIO)	I/C	
2.	Smt. Sumita Kiran	TGT(Science)	Member	
3.	Sh. Birendra Prasad	TGT(math)	Member	
4.	Sh. Upendra Chaudhary	Sub Staff	Member	
5.		Nurse on Contract	Member	
6.		Counsellor on Contract	Member	

#### Duties:

- To procure the required number of medical cards in the beginning of the academic session.
- To distribute the medical cards to the class teachers based on strength.
- To arrange the medical checkup twice in a year (in the month of July and January)
- To ensure the follow up action after the medical checkup.
- To facilitates the students to avail the services of Doctor, Nurse and Counselor.
- To recommend the course of action for effective and optimum utilization of the services of the Doctor, Nurse and counselor.
- To identify the students for counseling and grey area for counseling and guidance.
- To help for preparation of records and its verification.

  
(Sh. M K Singh)  
Principal



Website: <https://no1patna.kvs.ac.in>

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CBSE AFF. - 300003



### COMMITTEE FOR THE SESSION 2022-23

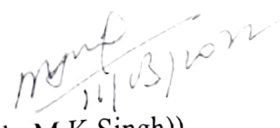
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#### SEXUAL HARRASMENT REDRESSAL COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt. Manju Sinha	PGT(Hindi)	I/C	
2	Smt. Rashmi Bala	PGT(chemistry)	Member	
3.	Smt. Rekha Kumari	TGT(WE)	Member	
4.	Smt.Mridula Kumari	PRT	Member	

#### Duties:-

- To train the students about the good touch and bad touch.
- To guide the students in group and in person whenever required.
- To monitor thoroughly to prevent the students from sexual harassment.
- To identify the cases of sexual harassment of students and bring it to the notice of Principal immediately.
- The committee will avail full power for investigation of any reported case of sexual harassment in consonance with the extant rules of Kendriya Vidyalaya Sangathan and Govt. of India and follow the guidelines issued by the different authorities from time to time.
- The committee will receive the complaint from the student and suggest the Principal course of action for redressal.
- The committee will take the help of doctor and counsellor wherever required.
- The committee members will update their knowledge of the rule and regulations.

  
(Sh. M K Singh))  
Principal

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## COMMITTEE FOR THE SESSION 2022-23

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### LIBRARY COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. M K Singh	Principal		
2.	Dr. Jay Kumar Jha	Vice Principal		
3	Sh. Panna Lal	Librarian	I/C	
4	Sh. D K Das	PGT(Chemistry)	Member	
5	Sh. R K Singh	PGT(English)	Member	
6	Smt Manju Sinha	PGT(Hindi)	Member	
7.	Sh. S K Dubey	PGT(Maths)	Member	
8.	Sh. Sanjay Kumar	PGT(Eco)	Member	
9.	Sh. Kaleden Kaushal	HM	Member	
10.		Student of Class 12	Student Member	

- The meeting of the committee will be held at least once in a month. The agenda points to be circulated well in advance.
- Committee will submit the list of books to be procured subject and prepare the list of standard books as per the need of the students and staff.
- To prepare the Plan for library and its implementation.
- To inculcate reading habits among the staff & children different activities to be undertaken by the library committee.
- To organize books exhibition on important occasions.
- It is the personal responsibility of the librarian to ensure the automation of the library.
- To develop the library as a digital library.
- To monitor the issue and return of the books and select the best reader among the students and teachers on certain parameters to be devised by the committee.
- To develop the library as knowledge hub.

(Sh. M K Singh)  
Principal

Website: <https://kolpatna.kvs.ac.in>

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SCHOOL NO- 890006  
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### DISCIPLINE COMMITTEE:-

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Gyan Prakash	TGT(PHE)	I/C	
2.	Smt. Rashmi Bala	PGT(Chem))	Member	
3.	Dr. Indrajit Kumar	PGT(Comp. Sci.)	Member	
4.	Dr. S K Chaudhary	PGT(English)	Member	
5.	Sh. Suggan Kumar	TGT(S.St)	Member	
6.	Sh. Vikash Kumar Gupta	TGT(S.St)	Member	
7.	Smt. Sunita Kiran	TGT(Science)	Member	
8.	Sh. P Kumar	PRT	Member	
9.	Smt. Shivani Shandilya	PRT	Member	

### Duties-

- To check personal turn of students during assembly. To check the late comers during morning assembly. To observe the behaviour of students inside and outside class room.
- To ensure provision of out pass in all classes and their utilization
- To initiate proper action as per KVS rule against undisciplined students.
- To check the girls and boys uniform daily.
- To check the bags once in a week.
- To confiscate the mobiles and other prohibited appliances.
- To take the regular meeting of student councils, prefect, monitors.
- To ensure discipline while movement of the students in Vidyalaya building.
- To refer the problematic cases to the counselor for diagnosis
- To inform the parents immediately about the indiscipline act of student. Checking of Diary.
- To monitor the attendance of the students and to bring the name of frequently absenting students in the notice of the Principal. To issue the notices of absent students with help of respective class teacher and to ensure the decrease of the number of absenting student.

(Sh. M K Singh))

Principal

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#### SUBJECT COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt. Manju Sinha	PGT(Hindi) & Convener	All the Teachers teaching Hindi in Secondary and Sr. Secondary Classes	
2.	Sh. D K Das	PGT(Chemistry) & Convener Science	All the teachers teaching the Science Subjects & Comp. Sci in Secondary, Sr.Secondary .	
2.	Sh. R K Singh	PGT(English) & Convener English	All the Teachers teaching English in Secondary and Sr. Secondary Classes	
3.	Sh. S K Dubey	PGT(Mathematics)& Convener Mathematics	All the Teachers teaching Mathematics in Secondary and Sr. Secondary Classes	
4.	Sh. Sanjay Kumar	PGT(Economics) & Convener	All the Teachers teaching Commerce,Economics,S.St. in Secondary and Sr. Secondary Classes	
5.	Smt. Rekha Kumari	TGT(WE)	All the Miscellaneous Teachers	
6.	Sh. Kaleden Kaushal	HM & Convener of CMP	All the Primary Teachers	

#### Duties:

Subject conveners should convene the meeting with the member of their own faculty at least once every month or more if needed. Minutes of the meeting are to be submitted to the principal within the seven days after the meeting. Subject convener must invite the principal & Vice Principal for the meeting. The Agenda points must be circulated at least three days before the scheduled date of meeting. All the members must acquaint themselves with the agenda points.

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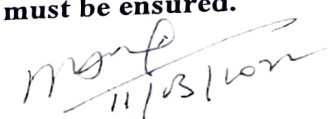
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Subject conveners will discuss the following issues during the meeting:

- (i) Guidance regarding the maintenance of teacher diary/e-CTLT.
- ii). Coverage of syllabus as per the split up syllabus approved by KVS
- iii). Conducting the practical for classes IX to XII as per the split up syllabus approved by KVS
- iv). Demo classes by rotation during the subject committee meeting
- v). Uses of computers and other audio visual aids in teaching learning process
- vi). Plan of evaluation of home assignment
- vii). To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms.
- viii). Plan of action for slow bloomers students & bright students.
- ix). Remedial teaching for weak students.
- x). Decoration of bulletin boards in corridors / class rooms with educational charts.
- xi). Club activity / Science and social exhibition.
- xii) The senior members of the committee will guide the newly recruited teachers.

**NOTE:** The convener of subject committee will be held responsible for non conducting/Non submission of the records to the Principal. Attendance of all the members of committee must be ensured.

  
( M K Singh )  
Principal

Website: <https://no1patna.kvs.ac.in>

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SCHOOL NO- 69006  
CBSE AFF - 300003

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Tel. No.- 0612-2352488(Off)

KENDRIYA VIDYALAYA NO.1, KANKARBAGH

(SECOND SHIFT)

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P.O:- LOHIA NAGAR, KANKARBAGH

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#### CCA & MORNING ASSEMBLY PROGRAMME-

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
A.	SECONDARY			
1.	Sh. R K Singh	PGT(English)	I/C	
2.	Smt Manju Sinha	PGT(Hindi)	Member	
3.	Smt . Madhulika Madhu	TGT(Sanskrit)	Member	
4.	Sh. Prem Dutt Pandey	TGT(Hindi)	Member	
5.	Sh. Gyan Prakash	TGT(PH&E)	Member	
6.	Sh. Rekha Kumari	TGT(WE)	Member	
7.	Miss Madhumita Mitra	PRT(Music)	Member	
8.	Sh. M B Chaurasia	Sub staff	Member	
9.	Sh. Vijay Kullu	Sub staff	Member	
B.	PRIMARY			
1.	Dr. Divya Jha	PRT	I/C	
2.	Smt. Shivani Shandilya	PRT	Member	
3.	Smt. Aradhana	PRT	Member	
4.	Sh. D Ojha	PRT	Member	
5.	Miss Deepika Gupta	PRT	Member	
5.	Miss Anju	PRT	Member	

#### Duties:

- To ensure that morning assembly programme is conducted within stipulated time and in the light of Article 92 of Education code for KVs.
- To evaluate the various items of morning assembly programme on five point scale - Excellent, Very good, Good, Average, Below Average every day.
- To prepare the schedule for conducting morning assembly programme & the class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.
- To arrange the PA system, musical instrument well in advance before the start of morning assembly.
- Annual Planning of CCA activities -house wise.
- To maintain the result of CCA activities. Maintenance CCA Activities register
- Purchase and distribution of CCA prizes & medals.
- Arrangements for conducting Annual Day/Sports Day Cultural Programme.
- Showcasing of the achievements of the students and teachers.

(Sh. M K Singh))  
PRINCIPAL

Website: <https://no1patna.kvs.ac.in>

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#### VIDYALAYA PATRIKA /NEWS LETTER/ INVITATION CARD/CERTIFICATE:

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Dharmendra Kumar	PGT(Hindi)	I/C	
2.	Sh. R K Singh	PGT(English)	Member	
3.	Dr. Bibhash Chandrta	TGT(Sanskrit)	Member	
4.	Sh. Pramod Kumar Rajak	TGT(AE)	Member	
5.	Smt. Shivani Shandilya	PRT	Member	
6.	Smt. Divya Jha	PRT	Member	
	All Language Teachers		Member	

#### Duties:-

- Class teachers of class III to XII will identify the children with talent. These talents are to be nurtured.
- Editorial board will collect the articles from the students. Articles are to be arranged section wise English section, Hindi section, drawing and painting etc.
- Editorial board should take concerted efforts to bring about class magazine by the end of the July 2023.
- Articles are to be screened, proof reading must be done and selected article should find a place in the class magazine. Class magazine should contain 60 pages-(English section: 20 pages- Hindi section: - 20 pages, Sanskrit section: 10 pages and 10 pages- Art, drawing and paintings.
  - Editorial board select the article for the class magazine. These articles are to be arranged section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section.  
Editorial board can invite the article from teachers' side also.
- School magazine should contain total 82 pages( 30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section.
- The editorial board should make concerted effort to bring about the school magazine in time.

(Sh. M K Singh)  
PRINCIPAL

Website: <https://k12patna.kvs.ac.in>

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#### RAJBHASHA SAMITI:-

S.NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. M K Singh	Principal	Chairman	
2	Dr. Jay Kumar Jha	Vice Principal	Member Secretary	
3.	Sh. Dharmendra Kumar	PGT(Hindi)	I/C	
4	Sh. S K Verma	ASO	Member	
5	Sh. OM Prakash Om	TGT(Hindi)	Member	
6	Sh. Kaleddeen Kaushal	HM	Member	
7	All teachers teaching Hindi and Sanskrit in the Vidyalaya		Member	

#### Duties:-

- To implement the decision taken during Nagar Rajbhasha committee meeting.
- To attend Nagar Rajbhasha committee as and when required.
- To send periodical report to the KVS RO Guwahati, KVS New Delhi, Nagar Rajbhasha committee.
- To monitor and help the office for implementation of Rajbhasha in day to day office works.
- To follow the guidelines issued by Rajbhasha Committee of MHA in letter & spirit.

(Sh. M K Singh))  
Principal



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#### PHOTOGRAPHY:

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Pramod Kumar Rajak	TGT(AE)	I/C	
2.	Sh. Panna Lal	Librarian	Member	
3.	Miss Anju	PRT	Member	
4.	Miss Nargis	PRT	Member	

#### Duties:-

- To ensure the photography/Videography as important occasions days/ functions.
- To make the camera ready all the time and get the snaps of the activities conducted during morning assembly and CCA.
- Printing of photographs and its display on the various locations.
- Uploading the photographs of different events on website and blog of the Vidyalaya.
- Collection of photographs for Magazine and News Letter.
- Maintaining the folder of photos and videos in the Computers.

(Sh. M K Singh))  
PRINCIPAL

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#### BACK TO BASIC SECONDARY SECTION :

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. C P Singh	TGT(Sanskrit)	I/C	
2.	All teachers teaching classes VI to VIII	PGT/TGT	Member	

#### BACK TO BASIC PRIMARY SECTION :

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Kaledden Kaushal	HM	I/C	
2.	All PRTs	PRT	Member	

#### Duties:-

- To ensure the implementation of Back to basic as per KVS norms.
- To maintain records of Back to basic every month.
- To prepare LAT (Learner's Achievement Test).
- To maintain the register reflecting the number of work sheets prepared by the teacher.

(Sh. M K Singh))

PRINCIPAL

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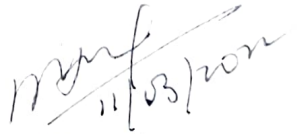
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### EDUCATIONAL TOURS / EXCURSION:

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Sanjay Kumar	PGT(Eco)	I/C	
2.	Sh. Atul Prakash	TGT(S.St)	Member	
2.	Sh. Prakash Kumar	TGT(S.St)	Member	
3.	Smt Renu Kumari	PRT	Member	
4.	Smt. Shivani Shandilya	PRT	Member	

### Duties:

- To plan education tours / excursions for all the classes as per KVS norms.
- To ensure the safety of the students during the journey period and their stay at the venue.
- To provide hygienic food / potable water to the students who are participating in tour programme.

  
(Sh. M K Singh)  
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### GENERAL GRIEVANCE OF STUDENTS (CORPORAL PUNISHMENT, ABUSING OF THE STUDENTS BY THE TEACHERS)/SUGGESTION BOX/Grievance for SC/ST/OBC/Divyang

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt Manju Sinha	PGT(Hindi))	I/C	
2.	Smt Rashmi Bala	PGT(Chem)	Member	
3.	Sh Suggan kumar	TGT(S.St)	Member	
4.	Sh. H Tarun	PRT	Member	

### 37. INFORMATION ON RTI

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. D K Das	PGT(Chem)	I/C	
2.	Sh. R K Singh	PGT(Eng)	Member	
3.	Sh. Dharmendra Kumar	PGT(Hindi)	Member	
4.	Sh. Kaledeen Kaushal	HM	Member	
5.	Sh. H Tarun	PRT	Member	
6.	Sh. S K Verma	ASO	Member	

### Duties:-

1. If any complaint related to immoral behavior towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions or forcing them to bring the eatables or eating their tiffin and asking some students to blame or abuse slow learners or comment on family background and occupation of the parents is received by the committee, the following steps should be taken immediately at Committee level.
2. The RTI must be responded well in time. This is the personal responsibility of each of the member of the committee.

(Sh. M K Singh))  
PRINCIPAL

Website: <https://nolpatna.kvs.ac.in>

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#### SHAALA DARPAN COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Dr. Indrajit Kumar	PGT(Comp. Sci)	I/C	
2.	Sh. Panna Lal	Librarian	Member	
3.	Miss Anju	PRT	Member	

#### Duties-

- All the data to be uploaded by the Class Teachers. It is the personal duty of the Class Teachers to ensure the correctness of data.
- For any Time lagging in the work will be viewed seriously and action will be taken against defaulter Class Teachers
- The In-Charge is directed to make necessary arrangements for internet connectivity and other required infrastructure.

(Sh. M K Singh)  
PRINCIPAL

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#### UBI PORTAL COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Dr. Indrajit Kumar	PGT(comp.Sci)	I/C	
2.	Sh. Panna Lal	Librarian	Member	
3.	Sh. Atul Prakash	TGT(S.St)	Member	
4.	Miss Anju	PRT	Member	
5.	Sh. Rakesh Jha	PRT	Member	
6.	All Class Teachers		Member	

#### DUTIES-

- To update the fee records properly.
- To update the details of students correctly in UBI Portal. The responsibility will be fixed against the Class Teacher for any discrepancy or incorrectness of data found after verification.
- Any discrepancy found by the class teacher must be brought to the notice of the Principal and correction be made with the approval of the Principal.
- The First verification of fee details must be completed by the Class Teacher well in time.

  
(Sh. M K Singh)  
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### CMP

S.NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. Kaledeen Kaushal	HM	I/C	
2	Smt. Divya Jha	PRT	MEMBER	
3	Smt. Shivani Shandilya	PRT	MEMBER	
4	Smt. Vinita Kumari	PRT	MEMBER	
5	Sh. D Ojha	PRT	MEMBER	

Duties:

1. To monitor strict adherence of CMP activities for primary
2. Maintenance of CMP records.
3. Plan and conduct CMP meetings with permission of the chair.

  
(Sh. M K Singh)  
PRINCIPAL

Website: <https://no1patna.kvs.ac.in>

केंद्रीय विद्यालय न०.१, कंकड़बाग (द्वितीय पाली)

शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय )

डाकघर :- लोहिया नगर, कंकड़बाग

पटना - 800020 (बिहार)

Website: <https://no1patna.kvs.ac.in>

SCHOOL NO- 69006  
CBSE AFF. - 300003

Website: <https://no1patna.kvs.ac.in>

Email-ID: [Kyk1dotpatna@yahoo.co.in](mailto:Kyk1dotpatna@yahoo.co.in)

Tel. No.- 0612-2352488(Off)

KENDRIYA VIDYALAYA NO.1, KANKARBAGH

(SECOND SHIFT)

(An Autonomous body under Ministry of Education  
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P.O:- LOHIA NAGAR, KANKARBAGH

PATNA-800020 (BIHAR)


## COMMITTEE FOR THE SESSION 2022-23

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### SCOUTS AND GUIDE

S.NO	NAME	DESIGNATION	MEMBER	Signature
1	Smt. Madhulika Madhu	TGT(Sanskrit)	I/C	
2	Sh. Vikash Kumar	TGT(S.St)	Member	
3	Sh. Suggan Kumar	TGT (S. St)	Member	
4	Smt. Mridula Kumari	PRT	Member	
5	Smt. Vinita Kumari	PRT	Member	
6	Sh. S Mansuri	PRT	Member	
7	All Trained Teachers		Member	

1. To attend the vidyalaya in complete uniform on every Wednesday and on other activity days.
2. To prepare eligible students for various tests & activities and records for the same.
3. To take part actively in scouting/Guiding programmes.
4. Any other instructions issued from time to time.

  
11/03/2022  
(Sh. M K Singh)  
PRINCIPAL



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सकल - लोहिया नगर, कंकड़बाग  
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## COMMITTEE FOR THE SESSION 2022-23

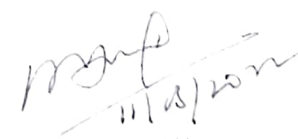
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### CPPDPT

SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. Kaledeen Kaushal	HM	Member	
2	Sh. S. Mansuri	PRT	Member	

Duties:--

1. Coordinate and conduct workshop/programmers etc. as guidelines of KVS.
2. Maintenance of reports of all such workshops/Programmes.

  
(Sh. M K Singh)  
PRINCIPAL

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## COMMITTEE FOR THE SESSION 2022-23

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### Games and Sports/SBSB/Fit India Movement/Khelo India

SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Dr. Gyan Prakash	TGT(PH&E)	I/C	
2	Sh. S K Dubey	PGT(Maths)	Member	
3	Sh. Suggan Kumar	TGT(S.St)	Member	

### Primary

SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. P Kumar	PRT	Member	
2	Sh. Dhramvir	PRT	Member	
3	Miss Deepika Gupta	PRT	Member	
4	Miss Nargis	PRT	Member	
5	Sh. Manjit Kumar	PRT	Member	
6	Miss Kriti Prakash	PRT	Member	

Duties:--

1. To look into the proper availability of sports materials for the students.
2. To plan for conducting sports activities at Vidyalaya level.
3. To comply with the instructions for KVS regional & National sports Meet.

  
(Sh. M K Singh)  
PRINCIPAL

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### Computer and IT development

#### Secondary

SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Dr. Indrajit Kumar	PGT (CS)	I/C	
2	Sh. Panna Lal	Librarian	Member	
3	Sh. Suraj Kumar	TGT(Maths)	Member	
4.	Sh. Atul Prakash	TGT(S.St)	Member	

#### Primary

SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Miss Anju	PRT	Member	
2	Sh. Rakesh Jha	PRT	Member	
3	Sh. Dharamveer	PRT	Member	
4	Smt Aradhna	PRT	Member	

Duties:-

1. To ensure proper development of IT infrastructure and to assist the authority.
2. To ensure timely execution of computer related works
3. To ensure proper functioning of the computer & peripherals fitted at various places & departments of the Vidyalaya.

  
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PRINCIPAL

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SCHOOL NO- 69006  
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## PISA COMMITTEE

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S. NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. Arun Kumar	PGT (Physics)	I/C	
2	Smt Divya Jolly	PGT(Comm)	Member	
3	Sh. Sanjay Kumar	PGT(Eco)	Member	
4	Sh. Sanjay Kumar	TGT(English)	Member	
5	Sh. Panna Lal	Librarian	Member	
6	All trained teachers			

### Duties:-

1. To ensure proper maintenance of PISA Records.
2. To ensure compilation of PISA related questions in classroom activity.
3. To ensure timely execution of PISA related works
4. To ensure proper development of PISA corner in the Vidyalaya.
5. To compile and send PISA related records to KVS authorities.

  
(Sh. M K Singh)  
PRINCIPAL

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## EK BHARAT SHRESTH BHARAT COMMITTEE

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<u>S. NO</u>	<u>NAME</u>	<u>DESIGNATION</u>	<u>MEMBER</u>	<u>Signature</u>
1	Sh. Vikash Kumar Gupta	TGT(S.St)	I/C	
1	Sh. R K singh	PGT(English)	Member	
2	Sh. Dharmendra Kumar	PGT (Hindi)	Member	
3	Sh. Om Prakash Om	TGT(Hindi)	Member	
4	Sh. Atul Prakash	TGT(SSt)	Member	
5	Sh. Suggan Kumar	TGT(SSt)	Member	
6	Dr. Divya Jha	PRT	Member	

### Duties:-

1. To ensure proper maintenance of EBSB Records.
2. To ensure participation of students in all online and offline competitions.
3. To ensure timely submission of reports of EBSB.
4. To ensure proper development of EBSB corner in the Vidyalaya.

  
(. M K Singh)  
PRINCIPAL

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शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय )  
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## WEBSITE COMMITTEE/CYBER CLUB DEVELOPMENT COMMITTEE

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<u>SL NO</u>	<u>NAME</u>	<u>DESIGNATION</u>	<u>MEMBER</u>	<u>Signature</u>
1	Dr. Indrajit kumar	PGT (Comp. Sci)	I/C	
2	Sh. R K Singh	PGT(English)	Member	
3	Sh. Prem Dutt Pandey	TGT(Hindi)	Member	
4	Miss Anju	PRT	Member	
5.	Smt. Shivani Shandilya	PRT	Member	

### Duties:-

1. To ensure proper development of website and to assist the authority.
2. To ensure timely submission and participation of all competitions.
3. To ensure development of Innovative E-contents and uploading the contents in various E-Portals like Diksha and in vidyalaya website.
4. To ensure various club activities related to cyber cell.

  
(M K Singh))  
PRINCIPAL

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## ROOTS TO ROOTS COMMITTEE

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SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Ms. Madhumita Mitra	PRT(Music)	I/C	
2	Sh. Pramod Rajak	TGT(AE)	Member	
3	Smt. Shivani Shandilya	PRT	Member	
4	Miss Nargis	PRT	Member	

Duties:-

1. To ensure participation of students in all classes online.
2. To ensure participation of students in all competitions.

  
( M K Singh))  
PRINCIPAL

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## ACP COMMITTEE

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<u>SL NO</u>	<u>NAME</u>	<u>DESIGNATION</u>	<u>MEMBER</u>	<u>Signature</u>
1	Smt. Madhulika Madhu	TGT(Sanskrit)	I/C	
2	Sh. Om Prakash Om	TGT(Hindi)	Member	
3	Sh. Prem Dutt Pandey	TGT(Hindi)	Member	
4.	Sh. A K Mishra	TGT(Eng)	Member	
5	Sh. Anupam Kumar Singh	TGT(Hindi)	Member	
6.	Sh. Prakash Kumar	TGT(S. St)	Member	
	All trained Teachers		Member	

Duties:-

1. To ensure timely completion of ACP modules for all classes.
2. To ensure maintenance of records of ACP.
3. To ensure timely submission of reports to KVS authorities.

(M K Singh)  
PRINCIPAL



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## GeM PROCUREMENT COMMITTEE

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SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. S K VERMA	ASO	I/C	
2	Sh. Santosh Kumar	SSA	Member	
3	Smt. Sweta verma	JSA	Member	
4	Dr. Indrajit Kumar	PGT(comp. Sci)	Member	
5.	Sh. Suggan Kumar	TGT(S.St)	Member	

Duties:-

1. To ensure timely completion of Procurement.
2. To ensure maintenance of records of Procurement.
3. To ensure timely submission of reports to KVS authorities.

  
(Sh. M K Singh))  
PRINCIPAL

Website: <https://no1patna.kvs.ac.in>

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## ALUMNI COMMITTEE

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SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. R K Singh	PGT(Eng)	I/C	
2	Sh. Rashmi Bala	PGT(Chem)	Member	
3	Sh. Birendra Prasad	TGT(Eng)	Member	
4	Sh. P Kumar	PRT	Member	

Duties:-

1. To ensure collecting information of Alumni.
2. To ensure maintenance of records of Alumini .
3. To ensure timely submission of reports to KVS authorities.

  
(Sh. M K Singh)  
PRINCIPAL

Website: <https://no1patna.kvs.ac.in>

केन्द्रीय विद्यालय न०.१, कंकड़बाग (द्वितीय पाती)

(शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय)

डाकघर :- लोहिया नगर, कंकड़बाग

पटना - 800020 (बिहार)

SCHOOL NO- 69006  
CBSE AFF. - 300003



Email-ID: [Kvki1dotpatna@yahoo.co.in](mailto:Kvki1dotpatna@yahoo.co.in)

Tel. No.- 0612-2352488(Off)

KENDRIYA VIDYALAYA NO.1, KANKARBAGH

(SECOND SHIFT)

(An Autonomous body under Ministry of Education  
Govt. of India)

P.O:- LOHIA NAGAR, KANKARBAGH

PATNA-800020 (BIHAR)

## CANTEEN COMMITTEE

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2022-23. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. Gyan Prakash	TGT(PH&E)	I/C	
2	Sh. D K Das	PGT(Chem)	Member	
3	Smt. Rekha Kumari	TGT(WE)	Member	
4	Smt. Arti	TGT(Science)	Member	
5	Sh. H Tarun	PRT	Member	

Duties:-

1. To ensure Proper Checking of Canteen Goods.
2. To ensure maintenance Quality of Canteen Goods .
3. To ensure Verification of Rates and other related issues of canteen.

  
(Sh. M K Singh)  
PRINCIPAL

Website: <https://no1patna.kvs.ac.in>

केन्द्रीय विद्यालय न०.1, कंकड़बाग (द्वितीय पाली)

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PATNA-800020 (BIHAR)

## ENROLLMENT POSITION COMMITTEE

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SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. S K Dubey	PGT(Maths)	I/C	
2	Sh. N K Pandey	PGT(PHY)	Member	
3	Sh. Panna Lal	Librarian	Member	
4	Smt. Sweta Verma	JSA	Member	

Duties:-

1. To ensure timely completion of Enrolment Position.
2. To ensure correct and proper maintenance of monthly records of Enrolment.
3. To ensure timely submission of reports to KVS authorities.
4. To ensure Enrolment position must match with admission and withdrawal in every month.

(Sh. M K Singh)  
PRINCIPAL

Website: <https://no1patna.kvs.ac.in>

केंद्रीय विद्यालय न०.१, कंकड़बाग (द्वितीय पाली)

शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय )

डाकघर :- लोहिया नगर, कंकड़बाग

पटना - 800020 (बिहार)

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CBSE AFF. - 300003



## SEXUAL HARASSMENT OF WOMEN AT WORK PLACE (INTERNAL COMPLAINT COMMITTEE)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2022-23. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee

<u>SL NO</u>	<u>NAME</u>	<u>DESIGNATION</u>	<u>MEMBER</u>	<u>Signature</u>
1		Asstt. Commissioner, KVS RO	Presiding Officer	
2		NGO Member	NGO Member	
3	Smt. Rashmi Bala	PGT(Chem)	Member	
4	Smt. Rekha Kumari	TGT(WE)	Member	
5		VMC Member	Member	

  
(Sh. M K Singh))  
PRINCIPAL

Website: <https://no1patna.kvs.ac.in>

केन्द्रीय विद्यालय न०.1, कंकड़बाग (द्वितीय फाली)

शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय )

डाकघर :- लोहिया नगर, कंकड़बाग

पटना - 800020 (बिहार)

Email-ID: [Kvk1dotpatna@yahoo.co.in](mailto:Kvk1dotpatna@yahoo.co.in)

Tel. No. - 0612-2352488(Off)

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PATNA-800020 (BIHAR)

SCHOOL NO- 69006

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## NATIONAL SCHOLARSHIP PORTAL (NSP)

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2022-23. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee

SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. Arun Kumar	PGT(Physics)	I/C	
2	Sh. Atul Prakash	TGT(S.St)	Member	
3	Smt. Sunita Kiran	TGT(Sci)	Member	

Duties:-

1. To ensure timely completion of all scholarship related details of students.
2. To ensure correct and proper verification of students.
3. To make proper documentation in the form of a register of student details for further use.
4. To ensure timely submission of reports to KVS authorities.

(Sh. M K Singh)  
PRINCIPAL

Website: <https://no1patna.kvs.ac.in>

केन्द्रीय विद्यालय न०.1, कंकड़बाग (द्वितीय पाती)

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PATNA-800020 (BIHAR)

## SCHOOL BEAUTIFICATION AND UPKEEPMENT COMMITTEE

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2022-23. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee

<u>SL NO</u>	<u>NAME</u>	<u>DESIGNATION</u>	<u>MEMBER</u>	<u>Signature</u>
1	Sh. Arun Bhartiya	PGT(Bio)	I/C	
2	Sh. K Pandit	PGT(Chem)	Member	
3	Sh. Gyan Prakash	TGT(PH&E)	Member	
4	Sh. Rekha Kumari	TGT(WE)	Member	
5	Sh. Panna Lal	Librarian	Member	
6	Dr. Divya Jha	PRT	Member	
7	Smt. Shivani Shandilya	PRT	Member	
8	Sh. Vijay Kullu	Sub Staff	Member	
9	Sh. MB Chaurasia	Sub staff	Member	

Duties:-

1. To ensure proper upkeepment of the vidyalaya premises.
2. To suggest any shortcoming or beautification related work.
3. To ensure beautification of vidyalaya at all corners .
4. To ensure timely submission of reports to KVS authorities.

(Sh. M K Singh)  
PRINCIPAL

Website: <https://no1patna.kvs.ac.in>

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शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय )

डाकघर :- लोहिया नगर, कंकड़बाग

पटना - 800020 (बिहार)

Email-ID: [Kyk1dotpatna@yahoo.co.in](mailto:Kyk1dotpatna@yahoo.co.in)

Tel. No.- 0612-2352488(Off)

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PATNA-800020 (BIHAR)

SCHOOL NO- 69006  
CBSE AFF. - 300003



## NOTEBOOK CORRECTION & SUPREVISION COMMITTEE

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2022-23. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee.

<u>SL NO</u>	<u>NAME</u>	<u>DESIGNATION</u>	<u>MEMBER</u>	<u>Signature</u>
1	Smt Manju Sinha	PGT(Hindi)	I/C	
2	Sh. D K Das	PGT(Chem)	Member	
3	Sh. Rashmi Bala	PGT(Chem)	Member	
4	Sh. Kaledeen Kaushal	HM	Member	
5	Sh. H Tarun	PRT	Member	

Duties:-

1. To ensure proper planning & Supervision of notebooks of students.
2. To ensure timely submission of reports to KVS authorities.

  
(Sh. M K Singh)  
PRINCIPAL



Website: <https://no1patna.kvs.ac.in>

केन्द्रीय विद्यालय न०.1, कंकड़बाग (द्वितीय घाटी)

शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय )

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PATNA-800020 (BIHAR)

SCHOOL NO- 69006  
CBSE AFF. - 300003



## ONLINE TEACHING FACILITATION (G-SUIT) COMMITTEE

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2022-23. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee.

SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Dr. Indrajit Kumar	PGT(Comp Sci)	I/C	
2	Sh. Vikash Kumar Gupta	TGT(S.St)	Member	
3	Sh. Prem Dutt Pandey	TGT(Hindi)	Member	
4	Smt.Sumita Kiran	TGT(Sc)	Member	
5	Sh. Kaleddeen Kaushal	HM	Member	
6	MISS- ANJU	PRT	Member	
7	Mr. MANJEET	PRT	Member	

Duties:-

1. To ensure proper planning & facilitation of online teaching to students.
2. To ensure proper functioning of G-SUIT classrooms.
3. To ensure timely submission of reports to KVS authorities.

(Sh. M K Singh)  
PRINCIPAL

Website: <https://no1praha.kvs.ac.in>

कन्द्रीय विद्यालय न०.1, कंकड़बाग (द्वितीय फाली)

शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय )

डाकघर :- लोहिया नगर, कंकड़बाग

पटना - 800020 (बिहार)

SCHOOL NO. 09006  
C.B.S.E. AFF. - 800003

Email ID: [KVS.no1praha@kvs.ac.in](mailto:KVS.no1praha@kvs.ac.in)

Tel. No. 0912-285288/0912

KENDRIYA VIDYALAYA NO. 1, KANKARBAAG

(SECOND SHIFT)

(An Autonomous body under Ministry of Education  
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P.O.- LOHIA NAGAR, KANKARBAAG

PATNA-800020 (BIHAR)

## COVID-19 PROTOCOL & SANITIZATION COMMITTEE

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2022-23. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee.

SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. Gyan Prakash	TGT(PH&E)	I/C	
2	Sh. Krishna Pandit	PGT(Che)	Member	
3	Sh. Birendra Prasad	TGT(Maths)	Member	
4	SH. Suraj Kumar	TGT(Maths)	Member	
5	Sh. Bibhash Chandra	TGT(Hindi)	Member	
6	Mrs. Rashmi Kumari	TGT(Sci)	Member	
7	Mr. Panna Lal	Librarian	Member	
8	Smt. Rekha Kumari	TGT(WE)	Member	
9	Sh. S Mansuri	PRT	Member	
10	Mr. H Tarun	PRT	Member (I/C)	
11	Sh. Ram Bharosh Mandal	Sub- Staff	Member	

Duties:-

1. To ensure proper planning & Sanitization of Vidyalaya during Classes.
2. To ensure following SOP of Assam Govt. and KVS during Classes.
3. To ensure timely submission of reports to KVS authorities.

(Sh. M K Singh))  
PRINCIPAL

Website: <https://no1patna.kvs.ac.in>

कन्द्रीय विद्यालय न०.1, कंकड़बाग (द्वितीय पाली)

शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय )

डाकघर :- लोहिया नगर, कंकड़बाग

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KENDRIYA VIDYALAYA NO.1, KANKARBAGH

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PATNA-800020 (BIHAR)

SCHOOL NO- 69006  
CBSE AFF. - 300003

कन्द्रीय विद्यालय  
न०.१  
कंकड़बाग

## INCOME TAX CALACULATION AND FORM 16 GENERATION COMMITEE

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2022-23. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee.

SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. Santosh Kumar	SSA	I/C	
2	Sh. S. K Verma	ASO	Member	
3.	Sh. SK Dubey	PGT( Maths)	Member	
3	Sh. Suraj Kumar	TGT( Maths)	Member	

Duties:-

1. To ensure proper planning & Calculation of income tax of every employee monthly basis .
2. To ensure generation of form 16 and calculation of broad sheet of all employees .
3. To ensure timely submission of reports to KVS authorities.



(Sh. M K Singh))

Principal

Website: <https://no1patna.kvs.ac.in>

केन्द्रीय विद्यालय न०.१, कंकड़बाग (द्वितीय पाली)

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PATNA-800020 (BIHAR)

## CLASSWISE ENROLLMENT ON WHITE BOARD COMMITTEE

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2022-23. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee.

SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. S K Dubey	PGT(Maths)	I/C	
2	Sh. Panna Lal	Librarian	Member	
3	Sh. Parmod Kumar	TGT(AE)	Member	
4	Sh. Gyan Prakash	TGT(PH&E)	Member	

Duties:-

1. To ensure proper planning & daily filling of enrollment of student in white board near hanging garden .
2. To ensure coordination with class teachers and monitors to properly execute above work.
3. To ensure timely submission of reports to KVS authorities.

(Sh. M K Singh)

Principal

Website: <https://no1patna.kvs.ac.in>

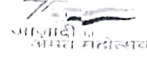
केंद्रीय विद्यालय न०.१, कंकड़बाग (द्वितीय पाली)

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पटना - 800020 (बिहार)

SCHOOL NO- 69006  
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PATNA-800020 (BIHAR)

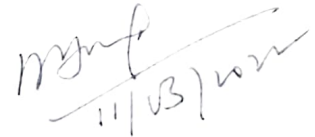
## SWACCH BHARAT PURASKAR COMMITTEE

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2022-23. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee.

<u>SL NO</u>	<u>NAME</u>	<u>DESIGNATION</u>	<u>MEMBER</u>	<u>Signature</u>
1	Sh. Gyan Prakas	TGT(PH&E)	I/C	
2	Mrs. Arun Kumar Bhartiya	PGT( Bio)	Member	
3	Sh. Pramod Kumar	TGT(AE)	Member	
4	Mrs. PannaLal	librarian	Member	
5.	Smt. Rekha Kumari	TGT(WE)	Member	

### Duties:-

1. To ensure proper planning and submission of Vidyalaya records .
2. To ensure coordination with all other teachers and departments.
3. To ensure timely submission of reports to KVS authorities.

  
11/03/2022

(Sh. M K Singh)

Principal

Website: <https://no1patna.kvs.ac.in>

केन्द्रीय विद्यालय न०.1, कंकड़बाग (द्वितीय पाली)

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SCHOOL NO- 69006  
CBSE AFF. - 300003

केन्द्रीय विद्यालय

Email-ID: Kvk1dotpatna@yahoo.co.in

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KENDRIYA VIDYALAYA NO.1, KANKARBAGH

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PATNA-800020 (BIHAR)

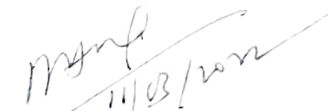
## ROOF INSPECTION COMMITTEE

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2022-23. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee.

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt. Rekha Kumari	TGT(WE)	I/C	
2.	Sh. Gyan Prakash	TGT(PH&E)	Member	
3.	Sh. Suggan Kumar	TGT(S. Sc.)	Member	
4.	Sh. M B Chauriya	Sub- Staff	Member	

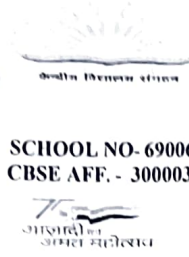
Duties:-

1. To ensure proper cleaning and maintenance of roof.
2. To check any seepage or other problem in the roof.
3. To ensure timely submission of reports to KVS authorities.

  
(Sh. M K Singh)  
Principal

Website: <https://no1patna.kvs.ac.in>

केन्द्रीय विद्यालय न०.1, कंकड़बाग (द्वितीय पाली)  
(शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय)  
आकषर :- लोहिया नगर, कंकड़बाग  
पटना - 800020 (बिहार)



SCHOOL NO- 69006  
CBSE AFF. - 300003

Email-ID: [Kvk1dotpatna@yahoo.co.in](mailto:Kvk1dotpatna@yahoo.co.in)

Tel. No.- 0612-2352488(Off)

KENDRIYA VIDYALAYA NO.1, KANKARBAGH

(SECOND SHIFT)

(An Autonomous body under Ministry of Education,  
Govt. of India)

P.O:- LOHIA NAGAR, KANKARBAGH

PATNA-800020 (BIHAR)

### COMMITTEE FOR THE SESSION 2022-23

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2022-23. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in - charges or in absence of in - charges any member of the committee. In absence of the in - charge the next senior member of the committee will automatically will be the in - charge and so on but all the members will be equally responsible. In - charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

#### MAINTENANCE AND REPAIR OF SCHOOL BUILDING AND CONTINUOUS SUPPLY OF DRINKING WATER:

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Suggan Kumar	TGT(S.St)	I/C	
2.	Sh. K Pandit	PGT(Chemistry)	Member	
3.	Smt Rekha Kumari	TGT(WE)	Member	
4.	Sh. Vikash Kumar Gupta	TGT(S.St)	Member	
5.	Sh. H Tarun	PRT	Member	
6.	Sh. D Ojha	PRT	Member	
7.	Sh. RB Mandal	Sub Staff	Member	

#### Duties:-

- To maintain a register related with deficiencies noted in the Vidyalaya building and staff quarters.
- To undertake maintenance of school building and staff quarters on war footing basis.
- To ensure the proper functioning of Aqua guard installed in school building
- To ensure the cleaning of over head tanks in school building and staff quarters
- To ensure the chlorination of water stored in tanks after cleaning
- To ensure the proper functioning of water coolers.
- To find out the safety hazards and take action for correction/repairing/Maintenance in consultation with the Principal.
- To take the steps for obtaining safety certificate from concerned agency.
- To contact the construction agency for getting estimates of work and to put the efforts for it.

(Sh. M K Singh))  
Principal

Website: <https://nolpatna.kvs.ac.in>

केन्द्रीय विद्यालय न०.१, कंकड़बाग (द्वितीय पाली)  
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2.	Sh. K Pandit	PGT(Chemistry)	Member	
3.	Smt Rekha Kumari	TGT(WE)	Member	
4.	Sh. Vikash Kumar Gupta	TGT(S.St)	Member	
5.	Sh. H Tarun	PRT	Member	
6.	Sh. D Ojha	PRT	Member	
7.	Sh. RB Mandal	Sub Staff	Member	

#### Duties:-

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भारतीय  
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## LANGUAGE LAB COMMITTEE

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2022-23. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in - charges or in absence of in - charges any member of the committee. In absence of the in - charge the next senior member of the committee will automatically will be the in - charge and so on but all the members will be equally responsible. In - charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh Sanjay Kumar	TGT(Eng)	I/C	
2	Sh. R K Singh	PGT(English)	Member	
3	Sh Om Prakash Om	TGT(Eng)	Member	
4	Sh Prem Dutt Pandey	TGT(Eng)	Member	
5	Smt Madhulika Madhu	TGT(SKT)	Member	
6	Smt Divya Jha	PRT	Member	
7	Sh D Ojha	PRT	Member	
8	Smt Aradhana	PRT	Member	

Duties:-

1. To ensure timely completion of Language lab modules for all classes.
2. To ensure maintenance of records of Language Lab .
3. To ensure timely submission of reports to KVS authorities.

(Sh. M K Singh))  
PRINCIPAL