

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

केन्द्रीय विद्यालय न०.१, कंकड़बाग (द्वितीय पाली)
(शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय)
डाकघर :- लोहिया नगर, कंकड़बाग
पटना - 800020 (बिहार)



SCHOOL NO.- 69006
CBSE AFF. - 300003



Email-ID: Kvk1001patna@kvs.ac.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)

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 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.

1. ACADEMIC AND ADMINISTRATIVE SUPPORT (SECONDARY):-

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. M K Singh	PRINCIPAL		
2.		Vice Principal	Academic In charge	
3.	Smt. Indira	PGT(Che)	Member	
4.	Sh. S K Verma	PGT(Phy)	Member	
5.	Sh. Mithilesh Jha	PGT(Hindi)	Member	
6.	Sh. Manoj Kumar	PGT(Computer Science)	Member	

ACADEMIC AND ADMINISTRATIVE SUPPORT (PRIMARY) :-

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. M K Singh	PRINCIPAL		
2.		Vice Principal		
3.	Sh. S K Pandey	HEAD MASTER	Academic In charge	
4.	Sh. Sunil Kumar	PRT	Member	
5.	Smt. Asha Sharama	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 Patna 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.

M K Singh
30/05/2022
(M K SINGH)
PRINCIPAL

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

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SCHOOL NO. 69006
CRSE AFF. - 100003



Email ID: Kvk1dotpatna@yahoo.co.in
Tel. No. 0612-232488(OFF)
KENDRIYA VIDYALAYA NO.1, KANKARBAGH
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P.O:- LOHIA NAGAR, KANKARBAGH
PATNA-800020 (BIHAR)

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. Anand Kumar	PGT (History)	I/C	
2	Sh. S K Verma	PGT(Phy)	Member	
3	Sh. Manoj Kumar	PGT (COMPUTER SCIENCE)	MEMBER	
4	Sh. S K Pandey	HM	MEMBER	
5	Mrs. Ayesha Khatoon	LIBRARIAN	MEMBER	
6	Sh. Ranjan	PRT	MEMBER	
7	Smt. Shushma Kumari	PRT	MEMBER	
9.	Sh. Shivnarayan	SUB STAFF	MEMBER	

Note: Sh. S K Verma, PGT(Phy) is hereby directed to assist Sh. Anand Kumar, PGT(History) in smooth conduct of admission work for the session 2022 - 23 and trained him for coming sessions.

Duties: - a) 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.

Website: <https://nvlpatna.kvvc.ac.in>

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SCHOOL NO. 69006
CBSE AFF. : 300003



Email-ID: kvk1dofpatna@yahoo.co.in

Tel. No. - 0612-2352408(OFF)

KENDRIYA VIDYALAYA NO.1 KANKARBAGH

(SECOND SHIFT)

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P.O:- LOHIA NAGAR, KANKARBAGH

PATNA-800020 (BIHAR)

EXAMINATION COMMITTEE FOR THE SESSION 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 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.

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

A - SECONDARY (Internal)

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Abbas Husain	PGT(Chem)	I/C	
2.	Sh. B K Singh	TGT(Maths)	Member	
3.	Sh. Kamlesh	TGT(Maths)	Member	
4.	Sh. Mukesh Kumar	TGT(Hindi)	Member	
5.	Sh. Manish Kumar	TGT(SST)	Member	
9.	Sh. J P Mishra	Sub staff	Member	

B - CBSE

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Dr. 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. B B 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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डाकघर - लोहिया नगर, कंकड़बाग

पटना - 800020 (बिहार)

SCHOOL NO. 69006

CBSE AFF. - 300003



C- Primary (Examination)

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt. Shushma Kumar	PRT	I/C	
2.	Smt. Kumud Kumari	PRT	Member	
3.	Smt. Sneha Kumari	PRT	Member	
4.		PRT	Member	

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

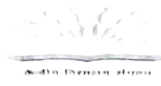
S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Ajay Kumar	PGT(Phy)	I/C	
2.	Smt. Seema Sharma	PGT(Che)	Member	
3.	Sh. Sanjay Kumar	TGT(AE)	Member	
4.	Sh. A K Gupta	TGT(Maths)	Member	
5.	Sh. Sunil Kumar	PRT	Member	
6.	Smt. Asha Sharma	PRT	Member	

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.

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

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- m) CBSE Registration of Students of Class IX, X, XI, XII. Filling up of Board Examination forms.
- n) Issue of Marks sheet, Certificates and registration Cards to the students.
- o) Maintaining the separate CBSE file containing all the letters sent to CBSE and other examination bodies and keep the circulars in guard file.
- p) Conducting competitions/expression series organized by CBSE from Time to time.
- q) Issue of notice/Circulars/orders/dissemination of rules of Examination by laws of CBSE. Affiliation issues and 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.

M K SINGH
20/10/2020
(M K SINGH)
PRINCIPAL

Website: <https://kvi1patna.kvs.ac.in>

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PATNA-800020 (BIHAR)

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. Shamim Akhtar	PGT(Maths)	I/C	
2.	Sh. Manoj Kumar	PGT(Eco)	Member	
3.	Sh. Manish Kumar	WE	Member	
4.	Sh. Sanjay Kumar	AE	Member	
5.	Smt. Ayesha Khatoun	Librarian	Member	
6.	Sh. Shiv Narayan	Sub staff	Member	

B – PRIMARY

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt. Asha Sharma	PRT	I/C	
2.	Sh. Sunil Kumar	PRT	Member	
3.		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.

M.K. Singh
30/03/2023
(M K SINGH)
PRINCIPAL

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

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P.O:- LOHIA NAGAR, KANKARBAGH

PATNA-800020 (BIHAR)

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 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.

FURNITURE:

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt. Himadri Bhashyam	TGT(P & HE)	I/C	
2.	Sh. A N Singh	TGT(S.St)	Member	
3.	Sh. Manish Kumar	TGT(WE)	Member	
4.	Sh. Sanjay Kuamar	TGT(AE)	Member	
5.	Smt. Sandhya Sinha	PRT	Member	
6.	Smt. Kumud Kumari	PRT	Member	
7.	Sh. Sohan 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.
- Any duty assigned by the Principal/Vice Principal/H.M. from time to time.

M.K. Singh
30/03/20
(M K SINGH)
PRINCIPAL

CLEANLINES COMMITTEES FOR THE SESSION 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 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.

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

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Abbas Husain	PGT(Chem)	I/C	
2.	Smt. Archana Suman	PGT(Bio)	Member	
Primary Section				
Main Building				
1.	Smt. Sangeeta Gupta Smt. Shivani Singh Smt. Pramila Gupta	PRT	Member	
Temporary Building				
2.	Sh. Ravindra Kumar Smt. Kalpna Kumari Smt. Kumari Niru	PRT	Member	
Children Park Area				
3.	Smt. Sneha Kumar Smt. Anjana Smt. Sandhya Sinha	PRT	Member	
Boys/Gents Toilet				
4	Sh. Sunil Kumar Sh. Ranjan	PRT	Member	
Girls Toilet/Ladies Toilet				
5	Smt. Ruma Verma Smt. Sangeeta Gupta	PRT PRT	Member	
Secondary Section				
Main Block (Ground Floor)				
	Sh. B B Sahani Sh. J Rai	TGT(Science) TGT(Maths)	Member	
Main Block (First Floor)				
	Smt. Himadri Bhashyam Sh. Manish Kumar	TGT(PHE) TGT(WE)	Member	

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P.O:- LOHIA NAGAR, KANKARBAGH
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North Block (First Floor)		
Sh. R A Lal	TGT(Eng)	Member
Sh. Manish Kumar	TGT(SST)	
Smt. M Tripathi	TGT(Sanskrit)	
South Block (First Floor)		
Sh. Ajay Kumar	PGT(Physics)	Member
Sh. Ranjan Kumar	PGT(Phy)	
Smt Seema Sharma	PGT(Che)	
South Block (Ground Floor)		
Smt. Sudha Kumari	TGT(Science)	Member
Sh. Sanjay Suman	TGT(Science)	
Sh. S K Prasad	TGT(Eng)	
Play Ground		
Smt. Himadri Bhashyam	TGT(PHE)	Member
Sh. Subhash Chandra	TGT(Hindi)	
Smt. Aneeta Sinha	TGT(Eng)	
Front Side of The Vidyalaya		
Sh. Sanjay Kumar	TGT(Art)	Member
Smt Hemlata	PGT(Bio)	
Sh. Iqbal Nasir	PGT(Commerce)	
Park Area between North and South block		
Smt. Nidhi Mishra	PRT(Music)	Member
Smt. Shushma Kumari	PRT	
Sh. Ravindra 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 delegate 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.

M K SINGH
20/8/20
(M K SINGH)
PRINCIPAL

GARDENING AND BEAUTIFICATION COMMITTEE 2022-23

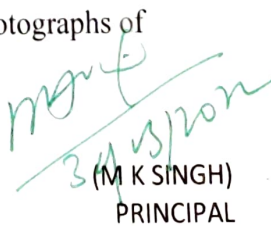
The following committee is hereby constituted for taking care of the garden of the Vidyalaya and ensuring the implementation of Harit Vidyalaya Plan during the year 2022-23. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members 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. Sanjay Kumar	TGT(AE)		
2.	Smt. Hemlati Nayak	PGT(Bio)		
3.	Smt. Archana Suma	PGT(Bio)		
4.	Smt. Kiran Kumari	TGT(S.St)		
5.	Smt. Sangeeta Gupta	PRT		
6.	Smt. Sandhya Sinha	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 trees 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 plots 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.


(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: 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)

COMMITTEES FOR THE SESSION 2022-23

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SCIENCE CLUB/ NATURE CLUB:

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt. Hemlata Nayak	PGT (Biology)	I/C	
2.	Smt Sudha Kumari	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.

M K Singh
3/4/2022

(M K SINGH)
PRINCIPAL

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SCHOOL NO. 69006
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PATNA-800020 (BIHAR)

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SOCIAL SCIENCE CLUB/Integrity CLUB:

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Manoj Kumar	PGT(Economics)	I/C	
2.	Sh. A N Singh	TGT(SSt)	Member	
3.	Sh. Manish 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.

M.K. Singh
3/9/2022

(M K SINGH)
PRINCIPAL

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

केन्द्रीय विद्यालय न०.१, कंकड़बाग (द्वितीय पाली)
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PATNA-800020 (BIHAR)

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YOUTH PARLIAMENT COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Sanjeev Kumar	PGT(Geography)	I/C	
2.	Sh. A K Singh	PGT(English)	Member	
3.	Sh. Anand Kumar	PGT(History)	Member	
4.	Smt. Sharda Singh	TGT(Sanskrit)	Member	
5.	Sh. Sanjay Kumar	TGT(AE)	Member	
6.	Smt. Nidhi Mishra	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.

M K Singh
30/01/2022
(M K SINGH)
PRINCIPAL

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

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पटना - 800020 (बिहार)

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CBSE AFF. 100003

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

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Manish Kumar	TGT(WE)	I/C	
2.	Smt. Himadri Bhashyam	PGT(PHE)	Member	
3.	Sh. Mukesh Kumar	TGT(Hindi)	Member	
4.	Sh. V K Tiwari	TGT(Hindi)	Member	
5.	Sh. Sunil Kumar	PRT	Member	
6.	Sh. Ranjan	PRT	Member	
7.	Sh. Shiv Narayan	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 overhead 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.

M.K. SINGH
30/03/2022
(M. K. SINGH)

Website: <https://m1patna.kv.nic.in>

केन्द्रीय विद्यालय नं.१, कंकड़बाग (द्वितीय फाली)
(शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय)
डाकघर : लोहिया नगर, कंकड़बाग
पटना - 800020 (बिहार)

SCHOOL NO. 69006
CBSE AFF. - 300003

Email-ID: Ksk1dotpatna@yahoo.co.in
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KENDRIYA VIDYALAYA NO.1 KANKARBAGH
(SECOND SHIFT)
(An Autonomous body under Ministry of Education, Govt. of
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P.O:- LOHIA NAGAR, KANKARBAGH
PATNA-800020 (BIHAR)

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MEDICAL CHECKUP & COUNSELLING:

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt. Hemlata	PGT (BIO)	I/C	
2.	Smt. Sudha Kumari	TGT(Science)	Member	
3.	Sh. Kamlesh	TGT(Maths)	Member	
4.	Sh. J P Mishra	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.

M.K. Singh
3/1/2023

(M K SINGH)
PRINCIPAL

Website: <https://no1patna.kv3.ac.in>

केन्द्रीय विद्यालय न०.१, कंकड़बाग (द्वितीय पाली)
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PATNA-800020 (BIHAR)

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SEXUAL HARRASMENT REDRESSAL COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt. Indira	PGT(Chem)	I/C	
2	Smt. Hemlata Nayak	PGT(Bio)	Member	
3.	Smt. Sharda Singh	TGT(Sanskrit)	Member	
4.	Smt. Kiran Kumari	TGT(SST)	Member	
4.	Smt. Sadhana Singh	PRT	Member	
5.	Smt. Anjana	PRT		

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.

(M K SINGH)
PRINCIPAL

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LIBRARY COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. M K Singh	Principal		
2.		Vice Principal		
3	Smt. Ayesha Khatoon	Librarian	I/C	
4	Sh. S K Verma	PGT(Phy)	Member	
5	Smt. Nivedita	PGT(English)	Member	
6	Sh. Mithilesh Jha	PGT(Hindi)	Member	
7.	Sh. Shamim Akhtar	PGT(Maths)	Member	
8.	Sh. Manoj Kumar	PGT(Eco)	Member	
9.	Sh. S K Pandey	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.

M K Singh
24/11/2022
(M K SINGH)
PRINCIPAL

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DISCIPLINE COMMITTEE: -

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt. Himadri Bhashyam	TGT(PHE)	I/C	
2.	Smt. Indira	PGT(Chem)	Member	
3.	Sh. Manoj Kumar	PGT(Comp. Sci.)	Member	
4.	Sh. A K Singh	PGT(Eng)	Member	
5.	Sh. V K Tiwari	TGT(Hindi)	Member	
6.	Sh. R A Lal	TGT(S.St)	Member	
7.	Smt. Aneeta Sinha	TGT(Eng)	Member	
8.	Sh. Sunil Kumar	PRT	Member	
9.	Smt. Pramila Gupta	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.

M.K. Singh
31/03/2022
(M K SINGH)
PRINCIPAL

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

केन्द्रीय विद्यालय न०.१, कंकड़बाग (द्वितीय पाठी)
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डाकघर : लोहिया नगर, कंकड़बाग
पटना - 800020 (बिहार)

SCHOOL NO. 69006
CBSE AFF. : 300003

Email ID: Ksk1dotpatna@yahoo.co.in
Tel. No. 0612-2352488(OFF)

KENDRIYA VIDYALAYA NO.1 KANKARBAGH
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PATNA-800020 (BIHAR)

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SUBJECT COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Mithilesh Jha	PGT(Hindi) & Convener	All the Teachers teaching Hindi in Secondary and Sr. Secondary Classes	
2.	Sh. S K Verma	PGT(Phy) & Convener Science	All the teachers teaching the Science Subjects & Comp. Science in Secondary, Sr. Secondary .	
2.	Sh. A K Singh	PGT(English) & Convener English	All the Teachers teaching English in Secondary and Sr. Secondary Classes	
3.	Sh. Shamim Akhtar	PGT(Mathematics) & Convener Mathematics	All the Teachers teaching Mathematics in Secondary and Sr. Secondary Classes	
4.	Sh. Manoj Kumar	PGT(Economics) & Convener	All the Teachers teaching Commerce, Economics, S.St. in Secondary and Sr. Secondary Classes	
5.	Sh. Manish Kumar	TGT(WE)	All the Miscellaneous Teachers	
6.	Sh. S K Pandey	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.

Website: [https://](https://kvs.nic.in)
केन्द्रीय विद्यालय
(शिक्षा मंत्रालय)
डाकघर :- लो
पटना - 8000

केन्द्रीय विद्यालय न०.१, कंकड़बाग (द्वितीय पासी)
(शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय)
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पटना - 800020 (बिहार)

SCHOOL NO. 69006
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KENDRIYA VIDYALAYA NO.1, KANKARBAGH
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PATNA-800020 (BIHAR)

- 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
30/03/2020
(M K SINGH)
PRINCIPAL

केन्द्रीय विद्यालय न०.१, कंकड़बाग (द्वितीय शिफ्ट)
(शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय),
डाकघर : लोहिया नगर, कंकड़बाग
पटना - 800020 (बिहार)

SCHOOL NO. 60006
CBSE AFF. - 300003



COMMITTEE FOR THE SESSION 2022-23

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CCA COMMITTEE-

S. No.	Name	Designation	Member	Signature
1.	Sh. A K Singh	PGT(Eng)	I/C	
2.	Smt. Nivedita	PGT(Eng)	Co-Coordinator	
3.	Smt. Kavita Sinha	TGT(Eng)	Member	
4.	Sh. S Chandra	TGT(Hindi)	Member	
5.	Smt. M Tripathi	TGT(Sanskrit)	Member	
6.	Smt. Kiran Kumari	TGT(SST)	Member	
7.	Sh. Sanjay Suman	TGT(Sci)	Member	
8.	Sh. S K Sharma	TGT(Eng)	Member	
9.	Smt. Ayesha Khatoun	TGT(Lib)	Member	

MORNING ASSEMBLY PROGRAMME

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
A.	SECONDARY			
1.	Smt. Nivedita	PGT(English)	I/C	
2.	Sh. V K Tiwari	TGT(Hindi)	Member	
3.	Smt. Sharda Singh	TGT(Sanskrit)	Member	
4.	Smt. Himadri Bhashyam	TGT(PH&E)	Member	
5.	Sh. Manish Kumar	TGT(WE)	Member	
6.	Mrs. Nidhi Mishra	PRT(Music)	Member	
7.	Sh. Shiv Narayan	Sub staff	Member	
8.	Sh. J P Mishra	Sub staff	Member	
B.	PRIMARY			
1.	Smt. Ruma Verma	PRT	I/C	
2.	Smt. Shivani Singh	PRT	Member	
3.	Smt. Anjana	PRT	Member	
4.	Smt. Asha Sharma	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.

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

केन्द्रीय विद्यालय न०.१, कंकड़बाग (द्वितीय पाली)
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डाकघर :- लोहिया नगर, कंकड़बाग

पटना - 800020 (बिहार)



SCHOOL NO- 69006
CBSE AFF. - 300003



Email-ID: 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)

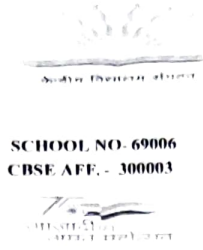
P.O:- LOHIA NAGAR, KANKARBAGH
PATNA-800020 (BIHAR)

- Web
केन्द्र
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डा
पट
- 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.

M K Singh
30/03/2022
(M K SINGH)
PRINCIPAL

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

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PATNA-800020 (BIHAR)

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VIDYALAYA PATRIKA /NEWS LETTER/ INVITATION CARD/CERTIFICATE:

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Mithilesh Jha	PGT(Hindi)	I/C	
2.	Mrs. Nivedita	PGT(English)	Member	
3.	Mrs. Sharda Singh	TGT(Sanskrit)	Member	
4.	Sh. Sanjay Kumar	TGT(AE)	Member	
5.	Smt. Sneha Kumari	PRT	Member	
6.	Smt. Sadhana Singh	PRT	Member	
7	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.

M.K. Singh
30/05/20
(M K SINGH
PRINCIPAL)

Website: <https://n01patna.kvs.ac.in>

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डाकघर - लोहिया नगर, कंकड़बाग
पटना - 800020 (बिहार)

SCHOOL NO. 69006
CBSE AFF. - 300003

Email ID: 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)

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RAJBHASHA SAMITI:-

S.NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. M K Singh	Principal	Chairman	
2		Vice Principal	Member Secretary	
3.	Sh. Mithilesh Jha	PGT(Hindi)	I/C	
4	Sh. Yatish	ASO	Member	
5	Sh. S Chandra	TGT(Hindi)	Member	
6	Sh. S K Pandey	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.

M.K. Singh
30/5/22
(M K SINGH)
PRINCIPAL

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

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डाकघर :- लोहिया नगर, कंकड़बाग
पटना - 800020 (बिहार)

SCHOOL NO. 69886
CISE AFF. 100001



Email ID: Kvk1dotpatna@yahoo.co.in
Tel. No. - 0612-2352488(OFF)

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PHOTOGRAPHY:

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Sanjay Kumar	TGT(AE)	I/C	
2.	Smt. Ayesha Khatoon	Librarian	Member	
3.	Sh. Ranjan	PRT	Member	
4.	Smt. Kumud Kumari	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.

M K SINGH
30/03/2022
(M K SINGH)
PRINCIPAL

Website: <https://no1patna.kvs.ac.in>केन्द्रीय विद्यालय न०.१, कंकड़बाग (द्वितीय पाली)
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पटना - 800020 (बिहार)SCHOOL NO. 69006
CBSE AFE. - 300003KENDRIYA VIDYALAYA NO.1, KANKARBAGH
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E-mail ID: Kvk1dotpatna@yahoo.co.in

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BACK TO BASIC SECONDARY SECTION :

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt. M Tripathi	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. S K Pandey	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.

M K Singh
21/05/2022
(M K SINGH)
PRINCIPAL

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EDUCATIONAL TOURS / EXCURSION:

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Anand Kumar	PGT(History)	I/C	
2.	Sh. A N Singh	TGT(S.St)	Member	
2.	Smt. Kiran Kumari	TGT(S.St)	Member	
3.	Smt. Anjana	PRT	Member	
4.	Sh. Sunil Kumar	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.

M K Singh

(M K SINGH)
PRINCIPAL

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SCHOOL NO. 69006
CBSE AFF. - 300003



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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

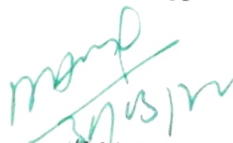
S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt Indira	PGT(Che)	I/C	
2.	Smt Seema Shram	PGT(Chem)	Member	
3.	Sh Mukesh Kumar	TGT(Hindi)	Member	
4.	Smt. Asha Sharma	PRT	Member	

37. INFORMATION ON RTI

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt. Indira	PGT(Chem)	I/C	
2.	Smt. Nivedita	PGT(Eng)	Member	
3.	Sh. Iqbal Nasir	PGT(Commerce)	Member	
4.	Sh. S K Pandey	HM	Member	
5.	Smt. Anjana	PRT	Member	
6.	Sh. Atish	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.


(M.K SINGH)
PRINCIPAL

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

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पटना - 800020 (बिहार)

SCHOOL NO- 69006
CBSE AFF.- 300003



Email-ID: Kvk1dotpatna@yahoo.co.in

Tel. No.- 0612-2352488(OFF)

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(SECOND SHIFT)
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P.O:- LOHIA NAGAR, KANKARBAGH
PATNA-800020 (BIHAR)

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SHAALA DARPAN COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Manoj Kumar	PGT(Comp. Sci)	I/C	
2.	Smt. Archana Suman	PGT(Bio)	Member	
3.	Smt. Sneha Kumari	PRT	Member	

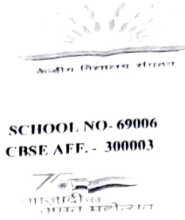
Duties-

- 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.

(M K SINGH)
PRINCIPAL

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पटना - 800020 (बिहार)

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UBI PORTAL COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Manoj Kumar	PGT (CS)	I/C	
2.	Sh. Manish Kumar	WE	Member	
3.	Mrs. Ayesha Khatoon	TGT(Lib)	Member	
4.	Smt. Pramila Gupta	PRT	Member	
5.	Smt. Kalpna Kumari	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.

M.K. Singh
3/10/22
(M K SINGH)
PRINCIPAL

Website: <https://kv1patna.kvs.ac.in>

केन्द्रीय विद्यालय नं.१, कंकड़बाग (द्वितीय पासी)
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हाकधर - लोहिया नगर, कंकड़बाग
पटना - 800020 (बिहार)

SCHOOL NO. 69006
CBSE AFF. - 300003



Email-ID: Kvk1dotpatna@yahoo.co.in
Tel. No.- 0612-2351488(OIT)

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CMP				
S.NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. S K Pandey	HM	I/C	
2	Smt. Asha Sharma	PRT	MEMBER	
3	Sh. Sunil Kumar	PRT	MEMBER	
4	Smt. Sanju Sinha	PRT	MEMBER	
5	Smt. Kumud Kumari	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.

M.K. Singh
30/03
(M K SINGH)
PRINCIPAL

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

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SCOUTS AND GUIDE

S.NO	NAME	DESIGNATION	MEMBER	Signature
1	Smt. Ayesha Khatoon	TGT(Lib)	I/C	
2	Sh. M P Singh	TGT(Maths)	Member	
3	Sh. R A Lal	TGT (S. St)	Member	
4	Smt. Shivani Singh	PRT	Member	
5	Smt. Sneha Singh	PRT	Member	
6	Smt. Nidhi Mishra	PRT(Music)	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 test s & activities and records for the same.
3. To take part actively in scouting/Guiding programmers.
4. Any other instructions issued from time to time.

M.R. Singh
(M-R SINGH)
PRINCIPAL