

**KENDRIYA VIDYALAYA No.2 COLABA, MUMBAI****ALLOTMENT OF DUTIES TO TEACHERS 2022-23****VIDYALAYA COMMITTEE 2022-23**

SL NO	COMMITTEE	PRIMARY SECTION	SECONDARY SECTION	SIGNATURE
1	<b>ADMISSION COMMITTEE : (OLA portal will be taken care by Primary).</b>	Mr. Mukund Motegaonkar (In-Charge)	Mrs. Monaly Mukherjee (In-Charge)	
		Mrs. Surbhi	Mrs. Akanksha K.	
		Mrs. Susan	Mr. Arjun Singh	
		Mrs. Shweta	Mr. Suresh Waghela	
			Mrs. Shuchi	
2	<b>ACADEMIC COMMITTEE :</b>	Mr. Alka Jha Pathak (HM)	Mrs. Kalpana Badole (Over All In-Charge)	
			Mrs. Shraddha – English	
			Mr. S. S. Bhatt – Hindi/Sanskrit	
			Mrs. Manju Rani Rawat – Science	
			Mrs. Kalpana Badole - Maths	
		Mrs. Shristi – Misc.		
3	<b>INTERNAL EXAMINATIONS :</b>	Mrs. Susan	Mrs. Sneha Nandeker (In-Charge)	
		Mrs. Vasvi	Mrs. Anindita	
		Mrs. Nutan	Mrs. Mamta	
			Mrs. Shuchi Upadhyay	
			Mr. Arjun Singh	
			Mr. Suresh Waghela	
			Mr. Arvind	
4	<b>CBSE / EXTERNAL EXAMINATIONS :</b>		Mr. Chandrakant (In-Charge)	
			Mrs. Manju Rani	
			Mr. Suresh Waghela	
5	<b>UBI Portal and Fee Verifications</b>	Mrs. Susan	Mr. Chandrakant ( I/C)	
		Mrs. Madhusmita	Ms. Priyanka Negi	
6	<b>TIME TABLE COMMITTEE :</b>	Mrs. Neelu Ekka (In-Charge)	Mr. Ravi Gormare (In-Charge)	
		Mrs. Kiran T	Mr. Arjun singh Thakur	
			Ms. Akansha Jain	
7	<b>BEAUTIFICATION of school Premises and Implementation of BALA Concept</b>	Mrs. Surbhi (In-Charge)	Mrs. Kanaklata Chourasia (In - Charge)	
		Mrs. Shweta	Mrs. Shristi	
			Mrs. Sneha Nandeker	

8	<b>CCA COMMITTEE &amp;</b>	Mrs. Arpita Solanki (In-Charge)		
	<b>Morning Assembly PA System</b>	Mrs. Surbhi	Mr. S P Sah (In-Charge)	
		Mr. Nikhil Keshervani	Mrs. Shraddha	
		Mr. Mukund	Mrs. Meenu Singh	
	<b>Morning Assembly PA System</b>		Mrs. Mamta	
			Ms. Anshika	
			Mr. Sagar Tale	
		Mrs. Damanjeet (PA System I/C)		
		Mr. Arvind		
9	<b>TC (Preparing and uploading)</b>	DEO with Janhavi Class / Co Class teacher	Ms. Priyanka Negi (In- Charge)	
			Mr. Chandrakant	
10	<b>CMP</b>	Mrs. Shweta (Incharge)		
		Mr. Nikhil Keshervani		
11	<b>OLYMPIAD EXAMINATIONS :</b>	Mr. Mukund (In- Charge)	Mrs. Ranu Sarkar Sci (In- Charge)	
		Mrs. Madhusmita	Mr. Ravi G. Maths	
			Mrs. Gowri English	
12	<b>DISCIPLINE COMMITTEE :</b>	Mr. Mukund	Mrs. Kalpana Badole (Over All In-Charge)	
		All Class Teachers	Mrs. Meenu Singh (In- charge Girls)	
			Mrs. Manju Rani (First Floor)	
			Mr. Rajdev Singh ( Second Floor)	
			Mrs. Anshika (Third Floor)	
			All Class Teachers	
13	<b>CLEANLINESS COMMITTEE</b>	Mrs. Arpita (Ground floor)	Mrs. Manju Rani Rawat (IC)	
		Mrs. Sweta (First floor)		
	<b>Front side of school</b>		Mrs. Kalpana Badole	
	<b>Playground</b>	Mr. Sagar Tale		
	<b>Assembly ground &amp; back side of the school</b>	TGT HINDI	DOCTOR AND NURSE	

	<b>Ist floor including Boys &amp; Girls</b>		Mrs. Manju Rani Rawat	
			Mr. S P Sah	
			Mrs. Shraddha	
	<b>IInd floor including Boys &amp; Girls</b>		Mrs. Manju Rani	
			Mr. Kisley	
	<b>Ground and IIIrd floor including Boys &amp; Girls</b>		Mr. Rajdev Singh	
			Mrs. Meenu Singh	
	<b>Ground and IIIrd floor including Boys &amp; Girls</b>	YOGA TEACHER	Mr. Salvi	
			Ms. Priyanka Negi	
	<b>LABS</b>		Mrs. Ranu Sarkar	
14	<b>CONSERVANCY AND SECURITY:</b>		Mrs. Manju Rani Rawat (IC)	
			· Mrs. Anindita	
15	<b>LIBRARY COMMITTEE :</b>	Mrs. Neelu Ekka	Mrs. Srishti Kumari (In-charge)	
		Mrs. Kiran T	Mrs. Shraddha	
			Mrs. Anshika	
			Mr. Rajdev Singh	
16	<b>VIDYALAYA MANAGEMENT COMMITTEE :</b>	Mrs. Alka Jha Pathak (HM)	Mrs. Meenu Singh (In-charge)	
			Mrs Janvi Kokate	
			Mrs Damanjeet	
			Mrs KanakLata	
		Mr. Suresh Waghela		
17	<b>FURNITURE COMMITTEE:</b>	Mr. Mukund	Mr. Mahendra Salvi (In-charge)	
			Mr. Rajdev	
			Mrs. Sneha Nandeker	
18	<b>RAJBHASHA and WORKSHOP :</b>	Mrs. Vasvi	Mr.S S Bhatt (In-charge)	
			Mr. Rajdev Singh	
			Mrs mamta	
			Mrs. Janhvi Kokate	
			Mrs. Sonia	
19	<b>SCOUTS &amp; GUIDES :</b>		Mr.Rajdev Singh (In-charge Scout)	
			Mrs. Gowri(In- Charge Guide )	
			Mr. M. Salvi	
			Mr. Arjun Singh	
			And all trained teachers.	

20	<b>CUBS &amp; BULBULS :</b>	Mrs. NeeluEkka (In-charge)		
		Mrs. Shweta		
		Mrs. KiranThale		
		And all trained teachers.		
21	<b>NCC:</b>		Mr. Ravindra Ghormare	
22	<b>WEBSITE AND ICT :</b>	Mrs. KiranThale(In-charge)	Ms. Priyanka Negi (In-Charge)	
		Mrs. Susan (Co In charge)	Mr. Chandrakant	
		Mrs. Surabhi Jain (Co In charge)	Mrs. Janvi Kokate	
		Mrs. Neelu(First floor LCD)		
		Mr. Nikhil Kesarwani (Co In charge)		
23	<b>SHALA DARPAN :</b>	Mrs. Kiran Thale	Mr. Priyanka Negi (in-Charge)	
			Ms. Akanksha K.	
			Mrs. Madhusmita	
24	<b>PUBLICATION : (Students diary, Teacher's diary, School Magazine, Newsletter)</b>	· Mrs. Susan	Mrs. Shradda ( In - Charge)	
		Mrs. Madhusmita	Mrs. Anindita	
			Mrs. Shristi	
			Mrs. M. Gowri	
			Mrs. Meenu Singh	
			Mr. Rajdev Singh	
25	<b>MAINTAINANCE AND REPAIRS:</b>	Mr. Nikhil Keshervani	Mr.Kisley (In-Charge)	
			Mr. Rajdev Singh	
			Mr. M Salvi	
26	<b>PHOTOGRAPHY &amp; ID CARDS</b>	Mrs. KiranThale (In-charge)	Mrs. Kanklata (In charge)	
		All class Teachers	Mr. Arvind	
27	<b>WATER &amp; SANITATION</b>	Mr. Sweta R.	Mr. Ravi Ghormare (In charge)	
			Mrs. Ranu Sarkar	
			All floor in chargers	
28	<b>HEALTH &amp; MEDICAL CHECKUP</b>	Nurse & Doctor	Mrs. Ranu Sakar (In charge)	
			Mrs. Sneha Nandeker	
29	<b>HOSPITALITY</b>	Mrs. Shweta	Mrs. Damanjeet Kaur (In-Charge)	

29	<b>HOSPITALITY</b>	Mrs. Vasvi Sharma	Mrs. Kanklata	
			Mrs. Shristi	
30	<b>PURCHASE COMMITTEE INCLUDING TENDERING</b>	Mrs. Alka Ja Pathak H M	Mr. S P Sah (In charge)	
			In charges of departments / Committees	
31	<b>CLUBS:</b>			
	<b>i) AEP - Disha Club</b>	Mrs Neelu Ekka	Mrs. Ranu Sarkar (In-charge)	
			Mrs. Meenu Singh	
			Mr. Anshika	
			Mrs. Mamta	
	<b>ii) Quiz Club</b>	Mrs. Susan I/C	Mrs. Manju Rani (In-Charge)	
			Ms. Akansha Jain	
			Mrs. Anshika	
	<b>iii) Nature &amp; Garden club</b>		Mrs Ranu Sarkar (In charge)	
			Mrs. Sneha Nandeker	
			Mrs. Kanaklata	
	<b>iv) Fine Arts Club</b>		Mr. Kanaklata C (In charge)	
			Mrs. Damanjit Kaur	
			Arts And Crafts Coach	
	<b>v) Science Club</b>	Mrs. Sweta R. (in-Charge)	Mrs. Akanksha Kharadia (In charge)	
		Mrs. Kiran	All Science Faculty Members	
	<b>vi) Integrity Club &amp; EK Bharat Shrestha Bharat</b>		Mrs. Monaly M. (In charge)	
			Mr. P. Kislaya	
			Mrs Sristhi	
	<b>vii) Music &amp; Dance club</b>	Mr. Nikhil Keshrwani (In charge)	Mr. S P Sah	
		Mrs. Arpita Solanki		
		Mrs. Nutun		
	<b>viii) Maths club &amp; Atal Tinkring Lab</b>	Mrs. Sweta (In-Charge)	Mrs. Kalpana Badole (I/C)	
			Mr. Ravi G.	
			Mrs. Akanksha Jain	
			Mrs. Arjun Singh Thakur	
		Mrs. Ranu Sarkar		

	<b>ix) Horticulture and Eco Club</b>		Mrs. Shuchi	
	<b>ix) Language club</b>	Mrs. Neelu Shukal (In-charge)	Mrs. Shraddha (In-charge)-English	
		Mr. Mukund	Mr. S.S. Bhatt(I/c. Hindi & Sanskrit)	
		Mrs. Alka HM	And all language teachers including German.	
32	<b>RESOURCE ROOM</b>	Mrs. Arpita Solanki	Ms. Anshika	
		Mrs. Vasvi Sharma	Mr. S P Sah	
			Mr. PK Kislay	
33	<b>TLM</b>	Mrs. Surbhi (In-Charge)	Mrs. Mamta	
		Mrs. Nutan	Mrs. M. Gowri	
34	<b>SBSB/ Fit India</b>	Mrs. Vasvi Sharma	Ms. Priyanka Negi (In-Charge- SBSB Online Uploading )	
		Sports Instructor	Mr. Sagar Tale (In-charge) SBSB Activities	
35	<b>P.A. SYSTEMS</b>	Mr. Mukund	Mrs. DamanjeetKaur (In-Charge)	
			Mr P Kisalaya	
			Mr. Arvind	
36	<b>EXCURSIONS</b>	· Alka Jha Pathak (H M)	Mrs. Manju Rani	
			Mr. Rajdev Singh	
37	<b>GENERAL STAFF MEETINGS</b>	· Alka Jha Pathak (H M)	Mrs. Mamta	
			Mrs. Kanaklata	
			Mrs. Damanjeet Kaur	
38	<b>CAREER GUIDANCE &amp; COUNSELLING</b>		Mrs. Srishti Kumari (I/C)	
			Mr. Ravi G	
			Mrs. Meenu Singh	
			Counsellor	
39	<b>GRIEVANCE COMMITTEE Related to Staff</b>	Mrs. Neelu Ekka	Mrs Manju Rawat	
			Mr. Chandrakant	
40	<b>E- MAIL CHECKING and REPLYING</b>		Mr. Chandrakant	
			Ms. Priyanka Negi	
			Mrs Janhvi K	
			DEO	

41	INCOME TAX PREPERATION & Pay Bill Preparation and verification		Mrs. Janhavi Kokate	
			Mr. Chandrakant	
42	For Children with Special needs	Mr. Mukund	Mr. PK Kislay	
43	Fees concession/Grant/e tc. Including SGC/RTE/SC/ST Minority	Mrs Neelu Ekka	Mrs. Kalpana Badole ( i/c)	
			Mr. Ravi G.	
44	Late comers/Entry in/Exit from Vidyalaya Gate	House on duty I/C & Members School Capt. And Members	House on duty I/C & Members School Capt. And Discipline I/C/ House Members	
45	Grievance Related to Students	Mrs. Alka Jha Pathak (HM)	Mrs. Kalpana B.	
			Mr. Mahendra Salvi	
46	PTA Meetings	Mrs. Alka Jha Pathak (HM)	Mrs. Manju Rawat	
		Mrs. Arpita Solanki	Ms. Akanksha Jain	
			Class Teachers	
47	Fire Safety		Mrs. Damanjeet Kaur	
			Mr. Sagar Tale	
48	DIKSHA/NISHTHA/ CBSE Training	Mrs. Vasvi	Ms. Priyanka Negi	
49	CCT/ PISA/Artificial Intelligence / Vocational Education		Ms. Priyanka Negi ( I/c)	
			Ms. Akansha Jain	
			Mrs Damanjeet	
			Concerned Class/ Subject Teachers	
50	SCHOOL SAFETY COMMITTEE	<b>Chairperson</b> : Mrs. Pramila Pal		
		<b>Student safety officer (SSO)</b> : Janhvi Kokate		
		<b>Management representative</b> : Sub Lieutenant Pragdes T. (Nominee Chairman,INS		
		<b>Faculty Representatives:</b>		
		PRIMARY SECTION : Mrs. Alka Jha Pathak, HM		
		MIDDLE SCHOOL: Mrs. Damanjeet Kaur		
		SENIOR SCHOOL: Mrs. Manju Rani Rawat		
<b>Parent Representatives:</b>				

	<b>SCHOOL SAFETY COMMITTEE</b>	Mrs. Sujata Das, SMC		
		Mr. Jagannath Jha		
		<b>Student Representatives:</b>		
		BOY	Master Aditya	
		GIRL	Ms. Swarangna	
		<b>Alumni Representatives:</b> Ms. Disha Gupta		
51	<b>Internal Complaint Committee ( ICC) for Women employees Safety</b>	<b>Presiding Officer</b>		
		<b>NGO Member</b>		
		<b>VMC Member</b>	Mr. Rajeev Jha, Senior Teacher Educator in Bombay Teachers Training College, Colaba.	
		Female Member		
		Male Member		