KENDRIYA VIDYALAYA No.2 COLABA, MUMBAI

ALLOTMENT OF DUTIES TO TEACHERS 2022-23 VIDYALAYA COMMITTEE

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| **SL. NO** | **COMMITTEE** | **PRIMARY SECTION** | **SECONDARY SECTION** |
| **1** | **ADMISSION COMMITTEE:** | * Mr. Mukund Motegaonkar (In-Charge)
* Mrs. Surbhi
* Mrs. Susan
* Mrs. Sweta

(OLA portal will be taken care by Primary). | * Mrs. Monaly Mukherjee (In-Charge)
* Mrs. Akanksha Kharadia
	+ Mr. Arjun Singh
	+ Mr. Suresh Waghela
 |
| **2** | **ACADEMIC COMMITTEE:** | * Mr. Alka Jha Pathak (HM)
 | * Mrs. Kalpana Badole (Over All In- Charge)
* Mrs. Shraddha – English
* Mr. Rajdev – Hindi/Sanskrit
* Mrs. Manju Rani Rawat – Science
* Mrs. Kalpana Badole - Maths
* Mrs. Monaly M– Comm./ Social Science
* Mrs. Sristhi – Misc.
 |
| **3** | **INTERNAL EXAMINATIONS:** | * Mrs. Susan
* Mrs. Vasvi
* Mrs. Nutan
 | * Mrs. Sneha Nandeker (In-Charge)
* Mrs. Anindita
* Mrs. Mamta
* Ms. Anshika
* Mrs. Shuchi Upadhyay
* Mr. Arjun Singh
* Mr. Suresh Waghela
* Mr. Arvind
 |
| **4** | **CBSE / EXTERNAL EXAMINATIONS:** | * Ms. Manju Rani (In-Charge)
* Ms. Priyanka Negi
* Ms. M. Gowri
 |
| **5** | **UBI Portal and FeeVerifications** | * Mrs. Susan
* Computer Teacher
 | * Mr. Chandrakant ( I/C)
* Ms. Priyanka Negi
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| **6** | **TIME TABLE COMMITTEE:** | * Mrs. Neelu Ekka (In-Charge)
* Mrs. Kiran T
 | * Mrs. Manju Rawat (In-Charge)
* Mr. Arjun singh Thakur
* Mrs. Damanjeet Kaur
* Mrs. Shuchi Upadhyay
 |
| **7** | **BEAUTIFICATION of****school Premises and Implementation of BALA Concept** | * Mrs. Surbhi (In-Charge)
* Mrs. Shweta
 | * Mrs. Kanaklata Chourasia (In -Charge)
* Mrs. Damanjeet Kaur
* Mrs. Sristhi
 |
| **8** | **CCA COMMITTEE &****Morning Assembly PA System** | * Mrs. Surbhi (In-Charge)
* Susan (co incharge)
* Mr. Nikhil Keshervani
* Mr. Mukund
 | * Mr. Anindita Karmakar (In-Charge)
* Mrs. Meenu Singh
* Mrs. Mamta
 |
| **9** | **TC (Preparing and uploading)** | DEO with JanhaviClass / Co Class teacher | * Ms. Priyanka Negi (In-Charge)
* Mr. Chandrakant
 |
| **10** | **CMP** | * Mrs. Shweta (Incharge)
* Mr. Nikhil Keshervani
 |
| **11** | **OLYMPIAD EXAMINATIONS:** | * Mr. Mukund (In-Charge)
* Computer Teacher
 | * Mrs. Ranu Sarkar Sci (In- Charge)
* Mrs. Ravi G. Maths
* Mrs. Gowri English
 |
| **12** | **DISCIPLINE COMMMITTEE:** | * Mrs. Neelu Ekka (ground floor)
* Mr. Mukund
* And All class teachers
 | * Mrs. Kalpana Badole (Over All In- Charge)
* Mr. Sagar Tale (In-charge Boys)
* Mrs. Meenu Singh (In-charge Girls)
* Mrs. Manju Rani (First Floor)
* Mr. Rajdev Singh (Second Floor)
* Mrs. Anshika (Third Floor)
* All Class Teachers
* Mr. Ranu Sarkar (lab areas)
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| **13** | **CLEANLINESS COMMITTEE*** **(Front side of school)**
* **(Playground)**
* **(Assembly ground & back side of the school)**
* **I floor including Boys & Girls toilets**
* **II floor including Boys toilets**
* **Ground &III Floor including Boys toilets Girls toilets**
* **Ground &III Floor including Boys toilets Girls toilets**
 | * Mrs. Sweta (First floor)
 | Mr. Mahendra Salvi (In-Charge)* Mrs. Meenu Singh
* Mr. Sagar Tale
* TGT HINDI
* Nurse &counselor
* Mrs. Shraddha
* Mrs. Manju Rani
* Mr. Rajdev Singh
* Mrs. Meenu Singh
* Mrs. Damanjeet Kaur
* Ms. Priyanka Negi
* Mr. Mahendra Salvi
 |
| **14** | **CONSERVANCY AND SECURITY:** | * Mr. Sagar Tale (I/C)
* Mrs. M. Gowri
* Mr. Mukund
* Mrs. Kiran Thale
 |
| **15** | **LIBRARY COMMITTEE:** | * Mrs. Neelu Ekka
* Mrs. Kiran T
 | * Mrs. Srishti Kumari (In-charge)
* Mrs. Shraddha
* Mrs. Anshika
* Mr. Rajdev Singh
 |
| **16** | **VIDYALAYA MANAGEMENT COMMITTEE:** | * Mrs. Meenu Singh (In-charge)
* Mrs. Alka Jha Pathak (HM)
* Mrs Janvi Kokate
* Mrs Damanjeet
* Mrs KanakLata
* Mr. Suresh Waghela
 |
| **17** | **FURNITURE COMMITTEE:** | * Mr. Mukund
 | * Mr. Ravindra Ghormare (In-charge)
* Ms. Anshika Rawat
* Mrs. Srishti Kumari
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| **18** | **RAJBHASHA and WORKSHOP:** | * Mrs. Vasvi
 | * Mr. Rajdev Singh (In-charge)
* Mrs mamta
* Mrs. Janhvi Kokate
 |
| **19** | **SCOUTS & GUIDES:** | * Mr.Rajdev Singh (In-charge Scout)
* Mrs. Gowri (In- Charge Guide)
* Mr. M. Salvi
* Mr. Arjun Singh
* And all trained teachers.
 |
| **20** | **CUBS & BULBULS:** | * Mrs. NeeluEkka (In-charge)
* Mrs. Shweta
* Mrs. KiranThale
* And all trained teachers.
 |
| **21** | **NCC:** | Mr. Ravindra Ghormare |
| **22** | **WEBSITE AND ICT:** | * Mrs. KiranThale(In- charge)
* Mrs. Susan (Co In charge)
* Mrs. Surabhi Jain (Co Incharge)
* Mrs. Neelu Ekka (ground floor LCD)
* Mrs. Neelu(First floorLCD)
* Mr. Nikhil Kesarwani (Co Incharge)
 | * Ms. Priyanka Negi (In-Charge)
* Mr. Chandrakant
* Mrs. Janvi Kokate
 |
| **23** | **SHALA DARPAN:** | * Mrs. Kiran Thale
 | * Mr. Priyanka Negi (in-Charge)
* Ms. Akanksha K.
* Computer Instructor
 |
| **24** | **PUBLICATION:****(Students diary, Teacher's diary, School Magazine, Newsletter)** | * Mrs. Susan
* Computer Teacher
 | * Mrs. Shradda (In - Charge)
* Mrs. Anindita
* Mrs. Shristi
* Mrs. M. Gowri
* Mrs. Meenu Singh
* Mr. Rajdev Singh
* Mrs. Kanakalata
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| **25** | **MAINTAINANCE AND REPAIRS:** | * Mr. Nikhil Keshervani
 | * Mr. Kisley(In-Charge)
* Mr. Rajdev Singh
* Mrs. DamanjeetKaur
* Mr. M Salvi
 |
| **26** | **PHOTOGRAPHY & ID CARDS** | * Mrs. Kiran Thale (In-charge)
* All class Teachers
 | * Mrs. Kanklata (In charge)
* Mrs. DamanjeetKaur
* Mr. Arvind
 |
| **27** | **WATER & SANITATION** | * Mrs. Archana
* Mr. Sweta R.
 | * Mr. Ravi Ghormare (In charge)
* Mrs. Ranu Sarkar
* Mrs. Damanjeet Kaur
* All floor in chargers
 |
| **28** | **HEALTH & MEDICAL CHECKUP** | * Mrs. Ranu Sakar (In charge)
* Mrs. Sneha Nandeker
* Nurse & Doctor
 |
| **29** | **HOSPITALITY** | * Mrs. Shweta
* Mrs. Vasvi Sharma
 | * Mrs. Damanjeet Kaur (In-Charge)
* Mrs. Kanklata
* Mrs. Sristhi
 |
| **30** | **PURCHASE COMMITTEE INCLU DING TENDERING** | * Mr. S P Sah (In charge)
* In charges of departments / Committees
* Mrs. Alka Ja Pathak H M
 |
| **31** | **CLUBS:****i) AEP - Disha Club** | * Mrs Neelu Ekka
 | * Mrs. Meenu Singh (In-charge)
* Mr. Anshika
* Mrs. Mamta
* Mrs. Akansha Jain

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| **ii) Quiz Club** | * Mrs. Susan I/C
 | * Mrs. Sristhi (In-Charge)
* Mrs. Manju Rani
* Mrs. Anshika
* Ms. Kunjbali
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|  | **iii)Nature & Garden club / Eco / Medical** | * Mrs Ranu Sarkar (In charge)
* Mrs. Sneha Nandeker
* Mrs. Kanklata
* Mrs. Shuchi Upadhyay
 |
| **iv)Fine Arts Club** | * Mr. Kanaklata C (In charge)
* Mrs. DamanjitKaur
* Arts And Crafts Coach
 |
| **v) Science Club** | * Mrs. Sweta R. (in- Charge)
* Mrs. Kiran
 | * Mrs. Mona Panchal (Incharge)
* All Science Faculty Members
 |
| **vi) Integrity Club &EK Bharat Shrestha****Bharat** | * Mrs. Monaly M. (In charge)
* Mr. P. Kislaya
* Mrs Sristhi
* Ms. Kunjbali
 |
| **vii)Music &****Danceclub** | * Mr. Nikhil Keshrwani (In charge)
* Ms. Anshika
* Mr. S P Sah
 |
| **viii) Maths club`& Atal Tinkring Lab** | * Mrs. Sweta(In- Charge)
 | * Mrs. Kalpana Badole (I/C)
* Mr. Ravi G.
* Akanksha Jain
* Arjun Singh Thakur
 |
| **ix) Language club** | * Mrs. Neelu Shukal (In-charge)
* Mr. Mukund
* Mrs. Alka
 | * Mrs. Shraddha (In-charge)-English
* Ms. Pragya Rashmi (I/c. Hindi & Sanskrit
* And all language teachersincluding German.
 |
|  | **x) Tourism Club** | * Mrs. Akanksha Kharadia
* Mrs. Meenu Singh
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| **32** | **RESOURCE ROOM** | * Mrs. Kiran Tale (In-Charge)
* Mrs. Vasvi Sharma
 | * Ms. Anshika
* Mr. S P Sah
* Mr. PK Kislay
 |
| **33** | **TLM** | * Mrs. Surbhi (In-Charge)
* Mrs. Shweta

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* Mrs. M. Gowri
 |
| **34** | **SBSB/ Fit India** | * Mrs. Vasvi Sharma
* Sports Instructor
 | * Ms. Priyanka Negi (In- Charge- SBSB Online Uploading)
* Mr. Sagar Tale (In-charge) SBSBAcivities
 |
| **35** | **P.A. SYSTEMS** | * Mr. Mukund
 | * Mrs. DamanjeetKaur (In-Charge)
* Mr P Kisalaya
* Mr. Arvind
 |
| **36** | **EXCURSIONS** | * Alka Jha Pathak (H M)
 | * Mrs. Manju Rani
* Mr. Rajdev Singh
 |
| **37** | **GENERAL STAFF****MEETINGS** | * Mrs. Alka Jha Pathak
 | * Mrs. Mamta
* Mrs. Kanaklata
* Mrs. Damanjeet Kaur
 |
| **38** | **CAREER GUIDANCE& COUNSELLING** | * Mrs. Srishti Kumari (I/C)
* Mr. Ravi G
* Mr. Meenu Singh
* Counsellor
 |
| **39** | **GRIEVANCE COMMITTEE****Related to Staff** | * Mrs Manju Rawat
* Mr. Chandrakant
* Mrs. Neelu Ekka
 |
| **40** | **SCHOOL SAFETY COMMITTEE &****Disaster Mgt. of Vidyalaya** | * All Members of Discipline
* Committee & floor Inchargers
 | * Mr. P Kisalaya
* Doctor, Nurse
* All Members of Discipline

Committee & floor In chargers |

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| **41** | **E- MAIL CHECKINGand REPLYING** | * Mr. Chandrakant
* Ms. Priyanka Negi
* Mrs. Janhvi K
* DEO
 |
| **42** | **INCOME TAX PREPERATION** | * Mrs. Janhavi Kokate
* Mr. Chandrakant
 |
|  | **&** |  |
|  | **Pay Bill** |  |
|  | **Preparationand** |  |
|  | **verification** |  |
| **43** | **For Children withSpecial needs** | * Mr. Mukund
* Mr. PK Kislay
 |
| **44** | **Fees concession/Grant/ etc. Including** | * Mrs. Kalpana Badole ( i/c)
* Mr. Ravi G.
* Mrs Neelu Ekka
 |
|  | **SGC/RTE/SC/ST** |  |
|  | **Minority** |  |
| **45** | **Late comers/Entry in/Exit from Vidyalaya Gate** | * House on duty I/C & Members School Capt. AndMembers
 | * House on duty I/C & Members School Capt. And Discipline I/C/House Members
 |
| **46** | **Grievance****Relatedto Students** | * Mrs. Alka Jha Pathak

(HM) | * Mrs. Kalpana B.
* Mr. Mahendra Salvi
 |
| **47** | **PTA Meetings** | * Mrs. Alka Jha Pathak

(HM)* Mrs. Arpita Solanki
 | * Mrs. Manju Rawat
* Ms. Akanksha Jain
* Class Teachers
 |
| **48** | **Fire Safety** | * Mrs. Damanjeet Kaur
* Mr. Sagar Tale
* Mr. Mukund M

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| **49** | **DIKSHA/NISHTHA/****CBSE Training** | * Ms. Priyanka Negi
* Mrs. Vasvi
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| **50** | **CCT/****PISA/Artificial Intelligence / Vocational****Education** | * Ms. Priyanka Negi ( I/c)
* Ms. Akansha Jain
* Mrs. Damanjeet
* Concerned Class/ Subject Teachers
 |
| **51** | **SCHOOL SAFETY COMMITTEE** | * Chairperson: Mrs. Pramila Pal
* Student safety officer (SSO: Janhvi Kokate
* Management representative: Sub Lieutenant Pragdesh T. (Nominee Chairman,INS Agnibahu)
* Faculty Representatives:

PRIMARY SECTION: Mrs. Alka Jha Pathak, HM MIDDLE SCHOOL: Mrs. Damanjeet Kaur SENIOR SCHOOL: Mrs. Manju Rani Rawat* + Parent Representatives: 1. Mrs. Sujata Das, SMC

2. Mr. Jagannath Jha* + Student Representatives: BOY: Master Aditya

GIRL: Ms. Swarangna* + Alumni Representatives: Ms. Disha Gupta
 |
|  |  |  | 1 | Presidin | A.C. KVS RO Mumbai. |  |
|  |  |  | gOfficer |  |
|  | **Internal** | 2 | NGO Member | Mrs. Neelam Parab, ARPAN, NGO |  |
| **52** | **Complaint****Committee (ICC)** |  |  |  |
| 3 | VMC Member | Mr. Rajeev Jha, Senior Teacher |  |
|  | **for Women** |  |  | Educator in Bombay Teachers Training |
|  | **employees Safety** |  |  | College, Colaba. |
|  |  | 4 | Female | Mrs. Meenu Singh, TGT English |  |
|  |  |  | Member |  |
|  |  | 5 | Male Member | Mr. Chandrakant P Chavda, PGT CS |  |

KENDRIYA VIDYALAYA No.2 COLABA, MUMBAI

REVISED ALLOTMENT OF DUTIES TO TEACHERS 2022-23 VIDYALAYA COMMITTEE (W.E.F.31.10.2022)

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| **SL. NO** | **COMMITTEE** | **PRIMARY SECTION** | **SECONDARY SECTION** |
| **3** | **INTERNAL EXAMINATIONS:** | * Mrs. Susan
* Mrs. Vasvi
* Mrs. Nutan
 | * Mrs. Sneha Nandeker (In-Charge)
* **Mrs. Akanksha Kharadia**
* Mrs. Mamta
* Ms. Anshika
* Mrs. Shuchi Upadhyay
* Mr. Arjun Singh
* Mr. Suresh Waghela
* Mr. Arvind
 |
| **4** | **CBSE / EXTERNAL EXAMINATIONS:** | * **Ms. Manju Rani (In-Charge)**
* Ms. Priyanka Negi
* Ms. M. Gowri
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| **6** | **TIME TABLE COMMITTEE:** | * Mrs. Neelu Ekka (In-Charge)
* Mrs. Kiran T
 | * **Mrs. Manju Rawat (In-Charge)**
* **Mr. Arjun singh Thakur**
* **Mrs. Damanjeet Kaur**
* **Mrs. Shuchi Upadhyay**
 |
| **7** | **BEAUTIFICATION of****school Premises and Implementation of BALA Concept** | * Mrs. Surbhi (In-Charge)
* Mrs. Shweta
 | * Mrs. Kanaklata Chourasia (In -Charge)
* Mrs. Damanjeet Kaur
* Mrs. Sristhi
 |
| **8** | **CCA COMMITTEE &****Morning Assembly PA System** | * Mrs. Surbhi (In-Charge)
* Susan (co incharge)
* Mr. Nikhil Keshervani
* Mr. Mukund
 | * **Mr. Anindita Karmakar (In-Charge)**
* Mrs. Meenu Singh
* Mrs. Mamta
 |
| **9** | **TC (Preparing and uploading)** | DEO with JanhaviClass / Co Class teacher | * Ms. Priyanka Negi (In-Charge)
* Mr. Chandrakant
 |
| **10** | **CMP** | * Mrs. Shweta (Incharge)
* Mr. Nikhil Keshervani
 |
| **11** | **OLYMPIAD EXAMINATIONS:** | * Mr. Mukund (In-Charge)
* Computer Teacher
 | * Mrs. Ranu Sarkar Sci (In- Charge)
* Mrs. Ravi G. Maths
* Mrs. Gowri English
 |
| **12** | **DISCIPLINE COMMMITTEE:** | * Mrs. Neelu Ekka (ground floor)
* Mr. Mukund
* And All class teachers
 | * Mrs. Kalpana Badole (Over All In- Charge)
* Mr. Sagar Tale (In-charge Boys)
* Mrs. Meenu Singh (In-charge Girls)
* Mrs. Manju Rani (First Floor)
* Mr. Rajdev Singh (Second Floor)
* Mrs. Anshika (Third Floor)
* All Class Teachers
* Mr. Ranu Sarkar (lab areas)
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| **13** | **CLEANLINESS COMMITTEE*** **(Front side of school)**
* **(Playground)**
* **(Assembly ground & back side of the school)**
* **I floor including Boys & Girls toilets**
* **II floor including Boys toilets**
* **Ground &III Floor including Boys toilets Girls toilets**
* **Ground &III Floor including Boys toilets Girls toilets**
 | * Mrs. Sweta (First floor)
 | Mr. Mahendra Salvi (In-Charge)* Mrs. Meenu Singh
* Mr. Sagar Tale
* TGT HINDI
* Nurse &counselor
* Mrs. Shraddha
* Mrs. Manju Rani
* Mr. Rajdev Singh
* Mrs. Meenu Singh
* Mrs. Damanjeet Kaur
* Ms. Priyanka Negi
* Mr. Mahendra Salvi
 |
| **14** | **CONSERVANCY AND SECURITY:** | * **Mr. Sagar Tale (I/C)**
* Mrs. M. Gowri
* Mr. Mukund
* Mrs. Kiran Thale
 |
| **15** | **LIBRARY COMMITTEE:** | * Mrs. Neelu Ekka
* Mrs. Kiran T
 | * Mrs. Srishti Kumari (In-charge)
* Mrs. Shraddha
* Mrs. Anshika
* Mr. Rajdev Singh
 |
| **16** | **VIDYALAYA MANAGEMENT COMMITTEE:** | * Mrs. Meenu Singh (In-charge)
* Mrs. Alka Jha Pathak (HM)
* Mrs Janvi Kokate
* Mrs Damanjeet
* Mrs KanakLata
* Mr. Suresh Waghela
 |
| **17** | **FURNITURE COMMITTEE:** | * Mr. Mukund
 | * **Mr. Ravindra Ghormare (In-charge)**
* **Ms. Anshika Rawat**
* **Mrs. Srishti Kumari**
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| **18** | **RAJBHASHA and WORKSHOP:** | * Mrs. Vasvi
 | * Mr. Rajdev Singh (In-charge)
* Mrs mamta
* Mrs. Janhvi Kokate
 |
| **19** | **SCOUTS & GUIDES:** | * Mr.Rajdev Singh (In-charge Scout)
* Mrs. Gowri (In- Charge Guide)
* Mr. M. Salvi
* Mr. Arjun Singh
* And all trained teachers.
 |
| **20** | **CUBS & BULBULS:** | * Mrs. NeeluEkka (In-charge)
* Mrs. Shweta
* Mrs. KiranThale
* And all trained teachers.
 |
| **21** | **NCC:** | Mr. Ravindra Ghormare |
| **22** | **WEBSITE AND ICT:** | * Mrs. KiranThale(In- charge)
* Mrs. Susan (Co In charge)
* Mrs. Surabhi Jain (Co Incharge)
* Mrs. Neelu Ekka (ground floor LCD)
* Mrs. Neelu(First floorLCD)
* Mr. Nikhil Kesarwani (Co Incharge)
 | * Ms. Priyanka Negi (In-Charge)
* Mr. Chandrakant
* Mrs. Janvi Kokate
 |
| **23** | **SHALA DARPAN:** | * Mrs. Kiran Thale
 | * Mr. Priyanka Negi (in-Charge)
* Ms. Akanksha K.
* Computer Instructor
 |
| **24** | **PUBLICATION:****(Students diary, Teacher's diary, School Magazine, Newsletter)** | * Mrs. Susan
* Computer Teacher
 | * Mrs. Shradda (In - Charge)
* Mrs. Anindita
* Mrs. Shristi
* Mrs. M. Gowri
* Mrs. Meenu Singh
* Mr. Rajdev Singh
* Mrs. Kanakalata
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| **25** | **MAINTAINANCE AND REPAIRS:** | * Mr. Nikhil Keshervani
 | * Mr. Kislaya (In-Charge)
* Mr. Rajdev Singh
* Mrs. DamanjeetKaur
* Mr. M Salvi
 |
| **26** | **PHOTOGRAPHY & ID CARDS** | * Mrs. Kiran Thale (In-charge)
* All class Teachers
 | * Mrs. Kanklata (In charge)
* Mrs. DamanjeetKaur
* Mr. Arvind
 |
| **27** | **WATER & SANITATION** | * Mr. Sweta R.
 | * Mr. Ravi Ghormare (In charge)
* Mrs. Ranu Sarkar
* Mrs. Damanjeet Kaur
* All floor in chargers
 |
| **28** | **HEALTH & MEDICAL CHECKUP** | * Mrs. Ranu Sakar (In charge)
* Mrs. Sneha Nandeker
* Nurse & Doctor
 |
| **29** | **HOSPITALITY** | * Mrs. Shweta
* Mrs. Vasvi Sharma
 | * Mrs. Damanjeet Kaur (In-Charge)
* Mrs. Kanklata
* Mrs. Sristhi
 |
| **30** | **PURCHASE COMMITTEE INCLU DING TENDERING** | * Mr. S P Sah (In charge)
* In charges of departments / Committees
* Mrs. Alka Ja Pathak H M
 |
| **31** | **CLUBS:****i) AEP - Disha Club** | * Mrs Neelu Ekka
 | * Mrs. Meenu Singh (In-charge)
* Mr. Anshika
* Mrs. Mamta
* Mrs. Akansha Jain

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| **ii) Quiz Club** | * Mrs. Susan I/C
 | * Mrs. Sristhi (In-Charge)
* Mrs. Manju Rani
* Mrs. Anshika
* Ms. Kunjbali
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|  | **iii)Nature & Garden club / Eco / Medical** | * Mrs Ranu Sarkar (In charge)
* Mrs. Sneha Nandeker
* Mrs. Kanklata
* Mrs. Shuchi Upadhyay
 |
| **iv)Fine Arts Club** | * Mr. Kanaklata C (In charge)
* Mrs. DamanjitKaur
* Arts and Crafts Coach
 |
| **v) Science Club** | * Mrs. Sweta R. (in- Charge)
* Mrs. Kiran
 | * Mrs. Mona Panchal (Incharge)
* All Science Faculty Members
 |
| **vi) Integrity Club &EK Bharat Shrestha****Bharat** | * Mrs. Monaly M. (In charge)
* Mr. P. Kislaya
* Mrs Sristhi
* Ms. Kunjbali
 |
| **vii)Music &****Danceclub** | * Mr. Nikhil Keshrwani (In charge)
* Ms. Anshika
* Mr. S P Sah
 |
| **viii) Maths club`& Atal Tinkring Lab** | * Mrs. Sweta(In- Charge)
 | * Mrs. Kalpana Badole (I/C)
* Mr. Ravi G.
* Akanksha Jain
* Arjun Singh Thakur
 |
| **ix) Language club** | * Mrs. Neelu Shukal (In-charge)
* Mr. Mukund
* Mrs. Alka
 | * Mrs. Shraddha (In-charge)-English
* Ms. Pragya Rashmi (I/c. Hindi & Sanskrit
* And all language teachersincluding German.
 |
|  | **x) Tourism Club** | * Mrs. Akanksha Kharadia
* Mrs. Meenu Singh
 |

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| **32** | **RESOURCE ROOM** | * Mrs. Kiran Tale (In-Charge)
* Mrs. Vasvi Sharma
 | * Ms. Anshika
* Mr. S P Sah
* Mr. PK Kislay
 |
| **33** | **TLM** | * Mrs. Surbhi (In-Charge)
* Mrs. Shweta

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* Mrs. M. Gowri
 |
| **34** | **SBSB/ Fit India** | * Mrs. Vasvi Sharma
* Sports Instructor
 | * Ms. Priyanka Negi (In- Charge- SBSB Online Uploading)
* Mr. Sagar Tale (In-charge) SBSBAcivities
 |
| **35** | **P.A. SYSTEMS** | * Mr. Mukund
 | * Mrs. DamanjeetKaur (In-Charge)
* Mr P Kisalaya
* Mr. Arvind
 |
| **36** | **EXCURSIONS** | * Alka Jha Pathak (H M)
 | * Mrs. Manju Rani
* Mr. Rajdev Singh
 |
| **37** | **GENERAL STAFF****MEETINGS** | * Mrs. Alka Jha Pathak
 | * Mrs. Mamta
* Mrs. Kanaklata
* Mrs. Damanjeet Kaur
 |
| **38** | **CAREER GUIDANCE& COUNSELLING** | * Mrs. Srishti Kumari (I/C)
* Mr. Ravi G
* Mr. Meenu Singh
* Counsellor
 |
| **39** | **GRIEVANCE COMMITTEE****Related to Staff** | * Mrs Manju Rawat
* Mr. Chandrakant
* Mrs. Neelu Ekka
 |
| **40** | **SCHOOL SAFETY COMMITTEE &****Disaster Mgt. of Vidyalaya** | * All Members of Discipline
* Committee & floor Inchargers
 | * Mr. P Kisalaya
* Doctor, Nurse
* All Members of Discipline

Committee & floor In chargers |

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| **41** | **E- MAIL CHECKINGand REPLYING** | * Mr. Chandrakant
* Ms. Priyanka Negi
* Mrs. Janhvi K
* DEO
 |
| **42** | **INCOME TAX PREPERATION** | * Mrs. Janhavi Kokate
* Mr. Chandrakant
 |
|  | **&** |  |
|  | **Pay Bill** |  |
|  | **Preparationand** |  |
|  | **verification** |  |
| **43** | **For Children withSpecial needs** | * Mr. Mukund
* Mr. PK Kislay
 |
| **44** | **Fees concession/Grant/ etc. Including** | * Mrs. Kalpana Badole ( i/c)
* Mr. Ravi G.
* Mrs Neelu Ekka
 |
|  | **SGC/RTE/SC/ST** |  |
|  | **Minority** |  |
| **45** | **Late comers/Entry in/Exit from Vidyalaya Gate** | * House on duty I/C & Members School Capt. AndMembers
 | * House on duty I/C & Members School Capt. And Discipline I/C/House Members
 |
| **46** | **Grievance****Relatedto Students** | * Mrs. Alka Jha Pathak

(HM) | * Mrs. Kalpana B.
* Mr. Mahendra Salvi
 |
| **47** | **PTA Meetings** | * Mrs. Alka Jha Pathak

(HM)* Mrs. Arpita Solanki
 | * Mrs. Manju Rawat
* Ms. Akanksha Jain
* Class Teachers
 |
| **48** | **Fire Safety** | * Mrs. Damanjeet Kaur
* Mr. Sagar Tale
* Mr. Mukund M

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| **49** | **DIKSHA/NISHTHA/****CBSE Training** | * Ms. Priyanka Negi
* Mrs. Vasvi
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|  |  |  |
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| **50** | **CCT/****PISA/Artificial Intelligence / Vocational****Education** | * Ms. Priyanka Negi ( I/c)
* Ms. Akansha Jain
* Mrs. Damanjeet
* Concerned Class/ Subject Teachers
 |
| **51** | **SCHOOL SAFETY COMMITTEE** | * Chairperson: Mrs. Pramila Pal
* Student safety officer (SSO: Janhvi Kokate
* Management representative: Sub Lieutenant Pragdesh T. (Nominee Chairman,INS Agnibahu)
* Faculty Representatives:

PRIMARY SECTION: Mrs. Alka Jha Pathak, HM MIDDLE SCHOOL: Mrs. Damanjeet Kaur SENIOR SCHOOL: Mrs. Manju Rani Rawat* + Parent Representatives: 1. Mrs. Sujata Das, SMC

2. Mr. Jagannath Jha* + Student Representatives: BOY: Master Aditya

GIRL: Ms. Swarangna* + Alumni Representatives: Ms. Disha Gupta
 |
|  |  |  | 1 | Presidin | A.C. KVS RO Mumbai. |  |
|  |  |  | gOfficer |  |
|  | **Internal** | 2 | NGO Member | Mrs. Neelam Parab, ARPAN, NGO |  |
| **52** | **Complaint****Committee (ICC)** |  |  |  |
| 3 | VMC Member | Mr. Rajeev Jha, Senior Teacher |  |
|  | **for Women** |  |  | Educator in Bombay Teachers Training |
|  | **employees Safety** |  |  | College, Colaba. |
|  |  | 4 | Female | Mrs. Meenu Singh, TGT English |  |
|  |  |  | Member |  |
|  |  | 5 | Male Member | Mr. Chandrakant P Chavda, PGT CS |  |