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 Janhavi  Class / 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    |
| **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    | * Mrs. Mamta * 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    | |
| **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 Janhavi  Class / 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    |
| **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    | * Mrs. Mamta * 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    | |
| **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 |  |