

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

<b>SL. NO</b>	<b>COMMITTEE</b>	<b>PRIMARY SECTION</b>	<b>SECONDARY SECTION</b>
<b>1</b>	<b>ADMISSION COMMITTEE :</b>	<ul style="list-style-type: none"><li>• Mr. Mukund Motegaonkar (In-Charge)</li><li>• Mrs. Surbhi</li><li>• Mrs. Susan</li><li>• Mrs. Sweta</li></ul> (OLA portal will be taken care by Primary).	<ul style="list-style-type: none"><li>• Mrs. Monaly Mukherjee (In-Charge)</li><li>• Mrs. Akanksha Kharadia<ul style="list-style-type: none"><li>• Mr. Arjun Singh</li><li>• Mr. Suresh Waghela</li></ul></li></ul>
<b>2</b>	<b>ACADEMIC COMMITTEE :</b>	<ul style="list-style-type: none"><li>• Mr. Alka Jha Pathak (HM)</li></ul>	<ul style="list-style-type: none"><li>• Mrs. Kalpana Badole (Over All In-Charge)</li><li>• Mrs. Shraddha – English</li><li>• Mr. Rajdev – Hindi/Sanskrit</li><li>• Mrs. Manju Rani Rawat – Science</li><li>• Mrs. Kalpana Badole - Maths</li><li>• Mrs. Monaly M– Comm./ Social Science</li><li>• Mrs. Sristhi – Misc.</li></ul>
<b>3</b>	<b>INTERNAL EXAMINATIONS :</b>	<ul style="list-style-type: none"><li>• Mrs. Susan</li><li>• Mrs. Vasvi</li><li>• Mrs. Nutan</li></ul>	<ul style="list-style-type: none"><li>• Mrs. Sneha Nandeker (In-Charge)</li><li>• Mrs. Anindita</li><li>• Mrs. Mamta</li><li>• Ms. Anshika</li><li>• Mrs. Shuchi Upadhyay</li><li>• Mr. Arjun Singh</li><li>• Mr. Suresh Waghela</li><li>• Mr. Arvind</li></ul>
<b>4</b>	<b>CBSE / EXTERNAL EXAMINATIONS :</b>	<ul style="list-style-type: none"><li>• Mr. Chandrakant (In-Charge)</li><li>• Mrs. Manju Rani</li><li>• Mr. Suresh Waghela</li></ul>	
<b>5</b>	<b>UBI Portal and FeeVerifications</b>	<ul style="list-style-type: none"><li>• Mrs. Susan</li><li>• Computer Teacher</li></ul>	<ul style="list-style-type: none"><li>• Mr. Chandrakant ( I/C)</li><li>• Ms. Priyanka Negi</li></ul>

6	<b>TIME TABLE COMMITTEE :</b>	<ul style="list-style-type: none"> <li>• Mrs. Neelu Ekka (In-Charge)</li> <li>• Mrs. Kiran T</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. Ravi Ghormare (In-Charge)</li> <li>• Mr. Arjun singh Thakur</li> <li>• Ms. Akansha Jain</li> </ul>
7	<b>BEAUTIFICATION of school Premises and Implementation of BALA Concept</b>	<ul style="list-style-type: none"> <li>• Mrs. Surbhi (In-Charge)</li> <li>• Mrs. Shweta</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. Kanaklata Chourasia (In -Charge)</li> <li>• Mrs. Damanjeet Kaur</li> <li>• Mrs. Srithi</li> </ul>
8	<b>CCA COMMITTEE &amp; Morning Assembly PA System</b>	<ul style="list-style-type: none"> <li>• Mrs. Surbhi (In-Charge)</li> <li>• Susan (co incharge)</li> <li>• Mr. Nikhil Keshervani</li> <li>• Mr. Mukund</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. S P Sah (In-Charge)</li> <li>• Mrs. Shraddha</li> <li>• Mrs. Meenu Singh</li> <li>• Mrs. Mamta</li> <li>• Mr. Akansha Jain</li> <li>• Mr. Sagar Tale</li> <li>• Mrs. Damanjeet (PA System I/C)</li> <li>• Mr. Arvind</li> </ul>
9	<b>TC (Preparing and uploading)</b>	DEO with Janhavi Class / Co Class teacher	<ul style="list-style-type: none"> <li>• Ms. Priyanka Negi (In-Charge)</li> <li>• Mr. Chandrakant</li> </ul>
10	<b>CMP</b>	<ul style="list-style-type: none"> <li>• Mrs. Shweta (Incharge)</li> <li>• Mr. Nikhil Keshervani</li> </ul>	
11	<b>OLYMPIAD EXAMINATIONS :</b>	<ul style="list-style-type: none"> <li>• Mr. Mukund (In-Charge)</li> <li>• Computer Teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. Ranu Sarkar S c i ( In- Charge)</li> <li>• Mrs. Ravi G. Maths</li> <li>• Mrs. Gowri English</li> </ul>
12	<b>DISCIPLINE COMMITTEE :</b>	<ul style="list-style-type: none"> <li>• Mrs. Neelu Ekka (ground floor)</li> <li>• Mr. Mukund</li> <li>• And All class teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. Kalpana Badole (Over All In-Charge)</li> <li>• Mr. Sagar Tale (In-charge Boys)</li> <li>• Mrs. Meenu Singh (In-charge Girls)</li> <li>• Mrs. Manju Rani (First Floor)</li> <li>• Mr. Rajdev Singh ( Second Floor)</li> <li>• Mrs. Anshika (Third Floor)</li> <li>• All Class Teachers</li> <li>• Mr. Ranu Sarkar ( lab areas)</li> </ul>

13	<b>CLEANLINESS COMMITTEE</b> <ul style="list-style-type: none"> <li>• (Front side of school)</li> <li>• (Playground)</li> <li>• (Assembly ground &amp; back side of the school)</li> <li>• I floor including Boys &amp; Girls toilets</li> <li>• II floor including Boys toilets</li> <li>• Ground &amp; III Floor including Boys toilets Girls toilets</li> <li>• Ground &amp; III Floor including Boys toilets Girls toilets</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. Sweta (First floor)</li> </ul>	<b>Mr. Mahendra Salvi (In-Charge)</b> <ul style="list-style-type: none"> <li>• Mrs. Meenu Singh</li> <li>• Mr. Sagar Tale</li> <li>• TGT HINDI</li> <li>• Nurse &amp; counselor</li> <li>• Mrs. Shraddha</li> <li>• Mrs. Manju Rani</li> <li>• Mr. Rajdev Singh</li> <li>• Mrs. Meenu Singh</li> <li>• Mrs. Damanjeet Kaur</li> <li>• Ms. Priyanka Negi</li> <li>• Mr. Mahendra Salvi</li> </ul>
14	<b>CONSERVANCY AND SECURITY:</b>	<ul style="list-style-type: none"> <li>• Mr. Sagar Tale (I/C)</li> <li>• Mrs. M. Gowri</li> <li>• Mr. Mukund</li> <li>• Mrs. Kiran Thale</li> </ul>	
15	<b>LIBRARY COMMITTEE :</b>	<ul style="list-style-type: none"> <li>• Mrs. Neelu Ekka</li> <li>• Mrs. Kiran T</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. Srishti Kumari (In-charge)</li> <li>• Mrs. Shraddha</li> <li>• Mrs. Anshika</li> <li>• Mr. Rajdev Singh</li> </ul>
16	<b>VIDYALAYA MANAGEMENT COMMITTEE :</b>	<ul style="list-style-type: none"> <li>• Mrs. Meenu Singh (In-charge)</li> <li>• Mrs. Alka Jha Pathak (HM)</li> <li>• Mrs Janvi Kokate</li> <li>• Mrs Damanjeet</li> <li>• Mrs KanakLata</li> <li>• Mr. Suresh Waghela</li> </ul>	
17	<b>FURNITURE COMMITTEE:</b>	<ul style="list-style-type: none"> <li>• Mr. Mukund</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. Mahendra Salvi (In-charge)</li> <li>• Mr. Rajdev</li> </ul>

18	<b>RAJBHASHA and WORKSHOP :</b>	<ul style="list-style-type: none"> <li>• Mrs. Vasvi</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. Rajdev Singh( In-charge)</li> <li>• Mrs mamta</li> <li>• Mrs. Janhvi Kokate</li> </ul>
19	<b>SCOUTS &amp; GUIDES :</b>	<ul style="list-style-type: none"> <li>• Mr.Rajdev Singh (In-charge Scout)</li> <li>• Mrs. Gowri(In- Charge Guide )</li> <li>• Mr. M. Salvi</li> <li>• Mr. Arjun Singh</li> <li>• And all trained teachers.</li> </ul>	
20	<b>CUBS &amp; BULBULS :</b>	<ul style="list-style-type: none"> <li>• Mrs. NeeluEkka (In-charge)</li> <li>• Mrs. Shweta</li> <li>• Mrs. KiranThale</li> <li>• And all trained teachers.</li> </ul>	
21	<b>NCC:</b>	Mr. Ravindra Ghormare	
22	<b>WEBSITE AND ICT :</b>	<ul style="list-style-type: none"> <li>• Mrs. KiranThale(In-charge)</li> <li>• Mrs. Susan (Co In charge)</li> <li>• Mrs. Surabhi Jain(Co Incharge)</li> <li>• Mrs. Neelu Ekka (ground floor LCD)</li> <li>• Mrs. Neelu(First floorLCD)</li> <li>• Mr. Nikhil Kesarwani (Co Incharge)</li> </ul>	<ul style="list-style-type: none"> <li>• Ms. Priyanka Negi (In-Charge)</li> <li>• Mr. Chandrakant</li> <li>• Mrs. Janvi Kokate</li> </ul>
23	<b>SHALA DARPAN :</b>	<ul style="list-style-type: none"> <li>• Mrs. Kiran Thale</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. Priyanka Negi (in-Charge)</li> <li>• Ms. Akanksha K.</li> <li>• Computer Instructor</li> </ul>
24	<b>PUBLICATION :</b> <b>(Students diary, Teacher's diary, School Magazine, Newsletter)</b>	<ul style="list-style-type: none"> <li>• Mrs. Susan</li> <li>• Computer Teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. Shradda ( In - Charge)</li> <li>• Mrs. Anindita</li> <li>• Mrs. Shristi</li> <li>• Mrs. M. Gowri</li> <li>• Mrs. Meenu Singh</li> <li>• Mr. Rajdev Singh</li> <li>• Mrs. Kanakalata</li> </ul>

25	<b>MAINTAINANCE AND REPAIRS:</b>	<ul style="list-style-type: none"> <li>Mr. Nikhil Keshervani</li> </ul>	<ul style="list-style-type: none"> <li>Mr. Kisley(In-Charge)</li> <li>Mr. Rajdev Singh</li> <li>Mrs. DamanjeetKaur</li> <li>Mr. M Salvi</li> </ul>
26	<b>PHOTOGRAPHY &amp; ID CARDS</b>	<ul style="list-style-type: none"> <li>Mrs. Kiran Thale (In-charge)</li> <li>All class Teachers</li> </ul>	<ul style="list-style-type: none"> <li>Mrs. Kanklata (In charge)</li> <li>Mrs. DamanjeetKaur</li> <li>Mr. Arvind</li> </ul>
27	<b>WATER &amp; SANITATION</b>	<ul style="list-style-type: none"> <li>Mrs. Archana</li> <li>Mr. Sweta R.</li> </ul>	<ul style="list-style-type: none"> <li>Mr. Ravi Ghormare (In charge)</li> <li>Mrs. Ranu Sarkar</li> <li>Mrs. Damanjeet Kaur</li> <li>All floor in chargers</li> </ul>
28	<b>HEALTH &amp; MEDICAL CHECKUP</b>	<ul style="list-style-type: none"> <li>Mrs. Ranu Sakar (In charge)</li> <li>Mrs. Sneha Nandeker</li> <li>Nurse &amp; Doctor</li> </ul>	
29	<b>HOSPITALITY</b>	<ul style="list-style-type: none"> <li>Mrs. Shweta</li> <li>Mrs. Vasvi Sharma</li> </ul>	<ul style="list-style-type: none"> <li>Mrs. Damanjeet Kaur (In-Charge)</li> <li>Mrs. Kanklata</li> <li>Mrs. Sristhi</li> </ul>
30	<b>PURCHASE COMMITTEE INCLUDING TENDERING</b>	<ul style="list-style-type: none"> <li>Mr. S P Sah (In charge)</li> <li>In charges of departments / Committees</li> <li>Mrs. Alka Ja Pathak H M</li> </ul>	
31	<b>CLUBS:</b> <b>i) AEP - Disha Club</b>	<ul style="list-style-type: none"> <li>Mrs Neelu Ekka</li> </ul>	<ul style="list-style-type: none"> <li>Mrs. Meenu Singh (In-charge)</li> <li>Mr. Anshika</li> <li>Mrs. Mamta</li> <li>Mrs. Akansha Jain</li> <li></li> </ul>
	<b>ii) Quiz Club</b>	<ul style="list-style-type: none"> <li>Mrs. Susan I/C</li> </ul>	<ul style="list-style-type: none"> <li>Mrs. Sristhi (In-Charge)</li> <li>Mrs. Manju Rani</li> <li>Mrs. Anshika</li> <li>Ms. Kunjbali</li> </ul>

<b>iii) Nature &amp; Garden club / Eco / Medical</b>	<ul style="list-style-type: none"> <li>• Mrs Ranu Sarkar(In charge)</li> <li>• Mrs. Sneha Nandeker</li> <li>• Mrs. Kanklata</li> <li>• Mrs. Shuchi Upadhyay</li> </ul>	
<b>iv) Fine Arts Club</b>	<ul style="list-style-type: none"> <li>• Mr. Kanaklata C (In charge)</li> <li>• Mrs. DamanjitKaur</li> <li>• Arts And Crafts Coach</li> </ul>	
<b>v) Science Club</b>	<ul style="list-style-type: none"> <li>• Mrs. Sweta R.(in-Charge)</li> <li>• Mrs. Kiran</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. Mona Panchal (Incharge)</li> <li>• All Science Faculty Members</li> </ul>
<b>vi) Integrity Club &amp; EK Bharat Shrestha Bharat</b>	<ul style="list-style-type: none"> <li>• Mrs. Monaly M. (In charge)</li> <li>• Mr. P. Kislaya</li> <li>• Mrs Sristhi</li> <li>• Ms. Kunjbali</li> </ul>	
<b>vii) Music &amp; Danceclub</b>	<ul style="list-style-type: none"> <li>• Mr. Nikhil Keshrwani (In charge)</li> <li>• Ms. Anshika</li> <li>• Mr. S P Sah</li> </ul>	
<b>viii) Maths club`&amp; Atal Tinkring Lab</b>	<ul style="list-style-type: none"> <li>• Mrs. Sweta(In- Charge)</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. Kalpana Badole (I/C)</li> <li>• Mr. Ravi G.</li> <li>• Akanksha Jain</li> <li>• Arjun Singh Thakur</li> </ul>
<b>ix) Language club</b>	<ul style="list-style-type: none"> <li>• Mrs. Neelu Shukal (In-charge)</li> <li>• Mr. Mukund</li> <li>• Mrs. Alka</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. Shraddha (In-charge)-English</li> <li>• Ms. Pragya Rashmi (I/c. Hindi &amp; Sanskrit</li> <li>• And all language teachersincluding German.</li> </ul>
<b>x) Tourism Club</b>	<ul style="list-style-type: none"> <li>• Mrs. Akanksha Kharadia</li> <li>• Mrs. Meenu Singh</li> </ul>	

32	<b>RESOURCE ROOM</b>	<ul style="list-style-type: none"> <li>• Mrs. Kiran Tale (In-Charge)</li> <li>• Mrs. Vasvi Sharma</li> </ul>	<ul style="list-style-type: none"> <li>• Ms. Anshika</li> <li>• Mr. S P Sah</li> <li>• Mr. PK Kislay</li> </ul>
33	<b>TLM</b>	<ul style="list-style-type: none"> <li>• Mrs. Surbhi (In-Charge)</li> <li>• Mrs. Shweta</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. Mamta</li> <li>• Mrs. M. Gowri</li> </ul>
34	<b>SBSB/ Fit India</b>	<ul style="list-style-type: none"> <li>• Mrs. Vasvi Sharma</li> <li>• Sports Instructor</li> </ul>	<ul style="list-style-type: none"> <li>• Ms. Priyanka Negi (In-Charge- SBSB Online Uploading )</li> <li>• Mr. Sagar Tale (In-charge) SBSBAcivities</li> </ul>
35	<b>P.A. SYSTEMS</b>	<ul style="list-style-type: none"> <li>• Mr. Mukund</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. DamanjeetKaur (In-Charge)</li> <li>• Mr P Kisalaya</li> <li>• Mr. Arvind</li> </ul>
36	<b>EXCURSIONS</b>	<ul style="list-style-type: none"> <li>• Alka Jha Pathak (H M)</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. Manju Rani</li> <li>• Mr. Rajdev Singh</li> </ul>
37	<b>GENERAL STAFF MEETINGS</b>	<ul style="list-style-type: none"> <li>• Mrs. Alka Jha Pathak</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. Mamta</li> <li>• Mrs. Kanaklata</li> <li>• Mrs. Damanjeet Kaur</li> </ul>
38	<b>CAREER GUIDANCE &amp; COUNSELLING</b>	<ul style="list-style-type: none"> <li>• Mrs. Srishti Kumari (I/C)</li> <li>• Mr. Ravi G</li> <li>• Mr. Meenu Singh</li> <li>• Counsellor</li> </ul>	
39	<b>GRIEVANCE COMMITTEE Related to Staff</b>	<ul style="list-style-type: none"> <li>• Mrs Manju Rawat</li> <li>• Mr. Chandrakant</li> <li>• Mrs. Neelu Ekka</li> </ul>	
40	<b>SCHOOL SAFETY COMMITTEE &amp; Disaster Mgt. of Vidyalaya</b>	<ul style="list-style-type: none"> <li>• All Members of Discipline Committee &amp; floor Inchargers</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. P Kisalaya</li> <li>• Doctor, Nurse</li> <li>• All Members of Discipline Committee &amp; floor In chargers</li> </ul>

41	<b>E- MAIL CHECKINGand REPLYING</b>	<ul style="list-style-type: none"> <li>• Mr. Chandrakant</li> <li>• Ms. Priyanka Negi</li> <li>• Mrs. Janhvi K</li> <li>• DEO</li> </ul>	
42	<b>INCOME TAX PREPERATION &amp; Pay Bill Preparationand verification</b>	<ul style="list-style-type: none"> <li>• Mrs. Janhavi Kokate</li> <li>• Mr. Chandrakant</li> </ul>	
43	<b>For Children withSpecial needs</b>	<ul style="list-style-type: none"> <li>• Mr. Mukund</li> <li>• Mr. PK Kislay</li> </ul>	
44	<b>Fees concession/Grant/ etc. Including SGC/RTE/SC/ST Minority</b>	<ul style="list-style-type: none"> <li>• Mrs. Kalpana Badole ( i/c)</li> <li>• Mr. Ravi G.</li> <li>• Mrs Neelu Ekka</li> </ul>	
45	<b>Late comers/Entry in/Exit from Vidyalaya Gate</b>	<ul style="list-style-type: none"> <li>• House on duty I/C &amp; Members School Capt. AndMembers</li> </ul>	<ul style="list-style-type: none"> <li>• House on duty I/C &amp; Members School Capt. And Discipline I/C/House Members</li> </ul>
46	<b>Grievance Relatedto Students</b>	<ul style="list-style-type: none"> <li>• Mrs. Alka Jha Pathak (HM)</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. Kalpana B.</li> <li>• Mr. Mahendra Salvi</li> </ul>
47	<b>PTA Meetings</b>	<ul style="list-style-type: none"> <li>• Mrs. Alka Jha Pathak (HM)</li> <li>• Mrs. Arpita Solanki</li> </ul>	<ul style="list-style-type: none"> <li>• Mrs. Manju Rawat</li> <li>• Ms. Akanksha Jain</li> <li>• Class Teachers</li> </ul>
48	<b>Fire Safety</b>	<ul style="list-style-type: none"> <li>• Mrs. Damanjeet Kaur</li> <li>• Mr. Sagar Tale</li> <li>• Mr. Mukund M</li> <li>•</li> </ul>	
49	<b>DIKSHA/NISHTHA/ CBSE Training</b>	<ul style="list-style-type: none"> <li>• Ms. Priyanka Negi</li> <li>• Mrs. Vasvi</li> </ul>	



50	<b>CCT/ PISA/Artificial Intelligence / Vocational Education</b>	<ul style="list-style-type: none"> <li>• Ms. Priyanka Negi ( I/c)</li> <li>• Ms. Akansha Jain</li> <li>• Mrs. Damanjeet</li> <li>• Concerned Class/ Subject Teachers</li> </ul>		
51	<b>SCHOOL SAFETY COMMITTEE</b>	<ul style="list-style-type: none"> <li>• Chairperson : Mrs. Pramila Pal</li> <li>• Student safety officer (SSO: Janhvi Kokate</li> <li>• Management representative: Sub Lieutenant Pragdes T. (Nominee Chairman,INS Agnibahu)</li> <li>• Faculty Representatives: <ul style="list-style-type: none"> <li>PRIMARY SECTION : Mrs. Alka Jha Pathak, HM</li> <li>MIDDLE SCHOOL: Mrs. Damanjeet Kaur</li> <li>SENIOR SCHOOL: Mrs. Manju Rani Rawat</li> </ul> </li> <li>• Parent Representatives: 1. Mrs. Sujata Das, SMC 2. Mr. Jagannath Jha</li> <li>• Student Representatives: BOY: Master Aditya GIRL: Ms. Swarangna</li> <li>• Alumni Representatives: Ms. Disha Gupta</li> </ul>		
52	<b>Internal Complaint Committee ( ICC) for Women employees Safety</b>	1	Presidin gOfficer	A.C. KVS RO Mumbai.
		2	NGO Member	Mrs. Neelam Parab, ARPAN, NGO
		3	VMC Member	Mr. Rajeev Jha, Senior Teacher Educator in Bombay Teachers Training College, Colaba.
		4	Female Member	Mrs. Meenu Singh, TGT English
		5	Male Member	Mr. Chandrakant P Chavda, PGT CS