

ALLOTMENT OF DUTIES TO TEACHERS

2023-24 VIDYALAYA COMMITTEE

SL. NO	COMMITTEE	PRIMARY SECTION	SECONDARY SECTION
1	ADMISSION COMMITTEE:	<ul style="list-style-type: none"> Mr. Alka Jha Pathak HM I/C Mr. Mukund M PRT Mrs. Susan PRT C.T I-A Ms. Neelu Ekka PRT C.T I-B Mrs. Nulan PRT I-C Vandana C -Computer Instructor 	<ul style="list-style-type: none"> Mrs. Manju Rawat PGT Physics-Incharge Mrs. Ranu Sarkar PGT- Bio Computer Instructor
2	ACADEMIC COMMITTEE:	<ul style="list-style-type: none"> Mr. Alka Jha Pathak (HM) Mrs. Susan M PRT Ms. Neelu Ekka PRT Ms. Shweta PRT 	<ul style="list-style-type: none"> Vice Principal (Over All In-Charge) Mrs. Kalpana Badole PGT MATHs Mrs. Shraddha – English Mr. Rajdev – Hindi/Sanskrit Mrs. Manju Rani Rawat – Science Mr. S P Sah PGT Eco. Mrs. Sristhi – Misc.
3	INTERNAL EXAMINATIONS:	<ul style="list-style-type: none"> Mrs. Susan M PRT Mrs. Vasvi PRT Mrs. Nutan PRT 	<ul style="list-style-type: none"> Mr. S P Sah PGT Eco (In-charge) Mr. Chandrakant C PGT- CS Mrs. Anindita PGT - Eng Mr. Mahendra Salvi TGT – Sci Mrs. Meenakshi TGT – SST (Cont)
4	CBSE / EXTERNAL EXAMINATIONS:	<ul style="list-style-type: none"> Mrs. Surbhi Jain PRT Mrs. Nutan PRT 	<ul style="list-style-type: none"> Mrs. Sneha Nandedkar PGT- BioTech CBSE – In -Charge Mrs. Manju PGT Chem Ms. Priyanka Negi PGT – CS
5	UBI Portal and Fee Verifications	<ul style="list-style-type: none"> Ms. Susan P M - PRT COMPUTER TEACHER, ALL CLASS TEACHERS 	<ul style="list-style-type: none"> Ms. Priyanka Negi PGT CS Mrs. Manju Rani PGT Chem
6	TIME TABLE COMMITTEE:	<ul style="list-style-type: none"> Mrs. Neelu Ekka (In-Charge) Mrs. Shweta 	<ul style="list-style-type: none"> Mrs. Mona Panchar PGT Chem (In-Charge) Mr. Arjun singh Thakur Mrs. Damanjeet Kaur Mrs. Shuchi Upadhyay
7	BEAUTIFICATION of school Premises and Implementation of BALA Concept	<ul style="list-style-type: none"> Mrs. Surbhi PRT (In-Charge) Mrs. Shweta PRT 	<ul style="list-style-type: none"> Mrs. Kanaklata Chourasia (In -Charge) TGT AE Mrs. Damanjeet Kaur TGT WE Mrs. Sristhi Lib
8	CCA COMMITTEE & Morning Assembly PA System	<ul style="list-style-type: none"> Mrs. Kiran Thale PRT Mrs. Vasvi S PRT 	<ul style="list-style-type: none"> Ms. Shraddha PGT ENG(In-Charge) Mr. Anindita Karmakar PGT ENG Mrs. Meenu Singh TGT ENG Mrs. Mamta TGT SKT

9	TC (Preparing and uploading)	<ul style="list-style-type: none"> Mr. Arvind Solanki Sub-staff 	<ul style="list-style-type: none"> Ms. Priyanka Negi (In-Charge) Ms. Janhvi ASO
10	CMP	<ul style="list-style-type: none"> Mrs. Shweta PRT (In-charge) Mr. Nikhil Keshervani PRT 	
11	OLYMPIAD EXAMINATIONS:	<ul style="list-style-type: none"> Mr. Nikhil Keshervani PRT Ms. Neelu Ekka PRT 	<ul style="list-style-type: none"> Mrs. Manju Rani PGT Chem (In- Charge) Mrs. Ravi G. Maths Mrs. Gowri English
12	DISCIPLINE COMMITTEE:	<ul style="list-style-type: none"> Mr. Mukund M PRT And All class teachers 	<ul style="list-style-type: none"> All Class Teachers And all House Masters.
13	<p>CLEANLINESS COMMITTEE</p> <ul style="list-style-type: none"> (Front side ofschool) (Playground) (Assembly ground & backside of the school) I floor including Boys & Girls toilets II floor includingBoys toilets Ground &III Floor including Boys toilets Girls toilets Cleanliness of Lab wing 	<ul style="list-style-type: none"> Ms. Neelu Ekka PRT (G F) Mr. Mukund M PRT (F F) ALL CLASS TEACHERS 	<ul style="list-style-type: none"> Mr. S P Sah PGT Eco (In-Charge) Mrs. Meenu Singh TGT Eng Kanak Lata Art Education Ranu Sarkar PGT Bio MS. Akhansha Kharadira PGT Phy Mrs. Arjun Singh TGT Maths Mr. Rajdev Singh Ms. Anshika Rawat TGT SST Mrs. Manju Rawat PGT PHY
14	CONSERVANCY AND SECURITY:	<ul style="list-style-type: none"> Ms. Sneha Nandedkar PGT BioTech Ms. Srishti Lib Ms. Nutan PRT 	
15	LIBRARY COMMITTEE:	<ul style="list-style-type: none"> Mrs. Alka Jha Pathak (HM) Mrs. Susan PRT Mrs. Shweta & ALL CLASS TEACHERS 	<ul style="list-style-type: none"> Mrs. Srishti Kumari Lib (In-charge) Mrs. Shraddha PGT Eng Mrs. Sneha N PGT BIO Tech Mr. Rajdev Singh TGT Hindi Mr. Arjun TGT Maths
16	VIDYALAYA MANAGEME NT COMMITTEE:	<ul style="list-style-type: none"> Ms. Priyanka Negi PGT CS Mrs. Meenu Singh TGT ENG Mrs. Alka Jha Pathak (HM) Mrs Janvi Kokate ASO Mr. Suresh Waghela 	

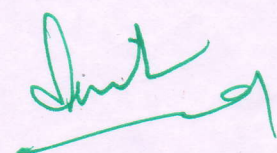
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17	FURNITURE COMMITTEE:	<ul style="list-style-type: none"> Mr. Mukund PRT 	<ul style="list-style-type: none"> Mr. Mahendra Salvi TGT Sci (In-charge) Mrs. Srishti Kumari Lib Ms. Sheela TGT SKT (Cont)
18	RAJBHASHA and WORKSHOP:	<ul style="list-style-type: none"> Mrs. Vasvi PRT 	<ul style="list-style-type: none"> Mr. Rajdev Singh TGT Hindi (In-charge) Mrs. Mamta TGT (SKT) Mrs. Janhvi Kokate ASO Mrs. Kavita Yadav PGT Hindi (Cont)
19	SCOUTS & GUIDES:	<ul style="list-style-type: none"> Mr. Rajdev Singh (In-charge Scout) Mrs. Gowri (In- Charge Guide) Mr. M. Salvi TGT Sci Mr. Arjun Singh TGT Maths Mrs. Srishti Lib And all trained teachers. 	
20	CUBS & BULBULS:	<ul style="list-style-type: none"> Ms. Shweta PRT Ms. Neelu PRT Ms. Kiran PRT Mr. Nikhil Keshervani PRT 	
21	NCC:	<ul style="list-style-type: none"> Mr. Ravindra Ghormare PGT Maths 	
22	WEBSITE AND ICT:	<ul style="list-style-type: none"> Mrs. Alka Jha Pathak (HM) 	<ul style="list-style-type: none"> Mr. Chandrakant PGT CS (In-Charge)
23	PUBLICATION: (Students diary, Teacher's diary, School Magazine, Newsletter)	<ul style="list-style-type: none"> Mrs. Susan PRT Computer Teacher 	<ul style="list-style-type: none"> Mrs. Shradda Eng (In - Charge) Mrs. Mamta TGT Skt Mrs. Shristi Lib Mrs. Meenu Singh TGT Eng Mr. Rajdev Singh TGT Hindi Mrs. Kanaka Lata TGT AE
24	MAINTAINANCE AND REPAIRS:	<ul style="list-style-type: none"> Mr. Mukund M PRT 	<ul style="list-style-type: none"> Mr. P.K. Kisley TGT SST (In-Charge)- CIVIL Mrs. Damanjeet Kaur TGT WE Mr. M Salvi TGT Sci (Electrical) Mrs. Kanak Lata TGT AE
25	PHOTOGRAPHY & ID CARDS	<ul style="list-style-type: none"> Mrs. Kiran Thale PRT (In-charge) All class Teachers 	<ul style="list-style-type: none"> Mrs. Kanak Lata TGT AE (In charge) Mr. Arvind Lab Attendant
26	WATER & SANITATION	<ul style="list-style-type: none"> Mrs. Archana PRT Mr. Shweta R. PRT 	<ul style="list-style-type: none"> Mrs. Ranu Sarkar PGT Bio (In charge) Mrs. Suchi TGT Sci
27	HEALTH & MEDICAL CHECKUP	<ul style="list-style-type: none"> Mrs. Sneha Nandeker (In charge) Nurse & Doctor 	
28	HOSPITALITY	<ul style="list-style-type: none"> Mrs. Shweta PRT Mrs. Vasvi Sharma PRT 	<ul style="list-style-type: none"> Mrs. Damanjeet Kaur TGT WE (In-Charge) Mrs. Kanak Lata TGT AE Mrs. Sristhi Lib
29	PURCHASE COMMITTEE INCLUDING TENDERING	<ul style="list-style-type: none"> Mrs. Kalpana Badole PGT Maths (In charge) In charges of departments / Committees Ms. Shurbi Jain PRT 	

30	CLUBS: i) AEP - Disha Club	<ul style="list-style-type: none"> Mrs Neelu Ekka PRT 	<ul style="list-style-type: none"> Mrs. Meenu Singh TGT Eng (In-charge) Mr. Anshika TGT SST Mrs. Akansha Jain TGT Maths
	ii) Quiz Club	<ul style="list-style-type: none"> Mrs. Susan PRT I/C Ms. Shweta PRT 	<ul style="list-style-type: none"> Mrs. Sristhi Lib (In-Charge) Mrs. Manju Rani PGT Chem Mrs. Anshika TGT SST Mrs. Maneeta TGT Hindi
	iii) Nature & Garden club / Eco / Medical	<ul style="list-style-type: none"> Mrs Sneha Nandedker PGT Bio Tech (In charge) Mrs. Ranu Sarkar PGT Bio Mrs. Kanak Lata TGT AE Mrs. Suchi Upadhyay TGT Sci Mrs. Nutan PRT 	
	iv) Fine Arts Club	<ul style="list-style-type: none"> Mr. Kanak lata TGT AE (In charge) Mrs. Damanjit Kaur TGT WE Arts And Crafts Coach 	
	v) Science Club	<ul style="list-style-type: none"> Mrs. Shweta PRT (in- Charge) Mrs. Kiran PRT 	<ul style="list-style-type: none"> Mrs. Manu Rani PGT Phy (Incharge) Mrs. Mona Panchal PGT Chem All Science Faculty Members
	vi) Integrity Club & EK Bharat Shrestha Bharat	<ul style="list-style-type: none"> Mr. S P Sah PGT ECO (In charge) Mrs. Monaly M. Mr. P.K. Kislaya TGT SST Mrs. Meenakshi Singh TGT SST Ms. Anshika TGT SST 	
	viii) Maths club & Atal Tinkring Lab	<ul style="list-style-type: none"> Mrs. Shweta PRT (In- Charge) 	<ul style="list-style-type: none"> Mrs. Kalpana Badole PGT Maths (I/C) Mr. Ravi G. PGT Maths Mr. Arjun Singh Thakur TGT Maths Mr. Akanksha Jain TGT Maths
	ix) Language club	<ul style="list-style-type: none"> Mrs. Mrs. Alka Jha Pathak (HM) (In-charge) Mrs. Neelu Ekka PRT Ms. Surbhi Jain PRT 	<ul style="list-style-type: none"> Mrs. Shraddha Eng (In-charge) Ms. Kavita Yadav PGT Hindi Mrs. Mamta TGT SKT And all language teacher
	x) Tourism Club	<ul style="list-style-type: none"> Mrs. Meenu Singh TGT Eng (In Charge) 	
	31	RESOURCE ROOM / Interactive Room	<ul style="list-style-type: none"> Mrs. Shweta PRT (In Charge) Ms. Susan Jain PRT
32	TLM & Teaching Ad	<ul style="list-style-type: none"> Mrs. Surbhi PRT (In-Charge) Mrs. Shweta PRT 	<ul style="list-style-type: none"> Mr. S P Sah PGT Eco (In Charge) Mr. P K Kislaya TGT SST
33	Sports Committee / Fit India	<ul style="list-style-type: none"> Mrs. Vasvi Sharma PRT Sports Instructor 	<ul style="list-style-type: none"> Mr. Chandrakant PGT CS (In- Charge) Ms. Akhansha Jain TGT Maths Mr. Sagar Tale PET

34	P.A. SYSTEMS	<ul style="list-style-type: none"> Mr. Nikhil PRT Mus 	<ul style="list-style-type: none"> Mrs. DamanjeetKaur (In-Charge) Mr. Arvind Solanki Lab Attendant Mr. Suresh Waghela Sub staff
35	EXCURSIONS	<ul style="list-style-type: none"> Mrs. Alka Jha Pathak (H M) 	<ul style="list-style-type: none"> Mrs. Manju Rani PGT Chem Mr. Rajdev Singh TGT Hindi
36	GENERALSTAFF MEETINGS	<ul style="list-style-type: none"> Mrs. Alka Jha Pathak (HM) 	<ul style="list-style-type: none"> Mrs. Sharadha PGT Eng Ms. Anandita PGT Eng Mr. Rajdev Singh TGT Hindi
37	CAREER GUIDANCE& COUNSELLING	<ul style="list-style-type: none"> Ms. Prinyaka Negi PGT CS (I/C) Mrs. Srishti Kumari Lib Mr. Meenu Singh TGT Eng Counsellor 	
38	E- MAIL CHECKINGand REPLYING	<ul style="list-style-type: none"> Mrs. Janhvi K ASO Mrs. Jyoti Chaudhari DEO 	
39	Late comers/Entry in/Exit from Vidyalaya Gate	<ul style="list-style-type: none"> House on duty I/C & Members School Capt. And Members 	<ul style="list-style-type: none"> House on duty I/C & Members School Capt. And Discipline I/C/House Members
40	Grievance Related to Students	<ul style="list-style-type: none"> Mrs. Alka Jha Pathak (HM) 	<ul style="list-style-type: none"> Vice Principal
41	PTA Meetings	<ul style="list-style-type: none"> Mrs. Alka Jha Pathak (HM) Mrs. Nutan Jain PRT 	<ul style="list-style-type: none"> Mrs. Mona Panchal PGT Chem Ms. Manju Rani PGT Chem Class Teachers
42	Fire Safety & Evacuation Drill	<ul style="list-style-type: none"> Mr. Ravindra Ghormare PGT Maths (In Charge) Mrs. Damanjeet Kaur TGT WE Mr. Mukund M PRT Mr. Arvind Solanki Lab Attendant 	
43	DIKSHA/NISHTHA/ CBSE Training	<ul style="list-style-type: none"> Mr Chandrakant PGT CS (In Charge) Mrs. Kiran PRT 	
44	CCT/ PISA/Artificial Intelligence / Vocational Education	<ul style="list-style-type: none"> Mr Chandrakant Chavda PGT CS (I/c) Ms. Akansha Jain TGT maths Mrs. M Gowri TGT English Concerned Class/ Subject Teachers 	
45	SCHOOL SAFETY COMMITTEE	<ul style="list-style-type: none"> Chairperson: Principal Student safety officer :Vice Principal Management representative: .(Nominee Chairman,INS Agnibahu) Faculty Representatives: PRIMARY SECTION: Mrs. Alka Jha Pathak, HMMIDDLE SCHOOL: Mrs. Damanjeet Kaur SENIOR SCHOOL: Mrs. Manju Rani Rawat Parent Representatives: 1. • 2. • Student Representatives: BOY: Master GIRL: Ms. Alumni Representatives: Ms. Disha Gupta 	



46	Internal Complaint Committee (ICC) for Women employees Safety	1	Presiding Officer	Male Member
		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. Shraddha , PGT English
		5	Male Member	Mr. Arjun Singh, TGT
47	Ramanujan House (RED)	<ul style="list-style-type: none"> • Mr S .P Sah House master • Mrs. Manju Rawat Asso HM • Mrs Gowri TGT Eng Member • Mr. Rajdev Member 		
48	Homi Bhabha House (BLUE)	<ul style="list-style-type: none"> • Mr. Chandrakant Chavde PGT C.S • Ms Manali PGT (Comm) • Mr. Salvi TGT (Science) • Ms Shuchi TGT (Science) 		
49	Harivansh Rai Bachchan House (GREEN)	<ul style="list-style-type: none"> • Mrs. Manju Rani PGT Chem • Mr Ravi G PGT Maths • Ms Anshika R TGT (S.S.T) • Mr. Arjun Thakur TGT Maths 		
50	Aryabhata House (YELLOW)	<ul style="list-style-type: none"> • Ms. A Kharadia PGT (Phy) • Ms. Sneha PGT (Biotech) • Ms P K Kisley TGT (S.S.T) • Ms Akansha Jain TGT (Maths) 		

Panel of Judges TEACHERS 2023-24

1. Kalpana B PGT (Maths)
2. Mrs. Rani Sankar PGT (Bio)
3. Ms. Priyanka Negi PGT (C.S) Technical Guide (CCA)
4. Ms. Mona P PGT – Chem
5. Ms. Kanak Lata
6. Ms. Srishti
7. Mrs. Damanjeet
8. Ms. Kavita Yadav PGT (Hindi)
9. Ms. Meenakshi TGT (S.S.T)
10. Mrs. Maneeta TGT (Hindi)
11. Ms. Sheela TGT (SKT)

Shruti

Shruti