

All teachers to note staff members to Prof. Pratibha

KENDRIYA VIDYALAYA, INS HAMAL, MALAD (W) MUMBAI

COMMITTEES FOR THE ACADEMIC SESSION 2023-24

S.No	COMMITTEE	SECONDARY SECTION	PRIMARY SECTION	SCOPE OF WORK
1	INSTITUTIONAL PLANNING / VIDYALAYA PLAN	Mrs. Neha Chawla, PGT Bio-Tech Mr. G K SINGH, PGT Geo Mrs. Sarojani Kumari, PGT PHY Mrs. Mitashree K, Librarian Mr. RS Buntolia, PGT Chem - I/C Mrs. Usha Chauhan, TGT Hindi Mrs. Dipiti Bhandari TGT ENG. Ms. Itri Srivastav - TGT	Mrs. Poonam Saxena Mrs. Vandana Raina Mrs. Anjali Kubavat Mrs. Shirabnee Das Mrs. Rashmi Pandey I/C Mrs. Jyoti Mrs. Archana K	All aspects of Planning for the coming year to be taken into account As per the KVS/CBSE guidelines- as & when required In fair manner as per KVS guidelines
2	TIME TABLE	Mrs. Neha Chawla, PGT Bio-Tech Ms. Anjana Upreti	NA	In fair manner as per KVS/CBSE guidelines
3	EXAMINATION	Mrs. Bhawana Dabral PGT- I/C Mrs. Dipiti Bhandari TGT ENG. Ms. Megha chqudhar Mrs. Archana K Mrs. Srija K Class Teachers of classes IA, B, C & XI- A, B, C	Class Teachers of classes IA, B, C	The Admissions - New/KV TC /Local transfer as per the KVS Admission Guidelines / guiding the parents correctly in case of any queries
4	ADMISSION	Mrs. G. K. Singh, PGT Geography-I/C Mr. Sarojani K, PGT Physics (STUDENT COUNCIL & House Masters)	Mrs. Poonam Saxena Mr. Shambhu Lahari	As per KVS Guidelines from time to time
5	DISCIPLINE	Mr. G. K. Singh, PGT Geography-I/C Mrs. Pushpa Tiwari, PGT-Hindi Mrs. Usha Chauhan TGT Hindi All staff	Mrs. Poonam Saxena All staff	As per KVS Guidelines from time to time
6	FURNITURE	Mrs. Neha Chawla, PGT Bio-Tech Mrs. Pushpa Tiwari, PGT Hindi	Mrs. Poonam Saxena	As per KVS Guidelines from time to time
7	RAJ BHASHA	Mrs. Neha Chawla, PGT Bio-Tech Mrs. Pushpa Tiwari, PGT Hindi	Mrs. Poonam Saxena	The achievement of school in Exams, Co-curricular sphere & Other Aspects
8	ASSESSMENT TOOL	Mrs. Neha Chawla, PGT Bio-Tech Mrs. Pushpa Tiwari, PGT Hindi	Mrs. Poonam Saxena	The achievement of school in Exams, Co-curricular sphere & Other Aspects
9	ASSESSMENT TOOL	Mrs. Neha Chawla, PGT Bio-Tech Mrs. Pushpa Tiwari, PGT Hindi	Mrs. Poonam Saxena	The achievement of school in Exams, Co-curricular sphere & Other Aspects
S.No	COMMITTEE	SECONDARY SECTION	PRIMARY SECTION	SCOPE OF WORK
	SUBJECT COMMITTEE			
	ENGLISH	Mrs. Bhawana Dabral, PGT English-I/C TGTs English	Ms. Shashi Dhyanani-I/C English All PRTs concerned	

10	HINDI	Mrs. Pushpa Tiwari, PGT Hindi-I/C	<i>[Signature]</i>	Mrs. Seema Halder I/C Hindi	Monthly meeting with the Principal/ VP/ discussion / difficulties & solution/TLOs HOTS/HW/CW/additional questions/ remedial teaching/ Vacation work/content enrichment activities/ other instructions from time to time from KVS
	TGTs Hindi, TGTs Sanskrit		All PRTs concerned		
	MATH	PGT Maths-I/C	Mrs. Anjali K-I/C		
	SCIENCE-Math	TGTs Maths	All PRTs concerned		
		Mrs Neha Chawla, PGT Bio-Tech - I/C	Mrs. Shrabane-I/C EVS		
	SOCIAL SCIENCE	Mr. G. K. Singh ,PGT Geo - I/C		All PRTs concerned	
		PGT - Economics, History, Commerce, TGTs Social Science			
11	MATHS LAB.	Ms. Megha chauhary PRT I/C (PGT-MATH Vacant)	<i>[Signature]</i>		As per the KVS guidelines- from time to time
12	JUNIOR SCIENCE LAB.	Mrs. Anjali K PRT			As per the KVS guidelines- from time to time
		TGTs Science			
13	CCA	Mrs. Pushpa Tiwari, PGT Hindi-I/C	<i>[Signature]</i>	Mrs Vandana Raina Mrs. Kirt : Classes 1st & 2nd	To be Planned in March for the next Academic year as per the KVS guidelines/ Celebration of Important days and events with Maximum participation of students
		Ms. Itri Srivastav, TGT Eng.		Mrs Poonam Saxena	
		Ms. Sejal Dhama, TGT Sanskrit	<i>[Signature]</i>	All House Masters	
		All House Masters			
		Ms. Sejal Dhama, TGT Skt (Shivaji)	<i>[Signature]</i>	Mrs. Jyoti	
		Mrs. Mitasri K, TGT (Lib.) -(Tagore)	<i>[Signature]</i>	Mrs Shashi Dhvani	
14	HARIT VIDYALAYA	Mrs Dipiti Srivastav, TGT (Eng.)-Ashoka	<i>[Signature]</i>	Mrs Srijia K <i>[Signature]</i>	
		Mrs. Usha Chauhan, TGT Hindi-Raman	<i>[Signature]</i>	Mrs Anjali K	
		Mr. Prakash Dali, TGT AE	<i>[Signature]</i>	Mrs. Archana Kasaria	
		Mr. Shambhu Lahari Geo. I/C Overall		Mrs. Shrabanee Das PTC Bulbu	The School's Green Environments to be promoted & required data be recorded
		Mr. G. K. Singh ,PGT Geo - I/C (Scout)		Mrs. Vandana Raina	
15	SCOUT & GUIDES	Mr R S Buntolia, PGT Chemistry			As per the KVS guidelines- from time to time
		Mrs. Neha Chawla, PGT (Bio-Tech)			
		Ms. Anjana, TGT WE			
		Mrs. Seema Halder-I/C -Guides	<i>[Signature]</i>		
		All trained teachers			
16	SCHOOL WEBSITE	Mr. Bhagat Singh, PGT Computer Science-I/C		Computer Instructor(Jr.)	
		Ms. Anjana TGT WE			
		Computer Instructor(Sr.)			
S.No	COMMITTEE	SECONDARY SECTION		PRIMARY SECTION	
		Mr. G. K. Singh ,PGT Geography - I/C	Mr. R S Buntolia, PGT Chemistry	Mrs. Poonam Saxena	<i>[Signature]</i>
17	BUILDING DEPOSIT WORK	SECONDARY SECTION		PRIMARY SECTION	
		As per the KVS guidelines- from time to time		As per the KVS guidelines- from time to time	

18	CLEANLINESS OF SCHOOL BUILDING & CAMPUS, GIRLS TOILET	Mr. Prakash Dail, TGT AE	Mrs. Shrabane Das / I/c	To maintain surroundings in clean & hygienic conditions	
		Ms. Sejal / TGT Sst	Mrs. Srija K		
	BOYS TOILET	Mrs. Pushpa Tiwari, PGT Hindi	Mrs. Archana Kasaria		
		Ms. Iti Srivastav, TGT Eng.	Mrs. Kirli		
	AEP	Mr. G. K. Singh, PGT Geography	Mr. Shambhu Lahari		
		Mrs. Pushpa Tiwari, TGT Hindi	Mrs. Vandana Raina		
	INTEGRITY CLUB	Mr. G. K. Singh, PGT Geography	Mrs. Jyoti Kumari		
		Mr. Prakash Dail, TGT AE	Mrs. Archana Kasaria		
19	ECO / NATURE CLUB	Mr. R. S. Buntolia, PGT Chemistry	Mrs. Shrabane Das		
		Mrs. Bhawana Dabral, PGT	Mrs. Anjali Kubavat		
	LITERARY CLUB	Mrs. Mitashree Librarian	Ms. Shashi Dhyani		
		Mr. G. K. Singh	Mrs. Seema Haldar		
	READING CLUB	Mr. Prakash Dail, TGT AE	Mrs. Archana Kasaria		
		Ms. Anjana TGT WE	Mrs. Jyoti Kumari		
20	SCHOOL BEAUTIFICATION & GARDENING	TGT PHE (Vacant)	Mrs. Kirli	Neat and beautiful display	
		Mrs. Mitashree Kanjilal, Librarian			
	Floor wise House Masters / Class Teachers	Mrs. Neha Chawla, PGT Bio-Tech			
		Mrs. Snehal Ghagh, ASO			
21	GRIEVANCE & RTI	Ms. Iti Srivastav - TGT	Mrs. Poonam Saxena	As per KVS Guidelines from time to time	
22	TEACHING - AID	Mr. G. K. Singh, PGT Geo.	Mrs. Anjali Kubavat	As per KVS Guidelines from time to time	
		Mrs. Sarojini Kumar, PGT Physics	All Staff Members		
23	DISASTER MANAGEMENT	Mrs. Mitashree Librarian - I/C	Mrs. Shashi Dhyani	As per KVS Guidelines from time to time	
		Mr. Sarojini K. PGT Physics	Mrs. Jyoti Kumari		
24	LIBRARY	Ms. Pushpa Tiwari, PGT HINDI		As per KVS Guidelines from time to time	
		Mrs. Sejal TGT Hindi			
25	INSPIRE AWARDS	Ms. Sejal Dhama, TGT Sanskrit	NA	As per KVS Guidelines from time to time	
		Mrs. Neha Chawla, PGT Bio-Tech			
	PGT Biology				
S.No	COMMITTEE	SECONDARY SECTION		PRIMARY SECTION	SCOPE OF WORK
26	DISPLAY BOARDS	Mrs. Pushpa Tiwari, PGT Hindi	All House Masters & Club Incharges	All House Masters & Club Incharges	As per KVS Guidelines from time to time
		All House Masters & Club Incharges			
27	REPAIRS & MAINTENANCE OF School	Ms. Anjana TGT WE - I/C	Mrs. Seema Haldar	Mrs. Anjali Kubavat	Upkeep and Maintenance of the School Building
		Mr. G. K. Singh, PGT Geo - Civil			
		Mr. R. S. Buntolia, PGT Chemistry-Electrical			

28	UBI Portal & UDISE+/SARAL/SHAALA SHIDDHI	Mr. Bhagat Singh, PGT(CS)-I/C	Mrs. Archana Kasaria	As per KVS Guidelines from time to time
29	OLYMPIADS	All Class Teachers/ Staff Mrs. Mitashree Kanjilal, Librarian	All Class Teachers/ Staff Mrs. Jyoti Kumari	Conduct KVS recommended Olympiads
30	CMP/ NIPUN	NA	Mrs. Poonam Saxena Mrs. Seema Halder	As per KVS Guidelines from time to time
31	TLM	NA	Mrs. Kirti Mrs. Shrabane	As per KVS Guidelines from time to time
32	HOUSE KEEPING	Mr. G K Singh PGT Geo Mrs. Sejal Dhama, TGT Sanskrit	Mrs. Shashi Dhvani Mrs. Jyoti Kumari	As per KVS Guidelines from time to time
33	PHOTOGRAPHY	Mrs. Anjana Upreti, TGT PHE	Mrs. Archana K	As per KVS Guidelines from time to time
34	INCOME TAX & PROFESSION TAX	Mrs. Snehal S. Ghag Ms. Manvi Parashar, PGT (COMM)		As per KVS Guidelines from time to time
35	ATTENDANCE REGISTER, TEACHER'S DIARY, STUDENT'S DIARY	TGT MATHS Mrs. Pushpa Tiwari, PGT Hindi Iiti Srivastav TGT -Eng.	Mrs. Anjali Kubavat Mrs. Seema Halder	As per KVS Guidelines from time to time
36	MONTHLY ENROLMENT	Mrs. Sejal Dhama, TGT skt TGT Maths	Mrs. Kirti	As per KVS Guidelines from time to time
37	LOST & FOUND	CCA I/C & Sports Coach		As per KVS Guidelines
38	FIRE SAFETY	Mrs. Sarojani Kumari, PGT Physics-I/C Ms. Anjana-TGT WE	Mrs. Shashi Dhvani Mr. Shambhu Lahari	As per KVS Guidelines from time to time
39	WATER SAFETY, AQUA GUARD, WATER COOLER	Mrs. Anjana Upreti, TGT WE	Mrs. Anjali Kubavat	As per KVS Guidelines from time to time
S.No	COMMITTEE	SECONDARY SECTION	PRIMARY SECTION	SCOPE OF WORK
40	A. V. AID/ MUSIC	Ms. Anjana TGT WE	Mrs. Shambhu Lahari	As per KVS Guidelines from time to time
41	PTA	Mrs. Pushpa Tiwari, TGT-Hindi	Mrs. Poonam Saxena	As per KVS Guidelines
42	DO / NEWS LETTER	Mrs. Pushpa Tiwari, TGT-Hindi	Mrs. Poonam Saxena	As per KVS Guidelines
43	PAY & ALLOWANCE CHECKING/SALARY SLIP/DA/AREARS	Mrs. Snehal S. Ghag	Mrs. Anjali Kubavat	As per KVS Guidelines
44	AWAKENED CITIZEN PROGRAMME	Mrs. Neha Chawla, PGT Bio-Tech Mrs. Pushpa Tiwari, PGT Hindi I/C Mrs. Mitsuri K TGT Lib.	Mrs. Vandana Raina	As per KVS Guidelines from time to time
45	SBSB	All trained teachers Mrs. Sejal, TGT -I/C TGT PH & E / Coach All class Teachers	Mrs. Archana K All class Teachers	As per KVS Guidelines from time to time
	TC, ASSISTANCE IN SERVICE	Mrs. Snehal Ghag		As per KVS Guidelines from time to time

46	BOOK ENTRIES & PERSONAL FILE	Mr. Jayanti Lal Chauhan		As per KVS Guidelines from time to time
47	ATAL TINKERING LABORATORY	Ms. Anjana Upreti, TGT WE	NA	As per KVS Guidelines from time to time
48	SECURITY SERVICES/WATCH & WARD	Mrs. Neha Chawla, PGT Bio-Tech Mr. GK Singh, PGT Geo Mrs. Anjana Upreti, TGT WE	Mrs. Vandana Raina Mr. Prakash Dali	As per KVS Guidelines from time to time
49	SCHOOL MAGAZINE	Mrs. Bhawana Dabral, PGT-Eng. Mrs. Suchiraka TGT Eng. Mrs. Usha Chauhan TGT Hindi Ms Sejal, TGT Skt	Mrs. Jyoti Kumari Mrs. Kirti	As per KVS Guidelines from time to time
50	CLEANING WATER TANKS(OVERHEAD) & SEPTIC TANK			
51	E-CLASSROOM (CONDUCT)	Mr. G. K. Singh, PGT Geography Mr. Bhagat Singh PGT CS	Mr. Shambhu Lahari Mrs. Archana Kasaria	As per KVS Guidelines As per KVS Guidelines
52	GUIDANCE & COUNSELLING	1. Mrs. Neha Chawla, PGT(Bio-Tech) 2. Counselor	Mrs. Vandana Raina	As per KVS Guidelines
53	TWITTER	Mrs. Neha Chawla, PGT(Bio-Tech)		As per KVS Guidelines
54	FACE BOOK	Mr. Baghat Singh, PGT Computer Science		As per KVS Guidelines
S.No	COMMITTEE			SCOPE OF WORK
		SECONDARY SECTION		
55	MINUTES OF STAFF MEETING	Mrs. Bhawana Dabral & Pushpa Tiwari, PGT-Hindi Mrs. Baghat Singh, PGT CS I/C Mrs. Dipiti Bhandari TGT	Mrs. Vandana Raina Mrs. Rashmi Pandey	As per KVS Guidelines As per KVS Guidelines from time to time
56	STAFF QTRS. ALLOTMENT/VACATION			
57	Inward / xeroxing/filing/ CL/Bonafide/railway concession form/mark sheet distribution & related work for Board classes	Mrs. Pramila Mahida/ Mr Jayanti lal		As per KVS Guidelines
58	DISPATCH RECORDS MAINTAINANCE	Mrs. Pramila Mahida		As per KVS Guidelines
59	STAFF QUARTERS MAINTENANCE	Mrs. Anjana Upreti, TGT WE- I/C Mrs. Neha Chawla PGT Biotech Mrs. Sarojani PGT Phy Mrs. Dipiti Bhandari TGT	Mrs. Poonam Saxena Mrs. Vandana Raina	As per KVS Guidelines from time to time

Principal