

**KENDRIYA VIDYALAYA MANKHURD MUMBAI**  
**Allotment of duties, Committees and the Sub-committee for the year**  
**2011-12.**

Academic Coordinator	Secondary and Higher Secondary	Vice Principal /Sr.Most PGT
	Primary	Head Mistress
Academic Committee	1. Mrs. Alka Srivastav, PGT	English
	2. Mr. R.Y.Giri,PGT	Hindi/Sanskrit
	3. Mrs. Veena K.M,PGT	Maths
	4. Mrs. Roshni, PGT	Computer Science
	4. Mrs. Promodini Pal,PGT	Science
	5. Mrs. Prabhavati,PGT	Soc.Science
Examination Department (Internal)  (External)  Competitive Exams (NTSE, Olympiads etc.)  Primary	1. Mrs. Veena K.M, PGT (I/C) 2. Mrs. Alka Srivatsav, PGT 3. Mr. Nalini Prasad, TGT 4. Mrs. Geetha, TGT	
	1.Mrs.Rita Mohanty, PGT (I/C) 2. Mrs. Rekha Mishra, TGT 3. Mr. Bisai, TGT	
	1. Mrs. Promodini Pal (I/C) 1. Mrs. Jyothi Gade, TGT 2. Mrs. Geeta, TGT (All department Incharges & Convenors)	
	1.Mrs. Saraswati ,PRT(I/C) 2.Mrs. Geetha Joshi ,PRT 3. Mrs. Rita Jeryal, PRT	
Campus & School Building Beautification	1. Mrs. Garud, WET (I/C) 2. Mrs. Mukta Saxena, PGT 3. Mr. Ingole, Librarian 4. Mrs. Rekha Naidu, PRT 5. Mrs. Neelam Sharma, PRT	
Gardening	1.Mrs. Geetha, TGT(I/C) 2.Mrs. Mukta Saxena, PGT 3. Dr.B.D.Shastri, TGT 4.Mrs. Jyoti Gade, TGT 5.Mrs. Ravidhar, PRT 6. Mrs. Rekha Naidu, PRT	

Fees, Fines, Verification of fee Concession	1. Mrs Kadam(UDC) 2. Mrs.Renu Chandra, TGT 3. Mr. Barai, TGT 4. Mrs. Vasanthi, PRT	
Teaching Aids	1. Mrs. S.Maldar,(I/C) 2. Mrs. Nidhi Kumari, TGT 3. Mrs. Renu Chandra, TGT 4. Mrs. Indira Kumar, PRT 5. Mrs. Neelam Sharma, PRT 6. Mrs. Vasanthi, PRT	
Brochure of News letters	1. Mrs Rajalakshmi Rane(I/C) 2. Mrs. Latha Prasad, HM 3. Mr. Barai, TGT 4. Mrs. Saraswati J, PRT 5. Mrs. Preethi Singh, PRT	
Time Table	1. Mrs. Promodini Pal ,PGT(I/C) 2. Mrs. Nalini Prasad, TGT 3. Mr. Ingole, Librarian 4. Mrs. Renu Chandra, PRT	
Sec arrangement		
Primary	1. Mrs. Latha Prasad, HM 2. Mrs. Ratri Pal, PRT(I/C) 3. Mrs. Rose,PRT 4. Mrs.Preeti Singh, PRT	
Admissions	1. Mrs. Prabavati,PGT(I/c) 2. Mrs. Rekha Mishra, TGT 3. Mrs. Lata Prasad, HM	
	4.Mrs. Rekha Sharma, PRT 5.Mrs. K.Vasanthi, PRT 6.Mrs. Neelam Sharma,PRT	
Discipline	1. Mrs. Prabhvati,PGT(I/C) 2. Mr. Majhi, PET 3. Mrs.Nalini Prasad,TGT 4. Mr. Bisai, RGT 5. Mrs. Shivani, TGT 6. Mrs. Rajalakshmi Rane, TGT 7. Mr. Barai, TGT 8.Mrs. Rose,PRT	

	<p>9. Mrs. Rita Jeryal,PRT</p> <p>10. Mrs. Gauri Singh, PRT</p>	
Audiovisuals Aids	<p>1. Mrs. Rekha Mishra(I/c)</p> <p>2. Mrs. Shivani, TGT</p> <p>3. Mrs. Indira Kumar, PRT</p> <p>4. Mrs. Neelam Sharma, PRT</p> <p>5. MRs. Usha Dinakaran, PRT</p>	
Inter School Activities	<p>1. Mr. Prabavati,PGT( I/c)</p> <p>2. Mrs. Mukta Saxena,PGT</p> <p>3. Mrs. Alka Srivastava, PGT</p> <p>4. Mr. Giri, PGT</p> <p>5. Mrs. Ratri Pal, PRT</p> <p>6. Mrs. Rekha Naidu, PRT</p>	
Excursion Committee	<p>1. Dr. B.D Shastri, TGT(I/C)</p> <p>2. Mrs. Rajalakshmi Rane, TGT</p> <p>3. Mrs.Uma Pappu, (Music Tr)</p> <p>4. Mrs. Gauri Singh, PRT</p> <p>5. Mrs. Indira Kumar, PRT</p> <p>6. Mrs. Rita Jeryal,PRT</p>	
School Magazine	<p>1. Mrs. Alka Srivatsava,PGT(I/C)</p> <p>2. Mr. Barai, TGT</p> <p>3. Dr. B.D.Shastri, TGT</p> <p>4. Mrs. Rajalakshmi Rane, TGT</p> <p>5. Mrs.Shivani, TGT</p> <p>6. Mrs. Ratri Pal, PRT</p> <p>7. Mrs. Saraswathi, PRT</p> <p>8. Mrs. Geeta Joshi, PRT</p> <p>9. Mrs. Rita Jeryal, PRT</p>	
E-Magazine	<p>1. Mrs. Shivani, TGT(I/C)</p> <p>2. Mrs. Preethi Singh, PRT</p> <p>3. Mrs. Roshni, PGT</p>	
First Aid and medical Checkup	<p>1. Mr. Majhi, PET(I/C)</p> <p>2. Mrs. Preeti Singh, PRT (I/c)</p> <p>3. Mrs. Mukta Saxena, PGT</p> <p>4. Mrs. Geetha, TGT</p>	

	<ul style="list-style-type: none"> <li>5. Mrs. Manoj Shukla,</li> <li>6. Mrs. Ravi Dhar, PRT</li> </ul>	
School Building Maintaenance & Repair	<ul style="list-style-type: none"> <li>1. Mrs. Garud(I/c)</li> <li>2. Mr. Barai, TGT</li> <li>3. Mr. Ingole, Librarian</li> <li>4. Mrs. Prabavati, PGT</li> <li>5. Mrs. Rekha Mishra, TGT</li> <li>6. Mrs. Ratri Pal, PRT</li> </ul>	
Staff Qtrs. Maintaenance & Repair	<ul style="list-style-type: none"> <li>1. Mr. Ingole, Librarian(I/C)</li> <li>2. Mrs. Promodini Pal, PGT</li> <li>3. Mrs. Rekha Mishra, TGT</li> <li>4. Mr. B.J.Barai, TGT</li> <li>5. Mr. R. Bisai, TGT</li> </ul>	
ICT Computer	<ul style="list-style-type: none"> <li>1. Mrs. Roshni, PGT(I/C)</li> <li>2. Mrs. Rekha Mishra, TGT</li> <li>3. Mrs. Geetha, TGT</li> <li>4. Dr. B.D Shastri, TGT</li> <li>5. Mrs. Preeti Singh, PRT(I/C)</li> <li>6. Mrs. Neelam Sharma</li> </ul>	
Furniture	<ul style="list-style-type: none"> <li>1. Dr. B D Shastri, TGT(I/c)</li> <li>2. Mrs. Garud, TGT(WE)</li> <li>3. Mrs. K.Vasanthi,PRT</li> <li>4. Mrs. Moushmi Pamari,PRT</li> </ul>	
Games & Sports	<ul style="list-style-type: none"> <li>1.Mr. Majhi, PET(I/C)</li> <li>2.Mrs. Garud, TGT(WE)</li> <li>3.Mrs .Gauri.S, PRT</li> <li>4.Mrs.Geeta Joshi,PRT</li> <li>5.Mrs.Ravi Dhar,PRT</li> </ul>	

Library Committee	<ol style="list-style-type: none"> <li>1. Mr Ankush Ingole(Librarian)</li> <li>2. Mrs Prabavati,PGT</li> <li>3. Mr. Giri, PGT</li> <li>4. Mrs Shivani Arora,TGT</li> <li>5. Mrs. Rita Jeryal, PRT</li> <li>6. Mrs. Lata Prasad, HM</li> <li>7. Mrs. Rekha Naidu, PRT</li> <li>8. Kum. Ananya, XI A</li> <li>9. Kum. Snehanjali, XI B</li> <li>10. Kum. Arshee, XI C</li> <li>11. Mast. Sachin, IX A</li> <li>12. Mast. Vlvelk IX A</li> </ol>	
Guidance & Counselling	<ol style="list-style-type: none"> <li>1. Mrs. Alka Srivatsava,PGT(I/c)</li> <li>2. Mrs. Rajalakshmi Rane, TGT</li> <li>3. Mrs. Jyoti Gade, TGT</li> <li>4. Mrs. Saraswati, PRT</li> <li>5. Mrs. Neelam Sharma, PRT</li> </ol>	
Staff room I/c	<ol style="list-style-type: none"> <li>1. Mr. R.Bisai,TGT (I/c)</li> <li>2. Mrs. Jyoti Gade, TGT</li> <li>3. Mrs. Gauri Singh, PRT(I/C)</li> <li>4. Mrs. Geeta Joshi, PRT</li> <li>5. Mrs. Rekha Naidu, PRT</li> <li>6. Mrs. Maushmi, PRT</li> </ol>	<p>Secondary</p> <p>Primary</p>
School Band	<ol style="list-style-type: none"> <li>1. Mr. R. Bisai, TGT(I/C)</li> <li>2. Mrs. Gauri Singh, PRT</li> </ol>	
RFD	<ol style="list-style-type: none"> <li>1. Mrs. Rekha Mishra, TGT(I/C)</li> <li>2. Mr. Promodini Pal, PGT</li> </ol>	
Music /PA System	<ol style="list-style-type: none"> <li>1. Mrs. Uma.P,Music Tr.(I/C)</li> <li>2. Mrs. Garud, WET</li> <li>3. Mrs. Indira Kumar,PRT</li> <li>4. Mr. Deepak(Sub staff)</li> </ol>	
Photography & Art	<ol style="list-style-type: none"> <li>1. Mrs.Preethi Singh,PRT(I/C)</li> <li>2. Mrs. Geetha, TGT</li> <li>3. Mrs. Rekha Sharma, PRT</li> </ol>	

Scout & Guide	<ol style="list-style-type: none"> <li>1. Mrs. Rajalakshmi Rane, TGT(I/C Guides)</li> <li>2. Mrs. Geetha</li> <li>3. Dr B. D Shastri, TGT(I/C Scouts)</li> <li>4. Mrs. Renu Chandra, TGT</li> <li>5. Mr. Ingole, Librarian</li> </ol>	
NIE	<ol style="list-style-type: none"> <li>1. Mrs. Shivani Arora, TGT(I/C)</li> <li>2. Mrs. Rajalakshmi Rane, TGT</li> <li>3. Mrs. Saraswathi. J, PRT</li> </ol>	
Transportation Committee	<ol style="list-style-type: none"> <li>1. Dr. B.D Shastri, TGT(I/C)</li> <li>2. Mrs. Rekha Naidu, PRT</li> <li>3. Mrs. Garud, WET</li> <li>4. Mr. Ingole, Librarian</li> </ol>	
Press & Publicity	<ol style="list-style-type: none"> <li>1. Mrs. Shivani Arora, TGT(I/C)</li> <li>2. Mrs Usha Dinkaran, PRT</li> <li>3. Mr. Bisai, TGT</li> <li>4. Mrs. Roshni, PGT</li> <li>5. Mr. Ingole, Librarian</li> </ol>	
Bulbul & Cubs	<ol style="list-style-type: none"> <li>1. Mrs. Rekha Naidu, PRT(I/C)</li> <li>2. Mrs Ravi Dhar, PRT</li> <li>3. Mrs. Gauri Singh, PRT</li> <li>4. Mrs. Indira Kumar, PRT</li> <li>5. Mrs. Preeti Singh, PRT</li> </ol>	
Literacy Club(Hindi)	<ol style="list-style-type: none"> <li>1. Mr. R Y Giri, PGT(I/C)</li> <li>2. Dr. B D Shastri, TGT</li> </ol>	
Literacy Club(English)	<ol style="list-style-type: none"> <li>1. Mrs. Shivani, TGT(I/C)</li> <li>2. Mrs. Alka Srivatsava, PGT(I/c)</li> <li>3. Mrs. Rajalakshmi Rane, TGT</li> </ol>	
Maths Lab	<ol style="list-style-type: none"> <li>1. Mrs. Nalini Prasad, TGT(I/C)</li> <li>2. Mrs. Renu Chandra, TGT</li> <li>3. Mrs. Veena, PGT</li> <li>4. Mrs. Indira Kumar, PRT</li> <li>5. Mrs. K. Vasanthi, PRT</li> </ol>	

Eco/ Nature Club	<ol style="list-style-type: none"> <li>1. Mrs. Mukta S (I/c)</li> <li>2. Mrs. Geetha, TGT</li> <li>3. Mrs Garud, WET</li> <li>4. Mrs. Preethi Singh, PRT</li> </ol>	
Cyber Club	<ol style="list-style-type: none"> <li>1. Mrs. Roshni, PGT(I/c)</li> <li>2. Mrs. Geetha, TGT</li> <li>3. Mrs. Ratri Pal, PRT</li> <li>4. Mrs. Preethi, PRT</li> </ol>	
Integrity Club	<ol style="list-style-type: none"> <li>1. Mrs. S. Maldar, (I/C)</li> <li>2. Mrs. Prabavati, PGT</li> <li>3. Mr. Barai, TGT</li> <li>4. Mrs. Saraswathi, PRT</li> </ol>	
Science Lab	<ol style="list-style-type: none"> <li>1. Mrs. Promodini Pal, PGT</li> <li>2. Mrs. Mukta S, PGT</li> <li>3. Mrs Jyoti Gade, TGT</li> <li>4. Mrs Geetha , TGT</li> <li>5. Mrs Rekha Sharma, PRT</li> <li>6. Mrs Ravidhar, PRT</li> </ol>	
Music Club	<ol style="list-style-type: none"> <li>1. Mrs Uma P ,Music Tr(I/c)</li> <li>2. Mr. Bisai, TGT</li> <li>3. Mrs. Shivani, TGT</li> <li>4. Mrs. S. Rose, PRT</li> </ol>	
Maths Clinic	<ol style="list-style-type: none"> <li>1. Mrs. Nalini Prasad, TGT(I/C)</li> <li>2. Mrs. K. Vasanthi, PRT</li> <li>3. Mrs. Indira, PRT</li> </ol>	
Fire safety Committee and security of children	<ol style="list-style-type: none"> <li>1. Mrs. Garud, WET, (I/C)</li> <li>2. Mrs. Prabhavati, PGT</li> <li>3. Mr. Barai, TGT</li> <li>4. Mr. Bisai, TGT</li> <li>5. Mrs. Gauri Singh, PRT</li> <li>6. Mrs. Rekha Naidu. PRT</li> <li>7. Mrs. Ratri Pal, PRT</li> <li>8. Mrs. S. Rose, PRT</li> </ol>	
NAEP	<ol style="list-style-type: none"> <li>1. Mr. Giri, PGT( I/c)</li> <li>2. Mrs. Geetha, TGT</li> <li>3. Mrs. Rajalakshmi Rane, TGT</li> </ol>	

CS-54	<ol style="list-style-type: none"> <li>1. Mr. Barai, TGT(I/C)</li> <li>2. Mrs. Renu Chandra, TGT</li> <li>3. Mrs. Usha Dinakaran, PRT</li> </ol>	
Social Science Club	<ol style="list-style-type: none"> <li>1. Mrs.S.Maldar, TGT(I/C)</li> <li>2. Mrs.Nidhi Kumari, TGT</li> </ol>	
Single Girl Child& other concessions	<ol style="list-style-type: none"> <li>1. Mrs. Renu Chandra, TGT(I/C)</li> <li>2. Mrs. Rekha Sharma, PRT</li> </ol>	
Drinking Water	<ol style="list-style-type: none"> <li>1. Mrs. Garud, WET(I/C)</li> <li>2. Mrs. Preethi Singh, PRT</li> <li>3. Mrs. Gauri Singh, PRT</li> <li>4. Mrs. Uma,PRT</li> </ol>	
Cleanliness	<ol style="list-style-type: none"> <li>1. Mrs. Garud,WET(I/C)</li> <li>2. Mr. Ingole, Librarian</li> <li>3. Mr. R. Bisai, TGT</li> <li>4. Mrs. Rekha Naidu, PRT(I/C)</li> <li>5. Mr. Majhi ,PET</li> <li>6. Mrs. Gauri Singh,PRT</li> <li>7. Mrs. Maushmi, PRT</li> </ol>	
CCA Coordinators	<ol style="list-style-type: none"> <li>1. Mrs. Mukta Saxena, PGT (Overall Co-ordinator)</li> <li>2. Mrs. Rajalakshmi Rane,TGT</li> <li>3. Mrs. Shivani, TGT</li> <li>4. Mrs . Rekha Sharma,PRT(I/C)</li> <li>5. Mrs. Ravidhar, PRT</li> </ol>	
Web Site	<ol style="list-style-type: none"> <li>1. Mrs. Roshni,PGT(I/C)</li> <li>2. Mrs. Rekha Mishra, TGT</li> <li>3. Mrs. Anuradha</li> </ol>	
Condemnation Committee	<ol style="list-style-type: none"> <li>1. Mr.Barai, TGT(I/C)</li> <li>2. Mrs. Rita Mohanty, PGT</li> <li>3. Mrs. Mukta Saxena, PGT</li> <li>4. Mrs. Roshni, PGT</li> <li>5. Dr.B.D.Shastri, TGT</li> <li>6. Mr. Ingole, Librarian</li> <li>7. Mrs. Rekha Mishra, TGT</li> </ol>	
Cartoon & Animation Club	<ol style="list-style-type: none"> <li>1. Mrs.Shivani,TGT</li> <li>2. Mrs. Preethi Singh, PRT</li> </ol>	

Water & Energy Conservation Club	<ol style="list-style-type: none"> <li>1. Mrs. Rekha Sharma, PRT(I/C)</li> <li>2. Mrs. Alka Srivastava, PGT</li> <li>3. Mr. Bisai, TGT</li> <li>4. Mrs. Jyoti Gade, TGT</li> </ol>	
Wing Incharges	<p>Primary:</p> <p>Ground Floor: Mrs. S. Rose, PRT(I/C)</p> <p>First Floor: Mrs. Ravidhar, PRT</p> <p>Primary Building: Mrs. Sunitha, Sub Staff</p> <p>Main Building:</p> <p>Ground Floor: Mrs. Rajalakshmi Rane, TGT</p> <p>Secondary:</p> <p>First Floor: Mr. Barai, TGT</p> <p>Senior Block : Mr. Sohni</p> <p>Senior Secondary:</p> <p>Ground Floor: Mrs.Rita Mohanty, Mrs. Promodini Pal</p> <p>First Floor: Mr. Majhi, PET Mr. Giri, PGT</p> <p>Second Floor: Mrs. Geetha, TGT Mr.Bisai, TGT P,Chandlekar,(Senior Sub</p>	
Leadership Club	<ol style="list-style-type: none"> <li>1.Mrs. Rajalakshmi Rane, TGT (I/c)</li> <li>2. Mrs. Shivani, TGT</li> <li>3. Mrs. Gauri Singh, PRT</li> </ol>	
CCE Implementation Committee	<ol style="list-style-type: none"> <li>1. Mrs. Veena, PGT(I/C)</li> <li>2. Mrs. Rajalakshmi Rane, TGT</li> <li>3. Mrs. Shivani Arora, TGT</li> <li>4. Mrs. Geetha, TGT</li> <li>5. Mrs. Promodini Pal, PGT</li> <li>6. Mrs. Latha Prasad, HM</li> <li>7. Mrs. Saraswathi,PRT</li> <li>8. (All Subject Committee Convenors)</li> </ol>	

Principal

### Distribution of Houses

<b>Secondary classes from VI to XII</b>	<b>House master</b>	<b>Associates</b>
Shivaji House		
Tagore House		
Ashoka House		
Raman House		
<b>Primary classes from I to V</b>	<b>House Master</b>	<b>Associates</b>
Shivaji House		
Tagore House		
Ashoka House		
Raman House		