

EMBASSY OF INDIA SCHOOL, MOSCOW
COMMITTEES FOR ACADEMIC YEAR 2020-2021

Duties and Responsibilities of Staff

S. No	Name of the committee	Convener & Members	Responsibilities
1.	Academic Council	All subject Committee Conveners Languages Maths & Science Social Science & Commerce Mrs. Raj Kumari, PRT - Primary	To convene the subject committee meetings. To discuss changes in curriculum, question paper patters, use of ICT classes. Strategies for better results. To conduct exhibitions. To discuss about the practicals. To implement the new pattern of examinations in Class IX, X, XI & XII etc., timely completion of syllabus
2.	Admissions	Mr. Satish Chandra Jha, PGT (Phy) (Convener) Mrs. R.P Usha. TGT (Maths)	To carry on admissions as per the KVS/Embassy guidelines.
3.	Time Table & Arrangement	Mrs. Anubha Soni, PGT, (Comm.) -Convener Mr. Amit Gupta, PGT, (Maths) Mrs. Raj Kumari, PRT (Primary)	Making time-table well in advance. Making arrangements on day-to-day basis. Making time-table during tests/exams in consultation with examination department in order to avoid confusion during periodic tests/half yearly/session ending exams.
4.	Co- curricular Activities: Chief Coordinator Associate Coordinator- Secondary Coordinator – Primary	Mrs. Shesha Prasad, PGT, Eng (Convener) Mr. Samuelkuty O, TGT (Eng) Mrs. Payal Gupta, PRT Primary(Convener)	To conduct CCA activities in fair and impartial way as per the schedule. Impartial selection of judges to be done. Necessary care should be taken while selecting the judges for various competitions. Results be posted in the website after approval from the Principal.
5.	Examination: Home CBSE	Mrs. Surya Kumari, PGT (Eco) – Convener Mr. R. Sekar, PGT (Chem) Mrs. Karuna Varma, PRT Mr. Santosh Kumar Deval, PGT (Comp. Sc) Mr. M. T Raju, PGT (Bio) (Convener)	To conduct monthly tests, half yearly, periodic tests, pre-boards etc.as per the schedule of KVS. To keep the sanctity and confidentiality is prime responsibilities of exam department. To preserve the answer papers in safe custody. To conduct board exam without any problem. Correspondence to CBSE.

6.	Discipline & Cleanliness: I/C: IV Floor V Floor III Floor	Mr. Ilya , PET (Convener) Mrs. Shesha Prasad, PGT (Eng) Mrs. Raj Kumari, PRT Mr. Dumitru. B , Librarian	These committee members will see that discipline is maintained in the vidyalaya. They will also see every student should come in proper uniform. This committee will ensure that no late comers to school. Students will follow proper order while moving from classes to departments and vice versa.
7.	Furniture	Mr. Sanjay Kumar.K, PGT (Hindi)- Convener Mrs. Tandra Reddy, TGT (So.Sc) Mr.Antony, Lab Attendant	This committee will see that proper furniture is available to the students/staff. Old and unused furniture be disposed off after following proper procedure.
8.	Repair and Maintenance	Mr. Sanjay Kumar K, PGT (Hindi.) Mr. R. Sekar, PGT (Chem) Mrs. Karuna Varma, PRT	Repair to be done and to see that old furniture is disposed off after following proper procedure.
9.	Book Store	Mr. Dumitru B, Librarian (Convener)	They will procure new text books and old books are disposed off after proper procedure.
10	Audio Visual & Computers	Mr. Santosh Kumar Deval, PGT (Comp. Sc) (Convener) Mrs. Geetha S , PRT Mrs. Neelu Sharma, PRT Mrs. Khalisa. A, Computer Tr	To see the AV system is functional.
11	Sports &Games	Mr. Ilya PET (Convener) Mr. Dumitru. B, (Librarian) Mrs. Geetha S, PRT	To plan and motivate sports and games. Emphasis may be given for indoor games like chess, carom board, T.T and other games. Aerobics may be introduced for secondary and primary sections separately.
12	Cultural Exchange Programme & Promotion of International understanding	Mrs. Shesha Prasad, PGT (Eng) Mr. Sanjay Kumar K, PGT (Hin) Mrs. Raj Kumari, PRT Dr. Loay M. Rafoo, Russian Tr Mrs. Olga Bubnova, French Tr. (Prim) Ms. Maria, Music teacher Mr. Iliya PET Mrs. Julia Berzgina, Dance Tr	To liaison with local Russian schools and if possible with other schools.
13	Library & Literary Club	Mr. Dumitru .B, Librarian (Convener)	To introduce the literacy club immediately. Reading

		<p>Mrs. Shesha Prasad, PGT (Eng) Mr. Sanjay Kumar K, PGT (Hindi) Mrs. Raj Kumari, PRT Dr. Loay, Russian Tr Mr. Michael. A, French Tr. (Sec) Mrs. Olga Bubnova, French Tr. (Prim)</p>	<p>habits have to be inculcated among the students. More books may be procured. Renovation of library should also be taken up immediately.</p>
14	Science Club	<p>Mr. M. T Raju, PGT (Bio) (Convener) Mr.Satish Chandra Jha PGT (Phy) Mr. R. Sekar, PGT (Chem)</p>	<p>To conduct various science related activities in the morning assembly. To encourage scientific culture among children.</p>
15	Mathematics Club	<p>Mr. Amit Gupta, PGT Maths (Convener) Mrs. R.P Usha, TGT (Maths) Mrs. Raj Kumari, PRT Mrs. Payal Gupta, PRT Mrs. Neelu Sharma, PRT</p>	<p>Maths club be formed immediately and related activities to be conducted.</p>
16	Social Science Club	<p>Mrs. Surya Kum,ari , PGT (Eco))(Convener) Mrs. Anubha Soni, PGT (Com) Mrs. Tandra Reddy, TGT (So.Sc) Mrs. Payal Gupta, PRT</p>	<p>Social science club be started immediately. Plan for school level exhibition.</p>
17	Arts & Painting Club	<p>Mrs. Loretta Bukhtoyarova (Convener) Mrs. Olga Bubnova, French Tr Mrs. Geetha. S, PRT</p>	<p>To train the students in diverse way of drawing and paintings. Creative hand writings. Encourage the students to take part in competition outside the school.</p>
18	Scouts & Guides Cubs & Bulbul	<p>Mr. M. T Raju, PGT (Bio) Mrs. Surya Kumari, PGT (Eco) Mr. Sanjay Kumar K, PGT (Hindi) Mr. Samuelkutty O.G, TGT (Eng) Mrs. Usha Rani, PRT Mrs .Karuna Varma, PRT</p>	<p>Motivate and guide children to participate in this movement.</p>
19	NAEP & Guidance & counseling	<p>Mrs. Anubha Soni , PGT (Comm) Mrs. Tandra Reddy, TGT (So.Sc) Dr.Vinita Sinha, Doctor</p>	<p>Counsel the students from time to time. To have a meeting with the girl students by lady teachers once in a month regarding their problems. A record is to be maintained in this regard. Dr. Vinita & Mr. Anubha will give a talk on hygenic conditions in the morning assembly.</p>

20	Magazine, Diary, Other Publications	Mrs. Shesha Prasad, PGT (Eng) (Convener) Mr. Sanjay Kumar Katole, PGT (Hindi) Mr. Samuel Kutty O.G, TGT (Eng) Mr. Santosh Kumar Deval, PGT(Comp.Sc) Mrs. Usha Rani.K, PRT Dr. Loay, Russian Tr Mr. Michael. A, French Teacher Mrs. Khalisa. A , Computer Tr Mrs. Loretta. B (Art Tr.)	The committee will collect the articles, poems, stories etc. from the students and the staff members, photographs from the CCA in-charges. Getting the messages from the officers and important information from various departments and compilation etc., timely release of magazine is ensured.
21	Morning Assembly	Mrs. Shesha Prasad, PGT (Eng) (Convener) Mr. Samuel Kutty O.G, TGT (Eng) Mr. Ilya , PET Mrs. Payal Gupta, PRT All Class Teachers Ms. Maria, Music Tr Ms. Julia Berzgina, Dance Tr	This committee will see that assembly is conducted effective manner. Important days/national and international events be celebrated. All religious festivals, national festivals etc. be celebrated.
22	Staff Welfare & Hospitality	Mr. M.T Raju, PGT (Bio) Mr. Sanjay Kumar K, PGT (Hindi) Mrs. Tandra Reddy, TGT (So.Sc) Mrs. Karuna Varma, PRT Mrs. S. Shanthi, Sr. Off. Asst	Refreshments for the staff during the staff meeting on last working day of the month. Proper seating plan for meeting. Any common issues can be brought to the notice of the Principal regarding the staff's welfare. Monthly collection of money for staff club.
23	Transport	Mrs. Anubha Soni, PGT (Comm.) Mr. Satish Chandra Jha, PGT (Phy)	Proper seating plan. To inform the Pilugina staff regarding the bus timings, etc., to see that decorum is maintained in the bus.
24	Office support	Mr. Amit Gupta, PGT (Maths) Mrs. R.P Usha, TGT (Maths)	As assigned by the Principal regarding the pay bill etc.
25	Bulletin Boards & News	Mrs. Loretta, Art Tr House Masters & Class Teachers	This committee members will see that headlines of news, thought etc of the day are written on the board.
26	Website & Photography	Mr. Santosh Kumar Deval, PGT (Comp. sc) Mr. Satish Chandra Jha, PGT (Phy) Mrs. Neelu Sharma, PRT Dr. Loay, Russian Teacher Mrs. Khalisa. A, Computer Tr	Update of website and posting of photographs of various activities of the students on day to day basis.

27	Health, Hygiene & General	Mrs. Anubha Soni, PGT (Comm) Dr. Vinita Sinha, School Doctor Mrs. Raj Kumari, PRT	Dr. Vinita will give a talk on hygienic conditions every fortnightly in the assembly. This committee will also see that class garbage is removed immediately
28	P A System	Mr. Satish Chandra Jha, PGT (Phy) Ms. Maria, Music Tr Mr. Antony Monyeac, Lab Attendant	To see that PA system is functional
29	Hindi Rajbhasha Samiti	Mr. Sanjay Kumar K, PGT (Hindi) Mrs. Karuna Varma, PRT Mrs. Shanthi. S, Sr. Off. Asst Mrs. Neena Bindu Jr: Off: Asst.	Furnishing of Hindi information from time to time to KVS Delhi. Hindi Pakhwada is to be celebrated in a befitting manner. Promotion of Hindi be given importance
30	Excursions	Dr. Loay M. Rafoo, Russian Tr Mr. Sanjay Kumar K, PGT (Hindi) Mrs. Raj Kumari, PRT Mr. Antony Monyeac, Lab Attendant Mr. Anatoly. B, Gate Keeper	These committee members will plan for excursion from April month onwards. Trips should have academically significant places. At the same time trips should not be undertaken to the places where there is a threat for the students.
31	Fire Safety	Mrs. Surya Kumari Barma, PGT (Eco) Mrs. Tandra Reddy, TGT (So. Sc) Mrs. Neelu Sharma, PRT Mr. Ilya, PET Mr. Antony Monyeac, Lab Attendant Mr. Anatoly. B, Gate Keeper	They will check the gas available or they will see the expiry date of extinguisher if so they will inform the office for replacement. If possible a mock drill may also be planned for excavation. They will see that fire extinguishers are placed in all floors and departments.
32	Beautification	Mrs. Shesha Prasad, PGT (Eng) Mrs. Tandra Reddy, TGT (So.Sc) Mrs. Karuna Varma, PRT Mrs. Loretta. B, Art Tr	Beautify the floors/stair cases and whole school campus creates interest and during important functions and occasions.
33	Music Club	Ms. Maria, Music Tr (Convener) Mrs. Julia Brezgina, Dance Tr	They will train the students who have interest & talents. All students may be given chance to play music during assembly.
34	ICT Club	Mr. Santosh Kumar Deval, PGT (Comp. Sc) Mrs. Khalisa. A, Computer Tr	A corner may be developed to conduct activities.
35	Institutional Planning	Mr. M.T Raju, PGT (Bio) Mrs. Santosh Kumar Deval, PGT (Comp. Sc.) Mrs. Shesha Prasad, PGT	Month wise plan may be prepared for whole academic year and submitted to undersigned.

		(Eng.) Mrs. Raj Kumari, PRT	
36	Vision Document	Mrs. Shesha Prasad, PGT (Eng) Mr. Sanjay Kumar K, PGT (Hindi) Mrs. Usha Rani, PRT	Infrastructural development.
37	Purchase Committee	Mrs. Shesha Prasad, PGT (Eng.) Mr. M.T Raju, PGT (Bio) Mr. Santosh Kumar Deval, PGT (Comp. Sc) Mrs. Raj Kumari, PRT	Purchases will be made as per the requirement following proper procedure. The committee members will also survey the local market by personal visit or by net.
38	Staff flats Maintenance	Mr. Sanjay Kumar K, PGT (Hindi) (Convener) Mr. R. Sekar, PGT (Chem) Mrs. Geetha. S, PRT	Members of this committee will get the requirement of staff at Pilugina. Maintenance of Inventory register check the apartment when any staff vacates and prepare a brief report.
39	Swachh Vidyalaya	Mrs. Shesha Prasad, PGT (Eng) Mrs. Tandra Reddy, TGT (So.Sc) Mrs. Usha Rani, PRT	Class room cleanliness by all the staff and students once in a month. Day and date may be informed well in advance to all and best two classes to be awarded every month
40	School Level Youth Parliament and UNO	Mrs. Surya Kumari, PGT (Eco) Mrs. Anubha soni, PGT (Comm) Mrs. Tandra Reddy, TGT (So.Sc)	These committee members will conduct mock youth parliament at school level
41	Parent teacher meeting	Mr. Satish Chandra Jha, PGT (Phy) Mrs. Raj Kumari, PRT	To convene PTM as per every tests/exams or as and when required and keep a record of that.

Rita Indrajeet Singh
Principal