

**EMBASSY OF INDIA , SCHOOL, MOSCOW**  
**COMMITTEES FOR ACADEMIC YEAR 2023-2024**

All staff members to check and note the duty/duties assigned to them in addition to regular teaching. Responsibilities are simply suggestive. Your innovations are always welcome. Please keep a record of work done in your diary.

S. No	Name of the committee	Convener & Members
1	Academic Council	1. Ms. Betsy K. Mathai, PGT, Bio 2. Mr. Sri Keshav.K, PGT (Eco) 3. Mr. Ramesh.C. Thakur .PGT (C.S) 4. Ms. Janinus Jacob. PRT 5. Mr. Keshav, PGT (Eco) 6. Mr. Michael. A, French Tr. (Sec)
2	Admissions	1. Mr. Pritam Singh Bhatia, PGT (Phy), I/C 2. Ms. Aniqueen. A, TGT (Maths)
3	Time Table & Arrangement	1. Mr. Pankaj Varshney, PGT Maths I/C 2. Ms. Khalisa. A, Comp. Inst 1. Ms. M. Selvi, PRT (Primary) 2. Mr. Tirupathi Prasad Panda, PRT (Arrangements)
4	Co- curricular Activities: Coordinator  Coordinator – Primary	1. Ms. Anita Rawat, PGT, Eng, (I/C) 2. Mrs. Tanu Khurana Tshering, TGT (Eng)  1. Ms. Ancy. M, PRT Primary (I/C)
5	Examination: Home  Primary  CBSE	1. Mr. Sri Keshav, PGT (Eco)– I/C 2. Mrs. Sulekha Rani. R, PGT (Chem)  1. Ms. Jainus Jacob, PRT  1. Mr. Ramesh.C. Thakur, PGT (C.S) (I/C) 2. Mr. Anoop, PGT (Comm)

6	<b>Discipline and safety of the students:</b>  <b>III Floor</b>  <b>IV Floor</b>  <b>V Floor</b>	<b>1.Mr. Ilya , PET (I/C)</b>  <b>1.Mr. Dumitru. B , Librarian</b>  <b>2.Ms. Anita Rawat, PGT (Eng)</b>  <b>1.Ms. Shantini.V, PRT</b> <b>2. Ms. Ancy. M, PRT</b>
7	<b>Furniture:</b>  <b>1. Apartments</b>  <b>2. School</b>	<b>1.Mr. Ajay KumarSahu, PGT (Hindi)- I/C</b> <b>2.Ms. Sulekha Rani. R, PGT (Chem)</b> <b>3.Mr. Amit Kapruvan, TGT (So.Sc)</b> <b>4. Mr.Tirupathi Prasad Panda, PRT</b>  <b>1.Mr. Ajay KumarSahu, PGT (Hindi)- I/C</b> <b>2.Ms. Ancy. M, PRT</b>  <b>3. Mr.SergheiCervinschi, Lab Attendant</b>
8	<b>Repair and Maintenance</b>	<b>1.Mr. Pankaj Varshney, PGT (Maths) I/C</b>  <b>2.Mr. Amit Kapruvan, TGT (Maths)</b>  <b>3.Ms. DharamSutaNavin, PRT</b>  <b>4.Mr. Anatoly. B, Gate Keeper</b>
9	<b>Book Store</b>  <b>Russian Books</b>	<b>1.Mr. Dumitru B, Librarian (I/C)</b>  <b>1.Ms. Olga Kayar, Russian Teacher</b>
10	<b>Audio Visual &amp; Computers&amp; Morning Assembly PA system</b>	<b>1.Mr. Sri Keshav, PGT (Eco) (I/C)</b>  <b>2.Ms. M.Selvi, PRT</b>  <b>3.Mrs. Khalisa. A, Computer Tr</b>  <b>4. Mr. SergheiCervinschi, Lab Attendant</b>
11	<b>Sports, Games&amp; Yoga</b>	<b>1.Mr. Ilya PET (I/C)</b>  <b>2.Mr. Dumitru. B, Librarian</b>  <b>3.Mr. Anoop K.M, PGT (Comm)</b>  <b>4. Ms. Tanu Khurana Tshering, TGT (Eng)</b>

		<b>5.Mr. Tirupathi Prasad Panda, PRT</b>
<b>12</b>	<b>Cultural Exchange Programme &amp; Promotion of International understanding</b>	<b>1.Ms. Anita Rawat, PGT (Eng)</b> <b>2.Ms. DharamSutaNavin, PRT</b> <b>3.Ms. Olga Kayar, Russian Tr</b> <b>4.Ms. RupaliGoel, French Tr. (Prim)</b> <b>5.Ms. Maria, Music teacher</b> <b>6.Mr. Iliya PET</b> <b>7.Mrs. Julia Brezgina, Dance Tr</b>
<b>13</b>	<b>Library &amp; Literary Club</b>	<b>1.Mr. Dumitru .B, Librarian (I/C)</b> <b>2.Ms. Betsy K. Mathai, PGT (Bio)</b> <b>3.Mr. Ajay Kumar Sahu, PGT (Hindi)</b> <b>4. Ms. Shantini. V, PRT</b> <b>6.Mr. Michael. A, French Tr. (Sec)</b> <b>7.Ms. RupaliGoel, French Tr. (Prim)</b>
<b>14</b>	<b>Science Club</b>	<b>1. Ms. Betsy K. Mathai, PGT (Bio) (I/C)</b> <b>2. Mr.Prittam Singh Bhatia PGT (Phy)</b> <b>3. Mrs. Sulekha Rani. R, PGT (Chem)</b> <b>4. Ms. Shantini. V, PRT</b>
<b>15</b>	<b>Mathematics Club</b>	<b>1.Mr. Pankaj Varshney, PGT Maths(I/C)</b> <b>2.Ms. Aniqueen. A, TGT (Maths)</b> <b>3.Ms. Ancy. M, PRT</b>
<b>16</b>	<b>Arts &amp;Painting Club &amp; Beautification</b>	<b>1.Ms. Loretta Bukhtayarova, Art Tr (I/C)</b> <b>2.Ms. Anita Rawat, PGT (Eng)</b> <b>3.Ms. Jainus Jacob, PRT</b>
<b>17</b>	<b>Scouts &amp; Guides</b>  <b>Cubs &amp; Bulbul</b>	<b>1.Ms. Janinus Jacob, PRT</b> <b>2.Mr. Pankaj Varshney, PGT (Maths)</b> <b>1.Mr. Tirupathi Prasad Panda, PRT</b> <b>2.Ms. Aniqueen. A, TGT (Maths)</b>

18	<b>Guidance &amp; counseling</b>	<ol style="list-style-type: none"> <li>1. Mr.Sri Keshav, PGT (Eco)</li> <li>2. Ms. Sulekha Rani. R, PGT (Chem)</li> <li>3. Mr. Dumitru. B, Librarian</li> </ol>
19	<b>Magazine, Student Diary, &amp; Other Publications</b>	<ol style="list-style-type: none"> <li>1. Ms. Anita Rawat, PGT (Eng) (I/C)</li> <li>2.Mr. Ajay Kumar Sahu, PGT (Hindi)</li> <li>3.Mrs. Tanu Khurana Tshering, TGT (Eng)</li> <li>4.Mr. Ramesh.C.Thakur, PGT(Comp.Sc)</li> <li>5. Ms. Jainus Jacob, PRT</li> <li>6. Ms. Olga Kayar, Russian Tr</li> <li>7.Mr. Michael. A, French Teacher</li> <li>8.Mrs. Khalisa. A , Computer Tr</li> <li>9.Mrs. Loretta. B (Art Tr.)</li> </ol>
20	<b>Morning Assembly</b>	<ol style="list-style-type: none"> <li>1.Ms. Anita Rawat, PGT (Eng) (I/C)</li> <li>2.Mr. Ilya , PET</li> <li>3.Ms. Maria, Music Tr</li> <li>4.Ms. Ancy. M, PRT</li> <li>5.All Class Teachers</li> </ol>
21	<b>Staff Welfare &amp; Hospitality</b>	<ol style="list-style-type: none"> <li>1.Mr. Ramesh. C. Thakur, PGT (C.S)</li> <li>2.Mr. Anoop K.M, PGT (Comm)</li> <li>3.Ms. Tanu Tshering Khurana, TGT (Eng)</li> <li>4. Ms. Shanthi. S, Sr: Off: Asst</li> <li>5. Ms. NeenaBindhu, Jr: Off: Asst</li> </ol>
22	<b>Transport (School Bus)</b>	<ol style="list-style-type: none"> <li>1.Mr. Amit Kapruvan, TGT (So.Sc) I/C</li> <li>2.Mr. Prittam Singh Bhatia, PGT (Phy)</li> </ol>
23	<b>Office support</b>	<ol style="list-style-type: none"> <li>1.Mr. Pankaj Varshney, PGT (Maths)</li> <li>2.Mr. Ramesh C. Thakur , PGT (C.S)</li> <li>3.Mr. Tirupathi Prasad Panda, PRT</li> </ol>

24	Annual Report and other Drafting Drafting (Hindi)	1.Ms. Anita Rawat, PGT (Eng) (I/C) 1. Mr. Ajay Kumar Sahu, PGT (Hindi)
25	Website & Photography	1.Mr. Ramesh C. Thakur, PGT (C.S) 2.Mr. Anoop K.M , PGT (Comm) 3.Ms. Khalisa. A, Comp.Inst
26	Health, Hygiene & General	1.Mr. Anoop.K.M, PGT (Comm) 2.Ms. Aniqueen. A, TGT (Maths) 4.Dr. Sargar Ramchandra . V, School Doctor I/C 5.Ms. Jainus Jacob, PRT
27	PA System	1.Mr. Sri Keshav, PGT (Eco) 2. Mr. SergheiCervinschi, Lab Attendant 3.Mr. IliyaEgorov, PET
28	Hindi RajbhashaSamiti	1.Mr. Ajay Kumar Sahu, PGT (Hindi) 2.Mrs. Neena Bindhu Jr: Off: Asst.
29	Excursions	1.Mr. Pankaj Varshney, PGT (Maths) 2. Mr. Prittam Singh Bhatia, PGT (Phy) 3.Ms. Selvi, PRT All Class teachers
26	Fire Safety	1.Mr. Ilya, PET I/C 2.Mr. SergheiCervinschi, Lab Attendant 3.Mr. Anatoly. B, Gate Keeper 4.Ms. Shanthi. S, Sr. Off. Asst
27	Music & Dance Club	1.Ms. Maria, Music Tr, I/C 2.Mrs. Julia Brezgina, Dance Tr
28	Local Purchase Committee	1.Ms. Anita Rawat, PGT (Eng.) I/C 2.Mr. Prittam Singh Bhatia, PGT (Phy) 3.Ms. Selvi.M , PRT

		4.Mr. Sri Keshav, PGT (Eco)
29	Parent teacher meeting	1.Ms. Betsy K. Mahtai, PGT (Bio) I/c Secondary 2.Ms. Jainus Jacob, PRT , I/C Primary
30	Quarterly Newsletter  Primary	1.Ms. Anita Rawat, PGT ( Eng)I/c Secondary 2.Mr. Ajay Kumar Sahu, PGT (Hindi)  1.Ms. Ancy. M, PRT 2.Ms. DharamSutaNavin, PRT
31	SMC	Ms. Betsy K. Mathai, PGT (Bio) 2.Mr. Ramesh. C.Thakur, PGT (C.S) 3. Mr. Anoop. K.M, PGT (Comm)
32	Staff Club	1. Ms. Sulekha Rani. R, PGT (Chem) 2. Ms. Tanu Khurana Tshering, TGT (Eng) 3. Ms. Ancy. M, PRT
33	Monitoring of late comers & Uniform	1. Mr. Ajay Kumar Sahu, PGT (Hindi) 2. Ms. Jainus Jacob, PRT
34	Houses  Maxim Gorky  1. Mandelev         2. Yuri Gagarin	1. Mr. Amit Kapruvan, TGT (So.Sc) 2. Mr. Prittam Singh Bhatia, PGT (Phy) 3. Mr. Ramesh. C. Thakur, PGT (C.S) 4. Ms. Olga Kayar ( Russian Tr)  i. Mr. Selvi. M, PRT ii. Ms. Ancy. M, PRT  1. Ms. Aniqueen, TGT (Maths) 2. Mr. Anoop. K.M, PGT (Comm) 3. Ms. Betsy K. Mathai, PGT (Bio) 4. Mr. Dumitru. B, Librarian  i. Mr. Tirupathi Prasad Panda, PRT ii. Ms. RupaliGoel, French Tr.  1. Mr. Pankaj Varshney, PGT (Maths) 2. Ms. Sulekha Rani. R, PGT (Chem) 3. Mr. Mikhael. A.B, French TR(Sec) 4. Dr. Sargar Ramchandra. V, School Doctor

		<p><b>i. Ms. Shantini. V, PRT</b></p> <p><b>ii. Ms. Jainus Jacob, PRT</b></p>
<b>35</b>	<p><b>Clubs</b></p> <p><b>1. Literary Club</b></p> <p><b>2. Fitness club</b></p> <p><b>3. Scouts &amp; Guide</b></p> <p><b>4. Art</b></p> <p><b>5. Band &amp; Music</b></p> <p><b>6. Dance</b></p> <p><b>7. Beautification</b></p> <p><b>8. Photography</b></p>	<p><b>1. Ms. Anita Rawat, PGT (Eng)</b></p> <p><b>2. Ms. Olga Kayar, Russian Tr</b></p> <p><b>1. Mr. IliyaEgorov, PET</b></p> <p><b>2. Ms. Tanu Khurana Tshering, TGT (Eng)</b></p> <p><b>1. Ms. Jainus Jacob, PRT</b></p> <p><b>2. Mrs. Aniqueen. A, TGT(Maths)</b></p> <p><b>3. Mr. Pankaj Varshney, PGT (Maths)</b></p> <p><b>1. Mrs. Loretta. B, Art Tr</b></p> <p><b>2. Mr. Amit Kapruvan, TGT(So.Sc)</b></p> <p><b>1. Ms. Maria. A, Music Tr.</b></p> <p><b>2. Mr.Prittam Singh Bhatia, PGT (Phy)</b></p> <p><b>1. Ms. Julia Brezgina, Dance Tr</b></p> <p><b>2. Ms. Tanu Khurana, TGT (Eng)</b></p> <p><b>1. Ms. Sulekha Rani. R, PGT (Chem)</b></p> <p><b>2. Ms. Shantini, PRT</b></p> <p><b>1. Mr. Anoop. K.M, PGT (Comm)</b></p> <p><b>2.Mr. Ramesh. C. Thakur, PGT (C.S)</b></p>

**Bighneswar Patnaik**  
**Principal**