

**KENDRIYA VIDYALYA, IIT CAMPUS, CHENNAI – 600 036.**  
**DUTY CHART 2015 – 16.**

Sl. No.	Committees	Responsibilities	Name of the teacher In charge/ Member	Teacher Sign
1	Academic Advisory Committee	To prepare action plan for Academic activities of the Vidyalaya and monitoring the same which includes the following: a) Students welfare, staff welfare, working system, academics and co curricular activities etc.,	Mrs.S.Subbulakshmi, VP Mrs.Inbamalar, HM Mrs.Vedapathi,PGT Mr.Ramasundaram,PGT Mrs.Mythili,PGT Mrs.SunitaSingh,PGT Mrs.LakshmiParvathy,PGT Mrs.Haripreetha ,PGT Mr.Gunasekharan,TGT Mrs.Vijayalakshmi,TGT(Yoga) Mrs.R.Chitra,PRT	
2	Admission	Complete admission process including issue of application through fee collection and allotting section/ sending required data to RO/ HQ as and when asked with the approval of the undersigned	Mrs.C.K.Vedapathi, I/c Mrs.Inbamalar, HM Mr.Sudalai,TGT Mrs.G.Bhagyalakshmi,Librarian Mrs.Latha R , PRT Mr.Ramar, lab Attd Mrs.Sharmila,Office Asst.	
3	Local Transfer	Assisting parent through required information / monitoring the processing of the local transfer applications	Mr.Sudalai,TGT Mr.Ramar I/c Mrs.Sharmila , Office Assistant	

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4	Time Table	Preparation of time table/Daily substitution arrangement for absentees / informing the department for arrangement of PTC teachers in the absence of teachers on long leave / on duty / preparing compact time table during revision time /Annual day/ Sports day and as and when required	Mrs.Mythili,PGT(Math) I/c Mrs.Ranjini, TGT(Math) Mrs.R.Poongodi,PRT Mrs.Padmaja,PRT Mrs.Latha R, PRT
5	Conduct of Morning Assembly/ Announcement	Make necessary announcement in the morning assembly as per the direction of the undersigned.	Mrs. Benita Pon , TGT, I/c Mrs.Nandhini,TGT EsrautaYadav,TGT PTC Mrs.LalithaJayaraman,Music Tr.
6	CCA(Internal)	Prepare a calendar of activities for CCA/ conduct of CCA / prize and certificate distribution / Celebration of important days/ planning and conduct of effective morning assembly	Mr.G.Ravi, PGT, I/c Mrs.Sunita Singh ,PGT Mrs.BenitaPon, TGT Mrs.Pratibha ,German Tr. Mrs.GurinderKaur,TGT,PTC Mrs.R.Amutha,PRT Mrs.Latha PRT Mrs.LalithaJayaraman, PRT Music
7	CCA(External)	Effective coordination of external Co curricular activities with the approval of the undersigned	Mrs.Komala.,TGT, I/c Mr.NitinTripathi,TGT Mrs.Anukampa,TGT Mr.Sanjay Singh ,PRT

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8	Examination (Internal)	Effective planning and execution of examination as per pattern prescribed by the KVS for all classes & result declaration	Mr.Ramasundaram,PGT , I/c Mr.Gunasekaran,TGT Mr.NithinTripathi Mrs.Sheela,TGT PTC Mrs.PrathibaRao,German Tr. Mrs.Padma , Sub staff Mrs.R.Chitra,PRT Mrs.R.Amutha,PRT Mrs.Padmaja ,PRT
9	Examination (CBSE)	Effective coordination with CBSE board in smooth and timely submission of data/ registration and conduct of board examinations / submission of data regarding the same to RO /HQ as and when required	Mrs.S.Chitra,PGT(Che) Mr.Kamal Kishore Sharma,PGT Mrs.BenitaPon Mrs.UshaRamani, Comp Inst
10	Implementation of CCE	Briefing and guiding teachers about the implementation of CCE in true spirit including the maintenance of the record / effective implementation of CCE / timely submission of data to the higher authorities as and when required	Mr.Gunasekaran,TGT I/C Mrs.R.Nandhini,TGT Mrs.R.Chitra, PRT Mrs.R.Amutha ,PRT Mrs.T.Padmaja,PRT
11	Scouts/Guides/ Cubs and Bulbuls	Prepare an action plan for the year 2015-16/Organize Scouts and Guides activities as per KVS direction/ Providing Voluntary service as and when required during special occasions/monitoring discipline of the Vidyalaya	Mr.Jagannath, I/c Mr.NitinTripathi, TGT Mrs.J.LakshmiParvathi,PGT Mrs.BharatRathna,PRT Mrs.Poongodi,PRT Mrs.Padmaja,PRT All trained teachers

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12	ID card / Student data & Bus Pass	Ask for quotation/negotiating/designing/supply of data /getting photographed/ checking data /collection of money/supply of ID card  Procure forms / filling and processing the same at the earliest	Mrs.Kalyani,PGT Mrs.Vijayalakshmi, TGT(Yoga) Mrs.P.Amutha, TGT, PTC Mrs.UshaRamani Mrs.Valli Mrs.PrabhaSingh,PRT Mrs.LalithaJayaraman,PRT(Music) Mr. Chandrasekhar	
13	Discipline	Prepare an action plan to maintain perfect discipline in the school campus/ checking late comers and follow up/ checking of uniform/ and communicating to parents through class teachers	Mr.Mohankumar ,PET I/C <b>Entrance &amp; Lobby :</b> Checking late comers Mr.Ramasundaram,PGT Ms.Vidya,Coach Ms.Veena,Counsellor <b>Comp. lab wing &amp; Pri. Assembly ground :</b> Mr. Kamal Kishore Sharma,PGT Mr. G Ravi <b>First Floor:</b> PGT Physics 2 Mrs.LakshmiParvathy,PGT Mrs.Vijayalakshmi,YT <b>Bio- lab wing&amp; Assembly Area</b> Mrs.NandhiniTGT Mrs.Sheela,TGT,PTC <b>Sec .Staff room wing:</b> Mrs.Haripreetha,PGT Mrs.GurinderKaur,TGT PTC Mrs. P Amutha ,TGT PTC Mrs.Bhagyalakshmi,LIB. <b>Second floor:</b>	

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			<p>Mr.Sudalai  Mr.NithinTripathi  Mr.Vinothkumar, TGT,PTC  Mrs.Pratibha ,Ger.Tr.  <b>Primary:</b>  Mrs.Poongodi,PRT, PTC  Mrs.Latha,PRT  Mrs.Padmaja,PRT</p>	
14	Standard Operating Procedure	<p>Safety and security of children / informing hospital, security /conducting mock drills / Tackling the emergency situation /educating children about reacting to untoward situation, emergency situation  Contact with the right Authorities for bringing situation under control  Public information as per the direction of the undersigned</p>	<p>Mrs.C.K.Vedapathi,PGT, I/c  Ms.Veena, Counsellor-  Mr.Vinoth Kumar TGT PTC  Mr.Ramasundaram, PGT (<b>Hospital</b>)  Mr.Jagannath ,WET(<b>IIT Security &amp; Maintenance</b>)  Mr.Mohankumar, PET(<b>mock drills</b>)  Mrs.Komala,TGT(<b>Hospital</b>)  Mrs.R.Chitra,PRT  Mr.Amit Kumar Nain,PRT  Mr.Sanjay Singh,PRT(<b>Hospital</b>)  Ms.Vidya , Coach (<b>mock drills</b>)</p>	
15	CS 54	Fee collection checking monthwise and submitting the report	<p>Mrs.K.Latha ,PGT  Mr.Sudalai, TGT  Mrs.Ranjini,TGT  Mrs.BharatRathna,PRT</p>	

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16	Income Tax	Collection of savings data/calculation of tax/informing UDC on or before 20th every month/ getting form 16	Mrs.Mythili, PGT,I/c Mr.Gunasekharan,TGT Mrs.Poongodi,PRT Mrs.LalithaJayaraman Mrs.Anbukarasi
17	Vidyalaya Magazine	Announcement for articles/collection/getting the quotation processed/placing order/ editing/ getting it printed with the approval of undersigned and distribution	Mrs.Haripreetha,PGT, I/c Mrs.SunitaSingh,PGT Mrs.Anukampa,TGT Mrs.Amutha,PRT Mr.Sanjay Singh PRT
18	NTSE	Coaching needy children/online registration/giving hall ticket/announcement/ etc,	Mrs.R.Nandhini,TGT
19	KVPY	Supporting children appearing for KVPY	Mrs.C.K.Vedapathi,PGT
20	Olympiads-	Notification/registration/procuring books/guiding children/ conduct of Olympiad/distribution of certificates	Mrs. PGT PHY 2 I/C Mr. Sanjay Singh (PRT)
	English Olympiad	Notification/registration/procuring books/guiding children/ conduct of Olympiad/distribution of certificates	Mrs.Anukampa,TGT
	Science Olympiad	Notification/registration/procuring books/guiding children/ conduct of Olympiad/distribution of certificates	Mrs.Nandhini,TGT
	Maths Olympiad	Notification/registration/procuring books/guiding children/ conduct of Olympiad /distribution of certificates	Mrs.Ranjini,TGT
	Cyber Olympiad	Notification/registration/procuring books/guiding children/ conduct of Olympiad /distribution of certificates	Mr.Kamal Kishore Sharma,PGT

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21	Excursion / Educational Tour	Finalising place and date/ Call for quotation/ discussion with undersigned regarding money collection/ safeconduct of education tour	Mrs.J.L.LakshmiParvathy,PGT I/c Mrs.Vijayalakshmi,TGT Mr.Jagannath,TGT Mr.NitinTripathi,TGT Mr.Amit Kumar Nain,PRT Mrs.BharatRathna , PRT Mrs.Latha R ,PRT
22	Cleanliness	Complete cleanliness of the Vidyalaya and surroundings	Mrs.Vijayalakshmi, TGT I/c <b>Principal Wing:</b> Mrs.Kalyani,PGT Mr.Nagaraj <b>Sec staff room &amp; Wing</b> Mrs.Yadav, TGT PTC Mr.Manohar <b>Ground floor (Old):</b> Mrs.Sheela ,TGT PTC Mrs. Padma <b>First Floor:</b> PGT Phy 2 Mr. Chandrasekhar <b>Primary</b> Mrs.Jothimalar PRT Mr.SanjaySingh,PRT Ms.Sangeetha,PRT Mr. Srinivasan
23	Computer Literacy	Encouraging staff and students to take part in ICT projects/ training staff in maximum utilisation of smart classroom	Mr.Kamal Kishore Sharma,PGT -I/c Mrs.Nandhini,TGT Ms.Anuradha,PRT Mrs.BharatRathna,PRT Mr.Amit Kumar Nain,PRT

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24	Website	Updating website on day to day basis	Mr.Kamal Kishore Sharma, PGT Mrs. Benita Pon,TGT Mrs.UshaRamani, Comp.Instructor Mrs.Valli, Comp.Instructor Mrs.Latha ,PRT
25	Furniture	Condemnation of old furniture/taking inventory/ procuring furniture according to students level considering the budget through purchase procedure	Mr.Ravi, PGT I/C Mr.Ramasundaram Mrs.Kalyani, PGT Mr.Jagannath, TGT Mr.NitinTripathi,TGT Mr. Karuppiah, AET, Mrs.Inbamalar,HM
26	Maintenance and Repair	Repairing electrical and electronic items/ AMC for needed articles and maintaining register for complaints for repairing items from teachers	Mr.Ravi, PGT Mr.Jagannath, TGT Mr.Sudalai,TGT Mrs.Vijayalakshmi,TGT Mrs.Inbamalar,HM
27	Purchase committee	Follow the purchase procedure / collecting requirement data from staff/ placing order/entry in stock register/supply and maintaining issue register	Mrs. CK Vedapathi,PGT Mr.Ramasundaram,PGT. Mr.Ravi,PGT Mrs.LakshmiParvathy,PGT Mrs.Nandhini,TGT Mrs.Poongodi,PRT Mr.Ramar

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28	Food committee	Refreshment for Guests Refreshment for Staff Refreshment for students	Mrs.S.Chitra,PGT I/c Mrs.R.Chitra,PRT  Mrs.G.Bhagyalakshmi,Librarian Mrs.T.Poongodi,PRT  Mrs.J.LakshmiParvathy,PGT Mrs.Vijayalakshmi,TGT
29	First Aid /Medical Checkup	To procure first aid for students / conducting medical check up twice in a year and settling the account along with the report	Mrs.Komala,TGT, I/c Mrs.Vijayalakshmi,TGT Mrs.sheela, TGT, PTC Mrs.BharatRathna,PRT Ms.Anuradha , PRT Mrs.K.V.Chitra , PTC
30	Adventure Activities	Arranging adventure activities for students as per KVS guidelines	Mr.MohanKumar,PET I/c Mr.NithinTripathi AET Mrs.Vijayalakshmi,TGT Mrs.GurinderKaur,PTC Mr.SanjaySingh,PRT Mr.Amit Kumar Nain, PRT
31	NCC	Conduct of NCC / Reception on special occasion /Record maintenance and report for higher officials as when asked	Mr.SanjaySingh,PRT Mr.Jagannath
32	Gardening /Security/House Keeping	Maintenance of good garden/instructions to security and housekeeping/maintenance of their attendance and checking their work and giving instruction	Mrs.Vijayalakshmi,TGT Mrs. P Amutha,TGT,PTC Mrs. Poongodi,PRT AET

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33	Beautification	Beautification of Vidyalaya and its surroundings/ decoration on special occasions	Mrs.Nandhini,TGT I/c AET PRT
34	Teaching Aids	Prepare Requirement list /purchase / issue and maintaining record	Mrs.Haripreetha ,PGT, I/c Mrs.Kalyani ,PGT Mrs.Sunitasingh ,PGT Mrs.Mythili,PGT Mrs.LakshmiParvathy, PGT
35	Library	stock checking /purchase /issue and sending data for higher authorities as when asked/conducting book exhibition/making students read book review in assembly	Mrs.G.Bhagyalakshmi, Librarian,I/c PGT Phy 2 Mrs.Benita TGT Mrs.Sunita Singh, PGT Mrs.R.Amutha,PRT Mr.SanjaySingh,PRT
36	EQUIP	Development of module /conduct of pre test/implementation of EQUIP /conduct of post test/ recording the outcome of the programme and submitting the report to the undersigned	Mrs.S.Subbulakshmi,VP,I/c Mrs.Nandhini TGT Mr.Sudalai, TGT Mrs.Anukampa,TGT Mr.Vinod, TGT Mrs.Sheela, TGT,PTC Mrs.Ranjini,TGT Mr.NitinTripathi, TGT Mrs Amutha PRT Mrs Jothimalar
37	Grievance	Maintaining complaint box/opening once in a fortnight/recording and taking remedial measure with the consent of the undersigned	SC/ST:Mrs.Inbamalar,HM, I/c OBC:Mrs S Chitra Gen: C K Vedapathi PGT PH:Mrs.LakshmiParvathy,PGT

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38	Public Relation & RTI	Maintaining cordial relation with the public/utilising the public sources for the effective and smooth functioning of the day to day activities of the Vidyalaya	Mrs.C.K.Vedapathi,PGT Mrs.Bhagyalakshmi,Librarian Mrs.R.Amutha PRT Mrs.Latha PRT
39	Photography	Recording all special and worth recording events/transferring the data to computer/sending the required data to the incharge of website committee for updation on the same day	Mr.Kamal Kishore Sharma,PGT Mrs Benita Pon,TGT Mr.Amit Kumar Nain, PRT Mrs.Valli ,Comp.Ins Mrs.D.Pushpa, PTC
40	PA System	Repair/Maintenance and arrangement of PA system on all occasions and on daily basis	Mr.Jagannath, TGT I/c Mr.Ramasundaram,PGT Mr. Amit Kumar,PRT Mr.Chandrasekhar, Sub staff
41	Drinking water supply	Maintenance and supply of potable drinking water	Mr.Jagannath, TGT I/c Mrs.Vijayalakshmi, TGT Mr.Manohar, Sub staff
42	Inspection Tool/Follow up	Preparing inspection tool with the approval of the undersigned/submission for inspection/sending follow up action to RO	Mrs.Mythili, PGT, I/c Mrs.Haripreetha ,PGT
43	Induction of new PTC teachers	collection of agreement/issue of appointment and termination order/orientation of new staff/maintaining their leave records	Mrs.Inbamalar, HM Mrs Mythili,PGT
44	Staff Club	conducting staff welfare programmes	Mrs.Poongodi ,PRT Mrs.Bhagyalakshmi,Librarian
45	Audio Visual aids/Resource Room	Maintenance and supply along with the optimum usage of resources/maintaining records	Mr.Ramasundaram,PGT, I/c Mr.Ravi,PGT Mrs.Jothimalar,PRT Mr.SanjaySingh,PRT
46	AEP	Orientation programme for students/ arranging classes on NAEP /inviting special guests for lectures /conducting interesting activities	Mrs.Komala,TGT, I/c Ms.Veena ,Counsellor Mrs.Nandhini,TGT

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47	Anti Bullying	Orientation programme for students/ preparedness to face bullying / control of bullying / maintaining record of cases /guidance and counselling/ sending data to HQ/RO as and when required with the approval of the undersigned	Mrs.Vedapathi,PGT, I/c Mr. G Ravi,PGT Mrs.Lakshmiparvathy,PGT Ms.Veena, Counsellor Mrs.BenitaPon, TGT
48	Guidance & Counselling	Conducting career guidance programme for students of class IX & X/arranging special guests to address students in career related fields/conducting interest inventory and giving feedback to students/counselling for parents and students	Mrs.Vedapathi,PGT, I/c Ms.Veena, Counsellor Mrs.BenitaPon, TGT Mrs.Latha ,PRT
49	RajyaBhasha	Sending bi lingual circulars/maintaining the records in bilingual and uploading thimahi report /conduct of Hindi Maah	Mrs.SunitaSingh,PGT Mr.Sanjay Singh PRT Mrs. Bharat Rathna,PRT Mrs.T.Padmaja,PRT
50	Sports	Conduct of Inter house sports events/coaching children for different games and sports/conduct of cluster and regional sports events/giving proper guidance for the children those who are taking part at different level sports events/arranging for certificates and medals for the winners by following financial rules/Sports Day celebration	Mr.Mohankumar, PET Ms.Vidya, Coach Mr.Ramasundaram,PGT Mr.Ravi,PGT Mrs.Benita,TGT Mrs.Padmaja ,PRT Mr.Amit Kumar Nain PRT Coaches
51	PTA /CPR	Suggesting names for the committee / fixing the date for PTA/CPR meetings in consultation with the undersigned/ maintaining the minutes of the meetings and follow up measures	Mr.Jagannath,TGT Mrs. R Kalyani-PGT Mrs. R. Chitra-PRT
52	VMC	Suggesting names for the committee / fixing the date for PTA/CPR meetings in consultation with the undersigned/ maintaining the minutes of the meetings and follow up measures	Mrs.Padmaja, PRT

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53	Display Boards	a) Maintenance of the display boards in the Principal's room b) High school display boards c) Office room display board updation d) Primary display boards e) Display boards near the auditorium f) Staff Room	a) Mrs.R.Amutha,PRT b) House Masters c) Mr.Nagaraj d) House Masters e) Mrs.R.Nandhini,TGT f)Mrs. Anukampa	
54	Condemnation	Preparing condemnation list as per the KVS norms and submitting to the undersigned / arranging for auction if needed as per the KVS guidelines and settling the finance in the office	All the Stock Holders	
55	Preparation of TC / Bonafide certificate	Preparation of TC and bonafide certificate in the format with the consent of the undersigned	Mr.Ramar I/c Mrs.Sharmila , (Office Assistant)	
56	External-Competitive /Entrance examinations	To record the schedule/ sending consent letter/ arranging invigilators /dispersal of remuneration/ maintaining record and sending the data to RO/HQ as and when required	Mrs.G.Bhagyalakshmi, Librarian,I/c Mr.Jagannnath,TGT	
57	Publicity	Event update in the mass media with the approval of the undersigned	Mrs.Inbamalar, HM	
58	Subject Convenors	1.Developing departmental Plan 2015-16 2. Listing the agenda points 3 days before the conduct of meeting /getting the approval of the undersigned 3. Recording the minutes/ follow up of the decisions taken 4.Presenting the minutes before the Academic Advisory committee for information	English – Mrs. Haripreetha,PGT Hindi & Sanskrit- Mrs. Sunitha Singh, PGT Maths- Mrs Mythili,PGT Science- Mrs. CK Vedapathi,PGT S.Studies- Mrs Lakshmi Parvathi,PGT CoScholastic- Mrs P Vijayalakshmi,Yoga	

- All duties and responsibilities are subject to change as and when required in the interest of the welfare of the students and the Vidyalaya
- It is expected from everyone that the duties are followed both in letter and spirit

**PRINCIPAL**