

## KENDRIYA VIDYALAYA IIT CAMPUS CHENNAI COMMITTEES & RESPONSIBILITIES -2016-2017

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.LakshmiParvathy,PGT Mrs.Vedapathi,PGT Mrs.Mythili,PGT Mrs.SunitaSingh,PGT Mrs.Haripreetha ,PGT Mrs.Vijayalakshmi,Yoga) <b>Special Invitees:</b> Mr. P Jagannath Mrs Kamala Ramamurthy Mrs.Latha Ramachandran,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 Mrs JAL Smith,PGT Mrs.G.Bhagyalakshmi, Librarian Mrs.Latha R , PRT Mr.Ramar, lab Attd	
3	Local Transfer	Assisting parent through required information / monitoring the processing of the local transfer applications	Mrs. Bhagyalakshmi Mr.Ramar	
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.Komala,TGT Mrs Vijayalakshmi Mrs. Bhagyalakshmi Mrs.R.Poongodi,PRT Mrs.Padmaja,PRT Mrs.Latha R, PRT Mr. Manoharan ,substaff	
5	Conduct of Morning Assembly/ Announcement	Cleanliness of the area, PA system ,musical instruments (on all occasions) Make necessary announcement in the morning assembly as per the direction of the undersigned.	Mrs. Sunita Singh , PGT, I/c Mr. G Ravi,PGT Mrs .Komala,TGT Mrs. Kotteswari,TGT Mrs Vjayalakshmi,Yoga Mr. P.Jagannath,WET Respective Class teachers Mrs Latha R	

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			Mrs.Lalitha Jayaraman, Music Mrs R Chitra Mr. Chandrasekhar, sub-staff Mrs Padma, sub-staff Mr. Nagaraj ,sub-staff	
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 Investiture ceremony	Mr.G.Ravi, PGT, I/c Mrs.Sunita Singh ,PGT <b>HOUSE MASTERS</b> Mrs Mythili Mrs Kalyani Mr.Ramasundaram Mrs. S.Chitra Mrs.LalithaJayaraman, PRT Music Mrs R Chitra,PRT Mrs R Poongodi Mrs T Padmaja	
7	CCA(External)	Effective coordination of external Co curricular activities with the approval of the undersigned	Mrs.JAL Smith.,PGT, I/c Mrs.Sailaja PTC Mr.Sanjay Singh ,PRT Mr Bharat Ratna,PRT	
8	Examination (Internal)	Effective planning and execution of examination as per pattern prescribed by the KVS for all classes &result declaration	Mrs. Lakshmi Parvathy,PGT I/C Mr. Ramasundaram,PGT Mrs. Benita Pon,TGT Mrs .Kavitha Kumari,TGT Mr. Chandrasekhar,sub staff Mrs. Padma , Sub staff Mr. Nagaraj,substaff Mrs.R.Chitra,PRT Mrs.Sangeeta. Mrs Archana Mrs Deepa	
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) Mrs.Benita Pon Mrs.UshaRamani, Comp Inst Mr.Ramar,substaff	

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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	Mrs. Lakshmi Parvathy, TGT I/C Mrs S Mythili, PGT Mrs.R.Nandhini, TGT Mrs Komala, TGT Mrs.R.Chitra, PRT Mrs.Sangeeta, 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 Mrs.J.LakshmiParvathi, PGT Mrs.BharatRatna, PRT Mrs.Poongodi, PRT Mrs.Padmaja, PRT All trained teachers
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.LalithaJayaraman, PRT(Music) Mr. Ramar
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. G Ravi I/C Mrs.J LakshmiParvathy <b>Entrance &amp; Lobby :</b> Checking late comers Mr.Ramasundaram, PGT Miss Jayanthi, Coach Ms.Saraswathy, Counsellor <b>Comp. lab wing &amp; Pri. Assembly ground</b> Mr. G Ravi <b>First Floor:</b> Mrs JAL Smith Mrs.Vijayalakshmi, YT Mr. Chandrasekhar substaff <b>Secondary Assembly Area</b> Mrs.Nandhini TGT Mrs.Kotteswari, TGT, PTC <b>Sec .Staff room wing:</b> Mrs.Haripreetha, PGT Mrs.Kalyani, PGT Mrs.Bhagyalakshmi, LIB.

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			<b>Primary:</b> Mrs.Poongodi,PRT, PTC Mrs.Latha,PRT Mrs.Padmaja,PRT Mrs Bharat Ratna Coach	
14	Standard Operating Procedure	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	Mrs.C.K.Vedapathi,PGT, I/c Mr.Ramasundaram, PGT <b>(Hospital)</b> Mr.Jagannath ,WET(IIT Security & Maintenance) Mrs.Komala,TGT(Hospital) Mrs.R.Chitra,PRT Mr.Sanjay Singh,PRT(Hospital & mock drills) Mrs.Jayanthi , Coach (mock drills)	
15	CS 54	Fee collection checking monthwise and submitting the report Announcements regarding fee collection and UBI verification	Mrs.K.Latha ,PGT Mrs PoongodiPRT Mrs.Padmaja,PRT	
16	Income Tax	Collection of savings data/calculation of tax/informing UDC on or before 20th every month/ getting form 16	Mr.Ramasundaram, PGT,I/c Mrs.Latha R,PRT 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 Kavitha Kumari,TGT Mrs.Latha R ,PRT Mrs R Chitra ,PRT	
18	NTSE/NCSC	Coaching needy children/online registration/giving hall ticket/announcement/ etc,	Mrs.R.Nandhini,TGT	
19	KVPY	Supporting children appearing for KVPY	Mrs.JAL Smith,PGT	
20	Olympiads-	Notification/registration/procuring books/guiding children/ conduct of Olympiad/distribution of certificates	Mr. G Ravi ,PGT Overall I/C Mrs. Bharat Ratna,PRT Mr.Sanjay Singh	
	English Olympiad Science	Notification/registration/procuring books/guiding children/ conduct of Olympiad/distribution of	Mrs HaripreethaPGT	

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	Olympiad/Science Exhibition	certificates	Mrs.S Chitra,PGT	
	Maths Olympiad	Notification/registration/procuring books/guiding children/ conduct of Olympiad /distribution of certificates	Mrs Sailaja,PTC	
	Cyber Olympiad	Notification/registration/procuring books/guiding children/ conduct of Olympiad /distribution of certificates	Mrs.JAL Smith Mrs.Usha Ramani Mr.Shabeer	
21	Excursion / Educational Tour	Finalising place and date/ Call for quotation/ discussion with undersigned regarding money collection/ safe conduct of education tour	Mr.G Ravi,PGT I/c Mrs.Vijayalakshmi,TGT Mr.Jagannath,TGT Mrs. R Kamala Mrs.Deepa Charles, PTC Mrs.Valli	
22	Cleanliness	Complete cleanliness of the Vidyalaya and surroundings	Mrs S Subbulakshmi Mrs.Vijayalakshmi, TGT I/c <b>Principal Wing:</b> Mrs.Bhagyalakshmi, Mr.Nagaraj <b>Sec staff room &amp; Wing</b> Mrs.Haripreethai, PGT Mr.Manoharan <b>Ground floor (Old)and senior assembly area:</b> Mrs.C K Vedapathi ,PGT Mr. Ramar Mrs. Padma <b>First Floor &amp; Junior Assembly area:</b> Mrs.S Chitra, PGT Mr. Chandrasekhar <b>Primary</b> Mrs.Kamala R PRT Mr.Sanjay Singh,PRT Ms.Sangeeta,PRTMrs Lalith J Mrs Valli Mr. Srinivasan	
23	Computer Literacy	Encouraging staff and students to take part in ICT projects/ training staff in maximum utilisation of smart classroom	Mrs.Nandhini,TGT Mrs.Latha R,PRT Ms.Anuradha,PRT Mr.Amit Kumar Nain,PRT	

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24	Website	Updating website on day to day basis	Mrs. Benita Pon, TGT Mrs R Nandhini, TGT Mrs. Usha Ramani, Comp. Instructor Mrs. Latha, PRT Mr. Sanjay Singh, PRT Mrs. Valli, Comp. Instructor
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 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. Shabeer, 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. Lakshmi Parvathy, PGT Mrs. Nandhini, TGT Mrs. Poongodi, PRT Mr. Ramar
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. Lakshmi Parvathy, PGT Mrs. Vijayalakshmi, TGT
29	First Aid /Medical Check up	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. Kavita Kumari, TGT, Mrs. K.V. Chitra, PTC Mrs. Penitia

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30	Adventure Activities	Arranging adventure activities for students as per KVS guidelines	S St.TGT,I/C Mrs.Vijayalakshmi,TGT Mrs.Bhanumathi,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 Mr. Nitin Tripathi
32	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 Mr. Nagaraj,substaff Mr. Srinivasan,substaff
33	Gardening & Beautification	Beautification of Vidyalaya and its surroundings/ decoration on special occasions	Mrs. Nandhini,TGT Mrs Kavitha Kumari, AET Mrs. R Kamala,PRT Ms. Anuradha,PRT
34	Teaching Aids	Prepare Requirement list /purchase / issue and maintaining records in the respective departments	Mrs.Haripreetha ,PGT, I/c Mrs.Kalyani ,PGT Mrs.Sunitasingh ,PGT Mrs.Mythili,PGT Mrs Kamala R
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 Mrs. Lakshmi Parvathi,PGT Mr. G Ravi,PGT Mrs. Benita TGT P Amutha,PTC Mrs. Sunita Singh, PGT Mr. Manoharan
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 Mrs.Kavita Kumari, TGT Mrs.Ranjini,TGT Mrs Kotteswari,PTC Mrs.Sailaja,PTC
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.Poongodi, 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	Mrs Benita Pon,TGT Mrs.Valli ,Comp.Ins
40	PA System	Repair/Maintenance and arrangement of PA system on all occasions and on daily basis	Mr.Jagannath, TGT I/c Mr.Chandrasekhar, Sub staff Mr. Nagaraj
41	Drinking water supply	Maintenance and supply of potable drinking water	Mr. Jagannath, TGT I/c Mrs. Vijayalakshmi, TGT Mr. Chandrasekhar, 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 Mrs .Sunita Singh,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.Kamala R,PRT Mrs .Latha R Mrs. Padmaja,PRT Mrs .R Chitra 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 Mrs Benita,TGT Ms.Saraswathi ,Counsellor Mrs.Kotteswari,PTC
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.Lakshmi parvathy,PGT Ms.Saraswathy, Counsellor Mrs.BenitaPon, TGT

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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 Mrs.Komala, TGT Mrs.Latha ,PRT Mr. Sanjay Singh,PRT Mrs. Padmaja,PRT Ms.Saraswathy, Counsellor
49	Rajya Bhasha	Sending bi lingual circulars/maintaining the records in bilingual and uploading thimahi report /conduct of Hindi Maah	Mrs.SunitaSingh,PGT Mrs Kavita Kumari,TGT 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.G Ravi, PGT Mrs,Jayanthi Coach Mr.Ramasundaram,PGT Mr.P Jagannath Mrs.Benita,TGT Mrs.Padmaja ,PRT Mrs R Chitra,PRT
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	Mrs .S Chitra ,PGT I/C Mr. Ramasundaram,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.Benita Pon,TGT Mrs.Padmaja, PRT
53	Display Boards	<ul style="list-style-type: none"> <li>a) Maintenance of the display boards in the Principal's room</li> <li>b) High school display boards</li> <li>c) Office room display board updation</li> <li>d) Primary display boards</li> <li>e) Display boards near the auditorium</li> <li>f) Staff Room</li> </ul>	<ul style="list-style-type: none"> <li>a) Mrs.R Nandhini,TGT</li> <li>b) House Masters &amp;Dept. I/C</li> <li>c) Mr.Nagaraj</li> <li>d) House Masters</li> <li>e) Mrs.Kamala,PRT</li> <li>f)Mrs. Haripreetha</li> </ul>

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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 Office I/C	
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.Kokila , (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 Bhagyalakshmi,LIB I/C Mr.Ramasundaram,PGT Mrs JAL Smith,PGT Mrs CK Vedapathi,PGT Mr.Jagannath,TGT Mr Chandrasekhar	
57	Publicity	Event update in the mass media with the approval of the undersigned	Mrs.Inbamalar, HM Mrs Benita Pon,TGT Mrs Latha.R	
58	NIOS	To initiate steps for starting of NIOS and frame a proper time table after approval Allotment of duty to staff	Mr. Ramasundaram,PGT Mr. Nitin Tripathi	
59	Subject Convenors	1.Developing departmental Plan 2016-17 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, Mrs .R Chitra, PRT Hindi & Sanskrit- Mrs. Sunitha Singh, PGT, Mrs T Padmaja,PRT Maths- Mrs Mythili,PGT, Mrs R Poongodi,PRT Science- Mrs. CK Vedapathi,PGT S.Studies- Mrs Lakshmi Parvathi,PGT CoScholastic- Mrs P Vijayalakshmi,Yoga EVS –Mrs Kamala R,PRT	
60.	Alumni	To coordinate with the Alumni Association and the vidyalaya for planning and executing activities on behalf of the vidyalaya.	Mr. G Ravi,PGT I/c Mr. P Jagannath Mrs Bhagyalakshmi Mrs Kamala Ramamurthy Mrs Bharat Ratna	
61.	CLUB Activities	To plan for club activities To Register members for the club To conduct activities during the time allotted on alternate Wednesdays To record and monitor the activities to ensure fulfilment of objectives.	UNESCO-Mrs Gurinder Kaur I/C, Mrs Amutha ECO –Mrs S Chitra, Mrs Kotteswari NATURE-Mrs R Nandhini HEALTH & YOGA -Mrs Vijayalakshmi ICT - Mrs Usha Ramani DRAMATICS –Mrs Haripreetha,	

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			Mrs E Yadav READERS -Mrs Bhagyalakshmi MATHS- Mrs Sailaja I/C Ms .K latha	
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