

**KENDRIYA VIDYALAYA IIT CAMPUS CHENNAI**  
**COMMITTEES & RESPONSIBILITIES -2017-2018(REVISED)**

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.,	Mr.S.Seenivasan, VP Mrs.Inbamalar, HM Mrs.LakshmiParvathy,PGT Mrs.Vedapathi,PGT Mrs.Mythili,PGT Mrs.SunitaSingh,PGT Mrs.Haripreetha ,PGT Mrs.Vijayalakshmi,Yoga)	
2	Admission	Complete OLA process as per directions of KVS,UID creation, 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 Mr.K Ramasundaram Mrs Benita Pon,TGT Eng Mr Sabbir,TGT Maths Mrs.G.Bhagyalakshmi, Librarian Mrs.T Poongodi,PRT Mr Sanjay Singh Mr.Ramar, substaff Mr Balachander (comp instructor)	
3	Local Transfers & KV TC's	Assisting parent with required information / monitoring the processing of the local transfer applications	Mrs .Bhagyalakshmi Mrs.Benita Pon,TGT Eng Mrs .T Poongodi,PRT Mr.Ramar Mr Karthick,LDC Mr Balachander,(comp Instructor)	
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	Mr.G Ravi,PGTChem I/C Ms.K Latha,PGTMaths Mr Sabbir,TGT Maths Mrs. P Vijayalakshmi Mrs. Bhagyalakshmi Mrs.R.Poongodi,PRT Mrs R chitra,PRT Mrs Padmaja,PRT Mr. Manoharan ,substaff	

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**PRINCIPAL**

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5	Conduct of Morning Assembly/ Announcement	Cleanliness of the area, PA system ,musical instruments ,National Flag (on all occasions) Make necessary announcement in the morning assembly as per the direction of the undersigned.	<p>Mrs Haripreetha ,PGT Eng I/C Mrs. Sunita Singh , PGT Hindi(Announcements) Mrs. S Mythili,CCA Programmes Mrs JAL Smith(Announcements) Mrs.Jayanthi,PET Mrs Vjayalakshmi,Yoga Mr. P.Jagannath,WET PGT ENG II TGT SKT II Respective Class teachers Mrs Padmaja Mrs Poongodi Mrs Kotteswari Mrs Preethi sastry Mr. Chandrasekhar, sub-staff Mrs Padma, sub-staff Mr. Nagaraj ,sub-staff</p>
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	<p>Mrs.S Mythili, PGT, I/c Mrs Haripreetha Mrs.Sunita Singh ,PGT Mrs Komala,TGT TGT SST III Mrs.Esrauta Yadav AET <b>HOUSE MASTERS</b> Mr.G Ravi Mrs Kalyani Mr.Ramasundaram Mrs. S.Chitra</p> <p>Mrs T Padmaja Mrs.LalithaJayaraman, PRT Music Mrs R Poongodi Mrs Kotteswari Mrs Preethi Sastry</p>
7	CCA(External)	Effective coordination of external Co curricular activities with the approval of the undersigned	<p>Mrs JAL Smith PGT I/C Mr Sabbir TGT Mrs.Sailaja PTC TGT SST III Mr.Sanjay Singh ,PRT Mrs Poongodi,PRT Mr Yogesh kumar Mrs Sonam,PRT</p>

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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 Mrs. Lakshmi Parvathy, PGT Mrs S Mythili, PGT Mrs. Benita Pon, TGT TGT Hindi 1 Mrs.R.Chitra, PRT Mrs.Sangeeta. Mrs Kotteswari Mrs Preethi Sastry Mrs Deepa charles Mr Balachander (Comp instructor) Mr. Chandrasekhar, sub staff Mrs. Padma , Sub staff Mr. Nagaraj, substaff
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 Mrs JAL Smith, PGT Mrs.Benita Pon Mrs.UshaRamani, Comp Inst Mr.Ramar, substaff
10	Implementation of B to B & CBSE Assessment pattern for IX-XII	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 S Seenivasan, VP Mrs Lakshmi Parvathi, PGT Mrs. Vedapathi CK PGT Mr Ramasundaram Mrs Benita Pon, TGT Mrs.R.Nandhini, TGT Mrs.Inbamalar, HM
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 TGT SKT II Mrs.UshaRamani Mr.Balachander, Comp Instructor Mrs.Bharat Ratna Mr. Ramar Coach (Pri)

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13	Discipline	<p>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</p> <p>LUNCH TIME –Monitoring students in the eating area-</p> <p>Mrs Jayanthi Mrs P.Vijayalakshmi Mrs Uma ,Nurse Coaches</p>	<p>Mr. G Ravi Mrs. Jayanthi,PET Mrs.J Lakshmi Parvathy <b>Entrance &amp; Lobby :</b> Checking late comers Mr.Ramasundaram,PGT Mrs Jayanthi,PET Student Counsellor <b>Comp. lab wing &amp; Sec. Assembly ground</b> Mrs Nandhini Mrs Vijayalakshmi <b>First Floor:</b> Mrs JAL Smith Mrs.Lakshmi Parvathi Mr. Chandrasekhar substaff <b>Sr.Secondary Assembly Area</b> Mrs. S Chitra Coach(Sec) <b>Sec .Staff room wing:</b> Ms K Latha,PGT Mrs.Kalyani, PGT Mrs.Bhagyalakshmi,LIB. <b>Primary:</b> Mrs.Poongodi,PRT Mrs.Padmaja,PRT Mrs Bharat Rathna Coaches (Sec &amp; Pri)</p>
14	Standard Operating Procedure	<p>Safety and security of children inside the school campus / 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 Mr.Ramasundaram, PGT (<b>Hospital</b>) Mr.Jagannath ,WET(<b>IIT Security &amp; Maintenance</b>) <b>Mrs Inbamalar,HM</b> Mrs.Komala,TGT Mrs.R.Chitra,PRT Mr.Sanjay Singh,PRT(<b>Hospital &amp; mock drills</b>) Mrs.Jayanthi ,PET (<b>mock drills</b>) Mrs Uma,Nurse(First Aid &amp; Hospital) Coaches (Pri &amp; sec)</p>
15	CS 54	<p>Fee collection checking month wise and submitting the report Announcements regarding fee collection and UBI verification</p>	<p>Mrs.K.Latha ,PGT Mrs PoongodiPRT Mrs Sonam Mrs.Padmaja,PRT</p>

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			Mrs Anbukarasi	
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.Poongodi,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 E Yadav TGT Hindi,PTC Mrs.T Padmaja ,PRT Mrs R Chitra ,PRT	
18	NTSE/NCSC	Coaching children/online registration/giving hall ticket/announcement/ etc,	Mrs.R.Nandhini,TGT	
19	KVPY	Supporting children appearing for KVPY	Mr Ramasundaram,PGT Mrs.JAL Smith,PGT	
20	Olympiads-	Notification/registration/procuring books/guiding children/ conduct of Olympiad/distribution of certificates	Mrs. CK Vedapathi ,PGT Overall I/C Mrs.Poongodi,PRT Mr.Sanjay Singh Mr Yogesh Kumar	
	English Olympiad Science Olympiad Science Exhibitions	Notification/registration/procuring books/guiding children/ conduct of Olympiad/distribution of certificates	Mrs Haripreetha PGT TGT Eng III  Mrs R Nandhini TGT Mrs.S Chitra,PGT	
	Maths Olympiad	Notification/registration/procuring books/guiding children/ conduct of Olympiad /distribution of certificates, organising exhibitions	Mr Sabbir,TGT Mrs Sailaja,PTC	
	Cyber Olympiad	Notification/registration/procuring books/guiding children/ conduct of Olympiad /distribution of certificates	Mrs.Aswothy PGT Comp Sci,PTC Mrs.Usha Ramani	
21	Field trips & visit of institutions	Finalising place and date/ Call for quotation/ discussion with undersigned regarding money collection/ safe conduct of education tour on need basis	Mr.G Ravi,PGT I/c Mrs.Vijayalakshmi,YOT Mr.Jagannath,WET Mrs. R Kamala,PRT Mrs.R Chitra,PRT Mrs T Poongodi	

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			Mr Balachander,Comp Instructor
22	Cleanliness	Complete cleanliness of the Vidyalaya and surroundings	<p>Mr.S Seenivasan,VP  Mrs.Vijayalakshmi, TGT I/c</p> <p><b>Principal Wing:</b>  Mrs.Bhagyalakshmi,  Mr.Nagaraj</p> <p><b>Sec staff room &amp; Wing</b>  Mrs.Haripreethai, PGT  Mr.Manoharan</p> <p><b>Ground floor (Old)and senior assembly area:</b>  Mrs.C K Vedapathi ,PGT  Mr. Ramar  Mrs. Padma</p> <p><b>First Floor &amp; Junior Assembly area:</b>  Mrs.S Chitra, PGT  Mr. Chandrasekhar</p> <p><b>Primary</b>  Mrs.Kamala R PRT  Mr.Sanjay Singh,PRT  Ms.Sangeeta,PRT  Mr.Yogesh kumar  Mrs Sonam  Mr Manoharan,substaff  Mr.Sreenivasan,Substaff</p>
23	Computer Literacy & Teacher development programmes.	Encouraging staff and students to take part in ICT & other projects/ training staff in maximum utilisation of smart classroom	<p>Mrs JAL Smith  Mrs.Nandhini,TGT  Mrs.Kamala R,PRT  Mrs Bharat Ratna  Mr Sanjay Singh,PRT  Mr.Balachander,Comp Instructor</p>
24	Website	Updating website on day to day basis	<p>Mrs J Lakshmi Parvathy  Mrs. Benita Pon,TGT  Mrs R Nandhini,TGT  Mrs.Kamala,PRT  Mrs Poongodi,PRT  Mr. Sanjay Singh,PRT  Mrs Aswathi Sumesh PTC  Mrs Usha Ramani</p>

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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 Seenivasan, VP Mr Ramasundaram Mr.Ravi, PGT Mr.Jagannath, TGT Mr.Sabbir, TGT Mrs.Inbamalar, HM Mrs Kamala, PRT Mr Sanjay Singh
27	Purchase committee	Follow the purchase procedure/procure quotations / 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/ Mrs Anbukarasi
28	Food committee	Refreshment for Guests  Refreshment for Staff  Refreshment for students	PGT Eng II I/c Mrs.R.Chitra, PRT Mrs Sailaja, PTC Mrs Uma Mrs Ganeshwari  Mrs.G.Bhagyalakshmi, Librarian Mrs.T.Poongodi, PRT Mrs Sree lakshmi, german  Mrs.Mythili, PGT Mrs.Vijayalakshmi, TGT TGT Maths III TGT SST I
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, TGT SKT II Mrs Sonam, PRT Mrs.Archana , PTC Mrs. Penitia Selvi Mrs Uma , Nurse Coach (Sec)

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30	Adventure Activities	Arranging adventure activities for students as per KVS guidelines	Mrs Jayanthi PET,I/C PGT Eng II TGT SST III Mr.SanjaySingh,PRT Mr.Yogesh Kumar, PRT
31	NCC & RSP	Conduct of NCC / Reception on special occasion /Record maintenance and report for higher officials as when asked	Mr.SanjaySingh,PRT Mr.Jagannath,WET Mr Sabbir,TGT Mr. Muthuraja,PTC
32	Security/House Keeping	Maintenance of records w.r.t same/instructions to security and housekeeping/maintenance of their attendance and checking their work and giving instruction	Mrs.Vijayalakshmi,TGT Mr. P Jagannath Mrs. P Amutha,TGT,PTC Mrs. Poongodi,PRT Mr. Nagaraj,substaff Mr. Srinivasan,substaff
33	Gardening & Beautification	Beautification of Vidyalaya and its surroundings/ decoration on special occasions	Mrs. Nandhini,TGT PGT Eng II Mr Muthuraja PTC AET Mrs. R Kamala,PRT Mrs Kotteswari,PRT German Tr.
34	Teaching Aids & Resource Room	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 Sunita Singh Mrs. Benita TGT Mr.Sanjay singh,PRT TGT Hindi II Tamil Tr. Mrs Preethi sastry,PTC Mr. Manoharan

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36	Grievance-staff/students	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:Mr.Ramasundaram Gen: C K Vedapathi PGT PH:Mrs.LakshmiParvathy,PGT & Mrs Benita Pon
37	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 Mr. Ramasundaram Mrs. Bhagyalakshmi, Librarian Mrs.Inbamalar, HM
38	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 Yogesh Kumar Mrs Usha Ramani Comp Instructor Mr Balachander, Comp Instructor Mrs Kotteswari PTC
39	PA System	Repair/Maintenance and arrangement of PA system on all occasions and on daily basis	Mr.Jagannath, WETI/c Mrs Kotteswari PTC Mr.Chandrasekhar, Sub staff Mr. Nagaraj
40	Drinking water supply	Maintenance and supply of potable drinking water	Mr. Jagannath, WET I/C Mrs. Vijayalakshmi, TGT Mr. Yogesh kumar Mr. Chandrasekhar, Sub staff
41	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. S Chitra ,PGT Mrs .Sunita Singh,PGT Mr Ravi G PGT Mrs Aswathy Sumesh PTC
42	Induction of new PTC teachers	collection of agreement/issue of appointment and termination order/orientation of new staff/maintaining their leave records	Mr G Ravi,PGT Mrs.Inbamalar, HM
43	Staff Club	conducting staff welfare programmes	Mrs.Poongodi ,PRT Mrs.Bhagyalakshmi,Librarian German teacher
44	Audio Visual aids/Resource Room	Maintenance and supply along with the optimum usage of resources/maintaining records	Mrs JAL Smith ,PGT, I/c Mrs Aswathy Sumesh, comp Sci, PTC Mrs.Kamala R, PRT Mrs. Padmaja, PRT Mrs .R Chitra

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			Mr.SanjaySingh,PRT Mrs KV Chitra,PTC	
45	AEP/ACP	Orientation programme for students/ arranging classes on AEP /inviting special guests for lectures /conducting interesting activities	Mrs.Komala,TGT, I/c Mrs Benita,TGT Mrs JAL Smith Student Counsellor German teacher Mrs.Kotteswari,PTC	
46	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 Mrs Benita Pon,TGT Mrs Jayanthi PET Student Counsellor	
47	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 Lakshmi parvathi Mrs.Komala, TGT Mrs.Kamala R ,PRT Mr. Sanjay Singh,PRT Student Counsellor	
48	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 TGT Hindi II TGT SKT II Mr.Sanjay Singh PRT Mrs. Bharat Rathna,PRT Mrs.T.Padmaja,PRT	
49	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	Mrs,Jayanthi ,PET Mr.Ramasundaram,PGT Mr.P Jagannath Mrs.Benita,TGT Mrs R Chitra,PRT Mr Sanjay singh Mr Yogesh kumar Mrs kotteswari,PTC Coaches	

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50	PTA /CPR/open sessions	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
51	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
52	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 Nandhini,TGT b) House Masters &Dept. I/C c) Mr.Nagaraj d) House Masters e) Mrs.Kamala,PRT f) TGT SST II German teacher
53	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 Mrs Anbukarasi Mr Karthick Mr Ramar
54	Preparation of TC / Bonafide certificate.	Preparation of TC and bonafide certificate in the format with the consent of the undersigned	Mr.Karthick,LDC Mr Ramar,substaff
55	Emails,postal correspondences circulation and distribution	Check mails online/offline,signature of Principal and reply as per directions of competent authority	Mr Karthick,LDC Mr. Ramar,substaff Mr Manoharan,substaff
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.Jagannnath,TGT Mr Chandrasekhar
57	Publicity	Event update in the mass media with the approval of the undersigned	Mrs Haripreetha , HM Mrs Benita Pon,TGT Mrs Kamala R,PRT

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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 TGT SST II
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. Sunita 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 Rathna
61.	CLUB Activities (secondary)	To form the committee with teachers & students 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,PTC Mrs P Amutha,PTC Mrs Banumathi ECO –Mrs S Chitra, Mrs Usha Ramani Mrs Simi NATURE-Mrs R Nandhini, Mr Muthuraja HEALTH & YOGA -Mrs Vijayalakshmi Mrs Jayanthi ICT - Mrs.Aswathy Sumesh,PTC Mrs Sreelakshmi DRAMATICS –Mrs Haripreetha, Mrs E Yadav, Mrs Mohanambal READERS -Mrs Bhagyalakshmi Mrs Benita Mrs Kavitha Bai MATHS- Mr.Sabbir Mrs Sailaja Ms .K latha
62.	Club activities(primary)		NATURE-Mrs.Sonam,Mrs Deepa Charles HEALTH & NUTRITION- Mrs Bharat Rathna,Mrs Penitia Selvi ART & MUSIC- Mrs.Kamala,Mrs lalitha J

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			LITERARY-Mr.Sanjay singh,Mrs KV Chitra	
63	Collection & compilation of photos/events and reports	Compile all photos of events/send monthly reports, maintain calendar of activities every month/present and display the same appropriately	Mrs Benita Pon Mrs R Nandhini Mrs Usha Ramani Mrs aswathy Sumesh	
64	Online fee payment,verification, updation,UID creation/ULO	Updation,verification of data from time to time Notification about payment of fees and reminder to class teachers. Send messages as per directions of competent authority	Mrs Usha Ramani,comp Instructor Mr Balachander All class teachers Monitored by Mrs JAL Smith	
65	EMIS & Shaaladarpan	Updation & reporting as and when required by the competent authority Train & support teachers to handle SES and other shaaladarpan requirements as per directions of KVS.	Mr Sabbir,TGT Maths Mr Balachander. Mrs Usha Ramani All class teachers Mr Yogesh Kumar)	
66	<i>Tarunotsav</i>	To implement the same as per the directions of KVS HQrs letter	Mrs Haripreetha,PGT Mrs JAL Smith,PGT Mrs Kalyani,PGT Mrs R Nandhini,TGT Mrs Kamala R,PRT Counsellor	
67	Design ,Order & distribution	To order & supply log books,teachers diaries,registers,student diaries any other as per directions of competent authority	Mrs Lakshmi Parvathi Mrs Haripreetha Mrs Benita Pon TGT HINDI I Mrs Inbamalar,HM	
68	CMP	To take up activities as per the requirement from time to time and maintain records of the activities	Mrs Inbamalar	
69	EQUIP	To take up activities as per the requirement from time to time and maintain records of the activities	Mrs Nandhini	
70	Academic loss Compensation	To take up activities as per the requirement from time to time and maintain records of the activities	Mrs Mrs Bhagyalakshmi	
71	Report for the month	To take up activities as per the requirement from time to time and maintain records of the activities	Mrs Benita Pon	
72	DO Letter/Attendance/fee collection	To take up activities as per the requirement from time to time and maintain records of the activities	Mrs Benita Mrs Usha Ramani	

- 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

**KENDRIYA VIDYALAYA IIT CAMPUS CHENNAI**  
**COMMITTEES & RESPONSIBILITIES -2017-2018(REVISED)**

73	SMS/mail to parents	To take up activities as per the requirement from time to time and maintain records of the activities	Mrs. U Komala Mrs. Usha Ramani	
74	Celebrations of occasions/days	To take up activities as per the requirement from time to time and maintain records of the activities	CCA I/C(Sec & pri) Class teachers	
75	Swachh Vidyalaya	To take up activities as per the requirement from time to time and maintain records of the activities	Mrs. Vedapathi Mrs. Bhagyalakshmi	
76	Harit vidyalaya	To take up activities as per the requirement from time to time and maintain records of the activities	Mrs. R Nandhini	
77	Youth Parliament	To prepare students for the Competitions and send data related to the same.	Mrs. CK Vedapathi Mrs Benita pon Mrs. Sunitha Singh	

- 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