

KENDRIYA VIDYALAYA, ANNA NAGAR, CHENNAI - 40

DUTY ALLOTMENT FOR THE YEAR 2023-24

S.NO	DUTY	NAME OF THE TEACHERS	SIGN
1	Institutional Planning & Implementation & Inspection tool updation	1.Mr. A. Gurusamy Pandian, VP 2.Mrs. Geetha Ramesh, PGT(Phy) 3. Mr. C. Chellapandian, PGT(Bio.) 4. Mr. N. Sumathi TGT(Eng) 5. Mrs. S. Sabitha, PRT 6. Mrs. B. Palaniammal, PRT	*
2	Admission	1. Mrs. Beula Santhakumari, PGT (Mat.) 2. Mrs.S. Sabitha, PRT 3. Mrs. Ezhilmathi Jawahar, PRT 4. Mrs.N.V.K.J. Rekha, PRT	*
3	Time -Table(SECONDARY) Time -Table(PRIMARY)	1.Mr.Geetha Ramesh , PGT(Phy) I/C 2. Mrs. Sivajothi, TGT- Contr 3.Mrs.Neerja Rao, Librarian 1. Mrs. N.V.K. J. Rekha, PRT I/C 2. Mrs. S Sabitha 3. Mrs. M Rajeswari	
4	Internal Exam(SECONDARY) Internal Exam(PRIMARY)	1.Mrs. Anjana Sivaprakash , PGT(Mat) I/C 2. Mrs. A Madhavi PGT(Com) 3.Mrs. Snehasudha TGT (Hin) 4.Mrs.R Babitha TGT(Eng) 5. Mr. Dhananjay Kumar Tiwari TGT(WE) 6. Mrs. Sivajothi 7. Mrs. Usha Rani 1. Mrs. B Palaniammal I/C 2. Mrs. P. Hemamalini 3. Mrs. D. Banumathi 4.Mrs. D. Gayathri	
5.	CBSE	1.Mr.C. Chellapandian, PGT(Bio) I/C 2.Mr. R. Sekar, PGT(Chem) 3. Mr. M Balaji Comp. Inst.	*
6	External Exam	1.Mrs.B.Muthulakshmi, PGT(Chem) 2. Mr.C. Chellapandian PGT(Bio) 3. Mrs. N. Shyamala Devi,PRT 4. Mr. L Manoharan MTS	*
7	NIOS	1.Mr.Ashok Kumar, TGT 2.Mr.L. Manoharan, MTS	*
8	ALL Olympiad Exams/NTSE/INSPIRE/ JIGYASA /SCI. EXHIBITION	1. Mrs.B.Muthulakshmi , PGT(Chem) 2. Mrs.S.Hemalatha,TGT(Sci) 3. Mrs. Rakhi Yadav TGT(Sci)	*

	etc.	4. Mrs. Athira Nair TGT(Sci) 5. Mrs. Arunlata 6. Mrs. U Sunita	
9	CCA/Clubs/Assembly/ Celebrations etc., Primary:	1.Mrs.Smitha Unnikrishnan, PGT(Eng) 2. Mr.M. Narasimhan, TGT(Skt) 3. Mrs.N. Sumathi, TGT(Eng) 4. Mrs. Snehasudha, TGT(Hindi) 1. Mrs. U Sunita 2. Mrs. Hemamalini Ramesh 3. Mrs. Sharmila 4. Mrs. Sree Raksha PRT (Music)-Contr.	
10	PTA	1. Mr. C. Chellapandian PGT(Bio) 2. Mrs. P. Hemamalini, PRT	*
11	Beautification of Vidyalaya (Swatch/ Harit Vidyalaya)	1. Mr. C. Chellapandian, PGT(Bio.) 2. Mrs.S.Hemalatha,TGT(Sci) 3. Mrs. Rakhi Yadav TGT (Sci) 4. Mrs.B. Palaniammal, PRT 5. Mrs.N Shyamala Devi, PRT 6. Mr. J Anandan , PRT	*
12	Vidyalaya Patrika/Newsletter/Class Magazine/Students' diary	1. Mrs. Smitha Unnikrishnan ,PGT(Eng) 2. Mr. S Ranganathan, TGT(Skt) 3. Mrs. Meena Raju, TGT (Hindi) 4. Mrs.M. Rajeswari, PRT 5.Mrs.Arunlata, PRT	*
13	Safety & Security of Children /SOP (Mandatory certificates from CPWD, Fire and Sanitation)	1.Mrs. Beula Santhakumari , PGT(Mat) 2. Mr. M.Narasimhan, TGT(Sanskrit) 3. Mr. J.Anandan, PRT 4. Mr. Gunaseelan, Sports Coach 5. Mr. Kumaresan, Sports Coach	*
14	Website Mgmt./ICT/ /Shala Darpan/EMIS/ UBI Web Portal / PISA	1. Mr. Avinash Singh PGT (C.S) 2. Mrs. Neerja Rao, Librarian 3. Mrs. R J H Malathi, SSA 3. Mr. M Balaji, Comp. Instructor 4. Ms. Akifa Fathima, Comp. Instructor	*
15	First Aid/Health Check- up/SBSB	1. Mr. J Anandan 2. Mrs. K Banumathi, Nurse 3. Mrs. Shri Vidya Counsellor 4. All Games & sports Coaches 5. All Class teachers	*
16	Bus Pass/Transports	1.Mr. M. Balaji, Comp. Instructor 2. Mr. Gunaseelan , Sports Coach 3. Mr.L. Manoharan, MTS	*

17	Discipline of Students	<ol style="list-style-type: none"> 1. Mr. A Gurusamy Pandian, VP 2. Mrs. Beula Santhakumari , PGT(Mat) 3. Mr. M.Narasimhan, TGT(Sanskrit) 4. Mrs. N. Sumathi TGT(Eng) 5. Mrs. Neerja Rao TGT(Lib) 6. Mrs. Sabitha PRT 7. Mrs.N Shyamala Devi, PRT 	
18	Grievance/ Redressal	<ol style="list-style-type: none"> 1. Mr. A. Gurusamy Pandian, VP 2. Mrs. Anjana Sivaprakash, PGT(Mat) 3. Mrs. Ezhilmathi Jawahar 	
19	Internal Complaints Committee (SHWW- Prevention, Prohibition and Redressal)	<ol style="list-style-type: none"> 1. Mrs. Mini Mullath, Asst Commissioner, RO 2. Mrs. Smitha Unnikrishnan , PGT(Eng) 3. Mr. C. Chellapandian , PGT(Bio) 4. Mrs. N.V.K. J. Rekha, PRT 5. Ms. Angelin Hephzibah Sugerdam (NGO) 	
20	AEP	<ol style="list-style-type: none"> 1. Mr. C. Chellapandian , PGT(Bio) 2. Mrs. S Hemalatha TGT(Sci) 3. Mrs. Athira S Nair, TGT(Sci) 	
21	ACP	<ol style="list-style-type: none"> 1. Mr. M Narasimhan TGT (Sans) 2. Mrs. Meena Raju, TGT(Hin) <p>& OTHER TRAINED TEACHERS</p>	
23	Career Guidance & Counselling	<ol style="list-style-type: none"> 1. Mrs. A. Madhavi, PGT (Comm) I/C 2. Mrs. Neerja Rao, Librarian 3. Mrs. Shyamala devi PRT 4. Mrs. Shri Vidya, Counsellor 	
24	Alumni Association	<ol style="list-style-type: none"> 1. Mrs. Geetha Ramesh, PGT(Phy) 2. Mr. Ashok Kumar TGT (Hin) 3. Mrs. B. Palaniammal 	
25	Tarunotsava	<ol style="list-style-type: none"> 1. Mrs. B Muthulakshmi , PGT (Che.) 2. Mrs. Anjana S P PGT (Maths) 3. Mrs. A. Madhavi, PGT (Comm) 	
26	LAT /Bridge Courses & Compensation of Academic Loss Programme (CALP)	<ol style="list-style-type: none"> 1. Mrs. N. Sumathi TGT (Eng) I/C 2. Mrs. S Hemalatha, TGT(Sci.) 3. Mrs. Rakhi TGT(Sci) 4. Mrs. D. Banumathy PRT 5. Mrs. P. Hemamalini PRT 	M
27	UBI Fee Collection Verification & Updation	<ol style="list-style-type: none"> 1. Mr. M. Balaji 2. Computer Instructor & Class Teachers 	
28	Maintenance & Repairs of Vidyalaya	<ol style="list-style-type: none"> 1. Mr. Dhananjay Kumar Tiwari TGT (WE) 2. Mr. S Ranganathan, TGT 3. Mr. Ashok Kumar, TGT 4. Mrs. S. Sabitha, PRT 5. Mrs. N.V.K. J. Rekha, PRT 6. Mr. L. Manoharan, MTS 	

29	Staff Quarters Maint. & Repairs	1.Mr. Dhananjay Kumar Tiwari TGT (WE) 2.Mr.Ashok Kumar, TGT(Hindi) 3.Mr.Raja Kumar, MTS	
30	Audio-Visual Aids/ PA System	1.Mr. Dhananjay Tiwari, TGT(WE) 2. Mr.Manoharan, MTS	
31	Teaching Aids	1. Mrs. Rakhi Yadav TGT (Sci) 2.Mrs. S Hemalatha , TGT (Sci.),	
32	ATL	1.Mr. R Sekar, PGT (Chem) I/C 2. Mr. M Balaji, Computer Instructor	
33	Library Committee	1.Mrs.Neerja Rao, TGT (Lib) 2. Mrs. Smitha Unnikrishnan, PGT(Eng) 3. Mr. Ashok Kumar TGT(Hindi) 4. Mr.M.Narashiman, TGT(Skt) 5.Mr.Mrs. Hemamalini Ramesh, PRT I/C 6.Mrs.M Rajeswari, PRT	
34	Photography	1.Mr. Dhananjay Tiwari, TGT(WE) 2.Mr. M Balaji, Computer Instructor	
35	Minutes of the Meeting	1.Mrs.Neerja Rao, TGT(Lib) 2.Mrs.N Sumathi, TGT(Eng)	
36	Suggestion Box/Students Council	1.Mr. C Chellapandian, PGT (Bio) 2.Mrs. S. Sabitha, PRT	
37	NCC	1.Mr.J.Anandan,PRT 2.Mrs.Rakhi TGT(Sci)	
38	Purchase Committee	1.Mrs.Geetha Ramesh, PGT (Phy) 2.Mrs. Anjana Sivaprakash, PGT(Mat) 3.Mrs. Ezhilmathi Jawahar, PRT 4.Mrs.N V K J Rekha, PRT 5. Mrs. Uma Gopalakrishnan PRT	
39	Scouts & Guides/Cubs& Bulbuls	1.Mr.Ashok Kumar, TGT (Scout I/c) 2.Mrs.Ezhilmathi J, (Guides I/C) 3.Mrs.Arunlata , PRT (Bulbul I/C) 4.Mrs. D. Banumathi, PRT (Cubs I/C)	
40	Furniture	1. Mr.Dhananjay Tiwari, TGT(WE) 2. Mr.S Ranganathan , TGT(Skt) 3. Mr.J Anandan, PRT	
41	Raj basha Implementation	1. Mrs. Snehasudha ,TGT(Hin) 2.Mrs. Meena Raju, TGT(Hin) 3. Mrs. Arun Latha, PRT 4.Mrs. D Banumathi, PRT	

42	Food & Accommodation/Canteen	1.Mrs.B. Muthulakshmi, PGT (Chem) 2.Mrs.Neerja Rao,TGT (Lib) 3.Mrs.S. Sabitha,PRT 4.Mrs.N Shyamala Devi, PRT 5.Mrs.Hemamalini Ramesh,PRT
43	Conduct of VMC Meeting and maintaining records	1. Mrs. Anjana Sivaprakash, PGT(Mat) 2. Mr. B. Jaganathan, ASO
44.	PISA, CCT & DIKSHA PORTAL Staff online Training	1. Mr. R. Sekar PGT(Chem) 2. Mrs. R. Babitha TGT (Eng) 3. Mrs. G V Rohini PGT-CONTR. 4. Mrs. D. Banumathi, PRT
45.	Field Trip/ Excursion	1. Mr. V. Chellapandian PGT(Bio) 2. Mrs. Geetha Ramesh PGT(Phy) 3. Mrs. Snchasudha TGT(Hin) 4. Mrs. N Sumathi TGT(Eng) 5. Mrs. N. Shyamala devi 6. Mrs. U Sunita 7. Mr. J Anandan 8. Mrs. Uma Gopalakrishnan
46	CMP	1. Mrs. S. Sabitha I/C 2. Mrs. U Sunitha 3. Mrs. Aiswarya 4. Mrs. K Geetha
47	TLM	1. Mrs. D Banumathi I/C 2. Mrs. Ezhilmathi Jawahar, 3. Mrs. P Hemamalini
48	EBSB / AZADI KA AMRIT MAHOTSAV	1. Mrs. A Madhavi 2. Mrs. Kaladevi 3. Mrs. Manjula 4. Mrs. D Gayathri 5. Mrs. B Palaniammal 6. Mrs. Sree Raksha
49	MAINTENANCE OF RO DRINKING WATER PLANTS	1. Mr C Chellapandian 2. Mr Dhananjaya Kumar Tiwari 3. Mr J Anandan
50	PM SHRI SCHOOLS CORRESPONDENCE AND IMPLEMENTATION	1. Mrs A Madhavi 2. Mr M Narasimhan 3. Mrs Neerja Rao 4. Mrs Sabitha S



S. V. Venkatesh
20/10/2023
PRINCIPAL
प्राचार्य / PRINCIPAL
केन्द्रीय विद्यालय, अण्णानगर
KENDRIYA VIDYALAYA
ANNA NAGAR, चेन्नै - 600 040
CHENNAI - 600040