

KENDRIYA VIDYALAYA, ANNA NAGAR, CHENNAI - 40

DUTY ALLOTMENT FOR THE YEAR 2021-22

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)-I/C 3. Mr. C. Chellapandian, PGT(Bio.) 4. Mr.D. Pushparaj TGT(PHE) 5 Mrs. S. Jaya TGT (S.SCI.) 6.Mrs.B.Jyothi, HM 7.Mrs.K.Sarada Devi, PRT	
2	Admission	1. Mr. C. Chellapandian, PGT (Bio.) I/C 2.Mrs. B. Jyothi, HM 3. Mrs. B. Palaniammal, PRT 4.Mrs.Ezhilmathi Jawahar, PRT 5.Mrs.S.Sabitha, PRT 6.Mrs.V. Rekha, PRT	
3	Time -Table(SECONDARY) Time -Table(PRIMARY)	1.Mr.Geetha Ramesh , PGT(Phy) I/C 2. Mr. Chandni Maheswari, TGT(Maths.) 3.Mrs.Neerja Rao, Librarian 1. Mrs. D. Banumathi I/C 2. Mrs.K. Sarada Devi 3. Mrs. V. Rekha,PRT	
4	Internal Exam(SECONDARY) Internal Exam(PRIMARY)	1.Mrs.Geetha Ramesh , PGT(Phy) I/C 2. Mrs.A.Madhavi,PGT (Comm) 3.Mrs. Babitha TGT (Eng) 4. Mrs. S.Jaya, TGT(S.St) 5. Mrs.Supeeta Meena, TGT(Maths) 6. Mr. Ankur TGT (AE) 1. Mrs. M. Rajeswari,PRT- I/C 2. Mrs. D. Gayathri,PRT 3. Mrs. P. Hemamalini,PRT 4.MR. Haridas,PRT 5. Mr. Ranjeet Singh,PRT 6. Ms. Parveen G,PRT	

5.	CBSE	1.Mrs.P. Geetha, PGT(Maths) I/C 2.Mr. Amit Kumar Gupta, PGT(Comp.Sci) 3.Mr.M.Mannivannan,TGT(Maths) 4. Mrs. Babitha, TGT(Eng)
6	External Exam	1.Mrs.B.Muthulakshmi, PGT(Chem) - I/C 2. Mr.C. Chellapandian PGT(Bio) 3. Mrs. Shyamala Devi,PRT 4. Mr. L Manoharan MTS
7	NIOS	1.Mr.Ashok Kumar, TGT 2. Mr.Ranjeet Singh, PRT 3.Mr.L. Manoharan, MTS
8	ALL Olympiad Exams/NTSE/INSPIRE/ JIGYASA /SCI. EXHIBITION etc.	1. Mr.A.B.Nirmala, PGT(PHY)-I/C 2.Mr.K. Jagadeesh, PGT(Chem) 3. Mrs.S.Hemalatha,TGT(Sci) 4. Mrs. Rakhi Yadav TGT(Sci) 5. Mrs. Athira Nair TGT(Sci)
9	CCA/Clubs/Assembly/ Celebrations etc., Primary:	1.Mrs.Smitha Unnikrishnan,PGT(Eng)- I/C 2.Mrs.V.Jayasri,TGT(Eng) 3. Mr.M. Narasimhan, TGT(Skt) 4. Mrs. Snehasudha, TGT(Hindi) 1. Mrs.R. Hemamalini-I/C 2. Mrs. B. Palaniammal 3. Mrs. D. Banumathi 4. Mrs. U. Sunita 5. Mrs. Uma Gopalakrishnan 6. _____ PRT (Music)
10	PTA/ FEE Sponsorship Coordinator	1. Mr. C. Chellapandian PGT(Bio) 2. Mrs. Geetha Ramesh, PGT(Phy) 3. Mrs.P.Hemamalini, PRT

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11	Beautification of Vidyalaya (Swatch/ Harit Vidyalaya)	<ol style="list-style-type: none"> 1. Mr. C. Chellapandian,PGT(Bio.)-I/C 2. Mrs.S.Hemalatha,TGT(Sci) 3. Mrs. Rakhi Yadav TGT (Sci) 4. Mrs.B. Palaniammal, PRT 5. Mrs.A. Kalaichelvi, PRT 6. Mr. Charanjeet , PRT 7. Mr. Balasaheb Waghmare, PRT 8. Mr. Haridas PRT 	
12	Vidyalaya Patrika/Newsletter/Class Magazine/Students' diary	<ol style="list-style-type: none"> 1. Mrs. Smitha Unnikrishnan ,PGT(Eng) 2.Mrs.Rani Arumugam,TGT(Eng) 3.Mr.S.Ranganathan,TGT(Skt) 4. Mrs. Meena Raju, TGT (Hindi) 5.Dr.Alka Gaur, TGT(S.St) 6.Mrs. K. Sarada Devi, PRT 7.Mrs.U.Sunitha, PRT 8.Mrs.S. Sabitha, PRT 9. Ms. Parveen G, PRT 	
13	Safety & Security of Children /SOP (Mandatory certificates from CPWD, Fire and Sanitation)	<ol style="list-style-type: none"> 1.Mrs.A.B.Nirmala,PGT(Phy)-I/C 2.Mr.D. Pushparaj, TGT(PH&E) 3. Mr.M.Narasimhan, TGT(Sanskrit) 4. Mrs.N.Sumathi, TGT(Eng) 5. Mrs. Meena Raju TGT(Hin) 6. Mr. J.Anandan, PRT 	
14	Website Mgmt./ICT/ /ShalaDarpan/EMIS/ UBI Web Portal / GSuite(Online Classes)	<ol style="list-style-type: none"> 1. Mr. Amit Kumar Gupta PGT(C.S)-I/C 2. Mrs.Neerja Rao, Librarian 3.Mr.Dhananjay Tiwari, TGT(WET) 4. Mrs.Kalaichelvi,PRT 5. Comp. Instructor -1 6. Comp. Instructor -2 	
15	First Aid/Health Check-up/SBSB	<ol style="list-style-type: none"> 1.Mr.D. Pushparaj, TGT(PHE) 2.Nurse 3.All Games & sports Coaches 4. All Class teachers 	
16	Bus Pass/Transports	<ol style="list-style-type: none"> 1.Mr. D. Pushparaj,TGT(PH&E) 	

		2.Mr.Munusamy,Sub-Staff
17	Discipline of Students	1.Mrs.J. Uma, PGT(Eco)-I/C 2. Mr. D. Pushparaj,TGT(PH&E) 3. Mr.M.Narashiman,TGT(Skt) 4.N.Sumathi, TGT(ENG) 5.Mrs.B.Jyothi,HM 6. Mrs. Neerja Rao TGT(Lib) 7. Mrs. Sabitha PRT & All coaches.
18	Grievance/ Redressal	1. Mr.A. Gurusamy Pandian, VP 2.Mrs.J.Uma, PGT(Eco) 3.Mrs.B.Jyothi, HM
19	Internal Complaints / POCSO Committee (SHWW- Prevention, Prohibition and Redressal)	1. Mrs. Smitha Unnikrishnan , PGT(Eng) 2. Mr. C. Chellapandian , PGT(Bio) 3. Mrs. Uma Goplakrishnan PRT 4. Ms. Valarmathi, VMC Member 5. Ms. Angelin Hephzibah Sugerdam (NGO)
20	AEP	1. Mr. C. Chellapandian , PGT(Bio) 2.Mrs.V.Jayasri,TGT(Eng) 3. Mrs.Athira. S.Nair, TGT(Sci) 4.Mrs.B.Jyothi,HM
21	ACP	1. Mrs. Rani Arumugam, TGT(Eng)-I/C 2. MR. M Narasimhan TGT (Sans) 3. Mrs. Meena Raju, TGT(Hin) & OTHER TRAINED TEACHERS
23	Career Guidance & Counselling	1.Mrs.A. Madhavi, PGT (Comm) I/C 2.Mrs. Neerja Rao, Librarian 3. Mrs.V. Jayasri,TGT(Eng) 4.Anupam Sharma,TGT(Maths) 4.Mrs.Shyamala devi PRT 5.Academic Counsellor
24	Alumni Association	1.Mrs.P. Geetha, PGT(Maths)-I/C 2. Mr. Amit Kumar Gupta PGT(C.S) 3. Mrs.V.Jayasri,TGT(Eng)

25	Tarunotsava	<ol style="list-style-type: none"> 1. Mrs.J Uma, PGT (Eco.) 2. Mrs. P. Geetha 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. Mr. M. Manivannan TGT(Maths) 4. Mr. D. Pushparaj, TGT(PHE) 5.Mrs. Pushpa Kumari, TGT(S.St) 6. Mrs. D. Banumathy PRT 7. Mrs. P. Hemamalini PRT 	
27	UBI Fee Collection/ Salary Uploading	<ol style="list-style-type: none"> 1.Mr.Amit Kumar Gupta,PGT(CS) 2.Computer Instructors 3.Mr. Vishal Kumar, JSA 	
28	Maintenance & Repairs of Vidyalaya	<ol style="list-style-type: none"> 1.Mr. D. Pushparaj, TGT (PHE) 2.Mr. M. Manivannan TGT 3.Mr.Ashok Kumar, TGT 4.Mrs.Sabitha, PRT 5. Mrs. A Kalaichelvi, PRT 6. Mr.Manoharan, Sub-Staff 	
29	Staff Quarters Maint. & Repairs	<ol style="list-style-type: none"> 1.Mr.Ashok Kumar,TGT(Hindi)-I/C 2.Mr.Ankur, TGT(ART) 3.Mr.A. Haridas, PRT 4. Mr.Balasaheb.W,PRT 	
30	Audio-Visual Aids/ PA System	<ol style="list-style-type: none"> 1.Mr. Dhananjay Tiwari, TGT(WE)-I/C 2. Mr. Ankur TGT (AE) 3.Mr.Manoharan,Sub-Staff 	
31	Teaching Aids	<ol style="list-style-type: none"> 1.Mrs. S. Jaya, TGT (S.Sci) 2.Mrs.Pushpa Kumari, TGT(S.St) 3.Mrs. Alka Gaur , TGT (S.Sci.), 	
32	ATL	<ol style="list-style-type: none"> 1.Mrs.B. Muthulakshmi , PGT (Chem) I/C 2. Mr. K. Jagadeesh PGT (Chem) 3.Computer Instructor 	

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33	Library Committee	<ol style="list-style-type: none"> 1. Mrs. Neerja Rao, TGT (Lib)-I/C 2. Mrs. Smitha Unnikrishnan, PGT(Eng) 3. Mr. Ashok Kumar, TGT(Hindi) 4. Mr. S. Ranganathan, TGT(Skt) 5. Mr. Ranjeet Singh, PRT I/C (PRIMARY) 6. Mrs. D. Gayathri, PRT 7. Mr. Balasaheb W PRT 	
34	Photography	<ol style="list-style-type: none"> 1. Mr. Ankur, TGT(ART)-I/C 2. Mr. Ranjeet Singh, PRT 3. Mr. A Haridas PRT 	
35	Minutes of the Meeting	<ol style="list-style-type: none"> 1. Mrs. Neerja Rao, TGT(Lib) 2. Mrs. R. Babitha, TGT(Eng) 	
36	Suggestion Box/Students Council	<ol style="list-style-type: none"> 1. Mrs. J. Uma, PGT (Eco) 2. Mrs. B. Jyothi, HM 	
37	NCC	<ol style="list-style-type: none"> 1. Mr. J. Anandan, PRT 2. Mr. Charanjeet, PRT 	
38	Purchase Committee	<ol style="list-style-type: none"> 1. Mrs. Geetha Ramesh, PGT (Phy)-I/C. 2. Mrs. P. Geetha, PGT(Maths) & VMC Member 3. Mrs. Rani Arumugam, TGT(ENG) 4. Mrs. Ezhilmathi Jawahar, PRT 5. Mrs. N V K J Rekha, PRT 	
39	Scouts & Guides/Cubs & Bulbuls	<ol style="list-style-type: none"> 1. Mr. Ashok Kumar, TGT (Scout I/c) 2. Mrs. Ezhilmathi J, (Guides I/C) 3. Mrs. Hemamalini R, PRT (Bulbul I/C) 4. Mrs. D. Gayathri, PRT (Cubs I/C) 	
40	Furniture	<ol style="list-style-type: none"> 1. Mr. Ankur Yadav, TGT(AE)-I/C 2. Mr. Dhananjay Tiwari, TGT(WE) 3. Mr. J Anandan, PRT 4. Mr. Charanjeet, PRT 5. Mr. Balasaheb W, PRT 	

41	Raj basha Implementation	1. Mr.Kuldeep Mourya ,PGT(Hin)-I/C 2.Mrs. Meena Raju, TGT(Hin) 3. Mrs. Arun Latha, PRT 4.Mrs. A. Haridas,PRT	
42	Food & Accommodation/Canteen	1.Mr.D. Pushparaj, TGT (PHE) 2.Mrs.V. Jayasri,TGT 3.Mrs.Sabitha,PRT 4.Mrs.Shyamala, PRT 5.Mrs.Hemamalini Ramesh,PRT	
43	Conduct of VMC Meeting and maintaining records	1. Mrs. P.Geetha, PGT(Maths) 2. Mr. B. Jeganathan, ASO	
44.	PISA, CCT & DIKSHA PORTAL & Staff online Training	1. Mrs.J.Uma, PGT(Eco)-I/C 2. Mr. K. Jagadeesh PGT(Chem) 3. Mrs. R. Babitha TGT (Eng) 4. Mrs. Anupam Sharma TGT(Maths) 5. Mrs. Rakhi Yadav TGT(Sci) 6. Mrs.Athira S Nair, TGT(Sci)	
45.	Field Trip/ Excursion	1. Mr. V. Chellapandian PGT(Bio)-I/C 2. Mrs. Geetha Ramesh PGT(PHY) 3. Mrs. Chandini M TGT(Maths) 4. Mr. D. Pushparaj TGT(PHE) 5. Mrs. Uma Gopalakrishnan-I/C 6. Mrs. U Sunita 7. Mr. J Anandan 8. Mr. Charanjeet	
46	CMP	1. Mrs. S. Sabitha I/C 2. Mrs. N. Shyamala devi 3. Mrs. Arunlata 4. Mrs. P. Hemamalini	
47	TLM	1. Mrs. Ezhilmathi Jawahar I/C 2. Mr. Charanjeet 3. Mrs. Uma Gopalakrishnan 4. Mr. Ranjeet	

48	EBSB/ SOCIAL Science Exhibition	<ol style="list-style-type: none">1. Mrs.J.Uma, PGT(Eco)-I/C2. Mrs. Rani Arumugam, TGT(English)3. Mrs. S.Jaya, TGT(S.St)4. Mrs.Meena Raju, TGT(Hindi)5. Ms.Alka Gaur, TGT(S.St)6. Mrs. Supeeta Meena, TGT(Maths)7. Mrs.Shyamala Devi, PRT8. Mrs. P.Hemamalini, PRT	
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PRINCIPAL

प्राचार्य / PRINCIPAL

केंद्रीय विद्यालय, अण्णानगर

KENDRIYA VIDYALAYA

ANNA NAGAR, चेन्नै - 600 040

CHENNAI - 608040