**VIDYALAYA COMMITTEE**

**KENDRIYA VIDYALAYA NO.II, H.E.P.F. TOWNSHIP, TIRUCHIRAPPALLI – 620025**

**DUTY ALLOTMENT FOR THE YEAR 2021-22 W.E.F. 23.09.2021**

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| S.No. | Duty allotted | Name of the staff members |
| 01 | Institutional Planning & Implementation(Academic Committee)and updating of Inspection tool | Smt.Shobana Julius,PGT – I/CSh.R.Lakshmanan,PGTSmt.Minimol K.A., TGTSmt.Meenakshi,TGTSmt.N.E.Ambika, PRTMs.Neha, PRT |
| 02 | Admission | Sh.R.Lakshmanan, PGT - I/CSmt. N.E.Ambika,PRTMs.Chanchal Ahlawat,PRTMs.Mala,PRT |
| 03 | Time-Table(Secondary)Time – Table (Primary) | Sh.R.Kannan, PGT - I/CSmt.Minimol.K.A., TGTSmt.Limu.P.D., TGT(Libn)Ms.Neha, PRTMs.Komal Yadav,PRT |
| 04 | Internal Examn. (Secondary) &Parent –Teacher MeetingInternal Examn. (Primary) andParent –Teacher Meeting | Smt.Santhi Velchamy , PGT - I/CSh.Karnal Kumar Shukla,TGTSmt.Rupali Tripati, TGTMs.Neha Thakan,TGTMs.Neha, PRT – I/CMs.Mala, PRT |
| 05 | CBSE (Including Affiliation ) | Smt.S.Vanmathy Devi,PGT-I/CSmt.K.Rajeswari,PGTSmt.Limu.P.D., TGT (Libn)All the Class Teachers of  IX,X,XI & XII |
| 06 | All External Examn. including NIOS | Sh.R.Lakshmanan,PGT- I/CSh.R.Kannan, PGT |
| 07. | All Olympiads | Sh.R.Kannan, PGT - I/CSmt.Minimol.K.A., TGTSh.Manish Patel, TGTSmt.Limu.P.D., TGT(Libn)Smt.Sadhna, TGT(Art)Ms.Chanchal Ahlawat, PRT |
| 08. | NTSE/INSPIRE/JIGYASA/MANAK/SC.EXHIBITION/ Etc. | Smt.Shobana Julius,PGT – I/CSh.R.Lakshmanan,PGTSmt.Santhi Velchamy,PGTSh.Manish PatelClass Teacher of X-AClass Teacher of X-B |
| 09 | CCA/Clubs/Assembly/Celebrations, Etc(Internal/External)Secondary :Primary : | Smt.S.Radhika,PGT – I/CSmt.Meenakshi,TGTMs.Rakhi Malhotra, TGTSh.Karnal Kumar Shukla,TGTSmt.Sangeetha K Nair, TGT-WETSmt.Parul Kundu, PRT - I/CMs.Komal Yadav,PRTSh.Harvinder Singh, PRT-Music |
| 10 | PARENT TEACHERS ASSOCIATION (PTA)Approved by VMC | Smt.Shobana Julius, PGT - I/CSmt.Limu.P.D., TGT(Libn.)Sh.Karnal Kumar Shukla,TGT |
| 11 | Beautification of Vidyalaya (Swatch/Harit Vidyalaya/ Cleanliness/Gardening) | Smt.Santhi Velchamy,PGT – I/CSmt.Sangeetha K.Nair,TGT-WETSh.Manish Patel,TGTSmt.Parul Kundu,PRTSmt.Mridula, PRT |
| 12 | Vidyalaya Patrika/NewsLetter/ Class Magazine/Students’Diary | Smt.S.Radhika, PGT – I/CSmt.Meenakshi, TGTSh.Karnal Kumar Shukla, TGTSmt.Laxmi Kumari Meena,PRTMs.Shalini Srivastava, PRT |
| 13 | Safety & Security of Children/ SOP/Mock Drill ( Mandatory certificates from CPWD/Fire /Sanitation) | Secondary :Smt.Santhi Velchamy,PGT – I/CMs.Rakhi Malhotra,TGTSh.Manish Patel, TGT TGT-PHE and All Class TeachersPrimary :Smt.Ambika.N.E., PRT - I/CMs.Komal Yadav, PRRTMs.Mala, PRT |
| 14 | Website Management/ICT/Shaala Dharpan/UBI Web portal | Smt.K.Rajeswari,PGT - I/CSmt.Sangeetha K.Nair, TGT-WETSmt.Limu.P.D.,TGT(Libn)Smt.Rupali Tripathi, TGT |
| 15 | First AID/ Health Check –Up/ SBSB | Smt.Minimol,K.A.,TGT – I/CTGT – PHESh.Manish Patel, TGTMs.neha Thakan, TGTMs.Neha,PRTMs.Komal Yadav,PRTAll Class Teachers |
| 16 | Bus Pass/Transports | TGT-PHESh.RM.Veerappan, Lab.Attdt.All Class Teachers |
| 17 | Discipline of students | Smt.S.Radhika, PGT -I/CSmt.Minimol.K.A., TGTSh.Karnal Kumar Shukla, TGTSmt.Limu.P.D., TGT (Libn)Smt.N.E.Ambika, PRTMs.Shalini Srivstava, PRTAllClass Teachers. |
| 18 | Grievance/Redressal byParents/Students/Complaint Box andInternal Complaints Committee (SHWW Prevention/Prohibition and Redressal) | Smt.Shobana Julius, PGT – I/CSmt.Santhi Velchamy, PGTSh.R.Kannan,PGTSmt.N.E.Ambika, PRTMs.Komal Yadav, PRTSmt.Shobana Julius, PGT – I/CSmt.Santhi Velchamy, PGTSh.R.Kannan,PGTSmt.N.E.Ambika, PRTMs.Komal Yadav, PRT |
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| 19 | Adolescent Education Programme (AEP) | Smt.Santhi Velchamy,PGT – I/CSmt.K.Radhika,PGTMs.Rakhi Malhotra, TGT |
| 20 | Awakened Citizen Programme (ACP) | Smt.Sangeetha K Nair,TGT – I/CSmt.Sadhna, TGT-ArtSmt.Limu.P.D.,TGT(Libn)Sh.Karnal Kumar Shukla,TGTMs.Rakhi Malhotra, TGTMs.Neha Thakan, TGT |
| 21 | Career Guidance &Counselling | Smt.Santhi Velchamy,PGT-I/CSmt.Limu,P.D., TGT(Libn.)PGT-Economics |
| 22 | Alumni Association | Sh.R.Lakshmanan, PGT - I/CSmt.Shobana Julius,PGTSh.R.Kannan, PGT |
| 23 | Tarunotsav | Sh.R.Kannan,PGT – I/CSmt.S.Radhika, PGTSmt.Limu.P.D., TGT(Libn.) |
| 24 | LAT/Bridge Courses/B2B  & Compensation of Academic Loss Programme (CALP) | Ms.Neha Thakan, TGT – I/CMs.Rupali Tripati, TGTMs.Laxmi Kumari Meena,PRTMs.Mala,PRT |
| 25 | UBI fee collection/ Pay bill uploading | Sh.R.Lakshmanan, PGT – I/CSmt.Minimol.K.A.,TGTSh.SVD.Prasad Kosuri,SSA |
| 26 | Maintenance & Repairs(Computer/Furniture/Electrical/Civil/Music/Building/ Water Plants ) | Sh.R.Kannan, PGT \_ I/CSmt.K.Rajeswari, PGTSmt.Sangeetha K Nair, TGT-WETSmt.Sadhna, TGT-Art.Ms.Chanchal Ahlawat,PRTSh.Harvinder Singh, PRT-Music |
| 27 | Maintenance & Repairs of staff quarters | Sh.R.Kannan, PGT – I/CMs.Neha,PRTSmt.Mridula, PRTMs.Mala, PRTSh.Dhirender, PRTSh.RM.Veerappan, Lab.Attdt. |
| 28 | Audio Visual Aids/P.A.system | Smt.Sangeetha K Nair, TGT- I/CSmt.K.Rajeswari.K., PGTSmt.Limu.P.D., TGT(Libn) |
| 29 | Teaching Aids/ EBSB/ Social Science Exhibition / Resource Room/Vidyanjali | Smt.S.VAnmathy Devi, PGT –I/CPGT-EconomicsPGT-GeographyTGT-So.StudiesSmt.Mridula, PRTMs.Chanchal Ahlawat, PRT |
| 30 | Atal Tinkering Laboratory | Sh.Manish Patel, TGT – I/CSmt.Sangeetha K Nair,TGT-WETMs.Komal Yadav, PRT |
| 31 | Library Committee andVidyadhan | Smt.Limu.P.D., TGT - I/CSmt.S.Radhika, PGTMs.Rupali Tripati, TGTSh.Prem Raj Meena, PRTSh.Dhirender,PRTSmt.Chandni Verma,PRT |
| 32 | Photography/Recording of Events | Smt.Sangeetha K Nair, TGT – I/CSmt.Limu.P.D., TGT(Libn)Smt.Sadhna, TGT(Art)Sh.Prem Raj Meena,PRT |
| 33. | Minutes of the Meetings | Ms.Rakhi Malhotra, TGT - I/CMs.Rupali Tripati,TGTSmt.Meenakshi, TGT |
| 34 | National Cadet Corps(N.C.C.) | Sh.Harvinder Singh, PRT - I/CSh.Prem Raj Meena, PRT |
| 35 | Local Purchase Committee  | Smt.Shobana Julius, PGT – I/CSh.R.Lakshmanan, PGTSmt.Minimol.K.A., TGTSmt.Sangeetha K Nair, TGT-WETSmt.N.E.Ambika, PRT |
| 36 | Scouts & Guides /Cubs and Bul-buls | **Scouts:**Sh.R.Kannan, PGT - I/CSh.Prem Raj Meena, PRT**Guides:**Smt.S.Vanmathy Devi,PGT - I/CSmt.Minimol.K.A., TGTSmt.Sangeetha K Nair,TGT-WET**CUBS:**Sh.Ram Kishor Meena, PRTSh.Dhirender,PRT**Bulbul**Ms.Shalini Srivastava,PRTSmgt.Mridula, PRT |
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| 37 | Furniture | Smt.Sadhna, TGT - I/CSmt.Chandni Verma,PRTMs.Mala, PRTSh.RM.Veerappan, Lab.Attdt. |
| 38 | Raj Basha Implementation | Smt.Meenakshi, TGT – I/CPGT- HindiSh.Karnal Kumar Shukla, TGTMs.Chanchal Ahlawat, PRT |
| 39 | Staff Club/Staff welfare programmes | Smt.Minimol.K.A., TGT - I/CSmt.Sangeetha K.Nair, TGT-WETSh.Karnal Kumar Shukla, TGTSmt. Meenakshi,TGTMs.Mala,PRTSh.RM.Veerappan, Lab.Attdt. |
| 40 | VMC Meeting / Maintenance of records | Sh.R.Lakshmanan, PGT - I/CSmt.Minimol.K.A., TGTSh.A.Govindan, Lab.Attdt. |
| 41 | PISA/CCT/DIKSHA portal/NISHTHA/Staff Online training/ Teacher’s Orientation Programme | Smt.Shobana Julius, PGT - I/CSmt.Minimol.K.A., TGTSmt.N.E.Ambika,PRT |
| 42 | Field Trip/Excursion | Sh.R.Lakshmanan, PGT – I/CSmt.Santhi Velchamy,PGTMs.Neha Thakan, TGTSmt.N.E.Ambika, PRTSh.Harvinder Singh, PRT-Music |
| 43 | Common Minimum Programme / FLN | Smt.N.E.Ambika, PRT - I/CMs.Neha, PRTMs.Chanchal Ahlawat,PRT |
| 44 | Teaching Learning Materials (TLM) | Sh.Prem Raj Meena, PRT - I/CSmt.Chandni Verma, PRTMs.Komal Yadav, PRT |
| 45 | ID Card/Staff Photo/Class Photo | Smt.Sngeetha K.Nair, TGT – I/CSh.Karnal Kumar Shukla, TGTSmt.N.E.Ambika, PRT |
| 46 | Communication with State Govt. Officials / EMIS/UDISE | Smt.S.Radhika, PGT \_ I/CSmt.Shobana Julius, PGTSmt.K.Rajeswari, PGTSh.A.Govindan, Lab. Attdt. |