**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/C  Sh.R.Lakshmanan,PGT  Smt.Minimol K.A., TGT  Smt.Meenakshi,TGT  Smt.N.E.Ambika, PRT  Ms.Neha, PRT |
| 02 | Admission | Sh.R.Lakshmanan, PGT - I/C  Smt. N.E.Ambika,PRT  Ms.Chanchal Ahlawat,PRT  Ms.Mala,PRT |
| 03 | Time-Table(Secondary)  Time – Table (Primary) | Sh.R.Kannan, PGT - I/C  Smt.Minimol.K.A., TGT  Smt.Limu.P.D., TGT(Libn)  Ms.Neha, PRT  Ms.Komal Yadav,PRT |
| 04 | Internal Examn. (Secondary) &  Parent –Teacher Meeting  Internal Examn. (Primary)  and  Parent –Teacher Meeting | Smt.Santhi Velchamy , PGT - I/C  Sh.Karnal Kumar Shukla,TGT  Smt.Rupali Tripati, TGT  Ms.Neha Thakan,TGT  Ms.Neha, PRT – I/C  Ms.Mala, PRT |
| 05 | CBSE  (Including Affiliation ) | Smt.S.Vanmathy Devi,PGT-I/C  Smt.K.Rajeswari,PGT  Smt.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/C  Sh.R.Kannan, PGT |
| 07. | All Olympiads | Sh.R.Kannan, PGT - I/C  Smt.Minimol.K.A., TGT  Sh.Manish Patel, TGT  Smt.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/C  Sh.R.Lakshmanan,PGT  Smt.Santhi Velchamy,PGT  Sh.Manish Patel  Class Teacher of X-A  Class Teacher of X-B |
| 09 | CCA/Clubs/Assembly/  Celebrations, Etc  (Internal/External)  Secondary :  Primary : | Smt.S.Radhika,PGT – I/C  Smt.Meenakshi,TGT  Ms.Rakhi Malhotra, TGT  Sh.Karnal Kumar Shukla,TGT  Smt.Sangeetha K Nair, TGT-WET  Smt.Parul Kundu, PRT - I/C  Ms.Komal Yadav,PRT  Sh.Harvinder Singh, PRT-Music |
| 10 | PARENT TEACHERS ASSOCIATION (PTA)  Approved by VMC | Smt.Shobana Julius, PGT - I/C  Smt.Limu.P.D., TGT(Libn.)  Sh.Karnal Kumar Shukla,TGT |
| 11 | Beautification of Vidyalaya (Swatch/  Harit Vidyalaya/ Cleanliness/Gardening) | Smt.Santhi Velchamy,PGT – I/C  Smt.Sangeetha K.Nair,TGT-WET  Sh.Manish Patel,TGT  Smt.Parul Kundu,PRT  Smt.Mridula, PRT |
| 12 | Vidyalaya Patrika/News  Letter/ Class Magazine/  Students’Diary | Smt.S.Radhika, PGT – I/C  Smt.Meenakshi, TGT  Sh.Karnal Kumar Shukla, TGT  Smt.Laxmi Kumari Meena,PRT  Ms.Shalini Srivastava, PRT |
| 13 | Safety & Security of Children/ SOP/Mock Drill ( Mandatory certificates from CPWD/Fire /Sanitation) | Secondary :  Smt.Santhi Velchamy,PGT – I/C  Ms.Rakhi Malhotra,TGT  Sh.Manish Patel, TGT  TGT-PHE and All Class Teachers  Primary :  Smt.Ambika.N.E., PRT - I/C  Ms.Komal Yadav, PRRT  Ms.Mala, PRT |
| 14 | Website Management/  ICT/Shaala Dharpan/  UBI Web portal | Smt.K.Rajeswari,PGT - I/C  Smt.Sangeetha K.Nair, TGT-WET  Smt.Limu.P.D.,TGT(Libn)  Smt.Rupali Tripathi, TGT |
| 15 | First AID/ Health Check –Up/ SBSB | Smt.Minimol,K.A.,TGT – I/C  TGT – PHE  Sh.Manish Patel, TGT  Ms.neha Thakan, TGT  Ms.Neha,PRT  Ms.Komal Yadav,PRT  All Class Teachers |
| 16 | Bus Pass/Transports | TGT-PHE  Sh.RM.Veerappan, Lab.Attdt.  All Class Teachers |
| 17 | Discipline of students | Smt.S.Radhika, PGT -I/C  Smt.Minimol.K.A., TGT  Sh.Karnal Kumar Shukla, TGT  Smt.Limu.P.D., TGT (Libn)  Smt.N.E.Ambika, PRT  Ms.Shalini Srivstava, PRT  AllClass Teachers. |
| 18 | Grievance/Redressal by  Parents/Students/  Complaint Box  and  Internal Complaints Committee (SHWW Prevention/Prohibition and  Redressal) | Smt.Shobana Julius, PGT – I/C  Smt.Santhi Velchamy, PGT Sh.R.Kannan,PGT  Smt.N.E.Ambika, PRT  Ms.Komal Yadav, PRT  Smt.Shobana Julius, PGT – I/C  Smt.Santhi Velchamy, PGT Sh.R.Kannan,PGT  Smt.N.E.Ambika, PRT  Ms.Komal Yadav, PRT |
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| 19 | Adolescent Education Programme (AEP) | Smt.Santhi Velchamy,PGT – I/C  Smt.K.Radhika,PGT  Ms.Rakhi Malhotra, TGT |
| 20 | Awakened Citizen Programme (ACP) | Smt.Sangeetha K Nair,TGT – I/C  Smt.Sadhna, TGT-Art  Smt.Limu.P.D.,TGT(Libn)  Sh.Karnal Kumar Shukla,TGT  Ms.Rakhi Malhotra, TGT  Ms.Neha Thakan, TGT |
| 21 | Career Guidance &  Counselling | Smt.Santhi Velchamy,PGT-I/C  Smt.Limu,P.D., TGT(Libn.)  PGT-Economics |
| 22 | Alumni Association | Sh.R.Lakshmanan, PGT - I/C  Smt.Shobana Julius,PGT  Sh.R.Kannan, PGT |
| 23 | Tarunotsav | Sh.R.Kannan,PGT – I/C  Smt.S.Radhika, PGT  Smt.Limu.P.D., TGT(Libn.) |
| 24 | LAT/Bridge Courses/B2B  & Compensation of Academic Loss Programme (CALP) | Ms.Neha Thakan, TGT – I/C  Ms.Rupali Tripati, TGT  Ms.Laxmi Kumari Meena,PRT  Ms.Mala,PRT |
| 25 | UBI fee collection/ Pay bill uploading | Sh.R.Lakshmanan, PGT – I/C  Smt.Minimol.K.A.,TGT  Sh.SVD.Prasad Kosuri,SSA |
| 26 | Maintenance & Repairs  (Computer/Furniture/Electrical/Civil/Music/Building/ Water Plants ) | Sh.R.Kannan, PGT \_ I/C  Smt.K.Rajeswari, PGT  Smt.Sangeetha K Nair, TGT-WET  Smt.Sadhna, TGT-Art.  Ms.Chanchal Ahlawat,PRT  Sh.Harvinder Singh, PRT-Music |
| 27 | Maintenance & Repairs  of staff quarters | Sh.R.Kannan, PGT – I/C  Ms.Neha,PRT  Smt.Mridula, PRT  Ms.Mala, PRT  Sh.Dhirender, PRT  Sh.RM.Veerappan, Lab.Attdt. |
| 28 | Audio Visual Aids/P.A.  system | Smt.Sangeetha K Nair, TGT- I/C  Smt.K.Rajeswari.K., PGT  Smt.Limu.P.D., TGT(Libn) |
| 29 | Teaching Aids/ EBSB/ Social Science Exhibition / Resource Room/Vidyanjali | Smt.S.VAnmathy Devi, PGT –I/C  PGT-Economics  PGT-Geography  TGT-So.Studies  Smt.Mridula, PRT  Ms.Chanchal Ahlawat, PRT |
| 30 | Atal Tinkering Laboratory | Sh.Manish Patel, TGT – I/C  Smt.Sangeetha K Nair,TGT-WET  Ms.Komal Yadav, PRT |
| 31 | Library Committee and  Vidyadhan | Smt.Limu.P.D., TGT - I/C  Smt.S.Radhika, PGT  Ms.Rupali Tripati, TGT  Sh.Prem Raj Meena, PRT  Sh.Dhirender,PRT  Smt.Chandni Verma,PRT |
| 32 | Photography/  Recording of Events | Smt.Sangeetha K Nair, TGT – I/C  Smt.Limu.P.D., TGT(Libn)  Smt.Sadhna, TGT(Art)  Sh.Prem Raj Meena,PRT |
| 33. | Minutes of the Meetings | Ms.Rakhi Malhotra, TGT - I/C  Ms.Rupali Tripati,TGT  Smt.Meenakshi, TGT |
| 34 | National Cadet Corps  (N.C.C.) | Sh.Harvinder Singh, PRT - I/C  Sh.Prem Raj Meena, PRT |
| 35 | Local Purchase Committee | Smt.Shobana Julius, PGT – I/C  Sh.R.Lakshmanan, PGT  Smt.Minimol.K.A., TGT  Smt.Sangeetha K Nair, TGT-WET  Smt.N.E.Ambika, PRT |
| 36 | Scouts & Guides /  Cubs and Bul-buls | **Scouts:**  Sh.R.Kannan, PGT - I/C  Sh.Prem Raj Meena, PRT  **Guides:**  Smt.S.Vanmathy Devi,PGT - I/C  Smt.Minimol.K.A., TGT  Smt.Sangeetha K Nair,TGT-WET  **CUBS:**  Sh.Ram Kishor Meena, PRT  Sh.Dhirender,PRT  **Bulbul**  Ms.Shalini Srivastava,PRT  Smgt.Mridula, PRT |
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| 37 | Furniture | Smt.Sadhna, TGT - I/C  Smt.Chandni Verma,PRT  Ms.Mala, PRT  Sh.RM.Veerappan, Lab.Attdt. |
| 38 | Raj Basha Implementation | Smt.Meenakshi, TGT – I/C  PGT- Hindi  Sh.Karnal Kumar Shukla, TGT  Ms.Chanchal Ahlawat, PRT |
| 39 | Staff Club/Staff welfare programmes | Smt.Minimol.K.A., TGT - I/C  Smt.Sangeetha K.Nair, TGT-WET  Sh.Karnal Kumar Shukla, TGT  Smt. Meenakshi,TGT  Ms.Mala,PRT  Sh.RM.Veerappan, Lab.Attdt. |
| 40 | VMC Meeting / Maintenance of records | Sh.R.Lakshmanan, PGT - I/C  Smt.Minimol.K.A., TGT  Sh.A.Govindan, Lab.Attdt. |
| 41 | PISA/CCT/DIKSHA portal/  NISHTHA/Staff Online  training/ Teacher’s  Orientation Programme | Smt.Shobana Julius, PGT - I/C  Smt.Minimol.K.A., TGT  Smt.N.E.Ambika,PRT |
| 42 | Field Trip/Excursion | Sh.R.Lakshmanan, PGT – I/C  Smt.Santhi Velchamy,PGT  Ms.Neha Thakan, TGT  Smt.N.E.Ambika, PRT  Sh.Harvinder Singh, PRT-Music |
| 43 | Common Minimum Programme / FLN | Smt.N.E.Ambika, PRT - I/C  Ms.Neha, PRT  Ms.Chanchal Ahlawat,PRT |
| 44 | Teaching Learning Materials (TLM) | Sh.Prem Raj Meena, PRT - I/C  Smt.Chandni Verma, PRT  Ms.Komal Yadav, PRT |
| 45 | ID Card/Staff Photo/Class Photo | Smt.Sngeetha K.Nair, TGT – I/C  Sh.Karnal Kumar Shukla, TGT  Smt.N.E.Ambika, PRT |
| 46 | Communication with State Govt. Officials / EMIS/UDISE | Smt.S.Radhika, PGT \_ I/C  Smt.Shobana Julius, PGT  Smt.K.Rajeswari, PGT  Sh.A.Govindan, Lab. Attdt. |