

**KENDRIYA VIDYALAYA NO.1,AFS, TAMBARAM , CHENNAI-73**  
**DUTY ALLOTMENT FOR THE ACADEMIC YEAR 2019-20**

DUTY ALLOTTED	TEACHER INCHARGE (SECONDARY)	SIG.	MRS. S. CHANDRAKANTHI	SIG.
MORNING ASSEMBLY, STUDENT DIARY	MRS. GAYATHRI	<i>[Signature]</i>	MRS. CHAMUNDESWARI	<i>[Signature]</i>
	MRS. V JAYANTHI	<i>[Signature]</i>	MUSIC TEACHER	<i>[Signature]</i>
	MR. S. SADAGOPAN	<i>[Signature]</i>	PRT 1	
	MR. P RAMESH KUMAR	<i>[Signature]</i>	COACH	<i>[Signature]</i>
CCA/CLASS, HOUSE/DISPLAY BOARD/EXTERNAL COMPETITIONS/CCA PRIZE	COACH	<i>[Signature]</i>	COMPUTER INSTRUCTOR	
	MRS. R. KALYANI	<i>[Signature]</i>		
	MR. ARJUN RAM	<i>[Signature]</i>	MRS. K PANDIARASI	<i>[Signature]</i>
ADMISSION & RTE	MRS. LATHA RAJU	<i>[Signature]</i>		
	ALL HOUSE MASTERS	<i>[Signature]</i>	MR. KHEMCHAND	<i>[Signature]</i>
	MR. KV SRINIVASAN	<i>[Signature]</i>	MRS. SEENA RAMESH	<i>[Signature]</i>
	MRS. KIRAN CHAUHAN	<i>[Signature]</i>	MRS. VLETITIA	<i>[Signature]</i>
	MRS. DURGA	<i>[Signature]</i>		
	VP	<i>[Signature]</i>		
OFFICE STAFF				
UDC			MRS. VLETITIA	<i>[Signature]</i>
OVERALL I/C	MRS. MEENAKSHI	<i>[Signature]</i>		
EXAM- INTERNAL	MR. K RAVEENDRAN	<i>[Signature]</i>		
	MRS. KIRAN CHAUHAN	<i>[Signature]</i>		
	MRS. LR ASHA	<i>[Signature]</i>		
	COMPUTER INSTRUCTOR	<i>[Signature]</i>		
TECH SUPPORT	MR. HARIOM MEENA	<i>[Signature]</i>		
OVERALL CO ORDINATOR	COMPUTER INSTRUCTOR	<i>[Signature]</i>		
CBSE / EXTERNAL	VP	<i>[Signature]</i>		
	MR. VINOD KELOTH	<i>[Signature]</i>		
	MR. S. SADAGOPAN	<i>[Signature]</i>		
	MRS. TV VASUNDHARA	<i>[Signature]</i>		
NIOS	MS. SONIA	<i>[Signature]</i>		
	MR. A. JAYAKUMAR	<i>[Signature]</i>		
	MR. SADAGOPAN	<i>[Signature]</i>		
TIME TABLE AND SUBSTITUTION	MRS. SEENA RAMESH	<i>[Signature]</i>		
	MR. A. JAYAKUMAR	<i>[Signature]</i>		
	TGT MATHS 1	<i>[Signature]</i>		
SALARY UPDATION FOR CONTRACTUAL	COMPUTER INSTRUCTOR	<i>[Signature]</i>		
	COUNSELLOR	<i>[Signature]</i>		
	MR. A. JAYAKUMAR	<i>[Signature]</i>		
DISCIPLINE	TGT MATHS 2	<i>[Signature]</i>		
	ANBUDURAI	<i>[Signature]</i>		
	MR. P. NATARAJAN	<i>[Signature]</i>		
	MR. ARJUN RAM	<i>[Signature]</i>		
STUDENTS COUNCIL	MR. BS YADAV	<i>[Signature]</i>		
	MR. P RAMESH KUMAR	<i>[Signature]</i>		
	ALL CLASS TEACHERS	<i>[Signature]</i>		
	MRS. MEENAKSHI	<i>[Signature]</i>		
	MRS. R. KALYANI	<i>[Signature]</i>		
ICT/CAL/TAL/FILM SHOWS, COMPUTER EDUCATION, MAINTANANCE AND SMART ROOM	MRS. LATHA RAJU	<i>[Signature]</i>		
	MRS. SEENA RAMESH	<i>[Signature]</i>		
	MR. P RAMESH KUMAR	<i>[Signature]</i>		
	MRS. KIRAN CHAUHAN I/C	<i>[Signature]</i>		
UBI VERIFICATION OF FEES AND FINES, CS-11, CS-8, CS-9 & CS-54/ ONLINE FEE COLLECTION	MR. VINOD	<i>[Signature]</i>		
	MS. SONIA	<i>[Signature]</i>		
	COMPUTER INSTRUCTOR	<i>[Signature]</i>		
	MR. KV SRINIVASAN	<i>[Signature]</i>		
	TGT MATHS	<i>[Signature]</i>		
UDC				
LDC				
ALL CLASS TEACHERS				

14	AUDIO VISUAL ROOM	MRS. MEENAKSHI MR. A RAMESH MR. HARIOM MEENA MRS. GAYATHRI MR. P. NATARAJAN MR. A RAMESH MR. A RAMESH MRS. GAYATHRI MR. S. SADAGOPAN MR. HARIOM MEENA MR. BS YADAV COACH MR. HARIOM MEENA	
15	MAINTANANCE AND REPAIR (CIVIL)	ALL SUBJECT & EQUIP CONVENORS	
16	MAINTANANCE AND REPAIR (ELECTRICAL)	MRS. LATHA RAJU TGT ENGLISH COMPUTER INSTRUCTOR GERMAN TR.	
17	FURNITURE AND SITTING ARRANGEMENT	MR. P. RAMESH KUMAR MR. A RAMESH MR. P. NATARAJAN SPORTS COACH MR. P. RAMESH KUMAR STAFF NURSE MR. HARIOM MEENA	
18	LIBRARY	COMPUTER INSTRUCTOR MS. DEEPASHIKA RAMALINGAM MR. P. NATARAJAN MRS. TV VASUNDHARA MR. RAMALINGAM MR. A. JAYA KUMAR MRS. DURGA UDC MRS. LR ASHA R. SADAGOPAN MR. VIJAY KUMAR MR. ARJUN RAM I/C MR. VINOD MR. SADAGOPAN MRS. GAYATHRI MRS. LATHA RAJU MRS. JAYANTHI COMPUTER INSTRUCTOR MR. K. RAVEENDRAN MR. A RAMESH MR. P. RAMESH KUMAR MRS. KIRAN CHAUHAN	
19	NIE	MRS. GAYATHRI MRS. JAYANTHI MR. K. RAVEENDRAN (SCI) TGT MATHS 1 TGT SCI 1 MRS. TV VASUNDHARA MR. BS YADAV MR. P. NATARAJAN I/C MR. R. KALYANI MR. KV SRINIVASAN MR. A. JAYA KUMAR MR. VINOD MR. ARJUN RAM	
20	SPORTS COMMITTEE		
21	FIRST AID		
22	BUS PASS/ RAILWAY PASS		
23	STUDENT IDENTITY CARD		
24	SALARY AND INCOME TAX		
25	CANTEEN		
26	VIDYALAYA PATRIKA- NEWS LETTER (MONTHLY)/CLASS MAGAZINE		
27	FIELD TRIP/ ADVENTURES ACTIVITIES		
28	PHOTOGRAPHY/ PRESS		
29	EQUIP		
30	ACADEMIC COMMITTEE (SUBJECT CONVENORS)		

31	PTA	MS SONIA I/C MRS. MEENAKSHI MRS. SEENA RAMESH		
32	VMC	VP COORDINATOR MRS. DURGA MRS. MEENAKSHI VP		
33	VIDYALAYA PURCHASE	MR. A JAYA KUMAR MR. P. NATARAJAN MR. A RAMESH MRS. SEENA RAMESH		
34	STAFF AND STUDENT WELFARE	MRS. DURGA MR. SADAGOPAN MRS. JAYANTHI UDC		
35	PA SYSTEM	MR. A RAMESH MR. SADAGOPAN MR. KV SRINIVASAN		
36	(a) AEP (ADOLESCENT EDUCATION PROG.)	MR. A RAMESH MRS. MEENAKSHI MRS. GAYATHRI		
	(b) ONLINE REPORT	LDC		
37	GUIDANCE AND COUNSELLING, CAREER GUIDANCE	COUNSELLOR MS. SONIA MRS. KALYANI MR. ARJUN RAM MR. SADAGOPAN		
38	GARBOLOGY - SWACCH VIDYALAYA	MR. A RAMESH MRS. MEENAKSHI MRS. T CATHERINE TGT SCI		
39	TEACHING AIDS (ACTIVITY ROOM FOR PRIMARY Secondary)	MRS. LR ASHA MRS. TV VASUNDHARA MR. SADAGOPAN		
40	SCOUTS AND GUIDES, CUBS AND BULBULS / NCC	MR. P. NATARAJAN MR. A. JAYAKUMAR MRS. GAYATHRI MR. A RAMESH MR. ARJUN RAM MR. K RAVEENDRAN		
	SUGGESTION BOX	PRINCIPAL MRS. KIRAN CHAUHAN MR. A. JAYAKUMAR MRS. SEENA RAMESH		
	LATE COMERS	TGT HINDI COACH GERMAN TR.		
	GARDENING & BEAUTIFICATION	MRS. MEENAKSHI MR. K RAVEENDRAN MR. A RAMESH MRS. T CATHERINE		
	SANITATION, CLEANLINESS, WATER SUPPLY	MR. K RAVEENDRAN MR. A RAMESH MS. DEEPASHIKA MR. T. KUMAR		
	(a) HINDI IMPLEMENTATION	MR. ARJUN RAM MRS. GAYATHRI MR. BS YADAV TGT HINDI 1		
	(b) ONLINE REPORT	LDC		

46	INTEGRITY CLUB	MS SONIA COMPUTER INSTRUCTOR	
		TGT ENGLISH	
		MRS MEENAKSHI	
		MR A RAMESH	
		MRS T CATHERINE	
47	ECO NATURE CLUB	MR P RAMESH KUMAR	
		SPORTS COACH	
		MRS SEENA RAMESH	
		STAFF NURSE	
48	HEALTH AND WELLNESS CLUB	MR VINOD KELOTH I/C	
		TGT ENGLISH	
		MRS V JAYANTHI	
		MRS LATHA RAJU	
		MR ARJUN RAM I/C	
49	LITERARY CLUB - ENGLISH	MRS GAYATHRI	
		MR BS YADAV	
		TGT HINDI 1	
		MR P NATARAJAN I/C	
		MRS LR ASHA	
50	DISASTER MANAGEMENT CLUB / SOP	MRS TV VASUNDHARA	
		TGT SST	
		MR KV SRINIVASAN I/C	
0.5	SCIENCE CLUB	MR K RAVEENDRAN	
		MRS KIRAN CHAUHAN	
		MR A JAYAKUMAR I/C	
52	MATHS CLUB	TGT MATHS 1	
		TGT MATHS 2	
		TGT MATHS 3	
	HOUSE MASTERS		
	GROUP 1 -	MR ARJUN RAM I/C	
		TGT MATHS 1	
		MR A RAMESH	
		MRS GAYATHRI	
		MS SONIA	
	GROUP 2 -	MR KV SRINIVASAN I/C	
		MRS TV VASUNDHARA	
		TGT MATHS 3	
53		MRS T CATHERINE	
		GERMAN TR	
	GROUP 3 -	MR VINOD KELOTH I/C	
		MRS KIRAN CHAUHAN	
		MR HARIOM MEENA	
		TGT SST	
		TGT HINDI 1	
	GROUP 4 -	MR P NATARAJAN I/C	
		MR P RAMESH KUMAR	
		MRS SEENA RAMESH	
54	SHAALA DARPAN	MR BS YADAV	
		MR VINOD KELOTH(XI I/C)	
55	OCTV/ BIOMETRIC ATTENDANCE	MRS KIRAN CHAUHAN(IX I/C)	
		COMPUTER INSTRUCTOR(6-8 I/C)	
56	WEBSITE	MR A RAMESH	
		MRS DURGA	
		MR RAVI KUMAR	
		MRS KIRAN CHAUHAN	
		MR KHEMCHAND	