

KENDRIYA VIDYALAYA NO.1, KALPAKKAM

PRIMARY SECTION

DUTY ALLOTMENT (2020-2021)

SI. NO.	ALLOTMENT OF DUTIES IN PRIMARY SECTION	NAME OF STAFF MEMBERS
1	HM (I/C)	GANESH (I/C)
2	Time table & Substitution	1. SAGAR (I/C) 2. PREETI SHARMA
3	Examination	1. ANIL KUMAR (I/C) 2. PARMESHWAR 3. SEEMA 4. SONIA
4	CCA	1. PREETI SHARMA (I/C) 2. PARMESHWAR 3. SEEMA
5	Hindi Pakhwara	1. RINKU (I/C) 2. RAJESH MEENA 3. NEELAM YADAV
6	Worksheet	1. JITEN (I/C) 2. RAKESH
7	Resource Room	1. SAJI SIR (I/C) 2. RAJESH MEENA 3. SEEMA
8	Sports	1. SEEMA (I/C) 2. MAHENDRA 3. SAGAR 4. SONIA
9	Excursion field trip	1. SAJI. B (I/C) 2. SANDEEP KUMAR 3. JITEN

		4. ANIL KUMAR
10	TLM distribution	1. SAJI. B (I/C) 2. AMIT YADAV
11	TLM Collection & Exhibition	1. SONIA (I/C) 2. POOJA
12	Medical checkup	1. RADHESHYAM (I/C) 2. SAJI. B
13	Morning assembly	1. PARMESHWAR (I/C) 2. VIJAY DABI 3. All teachers
14	Grand Parent's Day	1. NEELAM YADAV (I/C) 2. POOJA 3. VANDANA 4. All teachers
15	Community lunch	1. VANDANA (I/C) 2. ANIL KUMAR 3. All class teachers
16	CMP magazine	1. LATA NEGI (I/C) 2. RAJANI
17	Olympiad	RAJESH KUMAR (I/C) 1. English (RAJANI) 2. Maths (SANDEEP KUMAR) 3. CYBER (Computer) 4. EVS (VANDANA)
18	Cubs and Bulbul	1. Cubs- Jiten Bulbul- 1. Jyoti Nayar 2. Geeta Rawat
19	Film show	1. RAKESH (I/C) 2. NEELAM YADAV

20	SBSB	1. MAHENDRA (I/C) 2. FAIZAN
21	Subject committee	As per subject allotment
22	Health and Sanitation	1. RINKU (I/C) 2. MANASA 3. RAKESH 4. SAGAR
23	Discipline	1. SAJI. B (I/C) 2. MAHENDRA 3. JITEN 4. SANDEEP 5. VANDANA 6. PREETI SHARMA All class teachers
24	H/W and C/W	1. SANDEEP (I/C) 2. VANDANA 3. PREETI SHARMA 4. GANESH
25	Observation Committee	1. GANESH (I/C) 2. SANDEEP 3. PARMESHWAR 4. PREETI SHARMA
26	RTE Committee	1. RAJANI (I/C) 2. POOJA 3. MANASA 4. RINKU
27	Transport	1. SAJI.B (I/C) 2. SAGAR 3. RADHESHYAM
28	Grievance Redressal Committee	1. PARMESHWAR (I/C) 2. PREETI SHARMA

29	PTM committee	1. GANESH (I/C) 2. PREETI SHARMA 3. SANDEEP
30	Attendance Register Checking committee	1. PARMESHWAR-(I st & II nd) 2. RINKU-(III rd & IV th) 3. JITEN- (V th)
31	UBI Fee verification	1. GANESH (I/C) 2. PREETI SHARMA
32	Academic Committee & Academic Compensation	1. SANDEEP 2. PARMESHWAR 3. PREETI SHARMA 4. VANDANA

HM (I/C)

PRINCIPAL