

पीएम श्री केन्द्रीय विद्यालय क्रमांक 01 सीआरपीएफ नीमच
PM SHRI KENDRIYA VIDYALAYA NO.1 CRPF NEEMUCH
SECONDARY SECTION

DUTY LIST-SESSION 2025-26 (w.e.f. 16.08.2025)

Please note for compliance duties assigned in different spheres of Vidyalaya activities for the academic session 2025-26. Discuss the same with your committee members and prepare annual plan for effective implementation and creditable performance of the same. All the members of the committees will actively contribute their best.

Overall Incharge, Academic Supervision & Administrative Assistance: VICE PRINCIPAL

S.No	Name of committee	Incharge	Team
1	Academic Council Academic Planning Vidyalaya Plan Vidyalaya Calendar	MR HUKMA RAM	MRS. SUNITA PORWAL MR HEMILTON MASI MR. DINESH SANCHORA MR.K.S. YADAV MR D K SOLANKI
2	Discipline	MR. ANIL KUMAR YADAV	MRS SUNITA PORWAL MR RAJESH BANSHIWAL MR K S YADAV MS TRISHITA MR SHARAD All Teachers
3	Admission	MRS AABHA PAREEK	MRS MADHURI YADAV MR HEERA LAL JANWA MR R K VERMA
4	Co-Curricular Activities Functions & Celebrations/Interhouse Competitions/ Students Council/ Morning Assembly	MR HEMILTON MASI	MR D K SOLANKI MR RAJESH SONI MR HEERA LAL JANWA MR G D BAIRAGI MR BHADULAL MEENA MR RAHUL SINHA MS SHRUTI PAREEK
5	Achievement Records (Vidyalaya, Staff & Students-Soft Copy)	MS GUNJAN GARG MS PUJA SHAKTAWAT	MR P M SAMBHARIYA
6	Time Table / Arrangements/ Co-ordination of contractual staff / ALCP	MR H K BHABHIWAL	MR P K SUMAN MR BIRJESH GAUR MRS PRARTHNA VAIRAGI
7	Examination (Internal) PTA/PTM	MR RAJESH BANSHIWAL	MR. DINESH SANCHORA MR PUSHPENDRA SUMAN MR L L MEENA MRS BHAWANA MALVIYA MR SUBHASH CHANDRA MR D S YADAV MS SHRUTI PAREEK
8	Examination (CBSE) CBSE Related Work (OASIS/SAFAL/AFF. etc.)	MR S K JAIN	MRS SUNITA PORWAL MR K S YADAV MR D K SOLANKI

			MRS RAJRANI MR M K MAKASHRE MRS PREETI SHARMA
9	Examination (NIOS/ Competitive Exams)	MR L L MEENA	MR RAJESH BANSHIWAL MR P M SAMBHARIYA MR D S YADAV MR D S PARIHAR MS PUJA JOSHI
10	Computer Lab./ School Website / ICT/ E-content/ E-class Room/CBT/ Bio Metric Attendance/ UBI FEE Portal/ Enrollment position /Technical Assistance in Online Portals Related Work/ Samagam Portal	MR H K BHABHIWAL	MR DINESH SANCHORA MR BIRJESH GAUR MR BHAJANLAL FAGERIA MR M K MAKASHRE MS GUNJAN GARG
11	Continuous Professional Development/ Training Programmes/Seminars	MR HUKMA RAM	MR H K BHABHIWAL MR L L MEENA MR D K SOLANKI
12	Campus Beautification/ BALA Concept/ Maintenance of Notice Boards	MRS KHUSHI CHOUHAN	MR P M SAMBHARIYA MR BHADULAL MEENA MR G D BAIRAGI MS MANISHA SINGH MS SHRUTI PAREEK MS PUJA JOSHI MRS KARISHMA MRS PREETI SHARMA
13	School Building M & R/ Cleanliness & Sanitation/ Swachhata Abhiyaan	MR A K AGRAWAL	MR BHAJANLAL FAGERIYA MR G D BAIRAGI MR ANIL YADAV MR HEERA LAL JANWA
14	Supervision of Outsourced Services	MR HUKMA RAM	MR A K AGRAWAL MR DINESH SANCHORA MRS BHAWNA MALVIYA MR BHAJANLAL FAGERIA
15	Publication (Vidyalaya Patrika/ Calendar/Wall Magazine/ Newsletter/ Vidyalaya News/ Class Magazine)	MR HEMILTON MASIH	MR RAJESH SONI MR HEERA LAL JANWA MR D K SOLANKI MR BHADULAL MEENA MRS RAJRANI MS GUNJAN GARG MS SHRUTI PAREEK MS PUJA JOSHI
16	Career Guidance and Counselling	MR G D BAIRAGI	MR A K AGRAWAL MS MONIKA GIRI MR DEVENDRA PARIHAR
17	AEP/Disha Club	MRS RAJRANI	MS MANISHA SINGH MRS BHAWANA MALVIYA MRS KARISHMA MS MONIKA GIRI

18	Awakened Citizen Programme/FCP Value Education	MR D K SOLANKI	MR P M SAMBHARIYA MR HEERALAL JANWA ALL TRAINED TEACHERS
19	Games and Sports/ Yoga Education/SBSB/ FIT India/Sports & Yoga Club/ Educational Tour /Transportation/ Parking Facility/Cycle Stand/ Implementation & Monitoring of National Flag Code/Open Gym/ Disaster Management	MR ANIL KUMAR YADAV	MR D S YADAV MRS KHUSHI CHOUHAN MR HEERA LAL JANWA MR BHADULAL MEENA MS TRISHITA MR SHARAD MR D S PARIHAR MRS PREETI SHARMA
20	Students Diary/ Students & Staff ID Cards	MR G D BAIRAGI	MR HEERA LAL JANWA
21	Scouts and Guides	MR ALOK KUMAR GUPTA MR BHAJANLAL FAGERIA	MRS KHUSHI CHOUHAN MRS RAJRANI All Trained teachers
22	Local Purchase /Condemnation and Disposal /GeM	MR BHAJANLAL FAGERIA	MR A K AGRAWAL MR DINESH SANCHORA MR S K JAIN MR D K SOLANKI MR G D BAIRAGI MR SUNDEEP SINGH RANA
23	Library Committee/ Reader's Club/ Class Library /Pustakopahar Scheme	MR. G D BAIRAGI	MR DINESH SANCHORA MR BHADULAL MEENA MRS RAJRANI MR D S YADAV MRS MADHURI YADAV MR HEERA LAL JANWA
24	Preparation and compilation of CS-54	MR BIRJESH GAUR	MRS PRARTHNA VAIRAGI
25	Water Points/Water Coolers/Water Management/Fire Safety/ Electrical M & R	MR BHAJANLAL FAGERIYA	MR A K AGRAWAL MR D S YADAV MR BHADULAL MEENA
26	Furniture /Fixtures/ Seating Arrangements	MR D S YADAV	MR BHAJANLAL FAGERIYA MR BHADULAL MEENA MR P M SAMBHARIYA MS K S YADAV
27	Grievance Redressal Cell / Protection of Child Rights/ Internal Complaints	MRS SUNITA PORWAL	MR DINESH SANCHORA MR K S YADAV MRS PRARTHNA VAIRAGI MR BHADU LAL MEENA MR ANIL YADAV MR M K MAKASHRE
28	PA System/ Audio Visual Aids	MR BHAJANLAL FAGERIYA	MR HEERA LAL JANWA
29	Photography/ Videography/	MR P M SAMBHARIYA	MR BIRJESH GAUR MR DEVENDRA PARIHAR MS GUNJAN GARG

			MS MONIKA GIRI MS PUJA JOSHI
30	Rajbhasha Committee/ Hindi Pakhwara/ Sanskrit week & Other related Celebrations	MR HEMILTON MASIH	MR D K SOLANKI MR BHADU LAL MEENA MR HEERA LAL JANWA MR MAHESH MAKASHRE MR RAHUL SINHA
31	Language Lab/ Development of Communication skills	MR RAJESH SONI	MRS MADHURI YADAV MRS RAJRANI MR HEMILTON MASIH MS SHRUTI PAREEK MS PUJA JOSHI
32	Medical Check Up /Medical Room/ First Aid	MRS MANISHA SINGH	MRS PREETI SHARMA MRS KARISHMA
33	Alumni Association	MR K S YADAV	MR A K YADAV
34	LRC Room	MR D K SOLANKI	MR B L FAGERIA MS SHRUTI PAREEK
35	Office Stores & Records	MR SUNDEEP SINGH RANA	
36	Hospitality Management	MRS AABHA PAREEK	MRS MANISHA SINGH MRS MADHURI YADAV MRS RAJRANI MRS PREETI SHARMA MS PUJA JOSHI MRS KARISHMA MS CHAVI NAGORA
37	Adoption of Neighbouring School Programme	MR D K SOLANKI	MR HEMILTON MASIH MR BHADULAL MEENA
38	Staff Room Maintenance & Beautification/	MR K S YADAV	MRS MADHURI YADAV MR D K SOLANKI MR RAJESH SONI MRS KARISHMA MS CHAVI NAGORA
39	Staff Quarters: Allotment/Elect./Water/ Maintenance & Repair/ Beautification & cleanliness	MRS SUNITA PORWAL	MR H K BHABHIWAL MR P K SUMAN MR D S YADAV MR SUBHASH CHANDRA MR SUNDEEP RANA
40	Khel Parisar (Swings & Cleanliness)	MR ANIL KUMAR YADAV	MS TRISHITA MR SHARAD MR D S PARIHAR
41	VMC Meetings	MR G D BAIRAGI	MR BHAJANLAL FAGERIA MR D K SOLANKI
42	Scholarship (ALL)/ Education Portal/ UDISE	MR D K SOLANKI	MS MANISHA SINGH MRS PRARTHNA VAIRAGI MR HEERA LAL JANWA
43	FEE EXEMPTION (BPL/SGC/RTE)	MR BHADULAL MEENA	MR P M SAMBHARIYA MR R K VERMA
44	Art Club/Kala Utsav	MRS KHUSHI CHOUHAN	MRS PREETI SHARMA MRS KARISHMA MS CHAVI NAGORA

45	Adventure Club	MR ANIL KUMAR YADAV	MS TRISHITA MR SHARAD
46	Integrity/ Sadbhavna Club	MR D S YADAV	MR K S YADAV MR PM SHAMBRIYA
47	Music Club/ Routes to Routes / SPIC MACAY	MR G D BAIRAGI	MR A K AGARWAL MR BHADULAL MEENA MRS PREETI SHARMA MS CHAVI NAGORA
48	PM SHRI SCHEME	MR P K SUMAN	MR RAJESH BANSHIWAL MR BHAJAN LAL FAGERIA
49	Staff Welfare/ Staff Meetings	MR M K MAKASHRE	MR HEMILTON MASIHI MR H K BHABHIWAL MRS BHAWNA MALVIYA MR G D BAIRAGI
50	School Canteen	MR HEMILTON MASIHI	MR DINESH SANCHORA MR S K JAIN MR RAJESH SONI
51	Income Tax/ Professional Tax	MR SUNDEEP SINGH RANA	MR BIRJESH GAUR MR P K SUMAN

**** कुछ समितियों जैसे स्काउट-गाइड, जागृत नागरिक कार्यक्रम, किशोर शिक्षा कार्यक्रम, PISA इत्यादि में सभी प्रशिक्षण प्राप्त शिक्षक समिति के सदस्य होंगे.**

विशेष गतिविधियों के आयोजन पर गतिविधि के फोटोग्राफ, विवरण इत्यादि विद्यालय की वैबसाइट पर अपलोड करवाने की ज़िम्मेदारी संबन्धित समिति की होगी. संबन्धित समिति अपने क्रिया कलाप का विवरण रखने के लिए जिम्मेदार होगी तथा आवश्यकता होने पर निरीक्षण के लिए रिकॉर्ड प्रस्तुत करेगी.

VICE PRINCIPAL

PRINCIPAL

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PM SHRI KENDRIYA VIDYALAYA NO.1 CRPF NEEMUCH
PRIMARY SECTION

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2	Discipline	MRS SAVITA MISHRA	MRS S CHUNDAWAT MS A DILRAJ MR ATUL SINGH MS SHIVANSHU SINGH All Teachers
3	Admission	MRS S CHUNDAWAT	MS DEEPALI SAINI MS SHIVANSHU SINGH
4	Co-Curricular Activities Functions & Celebrations/ Morning Assembly/ Students Council/	MS MANSI YADAV	MR CHANDRA PRAKASH MS SAKSHI SRIVASTAVA MRS HEMLATA RATHORE Assembly Day- Sat
5	Achievement Records (Vidyalaya, Staff & Students) /	MR CHANDRA PRAKASH	
6	Time Table / Arrangements/ Co-ordination of contractual staff / ALCP	MR CHANDRA PRAKASH	MR ROHITASHV SAINI MS MANSI YADAV
7	Examination (Internal) PTA/PTM	MR ROHITASHV SAINI	MR CHANDRA PRAKASH MS URVASHI TYAGI MS PURNIMA SINGH MS A DILRAJ
8	Examination (NIOS/ Competitive Exams)		MR ALOK KUMAR GUPTA MR ATUL SINGH
9	Computer Lab./ School Website / ICT/ E-content/ E-class Room/CBT/	MRS SAVITA MISHRA	MS URVASHI TYAGI MS POOJA SHAKTAWAT
10	UBI FEE Portal/ Enrollment Position /Technical Assistance in Online Portals Related Work	MR ROHITASHV SAINI	MS PURNIMA SINGH MS POOJA SHAKTAWAT

11	Continuous Professional Development/ Training Programmes/Seminars	MR CHANDRA PRAKASH	MRS SEEMA
12	Campus Beautification/ BALA Concept/ Maintenance of Notice Boards	MRS SEEMA	MS URVASHI TYAGI MS SONALI MS SAUMYA SINGH
13	School Building M & R/ Cleanliness & Sanitation/ Swachhata Abhiyaan	MR ALOK KUMAR	MR ATUL SINGH MS SAUMYA SINGH
14	Supervision of Outsourced Services	MR AJAY KUMAR	MR HARSHIT GUPTA MS PURNIMA SINGH
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17	AEP/Disha Club	MS SAKSHI SRIVASTAVA	MRS SAUMYA SINGH
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19	Disaster Management	MR ATUL SINGH	MS DEEPALI SAINI
20	Students & Staff ID Cards	MRS SAVITA MISHRA	MRS SHABNAM BANO
21	Cubs and Bulbuls	MS A DILRAJ	MRS S CHUNDAWAT MS AAYUSHI MEHROTRA MR ALOK KUMAR GUPTA All Trained teachers
22	Local Purchase /Condemnation and Disposal /GeM	MR CHANDRA PRAKASH	MR ROHITASHV MRS S CHUNDAWAT
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24	Preparation and compilation of CS-54	MR ATUL SINGH	
25	Water points/Water Coolers/Water	MR ALOK KUMAR	MR GOKARAN TIWARI MS SAKSHI SRIVASTAVA

	Management/Fire Safety/ Electrical M & R		
26	Furniture /Fixtures/Seating Arrangements	MR ATUL SINGH	MR ALOK KUMAR MRS SHABNAM BANO
27	Grievance Redressal Cell / Protection of Child Rights/ Internal Complaints	MRS SAVITA MISHRA	MRS MADHU JAIN MS ANJANA DILRAJ
28	PA System/ Audio Visual Aids	MR GOKARAN TIWARI	MR ALOK KUMAR
29	Photography/ Videography/	MR AJAY KUMAR	MR ATUL SINGH MR HARSHIT GUPTA MS PURNIMA SINGH
30	Rajbhasha Committee/ Hindi Pakhwara & Other related Celebrations	MS MANSI YADAV	MR AJAY KUMAR
31	Language Lab/ Development of Communication skills	MS SONALI	MS AYUSHI
32	CMP PM SHRI SCHEME Toy Library	MRS S CHUNDAWAT	MS SHIVANSHU SINGH MS DEEPALI MS SONALI
33	BAL VATIKA	MRS SHABNAM BANO	MRS VEENA MS SAKSHI SRIVASTAVA
34	Medical Check Up /Medical Room/ First Aid	MRS SAVITA MISHARA	MRS MADHU JAIN MS URVASHI TYAGI MS SHIVANSHU SINGH
35	LRC Room VMC Meetings	MRS S CHUNDAWAT	MS URVASHI TYAGI MS PURNIMA SINGH
36	Office Records	MR CHANDRA PRAKASH	
37	Hospitality Management	MS AYUSHI	MS PURNIMA SINGH MS SAKSHI SRIVASTAVA MS DEEPALI SAINI
38	Adoption of Neighbouring School Programme	MRS SAVITA MISHRA	MRS S CHUNDAWAT
39	Staff Room Maintenance & Beautification/Staff Meetings/ Staff Welfare	MR ALOK KUMAR GUPTA	MR CHANDRA PRAKASH
40	Staff Quarters: Allotment/Elect./Water/ Maintenance & Repair Beautification & cleanliness of the campus	MR ALOK KUMAR GUPTA	MR HARSHIT GUPTA MS SONALI
41	Children Park & Swings	MS AYUSHI MEHROTRA	MRS SAUMYA SINGH MS PURNIMA SINGH MS SAKSHI SRIVASTAVA

42	Scholarship (ALL)/ SAMAGRA PORTAL/ UDISE	MRS SHABNAM BANO	MR GOKARAN TIWARI
43	FEE EXEMPTION (BPL/SGC/RTE)	MR AJAY KUMAR	MS SHIVANSHU SINGH
44	Art Club/Kala Utsav	MRS HEMLATA RATHORE	MRS VEENA
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46	Integrity/ Sadbhavna Club	MS SONALI	
47	Music Club/ Routes to Routes / SPIC MACAY	MRS HEMLATA RATHORE	MRS SHABNAM BANO MRS VEENA MS SAKSHI SHRIVASTAVA
48	School Canteen	MS AAYUSHI MEHROTRA	MS SHIVANSHU SINGH
49	Income Tax/ Professional Tax	MR ATUL SINGH	MR HARSHIT GUPTA

**** कुछ समितियों जैसे कब-बुलबुल इत्यादि में सभी प्रशिक्षण प्राप्त शिक्षक समिति के सदस्य होंगे.**

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HM

PRINCIPAL