

कार्यालय आदेश
केन्द्रीय विद्यालय एनएचडीसी नर्मदानगर, मध्य प्रदेश
विद्यालय समितियाँ = 2024-2025
सफलता का पहला रहस्य, स्वयं में विश्वास बनाएँ रखना ||
Revised w.e.f. 5 July 2024

| क्र.सं | समिति/ Committee | प्रभारी तथा सदस्य/ I/c & Members | Sig. |
|--------|--|---|------|
| 1 | Academic Co-ordination | Mrs. Vibha Dhruwey (PGT Maths) I/C Dr. Santoshi Dhotre PGT (Hindi) Mr. Suresh Kumar Dewangan (PGT Eng.) Mrs. Neha Dhiman (PGT Phy.) Mr. Manish Sharma (PRT) | |
| 2. | Subject Committee | 1. Languages - Dr. Santoshi Dhotre i/c Members (All Languages Teachers Hindi, English, Sanskrit and SST tr, with PRT Languages & EVS trs) 2. Science - Mr. Md. Sajid i/c Members (All Science Trs, & Computer Trs) 3. Maths - Mrs. Vibha Dhurwey Members (All Maths Trs, & PRT Maths Trs.) 4. Misc. - Mr. Neeraj Sharma i/c Members - (Art Teacher, Sports Teacher & Library Teacher, Music Tr and PRTs (Sports & Art Trs.) | |
| 3 | Co-ordination Committee with NHDC Management | Mrs. Vibha Dhruwey, PGT Maths I/C Dr. Santoshi Dhotre PGT (Hindi) Mr. Suresh Kumar Dewangan, PGT English Mr. Satender Singh, TGT (AE) | |
| 4 | Admission | Mr. Satender Singh, TGT (AE) I/C Mr. Musanni Singh Asso. I/C Mr. Bhoopendra Singh, TGT SKT Class Teacher Class XI Class Teacher Class I/BALVATIKA | |
| 5 | Examination Sec/Sr. Sec /CBSE/Primary | Home Exam Department Mrs. Neha Dhiman, I/C Mr. Rohit Patidar Mr. N L Chouhan, Lab. Attendant. CBSE Department Mrs. Vibha Dhruwey I/C Mr. Sachin Patel Mr. N L Chouhan, Lab. Attendant. Primary Exam Mrs. Jyoti Kalam (PRT) I/C Primary Ms. Komal Gupta (PRT) | |

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| | | Mrs. Meena Gaur | |
| | | Mr. N L Chouhan, Lab. Attendant. | |
| 6 | CCA Sec/Sr. Sec/ Primary & Student Council/Educational Excursion | Mr. Suresh Kumar Dewangan (PGT Eng.) I/C Dr. Santoshi Dhotre, PGT (Hindi) Ass. I/C Mr, Vedpraksh TGT (PH&E) Mr. Amit Kumar Sooryvanshi, PRT (Music) Ms. Komal Gupta PRT I/C Mrs. Shailaja Yadav, Asso. I/C Mrs. Meena Gaur, PRT | |
| 7 | PA System/ Music System | Mr. Neeraj Sharma, TGT (WE) I/C Amit Kumar Suryavanshi, PRT (Music) | |
| 8 | Editorial board Publication/ Printing/ | Dr. Santoshi Dhotre PGT (Hindi) I/C Mr. Suresh Kumar Dewangan (PGT Eng.) Mr. Satender Singh, TGT (AE) Mr. Manish Sharma, PRT | |
| 9 | Vidyalaya Magazine | Mr. Bhoopendra Singh, TGT (Skt.) I/C Mr. Musanni Singh, TGT (Eng.) Mrs. Jyoti Kalam, PRT | |
| 10 | Time Table Sec/ Sr. Sec/ Primary | Mr. Suresh Dewangan, PGT English I/C Mr, Sachin Patel, PGT (CS) Asso. I/C Mr. Musanni Singh, TGT English Mr. Manish Sharma, PRT, I/C Mrs. Jyoti Kalam, PRT | |
| 11 | Science Exhibition NCSC, VVM, JSO, All Olympiads | Mr. Md. Sajid, PGT (Chemistry) I/C Mrs Neha Dhiman, PGT (Physics) Associate I/C Mrs. Sanjana Heda, PGT (Bio) Ms. Komal Gupta PRT | |
| 12 | Math's Olympiads | Mrs Vibha Dhurwey I/C Mr. Shailaja Yadav, PRT | |
| 13 | EBSB (Social Science Exhibition) | Mr. Rohit Patidar I/C Mr. Satender Singh, TGT (AE) Mr. Mussani Singh, TGT English Mr. Bhoopendra Singh, TGT SKT Mr. Komal Gupta, PRT | |
| 14 | राजभाषा | Dr. Santoshi Dhotre PGT (Hindi) I/C Mr. Bhoopendra Singh, TGTSKT Mr. Ombir, JSA | |
| 15 | Discipline, Safety & Security of Students | Mr. Vedprakash (Overall) I/C Dr. Santoshi Dhotre PGT (Hindi) Mrs. Vibha Dhurwey , PGT (Maths) Mr. Amit Jain, TGT (Maths) Mrs. Meena Gour , PRT, Mrs. Komal Gupta, PRT, I/C Girls Mr. Md. Sajid, PGT (Chem.) Mr. Neeraj Sharma, TGT (WE), I/C Boys Mr. Bhoopendra Singh, TGT (Skt.) Mr. Manish Sharma, PRT, I/C Mrs. Shailaja Yadav, PRT, | |

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| | | All the Class teachers & Co-Class teachers | |
| 16 | Library | Mr. Sahil Soni, Librarian, I/C | |
| | | Dr. Santoshi Dhotre, PGT Hindi | |
| | | Mr. Amit Kumar Suryavanshi | |
| | | Mr. Musanni Singh, TGT (Eng.) | |
| | | Mrs. Komal Gupta, PRT | |
| 17 | Scout Guide/Cubs Bulbul | Mr. Md. Sajid, PGT (Chem.) Overall, I/C | |
| | | Mr. Manish Sharma, PRT, I/C Cub | |
| | | Mrs. Shailja Yadav, PRT, (Bulbul) | |
| | | Mrs. Komal Gupta, PRT, (Cubs) | |
| | | All Scout/guide/cub/bulbul trained teachers | |
| 18 | Building Maintenance Elect & Civil (Vidyalaya & Staff Quarters M&R) | Mr. Neeraj Sharma, TGT (WE) I/C | |
| | | Mr. Satender Singh, TGT (AE) Associate I/C | |
| | | Mr. Bhoopendra, TGT (Sst.) | |
| 19 | UBI Fees/ ICT Digital/ E-Boards/RTE & Scholarship | Mr. Satender Singh, TGT (AE) | |
| | | Mr. Sachin Patel, Associate I/C | |
| | | Mr. Shahil Soni, TGT (Lib) | |
| | | All the Class Teachers & Co-Class Teachers | |
| 20 | UDISE, Samagra & Shiksha/MPTASS and another Portal Updation | Mr. Sachin Patel I/C (Shiksha Portal) | |
| | | Ms Ankita Yadav, (Udise) | |
| | | Mr. Bhoopendra Singh TGT (Sanskrit) | |
| | | All the Class Teachers & Co- Class Teacher's | |
| 21 | Website Updation, & Technical Team/ school Social Media | Mr. Sachin Patel I/C | |
| | | Mr. Sahil Soni, | |
| | | Mr. Suresh Kumar Dewangan, | |
| | | Mr. Manish Sharma | |
| | | Ms. Ankita Yadav, Computer Instructor | |
| | | Mr. Ombir, JSA | |
| 22 | Cleanliness & Sanitation/ Security & Students Washrooms | Dr. Santoshi Dhotre, PGT Hindi, I/C | |
| | | Mr. Mussani Singh, TGT English, Asso. I/C | |
| | | Mr. Bhoopendra Singh (Boys Washroom) Nearby class VIII | |
| | | Mr. Neeraj Sharma (Boys & Staff Washroom) Nearby SSL Room. | |
| | | Mrs. Sanjana (Girls Washroom) Nearby Bio Lab | |
| | | Ms. Komal Gupta, (Girls Washroom) Primary Section | |
| | | Ms Akshita Sharma (Boys Washroom) Primary Section | |
| | | Mrs. Meena Gaur, PRT Primary Incharge | |
| | | | |
| 23 | Environmental Awareness/ Gardening/Beautification/ Eco club & Green Team | Mr. Satender Singh, TGT (AE) I/C | |
| | | Mrs Sanjana Heda, Associate I/C | |
| | | Mrs. Jyoti Kalam, PRT | |
| 24 | Alumini Association | Dr. Santoshi Dhotre PGT (Hindi) I/C | |
| | | Mr. Suresh Kumar Dewangan (PGT Eng.) | |
| 25 | Games & Sports, Fit India, Educational Excursion, & Adventure and SBSB | Mr. Vedprakash (Overall) I/C | |
| | | Mr. Suresh Kumar Dewangan (PGT Eng.) | |
| | | Mr. Bhoopendra Singh, TGT(Skt.) | |

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| | | Mr. Manish Sharma, PRT | |
| | | Mrs. Komal Gupta, PRT | |
| 26 | PTA | Mrs. Vibha Dhruwey (PGT Maths) I/C | |
| | | Mr. Rohit Patidar, TGT (Sst.) | |
| | | Mrs. Shailja, PRT | |
| 27 | AEP (Adolescence Education Program) | Dr. Santoshi Dhotre I/c | |
| | | Mrs. Vibha Dhurwey PGT (Maths) | |
| | | Mrs Neha Dhiman | |
| | | Mr. Satendra Singh | |
| | | Mr. Sahil Soni, Librarian | |
| | | All AEP Trained Teachers | |
| 28 | Furniture | Mr. Mussani Singh, TGT Eng. I/C | |
| | | Mr. Md. Sajid, PGT Chemistry, ASSO.I/C | |
| | | Mr. Bhoopendra Singh, TGT (Sst.) | |
| | | Mr. Komal Gupta, PRT | |
| 29 | Guidance & Counseling | Mrs. Vibha Dhruwey, PGT (Maths) I/C | |
| | | Mrs. Sanjana Heda, PGT (Bio) | |
| | | Mr. Suresh Kumar Dewangan (PGT Eng.) | |
| | | Mr. Amit Jain TGT (Maths) | |
| | | Mr. Vedprakash, TGT (PH&E) | |
| | | Mr. Sahil soni, Librarian | |
| | | Mrs. Jyoti Kalam, PRT | |
| 30 | Purchase & Procurement & Gem Purchase | Dr. Santoshi Dhotre I/C | |
| | | Mrs. Vibha Dhruwey (PGT Maths) | |
| | | Mr. Satender Singh, TGT(AE) | |
| | | Mr. Ombir, JSA | |
| 32 | (a) Income Tax/ TDS | Mr. Satender Singh, TGT(AE), I/C | |
| | | Mr. Ombir, JSA | |
| | (b) OFFICE (c) (Accounting Checking.) | Mrs. Vibha Dhruwey (PGT Maths) I/C | |
| | | Mr. Ombir, JSA | |
| | | Mr. N L Chouhan, Lab. Attendant. | |
| 33 | Water Management | Mr. Neeraj Sharma. TGT (WE) I/C | |
| | | Mr. Amit Kumar Suryavanshi, | |
| | | Mrs Meena Gour | |
| | | Mr. N L Chouhan, Lab. Attd. | |
| 34 | CCTVs Monitoring Committee | Mr. Satender Singh, TGT(AE) I/C | |
| | | Mr. Sachin Patel, PGT CS | |
| | | Computer Instructor | |
| 35 | CMP | Mr. Manish Sharma, PRT, I/C | |
| | | Mrs. Jyoti Kalam, PRT, Associate I/C | |
| 36 | ACP (Awakened Citizen Program) | Mr. Musanni Singh, TGT (Eng.) I/C | |
| | | Mr. Neeraj Sharma, TGT WE | |
| | | Mr. Satender Singh, TGT (AE) | |
| | | All the ACP trained Teachers | |
| 37 | RTI | Mr. Neeraj Sharma, TGT (WE) I/C | |
| | | Dr. Santoshi Dhotre, PGT Hindi | |
| 38 | Corporal Punishment Monitoring | Mr. Vedprakash, PET I/C | |
| | | Mr. Musanni Singh, TGT | |
| | | Mrs Jyoti Kalam PRT | |

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| 39 | Sexual Harassment (POCSO) / Reporting & Enquiry, SC/ST Grievance redressal/ Sexual Harassment of women at working place (POSH) | Principal | |
| | | Mr. Anuraj Ojha, Nominee Chairman | |
| | | Dr. Santoshi Dhotre, PGT Hindi | |
| | | Mrs. Vibha Dhurwey, PGT Maths | |
| | | Mr. Suresh Dewangan, PGT English | |
| | | Mrs. Jyoti Kalam, PRT | |
| 40 | Grievance Cell / Internal Complaint Committee (ICC) | Dr. Santoshi Dhotre, PGT Hindi I/C | |
| | | Mrs Vibha Dhurwey, PGT Maths | |
| | | Mrs, Neha Dhiman, PGT Phy. | |
| | | Mr. Satendra Singh, TGT ART Edu. VMC Member | |
| | | Mr. Vedprakash, PET, Discipline Incharge | |
| | | VMC Member/NGO Member | |
| 41 | Important Days & Events arrangement | Mr. Suresh Kumar Dewangan (CCA) | |
| | | Mrs. Pooja, PGT, Bio | |
| | | Mr. Bhoopendra | |
| | | Ms. Komal Gupta | |
| 42 | NIPUN BHARAT&FLN | Mr. Manish Sharma, PRT I/C | |
| | | Mrs. Jyoti Kalam | |
| | | Ms. Komal Gupta | |
| 43 | Photography | Mr. Mussani Singh, TGT English I/C | |
| | | Mr. Rohit patidar | |
| | | Ms. Anikta Yadav (Computer Instructor) | |
| 44 | Smart Science Lab | Mrs. Neha Dhiman, PGT Asso. i/c | |
| | | Mr. Md. Sajid, PGT (Chemistry) | |
| | | Mr. Shail Soni, TGT Lib | |
| | | Ms. Komal Gupta, PRT | |
| 45 | School Internal Inspection Team | Mr. Neeraj Sharma, TGT WE, I/C | |
| | | Dr. Santoshi Dhotre, PGT Hindi | |
| | | Mr. Satendra Singh, TGT AE | |
| | | Mr. Bhoopendra Singh, TGT SKT | |
| | | Mrs. Shailaja Yadav, PRT | |
| 46 | School Emergency Response Team | Mr. Vedprakash , TGT PET, | |
| | | Mr. Bhoopendra Singh Rajput, TGT Sanskrit, 7668193422 | |
| | | Mr. Rohit Patidar, . TGT Social Science, 7869991245 | |
| | | Ms. Komal Gupta, PRT, 9044186226 | |
| 47 | Transportation Committee | Dr. Santoshi Dhotre, PGT Hindi I/C | |
| | | Mr. Suresh Dewangan, PGT English | |
| 48 | CBT | Mr. Sachin Patel, PGT CS | |
| | | Ankita Yadav | |

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| | | All Class Teachers | |
| 49 | Quarter Allotment | Mr. Suresh Kumar Dewangan, I/c | |
| | | Mr. N.L.Chauhan | |
| | | Mr. Ombir, JSA | |
| 50 | Medical Checkup | Mr. Vedprakash, I/C | |
| | | Mr. Bhoopendra Singh Rajput Asso i/c | |
| | | Class Teachers | |

In addition to the above duties any other work assigned by the Principal & RO/KVS HQ as & when required.

(Dr. Sunita Jarwal)
Principal