कार्यालय आदेश

केन्द्रीय विद्यालय एनएचडीसी नर्मदानगर, मध्य प्रदेश

विद्यालय समितियाँ = 2025-2026

सफलता का पहला रहस्य, स्वयं में विश्वास बनाएँ रखना ||

w.e.f. 1st April 2025

क्र.सं	समिति/ Committee	प्रभारी तथा सदस्य/ I/c & Members	Sig.
1	**Academic Coordination**	**Mr. Suresh Kr. Dewangan, I/C**	
		Mrs. Vibha Dhruwey (PGT Maths)	
		Mr. Sachin Patel (PGT Comp.)	
		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 – Mrs. Neha Dhiman, 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**	**Mr. Suresh Kr. Dewangan, I/C**	
		Mrs. Vibha Dhruwey, PGT Maths	
		Mr. Satender Singh, TGT (AE)	
		Mr. Neeraj Sharma, TGT (WET)	
		Mr. Manish Sharma, PRT	
4	**Admission**	**Mr. Satender Singh, TGT (AE) I/C**	
		Mr Sachin Patel, PGT CS	
		Mr. Manish Sharma, PRT Asso. I/C	
		Class Teacher Class XI	
		Class Teacher Class - BALVATIKA	
5	**Examination** Sec/Sr. Sec /CBSE/Primary	**Home Exam Department**	
		Mr. Amit Jain, TGT (Maths) I/C	
		Mr. Rohit Patidar, TGT (Sst.) Asso. I/C	
		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	
		Mrs. Shailja Yadav, PRT	
		Mr. N L Chouhan, Lab. Attendant.	

6	**CLA/CCA** Sec/Sr. Sec/ Primary & Student Council/Educational Excursion	**Mr. Musanni Singh, TGT English I/C**	
		Mr. Bhoopendra Singh Rajpoot, TGT SKT	
		Manish Kumar Sharma	
		Mr, Vedpraksh TGT (PH&E)	
		Mr. Amit Kumar Sooryvanshi, PRT (Music)	
		Mrs. Shailja Yadav, PRT I/C Primary	
		Mrs. Jyoti Kalam (PRT)	
7	**PA System/ Music System**	**Mr. Neeraj Sharma, TGT (WE) I/C**	
		Amit Kumar Suryavanshi, PRT (Music)	
8	**Editorial board/ Vidyalaya Magazine** 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	**Time Table** Sec/ Sr. Sec/ Primary	**Mr, Sachin Patel, PGT (CS) I/C**	
		Mrs. Vibha Dhruwey, PGT Maths	
		Mr. Amit Jain, TGT Maths	
		Mr. Manish Sharma, PRT, I/C PRIMARY	
		Ms. Komal Gupta PRT	
10	**Science Exhibition** RSBVP,NCSC, VVM, JSO, All Olympiads	**Mrs. Neha Dhiman, I/C**	
		PGT (Chemistry)	
		PGT (Bio)	
		Ms. Komal Gupta PRT	
11	**Math's Olympiads**	**Mrs. Vibha Dhurwey, PGT Maths I/C**	
		Mr. Shailaja Yadav, PRT	
12	**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	
		Mr. Amit Suryavanshi, PRT Music	
13	राजभाषा	**Dr. Santoshi Dhotre PGT (Hindi) I/C**	
		Mr. Bhoopendra Singh, TGT SKT	
14	**Discipline,** **Safety & Security of Students**	**Mr. Vedprakash (Overall) I/C**	
		Dr. Santoshi Dhotre PGT (Hindi)	
		Mrs. Vibha Dhurwey, PGT (Maths)	
		Mr. Suresh Kumar Dewangan, PGT (English)	
		Mr. Amit Jain, TGT (Maths)	
		Mr. Neeraj Sharma, TGT (WE),	
		Mr. Musanni Singh, TGT English	
		Mr. Manish Sharma, PRT, I/C Primary	
		Mrs. Komal Gupta, PRT, I/C Girls	
		Mr. Amit Suryavanshi	
		All the Class teachers & Co-Class teachers	
15	**Library**	**Librarian, I/C**	
		Mr. Amit Kumar Suryavanshi,	
		Mr. Bhoopendra Singh Rajpoot, TGT Sanskrit	
		Mr. Musanni Singh, TGT (Eng.)	
		Mrs. Jyoti Kalam, PRT	

16	**Scout Guide/Cubs Bulbul**	**Mr. Manish Sharma, PRT, I/C Overall**	
		Mr. Suresh Kumar Dewangan (PGT Eng.) I/C Scout	
		Mr. Bhoopendra Singh, TGT	
		Mrs. Shailja Yadav, PRT, (Bulbul)	
		Ms. Komal Gupta, PRT, (Cubs) **All Scout/guide/cub/bulbul trained teachers**	
17	**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. Ved Prakash, TGT (PH&E.)	
		Mr. Amit Kumar Sooryavanshi, PRT (Music)	
18	**UBI Fees/ ICT Digital/ E-Boards/RTE & Scholarship**	**Mr. Satender Singh, TGT (AE) , I/C**	
		Mr. Sachin Patel, PGT CS	
		Mr. Manish Kumar Sharma, PRT	
		All the Class Teachers & Co-Class Teachers	
19	**SAMAGAM/UDISE, Samagra & Shiksha/MPTASS and another Portal Updation**	**Mr. Sachin Patel I/C**	
		Computer Instructor	
		Mr. S.K. Dewangan, PGT (Eng) (MP GOV. Related Education work)	
		Mrs. Komal Gupta, PRT	
		All the Class Teachers & Co- Class Teacher's	
20	**Website Updation, & Technical Team/ school Social Media**	**Mr. Sachin Patel I/C**	
		Mr. Manish Sharma (Social Media)	
		Computer Instructor	
		Mr. Ombir, JSA	
21	**Cleanliness & Sanitation/ Security & Students Washrooms**	**Dr. Santoshi Dhotre, PGT Hindi, Overall, I/C**	
		Mrs Sanjana Heda, PGT Biology, **(Girls Washroom, Secondray Wing)**	
		Mr. Bhoopendra Singh, TGT SKT, Asso I/C **(Boys Washroom, Secondary Wing)**	
		Mr Neeraj Sharma **(Boys Washroom) Nearby class VIII**	
		Mr. Amit Jain **(Boys & Staff Washroom) Nearby SSL Room.**	
		Mrs. Neha Dhiman **(Girls Washroom) Nearby Bio Lab**	
		Ms. Komal Gupta, I/c Primary Section	
		Mr. Amit Suryavanshi, **(Boys Washroom) Primary Sec**	
		Mrs. Shailja, **(Girls Washroom) Primary Section**	
22	**Environmental Awareness/ Gardening/Beautification/ Eco club & Green Team**	**Mr. Satender Singh, TGT (AE) I/C**	
		Mr. S.K.Dewangan, pgt (Eng.)	
		PGT Bio, Associate I/C	
		Ms. Komal Gupta, PRT	
23	**Alumni Association**	**Dr. Santoshi Dhotre PGT (Hindi) I/C**	
		Mr. Neeraj Sharma (TGT WET)	

24	**Games & Sports, Fit India, Educational Excursion, & Adventure and SBSB**	**Mr. Vedprakash (Overall) I/C**	
		Mr. Suresh Kumar Dewangan (PGT Eng.)	
		Mr. Rohit Patidar, TGT SST	
		Mr. Manish Sharma, PRT	
		Mrs. Komal Gupta, PRT	
25	**PTA**	**Mrs. Vibha Dhruwey (PGT Maths) I/C**	
		Mr. Amit Kumar Jain, TGT (Maths)	
		Mr. Rohit Patidar, TGT (SST)	
		Mrs. Jyoti Kalam, PRT	
26	**AEP (Adolescence Education Program)**	**Mrs Neha Dhiman I/C**	
		Ms Santoshi Dhotre, PGT (Hindi)	
		Mrs. Vibha Dhurwey PGT (Maths)	
		PGT Biology	
		Mr. Rohit Patidar	
		Mrs Jyoti Kalam	
		All AEP Trained Teachers	
27	**Furniture**	**Mr. Vedprakash, TGT PHE. I/C**	
		Mr, Musanni Singh TGT (Eng)	
		Mr. Neeraj Sharma, TGT (WET)	
28	**Guidance & Counseling**	**Mrs. Vibha Dhruwey, PGT (Maths) I/C**	
		PGT (Biology)	
		Mr. Sachin Patel (PGT CS)	
		Mr. Amit Jain TGT (Maths)	
		Mr. Vedprakash, TGT (PH&E)	
		Mr. Manish Sharma, PRT	
		Mrs. Jyoti Kalam, PRT	
29	**Purchase & Procurement & Gem Purchase**	Mr. Ombir, JSA	
		Mr. Sachin Patel (PGT CS)	
		Mr. Rohit Patidar, TGT(SST)	
30	**(a) Income Tax/ TDS**	Mr. Ombir, JSA Mr. Sachin Patel (PGT CS) Mr. Amit Jain (TGT Maths)	
31	**(b) OFFICE** **(c) (Accounting Checking.)**	Mr. Ombir, JSA I/C Mrs Vibha Dhurwey, PGT Maths Mr. N L Chouhan, Lab. Attendant.	
32	**Water Management**	**Mr. Neeraj Sharma. TGT (WE) I/C**	
		Mr. Amit Kumar Suryavanshi,	
		Mrs. Shailja Yadav, PRT	
		Mr. N L Chouhan, Lab. Attd.	
33	**CCTVs Monitoring Committee**	**Mr. Sachin Patel, PGT CS I/C**	
		Mr. Satender Singh, TGT AE	
		Computer Instructor	
34	**CMP**	**Mr. Manish Sharma, PRT, I/C**	
		Mrs. Jyoti Kalam, PRT, **Associate I/C**	
35	**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	

36	**RTI**	**Mr. Neeraj Sharma, TGT (WE) I/C**	
		Dr. Santoshi Dhotre, PGT Hindi	
37	**Corporal Punishment Monitoring**	**Mr. Vedprakash, PET I/C**	
		Mr. Musanni Singh, TGT	
		Mrs Jyoti Kalam PRT	
38	**Sexual Harassment (POCSO) / Reporting & Enquiry, SC/ST Grievance redressal/ Sexual Harassment of women at working place (POSH)**	**Principal**	
		VMC Member	
		Mrs. Vibha Dhurwey, PGT Maths	
		Mr. Rohit Patidar, TGT SST	
		Mrs. Jyoti Kalam, PRT	
		Mr. Satendar Singh, VMC Teacher	
39	**Grievance Cell / Internal Complaint Committee (ICC)**	**Dr. Santoshi Dhotre, PGT Hindi I/C**	
		Mrs Vibha Dhurwey, PGT Maths	
		Mr. Satender Singh, TGT ART Edu., VMC Member	
		Mr. Vedprakash, PET, Discipline In-charge	
		VMC Members/NGO Members	
40	**Photography**	**Mr. Mussani Singh, TGT English I/C**	
		Mr. Rohit Patidar	
		(Computer Instructor)	
41	**Smart Science Lab**	**Mrs. Neha Dhiman, PGT I/C**	
		PGT (Chemistry)	
		PGT (Bio)	
42	**School Internal Inspection Team**	**Mr. Neeraj Sharma, TGT WE, I/C**	
		Dr. Santoshi Dhotre, PGT Hindi	
		Mr. Bhoopendra Singh, TGT Sanskrit	
		Mr. Ved Prakash, PET	
		Mrs. Shailaja Yadav, PRT	
43	**School Emergency Response Team**	**Mr. Vedprakash , TGT(PH&E), I/C- 8948803033**	
		Mr. Bhoopendra Singh, TGT (SKT) 7668193422	
		Mr. Rohit Patidar, TGT Social Science, 7869991245	
		Ms. Komal Gupta, PRT, 9044186226	
44	**Transportation Committee**	**Mr. Ved Prakash, TGT (PH&E) I/C**	
		Mr. Amit Kumar Jain, TGT (Maths)	
		Mr. Manish Kumar Sharma, PRT	
45	**CBT**	**Mr. Sachin Patel, PGT CS**	
		COMPUTER INSTRUCTOR	
		All Class Teachers	
46	**Quarter Allotment**	**Mr. Sachin Patel, PGT CS, I/c**	
		Mr. Ombir, JSA	
		VMC Member Teacher	
		VEC Member	

47	**Medical Checkup**	**Mr. Vedprakash, I/C**	
		Mr. Manish Sharma, Asso I/c	
		All the Class Teacher	
48	**Staff meeting Minutes writing Committee**	**Dr. Santoshi Dhotre, PGT Hindi (I/C Hindi Lang.)**	
		Mr. Bhoopendra Singh, TGT (SKT)	
		Mr. Suresh Kumar Dewangan, (I/c English Lang.)	
		Mr. Mussani Singh, TGT English	
49	**CPD**	**Mr. Manish Sharma, PRT, I/C**	
		Mr. Suresh Kumar Dewangan (PGT Eng.)	
50	**TARA app**	**Mr. Mussani Singh, TGT English I/C Secondary**	
		Mr. Bhoopendra Singh, TGT (SKT)	
		Mr. Manish Sharma, PRT, I/C Primary	
51	**BALVATIKA**	**Mr. Manish Sharma, PRT, I/C Primary**	
		Mrs. Shailaja Yadav, PRT	
52	**NEP/FLN/NIPUN**	**Mr. Manish Sharma, PRT, I/C Primary**	
		Mrs. Jyoti Kalam, PRT	
		Mrs. Komal Gupta, PRT	

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

(Dr. Sunita Jarwal)
Principal