

कार्यालय आदेश
केन्द्रीय विद्यालय एनएचडीसी नर्मदानगर, मध्य प्रदेश
विद्यालय समितियाँ - 2026-2027

यह मायने नहीं रखता कि आप गिरते हैं या नहीं, मायने यह रखता है कि आप उठते हैं या नहीं।॥

w.e.f. 1st April 2026

क्र. सं.	समिति/ Committee	प्रभारी तथा सदस्य/ I/c & Members	Sig.
1	ICC (Internal Complaint Committee) POSH Act 2013 Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013	Dr. Santoshi Dhotre, PGT (Hindi) I/C Mrs Vibha Dhurwey, PGT (Maths) Mr Sachin Patel, PGT (Computer Science) Mrs Komal Gupta, PRT VMC Female Member NGO Female Member	
2	पॉक्सो एक्ट (POCSO Act - Protection of Children from Sexual Offences), 2012 Reporting & Enquiry	Mrs. Vibha Dhurwey, PGT (Maths) I/C Mr. Chandkant Jaykar, Nominee Chairman, VMC Dr. Santoshi Dhotre, PGT Hindi Mr. Musanni Singh, VMC Teacher Mrs. Jyoti Kalam, PRT	
3	Grievance Cell	Mr. Sachin Patel, PGT (CS) I/C Dr. Santoshi Dhotre, PGT Hindi Mrs. Neha Dhiman, PGT Physics Mr. Musanni Singh, TGT English, VMC Member Mr. Vedprakash, PET, Discipline In-charge	
4	Academic Coordination	Mr. Suresh Kr. Dewangan, (PGT English) I/C Mrs. Vibha Dhruwey (PGT Maths) Mrs. Neha Dhiman (PGT Phy.) Mr. Amit Jain (TGT Maths) Mr. Manish Sharma (PRT)	
5	Subject Committee	Languages - Dr. Santoshi Dhotre, I/C Members (All Languages Teachers Hindi, English, Sanskrit and SST tr, with PRT Languages & EVS trs) Science - Mrs. Neha Dhiman, PGT Physics I/C Members (All Science Trs, & Computer Trs) Maths - Mrs. Vibha Dhurwey, PGT Maths Members (All Maths Trs, & PRT Maths Trs.) Misc. - Mr. Ved Prakash TGT PH&E I/C Members - (Art Teacher, Sports Teacher & Library Teacher, Music Tr and PRTs (Sports & Art Trs.))	
6	All Miscellaneous work & Event Organizer Building Maintenance Elect & Civil (Vidyalaya & Staff Quarters M&R)	Mr. Suresh Kr. Dewangan, I/C Mr. Ved Prakash TGT PH&E Mrs Shailaja Yadav, PRT	

7	Admission	Mr. Manish Sharma, PRT I/C	
		Mr. Amit Kumar Sooryavanshi	
		Mrs Vibha Dhurwey, PGT (Maths) Class Teacher Class XI	
		Mrs Mayuri Singh, Class Teacher Class - BALVATIKA 1	
6	Examination Sec/Sr. Sec /CBSE/Primary	Mr. Sachin Patel, PGT (CS) I/C CBSE	
		Mr. Amit Jain, TGT (Maths) I/C Home exam	
		Mr. Rohit Patidar, TGT (Sst.) Asso. I/C	
		Mr. N L Chouhan, Lab. Attendant.	
		Primary Exam	
		Mrs Shailaja Yadav I/C	
7	CLA/CCA	Mrs Jyoti Kalam, PRT	
		Mr. Musanni Singh, TGT English I/C	
		Mr Bhoopendra Singh Rajpoot, TGT Sanskrit	
		Mr. Amit Kumar Sooryvanshi, PRT (Music)	
		Mrs Komal Gupta I/C Primary	
8	PA System/ Music System	Mrs. Jyoti Kalam (PRT)	
		Amit Kumar Suryavanshi, PRT (Music) I/C	
9	Editorial board Vidyalaya Magazine Publication/ Printing/	Mr Musanni Singh, TGT English	
		Dr. Santoshi Dhotre, PGT (Hindi) I/C	
		Mr Musanni Singh, TGT English	
10	Time Table	Mr. Manish Sharma, PRT	
		Mrs. Vibha Dhruwey, PGT Maths I/C	
		Mr, Sachin Patel, PGT CS	
		Mr. Amit Jain, TGT Maths	
		Mrs Jyoti Kalam , PRT	
11	Science Exhibition RSBVP, NCSC, VVM, JSO, All Olympiads	Ms. Komal Gupta PRT	
		Mrs. Neha Dhiman, I/C	
		Ms Rakhi Rajni, PGT (Chemistry)	
		Ms Ragini, PGT Bio	
12	Olympiads	Ms. Komal Gupta PRT	
		Mrs. Vibha Dhurwey, PGT Maths I/C	
13	EBSB/कला उत्सव (Social Science Exhibition)	Mr. Satendra Olkha	
		Mr. Rohit Patidar I/C	
		Mr. Mussani Singh, TGT English	
		Mr. Bhoopendra Singh, TGT SKT	
14	राजभाषा	Mr. Amit Suryavanshi, PRT Music	
		Dr. Santoshi Dhotre PGT (Hindi) I/C	
15	Discipline, Safety & Security of the Students	Mr. Bhoopendra Singh, TGT SKT	
		Mr. Vedprakash (Overall) I/C	
		Dr. Santoshi Dhotre PGT (Hindi)	
		Mrs. Vibha Dhurwey, PGT (Maths)	
		Mr. Suresh Kumar Dewangan, PGT (English)	
		Mr. Saurabh Soni, TGT Lib.	
		Mr. Manish Sharma, PRT, I/C Primary	
		Mrs. Komal Gupta, PRT, I/C Girls Primary	
16	Library	All the Class teachers & Co-Class teachers	
		Mr. Saurabh Soni ,Librarian, I/C	
		Mr. Musanni Singh, TGT (Eng.)	

		Mrs. Jyoti Kalam, PRT	
17	Scout Guide/Cubs Bulbul	Mr. Manish Sharma, PRT, I/C Mr. Bhoopendra Singh, TGT Mrs. Shailja Yadav, PRT, (Bulbul) Ms. Komal Gupta, PRT, (Cubs) All Scout/guide/cub/bulbul trained teachers	
18	UBI/ICT/Samagam/CCTV/ Portals, Website Updation & Technical Team	Mr. Sachin Patel, PGT CS I/C Mr Satendra Olkha, PRT Mr. Suraj Sitole, Computer Instructor	
19	Udies+ Portal	Mrs Vibha Dhurwey I/C Mr Musanni Singh	
20	Scholarship:MPTASS & Samagra (Education portal)	Mr Saurabh Soni I/C Mr Bhoopendra Singh Rajpoot	
21	School Social Media	Mr Manish Kr Sharma I/C, PRT Mr Sachin Patel, PGT-CS	
22	Cleanliness & Sanitation/ Security & Students Washrooms	Mr. Bhoopendra Singh, TGT SKT I/C Mrs Vibha Dhurwey I/C Secondary & Senior Sec. Wing Mrs Neha Dhiman, PGT phy. (Girls Washroom, Secondary Wing) Saurabh Soni, TGT Lib. (Boys Washroom, Secondary Wing) Mr Musanni Singh (Boys Washroom) Nearby class VIII Mr. Amit Jain (Staff Washroom) Nearby SSL Room. Ms Ragini (Girls Washroom) Nearby Bio Lab Ms. Jyoti Kalam, I/c Primary Section Mr. Amit Suryavanshi, (Boys Washroom) Primary Sec Mrs. Shailja, (Girls Washroom) Primary Section	
23	Eco club & Green Team	Mr. Musanni Singh, TGT English Ms Ragini, PGT Bio Ms. Komal Gupta, PRT	
24	Alumni Association	Dr. Santoshi Dhotre PGT (Hindi) I/C Mrs Jyoti Kalam, PRT	
25	Games & Sports Fit India, Educational Excursion	Mr. Vedprakash (Overall) I/C Mr. Suresh Kumar Dewangan, PGT (English) Mr. Rohit Patidar, TGT SST Mr. Manish Sharma, PRT Mrs. Komal Gupta, PRT	
26	PTA	Mr. Sachin Patel, PGT CS Mr. Amit Kumar Jain, TGT (Maths) Mr. Rohit Patidar, TGT (SST) Mrs Shailaja Yadav, PRT	
27	AEP (Adolescence Education Program) Guidance & Counseling	Mr Suresh Kumar Dewangan, PGT English, I/C Dr. Santoshi Dhotre PGT (Hindi) Mrs Shailaja Yadav, PRT	
28	Furniture	Mr. Vedprakash, TGT PHE. I/C Mr, Musanni Singh TGT (Eng)	
29	Gem Purchase & Procurement	Mr. Ombir, JSA Mr. Sachin Patel (PGT CS) Mr. Rohit Patidar, TGT(SST)	

30	Income Tax/ TDS	Mr. Ombir, JSA Mr. Sachin Patel (PGT CS) Mr. Amit Jain (TGT Maths)	
31	OFFICE (Accounting Checking.)	Mr. Ombir, JSA I/C Mrs Vibha Dhurwey, PGT Maths Mr. N L Chouhan, Lab. Attendant.	
32	Water Management	Mr. Saurabh Soni, TGT Librarian Mr. Amit Kumar Suryavanshi, Mr. N L Chouhan, Lab. Attd.	
33	CMP	Mr. Satendra Olkha, PRT I/C Mr. Manish Kumar Sharma	
34	ACP /FCP (Awakened Citizen Program)	Mr. Musanni Singh, TGT (Eng.) I/C Mr. Bhoopendra Singh, TGT Sanskrit Mr. Vedprakash, TGT PH&E Mr. Saurabh Soni, TGT Lib.	
35	RTI	Mr. Sachin Patel, PGT CS Mr. Ombir, JSA	
36	Corporal Punishment Monitoring	Mr. Vedprakash, PET I/C Mrs Neha Dhiman, PGT Phy. Mrs Jyoti Kalam PRT	
39	Photography	Mr. Mussani Singh, TGT English I/C Mr. Suraj Sitole, Computer Instructor	
40	Smart Science Lab	Mrs. Neha Dhiman, PGT I/C Ms. Rakhi Rajani, PGT (Chemistry) Ms. Ragini, PGT (Bio)	
41	School Internal Inspection Team	Mr. Saurabh Soni TGT Lib I/C Dr. Santoshi Dhotre, PGT Hindi Mr. Ved Prakash, PET Mr. Manish Sharma, PRT	
42	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	
43	Transportation Committee	Mr. Ved Prakash, TGT (PH&E) I/C Mr. Rohit Patidar, TGT Social Science Mr. Manish Kumar Sharma, PRT	
44	CBT	Mr Suraj Sitole, Computer Instructor I/C Mr. Sachin Patel, PGT CS All the Class Teachers	
45	Quarter Allotment	Mr. Sachin Patel, PGT CS, I/c Mr. Ombir, JSA VMC Member Teacher VEC Member	
46	Medical Checkup	Mr. Vedprakash, I/C	

		Mr. Manish Sharma, Asso I/c	
		All the Class Teacher	
47	Staff meeting Minutes writing Committee	Mr. Mussani Singh, TGT English	
		Mr. Saurabh Soni TGT (Lib)	
48	CPD	Mr. Manish Sharma, PRT, I/C	
		Mr. Suresh Kumar Dewangan (PGT Eng.)	
49	TARA app	Mr. Mussani Singh, TGT English I/C Secondary	
		Mr. Bhoopendra Singh, TGT (SKT)	
		Mr. Manish Sharma, PRT, I/C Primary	
50	Balvatika and Primary Classes Activities.	Mr. Manish Sharma, PRT I/C	
		Mr. Satendra Olkha PRT	
		Mrs. Jyoti Kalam, PRT	
		All Primary Teachers	

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

(Dr. Sunita Jarwal)
Principal