



पीएम श्री केन्द्रीय विद्यालय खंडवा हरसूद नाका, सिविल लाईन, (म.प्र.) 450001
 PM SHRI KENDRIYA VIDYALAYA, KHANDWA
 HARSUD NAKA, CIVIL LINE, (M.P.) 450001/ फोन/फैक्स : 0733.2222375
 E-mail: ppl.khandwa@kvs.nic.in/principalkvknw@gmail.com
 Station Code (068), KV Code (1118), Phone & Fax No. 0733-2222375
 CBSE School Code. (54105), CBSE.Aff. No.1000041

Ref./KVKNW/2026-27/

Date:30/06/2026

OFFICE – ORDER

Following Departments/Committees will be functioning in the Vidyalaya in the session 2026-2027:

S. No.	Name of Department	Incharge	Members
1.	Admission and Enrollment Verification	Mr. Lokendra Singh Yadav	1. Mr. Alok Singh 2. Mrs. Pratibha Chaudhary
2.	Examination	Mr. Santosh Kumar Yadav	1. Dr. Venu Sharma 2. Mr. Abhinav Sulya 3. Mrs. Richa Sharma 4. Mrs. Anjali Pandey 5. Mr. Sanjay Soni
3.	CBSE	Mr. Ashish Sharma	1. Mr. Yash Dev Hada
4.	Time Table	Mr. Ashish Kumar Sharma	1. Mrs. Kamna Mangroli 2. Mr. Ashish Soni 3. Mrs. Bharti Jaiswal - I/c 4. Mrs. Gauri Ram
5.	Furniture	Mr. Shubham Shukla	1. Ms. Nishtha Sharma 2. Ms. Divya Chaudhary
6.	Cleanliness	Mr. Santosh Gawle	1. Mrs. Vibhavari Tiwari 2. Mrs. Archana Rathore All class teachers
7.	Maintenance and Repair/Electricity	Mr. Abhineet Bhatt	1. Mr. V S Chandel 2. Mr. Jagdish Patidar
8.	Staff Quarters and Maintenance Committee	Mr. Alok Singh	1. Mr. Lokendra Singh Yadav 2. Mr. Jagdish Patidar 3. Mr. Atul Kumar 4. Mr. Shivansh Sharma
9.	Work Experience, PA System	Mr. Vijendra Chandel	1. Mrs. Kamna Mangroli 2. Mr. Jagdish Patidar
10.	Beautification, Gardening	Miss. Pratibha Chaudhary	1. Mrs. Preeti Tiwari 2. Mrs. Archana Rathore 3. Mrs. Anjali Pandey 4. Mr. Vijendra Singh Chandel
11.	Website Updation	Mr. Yashdev Hada	1. Mr. Santosh Kumar Yadav for Exam 2. Mr. Ashish Sharma for CBSE 3. Mr. L P Chaudhary for CCA 4. Mr. Keshav Kaushik and all concerned.
12.	First Aid	Ms. Pratibha Chaudhary	1. Mrs. Vibhavari Tiwari 2. Mrs. Preeti Batho
13.	Security Services	Mr. Abhineet Bhatt	1. Mr. Vijendra Chandel
14.	CCA/Pupil Society/ Cultural Activities	Mr. L P Chaudhary	1. Mr. Shubham Jain 2. Mrs. Archana Rathore 3. Mrs. Meetali Halwai
15.	Students Council	Mr. Manish Agrawal	1. Mr. L. P. Choudhary 2. Mr. Satya Prakash 3. Mr. Lokendra Singh Yadav

18.	RTI	Mr. Manish Agrwal	1. Mr. Ashish Soni 2. Mr. Shubham Jain
19.	Hindi Rajbhasha	Mr. L P Chaudhary	1. Mr. Santosh Gawle 2. Mr. Keshav Kaushik 3. Mrs. Archana Rathore
20.	Discipline	Mr. Manish Agrawal	All the Stake holders and staff members 1. Mr. Lokendra Singh Yadav 2. Mr. Ashish Soni 3. Mrs. Archana Rathore
21.	EBSB	Mr. Alok Singh	All class teachers 1. Mr. Lokendra Singh Yadav 2. Mr. Santosh Kumar Yadav 3. Mrs. Amita Sharma 4. Mrs. Preeti Batho 5. Mrs. Meetali Halwai
22.	Olympiads	Mr. Satya Prakash (Science Olympiad) Mr. Ashish Sharma (Maths Olympiad/SATHEE) Green Olympiad (Mrs. Venu Sharma)	1. Mrs. Preeti Tiwari 2. Mrs. Vibhavari Tiwari 3. Mr. Sanjay Soni
23.	Science Exhibition/ NCSC/RBVP	Mrs. Venu Sharma	1. Mrs. Pratibha Chaudhary 2. Mrs. Preeti Tiwari 3. Mr. Satya Prakash
24.	Green School Program & Green Olympiad	Mrs. Pratibha Chaudhary	Mr. Satya Prakash
25.	Science Circle/ Yuvika/ Jigyasa	Mr. Satya Prakash	1. Mrs. Pratibha Chaudhary 2. Mrs. Venu Sharma 3. Mrs. Preeti Tiwari Primary Teachers
26.	Mathematics Circle	Mr. Ashish Sharma	1. Mrs. Vibhavari Tiwari 2. Mrs. Kamna Mangrole 3. Mr. Sanjay Soni All Primary Teachers
27.	Grievance Redressal	Mr. Manish Agrawal	1. Mr. L. P. Chaudhari 2. Mr. Abhineet Bhatt
28.	Games & Sports	Mr. Abhineet Bhatt	1. Mr. Shivansh Sharma 2. Ms. Deepa Pal
29.	Display Board/House Board	Mrs. Vibhavari Tiwari	1. Mrs. Richa Sharma 2. Mrs. Anjali Pandey 3. Ms. Nishtha Sharma 4. Ms. Sonali
30.	Eco Club/Mission LiFE/ Integrity Club	Mr. Alok Singh	1. Mr. Lokendra Singh Yadav 2. Mrs. Amita Sharma 3. Mrs. Preeti Batho
31.	Vidyalaya Patrika	Mr. L P Chaudhary	1. Mrs. Archana Rathore 2. Mr. Abhinav Sulya 3. Mr. Santosh Gawle 4. Mr. Keshav Kaushik 5. Mrs. Meetali Halwai 6. Mrs. Richa Sharma 7. Mr. Shubham Jain

	Vocational Education	Mr. V S Chandel	1. Mr. Yashdev Hada 2. Mr. Keshav Kaushik
	Excursion & Picnic	Mr. Abhineet Bhatt	1. Mr. Satya Prakash
	Alumni Association	Mr. Abhineet Bhatt	1. Mr. Manish Agrawal 2. Mrs. Preeti Tiwari 3. Mr. Santosh Gawle
35.	Innovation & Experimentation	Mrs. Venu Sharma	1. Mr. Manish Agrawal 2. Mrs. Richa Sharma
36.	Refreshment for Guest	Mrs. Pratibha Chaudhary	1. Mr. Abhineet Bhatt 2. Ms. Divya Chaudhary 3. Ms. Sonali 4. Ms. Awantika Maddhesiya
37.	Disaster Management	Mr. Alok Singh	1. Mr. Manish Agrawal 2. Mr. Santosh Kr. Yadaw 3. Mr. Abhineet Bhatt 4. Mr. Keshav Kaushik 5. Mr. Santosh Gawle All class teachers
38.	Scout and Guiding	Mr. Santosh Gawle	All members of BS&G
39.	UDISE Portal	Mr. Atul Kumar	Mr. Sanjay Soni
40.	Minority Scholarship	Mr. Santosh Gawle	Mr. Abhinav Sulya
41.	Shiksha Portal	Mrs. Richa Sharma	Mr. Keshav Kaushik
41.	MPTAASC Portal	Mr. Abhinav Sulya	Mrs. Meetali Halwai
42.	Awaken Citizen Program	Mrs. Amita Sharma	Mrs. Preeti Batho
43.	Office Work	Mr. Prashant Sawle	1. Mr. Sahil 2. Mr. Ashish Kumar Soni
44.	Account Work	Mr. Prashant Sawle	1. Mr. Sahil 2. Mr. Ashish Kumar Soni
45.	Art and Craft	Mrs. Anjali Pandey	1. Ms. Diksha Anjan 2. Ms. Shambhavi Mishra
46.	Bureau of Indian standards/ Inspire Award MANAK	Mrs. Preeti Tiwari	1. Mrs. Amita Sharma 2. Mr. Sanjay Soni
47.	PM SHRI activities- Planning and updation	Mr. Yashdev Hada	1. Mr. Manish Agrawal 2. Mr. Ashish Sharma 3. Mr. Keshav Kaushik
48.	Vidyanjali Portal	Mr. Yashdev Hada	1. Mr. Satya Prakash
49.	Suggestion Box	Mr. L. P. Choudhary	1. Mr. Santosh Kumar Yadaw 2. Mr. Abhineet Bhatt 3. Mr. Sanjay Soni
50.	Teaching Aids, Chalk, Dusters etc.	Mr. Alok Singh	1. Mrs. Amita Sharma 2. Mrs. Preeti Batho

Instructions:-

1. Department/Committee In-charges and members are fully responsible for proper updating of their respective department in order to fulfill the requirements of the students/Vidyalaya.
2. Necessary information, activities should be uploaded on school website as and when required.
3. Necessary information/activities should be updated on Vidyalaya website timely.
4. All concerned to hand over/take over the charge within 7 days and get the stock register signed by the undersigned.

Mr. Harendra Prasad
Vice-Principal

Principal