

कार्यालय आदेश
केन्द्रीय विद्यालय एनएचडीसी नर्मदानगर, मध्य प्रदेश
विद्यालय समितियाँ = 2024-2025
सफलता का पहला रहस्य, स्वयं में विश्वास बनाएँ रखना ||
w.e.f.1April 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. Dinesh Shinde (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. Malti Singh, TGT (Maths) I/C Dr. Santoshi Dhotre PGT (Hindi) Mr. Suresh Kumar Dewangan, PGT English Mrs. Vibha Dhruwey, PGT Maths Mr. Satender Singh, TGT (AE)	
4	Admission	Mrs. Malati Singh, TGT (Maths) I/C Mr. Dinesh Shinde, PRT 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. Bhoopendra, TGT SKT Mr. N L Chouhan, Lab. Attendant. Primary Exam Mr. Vikas Sirsat, PRT I/C Primary	

		Mrs. Jyoti Kalam (PRT)	
		Ms. Komal Gupta (PRT)	
		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	
		Mrs. Rekha Rani, TGT (PH&E)	
		Mr. Bhoopendra Singh, TGT SKT	
		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. Dinesh Shinde, 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	
		Mrs. Malti Singh, TGT (Maths) Asso. I/C	
		Dr. Santoshi Dhotre, PGT Hindi	
		Mr. Dinesh Shinde, 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. Pooja, PGT (Bio)	
		Ms. Komal Gupta PRT	
12	Math's Olympiads	Mrs. Malti Singh I/C	
		Mrs Vibha Dhurwey	
		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. Dinesh Shinde, PRT	
14	राजभाषा	Dr. Santoshi Dhotre PGT (Hindi) I/C	
		Mr. Bhoopendra Singh, TGTSKT	
		Mr. Ombir, JSA	
15	Discipline, Safety & Security of Students	Mrs. Rekha Rani (Overall) I/C	
		Mrs. Vibha Dhurwey , PGT (Maths)	
		Mrs. Malti Singh, 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. Dinesh Shinde, PRT, I/C Boys	
		Mr. Vikas Sirsat, PRT,	
		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. Dinesh Shinde, PRT, I/C Cub	
		Mr. Vikas Sirsat, PRT, I/C Scout	
		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) I/C	
		Mr. Suresh Kumar Dewangan, Associate I/C	
		Mr. Shahil Soni, TGT (Lib)	
		Mr. Vikas Sirsat, PRT,	
		All the Class Teachers & Co-Class Teachers	
20	UDISE, Samagra & Shiksha Portal Updation	PGT Computer Sci. I/C (Shiksha Portal)	
		Mr. Dinesh Shinde, (Udise)	
		Mr. Bhoopendra Singh TGT (Sanskrit)	
		Computer Instructor	
		All the Class Teachers & Co- Class Teacher's	
21	Website Updation,	PGT Computer Sci. I/C	
		Mr. Sahil Soni Asso. I/C	
		Mr. Suresh Kumar Dewangan,	
		Computer Instructor	
22	Cleanliness & Sanitation/ Security & Students Washrooms	Dr. Santoshi Dhotre, PGT Hindi overall, I/C	
		Mr. Mussani Singh, TGT English I/C	
		Mrs. Rekha Rani, PET, Asso. I/C	
		Mr. Bhoopendra Singh (Boys Washroom) Nearby class VIII	
		Mr. Neeraj Sharma (Boys & Staff Washroom) Nearby SSL Room.	
		Mrs. Pooja (Girls Washroom) Nearby Bio Lab	
		Mrs. Komal Gupta, (Girls Washroom) Primary Section	
		Mrs Meena Gaur (Boys Washroom) Primary Section	
		Mr. Vikash Sirsat, PRT Primary Incharge	

23	Environmental Awareness/ Gardening/Beautification/ Eco club & Green Team	Mrs. Pooja, PGT Bio. I/C Mr. Satender Singh, TGT (AE), Associate I/C Mrs. Jyoti Kalam, PRT	
24	Alumini Association	Dr. Santoshi Dhotre PGT (Hindi) I/C Mr. Suresh Kumar Dewangan (PGT Eng.) Mrs. Malti Singh, TGT (Maths)	
25	Games & Sports, Fit India, Educational Excursion, & Adventure and SBSB	Mrs. Rekha Rani (Overall) I/C Mr. Suresh Kumar Dewangan (PGT Eng.) Mr. Bhoopendra Singh, TGT(Skt.) Mr. Vikas Sirsat, PRT, I/C Boys 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)	Mrs. Pooja, PGT Bio. I/c Mrs. Malti Singh, TGT (Maths) Mrs. Rekha Rani, TGT (PH&E) 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. Dinesh Shinde, PRT	
29	Guidance & Counseling	Mrs. Vibha Dhruwey, PGT (Maths) I/C Mrs. Pooja, PGT (Bio) Mr. Suresh Kumar Dewangan (PGT Eng.) Mrs. Malti Singh TGT (Maths) Mrs. Rekha Rani, TGT (PH&E) Mr. Sahil soni, Librarian Mrs. Jyoti Kalam, PRT	
30	Purchase & Procurement	Dr. Santoshi Dhotre PGT (Hindi) I/C Mrs. Vibha Dhruwey (PGT Maths) Mr. Satender Singh, TGT(AE) Mr. Ombir, JSA	
31	Gem Purchase	Mr. Satender Singh, TGT(AE), I/C Mr. Shahil Soni, Lib Mr. Ombir, JSA PGT CS	
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	
		PGT CS	
		Mr. Vikash Sirsat, PRT Computer Instructor	
35	CMP	Mr. Dinesh Shinde, PRT, I/C	
		Mrs. Jyoti Kalam, PRT, Associate I/C	
		Mr. Vikash Sirsat	
36	ACP (Awakened Citizen Program)	Mr. Neeraj Sharma, TGT (WE) I/C	
		Mrs. Malti Singh, TGT (Maths)	
		Mr. Satender Singh, TGT (AE)	
		Mr. Musanni Singh, TGT (Eng.) Associate I/C	
		All the ACP trained Teachers	
37	RTI	Mr. Neeraj Sharma, TGT (WE) I/C	
		Mrs. Rekha Rani	
		Mr. Dinesh Shinde	
38	Corporal Punishment Monitoring	Mrs. Rekha Rani, PET I/C	
		Mr. Musanni Singh, TGT	
		Mr. Dinesh Shinde, PRT	
39	Sexual Harassment (POCSO) / Reporting & Enquiry, SC/ST Grievance redressal/ Sexual Harassment of women at working place (POSH)	Principal	
		Dr. Santoshi Dhotre, PGT Hindi	
		Mrs. Vibha Dhurwey, PGT Maths	
		Mr. Suresh Dewangan, PGT English	
		Mr. Vikash Sirsat, PRT	
		Mrs. Jyoti Kalam, PRT	
40	Grievance Cell / Internal Complaint Committee (ICC)	Principal	
		Dr. Santoshi Dhotre, PGT Hindi I/C	
		Mr. Suresh Dewangan, PGT English	
		Mrs. Rekha Rani, PET	
		Mr. Vikash Sirsat, PRT	
41	Important Days & Events arrangement	Mr. Suresh Kumar Dewangan (CCA)	
		Mrs. Pooja, PGT, Bio	
		Mr. Bhoopendra	
		MR. Dinesh Shinde	
		Ms. Komal Gupta	
42	NIPUN BHARAT&FLN	Mr. Dinesh Shinde, PRT I/C	
		Mr. Vikash Sirsat	
		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. Pooja PGT(Bio) I/C	
		Mrs. Neha Dhiman, PGT Asso. i/c	
		Mr. Md. Sajid, PGT (Chemistry)	
		Ms. Komal Gupta	
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	
46	School Emergency Response Team	Mr. Dinesh Shinde,PRT	
		Mrs. Rekha Rani, TGT PET, 7985736625	
		Mr. Bhoopendra Singh Rajput, TGT Sanskrit, 7668193422	
		Mr. Rohit Patidar, TGT Social Science, 7869991245	
47	Transportation Committee	Ms. Komal Gupta, PRT, 9044186226	
		Mrs Malti Singh, TGT Maths I/C	
		Mr. Suresh Dewangan, PGT English	
48	CBT	Mr. Dinesh Shinde, PRT	
		PGT CS I/C	
		Computer Instructor	
49	Quarter Allotment	All Class Teachers	
		Dr. Santoshi Dhotre I/C, PGT Hindi	
		Mrs Malti Singh, TGT Maths	
50	Medical Checkup	Mr. Ombir, JSA	
		Mrs. Rekha Rani 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

