

## केंद्रीय विद्यालय सी आर पी एफ ग्रुप सेंटर नागपुर

समस्त शिक्षकों / कर्मचारियों को सूचित किया जाता है की, शैक्षिक एवं शैक्षिक सहायक क्रिया कलापों/ Academics & Co-Scholeastic एवं कार्यक्रमों को सुचारु रूप से सम्पन्न करने हेतु विद्यालय स्तर पर वर्ष 2023-24 के लिए निम्नप्रकार से विभिन्न समितियों का गठन किया गया है। समिति प्रभारी के अनुपस्थिति में स्वाभाविक रूप से सह-प्रभारी कार्य करें एवं प्रभारी के साथ तालमेल बनाते हुए कार्य को यथा समय सम्पन्न करें। अतः सभी से निवेदन है की अपने से संबन्धित समितियों की ज़िम्मेदारी को नोट करे, आगामी कार्यक्रम का नियोजन कर नियोजन पत्र / PLAN OF ACTION अधोहस्ताक्षरी को जमा करें एवं कार्य संपन्न करें ।

प्राचार्य

Sl.	Name of the Committee	Primary/ Secondary	Name of Incharges & Associattes	In-charge/ Associate	Sign.
1	Admission Committee	Primary	MS. MADHVI RANADE (HM)	Co-ordinator	
			MS. NISHA BHAT (PRT)	In-Charge	
			MS. NEETA SISODIA (PRT)	Member	
		Secondary	MS. SWATI VINCHURKAR (TGT-MATHS)	In-Charge	
			MS. POOJA RAWAT (PGT-CS)	Member	
2	Home Examination	Secondary	MS. VIBHAVARI NAGRE (PGT-BIO)	In-Charge	
			MS. VAIDEHI DEGVEKAR (TGT-HINDI)	Member	
			SH. VIKAS PEDE (TGT-WE)	Member	
		Primary	MS. NEETA SISODIA (PRT)	In-Charge	
			SH. IRSHAD SHEKH (PRT)	Member	
3	Time Table	Secondary	MS. SARITA DOLE (PGT-MATHS)	In-Charge	
			MS. SWATI VINCHURKAR (TGT-MATHS)	Member	
			SH. ANUP BOLDHAN (TGT-MATHS)	Member	
		Primary	SH. IRSHAD SHEKH (PRT)	In-Charge	
			MS. POUNAM HATWAR (PRT)	Member	
4	C.C.A.	Secondary	MS. ABHILEKHA CHAND (PGT-ENG.)	Co-ordinator	
			MS. PAPITA BAGDE (TGT-HINDI)	Member	
		Primary	SH. AKASH YAVLE (PRT)	In-Charge	
			MS. PUSHPLATA VERMA (PRT)	Member	
5	House Masters	Secondary	SH. CHITRANGAD SINGH (PGT-COM)	HM-SHIVAJI	
			SH. MITHUN PALHERIA (PGT-ECO)	HM-TAGORE	
			MS. PARVATHY KAMBLE (PGT-CHEM)	HM-ASHOKA	
			MS. SARITA DOLE (PGT-MATHS)	HM-RAMAN	
		Primary	SH. SUNIL PARATWAR (PRT)	HM-SHIVAJI	
			MS. PUNAM HATWAR (PRT)	HM-TAGORE	
			SH. DEEPAK JADHAV (PRT)	HM-ASHOKA	
MS. NEELAM KUMARI (PRT)	HM-RAMAN				
6	Vidyalaya Patrika / E-Patrika & News Letter / E-News Letter	Secondary	MS. ABHILEKHA CHAND (PGT-ENG.)	In-Charge	
			MS. VAIDEHI DEGVEKAR (TGT-HINDI)	Member	
			SH. LOKESH KUMAR (TGT-SKT)	Member	
		Primary	MS. NISHA BHAT (PRT)	Member	
			SH. DEEPAK JADHAV (PRT)- News Letter	Member	
7	Videography & Photography	Secondary	MS. POOJA RAWAT (PGT-CS)	In-Charge	
		Primary	SH. AKASH YAVLE (PRT)	In-Charge	
8	Furniture	Secondary	SH. BHIMRAO GAWANDE (TGT-SST)	Member	
		Primary	SH. PAWAN BELURKAR (PRT)	In-Charge	
9	School Building Maintenance & Repair and Petty Construction work	Secondary	SH. VIKAS PEDE (TGT-WE)	In-Charge	
			SH. CHITRANGAD SINGH (PGT-COM)	Member	
		Primary	SH. SUNIL PARATWAR (PRT)	Member	
			SH. SANDIP DAWARE (PRT)	Member	

Sl.	Name of the Committee	Primary/ Secondary	Name of Incharges & Associattes	In-charge/ Associate	Sign.
10	<b>SWACHA VIDYALAYA ABHIYAN SAMITI (SVAS)- Cleanliness &amp; Sanitation</b>	<b>Secondary</b>	SH. MITHUN PALHERIA (PGT-ECO.)	<b>In-Charge</b>	
			MS. ARCHANA MISHRA (TGT-AE)	Member	
		<b>Primary</b>	MS. ARCHANA NIKOSE (PRT)	<b>In-Charge</b>	
			SH. R..P. NAKHATE (PRT)	Member	
11	<b>Staff Room Upkeep</b>	<b>Secondary</b>	MS.SEEMA ASHTANKAR (TGT-ENG)	<b>In-Charge</b>	
		<b>Primary</b>	SH. DEEPAK JADHAV (PRT)	<b>In-Charge</b>	
12	<b>M I Room &amp; First Aid- Procurement and record keeping</b>	<b>Secondary</b>	MS. KHEMARANI RANGARI (TGT-SCI)	<b>In-Charge</b>	
		<b>Primary</b>	MS. PUSHPLATA VERMA (PRT)	Member	
13	<b>P.A. System &amp; Central PA System</b>	<b>Secondary</b>	SH. VIKAS PEDE (TGT-WE)	<b>In-Charge</b>	
		<b>Primary</b>	SH. SANKET NAGPURKAR (PRT-M)	<b>In-Charge</b>	
14	<b>Library Committee for procurement, verification and condemnation of books etc.</b>	<b>Secondary</b>	SH. R.G. KUMBHARE (LIBRARIAN)	<b>In-Charge</b>	
			MS. SUREKHA JOGE (TGT-MATHS)	Member	
			SH. BHIMRAO GAWANDE (TGT-SST)	Member	
			MS. MEGHA CHAUHAN (TGT-ENG)	Member	
			SH. GAUTAM KUMAR (TGT-HINDI)	Member	
			MS. HARSHA NIKOSE (TGT-SCI)	Member	
		<b>Primary</b>	SH. PRASHANT BHABLE (PRT)	Member	
			SH. SUNIL PARATWAR (PRT)	Member	
15	<b>Sports, Yoga, SBSB, FIT INDIA, FIT KVIAN PROG. and maintence of grounds</b>	<b>Secondary</b>	MS. DR. L.K. RANDHAWA (PHET)	<b>In-Charge</b>	
			SH. R.G. KUMBHARE (LIBRARIAN)	Member	
			MS. POOJA RAWAT (PGT-CS)	Member	
		<b>Primary</b>	MS. NEELAM KUMARI (PRT)	Member	
			YOGA INSTRUCTOR-CONTRACTUAL	Member	
16	<b>Subject Committee</b>	<b>Secondary</b>	MS. MEGHA CHAUHAN (TGT-ENG)	<b>In-Charge</b>	
			SH. GAUTAM KUMAR (TGT-HINDI)	<b>In-Charge</b>	
			MS. SWATI VINCHURKAR (TGT-MATHS)	<b>In-Charge</b>	
			SH. LOKESH KUMAR (TGT-SKT)	<b>In-Charge</b>	
			MS. HARSHA NIKOSE (TGT-SCI)	<b>In-Charge</b>	
			SH. BHIMRAO GAWANDE (TGT-SST)	<b>In-Charge</b>	
		<b>Primary</b>	SH. DEEPAK JADHAV (PRT-Language)	<b>In-Charge</b>	
			SH. SUNIL PARATWAR (PRT-MATHS)	<b>In-Charge</b>	
17	<b>Parents Teachers Association and conduct of meetings from time to time</b>	<b>Secondary</b>	MS. SARITA DOLE (PGT-MATHS)	<b>In-Charge</b>	
		<b>Primary</b>	MS. NEETA SISODIA (PRT)	<b>In-Charge</b>	
18	<b>Organisation of Adventure &amp; Excursion (club)</b>	<b>Secondary</b>	SH. ASHISH MANDAVGADE (TGT-SST)	<b>In-Charge</b>	
		<b>Primary</b>	SH. SUNIL PARATWAR (PRT)	Member	
19	<b>Echo Club &amp; Green Projects for students</b>	<b>Secondary</b>	MS. KHEMARANI RANGARI (TGT-SCI)	<b>In-Charge</b>	
		<b>Primary</b>	MS. PUSHPLATA VERMA (PRT)	Member	
20	<b>SARAL related work and liasoning with SANKUL &amp; Co-ordination</b>	<b>Secondary</b>	MS. POOJA RAWAT (PGT-CS)	<b>In-Charge</b>	
			Comp. Instructor		
		<b>Primary</b>	MS. POONAM HATWAR (PRT)	<b>In-Charge</b>	
			Comp. Instructor	Member	

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21	Sefty & Security as per Standard Operation Procedure (SOP)	Secondary	SH. VIKAS PEDE (TGT-WE)	<b>In-Charge</b>	
			SH. LOKESH KUMAR (TGT-SKT)	Member	
		Primary	SH. PAWAN BELURKAR (PRT)	<b>In-Charge</b>	
			SH. RAMPRAKASH NAKHATE (PRT)	Member	
22	Information & Technology updation of Website, Shala Darpan etc.	Secondary	MS. POOJA RAWAT (PGT-CS)	<b>In-Charge</b>	
			COMPUTER INSTRUCTOR	Member	
23	PISA / CCT Implementation and Monitoring	Secondary	SH. ANUP BOLDHAN (TGT-MATHS)	<b>In-Charge</b>	
			MS. SEEMA ASHTANKAR (TGT-ENG)	Member	
		Primary	MS. NEETA SISODIA (PRT)	<b>In-Charge</b>	
			MS. NISHA BHAT (PRT)	Member	
24	Teaching & Audio Video Aid	Secondary	SH. ASHISH MANDAVGADE (TGT-SST)	<b>In-Charge</b>	
		Primary	SH. RAMPRAKASH NAKHATE (PRT)	Member	
25	CMP	Primary	MS. MADHVI RANADE (HM)	<b>In-Charge</b>	
26	EBSB / Scocial Science Exhibition at School/Cluster/ Regional & National level	Secondary	SH. MITHUN PALHERIYA (PGT-ECO)	<b>In-Charge</b>	
			SH. ASHISH MANDAVGADE (TGT-SST)	Member	
			MS. SEEMA ASHTANKAR (TGT-ENG)	Member	
			MS. ARCHANA MISHRA (TGT-AE)	Member	
			SH. BHIMRAO GAWANDE (TGT-SST)	Member	
27	Maths, Science Olympiad Foundation	Secondary	MS. SUREKHA JOGE (TGT-MATHS)	<b>In-charge</b>	
			MS. KHEMARANI RANGARI (TGT-SCI)	Member	
28	Alumni Association Committee	Secondary	MS. PARVATHY KAMBLE (PGT-CHEM)	<b>In-charge</b>	
			MS. MADHVI RANADE (HM)	Member	
29	AEP & Guidance and Counseling	Secondary & Primary	MS. VIBHAVARI NAGRE (PGT-BIO)	<b>In-Charge</b>	
			MS. SARITA DOLE (PGT-MATHS)	Member	
			MS. PUSHPLATA VERMA (PRT)	Member	
			SH. PAWAN BELURKAR (PRT)	Member	
30	Awakened Citizen Programme (ACP)-RKM	Secondary	MS. VAIDEHI DEGWEKAR (TGT-HINDI)	<b>In-Charge</b>	
			MS. SEEMA ASHTANKAR (TGT-ENG)	Member	
			SH. ANUP BOLDHAN (TGT-MATHS)	Member	
			MS. PAPITA BAGDE (TGT-HINDI)	Member	
31	Printing of Std. diary, School Magazine and Celebration of Annual Day	Secondary	MS. ABHILEKHA CHAND (PGT-ENG.)	<b>In-Charge</b>	
			MS. PAPITA BAGDE (TGT-HINDI)	Member	
			SH. AKASH YAVLE (PRT)	Member	
			MS. PUSHPLATA VERMA (PRT)	Member	
		Primary	MS. MADHVI RANADE (HM)	<b>In-Charge</b>	
			MS. NISHA BHAT (PRT)	Member	
32	CBSE related work	Secondary	MS. PARVATHY KAMBLE (PGT-CHEM)	<b>In-Charge</b>	
			MS. POOJA RAWAT (PGT-CS)	Member	

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33	Maintenance of CCTV and IT gadgets.	Secondary	MS. POOJA RAWAT (PGT-CS)	<b>In-Charge</b>	
			Comp. Instructor		
			Comp. Instructor	Member	
34	Green School Project	Secondary	MS. KHEMARANI RANGARI (TGT-SCI)	<b>In-Charge</b>	
			MS. SUREKHA JOGE (TGT-MATHS)	Member	
35	Maths Olympiad and Lab.	Secondary	MS. SARITA DOLE (PGT-MATHS)	<b>In-Charge</b>	
			MS. SWATI VINCHURKAR (TGT-MATHS)	Member	
36	RAJBHASHA Prachar Prasar & Thought and New word writing	Secondary	MS. VAIDEHI DEGWEKAR (TGT-HINDI)	<b>In-Charge</b>	
			MS. PAPITA BAGDE (TGT-HINDI)	Member	
37	ATAL TINKRING LAB	Secondary	SH. ANUP BOLDHAN (TGT-MATHS)	<b>In-Charge</b>	
			SH. VIKAS PEDE (TGT-WE)	Member	
38	Purchase Committee	Secondary & Primary	MS. VIBHAVARI NAGRE (PGT-BIO)	<b>In-Charge</b>	
			SH. VIKAS PEDE (TGT-WE)	Member	
			SH. ANUP BOLDHAN (TGT-MATHS)	Member	
			SH. RAMAKANT KUMBHARE (LIBRARIAN)	Member	
			SH. BHIMRAO GAWANDE (TGT-SST)	Member	
			MS. MADHVI RANADE (HM)	Member	
39	Discipline	Secondary & Primary	MS. DR. L.K. RANDHAWA (PHET)	<b>In-Charge</b>	
			MS. ABHILEKHA CHAND (PGT-ENG.)	Member	
			MS. VIBHAVARI NAGRE (PGT-BIO)	Member	
			MS. MADHVI RANADE (HM)	Member	
			MS. PUSHPLATA VERMA (PRT)	Member	
			ALL CLASS TEACHERS	Member	
40	School Campus Beautification & Decoration	Secondary & Primary	MS. ARCHANA MISHRA (TGT-AE)	<b>In-Charge</b>	
			SH. GAUTAM KUMAR (TGT-HINDI)	Member	
			SH. SANDIP DAWARE (PRT)	Member	
			MS. PUNAM HATWAR (PRT)	Member	
41	Complaint Grievance Redressal (other than ICC)	Secondary & Primary combined	MS. MEGHA CHAUHAN (TGT-ENG)	<b>In-Charge</b>	
			MS. VAIDEHI DEGVEKAR (TGT-HINDI)	Member	
			MS. MADHVI RANADE (HM)	Member	
			SH. DHANRAJ NANDURKAR (ASO)	Member	
42	Committee for Prevention of Sexual Harassment of Women Employee/ ICC	Secondary & Primary combined	MS. MEGHA CHAUHAN (TGT-ENG)	<b>In-Charge</b>	
			MS. VIBHAVARI NAGRE (PGT-BIO)	Member	
			MS. MADHVI RANADE (HM)	Member	
43	Gardening / Horticulture and Upkeep of Garden	Secondary & Primary combined	MS. HARSHA NIKOSE (TGT-SCI)	<b>In-Charge</b>	
			MS. NEELAM KUMARI (PRT)	Member	

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44	Science Exhibition	Secondary	MS. HARSHA NIKOSE (TGT-SCI)	In-Charge	
			MS. KHEMARANI RANGARI (TGT-SCI)	Member	
			MS. PARVATHY KAMBLE (PGT-CHEM)	Member	
			MS. VIBHAVARI NAGRE (PGT-BIO)	Member	
45	Inspire Award , NTSE/KVPY/CSIR & External Comptt. TERI, KAMP Etc.	Secondary	MS. SUREKHA JOGE (TGT-MATHS)	In-Charge	
			MS. KHEMARANI RANGARI (TGT-SCI)	Member	
		Primary	SH. PAWAN BELURKAR (PRT)	In-charge	
			MS. NEELAM KUMARI (PRT)	Member	
46	Conduct of Cultural events from time to time	Secondary and Primary both	SH. SANKET NAGPURKAR (PRT-M)	In-Charge	
			MS. ABHILEKHA CHAND (PGT-ENG.)	Member	
			MS. SWATI VINCHURKAR (TGT-MATHS)	Member	
			MS. PAPITA BAGDE (TGT-HINDI)	Member	
			SH. AKASH YAVLE (PRT)	Member	
			MS. POONAM HATWAR (PRT)	Member	
47	Scout & Guide and Cubs & Bulbul -conduct of activities	Secondary and Primary both	MS. SEEMA ASHTANKAR (TGT-ENG)	In-Charge	
			SH. GAUTAM KUMAR (TGT-HINDI)	In-Charge	
			MS. ARCHNA NIKOSE (PRT)	In-Charge	
			SH. SUNIL PARATWAR (PRT)	In-Charge	
48	Hubs of Learning Activities monitoring	Secondary	MS. SARITA DOLE (PGT-MATHS)	In-Charge	
		Primary	MS. MADHVI RANADE (HM)	In-Charge	
49	Staff Quarter M&R	Combined together	SH. CHITRANGAD SINGH (PGT-COM)	In-Charge	
			SH. LOKESH KUMAR (TGT-SKT)	Member	
			SH. MURLIDHAR NIMJE (SS)	Member	
50	Time Table arrangements daily	Secondary	SH. R.G. KUMBHARE (LIBRARIAN)	In-Charge	
			MS. ARCHANA MISHRA (TGT-AE)	Member	
			MS. SARITA DOLE (PGT-MATHS)	Member	
		Primary	MS. NISHA BHAT (PRT)	In-Charge	
			MS. NEETA SISODIA (PRT)	Member	

**The official staff i.e. SSA & JSA are requested to**

1. All the letters on receipts from the variouse offices and duly marked by principal to be handed over to the incharges teachers immediately after making entry in inward register and acknowledgement or receipts of same to be obtained and place in concern file.
2. Report in the form of "Note" should be obtained from the concern incharges teacher duly signed by them.
3. The dealing clerk will prepare the letter / reply and put up to the principal for approval well in time and will send reply further.
4. Timely compliance must be ensured as per the work allotted / defined by the KVS RO and Head Quarter.
5. All the letters / documents/ files etc. be preserved and maintained respectively being the custodian of the same.

श्री धनराज नंदूरकर ( वरिष्ठ सचिवालय सहायक) \_\_\_\_\_

श्री नामदेव निनावे (कनिष्ठ सचिवालय सहायक) \_\_\_\_\_

**प्राचार्य**