



**केन्द्रीय विद्यालय अजनी ,नागपूर (प्रथम पाली )**  
**NDRIYA VIDYALAYA AJNI,NAGPUR (FIRST SHIFT)**  
**DUTIES ALLOTTED FOR THE SESSION 2023-24**  
**W.E.F. 01.04.2023**

<b>S.No</b>	<b>COMMITTEE</b>	<b>NAME OF THE IN-CHARGES AND MEMBERS</b>
1	ACADEMIC ADVISORY COMMITTEE	MR.ATUL S MOON
		MR.SANDIP M. THAWARE
		MR.SANTOSH SONTAKKE
		MRS.VIDYA BHAGAT PGT (BIO.)
2	ADMISSION	MR.SANDIP M. THAWARE I/C.
		MRS.KIRAN SONONE ,PGT (CS)
		MR.I.K.SONBOIR TGT(HINDI)
		MR.SUKANDAS DHEKWARE,TGT(SCI)
		MRS. SUNITA LEKHADE, PRT
		MRS.SUDHA KUMARI, PRT
		MR.ANIRUDDHA PATIL,PRT
3 (I)	EXAMINATION (INTERNAL) SECONDARY & SR. SECONDARY	MRS.VIDYA BHAGAT PGT (BIO.)
		MR.S.R.GAIKWAD, TGT(MATHS)
		MR.HARISH EKAPURE TGT(ENG.)
		MR.SUKANDAS DHEKWARE,TGT(SCI)
(II)	EXAMINATION (INTERNAL) PRIMARY	MRS.MEENU GUPTA, PRT I/C.
		MR.ANIRUDDHA PATIL
		MR ROSHAN KUSALE
		MRS.PRIYANKA DHARGAWE
(III)	EXAMINATION (EXTERNAL) CBSE	MRS KIRAN SONONE. I/C.
		MR.SANDIP THAWARE,HM
		MR DINESH CHHAPANE
		MR PRAVIN DHEKWAR
(IV)	EXAMINATION (EXTERNAL) NTA/OTHERS	MR.D.CHHAPANE,TGT(PH&E) I/C.
		MR.SANDIP THAWARE,HM
		MRS.PRASANNA B. PGT(ENG)
		MR PRAVIN DHEKWAR
4 (I)	TIME TABLE (SECONDARY & SR. SECONDARY)	MR.SANTOSH KUMAR SONTAKKE PGT (PHY)
		MR S R GAIKWAD,TGT (MATHS)
		MRS SHRESTHA BISWAS
(II)	TIME TABLE (PRIMARY)	MR.ASHISH CHINCHKHEDE,PRT I/C.
		MR.SACHIN HISSAL,PRT
		MRS.KANCHAN NANAKWANI,PRT
		MR.KAILASH MOHANKAR,PRT
		MRS.PRASANNA B.,PGT(ENG)

5	CELEBRATION OF COMMEMORATIVE DAYS	MR SHARAD SUNERI,TGT(HINDI)
		MRS.PREMLATA SINGH,TGT(HINDI)
		MR.MAYUR UREWAR, PRT
		MRS MEGHA WANKHADE,PRT
		MR.S.V.MISHRIKOTKAR,TGT(ENG)
6	CCA & MORNING ASSEMBLY (SECONDARY & SR. SECONDARY)	MRS.PRASANNA B. PGT(ENG)
		MR.SUBHASH GAVHALE TGT(ENG.)
		MRS.ARUNA TAKSANDE, TGT (SANSKRIT)
		MRS.PREMALATA SINGH TGT(HNDI)
		MR.I.K.SONBOIR TGT(HINDI)
	CCA , ANANDAVAR & MORNING ASSEMBLY (PRIMARY)	MR.D.B.CHHAPANE, TGT (PH&E)
		MRS.MEGHA WANKHEDE PRT I/C.
		MR.MAYUR UREWAR, PRT
		MR.ROSHAN KUSALE, PRT
		MRS.PREETI AMBEKAR,PRT (MUSIC)
7 (I)	HOUSE MASTERS (SECONDARY & SR. SECONDARY)	MRS.MANJU KASHYAP,PRT
		MRS VIDYA BHAGAT,PGT(BIO)
		MRS KIRAN SONONE,PGT(CS)
		MR.SANTOSH SONTAKKE,PGT(PHY)
(II)	HOUSE MASTERS (PRIMARY)	MR S W GAVHALE,TGT(ENG.)
		MRS SUDHA KUMARI,PRT
		MRS SUNITA LEKHADE,PRT
		MR.ANIRUDDHA PATIL,PRT
8	SCOUTS ,GUIDES,CUBS,BULBUL	MR. KAILASH MOHANKAR,PRT
		MR.SUBHASH GAVHALE TGT(ENG.) I/C.
		MRS.TRAPTI CHOUDHARY,TGT(WE)
		MR.SUKANDAS DHEKWARE,TGT(SCI)
		MRS.MEENU GUPTA ,PRT
		MR.HARISH EKAPURE,TGT(ENG)
		MR.ANIRUDDHA PATIL,PRT
		MR.MAYUR UREWAR,PRT
MR.SACHIN HISSAL, PRT		
9	PTA	MR.SANTOSH KUMAR SONTAKKE,PGT(PHY)
		MR.SANDIP THAWARE,HM
		MR.D.B.CHHAPANE,TGT(PH&E)
10	ALUMNI ASSOCIATION	MRS.KIRAN SONONE,PGT(CS)
		MR.D.B.CHHAPANE,TGT(PH&E)
		MRS.PREMALATA SINGH TGT(HNDI)
11	DISCIPLINE	MR.D.B.CHHAPANE,TGT(PH&E)
		MRS USHA NEOLE,TGT(S.ST.)
		MRS. ARUNA TAKSANDE,TGT(SKT)

		MR.SACHIN HISSAL,PRT
		MRS.MEGHA WANKHEDE PRT
12	MONITORING OF CONSTRUCTION,REPAIRING & MAINTAINANCE OF SCHOOL BUILDING (CIVIL & ELECTRICAL WORKS)	MRS.TRAPTI CHAUDHARY.TGT(WE)
		MR.D.B.CHHAPANE,TGT(PH&E)
		MR. I.K. SONBOIR,TGT(HINDI)
		MR.PRAVIN DHEKWAR,PRT
13	SUPPLY OF WATER, MAINTAINANCE OF WATER PIPE, TAPS & OTHER FITTINGS AND AQUA GUARD MACHINES	MR SANTOSH SONTAKKE,PGT (PHY)
		MRS TRAPTI CHOUDHARY,TGT(WE)
		MR D V KAMBLE,LIBRARIAN
		MRS.SUNITA LEKHDE,PRT
14	CLEANLINESS & SANITATION	MR I K SONBOIR,TGT (HINDI)
		MRS PREMLATA SINGH,TGT(HINDI)
		MRS.PRIYANKA DHARGAWE,PRT
		MR.ROSHAN KUSALE,PRT
15	SECURITY (MONITORING OF THE STAFF WORK ENGAGED BY PRIVATE AGENCY)	MR SANDIP THAWARE,HM
		MR I K SONBOIR,TGT (HINDI)
		MRS USHA NEOLE,TGT(S.ST)
16	FURNITURE (PURCHASE & REPAIRING)	MR.HARISH EKAPURE TGT(ENG) I/C.
		MR.SANTOSH KUMAR SONTAKKE PGT(PHY)
		MR.ASHISH CHINCHKHEDE, PRT
		MR.KAILASH MOHANKAR, PRT
17	GUIDANCE & COUNSELLING (INCLUDING CAREER COUNSELING )	MRS.VIDYA BHAGAT PGT(BIO) I/C.
		MRS. ARUNA TAKSANDE,TGT(SKT)
		MRS USHA NEOLE,TGT(S.ST)
		MR.S.R.GAIKWAD, TGT(MATHS)
		MR HARISH EKAPURE,TGT(ENG)
		MRS.SUDHA KUMARI,PRT
		MRS.KANCHAN NANAKWANI,PRT
18	OFFICIAL LANGUAGE (HINDI)	MR.SHARAD SUNERI ,TGT (HINDI) I/C.
		MR.I.K.SONBOIR TGT (HINDI)
		MRS.PREMLATA SINGH TGT(HINDI)
19	LIBRARY	MR.D.V.KAMBLE (LIBRARIAN) I/C.
		MRS. ARUNA TAKSANDE,TGT(SKT)
		MRS.PREMLATA SINGH TGT(HINDI)
		MR. KAILASH MOHANKAR,PRT
		MRS KANCHAN NANAKWANI,PRT
20	PURCHASE	MR SANTOSH SONTAKKE,PGT(PHY)
		MRS PRASANNA B. PGT(ENG)
		MR.SANDIP THAWARE,HM
		MR I K SONBOIR,TGT (HINDI)
	COMPUTER DEPARTMENT (PURCHASE, AMC OF ALL	MRS KIRAN SONONE,PGT(CS)

21	THE ITEMS HARDWARE & SOFTWARE RELATED TO (COMPUTER)	MR S R GAIKWAD,TGT(MATHS)
		MR.SACHIN HISSAL,PRT
22	WEBSITE &BROADBAND	MRS KIRAN SONONE,PGT(CS)
		MR.SACHIN HISSAL,PRT
23	GAMES & SPORTS	MR.D.B.CHHAPANE,TGT(PH&E)
		MR KAILASH MOHANKAR,PRT
		MRS ARUNA TAKSANDE,TGT(SANSKRIT)
24	AEP	MRS.VIDYA BHAGAT PGT(BIO) I/C.
		MRS. ARUNA TAKSANDE,TGT(SKT)
		MRS USHA NEOLE,TGT(S.ST)
		MR.S.R.GAIKWAD, TGT(MATHS)
		MRS SHRESTHA BISWAS,TGT(MATHS)
		MR.SUKANDAS DHEKWARE,TGT(SCI)
25	CONDEMNATION OF ARTICLES	MRS.ARCHANA JOSHI,ASO
		MR.B.S.KUNDWANI ,SSA
		MRS.NEETA SAKHARE,JSA
26	GARDENING & BEAUTIFICATION	MR.SUKANDAS DHEKWARE,TGT(SCI) I/C.
		MRS.SABGEETA SAKHARE,TGT(AE)
		MRS. ARUNA TAKSANDE,TGT(SKT)
		MRS KANCHAN NANAKWANI,PRT
27	PUBLICATION,PRINTING & ADVERTISEMENT	MRS PRASANNA B.PGT(ENG)
		MR SHARAD SUNERI,TGT(HINDI)
		MR.SANDIP THAWARE,HM
28	MEDICAL CHECK UP & FIRST AID	MRS.SHRESTHA BISWAS,TGT(MATHS)
		MR.SUKANDAS DHEKWARE,TGT(SCI)
		MRS. ARUNA TAKSANDE,TGT(SKT)
		MRS.TRAPTI CHOUDHARY,TGT(WE)
		MRS MANJU KASHYAP,PRT
29	TEACHING AIDS	MR SANTOSH SONTAKKE,PGT(PHY)
		MRS USHA NEOLE,TGT(S.ST)
		MR ROSHAN KUSALE,PRT
		MR.MAYUR UREWAR,PRT
30	SCIENCE CLUB(TO ORGANISE SCIENCE QUIZ,DEBATE,COMPETITION,SCIENCE DAY & SCIENCE EXHIBITION	MR. SUKANDAS DHEKWARE,TGT(SCI) I/C.
		MR .S M TEMBHURNE TGT(BIO)
		MRS.PREMLATA SINGH,TGT(HINDI)
		MRS.MEENU GUPTA, PRT
31	NATURE CLUB/ECO CLUB	MR. SUKANDAS DHEKWARE,TGT(SCI) I/C.
		MR.S.M.TEMBHURNE,TGT(SCIENCE)
		MRS.KANCHAN NANAKWANI,PRT
32	SUBJECT CONVENORS OF	MR SANTOSH SONTAKKE,PGT(PHY) SCIENCE
		MR.SHARAD SUNERI ,TGT (HINDI) HINDI

32	SUBJECT COMMITTEE	MRS PRASANNA B. PGT(ENG) ENGLISH
		MR S.R.GAIKWAD,TGT(MATHS) MATHS
33	JNSMEE AND SCIENCE OLYMPIADS	MR. SUKANDAS DHEKWARE,TGT(SCI) I/C.
34	NCSC	MR. SUKANDAS DHEKWARE,TGT(SCI) I/C.
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35	JMO	MR. S R GAIKWAD,TGT(MATHS) I/C.
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		MR.MAYUR UREWAR,PRT
36	ALL OTHER OLYMPIADS	MR. D V KAMBLE,(LIBRARIAN) I/C.
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37	PRIMARY RESOURCE CENTRE	MR MAYUR UREWAR,PRT
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		MR SACHIN HISSAL,PRT
38	EXCURSION	MR SANTOSH SONTAKKE,PGT(PHY)
		MR.D.B.CHHAPANE,TGT(PH&E)
		MRS.USHA NEOLE,TGT(S.ST)
		MR.ANIRUDDHA PATIL,PRT
39	INTEGRITY CLUB	MR.SHARAD SUNERI,TGT (HINDI)
		MRS.PREMLATA SINGH TGT(HINDI)
		MR.PRAVIN DHEKWAR,PRT
40	ASSESSMENT & EVALUATION	MRS.VIDYA BHAGAT PGT(BIO) I/C.
		MR.HARISH EKAPURE,TGT(ENG)
		MR. SUKANDAS DHEKWARE,TGT(SCI)
		MRS.MEENU GUPTA,PRT
		MR ANIRUDDHA PATIL,PRT
41	CMP	MRS.SUNITA LEKHADE,PRT
		MRS.SUDHA KUMARI,PRT
		MR.MAYUR UREWAR,PRT
42	REGISTRATION OF FIRMS	MRS KIRAN SONONE PGT (CS) I/C
		MRS.ARCHANA JOSHI,ASO
		MR.B.S.KUNDWANI ,SSA
		MRS NEETA SAKHARE,JSA
43	TARUNOTSAVA	MR.SANTOSH KUMAR SONTAKKE,PGT(PHY)
		MRS.VIDYA BHAGAT,PGT(BIO)
		MRS.PREETI POHANEKAR,PRT (MUSIC)
		MRS.SANGEETA SAKHARE TGT(AE)
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		MR.S.R.GAIKWAD,TGT(MATHS)
		MR.SANDIP THAWARE,HM
		MR.SACHIN HISSAL, PRT
		MRS.KANCHAN NANAKWANI,PRT

45	FIRE SAFETY MEASURES	MR SANTOSH SONTAKKE,PGT(PHY)
		MRS.TRAPTI CHOUDHARY,TGT(WE)
		MR.S.R.GAIKWAD,TGT(MATHS)
		MR.D.B.CHHAPANE,TGT(PH&E)
		MR. ASHISH CHINCHKHEDE,PRT
46	QUARTER ALLOTMENT	MRS.PRASANNA B. PGT(ENG)
		MR.I.K.SONBOIR,TGT(S.ST)
		MRS.TRAPTI CHOUDHARY,TGT(WE)
		MR.PRAVIN DHEKWAR,PRT
47	UDISE+	MRS KIRAN SONONE PGT (CS) I/C
		MR.SANDIP THAWARE,HM
		MR D.V.KAMBLE (LIBRARIAN)
		MR.KAILASH MOHANKAR,PRT
48	HARIT VIDYALAYA & GREEN SCHOOLS PROGRAMME	MR.I.K.SONBOIR,TGT(HINDI)
		MR.SUKANDAS DHEKWAR,TGT (SCI)
		MRS.KANCHAN NANAKWANI,PRT
		MRS.TRAPTI CHOUDHARY,TGT(WE)
49	BaLA	MRS.SANGEETA SAKHARE TGT(AE) I/C
		MR.MAYUR UREWAR,PRT
		MR.SACHIN HISSAL, PRT
		MRS.MEGHA WANKHADE,PRT
50	ANGER FREE ZONE	MRS PRASANNA B. PGT(ENG)
		MR.I.K.SONBOIR,TGT(HINDI)
		MR.D.B.CHHAPANE,TGT(PH&E)
		MRS.SUDHA KUMARI,PRT
		MRS.PREETI POHANEKAR,PRT(MUSIC)
51	EK BHARAT SHRESHTHA BHARAT	MRS.USHA NEOLE,TGT(S.ST)
		MRS.PREETI POHANEKAR,PRT (MUSIC)
		MRS.SANGEETA SAKHARE TGT(AE)
		MR.I.K.SONBOIR,TGT(HINDI)
		MRS.MEGHA WANKHADE,PRT
52	CCT	MRS.VIDYA BHAGAT PGT (BIO.)
		MR.S.R.GAIKWAD, TGT(MATHS)
		MR.HARISH EKAPURE TGT(ENG.)
		MR.SUKANDAS DHEKWARE,TGT(SCI)
		MRS.MEENU GUPTA, PRT
		MR.ANIRUDDHA PATIL ,PRT
53	DIKSHA / NISHTHA/VIDYADAAN	MRS KIRAN SONONE PGT (CS) I/C
		MR.SANDIP THAWARE,HM
		MR.SACHIN HISSAL, PRT
		MR.S.W.GAVHALE,TGT(ENG)

54	AWAKEN CITIZEN PROGRAMME	MR.SUKANDAS DHEKWARE,TGT(SCI)
		MRS.USHA NEOLE,TGT(S.ST)
		MRS.PREMLATA SINGH,TGT(HINDI)
		MRS.ARUNA TAKSANDE, TGT (SANSKRIT)
		MR.SHARAD SUNERI,TGT (HINDI)
		MR.I.K.SONBOIR,TGT(HINDI)
		MRS.SHRESTHA BISWAS,TGT(MATHS)
		MR.HARISH EKAPURE,TGT(ENG)
		MR.S.R.GAIKWAD,TGT(MATHS)
55	GeM PORTAL	MRS.ARCHANA JOSHI,ASO
		MR.B.S.KUNDWANI ,SSA
		MRS NEETA SAKHARE,JSA
56	PHOTOGRAPHY	MR.SUKANDAS DHEKWARE,TGT (SCI)
		MR.HARISH EKAPURE,TGT(ENG)
		MR.MAYUR UREWAR,PRT
		Mr.PRAVIN DHEKWAR,PRT
57	VIDYALAYA PATRIKA/CMP NEWSLETTER	MRS PRASANNA B.PGT(ENG)
		MR HARISH EKAPURE,TGT(ENG)
		MR SHARAD SUNERI,TGT(HINDI)
		MR I K SONBOIR,TGT(HINDI)
		MRS PREMLATA SINGH, TGT(HINDI)
		MRS ARUNA TAKSANDE,TGT(SANS)
		MRS SUDHA KUMARI,PRT
		MR MAYUR UREWAR,PRT
58	NIPUN/FLN	MRS.MEENU GUPTA,PRT
		MR.ASHISH CHINCHKHEDE, PRT
		MR.MAYUR UREWAR,PRT
		MRS.KANCHAN NANAKWANI,PRT
		MRS.PRIYANKA DHARGAWE,PRT
59	MINUTES OF STAFF MEETING	MR.S.W.GAVHALE,TGT(ENG)
		MR.SHARAD SUNERI,TGT (HINDI)
		MRS.MANJU KASHYAP,PRT
60	STUDENTS COUNCIL	CLASS TR CLASS XI
		MRS,PRASANNA B.
		MRS.MEGHA WANKHADE,PRT