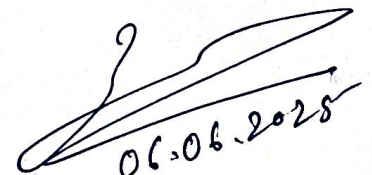



RASHTRIYA RAKSHA UNIVERSITY
SCHOOL OF PHYSICAL EDUCATION AND SPORTS
Work Portfolio (A.Y. 2025-26)

Portfolio	Name of the Employee
I/c. Director	Mr. Yash Sharma
I/c. Assistant Director	Dr. Bhargav Sarmah
Advisor	Lt. (Dr.) Gaurav Singh Kushwah
Extension Activity	Academic – New AP Non-Academic –Mr. Narendrasinh Gohil
Training Coordinator	Dr. Bhargav Sarmah
Intramural Coordinator	Ms. Jasmika Soni & New STO-Athletic
Extramural Coordinator	Mr. Avinash Ahir & Mr. Raghvendra Singh
Ground Maintenance and Construction Coordinator	Mr. Janak Chaudhari (Overall) Respective Sports Training Officers for their sports grounds
Sports Storeroom Coordinator	Mr. Sourav Tomar
B.P.E.S Course Coordinator	Dr. Bhargav Sarmah (1st Yr), Dr. Purnima Joshi (2nd Yr), Ms. Ph. Laxmikumari Devi (3rd Yr) and Dr. Bhargav Sarmah (PGDSC)
BCORE Coordinator	Dr. Utsav Chaware and New RO BCORE
Physiotherapy Lab Coordinator	Dr. Sourav Ghosh
RISE Coordinator	Ms. Ph. Laxmikumari Devi
Ph.D. Course Coordinator	Dr. Utsav Chaware
WPPGs Coordinator	Mr. Yash Sharma
RRU Website Update and Social Media Handling Coordinator	Mr. Sourav Singh Tomar and STO of Football & Athletics
News Bulletin Coordinator	Mr. Narendrasinh Gohil
SPES Monthly Achievements Report	Dr. Bhargav Sarmah
School Administration Coordinator: a. RTI b. Budget, Audit and Account c. Payment Order d. Academic and Student related data management e. Inward or Outward Register Maintenance f. External Engagement Management g. Stationery Management h. Admission i. ERP data management (Academic related) j. CBCS, Maintenance of Session Taken Report k. Office Order and Notices l. Purchase Indent m. Raise of E-MoD, E-MoD Register	Mr. Gaurav Shah /AO SPES
Petty Cash	Ms. Sapna Pal
School Meeting Coordinator - Minutes & its attendance	Ms. Sapna Pal
Press Note Coordinator	Ms. Jasmika Soni & Dr. Purnima Joshi


06.06.2025

School Administration Co-Coordinator: a. Work Order b. Recruitment c. HR related Data d. EOI for Online Tender e. GeM Coordinator f. Comparative Statement g. Staff Attendance Management h. Staff Leave Management i. File Indexing j. Purchase Indent execution k. ERP data management (HR related) l. Maintenance of the Faculty and Staff Personnel File m. Procurement	Mr. Nikunj Parmar/Jr. AO (SPES)
HPL Lab Team (Visits)	Mr. Animesh Jain & New STO-Football
Internal Review Board - SPES	Dr. Utsav Chaware
Cycle Management, Marching Management & Obstacle activities	Mr. Satvir Nai Mr. Ajay Dod
Sports Training and Management	Athletics –Ms. Jasmika Soni and New STO-Athletic Football – STO (Football) Volleyball – Mr. Janak Chaudhari Kabaddi – Mr. Narendrasinh Gohil Kho-Kho – Ms. Sapna Pal Gym – Mr. Kalpesh Sharma Combat Sports - Mr. Raghvendra Singh Handball - Mr. Sourav Singh Tomar Cricket – Mr. Avinash Ahir
Teaching	Dr. Gaurav Singh Kushwah Mr. Yash Sharma Dr. Bhargav Sarmah Dr. Utsav Chaware Dr. Purnima Joshi Ms. Laxmikumari Devi New AP
Literary Society	Ms. Ph. Laxmikumari Devi
School Transport Management	Mr. Narendrasinh Gohil
AIPT	Dr. Bhargav Sarmah
Vision Mission Action Plan and Suraksha Prativaarta	Assistant Director (SPES) and Mr. Raghvendra Sir
a) NCTE BPED Recognition b) RbTU & RbAU	Assistant Director (SPES)
SPES – NAAC Coordinator	Mr. Yash Sharma
Internship & Placement of Students and its data management	Mr. Nakul Rajpurohit
School Data Management & Dashboard	Ms. Jasmika Soni


 Mr. Yash Sharma 06.06.2025
 I/c. Director (SPES)
 Rashtriya Raksha University