

PM SHRI KENDRIYA VIDYALAYA NO.1 SHAHIBAUG AHMEDABAD
INSTITUTIONAL PLANNING COMMITTEES – 2025-26

The following committees, departments, and clubs are hereby established to oversee a range of curricular, co-curricular, and extracurricular activities for the academic session 2025-26. This initiative aims to offer abundant opportunities for these entities to foster and instil the highest ethical and moral values among students in light of NEP 2020. It is designed to facilitate the seamless operation of the Vidyalaya throughout the current academic year. Additionally, the committee may undertake any other responsibilities assigned by the Principal.

Sr No	Name of the Committee	Incharge	Members	Scope of work	Remarks
1	CCA Sec & Sr Sec.	Mr Hardan Ram PGT Hindi	1. Mr Dinesh B Rajpurohit (PGT ENG) 2. Mrs Unnati Chaudhry (TGT ENG) 3. Mrs Sunita Parihar, (TGT SST) 4. Mrs Rekha Dinkar (TGT Hindi)	1. Coordinating the various activities in the school 2. Preparation of CCA Calendar Planning for school level and cluster level activities with special efforts for mass participation in various activities. morning assembly etc.	
2	CCA Primary	Ms. Chhaya Parmar, PRT	1. Mrs Suja Prasad , PRT 2. Mrs Pinal Patel, PRT 3. Mrs Disha Shah, PRT 4. Mr Shiva, PRT	Preparation of CCA Calendar Planning for school level and cluster level activities with special efforts for mass participation in various activities. morning assembly etc.	
3	Cluster Coordination	Mr. Rajnikant Sutariya, VP Mr. Kevin Patel, HM (I/C)	1. Mrs Hema Mehta, PRT 2. Mr. Ritik Kumar, JSA	Collection of information cluster Vidyalaya & its compilation and its transmission of higher authorities.	
4	Staff Meeting	Mr. N S Jassal, (PGT ECO)	1. Sh Viral Trived, PGT Eng 2. Ms. Bindu Panicker, (TGT ENG) 3. Mr Laxman Ram, (TGT Hindi) 4. Mrs. Sunita Senghal, PRT	To maintain the registers and organize the meeting.	
5	Academic Plan, Institutional Plan & Academic Advisory Committee	Mr Rajnikant Sutariya, VP	1. Mr R M Shukl, PGT Phy 2. Mr Pankaj Mehra, PGT CS 3. Mr. Kevin Patel, HM 4. Ms. Bindu Panicker TGT Eng	Organizing monthly meeting for the improvement of result, remedial classes, stress on technology based teaching-learning, steps for improvement of result & any other	
6	Compensation of Academic Loss Programme	1. Mr. N S Jassal, PGT ECO. I/C Sec & Sr Sec	1. Mr Vankar Hiralal TGT Eng 2. Mr. Sondarva Vallabh PRT 3. All CTs	To prepare the timetable for the students who have missed the classes on account of sports or any other KVS activities.	

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7	Admission	Mr Lokesh Suredia, PGT Chem	1. Mrs Jaiwanti, TGT (SKT) 2. Mr. Jagdish Choudhary, PRT 3. Mrs Hema Mehta, PRT 4. Mr Ashok J Kadiyara, PRT	Admission related work strictly as per the KVS admission guidelines. Computerization & checking Uploading of admission guidelines, preparation of list of selected candidates strictly in accordance with admission guidelines and its display on School web site	
8	Discipline	Sh. Lokesh Suredia, PGT Chem	1. Mr. Dipak Chavda, TGT (P&HE) 2. Mrs. Anita Meena, TGT (Hindi) 3. Mrs. Suja Prasad, PRT 4. Mr. Ashraf, Sport Coach 5. All Class teachers	Enforcing school rules, regulations, and codes of conduct to ensure discipline and order among students, teachers, and staff members. Addressing violations of school policies or behavioral standards through appropriate disciplinary measures, such as warnings, counseling, or sanctions.	
9	Time Table (Sec & Sr Sec)	Mr. N S Jassal, PGT ECO	1. Mr. Hiralal Vankar, TGT (Eng) 2. Mrs. Anita Meena, TGT(Hindi) 3. Mrs. Pooja Negi, TGT(Maths) 4. Mrs. Jaiwanti, TGT (SKT) 5. Mrs. Shailza Goyal, TGT (Maths)	Preparation of time table in the month March, making arrangement before starts of assembly, Informing contractual teacher from panel, recess time table, entry and exit time-table, Wednesday time table, remedial class time-table,	
10	Time Table (Primary)	Mr Prateek Sagar	1. Mr Sandeep Vaghela, PRT 2. Mrs Poonam, PRT 3. Mrs Simi Dasani, PRT 4. Mrs Rashmi Parmar, PRT 5. Mrs. Twinkle Solanki, PRT	Technology aided lesson Time table, Swimming time table for	
11	Examination (CBSE & External)	Mrs Neelima Srivastava, PGT Geo	1. Ms. Bindu Panicker, (TGT ENG) 2. Mr Prabhakar Shekhar, TGT LIB 3. Mr. Jagdish Chaudhari PRT 4. Mr Pinakin Valand, PRT	Conduct of examinations smoothly & any other task assigned by the Principal	
12	Examination (Sec & Sr SEC) Internal	Mrs. Neha Sargiya, PGT Maths	1. Mrs Jaiwanti TGT SKT 2. Mr. Avijeet Singh, TGT (AE) 3. Mr. Prabhakar Shekhar, TGT -Lib 4. Mrs. Sunita Vaishnav, TGT (SST) 5. Mrs. Hemlata Bhambhani, TGT-Sci	Conduct of examinations smoothly & any other task assigned by the Principal	

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13	Examination Primary	Mr Jayesh Rathod, PRT	1. Mr. Ashok Kadiyara, PRT 2. Mr Simi Dasani, PRT 3. Mrs Reena Maurya, PRT 4. Mrs Disha Shah, PRT 5. Mrs. Poonam, PRT	Conduct of examinations smoothly & any other task assigned by the Principal	
14	Photography & Videography	Mr Laxman Ram, TGT Hindi	1. Mr.Aviyeet Singh, TGT AE 2. Mr. Ashok Kadiyara , PRT 3. Monika Suthar Comp Inst 4. Mr. Pratik Sagar, PRT	To do appropriate photography and Videography of each and every function organised in the school and save in a computer where it can be access easily.	
15	UBI Fees	Mr Pankaj Mehra, PGT CS	1. Mrs Pinal Patel, PRT 2. Mr Satish V P, SSA 3. All CTs	Management of fees during entire year.	
16	Gem Procurement	Mr Pankaj Mehra, PGT CS	1. Mr Nitin Bhetariya, PGT Comm 2. Mr Prateek Sagar, PRT 3. Mr Satish V Parmar, SSA	Procurement through GeM Portal	
17	Computer,Website Upadtion and Samagam	Mr Pankaj Mehra, PGT CS	1. Mrs Monika Suthar , Comp Inst 2. Ms Priyanka Verma, Comp Inst 2	Upkeeping of computer department and updation of vidylaya website on regular basis including photographs / videos of the event conducted.	
18	PM Shri Activities	Mr. R M Shukla , PGT - Phy	1.Mr. Pankaj Mehra , PGT - CS 2. Mr. Abhishek Singh, TGT-WE 3. Mr. Kevin Patel, HM	Planning of PM SHRI Scheme activities as per budget allocation received from KVS HQ.	
19	Publication Committee	Mr Hardan Ram PGT Hindi	1. Mr Viral H Trived, PGT Eng 2. Mrs Unnati Choudhary, TGT Eng 3. Mr Avijeet Singh, TGT (AE) 4. Mrs. Rekha Dinkar TGT(Eng)	Printing of Vidyalaya Patrika, Students diary and various brouchers as per requirements	
20	Compliance of NDMA scho	Mr Abhishek Singh, TGT WE	1. Mr Deepak Chavda, TGT P & HE 2. Mr. Kevin Patel, HM	To plan the activity as per NDMA guidelines and provide the details as per requirements	
21	Water Potability Certificate	Mr Abhishek Singh, TGT WE	1. Mr Rajesh Arya, TGT Skt 2. Mr Avijeet Singh, TGT AE	Upkeeping of the water in the vidyalaya, Quarterly report of the water	
22	Fire Safety & Bulding Safety Certificate	Mr Abhishek Singh, TGT WE	1. Mr. Rajesh Arya, TGT Skt 2. Mr Avijeet Singh, TGT AE	Monitoring of fire and building for safety and to acqiuere certificate on time.	

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23	Maintenance and Repair work (M & R) (Civil & Electric)	Mr Abhishek Singh, TGT WE	1. Mr Nitin Kumar, PGT (Comm) 2. Mr.Laxman Ram TGT (Hindi) 3. Mr. Hiralal Vankar, TGT (Eng) 4. Mr. Sandeep Vaghela, PRT 5.Mrs. Damayanti, PRT 6. Mrs. Jaiwanti, TGT (SKT)	Proper up keeping of the building. Prompt action when required. *(As per Office Order dated 26.06.2025)	
24	Furniture	Mr Nitin Bhetariya, PGT Comm	1. Mr Laxman Ram, TGT Hindi 2. Mr Rajesh Arya, TGT Skt 3. Mr.Sondarva Vallabh P PRT 4. Mrs. Reena Mourya, PRT Mrs.Premalata, PRT	5. Registration of firms for the purchase of furniture in advance, Physical verification in the month of March, requisition list, repairing of furniture , any other	
25	Games & Sport Secondary & Sr Scondary	Mr Dipak Chavda, TGT P&HE	1. Mr Rajesh Arya, TGT Skt 2. Mr. Laxman Ram, TGT Hindi 3. Mr.Ashraf (Sports Coach)	Selection of teams in the month of April Coaching camp during summer vacation, Preparation of cluster and regional sports meet in the month of July, Sports day celebration in the month of Nov	
26	Games & Sports Primary	Mr Ashok Kadiyara, PRT	1. Mrs Reena Maurya, PRT 2. Mrs Poonam, PRT 3. Mrs.Shweta Rathor, PRT Music		
27	Medical Check up	Mrs. Hemlata Bhambhani, TGT Bio	1. Mrs. Jaiwanti, TGT Skt 2. Mrs. Twinkle Solanki, PRT 3. Mr.Pratik Sagar, PRT	Planning of two times medical check-up of each class and keeping record of medical history	
28	Carer Guidance, Councelling & Bridge Course	Mr. Viral Trivedi PGT Eng	1. Mr Pankaj Mehra, PGT CS 2. Mr Vankar Hiralal, TGT Eng 3. Mrs Sunita Parihar, TGT SSt.	Organizing seminar on career guidance & counselling	
29	Monitoring of Swimming Pool by students	Sh. Mr Dipak Chavda TGT(PH&E)	1. Mr Pankaj Mehra, PGT CS 2. Mrs.Shailja Goyal, TGT Maths Mrs. Hema Mehta, PRT	3. Ensuring that No shops should be open, No construction work is going on at swimming pool premises, the concessionaire is adhering to the contract norms with KVS authorities. Keeping record of students going in and out of swimming pool, safety and security of students, teacher accompany with them	

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30	Library	Mr Prabhakar Sekhar, TGT Lib	I/C to constitute committee as per KVS norms and get it approved from the Principal	Automation of Lib. Updating with KVS directives, installation of projector, slide show on book review, moral values, insist on reading habit, purchasing books Hindi & English as per KVS norms	
31	Raj Bhasha	Mr Hardan Ram PGT Hindi	I/C to constitute committee as per KVS norms and get it approved from Principal	To maintain the registers and organize the meeting and to send Trimasik Report regularly.	
32	EBSB/EKAM/ REP	Mr N S Jassal PGT ECO	1. Mrs. Sunita Parihar, TGT-SST 2. Mrs Sunita Vaishnav, TGT SSt 3. Mr.Surender Sharma, TGT Sst 4. Mr Avijeet Singh , TGT AE 5. Dr Shweta Rathor, PRT Music 6. PGT History	To plan activity as per KVS schedule and submit its report to the concerned in time.	
33	Maths Club	Mrs. Neha Sargiya, PGT Maths	1. Ms. Harbir Kaur TGT Maths 2. Mrs. Shailja , TGT Maths 3. Mrs Pooja Negi, TGT Maths	Preparation of charts and project which help in understanding the subject, organizing quiz competition, motivating students for mass participation in science exhibition	
34	Science Club	Mr. R M Shukl , PGT Phy	1. Mr Lokesh Suredia, PGT Chem 2. Mrs. Hemlata Bhabhani TGT BIO	Preparation of charts and project which help in understanding the subject, organizing quiz competition, motivating students for mass participation in NCSC JIGYASA and science exhibition	
35	Nature Club(ECO) & Green School Initiative	Mrs Neelima Shrivastava, PGT GEO / PGT BIO	1. Mrs. Sunita Parihar TGT S ST 2. Mrs Hemlata Bhabhani, TGT Bio 3. Mr. Surender K Sharma TGT S ST	Plantation in school campus , celebrating world environment day , earth day , Mahotsava day and giving projects on scientific name of plants in school campus, taking topics about environment and eco system in garden	
36	LITERARY CLUB	Mr. Dinesh Rajpurohit, PGT Eng	1. Mrs Anita Meena TGT Hindi 2. Mr. Vankar Hira Lal TGT Eng 3. Mr. Laxman Ram, TGT Hindi 4. Mrs.Rekha Dinkar, TGT Hindi 5. Ms. Bindu Panicker, TGT Eng 6. Mrs.Unnati Choudhart, TGT Eng	Planning of activities related to reading writing and varius literary work.	
37	Scout & Guides	Mrs Pallavi Parmar, PRT	1. Mr. Laxman Ram, TGT Hindi 2. Mr Vallabh S, PRT and all trained teachers	Motivating the students to join Scout & Guide activities, updating with KVS circular	

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38	Cubs & Bulbul	Mrs Premlata, PRT	1. Mr Pinakin Valnad, PRT 2. Mr.Pratik Sagar, PRT and all trained teachers	Selection of students and to give proper training. Celebration of Thinking Day	
39	NCC	Mr. Rajesh Arya, Air Wing TGT SKT	1. Mr Jagdish Choudhary,PRT Army Wing	Selection of students and to imparting proper training	
40	SSA/UDISE/UDISE+	Mrs Pinal Patel, PRT	1. Mrs Sunita Parihar, TGT SST 2. Mr Prateek Sagar, PRT	As per KVS direction provided time to time	
41	Awakened Citizen Programme/ FCP	Mr. Hiralal Vankar, TGT Eng	1. Mr Abhishek Singh, TGT WE 2. Mr Laxman Ram, TGT Hindi 3. Mrs. Jaiwanti TGT-SKT 4. Mrs. Anita Meena, TGT-Hindi	To follow the ACP timetable and allocate Teachers to complete ACP Module in time. To nominate appropriate Teachers for training	
42	Olympiads	Mr. Lokesh Suredia PGT Chem	1. Mrs Shailja Goyel TGT Maths 2.Mrs. Hemlata Bhambhani TGT Sci 3. Mrs Sunita Vaishnav, TGT SST 4. Mr Jayesh Rathod, PRT	To conduct the exams and encourage the students to participate in it.	
43	Jigyasha	Mrs Hemlata B, TGT Bio	1. R M SHUKL PGT PHY 2. Mr Lokesh S PGT CHEM	To organize it with the help of CSIR	
44	Spic-Macay/Roots 2 Routes	Dr. Shweta Rathore , PRT - Music	1. Mr. Avijeet Singh TGT- AE 2. Mrs. Poonam, PRT	To organize spic macay programmes.	
45	Pushtako Uphaar	Mr. Prabhakar Shekhar , TGT- LIB	1. All CTs	To encourage students to donate books	
46	Community Participations	Mr. Kevin Patel, HM	1. Mrs. Richa Mehra , PRT 2. Mrs. Pallavi Parmar, PRT	To liason with nearby school and organize various programme in collaboration with it.	
47	AEP - Adolescence Education Programme	Mrs Neelima Shrivastava, PGT GEO	1. Mrs.Unnati Chaudhari TGT ENG 2. Mrs.Sunita Vaishnav TGT S ST 3. Mrs.Sunita Parihar TGT - SST 4. Mrs. Simi Dasani , PRT	AEP based CCA program in morning assembly, installation of AEP box, formation of Disha club	
48	Skill Hub/ PMKVY 4.0	Mr. Abhishek Singh, TGT- WE	1. Mr. Pankaj Mehra , PGT - CS 2. Monika Suthar Computer Instructor	Activies related to varius skills.	
49	Flag Hoisting	Mr. Deepak Chavda , TGT - P & HE	1. Mr. Hiralal Vankar, TGT Eng 2. Ashraf Sports Coach - 1	Celebration of National and special days.	

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50	CMP/ NIPUN	Mr. Kevin Patel , HM Coordinator Mrs.Sunita S. I/C	1. Mrs. Richa Mehra , PRT 2. Mrs. Chhaya Patel, PRT 3. Mr. Jagdish Choudhary, PRT 4. Mr Jayesh Rathod, PRT 5. Mrs. Reena Maurya, PRT	Planning for organizing various activities under CMP/NIPUN	
51	Activity Room/ TLM TOY Using Red Building	Mr Sandeep, PRT	1. Mrs. Richa Mehra , PRT 2. Mrs Damayanti Lone, PRT 3. Mrs.Poonam, PRT 4. Mr. Pratik Sagar, PRT	4. Planning for organizing various activities	
52	News Letter	Mrs Pallavi Parmar, PRT	1. Mrs. Hema Mehta, PRT 2. Mr. Jagdish Choudhary, PRT 3. Mr. Jayesh Rathod, PRT	Activies related to News Letter.	
53	SC / ST Grievance	Mr. Rajanikant Sutariya, VP	1. Mr. N S Jassal PGT ECO 2. Mr. Laxman Ram TGT Hindi 3. Mrs. Sunita Senghal PRT	To deal with the representation received from SC/ ST Employees & put up for resolution as per codal provision	
54	Pocso	Mr. R M Shukl , PGT Phy	1. Mr. Dinesh R PGT ENG 2. Ms. Bindu Panicker, TGT Eng 3. Mrs. Hema Mehta, PRT 4. Mr. Satish V Parmar SSA 4. Ma. Manish Prajapati XII-C 5. Kum. Ananya Amin XII-D	To deal with the representation received from students / women employees & put up for resolution as per codal provision	
55	ICC (Internal Complaint Committee) / PoSH	Mrs. Neelima Shrivastava PGT Geo	1. Mr. N S Jassal, PGT ECO 2. Mr. Avijeet Singh, TGT AE 3. Mrs. Suja Prasad, PRT 4. Mrs.Meenakshi JSA	To deal internal complaints received from students and teachers.	
56	Curriculum Pedagogy and assessment	Mr. Pankaj Mehra PGT CS	1. Mr. Vankar Hira Lal TGT Eng 2. Mr. Jagdish Chaudhari PRT	Planning, photographs and videos of Curriculum Pedagogy and assessment under PM SHRI Scheme.	
57	Access & Infrastructure	Mr. N S Jassal PGT ECO	1. Mr. Lokesh S PGT CHEM 2. Mr. Ashok J Kadiyara PRT	Planning, photographs and videos of Access & Infrastructure under PM SHRI Scheme.	
58	Human Resources and School Leadership	Mr Nitin Kumar B PGT COMM	1. Mr Laxman Ram TGT Hindi 2. Mr. Sondarva Vallabh P PRT	Planning, photographs and videos of Human Resources and School Leadership under PM SHRI Scheme.	
59	Inclusive Practices and Gender Equity	Mr. Abhishek Singh, TGT- WB	1. Mr Prabhakar Shekhar 2. Mr. Sandeep K Vaghela PRT	Planning, photographs and videos of Inclusive Practices and Gender Equity under PM SHRI Scheme.	

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60	Management Monitoring and Governance	Mr R M Shukl PGT PHY	1. MR. Hardan Ram PGT Hindi 2. Mr. Avijeet Singh TGT AE	Planning, photographs and videos of Management Monitoring and Governance under PM SHRI Scheme.	
61	Beneficiary Satisfation	Mr. Kevin Patel HM	1. Mr. Jayesh Rathod PRT 2. Mr. Shiva Sharma PRT	Planning, photographs and videos of Beneficiary Satisfation under PM SHRI Scheme.	
62	Cleanliness I/c	Mrs. Neelima Shrivastva	Red Building 1. Mr. Jayesh Rathod, PRT 2. Mrs. Simi Dasani, PRT	Responsibility of getting clean concerned area	
			Blue Building - Ground Floor 1 Mr. Lokesh S, PGT - Chem 2.Mrs. Rekha Dinkar,TGT -Hindi	Responsibility of getting clean concerned area	
			Blue Building - First Floor 1 Nitin Kumar, PGT - Comm 2. Unnati Cahaudhari,TGT -Eng	Responsibility of getting clean concerned area	
			Blue Building - Second Floor 1 Mr. Prabhakar S, TGT- LIB 2. Anita Meena, TGT- Hindi	Responsibility of getting clean concerned area	
			Blue Building - Third Floor 1 . Mrs. Jaiwanti TGT-SKT 2. Mr. Pinakin Valand,PRT	Responsibility of getting clean concerned area	
			Blue Building - Assembly Ground & Other Area 1 . Mr. Laxman Ram TGT-Hindi 2. Mr. Dipak Chavda, TGT (P&HE) 2. Mrs. Shweta Rathor,PRT- Music	Responsibility of getting clean concerned area	
63	Cleanliness Equipment/ M	Mr. Sandeep Vaghela I/C	1. Mr. Satish V Parmar 2. Mr. Rajesh Arya TGT Skt 3. Mr. Laxman Ram TGT Hindi	Responsibility of getting clean concerned area	
64	Tara Testing	Mrs. Jaiwanti I/C	1. Mrs. Anita Meena, TGT Hindi 2. Mrs.Hema Mehra, PRT 3. Mrs. Richa Mehra, PRT 4. All language teachers		
65	PRASHAST	Mrs.Neelima S. PGT GEO I/C	1. Mr. Pinakin Valand, PRT 2. SP. Educator 3. All Class Teachers		

PRINCIPAL