PM SHRI KENDRIYA VIDYALAYA NO.1 SHAHIBAUG AHMEDABAD

INSTITUTIONAL PLANNING COMMITTEES – 2026-27

The following committees, departments, and clubs are hereby established to oversee a range of curricular, co-curricular, and extracurricular activities for the academic session 2026-27. 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	incharges	Members	Scope of work	Remarks
1	**CCA (Internal & External)**	Mr Viral Trivedi (PGT ENG) (Coordinator) Mr Dinesh Rajpurohit PGT Eng (Sub- coordinator)	1. Mrs Unnati Chaudhry (TGT ENG) 2. Mrs Anita Meena, (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	**Morning Assesmbly**		1. Mrs Rekha Dinkar 1. Mr Rajesh Arya (TGT SKT)	Organising morning assemble as per Education code	
3	**Staff Meeting**	Sh Radha Mohan Shukl, (PGT Phy)	1. Mr Hiralal Vankar, (TGT ENG) 2. Mr Laxman Ram, (TGT Hin)	To maintain the Meeting registers and organize the meeting.	
4	**Academic Plan, Institutional Plan & Academic Advisory Committee**	Mr Rajnikant Sutariya, VP	1. Sh Radha Mohan Shukl, (PGT Phy) 2. Mr Nitin Bhetaria, PGT Comm 3. Mr Viral Trivedi (PGT ENG) 4. Mr Hardan Ram (PGT Hindi) 5. Mr Kevin Patel, HM	Organizing monthly meeting for the improvement of result, remedial classes, stress on technology based teaching-learning, steps for improvement of result & any other	
5	**Admission**	Smt Abha Pareek, PGT Chem	1. Mrs Hema Mehta, PRT 2. Mr Jagadish Choudhary, 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	
6	**Discipline, Career Guidance, Councelling & Bridge Course, Tarunostav**	Mr Lokesh Suredia, PGT Chem	1. TGT P & HE 2. Coaches 3. PGT History 4. Counsellor	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. Organizing seminar on career guidance & counselling	

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7	**Time Table (Sec & Sr Sec) & CALP**	Mr Nitin Bhetaria, PGT Comm	1.Mr Avijit Singh, TGT AE 2. ANITA MEENA, TGT HINDI	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, Technology aided lesson Time table, Swimming time table for	
8	**Examination (CBSE & External)**	Mr Hardan Ram PGT Hindi	1. Manisha Singh 2. Mr Pinakin Valan, PRT	Conduct of examinations smoothly & any other task assigned by the Principal	
9	**Examination (Sec & Sr SEC) Internal**	Mr Neha Sargiya, PGT Maths	1. Mr Avijeet Singh, TGT AE 2. Mrs Sunita Vaishnav (TGT SST) 3. Mr Prabhakar Sekhar, TGT Lib 4. Mr Karamvir Dalal TGT BIO	1) Conduct of examinations smoothly & any other task assigned by the Principal 2) Conduct of PTM	
10	**Photography & Videography**	Mr Avijeet Singh, TGT AE	1. Ms Neha Metiya, Comp Inst 2. Ms Priya Verma, Comp Inst	To do approproate photogrphy and Videography of each and every function organised in the school	
11	**Accounts Committee**	Mr Nitin Bhetaria, PGT Comm	1. Mr. Radha Mohan Shukla, PGT Phy 2. Mr Satish V P, SSA 3. Mr Ritik, JSA 4. JSA-2	Management of budget, GeM, Fees, SAMAGAM and Statutory liabilities.	
12	**Computer & Website Upadtion**	Mr Pankaj Mehra, PGT CS	1. Ms Neha Metiya, Comp Inst 2. Ms Priya Verma, Comp Inst	Upkeeping of computer department and updation of vidylaya website	
13	**PM Shri Activities**	Mr Pankaj Mehra, PGT CS	1. Mr Kevin Patel, HM 2. Smt Jaishree Chouhan, TGT Bio 3. Mrs Shailza Goyel, TGT Maths 4. Mrs Sunita Vaishnaw, TGT SST 5. Mrs Minakshi Agrawal, TGT WE	All the activities as per PM Shri framework.	
14	**Publication Committee**	Mr Viral H Trived, PGT Eng	1. Mrs Jaiwanti, TGT Skt 2. Ms Bindu G Panicker, TGT Eng 3. Mr Anita Meena, TGT Hindi	Printing of Vidyalaya Patrika, Students diary and various brouchers as per requirements	
15	**Disaster Management, Fire Safety & Bulding Safety Certificate, Water Potability Certificate**	Mr Rajesh Arya, TGT Skt	1. Mrs Minakshi Agrawal, TGT WE 2. TGT P & HE 3. Mr Avijeet Singh, TGT AE 4. Games coaches	To plan the activity as per NDMA guidelines and provide the details as per requirements	

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16	**Ground Floor Management**	Mr Sandeep Vaghela, PRT	Mrs Pinal Patel, PRT	Maintenance of Washroom, Drinking water, Toilets, classes and all other departments	
	First Floor Management	Mrs Sunita Parihar, TGT SST	Mr Laxman Ram, TGT Hindi	Maintenance of Washroom, Drinking water, Toilets, classes and all other departments	
	Second Floor Management	Mr Prabhakar Sekhar, TGT Lib	Mrs Hemlata Bhambhani, TGT Bio	Maintenance of Washroom, Drinking water, Toilets, classes and all other departments	
	Third Floor Management	Mrs Unnati Chaudhary, TGT Eng	Mr K Dalal, TGT Bio	Maintenance of Washroom, Drinking water, Toilets, classes and all other departments	
17	**M & R (Civil & Electric)**	Mrs Minakshi Agrawal, TGT WE	1. Mr Hiralal Vankar, TGT Eng 2. Mr. Avijeet Singh, TGT AE 3. Mr Jayesh Rathod, PRT 4. Mr Shiva Sharma, PRT	Proper up keeping of the building. Prompt action when required.	
18	**Furniture**	Mr Sandeep Vaghela, PRT	1. S. Vallabh PRT 2. Mrs Richa Mehra, PRT	Repairs and maintainace, estimate for new furniture.	
19	**Games & Sport Secondary & Sr Scondary**	TGT P & HE Mr Laxman Ram, TGT Hin	1. Games Coaches 2. Yoga 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	
20	**Medical Team**	Mr Jaishree Chauhan, TGT Bio	1. Mrs Hemlata Bhambhani, TGT Bio 2. K. Dalal 3. Nurse	Planning of two times medical check-up of each class and keeping record of medical history	
21	**Swimming Pool monitoring**	Mr Rajesh Arya, TGT Skt	1. Swimming pool coach 2. Games Coaches 3. Yoga Coach	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	
22	**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	
23	**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.	

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24	**EBSB**	Mr Avijeet Singh, TGT AE	1. Mrs Sunita Parihar, TGT SST 2. Mrs Sunita Vaishnaw, TGT SSt 3. Mr Surender Sharma, TGT SST 4. Dr Shweta Rathor, PRT Music	To plan activity as per KVS schedule and submit its report to the concerned in time.	
25	**STEAMS & All Maths and Science competititons**	Mr Radha Mohan Shukl	1. Mr Lokesh Suredia, PGT CHEM 4. Mrs Pooja Negi, TGT Maths 3. Mrs Jaishree Chauhan, TGT Bio	STEAM, RSBVP, SOF, NCSC, Aspire award, Jigyasa, AIPTA, PPC, PRERNA etc.	
26	**Clubs**	. Mrs Hemlata Bhabhani, TGT Bio	1) Mr Abhijit	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	
27	**Scout & Guides**	1. Mr Ashok Kadiara, PRT 2. Mrs Pallavi Parmar, PRT	1. Mr Prabhakar Shekhar, TGT Lib 2. Mrs Premlata, PRT	Motivating the students to join Scout & Guide activities, updating with KVS circular	
28	**Cubs & Bulbul**	1. Prateek Sagar, PRT 2. Mrs Reena Maurya, PRT	Mr. Shiva Sharma, PRT	Selection of students and to give proper training. Celebration of Thinking Day	
29	**NCC & SOP**	1. Mr Jagdish Chaudhary, PRT Army 2. Mr Rajesh Arya, TGT Skt-Air	Mr K Dalal, TGT Bio	Selection of students and to imparting proper training	
30	**SSA/UDISE/UDISE+**	Mrs Pinal Patel, PRT	1. Mr Ritik, JSA 2. Mr Dharmesh, DEO	As per KVS direction provided time to time	
31	**ACP/FCP**	Mr. Hiralal Vankar	All trained staff	To follow the ACP timetable and allocate Teachers to complete ACP Module in time. To nominate appropriate Teachers for training	
32	**AEP - Adolescence Education Programme (Female)**	Mrs Manisha Singh, PGT Bio	1. Mrs Jaishree Chauhan, TGT - Bio	AEP based CCA program in morning assembly, installation of AEP box, formation of Disha club	
33	**AEP - Adolescence Education Programme (Male)**	Mr K Dalal, TGT Bio	Mr Rajesh Arya, TGT Skt	AEP based CCA program in morning assembly, installation of AEP box, formation of Disha club	

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34	**VMC Organiser/Annual Day/ Sports Day/ National Days/ Contractual Interviews/ Staff Club**	Mr Rajnikant Sutariya, VP	1. Mr Radha Mohan Shukl 2. Mr Kevin Patel, HM	To prepare committes occassions and monitor the process.	
35	**Suggesion Box/ Grievance Box**	Mr Radha Mohan Shukl	1. Mrs Abha Pareek, PGT Chem 2.Mr Kevin Patel, HM	To open boxes regulary and resolve/implement as per requirement.	
36	**TRAINING & CPD**	Mr. Hardan Ram	Mrs. Sunita Parihar, Mr. Vikram Parmar	To maintain the cadre wise roster of the teachers deputed for the trainings,to plan the CPD Programe at the vidyalaya level and to maintain the CPD Records.	
37	**ICC (Internal Complaint Committee)**	Mr Rajnikant Sutariya, VP	1. Committee will be constituted as per Govt. Norms	To deal with the Cases of PoSH	
38	**PTA**	Mr Pankaj Mehra, PGT CS	Mr Kevin Patel, HM	Formation of PTA	
39	Vehicle Management	Mr. Vallabh Sondarva	1. Sh. Laxman Ram 2. Smt. Twinkle Solank, PRT 3. Sh. Ashok Kadiara	To plan strategy for the safe arrival & Departure of students. 2. To maintain the Record of Vehicle/Van Drivers and to conduct the Joint Meeting of Parents and Van Drivers as and when needed.	

Vice Principal **PRINCIPAL**