

KENDRIYA VIDYALAYA AFS WADSAR
Institutional Planning Committees (2019-2020)

SL	Name of the Committees	Scope of work	I/C	Member	Member	Member	Member	Member	Member
1	Admission	Planning, guiding, distribution of forms, collecting and verifying the forms with documents, preparing the lists as per KVS Rules and maintaining the records .Time bound	Smt. Anitha R.Nair	Dr.Parmendra Mangal.	Sh. Mahendra Dohare	Sh. Vikram Sinh	Smt. Surekha Patel	Smt. Sudha Verma	
2	Examination	Having sufficient stationary, collection and printing of Q. papers in time ,maintaining confidentiality, conduct of various exams, keeping all records, sending exam {internal and external} related reports and documents in time and keeping CBSE CCE records . All time bound	Home Exam	Sh. Vijay Kumar Shaw	Ms. Purvina Parmar	Ms. Chitrangan a Rathore	Sh. Leela Nair	Ku. Jyoti Sharma	
			CBSE	Sh. Parmendra Mangal	Sh. Suresh V. Sonara				
3	CCA & Student Council	Preparing calender of activities, Conduct, co-ordination and supervision of morning assembly and all CCA activities, allotment of house and duties to teachers and students, framing student council and co-ordinating cluster, regional and national level activities, maintain records and sending reports in time	Sh. Satheesan .M	TGT Hindi	Smt. Seema Das Gupta	Smt. Surekha Patel	Smt. Mridula C	Sh. B R Solanki	
4	Time Table	Preparing Time- table as per KVS norms, putting daily arrangements, Preparing remedial Time- table {Time bound}	Sh. A.K. Chaudhary	Sh. S Prasad	Ms. Jignasha Parmar	Smt. Geeta Singh			
5	Furniture	Maintaining stock record , monitoring ,purchase and repair of furniture as per requirement	Sh. I. Singh	Sh. Chetan Chauhan	Sh. H M Dholakia	Sh. J M Baranda	Sh. B R Solanki		

6	Cleanliness & Sanitation	Supervision of entire area of the school including washrooms, maintaining records and reporting	Smt. Mridula Chaturvedi	Sh. Vikram Dabhi	Smt. Nayna Bhatt	Sh. H M Dholakia	Sh. B. R. Solanki		
7	Academic Advisory Committee	Split of syllabus- providing and monitoring completion as per splitup, adoption of low achievers, planning and conduct of remedial work	Smt. Anitha Nair	Sh. Mahendra Dohare					
8	PTA	Planning, intimating the parent, conduct of meeting as per KVS rule and maintaining the record	Sh. Vijay Kumar Shaw	Sh. Mahendra Dohare	Smt. Leela Nair				
9	Guidance & Counselling	Planning and conducting sessions by self and outside agency, interacting with parent, Maintaining the record,	Smt. Anitha Nair	Ku. Anju	Ku. Chitrangana Rathore	Counsellor			
10	Library Committee	Keeping library equipped with latest useful books, magazines and papers as per KVS norms, barcoding, motivating and issuing books to teachers and students, collection in time, conducting few competitions within library.	Smt. Nayna Bhatt	Sh. Satheesan M.	Sh. Vijay Shaw	Mr. A. K. Choudhary	Smt. Anitha Nair	Sh. S. V. Sonara	Sh. Mahendra Dohare
11	Sports Committee	Conducting morning assembly, flag hoisting, games, mass PT, Yoga, interhouse competition in sports and games, conduct of cluster level, regional level and national level activities if assigned.	Sh. Vikram Dabhi	Coach	Smt. Kinjal Solanki	Sh. Mahendra Dohare	Sh. H M Dholakia	Sh. J M Baranda	PRT-1
12	Scout & Guide Cubs & Bulbul	Preparing more scouts and guides for the puraskars, conducting activities, camps, etc. Maintaining records and sending reports (time-bound)	Sh. Suresh V. Sonara (S) Smt. Kinjal Solanki (G)	Ku. Purvina Parmar (G) Smt. Nayna Bhatt (G)	Smt. Geeta Singh (B)	Sh. J M Baranda (Cubs)	Ms. Jignasha Parmar	Smt. Leela Nair	Smt. Seema Das Gupta
13	Vidyalaya Patrika, calender	Motivating students for creative writing and drawing, Collecting and checking articles, designing the cover page, preparing the layout, printing and distribution. Time Bound	Sh. Satheesan .M	Sh. Vijay Shaw	Ku. Purvina Parmar	Sh. Mahendra Dohare	Smt. Sudha Verma		

14	CMP TLM, Teaching aid, Primary Resource room	Maintenance, display of TLM, record maintenance of all the activities as per KVS norms	Sh. Mahendra Dohare	Smt. Geeta Singh	Sh. Vikram Sinh	Ku. Jyoti Sharma			
15	CMP Newsletter, Class Magazine	Quarterly and National	Smt. Sudha Verma	Sh. Vikram Sinh	Ku. Jyoti Sharma	PRT-1			
16	Back to Basics (Class VI to VIII)	As per KVS norms	Ku. Purvina Parmar	TGT Science					
17	Back to Basics (Class I to V)	As per KVS norms	Sh. Mahendra Dohare	Smt. Leela Nair					
18	Anandwar (Funday)	To organize it on every Saturday with the help of teachers, parents and guest faculties.	Sh. Mahendra Dohare	Smt. Geeta Singh	Smt. Surekha Patel	Ku. Jignasha Parmar			
19	Film Show	Planning for organizing various activities under CMP	Sh. H M Dholakia	PRT-1	Sh. M P Desai				
20	Worksheet & Reading Cards	Planning for organizing various activities under CMP	Sh. M P Desai	Ku. Jignasha Parmar					
21	School Readiness Programme	Planning for organizing various activities under CMP School Readiness Programme	Sh. Mahendra Dohare	Ku. Jyoti Sharma	Smt. Surekha Patel	Smt. Sudha Verma			
22	Maintenance & Development (Vidyalaya)	Vidyalaya building, campus, departments, Class rooms, water supply and drainage system	Sh. H M Dholakia	Sh. Vikram. Dabhi					
23	Maintenance & Development Staff Quarters	Electrical, Civil and campus cleanliness of staff quarters	Sh. B. R. Banjara	TGT Science					

24	Hindi Karyanvayen & Rajbhasha	Promoting Hindi as Rajbhasha and Official language. Conduct of Hindi Pakhwara, attending meetings of Rajbhasha, maintaining the records and sending of reports(time-bound)	Sh.Vijay Shaw	Sh.B.R.Banjara	Ku.Purvina Parmar	TGT Hindi	Smt.Sudha Verma		
25	Computer Lab & Website Updation	Keeping lab and school hardwares up-to-date, providing hardwares during events, maintenance, updating the web-site as per KVS norms	Dr.Parmendra Mangal (Secondary)	Sh. Vikram Sinh	Computer Instructor				
26	E-mail checking on day to day basis	Monitoring of e-mail on daily basis and report to the Undersigned	Sh. P P Vaghela, SSA	Dr.Parmendra Mangal	Sh. Vikram Sinh				
27	Audio Visual	Monitoring of Upgradation of ICT facilities,upkeeping	Sh. H M Dholakiya (Secondary)	Smt.Geeta Singh	Computer Instructor				
28	Teaching Aids	Purchase of articles as per requirement of the teachers	Sh.Suresh V.Sonara	Ms.Chitrangana Rathore					
29	Beautification	Display of quotations, paintings, showcasing of work	Sh. B R Solanki	Sh. H M Dholakiya	Smt. Nayna Bhatt	Smt. Mridula C	Smt. Sudha Verma		
30	P A System	Centralised P A system and permanent installation of P A system on the stage	Sh. H M Dholakiya	Sh. J M Baranda					
31	Photography	All important occasions	Sh. H.M. Dholakiya						
32	Discipline	Vidyalaya discipline as a whole,	Sh.Vikram Dabhi	Smt.Anitha Nair	Sh. Mahendra Dohare	Coach			
33	Medical & Health Checkup	To Ensure proper checkup ,maintenance of health cards and intimating the parent as per need	Sh. Vikram Dabhi	Sh. M P Desai	Doctor	Nurse			
34	NIOS	Co-ordination , time bound activities and corospondance	Sh. Vijay Kumar Shaw						

35	AEP/ POCSO	Conduct of activities, classroom modules, Disha club activities and sending reports in time	Sh. Vijay Shaw	Smt.Kinjal Solanki					
36	Swachh Bharat Swachh Bache		Shri.Vikram Dabhi	Sh. Vijay Shaw	Ms.Chitrangana Rathore				
37	R T I	Time bound correspondence	Smt.Anitha Nair	Sh. Mahendra Dohare					
38	Staff Meeting	Arrangement and conduct of various meetings and events	Sh. H. M. Dholakiya (Staff Secretary)	Sh.Vijay Shaw (Hindi Minutes writing)	Sh. Satheesan. M (English Minutes writing)				
39	Clubs	Conduct of activities, maintaining record	Adventure Club & Picnic	Eco Club & Waste Mgmt.	Integrity club	Disha Club	Health Club	Science club	Maths Club
			Sh. H. M. Dholakiya, Sh.Vikram Dabhi Sh. Mahendra Dohare Smt. Surekha Patel Sh. J M Barnda Sh. M.P.Desai	Sh. H M Dholakia	Sh. B R Banjara	Sh Shri.Vijay Shaw	Sh. Vikram Dabhi	Sh I.Singh. TGT Science	Sh.A.K. Choudhary

40	Subject Committee		English	Hindi / Sanskrit	Maths	Science / Comp Sci.	SSt.	CMP	
		Conduct of meeting on last working Day,	Sh. Satheesan .M	Sh.Vijay Shaw	Sh. A.K. Choudhary	Smt. Anitha Nair	Sh.Suresh V.Sonara	Sh. Mahendra Dohare	
41	Grievance		AEP	SC / ST	Women				
		Making students aware of use of Grievance box , monitoring, timely action and record keeping	Sh. Vikram Dabhi	Sh I Singh	Smt. Leela Nair				
42	Lab Incharges		Physics	Chemistry	Biology	Computer	Maths	Lang. Lab	Jr. Science Lab
		Keeping labs well equipped, maintaining stock register, purchase and condemnation of articles in time	Ku. Anju	Sh. I Singh	Smt. Anitha Nair	Dr.Parmendra Mangal	Sh.A.K. Choudhary	Sh.Vijay Kumar Shaw	TGT Science
43	House		RED	BLUE	GREEN	YELLOW			
		Planning and conduct of morning assembly duties, motivating and preparing students for various inter-house competitions and maintaining record	Ku. Chitrangana Rathod I/C, Ku. Anju, Sh. A K Chaudhary, Smt. Nayna Bhatt, Sudha Verma, Jignasha Parmar	Smt. Kinjal Solanki I/C, Sh. Vijay Shaw, Sh. S V Sonara , Sh. Chetan Chauhan, Sh. M P Desai, Ku. Jyoti Sharma	Sh. S Prasad I/C, Dr. P Mangal, Sh. H M Dholakiya, TGT Maths, Smt. Leela Nair, Sh. J M Baranda, PRT-1	Ku. Purvina Parmar I/C, Sh. I Singh, Sh. B R Banjara, TGT Science, Smt. Geeta Singh, Sh. Vikram Sinh			
44	Shaladarpan	Monitoring , Updation of data and guiding class teachers	Dr.Parmendra Mangal	Computer Instructor	All Class teachers				

45	Fees Collection	Verification of data and co-ordination	Dr.Parmendra Mangal	All Class teachers					
46	Purchase & Monitoring Committee	As per KVS norms, Preparing condemnation lists, purchase lists	Smt Anitha Nair	Sh. Satheesan M.	Sh. Vijay Shaw	Sh H M Dholakiya	Sh. Mahendra Dohare	Sh.Vikram Dabhi	
47	Staff room Maintenance Committee	Monitoring the cleanliness and other aspects of staff room	Ms. Purvina Parmar	Ms.Jignasha Parmar	TGT Science				
48	Jigyaasa	To organize it with the help of CSIR	Sh. I Singh	TGT Science					
49	Awakened Citizen Program	To follow the timetable and send the reports timely.	Sh. B R Banjara	Sh. S Prasad	Smt. Kinjal Solanki	Ku. Chitrangan a Rathod			
50	Olympiads	To conduct the exams and encourage the students to participate in it.	Sh. A K Chaudhary						
51	Flag hoisting and lowering committee	Daily hoisting and lowering of national flag & to ensure every students as well as staff salute to it, aware the importance of it.	Sh. Vikram Dabhi	Coach					
52	Equip	Preparation of readiness programme for class VI	TGT Science						
53	Community Lunch	Planning for organizing various activities under CMP	Smt. Surekha Patel	Ku. Jyoti Sharma	Ku. Jignasha Parmar				

54	Grand Parents Day	Planning for organizing various activities under CMP in the month of September 2019	Smt. SeemaDas Gupta	Smt. Geeta Singh	Smt. Leela Nair				
55	Alumni Association	Updating website for alumni , organizing meeting of all alumni, maintaining record	Smt. Anitha Nair	Dr. P. Mangal					
56	Safety & Security Committee	Duty chart during recess and Entry & Exit of students at the main entrance.	Entry & Exit of students at the main entrance	Admin Wing during Recess	Secondary Ground Floor during Recess	Secondary First Floor during Recess	Assembly Ground during Recess	Primary Wing during Recess	Children Park during Recess
		Monday	Sh. V J Dabhi & Coach	Sh. Satheesan	Smt. Nayna Bhatt	Sh. B R Banjara	Sh. V J Dabhi	Smt. Mridula C.	Coach
		Tuesday	Sh. V J Dabhi & Coach	Sh. Chetan Chauhan	Sh. A.K. Choudhary	Sh. H M Dholakiya	Sh. V J Dabhi	PRT-1	Coach
		Wednesday	Sh. V J Dabhi & Coach	Ms. Purvina Parmar	Sh. VijayK. Shaw	Smt. Kinjal Solanki	Sh. V J Dabhi	Smt. Mridula	Coach
		Thursday	Sh. V J Dabhi & Coach	Sh. Suresh V. Sonara	Sh. I. Singh	Sh. S. Prasad	Sh. V J Dabhi	PRT-1	Coach
		Friday	Sh. V J Dabhi & Coach	TGT Maths	Ku. Anju	Dr. Parmendra Mangal	Sh. V J Dabhi	Smt. Mridula	Coach
		Saturday	Sh. V J Dabhi & Coach	TGT Science	TGT Hindi	Ms. Citrangana	Sh. V J Dabhi	PRT-1	Coach

(ANIL KUMAR)
PRINCIPAL