

Saraswat International Academy

Near Rata Gram Panchayat, Koparli Road, Rata, Vapi-396191

School Code: 11633 | **Affiliation No.:** 430558

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LIST OF MANDATORY COMMITTEES

INDEX	
SR. NO.	COMMITTEES
1.	Academic Council Committee
2.	Examination Committee
3.	Co-curricular Activities (CCA) Committee
4.	Admission Committee
5.	Discipline Committee
6.	First Aid Committee
7.	Child Welfare Committee
8.	Guidance and Counselling Committee
9.	Transport Committee
10.	Parents Teacher Association (PTA) Committee
11.	Food Committee
12.	Internal Complaint Committee

RESPONSIBILITIES OF COMMITTEES

SR. NO .	COMMITTEES	RESPONSIBILITIES
1.	Academic Council Committee	<ul style="list-style-type: none">● Notebook list● Distribution of syllabus● CCE document maintenance● Conduct of remedial class
2.	Examination Committee	<ul style="list-style-type: none">● Conduct internal examination● To update report cards● Collect question papers● Distribute timetable for examination● Conduct examination
3.	Co-curricular Activities (CCA) Committee	<ul style="list-style-type: none">● Collect Calendar of activities● Conduct co-curricular activities● Ensure morning assembly● Assembly register update● Organize Annual Day/Sports Day
4.	Admission Committee	<ul style="list-style-type: none">● Monitoring admission process● Maintaining General Register record● Maintaining Leaving Certificate records● Admission Forms update
5.	Discipline Committee	<ul style="list-style-type: none">● Behaviour of students● Rules and Regulations● Develop self-discipline
6.	First Aid Committee	<ul style="list-style-type: none">● Manage the incident● Ensure the safety of children● Arrange medical help● Provide appropriate First Aid Treatment● Maintaining records

7.	Child Welfare Committee	<ul style="list-style-type: none"> ● Monitoring on child's physical, social and psychological well-being ● Children suffering from the effect of poverty ● Lacking normal parental care and supervision
8.	Guidance and Counselling Committee	<ul style="list-style-type: none"> ● Resolve child's problem ● Encouraging students ● Behavioural counselling of child ● Maintaining records
9.	Transport Committee	<ul style="list-style-type: none"> ● Provide facilities regarding transportation ● Ensuring safety and security ● Vehicle registration and proper documentation work of vehicle
10.	Parents Teacher Association (PTA) Committee	<ul style="list-style-type: none"> ● Arrangement of PTM (Parents Teachers Meeting) periodically ● Parent Teacher complaint ● Improvement and benefit of the students ● Maintaining records
11.	Food Committee	<ul style="list-style-type: none"> ● Food hygiene (Report on status of action) ● Cleanliness ● Monitoring Food Charges and Menu
12.	Internal Complaint Committee	<ul style="list-style-type: none"> ● Prevention of sexual harassment ● Resolving complaint regarding aggressiveness ● Complaint regarding bullying and ragging

COMMITTEE MEMBERS

SR. NO	COMMITTEES	MEMBERS	NAME OF THE FACULTY
1.	Academic Council Committee	Chairperson	Ms. Jinali Shah
		Principal	Mrs. Sadhana Deshpande
		School Counselor	Mrs. Mohsina Khan
		Teachers	1. Ms. Hetal Desai 2. Mr. Rameez Kashi 3. Mr. Kaushal Rathod 4. Mrs. Drashti Patel
2.	Examination Committee	Chairperson	Ms. Jinali Shah
		Principal	Mrs. Sadhana Deshpande
		School Counselor	Mrs. Mohsina Khan
		Teachers	1. Mrs. Bindi Desai 2. Mrs. Hetal Patel 3. Mrs. Sneha Vyas 4. Mrs. Avani Patel
3.	Co-curricular Activities (CCA) Committee	Chairperson	Ms. Jinali Shah
		Principal	Mrs. Sadhana Deshpande
		School Counselor	Mrs. Mohsina Khan
		Teachers	1. Mrs. Hetal Desai 2. Mrs. Aarti Pagar 3. Mrs. Sunita Shah 4. Mrs. Sneha Vyas 5. Ms. Pratibha Makwana
4.	Admission Committee	Chairperson	Ms. Jinali Shah
		Principal	Mrs. Sadhana Deshpande
		School Counselor	Mrs. Mohsina Khan
		Administrative Staff	1. Mr. Smit Panchal 2. Mrs. Dharmi Desai

5.	Discipline Committee	Chairperson	Ms. Jinali Shah
		Principal	Mrs. Sadhana Deshpande
		School Counselor	Mrs. Mohsina Khan
		Teachers	1. Mr. Jignesh Patel 2. Mr. Sachin Prajapati 3. Mrs. Sneha Patel 4. Ms. Riya Pal 5. Ms. Swapna Kadvil 6. Ms. Mary Gonsalves 7. Mr. Kaushal Rathod
6.	First Aid Committee	Chairperson	Ms. Jinali Shah
		Principal	Mrs. Sadhana Deshpande
		School Counselor	Mrs. Mohsina Khan
		Teachers	1. Mr. Jignesh Patel 2. Ms. Swapna Kadvil
7.	Child Welfare Committee	Chairperson	Ms. Jinali Shah
		Principal	Mrs. Sadhana Deshpande
		School Counselor	Mrs. Mohsina Khan
		In-charge Teachers	1. Mrs. Twinkal Patel 2. Ms. Hetal Desai
		Parents	1. Mr. Jay Jani 2. Mr. Rachana Desai
8.	Guidance and Counselling Committee	Chairperson	Ms. Jinali Shah
		Principal	Mrs. Sadhana Deshpande
		School Counselor	Mrs. Mohsina Khan
9.	Transport Committee	Chairperson	Ms. Jinali Shah
		Principal	Mrs. Sadhana Deshpande
		School Counselor	Mrs. Mohsina Khan
		Administrative Staff	1. Mr. Jagdish Patel 2. Mr. Smit Panchal
		Parents	1. Mr. Diwaker Khadatkar 2. Mr. Umesh Patel

10.	Parents Teacher Association (PTA) Committee	Chairperson	Ms. Jinali Shah
		Principal	Mrs. Sadhana Deshpande
		School Counselor	Mrs. Mohsina Khan
		Teachers	1. Ms. Hetal Desai 2. Ms. Swapna Kadvil 3. Mrs. Drashti Patel 4. Mrs. Sneha Patel
11.	Food Committee	Chairperson	Ms. Jinali Shah
		Principal	Mrs. Sadhana Deshpande
		School Counselor	Mrs. Mohsina Khan
		Teachers	1. Mr. Kaushal Rathod 2. Mr. Bhupendra Thakar
12.	Internal Complaint Committee	Chairperson	Ms. Jinali Shah
		Principal	Mrs. Sadhana Deshpande
		School Counselor	Mrs. Mohsina Khan
		Teachers	1. Mr. Rameez Kashi 2. Mrs. Drashti Patel
		Parents	1. Mrs. Trupti Patel 2. Mr. Hardik Bhatt