

<p style="text-align: center;"><b>Committees for Academic Year 2022-23</b></p> <p style="text-align: center;"><b>NARAYANA E-TECHNO SCHOOL, VARAP, MH</b></p> <p style="text-align: center;"><b><u>LIST OF COMMITTEES FOR THE YEAR 2022-23</u></b></p>			
<b>Sl.No</b>	<b>Committee</b>	<b>Name of the Member</b>	<b>Duties &amp; Responsibilities</b>
1.	<b>Admission</b>	1. <b>Mr. Kiran Babu I/C</b> 2. Mr. Deepak Sharma - DGM 3. Mr. Ajay Pawar- AO 4. Ms. Palak Mulchandani 5. Ms. Swathi 6. Ms. Pooja	Advertisement, Issue of application forms, Registration. Scrutiny of the forms. Preparation of lists for lots. Preparation of list for provisional admission. Admissions to all classes as per norms, Maintenance of admission registers. Monitoring of T.Cs issued, Uploading of registered application in the web site, Uploading of TC on regular basis, Monthly updating the student enrolment. Record Entry Management and Monitoring To collect the data and send to Regional Office and Board Office on the last working day with the help of Board Clerk
a)	<b>Examination</b> <b>Internal Examination.</b>	1. <b>Ms. Neha Shama- (I/C)</b> 2. Ms. Deepali Rana 3. Ms. Karuna -CS 4. Mr. Shilpa- Science 5. Mr. Mrudula -Social 6. Ms. Aruna Raut -Hindi 7. Ms. Namrata –English	To maintain all the records related to Examination Department. Internal – Planning & conduct of Monthly Tests/PT/HY/Annual Exam/Pre-Boards as per schedule. Distribution of progress cards, study materials & practice set papers. Distribution of students and teachers diaries.

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2	<b>CCA</b> <b>a. School Based</b> <b>b. External Participation</b> <b>c. House</b>	<b>1. Mr. Vitthal -I/C</b> 2. Ms. Neha Sharma- Vice Principal 3. Mr. Nikhil-Music 4. Mr. Sunil -Dance  <b>1. Mr. Vitthal -I/C</b> 2. Ms. Neha Sharma- Vice Principal 3. Ms. Nikhil-Music 4. Mr. Sunil -Dance  <b>1. Mr. Vitthal -I/C</b> 2. Ms. Neha Sharma- Vice Principal 3. Ms. Laxmi Verma	<p>Planning of activities, conduction of programme, preparation and announcement in assembly. Maintenance of Register for activities conducted, details of students getting prizes, distribution of CCA prizes to students.</p> <p>Planning, preparation and arrangement of important days and celebrations as per the guidelines. Student Council – allotment of duties, discipline, uniform checking etc. to publish the School Magazine for the year 2018. To collect data from various departments for annual report as per (RO).</p> <p>To see that children participate in the appropriate competitions conducted by different agencies. To make note of the achievements of students in Register and to submit the details as and when required. Arrangement of Seminars, guest lecturers/talks, career</p> <p>To announces the various competitions in the morning assembly.</p> <p>To motivate the students to subscribe to NIE and to place order for the papers and to ensure the proper distribution of the papers. To prepare the students to take part in the various competitions and the activities</p> <p>To prepare the students for various competitions. Seating arrangements for function, events, competition. Maintenance of perfects/student's council on duty. Maintain records of competitions.</p> <p>To ensure mass participation in all the activities.</p> <p>To conduct house meeting and maintain house register.</p>
3.	<b>Academic Coordinator</b>	<b>1. Ms. Snehal Surwade</b> <b>2. All Class teachers(I- VIII) - Section Teachers.</b>	<p>To implement and maintain records of Back to Basics from class 6 to 8 as per S norms.</p> <p>To maintain record of all activities related to academics.</p> <p>To distribute list of text books Note books, option forms and other details. To maintain minutes of academic meetings.</p> <p>To organize and conduct Parent teacher meetings for all the classes.</p> <p>To send the information to parents regarding academics. To send messages to parents through UOLO app regarding PTMs/Holidays/any academic related information.</p>

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4.	<b>Grievance, Child Right protection &amp; RTI cell</b> <b>&amp;</b> <b>Safety and security of students</b> <b>Search and Rescue.</b> <b>Internal Complaint Committee</b>	<b>1. Ms. Vijayalakshmi Munamarthi I/C</b> 2. Mr. Deepak Sharma- DGM 3. Ms. Taruna Kataria 4. Ms. Sakshi Santalani 5. Mr. Sachin  <b>1. Ms. Vijayalakshmi Munamarthi I/C</b> 2. Mr. Rahul Patil 3. Mr. Kiran Babu 4. Mr. Aakash All class Teachers  <b>1. Ms. Vijayalakshmi Munamarthi I/C</b> 2. Mr. Rahul Patil 3. Mr. Kiran Babu M 4. Ms. Divya Kukreja 5. Ms. Suhana Aarti	Dealing with the grievances of teachers and students once a fortnight. Maintenance of register with proper records. To attend to all discipline cases in the school. To reply to all RTI and RTE related information
5.	<b>Discipline</b>	<b>1. Ms. Neha Sharma – (I/C)</b> 2. Mr. Rahul Patil– Campus I/C 3. Mr. Kiran Babu 4. Mr. Vitthal 5. All Class Teachers 6. House on Duty	Timely closing of the gate, coordinating with the discipline committee, report of everyday to reach the Principal and to ensure the safety and security of the students, corridor movement, dispersal of students after school hours, issue of ID cards, Out pass, Visitor's pass, Parent ID etc  Checking of late comers, uniform, dispersal of students after school hours.

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9.	<b>Fire Safety and Evacuation</b>	1. <u>Ms. Vijayalakshmi Munamarthi I/C</u> 2. Mr. Rahul Patil– Campus I/C 3. Mr. Kiran Babu 4. Mr. Aakash 5. All class Teachers	To train the teachers & the students. To plan mock drill To check upkeep, procurement of the equipment To procure the certificate
10.	<b>Fee Structure and Collections</b>	1. <b>Mr. Kiran Kumar, RFO-I/C</b> 2. Mr. Deepak Sharma, DGM 3. Mr. Hitesh Lokhandwala- Branch Accountant 4. Mr. Suraj Manji, Regional Accountant 5. Mr. Siva Rama Krishna –Revenue Dept I/C	Fixing and announcement of dates for fee collections. Preparation of Challans. Take up the modifications as and when required.

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11.	<b>Grievance</b>	1. Ms. Neha Sharma 2. Ms. Vijayalakshmi Munamarthi 3. Ms. Shilpa 4. Ms. Namrata 5. Mr. Deepak Sharma	To carry out sessions on various careers. To put up in the school various options of careers available. Dealing the matters with students, teachers and parents.  To intimate the children regarding the various courses. Addressing the complaints and maintenance of suggestive measures. Steps taken.
12.	<b>Swachatha Coordinator (Sanitation and Cleanliness)</b>	1. Mr. Rahul Patil 2. Ms. Pratibha Tambe 3. Ms. Aarohi  4. Housekeeping Staff 5. Sweeper/Aaya	To do correspondence with the Authorized agency. To check the Attendance/ ESI/ Police verification of Housekeeping staff. To verify and monitor the stock purchased under Sanitation regularly To certify the bills related to the Sanitation Committee. To ensure that the wash rooms at A,B and C Blocks are cleaned twice daily by the house keeping ladies. To maintain records. To ensure that the classrooms and the corridors of their respective blocks are cleaned. Functioning of Vending Machine- Upkeep of the machine, help and guide the students how to use it. AMC to be maintained Functioning and cleaning of Fountain in C- Block To ensure cleanliness of the school/classrooms/corridors/wash rooms/water supply/storage/ dustbins/electrical points. Arrangement of night duty staff (as per the need) during all the important events . To prepare the monthly report on Sanitation/cleanliness for dispatch to the Regional office.  To take up all repair works.

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13	<b>Class teachers</b>	<b>All Class teachers</b>  ANNEXURE ATTACHED	<p><b>Classroom maintenance:</b> Cleanliness, Decoration, Information, Class room Inventory, ICT equipment's</p> <p><b>Students Discipline:</b> Student's uniform, late comers, etc., immediately bring it to the notice of Principal and inform the parents. Maintain the Anecdotal record of students.</p> <p><b>Others:</b> All leave letters, Fee concession letters, TC. Application forms and any official letters should be certified by Class teachers or Co-class teachers before reaching to the Principal for counter signature.</p>
15	<b>Gardening</b>	1. Mr. Rahul Patil 2. Mr. Suman Jagtap	To maintain the garden of the School. To supervise the work of the gardener. To procure materials for gardening.
16.	<b>Teaching Aids</b>	1. Ms. Neha sharma-I/C 2. All Class teachers (I- VIII) - Section Teachers.	To keep the stock of all teaching aids. To purchase new teaching aids as required.
17.	<b>Meetings</b>	1. Ms. Neha sharma-I/C 2. All Class teachers (I- VIII) Section- Teachers	<p>To take up all the work related to EPTA meeting as and when required. To inform the members about the Meeting. Draft the meeting report and final report.</p> <p>Arrangement of PTA as per schedule. Inform the students in advance. Maintain attendance and minutes of the meeting. To Organize the meeting</p> <p>To collect the minutes of the meetings conducted on 3<sup>rd</sup> Saturday. To consolidate the minutes and present to PTA Joint Secretary.</p> <p>To maintain the Minutes of the meeting. To organize the meetings. To collect the subscription.</p> <p>To arrange Farewell meetings.</p>

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18.	<b>Library</b>	1. Ms. Archana -I/C 2. English- Ms. Namrata 3. Hindi- Ms. Aruna 4. Maths- Ms. Kiranmai 5. Science- Ms. Sneha, 6. Social- Mr. Sachin	Maintenance of books Purchase according to the requirements Digitalization of library.
20.	<b>Science Exhibition/Science Olympiads/ Green Olympiads</b>	1. Mr. Shilpa 2..Ms. Sneha Surwade	1. To inform and train the students for the various exhibitions. 2. To conduct all the events as per S guidelines. 3. To maintain the records.
21	<b>Recruitment</b>	1. Ms Anjali – I/C 2. Mr. Sumukh Sane-Recruitment HR 3. Co-Ordinators 4. HOD of Individual Subject	To take up the work as required
24.	<b>Office Coordination</b>	1. Ms. Namita- I/C 2. Ms. Snehal- 3. Ms. Aarohi –Floor I/C 4. Ms. Pratibha 5. Ms. Sneha -Operator	To assist for Office work as per instructions received. To assist for official correspondence to RO.