

## **Committees for Academic Year 2022-23**

### **NARAYANA E-TECHNO SCHOOL, KALYAN, MH**

#### **LIST OF COMMITTEES FOR THE YEAR 2022-23**

Sl.No	Committee	Name of the Member	Duties & Responsibilities
1.	Admission	<b>1. Mr. Pradeep Singh I/C</b> 2. Mr. Deepak Sharma - DGM 3. Mr. Prasad Lute- AO 4. Ms. Savita More 5. Ms. Poonam 6. Ms. Monika	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><u>Examination</u></b> <b>Internal Examination.</b>	<b>1. Ms. Savita Rathi–Vice Principal(I/C)</b> 2. Ms. Deepa Rajpal 3. Ms. Minal Thiyya -CS 4. Mr. Vivek Sharma- Science 5. Mr. Abhishek Mishra -Social 6. Ms. Geeta Chaturvedi -Hindi 7. Ms. Ujjwalla Chopade –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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4.	<p><b>Grievance, Child Right protection &amp; RTI cell</b></p> <p><b>&amp;</b></p> <p><b>Safety and security of students Search and Rescue.</b></p> <p><b>Internal Complaint Committee</b></p>	<p><b>1. Mr. Syed Khan I/C</b>  2. Mr. Deepak Sharma- DGM  3. Ms. Moni Yadav  4. Ms. Pooja Rajiwadekar.  5. Mr. Anjanayya Dasari</p> <p><b>1. Mr. Syed Khan I/C</b>  2. Mr. Prasad Lute  3. Mr. Pradeep Singh  4. Mr. Sushil  All class Teachers</p> <p><b>1. Mr. Syed Khan I/C</b>  2. Mr. Prasad Lute  3. Mr. Pradeep Singh  4. Ms. Pooja Rajiwadekar.  5. Ms. Moni Yadav</p>	<p>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</p>
5.	<b>Discipline</b>	<p><b>1. Ms. Savita Rathi –Vice Principal(I/C)</b>  2. Mr. Prasad Lute– Campus I/C  3. Mr. Pradeep Singh  4. Mr. Saytam Tavheri  5. All Class Teachers  6. House on Duty</p>	<p>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</p> <p>Checking of late comers, uniform, dispersal of students after school hours.</p>

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9.	<b>Fire Safety and Evacuation</b>	<b>1. <u>Mr. Syed Khan I/C</u></b> 2. Mr. Prasad Lute 3. Mr. Pradeep Singh 4. Mr. Sushil 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>	<b>1. Mr. Kiran Kumar, RFO-I/C</b> 2. Mr. Deepak Sharma, DGM 3. Mr. Sandeep Pawar- 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.	Grievance	<b>1. Ms. Savita Rathi</b> <b>2. Mr. Syed Khan</b> 3. Ms. Savita More 4. Ms. Poonam 5. Mr. Deepak Sharma	<p>To carry out sessions on various careers.</p> <p>To put up in the school various options of careers available. Dealing the matters with students, teachers and parents.</p> <p>To intimate the children regarding the various courses. Addressing the complaints and maintenance of suggestive measures. Steps taken.</p>
12.	Swachatha Coordinator (Sanitation and Cleanliness)	<b>1. Mr. Prasad Lute</b> 2. Ms. Smita Meshram 3. Ms. Manisha Kadam 4. Ms. Sheetal Dokhale 5. Housekeeping Staff 6. Sweeper/Aaya	<p>To do correspondence with the Authorized agency. To check the attendance/ ESI/ Police verification of Housekeeping staff.</p> <p>To verify and monitor the stock purchased under Sanitation regularly</p> <p>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.</p> <p>To ensure that the classrooms and the corridors of their respective blocks are cleaned.</p> <p>Functioning of Vending Machine- Upkeep of the machine, help and guide the students how to use it.</p> <p>AMC to be maintained</p> <p>Functioning and cleaning of Fountain in C- Block To ensure cleanliness of the school/classrooms/corridors/wash rooms/water supply/storage/ dustbins/electrical points.</p> <p>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.</p> <p>To take up all repair works.</p>

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13	Class teachers	<p><b>All Class teachers</b></p> <p>ANNEXURE ATTACHED</p>	<p><b><u>Classroom maintenance:</u></b> Cleanliness, Decoration, Information, Class room Inventory, ICT equipment's</p> <p><b><u>Students Discipline:</u></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><u>Others:</u></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	Gardening	<p>1. Mr. Prasad Lute</p> <p>2. Ms. Vaishali</p> <p>3. Mr. Sharvan</p>	<p>To maintain the garden of the School. To supervise the work of the gardener.</p> <p>To procure materials for gardening.</p>
16.	Teaching Aids	<p>1. <u>Ms. Savita Rathi -I/C</u></p> <p>2. All Class teachers (I- VIII) - Section Teachers.</p>	<p>To keep the stock of all teaching aids.</p> <p>To purchase new teaching aids as required.</p>
17.	Meetings	<p>1. <u>Ms. Savita Rathi</u></p> <p>2. All Class teachers (I- VIII) Section- Teachers</p>	<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.	Library	<b>1. Ms. Pallavi -I/C</b> <b>2. English-</b> Ms. Shruti Deshpande, PRT <b>3. Hindi-</b> Ms. Pranju, TGT <b>4. Maths-</b> Mr. Quresh, PGT <b>5. Science-</b> Ms. Krutika Barve, PGT <b>6. Social-</b> Mr. Abhishek, TGT	Maintenance of books Purchase according to the requirements Digitalization of library.
20.	Science Exhibition/Science Olympiads/ Green Olympiads	<b>1. Mr. Ganesh Gupta</b> 2..Ms. Deepa Rajpal 3. Mr. Vivek Sharma	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	Recruitment	<b>1. Mrs. Leena Rajani– I/C</b> <b>2.</b> Mr. Sumukh Sane-Recruitment HR <b>3.</b> Co-Ordinators <b>4.</b> HOD of Individual Subject	To take up the work as required
24.	Office Coordination	<b>1. Mr. Prasad Lute– I/C</b> <b>2.</b> Ms. Snehal- <b>3.</b> Ms. Manisha –Floor I/C <b>4.</b> Ms. Priyanka <b>5.</b> Ms. Shari Namboodiri -Operator	To assist for Office work as per instructions received. To assist for official correspondence to RO.