

**COMMITTEES OF THE SCHOOL**  
**NARAYANA E TECHNO SCHOOL - KANPUR**  
**LIST OF COMMITTEES FOR THE YEAR 2024-25**

<b>Sl. No.</b>	<b>Committee</b>	<b>Name of the Member</b>	<b>Duties &amp; Responsibilities</b>
1.	Admission	<b>1. Mr. MUKESH KUMAR</b>	<p>Advertisement,  Issue of application forms, Registration.  Scrutiny of the forms.</p> <p>Preparation of lists for lots. Preparation of list for provisional admission.</p> <p>Admissions to all classes as per norms,  Maintenance of admission registers.</p> <p>Monitoring of T.Cs issued, Uploading of registered application in the web site,</p> <p>Uploading of TC on regular basis, Monthly updating the student enrolment.</p> <p>Record Entry Management and Monitoring</p> <p>To collect the data and send to Regional Office and Board Office on the last working day with the help of Board Clerk</p>
a)	<u>Examination</u> Internal Examination.	<b>1. Mrs. MINAKSHI AWASTHI 2. Mrs. AYESHA MIRZA</b>	<p>To maintain all the records related to Examination Department.</p> <p>Internal – Planning &amp; conduct of Monthly Tests/PT/HY/Annual Exam/Pre-Boards as per schedule. Distribution of progress cards, study materials &amp; practice set papers.</p> <p>Distribution of students and teachers diaries.</p>

b)	CBSE Examination.	<b>1. Mr. SARFARAZ</b>	All works/Tests/Exams related to CBSE. Taking care of all student needs connected to CBSE. Maintenance of Board Result registers for class X and XII.
2	CCA <b>a. School Based</b>  <b>b. External Participation</b>  <b>c. House</b>	<b>1. Mrs. SAUMYA SINGH</b>  <b>1. Mr. HIMANSHU GUPTA</b>  <b>1. Mr. DHANANJAI SINGH</b>	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. 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).  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 To announces the various competitions in the morning assembly. 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 theactivities  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. To ensure mass participation in all the activities.

			To conduct house meeting and maintain house register.
3.	Academic Coordinator	<b>1. Mrs. MINAKSHI AWASTHI</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 detailsto 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.</p> <p>To send messages to parents through UOLO app regarding PTMs/Holidays/any academic related information.</p>
4.	<p>Grievance, Child Right protection &amp; RTI cell</p> <p>&amp;</p> <p>Safety and security of students, Search and Rescue.</p> <p>Internal Complaint Committee</p>	<b>1. Mrs. S. LUTHER</b>  <b>1. Mr. SHAILENDRA YADAV</b> <b>2. Mrs. AYESHA MIRZA</b>  <b>1. Mrs. PRIYANKA PANDEY</b>	<p>Dealing with the grievances of teachers and students once a fortnight.</p> <p>Maintenance of register with proper records.</p> <p>To attend to all discipline cases in the school.</p> <p>To reply to all RTI and RTE related information</p>

5.	<b>Discipline</b>	<b>1. Mr. PRASHANT SHUKLA 2. MS. PAPIYA BOSE</b>	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.
6.	<b>Subject Convenors</b>  <b>Departments/Stocks holders/</b>	<b>1. Mr. SARFARAZ 2. Ms. RIDDHIMA ARORA 3. Mrs. AYESHA MIRZA</b>  <b>1. Mr. DEVENDRA</b>	<p>Conducting subject committee meeting and to maintain register. Release of School magazine . <b>Conduct meeting once in a month. (First week )</b> Monday – English Tuesday – Hindi &amp; Sanskrit Wednesday – Maths Thursday -Science Friday– Social Science - Primary (As per their schedule).</p> <p>Placing order for requirement for the respective department. Taking up condemnation work. Maintenance of stock register.</p>
7.	<b>Website Maintenance</b>	<b>1. Mr. AKARSH NIGAM</b>	Safety and security of all computer labs. Submission of requirements. All works related to computer department. Submission of monthly report to the Regional Office. School web site maintenance. Uploading of all information with photos.

8.	<b>Medical Check-up First Aid</b>	<b>1. MS. AKANKSHA</b>	Distribution and collection of medical cards to class teachers. Arrangement of students' health checks up, twice a year as per S Purchase of medicines and materials for First Aid kit Providing first aid facilities to students as and when required. Attending to all emergency conditions. Schedule.
9.	<b>Fire Safety and Evacuation</b>	<b>1. Mr. GAURAV DIXIT</b>	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. Ms. SHUBHANGI</b>	Fixing and announcement of dates for fee collections. Preparation of Challans. Take up the modifications as and when required.
11.	<b>Grievance</b>	<b>1. Mrs. NEELAM MISHRA</b>	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.	Swachatha Coordinator (Sanitation and Cleanliness)	<b>1. Ms. SNEHA VERMA</b> <b>2. Mrs. PRIYANKA PANDEY</b>	<p>To do correspondence with the Authorized agency.</p> <p>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.</p> <p>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</p> <p>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 .</p> <p>To prepare the monthly report on Sanitation/cleanliness for dispatch to the Regional office.</p> <p>To take up all repair works.</p>
13	Class teachers	All Class teachers	<p><b><u>Classroom maintenance:</u></b> Cleanliness, Decoration, Information, Class room Inventory, ICTequipments</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>

14	<b>Beautification of School. &amp; Museum Racks Secondary</b>	<b>1 Ms. SAUMYA SINGH</b>	Maintaining the boards inside the classrooms, name boards for classes to be painted on the doors etc. and coolers. Decoration during Function/Events/Celebrations. To maintenance of the principal room, museum with the existing items. Addition of items in consultation with Principal.
15	<b>Gardening</b>	<b>1 Mrs. AYESHA MIRZA</b>	To maintain the garden of the School. To supervise the work of the gardener. To procure materials for gardening .
16.	<b>Teaching Aids</b>	<b>1. Mr. DEVENDRA</b>	To keep the stock of all teaching aids. To purchase new teaching aids as required.
17.	<b>Meetings</b>	<b>1. Mrs. MINAKSHI AWASTHI 2. Mrs. AYESHA MIRZA</b>	To take up all the work related to VMC meeting & VEC as and when required. To inform the members about the Meeting. Draft the meeting report and final report. Arrangement of PTA as per schedule. Inform the students in advance. Maintain attendance and minutes of the meeting. To Organize the meeting To collect the minutes of the meetings conducted on 3 <sup>rd</sup> Saturday. To consolidate the minutes and present to PTA Joint Secretary. To maintain the Minutes of the meeting. To organize the meetings. To collect the subscription. To arrange Farewell meetings.

18.	Library	1. Mr. PRIYANSHI	Maintenance of books Purchase according to the requirements Digitalization of library.
19.	Alumni Association	1. Mr. MUKESH	To setup Alumni association in the School. To keep record of students joining Engg, Medicine, NDA or other Professional courses after class XII-Result.
20.	Science Exhibition/ Science Olympiads/ Green Olympiads	1. Mr. PRASHANT SHUKLA 2. MS. SNEHA VERMA	3. To inform and train the students for the various exhibitions. 4. To conduct all the events as per S guidelines. 5. To maintain the records.
21	Recruitment	1. Ms. S. LUTHER	To take up the work as required
22.	Transportation and Transportation safety system	1. MR. GAURAV DIXIT	To call for the Tender and prepare a panel and to arrange for the vehicles as and when required.
23.	Flag Duty	1. Mr. HIMANSHU GUPTA 2. Mr. DHANANJAI SINGH	To allot duties and train teachers for flag hoisting and lowering
24.	Office Coordination	1. Mr. GAURAV DIXIT 2. Mr. AKARSH NIGAM	To assist for Office work as per instructions received . To assist for official correspondence to RO.

**\*\* These committees are formed for the smooth function of the School\*\***

## **Eco- club (on environmental awareness and improvement of environment)**

Organise seminars, debates, lectures and popular talks on environmental issues in the school. Campaign against banned carry bags, use of loud speakers, banned fire works, recycling of glass and metals, filling of water body in the adjacent area, use of unnecessary horns. Field visit to environmentally important sites including polluted and degraded sites, wildlife parks, etc. Organise rallies, marches, human chains and street theatre at public places with a view to spread environmental awareness. Action based activities like tree plantation, cleanliness drives both within and outside the school campus.

Grow kitchen gardens, maintain vermin-composting pits, construct water harvesting structures in school, practice paper recycling etc. Prepare inventories of polluting sources and forward it to enforcement agencies. Maintenance of public places like parks, gardens both within and outside the school campus. Mobilise action against environmentally unsound practices like garbage disposal in unauthorised places, unsafe disposal of hospital wastes etc. Beautify selected road side area with plants and flowers and put campaign boards to generate awareness. Any other innovative programme on environmental issues. N.B. The above list is indicative. The activities of an Eco-club may not be limited to the above items only.

# Heritage Clubs

As the soil, however rich it may be, cannot be productive without cultivation, so the mind without culture can never produce good fruit.” – Seneca

Heritage Club is run with the motive of creating awareness and participation in heritage related activities among the students. The Heritage Club programmes are designed so as to involve students in various activities geared towards heritage awareness and education for learning a craft, museum visits and conservation at home and at school. The club organizes recitals and workshops by famous artists and showcases rare, precious and unparalleled pieces spanning the length and breadth of the country.

The idea of setting up Heritage Club in schools across the country began in 2002 to provide training and resources to teachers in urban and rural areas. It was done with the motive of creating awareness and participation in heritage related activities among the students. At present, HECS has a nation-wide network which includes 3556 schools in 132 cities and town across the country. It has over 3,50,000 members participating actively in its work.

Every student who becomes a member of heritage club is motivated to participate in heritage conservation and to learn more about their local and natural heritage. A student who becomes a member of INTACH Heritage Club receives:

Heritage club badge to become a part of the growing community of heritage keepers.

Heritage club passport to identify with the Heritage Club movement.

Nine Stars is given to record information about the natural and cultural heritage of their town and city.

Young INTACH which is a quarterly newsletter for Heritage Club student members on various aspect of heritage related news and information.

The heritage club programmes are designed so as to involve students in various activities geared towards heritage awareness and education for

- Learning a craft
- Museum education & outreach programmes
- Training museum guides
- Conservation at home and at school
- Heritage radio programme
- Rural heritage education and skill development
- Children's programmes at heritage festivals
- Making of films on culture and heritage
- Heritage Walks for school students

HECS organizes heritage walks for schools on a regular basis. In Delhi, walks are conducted in Lodhi Gardens, Mehrauli Archaeological Park, Humayun's Tomb, Old Fort, Northern Ridge, Safdurjung's Tomb, Nizamuddin, Hauz Khas, Jahanpanah and the National Museum. Many schools from Delhi have participated in these walks so far. Specialized walks for college students are also conducted by HECS.

# SPORTS CLUBS

## List of the activities you can do in a Sport Club

The offer and the schedule of the **Sport Club's activities** affect the management and image of the club itself. It is also important for the management to know about the club's policy to allow the partner to see an improvement of the services. Finally, knowing **which activities you can do in a Sport Club** increases the potential users' curiosity and interest increasing the new partner's attractiveness.

We can distinguish between four different Sport Club activities:

- *Activities connected with the club's dynamics and discipline*

These activities are more technical and more related with the club's discipline. They are probably the most valuable and most important ones, the core business of the club. The experience of the club with these activities is a guarantee of their offering and the management of these is the most important thing for the club.

- *Basic services for the users*

In this group we can find the usual activities scheduled by Sport Club. All of them are connected with some disciplines of the club and among them there are spinning, pilates, aerobic, dance or yoga activities. They are normally scheduled based on the users' interests and requests.

- *“Marginal” Activities*

These can also be called commercial activities. They are basically oriented to improve the demand for the activities of the Sport Club. The point is to guarantee a higher economic benefit to the Club. This usually involves an extra cost for the partners and sometimes they can be sponsored.

- *Complementary Activities*

They are linked with a sport, but not always directly with its practice. These activities are generally used to increase the promotion of sports in general. Some examples could be: open door and special days, sport talks, master classes, exhibitions, coaching sessions, nutrition workshops for users, etc.

Due to personal installations and technical staff (instructors, professors, etc.), it is quite easy to improve the list of **Sport Club’s activities** with the guarantee to never lose the quality of the service offered.

### Management of the Sport Club’s activities

The management of Sport Clubs’ activities is a task for a team. It is meant to be done with the support of the technical staff, in order to guarantee the correct use of the facilities and the equipment, to not affect the good administration of the club. In this sense, it is very important to be aware of the activities of the Sport Club and the way they have to be organized. In fact, the organizational tasks are essential to provide visibility to the club’s services and encourage their practice. This will help to have a better profitability at all levels.

With good management, a concrete analysis of each activity (number of participants to every class, retention level, users engagement, ability in the captation of new partners, etc.) could be done. This will allow the continuity of each activity.

The organization of **Sport Club’s activities** has to be made yearly to cover every season.

# SCIENCE CLUBS

1. Science club in schools; Activities with illustration for problem solving and psychomotor skill development ROSHIN ANIE ROY

2. Introduction λ The scientific and technological advancement of today is a long forward journey from stone age. Each individual has his own interests talents and abilities. Even a progressive syllabus fails to cater to the needs of each science educators, now a days are found to exhibit growing interest and means of stimulating group participation and mobilizing interest in learning science organizing science clubs is one among such activities. Thorough activities of a science club, learning of science becomes joyful.

3. Objectives of science club λ To develop a general interest in science λ To inculcate scientific attitude and provide opportunities for training in scientific method λ To develop interest in scientific hobbies λ To develop habits of exploration and creative faculties λ To encourage individual and group activities λ To develop in children a sense of healthy competition λ To make the students and public science minded λ To stimulate active participation and initiative among students in learning process λ To keep the students in touch with the recent advances in science λ To provide challenging opportunities to the gifted 11/15/2015

4. Organisation of science club A properly organised science club will be a valuable aid to teaching science and also means of motivating the children for learning science • Science club is run by the students for the students, the science teacher is the pivot of all activities • Science teacher can explain the importance and benefit of organising science club and can arouse enthusiasm among students • Science club should have its own constitution • Should be general body and executive body • Principal should be the patron and science teacher should be the sponsors

5. λ Executive members are chosen from the student members (President, vice president, secretary, treasurer, librarian, publicity officer, etc) λ The executive committee has to chalk out programmes λ The activities of the club should be taken by the students λ Should be regular meetings, discussions, planning, feedback etc

6. Activities of science club 1. Organizing lectures, debates, seminars, symposia etc. 2. Holding science exhibition and fair 3. Celebrating birth days of eminent scientist 4. Participating in science fairs 5. Conducting visual programmes of s scientific interest 6. Arranging visit to places of scientific interest 7. Preparing of charts, postures, models etc 8. Developing school garden 9. Displaying science news 10. Improvising and preparing hand-made apparatus 11. General reading of scientific literature

7. 12. Rendering school services in health and sanitation 13. Visiting other science clubs 14. conducting essay competition on scientific problems 15. Managing a first aid squad 16. Participating in scientific hobbies-Preparation of soaps, ink , candle matches, toys, bleaching powder, nail polish, chalk etc. 17. Helping the community by way of demonstration on health and hygiene, improvement of agriculture, eradication of superstitious belief etc. 18. Celebrating science days'

8. 19. Maintaining a bulletin board 20. Publishing school science magazine 21. Preparing science albums 22. Conducting science related projects 23. Conducting science quiz competitions 24. Organizing creativity works on science 25. Preparing still/Working models on science topics

9. Problem solving λ Problem solving is a scientific method in which the leaner applies his ability, previously acquired knowledge and experiences to new situations and challenges. It analyses the current problem and situation in multiple ways, generates solutions determines a practical solution and applies it λ It fosters creative thinking ability λ It develops

comprehension power λ It develops communication competence λ it facilitates more involvement of pupils λ it develops pupils ability to analyse and synthesis λ it develops pupils convincing power

**10. ACTIVITIES OF THE SCIENCE CLUB- DEVELOPMENT OF PSYCHOMOTOR SKILLS** • Science club gives a great impetus to science learning. The environment and facilities, a science club provides are most congenial for the expression of pupil talents. • Individuals differ on their interests, abilities and skill. It may not be possible to cater for individual needs in a routine science programme. But a science club in the place where the people can engage in their individual interests. It provides an opportunity to the pupils to express their creative abilities in the field of science and encourage development of new ideas. • The important difference between the science club activities and the classroom activities is that the class work is formal and the pupils are asked to do something, whereas a club is informal and the pupils are free to choose their activities. In a science club the pupils work not to satisfy their teacher but themselves. A science club provides freedom, whereas in a class the pupils have to conform to a strict system.