

Committees for Academic Year 2023-24

NARAYANA E-TECHNO SCHOOL, NALASOPARA, MH

LIST OF COMMITTEES FOR THE YEAR 2023-24

Sl.No	Committee	Name of the Member	Duties & Responsibilities
1.	Admission	1. Mr. Ritesh Tiwari I/C 2. Mr. Vijay Kamidi- DGM 3. Mr. Paresh Sankhe- AO 4. Ms. Deepika Singh 5. Ms.Lekha Pillai 6. Mr.Santosh Singh 7. Ms.Harshita Shetty 8. Mr Ashok Gaje 9. Mr Sankesh Nagate 10.Mr Dharmesh Patel	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)	Examination Internal Examination.	1. Ms. Neha Sharma –Vice Principal(I/C) 2. Ms. Uttara Vijay Fulluke-CS 3. Mrs. Neeru Sunit Sharma- Science 4. Ms. Khan Rubina Mohd Yusuf-Social 5. Mrs. Vandana Alok Tiwari-Hindi 6. Ms. Sathyakala Vishal-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.

SI.No	Committee	Name of the Member	Duties & Responsibilities
2	<p>CCA</p> <p>a. School Based</p> <p>b. External Participation</p> <p>c. House</p>	<p>1. Mrs. Anita Pal-I/C 2. Ms. Neha Sharma -Vice Principal 3. Ms. Faraz Khan-Music 4. Mr. Rahim Khan-Dance</p> <p>1. Mrs. Anita Pal 2. Ms. Neha Sharma -Vice Principal 3. Ms. Faraz Khan-Music 4. Ms. Rahim Khan-Dance</p> <p>5. Mrs. Anita Pal 6. Ms. Neha Sharma -Vice Principal</p>	<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. 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. To ensure mass participation in all the activities. To conduct house meeting and maintain house register.</p>
3.	Academic Coordinator	<p>7. Mrs. Anita Pal</p> <p>1. All Class teachers (I- VIII) - Section Teachers.</p>	<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. To distribute list of text books Note books, option forms and other details. To maintain minutes of academic meetings. To organize and conduct Parent teacher meetings for all the classes. To send the information to parents regarding academics. To send messages to parents through UOLO app regarding PTMs/Holidays/any academic related information.</p>

SI.No	Committee	Name of the Member	Duties & Responsibilities
4.	<p>Grievance, Child Right protection & RTI cell</p> <p>&</p> <p>Safety and security of students, Search and Rescue.</p> <p>Internal Complaint Committee</p>	<p>1. Ms. Neha Awadhesh Asha Sharma I/C</p> <p>2. Mr. Vijay Kamidi – DGM</p> <p>3. Ms. Priya Singh</p> <p>4. Ms. Pooja Manoj Rajiwadekar –Psy.</p> <p>5. Mr. Brijbhushan Mishra</p> <p>1. M V N S L Jyothirmai (I/C)</p> <p>2. Mrs. Aarti Sakharam Pawar</p> <p>3. Mrs. Shilpa Sunil Mahadik</p> <p>4. Mrs. Khushboo Dinesh Dubey</p> <p>5. All class Teachers</p> <p>1. M V N S L Jyothirmai (I/C)</p> <p>2. Ms. Vidyavati Mithuram Jaiswar</p> <p>3. Ms. Sunita Pradip Kumar Das</p> <p>4. Ms. Piyali Purkait</p> <p>5. Ms. Priya Nigam</p>	<p>Dealing with the grievances of teachers and students once a fortnight. Maintenance of register with proper records.</p> <p>To attend to all discipline cases in the school. To reply to all RTI and RTE related information</p>
5.	Discipline	<p>1. Mr. Arnold Varghese Paranganattu (I/C)</p> <p>2. Mr. Paresh Sankhe – Campus I/C</p> <p>3. Ms. Shilpa Sunil Mahadik</p> <p>4. Ms. Shalini Das</p> <p>5. All Class Teachers</p> <p>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>

Sl.No	Committee	Name of the Member	Duties & Responsibilities
6.	<p>Subject Convenors</p> <p>Departments/Stocks holders/</p>	<p>1. English- Mrs. Vidya Rohit Shinde, TGT 2. Hindi- Mrs. Anita.pal, TGT 3. Maths - Mr. Mohammad Saquib khan, PGT 4. Science- Mrs. Neeru Sunit Sharma, TGT 5. Social - Ms. Khan Rubina Mohd Yusuf, TGT</p> <p>1. Mr. Mangesh Devji Dabhekar I/C 2. Mrs. Vandana Alok Tiwari 3. Mrs. Vidyavati Mithuram Jaiswar 4. Mrs. Harshita piyush kumar dubey 5. Mrs. Geetanjali Jayant Dalvi 6. Mrs. Uttara Vijay Fulluke</p>	<p>Conducting subject committee meeting and to maintain register. Release of School magazine . Conduct meeting once in a month. (First week) Monday – English Tuesday – Hindi & 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.	Website Maintenance	<p>1. Mr. Rakesh K I/C 2. Mr. Pavan 3. Ms. Simmi Dwivedi 4. Mrs. Uttara 5. Ms Tanushree</p>	<p>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.</p>
8.	Medical Check-up First Aid Secondary	<p>1. Mr Paresh Sankhe-I/C 2. Mrs. Shilpa Sunil Mahadik 3 All class teachers</p>	<p>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.</p>
9.	Fire Safety and Evacuation	<p>1. Mr. Ramakant Shyambihari Sharma 2. Mr. Arnold Varghese Paranganattu 3. Ms. Asha Santosh Kanchan 4. Ms. Priya Nigam</p>	<p>To train the teachers & the students. To plan mock drill To check upkeep, procurement of the equipment To procure the certificate</p>
10.	Fee Structure and Collections	<p>1. Mr. Kiran Kumar, RFO-I/C 2. Mr. Vijay Kamidi - DGM 3. Ms. Shruti Deshmukh- Branch Accountant 4. Mr. Suraj Manji, Regional Accountant 5. Mr. Siva Rama Krishna –Revenue Dept I/C</p>	<p>Fixing and announcement of dates for fee collections. Preparation of Challans. Take up the modifications as and when required.</p>

Sl.No	Committee	Name of the Member	Duties & Responsibilities
11.	Grievance	<p>1. Ms. M V N S L Jyothirmai</p> <p>2. Ms. Neha awadhesh ash sharma.</p> <p>3. Ms. Pooja Manoj Rajiwadekar</p>	<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)	<p>1.Mr. Paresh Sankhe</p> <p>2.Housekeeping Staff</p> <p>3.Sweeper/Aaya</p>	<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>

Sl.No	Committee	Name of the Member	Duties & Responsibilities
13	Class teachers	All Class teachers ANNEXURE ATTACHED	<p>Classroom maintenance: Cleanliness, Decoration, Information, Class room Inventory, ICT equipment's</p> <p>Students Discipline: 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>Others: 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	Beautification of School. & Museum Racks Secondary	1. Mr. Paresh Sankhe 2. Mr. Mangesh Devji Dabhekar 3. Ms. Seema Vasanttrao Shinde	<p>Maintaining the boards inside the classrooms, name boards fo classes to be painted on the doors etc. and coolers. Decoration during Function/Events/Celebrations.</p> <p>To maintenance of the principal room, museum with the existing items.</p> <p>Addition of items in consultation with Principal</p>
15	Gardening	1. Mr. Paresh Sankhe 2. Mr. Pradeep Patil 3. Mr. Balwant Singh	<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	1. Ms. Neha Awadhesh Asha Sharma-I/C 2. All Class teachers (I- VIII) - Section Teachers.	<p>To keep the stock of all teaching aids.</p> <p>To purchase new teaching aids as required.</p>
17.	Meetings	1. Mrs Anita Pal 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 3rd 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>

Sl.No	Committee	Name of the Member	Duties & Responsibilities
18.	Library	1. Mr. Mangesh Devji Dabhekar-I/C 2. English- Mrs. Sathyakala Vishal, PRT 3. Hindi- Mrs. Anita Pal, TGT 4. Maths- Ms. Priya Singh- PGT 5. Science- Ms.Neha Awadhesh Asha Sharma, PGT 6. Social- Ms. Rekha rairi pillai, TGT	Maintenance of books Purchase according to the requirements Digitalization of library.
19.	Science Exhibition/Science Olympiads/ Green Olympiads	1. Mrs. Neeru Sunit 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.
20	Recruitment	1. Mr.P. Syed Khan– I/C 2. Mr.Sumukh Sane-Recruitment HR 3. Co-Ordinators 4. HOD of Individual Subject	To take up the work as required
21.	Office Coordination	1. Mr. Paresh Sankhe– I/C 2. Mr. Dinesh Bhovad- Material I/C 3. Mrs. Mugdha Mitesh karan –Floor I/C	To assist for Office work as per instructions received . To assist for official correspondence to RO.