

Committees for Academic Year 2021-22

NARAYANA E-TECHNO SCHOOL, INDORE, BANGALORE

LIST OF COMMITTEES FOR THE YEAR 2021-22

Sl.No	Committee	Name of the Member	Duties & Responsibilities
1.	Admission	<ol style="list-style-type: none">1. <u>Mrs. Usha Sharma I/C</u>2. Mr. Salam - AGM3. Mr. Gurpreet - AO4. Mrs. Girija Adlak5. Mrs. Avani Gupta6. Mr. Suman	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)	<u>Examination</u> Internal Examination.	<ol style="list-style-type: none">1. <u>Mrs. Usa Sharma I/C</u>2. Mrs. Girija Adlak3. Mrs. Avani Gupta4. Mr. Suman5. Mrs. Nayala	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	<p>CCA a. School Based</p> <p>b. External Participation</p>	<p>1. Mrs. Priyanka 2. Mrs. Anchala 3. Mr. Abha</p> <p>1, Mrs. Priyanka 2, Mrs. Anchala 4. Mrs. Abha</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>

Sl.No	Committee	Name of the Member	Duties & Responsibilities
4.	<p>Grievance, Child Right protection & RTI cell</p> <p>POCSO Committee</p> <p>Safety and security of students, Search and Rescue.</p> <p>Internal Complaint Committee</p>	<p>1. <u>Mrs. Usha Sharma I/C</u></p> <p>2. Mr. Salam - AGM</p> <p>3. Mr. Gurpreet - AO</p> <p>4. Mrs. Girija Adlak</p> <p>5. Mrs. Avani Gupta</p> <p>6. Mrs. Purnima Agarwal</p> <p>7. Mrs. Neha</p>	<p>Dealing with the POCSO, Grievances, RTI & Child Rights 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>

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11.	Grievance	1. Mrs.Bala Savithri G I/C 2. Mr. Shiju K J 3. Mr. Sandeep 3. Mrs. Darshana –Psy. 4. Mrs.Nalina - Psy 5. Mr. Somasekhar	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)	1. Mrs. Bala Savithri G I/C 2. Mr. Shiju K J 3. Mr. Sandeep 4. Mrs. Hari Priya- I/C(Girls). 5. All Class Teachers 6. House on Duty 7. Mrs. Nalina <u>Repair work & Maintenance</u> 1. Mr. Anil I/C 2. Mr. Sandeep 3. Mr. Vishnu 4. Mr. Mahesh	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.