



ATOMIC ENERGY CENTRAL SCHOOL No.4

Anukiran Colony, Post – Bhabhanagar-323 307

Distt-Chittorgarh, Rawatbhata, Via –Kota (Raj)

School Code: 03663 CBSE Affiliation – 1780004
Tele & Fax: 01475-233330 E-Mail Id.:aecsrbt4@yahoo.co.in Website: www.aecs4rbt.nic.in

Ref: AECS-4/RBT/Committees/2018-19/

Date: 11-07-2018

Office Order - School Committees – (Revised)

The following working committees have been made for the academic year 2018-19 to look after the various activities of the school w.e.f. 12-7-2018. All the staff members are requested to extend your whole hearted support for smooth functioning of the school. You are expected to make self-initiative in the respective task assigned.

S.No.	Committee	Sr. Secondary	Secondary	Primary
1.	Academic Council	Responsibilities are given to the following members for implementation of changes in academic policies from time to time issued by CBSE & AEES. Subject committee meeting on the last working day of every month to be conducted and the suggestions for improvements in each subject need to be recommended. Committee can suggest to the teachers about the latest happenings in the field, various strategies, innovative models for curriculum, new methodologies/technologies in teaching/learning, mentoring the students, remedial measures for slow learners and long absentees, creating leaders from staff and students, suggesting sports, CCA and other co-curricular activities for different groups of students.		
		P.Narasimman, Overall-I/C		
		Bio: S.K.Soni, I/C Sr.Sec Comp.: P.Narasimman Chem: A.K.Kashyap Phy: Inu Bansal Maths: V.K.Shukla Eng.: Kapil.K.G Hin: S.K.Arya P.Ed.:Humera Zeenat	Maths:A.K.Kapoor,I/C Sec Eng.: Shahana Thakur Gen.Sci.: Netrika Mandar Soc.Sci.:K.M.Tripathi Hin/Skt.:A.L.Sharma Comp.Sci.:S.Muthulakshmi	Pinkee K Wasnik I/C, Primary Eng.: Usha Chaturvedi Hin.: Ram Sanehi Mat.: Leena Mann EVS: Yasmeeen
2.	Admission (General)	Admission for various classes play vital role in the school. The following committee is given responsibility for admission of class XI, Pre-prep, I-Std and the admissions of all other classes based on guidelines issued by AEES		
		P.Narasimman, Overall-I/C		
	V.K.Shukla I/C Rajveer Tanwar	A K Kapoor, I/C Ramesh Tilwe V.K.Goyal	Pinkee K Wasnik I/C, Primary Yasmeeen Usha Chaturvedi	
Admission (RTE & SEEP)	As per the guidelines of AEES, RTE and the Govt. of Rajasthan, admission for class I under RTE category will be done for 25% of DAE strength and then the eligible students will be considered			

		under SEEP. The members of the committee will coordinate with the centre level committee related to all the tasks of RTE and SEEP
		Pinkee K Wasnik, Overall-I/C
	---	K.M.Tripathi, I/C, Sec Anup Pathak Ramesh Tilwe
		D.S.Nimesh I/C, Shakuntala S S.S.Rana
3.	Discipline	Discipline is a very important component of student life to inculcate good habits and behavior among students and to make them better citizens. The committee is responsible for overall discipline of the school like attending the late comers, irregular students, ensuring safety and security of students, creating conducive environment for learning, recognizing the well disciplined students, identifying and preventing the external threats etc.
		S.K.Soni, Overall-I/C
		Kapil K G, I/C Rajveer Tanwar Humera Zeenat S.S.Rana Vijay Goyal All the House Masters & Class Teachers
		Dr.Banwari lal, I/C R.K.Deen Asha Giri Anup Pathak Amit Kumar Pal All the House Masters & Class Teachers
		Shobha.S. I/C S C Meena Rachna Agrawal All the House Masters & Class Teachers
		Gate Duty (main Gate during Entry & Exit)
		Gate Duty (Primary Gate during Entry, Exit & Recess)
		Entry & Exit of students, Parents & Others and Recess time V.K.Goyal S.S.Rana Anup Pathak
		Kailash Chand Raju Bhagadiya
		Sarju Singh Manjubai
4.	Staff Welfare & upkeep of Staff Room	Objective is to organize programmes such as retirement, farewell or any other staff related programmes. It liaisons between the staff and the management for running the school smoothly.
		Yogesh Arya, O-I/C Rinku Gupta
		K.M.Tripathi, I/C Shahana Thakur
		Manorama K, I/C Ram Sanehi
5.	Time Table & Substitution	It is an ideal tool to organize the delivery of curriculum at proper time and it gives the clear picture of what is happening in the school. Committee should ensure preparation of time table, incorporate changes as and when required, should coordinate with exam and other departments for day to day happenings for making arrangements and ensuring the class is not going vacant.
		Inu Bansal, O-I/C Govind Sharma Rajveer Tanwar
		S.K.Prasad, I/C P.L.Arumugam S.Muthulakshmi
		Leena Mann, I/C Pushpalata Chetram Verma
6.	CCA (Co Curricular Activities)	CCA activities in the school help to nurture the talents, values, characters and leadership qualities of the students. The committee should plan and conduct year long Co-Curricular activities, organizes investiture ceremony and CCA Day, prepares prize winners list and the arrangement of prizes etc.

		Rajveer Tanwar, O-I/C Kapil K G Dr.Rinku Gupta	Netrika Mandar, I/C A.K.Kapoor D.R.Gocher J.V.Bhatnagar	Vivek K Nagar, I/C Rachna Agrawal Basant Kumar
7.	Assembly Activities	Assembly is a platform for developing various skills of students like listening power through prayers, exhibiting various talents of students, rewarding the achievers, encouraging hygiene, making announcements, ensuring discipline, practicing Yoga/meditation, discipline, public speaking skills, leadership qualities and motivating students for examination and for taking part in other events. The committee is expected to implement the programmes for the above skills and coordinate with house masters for assembly activities.		
		Overall I/C: Kapil K G		
		Kapil K G, O-I/C Rajveer Tanwar B.Panda	Dr.Banwari Lal, I/C Shahana Takur Humera Zeenat	Rachna Agrawal, I/C S.C.Meena
8.	Examination	Exam Department is the key dept. in the school for ensuring the trouble free and smooth conduct of examinations. It should ensure timely dispatch of exam time tables, arranging stationary and confidential papers, timely completion of evaluation of answer scripts, preparation of results and report cards etc. The members of the department must ensure the utmost confidentiality in the exam related work.		
		Overall I/C : V.K.Shukla		
	CBSE Examinations (X & XII) & Registrations from IX to XII	Committee is responsible for registration of students of classes IX & XI, verification of LOC of X and XII, updating all CBSE related communications from time to time to students, teachers and management and conducting CBSE examinations for class X and XII as per the directions of CBSE.		
		S.K.Soni, I/C V.K.Shukla Anup Pathak Class Teachers	P.L.Arumugam, I/C A.K.Kapoor Ramesh Tilwe Class Teachers	-----
	Internal Examinations	V.K.Shukla, I/C Rinku Gupta Kapil K G SS Rana, V K Goyal, Anup	A.K.Kapoor, I/C S.Muthulakshmi Asha Giri Kailash Jagadish	Chetram V, I/C Vivek N Manorama K Sparsh Tyagi
	External Examinations	Overall I/C: Govind Sharma		
	All Hindi external exams	S.K.Arya	Preeti Kumari A.L.Sharma	-----
JSO/JMO/ IOS/ Green Olympiad/ NSE/ IAPT/ Olympiad/Sci.Quiz	-----	Asha Giri S.K.Prasad Jeevanti Xalco	-----	

	NTSE / STSE/ NSE/ IAPT, Astro Quiz	Govind Sharma V.K.Goyal	Netrika Mandar Anup Pathak	-----
	RMO/NSE/IAPT Sr.Sec/any other Maths Exams	Bharti Jain	R.K.Deen	-----
	NSE/IAPT & All Chemistry related	A.K.Kashyap	-----	-----
	KVPY & Inspire	S.K.Soni	-----	-----
	Art Competitions	Govind Sharma	D.R.Gocher	Shakuntala.S
	English Debate	Kapil K G	Shahana Takur Banwari Lal	-----
	Hindi Vigyan Prashna Manch	S.K.Arya	Preeti Kumari A.L.Sharma Netrika Mandar Asha Giri	-----
9.	First Aid	To assess and review the need and requirement to carry out the first aid in school. Committee should ensure that the sufficient quantity of first aid kit must be available at any point of time.The information about the first aid should be shared among all the stakeholders in the school.		
		Humera Zeenat, O-I/C Amit Kumar Pal	R.K.Deen, I/C Sunita Mishra	Ram Sanehi, I/C Usha C
10.	Exhibition	The primary objective of school exhibition is to foster the scientific temperament and inculcate the knowledge & facts behind science, technology and the world. AEES conducts Science, Maths, Social Science & Teaching aid Exhibition, at all India level, every year and the selected projects will be sent to the national level exhibition. Committee is responsible to fix the date of exhibition based on the circular from AEES, call for registration of projects in four different categories, short list the projects, fixing of judges, arranging refreshments, allotment of rooms for projects, consolidation of results, preparation of certificates, procurement of prizes for the participants and winners, preparing the selected projects for all India level by AEES and national level.		
		Overall I/C : Inu Bansal		
		Science: A K Kashyap, I/C & PGTs in Science Maths: Bharti Jain V.K.Shukla	Maths: S K Prasad, I/C Science: Netrika Mandar Social Sci.:K M Tripathi & All the concerned subject trs	Leena Mann, I/C Chetram V Ajay Nehra
11.	Educational Excursion	School excursion plays an important role in making students to understand the field visits and historic places around the school. Committee is expected to organize an excursion for all the classes to nearby places. It may be conducted between September and November depending upon the availability of various resources.		
		Yogesh Arya, O-I/C A K Kashyap	Humera Zeenat, I/C Narendra Singh Chitrank Jwala	J.V.Bhatnagar, I/C Shobha Sankhla Vivek Nagar Salunkhe Swapnil Prakash

12.	Refreshment for students & staff on all occasions/ functions	School provides refreshments for students and guests on various occasions like national days, annual day, CCA/Sports day etc. the committee is expected to identify the suitable refreshments, tendering and ensuring the quality items are being served.		
		A K Kashyap, O-I/C Govind Sharma Bharti Jain Rinku Gupta	Preeti Kumari, I/C Sunita Mishra Jeevanti Xalco Jyoti Soni	Manorama K, I/C Ram Sanehi Dareb Singh J.V.Bhatnagar Basant Kumar
13.	Hindi Rashtra Basha Committee	This committee is exclusively meant for promoting Hindi language in all the spheres of school activities. Executing the circulars received from AEES, NPCIL and other agencies regarding Hindi celebrations. Conducting various competitions to promote Hindi language.		
		S K Arya, O-I/C Govind Sharma Anupama	A.L.Sharma, I/C Preeti Kumari Narendra Singh	Shakuntala S, I/C Manorama K Ram Sanehi
14.	Beautification of School Campus (Notice Boards, display boards, decoration)	A safe and attractive learning environment can be created by a well maintained school. The committee should identify the areas and the methods how to make the campus beautiful like planting trees, wall painting, posters, gardening, display of photographs on notice boards etc.		
		Biswanath Panda, I/C V K Goyal S S Rana Sonia.M.S.	D R Gocher O-I/c Banwari lal Narendra Singh Sunita Mishra Parmeshthi Tailor Raju Bahadia Chitrangk Jwala	Usha Chaturvedi, I/C Savita S Ajay Nehra Sparsh Tyagi Basant Kumar
15.	Infrastructure Maintenance & Cleanliness	To ensure the cleanliness inside the campus by engaging various agencies. It is necessary to maintain the campus neat and clean at all the times. The various resources of the school like furniture/Electrical/Water cooler/Civil/Water Supply/Aqua guard and other items are to be maintained in working condition.		
		Biswanath Panda Bharti Jain P.L.Arumugam VK Goyal Jagadish Kailash	R.K.Deen, O-I/C Humera Zeenat Amit Kumar Pal Narendra Singh Raju Bagadiya Shambu lal	S.C.Meena I/C Shobha Sankhla Dareb Singh Salunkhe Swapnil Prakash Sarju Singh Manju Bai
16.	Sexual Harassment & Care for Girls	The committee deals with the complaints of sexual harassment as per the guidelines laid down by AEES, CBSE and the laws. The main objectives are preventing sexual harassment and discrimination against women and girls, by promoting gender amity among students, women employees and other staff. The basic needs of the girl students should be addressed by the committee.		
		Bharti Jain O-I/C Rinku Gupta	Preeti Kumari, I/C Sunita Mishra	Rachna Agrawal, I/C Shakuntala S

17.	Horticulture & Aquarium	Inculcating the habit of horticulture/farming in the minds of students in an innovative teaching tool for giving hands-on experience. The main objectives are enabling students for multiple learning, opportunities for inter disciplinary lessons, understanding environmental related problems, teach patience and responsibility, increase the student's self esteem, promote the team work and beautification of the environment.		
		S.K.Soni O-I/C S.K.Arya Jagadish	Asha Giri, I/C Jyoti Soni Kailash	J.V.Bhatnagar, I/C Savita Shinde Sarju Singh
18.	PA System	Public Address (PA) system is an integral part of the school system which addresses various issues in the school. It needs to be kept on working condition at all the time. Timely arrangement of PA system for assembly activities, various programme, important days and functions etc. and keeping back at the designated place. It should be able to be used for emergency evacuation system also.		
		-----	D R Gocher, I/C P.L.Arumugam Kailash Raju	J.V.Bhatnagar O-I/C Vivek Nagar Sarju Singh Jagadish
19.	Alumni Association	The main objectives of Alumni association are maintaining the data of Alumni of our school, encourage and foster the close relationship among alumni and also with staff members, to involve them for giving guidance to the current students and to exchange of ideas on cultural, academic and social issues.		
		S.K.Soni, O-I/C A K Kashyap Yogesh Arya	A K Kapoor, I/C S K Prasad Jeevanti Xalco	J.V.Bhatnagar, I/C Usha Chaturvedi
20.	Science Week/Day Celebration	Science is inevitable in the life of everyone. In order to promote the importance of science and relevance of science to future development of our society and country, Science week/day needs to be organized at big level.		
		Inu Bansal, O-I/C Rinku Gupta All Science Teachers	Netrika Mandar, I/C Asha Giri Jyoti Soni & all Sci. Trs.	Chetram V, I/C Yasmeen Sparsh Tyagi Basant Kumar
21.	Teaching Aids / Audio Visual Aids	Teaching aids improve the listening and understanding level of the students. The committee is expected to discuss with the subject in-charges and make different teaching aids available for different classes through procurement or any other mode.		
		B.Panda, O-I/C S.K.Soni	P L Arumugam I/C Asha Giri Sunita Mishra	S C Meena, I/C Vivek Nagar Shakuntala S Ajay Nehra Savita S
22.	Publications, Media and Press, Record Keeping & Photography	It is the mirror of the school. The various events/programmes/celebrations/ activities conducted in the school need to be preserved with write ups and photographs along with certificates, if any. It serves for generating various reports, monsoon report, newsletters, annual report and annual magazine etc. School publishes various booklets like newsletters, annual magazine,		

		calendars, wall magazines, language magazines etc. The committee is expected to maintain the record of the data and publish the magazines within the stipulated time.			
		<table border="1"> <tr> <td>Kapil K G, O-I/C V K Shukla S K Arya B.Panda Anup Pathak</td> <td>S Muthulakshmi, I/C P.L.Arumugam Shahana Takur R D Gocher Preeti Kumari B L Meena</td> <td>Leena M, I/C Yasmeen Basant Kumar Sparsh Tyagi</td> </tr> </table>	Kapil K G, O-I/C V K Shukla S K Arya B.Panda Anup Pathak	S Muthulakshmi, I/C P.L.Arumugam Shahana Takur R D Gocher Preeti Kumari B L Meena	Leena M, I/C Yasmeen Basant Kumar Sparsh Tyagi
Kapil K G, O-I/C V K Shukla S K Arya B.Panda Anup Pathak	S Muthulakshmi, I/C P.L.Arumugam Shahana Takur R D Gocher Preeti Kumari B L Meena	Leena M, I/C Yasmeen Basant Kumar Sparsh Tyagi			
23.	Techno Committee (Website/SIT/Datab ase/LAN/Software)	The committee is expected to provide technological solutions for the development of students and to improve the performance of the existing office/administrative system and the work includes timely updating of websites, use of latest software for students, administering LAN in the labs etc.			
		<table border="1"> <tr> <td>Rajveer Tanwar O-I/C V K Shukla</td> <td>S.Muthulakshmi I/C P.L.Arumugam</td> <td>Chetram V, I/C Salunke Swapnil Prakash</td> </tr> </table>	Rajveer Tanwar O-I/C V K Shukla	S.Muthulakshmi I/C P.L.Arumugam	Chetram V, I/C Salunke Swapnil Prakash
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24.	Special functions and National/Internation al Days	School organizes/observes various national days like Independence day, Republic Day, Yoga Day, Teachers day, Children's day, Gandhi Jayanthi etc. Organization of special events on these days, providing refreshments as per the budget provisions, inviting guests etc are the major tasks involved for the committee.			
		<table border="1"> <tr> <td>Yogesh Arya O-I/C Kapil K G Govind Sharma</td> <td>Netrika Mandar, I/C Banwarilal Jeevanti Xalco Humera Zeenat</td> <td>Rachna Agrawal, I/C Manorama K Chetram V Shobha Sankhla Savita Shinde</td> </tr> </table>	Yogesh Arya O-I/C Kapil K G Govind Sharma	Netrika Mandar, I/C Banwarilal Jeevanti Xalco Humera Zeenat	Rachna Agrawal, I/C Manorama K Chetram V Shobha Sankhla Savita Shinde
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25.	Disaster Management, Safety and Security of the school	Safety of the school is important to protect students and staff from external threats as well as assaults. Timely measures by the committee can ensure the safety and security of students. There are several things happening in the school should be taken care like fighting and assault, bullying, victimization, sexual attacks, theft or robbery, class room dis order, use of weapons, violent crimes, bursting of crackers etc.			
		<table border="1"> <tr> <td>A K Kashyap, I/C Yogesh Arya All Lab Assistants</td> <td>Humera Zeenat, O-I/C D R Gocher Amit Kumar Pal</td> <td>J.V.Bhatnagar, I/C D.S.Nimesh Shobha Shankla</td> </tr> </table>	A K Kashyap, I/C Yogesh Arya All Lab Assistants	Humera Zeenat, O-I/C D R Gocher Amit Kumar Pal	J.V.Bhatnagar, I/C D.S.Nimesh Shobha Shankla
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26.	Sports and Games	It increases the self esteem of students and creates mental awareness. Though the well established procedures are being followed for sports and games in the curriculum, the timely planning for conducting various events and other activities are to be worked out well in advance.			
		<table border="1"> <tr> <td>-----</td> <td>Humera Zeenat, O-I/C Amit Kumar Pal Chitrant Jwala</td> <td>Shobha Shankla, I/C Vivek Nagar Sparsh Tyagi</td> </tr> </table>	-----	Humera Zeenat, O-I/C Amit Kumar Pal Chitrant Jwala	Shobha Shankla, I/C Vivek Nagar Sparsh Tyagi
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27.	House	The house system in the schools promotes communication, team work, mutual assistance, fraternity, unity and cooperation among them. The school has four houses and the students are divided among four houses for various CCA and sports competitions. All			

		the members of the house are expected to prepare the students for various competitions well in advance.		
	Pratap (Blue) House	Bharti Jain, I/C A K Kashyap Jeevanti Xalco, Co-I/C	K M Tripathy Shahana Thakur Narendra Singh	D.S.Nimesh, I/C Usha Chaturvedi SparshTyagi
	Shivaji (Red) House	Inu Bansal, I/C S K Arya Preeti Kumari, Co-I/C	S Muthulakshmi Chitrang Jwala Amit Kumar Pal	S.C.Meena, I/C Leena Mann Swapnil Salunke Prakash
	Subhash (Yellow) House	Govind Sharma, I/C Yogesh Arya Sunita Mishra, Co- I/C	R K Deen Akshayalata Sharma B.L.Choudhary	Ram Sanehi, I/C Yasmeen Manorama K
	Tilak (Green) House	Biswanath Panda, I/C Soniya M.S. S K Soni	Asha Giri, Co-I/C S K Prasad Jyoti Soni	Shobha Sankhla, I/C Shakuntala S Ajay Nehra
28.	Clubs	It provides opportunity to enhance the special quality of the students in which they are interested. The students of classes III to XII will be allowed to join various clubs.		
	Sr. Sec. & Secondary	Literary Club	Science Club	Maths Club
		Kapil K G S K Arya Shahana Takur A.L. Sharma & all other Language Teachers	Rinku Gupta Inu Bansal Netrika Mandar Asha Giri & all other science teachers	V K Shukla Bharti Jain A K Kapoor R K Deen & all other maths teachers
		Nature Club	Social Science Club	
		S K Soni Rajveer Tanwar Humera Zeenat Amit Kumar Pal	K M Tripathi Jeevanti Xalco Sunita Mishra Banwari Lal	
	Primary	Sports Club	Art Club	Literary Club
		Shobha Shakla Vivek Nagar S C Meena Sparsh Tyagi	J V Bhatnagar Shakuntala Sharma Rachna Agrawal Ajay Nehra Basant Kumar	Usha Chaturvedi D S Nimesh Ajay Nehra Salunke Swapnil Prakash

Note: The **overall in-charge (O-I/C)** of different committees will be stock holders of the stock in their department. They are requested to take over the charge of the stock, wherever applicable, from the concerned stock holders under intimation to the undersigned immediately.

Pinkee K Wasnik
Head Mistress

P.Narasimman
Vice Principal

B.S.K.Raju
Principal

Copy to:

- 1) Master File
- 2) Staff Notice Boards (Secondary/Primary)
- 3) AECS-4 Website (<http://www.aecs4rbt.nic.in>)