

		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 R.D. Sharma
		S.C. Meena -I/C, D.S.Nimesh Shakuntala Sharma
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.
		Rajveer Tanwar, Overall-I/C
		Kapil K G, I/C Soniya M Sayam Humera Zeenat S.S.Rana Vijay Goyal All the House Masters & Class Teachers
		Dr. Banwari lal, I/C S.K. Prasad Asha Giri Anup Pathak Amit Kumar Pal Asish All the House Masters & Class Teachers
		Shobha.S. I/C S C Meena Sparsh Tyagi Ajay Nehra and 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 Sarju Singh
		Raju Bagadiya Manju Bai
4.	Staff Welfare & upkeep of Staff Room	Objective is to organize programmes such as retirement, farewell, arrangement for staff meeting or any other staff related programmes. It liaisons between the staff and the management for running the school smoothly.
		A.K. Kashyap, O-I/C Bharti Jain
		A.K. Kapoor, 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.
		Govind Sharma, O-I/C Rinku Gupta Soniya M Sayam
		A K Kapoor, I/C Pl. Arumugam S.Muthulakshmi
		Leena Mann, I/C Chetram Verma Vivek Nagar Rachna Agarwal
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 V.K. Shukla	Netrica Mandar, I/C A.K.Kapoor D.R.Gocher J.V.Bhatnagar	Vivek K Nagar, I/C Sparsh Tyagi Leena Maan
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		
		Dr. Rinku Gupta I/C Humera Zeenat	Netrica Mandar, I/C Dr. Banwari Lal Amit Kumar Pal Ashish	Yasmeen., I/C Nikki Kumari Usha Chaturvedi
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.		
		A.K. Kashyap, I/C Rajveer Tanwar Anup Pathak	Pl. Arumugam, I/C A.K.Kapoor S.Muthulakshmi R.D. Sharma	-----
	Internal Examinations	V.K.Shukla, I/C Dr.Rinku Gupta Soniya M Sayam SS Rana, V K Goyal, Anup Pathak Sarju Singh	S.K.Prasad, I/C S.Muthulakshmi Asha Giri Pl. Arumugam Kailash Chand Jagdish Ghawri	Chetram V, I/C Nikki Kumari Ram Sanehi Sparsh Tyagi
	External Examinations	Overall I/C: Bharti Jain		
	All Hindi external exams	M.K. Jha	Preeti Kumari B.L. Meena	-----
JSO/JMO/ IOS/ Green Olympiad/ NSE/ IAPT/ Olympiad/Sci.Quiz	-----	Asha Giri Chitrang Jwala	-----	

	NTSE / STSE/ NSE/ IAPT, Astro Quiz	Govind Sharma V.K.Goyal	Netrica Mandar Kiran Kumari	-----
	RMO/NSE/IAPT Sr.Sec/any other Maths Exams	Rinku Gupta	S.K. Prasad	-----
	NSE/IAPT & All Chemistry related	Yogesh Arya	-----	-----
	KVPY & Inspire	Yogesh Arya	-----	-----
	Art Competitions	B. Panda	D.R.Gocher	Kartik Saini
	HiniDebate	M.K. Jha	Preeti Kumar B.L. Meena	-----
	Hindi Vigyan Prashna Manch	M.K. Jha	Preeti Kumari Netrica 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	Jeevanti Xalco, I/C Sunita Mishra	Ram Sanehi, I/C Kartik Saini
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 : Dr. Rinku Gupta		
		Science: Kashyap, I/C & PGTs in Science Maths: Bharti Jain V.K.Shukla	Sci.: Netrica Mandar, I/C Maths: S K Prasad Social Sci.:K M Tripathi & All the concerned subject teachers	Leena Mann, I/C Rachna Agarwal Chetram Verma Ajay Nehra Sparsh Tyagi
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 B.Panda M.K. Jha	Humera Zeenat, I/C Jeevanti Xalco Chitrang Jwala	Vivek Nagar,I/C J.V.Bhatnagar Shobha Sankhala

			Shalini Shringi	Sparsh Tyagi
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.		
		Govind Sharma, O-I/C A K Kashyap Bharti Jain Rinku Gupta	S.K. Prasad, I/C Sunita Mishra Jeevanti Xalco Chitrang Jwala Shalini Shringi	Manorama K, I/C Ram Sanehi Dareb Singh J.V.Bhatnagar Mamta Kumari
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.		
		M K Jha, O-I/C Govind Sharma Anupama Samerwal	B.L. Meena, I/C Preeti Kumari	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.		
		V.K. Shukla, I/C Dr. Rinku Gupta V K Goyal S S Rana Sonia.M.Sayam	D R Gocher O-I/c Banwari lal Sunita Mishra Chitrang Jwala, Shalini Ashish, Sarju Singh Jagdish Ghawri	Ajay Nehra- I/c Usha Chaturvedi Yasmeen Savita J Shinde Mamta Kumari
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 Pl. Arumugam VK Goyal Jagdish Sarju Singh	R.K.Deen, O-I/C Humera Zeenat Amit Kumar Pal Narendra Singh Kailash Chand Shambu lal	Shobha Sankhla,I/c S.C.Meena Dareb Singh Ajay Nehra Raju Bagadiya 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	Shakuntala S I/C Yasmeen

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 M.K. Jha Jagdish Ghawri	Asha Giri, I/C Sunita Mishra Shalini Shringi Kailash Chand	J.V.Bhatnagar, I/C Savita Shinde Manju Bai Raju Bagadiya
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.		
		J.V.Bhatnagar, I/C Ajay Nehra Sparsh Tyagi	D R Gocher Kailash Chand Raju Bagadiya Sarju Singh	Jagdish Ghawri Shambhu lal
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	Shahana Thakur, I/C S K Prasad	J.V.Bhatnagar, I/C Usha Chaturvedi Shobha Sankhala
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.		
		Rinku Gupta, O-I/C Soniya M Sayam All Science Teachers	Netrica Mandar, I/C Asha Giri Kiran Kumari & all Sci. Trs.	Chetram V, I/C Yasmeen Basant Kumar Mamta Kumari
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.		
		V.K. Shukla, O-I/C B. Panda	Pl. Arumugam I/C Shahana Thakur K.M. Tripathi Kiran Kumari	Leena Maan, I/C S C Meena Savita J Shinde Nikki Kumari
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 M.K. Jha B.Panda Anup Pathak</td> <td>S Muthulakshmi, I/C Pl.Arumugam Shahana Takur R D Gocher Preeti Kumari B L Meena</td> <td>Sparsh Tyagi-, I/C Kartik Saini Leena M</td> </tr> </table>	Kapil K G, O-I/C V K Shukla M.K. Jha B.Panda Anup Pathak	S Muthulakshmi, I/C Pl.Arumugam Shahana Takur R D Gocher Preeti Kumari B L Meena	Sparsh Tyagi-, I/C Kartik Saini Leena M
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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 Pl. Arumugam</td> <td>Chetram V, I/C Sparsh Tyagi</td> </tr> </table>	Rajveer Tanwar O-I/C V K Shukla	S.Muthulakshmi I/C Pl. Arumugam	Chetram V, I/C Sparsh Tyagi
Rajveer Tanwar O-I/C V K Shukla	S.Muthulakshmi I/C Pl. Arumugam	Chetram V, I/C Sparsh Tyagi			
24.	Special functions and National/Internation al Days & Seating arrangements for all competitions	School organizes/observes various national days like Independence day, Republic Day, Yoga Day, Teachers day, Children's day, Gandhi Jayanti 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 Banwari Lal Sunita Mishra Humera Zeenat</td> <td>J.V. Bhatnagar-I/c Savita J Shinde Kartik Saini Mamta Mourya</td> </tr> </table>	Yogesh Arya O-I/C Kapil K G Govind Sharma	Netrika Mandar, I/C Banwari Lal Sunita Mishra Humera Zeenat	J.V. Bhatnagar-I/c Savita J Shinde Kartik Saini Mamta Mourya
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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 disorder, use of weapons, violent crimes, bursting of crackers etc.			
		<table border="1"> <tr> <td>Yogesh Arya, I/C B. Panda All Lab Assistants</td> <td>Humera Zeenat, O-I/C D R Gocher Amit Kumar Pal</td> <td>J.V.Bhatnagar, I/C S. C. Meena Shobha Shankla</td> </tr> </table>	Yogesh Arya, I/C B. Panda All Lab Assistants	Humera Zeenat, O-I/C D R Gocher Amit Kumar Pal	J.V.Bhatnagar, I/C S. C. Meena Shobha Shankla
Yogesh Arya, I/C B. Panda All Lab Assistants	Humera Zeenat, O-I/C D R Gocher Amit Kumar Pal	J.V.Bhatnagar, I/C S. C. Meena Shobha Shankla			
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 Chitrang Jwala</td> <td>S. C. Meena -I/C Shobha Shankla, Vivek Nagar Ajay Nehra</td> </tr> </table>	-----	Humera Zeenat, O-I/C Amit Kumar Pal Chitrang Jwala	S. C. Meena -I/C Shobha Shankla, Vivek Nagar Ajay Nehra
-----	Humera Zeenat, O-I/C Amit Kumar Pal Chitrang Jwala	S. C. Meena -I/C Shobha Shankla, Vivek Nagar Ajay Nehra			
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	Dr. Rinku Gupta, I/C A K Kashyap	Asha Giri, Co-I/C Shahana Thakur Jeevanti Xalco K M Tripathy	Basant Kumar– I/c Yasmeen Darab Singh
	Shivaji (Red) House	Bharti Jain, I/C Biswanath Panda	Preeti Kumari, Co-I/C S Muthulakshmi Chitrang Jwala Asish	Kartik Saini, I/C Shakuntala Sharma Rachna Agrawal
	Subhash (Yellow) House	Soniya M. Sayam, I/C Yogesh Arya	Sunita Mishra, Co- I/C B.L.Meena Banwari Lal P L Arumugam	Nikki Kumari, I/C Shobha Sankhala U. Chaturvedi
	Tilak (Green) House	M.K. Jha , I/C Govind Sharma	Kiran Kumari, Co-I/C S K Prasad Shalini Shringi Amit Kumar Pal	Ajay Nehra- I/c Manorama K Chetram Verma
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 M.K. Jha Shahana Takur & all other Language Teachers	Netrica Mandar Rinku Gupta Asha Giri & all other science teachers	Bharti Jain A K Kapoor Chitrang Jwala & all other Maths teachers
		Nature Club	Social Science Club	
		D R Gocher Rajveer Tanwar Humera Zeenat Amit Kumar Pal	K M Tripathi Jeevanti Xalco Sunita Mishra Banwari Lal	
	Primary	Sports Club	Art Club	Literary Club
V.K. Nagar – I/c Shobha Sankhala S.C. Meena Ajay nehra		Shakuntala Sharma –I/c yasmeen Sparsh Tyagi Kartik Saini	Nikki Kumari– I/c Manorama K Darab Singh Basant Kumar	
29	To regulate/escort the children till bus		Amit Kumar Pal Chitrang Jwala Ashish Kailash	Darab Singh – I/c Ajay Nehra Kartik Saini Raju

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. In the absence of I/C, next person will act as I/C.

Pinkee K Wasnik
Head Mistress

M. Vijaya Kumar
Vice Principal

A. Joseph John
Principal

Copy to:

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