



**ATOMIC ENERGY CENTRAL SCHOOL-2/  
ATOMIC ENERGY HIGHER SECONDARY SCHOOL  
DAE TOWNSHIP, KALPAKKAM-603102**



Ref: AECS-2/HSS/KAL/Committees/2024-25/

Date: 24-06-2024

**Office Order - School Committees**

The following working committees have been formed for the academic year 2024-25 to look after the various activities of the school. All the staff members are requested to extend their whole hearted support for smooth functioning of the school. They are expected to make self-initiative in the respective task assigned and make all sort of preparations well in time.

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 meetings on the last working day of every month need 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 transaction, new methodologies/technologies in t3eaching/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.		
		Principal, Overall I/C		
		Vice Principal	Headmistress	
		Members are the senior most teachers of each subject in Hr. Secondary, Secondary and Primary		
2.	Admissions (DAE, Non-DAE, RTE & SEEP)	Admission for various classes plays a vital role in the school. The following committee is given the responsibility of thoroughly checking and scrutinizing the application forms and admission of students for the classes Balvatika to XII under various categories such as DAE, Non-DAE, RTE and SEEP based on the guidelines issued by AEES, Govt. of Tamil Nadu. The in-charges should maintain the proper details of the respective section and the overall in-charge will be responsible for the whole admission process, coordinate with the committee members and other agencies and provide the data as and when required.		
		G Mohan, Overall I/C		
		B Srinivasa Rao S Raviselvan Mohan Ram V N Sivakumar Aneesh A	D Baskar I/C Gajraj G Veeraraghavan T Amudha	R Revathi I/C Padma Ranganathan S Mohana, Vijayasarithi.A
3.	Discipline & issues related to discipline	Discipline is a very important component of school life. The committee is responsible for overall discipline of the school like attending to the late comers, irregular students, ensuring safety and security of students, creating a conducive environment for learning, recognizing the well-disciplined students, identifying and preventing external threats, etc.		
		Dr.K Vijaya O-I/C		
		N Paranjothi P Saravanan Pratibha B Bundel	D Baskar M Sivakumar Mary Banerjee J Pavithra	Rinzin Khando S Mohana K Valarmathi P Maheshwari
		Discipline Duty at Gate (Entry & Exit at Main Gate)	G Veera Raghavan, N Sivakumar & Work assistants	
4.	Staff Welfare & upkeep of Staff Room	Objective is to organize programmes such as retirement, farewell or any other staff related programmes. The committee liaisons between the staff and the management for running the programme smoothly. The O-I/C is responsible for arranging staff meetings as and when required in consultation with Principal and Vice Principal		

		<b>Overall I/C : B Srinivasa Rao</b>		
		B Srinivasa Rao	Gajraj Velvizhi A Amelin Belba	Vijayasarithi.A Sowmya Narayani N K Meena
5.	Time Table & Substitution	It is an ideal tool to organize the delivery of curriculum at proper time and it gives a clear picture of what is happening in school. Committee should ensure preparation of time table, incorporate changes as and when required, coordinate with exam and other departments for making arrangements and for ensuring that the class is not vacant.		
		<b>Overall I/C : Mohan Ram V</b>		
		Mohan Ram V P Saravanan	R.Vijayalakshmi Vijay Kumar Mishra	Chandrika R Snehlata Acharya
6.	CCA, Prizes, Assembly Activities & Recording of daily events	CCA activities in the school help to nurture the talents, values, characters and leadership qualities among students. The committee should plan and conduct year-long Co-Curricular activities, organize investiture ceremony and CCA Day, prepare the prize winners' list, make arrangement of prizes, etc. Assembly is a platform for developing various skills among students like listening power through prayers, exhibiting various talents of students, rewarding the achievers, encouraging hygiene, making announcements, ensuring discipline, practicing Yoga/meditation, developing public speaking skills, fostering 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.		
		<b>Overall I/C : Shanthi A</b>		
		Shanthi A I/C Piu Roy	Sonia A P I/C P V Diwakaran M Sivakumar	Akhila Kamaraj I/C N.Sowmyanarayani U Saranya
7.	Examination	<b>Overall I/C: P Saravanan</b>		
		Exam Department is the key dept. in the school for ensuring the trouble free and smooth conduct of examinations. The Department should ensure timely dispatch of exam time tables, arrangement of stationery and confidential papers, timely completion of evaluation of answer scripts, preparation of results and report cards etc. The members of the department must ensure utmost care and confidentiality in exam related work.		
	CBSE Task Force	This committee is responsible for the registration of students of classes IX & X, verification of LOC of X, conveying all CBSE related communications from time to time to students, teachers and management. The committee is also responsible for uploading of data on OASIS from time to time, uploading of marks of all CBSE related examinations (X) & coordinating with other schools for CBSE Board examinations of class X as per the directions of CBSE.		
		R.Vijayalakshmi I/C, K Vijaya, Gajraj Singh, Shublata Yadav, Amudha.T & class teachers of IX and X		
	UDISE / EMIS	G. Mohan, R. Vijayalakshmi, Aneesh & G. Veeraraghavan		
	Tamil Nadu State Board Examinations	P Saravanan, G. Mohan, N. Paranjothi, G. Veeraraghavan & Aneesh. A		
	Internal Examinations & Academic Prizes	<b>P Saravanan I/C</b> B Srinivasa Rao N. Sivakumar	<b>K. Vijaya, I/C</b> R. Vijayalakshmi Aman Patel G. Veeraraghavan	<b>Padma R, I/C</b> Rinzin Khando S. Mohana
	External Examinations	Santhi A	Pirithal Yesu Mani	Snehlata Acharya
	CBSE Training Programme	-	Vijay Kumar Mishra	Rinzin Khando

	NTSE	----	----	----
	Art Competitions		M. Sivakumar	Ahila C Kamraj
	English Debate	Santhi A S Raviselvan	Sonia A P P V Divakaran	
	Hindi Vigyan Prashna Manch			
	GK Quiz (Class VIII)		Sonia A P Aman Patel I/C P V Divakaran	Snehlata Acharya
	Inter AECS Dance Competitions	Pratibha B Bundel I/C Piu Roy	K Velvizhi I/C Shubhlata Yadav	N.Sowmyanarayani O-I/C
8.	First Aid	To assess and review the need and requirement of the first aid in school. Committee should ensure that the sufficient quantity of first aid kits must be available at any point of time. The information about the first aid should be shared among all the stakeholders in the school.		
		D. Baskar I/C, K. Vijaya & R Chandrika		
9.	Teaching Aid	Mohanram V	Pirithal Yesu Mani	Rinzin Khando Snehalata
10.	Exhibition & Science Week/Day Celebration	The primary objective of school exhibition is to foster the scientific temperament and inculcate the knowledge & facts behind science, technology and the world among students. AEES conducts Science, Maths, Social Science & Teaching aid Exhibition, at all India level, every year and the selected projects are 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, shortlist the projects, fixing of judges, arranging refreshment, 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. 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 on a greater scale.		
		<b>Over all In Charge : Piu Roy</b>		
		P Saravanan Mohanram V T.R. Bhavani	Pirithal Yesu Mani I/C P V Divakaran Shubhlata Yadav	R Revathi I/C S Mohana Ahila C Kamraj
11.	Educational Trips (Study tours/ outings /field visits)	School excursion plays an important role in helping students 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 the various resources.		
		<b>B Srinivasa Rao O- I/C</b> Santhi A	M Sivakumar I/C D Baskar K Vijaya	Vijayasarithi A I/C Padma R
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 being served.		
		Mohanram V S Ravi Selvan G Veeraraghavan	D. Baskar Gajraj N Sivakumar	N.Sowmyanarayani Vijayasarithi A Saraswathi

13.	Hindi Raj Basha Committee	This committee is exclusively meant for promoting Hindi language in all spheres of school activities. Executing the circulars received from AEES, NPCIL and other agencies regarding Hindi celebrations. Conducting various competitions to promote Hindi language.		
		Pratibha B Bundel I/C, Gajraj, Shubhalata Yadav, Snehlata Acharya		
14.	Horticulture Beautification of School Campus (Notice Boards, display boards, decoration) & Swachhata activities	Inculcating the habit of horticulture/farming in the minds of students is an innovative teaching tool for giving hands-on experience. The main objectives are enabling students for multiple learning, opportunities for inter-disciplinary lessons, understanding environment-related problems, teaching patience and responsibility, boosting student's self-esteem, promoting team work and beautification of the environment. 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 by planting trees, wall painting, posters, gardening, displaying photographs on notice boards, etc.		
		Piu Roy I/C Pratibha Bundel G Veeraraghavan	M Sivakumar D Baskar Mary Banerjee J Pavithra	Padma R Thennarasu K Meena K Punitha
15.	Infrastructure Maintenance, Cleanliness & General Stock, (Fixed/moveable furniture, electronic appliances etc.)	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. The committee should ensure the overall cleanliness during annual day and other important programmes. <b>Committee is expected to maintain the overall stock of the school like furniture (desks, tables, chairs etc.), electronic appliances (fan, coolers, Fridge etc.) and other items.</b>		
		M Sivakumar O-I/C, Padma R, T. Amudha, G Veeraraghavan & S. Thennarasu		
16.	Internal Complaints Committee	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.		
		Dr.K Vijaya, N Paranjothi, Pratibha Bundel, R Chandrika, Padma R, Rinzin K		
17.	PA System & Photography	Public Address (PA) system is an integral part of the school system which addresses various issues in school. It needs to be kept in working condition at all the time. The committee should ensure timely arrangement of PA system for assembly activities, various programmes, important days and functions, etc. and keeping it back at the designated place. It should be ready to use for emergency evacuation system also.		
		Vijaya Kumar Mishra I/C, Gajraj, Vijaya Sarathi & N. Sivakumar		
18.	Alumni Association	The main objectives of Alumni association are to maintain the data of Alumni of our school, encourage and foster close association among alumni and with staff members, involve them for giving guidance to the current students and exchange ideas on cultural, academic and social issues.		
		S Raviselvan, P Saravanan, K Vijaya & K Velvizhi		

19.	Publications, Media and Press, Record Keeping	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.		
		Santhi A S Raviselvan Pratibha B Bundel	Sonia A P Gajraj K Velvizhi	Padma R R Chandrika
20.	Techno Committee (Website/ Students Database /LAN/ Software/ Online Fee)	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 also includes timely updating of websites, use of latest software for students, administering LAN in the labs etc. As per the directions of AEES & CBSE, the fees for all the students need to be collected online. The committee should ensure the timely collection of fee, accuracy of data, checking of fee concession and coordinating with class teachers.		
		Co-Ordinator: P.Narasimman,		
		G. Mohan, In-Charge Aneesh	R Vijayalakshmi Vinitha G	Vijayasarithi A S Mohana
21.	Special functions and National/ International 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.		
		S Raviselvan O-I/C Pratibha B Bundel	Aman Patel D Baskar	N Sowmya Narayani Snehlata Acharya
22.	CMC Staff monitoring	School engages contractual staff for maintenance of school buildings and other related work. The allotment of work, monitoring and maintaining of attendance can be done by the committee.		
		Overall in-charge: P.Narasimman,Vice Principal		
		N Paranjothi T R Bhavani	D Baskar V K Mishra	R Revathi Ahila C Kamraj
23.	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 which should be taken care of. (eg. fighting and assault, bullying, victimization, sexual attacks, theft or robbery, class room disorder, use of weapons, violent crimes, bursting of crackers etc.)		
		<b>Principal O-I/C</b>		
		P.Narasimman G Mohan	K Vijaya, D Baskar M Sivakumar	R Chandrika Snehlata Acharya
24.	Sports and Games	It increases the self-esteem of students and creates mental awareness. Though well established procedures are being followed for sports and games in the curriculum, the timely planning for conducting various events and other activities is required.		
		K Vijaya & D Baskar		Vijayasarithi A & Snehlata Acharya

25.	<b>House</b>	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.		
	<b>Blue House</b>	Pratibha B Bundel G Mohan	K Velvizhi Amalin Melba	Snehlata Acharya Ahila C Kamraj K Meena
	<b>Green House</b>	Santhi A B Srinivasa Rao	Shubhlata Yadav Pirithal Yesu Mani	Vijayasarithi A Padma R P Maheshwari
	<b>Red House</b>	T R Bhavani N Paranjothi	Vijay Kumar Mishra P V Divakaran	S Mohana R Chandrika K Punitha
	<b>Yellow House</b>	Mohanram V P Saravanan	Aman Patel Gajraj	Rinzin Khando K Valarmathi
26.	<b>Clubs</b>	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.		
	<b>Hr. Sec., Secondary &amp; Primary (III to V)</b>	<b>Literary Club</b>		<b>Science &amp; Maths Club</b>
		S Raviselvan, Pratibha B Bundel, K Velvizhi, Sonia A P, Gajraj Rinzin Khando, R Revathi		Mohanram V, Piu Roy Pirithal Yesu Mani, Shubhlata Yadav Vijayasarithi. A, Padma R
		<b>Sports Club</b>		<b>Social Science Club</b>
		K Vijaya , D Baskar S Mohana & Snehlata Acharya		B Srinivasa Rao P V Divakaran, Aman Patel Chandrika R, Rinzin Khando
		<b>Music &amp; Cultural Club</b>		
		N Sowmya Narayani, Piu Roy, G Vinitha , M. Sivakumar, Snehlata Acharya Ahila C Kamraj		

Note:

1. The **overall in-charge (O-I/C)** of the committee will be stock holder of the committee assigned and he/she should initiate the task to complete the job well in advance. They are requested to take over the charge of the stock, wherever applicable, from the existing stock holders under intimation to the Principal immediately.
2. Prefix the name of the staff with (Shri./Smt//Kum.) as the case may be. The members of the committee are expected to provide voluntary support to the in-charge of the committee to execute the task well in time in accurate manner.
3. In the absence of the in-charge, the next person in the committee will take care of the duties of in-charge.
4. The above committees are to be implemented w.e.f. 18-06-2024.

**R CHANDRIKA  
I/C PRIMARY**

**P.NARASIMMAN  
VICE PRINCIPAL**

**KASHINATH BEHERA  
PRINCIPAL**

C.C

- 1) Vice Principal
- 2) I/C Primary
- 3) File No. 5

- 4) Office
- 5) Staff Notice Boards / E-Groups of staff
- 6) Website (<http://www.aecs2kalpakkam.in>)