



ATOMIC ENERGY CENTRAL SCHOOL No.3 Rawatbhata-323307



Run by Atomic Energy Education Society (AEES)
An Autonomous Organisation under Dept. of Atomic Energy, Govt. of India

Ref: AECS-3/RBT/Committees/2020-21/70

Date: 24-07-2020

Office Order - School Committees

The following working committees have been made for the academic year 2020-21 to look after the various activities of the school from the first working day of the academic session 2020-21. 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 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 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 transaction, 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.			
		Principal, Overall I/C			
		P.Narasimman, I/C for Sr.Sec. & Sec.			Pawan Kumar, HM, I/C for Primary
		Com.: Appa P Awaghade Eco.: Srinivasa Rao Hin: O.P.Meena Eng: Rahul Khillare His: Meshram	Maths:Manisha Tiwari Eng.: Sonia A.P. Gen.Sci.: Dipali Dubey Soc.Sci.:Mahatim Ram Hin/Skt.:D R Meena Comp.Sci.:R.K.Ahire Phy Edn.: Shika C	Eng.: Vijay Sharma Hin.: Surabhi Pandey Mat.: V Kaushik EVS: Sarita Yadav	
2.	Admission (General)	Admission for various classes play vital role in the school. The following committee is given the responsibility for thoroughly checking and scrutinizing the application forms and admission of all the classes based on the guidelines issued by AEES			
		P.Narasimman, Overall-I/C			
	RTE & SEEP	B.Srinivasa Rao, I/C R.K.Ahire & Mahendra Singh Parihar		Pawan Kumar Kaushik	
		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			
---		Kaushik I/C Mahendra Singh P	Milind Kumar S P Mourya		

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3.	Discipline	Discipline is a very important component of school 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.		
		Appa D Awaghade, Overall-I/C		
		Appa D Awaghade I/C B Srinivasa Rao	Sonia A.P. I/C R K Ahire Shikha Chourasia	V.Kaushik I/C Milind Kumar Bansode Surabhi Pandey
		Gate Duty (Entry & Exit at Main Gate)	S P Mourya & Jagdish (MTS)	
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 school smoothly. The O-I/C is responsible for arranging staff meeting as and when required.		
		Dhanraj Meena O-I/C R K Ahire & N K Mishra	Kaushik I/C G N Tripathi	
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.		
		B Srinivasa Rao, O-I/C Yakanna Kunduru & Nitin Yogi	Vijay Sharma I/C Vibuti Kaushik	
6.	CCA (Co Curricular Activities)	CCA activities in the school help to nurture the talents, values, characters and leadership qualities among the students. The committee should plan and conduct year long Co-Curricular activities, organize investiture ceremony and CCA Day, prepares prize winners list and the arrangement of prizes etc.		
		Rahul Khillare O-I/C, Dubey & Nitin Yogi	B.R.Meshram, Dipali Surabhi Pandey I/C G N Tripathi Anora Xess	
7.	Assembly Activities & Recording of daily events	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, 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.		

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		Rahul Khillare O-I/C,		
		Dipali Dubey, O-I/C Manisha Tiwari	Omprakash Meena	Sarita Yadav I/C G N Tripati Milind Kumar B
8.	Examination	Overall I/C : B R Meshram		
		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 at most confidentiality in the exam related work.		
	CBSE Task Force	Committee is responsible for registration of students of classes IX & XI, verification of LOC of X and XII, updating of 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 (IX to XII) & coordinating with other schools for CBSE examinations of class X and XII as per the directions of CBSE.		
		R.K.Ahire, Independent I/C, Mahendar Singh Parihar & S P Mourya	Dipali Dubey,	-----
	Internal Examinations	B R Meshram , I/C, R K Ahire, Yakanna Kunduru, Manisha Tiwari, S P Mourya		Sarita Yadav, I/C Anora Xess
	External Examinations	Overall I/C: Manisha Tiwari		
	All Hindi external exams	Omprakash Meena	Dhanraj Meena	Surbhi Pandey
	JSO/JMO/ IOS/ Green Olympiad/ NSE /Sci.Quiz	-----	Manisha Tiwari	Milind Kumar B
	NTSE / STSE/ NSE/ IAPT, Astro Quiz		Dipali Dubey	-----
	RMO/NSE/IAPT Sr.Sec/any other Maths Exams		Manisha Tiwari	-----
	Art Competitions		Nitin Yogi	Sunila Devi
	English Debate		Sonia A P Rahul Laxman Khillare	-----
Hindi Vigyan Prashna Manch		Manisha Tiwari Dipali Dubey O P Meena	-----	

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	GK Quiz	Rahul Laxman Khillare	Dipali Dubey Mahatim Ram	
	Inter AECS Dance Competitions	Appa D Awaghade	Sonia A P O-I/C Manisha Tiwari	Sarita Yadav G N Tripati
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.		
			Sonia A P I/C Shikha Chourasia	Sunila Devi I/C Archana Nair
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 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, 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.		
		Smt. Dipali Dubey O-I/C		
		B.R.Meshram	Dipali Dubey Manisha Tiwari	V Kaushik I/C Sarita Yadav
11.	Educational Excursion	School excursion plays an important role in helping 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.		
		Omprakash Meena O-I/C	R K Ahire I/C Yakanna Kunduru Nitin Yogi	Milind Kumar I/C Sunila Devi G N Tripati
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.		
		B Srinivasa Rao I/C B R Meshram N K Mishra	Mahatim Ram Yakanna Kunduru Dhanraj Meena	Vijay Sharma I/C Archana Nair
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.		

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		Omprakash Meena O-I/C	Dhanraj Meena Mahendra Singh Parihar	Pawan Kumar, HM Sunila Devi Suchita Sharma
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 by planting trees, wall painting, posters, gardening, display of photographs on notice boards etc.		
		Omprakash Meena N K Mishra	Nitin Yogi O-I/C Shikha Chourasia &	Surabhi Pandey Archana nair
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. The committee should ensure the overall cleanliness during annual day and other important programmes.		
		Dhanraj Meena O-I/C Yakanna Kunduru, S P Mourya & All work assistants		Milind Kumar Bansode Sunila Devi
16.	General Stock (Fixed/moveable furniture, electronic appliances etc.)	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.		
		G.N.Tripati, Mahatim Ram, V Kaushik		
17.	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.		
		Manisha Tiwari-I/C, Dipali Dubey, Surabhi Pandey, Suchita Sharma & Archana Nair		
18.	Horticulture & Aquarium	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 environmental related problems, teach patience and responsibility, increase student's self esteem, promote team work and beautification of the environment.		
		Nitin Yogi, O-I/C, Mahatim Ram, Shikha Chourasia & S P Mourya		Sunila Devi Archana Nair
19.	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		

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		ready to use for emergency evacuation system also.
		G N Tripathi I/C, R K Ahire & S P Mourya
20.	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.
		Sonia A P O-I/C, R K Ahire Manisha Tiwari, Nitin Yogi & Mahendra Singh
		Surabhi Pandey Vijay Sharma
21.	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.
		Dipali Dubey I/C, Manisha Tiwari, Sarita Yadav & Anora Xess
22.	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.
		R K Ahire, O-I/C, Sonia A P & Yakanna Kunduru
		Milind Kumar I/C Archana nair
23.	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.
		O.P Meena I/C
		Nitin Yogi
		Mahendar Singh Parihar
		S P Mourya
24.	Techno Committee (Website/ /Database /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.
		P.Narasimman, O-I/C
		Rahul Khillare
		R K Ahire & Nitin Yogi Yakanna Kunduru
		Pawan Kumar Anora Xess
25.	Online Fee	As per the directions of AEES & CBSE, the fees for all the students need to be collected through online. The committee should ensure the timely collection of fee, accuracy of data, checking of fee concession and coordinating with class teachers.
		P.Narasimman I/C, Pawan Kumar, R.K.Ahire, Mahendra singh Parihar &

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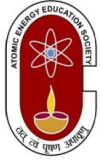


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		All class teachers		
26.	Special functions and National/ International Days	School organizes/observes various national days like Independence day, Republic Day, Yoga Day, Teachers day, Children's day, Gandhi Jayanthi etc. Organization of special events on these days, providing refreshments as per the budget provisions, inviting guests etc are the major tasks involved for the committee.		
		Sonia A P O-I/C B Srinivasa Rao Omprakash Meena	Nitin Yogi Yakanna Kunduru	Surabhi Pandey Vijay Sharma Anora Xess
27.	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.		
		Principal O-I/C		
		P.Narasimman B Srinivasa Rao Appa D Awaghade	A P Sonia Shikha Chaurasia & N K Mishra	Pawan Kumar Milind Kumar Sarita Yadav
28.	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.		
		-----	Shikha Chourasia I/C Contract PET	Milind Kumar I/C Sunila Devi
29.	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	R K Ahire (I/C) Maths Teacher-II	Vijay Sharma I/C Archana Nair	
	Shivaji (Red) House	Om Prakash Meena (I/C) Appa Awaghade	Milind Kumar I/C Sunila Devi	
	Subhash (Yellow) House	Dhanraj Meena (I/C) Manisha Tiwari	Sarita Yadav I/C G N Tripathi	
	Tilak (Green) House	Sonia A P (I/C) Yakanna Kunduru	Anora Xess I/C Vibhuti Kaushik	

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30.	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 & Primary (III to V)	Literary Club	Science & Maths Club
		Rahul Khillare I/C A P Sonia, O P Meena Dhanraj Meena, Vijay Sharma	Dipali Dubey I/C, Manisha Tiwari, Anora Xess & Sarita Yadav
		Culture Club (Nature, Art & Music)	Social Science Club
		Yakanna Kunduru I/C Nitin Yogi, G N Tripathi Suchita Sharma & S P Mourya	B R Meshram I/C, B.Srinivasa Rao, Appa D Awaghade, Mahatim Ram, Sunila Devi
		Sports Club	
Shikha Chourasia I/C, Male PET, Milind Kumar, V Koushik & Archana Nair			

Note: The **overall in-charge (O-I/C)** of different committees will be stock holders of the stock in the committees assigned and they should initiate the task to be completed 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.

Pawan Kumar
Head Master

P.Narasimman
Vice Principal

Copy to:

- 1) Headmaster
- 2) Master File
- 3) Staff Notice Boards (Secondary/Primary)
- 4) AECS-4 Website (<http://www.aecsrbt3.ac.in>)

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