

**ATOMIC ENERGY CENTRAL SCHOOL-1& JC, HYDERABAD
ACADEMIC YEAR, 2018-19
DUTIES & RESPONSIBILITIES OF DIFFERENT COMMITTEES**

Dear Teachers,

The following committees have been constituted to plan and execute appropriate curricular & co-curricular learning experiences (activities) for the all-round personality development of children in a congenial and conducive environment for the smooth and effective functioning of the school during the current academic year, 2018-19.

S.No	Committee	COORDINATOR & MEMBERS OF THE COMMITTEE	
		Secondary	Primary
1	Morning Assembly	Mrs. C. Visalakshi I/C Mr. A. Dwaraka Nath Mr. M.L. Sharma Mrs. Liza Abraham	Mrs. R. Padma I/C Mrs. Arunlata Mrs. Madhu Singh
2	PA System	Mr. A. Dwaraka Nath Mr. A. Srinivas Reddy Mr. N.V. Rao Mr. Devidas Dixit	Mr. R.L. Kannoja
3	Time-table	Mr. K.V.K. Sharma I/C Mr. K. Sridhar	Mrs. K. Kameswari I/C Mrs. S. Jaya Padma
4	Examinations		
	i. Intermediate & IPE	Mr. Rajendran. G. I/C Mr. A. Srinivas Reddy	
	ii. Secondary	Mr. K. Sridhar I/C Mr. M.L. Sharma Mrs. C. Visalakshi Mrs. Anuradha Mr. A. Dwaraka Nath (CBSE Registration & upload of data)	
	iii. Primary		Mrs. K. Latha I/C Mrs. P. Uma Kumari Mrs. Arunlatha
5	Discipline	Mrs Liza Abraham I/C Mrs. C. Visalakshi	Mrs. P. Uma Kumari I/C Mrs. Remy Gupta
6	Excursion	Mrs. Bharati Madhu I/C Mrs. Sheeba Raji Mr. N.V. Rao Mr. G.K. Patnaik	Mr. G. Prabhakar Rao I/C Mr. Ram Kewal Mrs. Varsha Thakore Mrs. C. Srivani
7	Exhibition	Mr. K.V.K. Sharma I/C Mr. Rajendran.G Mrs. Sandhya Lakshmi Mrs. C. Visalakshi Mr. G.K. Patnaik	Mrs. Rani George I/C Mrs. S. Jaya Padma
8	Celebration of National Festivals & important days	Mr. B. Srinivasa Rao I/C Mr. Anthony Raj Mr. G.K. Patnaik Mr. Devidas Dixit Mrs. Anuradha	Mrs. M. Saraswathi I/C Mrs. M. Hephshibah Mrs. Madhu Singh

9	Sports & Games	Mrs. Liza Abraham I/C Mr. Yogendra Singh PET (Part time/Contract Teacher)	Mr. G. Prabhakar Rao I/C Mrs. Varsha Thakore Mrs. C. Srivani
10	Horticulture	Mr. Yogendra Singh	Mr. R.L. Kanojia I/C
11	Staff Club	Mr. K.V.K. Sharma	Mrs. K. Kameswari
12	Maintenance of record of school achievements / Preparation of reports	Mr. A. Dwaraka Nath Mrs. Bharathi Madhu Mrs. C. Visalakshi Mrs. Liza Abraham	Mrs. K. Latha I/C
13	Swacch Bharat	Mr. G. Rajendran I/C Mrs. Bharati Madhu Mr. N.V. Rao Mr. Devidas Dixit Mrs. Liza Abraham Mr. A. Srinivas Reddy	Mr. M. Raja Reddy I/C Mrs. P. Uma Kumari Mrs. Rani George Mrs. Arunlata
14	Printing & Publishing of School Calendar, Magazine & News letter	Mr. A. Dwaraka Nath I/C Mr. M.L. Sharma	Mr. M. Raja Reddy I/C Mrs. K. Latha
15	NCC	Mrs. Liza Abraham Mr. Yogendra Singh	Mrs. C. Srivani I/C
16	First Aid	Mrs. Liza Abraham I/C Mr. Yogendra Singh	Mrs. Arunlata I/C Mr. R.L. Kanojia
17	Maintenance of School Website	Mr. A. Dwaraka Nath	Mr. G. Prabhakar Rao
18	Press & Photos	Mr. N.V. Rao Mr. Yogendra Singh Mr. Devidas Dixit	
19	Teaching Aids		Mrs. S. Jaya Padma I/C Mrs. T. Manjula
20	CCA House Comr.ittees	Mrs. Sheeba Rani I/C Mrs. Emeelya Percy	Mr. M. Raja Reddy I/C Mrs. R. Padma
<u>RED</u>	KALAM /03	Mr. Yogendra Singh I/C Mrs Yamini Mr. N.V. Rao	Mrs. Arunlata I/C Mrs. P. Uma Kumari Mrs. T. Manjula
<u>YELLOW</u>	SARABHAI/04	Mrs. Anuradha I/C Mr. A. Dwaraka Nath Mr. Dixit Devidas	Mrs. M. Hepsibah I/C Mrs. K. Kameswari Mr. R.L. Kanojia
<u>BLUE</u>	BHABHA/02	Mrs. C. Visalakshi I/C Mr. Jaleel. Ahmed Mr. G.K. Patnaik	Mrs. Remy Gupta I/C Mrs. Rani George Mr. Ram Kewal
<u>GREEN</u>	RAMAN /01	Mr. M.L. Sharma I/C Mrs. Sandhyalakshmi Mr. K. Sridhar / Mr. Anthony Raj	Mrs. S. Jaya Padma I/C Mrs. M. Saraswathi Mr. G. Prabhakar Rao
21	Academics		
	English	Mr. Anthony Raj	Mrs. M. Saraswathi
	Hindi / Sansrit	Mr. M.L. Sharma	Mr. Ram Kewal
	Telugu	Mrs. T. Manjula	
	Maths	Mrs. Bharati Madhu (Hr. Sec) Mr. K. Sridhar (Sec)	Mrs. K. Latha
	EVS / Science	Mr. K.V.K. Sharma (Hr. Sec)	Mrs. P. Uma Kumari
	Social Studies	Mr. Rajendran (Hr. Sec) Mrs. C. Visalakshi (Sec)	
	Co-Scholastic	Mrs. Liza Abraham	Mrs. Madhu Singh

Labs & Stocks		
Computer Science	Mr. A. Dwaraka Nath	
Physics	Mr / Mrs.....	
Chemistry	Mr. K.V.K. Sharma	
Maths Lab	Mrs. Sandhya Lakshmi	
Biology	Mr/ Mrs.....	
Physical Education	Mrs. Liza Abraham	
Art	Mr. Devidas Dixit	
Music	Mrs. Madhu Singh	
Library	Mr. N.V. Rao	
Examination	Mr. K. Sridhar	Mrs. K. Latha
Stores	Mr. A. Srinivas Reddy	
Sit Room	Mr. A. Dwaraka Nath	
Prep & Pre-Prep	Mrs. Varsha Thakore Mrs. Srivani	
Office	Mr. Ramesh	
Records Room	Mr. Ramesh	
Staff Room	Mrs. Bharati Madhu	Mrs. P. Uma Kumari Mr. M. Raja Reddy Mr. G. Prabhakar Rao
23	Mr. Rajendran Mr. N.V. Rao Mr. Yogendra Singh	

The In-charges of the above various committees are requested to have meetings with their members and finalize their plan of action and submit the same to the undersigned with necessary budgetary requirements for the current academic year, 2018-19.


Headmistress


Vice-Principal


Principal