



परमाणु ऊर्जा केन्द्रीय विद्यालय-1, हैदराबाद
Atomic Energy Central School-1, Hyderabad

CBSE Affiliation No. 59509

UDISE No.36211100365

Website: <https://aecshyd1.edu.in/>

Email: principal.hyd.1@aees.gov.in



AECS-1/Hyd/2026-27/ 3

दिनांक/Date : 27 June 2026

स्कूल कार्य समितियां (सत्र: 2026-27)

School Working Committees (Session: 2026-27)

शैक्षणिक वर्ष 2026-27 के लिए विद्यालय की विभिन्न गतिविधियों की देखरेख हेतु निम्नलिखित कार्यकारी समितियों का गठन किया गया है। सभी कर्मचारियों से अनुरोध है कि वे इन समितियों में सौंपे गए कार्यों के सुचारु संचालन में सहयोग करें।

The following working committees have been constituted for the academic year 2026-27 to look after the various activities of the school. All the staff members are requested to support in the smooth functioning of the assigned tasks in the various committees given here.

S No	Committee	Secondary	Primary
1	Academic Council		
		The academic council will be fully responsible for the smooth functioning of all the academic activities. The respective Heads will ensure the timely completion of syllabus as per the monthly split up & also the standard of question papers. They are expected to conduct subject committee meeting every month to discuss all the academic issues & to submit the minutes of the meeting.	
	Department of Mathematics	Mrs. Sangeetha Mishra I/c Mr. P. Hari Krishna Ms. G. Kalyani Mr. Shaikh Shareef	Ms. Remy Gupta I/c Ms. Renuka Kommana Mr. Suresh Shanke
	Department of Science/TWAO	Ms B. Pooja Ms.. Manwarunisa Ms Parvati Penn	Mr Suresh Shanke I/c Mr Mahesh Shete Ms. Rakhi
	Department of English	Ms. V.P. Shamala I/c Ms. B. Nayommi	Ms. M. Pushpalata I/c Ms Hepsibah M, Ms Prema Jyoti
	Department of Hindi	Ms Pratima Mishra Ms Krishna Pradhan Shri Abhilash Kamble	Ms. Uttima Pal Ms. Arunlata Mr. Ram Sanehi
	Department of Social Science	Smt Indira Roy Ahmed I/c Shri. B. Srinivas Rao	
	Dept of Telugu	Shri B. Arun Kumar	Ms. Y. Sowjanya



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	Deptt. of Sports	Smt Pratibha Singh	Shri Suresh Shanke
	Dept. of C.Sc.	Shri VVSA Sastry T	Shri Banothu Rajkumar
	Dept. of Art	Shri Vijay Singh	Ms. Amulya Vedantam
	Dept. of Music	Ms. Aparna	Ms. Uttima Pal, I/C
	Dept. of Special Education & Counselling	Mr Yogendra Singh I/c (Spl. Edn)	
		Ms. Sangeetha Mishra I/c (Counselling)	Ms. M Pushpalata Ms C Srivani
	Balvatika Department	(Planning academic and co-curricular activities as per the NEP 2020 guidelines, classroom ambience as suggested in NEP 2020, communicating with parents) Ms Varsha Thakore I/c Ms C. Srivani , Ms. Sabiha Fatima Ms. Sajida Begum, Ms K.V. Sai Anuradha	
2	Admission, TC, Students Details, fee	Admission process plays a vital role in every school functioning. The following members are given the responsibility of carrying out all admission related work for class Pre-prep, I-Std and all other classes in DAE/Non-DAE/RTE category based on guidelines issued by AEES.	
		Overall I/C: Mr S Nagaraju	
		Mr. Banothu Rajkumar Ms. Sabiha Fatima	Ms. Uttima Pal Ms. Bharati Wankhede
3	Examination	Examination Department is the important executive of all examination related activities. The committee is expected to conduct monthly, Half Yearly, Annual, monthly MCQ tests and practice Examinations. The achievements of the students are to be analysed periodically and the necessary measures are to be taken for the improvement of performance.	
		Overall I/C: Ms. Sangeetha Mishra	
		A) Internal Examinations	
		Mr. P Hari Krishna Ms. Pratima Mishra Ms. G Kalyani	Ms. Shahila Rehman Ms. M. Pushpalata Ms. Amulya V
		B) Competitive Examinations	



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		The committee is expected to keep a watch on the competitive examinations/programmes like INSPIRE, NSE-JS, IOQM, VVM , Green Olympiad, etc and all other exams endorsed by CBSE, AEES or Govt. agencies. Committee will conduct them in school for giving an exposure of competitive exams to the students. Ms. B. Pooja I/c Ms. Rakhi I/c (C) CBSE Examination, Registration for LOC, compliance of CBSE circulars This Committee is responsible for registration of students of classes IX & X, handling CBSE examination & all CBSE related miscellaneous matters. Mr. B Srinivas Rao I/c, Ms. Krishna Pradhan
4	Co-Curricular Activities	CCA activities in the school help to nurture the talent, values, characters and leadership qualities of the students. The committee should plan and conduct year – long Co-Curricular activities and manage certificates & Prizes. Overall I/C: Ms V.P. Shamala Ms. B Pooja Ms. Renuka Kommana Ms. Parvati Penn Ms. Skanda Mallika
5	Sports, Games & First Aid	Sports and Games enhance the self-esteem of students and create mental well-being. 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. It is also required to take care of First Aid in the school. Overall I/C: Ms. Pratibha Singh Ms. Pratibha Singh Mr. Suresh Shanke TGT PET-Male Ms Arunlata
6	Discipline	The committee is responsible for overall discipline of the school like smooth arrival & departure of students attending the late comers, irregular students, ensuring safety and security of students, identifying & preventing the external threats etc. Overall I/C: Ms Pratibha Singh Ms. Pratibha Singh Ms Remy Gupta TGT PET-Male Mr. Suresh Shanke
7	Time Table & Substitution	Time table Committee is an ideal tool to organize the delivery of curriculum at proper time. Committee should manage preparation of time table, incorporate modifications, and coordinate with other departments for the smooth conduct of day to day classes Overall I/C : Ms Rakhi



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		TT: Mr. VVSA Sastry T Mr. B Srinivas Rao Substitution: Mr. B. Vijay Singh Substitution Committee is expected to work in coordination with Time Table committee and create substitution arrangements	TT: Ms. Rakhi Ms Renuka Kommana Substitution: Ms. M. Pushpalata
8	School Assembly	Assembly is a platform for developing various skills of students like listening, speaking, organizing events, etc. The Committee is expected to implement the programmes and coordinate with house masters for assembly activities. It is responsible for constitution of School Choir Group, schedule of assembly class-wise and other necessary arrangements during assembly. Overall I/C: Ms. V.P. Shamala Ms. Pratima Mishra Ms. Pratibha Singh Ms. Aparna	Ms. Amulya V Ms Prema Jyoti Ms Y Sowjanya
9	Publication Cell (Report making, Newspaper, Magazine etc.)	The various events/programmes/celebrations/ activities conducted in the school need to be preserved with write ups & photographs along with certificates. School publishes various booklets/Reports like Calendar, newsletters, annual magazine, wall magazines etc. The committee is expected to maintain the data records & publish the information on various platforms in print, digital & on web. Committee will maintain the record of all kinds of achievements of school. Overall- I/c Mr. B Srinivas Rao Ms. Indira Roy Ahmad Mr. Abhilash Kamble Mr. B Arun Kumar	Ms Prema Jyoti Ms. Uttima Pal Ms. Y Sowjanya
10	Innovation & Technology Cell	This committee is expected to provide technological solutions for the various works related with school functioning. This committee will also be responsible for publishing various events of the school on web & Social media platforms of the school as well as for managing the school website. The committee will coordinate with other teachers and assist them in using modern educational technology for better efficiency and productivity. Some of such works are as follows:	



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		- Searching & implementing technological solutions for upgrading the digital infrastructure of the school. - registering the participants for various purposes through Google form, - issuing notifications using colourful fliers - Learning & Training other teachers for using various AI tools - managing official whats app groups - Managing official workspace accounts, managing school ERP
		Overall I/C: Mr. VVSA Sastry T
	Mr. P Hari Krishna	Mr Mahesh Shete
	Ms. C Srivani	Ms Rakhi

11. **School Maintenance , Renovation & Beautification**

All sub committees under this committee will ensure the maintenance and beautification of school campus so that a hygienic and aesthetic learning environment can be created in the school premises.

Overall I/C: Mr VVSA Sastry T

A	School Building Maintenance Furniture	Committee needs to ensure the civil, electrical maintenance including furniture, notice boards etc.
		Mr. B Vijay Singh
		Mr Yogendra Singh , Ms Bharati Wankhede
B	Hygiene & Cleanliness	This committee is responsible for ensuring the cleanliness inside the campus by engaging various agencies. It is necessary to maintain the campus neat and clean at all times. Committee need to keep a strong vigil on the cleanliness of entire school premises especially toilets, corridors & classrooms.
		Mr S. Nagaraju I/c
		Mr. Suresh Shanke
		Ms Pratibha Singh
		Ms. Varsha Thakore, Ms. Ch Sravani
C	Beautification & Update of Notice Boards	This committee is responsible for ensuring the cleanliness inside the campus by engaging various agencies. It is necessary to maintain the campus neat and clean at all times. The various resources of the school like furniture/Electrical/Water cooler/Civil/Water Supply/Aqua guards, AC & CCTV and other items are to be maintained in working condition. Maintain a Log book to record complaints/service and dealing with the agencies.



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		Mr. B Vijay Singh	Ms. Amulya V
		Ms. PNV Kalyani	Ms. Sajida Begum
12	Government e Market Place	Procurement is one of the most essential things for the conduct of almost all the events of school. GeM committee is expected to meet with procurement needs of the school. It will coordinate with indenter and event in-charges and will assist them to procure the items through GeM. The committee must ensure proper utilization of budget allocated for each head.	
		Overall I/C: Mr. Mahesh Shete	
		Ms Rakhi, Ms. Renuka Kommana, Ms. Bharati Wankhede	
13	Staff Welfare	The responsibilities of this committee include organizing programmes such as farewell maintenance and beautification of staffroom	
		Mr. B Srinivas Rao I/c	Ms. Amulya V
14	Special functions and National Days Celebration	School organizes/observes various national days like Independence day, Republic Day, Yoga Day, Teachers day, Children's day, Gandhi Jayanthi, etc. The committee is expected to organize special events on important days - providing refreshments as per the budget provisions, inviting guests etc.	
		Overall I/C: Ms Indira Roy Ahmad	
		Ms. Manwarunnisa	Ms. Amulya V
		Mr Abhilash Kamble	Ms. Varsha Thakore
16	State Education Dept, UDISE, SARAL, etc	The committee is responsible for coordinating with State Education Department & to complete the tasks assigned by them.	
		Ms. VVSA Sastry I/c	Mr. Mahesh Shete
		Mr. B Srinivas Rao	Ms Sabiha Fatima
17	Rajbhasha & State language Activities	This committee is exclusively meant for promoting Hindi language in all the spheres of school activities. Executing the instructions/ activities mentioned in circulars received from AEES and other agencies, sending reports etc.	
		Ms. Pratima Mishra I/c	Ms. Uttima Pal I/c
		Ms. Krishna Pradhan	Ms. Arunlata
		Mr. B Arun Kumar	Mr. Ram Sanahi, Ms. Y Sowjanya
18	Educational	This committee is mainly for outside Educational Tour of students including Primary	



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	Excursion	and Secondary. The committee is responsible to finding suitable places and making all arrangements including transportation and refreshments.																					
		Mr. S Nagarju, Ms. Pratibha Singh	Mr. Suresh Shanke																				
19	PA System	Mr. Mahesh Shete I/c, Mr. Banothu Rajkumar																					
20	Refreshment	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.																					
		Ms. Bharati Wankhede I/c	Mr. Yogendra Singh																				
21	Photography & Videography	Mr. Mahesh Shete I/c Mr. B Vijay Singh, Ms. B Pooja, Mr. Banothu Rajkumar																					
22	First Aid & Children Safety	First aid is an important tool in quickly responding to accidents to ensure that injuries of students can be efficiently and promptly dealt with before giving proper medical treatment. The committee will also be responsible for taking necessary measures related with students safety, conducting mock fire drill, evacuation drill etc.																					
		Ms Pratibha Singh, I/c	Mr. Suresh Shanke																				
23	House In Charges	School CCA and Sports activities are conducted among students house wise. All students are divided equally into four different house as 4 different teams. House in-charges of individual houses have responsibilities to nurture the house students and prepare them for inter house competitions.																					
		<table> <tr> <th colspan="2">Middle & Secondary Stage</th><th colspan="2">Foundation & Preparatory Stage</th></tr> <tr> <td>Green</td><td>Ms. Pratima Mishra I/c Ms. PNV Kalyani Mr. Abhilash Kamble</td><td>Green</td><td>Ms. Remy Gupta I/c Ms. Ch Sravani Ms. Hepsibah</td></tr> <tr> <td>Red</td><td>Ms. Indira Roy Ahmad I/c Ms. G Kalyan Mr. Arun Kumar</td><td>Red</td><td>Ms. Amulya I/c Ms. Uttima Pal Ms. Y Sowjanya</td></tr> <tr> <td>Yellow</td><td>Ms. Nayommi I/c Mr. Shaikh Shareef Mr. Banothu Rajkumar</td><td>Yellow</td><td>Ms. M. Pushpalata I/c Mr. Ram Sanehi Ms. Arunlata</td></tr> <tr> <td>Blue</td><td>Ms. Krishna Pradhan I/c Ms. Parvati Penn Ms. Manwarunnisa</td><td>Blue</td><td>Mr. Suresh Shanke I/c Ms. Prema Jyoti I/c Ms. Skanda Mallika</td></tr> </table>		Middle & Secondary Stage		Foundation & Preparatory Stage		Green	Ms. Pratima Mishra I/c Ms. PNV Kalyani Mr. Abhilash Kamble	Green	Ms. Remy Gupta I/c Ms. Ch Sravani Ms. Hepsibah	Red	Ms. Indira Roy Ahmad I/c Ms. G Kalyan Mr. Arun Kumar	Red	Ms. Amulya I/c Ms. Uttima Pal Ms. Y Sowjanya	Yellow	Ms. Nayommi I/c Mr. Shaikh Shareef Mr. Banothu Rajkumar	Yellow	Ms. M. Pushpalata I/c Mr. Ram Sanehi Ms. Arunlata	Blue	Ms. Krishna Pradhan I/c Ms. Parvati Penn Ms. Manwarunnisa	Blue	Mr. Suresh Shanke I/c Ms. Prema Jyoti I/c Ms. Skanda Mallika
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24		Teacher Training Coordinator																					



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		Mr. B. Srinivas Rao I/c	Ms. Renuka Kommana Kommana I/c
25	Teaching Aids / Labs	Teaching aids improve the listening & understanding level of students. The committee is expected to discuss with subject in-charges & make different teaching aids available for different classes..	
		SIT: Ms. Rakhi Science Lab: Ms. Sangeetha Mishra Maths Lab: Mr. P Hari Krishna	Social Sc. Aids: Ms Indira Roy Ahmad Teaching Aids for I to V Class: Ms Uttima Pal
26	Horticulture, Maintenance of Greenery Aquarium,	Horticulture activities and gardening helps children to develop a connection with their surroundings. It supports better nutrition and can incorporate lessons on healthy eating. School gardens ultimately ibute to connections between students, teachers, the community, food, nature, and sustainability. Committee is expected to take the follow up of daily maintenance & ensure the beautification of school garden. Overall I/C: Yogendra Singh I/c	
		Ms. B Pooja, Ms Keerthi ,Ms. Sajida Begum	
27	Club Activities	To nurture the students' interests and hobbies various hobby clubs have been proposed. For time being following hobby clubs are started by the school to give new dimensions to their hidden talents:	
		School Social Responsibility Club:	
		Ms. V P Shamala I/c	
		Literary Club	
		Ms. Nayommi, Ms Pratima Mishra	Ms. Prema Jyoti, Mr. Ram Sanahi
		Life Skills Club	
		Ms. PNV Kalyani	Ms C. Sravani
		Music Club	
		Ms. Aparna	
		Dance Club	
		Ms Parvati Penn	Ms. Amulya
		Drama Club	
		Ms Krishna Pradhan	Ms. Arunlata
		Rangoli Club	



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		Ms G Kalyani, Ms Keerthi	Ms Y Sowjanya, Ms C. Sravani
		Photography Club	
		Mr. B Vijay Singh I/c	Mr. Banothu Raj Kumar
		Eco Club	
		B. Pooja I/c	Mr Yogendra Singh, Ms Varsha Thakore
		Mathematics Club	
		Mr Shaikh Shareef	Ms Remy Gupta
		Health & Fitness Club	
		TGT-PET Male	Mr. Suresh Shanke
		Cooking Club	
		Ms PNV Kalyani	Ms. Prema Jyoti
		Culture & Recreational Club	
		Ms Parvati Penn	Ms Y. Sowjanya
		Quiz & GK Club	
		Ms Indira Roy Ahmad	Ms. Shaheela Rehman
		Science Club	
		Manwarunnisa	Ms M Hepsibah
		Innovation & Technology Club	
		Ms B Pooja	Ms. Rakhi I/c
28	Alumni Registration	AECS-1, Hyderabad has produced thousands of alumni since its inception working at various top positions all over the world. The challenges are to track them and to keep a record of them. Strong alumni network will not only increase the brand value of the school, but also it will inspire our present batches to do well in their careers. Committee will work to meet these challenges and to conduct alumni meet, if feasible.	
		Ms. Sangeetha Mishra	Ms. Remy Gupta

नोट: 1) ऊपर उल्लिखित लगभग सभी कार्य आपसी समन्वय से पूरे किए जाने हैं। इसलिए, सभी समिति सदस्यों के बीच सहयोग और अन्य समितियों के साथ समन्वय आवश्यक है।



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2. यद्यपि व्यक्तिगत कार्य सौंपे जा सकते हैं, फिर भी संपूर्ण कार्य को पूरा करना पूरी समिति की संयुक्त जिम्मेदारी है। संबंधित प्रभारी को अन्य समिति सदस्यों के साथ समन्वय में अपने-अपने कार्यों को सुचारु रूप से पूरा करना सुनिश्चित करना चाहिए।

3. प्राथमिक या माध्यमिक स्तर का कोई विभाजन नहीं है; सभी समिति सदस्यों के बीच सहयोग और समन्वय हमारे विद्यालय की सफलता की रीढ़ है।

4. विभिन्न समितियों के सभी प्रभारी से अनुरोध है कि वे कार्यक्रमों के सुचारु संचालन के लिए आवश्यक चीजों की योजना और व्यवस्था पहले से ही कर लें।

"टीम भावना से किया गया काम जीवन भर चलने वाली दोस्ती का कारण बन सकता है।"

— नतालिया नेइडहार्ट

Note: 1) Almost every work mentioned above is to be completed with mutual coordination.. Therefore, cooperation among all the committee members and coordination with other committees is essential.

2. Although individual duties may be assigned, yet completing the entire work is a combined responsibility of entire committee. Respective in-charges must ensure the smooth completion of the responsibilities assigned to them, in coordination with other committee members.

3. There is no primary, secondary division; the cooperation & coordination among all the committee members is the backbone of the success of our school.

4. All the In- charges of various committees are requested to Plan and Procure the necessary things well in advance for smooth conduct of events.

"Teamwork can build friendships that last a lifetime."

— Natalya Neidhart

Principal, AECS-1, Hyderabad

Copy to: 1) Vice Principal
2) Headmistress
3) Staff notice boards
4) School Website
5) Office File