



परमाणु ऊर्जा केंद्रीय विद्यालय क्र.3, मुम्बई

Atomic Energy Central School No. 3, Mumbai

अणुशक्तिनगर मुंबई 400 094 / Anushaktinagar, Mumbai 400 094

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स्कूल कार्य समितियां (सत्र: 2025-26)

School Working Committees (Session: 2025-26)

Date : 08 July 2025

The following working committees have been constituted for the academic year 2025-26 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 |
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| 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 | Ms Sarita Kumari Ms Sukanya Mazoomdar Ms Athulya | Ms Bindu R Pillai & all concerned Maths teachers |
| | Department of Science/EVS | Mr Ajay Kumar Mishra Ms Vijaya Pramod | Ms Seethalakshmy PT & all concerned EVS teachers |
| | Department of English | Ms Evelyn Sameeksha Ms Shally Ojha | Ms Swati Kadam & all concerned English teachers |
| | Department of Hindi | Ms Kamakshi Chaubey Ms Poonam Bahuguna Ms Rupinder Kour | Ms Archana Singh & all concerned Hindi teachers |
| | Department of Social Science | Ms Vandana Dani Ms Puja Kumari Ms Sarita Kumari Singh | - |
| | Department of Marathi | Mr Bhaurao Ide Ms Anjali Umale | Ms Nilam Bhunesar |
| | Deptt of Sports | Mr Rajesh Kumar Bhatt Ms Riya Banerjee | Mr Arun Kumar Ms Nilam Bhunesar |

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| | Deptt of CSc | Ms Mudita Bajpai | Ms Preeti Kumari |
| | Deptt of Art | Mr Arnab Khatua | |
| | Deptt of Music | | Dr Pawan Kalambe |
| . | Department of Special Education | Mr Satyawan Lokhande I/C, Ms Rashmi Kumari | |
| | | Ms Kamakshi Chaubey | Ms Seethalakshmy PT |
| | Deptt of Guidance & Counselling | Ms Aditi Vinayan Ms Evelyn Sameeksha | Ms Ashwini Nagrale |
| | Balvatika Department | Ms Priti Rohra I/C Ms Meena Shivdas, Ms Y Savita Kumari, Ms Sarita Jha (Planning academic and co-curricular activities as per the NEP 2020 guidelines, classroom ambience as suggested in NEP 2020, communicating with parents) | |
| 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: Ms Ashwini D Sawant | |
| | | Ms Mudita Bajpai | Ms Priti Rohra, Ms Bindu Pillai |
| | | Mr Bhaurao Ide, Ms Nivedita (fee) | Ms Preeti Kumari |
| 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 Kamakshi Chaubey | |
| | | Ms Kamakshi Chaubey, Ms Sweta Singh | Ms Bhavna Adhikari I/C |
| | | Ms Sarita Kumari, Ms Vijaya Pramod | Ms Bindu Pillai, Ms Archana Singh |
| | | , Ms Athulya R | Mr Nandkishor K |
| | | Competitive Examinations: 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 | |

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| | | competitive exams to the students. | |
| | | Ms Sarita Kumari I/C | Ms Bindu R Pillai |
| | | Ms Athulya | Ms Swati Kadam |
| | | CBSE Examination, Registration for LOC and compliance of circulars issued from time to time: This Committee is responsible for registration of students of classes IX & X, handling CBSE examination & all CBSE related miscellaneous matters. | |
| | | Ms Mudita Bajpai, I/C Ms Vijaya Pramod Ms Ashwini D Sawant | |
| 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 Evelyn Sameeksha | |
| | | Ms Evelyn Sameeksha | Ms Varsharani Bhise |
| | | Ms Sukanya Mazoomdar, Ms Shally Ojha | Ms Ananya Panigrahi, Ms Arun Kumar |
| 5 | Sports and 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: Mr Rajesh Kumar Bhatt | |
| | | Mr Rajesh Kumar Bhatt | Mr Nandkishor Khangar |
| | | Ms Riya Banerjee | Ms Nilam Bhunesar |
| 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: Mr Rajesh Kumar Bhatt | |
| | | Ms Riya Banerjee, Associate I/C | Ms Bindu R Pillai |
| | | Mr Ajay Kumar Mishra | Ms Swati Kadam |
| 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 | |

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| | | Time table: |
| | | Ms Sarita Kumari |
| | | Ms Ananya Panigrahi |
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| | | Substitution Committee is expected to work in coordination with Time Table committee and create substitution arrangements |
| | | Substitution |
| | | Ms Sweta Singh I/C |
| 8 | School Assembly | Ms Bindu Pillai I/C |
| | | Ms Poonam Bahuguna |
| | | Ms Bhavna Adhikari |
| | | 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 Vijaya Pramod |
| | | Ms Evelyn Sameeksha M |
| | | Ms Archana Singh I/C |
| 9 | Publication Cell (Report making, Newspaper, Magazine etc.) | Ms Vandana Dani |
| | | Ms Swati Kadam |
| | | Mr Rajesh Kumar Bhatt |
| | | Ms Riya Banerjee |
| | | 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. |
| 10 | Innovation & Technology Cell | Ms Evelyn Sameeksha |
| | | Ms Vandana Dani |
| | | Ms Swati Kadam |
| | | Ms Mudita Bajpai |
| | | Ms Varsharani Bhise |
| | | This committee is expected to provide technological solutions for the various works related with school functioning. This committee will also be responsible for managing website and 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. (Like registering the participants for various purposes through Google form, managing official whatsapp groups, managing official email accounts) |

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| | | Overall I/C: Ms Mudita Bajpai | |
| | | Ms Vijaya Pramod | Ms Ananya Panigrahi, Mr Arun Kumar |
| | | Ms Sarita Kumari, Mr Arnab Khatua | Ms Bhavna Adhikari, Ms Meena Shivdas |
| 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 Rajesh Kumar Bhatt | | | |
| A | School Building Maintenance , Furniture | Mr Rajesh Kumar Bhatt Ms Ashwini Nagrale, Mr Nandkishor, Ms Nivedita Pingulkar | |
| | | Committee needs to ensure the civil, electrical maintenance including furniture, notice boards etc. | |
| 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. | |
| | | Ms Riya Banerjee | Mr Arun Kumar I/C |
| 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. | |
| | | Mr Arnab Khatua I/C | Ms Y Savita Kumari |
| | | Ms Evelyn Sameeksha | Ms Preeti Kumari |
| | | Ms Nivedita Pingulkar | |
| | | | |
| 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 indenters 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-Ms Sarita Kumari | |

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| | | Ms Arnab Khatua , Ms Bhavna Adhikari , Ms Varsharani Bhise Ms Nivedita Pingulkar, Ms Ashwini D Sawant | |
| 13 | Staff Welfare | The responsibilities of this committee include organizing programmes such as farewell maintenance and beautification of staffroom | |
| | | Ms Poonam Bahuguna I/C | Ms Swati Kadam I/C |
| | | Ms Kamakshi Chaubey | Ms Archana Singh |
| 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 Vandana Dani | |
| | | Ms Vandana Dani | Ms Swati Kadam |
| | | Ms Sweta Singh | |
| 16 | State Education Dept, UDISE, SARAL, RTE etc | The committee is responsible for coordinating with State Education Department & to complete the tasks assigned by them. | |
| | | Ms Mudita Bajpai | Ms Priti Rohra |
| | | Mr Bhaurao Ide | Ms Preeti Kumari |
| | | Ms Ashwini D Sawant | |
| 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 Poonam Bahuguna I/C | Ms Archana Singh |
| | | Ms Kamakshi Chaubey | Ms Rupinder Kour |
| 18 | Educational Excursion | This committee is mainly for outside Educational Tour of students including Primary and Secondary. The committee is responsible to finding suitable places and making all arrangements including transportation and refreshments. | |
| | | Mr Ajay Kumar Mishra | Ms Bindu R Pillai |
| | | Ms Nivedita Pingulkar | |
| 19 | PA System | Mr Bhaurao Ide , Mr Arnab Khatua | Mr Pawan Kalambe, I/C Mr Nandkishor |
| 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 Poonam Bahuguna, Ms Archana Singh, Ms Nivedita Pingulkar | | | | | | | | | | | | | | | | | | | | | |
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| 21 | Photography & Videography | Mr Arun Kumar I/C Mr Arnab Khatua | Ms Preeti kumari Ms Sarita Jha | | | | | | | | | | | | | | | | | | | | |
| 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 Riya Banerjee I/C Ms Sweta Singh | Ms Bindu Pillai I/C Ms Priti Rohra | | | | | | | | | | | | | | | | | | | | |
| 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">Secondary</th><th colspan="2">Primary</th></tr> <tr> <td>Raman</td><td>Ms Vandana Dani Ms Puja Kumari Ms Anjali Umale</td><td>Raman</td><td>Ms Archana Singh Mr Nandkishor</td></tr> <tr> <td>Bhabha</td><td>Ms Poonam Bahuguna Ms Rupinder Kour Ms Sarita Singh</td><td>Bhabha</td><td>Ms Seethalakshmy Mr Arun Kumar</td></tr> <tr> <td>Bose</td><td>Mr Ajay Kumar Mishra Ms Athulya Ms Sukanya Majoomdar</td><td>Bose</td><td>Ms Swati Kadam Ms Nilam Bhunesar</td></tr> <tr> <td>Sarabhai</td><td>Ms Sweta Singh Mr Bhaurao Ide</td><td>Sarabhai</td><td>Ms Bindu R Pillai Ms Preeti Kumari</td></tr> </table> | | Secondary | | Primary | | Raman | Ms Vandana Dani Ms Puja Kumari Ms Anjali Umale | Raman | Ms Archana Singh Mr Nandkishor | Bhabha | Ms Poonam Bahuguna Ms Rupinder Kour Ms Sarita Singh | Bhabha | Ms Seethalakshmy Mr Arun Kumar | Bose | Mr Ajay Kumar Mishra Ms Athulya Ms Sukanya Majoomdar | Bose | Ms Swati Kadam Ms Nilam Bhunesar | Sarabhai | Ms Sweta Singh Mr Bhaurao Ide | Sarabhai | Ms Bindu R Pillai Ms Preeti Kumari |
| Secondary | | Primary | | | | | | | | | | | | | | | | | | | | | |
| Raman | Ms Vandana Dani Ms Puja Kumari Ms Anjali Umale | Raman | Ms Archana Singh Mr Nandkishor | | | | | | | | | | | | | | | | | | | | |
| Bhabha | Ms Poonam Bahuguna Ms Rupinder Kour Ms Sarita Singh | Bhabha | Ms Seethalakshmy Mr Arun Kumar | | | | | | | | | | | | | | | | | | | | |
| Bose | Mr Ajay Kumar Mishra Ms Athulya Ms Sukanya Majoomdar | Bose | Ms Swati Kadam Ms Nilam Bhunesar | | | | | | | | | | | | | | | | | | | | |
| Sarabhai | Ms Sweta Singh Mr Bhaurao Ide | Sarabhai | Ms Bindu R Pillai Ms Preeti Kumari | | | | | | | | | | | | | | | | | | | | |
| 24 | Teaching Aids / Audio Visual Aids/SIT | 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.. | | | | | | | | | | | | | | | | | | | | | |
| | | Ms Vandana Dani Ms Sarita Kumari | Ms Ananya Panigrahi I/C (for Audio Visual Lab) | | | | | | | | | | | | | | | | | | | | |
| 25 | 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 contribute 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: Ms Kamakshi Chaubey | | | | | | | | | | | | | | | | | | | | | |

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| | | Ms Vijaya Pramod, Ms Puja Kumari, Archana Singh, Ms Meena Shivdas | |
| 26 | 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: | |
| | | Literary Club | |
| | | Ms Evelyn Sameeksha | Ms Swati kadam |
| | | Life Skills Club | |
| | | Mr Ajay Kumar Mishra | Ms Varsharani Bhise |
| | | Music Club | |
| | | Ms Rupinder Kour | Mr Pawan Kalambe |
| | | Dance Club | |
| | | Ms Aditi Vinayan | Mr Pawan Kalambe |
| | | Drama Club | |
| | | Mr Bhaurao Ide, | Ms Meena Shivdas |
| | | Rangoli Club | |
| | | Ms Anjali Umale | Ms Y Savita Kumari |
| | | Photography Club | |
| | | Mr Arun Kumar, Ms Sarita Jha | |
| | | Nature Club | |
| | | Ms Kamakshi Chaubey | Ms Archana Singh I/C |
| | | Ms Vijaya Pramod | Ms Meena Shivdas |
| | | Mathematics Club | |
| | | Ms Sukanya Mazoomdar | Ms Bindu R Pillai |
| | | | Ms Bhavna Adhikari |
| | | Health & Fitness Club | |
| | | Ms Riya Banerjee | Ms Nandkishor Khangar I/C |
| | | Cooking Club | |
| | | Ms Sarita Singh | Ms Seethalakshmy PT |
| | | Culture & Recreational Club | |
| | | Mr Arnab Khatua I/C | Mr Pawan Kalambe |
| | | Quiz & GK Club | |
| | | Ms Vandana Dani | Ms Swati Kadam |
| | | Science Club | |

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| | | Mr Ajay Kumar Mishra | Ms Seethalakshmy PT |
| | | Cyber Club | |
| | | Ms Mudita Bajpai | Ms Preeti Kumari |
| 27 | Alumni Registration | AECS-3, Mumbai 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 Vijaya Pramod I/C Mr Rajesh Kumar Bhatt | Ms Bhavna Adhikari |

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

Pooja Singh

Principal

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