



**परमाणु ऊर्जा केन्द्रीय विद्यालय-२, हैदराबाद**  
 डी.ए.ई. कॉलनी, ई.सी.आई.एल. पोस्ट, हैदराबाद-500 062  
**ATOMIC ENERGY CENTRAL SCHOOL-2, HYDERABAD**

(Run by AEES, An Autonomous Body under Dept. of Atomic Energy, Govt. of India)  
 DAE Colony, ECIL Post, Hyderabad-500 062  
 CBSE Affiliation No. 130169 (Old), 3680007 (New)  
 CBSE School Code No. 06241 (Old), 48092 (New)

U-DISE No. 36211100391

Tele Fax No. : 040-27123363, Ph : 27184526

Website : [aecshyd2.edu.in](http://aecshyd2.edu.in)

e-mail : [aecshyd2@yahoo.co.in](mailto:aecshyd2@yahoo.co.in)

Ref: AECS-2/Hyd/School Committees /2023-2024/

Date: 12/07/2023

List of Committees for the Session: 2023-2024

Sl. No.	Committee	Secondary	Primary/ Preparatory	Overall In-charge / Coordination/ Duties
01	Admission	1. Vice Principal 2. Shri T Nageshwara Rao	1. Headmistress 2. Smt. K. Kalpalatha 3. Smt. N. Kameswari	Principal
02	Time Table, Substitution & Attendance	1. Smt M Chandrakala 2. Sh. Kishan Badawat	1. Smt. K Komala 2. Smt. P. Ratna Latha	1. Principal 2. Vice Principal 3. Headmistress
	(A) Internal Examinations-	1. Smt. Rinku Kumari 2. Mrs M Chandrakala 3. Shri Rajendra Sethi	1. Smt. A. Sarada 2. Keerthi- contr 3. Santhosha- contr	1. Vice Principal 2. Headmistress To plan and conduct all periodic tests, HY exam, Annual exam as per schedule To conduct all Internal assessments as per CBSE guide lines To complete CBSE related work well in time
	(B) C. B. S. E Exam	1. Shri Rajendra Sethi-I/C, CBSE 2. Shri Kamalakar 3. Shri Kasuba Murali Prasad		Shri. Permud Kumar Singh, Vice Principal Shri Rajendra Sethi-I/C, CBSE
	TROPHY POINTS (VIKRAM SARABHA, HOMI BHABHA, etc) SOURDIP GHOSH MEMORIAL AWARD POINTS-	1. Smt Rinku Kumari 2. Smt Padma Sree 3. Shri Rajendra Sethi 4. Shri Kasuba Murali Prasad		Shri. Permud Kumar Singh, Vice Principal Smt Rinku Kumari, I/c
	All External Competitions & Olympiads	1. Smt. Rinku Kumari 2. Smt M Chandrakala 3. Shri G. Nageswara Rao	1. Smt. P. Prema Jyothi 2. Santhosha- contr	Vice Principal Headmistress 1. Smt. Rinku Kumari, I/c (Sec) 2. Smt Prema Jyothi, I/c (Pri)

G4	<b>Co-Curricular Activities</b> To maintain a CCA register for allotting duties to HMs, AHMs, other teachers and for record keeping, for circulating in the classes to give instructions about different activities	1 Smt M surekha 2. Shri G. Nageswara Rao 3 Shri S.P. Prasad-Art	1 Smt K. Kalpalatha 2 Smt. A.Padmavathi 3 Miss. Aziz Jahan	1. Smt M surekha - CCA I/c (Sec) 2. Smt. -Kalpalatha CCA I/c (Pri) 3. Ms. Aziz Jahan- CCA I/c (Prep)  To allot houses to all students ensuring multiple talents/ students diversity in mind
G5	<b>MONSOON REPORT, SWACHHTA PAKHWADA AS PER AEEES GUIDELINES</b>	1 Smt M Chandrakala 2 Smt M. Surekha	Smt. K. Komaia Smt Ratnalatha	Vice Principal Headmistress Smt M Chandrakala- I/C
	Flag Day/Communal Harmony- National Integration Week / Fire Safety / Road safety week, National youth day, Vigilance Awareness Week/ Sadbhawna Diwas/ Constitution Day	1. Smt. M Chandrakala 2 Smt Vijaya Kumari-contr 3. Shri S.P. Prasad-Art 4 Miss Sudha Kumari	1.Smt. Uma Rani 2.Smt. P. Suryalaxmi 3. Smt. M Gnaneswari 4. Smt Ratna latha	1. Smt M Chandrakala - I/c (Sec) 2. Smt. Uma Rani-I/c (Pri) Vice-Principal / HM To send reports timely
G6	All Exhibitions- Science Exhibition at school level, NATIONAL SCIENCE DAY CELEBRATION ON 28 FEB, 2023 & Science Week Celebration	1. Smt Padma Sree  1. Smt M Surekha 2. Smt. Rinku Kumari 3. Smt M Chandrakala 4. Shri Kamalakar 5 Smt Vijaya Kumari (contr) 6. Smt G. Kalyani	1. Smt A Padmavathi 2. Smt Keerthi Reddy	1. Smt Padma Sree 2 Smt. A Padmavathi-I/c (Pri)
	National Functions: Independence Day/ Republic Day/Teacher's Day/Gandhi Jayanti /Children's Day etc	1. Shri Ravinder Singh Rawat 2. Miss Sudha Kumari 3. Smt Seema 4. Shri Ram Reeti 5. Dr V G Chary	1. Smt. M Gnaneswan - I/C 2. Smt Surya Lakshmi 3. Smt Uma Rani	Smt S.L. Annapurna Smt. M Gnaneswari I/c (Pri) Smt Nanda Kulkarni
G7	Nature/ Adventure & Excursions, Educational tour	1. Shri Kishan Badavath 2. Shri Rajendra Sethi 3. Smt Padma Sree 4. Dr V G Chary	1. Smt Ratnalatha 2. Miss Aziz Jehan 3. Keerthi-contr	1 Shri Rajendra Sethi 2. Smt Ratnalatha I/c (Pri)
	Students' Counselling	1. Vice Principal 2. Headmistress 3. Shri Yogendra Singh, Spl.Educator 4 Smt M. Surekha	1 Headmistress 2. Miss Aziz Jehan 3 Smt Kalpalatha	1. Vice Principal 2. Headmistress
G8	Parent - Teacher Meeting	1. Shri Kishan Badavath 2. Shri S.P. Prasad-Art 3. Mrs Vijaya Kumari (contr)	1.Smt K Komaia 2.Smt M Gnaneswan 3. Smt G. Kalyani-contr	1 Shri Kishan Badavath 2. Smt M Gnaneswari Pri-I/c Maintain a register and record the names of students with their contact no, class, section with names of parents / Guardians attending the PTM (class wise)
	Writing and recording the minutes of the month end meetings by the Principal/Vice Principal in a register and circulating the minutes for the signature of the staff	1. Kamalakar	1. Smt. Nanda Kulkarni	Smt. Nanda Kulkarni I/C

	School cleanliness-assembly area, Toilets, corridors, all Quadrangles, all class rooms	1. Shri R S Rawat (Ground Fir, Boys Toilet, corridors of ground Fir) 2. Smt Vijaya Kumari-contr (Ground Fir, Girls Toilet corridors of 2 <sup>nd</sup> floor.) 3. Smt Premajyothi (Staff- Ladies Toilet) 4. Mr Kishan Badawat (Assembly area Quadrangle and steps)	Dr V G Chary (Boys Toilet First Fir, Drinking water area) Smt P Surya Lakshmi (First Floor, Girls Toilet)	Girls' toilet- 1. Miss Sudha Kumari I/C  Boys' toilet- 1. Shri Ravinder Singh Rawat
	School beautification	1. Shri S.P. Prasad 2. Mr Kishan Badawat 3. Smt G. Kalyani (contr)	ALL CLASS TEACHERS	V P HM
	Updating of all notice boards in the corridors with current, updated and informative educational material	1. Shri S.P. Prasad 2. Shri Ram Reeti	ALL CLASS TEACHERS	
	Students Farewell	1. Smt S L Annapurna 2. Smt Padma Sree 3. Smt Seema	-----	1. Smt M Chandrakala I/C
09	Split up Syllabus, Subject Co-ordination & Textbook Committee  CLASS ADMISSIONS	1. Eng-Smt. S L Annapurna 2. Hin-Smt Seema 3. Bio/Chem. Smt. M Surekha 4. Maths- Padma Sree 5. SSC - Smt M. Chandrakala 6. Telugu-Smt A sarada	1. Hin- Smt. Nanda 2. Eng- Smt Gnaneswar 3. Maths-Smt. P Suryalakshmi 4. EVS-Smt. S. Uma Rani 5. Prep- Smt. Siraj Fathima Miss. Aziz Jahan	Vice Principal Headmistress
10 (a)	Sports & Games, Discipline & First-Aid	Shri Ravinder Singh Rawat Miss Sudha Kumari	1. Smt. Prema Jyothi 2. Sh. Nageshwar Rao 2. Dr VG Chary 3. Smt. Keerthi Reddy-contr 4. Miss Aziz	Vice Principal Head Mistress 1. Shri Ravinder Singh Rawat 2. Smt Premajyoti, I/C (Pri) 2. Miss Sudha Kumari
10 (b)	Safety and Security Committee To ensure safety of children in the campus	1. Shri Ravinder Singh Rawat 2. Miss Sudha Kumari 3. Shri Balraj 4. Shri Munni Raju	Smt Premajyoti Smt Nanda Kulkarni	1. Shri Ravinder Singh Rawat 2. Miss Sudha Kumari (Boys & Girls)
	NCC (Girls)	Smt. C. Srivani, AECS - 1 & JC	--	
	Staff Welfare	1. Sh S P Prasad 2. Shri Ram Reeti	1. Smt P Suryalaxmi	
12	Refreshment	1. SHRI Kishan badavath 2. Shri S P Prasad 3. Smt Seema	1. Smt Ratna Latha P 2. Smt K Komala 3. Smt Poonam Bharti	1. Smt Ratnalatha-I/C (Pri) 2. Miss Aziz
	Staff Room In-charges	1. Smt S.L. Annapurna 2. Smt MCK	1. Smt. Gnaneswari 2. Smt A Sarada I/C	1. Smt S.L. Annapurna 2. Smt A Sarada I/C (Primary)
13	Morning Assembly	1. Smt Padma Sree 2. Dr V G Chary 3. Smt Seema 4. Shri Ram Reeti	Smt P. Premajyothi Smt NEHA -CONTR	1. Smt Padma Sree 2. Smt P. Prema Jyothi 3. Shri M Venugopalachary
14	Compering	1. Smt S L Annapurna 2. Smt MCK 3. Smt M surekha	1. Smt. Nanda Kulkarni 2. Smt Premajyothi 3. Miss Aziz	1. Smt S L Annapurna I/C (Sec) 2. Smt Nanda Kulkarni I/C (Pri)

15	Science Park	1. Smt. Padma sree	--	
	a. Display Boards & Decoration Committee	Shri S P Prasad House Masters	Smt. A Padmavathi, Seema & House I/Cs	1.Smt. Kalpalatha - I/c
	b. School Maintenance	1. Sh. Kishan Badavath I/c 2. Sh. Rajendra Sethi		
16	i. Furniture	1. Shri Kishan Badavath I/c		Shri Kishan Badavath I/c
	ii. Electricals	Shri Y. Srinivas & All MTS Shri Kishan Badavath	Smt Keerthi Reddy	I/c Shri Kishan Badavath
	iii. Cosmetic	Shri Ramreeti	Smt Siraj Fathima	Shri Ram Reeti, I/c
	iv. Horticulture	1 Smt M. Surekha	Smt Ratnalatha Smt K. Komala	VP/HM
17	v. Aquarium	Shri T Nageshwar Rao	<b>Shri Muni Raju</b>	Smt Vijaya Kumari
18	School Calendar/ School Magazine	1. Smt M Chandrakala- calendar 2. S L Annapurna- Magazine/ Newsletter	Smt Nanda Kulkarni Smt A. Padmavathi	Smt S L Annapurna, I/c Maintain total record of students for April 2023 – March 2024.
	News Letters	1 Smt S L Annapurna 2. Smt Seema 3. Shri Rajendra Sethi 4. Shri Kishan Badavath	1 Smt Nanda Kulkarni 2 Smt. A Padmavathi 3. Smt. Siraj Fathima	1 Smt S L Annapurna, I/c (Sec) 2 Smt Nanda Kulkarni I/c (Pri)
19	Procurement of Prizes	In-charges of - 1. Exam, 2. CCA, 3. Sports & 4. Others	In-charges of - 1. Exam, 2. CCA, 3. Sports & 4. Others	Vice Principal Headmistresses
20	P.A System	1 Dr V G Chary 2 Shri Kishan Badavath	1 Dr. Venugopala Chari	Dr V G Chary -I/C
21	Rajbhasha	1. Smt Seema 2. Shri Ram Reeti	1. Miss Aziz Jehan 2 Smt. K. Kalpalatha 3	Smt Seema Shri Ram Reeti, I/c
22	Procurement of a. Stationary & Cleaning Materials- (Purchase & Issue) b. Crockery & Functions Materials I/c	1. Shri G. Nageswara Rao 2. Shri T. Nageshwar Rao 3. Shri Muni Raju	---	Shri G. Nageswara Rao
23	Students ID-Cards	1. Shri Rajendra Sethi 2. Shri. T Nageshwar Rao	Smt A padmavathi Smt Keerthi Reddy	1. Shri Rajendra Sethi I/c(Sec) 2. Smt. A. Padmavathi, I/c (Pri)
24	Photography & Videography	1. Shri Rajendra Sethi 2. Shri. Kishan Badavath		I/c - Shri Rajendra Sethi
25	CCTV	Shri Rajendra Sethi	Dr. Venugopalachary	Shri Rajendra Sethi
26	U-DISE	1. Shri Rajendra Sethi 2. Dr V G Chary 3. Shri. T. Nageshwar Rao and all the class teachers	Smt A. Sarada and All the class teachers	Vice Principal Headmistress
27	School Website Administration	Shri Rajendra Sethi	Dr. Venugopal Chary	Shri Rajendra Sethi
28	Biometric Attendance	1. Shri Rajendra Sethi 2. Shri Kasuba Murali Prasad		
29	School Office	1. Shri Kasuba Murali Prasad 2. Smt. M Vijaya Kumari 3. Shri. T. Nageshwar Rao 4. Shri Muni-Raju	--	Shri Kasuba Murali Prasad-I/C
<b>Laboratory/Section/Store/Room In-charges:</b>				
A. Maths Lab/Physics	1. Smt Padma sree 2. Smt Vijaya Kumari (contri) 3. Smt G. Kalayani			Smt Padma sree -I/c

B. Gen. Science/ Biology Lab (Secondary)	1.Smt. Rinku Kumari	-	Smt. Rinku Kumari -I/c
C. Chemistry Lab	1.Smt. M. Surekha	-	Smt. M. Surekha -I/c
D. Physics Lab	1. Smt Padma Sree	-	1. Smt Padma Sree
E. Music Room	1. Dr M Venugopal Chary	-	Dr. Venugopalachary M. - I/c
F. Art Room	1. Shri S P Prasad	-	
G. Computer Lab, SIT Lab & Interactive Board, AV Equipment & OHP	1. Shri Rajendra Sethi , TGT-Csc	-	Shri Rajendra Sethi - I/c
I. Library	1.Mr Kishan Badawat 2. Shri B. Balaraju	-	Kishan Badawat - I/c
J. Physical Education	1 Shri R S Rawat	-	1. Shri R S Rawat -I/c
K. Stationary Store Room	1 Shri G. Nageswara Rao	-	1 Shri G. Nageswara Rao
M. Prep Store	Smt. Siraj Fathima/ Miss Aziz	Smt Kameshwari	Smt. Siraj Fathima - I/c/ Smt Kameshwari
N. Teaching Aids	Smt Seema	Smt. P Suryalakshmi	
O. Old Music Room / P A System Store Room	1. Dr. Venugopal Chary		1. Dr. Venugopal Chary
P. Office Room & Store	1. Shri Kasuba Murali Prasad 2. Smt. M Vjaya Kumari 3. Shri Y. Nageshwar Rao 4. Smt P. Suneetha	-	Shri Kasuba Murali Prasad -I/c
<b>House Mistresses/Masters:</b> 1. Blue House 2. Green House 3. Red House 4. Yellow House	HM 1. Smt. S I, Annapurna 2. Sh R Sethi 3. Sh G. Nageswara Rao AHM 1. Smt Vjaya kumari (cont) 2. Miss Surekha choudhary 3. Smt M Chandrakala 4. Smt G. Kalyani 5. Shri Ram Reddi	HM 1. SMT LIMA RANI 2. SMT GNANESWARI 3. SMT P SURYALAXMI 4. SMT RATNALATHA  AHM 1. Smt. KOMALA, Amani 2. Smt NANDA K. Kalvani V 3. Smt. Siraz, Poonam Bharti 4. Smt P Premayothi, Keerti Reddy	<b>Overall CCA in-charge:</b> 1. Smt M Surekha- I/c (Sec) 2. Smt. KALPALATHA- I/c (Pri) 3. Smt. A Padmavathi  AHM Blue-Premayothi, Korthi, Reddy, Nageswara Rao Green-Sarada, poonam, Neha Red-Nanda K. G Kalyani, V Kalyani Yellow-Komala, Amani, Masha

**NOTE :** 1. The first name in each committee indicates the Coordinator. In the absence of the Coordinator, the other committee member in the order of hierarchy will shoulder the entire responsibilities.  
2. All the committee in-charges are requested to decentralise the duties and responsibilities so that each and every member gets equal share of tasks.  
3. All the committee coordinators are requested to plan the tentative budget in the running session i.e 2022-2023 and submit to the Vice Principal.  
It is also requested to seek approval and follow purchase procedure of AEES/ rules for making any purchase. Please follow the time lines properly.  
Your whole-hearted cooperation is required for the smooth conduct of the activities.

(Shishir Bodhi )  
Headmaster

(Permod Kumar Singh)  
Vice-Principal

(M N V P Naidu)  
Principal

CC:

1. Staff Notice Board (PS/SS)
2. All House I/CS
3. Individuals concerned by circulation
4. Vice Principal
5. Head Mistress
6. File- Committees