



AECS-3/MUM/Office/2026-27/1

दिनांक/Date : 09 April 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
Academic Council			
1		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 Ankita Chakraborty Ms Priya Sharma, Ms Priya Ray	Ms Babita Undirwade & all concerned Maths teachers
	Department of Science/TWAO	Ms Pushpalata Khullar Ms Akanksha Rajput Ms Shikha Sharma	Ms Bindu R Pillai & all concerned TWAO teachers
	Department of English	Ms Renu Rawat Ms Shilpa Nikam & other Eng Teachers	Ms Shubhada Kashilekar & all concerned English teachers
	Department of Hindi	Ms Sandeep Kaur Ms Poonam Bahuguna Ms Kshama Vaishnav	Ms Neelam Solanki & all concerned Hindi teachers
	Department of Social Science	Ms Vandana Dani Ms Preseeja C K Ms Nisha Singh	-
	Department of Marathi	Mr Bhaurao Ide Ms Maithili Lohar	Ms Snehal Kadam
	Deptt of	Mr Arvind Verma	Mr Nandkishor Khangar



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	Sports	Ms Riya Banerjee	Ms Mahima Tagaram	
	Deptt of CSc	Ms T Uma	CSc Teachers	
	Deptt of Art	Mr Arnab Khatua	Art Teachers	
	Deptt of Music		Mr Nagaraj Subramanyam	
	Depart. of Special Education & Counselling	Mr Satyawan Lokhande I/C		
		Ms Sarita Kumari, Associate I/C	Ms Shubhada Kashilekar	
		Ms Vandana Dani, Ms Riya Pillai	Ms Bindu Pillai, Ms Y Savitha Kumari	
	Balvatika Department	Ms Priti Rohra I/C, Ms Papia Majumdar, Associate I/C Ms Y Savitha Kumari, Ms Priya Ray (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 T Uma	Ms Priti Rohra, Ms Babita Undirwade	
		Mr Sweta Singh, Ms Nivedita (fee)	Mr Nandkishor Khangar	
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 Sarita Kumari		
		A) Internal Examinations		
		Ms Sarita Kumari, Ms Akanksha Rajpoot, Ms Sweta Singh Ms Priya Sharma, Ms T Uma	Ms Shubhada Kashilekar I/C Ms Bindu Pillai, Mr Nandkishor K	
		B) 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 competitive exams to the students.		
		Ms Akanksha Rajpoot I/C	Ms Bindu R Pillai	
		C) CBSE Examination, Registration for LOC,compliance of CBSE circulars		



		<p>This Committee is responsible for registration of students of classes IX & X, handling CBSE examination & all CBSE related miscellaneous matters.</p> <p>Ms T Uma, I/C, Ms Ankita Chakraborty, Ms Ashwini D Sawant</p>						
4	Co-Curricular Activities	<p>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.</p> <p style="text-align: center;">Overall I/C: Ms Renu Rawat</p> <table border="1" style="width: 100%;"> <tr> <td>Ms Renu Rawat</td> <td>Ms Varsharani Bhise</td> </tr> <tr> <td>Ms Maithli Lohar</td> <td>Ms Ananya Panigrahi, Ms Arun Kumar</td> </tr> </table>	Ms Renu Rawat	Ms Varsharani Bhise	Ms Maithli Lohar	Ms Ananya Panigrahi, Ms Arun Kumar		
Ms Renu Rawat	Ms Varsharani Bhise							
Ms Maithli Lohar	Ms Ananya Panigrahi, Ms Arun Kumar							
5	Sports and Games & First Aid	<p>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.</p> <p style="text-align: center;">Overall I/C: Mr Arvind Verma</p> <table border="1" style="width: 100%;"> <tr> <td>Mr Arvind Verma</td> <td>Mr Nandkishor Khangar</td> </tr> <tr> <td>Ms Riya Banerjee</td> <td>Ms Mahima Tagaram</td> </tr> </table>	Mr Arvind Verma	Mr Nandkishor Khangar	Ms Riya Banerjee	Ms Mahima Tagaram		
Mr Arvind Verma	Mr Nandkishor Khangar							
Ms Riya Banerjee	Ms Mahima Tagaram							
6	Discipline	<p>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.</p> <p style="text-align: center;">Overall I/C: Mr Arvind Verma</p> <table border="1" style="width: 100%;"> <tr> <td>Ms Riya Banerjee, Associate I/C</td> <td>Ms Babita Undirwade I/C</td> </tr> <tr> <td>Ms Sarita Kumari</td> <td>Ms Bindu Pillai</td> </tr> </table>	Ms Riya Banerjee, Associate I/C	Ms Babita Undirwade I/C	Ms Sarita Kumari	Ms Bindu Pillai		
Ms Riya Banerjee, Associate I/C	Ms Babita Undirwade I/C							
Ms Sarita Kumari	Ms Bindu Pillai							
7	Time Table & Substitution	<p>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</p> <p style="text-align: center;">Overall I/C : Mr Arnab Khatua</p> <table border="1" style="width: 100%;"> <tr> <td>TT: Mr Arnab Khatua</td> <td>TT: Mr Nandkishor Khangar</td> </tr> <tr> <td>Substitution: Ms Sweta Singh</td> <td>Substitution: Ms Bindu Pillai I/C</td> </tr> <tr> <td>Ms Poonam Bahuguna</td> <td>Ms Shubhada Kashilekar</td> </tr> </table> <p>Substitution Committee is expected to work in coordination with Time Table committee and create substitution arrangements</p>	TT: Mr Arnab Khatua	TT: Mr Nandkishor Khangar	Substitution: Ms Sweta Singh	Substitution: Ms Bindu Pillai I/C	Ms Poonam Bahuguna	Ms Shubhada Kashilekar
TT: Mr Arnab Khatua	TT: Mr Nandkishor Khangar							
Substitution: Ms Sweta Singh	Substitution: Ms Bindu Pillai I/C							
Ms Poonam Bahuguna	Ms Shubhada Kashilekar							



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8	School Assembly	<p>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.</p>
Overall I/C: Ms Renu Rawat		
Ms Renu Rawat		Ms Babita Undirwade I/C
Ms Vandana Dani, Ms Poonam Bahuguna, Mr Arvind Verma		Mr Nagaraj Subramanyam
9	Publication Cell (Report making, Newspaper, Magazine etc.)	<p>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.</p>
Ms Vandana Dani		
Ms Renu Rawat		Ms Neelam Solanki
Ms T Uma, Ms Mathili Lohar		Ms Varsharani Bhise, Ms Mahima Tagaram
10	Innovation & Technology Cell	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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 flyers, • Learning & Training other teachers for using various AI tools • managing official whatsapp groups • Managing official workspace accounts, managing school ERP



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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 Babita Undirwade I/C
		Ms Sandeep Kaur	Ms Neelam Solanki
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 Neelam Solanki
		Ms Sweta Singh	Ms Babita Undirwade
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 T Uma	Ms Priti Rohra
		Ms Maithili Lohar, Mr Bhaurao Ide	Ms Snehal Kadam, 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 Sandeep Kaur I/C	Ms Neelam Solanki
		Ms Poonam Bahuguna	Mr Nandkishor Khangar
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 Arvind Verma	Ms Bindu R Pillai
		Ms Nivedita Pingulkar	
19	PA System	Mr Bhaurao Ide , Mr Arnab Khatua	Mr Nagaraj Subramanyam, I/C Mr Nandkishor Khangar
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.	
		Mr Nagaraj Subramanyam, Mr Poonam Bahuguna, Ms Nivedita Pingulkar	
21	Photography & Videography	Mr Arun Kumar I/C Mr Arnab Khatua	Ms Snehal Kadam Ms Priya Ray



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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 Babita Undirwade I/C Mr Nandkishor Khangar	
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.			
		Middle & Secondary Stage		Foundation & Preparatory Stage	
		Green	Ms Sandeep Kaur Ms Kshama Vaishnav Ms Priya Sharma	Green	Ms Neelam Solanki Ms Seethalakshmi P T
		Red	Ms Poonam Bahuguna Ms Ankita Chakraborty Ms Nisha Singh	Red	Ms Babita Undirwade Mr Arun Kumar
		Yellow	Ms Preseeja C K Ms Shilpa Nikam Ms Shikha Sharma	Yellow	Mr Nandkishor Ms Snehal Kadam
		Blue	Ms Sweta Singh Mr Bhaurao Ide Ms Akanksha Rajpoot	Blue	Ms Bindu R Pillai Ms Mahima Tagaram
		24	Teacher Training Coordinator		
Ms Pushpalata Khullar, I/C			Ms Varsharani Bhise, Asso. 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: Mr Arnab Khatua Science Lab: Ms Pushpalata K Maths Lab: Ms Sarita Kumari		Audio Visual Lab: Ms Ananya Panigrahi Social Sc Aids: Ms Vandana Dani Teaching Aids for I to V Class: Ms Bindu Pillai	
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: Ms Poonam Bahuguna	
		Ms Pushpalata Khullar, Ms Neelam Solanki, Ms Papia Majumdar	
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 Pushpalata Khullar	Ms Y Savitha Kumari
		Literary Club	
		Ms Presseja C K	Ms Shubhada Kashilekar Ms Mahima Tagaram
		Life Skills Club	
		Ms Shikha Sharma	Ms Varsharani Bhise
		Music Club	
		Mr Nagaraj Subramanyam	Ms Babita Undirwade
		Dance Club	
		Ms Ankita Chakraborty	Ms Ananya Panigrahi
		Drama Club	
		Mr Bhaurao Ide , Ms Sandeep Kaur	Ms Snehal Kagam
		Rangoli Club	
		Ms Shilpa Nikam	Ms Seethalakshmy PT
		Photography Club	
		Mr Arun Kumar, Ms Priya Ray	
		Eco Club	
		Ms Poonam Bahuguna	Ms Neelam Solanki
		Ms Sandeep Kaur	Ms Papia Majumdar
		Mathematics Club	
		Ms Priya Sharma	Ms Babita Undirwade
		Health & Fitness Club	
		Ms Riya Banerjee	Ms Nandkishor Khangar I/C
		Cooking Club	
		Ms Nisha Singh	
		Culture & Recreational Club	



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		Mr Arnab Khatua I/C	Ms Maithili Lohar
		Quiz & GK Club	
		Ms Vandana Dani, Ms Presseha C K	Ms Mahima Tagaram
		Science Club	
		Ms Akanksha Rajpoot	Ms Varsharani Bhise
		Innovation & Technology Club	
		Ms T Uma, Ms Renu Rawat	Ms Babita Undirwade
28	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 T Uma I/C	Ms Bindu Pillai
		Ms Vandana Dani, Ms Sarita Kumari	

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।

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 सुचारू 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 सुचारू 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 नेडहार्ट

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.



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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-3, Mumbai

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