

M.G.M. HIGHER SECONDARY SCHOOL, B.S.CITY

Dated : 27/03/2024

01/04/2024

**Primary Wing
Teacher's Portfolio – 2024 -2025**

To all the teachers,


1.	Academic Supervisor	Mrs. Nisha Mathew <i>Nisha</i>
2.	Examination In-charge	Mrs. Jagriti Singh <i>Jagriti</i>
		Mrs. Nisha Kumari <i>Nisha</i>
3.	Staff – Secretary	Mrs. Shubhra Bhushan <i>Shubhra</i>
4.	Assembly In-charge	Mrs. Khushboo Kumari <i>Khushboo</i>
5.	Discipline In-charge	Miss. Vandana Sharma <i>Vandana</i>
Houses In-charge -		
6.	1. Agastyamalai	Mrs. Rukshar Zeba <i>Rukshar</i>
	2. Aravalli	Mrs. Swati Khyalia <i>Swati</i>
	3. Nilgiri	Mrs. Jyoti Kumari <i>Jyoti</i>
	4. Sahyadri	Mrs. Sweta Sinha <i>Sweta</i>
7.	SAFAL Incharge	Mrs. Jonaki Biswas <i>J Biswas</i>
Dy. Houses In-charge		
7.	1. Agastyamalai	Mrs. Anjali Mukherjee <i>Anjali</i>
		Mrs. Manju Kumari <i>Manju</i>
		Mrs. Kri. Rupam <i>Rupam</i>
		Mrs. Sujata Roy <i>S. Roy</i>
	2. Aravalli	Mrs. Julie Birch <i>Julie</i>
		Mrs. Reena Sharma <i>Reena</i>
		Mrs. Subhadra Singh <i>Subhadra</i>
		Mrs. Jyoti Malhan <i>JM</i>
	3. Nilgiri	Mrs. Annu Jha <i>Annu</i>
		Mrs. Kumari Sunita <i>Sunita</i>
		Mrs. Shobha <i>Shobha</i>
		Mrs. Archana Bhatnagar <i>Archana</i>
4. Sahyadri	Mrs. Anupriya <i>Anupriya</i>	
	Mrs. Lilian Smith <i>Lilian</i>	
	Mrs. Rina Singh <i>R. Singh</i>	
	Mrs. Sushma Kumari <i>Sushma</i>	
8.	Notice Board – Reception	Mrs. Ranjita Giri <i>Ranjita</i>
9.	Notice Board - Thought	


10.	Senate advisor/ Programe Co-ordinator	Mrs. Aparna Gupta	<i>Aparna</i>
11.	In-charges of Media Club	Mrs. Rafat Zaheen	<i>Rafat</i>
		Mrs. Minakshi Prasad	<i>Minakshi</i>
	Literary Club	Mrs. Pratima Roy	<i>Pratima</i>
		Mrs. Rashmi Singh	<i>Rashmi</i>
	Science Club	Miss. Shabnam	<i>Shabnam</i>
		Mrs. Samina Ahmad	<i>Samina</i>
	Eco Club	Mrs. Ekta Bihany	<i>Ekta</i>
		Mrs. Ashima R.Bera	<i>Ashima</i>
12.	Ek Bharat, Shresht Bharat	Mrs. Divya Sharma	<i>Divya</i>
13.	Philatelic Club	Mrs. Khushboo Jha	<i>Khushboo</i>
14.	Subject Co-ordinators		
	English	Mrs. Jonaki Biswas	<i>J. Biswas</i>
	Maths	Mrs. Shobha	<i>Shobha</i>
	Hindi	Mrs. Kumari Rupam	<i>Rupam</i>
	Sanskrit	Mrs. Archana Bhatnagar	<i>Archana</i>
	Science / EVS	Mrs. Jyoti Kumari	<i>Jyoti</i>
	Social Studies	Mrs. Jyoti Malhan	<i>Jyoti</i>
	General Knowledge	Mrs. Pratima Rani Roy	<i>Pratima</i>
	Moral Science	Mrs. Julie Birch	<i>Julie</i>
15.	Class Co-ordinators		
	Class - 1	Mrs. Rukshar Zeba	<i>Rukshar</i>
	Class - 2	Mrs. Divya Sharma	<i>Divya</i>
	Class - 3	Mrs. Aparna Gupta	<i>Aparna</i>
	Class - 4	Mrs. Jyoti Malhan	<i>Jyoti</i>
	Class - 5	Mrs. Rafat Zaheen	<i>Rafat</i>
16.	Outside Competition	Mrs. Binita Kumari Singh	<i>Binita</i>
17.	Members of School Counselling		
	Class - 1	Mrs. Shubra Bhushan	<i>Shubra</i>
	Class - 2	Mrs. Anjali Mukherjee	<i>Anjali</i>
	Class - 3	Mrs. Ekta Bihany	<i>Ekta</i>
	Class - 4	Mrs. Ranjita Giri	<i>Ranjita</i>
	Class - 5	Mrs. Rachna Singh	<i>Rachna</i>
18.	Redressal / Grievance Committee		
	i.	Mrs. Rakhi Banerjee	
	ii.	Mrs. Tripti Pathak	<i>Tripti</i>

	iii. Mr. Chanchal Kumar	
	iv. Mrs. Julie Birch	<i>Julie</i>
	v. Students Representative – Discipline In Charge Boy / and Discipline In-charge Girl	
	Sexual Harassment (POSCO) Committee -	
	i. Mrs. Ancy Varghese	<i>Ancy</i>
19.	ii. Mrs. Minakshi Kumari ,	iii. Mrs. Lilian Smith <i>Lilian</i>
	iv. Head Boy and Head Girl (Senior Wing)	
	v. Head Boy and Head Girl (Primary Wing)	

	Sanitation And Hygiene Committee /Swachh Vidyalaya -	
	i. Mrs. Kanchan Singh	
	ii. Mr. Rajeshwar Singh	
20.	iii. Mrs. Anjali Mukherjee	<i>Anjali</i>
	iv. Mrs. Reena Sharma	<i>Reena</i>
	Student Representative – Deputy Head Boy and Deputy Head Girl (Both Wings)	
	Website In-charge for Competition (Inside / Outside), Activities , Club and others Coordinated by Mrs. Sangita Singh & Mr. Gibin Thomas, Mrs. Aparna Gupta <i>Aparna</i>	
21.	Uploading of the Result of Competition (Intra /Inter / House / School)	
	i. Mrs. Sushmita Raj	
	ii. Mrs. Smirti Singh	
	iii. Mrs. Samina Ahmad	<i>Samina</i>
	Updating website with upcoming activities / Reports and Photos	
22.	i. Mrs. Divya	<i>Divya</i>
	ii. Mrs. Rafat Zaheen	

23.	School Magazine	i. Mrs. Jonaki Biswas <i>J Biswas</i>
		ii. Mrs. Meenakshi Pd. <i>Meenakshi</i>
		iii. Mrs. Kumari Rupam <i>Rupam</i>
24.	Curriculum committee	i. Principal
		ii. Vice Principal
		iii. H.M
		iv. AC Supervisor, All subject co-ordinators

25. Safety and Security committee	i. Mr. Arvind Kumar Sinha
	ii. Mr. Reji K. George
	iii. Miss. Alkananda Das 
	iv. SIS Incharge
	v. Sports Minister (Boy)
	vi. Deputy Sports Minister (Girls)


Principal
01/04/2024


Head Mistress
01/04/2024