

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

MGM/HSS/Acad./Circular No./227/2024

Dated : 01/04/2024

**Senior Wing  
Teachers' Portfolio – 2024 -2025**

**To all the teachers,**

Teachers responsible for different offices for the Academic year 2024 -2025 are:-

1.	Academic In-charge	Mrs. Ancy Varghese
2.	Staff Social Secretary	Mr. Chanchal Kumar
		Mrs. Seema Pandey
3.	Examination In-charge	Mrs. Mini Reji
		Mrs. Shojna P.P.
4.	Academic Supervisor	Mrs. Mini Reji (VI – VIII)
		Mrs. Mamta Kumari (IX – X)
		Mr. Jacob Mathews (XI – XII)
5.	Discipline In-charge	Mrs. Minakshi Kumari
6.	Floor Supervisor	Mr. Rajeev Kumar Singh (Ground Floor)
		Mr. Sourav Kumar (First Floor)
		Mr. Rajeshwar Singh (Second Floor)
7.	SAFAL In-charge (Class VIII)	Mrs. Shojna P.P.
8.	SQUAF In - charge	Mrs. Mamta Kumari
9.	Outside Competition In-charge / CBSE Circular and notification	Mrs. Archana Kumari
10.	Assembly In Charge	Mr. Gibin Thomas
11.	Senate Advisor / Programme Coordinator	Mrs. Sangita Singh
12.	School Training Nodal Coordinator	Mr. Chanchal Kumar
13.	Olympiad Competition in Charge / ATAL Tinkering In Charge / CBSE Exam IPS –	Mr. Gibin Thomas
14.	Hub of Learning In Charge	Mrs. Archana Kumari
15.	School Counselor	Mrs. Tripti Pathak
16.	Website In-charges	Mrs. Sangita Singh
		Mr. Gibin Thomas
17.	Uploading of the Result of Competition (Intra /Inter / House / School )	Mr. Eahtasam Hasan Mallick
		Mrs. Smriti Singh
18.	Templates / Videos for different occasions	Mr. Eahtasam Hasan Mallick
19.	Updating website with upcoming activities / Reports and Photos of activities	Mrs. Divya (Senior Wing)
		Mrs. Rafat Zaheen (Primary Wing)

20.	<b>Subject Coordinators -</b>	
	1. English	Mrs. Chanda Kumari ( VI to X)
	2. Hindi	Mr. Law Kumar (VI to X)
	3. Sanskrit	Mrs. Mala Sinha (VI to X)
	4. Mathematics	Mrs. Sangeeta Mishra (VI to X)
	5. Science	Mrs. Mamta Kumari (VI to X)
	6. Social Science	Mr. Vivek Kumar Tiwary (VI to X)
	7. Computer Science	Mrs. Divya (VI to X)
	8. Commerce / Arts	Mr. Jacob Mathews (XI and XII)
	9. Science	Mrs. Punam Jha (XI and XII)
21.	<b>Class Coordinators</b>	
	Class	Teacher
	Class – 6	Mrs. Seema Pandey
	Class – 7	Mrs. Ruhi Ranjan
	Class – 8	Mr. Shazia Sadaf
	Class – 9	Mrs. Avina Dey
	Class – 10	Mrs. Sudeshna Bose
	Class – XI	Mrs. Nilanjana Chowdhury
	Class – XII	Miss. Shafquat Jahan
22.	<b>Redressal / Grievance Committee</b>	Mrs. Rakhi Banerjee
		Mrs. Tripti Pathak
		Mr. Rajeev Kumar Singh
		Miss. Vandana Sharma
	<b>Students Representative</b>	Discipline In - Charge Boy / Discipline In- charge Girl.
23.	<b>Members of School Counselling Cell</b>	
	<b>Class</b>	<b>Teacher</b>
	Class 1	Mrs. Shubhra Bhushan
	Class 2	Mrs. Julie Birch
	Class 3	Mrs. Sweta Sinha
	Class 4	Mrs. Ranjita Giri
	Class 5	Mrs. Rachana Singh
	Class 6	Mrs. Neha Seghal
	Class 7	Mrs. Ruby Ray
	Class 8	Mrs. Suman Kumari
	Class 9	Mrs. Mala Sinha
	Class 10	Mr. Law Kumar
	Class 11	Mrs. Kalpana Sinha
Class 12	Miss. Shafquat Jahan	



**Clubs In charge -****Club****Teacher**

Media

Mrs. Sadaf Noori

Mr. Chandan Kumar

24. Literary

Mrs. Nilanjana Chowdhury

Mr. Law Kumar

Nature / Eco

Mr. Subrato

Mrs. Smriti Singh

Science

Mrs. Sudeshna Bose

Mr. Deepak Kumar Jha

25.

Ek Bharat Sresth Bharat

Mrs. Shazia Sadaf

Mrs. Bincy Madhur

Philately Club

Mrs. Neha Sehgal

Mrs. Ruhi Ranjan

26.

Sewa / Interact Club

Mrs. Kalpana Sinha

Miss. Shafquat Jahan

27.

Cyber Club

Mr. Arvind Kumar Sinha

**Houses In-Charge -****House****Teachers**

28.

Agastyamalai

Mrs. Avina Dey

Mrs. Sushmita Raj

Aravalli

Mrs. Kanchan Singh

Miss. Surabhi Boral

Nilgiri

Mrs. Chanda Kumari

Miss. Anjali Saurav

Sahyadri

Mrs. Manisha Singh

Mrs. Poonam Kumari

**Career Guidance Counsellor**

29.

**Class****Teacher**

Class - 6 to 10

Mrs. Tripti Pathak

Class - 11 and 12

Mrs. Sushmita Raj

30.

Sexual Harassment (POSCO) Committee -

Mrs. Ancy Varghese

Mrs. Minakshi Kumari

Head Boy and Head Girl (Senior Wing)

Head Boy and Head Girl (Primary Wing)

31.

Sanitation And Hygiene Committee /Swachh

Vidyalaya -

Mr. Rajeshwar Singh

Mrs. Kanchan Singh

Mrs. Sushma Kumari Kujur

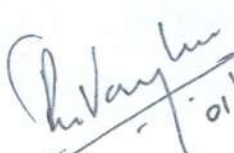
Mrs. Ashima Rani Bera

Student Representative (Both Wings)

Deputy Head Boy

Deputy Head Girl

32.	School Magazine	Mrs. Tripti Pathak
		Mrs. Sadaf Noori
		Miss. Surabhi Boral
		Mr. Law Kumar Prasad
		Mrs. Meenu Tiwari
		Mrs. Anupama Kumari
33.	Safety and Security Committee	Mr. Arvind Kumar Sinha
		Mr. Reji K. George
		Miss. Alakananda Das
		SIS In-charge
		Sports Minister (Boy)
		Deputy Sports Minister (Girl)
34.	Curriculum Committee	Principal
		Vice Principal
		Academic In-charge
		All Subject Coordinators
		Academic Supervisors

  
 01/04/2024  
 Principal