



ADMINISTRATIVE NETWORK

SESSION 2026–27

Administrative & Academic Responsibility Framework

1	Academic coordinators - Mrs. Kusum Abhay Kumar (Primary/Nursery)
	Mr. Manoj Sharma (Secondary)
	Mr. Bikash Saha (Senior Secondary)
2	CCA coordinators - Mrs Sarita (Nursery)
	Mrs. Lovely Bhattacharyya (Primary)
	Mrs. Munmun Biswas Nandi (Secondary & Sr. Secondary)
3	Examination Cell - Mr. Ayan Mukherjee (I/C)
	Mr. Vivek Sinha Roy
	Mrs. Moushumi Ghosh
4	Discipline Committee - Mr. Sudipta Bhattacharjee , I/C
	Ms. Sonia Borah, I/C
	Mrs. Susmita Chakraborty (PRT)
	Mr. Provakar Roy
	Miss. Mamta Moktan (PGT)
	Mrs. Shalini P Rai (PGT)
	The discipline in charges will make separate registers for separate sections and note down their observations in case of any disciplinary action against any student.
5	Academic Counseling Comm Register - Mrs. Kusum A Kumar (NTT, PRT)
	Mrs. Pushpa Chhetri (PRT) & Mrs Susmita Chakraborty (PRT)
	Mrs. Jeetha (NTT) & Mrs. Aparupa Majumder
	Mrs. Sayantee Chakraborty Sanyal
	Mrs. Seema Goswami
	Mr. Shubhankar Mukherjee
	Mrs. Susreeti Sur
	Miss. Louis Subba
	Mrs. Poulomi Das Maitra
	All members of this committee will randomly check copies of their respective section once in a month and send it for stamping to the principal. Also the committee members have to maintain a register and they have to submit the register to the Principal on the last working day of the month.
6	Time Table Committee - Mrs. Kusum Abhay Kumar & Mrs Susmita Charkaborty
	Mr. Manoj Sharma & Mrs Munmun Biswas Nandi
	Mrs. Shalini P Rai
7	School Maintenance Comm.- Nursery & Primary Section
	Mrs. Sonali Dey and Mrs Aparupa Majumdar
	Secondary Section
	Mrs. Madhubanti Ghosh & Mrs Nayantara Gupta



Senior Secondary

Mrs. Jui Banerjee & Mr Shubhankar Mukherjee

The committee members will maintain register and update it every month on the last working day.

8 Procurement Committee - Mr. Ayan Mukherjee (I/C)

Mrs Susreeti Sur

Mr. Appy Nair

Mr. Goutam Debnath

9 Outdoor Maintenance Comm.- Mrs. Priya Shah & Mr. Krishna Ram (Science Park)

Ms. Louis Subba & Mrs. Madhubanti Ghosh (Traffic Park)

Mrs Aparupa Majumder & Mrs. Sonali Dey (Herbal Garden)

Mrs. Jeetha T & Mrs Durga Jaishi (Nursery Play equipments)

10 Olympiad Coordinator - Mr. Arunabha Ghosh Mazumder

11 Admission Cell - All Lab attendant and Office Staff

12 Sports Committee - Mr. Sudipta Bhattacharjee

Miss. Sonia Borah

13 School Editorial Board (Magazine) Miss. Mamta Moktan

Mr. Ratnadeep Das

Mrs. Madhubanti Ghosh & Mrs. Sayantee Sanyal (English)

Mrs. Susmita Chakraborty & Mrs. Pushpa Chhetri (Primary Section)

Mrs. Seema Goswami & Mrs. Nayantara Gupta (Hindi)

Head Boy

Head Girl

Vice Head Boy

Vice Head Girl

14 Academic Meeting Register - Mrs Moushumi Ghosh (PRT)

Mr. Manoj Sharma (TGT)

Ms. Louis Subba (PGT)

15 CCA Register - Mrs. Munmun Biswas Nandi (CCA I/C & Circular Register)

Mrs. Lovely Bhattacharyya (CCA PRT)

Mrs Sarita (CCA Nursery)

16 Staff meeting Register with minutes Ms Mamta Moktan

17 Staff room in charges - Mrs. Poulumi Das Maitra (PGT) & Mrs. Seema Goswami Porohit (TGT)

Mr. Sachin Thakuri (PRT) & Mrs Lovely Bhattacharyya (PRT)



18	Display Board In charges - All House Masters/Mistress
All Primary and Nursery teachers (Primary and Nursery Boards)	
19	Internal Complaints Comm.-
(Under the sexual harassment of women Mrs Munmun Nandi Biswas (Presiding Officer)	
at working place) Mrs. Jui Banerjee	
Mrs Pushpa Chhetri	
Mr Sachin Thakuri (Junior Presiding Officer)	
Mrs. Maya Chhetri (Admin Staff)	
Ms Meghna Dey (Health and Wellness Teacher)	
Mrs Anu Agarwal w/o WO Rajesh Kumar 20 wg AFFWA (Local) (8602213690)	
20	ATL Comm.- Mrs. Shalini Prakash Rai & Mrs. Susreeti Sur (I/C)
Mr. Bikash Saha	
Mr. Arunabha Ghosh Majumdar	
Mr. Krishna Ram, Mr. Nagendra Lakhandri & Chemistry lab attendant	
21	Event Management (Food)- Mrs. Susmita Chakraborty
22	CBSE Coordinator- Mr. Ayan Mukherjee
Mr. Ratnadeep Das	
23	Website Update- Mr. Ratnadeep Das & Mrs. Susreeti Sur
24	PTA Register Mrs. Munmun Biswas Nandi
25	Disaster Management Committee
First Floor Mr. Vivek Sinha Roy	
Mrs. Munmun Biswas Nandi	
Ms. Sonia Borah	
Ground Floor Mrs. Saswati Roy Bhattacharya	
Mrs. Jui Banerjee	
Mr. Sudipto Bhattacharjee	
Primary Section Mrs. Lovely Bhattacharyya	
Mr. Sachin Thakuri	
Mrs. Rita Sarkar	
26	School Bus Boarding Duty - House on duty Teachers and all other teachers
27	Energy & Water Warriors - All Class Teachers
One student from each class to be appointed by the class teacher.	
28	POCSO Committee - Mrs Sunitha P Nair (Chairperson)
Mrs Kusum Abhay Kumar - Headmistress (Primary)	
Mrs. Poulomi Das Maitra (Teacher Rep.) (PGT)	



Mr. Manoj Sharma (TGT)
Mr. Mohan Saha (Office Superintendent)
Mrs Archana Ghosh - Special Educator
Ms Meghna Dey (Counsellor)
Smt. Maya Chhetri (Lady Admin Staff)
Head Boy
Head Girl

29	Eco Club/ Youth Club Mrs. Jui Banerjee
Mrs. Saswati Roy Bhattacharya	
Mr. Vivek Sinha	
Mr Appy Nair	

30	Photography Club- Ms. Louis Subba
Mr. Ayan Mukherjee	
Mr. Manoj Sharma	
Mr. Arunabha Mazumder	
Ms Meghna Dey - Health & Wellness Teacher	

31	Literary Club and Theater Club - Mss. Mamta Muktan
Mrs. Madhubanti Ghosh	
Mrs. Sayantee Sanyal	
Mrs. Seema Goswami	
Mrs. Nayantara Gupta	
New Sanskrit Teacher	
Mrs Rita Sarkar	

32	Quiz Club- Mrs Priya Shah
Mr. Bikash Saha	
Mr Shubhankar Mukherjee	

33	Cyber Club- Mrs. Susreeti Sur
Mr. Ratnadeep Das	
New TGT Computer Teacher	

34	Excursion, Educational Trip, visits,
Comm. (Academic Coordinators) Mr. Bikash Saha	
Mr. Manoj Sharma	
Mrs. Kusum Abhay Kumar	

35	Workshop Conduct & Micro Teaching - Mrs. Saswati Roy Bhattacharya
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36	Printing (Diary, Register & Magazine) Mr. Sachin Thakuri & Mr. Manoj Sharma
(Stationary)	



37	Proof Reading of School Magazine - Mrs Seema Goswami (Hindi)
Ms Mamta Moktan (English)	
Mrs Rita Sarkar (Pledge/Prayers/Songs)	

38	Proof Reading of all printing materials - All concern departments/Persons
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39	NCC In-charge - Mrs Archana Chettri
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40	School Safety _ Mrs Sunitha P Nair
Mrs Lovely Bhattacharyya	
Parents Representative (1)	
Parents Representative (2)	
HOUSE ALLOTMENT FOR TEACHERS	
SUBROTO HOUSE- Mrs. Poulomi Das Maitra (House Mistress)	
Mr. Bikash Saha	
Mr Shubhankar Mukherjee	
Mrs. Madhubanti Ghosh	
Mrs. Seema Goswami Purohit	
Mrs. Sushmita Chakraborty	
Mr. Koushik Ghosh	
ARJAN HOUSE- Miss Louis Subba (House Mistress)	
Ms. Mamta Moktan	
Mrs. Susreeti Sur	
Mrs. Saswati Roy Bhattacharya	
Mr. Sachin Thakuri	
Ms Meghna Dey (Health & Wellness Teacher)	
New Sanskrit Teacher (TGT)	
KATRE HOUSE- Mr Ayan Mukherjee (House Master)	
Mrs. Jui Banerjee	
Mr.Subhankar Mukherjee	
Mr. Vivek Singha Roy	
Mr. Manoj Sharma	
Mrs. Pushpa Chhetri	
Mrs Archana Ghosh (Special Educator)	
SEKHON HOUSE- Mrs. Shalini Prakash Rai (House Mistress)	
Mr. Provakar Roy	
Mr. Arunabha Ghosh	
Mrs. Sayantee Chakraborty	
Mrs. Nayantara Gupta	
Mrs. Moushumi Ghosh	
Mr. Ratnadeep Das	
Morning and Afternoon gate duties will be given to all the staff (Academic, Lab attendant and Additional teachers)	



HOUSE ALLOTMENT FOR TEACHERS

SUBROTO HOUSE	Mrs. Poulomi Das Maitra (House Mistress) Mr. Bikash Saha Mr Shubhankar Mukherjee Mrs. Madhubanti Ghosh Mrs. Seema Goswami Purohit Mrs. Sushmita Chakraborty New Computer Teacher (TGT)
ARJAN HOUSE	Miss Louis Subba (House Mistress) Ms. Mamta Muktan Mrs. Susreeti Sur Mrs. Saswati Roy Bhattacharya Mr. Sachin Thakuri Ms Meghna Dey (Health & Wellness Teacher) New Sanskrit Teacher (TGT)
KATRE HOUSE	Mr Ayan Mukherjee (House Master) Mrs. Jui Banerjee Mr. Tanay Sarkar Mr. Vivek Singha Roy Mr. Manoj Sharma Mrs. Pushpa Chhetri Mrs Archana Ghosh (Special Educator)
SEKHON HOUSE	Mrs. Shalini Prakash Rai (House Mistress) Mr. Provakar Roy Mr. Arunabha Ghosh Mrs. Sayantee Chakraborty Mrs. Nayantara Gupta Mrs. Moushumi Ghosh Mr. Ratnadeep Das Morning and Afternoon gate duties will be given to all the staff (Academic, Lab attendant and Additional teachers)

IMPORTANT NOTE: Morning and afternoon gate duties will be assigned to all staff (Academic, Lab Attendant and Additional Teachers).