

Primary Wing
Teacher's Portfolio – 2023 -2024

To all the teachers,

1.	Academic Supervisor	Mrs. Nisha Mathew
2.	Examination In-charge	Miss. Alkananda Das Mrs. Nisha Kumari
3.	Staff – Secretary	Mrs. Anjali Mukherjee
4.	Assembly In-charge	Mrs. Sweta Sinha
5.	House In-charge -	
	1. Anemone (Agastyamalai)	Mrs. Julie Birch
	2. Jasmine (Aravalli)	Mrs. Rina Singh
	3. Lotus (Nilgiri)	Mrs. Anupriya
	4. Marigold (Sahyadri)	Mrs. Ashima Rani Bera
6.	Discipline In-charge	Mr. Sourav Kumar
7.	Dy. House In-charge	
	1. Anemone (Agastyamalai)	Mrs. Jyoti Kumari
		Mrs. Kumari Sunita
		Mrs.Subhadra Singh
	2. Jasmine (Aravalli)	Miss. Shabnam Perveen
		Mrs. Manju Kumari
		Mrs. Sushma Kumari
	3. Lotus (Nilgiri)	Mrs. Divya Sharma
		Mrs. Lilian smith
		Mrs. Sujata Roy
	4. Marigold (Sahyadri)	Mrs. Annu Jha
		Mrs. Pratima Roy
		Mrs. Swati Khaylia
8.	Notice Board – Reception	Mrs. Ranjita Giri
9.	Notice Board - Thought	

10.	House & Club Co -ordinator	Mrs. Ekta Bihany
11.	In-charges of Media Club	Mrs. Rafat Zaheen
		Mrs. Minakshi Prasad
	Literary Club	Mrs. Aparna Gupta
		Mrs. Reena Sharma
	Science Club	Mrs. Rukshar Zeba
		Mrs. Samina Ahmad
	Eco Club	Mrs. Shobha
		Mrs. Rashmi Singh
12.	Ek Bharat, Shresht Bharat	Mrs. Khushbu Kumari
13.	Philatelic Club	Mrs. Shubhra Bhushan
14.	Subject Co-ordinators	
	English	Mrs. Jonaki Biswas
	Maths	Mrs. Jagriti Singh
	Hindi	Mrs. Rashmi Singh
	Sanskrit	Mrs. Archana Bhatnagar
	Science / EVS	Mrs. Jyoti Malhan
	Social Studies	Mrs. Nisha Mathew
	General Knowledge	Mrs. Jagriti Singh
	Moral Science	Mrs. Annu Jha
15	Class Co- ordinators	
	Class - 1	Miss. Shubhra Bhushan
	Class – 2	Mrs. Ashima Rani Bera
	Class – 3	Mrs. Lilian Smith
	Class – 4	Mrs. Shobha
	Class – 5	Mrs. Kumari Rupam
16	Outside Competition	Mrs. Binita Kumari Singh
17.	Members of School Counselling	
	Class - 1	Mrs. Shubra Bhushan
	Class - 2	Mrs. Aparna Gupta
	Class - 3	Mrs. Anjali Mukherjee
	Class - 4	Mrs. Ranjita Giri
	Class - 5	Mrs. Rachna Singh
18.	Redressal / Grievance Committee	
	i. Mrs. Rakhi Banerjee	

	ii. Mr. Tripti Pathak
	iii. Mrs. Chanchal Kumar
	iv. Mrs. Swati Khaylia
	v. Students Representative – Discipline In Charge Boy / and Discipline In-charge Girl
19.	Sexual Harassment (POSCO) Committee -
	i. Mrs. Ancy Varghese
	ii. Mrs. Minakshi Kumari
	iii. Head Boy and Head Girl (Senior Wing)
	iv. Head Boy and Head Girl (Primary Wing)
20.	Sanitation And Hygiene Committee /Swachh Vidyalaya -
	i. Mrs. Kanchan Singh
	ii. Mr. Rajeshwar Singh
	iii. Mrs. Sushma Kumari Kujur
	iv. Mrs. Rashmi Singh
	Student Representative – Deputy Head Boy and Deputy Head Girl (Both Wings)
21.	Website In-charge for Competition (Inside / Outside), Activities , Club and others Coordinated by Mrs. Sangita Singh & Mr. Gibin Thomas
	Uploading of the Result of Competition (Intra /Inter / House / School)
	i. Mrs. Sushmita Raj
	ii. Mrs. Smirti Singh
22.	Updating website with upcoming activities / Reports and Photos
	i. Mrs. Divya
	ii. Mrs. Rafat Zaheen, Mrs. Samina Ahmad

Principal

Head Mistress