

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

MGM/HSS/Acad./Circular No./177/2023

Dated : 28/07/2023

**Senior Wing**

**Teacher's Portfolio – 2023 -2024**

**To all the teachers,**

Teachers responsible for different offices for the Academic year 2023 -2024 are:-

|    |                               |                                             |
|----|-------------------------------|---------------------------------------------|
| 1. | Academic In-charge            | Mrs. Ancy Varghese                          |
| 2. | Staff Social Secretary        | i. Mr. Vivek Kumar Tiwari<br>ii. Mrs. Divya |
| 3. | Examination In-charge         | i. Mrs. Mini Reji<br>ii. Mrs. Aruna Kannan  |
| 4. | Discipline In-charge          | Mr. Om Prakash Tiwari                       |
| 5. | Outside Competition In-charge | Mrs. Archana Kumari                         |
| 6. | Subject Coordinators -        |                                             |
|    | 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             | Mrs. Avina Dey (VI to X)                    |
|    | 7. Computer Science           | Mrs. Divya (VI to X)                        |
|    | 8. Commerce / Arts            | Mr. Jacob Mathews (XI and XII)              |
|    | 9. Science                    | Mrs. Aruna Kannan (XI and XII)              |
|    | Club In charges -             |                                             |
|    | <b>Club</b>                   | <b>Teacher</b>                              |
|    | Media                         | Mrs. Sadaf Noori                            |
|    |                               | Mr. Amit Kumar Singh                        |
|    | Literary                      | Mrs. Nilanjana Choudhary                    |
|    |                               | Mr. Law Kumar                               |
|    | Nature / Eco                  | Mrs. Kanchan Singh                          |
|    |                               | Mrs. Smriti Singh                           |
|    | Science                       | Mrs. Sudeshna Bose                          |
|    |                               | Mr. Arvind Kumar Sinha                      |

|     |                                                                                                   |                    |                         |
|-----|---------------------------------------------------------------------------------------------------|--------------------|-------------------------|
| 7.  | Ek Bharat Sresth Bharat                                                                           | Mrs. Manisha Singh |                         |
|     |                                                                                                   | Mrs. Suman         |                         |
|     | Philatelic Club                                                                                   | Mrs. Neha Sehgal   |                         |
|     |                                                                                                   | Mrs. Shojna P.P.   |                         |
| 8.  | Assembly In Charge                                                                                | Mr. Gibin Thomas   |                         |
| 9.  | Senate Advisor                                                                                    | Mrs. Sangita Singh |                         |
| 10. | Olympiad / Competition in Charge / ATAL Tinkering In Charge / CBSE Exam<br>IPS – Mr. Gibin Thomas |                    |                         |
| 11. | House In-Charges -                                                                                |                    |                         |
|     | House                                                                                             | Teacher            |                         |
|     | Agastyamalai                                                                                      | Mrs. Shazia S.     | Mr. Robin Kumar Mallick |
|     | Aravalli                                                                                          | Mrs. Ruhi Ranjan   | Mr. Chanchal Kumar      |
|     | Nilgiri                                                                                           | Mrs. Seema Pandey  | Mr. Sunil Kumar         |
|     | Sahyadri                                                                                          | Mrs. Kalpana Sinha | Mr. Subrato             |

|     |                                                          |                    |
|-----|----------------------------------------------------------|--------------------|
| 12. | Supervisor                                               |                    |
|     | Class                                                    | Teacher            |
|     | Class – 6 to 10                                          | Mrs. Mamta Kumari  |
| 13. | Coordinator                                              |                    |
|     | Class                                                    | Teacher            |
|     | Class – 6                                                | Mrs. Manisha Singh |
|     | Class – 7                                                | Mrs. Ruby Ray      |
|     | Class – 8                                                | Mr. Sushmita R.    |
|     | Class – 9                                                | Mrs. Shojna P.P.   |
|     | Class – 10                                               | Mrs. Bincy Madhur  |
|     | Class – XI                                               | Miss. Shafquat J.  |
|     | Class – XII                                              | Mr. Mahendra Singh |
| 14. | Coordinator CBSE – Mrs. Archana Kumari                   |                    |
| 15. | School Nodal Training Coordinator – Mr. Amit Kumar Singh |                    |
| 16. | Hub of Learning in Charge – Mrs. Punam Jha               |                    |
| 17. | School Counselor – Mrs. Tripti Pathak                    |                    |

|     |                                       |                                                                                       |
|-----|---------------------------------------|---------------------------------------------------------------------------------------|
| 18. | Carrier Guidance Counsellor -         |                                                                                       |
|     | <b>Class</b>                          | <b>Teacher</b>                                                                        |
|     | Class – 6 to 10                       | Mrs. Tripti Pathak                                                                    |
|     | Class – 11 and 12                     | Mrs. Punam Jha                                                                        |
| 19. | Members of School Counselling         |                                                                                       |
|     | <b>Class</b>                          | <b>Teacher</b>                                                                        |
|     | Class 1                               | Mrs. Shubhra Bhushan                                                                  |
|     | Class 2                               | Mrs. Aparna Gupta                                                                     |
|     | Class 3                               | Mrs. Anjali M.                                                                        |
|     | Class 4                               | Mrs. Ranjita Giri                                                                     |
|     | Class 5                               | Mrs. Rachana Singh                                                                    |
|     | Class 6                               | Mrs. Shazia Sadaf                                                                     |
|     | Class 7                               | Mrs. Ruby Ray                                                                         |
|     | Class 8                               | Mr. Bhavesh Jha                                                                       |
|     | Class 9                               | Mrs. Mala Sinha                                                                       |
|     | Class 10                              | Mr. Law Kumar                                                                         |
|     | Class 11                              | Mrs. Divya                                                                            |
|     | Class 12                              | Mr. Chanchal Kumar                                                                    |
| 20. | Redressal / Grievance Committee       |                                                                                       |
|     | i.                                    | Mrs. Tripti Pathak                                                                    |
|     | ii.                                   | Mr. Chanchal Kumar                                                                    |
|     | iii.                                  | Mrs. Shobha Kumari                                                                    |
|     | iv.                                   | Students Representative – Discipline In Charge Boy / and<br>Discipline In-charge Girl |
| 21. | 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)                                                 |

|     |                                                                                                                                            |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------|
| 22. | Sanitation And Hygiene Committee /Swachh Vidyalaya -                                                                                       |
|     | i. Mrs. Kanchan Singh                                                                                                                      |
|     | ii. Mr. Rajeshwar Singh                                                                                                                    |
|     | iii. Mrs. Sushma Kumari Kujur                                                                                                              |
|     | iv. Mrs. Ashima Rani Bera                                                                                                                  |
|     | Student Representative – Deputy Head Boy and Deputy Head Girl (Both Wings)                                                                 |
| 23. | Website In-charge for Competition (Inside / Outside), Activities , Club and others<br>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                                                                                                                      |
| 24. | Updating website with upcoming activities / Reports and Photos                                                                             |
|     | i. Mrs. Divya                                                                                                                              |
|     | ii. Mrs. Rafat Zaheen                                                                                                                      |

**Principal**