

DOCUMENT NAME: STAFF COMMITTEE LIST	SESSION: 2026-27
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Guidelines for the Staff Committee List

1. The tenure of each staff committee shall extend for one academic session or as determined by the school management.
2. The existing committee will continue to function until a new committee is formed in the following academic year.
3. Meetings shall be conducted as per the schedule provided in the official committee list.
4. Any changes in committee composition due to unforeseen circumstances must receive prior approval from the Office of the Principal.
5. If a committee member leaves the organization, the newly appointed staff member will automatically replace the outgoing individual in the respective committee.
6. The staff committee list is subject to updates and revisions based on: New employee appointments, Departures of existing staff, Mandates issued by statutory or regulatory bodies and Requirements arising from the institution's continual improvement process.

S. NO.	COMMITTEE	PERSON- IN-CHARGE (CHIEF COORDINATOR)	NAME OF THE MEMBERS	REGISTER IN-CHARGE	FREQUENCY OF MEETINGS
1	School Academic Council	Fr. Melvin Parambukattil (Principal)	Fr. Sibin V.A. (Vice Principal) Sr. Baby Rose (Vice Principal) Dr. Sangeeta Bharali Datta (Academic Director) Sanyukta Baruah (Academic Coordinator) Sudip Saha (Coordinator) Jyotirupa Saikia (Coordinator) Shilpee Sinha (Admin Manager) Sandeep Mondal (Secretary to the Principal)	Dr. Sangeeta Bharali Datta	Alternate Tuesdays (every two weeks)
2	Extended School Academic Council (School Curriculum Committee)	Fr. Melvin Parambukattil (Principal)	Fr. Sibin V.A. (Vice Principal) Sr. Baby Rose (Vice Principal) Dr. Sangeeta Bharali Datta (Academic Director) Sanyukta Baruah (Academic Coordinator) Sudip Saha (Coordinator) Jyotirupa Saikia (Coordinator) Zebin Akhtar (Coordinator) Sabari Purkayastha (Coordinator) Chandamita Mahanta (Coordinator) Purabi Abha Saikia (Coordinator) Jali Kumari Nath (Coordinator) Tarali Devi (Coordinator) Kanika Sharma (Coordinator) Priyanka Sarma (Coordinator) Manisha Das Saikia (Coordinator) Binita Konwar (Coordinator) Porishmita Goswami (HR Manager) Shilpee Sinha (Admin Manager) Sandeep Mondal (Secretary to the Principal) Lucas Rosaily (Discipline Coordinator)	Dr. Sangeeta Bharali Datta	First Friday of the Month
3	School Management Committee (SMC)	Fr. Melvin Parambukattil (Principal-Member Secretary)	Fr. George Thomas (President-Mermier Educational Society) Fr. George Pekkadankuzhy (Society Representative) Fr Lijeesh Mathew (Society Representative) Fr. Sibin V.A. (Vice Principal-Society Representative) Sr. Baby Rose (Vice Principal-Society Representative) Dr. Bandana Baruah (CBSE Representative-Principal Army Public School, Narengi) Bro. Dr. James P.K (Principal, Montfort School) David Barman (Principal, Holy Home School) Dinesh Lahoti (Educationist, IIT Alumnus) Dr. Sangeeta Bharali Datta (Academic Director-Teacher Representative) Sanyukta Baruah (Teacher Representative and Academic Coordinator) Ranjan Kumar Sarma (Parent Representative) Ananya Pathak (Parent Representative)	Sr. Baby Rose	Once in a Term
4	Department of English (Classes I-VI)	Sabari Purkayastha (Coordinator)	Deepa Bayan Geetanjali Thapa Pradhan Kalpana Rana Tamang Rezina Hassen Ronali Chakraborty Priya Deb Liza Gogoi Mir Farha Srijana Lama Preeti Singh Shilpika Konwar	Ronali Chakraborty (Secretary to the Department)	Once every other week
5	Department of Pre Primary (Classes Nursery-UKG)	Manisha Das Saikia (Coordinator)	Minakshi Debnath Nirmali Das Jumi Kalita Choudhury Reshmi Sen Aich Oly Deka Pallabi Chakraborty Harshita Chaliha Gargi Basumatary Nandalal Yadav Kumkum Konwar	Jumi Kalita Choudhury (Secretary to the Department)	Once every other week
6	Department of EVS & Science (Class VI)	Chandamita Mahanta (Coordinator)	Lubna Sultana Rahman Mayuri Rani Dhar Devalina Sarmah Ronali Ojah Papiya Bhadra Banashree Dey Arjuna Ahmed Mary Gowalla Shalu Jha Jebinara Ahmed K. Dipika Singha	Devalina Sarmah (Secretary to the Department)	Once every other week
7	Department of Mathematics (Classes I-VI)	Purabi Abha Saikia (Coordinator)	Jayashree Goswami Bumoni Ozah Rinku Moni Barman Jimlee Oza Kiran Newar Rashmita Goswami Neha Agarwal Nibedita Baishya Sandeepika Suparna Chakraborty Sushila Sharma	Jimlee Oza (Secretary to the Department)	Once every other week
8	Department of Social Science	Jali Kumari Nath (Coordinator)	Dreamly Gogoi Manjil Hazarika Kumal Sinha Mousumi Sarma Pallabita Das Daisy Bharali Pranami Phookun Ranjita Chhetri Upasana Sharma Urshita Bhuyan Pallav Upadhyaya	Pranami Phookun (Secretary to the Department)	Once every other week
9	Department of Mathematics (Classes VII-XII)	Sudip Saha (Coordinator)	Gagan Barman Jairaj Jha Ramesh Pramalik Mitali Barua/Gulshan Acharjee Lobhita Kalita Manash Barman Navjyoti Sharma Santosh Prasad Joshi Surajit Choudhury	Surajit Choudhury (Secretary to the Department)	Once every other week
10	Department of English (Classes VII-XII)	Zebin Akhtar (Coordinator)	Leena Deka Bharali Moromi Baruah Neha Sharma Shilpi Hazarika Sony Anal Chaudhury Rashmi Saxena Rachel Sony Newmai Sushmita Chakraborty	Moromi Baruah (Secretary to the Department)	Once every other week
11	Department of Assamese (Classes I-X)	Binita Konwar (Coordinator)	Boby Mitra Barsha Das Mridusmita Jatukarna Sagorika Kalita Mitu Moni Sangma Trishna Das Dipamani Sarma Kangkana Goswami Manika Das	Trishna Das (Secretary to the Department)	Once every other week
12	Department of Science (Classes VII-XII)	Jyotirupa Saikia (Coordinator)	Sangeeta Saha Barman Riju Chetry Pinky Boruah Sandhya Devi Jimli Bordoloi Shrutidahara Barua Victor Kumar Barman Madhurjya Mahanta Niharika Mohan Bhargav Borthakur Dipak Das (Lab Assistant)	Niharika Mohan (Secretary to the Department)	Once every other week
13	Department of Hindi	Tarali Devi (Coordinator)	Jutika Chamuah Sondipta Nath Deep Kumari Siru Kanu Gupta Pallavi Sharma Poonam Devi Susmita Kumari Prity Kumari	Jutika Chamuah (Secretary to the Department)	Once every other week
14	Department of Computer Science & AI	Kanika Sharma (Coordinator)	Pallavi Das Rinco Das Sandip Goswami Alisha Ahmed Pallabi Saikia Rashmi Kumari Syeda Mukima Rahman Vaishnabi Rana Changmai	Vaishnabi Rana Changmai (Secretary to the Department)	Once every other week
15	Department of Commerce	Priyanka Sarma (Coordinator)	Deepak Bezbaruah Anushriya Das Dilip Subedi Amit Kumar Routh Manaswi Chakraborty Kalpantika Deblaskar	Anushriya Das (Secretary to the Department)	Once every other week
16	Department of DIEP	Dr. Sangeeta Bharali Datta (Academic Director & HOD DIEP)	Jahnabi Das Prandeep Bhattacharjya Subhrangsu Bharadwaj Goswami Bikash Khandal Satya Prakash Bharti	Subhrangsu Bharadwaj Goswami (Secretary to the Department)	Every Wednesday
17	Staff Secretary & Birthday Celebration Committee	Pinky Boruah (Staff Secretary)	Surajit Choudhary (Asst Teacher) Sushmita Chakraborty (Asst Teacher) Pallavi Das (Asst Teacher) Jimlee Oza (Asst Teacher) Srijana Lama (Asst Teacher)	Pinky Boruah (Staff Secretary)	Every Staff Meeting
18	School Safety Committee	Zebin Akhtar (Coordinator)	Sabari Purkayastha (Coordinator) Prakash Mech (Admin Executive) Amrita Sharma (Admin Executive) Ranjan Kumar Sharma (SMC Representative) Dr. Pran Pratim Saikia (PTA Representative) Priyam Kashyap (School Head Boy) Murchana Kashyap (School Head Girl) Lucas Rosaily (Discipline Coordinator)	Zebin Akhtar	Once in every Term (Last working Saturday May and January)
19	Child Abuse Monitoring Committee (CAMC) for POCSO	Senior Counsellor	Porishmita Goswami (HR Manager) Jyotirupa Saikia (Coordinator) Ms. Thangzamairi Guite (Parent Member-Assistant Director NIPCCD) Nibedita Kakati(School Counsellor) Priyam Kashyap (School Head Boy) Murchana Kashyap (School Head Girl) (Student Representatives)	Senior Counsellor	Once in every 6 months (Last working day of May & December)
20	Anti - Women Harassment at work place(POSH Internal Complaint Committee - ICC)	Sr. Baby Rose (Vice Principal)	Porishmita Goswami (HR Manager) Nibedita Kakati (School Counsellor-Secretary) Chaya Kalita (FASCE INDIA)	Nibedita Kakati (School Counsellor-Secretary)	Once in every 6 months (Last working Saturday of June and January)
21	Disaster Management Committee	Manasawi Chakraborty (Asst Teacher)	Kumkum Konwar (Asst Teacher) Dilip Subedi (Asst Teacher) Nandalal Yadav (Asst Teacher) Gargi Basumatary (Asst Teacher) Amit Kumar Routh (Asst Teacher) Shilpee Sinha (Admin Manager) Prakash Mech (Admin Executive) Amrita Sharma (Admin Executive) Krishna Medhi (PRO)	Manasawi Chakraborty	Once in every 6 months (Last working Thursday of May and December)
22	Behavior Management & Anti Bullying Committee & Grievance Redressal Committee	Lucas Rosaily (Discipline Coordinator)	Fr. Sibin V.A. (Vice Principal) Sr. Baby Rose (Vice Principal) Dr. Sangeeta Bharali Datta (Academic Director) Sanyukta Baruah (Academic Coordinator) Jyotirupa Saikia (Coordinator) Sudip Saha (Coordinator) Jali Kumari Nath (Coordinator) Kanika Sharma (Coordinator) Zebin Akhtar (Coordinator) Priyanka Sarma (Coordinator) Binita Konwar (Coordinator) Tarali Devi (Coordinator) Purabi Abha Saikia (Coordinator) Chandamita Mahanta (Coordinator) Sabari Purkayastha (Coordinator) Manisha Das Saikia (Coordinator) Raju Nath (Front Office Executive)	Lucas Rosaily (Discipline Coordinator)	Prior to every major school event or as required

23	Sports Committee	Manaswi Chakraborty (Asst Teacher)	Kumkum Konwar (Asst Teacher) Dilip Subedi (Asst Teacher) Sports Teacher (Asst Teacher) Gargi Basumatary (Asst Teacher) Amit Kumar Routh (Asst Teacher)	Manaswi Chakraborty (Asst Teacher)	Last working Wednesday of June and November, and additionally before every major sports event organized in the school.
24	Health and Wellness Committee	Manaswi Chakraborty (Asst Teacher)	Prakash Mech (Admin Executive) Kumkum Konwar (Asst Teacher) Dilip Subedi (Asst Teacher) Nandalal Yadav (Asst Teacher) Gargi Basumatary (Asst Teacher) Amit Kumar Routh (Asst Teacher) Members of the Project Child (Infirmary)	Manaswi Chakraborty	Last working Tuesday of May and January
25	Examination Committee	Jyotirupa Saikia (Coordinator for Assessment and Examination)	Adreena Bora (Controller of Examination) Pratiksha Borthakur (Data Entry Operator)	Adreena Bora	Prior to every internal and external examination
26	House System Committee	Pragya Monjoree Das (Associate Programme Coordinator)	Jutika Chamuah (House Animator- Mermier Block- Red House) Trishna Das (House Animator- SFS Block- Red House) Rashmita Goswami (House Animator- Mermier Block- Blue House) Deep Kumari (House Animator- SFS Block- Blue House) Jayashree Goswami (House Animator- Mermier Block- Green House) Ranjita Chhetri (House Animator- SFS Block- Green House) Sushila Sharma (House Animator- Mermier Block-Yellow House) Rachel Sony Newmai (House Animator- SFS Block-Yellow House)	Pragya Monjoree Das (Associate Programme Coordinator)	Once a Term (Third working Tuesday of May and November)
27	IT and Innovation Committee	Kanika Sharma (Coordinator)	Pallavi Das (Asst Teacher) Rinco Das (Asst Teacher) Sandip Goswami (Asst Teacher) Syeda Mukima Rahman (Asst Teacher) Rashmi Kumari (Asst Teacher) Pallabi Saikia (Asst Teacher) Alisha Ahmed (Asst Teacher) Vaishnabi Rana Changmai (Asst Teacher) Dipak Das (Lab Asst) Arif Ali (System Coordinator)	NA	NA
28	Cultural and Co-curricular Committee	Shabrina Noorani (Programme Coordinator)	Shilpee Sinha (Admin Manager) Pragya Monjoree Das (Associate Programme Coordinator) Dreamly Gogoi (Asst Teacher) Barsha Das (Asst Teacher) Dipamani Sarma (Asst Teacher)	NA	NA
29	Inclusive Education Special Needs Committee	Senior Counsellor	Bahnni Sikha Biswas (Special Educator) Nibedita Kakati (School Counsellor) Pallabita Das (Asst Teacher)	NA	NA
30	Career Guidance and Counselling Committee	Coordinator for Learning & Development	Dinesh Lahoti (External Associate) Nivedita Kakati (School Counsellor IX-XII) Krishna Medhi (PRO) Nisitha Arya Bharati (Admission Counsellor)	NA	NA
31	Environmental Club (ECO CLUB)	Chandamita Mahanta (Coordinator)	Student Council of Classes V-VII	Devalina Sarmah	Once in a Term
32	NCC & School Band	Dilip Subedi (Asst Teacher)	Manaswi Chakraborty (Asst Teacher) Kumkum Konwar (Asst Teacher) Nandalal Yadav (Asst Teacher) Gargi Basumatary (Asst Teacher) Amit Kumar Routh (Asst Teacher)	NA	NA
33	School Magazine Committee	Namrata Deka (Content Writer)	Shilpee Sinha (Admin Manager) Members of the Language Departments (English, Assamese & Hindi) Pratiksha Borthakur (Data Entry Operator) Kanai Charan Das (Graphic Designer)	NA	NA
34	School Newsletter Committee - Desalite News & More	Krishna Medhi (PRO)	Shilpee Sinha (Admin Manager) Namrata Deka (Content Writer) Kanai Charan Das (Graphic Designer)	NA	NA
35	CBSE Science Exhibition	Sandhya Devi (Asst Teacher)	Jimli Bordoloi (Asst Teacher) Dipak Das (Lab Asst)	NA	NA
36	Yuva Tourism Club	Priyanka Sharma (Coordinator)	Deepak Bezbaruah (Asst Teacher) Anushriya Das (Asst Teacher) Students of Class XI Commerce	NA	NA
37	Learning Out Together Committee	Krishna Medhi (PRO)	Sudip Saha (Coordinator) Jali Kumari Nath (Coordinator) Kanika Sarma (Coordinator) Zebin Akhtar (Coordinator) Priyanka Sarma (Coordinator) Binita Konwar (Coordinator) Tarali Devi (Coordinator) Purabi Abha Saikia (Coordinator) Chandamita Mahanta (Coordinator) Sabari Purkayastha (Coordinator) Manisha Das Saikia (Coordinator)	NA	NA
38	Core Learning Team for SQAA	Mamani Deka (CBSE Coordinator)	Fr. George Pekkadankuzhy(Management Representative) Fr. Melvin Parambukattil (Principal) Dr. Sangeeta Bharali Datta (Academic Director) Manisha Das Saikia (Pre-Primary teacher Representative) Sanyukta Baruah (Primary Teacher Representative) Sudip Saha (Middle School Teacher Representative) Jyotirupa Saikia (Secodary Teacher Representative) Sanavya Changmai (Nursery-A) (Pre-Primary Student Representative) Aradhya Hazarika (Class IV-B) (Primary Student Representative) Gruatika Goswami (Class VII-A) (Middle School Student Representative) Dharam Aditya Pradhan (Class XI- Humanities B) (Secodary Student Representative) Binita Konwar (Pre-Primary Parent Representative) Palky Bhuyan (Primary Parent Representative) Ms. Thangamauri Guite (Middle School Parent Representative) C.M. Pradhan (Secondary Parent Representative) Shabrina Noorani (CCA Teacher Representative) Mamani Deka (School Administration Representative) Arif Ali (IT Support)	NA	NA
39	Red House	Jutika Chamuah (House Animator- Mermier Block- Red House) Trishna Das (House Animator- SFS Block- Red House)	Pallabi Chakraborty Nirmali Das Minakshi Debnath Shilpee Hazarika Geetanjali Thapa Pradhan Gargi Basumatary Arjuna Ahmed K. Dipika Singha Alisha Ahmed Rashmi Kumari Sandeepika Devalina Sarmah Prity Kumari Sondipta Nath Dilip Subedi Dreamly Gogoi Mousumi Sarma Pallav Upadhyaya Gagan Barman Jairaj Jha Mitu Moni Sangma Sushmita Chakraborty Banashree Dey Satya Prakash Bharti Dipak Das Nibedita Kakati	NA	NA
40	Blue House	Rashmita Goswami (House Animator- Mermier Block- Blue House) Deep Kumari (House Animator- SFS Block- Blue House)	Ronali Chakraborty Mir Farha Liza Gogoi Nandalal Yadav Mayuri Rani Dhar Jimlee Oza Rinkee Moni Barman Nibedita Baishya Suparna Chakraborty Poonam Devi Pusmita Kumari Manjil Hazarika Manaswi Chakraborty Kumal Sinha Pallabita Das Deepak Bezbaruah Sandip Goswami Vaishnabi Rana Changmai Santosh Prasad Joshi Surajit Choudhury Boby Mitra Kangkana Goswami Manika Das Niharika Mohan Pinky Boruah Prandeep Bhattacharjya Sangeeta Saha Barman Bahnni Sikha Biswas	NA	NA
41	Green House	Jayashree Goswami (House Animator- Mermier Block- Green House) Ranjita Chhetri (House Animator- SFS Block- Green House)	Reshmi Sen Aich Silpika Konwar Pallabi Saikia Rezina Hassen Leena Deka Bharali Srijana Lama Jebinara Ahmed Ronali Ojah Deepa Bayan Bumoni Ozah Syeda Mukima Rahman Siru Kanu Gupta Kumkum Konwar Anushriya Das Pranami Phookun Urshita Bhuyan Khitish Kumar Nayak Navijyoti Sharma Manash Barman Pallavi Das Lobhita Kalita Rashmi Saxena Sony Anal Chaudhury Sagorika Kalita Barsha Das Mridusmita Jatukarna Jimli Bordoloi Riju Chetry Subhrangsu Bharadwaj Goswami Shatabdi Pachani	NA	NA
42	Yellow House	Sushila Sharma (House Animator- Mermier Block- Yellow House) Rachel Sony Newmai (House Animator- SFS Block-Yellow House)	Jumi Kalita Choudhury Oly Deka Shalu Jha Priya Deb Preeti Singh Kalpana Rana Tamang Mary Gowalla Papiya Bhadra Lubna Sultana Rahman Kiran Newar Neha Agarwal Harshita Chaliha Pallavi Sharma Amit Kumar Routh Daisy Bharali Upasana Sharma Kalpantika Deblaskar Rinco Das Mitali Barua/ Gulshan Acharjee Moromi Baruah Neha Sharma Sandhya Devi Shrutidhara Barua Victor Kumar Barman Jahnabi Das Bikash Khandal Madhurjya Mahanta Bhargav Borthakur Dipamani Sarma Natasha Nicky Gogoi	NA	NA