

REF NO.

DATE – 13-6-2025

DOC CODE: SFS/ADMIN/FO/011/1.0**STAFF COMMITTEE LIST****SESSION: 2025-26****Guidelines for the Staff Committee List**

1. Term Duration: The duration or term of each staff committee shall be for one academic session.
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. George Thomas (Principal)	Fr. Melvin PK (Vice Principal) Sr. Baby Rose (Vice Principal) Dr. Sangeeta Bharali Datta (Academic Director) Sanyukta Baruah (Accreditation Coordinator) Minakshi Saharia (Coordinator for Learning & Development) Sudip Saha (Senior Coordinator & HOD) Jyotirupa Saikia (Senior Coordinator & HOD) PA to the Principal	Dr. Sangeeta Bharali Dutta	Every Thursday

2	Extended School Academic Council (School Curriculum Committee)	Fr. George Thomas (Principal)	Fr. Melvin PK (Vice Principal) Sr. Baby Rose (Vice Principal) Dr. Sangeeta Bharali Datta (Academic Director) Sanyukta Baruah (Accreditation Coordinator) Minakshi Saharia (Coordinator for Learning & Development) Sudip Saha (Senior Coordinator & HOD) Jyotirupa Saikia (Senior Coordinator & HOD) Zebin Akhtar (Class Coordinator cum HOD) Sabari Purkayastha (Class Coordinator cum HOD) Chandamita Mahanta (Class Coordinator cum HOD) Purabi Abha Saikia (Class Coordinator cum HOD) Jali Kumari Nath (Class Coordinator cum HOD) Tarali Devi (Class Coordinator cum HOD) Kanika Sharma (HOD) Priyanka Sarma (HOD) Porishmita Goswami (HR Manager) Salma Rahman (Admin Manager) Sumana Bhagawati (Discipline Coordinator) PA to the Principal	Dr. Sangeeta Bharali Dutta	Every Friday
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3	School Management Committee (SMC)	Fr. George Thomas (Principal-Member Secretary)	<p>Fr. Sabu Francis (President-Mermier Educational Society)</p> <p>George Shangpliang (Society Representative)</p> <p>Fr. Santosh Varghese (Society Representative)</p> <p>Fr. Melvin PK (Vice Principal-Society Representative)</p> <p>Sr. Baby Rose (Vice Principal-Society Representative)</p> <p>Dr. Bandana Baruah (CBSE Representative-Principal Army Public School, Narengi)</p> <p>Bro. Dr. James P.K (Principal, Montfort School)</p> <p>David Barman (Principal, Holy Home School)</p> <p>Dinesh Lahoti (Educationist, IIT Alumnus)</p> <p>Dr. Sangeeta Bharali Datta (Academic Director-Teacher Representative)</p> <p>Sanyukta Baruah (Accreditation Coordinator and Teacher Representative)</p> <p>Ranjan Kumar Sarma (Parent Representative)</p> <p>Ananya Pathak (Parent Representative)</p>	Sr. Baby Rose	Once in a Term
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4	Department of Pre-Primary & English (Classes I-VI)	Sabari Purkayastha (HOD)	Deepa Bayan Geetanjali Thapa Pradhan Kalpana Rana Tamang Rezina Hassen Shilpee Hazarika, Ronali Chakraborty Priya Deb Liza Gogoi Mir Farha Nidhi Pandey Preeti Singh Shilpika Konwar Minakshi Debnath Jumi Kalita Choudhury Reshmi Sen Aich Gargi Bharadwaj Pallabi Chakraborty Shalu Jha	Deepa Bayan (Secretary to the Department)	Once every other week
5	Department of EVS & Science (Class VI)	Chandamita Mahanta (HOD)	Gangotri Dowerah Lubna Sultana Rahman Mayuri Rani Dhar Devalina Sarmah Ronali Ojah Snehalata Ramchiary Subandita Boro Arjuna Ahmed Mary Gowla Nandalal Yadav Himabrita Devi Gargi Basumatary Abhijeeta Das	Subandita Boro (Secretary to the Department)	Once every other week

6	Department of Mathematics (Classes I-VI) & Computer Science (Classes I-V)	Purabi Abha Saikia (HOD)	Jayashree Goswami Bumoni Ozah Rinku Moni Barman Isha Das Jimlee Oza Kiran Newar Rashmita Goswami Neha Agarwal Nibedita Baishya Sandeepika Suparna Chakraborty Sushila Sharma	Sushila Sharma (Secretary to the Department)	Once every other week
7	Department of Social Science	Jali Kumari Nath (HOD)	Amit Kumar Routh Dilip Subedi Dreamly Gogoi Manjil Hazarika Manaswi Chakraborty Meghna Sarmah Mousumi Sarma Pallabita Das Parismita Gogoi Pranami Phookun Ranjita Chhetri Upasana Sharma Sukanya Bora Papiya Bhadra	Mousumi Sarma (Secretary to the Department)	Once every other week



8	Department of Mathematics (Classes VII-XII) & Computer Science (Classes VI-XII)	Sudip Saha (HOD)	Gagan Barman Jairaj Jha Khitish Kumar Nayak Mitali Barua Sabina Yasmin Santosh Prasad Joshi Surajit Choudhury	Mitali Barua (Secretary to the Department)	Once every other week
9	Department of English (Classes VII-XII) & Assamese (Classes I-XII)	Zebin Akhtar (HOD)	Leena Deka Bharali Moromi Baruah Neha Sharma Binita Konwar Boby Mitra Rashmi Saxena Rachel Sony Newmai Sony Anal Chaudhury Barsha Das Sagorika Kalita Mitu Moni Sangma Trishna Das Sushmita Chakraborty Kangkana Krishnatraya Manika Das	Rachel Sony Newmai (Secretary to the Department)	Once every other week



10	Department of Science (Classes VII-XII)	Jyotirupa Saikia (HOD)	Sangeeta Saha Barman Riju Chetry Pinky Boruah Sandhya Devi Jimli Bordoloi Shrutidahara Barua Victor Kumar Barman Madhurjya Mahanta Niharika Mohan Dipak Das (Lab Assistant)	Jimli Bordoloi (Secretary to the Department)	Once every other week
11	Department of Hindi	Tarali Devi (HOD)	Jutika Chamuah Rema Das Deep Kumari Siru Kanu Gupta Nilutpal Saikia Pallavi Sharma Poonam Devi Susmita Kumari	Jutika Chamuah (Secretary to the Department)	Once every other week
12	Department of Computer Science & AI	Kanika Sharma (HOD)	Pallavi Das Rashmi Baruah Sandip Goswami Alisha Ahmed Pallabi Saikia Rashmi Kumari Syeda Mukima Rahman	Pallavi Das (Secretary to the Department)	Once every other week



13	Department of Commerce	Priyanka Sarma (HOD)	Wahida Rahman Pratibha Ekka Anushriya Das	NA	Once every other week
14	Department of DIEP	Dr. Sangeeta Bharali Datta (Academic Director & HOD DIEP)	Jahnabi Das Kumar Keshaw Prandeep Bhattacharjya Subhrangsu Bharadwaj Goswami Bikash Khandal	Subhrangsu Bharadwaj Goswami (Secretary to the Department)	Every Wednesday
15	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) Nidhi Pandey (Asst Teacher)	Pinky Boruah (Staff Secretary)	Every Staff Meeting
16	School Safety Committee	Zebin Akhtar (Class Coordinator cum HOD)	Sumana Bhagawati (Discipline Coordinator) Sabari Purkayastha (Class Coordinator cum HOD) Prakash Mech (Transport in-charge) Amrita Sharma (House-Keeping in-charge) Ranjan Kumar Sharma (SMC Representative) Dr. Alpana Barman (PTA Representative) Salam Devansh Meitei (School Head Boy) & Mujjida Yasmin Ahmed (School Head Girl)	Zebin Akhtar	Once in every Term (Last working Saturday May and January)

17	Child Abuse Monitoring Committee (CAMC) for POCSO	Minakshi Saharia (Coordinator for Learning & Development)	Jyotirupa Saikia (Senior Coordinator- PGT (IX-XII)) Sudip Saha (Senior Coordinator- VII-VIII) Sanyukta Baruah (Senior Coordinator- LKG-VI) Ms. Thangzamauri Guite (Parent Member- Assistant Director NIPCCD) Nibedita Kakati (School Counsellor) Salam Devansh Meitei (Student Representative) Mujjida Yasmin Ahmed (Student Representative)	Minakshi Saharia	Once in every 6 months (Last working day of May & December)
18	Anti - Women Harassment at work place (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)
19	Disaster Management Committee	Manaswi Chakraborty (Asst Teacher)	Himabrita Devi (Asst Teacher) Dilip Subedi (Asst Teacher) Nandlal Yadav (Asst Teacher) Gargi Basumatary (Asst Teacher) Amit Routh (Asst Teacher) Salma Rahman (Admin Manager) Prakash Mech (Transport-in-Charge) Amrita Sharma (House Keeping In Charge) Krishna Medhi (PRO)	Manaswi Chakraborty	Once in every 6 months (Last working Thursday of May and December)



20	Behaviour Management & Anti Bullying Committee & Grievance Redressal Committee	Sumana Bhagawati (Discipline Coordinator)	Fr. Melvin PK (Vice Principal) Sr. Baby Rose (Vice Principal) Dr. Sangeeta Bharali Datta (Academic Director) Sanyukta Baruah (Accreditation Coordinator) Minakshi Saharia (Coordinator for Learning & Development) Sudip Saha (Senior Coordinator & HOD) Jyotirupa Saikia (Senior Coordinator & HOD) Zebin Akhtar (Class Coordinator cum HOD) Sabari Purkayastha (Class Coordinator cum HOD) Chandamita Mahanta (Class Coordinator cum HOD) Purabi Abha Saikia (Class Coordinator cum HOD) Jali Kumari Nath (Class Coordinator cum HOD) Tarali Devi (Class Coordinator cum HOD)	Sumana Bhagawati	Prior to every major school event or as required
21	Sports Committee	Manaswi Chakraborty (Asst Teacher)	Himabrita Devi (Asst Teacher) Dilip Subedi (Asst Teacher) Nananlal Yadav (Asst Teacher) Gargi Basumatary (Asst Teacher) Amit 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.



22	Health and Wellness Committee	Manaswi Chakraborty (Asst Teacher)	Himabrita Devi (Asst Teacher) Dilip Subedi (Asst Teacher) Nandlal Yadav (Asst Teacher) Gargi Basumatary (Asst Teacher) Amit Routh (Asst Teacher) Members of the Project Child (Infirmary)	Manaswi Chakraborty	Last working Tuesday of May and January
23	Examination Committee	Minakshi Saharia (Coordinator for Learning & Development)	Sr. Baby Rose (Vice Principal) Adreena Bora (COE) Jiarul Choudhury (Librarian) Angshumali Goswami (Asst Librarian) Pratiksha Borthakur (Data Entry Operator)	Adreena Bora	Prior to every internal and external examination

24	House System Committee	Shabrina Noorani (Programme Coordinator)	<p>Jutika Chamuah (House Animator- Mermier Block- Red House) Binita Konwar (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) Sandhya Devi (House Animator- SFS Block- Yellow House)</p>	Shabrina Noorani	Once a Term (Third working Tuesday of May and November)
25	IT and Innovation Committee	Kanika Sharma (Asst Teacher)	<p>Pallavi Das (Asst Teacher) Rashmi Baruah (Asst Teacher) Sandip Goswami (Asst Teacher) Syeda Mukima Rahman (Asst Teacher) Rashmi Kumari (Asst Teacher) Pallabi Saikia (Asst Teacher) Alisha Ahmed (Asst Teacher) Dipak Das (Lab Asst) Arif Ali (System Coordinator)</p>	NA	NA

26	Cultural and Co-curricular Committee	Shabrina Noorani (Programme Coordinator)	Salma Rahman (Admin Manager) Pragya Monjoree Das (Associate Programme Coordinator) Dreamly Gogoi (Asst Teacher) Barsha Das (Asst Teacher)	NA	NA
27	Inclusive Education Special Needs Committee	Minakshi Saharia (Coordinator for Learning & Development)	Bahnni Sikha Biswas (Special Educator) Nibedita Kakati (School Counsellor) Pallabita Das (Asst Teacher)	NA	NA
28	Career Guidance and Counselling Committee	Minakshi Saharia (Coordinator for Learning & Development)	Dinesh Lahoti (External Associate) Nivedita Kakati (School Counsellor IX-XII) Krishna Medhi (PRO) Jwngma Basumatary (Admission Counsellor)	Minakshi Saharia	Once in a Term
29	Environmental Club (ECO CLUB)	Gangotri Dowerah (Asst Teacher)	Student Council of Classes V-VI	Gangotri Dowerah	Once in a Term
30	NCC & School Band	Minakshi Saharia (Coordinator for Learning & Development)	Dilip Subedi (Asst Teacher) Manaswi Chakraborty (Asst Teacher) Himabrita Devi (Asst Teacher) Nandlal Yadav (Asst Teacher) Gargi Basumatary (Asst Teacher) Amit Routh (Asst Teacher)	NA	NA

31	School Magazine Committee	Namrata Deka (Associate Accreditation Coordinator)	Salma Rahman (Admin Manager) Jutika Chamuah (Asst Teacher) Nilutpal Saikia (Asst Teacher) Siru Kanu Gupta (Asst Teacher) Sony Anal Choudhary (Asst Teacher) Rashmi Saxena (Asst Teacher) Ronali Chakraborty (Asst Teacher) Mir Farha (Asst Teacher) Sagorika Kalita (Asst Teacher) Trishna Das (Asst Teacher) Manika Das (Asst Teacher) Pratiksha Borthakur (Data Entry Operator) Kanai Charan Das (Graphic Designer)	NA	NA
32	School Newsletter Committee - Desalite News & More	Namrata Deka (Associate Accreditation Coordinator)	Salma Rahman (Admin Manager) Krishna Medhi (PRO) Kanai Charan Das (Graphic Designer) Students of Debate Club	NA	NA
33	CBSE Science Exhibition	Pinky Boruah (Asst Teacher)	Sangeeta Saha Barman (Asst Teacher) Dipak Das (Lab Asst)	NA	NA
34	Yuva Tourism Club	Jali Kumari Nath (Class Coordinator cum HOD)	Priyanka Sharma (Asst Teacher) Pratibha Ekka (Asst Teacher) Students of Class XI Commerce	Jali Kumari Nath	Once a Term (First Tuesday of June and November)

35	Learning Out Together Committee	Krishna Medhi (PRO)	Sudip Saha (Senior Coordinator & HOD) Jyotirupa Saikia (Senior Coordinator & HOD) Zebin Akhtar (Class Coordinator cum HOD) Sabari Purkayastha (Class Coordinator cum HOD) Chandamita Mahanta (Class Coordinator cum HOD) Purabi Abha Saikia (Class Coordinator cum HOD) Jali Kumari Nath (Class Coordinator cum HOD) Tarali Devi (Class Coordinator cum HOD)	NA	NA
36	Red House	Jutika Chamuah (House Animator- Mermier Block- Red House) Binita Konwar (House Animator- SFS Block- Red House)	Pallabi Chakraborty Gargi Bharadwaj Minakshi Debnath Shilpee Hazarika Geetanjali Thapa Pradhan Gargi Basumatary Arjuna Ahmed Abhijeeta Das Alisha Ahmed Rashmi Kumari Sandeepika Devalina Sarmah Nilutpal Saikia Rema Das Dilip Subedi Dreamly Gogoi Mousumi Sarma Gagan Barman Jairaj Jha Mitu Moni Sangma Trishna Das Sushmita Chakraborty Gangotri Dowerah Kumar Keshaw Dipak Das Nibedita Kakati	Binita Konwar	Once each Term



37	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 Rinku Moni Barman Nibedita Baishya Suparna Chakraborty Poonam Devi Susmita Kumari Manjil Hazarika Manaswi Chakraborty Meghna Sarmah Pallabita Das Pratibha Ekka Sandip Goswami Santosh Prasad Joshi Surajit Choudhury Boby Mitra Kangkana Krishnatraya Manika Das Niharika Mohan Pinky Boruah Prandeep Bhattacharjya Sangeeta Saha Barman Bahnni Sikha Biswas	Deep Kumari	Once each Term



38	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 Nidhi Pandey Snehalata Ramchiary Ronali Ojah Deepa Bayan Bumoni Ozah Syeda Mukima Rahman Siru Kanu Gupta Himabrita Devi Anushriya Das Pranami Phookun Sukanya Bora Khitish Kumar Nayak Pallavi Das Sabina Yasmin Rashmi Saxena Sony Anal Chaudhury Sagorika Kalita Barsha Das Jimli Bordoloi Riju Chetry Subhrangsu Bharadwaj Goswami Angshumali Goswami	Ranjita Chhetri	Once each Term
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39	Yellow House	<p>Sushila Sharma (House Animator- Mermier Block- Yellow House) Sandhya Devi (House Animator- SFS Block-Yellow House)</p>	<p>Jumi Kalita Choudhury Shalu Jha Priya Deb Preeti Singh Kalpana Rana Tamang Subandita Boro Papiya Bhadra Lubna Sultana Rahman Kiran Newar Neha Agarwal Isha Das Pallavi Sharma Amit Kumar Routh Parismita Gogoi Upasana Sharma Wahida Rahman Rashmi Baruah Mitali Barua Moromi Baruah Neha Sharma Rachel Sony Newmai Shrutidahara Barua Victor Kumar Barman Jahnabi Das Bikash Khandal Madhurjya Mahanta Jiarul Choudhary</p>	Sandhya Devi	Once each Term
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40	Core Learning Team for SQAA	Mamani Deka	<p>Fr. Santosh MSFS (Management Representative) Fr. George Thomas (Principal) Dr. Sangeeta Bharali Dutta (Academic Director) Sabari Purkayastha (Pre-Primary teacher Representative) Sanyukta Baruah (Primary Teacher Representative) Sudip Saha (Middle School Teacher Representative) Jyotirupa Saikia (Secondary Teacher Representative) Devansh Deka (UKG-A) (Pre-Primary Student Representative) Aradhya Hazarika (Class III-C) (Primary Student Representative) Gruttika Goswami (Class VI-B) (Middle School Student Representative) Dharam Aditya Pradhan (Class X-B) (Secondary Student Representative) Juri Neog (Pre-Primary Parent Representative) Palky Bhuyan (Primary Parent Representative) Ms. Thangzamauri 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)</p>	NA	NA
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