

Allotment of duties for the year 2020-21

| S.No | Duties | Names(i/c) |
|-------------|---|--|
| 1 | Admission | Mr. Nilesh Mahore |
| 2. | Time table and arrangement | Mr. Johnny Ahmed |
| 3 | Examinations (CBSE & Internals) | Ms. Seema Das Miss Rajnigandha Mr. Vijay Kumar Mr. Hemant Kumar |
| 4 | Competitive Examinations | Mr. Nilesh Mahore |
| 5 | CCA Coordinator | Mr. Soumit Kumar Basu |
| 6 | Furniture | Mr. A Karingu |
| 7 | Website Maintenance | Mr. Nilesh Mahore |
| 8 | Junior Science Lab | Mr. Ramesh Kumar |
| 9 | NAEP | |
| 10. | Audio Visual Aids | Mr. J C Bordoloi |
| 11. | Teaching Aids | Mr. J C Bordoloi |
| 12. | Guidance & Counseling | Mr. Nilesh Mahore |
| 13. | Late Comers Checking | Mr. Johnny Ahmed |
| 14. | Discipline | Mr. Johnny Ahmed |
| 15. | Cleaning Supervision Committee | Mr. Vimlesh Kumar |
| 16 | Scouting & Guiding | Ms. Mary Karketta |
| 17 | Maintenance & Repairs a)Electrical b)Construction Plumbing & Carpentry | Mr. J C Bordoloi |
| 18. | Income Tax | Mr. Nilesh Mahore Mr. A Karingu |
| 19. | Gardening and Beautification | Mr. Vimlesh Kumar |
| 20. | Medical Check up | Ms. Herolin |
| 21. | First Aid | Ms. Herolin |
| 22. | Excursion | |
| 23. | Suggestion Box | |
| 24. | Purchase Committee | |
| 25. | Vidyalaya Patrika | Mr. Soumit Kumar Basu |
| 26. | Town Official Language Implementation Language | |
| 27. | Club Activities | Mr. Soumit Kumar Basu |
| 28 | Quarters Allotment & Maintenance Committee | Mr. J C Bordoloi |
| 29 | CCE Uploading | |