



ST. XAVIER'S HR. SEC. SCHOOL, PATHALIAGHAT
(A DON BOSCO INSTITUTION)
ACADEMIC SESSION 2024-25



DUTIES OF THE STAFF

School ERP	:	Vice-Principal
School Website	:	Fr. Principal
M.C. Representatives	:	Mr. Dinesh DB and Ms. Moni Jamatia
School office	:	Mr. Sukumar Debbarma
School Reception	:	Ms. Ishri Jamatia
CBSE In-charge	:	Mr. Subhankar
Supervisor (Hr. Sec.)	:	Ms. Aparijita Sing
Supervisor (Sec.)	:	Mr. Priyanka DB
Supervisor (UP)	:	Mr. Clement Guria.
Supervisor (Prm.)	:	Ms. Moni Jamatia
Official Programmes	:	Fr. Vice-principal and Committees
Board Exams	:	Mr. Subhankar and Mr. Sukumar
School Exams	:	Fr. Principal and Supervisors
Exam Seat Arrangement	:	Mr. Pradip Debnath and Mr. Ramkrishna
Exam Question Paper Print	:	Mr. Jehova Kaipeng and Ms. Ishri J
School Choir	:	Mr. Amir, Ms. Risha and Ms. Priyanka
Scout and Guide	:	Mr. Dinesh, Ms. Risha and Ms. Priyanka
Chess	:	Mr. Chiranjit, Mr. Samir, and Ms. Rita
Table Tennis	:	Mr. Sailen, Mr. Sudarshan, Mr. Bruno and Mr. Amir
Karate	:	Mr. Indison and all teachers
Badminton	:	Mr. Clement, Mr. Dwpjyoti and Mr. Haripada
Basketball	:	Mr. Amrit and Mr. Pradip Jamatia
Football	:	Mr. Dinesh, Mr. Sailen and Mr. Chiranjit
Volleyball	:	Mr. Pradesh, Ms. Mary J and Mr. Bruno
Throw-ball	:	Mr. Amrit, Mr. Swapon and Mr. Sukhen
Kabadi	:	Mr. Bruno, Ms. Roseline, Mr. Basudeb and Mr. Ronald
Quiz	:	Ms. Roseline, Ms. Rogina and Ms. Malina
Dance	:	Ms. Mona J, Ms. Priti DB, Ms. Soma DB
Magazine Report	:	Ms. Aparijita, Ms. Priyanka DB and Ms. Hamari

Creative Writing	:	Ms. Moni Jamatia and Ms. Ribilda K.
Speech/choral Recitation	:	Ms. Madhumita and Ms. Hamari
Debate	:	Mr. Clement and Ms. Aparijita
Drawing/ Art	:	Mr. Ankan Bhowmik and Sr. Martilin
Competitions Outside	:	Ms. Roseline, Ms. Raima and Mr. Sudarshan
Competitions in the school	:	Ms. Moni J. Ms. Mary J and Ms. Soma DB
March-past	:	Mr. Shanti, Mr. Dinesh and Mr. Clinton
Cultural Dance	:	Ms. Mona J. Ms. Roseline DB, and Soma DB
Discipline Committee	:	Mr. Shanti, Dinesh, Chiranjit, Ms. Ratna and Ms Ribilda
Generator and Electricity	:	Mr. Bimal and Bro. Cleophas
Sound System	:	Mr. Johova and Mr. Bimal DB
Music	:	Bro. Pynshaibha and Mr. Amir J.
Secretary- Staff Meeting	:	Sr. Monica Sangma
School Chronicles	:	Ms. Moni Jamatia
Association of Past-pupils	:	Mr. Chiranjit, Ms. Aprama and Ms. Sujatha
Science Lab	:	Mr. Sukhen, Mr. Sachi, Mr. Ronald
Computer Lab	:	Mr. Amalendu and Mr. Pradip Debnath
Library	:	Ms. Hamari and Mr. Vishnu
School Infirmary	:	Sr. Moniaca and Sr. Martilin
Girl's Hair Check	:	Ms. Hamari, Ms. Riya, Ms. Ratna and Ms. Madhumita
Boy's Haircut	:	Mr. Chiranjit, Mr. Dinesh
School Uniform	:	Mr. Shanti, Ms. Ribilda, Ms. Rogina and Mr. Sailen
Late comers	:	Ms. Raima, Mr. Swopan, Ms. Soma and Mr. Pradip J.
Morning Assembly	:	Mr. Shanti, Mr. Dinesh, Mr. Dosorot and Mr. Clinton
School Photography	:	Mr. Dosorot, Mr. Jehova and Mr. Clinton
Staff Attendance Register	:	Bro. Pynshai and Bro. Cleophas
Birds and Fish	:	Support Staff (Sima)
Podium In-charge	:	Mr. Dosorot and Mr. Jehova
School Bus	:	Mr. Sukumar DB
School Canteen	:	Mr. Bimal DB
Bell Ringer	:	Support Staff (Sima)
Stage In-charge	:	Bro. Pynshai and Bro. Cleophas
CCTV	:	Mr. Jehova and Mr. Dosorot
Yoga	:	Ms. Ratna, Ms. Madhumita and Mr. Haripada

Certificates/ Medals : Ms. Moni Jamatia and Ms. Mona Jamatia
Picnic Coordinator : Ms. Roseline Mr. Pradesh, Ms. Risha, and Mr. Ronald
School Stationery : Mr. Bimal DB
School Fee Collection : Mr. Sukumar DB and Ms. Ishri J.
Staff Room Incharge : Ms. Madhumita M. and Mr. Samir
Staff Tea : Support Staff
Syllabus Checking : Ms. Moni Ms. Priyanka, Ms. Ribilda, Ms. Aparijita
School Captains : Mr. Shanti DB
Band Incharge : Ms. Priyanka, Mr. Clinton, Mr. Shanti and Ms. Ishri

**FR. BABU STEPHEN SDB
PRINCIPAL**