

INTERNAL STAFFING WITH EFFECT FROM 23rd JANUARY, 2010

In addition to the existent human resource deployment chart, the Headmaster has sanctioned the allotment of the following duties / responsibilities with immediate effect:

1. **Mr. N. P. Datta** as the '**Senior Master**' to supervise and superintend the functioning of the pastoral care providers in the Boys' Department.
2. **Mrs. J. M. Mawlong** as the '**Senior Mistress**' to supervise and superintend the functioning of the pastoral care providers in the Girls' Department.
3. **Mr. M. Chatterjee** assumes office as the **HEAD OF CURRICULUM ADMINISTRATION.**
4. **Dr. Kuljeet Singh** as the **HEAD OF CURRICULUM DEVELOPMENT** and **Housemaster Lohit 'A'**. (Mr. R. Chauhan will commence a gradual hand-over to Dr. Singh during February & March, 2010.)
5. **Mrs. S. Majumdar** assumes office as **HEAD OF PUBLIC EXAMINATIONS** (Academic Administration and Performance of Pupils in Year 9, 10, 11 & 12) and **Chairperson, AVS Vision Statement Steering Committee.**
6. **Mr. T. Bharadwaj** assumes office as **Housemaster Manas 'A'** and will **chair** the **Exchange Programmes** conducted by AVS.
7. **Mrs. Shakila Banu** to '**chair**' the **Chemistry Department** and **Mr. Sunil Kumar** to '**chair**' ICT at AVS.
8. **Mr. V. Pokhrel** assumes office as **Housemaster Dhansiri 'A'**.
9. **Mrs. Anusha Sharma** to assume charge as **Housemistress Kopili 'A'**.
10. **Mrs. Pamela Syiemlieh** to assume charge as **Housemistress Bhoroli 'A'**.
11. **Fresh allotment of duties as HSM 'B':**
 - (a) Manas 'B' : Mr. Abhik Sarkar
 - (b) Dhansiri 'B' : Mrs. S. P. Sarkar
 - (c) Namdang 'B' : Mr. A. Huidrom
 - (d) Lohit 'B' : Mr. R. Basak
 - (e) Kopili 'B' : Mrs. K. Goswamiy
 - (f) Subansiri 'B' : Mrs. J. MacDonald (Dr. Deka on Maternity Leave)
12. **Dames:**
 - (a) Manas : Mrs. Pratima Mathur
 - (b) Dhansiri : Mrs. Lyonette
 - (c) Namdang : Mrs. N. Huidrom
 - (d) Tihu : Mrs. Neeta Hazarika (Mrs. K. Paramata on Maternity Leave)

13. Mr. K. J. O'Brien will **pilot** and **head** the **AVS Drama School** until the appointment of a professional is effected by September, 2010.
14. Dr. B. Patnaik will **chair** the **'Infrastructure Committee'** that is to report to the Governing Body on **27th August, 2010**.
15. The nomenclature of the following stand amended to read as:
- 'HOS'** as **'Director, Physical Education'** (DPE)
 - 'HOA'** as **'Director of Activities'** (DOAC)
 - 'TFA'** as **'Director of Admissions'** (DOA)
 - 'Catering Manager'** as **'Food & Beverage Manager'** (F&BM)
 - 'ASC'** as the **'School Curriculum Committee'** (SCC)
 - 'House Staff Body'** as the **'Pastoral Care Committee'** (PCC)
 - 'Accounts Department'** as the **'Finance Office'**
 - 'The Primary Section'** as **'Sunnyside'**
 - 'The Games Committee'** as the **'AVS Sports Council'**
 - Academic 'HOD' as **'Chair'** of department on tenure of 3 years.
16. Mrs. Minaksshi Boragogoi assumes office as the **'Head of Public Relations'**; the EM will continue to handle event management and hospitality.
17. Mrs. Debjani Sharma Bora will head the **AVS Social Service League** which will administer **all** Community and Social Service programmes undertaken by the School.
18. Mr. Arunangshu Chaudhury has been promoted to **'Purchase & Stores Officer'**.
19. Mrs. Parida Surin stands appointed as the **'Nursing Matron'** of the AVS Hospital.
20. **Appointment as 'Recording Secretary':**
- | | |
|--|---------------------------|
| (a) <u>School Curriculum Committee</u> | : <u>Dr. B. Patnaik</u> |
| (b) <u>Pastoral Care Committee</u> | : <u>Mr. T. Bharadwaj</u> |
| (c) <u>AVS Sports Council</u> | : <u>Mr. J. MacDonald</u> |
| (d) <u>Co-curricular Staff Body</u> | : <u>Mrs. P. Joshi</u> |
21. Mr. Hare Ram Aggarwal takes office as the **Controller of Examinations** (gradual hand-over of charge by Mr. M. Chatterjee during February & March, 2010).

22. **The KEY OPERATIONAL STAFF (KOS) includes:**

- ✓ The Headmaster
- ✓ Deputy Head (Educational Administration)
- ✓ Dean of Studies
- ✓ Senior Manager, Finance
- ✓ Human Resource Manager
- ✓ Resident Medical Officer
- ✓ Senior Master
- ✓ Senior Mistress
- ✓ Director of Physical Education
- ✓ Director of Activities
- ✓ Director of Admissions
- ✓ Head of Curriculum Administration
- ✓ Head of Curriculum Development
- ✓ Food & Beverage Manager

(The **HR Manager** will act as '**Recording Secretary**' of the **KOS Staff Body**)

23. **Guest Application Forms** will be handled directly by **Mrs. Jolly Sarma** who is positioned at the Main Gate Reception.

24. **Staff Access to the Headmaster:** directly, without prior appointment, on **Mondays, Wednesdays** and **Fridays (11 am to 1: 15pm)**.

25. The Executive Officer to the Headmaster will handle the **CLIENT SATISFACTION PORTFOLIO**. The '**Client Satisfaction Form**' will be mailed to parents of the School on **Saturday, 3rd April, 2010.**
Data capture will occur during May and a summary of the findings will be broadcast to all stakeholders by 1st June, 2010.

26. Proposed that '**Inme Learning Pvt Ltd**' will conduct the following:

(a) PREFECTS LEADERSHIP CAMP IN MARCH, 2010

(b) TEAM BUILDING & MOTIVATION WORKSHOP FOR STAFF IN MAY, 2010

27. Proposed that **EXPER EXECUTIVE EDUCATION PVT LTD** will conduct **Performance Management** meetings with all personnel in 2010.

28. In the event of a **Medical Emergency** please contact **9706082657.**

29. The Deputy Head (Educational Administration) will announce the allotment of **tutors** to the boarding-houses and display the said list on all noticeboards by **10:00 AM on 23rd January, 2010.**