



# ST. FRANCIS ACADEMY

(Affiliated to C.B.S.E. Delhi, Affiliation No. 2131413)

Anepur, Kharka P.O. Auraiya, U.P. - 206122

## School Office Bearers 2026-27

Sl. No	Designation	Designated In-Charge(s) 2026-27
1	MANAGER	Fr. RAJU KOIPALLY
2	PRINCIPAL	Fr. ANTONY CHACKO
3	VICE PRINCIPAL	Sr. ANITHA MARY SH
4	Foundational Stage-in-Charge (KG – Grade II)	Sr. ANITA SH
5	Staff Secretaries	Mrs. JESSY MOL P.V & Mr. GAURAV PORWAL
6	Cultural Activities In-Charge	Mrs. SNEHLATA MISHRA
7	Sports Activities In-Charge	Mr. JITHESH M
8	Child Protection & Grievance Cell	Mrs. NIDHI CHATURVEDI,
9		Sr. ANITHA MARY SH & Mr. SOBIN SCARIA
10	Student Counsellor	Mr. SOBIN SCARIA
11	Health & Wellness Teacher (School Nurse)	Mrs. BLESSINGS AMSHIYA
12	Assembly In Charge	Mr. SOBIN SCARIA
13	Academic Review	KG- Grade II: Sr. ANITA SH Grades III- IX: Sr. ANITHA MARY SH Grades X- XII: Fr. ANTONY CHACKO
14	Exam Board	Mr. ALOYSIUS MARTIN, Mr. BINOY THOMAS & Mr. JISMON
15	Administrative Office	Mr. THOMAS GEORGE (Administrator) Mr. JOMON JOB (Head Clerk) Mr. ALBIN JOY (Office Assistant) Mr. BIJI M. JOSEPH (Cashier)
16	Maintenance In-Charge	Mr. JISMON DOMINIC
17	Transport In charge & PRO	Mr. GAURAV KUMAR PORWAL
18	CCTV Surveillance, Inventory & ICT In-Charge	Mr. ABSALOM .M
19	Media Coordinator	Mr. LAIJU MATHEW
20	School Librarian	Mr. SURESH MATHEW
21	Event Anchoring Committee	Mr. JOBISH K. J, Mrs. NIJISHA K.V & Mrs. JYOTHI AWASTHI
22	Magazine Committee	Mr. ABHISHEKH ZACHARIAS (chief editor), Mr. ALEXANDER THOMAS, Mrs. NIJISHA K.V, Mr. DIWAKER S CHAUHAN & Mrs. PREMLATA SINHA & Mr. LAIJU MATHEW
23	Manuscripts	Mrs. PRIYA VENUGOPAL & Mrs. REENA DIXIT
24	Lab In-Charges	JISS MON (BIO & PHYSICS) BINOY THOMAS (CHEMISTRY) ABSALOM (COMPUTER)
25	Annual Day (KG- Grade II)	Sr. ANITA SH & Mrs. SNEHLATA MISHRA
26	Inter-School Athletic Meet	Mr. JITHESH M (Coordinator) Sub-Junior Track & Field- Ms. MEENU Sub-Junior Long Jump- Ms. MEENU Junior Track & Field – Mrs. MARY SONIYA J Junior Shot Put – – Mr. RAJEEV SAXENA Junior Long Jump – Mrs. MARY SONIYA J Senior Track & Field -Mr. PRASHANT TRIPATHI Senior Shot Put – Mr. RAJEEV SAXENA Senior Long Jump -Mr. PRASHANT TRIPATHI Senior High Jump- Mr. STEBY VARGHESE



27	<b>Francisian Expression In-Charge</b>	Mr. JIS ABRAHAM
28	<b>Olympiad Coordinator</b>	Mr. UNNI THOMAS
29	<b>Francisian TechNova Fest 2026</b>	Mr. RATHEESH THANGARAJ, Mr. ABHISHEKH ZACHARIAS, Mr. ABSALOM
30	<b>Francisian Spellebration 2026- The Grand Spell Bee Competition</b>	Mrs. DEEPTHY S NAIR & Mrs. JUVANA GEORGE
31	Stage and Prize Distribution In-Charges	Mrs. JAINA JOSEPH & JIBY P VARKEY
32	Inter-House Bulletin & Talent Board Coordinators	Mrs. JAINA JOSEPH & JIBY P VARKEY
33	Science & Environmental Club	**All Science Teachers
34	Mathematics Club	**All Maths Teachers
35	Commerce club	**All Commerce Teachers
36	Literature & Language Club (English)	**All English Teachers
37	Literature & Language Club (Hindi)	**All Hindi Teachers
38	Literature & Language Club (Sanskrit)	**All Sanskrit Teachers
29	Social Science Club	**All SST Teachers
40	Cyber & Technology Club	**All Computer Teachers
41	Music Club	Mr. LAIJU MATHEW, Mrs. JISSMOL & Sr. ANITA
42	Dance Club	Ms. AKSHITA, Mrs. ABITHA & Mr. RATHEESH
43	Art Club	Mr. GAUARV KUMAR PORWAL
44	Quiz club	Mr. SOBIN SCARIA & Mr. SURESH MATHEW

#### HOUSE IN CHARGES

45	BLUE	<b>ATHIRA K.D (In Charge)</b>
		AKSHITA DUBEY, ARTI TIWARI (GRADE 1-5)
		JYOTHI AWASTHI, SIMIMOL MATHEW (GRADE 6-8)
		RAJENDRAN K. V, PREMLATA SINHA (GRADE 9-12)
46	GREEN	<b>SIBU PAL (In Charge)</b>
		THANUJA, MOHINA (GRADE 1-5)
		JISHA, JUVANA (GRADE 6-8)
		MIJO M JOSE, ANNAMMA MATHEW (GRADE 9-12)
47	YELLOW	<b>SHINOJ JOHN (In Charge)</b>
		DEEPTHY S NAIR, JYOTHI CHATURVEDI (GRADE 1-5)
		MARIA SEBASTIAN, RATHEESH THANGARAJ (GRADE 6-8)
		SALIL UPADHYAY, BINCY M WILSON (GRADE 9-12)
48	RED	<b>NIDHI CHATURVEDI (In Charge)</b>
		JERISHA, RADHA DIXIT (GRADE 1-5)
		SEBASTIAN A J, REENA DIXIT (GRADE 6-8)
		JOSNA, RANESH CS (GRADE 9-12)

**\*\*The election of functionaries shall be held on 25 April 2026, Inauguration and activities to follow. Detailed common directives to be issued shortly.**



*(Signature)*  
Principal  
St. Francis Academy  
Vill. Anepur, P.O. Kharka  
Auraha, U.P. 206122

## Individual Duty Allocation 2026-27

S.N	NAME	DUTY ASSIGNED
1	ANTONY CHACKO	Principal; Academic Review (Grades X–XII)
2	ANITHA MARY S H	Vice Principal; Child Protection Cell; Academic Review (Grades III–IX)
3	ABHISHEKH ZACHARIYAS	Magazine Committee; Franciscan TechNova Fest 2026,Cyber & Technology Club
4	ABITHAMOL G S	Mathematics Club , Dance Club; Class Teacher V.A
5	AKSHITA DUBEY	Dance Club; Class Teacher I.B, Blue House Charge
6	ALEXANDER THOMAS	Magazine Committee;Class Teacher X.A
7	ALOYSIUS MARTIN	Exam Board, Science & Environmental Club
8	ANNAMMA MATHEW	Class Teacher XI.A, Mathematics Club, Green House Charge
9	ANOOP K V	Class Teacher XII.C, Social Science Club
10	ARTI TIWARI	Literature & Language Club (Hindi),Blue House Charge
11	ASHA ANTONY	Class Teacher XII.B, Science & Environmental Club
12	ATHIRA K.D.	Class Teacher V.C,Commerce club, Blue House In- Charge
13	BINCY M WILSON	Class Teacher IV.A, Science & Environmental Club, Yellow House Charge
14	BLESSING	Health & Wellness Teacher
15	DEEPTHY S NAIR	Franciscan Spellebration 2026; Class Teacher II.B, Literature & Language Club (English),Yellow House Charge
16	DIWAKER S CHAUHAN	Magazine Committee, Literature & Language Club (Hindi)
17	GAURAV KUMAR PORWAL	Transport In-Charge & PRO; Art Club, Staff Secretary
18	JAINA JOSEPH	Stage & Prize Distribution In-Charge; Class Teacher VI.A, Inter-House Bulletin & Talent Board Coordinators
19	JERISHA R M	Class Teacher IV.B, Mathematics Club ,Red House Charge
20	JESSYMOL P.V.	Class Teacher I.A, Staff Secretary
21	JIBI P VARKEY	Stage & Prize Distribution In-Charge; Class Teacher VII.C, Science & Environmental Club , Inter-House Bulletin & Talent Board Coordinators
22	JIS ABRAHAM	Franciscan Expression In-Charge; Class Teacher VIII.A, Social Science Club
23	JISHA THOMAS	Social Science Club, Green House Charge
24	JITRESH M	Sports Activities In-Charge; Inter-School Athletic Meet Coordinator
25	JOBISH K J	Event Anchoring Committee; Class Teacher XII.A, Literature & Language Club (English)
26	JOSNA JOSEPH	Class Teacher III.C, Science & Environmental Club, Red House Charge
27	JUVANA GEORGE	Franciscan Spellebration 2026; Class Teacher VI.B, Literature & Language Club (English),Green House Charge
28	JYOTI CHATURVEDI	Literature & Language Club (Hindi),Yellow House Charge
29	JYOTI AWASTHI	Event Anchoring Committee; Class Teacher IX.C, Literature & Language Club (Hind/Sanskrit), Blue House Charge
30	K TOMYCHEN	Class Teacher X.B, Mathematics Club
31	LAIJU MATHEW	Magazine Committee; Music Club, Media coordinator



S.N	NAME	DUTY ASSIGNED
32	MANU GEORGE	Class Teacher XI.B, Science & Environmental Club
33	MARIA SEBASTIAN	Class Teacher II.A, Yellow House Charge
34	MARY SONIYA J	Junior Athletics
35	MEENU JOSEPH	Sub-Junior Athletics
36	MIJO M JOSE	Class Teacher IX.A, Mathematics Club, Green House Charge
37	MOHINA PRADHAN	Class Teacher I.C, Green House Charge
38	NIDHI CHATURVEDI	Child Protection Cell; Red House In-Charge; Class Teacher VII.B, Literature & Language Club (Hind/Sanskrit), Red House Incharge
39	NIJISHA K V	Event Anchoring Committee; Magazine Committee; Class Teacher VII.A, Literature & Language Club (English)
40	PRASHANT TRIPATHI	Senior Athletics
41	PREMLATA SINHA	Magazine Committee; Class Teacher VI.C, Literature & Language Club (Hind/Sanskrit), Blue House Charge
42	PRIYA VENUGOPAL	Manuscripts; Class Teacher V.B
43	RADHA DIXIT	Class Teacher II.C, Red House Charge
44	RAJEEV SAXENA	Shot Put (As per Categories)
45	RAJENDRAN K V	Class Teacher X.C, Social Science Club, Blue House Charge
46	RANESH C.S.	Science & Environmental Club, Red House Charge
47	RATHEESH THANGARAJ	Franciscan TechNova Fest; Dance Club, Cyber & Technology Club, Yellow House Charge
48	REENA DIXIT	Manuscripts; Class Teacher IV.C, Literature & Language Club (Hind/Sanskrit), Red House Charge
49	REENAMOL ALEX	Class Teacher III.A, Science & Environmental Club
50	SALIL UPADHYAY	Class Teacher IX.B, Mathematics Club, Yellow House Charge
51	SEBASTIAN A J	Class Teacher VIII.C, Literature & Language Club (English), Red House Charge
52	SEETHA P.K	Science & Environmental Club
53	SHINOJ JOHN	Class Teacher VIII.B, Yellow House In-Charge
54	SIBU PAL	Green House In-Charge
55	SIMIMOL MATHEW	Class Teacher III.B, Commerce club, Blue House Charge
56	SNEHLATA MISHRA	Cultural Activities In-Charge; Annual Day
57	SOBIN SCARIA	Student Counsellor; Assembly In-Charge; Child Protection Cell; Quiz Club
58	STEBY VARGHESE	High Jump (As per Categories)
59	THANUJA	Science & Environmental Club, Green House Charge
60	UNNI THOMAS	Olympiad Coordinator; Class Teacher XI.C, Commerce Club
61	SR. ANITA S H	Foundational Stage In-Charge; Academic Review (KG-II); Annual Day, KG Activity Head
62	GEETA TRIPATHI	KG ACTIVITY
63	PHILOMINA V K	Class Teacher Nursery, KG Activity
64	PREMLATA TOMAR	Class Teacher LKG.A, KG Activity
65	RINA VISHNOI	Class Teacher UKG.A, KG Activity
66	SALMA S M	KG ACTIVITY
67	TREASA RINCY	Class Teacher UKG.B, KG Activity
68	JISSMOL	Music Club; Class Teacher LKG.B, KG Activity



## Duty Explainer 2026-27

SL NO	DESIGNATION	ROLE
1	<b>Manager</b>	Policy decisions, financial approvals, institutional governance
2	<b>Principal</b>	Academic leadership, strategic planning, administration, staff supervision, stakeholder coordination
3	<b>Vice Principal</b>	Daily operations, discipline, timetable supervision
4	<b>Foundational Stage In-Charge (KG-Grade II)</b>	Early years curriculum planning, activity-based learning implementation, teacher mentoring, parent coordination
5	<b>Staff Secretaries</b>	Staff Coordination, minutes of meetings, Chronicles maintenance
6	<b>Cultural Activities In-Charge</b>	Annual day, cultural events, competitions, rehearsal planning, student participation management
7	<b>Sports Activities In-Charge</b>	Sports calendar, training sessions, athletics meet, team selection, equipment supervision
8	<b>Child Protection &amp; Grievance Cell</b>	POSCO compliance, complaint handling, student safety, awareness programmes, reporting
9	<b>Student Counsellor</b>	Emotional support, career guidance, behavioural intervention
10	<b>Health &amp; Wellness Teacher</b>	School Nurse, First aid, health check-ups, medical records, emergency response, hygiene awareness
11	<b>Assembly In-Charge</b>	Theme planning, student presentation, Promotion Recording, announcements, discipline during assembly
12	<b>Academic Review</b>	Lesson plan monitoring, result analysis, remedial strategies, academic audits
13	<b>Exam Board</b>	Exam scheduling, paper setting, invigilation planning, Materials Photocopy
14	<b>Administrator</b>	Office In-Charge & Accountant: Responsible for overall financial management, including maintaining records, handling accounts and transactions, preparing budgets and reports, managing fees and payroll, ensuring statutory compliance (PF, ESI, TDS), timely salary disbursement, and facilitating audit and compliance processes. Responsible for managing logistics, food, and refreshments as per institutional requirements.
15	<b>Head Clerk</b>	Responsible for institutional correspondence and clerical operations, managing files and records, maintaining official documentation (staff and students), handling CBSE, UDISE, Govt.-related records and correspondence, coordinating with staff, ensuring proper verification, and discharging duties as School ERP Administrator and Admission In-Charge.
16	<b>Office Assistant</b>	Responsible for assisting in clerical and administrative operations, including front office management, handling calls and communications, monitoring official WhatsApp groups, performing data entry and ERP tasks, and assisting in admission procedures for efficient office functioning.



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17	<b>Cashier</b>	Responsible for managing cash transactions, including fee collection and receipt issuance, maintaining daily cash records and cash book, handling bank deposits and withdrawals, issuing challans, coordinating with teachers and parents regarding fee defaulters, and distribution of tie, belt, and school handbook for new admissions
18	<b>Maintenance In-Charge</b>	Infrastructure maintenance, repairs, safety checks, vendor coordination
19	<b>Transport In-Charge &amp; PRO</b>	Bus routes, student safety, driver management, communication with class teachers on transport matters
20	<b>CCTV Surveillance, Inventory &amp; ICT In-Charge</b>	Security monitoring, stock verification, ICT lab management, digital infrastructure
21	<b>Media Coordinator</b>	Responsible for documenting school events through photography and videography, managing official social media platforms and the school website, creating and publishing digital content, promoting school activities and achievements, assisting Franciscan Expression, school magazine, office, Foundational Stage In-Charge, and other functionaries with digital media requirements, and ensuring timely updates.
22	<b>School Librarian</b>	Book management, reading programmes, library period coordination, stock update
23	<b>Event Anchoring Committee</b>	Script preparation, stage hosting, event coordination, rehearsal management
24	<b>Magazine Committee</b>	Content collection, editing, designing, publishing school magazine
25	<b>Manuscripts</b>	Article collection, proofreading, content verification, coordination with language clubs
26	<b>Lab In-Charges</b>	Lab safety, equipment maintenance, practical conduct, stock records
27	<b>Annual Day (KG–Grade II)</b>	Theme selection, choreography, costume coordination, rehearsal planning
28	<b>Inter-School Athletic Meet</b>	Event scheduling, team management, ground arrangement, scoring system
29	<b>Franciscan Expression In-Charge</b>	Daily reflections, value-based messaging, school promotions, social media coordination
30	<b>Olympiad Coordinator</b>	Registration, exam coordination, result tracking, student preparation guidance
31	<b>Franciscan TechNova Fest 2026</b>	AI/Cyber event planning, coordination, judging, technical arrangements (School Level & Interschool)
32	<b>Franciscan Spellebration 2026</b>	Spell Bee planning, rounds management, evaluation, prize distribution (School Level & Interschool)
33	<b>Stage &amp; Prize Distribution In-Charge</b>	Stage setup, award management, certificate distribution, event coordination



SL NO	DESIGNATION	ROLE
34	<b>Inter-House Bulletin &amp; Talent Board Coordinators</b>	Responsible for designing, updating, and maintaining inter-house bulletin and talent boards, ensuring creative and informative displays, showcasing student achievements, reflecting overall inter-house achievements, and coordinating with staff and students for timely updates.
35	<b>Science &amp; Environmental Club</b>	Science activities, exhibitions, eco-awareness drives, projects, Olympiad preparations
36	<b>Mathematics Club</b>	Problem-solving sessions, quizzes, logical skill development, Olympiad preparations
37	<b>Commerce Club</b>	Financial awareness, Olympiad preparations, business simulations, commerce-related activities
38	<b>Literature &amp; Language Club (English)</b>	Debates, creative writing, reading activities, competitions, Olympiad preparations
39	<b>Literature &amp; Language Club (Hindi)</b>	Hindi debates, poetry, writing activities, Olympiad preparations
40	<b>Literature &amp; Language Club</b>	Multilingual activities, language development programmes, Olympiad preparations
41	<b>Social Science Club</b>	Awareness programmes, exhibitions, projects on society and governance, Olympiad preparations
42	<b>Cyber &amp; Technology Club</b>	Coding, AI awareness, digital literacy, tech competitions, Olympiad preparations
43	<b>Music Club</b>	Vocal and instrumental training, performances, School Choir
44	<b>Dance Club</b>	Choreography, cultural performances, practice sessions, House Group activities
45	<b>Art Club</b>	Drawing, painting, craft activities, exhibitions
46	<b>Quiz Club</b>	Quiz competitions, GK development, inter-school participation
47	<b>CLASS TEACHERS</b>	Responsible for the holistic development of students, including academic supervision, discipline management, maintenance of attendance and records, coordination with subject teachers, regular communication with parents, assessment of student progress, participation in school activities and administrative duties, as well as handling LOC-related responsibilities and coordinating transport-related matters.

