

Designation	Name	Roles and Responsibilities
President	MK Sinha	Provide overall leadership and governance; preside over meetings; represent the society before authorities and external agencies; oversee execution of committee decisions
Vice President	Dr. Ajay Arya	Support the President in all society matters; act on behalf of the President in his/her absence; coordinate across committees and special initiatives
Vice President	Prasenjit Paul	
Vice President	Raj kumar Pandey	
Secretary	Mrinal Sarkar	Manage day-to-day administration; issue notices and communications; maintain records, statutory registers and correspondence; execute committee resolutions
Asst Secy	Ashish Mazumdar	Assist the Secretary in administrative activities; maintain documentation and member records; coordinate meetings, events and committee actions
Asst Secy	Sovan Mahapatra	
Treasurer	Sayan Chatterjee	Manage society finances, budgets and accounts; oversee collections and payments; ensure statutory compliance and financial reporting
Asst Treasurer	Sumana Pal	Support bookkeeping, reconciliation, payment tracking and financial record maintenance; assist during audits and budget preparation
Asst Treasurer	Ankit Mangal	

Finance Review	Indrajit Chaudhuri - Co-ordinator Kunal Vora Prasenjit Paul Ankit Mangal.	Review income, expenses and financial statements. Verify cashbook, vouchers and supporting documents. Monitor budget adherence and financial controls. Support internal and statutory audit activities
Legal Review	Indrajit Chaudhuri - Co-ordinator Vikash Sinha Dr. Sanjit Singh	Review legal notices, contracts and agreements. Ensure compliance with society by-laws and regulations. Liaise with legal advisors when required. Assist in dispute resolution and statutory matters
Purchase & Negotiations	Ankit Mangal - Co-ordinator Sayam Chatterjee Kunal Vora Raj kumar Pandey	Identify procurement requirements. Obtain and compare vendor quotations. (Tender Evaluation) Recommend cost-effective purchases. Ensure transparency and documentation of procurement activities
Inventory	Ansuman Gupta- Co-ordinator Abhishek Khetan. Sanjay Patel	Maintain inventory of society assets and consumables. Monitor stock levels and replenishment needs. Track issuance and usage of materials. Conduct periodic inventory verification

IT	Ansuman Gupta - Co-ordinator Debanjan Das. Prasenjit Paul	Manage society website and digital platforms. Maintain email accounts and communication systems. Digitize and archive important society documents. Support online meetings, surveys and resident communications. Manage Google Drive and other collaboration tools
Spokesperson & PR	Prasenjit Paul-Co-ordinator Sayan Chatterjee Rajat Mitra Shalini Sengupta	Manage communication with residents. Handle interactions with external agencies and vendors. Publish announcements, updates and advisories. Coordinate WhatsApp and other communication channels
Housekeeping/Security	Rajat Mitra - Co-ordinator. Mrinal Sarkar Sanjay patel Nasib Jha Op Choubey Sovon Mahapatra Mousumi Sen	Monitor housekeeping and security services. Ensure cleanliness of common areas. Review staff attendance and performance. Address resident complaints related to housekeeping and security. Recommend service improvements

Cultural	Mrinal Sarkar - Co-ordinator Sovon Mahapatra Indrajit Chaudhuri Shalini Sen Gupta Mausumi Sen Manish Kedia Munmun Hazra Sayan Chatterjee Kavita Agarwal Sonika Patwari Rupam Chatterjee Op Choubey	Organize cultural, festive and community events. Prepare event budgets and schedules. Coordinate volunteers and participant engagement. Promote community participation and social interaction
Landscaping and Gardening	Piyali Ghosh - Co-ordinator Sanjay Patel Vivek Ghosh Abhijit Halder. Op Choubey	Maintain gardens, plants and green spaces. Plan beautification and plantation initiatives. Monitor gardening vendor performance. Ensure proper irrigation and upkeep of landscaped areas
Sports / Arenas	Praveen Mishra - Co-ordinator. Sovon Mahapatra Kunal Vora Vivek Ghosh Akash Dhar	Maintain sports facilities and recreational areas. Organize sports activities and tournaments. Monitor facility usage and safety. Recommend upgrades and improvements

Common Area Maintenance	Rajat Mitra - Co-ordinator. Mk Sinha Mrinal Sarkar Sayan Chatterjee Sovon Mahapatra Mausumi Sen	Monitor upkeep of common infrastructure and facilities. Track preventive and corrective maintenance activities. Coordinate with vendors for repairs and AMC services. Review maintenance requests and closure status. Recommend infrastructure improvement projects
ClubHouse (Gym, Banquet, Swimming Pool Play Area, Lounge, Library)	Overall Co-ordinator - Mrinal Sarkar Akash Dhar Vivek Ghosh Rajkumar Pandey Sanjay Patel Masaumi Sen Praveen Mishra Shalini Sen	AC Operation Civil Issues Games equipment