

NOTRES DAME ACADEMY
NTPS, BARH
Specific Duties - 2024 – 25

Tasks	Persons Responsible
CCTV Monitoring / Keeping back up Admissions/ TC/ Questions/ Administrative Notices/Assembly Chart/ Time Table	Mr. Santosh Kumar (O)
i) CBSE/ Bihar Board Obligations ii) School SMS Management	i) Mr. Raman, Mr. Santosh Kr. (O) ii) Mr. Parmesh
Smart Class	Mr. Raman, Ms. Priyanka, Mr. Sameer, Ms.HimaBindu
School Website (Webmasters)	Mr. Raman, Ms. Priyanka, Ms. AnuPriya, Ms. HimaBindu
School Website (Scribes)	Mr.Santosh (J) Ms. Shabnam, Mr. Prince
Girl Guides/ Boys Scouts	Ms. Florine / Mr. Dibyendu M.
Clubs overall in charge	Ms. Babli, Ms. Tripti
School Based party management	Sr. Saina, Mr. Parmesh Kumar Das, Mr. YadeshChettri (Helpers – Ms. Sahaya, Ms. Anamika)
Guards and Visitors' Register	Mr. Vinod Kumar, Mr. YadeshChettri
Bio Metric Attendance/ Leave Record	Sr. Kusum, Sr. Saina Mr. K. Ashutosh K.
Financial /PF/ Student Fee Management	Sr. Kusum, Sr. Saina / Mr. K. Ashutosh K
Photography / Photo Editing for Website, Magazine, Documentation	Mr. Vijay, Mr. Raman, Mr.Santosh K. (J), Mr. Prince A., Ms.Anupriya, Mr. Sameer Mishra
Preparing Lamp for All Occasions	Ms. Priti Kiran, Ms. Sheeja P. V., Ms. Jhumur, Mr.Vinod K.
Welcome / Farewell / Congratulations Cards, Mementos	Mr. Vijay, Ms. Shabnam, Ms. Tripti, Sr. Mary Selena, Ms. Sapana
CBSE training in charge (STNC) Sahodaya training, COE training	Mr. Raman Kumar
JPIC coordinators	Ms. Florine and Mr. Parmesh
ACP Coordinator	Ms. Pompei Roy

Sr Sunita, SND

Principal

Sr. Mary Sunita, SND

01.04.2024