

NOTRES DAME ACADEMY
NTPS, BARH
Specific Duties - 2025 – 26

Tasks	Persons Responsible
CCTV Monitoring / Keeping back up Admissions/ TC/ Questions/ Administrative Notices/Assembly Chart	Mr. Santosh Kumar (O)
i) STNC/CBSE/ Bihar Board Obligations ii) School SMS Management iii) E-shiksha, Apar ID	i) Mr. Raman, Mr. Santosh Kr. (o) ii) Mr. Parmesh, MrYadesh
Smart Class	Mr. Raman, Ms. Priyanka, Mr. Yadesh
School Website (Webmasters)	Mr. Raman, Ms. Priyanka, Ms. AnuPriya
School Website (Scribes)	Ms. Shabnam, Mr. Prince
Girl Guides/ Boys Scouts	Ms. Swati / Mr. Dibyendu M.
School Counselor	Sr. M. Reena
School Based party management	Sr. Saina, Mr. DibyenduMondal, (Helpers – Ms.Kiran)
Guards and Visitors' Register	Mr. Vinod Kumar, Mr. Yadesh
Bio Metric Attendance/ Leave Record	Sr. Saina, Mr. K. Ashutosh K.
Financial /PF/ Student Fee Management	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, Ms.Sapna, Ms.Shabnam, Ms.Riya
Preparing Lamp for All Occasions	Ms. PritiKiran, Ms. Sheeja P. V., Ms.Jhumur,Mr.Vinod K.
Welcome / Farewell / Congratulations Cards, Mementos	Mr.Vijay, Ms. Shabnam, Ms. Kiran, Ms Sowmuli, Ms. Akriti

There are 3 Computers in staff room in charge, Ms. Priya, Ms. Kalpana, Mr. Prince.

Principal

NDA. NTPC, Barh,