

NOTRES DAME ACADEMY
NTPS, BARH
Specific Duties - 2026 – 27

Tasks	Persons Responsible
CCTV Monitoring / Keeping back up Admissions/ TC/ Questions/ Administrative Notices/Assembly Chart	Mr. Santosh Kumar (I)
i) CBSE/ STNC, CBP, Bihar Board Obligations ii) School SMS Management iii) E-shiksha, Apar ID	i) Mr. Raman, Mr. Santosh Kr. (I) ii) Mr. Parmesh, Mr. Yadesh
Smart Class	Mr. Raman, Ms. Priyanka, Mr. Yadesh
School Website (Webmasters)	Mr. Raman, Ms. Priyanka, Ms. Anu Priya
School Counselor	Sr. M. Reena, SND
School Website (Scribes)	Ms. Sapna, Ms. Shabnam, Mr. Prince
Girl Guides/ Boys Scouts	Ms. Ira Kumari, Ms. Sheeja / Mr. Dibyendu M.
Clubs	Ms. Anamika, Ms. Swati
School Based party management	Sr. Saina, Mr. Dibyendu Mondal, (Helpers – Ms. Monica, Ms. Bindu)
Guards and Visitors' Register	Mr. Vinod Kumar, Mr. Yadesh
Bio Metric Attendance/ Leave Record	Sr.M. Saina, SND, Mr. K. Ashutosh K.
Financial /PF/ Student Fee Management	Sr.M. Saina, SND / Mr. K. Ashutosh K
Photography / Photo Editing for Website, Magazine, Documentation	Mr. Vijay, Mr. Raman, Ms. Sapna, Mr. Santosh K. (II), Ms. Shabnam, Mr. Prince A., Ms. Anupriya, Ms. Seema
Preparing Lamp for All Occasions	Ms. Monica, Sr. , Ms. Putul, Ms. Soumili, Mr. Vinod K.
Welcome / Farewell / Congratulations Cards, Mementos	Mr. Vijay, Ms. Shabnam, Ms. Akriti, Ms. Kiran, Sr. Neha

3 Computers in teacher's staff room in charge, Ms. Namrata, Ms. Kalpana, Mr. Prince.

3 Coordinators of the staff room are Ms. Kiran, Ms. Ira/ Mr. Kumud. R, Ms. Babli.

Principal

NDA. NTPC, Barh,

31.03.2026