



D.A.V. Police Public School

(Under the direct control of D.A.V. College Managing Committee, New Delhi)
Affiliated to CBSE New Delhi: 532059 (to be upgraded up to Senior Secondary)

Police Lines, Narnaul-123001 (Haryana)

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Ref.: DAV/PPS/NNL/2026-27/

Dated: 12-0802026

Point Discussed:

Staff Meeting Agenda

1. Subject Teachers ensure that students maintain their notebooks and notebooks are properly checked. Also provide constructive remarks to students to help them improve their note-taking.
2. During bus duty, teachers should actively supervise students to maintain discipline.
3. Teachers will send information regarding their leave on school's e-mail.
4. Submit Half Yearly Examination papers before the given deadline.
5. Teachers will be responsible for the corrections before final printout.
6. Teachers should update their e-diaries regularly with important academic dates, deadlines, and other significant events. And will send e-diaries via e-mail.
7. Keep the bulletin board updated regularly with fresh content to keep the display vibrant and informative.
8. **Monthly Assignment:**
 - At the end of every month, subject teachers will prepare and give an assignment based on the chapters/topics covered during the month.
 - The last date for submission of the assignment by teachers will be the 25th of every month.
 - The distribution of assignments to students will be done on the 30th of every month.
 - The checking/evaluation of assignments will be completed from the 1st to the 5th of the following month.

Teachers should ensure that the assignments are properly checked and necessary remarks/feedback are given to the students

S. No.	Name	Signature
1.	Ms. Rekha	
2.	Mr. Rohit	
3.	Ms. Indu	
4.	Ms. Sarla	
5.	Ms. Neha	
6.	Mr. Naveen	
7.	Mr. Deepak	
8.	Ms. Shruti	
9.	Ms. Rajni	
10.	Ms. Lajwanti	
11.	Ms. Mamta	
12.	Ms. Swati	
13.	Ms. Anju Bala	
14.	Ms. Neelam	
15.	Ms. Ruby	

Rajdeep Kulshrestha
Principal
D.A.V Police Public School
Police Lines, Narnaul.