



# 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)

E-mail: [davppsnnl@gmail.com](mailto:davppsnnl@gmail.com), Website: [www.davppsnnl.in](http://www.davppsnnl.in)

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Ref: DAV/PPS/NNL/2023-24/

Dated: 23-07-2023

## Staff Meeting Agenda

### Point Discussed:

1. Subject Teachers ensure that students maintain their notebooks and Notebooks are properly checked. Also provide constructive remark 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 periodic test papers before 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. Class Teachers have to organize Admission File (Documents)!
- Ensure all required admission documents are collected and arranged in an orderly manner. Cross-check the information provided by students and their parents in the admission file for accuracy and completeness.
- If any queries or issues arise during the admission process, teachers can seek guidance from Mr. Rohit.

Sr. No.	Name	Signature
1.	Mr. Rohit	
2.	Mr. Rajeev	
3.	Mr. Manoj	
4.	Ms. Sarla	
5.	Ms. Priya	
6.	Ms. Rekha	
7.	Ms. Himani	
8.	Ms. Usha	
9.	Ms. Poonam	
10.	Ms. Sneha	
11.	Ms. Anju	
12.	Ms. Sunita	
13.	Ms. Varsha	
14.	Ms. Mamta	
15.	Ms. Indu	
16.	Ms. Nisha	

Manj  
23/07/2023

Manju Malhotra

Principal

D.A.V. Police Public School

Police Lines, Narnaul

17. Ms. Shanti
18. Ms. Monika
19. Mr. Jaibeer
20. Mr. Anish
21. Ms. Seema
22. Ms. Vinila