

25-7-22

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## ~~Minutes of Meeting~~

A staff meeting was held on ~~25/7/22~~ under the chairmanship of worthy principal ~~in his office~~ in his office. All the members were present in the meeting.

~~Date: 25/7/22~~

~~Day: Friday~~

## ~~Agendas of the Meeting~~

- Book Bank
- Pdy-mails.
- Coordination of various co-ordinator.
- Student welfare measures.
- Create mail for all students.
- Regularity and Punctuality.
- I-coords.
- Sem-3rd class work starts.
- Orientation of Teaching Practice.



calendar of Guest lecture.

Schedule for Teachers' rounds.

Moral lectures.

It was decided in the meeting to frame a proper mechanism for book bank so that needy students look benefit from this book bank.

Teachers were directed to create the pdf of their notes and send it to the students.

It was advised in the meeting that there should be a proper coordination between all the coordinators ~~and they should~~ share everything with each other.

Teachers were directed to take certain measures for students welfare and for this take the suggestion from teachers and also create the emails for the students.

It has been decided in the meeting that the staff needs to be maintain punctuality and regularity.

It was convey in the meeting the 9-cards of 1st Semester students should be ~~prepared~~ before

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As early as possible.

→ It was decided in the meeting that the class work of Sem-III starts again.

→ It is conveyed in the meeting to prepare a calendar for the guest lecture.

→ Discipline Committee of college were directed to make a sound during free time or during break time.

→ Teachers were directed to make the orientation of teaching practice and it should be framed properly.

→ Teachers are instructed to organise Morning Assembly in a proper order.

Members Present:-

Dr. Anita Bali (Principal)

Ms. Savita Sambyal

Ms. Jyoti Sharma

Ms. Jyoti Bali

Ms. Satuli

Ms.

Khuchboori

Ms. Anushi Sharma

Roll No. \_\_\_\_\_  
Page No. \_\_\_\_\_

- Ms. Mridika Gupta :- Uts
- Ms. Pooja Gupta :- Uts
- Ms. Smruti Gupta :- Uts
- Mr. Kapil Sharma :- Uts
- Mr. Khayam Khan :- Uts
- Ms. Rashmi Sharma :- Uts
- Ms. Heema :- Uts
- Ms. Shilpa :- Uts
- Ms. Sakshi :- Uts
- Ms. Usha Devi :- Uts

*[Signature]*  
Principal  
Kendriya Vidyalaya  
Udhampur

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