



KIDS KINGDOM CONVENT SCHOOL

A prestigious Co-educational English Medium Sr. Sec. School
CBSE AFFILIATION NO-1630634, SCHOOL CODE 20870

No. 19230-19294 dated 25-7-2023

MONTHLY MEETINGS

It has been decided to hold monthly staff meetings as per schedule given below , these meetings are mandatory and proceeding of meeting be submitted to President , KKCS on the very next working day

1. Faculty Meetings

On 2nd Saturday in FN of every month - Director Level

On 2nd Saturday in AN of every month - Principal Level

2. Office Staff

On 4th Saturday in AN of every month - Director Level

On 2nd Saturday in FN of every month - Principal Level

2. Transport Staff

On 1st Saturday in FN of every month - Director Level

On 3rd Saturday in FN of every month - Principal Level

On every Monday in FN – Transport In-charge

3. General Duty and Class -IV Staff

On 3rd Saturday in FN of every month - Director Level

On 1st Saturday in FN of every month - Principal Level

On every Monday in FN – Head of section Level

Further , it is directed that no mass meeting shall be taken for petty reasons off and on and if required special meetings can be called for concerned staff only. Agenda of meeting if any be circulated in advance and minutes of meeting be recorded during the meeting.

Above schedule shall be enforced from 1st of August , 2023

DIRECTOR , KKCS

Copy of above circular forwarded to Principal/ Headmistress/ Vice Principal / Co-Ordinator / Supervisor/ Transport in-charge and all concerned for compliance.