

**DAV PUBLIC SCHOOL**  
**BRS NAGAR, LUDHIANA**

Dear Staff Members  
Greetings!

Please note the following points for urgent and sincere compliance-

1. List of line monitors (04) and one main monitor/prefect should be submitted to the respective Supervisors today before dispersal.
2. I-cards and Parent's Pass must be issued to all newly admitted students, as well as students of Classes IX and XI, on 24<sup>th</sup> April, 2026 positively.
3. Sports teachers must conduct trials of students from class V onwards for selection in various games from 27<sup>th</sup> April, 2026 to 2<sup>nd</sup> May, 2026 and submit the lists of students selected for different games to their HOD by 4<sup>th</sup> May, 2026 positively.
4. Sports teachers will also make lists of students who learn various games like Swimming, Lawn Tennis, Shooting, Skating etc. outside the school  
Mrs. Kulwinder Kaur, HOD, should assign different teachers for looking after these games.
5. Music and Dance teachers must take auditions of students from classes III to X in their regular periods from 27<sup>th</sup> April, 2026 to 2<sup>nd</sup> May, 2026 and submit the names of new talents to their respective Supervisors.
6. Classroom library books for class III to V must be issued to all the students, with proper written record maintained in the attendance registers as well as in the student diary.

Students of classes VI to X must be issued books from the school library and class teachers must check the entry of the same in the student diary on page no. 94-95.

Principal