

KIDS KINGDOM CONVENT SCHOOL, SINGHEWALA

TEACHER NO DUES CERTIFICATE

TEACHER'S NAME DESIGNATION.....

DATE OF JOINING..... DATE OF RESIGNATION/ NOTICE

S.NO	DEPARTMENT	INCHARGE	PARTICULARS	SIGNATURE
1.	PHYSICS			
2.	CHEMISTRY			
3.	BIOLOGY			
4.	MATHS			
5.	COMPUTER LAB			
6.	SST LAB			
7.	ART & CRAFT			
8.	LANGUAGE LAB			
9.	SPORTS			
10.	MUSIC			
11.	DANCE			
12.	EXAMINATION CELL			
13.	LEAD SYSTEM			
14.	LIBRARY			
15.	ACCOUNT OFFICE			
16.	NCC			
17.	NSS			
18.	SCOUTS AND GUIDES			
19.	OTHERS			

APPROVED/ DISAPPROVED BY MC

PRINCIPAL

FOR SERIAL NO. 13

1. STUDENT ATTENDANCE REGISTER
2. PTM REGISTER
3. CALL RECORD NOTEBOOK
4. CLASS WORK DIARY
5. HOME WORK DIARY
6. LOC RECORD (FOR CLASS INCHARGES OF GRADE IX TO XII)
7. STUDENT ANSWER SHEET FILES
8. STUDENTS REPORT CARDS
9. CO-CURRICULAR RECORD NOTE BOOK (FOR GRADE III TO VIII)
10. STUDENTS ADMISSION FORMS WITH DOCUMENT COMPLETION DETAILS
11. CLASS CUPBOARD KEY/ LOCKER KEY
12. CLASS RECORD FILE
13. CLASS BADGES
14. MISCELLANEOUS