



**K.N.Bakshi College of Education, Karmatand, Bengabad, Giridih,**

**Jharkhand-815312**

**NOTICE FOR LIBRARY MEETING**

Date. 10/07/2017

A Library meeting is scheduled to be conducted on 12/07/2017 in the Library hall of the College at 10.30 a.m. There for all the members of Library Committee are requested to attend the same to discuss as per the agenda mentioned below;

**Agenda:**

1. Discussion pertaining to function of library
2. Maintenance of library and its development
3. Books and other requirements

*R Kumari*  
Principal

K. N. Bakshi College of Education.  
**PRINCIPAL**  
K.N. Bakshi College of Education  
Bengabad, Giridih

*Amit Anand*  
**PRINCIPAL**  
K.N. Bakshi College of Education  
Bengabad, Giridih



**K.N.Bakshi College of Education, Karmatand, Bengabad, Giridih,**

**Jharkhand-815312**

**Library Committee-2017**

Minutes of meeting

Date. 12/07/2017

The library committee meeting was held on 12/07/2017 in the library hall at 10:30 A.M. and the following points were discussed as per below mentioned agenda:

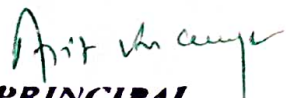
**Agenda:**

4. Welcome address
5. Discussion pertaining to function of library
6. Maintenance of library and its development
7. Books and other requirements
8. Vote of thanks

Following members were present in the meeting;

Sl No.	Name	Designation	Committee Member	Signature
1	Dr. Ravindra Kumar	Principal	Chairman	RKumar
2	Mr. Ajit kumar Singh	Vice principal	Member	Ajit kumar Singh
3	Mrs. Reena Saw	Faculty	Co-ordinator	Reena Saw
4	Mr. Pavan Kumar Suman	Faculty	Member	Pavan
5	Mr. Madan Kumar Pandey	Administrative	Member	Madan
6	Mr. Binay Kumar	Librarian	Member	Binay
7	Mr. Anurag Kumar	Alumni	Member	Anurag Kumar
8	Miss. Priyanka Prasad	Alumni	Member	Priyanka Prasad
9	Mr. Jamshed Ansari	Student	Member	Jamshed Ansari
10	Miss. Namrata Patel	Student	Member	Namrata Patel

The entire library committee members assembled in the library hall to attend the meeting.

  
**PRINCIPAL**  
K.N. Bakshi College of Education  
Bengabad, Giridih

1. At the onset of the meeting Principal Dr. Ravindra Kumar welcomed the members and informed the importance of library so we will work out to develop our library.
2. Mrs. Reena Saw, co-ordinator continued the meeting as per agenda. She requested the members to provide their suggestions for discussion on the better function of the library:
  - i. Mr. Pawan Kumar Suman suggested that a helping hand is required for librarian to provide better services for users.

It was finalised to recommend management for the appointment of a helping hand for librarian.

- ii. Mr. Jamshed Ansari, student proposed to keep more reference and B.Ed. text books both of English and Hindi editions.

All the members appreciated the proposal. It was decided to prepare the list of books to be purchased and the list will be forwarded to Management for approval.

3. Librarian Mr. Binay Kumar informed about the requirement of more racks and almirhas to keep more books.

It was finalised to keep more bookshelf to keep more books.

4. Since there were no other points for discussion, so the meeting was concluded with vote of thanks.

*R Kumar*

Signature of Principal

**K.N. Bakshi College of Education  
Bengabad, Giridih**

*Reena Saw*

Signature of Coordinator

*Amit Anand*

**PRINCIPAL**

**K.N. Bakshi College of Education  
Bengabad, Giridih**



**K.N.Bakshi College of Education, Karmatand, Bengabad, Giridih,**

**Jharkhand-815312**

**NOTICE FOR LIBRARY MEETING**

Date. 17/06/2018

A Library meeting is scheduled to be conducted on 18/06/2018 in the Library hall of the College at 10.30 a.m. There for all the members of Library Committee are requested to attend the same to discuss as per the agenda mentioned below;

**Agenda:**

1. Book bank
2. Subscription of magazines and news papers
3. Notice board and suggestion box for library

R Kumar  
Principal

K. N. Bakshi College of education.

**PRINCIPAL**

**K.N. Bakshi College of Education  
Bengabad, Giridih**

Pratibha Singh  
Principal

**PRINCIPAL**

**K. N. Bakshi College of Education  
Bengabad, Giridih**



**K.N.Bakshi College of Education, Karmatand, Bengabad, Giridih,**

**Jharkhand-815312**

Library Committee Minutes of meeting

Date. 18/06/2018

The library committee meeting was held on 18/06/2018 in the library hall at 10:30 A.M. and the following points were discussed as per below mentioned agenda:

**Agenda:**

4. Welcome address
5. Book bank
6. Subscription of magazines and news papers
7. Notice board and suggestion box for library
8. Closing remarks

Following members were present in the meeting;

Sl No.	Name	Designation	Committee Member	Signature
1	Dr. Ravindra Kumar	Principal	Chairman	R Kumar
2	Mr. Ajit Kumar Singh	Vice principal	Member	Ajit Kumar Singh
3	Mrs. Reena Saw	Faculty	Co-ordinator	Reena Saw
4	Mr. Pavan Kumar Suman	Faculty	Member	Pavan
5	Mr. Madan Kumar Pandey	Administrative	Member	Madan
6	Mr. Binay Kumar	Librarian	Member	Binay
7	Mr. Kush Kumar	Alumni	Member	Kush Kumar
8	Miss. Soni Kumari	Alumni	Member	Soni Kumari
9	Miss. Simpi Bharti	Student	Member	Simpi Bharti
10	Miss. Pallavi Kumari	Student	Member	Pallavi Kumari

At the onset of the meeting Principal welcomed the members and encouraged all the members to make them more concern about library, there after the meeting was continued by coordinator Mrs Reena Saw and following decisions were taken;

*Ajit Kumar Singh*  
**PRINCIPAL**  
K.N. Bakshi College of Education  
Bengabad, Giridih

1. It was decided to create book bank in the library by keeping text books from every semester.
  2. It was also decided to subscribe some magazines and also news papers of Hindi and English edition.
  3. Mr. Ajit Kumar Singh, Vice principal suggested to put a notice board and suggestion box on a prominent place of library, which was approved by the committee.
- Principal closed the meeting with the vote of thanks.

*R Kumar*  
Signature of Principal  
**PRINCIPAL**  
K.N. Bakshi College of Education  
Bengabad, Giridih

*Reena Sahu*  
Signature of Coordinator

*Ajit Kumar Singh*  
**PRINCIPAL**  
K.N. Bakshi College of Education  
Bengabad, Giridih



**K.N.Bakshi College of Education, Karmatand,Bengabad,Giridih,**

**Jharkhand-815312**

**NOTICE FOR LIBRARY MEETING**

Date. 10/07/2019

A Library meeting is scheduled to be conducted on 15/07/2019 in the Library Hall of the College at 11.00 a.m. There for all the members of Library Committee are requested to attend the same to discuss as per the agenda mentioned below;

**Agenda:**

1. National and international journals
2. Deep cleaning of library
3. Installation of printer cum photo copier

*Rkumar*  
Principal

K. N. Bakshi College of education.

**PRINCIPAL**

**K.N. Bakshi College of Education  
Bengabad, Giridih**

*Asst. Principal*  
**PRINCIPAL**  
K.N. Bakshi College of Education  
Bengabad, Giridih



**K.N.Bakshi College of Education, Karmatand, Bengabad, Giridih,**

**Jharkhand-815312**

**Library Committee Minutes of meeting**

Date. 15/07/2019

The library committee meeting was held on 15/07/2019 in the library hall at 11:00 A.M. and the following points were discussed as per below mentioned agenda:

**Agenda:**

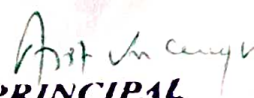
4. Welcome address
5. National and international journals
6. Deep cleaning of library
7. Installation of printer cum photo copier
8. Closing remarks

Following members were present in the meeting;

Sl No.	Name	Designation	Committee Member	Signature
1	Dr. Ravindra Kumar	Principal	Chairman	R Kumar
2	Mr. Ajit Kumar Singh	Vice principal	Member	Ajit Kumar Singh
3	Mrs. Reena Saw	Faculty	Coordinator	Reena Saw
4	Mr. Pavan Kumar Suman	Faculty	Member	Pavan Suman
5	Mr. Madan Kumar Pandey	Administrative	Member	Madan Pandey
6	Mr. Binay Kumar	Librarian	Member	Binay Kumar
7	Mr. Jamshed Ansari	Alumni	Member	Jamshed Ansari
8	Miss. Namrata Patel	Alumni	Member	Namrata Patel
9	Miss. Sneha Sinha	Student	Member	Sneha Sinha
10	Miss. Mousmi Tudu	Student	Member	Mousmi Tudu

The meeting commenced with a word of welcome by Principal Dr. Ravindra Kumar and brief about the agenda.

With the permission of the Chair, the coordinator conducted the meeting as per the agenda and the following decisions were taken:

  
**PRINCIPAL**  
K.N. Bakshi College of Education  
Bengabad, Giridih



1. It was decided to subscribe more national and international journals on education.
  2. It was decided to get rid of fungus, termite, moisture, dust and dirt accumulation deep cleaning of library will be done in every first week of the month by the supporting staffs of the college under the guidance of Mr. Binay Kumar, librarian.
  3. Librarian expressed the requirement printer cum photocopier for library. Principal and other members also agreed on the requirement of printer cum photocopier. Principal assured the house he will table the requirement before management for approval and allocation of funds.
- The meeting was concluded with vote of thanks.

*Rikumon*  
Signature of Principal

**PRINCIPAL**

**K.N. Bakshi College of Education  
Bengabad, Giridih**

*Reena Saw*  
Signature of Coordinator

*Pratim Kumar*

**PRINCIPAL**

**K.N. Bakshi College of Education  
Bengabad, Giridih**



**K.N.Bakshi College of Education, Karmatand,Bengabad,Giridih,**

**Jharkhand-815312**

**NOTICE FOR LIBRARY MEETING**

Date. 09/12/2019

A Library meeting is scheduled to be conducted on 12/12/2019 in the Library hall of the College at 10.30 a.m. There for all the members of Library Committee are requested to attend the same to discuss as per the agenda mentioned below;

**Agenda:**

1. Maintenance of a record of daily users
2. Working hour of the library
3. Conduct awareness programme on the benefits of library

*Rkumar*  
Principal

K. N. Bakshi College of education.  
**PRINCIPAL**  
K.N. Bakshi College of Education  
Bengabad, Giridih ✓

*Prithi Anand*  
**PRINCIPAL**  
K.N. Bakshi College of Education  
Bengabad, Giridih



**K.N.Bakshi College of Education, Karmatand, Bengabad, Giridih,**

**Jharkhand-815312**

**Minutes of meeting, Library Committee Date. 12/12/2019**

The library committee meeting was held on 12/12/2019 in the library hall at 10:30 A.M. and the following points were discussed as per below mentioned agenda:


**Agenda:**

4. Welcome address
5. Maintenance of a record of daily users
6. Working hour of the library
7. Conduct awareness programme on the benefits of library
8. Closing remarks.

Following members were present in the meeting;

Sl No.	Name	Designation	Committee Member	Signature
1	Dr. Ravindra Kumar	Principal	Chairman	Rkumar
2	Mr. Ajit Kumar Singh	Vice principal	Member	Ajit Kumar Singh
3	Mrs. Reena Saw	Faculty	Coordinator	Reena Saw
4	Mr. Pavan Kumar Suman	Faculty	Member	Suman
5	Mr. Madan Kumar Pandey	Administrative	Member	Madan
6	Mr. Binay Kumar	Librarian	Member	Binay
7	Mr. Jamshed Ansari	Alumni	Member	Jamshed Ansari
8	Miss. Namrata Patel	Alumni	Member	Namrata Patel
9	Miss. Sneha Sinha	Student	Member	Sneha Sinha
10	Miss. Mousmi Tudu	Student	Member	Mousmi Tudu

1. On the opening remarks Principal Dr. Ravindra Kumar welcome the members and thanks all the members for completing their responsibility in time. Mrs. Reena Saw, coordinator took over the charge after the opening remarks of Principal and continued the meeting as per agenda;

  
**PRINCIPAL**  
K.N. Bakshi College of Education  
Bengabad, Giridih

2. It was decided to maintain the record of every day step in to the library.
3. The committee discussed about the working hour of the library to make it more convenient and student centric. It was decided to increase the working hour of the library by which students and faculty members will take the advantage of facility of library services.
4. Mr. Pawan Kumar Suman, faculty member suggested to conduct an awareness programme on "the use of library and its benefits" among the students.

It was unanimously finalised the date 21<sup>st</sup> August 2019 to conduct the awareness programme in the auditorium of the college at 11.30 A.M. Mr. Ajit Kumar Singh, Vice principal, Mr. Pawan Kumar Suman and librarian were in charge to organise and conduct the awareness programme.

Coordinator Mrs. Reena Saw called it a day after the vote of thanks.

*R Kumar*  
Signature of Principal  
**PRINCIPAL**  
K.N. Bakshi College of Education  
Bengabad, Giridih

*Reena Saw*  
Signature of Co-ordinator

*Ajit Kumar Singh*  
**PRINCIPAL**  
K.N. Bakshi College of Education  
Bengabad, Giridih



**K.N.Bakshi College of education, Karmatand,Bengabad,Giridih,**

**Jharkhand-815312**

**Library Committee**

Minutes of meeting

It was not possible to conduct the meeting of library committee, for academic year 2020 due to lock down for covid-19 pandemic.

*R.Kumar*

Signature of Principal

**PRINCIPAL**

**K.N. Bakshi College of Education  
Bengabad, Giridih**

*Pratibha Kumari*

**PRINCIPAL**

**K.N. Bakshi College of Education  
Bengabad, Giridih**



**K.N.Bakshi College of education, Karmatand, Bengabad, Giridih,**

**Jharkhand-815312**

**Library Committee**

**Minutes of meeting**

**It was not possible to conduct the meeting of library committee, for academic year 2021 due to lock down for covid-19 pandemic.**

*R.K. Bakshi*  
Signature of Principal  
**PRINCIPAL**  
K.N. Bakshi College of Education  
Bengabad, Giridih

*R.K. Bakshi*  
**PRINCIPAL**  
K.N. Bakshi College of Education  
Bengabad, Giridih



**K.N.Bakshi College of Education, Karmatand, Bengabad, Giridih,**

**Jharkhand-815312**

**NOTICE FOR LIBRARY MEETING**

Date. 08/07/2022

A Library meeting is scheduled to be conducted on 09/07/2022 in the Library hall of the College at 11.00 a.m. There for all the members of Library Committee are requested to attend the same to discuss as per the agenda mentioned below;

**Agenda:**

1. Checking and verification of all the equipments and books
2. Arrangement of reading room
3. Activate the Automation soft wire of library
4. Installation of INFLIBNET

*R. Kumar*  
Principal

K. N. Bakshi College of education.

**PRINCIPAL**  
K. N. Bakshi College of Education  
Bengabad, Giridih

*Principals*  
**PRINCIPAL**  
K.N. Bakshi College of Education  
Bengabad, Giridih



K.N.Bakshi College of Education, Karmatand, Bengabad, Giridih,

Jharkhand-815312

Minutes of meeting, Library Committee

Date. 09/07/2022

The library committee meeting was held on 09/07/2022 in the library hall at 11:00 A.M. and the following points were discussed as per below mentioned agenda:

**Agenda:**

5. Welcome address
6. Checking and verification of all the equipments and books
7. Arrangement of reading room
8. Activate the Automation soft wire of library
9. Installation of INFLIBNET
10. Vote of thanks

Following members were present in the meeting;

Sl No.	Name	Designation	Committee Member	Signature
1	Dr. Ravindra Kumar	Principal	Chairman	R Kumar
2	Dr. Ajit Kumar Singh	Vice principal	Member	Ajit Kumar Singh
3	Mrs. Reena Saw	Faculty	Coordinator	Reena Saw
4	Mr. Pavan Kumar Suman	Faculty	Member	Pavan
5	Mr. Madan Kumar Pandey	Administrative	Member	Madan
6	Mr. Binay Kumar	Librarian	Member	Binay
7	Mr. Vikash Paswan	Alumni	Member	Vikash Paswan
8	Miss. Doli Kumari	Alumni	Member	Doli Kumari
9	Mr. Sunil Kumar Saw	Student	Member	Sunil Kumar Saw
10	Miss. Rani Kumari	Student	Member	Rani Kumari

The meeting was commenced with the welcome address of the Principal, there after Mrs. Reena Saw, coordinator conducted the meeting as per the agenda:

  
PRINCIPAL

K N Bakshi College of Education  
Bengabad, Giridih



1. Coordinator suggested all the members to check and verify all the books and other documents since the library was not functioning for long period for lock down due to pandemic.

As per the suggestion of coordinator it was decided to check and verify all the stocks of library on 25<sup>th</sup> of July 2022. Librarian Mr. Binay Kumar was instructed to keep the stock register ready, and it was also instructed college computer operator to be present on that day to check functioning of all the computers and software of library.

2. Librarian Mr. Binay Kumar proposed to rearrange the reading room of library and make some more sitting arrangements.

Principal instructed two supporting staffs to help librarian for the proper setting of tables and chairs and at the same time he assured to allocate some more chairs and tables to increase the sitting arrangement.

3. Mr. Binay Kumar informed that the library automation software is not functioning so we have to reactivate the same.

To reactivate the automation software it was decided to inform the person who uploaded the automation software; if necessary he will come and reactivate the software.

4. Dr. Ajit Kumar Singh, Vice principal suggested that for more modernisation of library it is required to install INFLIBNET for our library.

All the members agreed with the proposal and also it was decided to take the necessary steps to install INFLIBNET.

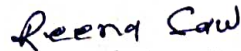
The meeting was closed after the vote of thanks.



Signature of Principal

**PRINCIPAL**

K N Bakshi College of Education  
Bengabad, Giridih



Signature of Coordinator



**PRINCIPAL**

K N Bakshi College of Education  
Bengabad, Giridih



# K. N. BAKSHI COLLEGE OF EDUCATION

Karmatand, Bengabad, Giridih, Jharkhand - 815312

2018-19

Committee Name : Library Committee

Incharge Name: Mrs. Reena Saw

Sl. No.	Name	Designation	Committee Member
1	Dr. Ravindra Kumar	Principal	Chair person
2	Mrs. Reena Saw	Faculty	In- Charge
3	Mr. Ajit Kumar Singh	Vice Principal	Member
4	Mr. Pavan Kumar Suman	Faculty	Member
5	Mr. Madan Kumar Pandey	Administrative	Member
6	Mr. Binay Kumar	Librarian	Member
7	Mr. Kush Kumar	Alumni	Member
8	Miss. Soni Kumari	Alumni	Member
9	Miss. Simpi Bharti	Student	Member
10	Miss. Pallavi Kumari	Student	Member

*Reena Saw*  
Incharge

*Arunima*  
Principal  
**PRINCIPAL**  
K.N. Bakshi College of Education  
Bengabad, Giridih

*Arunima*  
PRINCIPAL  
K. N. BAKSHI COLLEGE OF EDUCATION  
KARMATAND, BENGABAD, GIRIDIH



**K. N. BAKSHI COLLEGE OF EDUCATION**  
Karmatand, Bengabad, Giridih, Jharkhand - 815312

2019-20

<b>Committee Name : Library Committee</b>			
<b>Incharge Name: Mrs. Reena Saw</b>			
<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Committee Member</b>
1	Dr. Ravindra Kumar	Principal	Chair person
2	Mrs. Reena Saw	Faculty	In- Charge
3	Mr. Ajit Kumar Singh	Vice Principal	Member
4	Mr. Pavan Kumar Suman	Faculty	Member
5	Mr. Madan Kumar Pandey	Administrative	Member
6	Mr. Binay Kumar	Librarian	Member
7	Mr. Jamshed Ansari	Alumni	Member
8	Miss. Namrata Patel	Alumni	Member
9	Miss. Sneha Sinha	Student	Member
10	Miss. Mousmi Tudu	Student	Member

*Reena Saw*  
Incharge

*R. Kumar*  
Principal

**PRINCIPAL**  
K.N. Bakshi College of Education  
Bengabad, Giridih

*Ajit K. Singh*  
**PRINCIPAL**  
K. N. BAKSHI COLLEGE OF EDUCATION  
KARMATAND, BENGABAD, GIRIDIH



K. N. BAKSHI COLLEGE OF EDUCATION  
Karmatand, Bengabad, Giridih, Jharkhand - 815312

2021-22

Committee Name : Library Committee			
Incharge Name: Mrs. Reena Saw			
<b>LOCKDOWN</b>			
Sl. No.	Name	Designation	Committee Member
1	Dr. Ravindra Kumar	Principal	Chair person
2	Mrs. Reena Saw	Faculty	In- Charge
3	Mr. Ajit Kumar Singh	Vice Principal	Member
4	Mr. Pavan Kumar Suman	Faculty	Member
5	Mr. Madan Kumar Pandey	Administrative	Member
6	Mr. Binay Kumar	Librarian	Member
7	Mr. Jamshed Ansari	Alumni	Member
8	Miss. Namrata Patel	Alumni	Member
9	Mr. Anand Kumar Tiwari	Student	Member
10	Miss. Shalini	Student	Member

Reena Saw  
Incharge

RKumar  
Principal

PRINCIPAL  
K. N. BAKSHI COLLEGE OF EDUCATION  
KARMATAND, BENGABAD, GIRIDIH

Ajit Kumar Singh  
PRINCIPAL  
K. N. BAKSHI COLLEGE OF EDUCATION  
KARMATAND, BENGABAD, GIRIDIH



# K. N. BAKSHI COLLEGE OF EDUCATION

Karmatand, Bengabad, Giridih, Jharkhand - 815312

2020-21

Committee Name : Library Committee

Incharge Name: Mrs. Reena Saw

## LOCKDOWN

Sl. No.	Name	Designation	Committee Member
1	Dr. Ravindra Kumar	Principal	Chair person
2	Mrs. Reena Saw	Faculty	In- Charge
3	Mr. Ajit Kumar Singh	Vice Principal	Member
4	Mr. Pavan Kumar Suman	Faculty	Member
5	Mr. Madan Kumar Pandey	Administrative	Member
6	Mr. Binay Kumar	Librarian	Member
7	Mr. Jamshed Ansari	Alumni	Member
8	Miss. Namrata Patel	Alumni	Member
9	Miss. Shalini Bajpai	Student	Member
10	Miss. Sapna Verma	Student	Member

*Reena Saw*  
Incharge

*R. Kumar*

Principal

PRINCIPAL

K. N. BAKSHI COLLEGE OF EDUCATION  
KARMATAND, BENGABAD, GIRIDIH

*Ajit Kumar Singh*  
Principal

PRINCIPAL  
K. N. BAKSHI COLLEGE OF EDUCATION  
KARMATAND, BENGABAD, GIRIDIH



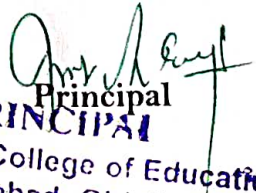
# K. N. BAKSHI COLLEGE OF EDUCATION

Karmatand, Bengabad, Giridih, Jharkhand - 815312

2022-23

Committee Name : Library Committee			
Incharge Name: Mrs. Reena Saw			
Sl. No.	Name	Designation	Committee Member
1	Dr. Ravindra Kumar	Principal	Chair person
2	Mrs. Reena Saw	Faculty	In- Charge
3	Mr. Ajit Kumar Singh	Vice Principal	Member
4	Mr. Pavan Kumar Suman	Faculty	Member
5	Mr. Madan Kumar Pandey	Administrative	Member
6	Mr. Binay Kumar	Librarian	Member
7	Mr. Vikash Paswan	Alumni	Member
8	Miss. Doli Kumari	Alumni	Member
9	Mr. Sunil Kumar Saw	Student	Member
10	Miss. Rani Kumari	Student	Member

Reena Saw  
Incharge

  
Principal  
PRINCIPAL  
K.N. Bakshi College of Education  
Bengabad, Giridih



# K. N. BAKSHI COLLEGE OF EDUCATION

Karmatand, Bengabad, Giridih, Jharkhand - 815312

2020-21

**Committee Name : Library Committee**

**Incharge Name: Mrs. Reena Saw**

**LOCKDOWN**

Sl. No.	Name	Designation	Committee Member
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Incharge**

**Principal**  
**PRINCIPAL**  
K.N. Bakshi College of Education  
Bengabad, Giridih



**K. N. BAKSHI COLLEGE OF EDUCATION**  
Karmatand, Bengabad, Giridih, Jharkhand - 815312

**2021-22**

<b>Committee Name : Library Committee</b>			
<b>Incharge Name: Mrs. Reena Saw</b>			
<b>LOCKDOWN</b>			
<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Committee Member</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Incharge

Principal