<table>
<thead>
<tr>
<th>CRF 11.1: Management Logistics</th>
<th>CRF 12.2: School of Ed, DED, &amp; Exec Ed Director</th>
<th>CRF 13.3: Administration</th>
<th>CRF 14.4: Office of the Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRF 15.5: Operations, PTA, &amp; PTO</td>
<td>CRF 16.6: Finance</td>
<td>CRF 17.7: Information Systems</td>
<td>CRF 18.8: Transportation</td>
</tr>
</tbody>
</table>

**Meeting Details:**
- **Venue:** Principal Office
- **Time:** 10:00-11:00
- **Frequency:** Monthly
- **Date:** Jan-24, Feb-27, Mar-20, Apr-17, May-20

**Areas of Focus:**
1. **Central Executive Team Meeting**
   - CRF 10.1: Executive Director
   - CRF 11.1: Management Logistics
   - CRF 12.2: School of Ed, DED, & Exec Ed Director
   - CRF 13.3: Administration
   - CRF 14.4: Office of the Principal
   - CRF 15.5: Operations, PTA, & PTO
   - CRF 16.6: Finance
   - CRF 17.7: Information Systems
   - CRF 18.8: Transportation

**Meeting Agenda:**
- Discuss budgetary issues.
- Review and approve the agenda.
- Consider any new business.
- Determine the next meeting date.

**Attendees:**
- Executive Director
- Administration
- Operations, PTA, & PTO
- Finance
- Information Systems
- Transportation

**Contact Information:**
- Chief Financial Officer: [Name]
- Executive Director: [Name]
- Principal: [Name]
Meeting principles:

1. Participation can be recorded only to the issues raised in the meeting and the recommendation can be a decision if the responsible professionals reach to an agreement.
2. Secretariat is responsible to hold the meeting in due time and ensure the minutes by next 48 hours and ensure circulation where necessary. This is an open document.
3. Copies of all minutes to be sent to the Meal Section and keep one in department file.
4. Meeting is the only forum where program issues will exclusively be discussed. Agendas like salary and other personal matters cannot be discussed.
5. The selection of the participants and information will have to be sent to the participants by at least one month before the meeting date and it will be done by the Secretary.
6. Meeting preparation must be accomplished at least one day before the meeting.
7. Meetings will be for motivation, sharing experiences and improvisation of operational implementation.
8. Meeting secretariat must maintain dignity of individual participants. So no negative criticism of individual in front of all. If it is done then be considered as offence.
9. Apart from this every week in each section will conduct a meeting.
10. Open secret method will be practiced in all the meetings.

Meeting Committee (casc)

<table>
<thead>
<tr>
<th>Chairperson</th>
<th>Frequency</th>
<th>Time</th>
<th>Month and Date</th>
<th>Venue/Principal Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD-G13CA</td>
<td>Monthly</td>
<td>0900-1700</td>
<td>30-09-18, 30-10-18, 30-01-19, 30-02-19</td>
<td>&quot;Central Executive Committee Chairperson&quot;</td>
</tr>
</tbody>
</table>

Executive Director

Executive Director

Santh Kuma Bhowmik

Proposal By:

27 December, 2021