

C.P.INTERNATIONAL SCHOOL, FARRUKHABAD

Minutes of the Meeting

Meeting Time: 12:35 P.M to 1:30 P.M

Date: July 13, 2019

In the Chair: Principal, Deputy Director

Attendees: Staff

Location: Reading Room

The Staff meeting was held on Saturday, July 13, 2019 in the Reading Room. The **Principal Dr. K.K.Srivastava** and **Deputy Director Mrs.Anju Rajee** in the Chair and the Staff being present.

TIME	ACTION	OUTCOME
12:35–12:45P.M.	<p>Syllabus Completion- As per the schedule decided by the coordinators/Trs must ensure that the students are satisfied/ confident to answer the questions.</p> <p>Ascertain that the students should be given sufficient time to revise the syllabus.</p> <p>20th July is the deadline for the correction of notebooks.</p> <p>Cramming should be discouraged and conceptual learning should be focused.</p>	
12:45–12:50P.M.	<p>Each class teacher is suppose to make the absentee list alongwith the defaulter list.</p> <p>Summary should be the integral part of all the reports.</p>	
12:50–12:52P.M.	<p>Observation report of XSeed is discouraging. Output is poor.</p> <p>Proper utilization is not being done.</p>	
12:52–12:54P.M.	<p>Task given to Mr. Pankaj that every teacher will note down their name/class/subject and topic they have covered on Smart class.</p>	
12:54–12:56P.M.	<p>Log books are roughly maintained and not regularly submitted.</p>	
12:56–1:00P.M.	<p>Class 10,11 and 12—radical changes are being brought about in CBSE (CBSE circular attached)</p> <p>Syllabus of class IX to be downloaded and handed over to the concerned teachers.</p> <p>One copy should be kept in the Library for Teacher's reference.</p>	



<p>1:00–1:02P.M.</p>	<p>A comprehensive report of the performance of the students from Test 1 to Test 2 to be prepared by the teacher and handed over to their respective Coordinators for their perusal and further to be forwarded to the Principal and Deputy Director. Each report should be precise. Format to be given to trs by the Coordinators.</p>	
<p>1:02–1:15P.M.</p>	<p>Question papers must be discussed with the HODs and Coordinators. Division of questions should be balanced and judicious. Students to be encouraged to ask their doubts. Atmosphere should be conducive. Students should be encouraged to speak in English.</p>	
<p>1:15–1:30P.M.</p>	<p>Mobile phones should not be used during school hours. Shortage:</p> <ul style="list-style-type: none"> • Furniture • Showers at the swimming pool. • Requirement for framework for Skeleton in Biology lab. 	

