

C.P.INTERNATIONAL SCHOOL, FARRUKHABAD

Minutes of the Meeting

Meeting Time: 2:20 P.M to 3:36 P.M

Date: August 31, 2019

In the Chair: HR Manager, Principal, Deputy Director

Attendees: Staff

Location: Library

The Staff meeting was held on Saturday, August 31, 2018 in the Library. The HR Manager Mr. Avinash Upadhyay, Principal Dr. K.K.Srivastava and Deputy Director Mrs.Anju Raje in the Chair and the Staff being present.

TIME	ACTION	OUTCOME
2:20-2:35P.M.	Information of ERP – Enterprise Resource Planning Staff was informed regarding the same. 2 sessions by the experts of ERP 1 st for Staff members and 2 nd for Parent Orientation program.	
2:35-2:45P.M	Staff was given the information by the Principal regarding the Insurance and Mediclaim Policy ICICI Lombard- Premium of 160/- Group Term Life Insurance- Premium of 512/- Mandatory for all the staff members.	Some of the staff members were not interested in the Mediclaim policy. HR sir told them that an application should be forwarded if the employee does not want to get covered.
2:45-3:00P.M	Committees to look after school matters were informed. Members of the various committees to sit together and discuss how and what to do.	
3:00-3:02P.M	Employee of the month will ne initiated soon.	
3:02-3:15P.M	Instructions were given to the teachers: Tr should be very particular in maintaining reord. Mobile phones should be submitted on daily basis. Tr should target Half yearly exam. Plan to be made-endorsed by the Coordinator and submitted to Higher Authorities. Plans to be made to improve the result of the students. Report regarding the above to be	



	submitted on 7 th September 2019.	
3:15–3:25P.M	<p>Teacher Assessment Plan was given to Mr.Shivam and it is to be circulated amongst the teachers. Certain parameters are set for the evaluation.</p> <p>One evaluation will be done by the Principal/Deputy Director.</p> <p>Another will be a surprise visit by an outsider/<i>Nominated by Management.</i></p> <p>6 Observations will be endorsed by the Coordinator, Principal and Deputy Director per Teacher.</p>	
3:25–3:33P.M	<p>Since we are 10 + 2 therefore challenges are many.</p> <p>We have to put in our best results.</p>	
3:33–3:35P.M	<p>Stock registers to be prepared by the Lab Incharges.</p> <p>1st page to be certified ,signed by the Incharges and endorsed by the Principal.</p> <p>Pages should be marked.</p>	
3:35–3:36P.M	<p>Noise Control- Attention grabber techniques should be used to draw thw attention of the students.</p>	

Shivam
31/08/2019

