

## **Points of Staff meeting held on 15 Feb, 2018**

A meeting of staff members was held on 15 February 2018 at APS Fatehgarh. The Principal presided over the meeting. All the staff members were present in the meeting. The following points were discussed in the meeting.

1. Strict instructions were given regarding completion of syllabus and correction in the view of forthcoming final examination.
2. It was emphasized that all teachers should revise important questions in the class.
3. The main focus of teachers should be on revision. The teachers should work hard with the students so that they secure at least 60% marks in exams. Special focus should be given on the weak children.
4. The students should be instructed to make separate revision note books for all subjects.
5. The teachers were instructed to select weak students and give them tasks to learn and the next day the teachers should check their learning.
6. The teachers should work hard to improve their API.
7. Some students should get 95% and above marks in annual exams.
8. The teachers should not simply tick the answers but the correction work should be completed with great precision.
9. While doing correction the corrected word should also be written.
10. The teachers should refrain from using mobiles in the staff room.
11. The staff room is meant for correction work only and its sanctity should be maintained.
12. The teachers were instructed not to leave their lunch boxes on the staff room tables.
13. All the teachers, ladies and gents must follow the dress code.
14. The teachers were instructed not to wear palazzo, jeans sports shoes etc in the school campus.
15. The teachers were instructed to reach class on time.
16. It was emphasized to make minimum use of chair while teaching as proper eye contact with students is not possible in sitting position.
17. The teachers should abstain from using abusive language in class. It was emphasized to use only formal language in class.
18. The teachers were given special instructions for evaluation of answer scripts for the annual exams.
19. Evaluation of answer scripts would begin after the commencement of annual exams after 26 February 2018.
20. The teachers were instructed to be cautious while handing over B sheets to the students during the annual exams.
21. The B sheets should be signed with date and handed over to the child.

22. The teachers should also check whether the B sheets are filled properly or not.
23. While awarding marks, all answers should be ticked.
24. Marks should be awarded in the left margin. In case a question has many parts, the marks of all the parts should be written on the right and then the total should be written on the left.
25. The mistakes should be encircled and then marks should be deducted.
26. For wrong answers zero should be awarded.
27. The teachers were instructed to deposit the details of their savings for income tax returns before 23 February 2018.
28. The format of question paper should be followed.
29. The teachers should give adequate time to set the question paper.
30. The school time during exam will be 8.10 a.m. to 2.50 p.m.
31. The teachers should reach for invigilation on time before children.
32. The question papers should be distributed at 8.30 a.m.
33. The teachers should motivate students how to write and start during the examination.
34. The invigilators should not use chairs during invigilation.
35. The relievers and the invigilators should reach class on time.
36. Principal Sir gave away the gifts to the teachers whose birthdays were in the months of January and February.
37. The gifts were also given to the teachers who had recently become proud parents.
38. Teachers should not punish the students and corporal punishment is completely banned in school.

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