

Minutes of staff meeting held on 1 July 2017

1-A meeting of staff members was held at APS Fatehgarh on 1 July after the summer break.

2-Principal sir welcomed the teachers and stressed on following points.

3-Keeping in mind the visit of the new chairman, Principal Sir gave many instructions to the teachers.

4-All the teachers were asked to pay special attention to neatness and cleanliness of their respective classrooms.

5-The teachers were asked to maintain their attendance registers and teacher's diaries.

6-Principal sir stressed that diaries and registers should be regularly and neatly filled.

7-He further announced new innovative prizes for best attendance registers and best teacher's diaries to encourage the teachers.

8-Teachers were asked to prepare lesson plans also. It was stressed by principal sir that traditional lesson plans should not be made.

9- He stressed that lesson plans should be application based and integrated with TAL.

10-Instructions were given to the teachers to minutely inspect their classrooms keeping in mind cleanliness, furniture etc.

11-The teachers were instructed to inform if anything was missing.

13-The classrooms should be well decorated with charts, time table and dust bin.

14-In the view of the periodic tests commencing from 20 July, the teachers were instructed to complete their syllabus and correction.

15-Principal sir further stressed that correction work should not be done carelessly.

16-If the teacher finds anything wrong in the students' note book, and encircles or cuts it, the correct word should be written by the teacher, as the students are ignorant and incapable of writing correctly themselves.

17-Improvement in the quality of teaching was greatly emphasized.

18-Principal sir gave strict instructions to the teachers not to use chairs while teaching.

19-He said that teaching while sitting is incomprehensible to the students.

20 –The back benchers fail to comprehend the topic. Hence it should be avoided.

21-Teachers should reach class on time.

22-Teachers should be well prepared for their lectures.

23-In case a teacher fails to remember the answer to a question, he/she should avoid giving wrong answer to the students and try to clear their query the next day.

24- Dress code should be strictly followed by all the teachers.

25-Career counseling of the students should be done at the time of choosing subjects. Counsel the students to choose subjects according to their caliber and knowledge. Positive points about different subjects should be told to the students.

26-An innovative idea of book bank was introduced by Principal Sir. The teachers were asked to convey the message to the students to donate their books to the library. A separate register will be maintained by the librarian to keep a record of such books.

27-A separate discipline register will be maintained. In case a teacher finds a student involved in indiscipline, his/her name should be noted in the indiscipline register. Then the child should be handled over to the incharge. Action taken against him should also be noted in the indiscipline register.

28-Great emphasis was laid on team work in the staff meeting. Team work leads to more ideas. Fruitful results will be gained by understanding the ideas of different minds. Collaborative efforts give positive results. Team work gives energy to all team members.

29- Usefulness of the new software Digicamp was told to the teachers. It will help in the exposure all information related to the children. Using password all information like fee,result, attendance etc. can be accessed.



AK Srivastava
Principal