

MoM of the Staff Meeting with the Principal

Date - 24 July 2020

Time - 11.40 am

Present in the Meeting:

- (1) **Mr Rakesh Sharma - Principal, O. P. Jindal School, Savitri Nagar**
- (2) Mr K. K. Pandey - Headmaster, OPJS Savitri Nagar
- (3) Teachers teaching in Classes KG to V
- (4) T. P. Rao - PGT (HOD – English)

Agenda – (1) Collecting feedback from Teachers on Online Classes and giving them suitable suggestions.

(2) Enquiring the presence of Senior Citizens in the house of Teachers and conveying to them the guidelines by the JPL Management.

Proceedings:

The Principal welcomed all the teachers in the meeting and conveyed his greetings. The following points were discussed in the meeting:

- The Principal enquired about the the Staff having Senior Citizens in their house and conveyed to them the guidelines and decision by the JPL Management in this regard.
- ThePrincipal conveyed the Results of Classes X and XII to the staff and congratulated all the Staff Members on this marvellous results in the year 2020. He further encouraged all the staff to keep the flag of the school always high.
- The Principal asked Mrs C. Radha for the feedback on Online Classes for KG Classes. Mrs C. Radha told that they have been sending the Audio & Video files to the students/ parents through Whats App. The Principal told her to focus on making the classes interesting.
- While enquiring about the attendance, Mrs Yogita conveyed that only 01 student is there who has not been attending the classes.
- The Principal told all the teachers to talk to parents and motivate the students to attend the classes regularly. He further told the teachers to keep a record of the attendance of the students.
- The Headmaster discussed the Attendance Format with the Teachers.

- The Principal told that the Class Teachers & the Subject Teachers to talk to the students who have not been attending the Online Classes.

Now, the Headmaster has presented the Plan of Communication with Parents/ Students. He mentioned that all the teachers will have the Google Forms to fill in.

- All the Class Teachers will talk to the Parents once in a week. They need to talk to the parents at least for 05 minutes. They should begin with a Positive input. The purpose is to have a good repo with parents.
- The Subject Teachers will get different date slots in a month for different subjects, to talk to the parents. For e.g., date 01 to 05 for subject 01, date 06 to 10 for subject 02, date 11 to 15 for subject 03, ... and so on.
- The Headmaster enquired if the Syllabus/ Revised Syllabus/ Deleted Portion has been conveyed to all the Students/ Parents or not.
- The Principal conveyed to the teachers that the school is planning for Online Test for Term-1 Exam which may be conducted in the 2nd week of August 2020.
- The Headmaster told that before conducting the Online Exams, an undertaking will be taken from the parents that the students will appear in the exam under the supervision/ invigilation of the parents.
- The Principal encouraged the teachers to put Offline Videos of short duration, especially in the Junior Classes, for the students who could not join the Online Classes before due to some or other reasons.
- The Principal reminded all the teachers to be vigilant on the discipline part during the Online Classes.
- The teachers were told to allow the students for the breakfst, snacks, water, milk etc. that they take during the Online Classes even if they are On the Screen. He even told the teachers to allow the students for call of nature as they do allow during the Offline Classes.
- The principal told the teachers to take extra care of the discipline and punctuality of their own wards, as we carry extra moral responsibility.
- The Principal further advised the teachers to take special care of their health as they may face the side-effects of Online Classes.
- The Headmaster told the teachers to politely counsell and encourage the parents to cooperate with the teachers and to pay the school fees regularlyb and timely so that the staff can draw their salary and the school may bear all the expences.
- The Principal conveyed to the teachers if the school does not get the fees regularly, it may face the financial constraints and the teachers need to be ready for the reduction in their salary. Though the school will try its best that the salary should not be reduced as the teachers are already in the 6th Pay only that too without many increments.

Meeting adjourned at 12.45 pm.

