

MoM of the Staff Meeting with the Principal

Date - 29 July 2020

Time - 12.30 pm

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 VI to XII

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

Proceedings:

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

- The Principal had a general review of the Online Classes.
- The Principal conveyed the decision of the Chhattisgarh High Court in brief, on the collection of Tuition Fee by the Private Schools. He added that as per the order of Hon'ble High Court, all the schools need to ensure that all the students of the school are covered through Online Classes. In this regard, he said that the Class teachers and the Subject Teachers need to –
 - ✓ Conduct zoom classes as per the plan of the school.
 - ✓ Ensure that all the students enrolled in a class are added in the Whats App group of that Class.
 - ✓ Ensure that the Whats App messages posted by them is seen by all the students.
 - ✓ In case, any student remains continuously absent for many days, talk to the student and the parents.
- The Principal conveyed that very soon he is going to post a message for the



parents regarding necessary minimum attendance of the students in Online Classes, all the Class Teachers need to post it in their CLASS Whats App group. He told the teachers to post it in all the Whats App groups that the Attendance of the Students will be considered for their Internal Assessment as well.

- Format of the Online Class Attendance was discussed.
- The Principal said that some students were found keeping their video off during zoom classes. All the students need to keep their video ON throughout the zoom classes. Teachers are also needed to show their face in video instead of their hands all the time.
- The Headmaster discussed how the teachers should use the mobile phone or the laptop so that all the time their face and white board is visible on the screen.
- The Principal told that hereafter the Subject HODs should see that 02 worksheets per class, per week is sent by the teachers to upload on the website of the school. Here Subject HODs can rotate the responsibility of preparation of Worksheets, so that every teacher teaching a class can get the chance of preparing worksheets. Wing Incharges were told to observe whether 02 worksheets, per week, per class, per subject is uploaded or not and report the same to the Principal.
- The Principal mentioned that the Syllabus in every class should go parallel.
- The Headmaster enquired if the reduction of syllabus and the revised syllabus is known to all the students or not, to this all the teachers answered positive.
- The Principal 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 shared that the results of OPJS Savitri Nagr is the best in the whole OPJS



group of schools. He further encouraged all the staff to keep the flag of the school always high.

- The Principal told the teachers to encourage the students of Class IX to attend NTSE Coaching Classes, being mentored by Mr. K.K. Pandey, if they are interested.
- The Principal told that the Class Teachers & the Subject Teachers should 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. It was conveyed that the teachers can sign out upto late night on the days when they are interacting with the parents. They need not to bother to sign out at 02.30 pm. The teachers were told to touch the fee matter too with a positive approach, while interacting with the parents, so that they pay the fee timely.
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- 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.
 - ✓ It will be conducted through Google Forms.
 - ✓ Only Objective type questions will be there.
 - ✓ IT department of the school will train the teachers to make Question Papers.
 - ✓ The Examination Deptt. Of the school along with IT Deptt. Will have a meeting with the Principal in the evening, in this regard.

- 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 by the parents.
- The HM discussed the Guidelines for the Teachers and the Guidelines for the Students regarding Periodic test – 1 and told that it will come soon to all.
- The HM said that all the teachers should plan and prepare their lessons properly before the Online Class. He further added that the teachers are expected to take the Online Classes in decent dress as the parents or anyone else may also join the Online Class at any time.
- The teachers were told to allow the students for the breakfast, 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 further advised the teachers to take special care of their health too, as they may face the side-effects of the 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 regularly and timely so that the staff can draw their salary and the school may bear all the unavoidable expences.



- The Principal reiterated that all the teachers should take collective efforts for maintaining discipline and regularity of the students in Online Classes. With an example, he mentioned that if a student is found guilty of creating disturbance or spreading any sort of filth, the Class Teacher and all the Subject teachers of that Class should take it seriously and move to bring Positive changes in that student and to maintain the discipline and sanctity of the class.
- Finally, the Principal enquired if any teacher has any difficulty related to Online Classes. The Principal attended some of the doubts raised by the teachers. The meeting concluded with a thankful note by the Principal.

Meeting adjourned at 01.45 pm.

