

Sixth Staff Meeting – 2020-21

Venue: Don Bosco School Udaipur

Date: 21-08-2020

Time: 10.00 am

As per the information passed on to the teachers of nursery, K.G I, K.G II and class I on August 9, a short staff meeting was held for concerned teachers in the school. The meeting was presided by Sr. Tessy Joseph. It began with a short silent prayer seeking the power of Holy Spirit to discern, discuss and draw correct action plan for the good of the students who are under our care.

The following teachers were present.

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| 1. Debashree Deb | 10. Bejoya Shib |
| 2. Rupashree Datt | 11. Moumita Das Gupta Gosh |
| 3. Aparna Rudra Paul | 12. Nabanita Saha |
| 4. Mou Sen Gupta | 13. Swati Majumder |
| 5. Ruma Saha | 14. Rinki Majumder Dey |
| 6. Wanroi Bareh | 15. Endry Surong |
| 7. Padha Chandra Molsom | 16. Sr. Kesory Toppo |
| 8. Sr. Shimtilin Kurbah | 17. Sr. Senovia Makri |
| 9. Sr.Kyntubha Sympli | |

The following were the Agenda for the meeting:

1. Periodical evaluation
2. Training for Basic computer skill
3. Foundation course in English
4. Medium of communication in the school

Periodical Evaluation: Sr. Tessy tried to elicit idea from teachers about the manner in which they can evaluate the students. She told them not to say as 'FA' which is the old term as of now 'PA' is the correct term. Since we are not able conduct any examinations in the normal way Sr. Tessy asked the teachers to prepare worksheet for their subjects. Worksheet should be made attractive, interesting and without any fault. There must be variety in each sheet. It must be prepared tidy as it goes out to the parents and to the public. Sr. Tessy informed the teachers that she will not compromise with quality of the worksheet. It will be given to parents and will insist the parents not to do the work for the child, rather allows the child to do the work. The date submission was fixed to August 31. As they prepare they can send to the school without waiting for the day of submission to print it out.

Training for Basic computer skill: Sr. Tessy told the teachers to make use of the opportunity, our computer labs can avail if they are interested to give foundation training to operate computer. Since we are moving to digital class room computer knowledge is unavoidable. The teachers were happy to attend the class and she told after consulting the computer teachers she will fix the date and communicate to them.

Foundation course in English: One of the major problems in the effectiveness of teaching is the communication skill. Most of us poor in our English and if teachers interested will give a foundation course in English after the computer course. The teachers were very happy about and Sr. Tessy took up the responsibility of arranging some persons who will help us in this regard. Date, time and other information will pass on to the teachers after the finalization.

Medium of communication: Sr. Tessy told the teachers as our medium to converse in English in the school, teachers who are laying the foundation for the English language should be fluent in communicating in that language, for from you the children are going to pick up and learn. Try your level best since digital platform offers vast opportunities for it. She told them not to shrink back rather come out smart, successful and effective.

After explaining her mind to the teachers she requested them to get into discussion and finalize who will prepare what subject and submit it to Sr. Shimtilin and Sr. Kesory for the approval and the final approval will be made by Sr. Tessy. She told them to give their mobile numbers to them to communicate in case of need for any correction or modification. Accordingly the teachers sat and prepared the following.

Names of the teachers.

Names	Subject	Ph. No
Debashree Deb	Eng-II(I), Maths (II)	8730035204
Bejoya Shib	Bengali (K.G- II)	9774034240
Rupashree Datta	Eng I(I), G.K (I)	8575554653
Moumita Das Gupta Gosh	E.V.S ,Bengali (I)	9863079806
Aparna Rudra Paul	Hindi (I)	9366919006
Nabanita Saha	Science (I)	7005273804
Rinki Majumder Dey	Nursery	8837304954
Mou Sen Gupta	Math, computer (I,III)	8794384696
Swati Majumder	English K.G I	8787426025
Ruma Saha	Maths (K.G-I)	9089099415
Wanroi Bareh	Eng,Maths ,Drawing (KG-II)	8794346360
Endry Surong	Science,GK,Hand- writing&Dictation(KG- II)	7085855030
Padha Chandra	Hindi(KG-II)	9366493439

Molsom		
Sr. Senovia Makri	Nursery	
Sr.Kyntubha Sympli	Nursery	

After the completion of the work teachers had spent some time in the school just talking and relaxing.
Every one departed by 11.50 am.