

Eleventh Staff Meeting

Venue: Ferrando Nivas Udaipur

Date: 28-11-2020

Time: 3.00pm

The information was passed on to the teachers of classes one to ten, three days advance about the staff meeting. The meeting started at 3.00pm in the residence of the sisters. The following teachers were present.

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| 1. Mrs. Mou Sen | 2. Tapan Kr.De | 3. Ms. Babita Majumder |
| 4. Ms.Suchanda Paul | 5. Ms. Ruma Ghosh | 6.Ms. Sradha Neogi |
| 7. Ms. Urmila Podder | 8.Ms. Kaveri Ghosh | 9.Sayani Mitra Sen |
| 10. Mr. Sagar Dey | 11. Mr.Sourin Das | 12. Mr. Dipankar Datta |
| 13. Mr. Raju Rai | 14. Mr. Subhadeep Chowdhury | 15. Debabrata Sarkar |
| 16. Mrinmoy Charaborty
Kumar Das | 17. Ms. Jagannath Saha | 18. Ms. Pranay |
| 19. Ms. Suman Majumder
Jamatia | 20. Thomas Molsom | 21. Badal Rani |
| 22. Rupasree Datta Nandi | 23. Debashree Deb | 24. Pulak Das |
| 25. Moumita Das Gupta Ghosh | 26. Dipa Dey | 27. Ruchira Ghosh |
| 28. Maitri Chowdhury | 29. Anirban Saha | 30. Aparna Rudra Paul |

The following Agenda were discussed

1. Online Classes
2. Mark Allocation
3. Syllabus for SA-11, Mode of SA-11 Exam, PA & SA Examination
4. Collection and distribution of checked Test copies and progress cards
5. Selection of the Text books for the new academic year
6. Syllabus for entrance test and question paper for entrance test

Online Classes: The use of study table app and online class will be viewed by parents as well, since the students of lower classes are unable to operate application by themselves. Sr.Tessy appreciated Sir Pulak and the team who were day and night behind the registration work which was a herculean task as the majority of our parents were not well versed in this field. However

teachers and parents need to patiently practice it for a period of time to get the best out of it. Prepare the lessons such a way that the teachers may not fall short of the evaluation by parents and the students keep interested till the end.

Mark Allocation: The SA-1 will convert into 80 and 20 marks will be given for PA which is to be divided according to the indication given in the report card. Some of the teachers have not done few of the criteria, which they need to adjust to with the present mark of the child.

Syllabus for SA-11, Mode of SA-11 Exam and PA: Sr.Tessy requested the teachers to send once again the syllabus for the SA-11 Exam. If teachers feel the need of any revision is they are free to do so. If the re-opening is delaying for the lower classes the exams will be conducted through Study Table. Teachers opined that it is difficult to conduct 100 marks through study Table. The desired types of questions are MCQ in various forms and a few short answers. The students need to get sufficient practice for the real examination. So teachers are asked conduct many exams in between, preferably at the end of each chapter. We decided to take the PA in the second half of January and SA -11 after the first week of March. The gap between in between the exam will be one day.

Selection of the Text books for the new academic year: Considering the hardship we underwent in the beginning of the year with regard to the books, this year teachers will be freed for two days or more to select the proper Text books for the year. Teachers must go through the books objectively and give their first, second and third preferences. Sr.Tessy requested the teachers to do this task with much seriousness as we are planning not to change the books for the coming few years.

Syllabus for entrance test and question paper for entrance test: Along with the application form we shall give the syllabus for the entrance test. This will help the parents to prepare the students for the test. Teachers of classes K.G.I to class VII need to prepare it. The entrance test will be on subjects like English, Maths, Science and few general questions for senior students. The question papers should be prepared and submitted latest by February and syllabus before the Christmas holidays.

Collection and distribution of checked Test copies and progress cards: Before the conclusion of the meeting Sr.Tessy distributed the list of the teachers who had to arrange the book and prepare the report cards.

A. Distribution of checked Test copies were scheduled to the following dates

Class	Date	Remark if any
1,7 & 8	04/12/2020	Due to some in-convince the date of classes 7 and 8 are postponed.
2,5 && 7	05/12/2020	Distributed from 9.30 to 1.30. Many parents came to take the test copies. A few are left.
3, 4 & 7	07/12/2020	

8	08/12/2020	
9 & 10	16/12/2020	

B. Distribution of progress report were scheduled to the following dates

Class	Date	Remark if any
1,7 & 8	18/12/2020	
2,5 & 6	19/12/2020	
3& 4		

Sr.Tessy thanked the teachers who were present. The meeting ended at 4.30 pm.