



## **MINUTES OF THE MEETING**

Date	:	22 August, 2024
Day	:	Thursday
Time	:	10:30am Onwards
Convened by	:	Mrs Amita Ganjoo (HM,SR)
Attended by	:	The TGT Staff
Leave of Absence	:	Ms Susmita S(TGT, English) Ms Deepti T (TGT, English) Mr Swapan M (TGT, Dance)

The following points were discussed in the meeting:

- Discipline Issues: Teachers were urged to monitor and report any discipline issues on a priority basis. It was emphasized that meetings with the parents of recurrent defaulters should be arranged to reinforce that the school takes these matters seriously.
- Cyber Policy Awareness: The cyber policy must be printed and displayed in all classrooms. Teachers should educate students on the importance of their online activities, emphasizing that uploading defamatory content or engaging in cyberbullying will lead to strict disciplinary actions, including the issuance of a white warning card.
- Teachers were reminded that mobile phones are not to be used during class time. They may only be used during free periods.
- It was noted that some staff members were not reporting on time for dispersal duty, zero periods, and transport duty. All teachers were requested to adhere strictly to the assigned times and ensure punctuality in fulfilling their duties
- Ms. Neha and Ms. Kavita, the inter-school incharges, are required to submit monthly reports detailing inter-school achievements. These reports should include the contributions of staff members and the specific achievements in each competition. This will help identify any areas where teachers may need additional guidance or support.
- The maintenance of the classroom is the responsibility of the class teacher. Any issues or damages should be reported immediately to Mr. Anil. Class monitors are to be empowered and encouraged to bring such cases to the teacher's attention promptly.
- HM, Sr informed the teachers that the last date to fill the UDISE form was last Saturday. Data must be compiled and submitted for all classes as soon as possible to meet the deadline.
- Teachers were instructed to print their lesson plans and bring them to class. This practice will help provide structure and clarity during class observations.
- Students who missed their medical check-up should be sent to the medical room after their half-

yearly exams.

- Mismatch exams are to be allowed only for genuine cases. Parents must inform the school via email about the reason for a student's absence from an exam. If the reason is medical, the medical record must be submitted within 48 hours. Teachers are responsible for thoroughly checking these records and guiding parents to submit them promptly without delay.
- CES Teacher Recognition Program Participation: Teachers were motivated teachers to work either in groups or individually to compile innovative pedagogies in their areas of specialization like AIoT, Art Integration and other innovative projects. She requested teachers to form groups and provide their details on a Google Drive link as soon as possible
- The School counselor advised the teachers to bring the extremely slow learners to the attention of the CFSI department for early intervention and assessment. Such cases will not be enrolled for PWD category at the time of CBSE Registration.

The meeting ended on a cordial note.

Compiled by:  
Philo Maria Alexander (PGT Psychology & Counselor)