**CMP MEETING FOR THE MONTH OF JUNE 2014**

1. Completion of syllabus.
2. Starting revision for FA-1.
3. Submission of FA-II grades on or before 5thjuly which has been conducted in the month of April.
4. Please use more and more TLMs & Teaching aids.
5. Whenever home works to be given, the assignment should be an easy and comfortable. That should not trouble to the parents or the students.it should be available easily to students or it should be according to his/her safe reach.
6. A befitting assembly program should be presented. All the special programme items should be filed.
7. Try to utilize the TLM or teaching aids during class room observation.
8. Minimum one/two classes to be observe for every teacher, so accordingly, please invite your HM or Principal. If necessary maintain a separate note of the list of classroom observation along with the lesson & class.
9. Last year we have slipped out model teaching class. This year it should be taken up very regularly. 1st week A section English, 2nd week B section maths, 3rd week Hindi for C section & 4th week EVS for D. The concerned subject teacher is responsible to inform the HM one day before for the arrangement of class & period. It should be rotated for which the timetable in-charge has to frame a separate time-table.
10. Film show should be taken up very regularly & the necessary records to be maintained.
11. Worksheets are taken up in A4 size full sheet paper only one/two classes will be given some folders. The other class & subject teacher should collect all the corrected papers from the students, and file them subject wise by putting some lace. So, that can be given back to the students at the time of their examination.
12. Some two/three punching machines and lace should be purchased by the worksheet in-charges.
13. In the last inspection Mr.Ashok Mishra had an impression that we neglect our correction work. So please do the correction very properly, for all the students, especially for the slow achievers.
14. Your corrected note books time table is as usual like last year i.e. 1st A on 1st day of the month & the other have to follow accordingly. But before FA-1, SA-1, FA-3 & SA-2, every child’s note should also be corrected and verified.
15. Though we have all the facilities better than the other schools, last year we could not maintain our tempo to conduct the e-content /PPT classes. This year all the electronic classes should be taken up as per the time-table and according to the convenient of the teacher record should be maintained with the in-charge accordingly. Whenever such classes are planned to be conducted the HM / Principal may be invited to witness the class and to enhance your confidence.
16. Whatever Saturday program is given that can be delivered by all of us. At the beginning the interested person can come forward and give their name along with the topic they want to deal with.
17. TLM bills should be submitted before 20th of every month along with the material. Once the projection or utilization is over the same may be returned to the concerned department.
18. Classroom display boards should be maintained all the time irrespective of inspection or supervision. Every classroom should have an inspiring thought on the top of the black board. It can be changed frequently whenever the class teacher feels to do it.
19. Display board for thought for the day & word of the day should be maintained regularly. CCA programmes and its display board should be maintained as per the schedule.
20. All the children should be given better practice with the clarification of meanings of the assembly programme songs and community songs.
21. The music teacher is expected to select two songs and two dances for Bal-Diwas programme and requested to give practice accordingly from now onwards.
22. The teams for Bal-Diwas programme such as Kho-Kho boys, Kho-Kho girls, class wise runners, group song and group dance participant’s names should be submitted to HM before 31st july.
23. Kho-Kho and other athletic competition expected programme should be taken up seriously and HM should be invited to see the programme once in a fortnight.
24. Library periods should be taken up sincerely and a record should be maintained.
25. Slow achievers should be identified and names should be given accordingly. So that the necessary measures can be taken up.
26. 3rd class CCE awareness programme for parents.
27. The 1st term attendance should be concluded in the last day of September 30th.