**SPS/Cir/25-26/36 Date: 31.07.2025**

**Notice**

Dear Teachers,

This is to inform you that, as you are aware, the **Parent-Teacher Meeting (PTM)** is scheduled for **01.08.2025 (Friday)** from **8:00 AM to 11:30 AM**. Teachers are requested to ensure that all students note it down in their diaries. All class teachers are requested to complete following duties **by today** positively:

1. **Board Decoration:** Teachers are requested to ensure that the class boards (soft board & white board) are properly decorated and display relevant student work or achievements. Decoration work should be completed **after dispersal. Following must be mentioned on the white board:** 
   * **Three highest attendance**
   * **Percentage with rank 1st, 2nd and 3rd.**
   * **Best Disciplined student.**
2. **Copy Bundling:** Teachers must arrange the answer sheets **student-wise for all subjects** and keep them properly bundled for easy access during the PTM.
3. **Excel Sheet Submission:** Teachers must fill in the provided Excel sheet with UT-I marks and submit it to the Examination Cell via email at [**examsainik322@gmail.com**](mailto:examsainik322@gmail.com)**.**
4. After cross-checking, the compiled Marksheet and the anecdotal register **must be signed by Principal Ma'am.**
5. Teacher must keep following records during PTM:
   * Answer Scripts
   * Feedback Form
   * Anecdotal Register
   * Compile Mark Sheet
   * **Fee defaulter List (highlighted one needs to be send to the Account Office)**
   * Pending Document list (inform parents and ask them to submit at the earliest)
6. Teachers have to come in proper formal dress with ID card.
7. Attendance is mandatory. No leave will be granted on Friday (01.08.2025)
8. **Duty List (01.08.2025):**

|  |  |  |
| --- | --- | --- |
| Floor | Assigned Teacher | Signature |
| Ground Floor (Entry) | Ms. Sneha |  |
| Ground Floor (Rama Block) | Ms. Shreya |  |
| Ground Floor (Shyama Block) | Mr. Bhagauti |  |
| First Floor | Mr. Rajeev |  |
| Second Floor | Ms. Anjulika |  |

**Additional Duties:** The following teachers will sit in the class with respective class teachers of the mentioned classes.

|  |  |  |
| --- | --- | --- |
| Class | Teacher | Signature |
| Pre-Primary (Activity Room) | Ms. Radha |  |
| I | Ms. Komal |  |
| XI-Sci | Mr. Abhishek |  |
| XII-Sci | Mr. Neetesh |  |

1. The school timing for teachers tomorrow will be from **7:15 AM to 2:00 PM.**

All concerned teachers are requested to complete the above tasks with responsibility and punctuality.

**Principal**  
**Sainik Public School**