

ST. JOSEPH'S MAT HR. SEC. SCHOOL POONAMALLEE

CONSOLIDATED REPORT FOR THE MONTH OF NOVEMBER 2017

MEETING / SEMINARS:-

- We had regular working committee meeting every day in the evening and there we discussed about the day and next day's activities.
- Principal along with 15 selected students will be attending Exhibition cum Orientation Program on Kanavu Mei Padum Paadhai on Monday, the 13th November 2017 at IC & SR Auditorium, IIT, Madras.
- Students of Std XII Revan Rohith.D & Vijaya Krishna.P took part in Quiz Competition held at Dr. MGR Janaki College, Adyar on 29.10.2017 and secured II Place and were selected to participate in All India Level Quiz Competition based on the title INQUIZITIVE MINDS, CAREER LAUNCHER held at Dr. B. R. Ambedkar Bhavan, Bangalore on 12.11.2017.
- Principal had a meeting with the new teachers on 18.11.2017(Sat) at 1.00 pm.
- Four teachers – 2 from English department and 2 from mathematics department attended the In-service programme on 24.11.2017 at DMI College of Education, Palanchur.
- Administrator & Principle attended the review meeting on 25.11.2017 at DFT.



ACADEMIC:-

- All the regular activities are carried out as per the schedule.
- Administrator, Principal and admin team discussed regarding Hand book corrections.
- Pre-Half Yearly Examination commenced for the students of Std X & XII ON 07.11.2017.
- Teachers were instructed that when they go for invigilation they should check the rooms before the exam starts.
- II mid-term test revision to be conducted for the students.
- II term Hall tickets could be issued to the students who paid the II term fee.
- Students to be reminded regarding the Science record payment on.
- Std X & XII Pre-Half Yearly Exam arrangements to be carried out properly.
- Important questions to be collected from the Daily Thanthi Newspaper.
- Hand book corrections & Annual Report (Jan – Oct 2017) was carried out.
- Circular was given to the students of Class LKG to Std XII on 09.11.2017 regarding full working day on 11.11.2017(Sat). Tuesday's Timetable will be followed.
- Revision is being carried out for the students for the II Mid Term Test.
- Career Guidance Programme was conducted for the students of Std XII by Lions Club of Madras – Saidapet on 11.11.2017(Sat).
- Discussions were made regarding II Terminal Examination Timetable.
- As per Government announcement, due to rain school was declared holiday on 13.11.2017(Mon).
- Classroom arrangements to be made for Second Mid Term test.
- After the test revision to be carried out for the next day's test.

- Teachers were instructed to submit II Terminal Examination Question paper(Allied subjects) on 20.11.2017(Mon)and main subjects on 25.11.2017(Sat).
- Principal requested to place Suggestion boxes at various blocks.
- Teachers should instruct the students to maintain discipline in the examination hall while writing their exams.
- II Mid Term test commenced for the students of class LKG to Std XII.
- Textbook recommendation list for the academic year 2018 -2019 was verified by the concerned teachers department wise.
- Admin staff should check for completion of portions regarding II Terminal Examinations (subject wise: how many lessons completed).
- Students of Std I – XII had full working day on 18.11.2017(Sat), Monday's timetable was followed.
- II Terminal timetable was issued to all the students from Class LKG to Std XII on 18.11.2017(Sat).
- Teachers should know how to council their students from Std I onwards.
- Re-exam or practicals will not be conducted for the students who absent themselves.
- Teachers should check whether the absent students are completing their daily portions properly.
- PET staff should be instructed to stand on the verandas and co-ordinate with the in-charge teachers.
- II Terminal Examination Time table and portions was issued for the students who were absent.
- II Terminal Examination(Practicals) commenced for the students Std XI & XII.
- Vel Tech Engg. College will be conducting an Exposure test for the students of Std XII on 29.11.2017(Thur).

- Preparation for Fortnightly format I – X was carried out.

GENERAL:-

- New building construction work is going on.
- All regular activities were carried out.
- SMS was sent to the Fee defaulter students regarding payment of II term fee ON 07.11.2017(Tue).
- Teachers were instructed that whenever it rains students should be taken carefully for their break periods and they should not be allowed to switch ON / OFF the lights & fans.
- Teachers to be instructed to keep the staff rooms neat & clean.
- Students to be reminded regarding II Term Fee payment (not yet paid students).
- Teachers are practicing for Children's Day Programme.
- Teachers should instruct the Scouts & Guides to monitor the students during the break periods.
- Teachers were instructed not to beat or punish the children (corporal punishment highly discouraged).
- Principal meet the students travelling by Private Van & Auto of Primary classes and instructed the students regarding discipline in the van & auto on 17.11.2017(Fri).
- Lions Club of Madras conducted an Awareness programme on Diabetes for higher class students.
- Teachers were asked to continue practice for children's day.
- Circular was given to the participants of postponed Children's day competition which will be conducted on 25.11.2017(Sat) for the students of Std I – IX & XI.

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