



EAST WEST MODEL SCHOOL

TALIT, PURBA BURDWAN

PIN-713141

NOTICE

The following decisions were taken at the staff council meeting for improving the service of the school during the Academic Session 2026-27:

1. ISC students and students of Class X will be motivated to be more regular in attending their class. Instructional schedule meant for them will be compacted so that they do not feel any school hour is wasted.
2. Regular monitoring of student Attendance and contacting Guardians in case of long absence of a pupil will be done. Subject wise academic audit will be done in order to map the progress/ regress of a learner.
3. Class teacher will regularly check student details and report discrepancies (Sex/ Roll No / Photo/ Phone number/ Percentage/Rank) in writing. Name of the newly admitted students is to be entered into the Attendance Register as and when the student attends the class
4. Day Section assembly will be conducted 'house-wise'. A main Choir group comprising 10 to 15 members mainly from classes VI to VIII will be formed. For the morning assembly drummers will be chosen from classes IV and V so that they could be trained within a short while. 'End of the day' prayer at the weekend will be brought into practice.
5. Student centric Teaching-Learning (involving learners in the class) to be followed.
 - a. Board work is a must. Periodic use of Smart Board is desirable. Syllabus completion report is to be submitted in two phases (15 days and 5 days prior to the commencement of examinations). Work Copy of the students of the Junior Section must not be detained beyond two days.
 - b. Module based lesson planning is to be brought into practice. Log book entry is to be made in accordance with the modules prepared by the teachers. Special initiative will be taken for promoting the Communicative skill of the junior section students. School Wall magazine will be published (if possible separately for Literature, Science and Social Science) – at least 3 issues in a year.
6. Unit-II evaluation for students of IX-XII will be Project-based as per the recommendation of the council. For this purpose, project guidelines will be prepared centrally and shared with the learners. That project work is not a formality but a part of self-learning is to be made clear beforehand and non-submission reported in time. In order to ensure uniformity, students will be encouraged to make use of model project books prepared by the school.
7. Before every Block Examination teachers will henceforth submit two sets of question paper. Individual teachers may submit one set if two different teachers teach a subject in separate sections of a class. No deviation from standard and format is acceptable. However, pattern and weightage may vary depending on the nature of the class - Pre-primary, Primary or Senior section.
8. Questions must reflect the Outcomes identified and kept in focus while teaching. Questions may preferably be classified in 6 categories:
 - ✓ **Objective Type:** 1 x 15=15 (Memory) (Tick/Quote / Fill blank etc.)
 - ✓ **Short Answer Type:** 2x10= 20 (Comprehension)(Work out/ Say True or False etc.)



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- ✓ **Response Based:** $3 \times 6 = 18$ (Application) (Apply/ Re-produce/ Supply)
- ✓ **Analytical:** $4 \times 3 = 12$ (Analysis) (Recognize/ Match/Prove/ Justify)
- ✓ **Comparative/Contrastive:** $5 \times 2 = 10$ (Evaluation)(Distinguish/ Differentiate/ Identify the Odd)
- ✓ **To Test the Highest Skill:** $5 \times 1 = 5$ (Creation) (Bring out/ Compose/ Imagine/ Hypothesize).

Weightage will vary depending upon the Standard – higher or lower Class (e.g. Composition: 2 marks for each sentence in lower classes, one mark for one sentence in higher classes)

9. Each committee shall have a Convener. A Meeting Register is to be maintained by each committee and resolutions of each meeting must be written in the register. The Meeting Book is to be returned to the office at the end of the session and it will be re-issued to the new Convener at the beginning of the Session. The data committee would ensure that the website is updated and **records of events are kept under the following heads:** Name of event, date, place, no of participants, objective, success attained, problems faced, impact generated and suggestions for improvement. At every meeting (except the first) each committee will submit an **ATR covering the following points:** What was planned, whether achieved or abandoned, problems faced, measures taken. Annual SWOC analysis is a must for every committee and is to be completed in March every Year.

S. Ghosal 20/04/26

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