

ACTING PRINCIPAL'S REPORT

(for the month of March 2023)

1. STATISTICS :

1.1. Enrollments -

	CLASS	BOYS	GIRLS	OLD	NEW	BORDERS	TOTAL
1.	NURSERY	4	2	0	6	0	6
2.	LKG	3	5	6	2	0	8
3.	UKG	3	5	8	0	0	8
4.	I	2	5	6	1	0	7
5.	II	1	1	2	0	0	2
6.	III	0	0	0	0	0	0
6.	IV	2	2	4	0	0	4
7.	V	5	4	9	0	0	9
8.	VI	6	3	8	1	0	9
9.	VII	0	4	4	0	0	4
10.	VIII	3	0	0	3	1	3
	TOTAL	29	31	47	13	1	60

1.2. Total working days (including Saturdays) - 23 days

1.3. Holidays - 1 day (Holi)

1.4. No. of staff meetings conducted - 8 times

1.5. No. of meetings had with Director and Executive Director - 4 times

1.6. New Teachers/Staff joined - Nil

1.7. Theme of the month - Forgiving

1.8. Circulations : 3

1.9. No. of Condolence attended : Nil

1.10. No. of staff Interviews attended - 4

i. Sehnaj Yashmin— English - 24th March 2023

ii. Subrat Rabha— Science Teacher—24th March 2023

iii. Vungneimoi Simte - English—24th March 2023

iv. Khunungmayum Mercy Devi - Staff Nurse —24th March 2023

2. TEACHING & LEARNING :

2.1. **Soft Board work** : Inside and Outside Softboard work was initiated. The teacher's choose different themes for their respected classes. All the columns division made in the softboard represent different things, this is to elevate the knowledge and make the students well versed with the Values, mission and vision of our school.



2.2. **Strategic planning of Curriculum** : Strategic Planning of Syllabus for the whole academic year was successfully concluded. An Online excel sheet was created to fill the syllabus on the respective subject and classes, the teacher's in charged has finished filling all the sheets.

2.3. **Distribution of clubs to the Teacher's** : The teacher's were allotted different clubs to lead in the coming academic session. The incharge teacher will be responsible for the respective club for the whole year, making of different activities and planning will be its responsibilities. The details of the club and the incharges are reflected below :

SL. NO.	SCHOOL CLUBS	TEACHER INCHARGES
1	Literary Club: Reading, Writing, Speaking	Sehnaj Yashmin
2	Theatre and Drama Club/Performing and Visual Arts Club/Singing & Dancing Club	Vahneichin Hanneng
3	Eco Club (Environment / Herbal Gardening)	Rumi Talukdar
4	Science & Innovation Club	Subrat Rabha
5	Sports Club	Lemlalthang Chongloi
6	Art/Craft Club	Rebecca Laldinmawi
7	Travel and Tourism Club	Rijumoni Rabha
8	Health and Wellness Club	Letkhongam Haokip
9	Mathematics Club	Sonia Modi
10	Best out of waste/Recycle Club	N Silvia Touthang
11	Current Events Club	Mrinalini Kachari

2.4. Distribution of Registers/Committee In charges : The teachers are distributed with the registers in charge and different responsibilities and committees were formed. The following are the names of the teachers assigned in different fields.

School events – Teacher’s Day/Republic Day etc -	Shenaj Yashmin
School competitions –	N. Silvia Touthang
Interactions/Seminars/Workshops/trainings –	Vahneichin Hanneng
Meetings Minutes -	Merina
Outstanding students/Achievements –	Sonia Modi
Admission Inquiry -	Merina
Media Cell: Facebook/WhatsApp –	Vahneichin Hanneng & Lemlalthang Chongloi
Sports In charge:	Thangneo & Ngam
Red:	Silvia Touthang
Green:	Shenaj Yashmin
Blue:	Sonia Modi
Yellow:	Mrinalini Kachari
Nursery, Lkg, Ukg Sports Incharge :	Rebecca Laldinmawi, Rijumoni Rabha, Vahneichin Hanneng, Rumi
Examination:	Merina, Daniel
Grievance Cell:	Letkhongam & Rebecca
Admission Committee:	Merina, Mrinal, Neilenkim & Daniel
Student’s Welfare:	Silvia Touthang, Mrinalini and Subrat
Counselling cell:	Rev.Lempu & Mrinalini
Discipline:	Rev. Lempu, Md. Moi, Merina, Rijumoni , Rebecca, Subrat and Shenaj
Cleanliness:	Mrinalini, Silvia, Letkhongam, Subrat
Events collections:	Letkhongam & Vahmeichin

2.5. Micro-Teaching : Micro teaching is a teacher training technique for learning teaching skills. It employs real teaching situation for developing skills and helps to get deeper knowledge regarding the art of teaching. Different slots were given to the teachers and the teachers have done the Micro Teaching accordingly. It was very successful as many teachers were exposed to different type of teaching and there was feedbacks and appreciation given. The Micro teaching was conducted from March 27th till March 29th 2023.



2.6. Theme of the Month & Thought of the day : Theme of the month is introduced. Basing on the theme, each day new thoughts is implemented.

Thought of the Month **April : FORGIVING**

Date	Thoughts
12	"There is no love without forgiveness, and there is no forgiveness without love." - Bryant H. McGill
13	"If we really want to love, we must learn how to forgive."- Mother Teresa
17	"Surely it is much more generous to forgive and remember, than to forgive and forget." - Maria Edgeworth
18	"When you forgive, you heal. When you let go, you grow." - Anonymous
19	"We win by tenderness. We conquer by forgiveness." - Frederick William Robertson
21	"To err is human; to forgive, divine." - Alexander Pope
24	"The weak can never forgive. Forgiveness is the attribute of the strong." - Mahatma Gandhi
25	"Forgiveness is a powerful expression of the love within our soul." - Anthony Douglas
26	"There is no revenge so complete as forgiveness." - Josh Billings
27	"Forgiveness isn't approving what happened. It's choosing to rise above it." - Robin Sharma
28	"We must develop and maintain the capacity to forgive. He who is devoid of the power to forgive is devoid of the power to love." - Martin Luther King Jr.
29	"I believe forgiveness is the best form of love in any relationship. It takes a strong person to say they're sorry and an even stronger person to forgive." - Yolanda Hadid

3. TEACHERS' TRAINING/INTERACTIONS :

3.1. Micro Teaching Training : On March 21st 2023, an orientation on Micro Teaching was held. As some teacher are untrained this training was necessary. Teacher's were introduced with different types of teaching, how to conduct the class, the movements, the languages to be used, the conclusion an the board works.

3.2. Training on Smart Board/Interactive flat penal : The trainer of ExtraMarks the EduTech company Mr. Shakti raj came and conducted a demonstration on smart board on 30th March 2023. The various facilities which can be enhanced by the teachers while accessing to smart board was explained in detailed.



3.3. Training on Art & Craft : The training on Art and craft was held on 30th March 2023 by a group of trainer from Punjab. The trainer demonstrated many types of flowers which can be made out of waste paper and colorful papers.



4. GENERAL UPDATES/ACTIVITIES :

4.1. Staff profiling/documentation was made.

4.2. Two textbooks on cursive writing and conversation was introduced to the students.

4.3. Website development/update is done once/twice in a weekwith the help of IT Incharge Mimin Kipgen.

4.4. Softboard of 5 nos has arrived.

4.5. School Uniforms has arrived on 27th March 2023.



4.6. Bunk beds for hostels and benches for classrooms has arrived on 11th March 2023.



4.7. Interactive flat panel of two nos arrived on 17th March 2023. The two panel were installed in two classrooms.

4.8. Facebook is updated timely by the media team.

4.9. Uniforms and Books sale started from 27th March 2023.

4.10. Welcome card for the students to be given on the first day of the class is kept ready.



4.11. Hostel admission forms, rules and regulations are also made.

4.12. School Inauguration Program and and Invitation of 50 nos is printed.



4.13. Admission detail record has been made in excel sheet.

4.14. Staff Children concession/Sibling concession form was made and distributed.

4.15. School Laboratory equipment's/School materials from Bangalore arrived on 28th March 2023.

5. SCHOOL EVENTS/PROGRAMS:

5.1. PTM : Parent-Teacher Meet : Parent-Teacher meet was held on 14th March 2023. The students progress and performances were discussed by their respective class teachers to the parents. Feedbacks forms were given and the parents mostly appreciated the school management and the teachers.



5.2. Oasis India : A day of Prayer : On March 23rd, 2023, a day of prayer was held in the school organized by Oasis India. All the staff gathered in the staff room and with unison witness the day. The day was dedicated with praise and prayers points as the financial year ends.



6. SCHOOL ADVERTISEMENT, PROMOTIONS & ADMISSION CAMPAIGNS

6.1. Admission campaign detailed report was send it to Director and Executive director on 8th March 2023.

6.2. The Invitation and Banner for General PTM was made. The Invitation card was given to all our students parents.



6.3. Boarding facilities including Beds, Study room, wash room , dinning hall was added in the school website.

6.4. General PTM : On 11th March 2023, a general PTM was organized. The main objective of the PTM is to enable the parents understand the facilities facilitated by the school for the students. The fee structure, the course offered and about the community. The sequence of the meeting was :

1. Genesis of the school : Rev. Lempu
2. The facilities facilitated by the School : Lamtinneg
3. The community : Henminthang

The details of the people gathered are shown below :

Parents: 57 (10 New parents)

Students: 12

Staff: 19

Total: 69+19 = 88

The general meeting was a successful one, we have received a huge appreciation from the parents. Many parents tool the admission form by then. After the meeting a high refreshment was served.



6.5. A banner of a huge size was ordered and hanged on the football post. The banner is a school advertise banner.

6.6. **Local campaign : Revisiting/follow-up visit** : A Local campaign was initiated for two days i.e. 21st and 22nd March 2023 to reach the people to reconfirm for the admission. Almost all of our students houses were visited and called them for admission.



7. MAINTENANCE :

7.1. Benches needs repairing.

7.2. Class-3 (Out of 4fans,1fans not working) and (Out of 4light,1light not working)

8. AFOREPLAN :

8.1. Borders reporting 10th April 23

8.2. New students Parents orientation 11th April 23

8.3. School re-open 12th April 23

8.4. School inauguration on 18th April 2023

THANK YOU !

Submitted on : 4th April 2023

Report submitted by,
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