

ACTING PRINCIPAL'S REPORT

(for the month of May 2023)

1. STATISTICS :

1.1. Enrollments (1st April - 31st May)-

| | CLASS | BOYS | GIRLS | OLD | NEW | DAY SCHOLARS | BORDERS | TOTAL |
|-----|--------------|-------------|--------------|------------|------------|---------------------|----------------|--------------|
| 1. | NURSERY | 6 | 2 | 0 | 8 | 8 | 0 | 8 |
| 2. | LKG | 4 | 7 | 7 | 4 | 10 | 1 | 11 |
| 3. | UKG | 3 | 7 | 9 | 1 | 10 | 0 | 10 |
| 4. | I | 3 | 7 | 9 | 1 | 10 | 0 | 10 |
| 5. | II | 6 | 7 | 8 | 2 | 10 | 0 | 13 |
| 6. | III | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6. | IV | 7 | 5 | 7 | 5 | 11 | 1 | 12 |
| 7. | V | 10 | 3 | 10 | 3 | 12 | 1 | 13 |
| 8. | VI | 10 | 7 | 11 | 6 | 15 | 3 | 17 |
| 9. | VII | 5 | 4 | 5 | 4 | 8 | 1 | 9 |
| 10. | VIII | 9 | 2 | 0 | 11 | 7 | 5 | 11 |
| | TOTAL | 63 | 51 | 66 | 45 | 101 | 12 | 113 |

1.2. Total working days (including Saturdays) - 24 days

1.3. Holidays - 1 day

1.4. No. of staff meetings conducted - 6 times

1.5. No. of meetings had with Director and Executive Director - 3 times

1.6. New Teachers/Staff joined/Additional responsibilities -

i. Teacher cum Warden : Ms. Vahneichin Hanneng - 24th May 2023

ii. Teacher's CO-Ordinator cum Hospitality : Ms. Marina Lamrempui- 18th May 2023

iii. Project Implementation Assistant : Mr. Ngamminjang Haakip - 18th May 2023.

iv. Staff Nurse : Nemneihing Mate - 24th May 2023

1.7. Theme of the month - Considerate

1.8. Circulations : 4

1.9. No. of Condolence attended : 2

1.10. No. of staff Interviews attended -

i. Gayatri Rabha : Maths & Science Teacher - 12th May 2023 (Demo Teaching)

ii. Rahul Kalita : Maths & Science Teacher - 15th May 2023 (Demo Teaching)

iii. Chongpineng : English Teacher - 18th May 2023

iv. Hahat : Maths & Science Teacher - 25th May 2023

v. Twinkle Lamhoiting : Maths & Science teacher - 25th May 2023

1.11. Value of the month : Responsibility, care & Resilience

2. TEACHING & LEARNING :

2.1. Habit Champion : As every month a new Habit is imposed where in, all the students are expected to abide and to understand the particular habit and live in it. The student who posses all the qualities of the particular habit of the month are given a badge of honour, the students are expected to wear the badge everyday in the school. The following are the winners of the Habit Champion of the month May. They are :

NURSERY : Riyamoni Rabha

UKG : Puja Rabha

CLASS I : Pranay Rabha

CLASS II : Pingku Talukdar

CLASS IV : Sengku Sangma

CLASS V : Arabindra Daimary

CLASS VI : Manob Rabha

CLASS VII : Rumi Rabha

CLASS VIII : L. Aron Kipgen



2.2. Online/Hardcopy Teacher's copy : Teacher's guide books were distributed to all the teacher's except for the NCERT books.

2.3. Exam routine : For students FA-1 routine was made. And distributed accordingly.

| Date | Day | Class I | Class II | Class IV | Class V | Class VI | Class VII | Class VIII |
|---------|-----------|---------------------|---------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| 5-6-23 | Monday | Mathematics | Mathematics | English/ Grammar | V.Ed. & Life Skills | Social Science | Mathematics | Mathematics |
| 6-6-23 | Tuesday | English/ Grammar | EVS | V.Ed. & Life Skills | Computer | English/ Grammar | Hindi | Computer |
| 7-6-23 | Wednesday | Hindi | G. K | Social Studies | Hindi | Mathematics | Social Science | Social Science |
| 8-6-23 | Thursday | EVS | Value Education | Assamese | Social Studies | Hindi | English/ Grammar | English/ Grammar |
| 9-6-23 | Friday | G.K | English/ Grammar | Mathematics | G.K. | Science | Computer | G.K |
| 12-6-23 | Monday | Computer | Hindi | Science | Mathematics | Computer | Science | Science |
| 13-6-23 | Tuesday | Assamese | Computer | Hindi | Science | Assamese | Assamese | Assamese |
| 14-6-23 | Wednesday | Value Education | Assamese | Computer | Assamese | G.K. | G.K. | Hindi |
| 15-6-23 | Thursday | | | G.K | English/ Grammar | V.Ed. & Life Skills | V.Ed. & Life Skills | V.Ed. & Life Skills |

2.3. Sample question paper was distributed: The sample question for FA 1 was presented to the teachers. The teacher's made the questions according to the sample question given.

2.4. Holiday Chart : A Holiday chart was made comparing it with the neighbouring schools and CBSE school.

2.5. Teacher's Dairy : The dairy sent from the head office was distributed to all the staff of Oasis Academy. The teachers are compulsory asked to maintain its dairy to follow the check list.

2.6. Evaluation Card : The Marksheet are also made ready to print. There are three section of marksheet according to NEP.

2.7. Smart class/ Computer class : A clear guideline was given to the teacher to start with the hybrid class. The smart class and computer practical classes were plan accordingly. The students really had a fun learning week with the advance tools.



2.8. Monthly roster : Monthly roster is maintained where teacher's are given turns to different responsibility. The chart of May month is as presented below :

| PARTICULARS | TEACHER'S INCHARGE |
|---|--|
| Cleanliness & Hygiene (Washroom, Classroom & School Compound) | MISS MRINALINI KACHARI & MISS TWINKLE LAMHOITING |
| Safe & Security of the students (During school recess) | MISS N SILVIA TOUTHANG & SIR L LETKHONGAM HAOKIP |
| Welcoming & Greeting (Students & Parents – Before & After School) | MISS VAHNEICHIN HANNENG & MISS MARINA LALREMPUI |
| Discipline and code of conduct | MISS RIJUMONI RABHA & SIR LEMLALTHANG CHONGLOI |
| School Timings | MADAM REBECCA LALDINMAWI & MISS SONIA MODI |
| Students Grievances | MISS MARINA LALREMPUI & MISS CHONG-PINENG |
| Students Emergency (First Aid) | MISS RUMI TALUKDAR & MISS MARINA LALREMPUI |
| Students Departure (After School) | ALL THE LAST PERIOD TEACHERS OF THE RESPECTIVE CLASSES |

2.9. 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 **JUNE : CONSIDERATE**

| Date | Thoughts |
|------|---|
| 1 | He who doesn't consider himself is seldom considerate of others. - David Seabury |
| 2 | The habit of being uniformly considerate toward others will bring to you increased happiness. - Grenville Kleiser |
| 5 | Real strength entails being considerate and supportive of people's feelings. Mary Kay Ash |
| 6 | Be kind and considerate with your criticism, It's just as hard to write a bad book as it is to write a good book. - Malcolm Cowley |
| 7 | Take care, be kind, be considerate of other people and other species, and be loving. John Lithgow |
| 8 | "Lack of consideration for others is a lack of respect for self." |
| 9 | "A moment of consideration often prevents a thousand apologies." – Kevin J Anderson |
| 12 | "Youth is not the era of wisdom; let us therefore have due consideration." – Antoine Rivarol |
| 13 | "Our spirit is to be considerate and have compassion for people. It's a social responsibility." – Alan Wong |
| 14 | "The only true source of politeness is consideration." – William Gilmore Simms |
| 15 | "Consideration for others is the basis of a good life, a good society." – Confucius |
| 16 | Be kind and considerate to others, depending somewhat upon who they are. Don Herold |
| 17 | Develop the wise art of being radically truthful and remaining considerate, thoughtful, and safe. Claude Steiner |
| 19 | There is a world of practical religion in simply being considerate of others. Roger Babson |
| 20 | If we are kind and considerate, people will want to be around us, and we benefit from enduring circles of attention and care. P. M. Forni |

| | |
|----|--|
| 21 | When you are in Joy, you are compassionate. When you are in Joy, you are considerate and caring. Rhonda Byrne |
| 22 | “Be someone kind, and considerate, and you will be admired.” |
| 23 | “Considerate: Careful not to cause inconvenience or hurt to others.” |
| 26 | “Be kind and considerate, some people could be on the edge of giving up.” – Unknown |
| 27 | “A little consideration, a little thought for others, makes all the difference.” – A.A. Milne |
| 28 | “Real strength entails being considerate and supportive of people’s feelings.” – Mary Kay Ash |
| 30 | “The habit of being uniformly considerate towards others will bring increased happiness to you.” – Grenville Kleiser |

3. ADVERTISEMENT/CAMPAIGN/PUBLICITY :

3.1. Development of school stickers for advertisement : With the new and updated photos, a flyer is develop for the school advertisement. The flyer was distributed in different areas.



3.1. CBCNEI—Baptist New (quarterly magazines) : With the help of Boipu Serto, Mission secretary, CBCNEI. We contacted the Baptist News editor, the Centre's biggest circulation of magazine. Our advertisement will be published in April-June edition.

3.2. Child Sponsorship Campaign : A Campaign for the child sponsorship for the victims of Manipur was initiated. A google form along with the flyer was made available to the potential doners. The same was highlighted in School Website. Mr. Mimin Kipgen, the IT incharge of Oasis Academy took the main role in executing the same.



3.3. Boarders special performance: To publicise our school, the borders in the school presented a special presentation in the occasion of Father’s Day 2023 at KWS Azara. The students performed very well and all the parents appreciated their performance. The clips was edited and posted in our school Youtube Video.



STOMPING_Special MOTHER'S DAY performance_Boarders_Oasis Academy

76 views 3w ago ...more

3.4. Admission Campaign : On 19th May 2023, right after the Club activities the teaching and non-teaching staff headed towards neighboring villages and town for admission campaign. More stickers were placed to increase the visibility of the school. The teachers were divided into two groups. All the staff worked hard and executed their duties well.



4. GENERAL UPDATES/ACTIVITIES :

- 4.1. Registers are checked, the teacher's incharge of events and competitions record the details of the events.
- 4.2. Excel sheet to record the names of the Habit Champion was made, the competitions winners names are also recorded.
- 4.3. Website development/update is done once/twice in a week with the help of IT Incharge Mimin Kipgen.
- 4.4. Syllabus excel is also maintained in order to check the completion of the syllabus and the pace of the respective teachers.
- 4.5. The desktop were fixed for computer class by the office assistant Daniel Sona.
- 4.6. Facebook is updated timely by the media team.
- 4.7. Admission detail record has been made in excel sheet.
- 4.8. Exit/Clearance form was made for any staff planning to leave/resign the school.
- 4.9. Habit Champion, sports and competitions certificates were made and orders were placed.
- 4.10. The rules and regulations for IDPs were made.
- 4.11. Concession form was made for the IDPs who are effected by the Manipur conflicts.
- 4.12. 15th may 2023, sweaters arrived.

5. SCHOOL EVENTS/PROGRAMS:

5.1. Open House day : On 6th may 2023, Open house day was observed. The day event includes all the students exploring the hostels, the facilities of our school. It is the day when the students are given liberty to visit the hostel freely without permission, the borders also express themselves and share their experiences if asked.



5.2. Sports Activity/day : On 6th may 2023, right after the observation of Open house day the students were involved in games and sports activity. The sports in charge took the initiative and the students thoroughly enjoyed.



5.3. Club activities : On 19th May 2023, the school had Club activities. The school offered many different clubs where students are expected to join one club of their choice/interest, each club incharge chooses the topic and the whole students under the particular actively participate in the club activity. The main idea of introducing the Club is to encourage our students to not only get in engage in Academic activities but also in extra curriculars. Extracurriculars are a critical part of school application. They demonstrate who a person really is outside of the classroom and provide an opportunity to showcase the leadership skills and community involvement.



5.4. Colourful week : Colourful week was celebrated by the lower sections Nursery till UKG from Date 8th May to 11th May 2023, each day with different colours like Red, Yellow, Green and Blue. Colours are indeed the smiles of nature. The 'Colourful Week' celebration was a wonderful learning activity which helped children to sort and classify objects based on colours there by reinforcing cognitive skills.



5.5. Fancy dress competition : On 26th May 2023, the lower sections Nursery till UKG had fancy dress competition. Fancy dress competitions for kids are a popular activity at school, especially for nursery classes like LKG and UKG. Children eagerly look forward to it as it allows them to live their fantasies by dressing up in costumes and acting like their favorite characters, cartoons, or animals. They learn to imitate the mannerisms of the character or object they're dressed up as, and, may even create their own special traits and themes, which encourages children to "think outside the box," practice different emotions, and use their language skills to communicate. The best 3 custom were selected from each classes and certificates were given accordingly.



6. MAINTENANCE :

- 6.1. Class III Table
- 6.2. Chalk basket in 5 classes.
- 6.3. Long benches around 10 nos.

7. AFOREPLAN :

- 7.1. *Observation of World Environment Day*
- 7.2. *Formative Assessment– 1 from 5th-15th June 23*
- 7.3. *Handwriting competition (Nursery-class 2) on 16/06/23 ; (Class 4-class 8)on 17/06/23*
- 7.4. *International Yoga Day on 21/06/23*

THANK YOU !

Submitted on : 8th June 2023

Report submitted by,
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Acting Principal
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