



**UNACCO SCHOOL**  
**Excellence in Education**  
**Meitram, Imphal West District, Manipur**

**Annual Academic Report**

**(April 2019 - March 2020)**

1. The **FIRST Academic Session:2019-20** of the school for **Pre-Nursery to KG** started from **4<sup>th</sup> April '19**.
2. The **FIRST Academic Session:2019-20** for **Std. I to VII** started from **10<sup>th</sup> April'19**.
3. On 12/04/2019, it was decided by the Management that the **Transfer Certificate** of the students on Disciplinary ground will only be issued by the **Principal(s)/Issuing Authority(s)** after obtaining prior approval of the higher authority with immediate effect.
4. Important Committees e.g. **Time Table, Examination and Assembly Committees** were formed on 20/04/2019. Also selected teachers were designated the portfolio of the **Subject Incharges, Deputy Subject Incharges & Substitution Incharge**.
5. The “**Investiture Ceremony**” was organized on 04/05/19 (Saturday) to honour and confer the duties to the school ambassadors. The following children were designated as the “**Office bearers**” for the session 2019-20.
  - i) **SCHOOL CAPTAIN (Boys)** - Khundrakpam Tomthinganba (Std. VII-A)
  - ii) **SCHOOL VICE CAPTAIN (Boys)** - Tilakraj Thounaojam (Std. VI-B)
  - iii) **SCHOOL CAPTAIN (Girls)** - Ashtacia Waikhom (Std. VII-A)
  - iv) **SCHOOL VICE CAPTAIN (Girls)** - Konjengbam Laksmi (Std. VI-A)



6. In addition to the above, the following teachers were designated as **House Inchargess** and **Deputy House Incharges**.

**TOPAZ**

- i) Ms. PHURAILATPAM TAMPHAIBEMA DEVI – **I/c**
- ii) Ms. YUMLEMBAM ARUNA DEVI – **Dy. I/c**

**RUBY**

- i) Mr. MAIBAM KIRAN SINGH – **I/c**
- ii) Ms. SUSMA KEISAM – **Dy. I/c**

## **EMERALD**

- i) Mr.NINGTHOUJAM RAJENDRO SINGH– **I/c**
- ii) Ms.WAIKHOM NGANTHOI DEVI – **Dy. I/c**

## **SAPPHIRE**

- i) Ms.KRISHNAKUMARI AHEIBAM – **I/C**
- ii) Ms.SAPAM LILIMA CHANU – **Dy. I/c**

7. On 06/05/19,**KousikBiswas** took up the charge of the **Principal I/c** of the school.
8. The **Time Table** and the **Syllabus** split up of both the schools were reviewed after proper discussion between **Subject I/c&DyI/c** of both the schools. The same was co-ordinated by the **Principal I/cs** of both the schools. Finally the reviewed Time Table was circulated and brought into force with effect from 14/05/19.
9. The “**List of Committees**” were reviewed on 20/05/19. A bench consisting the **Principal I/c, Academic Director, Vice-Principal**, two teachers (transferred from UNACCO SCHOOL, Khongman) and one from UNACCO SCHOOL, Meitram was formed. Minor changes were made and the finalized list was circulated on 30/05/19.
10. On 28/05/19, **Dr.A.Sunder Singh (PGT Hindi)** of **UNACCO School, Khongman** was promoted to the rank of **Vice Principal** and transferred to **UNACCO School, Meitram**.
11. The Summer Break commenced from 15/06/19 till 29/06/19. The Holiday Assignments were distributed to the students on time.
12. On 15/07/19, **Mr. Alok Kumar Mohanty (Academic Director)** conducted a documentary video show on “**Chandrayan-2Mission**” in the Activity Hall to the students of classes **VI&VII**.
13. On 22/07/19, the School Management re-assigned the Duties and Responsibilities of the **PrincipalIncharges, House Masters, House Mistresses** and **Teachers** in order to streamline and improve the quality of the school.
14. On 27/07/19, Shri N Rahul Singh CTO, UNACCO, circulated the IT Security Policy 1.0, Back up Policy 1.0 & Anti-Virus Policy 1.0, after the approval from the Chairman.
15. On 14/08/19, **Mr. SapamIchangbaMeetei** joined the school as the “**Parent Relation Officer.**”
16. On 19/08/19, **Ms. SapamBishwalata Devi** joined the school as **PRT-Computer**.
17. On 10/09/2019,the amended rules with respect to “ **Smooth Conduct of Examinations**” were brought into force.
18. On 24/08/2019, “Teacher Improvement Committee” was formed comprising the following as members.
  - a) Shri L Khogen Singh (CEO)
  - b) Shri N Shyamchand Singh (Head Admin Academic)
  - c) Shri P Surachandra Singh (Principal I/c, US, Khongman)
  - d) ShriKousikBiswas (Principal I/c, US, Meitram)
  - e) ShriAlok Kumar Mohanty (Academic Director)
19. On 04/10/2019, the “Guidelines on Parent Teachers Meeting” came into force with immediate effect.
20. A “School Curriculam Committee” was constituted for both the schools (Khongman&Meitram) on 04/10/2019. The following Unit Heads are the members-
  - a) Mr. L. Khogen Singh - CEO
  - b) Mr. N. Shyamchand Singh - Head Admin (Academic)
  - c) Mr. Alok Kumar Mohanty - Academic Director
  - d) Mr. P. Surachandra Singh – Principal, US-Khongman

- e) Mr. Kousik Biswas – Principal I/c, US-Meitrang
21. On 10/10/2019, the “Policies for Educator’s Evaluation” and the criteria for “Assessment of Class Room Teaching” was drafted and circulated to all the Heads after approval by the Chairman.

### **EXAMINATIONS HELD**

22. “**Periodic Test-1**” for Classes **Nursery to VII** started from 30/05/19 and continued till 12/06/19.
23. Half Yearly Examination 2019 for -
- i) Std. **Pre-Nursery to K.G** was held from **16/09/2019 to 01/10/2019**.
  - ii) Std. **I to VII** was held from **12/09/2019 to 03/10/2019**.
24. The Periodic Test-II for Std. Nursery to VII started on 23/11/2019.
- i) For Nursery, the test will end on 02/12/2019.
  - ii) For K.G, the test will end on 04/12/2019.
  - iii) For Std. I, II, VI & VII, the test will end on 06/12/2019.
  - iv) For Std. III, IV & V, the test will end on 07/12/2019.
25. The Annual Examination 2019-20 for Std. Pre-Nursery to VII started from 19/02/2020.
- a) For Std. Pre-Nursery – exam will end on 04/03/2020.
  - b) For Std. Nursery and K.G. – exam will end on 06/03/2020.
  - c) For Std. I, II, VI & VII – exam will end on 07/03/2020.
  - d) For Std. III, IV & V – exam will end on 09/03/2020.

### **PARENT TEACHERS INTERACTIONS**

26. The **1<sup>st</sup> Parent Teacher Interaction** for Std. **Pre-Nur to VII** was held on 12/07/19.



27. **2<sup>nd</sup> Parent Teacher Interaction** for –
- a) Std. Pre-Nur – K.G was held on 11/10/2019.
  - b) Std. I-IV was held on 18/10/2019.
  - c) Std. V-VII was held on 19/10/2019.

The PTI were held in an unique way in which the parents obtained the feedback of the progress of their wards from each and every subject teachers.

### **CO-CURRICULAR ACTIVITIES/COMPETITIONS**

28. The **1<sup>st</sup> Inter House Drawing Competition** (Classes **I to V**) was held on 10/05/19(Friday).
29. The **1<sup>st</sup> Inter House Creative Writing Competition** (Classes **VI to VII**) was held on 10/05/19(Friday).
30. On 20/07/19, the **1<sup>st</sup> Inter-House Art & Craft Exhibition** (Std. **I –V**) and **1<sup>st</sup> Inter-House Science Exhibition-cum-Competition**(**VI-VII**) was organized in the **Training Hall** and the **Activity Hall** of the school respectively.



31. On 27/07/19, the **1<sup>st</sup> Inter-House Dance Competition** (Std. **V-VII**) was organized in the **Training Hall**, Meitram.



32. The **1<sup>st</sup> Inter House Patriotic Song Competition** was held on 16/08/2019.
33. The **1<sup>st</sup> Inter House Painting Competition** for Std. **Pre-Nursery to K.G** was held on 19/08/19.
34. The **1<sup>st</sup> Inter House English Debate Competition** for Std. **V-VII** was held on 31/08/19 at the **Training Hall**, Meitram.



35. The 1<sup>st</sup> Inter-House Rhyme (Std. Pre-Nur to K.G) & Recitation (Std. I to V) Competition was held on 09/09/19 at the Training Hall of the school.



36. 1<sup>st</sup> Inter-House English Extempore Competition for Std. V-VII was held on 23/10/19.



37. 1<sup>st</sup> Inter-House Table Tennis Tournament for Std. V-VII was held from 24/10/19 to 26/10/19.

38. On 08/11/2019, the “1<sup>st</sup> Cultural Programme for Std. Pre-Nursery to II” was held in the Assembly Ground of the school. The parents of the above students were invited. It was a holiday for the students of Std. III to VII.



39. On 14/11/2019, a Letter Writing Competition, as a part of “National Level Dhahi Akhar Letter Writing Campaign 2019-20” , on the theme “Dear Bapu You are Immortal” was held in the school. It was organized by the Superintendent of the Post Offices, Manipur Division, Imphal. The students of Std. VI & VII participated in it.

40. On 16/11/2019, the “1<sup>st</sup> Inter House Quiz Competition for Std. V to VII” was held in the Training Hall of the school.

41. The **1<sup>st</sup> Annual Sport Meet 2019-20** was held in the school premises from 11/12/2019 to 14/12/2019. All the students from Std. Pre-Nursery to VII participated in the sports. The meet was held with a grand opening ceremony with March past by the house members, torch lighting, flag hoisting etc. were held. A lot of items e.g. Sprint, Long jump, High jump, Shot put, Tug of war, Relay race, Marathon, Badminton, Chess, Carom etc.



42. On 01/02/2020, the prize distribution ceremony for the Annual Sport Meet 2019-20 was held.

- A) Overall Winner – EMERALD HOUSE
- B) Runner up – SAPPHIRE HOUSE
- C) Best House Duty – TOPAZ HOUSE
- D) Prominent House – RUBY HOUSE.



## ACTIVITIES AND EVENTS

43. On 17/04/2019, a team from **Manipur Fire Service** conducted a **DRILL on Fire & Safety** in the school campus.



44. On the occasion of the “**World Environment Day**” on 5<sup>th</sup> June. Two officials (**O.Meena** and **Ch.Bembem-SpecialTeacher, ZEO Zone-1**) from the **Education Department, Govt. of Manipur** visited the school and planted trees along with the Unit Heads and the children.



45. The “**Annual Educational Excursion**” was conducted from 17/06/19(Monday) to 22/06/19(Saturday). A team comprising of **33(thirty three) children (16 boys & 17 girls)** and **3(three) Escort Teachers** of both the schools visited **Shimla, Manali, Kullu, Rohtang Pass & New Delhi**. The team returned to Imphal on 22/06/19(Saturday). The trip was completed successfully. The students were found to be very excited and a good feedback was obtained from the parents.



46. On 23/07/19, remembering the **Kargil Vijay Diwas**, the officials of the **5<sup>th</sup> JAK RIFLES, C/O 99APO** organized :

- i) A **Career Counselling cum Motivational Lecture** & a **Video show** on “**Kargil War**” in the school Activity Hall.
- ii) A **Pipe Band Performance** in the Assembly Ground.
- iii) A **Weapon display** in the Training Hall, Meitram.

The children were found to be highly excited to witness the shows.



47. On 08/08/19, a team of DOCTORS from “**Community Medicine Department, RIMS, Manipur**” approached the school and had an interaction with three teachers of the school on – “***Behavioral and Mental Health Problems of Students and the Recognition & Response by Teachers***”.

48. On 13/08/19, “**Patriotic Day**” was celebrated in the Activity Hall of the school.



49. In relation with the “**National Deworming Day**”, deworming tablets were fed to the students of Std. **Pre-Nursery to VII** on 16/08/2019. The tablets were fed to those students only whose parents gave the written consent to feed their wards.



50. On 23/08/19, 5 students under the Guide teacher (Ms. WaikhomNghanthoi Devi) participated in the “**Launching Programme of Pasteurized Toned Milk**” organized by the **Manipur Milk Producer’s Co-operative Union Ltd., Porompat** at **Hotel Classic, North AOC, Imphal**.
51. **Shri N. Irabanta Singh - Chairman, UNACCO SCHOOL, Shri Arup Mukhopadhyay – Principal Advisor, UNACCOSCHOOLS** and **Shri N. Shyamchand Singh - Head of Admin(Academic), UNACCO SCHOOL-Meitram** attended the **11<sup>th</sup> Edition of DIDAC INDIA** held on 24<sup>th</sup> September to 26<sup>th</sup> September ‘ 2019 at **BIEC, Bengaluru**.



52. **"Aadhaar Enrollment and Updation Exercise for school going children"** initiated by the **Director of Education(S), Government of Manipur** was organized by the **Zonal Education Officer, Wangoi, Government of Manipur** on 28/09/2019 at the **Training Hall** of the school.



53. Teacher's Day celebration was held on 12/10/2019.



54. On 28/10/19, the 18<sup>th</sup> UNACCO Foundation Day & Foundation Stone Laying Ceremony of UNACCO School, Hostel, Meitram was observed in the school premises.



55. A field trip for **Std.Pre-Nursery to KG** was organised at the “**Manipur Science Centre**”, Takyel, Imphal on 22/01/2020. 7 teachers of Lower Primary Wing, 137 students, 1 male sub-staff and 6 female sub-staff participated in the trip.
56. On 06/02/2020, the 3<sup>rd</sup> Medical Check-up of all the boarders (boys & girls) was held in the school.
57. On 10/02/2020, “National Deworming Day” was organized in the school. Out of 789 students, 625 students from Std. Pre-Nursery to VII were fed with deworming tablets.



### **WORKSHOPS/TRAININGS/SEMINARS**

58. A **Workshop** on “**Mathematics for Classes III to VIII**” conducted by **Ms. Bharti Bhasin** (Teacher of *Mathematics, Amity School, Gurgaon*) was held at the “**Senior Secondary Block of UNACCO SCHOOL, Khongman**” on 13<sup>th</sup> May, 2019. The following teachers of the Mathematics Deptt. attended the same -

- I. Ms.CH. SOPHIA CHANU
- II. Mr.N.RAJENDRO SINGH
- III. Ms.TH.DHANAPATI CHANU
- IV. Mr.H.DEVAKISHWOR SINGH
- V. Ms.BINESHWORI NONGMEIKAPAM
- VI. Mr.TH.SANATOMBA SINGH



59. A “**Training Programme** ” conducted by the **Chairman** was held on 01/06/19 at **Training Hall, Meitram**. The **CEO, Head Admin(Academic & Non-Academic),Academic Director, Principal Incharges, Vice Principals, HeadmistressSubject I/Cs, Dy.I/Cs** of both the schools participated in it.
60. A Three Days Teachers Orientation Programme for the teachers of both the schools was organized at UNACCO SCHOOL, KHONGMAN, Multipurpose Hall, from 15/6/19 to 17/6/19 during the Summer Break. The following persons were the speakers
- i) Shri N Irabanta Singh, The Chairman, Unacco Schools : The Chairman took his session on the last day on the following topics with the realatedvedio clips
    - Teachers need real feedback – Bill gates
    - Skill every child will need to succeed in 21<sup>st</sup> century by Drlaura A Jana
    - How to be an effective Teacher ? by Rajesh Aggarwal
  - ii) ShriAlok Kumar Mohanty, Academic Director, Unacco Schools : He took his session on the following topics with the related vedio clips
    - Understanding the child
    - Different types of Education
    - Classroom management
    - Three Principals of Teaching
  - iii) Shri N Hemanta Singh, Editor Sanalaibak : The editor on the last day talked about the present education system, School timings, weight of the school bags etc followed by interaction with the teachers
61. On 29/06/19, a **Training Programme** for the **Teachers** on “**Handling Edulooker**” was organised by the **MIS Dept.** at the **Training Hall, Meitram**. **Mr.KhundrakpamSushil, Senior Software Developer, Globizs Web Solution Pvt. Ltd. Imphal**, was the **Technical Instructor**.
62. On 09/07/19, a **Training Program** on “**Employees Leave Rules and Procedures**” was organized by the HR department. It was held in the Training Hall, Meitram and attended by the **Principal I/C, Vice-Principal, AcademicDirector, Headmistress, Teacher In-charges, Deputy Teacher In-charges** and the **Co-curricular activity In-charges** of both the schools.
63. The **Principal I/C** and the **Academic Director** attended a seminar on “**Hubs of Learning**” conducted by the **CBSE, New Delhi** at the **Multipurpose Hall, UNACCO SCHOOL, Khongman** on 30/07/19. The resource person was **ShAl Hilal Ahmed** from **CBSE, New Delhi**.



64. Ms. Ph. Tamphaibema Devi, TGT-Science and Ms. Krishnakumari Aheibam, TGT-Science attended a two days training programme on “Capacity Building Programme on Science” conducted by the “Centre of Excellence, CBSE, Guwahati” on 7<sup>th</sup> and 8<sup>th</sup> of August’ 2019 at the Multipurpose Hall, UNACCO SCHOOL, Khongman.



65. On 17/08/19, Ms. Arambam Brojeshwori Devi – PET, participated in the “KHELO INDIA, Training of Trainers” programme organized by the Ministry of Youth Affairs & Sports, Govt. of India at UNACCO SCHOOL, Khongman.



66. A Training Programme for Teachers on “Capacity Building Programme on Science” was held on 24/08/19 for the Teachers of US-Meitram. The resource persons were Ms. Ph. Tamphaibema Devi, TGT-Science and Ms. Krishnakumari Aheibam, TGT-Science who attended the same training programme conducted by the Centre of Excellence, CBSE, Guwahati on 7<sup>th</sup> and 8<sup>th</sup> of August’ 2019 at UNACCO SCHOOL, Khongman.
67. A Training Programme for Teachers on “Classroom Management” was held on 31/08/19. The resource persons were Ms. Sunanda Athokpam, TGT-Computer Science and Mr. Maibam Kiran Singh, TGT-Science who attended the same training programme conducted by the Centre of Excellence, CBSE, Guwahati on 20<sup>th</sup> and 21<sup>st</sup> of August’ 2019 at Kanan Devi Memorial School, Pangei, Imphal East, Manipur.
68. Shri Arup Mukhopadhyaya (Principal Advisor-UNACCO SCHOOLS) visited the school on 1/9/19 to 3/9/19. On 1/9/19, a meeting was conducted by him in the Conference Room of Meitram. The Principal I/c, Vice-Principals, Headmistresses, Academic Director, Housemistresses, & House masters of both the school participated in it. He showed a Power point presentation related to the Duties and Responsibilities of the Housemistresses & the House masters.

69. On 3/9/19, a meeting was again conducted by the Principal Advisor with the Teachers teaching Classes **X & XII**. He laid stress on the “**Change in the Syllabus**” of both the classes made by the CBSE.
70. 6(six) Teachers of **Lower Primary Wing** (Ms.Prameshwori, Ms.Sanalembi, Ms.Renubala, Ms.Yaipharembi, Ms.Debarani&Ms. Galina) participated in a **Training Programme** on “**Classroom Management**” conducted by **Mr.Alok Kumar Mohanty**, the **Academic Director** at **UNACCO SCHOOL, Khongman** on 13/09/2019.
71. On 19/09/2019, **Mr.Premkanta Singh Kangabam** (Deputy In-charge-MIS)&**Mr. BimalThongam** (Administrator-Academic) participated in a “ **One-day Workshop-cum-Interaction Programme on the Implementation of 3(three) Minority Scholarship Schemes viz Pre-Matric, Post-Matric & MCM for the academic session 2019-20**” at the **URC Hall, Khuyathong, Zone-I, Imphal West District, Manipur**, organized by the **Zonal Education Officer, Imphal West, Zone-I, Manipur**.
72. On 19/09/2019, an exclusive one day Training Programme on “**Purchase & Store, HR and Analysis of Financial Statement**” was conducted by **Shri Sunil Shah**, **Chartered Accountant, UNACCO GROUP** at the Training Hall of the school.**Mr. Bitom Singh Khuraijam, I/c –MIS Dept.** attended the same.
73. On 16/10/2019, a workshop on “**WOW! Singapore Bar Model, Resolving Concerns/Issues faced by teachers**” was held at **Hotel Classic Grande, Imphal, Manipur** organized by the **EUPHEUS LEARNING, New Delhi**. **Mr. ThoudamSanatomba Singh, TGT-Science** and **Ms.Chingangbam Sophia Chanu, TGT-Maths** participated in the same. **Mr. Syed F. Sattar** and **Mr. LokeshDarira** were the resource persons of the session.
74. **Ms.Aribam Monika Devi, PET, Ms. KhadangbamSanalembiChanu, PRT** and **Mr. NingthoujamRajendro Singh, TGT-Maths** attended a one day Capacity Building Programme on “**Stress Management**” conducted by the **Centre of Excellence, CBSE, Guwahati** on 18<sup>th</sup> October 2019 at the **Multipurpose Hall, UNACCO SCHOOL, Khongman**.



75. On 21/10/2019, a training programme on “ **POS Software**” in association with **Globiz Pvt. Ltd.** was held at the Training Hall of the school. **Mr. PremkantaKangujam, Deputy I/C – MIS** attended the same.
76. On 22/11/2019 and 23/11/2019, **Mr. NingthoujamRajendro Singh, TGT**, participated a Capacity Building Programme on “**Mathematics-Secondary**” conducted by the **Centre of Excellence, CBSE, Guwahati** at the **Multipurpose Hall, UNACCO SCHOOL, Khongman**.
77. **Ms. TokpamVidyaluxmi Devi**, In-charge, Lower Primary Wing, attended the “**NORTH-EAST EARLY CHILDHOOD EDUCATION CONFERENCE**” held at the “**Royal Global School, NH - 37, opposite TirupatiBalaji Temple, Betkuchi, AHOM GAON,Guwahati, Assam, on07/12/2019** organized by the “**Early Childhood Association, Mumbai**”.
78. On 10/01/2020, 18 teachers attended a training program on “**Basic Computer Typing Skills**” organized by the **HR and MIS Department** of the school.

79. On 11/01/2020, a training program for the teachers, on handling the software and equipment of Smart Class, was organized by the MIS Department and the Facilitators from TATA CLASSEGE (Mr. Shakti Raj Das - Academic Trainer & Mr. Dilu Pal - Technical Trainer ) in Class I-A.
80. On 14/01/2020, a training program on “Early Childhood Education” was held in the Lower Primary Wing, UNACCO SCHOOL, Khongman. The resource persons were Ms. Tourangbam Rita Nancy-Headmistress (UNACCO SCHOOL, Khongman), Ms. Dolly Laishram- I/c ( Lower Primary Wing-UNACCO SCHOOL, Khongman) and Ms. TokpamVidyaluxmi Devi-I/c (Lower Primary Wing-UNACCO SCHOOL,Meitram) who have attended a conference on “Early Childhood Education” at Guwahati on 07/12/2019, organized by the EARLY CHILDHOOD ASSOCIATION, MUMBAI.

### **IMPORTANT MEETINGS HELD**

81. A meeting with the Chairman with all the teachers was conducted at 03:00 pm on 06/05/19 at Training Hall, Meitram. The agenda was “**Late completion and irregularity in making Lesson Plans and Syllabi break up w.r.t. both the schools**”.
82. On 07/05/19 at 03:45 pm, a meeting was conducted by the Chairman with all teaching staff of Meitram and Khongman in the Multipurpose Hall, Khongman. The Chairman instructed the team to organise the **Time Table, Lesson Plans, Syllabus break up** in such a way, so that both the schools runs simultaneously w.r.t. the above issues. The deadline to complete this was 10/05/19.
83. On 13<sup>th</sup> May’19 a meeting was held at the Conference Room, UNACCO SCHOOL, Meitram. It was attended by the “**Unit Heads**” of both Meitram and Khongman School, and was chaired by **Mr. Arup Mukhopadhyay (Principal Advisor)**. The points discussed were **Examinations and setting of question papers, weight of school bags (I-V), providing internet facility for the hostellers, team work, parent’s satisfaction, and effective methods of teaching**. The Principal Advisor also opined to provide a “**Progress Card**” to the parents, showing the “**Performance Analysis**” of the students. This may be done on the last working day before Summer Vacation. The Principal Advisor said that he would be sending the ‘Sample Card’ showing all the parameters.
84. The Principal Advisor of the school took a meeting on 14/05/19 with the “Lower Primary Wing” teachers. The agenda were “**Teaching processes and other Co-Curricular activities**” to be conducted in the “Lower Primary Classes”.
85. A meeting on “ **Professional Duties and Responsibilities of Principals, Teachers, House Masters & Mistresses**” was held on 06/07/19 at the Conference Hall, Meitram. It was conducted by the Chairman and was attended by the Unit Heads, Subject I/Cs, House Masters and Mistresses of both the schools.
86. A schedule with respect to meetings of the different depts. e.g. **Subject teachers, Subject I/c, Class teachers, Sick bay staff, Lower Primary teachers, Student council, Prefects etc with the Principal I/c** was prepared and started with effect from 01/08/19.
87. On 09/08/19, a meeting by the **Chief Executive Officer** on the “**Amendment of Examination Policies**” regarding safe usage of computers was held in the Conference Hall, UNACCO SCHOOL. The Unit Heads of both the schools (Khongman&Meitram) participated in the same.
88. On 16/08/19, a combined meeting of the Lower Primary Wing teachers of both the schools with respect to “**Classroom Management, Circle Time, Nature Walk, Activities, Common Procedures in case of emergency, Decoration & Display, Research & Innovation and Making of Teaching aids**” was conducted by Mr.Alok Kumar Mohanty, Academic Director in class K.G-A.

89. On 24/08/19, a meeting by the Academic Director regarding the “Implementation of Blueprint in the Half Yearly Examination 2019-20” was held in the Conference Hall of the school. It was attended by the Principal I/c’s, Vice Principals and Headmistresses of both the schools.
90. On 23/09/2019, a meeting on discussion on “**Grandparents Day, PTM structure & process, Teachers Training on Bloom’s Taxonomy, Format of Half Yearly Examination-2019 Report Card, Curriculum Committee formation, Picnic for Teachers, Teacher’s Day Celebration and Cultural Programme**” was held in the Conference Hall, UNACCO SCHOOL, Meitram. It was presided by Mr.Alok Kumar Mohanty, Academic Director. The Head Admin(Academic), Principal I/c’s, Vice Principals & Headmistresses participated the same.
91. On 22/10/2019, a meeting on “Book Review” for Std. Pre-Nur to VII for the session 2020-21 was held at UNACCO SCHOOL, Khongman. The HODs of all the subjects of both the schools attended the same. It was presided by Mr. Alok Kumar Mohanty, Academic Director. The final list of the recommended books was prepared.
92. An Academic Review was conducted for three clusters (teachers teaching Std. I & II, III, IV & V, VI & VII ) on 6<sup>th</sup>, 11<sup>th</sup> and 20<sup>th</sup> November’2019 in the Conference Room of the school. In the meeting, it was analysed to take care of poor performing students by customizing our inputs. Also, it was pointed out to support the brighter ones (students) who are scoring above 70% and bring them to 90% group.
93. Mr. Arup Mukhopadhyay, Principal Advisor, UNACCO SCHOOL visited the school on 23/12/19 & 24/12/19. He was specially invited to be the Chairman of the “Selection Committee” for the recruitment of teachers for both the schools. On 23/12/19, after the interview session a meeting chaired by him was held in the Conference Room of UNACCO SCHOOL, Meitram. The main agenda was the Examination system in the next academic session.
94. On 22/02/2020, Shri Arup Mukhopadhyay, the Principal Advisor visited the school. A meeting was also held in the Conference Room with all the unit heads of both the school (Khongman&Meitram). In the meeting the points discussed were – number of teaching days, vacation, excursion, quality of teaching staffs, Parent Teacher Meet, report card distribution, re-admission, book & uniform sale, teachers training, syllabus break-up and commencement of new session 2020-21. He also interacted with all the teachers and discussed points on improving the education system of the school.

#### **HOSTEL (BOYS & GIRLS)**

95. Evening Coaching Classes” for the hostellers started from 12/04/2019.
96. “Time Table for Summer ” for the boarders was reviewed and put into force with immediate effect from 24/04/2019.
97. “Morning Remedial Classes” for hostellers was started on 27/04/2019.
98. “Day out”, “Night out” and “Phone call time” for hostellers was revised on 25/04/2019.

99. An “Outing” for boarders was organized on 01/05/2019 to Sangaitheh Park & Resort in Imphal.



100. The 2<sup>nd</sup> medical check-up of the boarders (boys & girls) was held on 09/08/19 in the school organized. 31 girls and 49 boys gone through check-up by **Dr. Konjengbam Erora, Medical Officer, Community Health Centre, Nambol.**

101. On 10/08/19, an “**Orientation Programme**” with the parents of the boarders (boys & girls) was held at the Training Hall of the school. It was followed by a lunch. A very positive feedback and attitude was obtained from the parents.



102. On 20/08/2019, all the Housemasters and the Housemistresses were instructed to **meet the Principal I/c on every Wednesday** with the **marks obtained by the boarders** under their charge in the **preceeding Cycle test** held on the previous Wednesday.

.....End of Report.....