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 Mar 2018

HQ 14 Corps GS(IW)
HQ 15 Corps GS(IW)
HQ 16 Corps GS(IW)

ACADEMIC MEMO FOR MAR 2018

1. An e-mail dt 01 Mar 2018 containing academic memo for the month of Mar 2018 recd from Bharti Foundation is encl herewith.
2. For info and necessary dessimination to all AGSs on priority pl.



(SK Babu)

Col

Col GS (NCLO)
for MGGS

Encls: As above.

Copy to:-
(Through email)

- All AGS/AGPS - for info and necessary action pl.
- Er. Rahul Pandit - for loading of academic calander on the AGS/ AGPS website.
568-A
Gandhi Nagar, Jammu

Geetika Bahuguna

Mar 1 (2 days ago)

to me, antony. Anil, Ahmad

Dear Col Babu

Please find attached the Academic Memos for March 2018.

warm regards

Geetika Bahuguna

GM, Leadership Training & Effectiveness

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INTERNAL MEMO – March'2018

S. No.	Calendar Schedule	Date	Activity
1.	Recap and checking of winter assignment	First Week	<ul style="list-style-type: none"> All staff to spend day to recap of the syllabus covered and check the winter vacation assignments given
2.	Academic Readiness	First Week	<p>All classes to prepare the classrooms in preparation for this academic year</p> <ul style="list-style-type: none"> Students' holiday homework can be pasted on the walls Circle Time Activity- All students to share their learning of winter vacations(what they did, learnt, explored) Class monitors to be elected and duties assigned Vocabulary Wall – Schools may get the flexes/prepare charts as in attachment 1 for all classes. Students may keep pinning a new word along with its meaning throughout the academic year to help them build their vocabulary
3.	Morning Assembly, Nauroz	20 th March	<ul style="list-style-type: none"> Student to address the assembly on significance of the day See annexure 1 for detail
4.	Morning Assembly, Ram navmi	23 rd March	<ul style="list-style-type: none"> Student to address the assembly on significance of the day See annexure 2 for detail
5.	Unit Tests-1	Last Week of March	<ul style="list-style-type: none"> All schools to schedule 1st unit tests in the last week on March ending in 1st week of April
6.	Academic Staff Meeting	27 th March	<ul style="list-style-type: none"> All teachers to meet for review cum planning meeting for next month Principal may oversee preparation of lesson plans for next month for all subjects Teachers may also utilize this forum for consultation and paper setting for upcoming unit tests Proceedings to be documented in dedicated register

INTERNAL MEMO – March'2018

S. No.	Calendar Schedule	Date	Activity
1.	Revision	1 st Week	<ul style="list-style-type: none"> All classes to revise the syllabus for the final term exams
2.	Term 2 Exams	2 nd Week	<ul style="list-style-type: none"> Principals/HoSS to plan the exams so as to complete them in time to prepare for PTM
3.	PTM and Declaration of Results	24 th March	<ul style="list-style-type: none"> All schools to organize PTM to declare final results Refer to previous MEMOs for the process
4.	Preparation for Next Session	Last Week	<ul style="list-style-type: none"> All schools to plan on 3 days' meeting to plan for next session School's annual plan to include curricular as well as extracurricular goals in accordance with the annual calendar for the zone Special attention to be given on improving community engagement with focus on creating more forums for community members to visit/volunteer in schools apart from PTM Staff may plan on using more technology in classrooms(whenever possible)
5.	Building a Word Wall	During the Month	<ul style="list-style-type: none"> Schools may print a flex in form of Attachment 1 or create a chart on similar lines in all classes Students shall paste a word of English every day (write or draw illustration of on paper which can be pinned) to help them increase their vocabulary. This can be a yearlong exercise and not restricted to English language class only