



# LRS DAV Sr. Sec. Model School

D.A.V. Campus, ABOHAR-152116 (Pb.)

Directly Managed by : D.A.V. College Managing Committee, New Delhi  
(Affiliated to CBSE, Delhi)

Ref. No. AB/24/1617

Dated... 26/8/16.....

## Staff-Circular

31<sup>st</sup> Aug, 2016 will be the day for PTM. Teachers are requested to **(i)** Keep in readiness each and every detail regarding the students performance & behaviour. Keep the record with you in writing and get it signed by the parents after discussing it with the parents suggesting remedial measures also. Not even a single student should be left unattended.

**(ii)** All the note-books of the students should be complete and checked also in every respect. Checking does not mean only right or wrong. Teachers must write down the corrections while writing their remedial comments about those mistakes;

**(iii)** Plan your revision work very systematically preparing special assignments with you while keeping the performance of each & every child *in your mind so that every child* comes out with a very good performance;

**(iv)** Pl. prepare a list of those students who need special support from home front. Call the special meetings of such parents class-wise under intimation to the undersigned through your supervisor.



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(ii)

Sort out each & every matter which can help their ward to improve his/her performance in SA-I.

Co-ordinators and HODs pl. join their hands to organize each & every issue on priority basis so that the maximum output can be drawn.

  
**PRINCIPAL**

**Strict Follow up by :-** Supervisors in co-ordination with co-ordinators and HODs.