

MEMO NO. 049

08.01.2019

Dear S/M! Greetings from DFES !!

All the Compartment Heads are requested to delegate the class teachers to complete the process of field trip on or before Monday (14.01.2019), as per the following categories.

- Category – 1 Grade I, II and III
- Category – 2 Grade IV and V
- Category – 3 Grade VI and VII
- Category – 4 Grade VIII and IX

Best wishes

P. Abdul Basheer
Principal

Category No.	Destination	Expected Date of Journey	Amount to Collected	Total Students

MEMO NO. 050

25.01.2019

Dear S/M! Greetings from DFES !!

Based on the revised Affiliation Bye-law and RTE, we would like to mobilise the Job Description of all the employees. A Job Description (JD) is a document that describes the general tasks or related duties and responsibilities of a position.

Therefore you are requested to duly fill up the JD Proforma (JDP) and submit to the Principal Secretary on or before Monday (28.01.2019)

Best wishes

P. Abdul Basheer
Principal

Job Description Proforma (JDP)

1	Name of the Employee	
2	Age & Date of Birth	
3	Qualification	
4	Subject teaching	
4	Designation	
5	Experience	
6	Date of Joining of Service	
7	Breakage if any (if yes) a. Frequency b. Total months	
8	<u>Present Job Description</u> 1. 2. 3. 4. 5	6. 7. 8. 9. 10.
9	Interested job would like to perform in future (if any)	1. 2.
10	Job which you like to omit in future (if any)	1. 2.

Date :

Name & Signature :

MEMO NO. 051

05.02.2019

Dear S/M! Greetings from DFES!!

Islamic Mission Trust (IMT) is a non profitable charity organization having more than six decades of excellent service in education, head quatered at Santapuram. Many educational institutions including preprimary to higher educational institutions were very successfully established and supervised under the trust.

This is to inform you that, the trust has decided to organise a combined get together of all teaching faculties and supporting staff of various institutions under the trust on Saturday (23.02.2019) from 9am to 1pm at Al Jamia auditorium. Mr. M.I. Abdul Azeez, Ameer, Jama'ate Islamic Hind, Kerala chapter, and the chairman of the trust has kindly consented to inaugurate the programme.

You are requested to schedule your activity on the same day, so as to participate without fail. Indeed it will be a pleasant and enthusiastic experience for each one of you.

Best wishes

P. Abdul Basheer
Principal

MEMO NO. 051

05.02.2019

Dear S/M! Greetings from DFES!!

Islamic Mission Trust (IMT) is a non profitable charity organization having more than six decades of excellent service in education, head quatered at Santapuram. Many educational institutions including preprimary to higher educational institutions were very successfully established and supervised under the trust.

This is to inform you that, the trust has decided to organise a combined get together of all teaching faculties and supporting staff of various institutions under the trust on Saturday (23.02.2019) from 9am to 1pm at Al Jamia auditorium. Mr. M.I. Abdul Azeez, Ameer, Jama'ate Islamic Hind, Kerala chapter, and the chairman of the trust has kindly consented to inaugurate the programme.

You are requested to schedule your activity on the same day, so as to participate without fail. Indeed it will be a pleasant and enthusiastic experience for each one of you.

Best wishes

P. Abdul Basheer
Principal

MEMO NO. 052

**Guidelines For Sending Campus Events/Programmes News to the
e-medias/p-medias**

15.02.2019

Dear S/M! Greetings from DFES!!

This is to bring to your kind attention that, all the assigned office bearers should take a very timely and effective effort for branding and connecting our school with the public. For this the following guidelines should followed.

1. **Preparation of Report:**

The assigned office bearer(s) should prepare the report of the event in consultation with school Principal in the school's official letter head with designation and signature.

2. **Despatching/Sending:**

The duly prepared report should send from the school official mail to all the medias available and active in our locality.

3. **Follow-up:**

The assigned office bearer(s) should make proper followup of the notice given with the CEO/Manager/Editorial Board of the Newspaper/media to ensure that they have acknowledged the report

4. **Reminder Notice:**

If the report has not been published, the assigned office bearer(s) should provide reminder letter.

5. **On Site Visit:**

If it is necessary, the assigned office beraer(s) should visit the office/press, so as to ensure the publication/release of the news on the very next day.

6. **Maintain Inward/Outward Register:**

The school office should maintain a inward/outward register to record properly about the dispatch of the news/letter and status of the news release.

7. Compartment Heads/Vice Principal should always tries to look forward, so as to provide maximum news to keep our school's Public Releation stronger and harder.

8. The comapartment heads are to prepare monthly calendar to organise celebrations/programmes exclusively for their compartment and list of guest of honours to be invited for each month and the report of Newspaper must be recorded in the inward/outward register described in the register.

Best wishes

P. Abdul Basheer
Principal

MEMO NO. 053

11.02.2019

Dear S/M! Greetings from DFES!!

You are requested to duly fill up the attached proforma and return back to the HOCs to know the status of syllabus completion.

Best wishes

P. Abdul Basheer
Principal

MEMO NO. 053

11.02.2019

Dear S/M! Greetings from DFES!!

You are requested to duly fill up the attached proforma and return back to the HOCs to know the status of syllabus completion.

Best wishes

P. Abdul Basheer
Principal

MEMO NO. 054

11.02.2019

Dear S/M! Greetings from DFES!!

All the compartment heads are requested to schedule maximum possible periods, excluding the engaged periods to arrange Combined Classroom Observation (CCO) with principal/VP/HOCs/HODs.

You are requested to duly fill up the time schedule in consultation with the teachers concerned.

Best regards

P Abdul Basheer
Principal

MEMO NO. 054

11.02.2019

Dear S/M! Greetings from DFES!!

All the compartment heads are requested to schedule maximum possible periods, excluding the engaged periods to arrange Combined Classroom Observation (CCO) with principal/VP/HOCs/HODs.

You are requested to duly fill up the time schedule in consultation with the teachers concerned.

Best regards

P Abdul Basheer
Principal

MEMO NO. 055

19.02.2019

Dear S/M! Greetings from DFES!!

This is to bring to your kind attention that Ms. Sasikala Ayyappan, PRT of our School has been hospitalised due to serious breathing issues. Being the sole dependant of a family, she is also facing severe findancial crunch.

All the teaching and non teaching staff are requested to contribute towards her medical treatment.

You are requested to write the amount againsta your name; the same can be deducted from the Salary of February.

Best Wishes

P. Abdul Basheer
Principal

MEMO NO. 056

FINAL LIST OF INVIGILATION DUTY FOR GRADE X/XII BOARD EXAMINATION 2019

26.02.2019

Dear S/M! Greetings from DFES!!

The following teachers of our school are delegated to go through the duty of Invigilators Grade X/XII Board Examination (2019) to be held at ISS English Medium School Perintalmanna as per the given schedule.

Day & Date	Exam Time		Grade	Subject	Name of the Teacher	Signature
	From	To				
Saturday 02.03.2019	10:30	01:30	12	English Core	Prasad P	
Tuesday 05.03.2019	10:30	01:30	10	Malayalam	Arifa P.C	
	10:30	01:30	12	Physics	Sreepriya S	
Thursday 07.03.2019	10:30	01:30	10	Mathematics	Mini A.H	
Saturday 09.03.2019	10:30	01:30	10	Arabic	Khairunnisa K Faseela Banu	
Tuesday 12.03.2019	10:30	01:30	12	Chemistry	Mallika Baburaj	
Wednesday 13.03.2019	10:30	01:30	10	Science	Abdul Rahim Paloli Mini V.K	
Friday 15.03.2019	10:30	01:30	12	Biology	Kamarunnisa P	
Monday 18.03.2019	10:30	01:30	12	Mathematics	Shahida A.T	
Saturday 23.03.2019	10:30	01:30	10	English Comm	T.G Nidheesh	
Friday 29.03.2019	10:30	01:30	10	Social Science	Anitha P.M Sunitha K.T	

Best wishes

P. Abdul Basheer
Principal

MEMO NO. 057

List of Escorting Teachers for Grade X/XII, Board Examination)

26.02.2019

Dear S/M! Greetings from DFES!!

The following teachers are delegated to go through the duty of Escorting teachers for Grade X/XII Board Examination (2019) to be held at ISS English Medium School Perintalmanna as per the given schedule.

Day & Date	Exam Time		Grade	Subject	Name of the Escorting Teacher(s)	Signature
	From	To				
Saturday 02.03.2019	10:30	01:30	12	English Core	Sreepriya S	
Tuesday 05.03.2019	10:30	01:30	10	Malayalam	Faseela Banu	
	10:30	01:30	12	Physics	Mallika Baburaj	
Thursday 07.03.2019	10:30	01:30	10	Mathematics	Smitha S Anitha P.M	
Friday 08.03.2019	10:30	01:30	12	Malayalam Arabic	Mallika Baburaj Kamarunnisa P	
Saturday 09.03.2019	10:30	01:30	10	Arabic	Arifa P.C Bushra C	
Tuesday 12.03.2019	10:30	01:30	12	Chemistry	Abdul Rahim Paloli	
Wednesday 13.03.2019	10:30	01:30	10	Science	Waheeda C Naseera C.K	
Friday 15.03.2019	10:30	01:30	12	Biology	Najva P.K	
Monday 18.03.2019	10:30	01:30	12	Mathematics	T.G. Nidheesh	
Saturday 23.03.2019	10:30	01:30	10	English Comm	Kharunnisa K Devaki Kutty	
Friday 29.03.2019	10:30	01:30	10	Social Science	Naseerudheen T T.G. Nidheesh	

Best wishes

P. Abdul Basheer
Principal

MEMO NO. 058

01.03.2019

To

Mr. Mohammed Shareef V
Conveyance Supervisor

Kindly request you to arrange the conveyance to pick up the students of Grade X/XII for attending the Board Examination (2019) to be held at ISS English Medium School Perintalmanna as per the given schedule.

Day & Date	Exam Time		Grade	Subject	Name of the Escorting Teacher(s)	B	G	Total
	From	To						
Saturday 02.03.2019	10:30	01:30	12	English Core	SPS	6	14	20
Tuesday 05.03.2019	10:30	01:30	10	Malayalam	FLB	48		48
	10:30	01:30	12	Physics	MBR	6	14	20
Thursday 07.03.2019	10:30	01:30	10	Mathematics	SS PMA	48	68	116
Friday 08.03.2019	10:30	01:30	12	Malayalam Arabic	MBR	7	-	11
					KP	4	-	
Saturday 09.03.2019	10:30	01:30	10	Arabic	PCA CB	-	-	72
Tuesday 12.03.2019	10:30	01:30	12	Chemistry	PAR	6	14	20
Wednesday 13.03.2019	10:30	01:30	10	Science	WC NCK	48	68	116
Friday 15.03.2019	10:30	01:30	12	Biology	NJ	-	-	13
Monday 18.03.2019	10:30	01:30	12	Mathematics	TGN	-	-	16
Saturday 23.03.2019	10:30	01:30	10	English Comm	KRS DK	48	68	116
Friday 29.03.2019	10:30	01:30	10	Social Science	NDN TGN	48	68	116

Best wishes

P. Abdul Basheer
Principal

MEMO NO. 059

19.02.2019

Dear S/M! Greetings from DFES!!

Introduction of Exclusive Grammar Book

Grammar places an important role in the process of acquisition of English language. We would like to introduce an exclusive English Grammar Book from Grade I to VIII, expecting to develop a learning community. This year we have been withdrawn the workbooks since it is a repetition.

You are requested to make your reflection about the book in the given proforma

Name of the teacher :

Grade :

Name of the book reviewed :

Whether the book is suitable for the Grade? :

Does the book fit for self study? :

Does the book fit for self answering? :

Do the books applicable for Grade I to VIII?:

General Remarks :

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.....
.....
.....
.....
.....

Best wishes

Abdul Basheer P
Principal

MEMO NO. 060

11.03.2019

Dear S/M! Greetings from DFES!!

This is to appreciate you all for your timely financial aide offer for one of our teaching faculties, in a very needy situation.

Due to some technical reasons the financial department of our school has not deducted the offered amount from your February salary.

You are requested to pay the offered amount directly at the Accounts Section at the earliest.

Best wishes

Abdul Basheer P
Principal

MEMO NO. 060

11.03.2019

Dear S/M! Greetings from DFES!!

This is to appreciate you all for your timely financial aide offer for one of our teaching faculties, in a very needy situation.

Due to some technical reasons the financial department of our school has not deducted the offered amount from your February salary.

You are requested to pay the offered amount directly at the Accounts Section at the earliest.

Best wishes

Abdul Basheer P
Principal

MEMO NO. 061

25.03.2019

Dear S/M! Greetings from DFES!!

As it is mandatory to take policy in Employees State Insurance (ESI), as per the direction of the Central and State Governments, you are instructed to duly fill the attached proforma and to be submitted in the Principal office on or before Friday (30.03.2019). Please attach the following along with the filled proforma.

- 1) Passport size photo (1 each copy of applicant and nominees)
- 2) Adhar copy of family members
- 3) PAN card copy of family members

Best wishes

Abdul Basheer P
Principal

MEMO NO. 061

25.03.2019

Dear S/M! Greetings from DFES!!

As it is mandatory to take policy in Employees State Insurance (ESI), as per the direction of the Central and State Governments, you are instructed to duly fill the attached proforma and to be submitted in the Principal office on or before Friday (30.03.2019). Please attach the following along with the filled proforma.

- 1) Passport size photo (1 each copy of applicant and nominees)
- 2) Adhar copy of family members
- 3) PAN card copy of family members

Best wishes

Abdul Basheer P
Principal

MEMO NO. 062

27.03.2019

Dear S/M! Greetings from DFES!!

As per the direction from Vidya Council for Education vide their letter No. VCE/M4/TB Maths 01/19, dated 26.03.2019, you are delegated to attend for an one day workshop for mathematics teachers to be held at CIGI head quarters, Kozhikode on Tuesday (09.04.2019) at 10am. Please ensure your presence on time at the venue.

Food and refreshment will be served free of cost. You are eligible for the Travelling Expenses also.

Best wishes

Abdul Basheer P
Principal

NCK

ARK

MEMO NO. 001

12.06.2019

(One Day Orientation Programme for English Teachers)

Dear Madam! Greetings from DFES!!

As per the directions from the IECI, the following teachers are to attend for One day English language teachers' orientation programme to be held at **Hotel Pokodans, Kondotty on Wednesday (26.06.2019)**. Reporting time 9.30am and dispersal time e at 4pm.

KRS DK VKM SPS SBS SP Najma

MM SJN

Best wishes

P. Abdul Basheer
Principal

14.06.2019

MEMO NO. 002
PSC Examination

Dear Sir/Madam! Greetings from DFES!!

It is known that some teachers are about to appear for tomorrow's (Saturday, 15/06/2019) PSC test. We would like to mobilize the statistics of the same. The teachers who are appearing the so called examination, please mark "Y" for yes and mark "N" for No.

Best wishes

Abdul Basheer P
Principal

MEMO NO. 003**SRG Meeting**

Dear Sir/Madam! Greetings from DFES!!

Subject supervisors are requested to select a date for attending SRG meeting in the presence of principal and all other subject teachers of concerned, by making entry in the given schedule

S.NO	Date	Date		Subject	Signature	Remarks
		From	To			
1	19.06.2019	2 pm	4 pm	MS & Arabic		
2	20.06.2019	2 pm	4 pm	Mathematics		
3	01.07.2019	2 pm	4 pm	English		
4	04.07.2019	2 pm	4 pm	Malayalam		
5	05.07.2019	2 pm	4 pm	Social Science		
6	06.07.2019	2 pm	4 pm	Computer Science		
7	08.07.2019	2 pm	4 pm	Science		
8	10.07.2019	2 pm	4 pm	Hindi		
9						
10						

Best wishes

Abdul Basheer P
Principal

MEMO NO. 004

Vidya Plus (School Teachers Training)

Dear Sir/Madam! Greetings from DFES!!

All teachers are requested to get ready for attending one day teachers orientation programme Organised by CERT (Centre for Educational Research and Training) on Saturday (29/06/2019) without fail. The venue and reporting time will be intimated later.

Best wishes

Abdul Basheer P
Principal

14.06.2019

MEMO NO. 005

Vidya Plus (School Teachers Training)

Dear Sir/Madam! Greetings from DFES!!

It is great pleasure to inform you that CERT(Centre for Educational Research and Training) has proposed to organise training programme for Vice Principals and Section Heads to equip them as future principals.

You are therefore directed to mark the date for attending the programme as given below.

Date : Tuesday and Wednesday (18/06/'19 and 19/06/'19)

Venue : Crescendo, Sultan Battery, Wynad

The reporting time will be intimated later

Best wishes

Abdul Basheer P
Principal

S.No.	Name of the Section Head	Compartment	Signature
1	Abdussamad T.K	Vice Principal	
2	Beena V.C	A	

3	Samsijan V	B	
4	Anitha P.M	C	
5	Arifa P.C	D	
6	Raseena M	E	

14.06.2019

MEMO NO. 005

Vidya Plus (School Teachers Training)

Dear Sir/Madam! Greetings from DFES!!

It is great pleasure to inform you that CERT(Centre for Educational Research and Training) has proposed to organise training programme for Vice Principals and Section Heads to equip them as future principals.

You are therefore directed to mark the date for attending the programme as given below.

Date : Tuesday and Wednesday (18/06/'19 and 19/06/'19)
 Venue : Crescendo, Sultan Battery, Wynad

The reporting time will be intimated later

Best wishes

Abdul Basheer P
 Principal

S.No.	Name of the Section Head	Compartment	Signature
1	Abdussamad T.K	Vice Principal	
2	Beena V.C	A	

3	Samsijan V	B	
4	Anitha P.M	C	
5	Arifa P.C	D	
6	Raseena M	E	

17.06.2019

MEMO NO. 006

(Academic Excellence Award Day 2018-19)

Dear Sir/Madam! Greetings from DFES!!

We have scheduled our Academic Excellence Award Day 2018-19 on Saturday (22/06/2019) as given below. You are cordically invited to attend the same.

Venue : Al Jamia Auditorium Santhapuram
Day & Date : Saturday (22/06/2019)
Reporting time @ Dfes : 08:30am
Reporting time @ Al Jamia : 08:45am
Invitees :
1. Toppers of Grade 1 to XII
2. Subect Toppers
3. Toppers of Grade X and XII Board Examination
4. Students of Grade 9 and 10
5. Parents
6. Teachers and supporting staff
Expected dispersal time : 12:00 noon

Best wishes

Abdul basher P
Principal

17.06.2019

MEMO NO. 006

(Academic Excellence Award Day 2018-19)

Dear Sir/Madam! Greetings from DFES!!

We have scheduled our Academic Excellence Award Day 2018-19 on Saturday (22/06/2019) as given below. You are cordically invited to attend the same.

Venue	:	Al Jamia Auditorium Santhapuram
Day & Date	:	Saturday (22/06/2019)
Reporting time @ Dfes	:	08:30am
Reporting time @ Al Jamia	:	08:45am
Invitees	:	1. Toppers of Grade 1 to XII 2. Subect Toppers 3. Toppers of Grade X and XII Board Examination 4. Students of Grade 9 and 10 5. Parents 6. Teachers and supporting staff
Expected dispersal time	:	12:00 noon

Best wishes

Abdul basher P
Principal

18.06.2019

MEMO NO. 007

Vidya Plus (School Teachers Training)

Dear Sir/Madam! Greetings from DFES!!

The proposed training programme for Vice principal and Section Heads by CERT (Centre for Educational Reasearch and Training) scheduled on 18/06/2019 and 19/06/2019 has been postponed to Wednesday and Thursday (26/06/2019 and 27/06/2019).

You are therefore directed to mark the date for attending the programme as given below.

Date	:	Wednesday and Thursday (26/06/'19 and 27/06/'19)
Reporting time	:	Wednesday (26/06/2019) at 10am
Dispersal time	:	Thursday (27/06/2019) at 3pm

Venue : Will be intimated later

Best wishes

Abdul Basheer P
Principal

S.No.	Name of the Section Head	Compartment	Signature
1	Abdussamad T.K	Vice Principal	
2	Beena V.C	A	
3	Samsijan V	B	
4	Anitha P.M	C	
5	Arifa P.C	D	
6	Raseena M	E	

18.06.2019

MEMO NO. 008

Dear Sir/Madam! Greetings from DFES!!

All the Class teachers are requested to duly fill up the details of the students, who have taken long leave/under long absence in the given proforma and hand over to Principal Office today itself.

Best wishes

Abdul Basheer P
Principal

SPS	MBR	BNT	NJ	VKM	FLB	KP
CB	SS	NCK	KTS	MPM	WC	MS
PPL	DK	SA				

MEMO NO. 008

Dear Sir/Madam! Greetings from DFES!!

All the Class teachers are requested to duly fill up the details of the students, who have taken long leave/under long absence in the given proforma and hand over to Principal Office today itself.

Best wishes

Abdul Basheer P
Principal

KCT	MPS	SSK	MM	RCT	SNA	CKS
SMP	SLK	UH	SNM	FTK	SP	ARK
SFN	DP	SBS	SMA	PKB	NTK	KP
SJT	NAJ	MSN				

18.06.2019

MEMO NO. 008

Dear Sir/Madam! Greetings from DFES!!

All the Class teachers are requested to duly fill up the details of the students, who have taken long leave/under long absence in the given proforma and hand over to Principal Office today itself.

Best wishes

Abdul Basheer P
Principal

Muneera	Safiya	Anitha	Sunitha	Ruksana
Febina	Semina	kowlath	Muhsina	Dhanya

18.06.2019

MEMO NO. 009

Dear Sir/Madam!

Greetings from DFES!!

”Arriving late was a way of saying that your own time was more valueable than the time of the person who waited for you”

It has noted that certain teachers are reporting at 8am while other teachers are not ensuring their casual leave. We would have to complete the substitution work before 8am. To achieve this all teachers are very strongly advised to strictly adhere the following procedures to avail the Casula Leave.

1. Directly call the Principal (8330 885537) before 7:30 am.
2. If the mobile is out of net work area, please do try twice/thrice, between intervals.
3. If the Mobile rang and not attended, do send SMS
(Format Teacher code >> Half day (AN/FN/Full day) >>>> date)
4. In the case of out of Net work area/unattended phone calls, please do directly call Principal’s office secretary (9946 096040)
5. If the Principal secretary’s mobile is unavailable, please do call Vice Principal (9447 383038)
6. Kindly notify, unsanctioned/unauotherised leave will be considered as Loss of Pay leave.
7. Late comers register (Reporting after 8am), Early goers register (Leaving after 12.30pm) and Movement register (foer Official and Personal Purposes) is available in the Principal’s office.
8. Three Late coming/Early going will be equivalent to a half day casual leave.
9. Casual leave procedures of our school have been clearly comprehended
10. Kindly photograph this procedure to avoid the dropping of the procedure before it is being return back to principal office

Best wishes

Abdu Basheer P
Principal

27.06.2019

MEMO NO. 010

Dear Sir/Madam, Greetings from DFES!!

You are hereby directed to report at 9am on Saturday (29.06.2019) at TIC, Tirur for attending the one day workshop on Universal Learning Environment.

Reporting time at DFES : 07.15am
Departure from DFES : 07.30am
Reporting time at TIC, Tirur : 09.00am

Programme Schedule

09.00am to 09.30am : Registration
09.30am to 10.00am : Universal Learning Environment
10.00am to 11.00am : Experimental Learning & Classroom practices
11.15am to 01.00pm : Learning outcome & Instructional Planning
02.00pm to 03.30pm : Digital lesson planning & presentation
03.30pm to 04.00pm : Design of the achievement test.

You are also informed to download and install:

- 1. TEXTGRAM**
- 2. Google DOC & Video Editor**

Best Wishes

Abdul Basheer P
Principal

27.06.2019

MEMO NO. 011

Dear Sir/Madam, Greetings from DFES!!

You are directed to attend for a General Staff meeting on Friday (28/06/2019) at 2 pm. The dispersal time will be at 4pm. Please don't miss this very important meeting.

Best wishes

Abdul Basheer P
Principal

03.07.2019

MEMO NO. 012

Dear Sir/Madam, Greetings from DFES!!

Teachers of Grade IX, X, XI and XII are requested to have their copy of curriculum and meet the Principal with it within three days.

Best wishes

Abdul Basheer P
Principal

PMA PCA BNT KRS MBR KP FLB
SPS VKM NJ SAT WC SWP

04.07.2019

MEMO NO. 013

Dear Sir/Madam,

Greetings from DFES!!

All teachers of kindergarten and Heanvens Quranic PreSchool are requested to report at 9am on Saturday (06/07/2019) at conference hall for a one day workshop

on “*How to Acquire Mastery Over English Language Communication*”. The dispersal time will be at 4pm.

This workshop is mandatory for all the KG and Heavens teachers.

Best wishes

Abdul Basheer P
Principal

05.07.2019

MEMO NO. 014

Dear Sir/Madam, Greetings from DFES!!

The following teachers are hereby directed to report at Model High School Pezhumkara, Palakkad for attending a one day workshop organised by Integrated Education Council of India (IECI) as per the given schedule.

Venue : Model High School, Pezhumkara, Palakkad
Day & Date : Monday (08/07/19)
Reporting time at Model HS : 09.30am

S.No.	Name of the Teacher	Subject	Classes Handling	Signature
1	Prasad P	I.T	Grade 7 & 8	
2	Ahammed Ramees T.A	Qur'an	Grade 8 & 9	
3	Bushra C	Hadeeth	Grade 5 & 6	

I

Best wishes

Abdul Basheer P
Principal

06.07.2019

MEMO NO. 014

Dear Sir/Madam, Greetings from DFES!!

You are directed to attend for Campus Communication Workshop from 9am to 4pm today (Saturday, 06/07/2019) at Conference hall. Lunch will be provided by the school.

Best wishes

Abdul Basheer P
Principal

DP	NTK	KPR	SJT	MSN	SMS	SLK
UH	SNM	FTK	KCT	SB	CKS	SSK
SMP	RCT	MPS	SFN	SCA		

11.07.2019

MEMO NO. 015

Dear Sir/Madam, Greetings from DFES!!

Based on the decision taken in the staff meeting for acquiring “*Mastery over English Language Campus Communication*”, all teachers are requested to select minimum three days per week, so as to stay here at school from 01.45pm to 02.45pm, for sharing innovative practices, in the pursuit of English language acquisition.

You are requested to put your signature based on your choice of the days (minimum three days) and send the same to the Principal office.

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Signature						

Teachers, who are ready for doing mentors’, collaborative task for sharing learning materials in the process of English language communication, are requested to write your name in the prescribed column.

1. I, would like to work as a mentor
2. I, would like to work as Associate mentor

Best wishes

Abdul Basheer P
Principal

11.07.2019

MEMO NO. 016

Dear Sir/Madam, Greetings from DFES!!

It has been noted that the compartment heads and subject supervisors have not yet submitted the weekly report of the following.

1. Class observation report
2. Note book work correction (random checking)
3. Home assignment register (my school diary)
4. RHLT (random sample verification)
5. Unit test note book
6. ASL Classes (for under achievers)
7. Struggling students' report in connection with counselor's mentoring

You are hereby requested to submit the same, on or before Saturday (12.07.2019).

Best wishes

Abdul Basheer P
Principal

PMA

PCA

BVC

SJN

KRS

PAR

MBR

KTS

M S

FLB

BNT

18.07.2019

MEMO NO. 017

Dear Sir/Madam, Greetings from DFES!!

The following office bearers are requested to attend for a meeting as scheduled below:

Day & Date	Time	Venue
Friday, 19.07.2019	6 th period	Conference Hall

You are also requested to submit the weekly reports of the following which you had made from 10.06.2019 to 16.07.2019.

1. Class observation report
2. Note book work correction (random checking)
3. Home assignment register (my school diary)
4. RHLT (random sample verification)
5. Unit test note book
6. ASL Classes (for under achievers)
7. Struggling students' report in connection with counselor's mentoring

Best Wishes

Abdul Basheer P
Principal

TKS	PMA	PCA	BVC	SJN
PAR	MBR	KTS	M S	FLB
BNT	KRS			

26.07.2019

MEMO NO. 018

Dear Madam, Greetings from DFES!!

In connection with Synergy & Work experience 2019, the following teachers are assigned duties as scheduled below.

Mathematics Olympiad	:	Ms. Naseera CK Ms. Smitha S
General Knowledge	:	Ms. Faseela Banu Ms. Maya M.P

You are directed to equip the team for accomplishing the competition.

Best wishes

Abdul Basheer P

Principal

26.07.2019

MEMO NO. 019

Dear Sir/Madam, Greetings from DFES!!

Teachers of (KG, Heavens and Grade 1to5) are requested to report at 9am on Saturday (27/07/2019) at conference hall for attending Teachers' Orientation Programme (communicative English), guided by Mr. V. Abdurahiman. The programme will be concluded at 12noon.

The same set of teachers will be connected on a Whatsapp group for the same purpose. Ms. Beena VC and Ms. Samsijan V will be the co-ordinator and associate.

Best wishes

Abdul Basheer P
Principal

26.07.2019

MEMO NO. 020

Dear Sir/Madam, Greetings from DFES!!

Teachers of (Grade 6 to 12) are requested to report at 1pm on Saturday (27/07/2019) at conference hall for attending Teachers' Orientation Programme (communicative English), guided by Mr. V. Abdurahiman. The programme will be concluded at 4 pm.

The same set of teachers will be connected on a Whatsapp group for the same purpose. Ms. Anitha P.M and Ms. Arifa P.C will be the co-ordinator and associate.
Best wishes

Abdul Basheer P
Principal

02.08.2019

MEMO NO. 021

Dear Sir/Madam, Greetings from DFES!!

Tomorrow (03.08.2019) will be a working day for Grade 1 to 5. Teachers are requested to effectively prepare the maximum number of questions connected with VTSE to use LEAP 2019 (an international talent examination for all), and implement the same in the class rooms as per Thursday's time table.

Best wishes

Abdul Basheer P
Principal

02.08.2019

MEMO NO. 021

Dear Sir/Madam, Greetings from DFES!!

Tomorrow (03.08.2019) will be a working day for Grade 1 to 5. Teachers are requested to effectively prepare the maximum number of questions connected with VTSE to use LEAP 2019 (an international talent examination for all), and implement the same in the class rooms as per Thursday's time table.

Best wishes

Abdul Basheer P
Principal

MEMO NO. 022

Dear Sir/Madam, Greetings from DFES!!

Dear S/M! Greetings from DFES!!

All subject supervisors are requested to submit the SRG meeting minutes' register and details of follow up activities done, on Monday (05/08/'19) at 5th period.

Best wishes

Abdul Basheer P
Principal

TKS	PMA	PCA	BVC	SJN
KRS	PAR	MBR	KTS	MS
FLB	BNT			

05.08.2019

MEMO NO. 023

Dear Sir/Madam, Greetings from DFES!!

Class teachers of Grade VIII, IX and XI are requested to collect the full and genuine basic information of the students for registering in CBSE, through the prescribed format given. Please direct the students to submit the following document along with the duly filled form, on or before Friday (12.08.2019).

- Copy of Birth Certificate (Grade VIII and IX students)
- Copy of Grade X Mark list (Grade XI student).

Best wishes

Abdul Basheer P
Principal

KP

CB

SS

VKM

FLB

SPS

05.08.2019

MEMO NO. 024

Dear Sir/Madam, Greetings from DFES!!

Class teachers of Grade X and XII are requested to distribute the part of LOC 2019, for the renewal of CBSE registration. The verified LOC must be submitted on or before Friday (12.08.2019). If any corrections are noticed, supporting documents must be attached.

Best wishes

Abdul Basheer P
Principal

BNT

NJ

MBR

DFES Poopalam

05.08.2019

Dear Parent!

Greetings from DFES!

Kindly visit the part of List of Candidates (LOC) provided. Any changes, after the CBSE registration will be very difficult. Therefore parents and children must see this as a very important document and changes will not be accepted after Friday (19.08.2019). For any needy changes, relevant supporting document must be submitted on or before Friday (19.08.2019).

Best wishes

Abdul Basheer P
Principal

DFES Poopalam

05.08.2019

Dear Parent!

Greetings from DFES!

Kindly visit the part of List of Candidates (LOC) provided. Any changes, after the CBSE registration will be very difficult. Therefore parents and children must see this as a very important document and changes will not be accepted after Friday (19.08.2019). For any needy changes, relevant supporting document must be submitted on or before Friday (19.08.2019).

Best wishes

Abdul Basheer P
Principal

06.08.2019

MEMO NO. 025

Dear Sir/Madam, Greetings from DFES!!

All teachers are requested to stick on the following time schedule regarding Periodic Test 1.

1. Duly evaluated answer scripts are to show the children on or before Wednesday (07.08.2019).
2. Subject teachers are to give all the answer scripts to the class teachers on or before Thursday (08.08.2019)
3. Class teachers are to compile all the answer scripts into a single bundle on or before Friday (09.08.2019).
4. Class teachers are to give the compiled bundle of evaluated answer scripts on Friday (16.08.2019) to the parents.

Best wishes

Abdul Basheer P
Principal

20.08.2019

MEMO NO. 026

To
Mrs. Anitha P.M
Head of Compartment C

Dear Madam, Greetings from DFES!!

You are instructed to make follow up of the teacher trainees of Aligarh Muslim University, joined in our institution for teaching practice. The substitution periods can be noted and delegated. The teachers assigned for substitution should observe the class irrespective of the subject and should produce a report about the effectiveness of the classroom transaction.

Best wishes

Abdul Basheer P
Principal

PAM

22.08.2019

MEMO NO. 027

Dear Sir/Madam, Greetings from DFES!!

All teachers are requested to report at school on Saturday (24.08.2019) at 07:50am, for attending Class Open Forum (COF). Kindly avoid the casual leave on the same day.

- Please do visit the list of teachers and spot allocation, and put your signature
- Please duly fill up the face to face interaction column of teachers' diary (Green Ink-topper and Red Ink – struggling students)
- Teachers may show exclusive marks from the teachers' diary (Exclusive report card will not be issued)

Best wishes

Abdul Basheer P
Principal

22.08.2019

MEMO NO. 027

Dear Sir/Madam, Greetings from DFES!!

All teachers are requested to report at school on Saturday (24.08.2019) at 07:50am, for attending Class Open Forum (COF). Kindly avoid the casual leave on the same day.

- Please do visit the list of teachers and spot allocation, and put your signature
- Please duly fill up the face to face interaction column of teachers' diary (Green Ink-topper and Red Ink – struggling students)
- Teachers may show exclusive marks from the teachers' diary (Exclusive report card will not be issued)

Best wishes

Abdul Basheer P
Principa

24/08/2019

MEMO NO. 028

Dear Sir/Madam, Greetings from DFES!!

The following teachers are hereby directed to report at Darul Falah English school Poopalam for attending one day workshop organised by Integrated Education Council of India (IECI) as per the given schedule. Food and refreshments will be served free of cost.

Venue : Darul Falah English School Poopalam
Day & Date : Tuesday, (27/08/2019)
Reporting time : 09.30 am
Dispersal time : 05:00 pm

S.No.	Name of the Teacher	Subject	Classes Handling	Signature
1	Abdurahim Paloli	Maoral Studies	Grade VIII to X	
2	Prasad P	I.T	Grade V to VIII	
3	Shahida A.T	Biology	Grade VIII to X	
4	Binitha T.M	Mathematics	Grade VIII to X	
5	Shakiya P	English	Grade I to IV	

Best wishes

Abdul Basheer P
Principal

27/08/2019

MEMO NO. 029

Dear Sir/Madam, Greetings from DFES!!

It was observed that morning assembly had been conducted in the absence of class teachers when they are on casual leave. Therefore the following teachers are directed to engage in the classroom to conduct morning assembly and roll card, when the respective teacher is on leave. Heads of C and D are informed to give compliance report.

Teachers who are availing casual leave should inform the same to the associated teacher concerned.

S.No.	Class & div	Name of the Class Teacher	Associated Teacher	Remarks
1	VI A	Mini A.H	Mumthasali M	
2	VI B	Latha P.P		
3	VI C	Devki Kutty	Sathar T.K	
4	VI D	Sairabanu A		
5	VII A	Naseera C.K	Ahammed Ramees T.A	
6	VII B	Sunitha K.T		
7	VII C	Maya M.P	Suresh Babu K	
8	VII D	Waheeda C		
9	VIII A	Kamarunnisa P	Prasad P	
10	VIII B	Bushra C		
11	VIII C	Smitha S	Shameem A.M	
12	IX A	Mini V.K	R. Swapna	
13	IX B	Faseela Banu		
14	X A	Binitha T.M	Khamarunnisa K	
15	X B	Najwa P.K		
16	XI Sci	Sreepriya S	Abduraheem Palioli	
17	XII Sci	Mallika Baburaj		

Best wishes

Abdul Basheer P
Principal

05/09/2019

MEMO NO. 030

To
All Students
Greetings from DFES!!!

Financial Aid For Flood Victims

Based on the request of the Students, teachers and parents, we have decided to observe a fund raising campaign to provide for the victims of the flood 2019. Students are who are willing to donate for the same, may bring it on Wednesday (18.09.2019) and the class teachers are requested to collect the same.

Best wishes

Abdul Basheer P

Principal

VI A	VI B	VI C	VI D
VII A	VII B	VII C	VII D
VIII A	VIII B	VIIIC	
IX A	IX B		
X A	X B	XI Sci	XI Sci

MEMO NO. 030

To
All Students
Greetings from DFES!!!

Financial Aid For Flood Victims

Based on the request of the Students, teachers and parents, we have decided to observe a fund raising campaign to provide for the victims of the flood 2019. Students are who are willing to donate for the same, may bring it on Wednesday (18.09.2019) and the class teachers are requested to collect the same.

Best wishes

Abdul Basheer P
Principal

I A	I B	I C	I D	I E
II A	II B	II C	II D	II E
III A	III B	III C	III D	III E
IV A	IV B	IV C	IV D	IV E
V A	V B	V C	V D	

MEMO NO. 031

To
All Students
Greetings from DFES!!!

Onam Celebration

We would like to celebrate Onam festival on Saturday (07.09.2019) from 8am to 12.30pm, including many colourful activities for the children. The list of activities has been displayed on the Notice Board.

Students can wear formal desirable attire by providing an affidavit duly signed by the students from Grade 6 to 12.

Best wishes

Abdul Basheer P
Principal

VI A	VI B	VI C	VI D
VII A	VII B	VII C	VII D
VIII A	VIII B	VIII C	
IX A	IX B		
X A	X B	XI Sci	XI Sci

MEMO NO. 030

To
All Students
Greetings from DFES!!!

Onam Celebration

We would like to celebrate Onam festival on Saturday (07.09.2019) from 8am to 12.30pm, including many colourful activities for the children. The list of activities has been displayed on the Notice Board.

Best wishes

Abdul Basheer P
Principal

I A	I B	I C	I D	I E
II A	II B	II C	II D	II E
III A	III B	III C	III D	III E
IV A	IV B	IV C	IV D	IV E
V A	V B	V C	V D	

06/09/2019

MEMO NO. 030

To
All Students
Greetings from DFES!!!

Registration and Examination Fee Remittance

CBSE has issued circular to remit registration fee of Grade IX & XI and examination fee of Grade X and XII board examination as per given below.

Grade	Registration Fee
IX	300
XI	300

Grade	Examination Fee	Migration Fee	Total
X	1500	350	1850

Grade	Examination Fee	Practical fee	Migration
XII	1500	Rs. 150 per practical Subject	350

Cut of Date of the fee payment is on Tuesday 17.09.2019

Best wishes

Abdul Basheer P
Principal

IX A

IX B

X A

X B

XI Sci

XII Sci

19/09/2019

INVITATION

To
All teaching and Supporting Staff

Dear sir/Madam, Greetings!!

I am very delighted to cordially invite you all to be presented at my residence (Mankada Koottil) on Saturday (21.09.2019) at 1:30pm.

One school bus has been scheduled for the same purpose and it will be started at 1:15pm from DFES.

Best wishes

Abdul Basheer P
Principal

19/09/2019

INVITATION

To
All teaching and Supporting Staff

Dear sir/Madam, Greetings from DFES!!!

Academic Co-ordination Committee of Islamic Mission Trust (IMT) has scheduled the combined get together of all employees under the trust as below:

Title	:	Combined get together of all IMT employees
Day & Date	:	Wednesday (02.10.2019)
Venue	:	Al Jamia Auditorium, Santhapuram
Registration	:	09:00 am to 09.30 am
Dispersal time	:	04:30 pm

As it is mandatory to be attended, please ensure your presence on time. Each institution will have 15 minutes of time to have creative display/presentation. Compartment heads are requested to constitute a single team for the same and submit it for approval on or before Tuesday (24.09.2019).

Best wishes

Abdul Basheer P
Principal

DFES Poopalam

20.09.2019

Dear Parent!

Greetings from DFES!

We have generated List Of Candidates (LOC) of Grade IX for CBSE registration. Please ensure the data furnished is absolutely correct (C Name, F Name, M Name, D.O.B, photograph, Second language etc.)

Modification of any data will be purely based on valid documents. Forget not to send it back to the class teacher on Monday (23.09.2019)

Best wishes

Abdul Basheer P
Principal

DFES Poopalam

20.09.2019

Dear Parent!

Greetings from DFES!

We have generated List Of Candidates (LOC) of Grade IX for CBSE registration. Please ensure the data furnished is absolutely correct (C Name, F Name, M Name, D.O.B, photograph, Second language etc.)

Modification of any data will be purely based on valid documents. Forget not to send it back to the class teacher on Monday (23.09.2019)

Best wishes

Abdul Basheer P
Principal

DFES Poopalam

20.09.2019

Dear Parent!

Greetings from DFES!

We have generated List Of Candidates (LOC) of Grade XI for CBSE registration. Please ensure the data furnished is absolutely correct (C Name, F Name, M Name, D.O.B, photograph, Subject Combination etc.)

Modification of any data will be purely based on valid documents. Forget not to send it back to the class teacher on Monday (23.09.2019)

Best wishes

Abdul Basheer P
Principal

DFES Poopalam

20.09.2019

Dear Parent!

Greetings from DFES!

We have generated List Of Candidates (LOC) of Grade XI for CBSE registration. Please ensure the data furnished is absolutely correct (C Name, F Name, M Name, D.O.B, photograph, Subject Combination etc.)

Modification of any data will be purely based on valid documents. Forget not to send it back to the class teacher on Monday (23.09.2019)

Best wishes

Abdul Basheer P
Principal

MEMO NO. 031

Dear Sir/Madam, Greetings from DFES!!

All teachers are requested to stick on the following cut off dates

S.No	Task	Commences on	Concludes on	Remarks
1	Half Yearly Examination	23.09.2019	04.10.2019	
2	Preparation of Answer Keys/Display	Next to the examination today	NA	
3	Evaluation of Answer Scripts	Within 3 days after accepting the Answer Scripts	09.10.2019	
4	Showing of Evaluated Answer Scripts (EAS) to the students	09.10.2019	11.10.2019	
5	Submission of teaching manual to the HODs	10.10.2019	NA	
6	Giving back of teaching manual to the teacher concerned	11.10.2019	NA	
7	Mark Entry in the teachers' Diary & e school software	11.10.2019	19.10.2019	
8	Second term regular classroom transactions begins	14.10.2019	NA	
9	Positive supportive school visit (IMT delegates)	15.10.2019	NA	
10	Submission of EAS to the class teachers	16.10.2019	17.10.2019	
11	Combilation of EAS by the students	18.10.2019	21.10.2019	
12	Sending EAS to the parents	24.10.2019	NA	
13	Receiving back the EAS from the parent (Grade IX, X, XI and XII)	25.10.2019	NA	
14	Parents' Open Forum	26.10.2019	NA	

Best wishes
Abdul Basheer P
Principal

20.10.2019

MEMO NO. 032

Dear Students, Greetings from DFES!!

Interested Meritorious (Above 50% marks) students of Grade X can write NTSE 2019. It can be applied online through Akshaya centres with the documents below:

1. Passport size photograph (within 60Kb)
2. Grade IX Report Card
3. Caste Certificate
4. Creamy Layer Certificate

For more details please contact Ms. Anitha P.M (HOC – Compartment C)

Best wishes

Abdul Basheer P
Principal

XA

XB

PMA

20.10.2019

MEMO NO. 033

Dear Students, Greetings from DFES!!

Students of Grade IX and XI have not submitted their duly verified Basic Data Card for CBSE Board registration, are to submit the same today itself to the Class teacher/Vice principal. Defaulter's registration will be delayed and penalty will be levied.

Best wishes

Abdul Basheer P
Principal

Room No.	Compartment	Teacher Code	Signature
36	C/FF		
37	C/FF		
40	C/FF		
42	C/SF		
43	C/SF		
47	D/GF		
48	D/GF		

TKS

VKM

FLB

25/09/2019

MEMO NO. 034

Dear Sir/Madam, Greetings from DFES!!

The following teachers are hereby directed to report at Darul Falah English school Poopalam for attending one day orientation programme organised by Integrated Education Council of India (IECI) as per the given schedule. Lunch and refreshments will be served free of cost.

Venue : Darul Falah English School Poopalam
Day & Date : Tuesday, (01.10.2019)
Reporting time : 09.30 am
Dispersal time : 05:00 pm

S.No.	Name of the Teacher	Subject	Classes Handling	Signature
1	Beena V.C	EVS	Grade V	
2	Fesna Faseeh C.K	I.T	Grade I to IV	
3	Shakeela Beegam	I.T	Grade I to IV	
4	Shameem Banu P	I.T	Grade I to IV	

- **The I.T teachers must bring the Laptop**

Best wishes

Abdul Basheer P
Principal

26.09.2019

MEMO NO. 035

Dear Students, Greetings from DFES!!

Students of Grade IX and XI are to approach the Principal office from 8am to 2.30pm for signing the LOC generated for the registration of CBSE Board examination. The cut of date is on Saturday (28.09.2019).

Best wishes

Abdul Basheer P
Principal

Room No.	Compartment	Teacher Code	Signature
36	C/FF		
37	C/FF		
40	C/FF		
42	C/SF		
43	C/SF		
47	D/GF		
48	D/GF		

PMA

VKM

FLB

SPS

26.09.2019

MEMO NO. 036

Dear Students, Greetings from DFES!!

Father, mother and child of Grade X and XII are to approach the Principal office from 8am to 2.30pm for signing the LOC generated for appearing the CBSE Board examination. The cut of date is on Saturday (28.09.2019).

Best wishes

Abdul Basheer P
Principal

Room No.	Compartment	Teacher Code	Signature
36	C/FF		
37	C/FF		
40	C/FF		
42	C/SF		
43	C/SF		
47	D/GF		
48	D/GF		

PMA

BNT

NJ

MBR

MEMO NO. 037

Dear Students, Greetings from DFES!!

It has been observed that the following teachers, assigned for invigilation duties as per the given table were sitting at the time examination.

S.No.	Name of the Teacher	Room No.	Date	Signature/Remarks
1	Shakiya P		26/09/2019	
2	Sabina Sakkir	6 (A/FF)	26/09/2019	
3	Najma Mol	17(B/GF)	26/09/2019	
5	Sasikala Ayyappan	10(A/FF)	26/09/2019	
6	Suresh Babu K	54(D/GF)	26/09/2019	

09.10.2019

MEMO NO. 038

Dear Sir/Madam, Greetings from DFES!!

All teachers are directed to attend for a general staff meeting on Thursday (10.10.2019) at 2pm. The dispersal time will be at 3.30pm. Don't miss this very important meeting.

Best wishes

Abdul Basheer P
Principal

TKS	PMA	KVC	PAR	AJM	AHR	PCA
BNT	CB	DK	FLB	KRS	KP	PPL
MBR	MPM	MS	VKM	MA	NJ	NCK
PSD	SWP	SA	STR	SAT	SS	SPS
KTS	SBK	WC				

09.10.2019

MEMO NO. 038

Dear Sir/Madam, Greetings from DFES!!

All teachers are directed to attend for a general staff meeting on Thursday (10.10.2019) at 2pm. The dispersal time will be at 3.30pm. Don't miss this very important meeting.

Best wishes

Abdul Basheer P
Principal

ARK	BU	BVC	DP	FCK	FTK	NTK
KCT	MM	MSN	NJM	RCT	KPR	SBS
SFN	CKS	SHM	SMK	SJN	MPS	SCA
SJT	SB	SP	SAM	SBP	SNA	SMS
SSK	SMA	SLK	SMP	SNM	UH	

09.10.2019

MEMO NO. 038

Dear Sir/Madam, Greetings from DFES!!

All teachers are directed to attend for a general staff meeting on Thursday (10.10.2019) at 2pm. The dispersal time will be at 3.30pm. Don't miss this very important meeting.

Best wishes

Abdul Basheer P
Principal

Raseena	Anitha	Dhanya	Febeena	Howlath
Muhsina	Ruksana	Saheera	Shareena	vahab
Shaharban	Sunitha	Thasleena	Muneera	
Safiya	Saleena	Sufaija		

10.10.2019

MEMO NO. 039

Dear Sir/Madam, Greetings from DFES!!

The following teachers are delegated for invigilation duty for PM foundation Scholarship Examination to be held at our school on Saturday (12.10.2019) as scheduled below:

Examination : P.M Foundation Scholarship Examination
Day & Date : Saturday (12.10.2019)
Reporting time : 9.30am
Exam. Commences : 9.45am
Dispersal time : 12.30pm

Best wishes

Abdul Basheer P
Principal

S.No	Name of the Teacher	Delegated Room No	Signature
1	Abdurahim Paloli	6 - A/FF	
2	Prasad P	7- A/FF	
3	Ahammed Ramees	8- A/FF	
4	Bushra C	9 - A/FF	
5	Suresh Babu	10- A/FF	
6	Maya M.P	11- A/SF	
7	Mallika Baburaj	12- A/SF	
8	Bavitha U	14- A/SF	
9	Shakeela Beegam	15- A/SF	
10	Sumayya P	21- B/FF	
11	Archana K	22- B/FF	
12	Mubeena S.N	23- B/FF	
13	Beena V.C	24- B/FF	
14	Divya P	26- B/SF	
15	Fesna Faseeh	27- B/SF	
16	Sabina Sakkir	28- B/SF	
17	Saifunnisa P	31- B/SF	

MEMO NO. 040

15.10.2019

(Second Phase of One Day Orientation Programme for English Teachers)

Dear Madam! Greetings from DFES!!

As per the directions from the IECI, the following teachers are to attend for the second phase of One day English language teachers' orientation programme to be held at **Hotel Pokodans, Kondotty on Saturday (26.10.2019)**. R

Reporting time 9.30am

Dispersal time 4pm.

KRS DK VKM SPS SBS SP NJM

MM SJN

Best wishes

P. Abdul Basheer
Principal

MEMO NO. 041

21.10.2019

Dear Sir/Madam!!

Greetings from DFES!!!

We had completed our half yearly examination on 04.10.2019. You were informed to complete the mark entry on 19.10.2019. It has been noted that you have not completed the mark entry till now.

Therefore you are informed to submit the explanation for the same.

Best wishes

Abdul Basheer P
Principal

MEMO NO. 042

24.10.2019

Dear Sir/Madam!! Greetings from DFES!!!

As we all know that quality is a matter of great concern today. It can be achieved only through combined and continuous team work based on the vision and mission of the institution.

You are requested to spare little time with the principal in this regard at your leisure hours within 7 days (from 24.10.2019 to 03.11.2019) from 8am to 4pm.

You are also directed to keep the following documents for the effective communication

1. Teacher's Diary
2. Work sheet (copies of all work sheets given)
3. Question papers of unit tests.
4. Answer keys of half yearly examination

Best wishes

Abdul Basheer P
Principal

MEMO NO. 042

24.10.2019

Dear Sir/Madam!! Greetings from DFES!!!

As we all know that quality is a matter of great concern today. It can be achieved only through combined and continuous team work based on the vision and mission of the institution.

You are requested to spare little time with the principal in this regard at your leisure hours within 7 days (from 24.10.2019 to 03.11.2019) from 8am to 4pm.

You are also directed to keep the following documents for the effective communication

1. Teacher's Diary
2. Work sheet (copies of all work sheets given)
3. Question papers of unit tests.
4. Answer keys of half yearly examination

Best wishes

Abdul Basheer P
Principal

25.10.2019

MEMO NO. 043

Dear Sir/Madam, Greetings from DFES!!

All teachers are directed to attend for a general staff meeting on Monday (28.10.2019) at 2pm. The dispersal time will be at 2.50pm. Please don't miss this very important meeting.

Best wishes

Abdul Basheer P
Principal

TKS	PMA	KVC	PAR	AJM	AHR	PCA
BNT	CB	DK	FLB	KRS	KP	PPL
MBR	MPM	MS	VKM	MA	NJ	NCK
PSD	SWP	SA	STR	SAT	SS	SPS
KTS	SBK	WC				

25.10.2019

MEMO NO. 043

Dear Sir/Madam, Greetings from DFES!!

All teachers are directed to attend for a general staff meeting on Monday (28.10.2019) at 2pm. The dispersal time will be at 2.50pm. Please don't miss this very important meeting.

Best wishes

ARK	BU	BVC	DP	FCK	FTK	NTK
KCT	MM	MSN	NJM	RCT	KPR	SBS
SFN	CKS	SHM	SMK	SJN	MPS	SCA
SJT	SB	SP	SAM	SBP	SNA	SMS
SSK	SMA	SLK	SMP	SNM	UH	NM

25.10.2019

MEMO NO. 044

Dear Sir/Madam, Greetings from DFES!!

All teachers, handling Malayalam language are directed to attend for a special meeting on Monday (28.10.2019) at 3pm. The dispersal time will be at 3.30pm. Please don't miss this very important meeting.

Best wishes

MBR

PPL

DP

KCT

MSN

SMS

SMP

25.10.2019

MEMO NO. 045

Dear Sir/Madam, Greetings from DFES!!

You are directed to send the following students at 1.30pm every day for the school discipline duty.

Name of Student	Grade	Signature of teacher concerend	Remarks
Nasil	VII A		
Adinan			
Danish	VII B		
Febin			
Shahin	VII C		
Shanil			
Ajsal	VII D		
Fazal			

Best wishes

Abdul Basheer P
Principal

28.10.2019

MEMO NO. 046

Dear Sir/Madam, Greetings from DFES!!

Thos who are ready for making a short presentation based on any relevant topic are hereby informed to enroll the data in the attached format.

Best wishes

Abdul Basheer P
Principal

TKS	PMA		PAR	AJM	AHR	PCA
BNT	CB	DK	FLB	KRS	KP	PPL
MBR	MPM	MS	VKM	MA	NJ	NCK
PSD	SWP	SA	STR	SAT	SS	SPS
KTS	SBK	WC				

28.10.2019

MEMO NO. 046

Dear Sir/Madam, Greetings from DFES!!

Thos who are ready for making a short presentation based on any relevant topic are hereby informed to enroll the data in the attached format.

Best wishes

Abdul Basheer P
Principal

ARK	BU	BVC	DP	FCK	FTK	NTK
KCT	MM	MSN	NJM	RCT	KPR	SBS
SFN	CKS	SHM	SMK	SJN	MPS	SCA
SJT	SB	SP	SAM	SBP	SNA	SMS
SSK	SMA	SLK	SMP	SNM	UH	NM

07.11.2019

MEMO NO. 047

Dear Sir/Madam, Greetings from DFES!!

It has been decided that to have a presentation of a couple of teachers, students and compartment heads consuming 50 seconds each, following the Standard Operational Procedure (SOP) exclusively for each compartment.

1. Preparation of calendar for morning assembly (compartmentwise)
2. Choose your topic (360° freedom), having 50 seconds
3. Choose your day (each teacher)
4. Perfect presentation (need not memorise the speech but lookup and read)
5. Tuesday (Compart A), Wednesday (Compartment C & D), Thursday (Compartment B).
6. HOCs are requested to entrust the class teachers to ensure students' preparation and presentation
7. The topic prepared by teachers and HOCs/VP are to be submitted to the principal for the approval.
8. The topic prepared by students are to be submitted to the class teacher/English language teacher/HOC for the approval

Best wishes

Abdul Basheer P
Principal

08.11.2019

MEMO NO. 048

Dear Sir/Madam, Greetings from DFES!!

The following teachers are proposed for the duty of external invigilators for LEAP final examination to be held on Wednesday (27.11.2019) at **Mubarak English School, Manjeri.**

S.No.	Name of the Teacher	Signature	Remarks
1	Abdurahim Paloli		
2	Prasad P		
3	Mumthasali M		
4	Anitha P.M		
5	Arifa P.C		
6	Shahida A.T		
7	Binitha T.M		
8	Mallika Baburaj		
9	Kamarunnisa P		
10	Mini V.K		
11	Bushra C		
12	Beena V.C		
13	Saifunnisa P		
14	Samsijan V		

Best wishes

Abdul Basheer P
Principal

11.11.2019

MEMO NO. 049

Dear Sir, Greetings from DFES!!

This is to inform you to report at 9am at Nest Public School, Ramanattukara on Thursday (28.11.2019) for attending a one day orientation programme for office staff to be conducted by Centre for Educational Research and Training (CERT)

Best wishes

Abdul Basheer P
Principal

S.No.	Name of the Staff	Signature
1	Anees Babu T	
2	Mohammed Shareef V	
3	Mohammed Ashif A	
4	Ibrahim Thottoli	

15.11.2019

MEMO NO. 049

Dear Sir, Greetings from DFES!!

It has been noted that there are two issues on Fridays

1. Escorting by the teachers to the mosque is not properly processed and delegated.
2. 8th period (from 12.20 to 01.30pm) on Fridays, students of Grade 1 to 4 are not properly nurtured.

In connection to this, we have prepared a special duty list of teachers for Grade I to V, and all the teachers are informed to make proper compliance of the same, and hereby attached the duty list.

Teachers are directed to implement CCE activities suggested for cultural activities.

Best wishes

Abdul Basheer P
Principal

21.11.2019

MEMO NO. 050

Sub: One Day Workshop for EVS Teachers

To
Ms. Beena V.C
Head of Compartment B

Dear Madam, Greetings from DFES!!

With reference to the letter of IECI/M4 TB/19 dated 20.11.2019, you are directed to attend for a one day workshop for EVS Teachers on Tuesday (26.11.2019) at IECI convention room. The reporting time will be at 09.30am.

Best wishes

Abdul Basheer P
Principal

Beena V.C

23.11.2019

MEMO NO. 051

DUTY SCHEDULE OF ANNUAL SPORT MEET 2019 (Day 1)

Dear Sir, Greetings from DFES!!

Please do visit the attached Duty Schedule of Sports Meet – 2019, Day 1 (Monday, 25.11.2019).

Best wishes

Abdul Basheer P
Principal

AJM	PAR	PMA	PCA	BNT	CB	DK
FLB	KVC	KRS	KP	PPL	MBR	MPM
MS	VKM	MA	NJ	NCK	PSD	SWP
SA	SZA	STR	SAT	SS	SPS	KTS
SBK	WS	TKS				

29.11.2019

MEMO NO. 052

HIKMA TALENT EXAMINATION 2019 – DUTY LIST

Dear Sir/Madam
Greetings from DFES!

The following teachers are delegated for the duty of HIKMA 2019, as Deputy Superintendent/Invigilator, in the examination centre mentioned in the attached sheets.

Day & Date of Examination : Saturday, 30.11.2019
Examination centre : As mentioned in the attached sheet
Reporting time : 08:45am. (Examination Centre)

Best Wishes

Abdul Basheer P
Principal

MA	PAR	STR	KP	CB	PCA	
SLK	KPR	SJT	MSN	SFN	SB	SP
FCK	SMA	NJM	SHM	NTK	FTK	SAM
SNA	SBP	SNM	SSK	RCT		
KPM	SKV	SLA	Ruksana	Thasleena	SFJ	
Shaharban	KWV	MRA				

DARUL FALAH ENGLISH SCHOOL POOPALAM
HIKMA 2019 – DUTY LIST (Saturday, 30.11.2019)

S.No	Name of the Teacher	Designation	Name of the Centre	Signature
1	Mumthasali M	DS	ICHHS Santhapuram	
2	Sulekha K	INV		
3	RamlathK.P	INV		
4	Sowjath K	DS	Hill Top English school Kunnakkavu	
5	Mubeena S.N	INV		
6	Khowlath V	INV		
7	Muhsina K.P	INV		
8	Safiya K.V	INV		
9	Saleena A	INV	Hidayathul Muslimeen Secondary	
10	Saifunnisa P	INV	Madrasa, Vadakkangara	
11	Abdulrahim Paloli	DS	Noorul Islam Secondary Madrasa Kizhakkethala, Malappuram	
12	Shakeela Beegam K	INV		
13	Shakiya P	INV		
14	Fesna Faseeh	DS	Al Madrasathul Islamiyya Kunnakkavu	
15	Ruksana	INV		
16	Thasleena	INV		
17	Shyma Harris	INV		
18	Muneera V	INV	Ansarul Islam Madrasa, Koottilangadi	
19	Sufaija K	INV		
20	Shaharban A	INV	Al Madrasathul Ilahiya, Thirurkad	
21	Najma Mol	INV		
22	Sakkeer Hussain M.K	DS	Al Madrasa Assanaviyya, Santapuram	
23	Khadeeja N.T	INV		
24	Fousiya	INV		

DARUL FALAH ENGLISH SCHOOL POOPALAM
HIKMA 2019 – DUTY LIST (Saturday, 30.11.2019)

S.No	Name of the Teacher	Designation	Name of the Centre	Signature
25	Shameem A.M	DS	Madrathul Ansar, Alanallur	
26	Shameena K	INV		
27	Shameem Banu P	INV		
28	Sathar T.K	DS	Al Madrasathul Islamiyya, Santhapuram, Chungam	
29	Suneera Mol	INV		
30	Shifa Sulthana	INV		
31	Rahiyath C.T	INV		
32	Kamarunnisa P	INV		
33	Bushra C	DS	Al Madrasathul Islamiyya, Mulliakurssi	
34	Arifa P.C	DS	Azharul Uloom Madrasa, Valiyaparamba, Valamboor	

16.12.2019

MEMO NO. 053

MAJLIS PRIMARY/SECONDARY PUBLIC LIST

Dear Children!
Greetings from DFES!!

All students of Grade VII and IX are requested to remit Rs. 300/= to the class teacher towards Majlis Primary/Secondary Public examination on or before Wednesday (18.12.2019).

Class teachers are requested to hand over the sameto the accountant.

Best wishes

Abdul Basher P
Principal

VII A	VII B	VII C	VII D
	IX A	IX B	
NCK	KTS	MPM	WC
	VKM	FLB	

18.12.2019

MEMO NO. 054

Dear Sir/Madam
Greetings from DFES!

As registered your names earlier in IECI, you are directed to attend for a one day
Orientation Programme on Emotional Intelligence as scheduled below.

Programme	:	One day Orientation Programme o Emotional Intelligence
Day & Date	:	Thursday (19.12.2019)
Venue	:	Hotel Paramount Tower, Town Hall Road, Kozhikode
Reporting Time	:	09:30 am

Please collect the relieving order from the office.

Best wishes

Abdul Basheer P
Principal

BNT

SAT

WC

MEMO NO. 055

Dear Sir/Madam
Greetings from DFES!

The following teachers are delegated for the Primary/Secondary Public examination practical duties and requested to attend for training programme to be conducted as per the schedule below:

Day & Date : Tuesday, 31.12.2019
 Venue : Malabar House, Malappuram
 Reporting time : 10:00 am
 Dispersal time : 01:00 pm

You also requested to collect the Relieving order from the principal office today itself.

S.No.	Name of the Teacher	Signature
1	Mumthasali M	
2	Sakkeer Husain M.K	
3	Kamarunnisa P	
4	Arifa P.C	
5	Bushra C	
6	Sowjath K	
7	Shifa Sulthan	

Best wishes

Abdul Basheer P
Principal

01.01.2020

MEMO NO. 056

Dear Sir/Madam, Greetings from DFES!!

The following teachers are appointed as invigilators for LEAP final examination to be held at **Mubarak English School, Manjeri**, on Saturday (04.01.2020)

1	Abdurahim Paloli		
2	Prasad P		
3	Mumthasali M		
4	Anitha P.M		
5	Arifa P.C		
6	Shahida A.T		
7	Mallika Baburaj		

Best wishes

Abdul Basheer P
Principal

03.01.2020

MEMO NO. 57

Dear Sir/Madam, Greetings from DFES!!

The following teachers are delegated to escort the students to Mubarak School Manjeri for LEP 2019 - Second round examination as scheduled below:

Day & Date : Saturday (04.01.2020)
Venue School : Mubarak English School, Manjeri
Departure from DFES : 08:00 am
Entry to Exam Hall : 09: 30 am
Conclusion of exam : 01:00 pm
Arrival at DFES : 02:00 pm

S.No.	Name of the Teacher	Signature	Remarks
1	Faseela Banu N.K		
2	Kamarunnisa P		
3	Naseera C.K		
4	Mini V.K		
5	Beena V.C		
6	Maya mol		
7	Shakiya P		
8	Shyma Harris		
9	Shameena K		

Best wishes

Abdul Basheer P
Principal

MEMO NO. 58

Dear Sir/Madam, Greetings from DFES!!

The following teachers are delegated to attend for a one day workshop at Ansar English School, Perumbilavu, as scheduled below. The reporting time will be at 9.30am. Food, TA and remuneration will be paid to the participants.

S.No.	Name of the Teacher	Subject	Reporting Date	Signature
1	Abduraheem Paloli	Moral studies	14.01.2020	
2	Bushra C	Moral studeis	14.01.2020	
3	Maya Mol	English	14.01.2020	
4	Shakiya P	English	14.01.2020	
5	Saifunnisa P	EVS	14.01.2020	
6	Prasad P	I.T	15.01.2020	
7	Binitha T.M	Mathematics	15.01.2020	

You are requested to collect the Relieving Order from the Principal office.

Best wishes

Abdul Basheer P
Principal

MEMO NO. 59
(SOP of Dispersal)

Dear Sir/Madam, Greetings from DFES!!

Considering the safety and security of the students at the time of dispersal, all the teacher are requested to strictly adhere the following (Standard Operating Procedure SOP of dispersal).

1. Class teachers are to display the List of Students (LoS), clearly showing:
 - (i) Pedestrians
 - (ii) Public conveyance users
 - (iii) Private conveyance users
 - (iv) School conveyance users
2. Teachers of the last period should ensure that students must be permitted to line up as per the above listed order (changes of the conveyance can be made after verifying school diary communication).
3. Teachers must ensure the following things before coming out from the classroom.
 1. Switchedoff lights, Fans and TV monitor.
 2. Closed all the windows
4. Teachers are to ensure that all the children have been evacuated from respective classrooms. (ensure no child is sitting in the classroom)
5. To facilitate the SOP, teachers are hereby permitted to put both the signatures (FN and AN) together at the time of reporting (morning before 8am).
6. Teachers who proposed to avail afternoon casual leave, should never put afternoon's signature
7. Teachers who prefer to go early should never put afternoon signature.
8. In case of emergency Early Going/Casual Leave, the teacher must obtain prior approval, by submitting a written request letter (in addition to the submission of Casual Leave format.)
9. Teachers are also requested to be vigilant, so as to avoid correction in the teacher's attendance register (TAR).

Bsst wishes

Abdul Basheer P
Principal

28.11.2020

MEMO NO. 060

MAJLIS PRIMARY/SECONDARY PUBLIC EXAMINATION 2020
(DUTY LIST)

Dear Sir/Madam
Greetings from DFES!

The following teachers are delegated for the examination duty of Majlis Primary/Secondary Public examination, as Deputy Superintendent/Invigilator, in the examination centres mentioned against their names..

Day & Date of Examination : 30.01.2020, 31.01.2020 & 01.02.2020
Reporting time : 09:00am. (At the Examination Centre)

S.No	Name of the Teacher	Designation	Name of the Centre	Signature
1	Bushra C	DS	Irshad Eng. School, Melattur	
2	Rahiyath C.T	INV		
3	Kadeeja N.T	INV		
4	Sathar T.K	DS	Al Farooque ES, Padapparamba	
5	Kamarunnisa P	INV		
6	Ramlath K.P	INV		
7	Abdul Rahim Paloli	INV	Mount Hira, Pattambi	
8	Fousiya T.K	INV		
9	Sowjath K	INV		

Best Wishes

Abdul Basheer P
Principal

30.01.2020

MEMO NO. 061

Dear Sir/Madam,
Greetings from DFES !!

This is to appreciate all the Heads & Teachers for the successful accomplishment of Periodic Test II.

All teachers are requested to ensure the mark entry on or before Saturday (01.02.2020)

Please adhere with the following tasks within the time limit.

1. Evaluated Answer scripts (EAS) must be shown to the students with the Answer keys
2. Collect back the same and do send the EAS to the parents on Tuesday (04.02.2020)
3. Class Open Forum will be conducted on Friday (07.02.2020)

Time slot :

08:10 to 09:30	Roll No. 1 to 10
09:30 to 10:50	Roll No. 11 to 20
10:50 to 11:00	Recess
11:00 to 12.20	Roll No. 21 to last

Best wishes

Abdul Basheer P
Principal

30.01.2020

MEMO NO. 061

Dear Sir/Madam,
Greetings from DFES !!

This is to appreciate all the Heads & Teachers for the successful accomplishment of Periodic Test II.

All teachers are requested to ensure the mark entry on or before Saturday (01.02.2020)

Please adhere with the following tasks within the time limit.

1. Evaluated Answer scripts (EAS) must be shown to the students with the Answer keys
2. Collect back the same and do send the EAS to the parents on Tuesday (04.02.2020)
3. Class Open Forum will be conducted on Friday (07.02.2020)

Time slot :

08:10 to 09:30	Roll No. 1 to 10
09:30 to 10:50	Roll No. 11 to 20
10:50 to 11:00	Recess
11:00 to 12.20	Roll No. 21 to last

Best wishes

Abdul Basheer P
Principal

05.02.2020

MEMO NO. 061

Dear Sir/Madam,
Greetings from DFES !!

Teachers who are paying ESI contribution are to open a Savings Bank Account (SB A/C) in State Bank of India (SBI) to obtain the benefits.

Teachers are also requested to buy a note book having 200 pages (unruled) to be submitted at the ESI office Perintalmanna.

Best wishes

Abdul Basheer P
Principal

DNK

SLA

SKV

KWV

Raseena

Anitha P

Saheera

Shahraban

Muhsina

Suntiha

05.02.2020

MEMO NO. 061

Dear Sir/Madam,
Greetings from DFES !!

Teachers who are paying ESI contribution are to open a Savings Bank Account (SB A/C) in State Bank of India (SBI) to obtain the benefits.

Teachers are also requested to buy a note book having 200 pages (unruled) to be submitted at the ESI office Perintalmanna.

Best wishes

Abdul Basheer P
Principal

SBK	PAR	SA	STR	CB	DK	FLB
SAT	SS	KYC	PPL	VKM	MA	NJ
SPS	NCK	SWP	WC	KP		

MEMO NO. 061

Dear Sir/Madam,
Greetings from DFES !!

Teachers who are paying ESI contribution are to open a Savings Bank Account (SB A/C) in State Bank of India (SBI) to obtain the benefits.

Teachers are also requested to buy a note book having 200 pages (unruled) to be submitted at the ESI office Perintalmanna.

Best wishes

Abdul Basheer P
Principal

CKS	SHM	SJN	MPS	ARK	BU	BVC
DP	SB	FCK	FTK	SP	SNA	SMS
SMA	NTK	KCT	MM	MSN	SJT	NJM
	SLK	SMP	KPR	SBS	UH	
	SFN	RCT				

05.02.2020

MEMO NO. 061

Dear Sir/Madam,
Greetings from DFES !!

Teachers who are paying ESI contribution are to open a Savings Bank Account (SB A/C) in State Bank of India (SBI) to obtain the benefits.

Teachers are also requested to buy a note book having 200 pages (unruled) to be submitted at the ESI office Perintalmanna.

Best wishes

Abdul Basheer P
Principal

Mohammed Shareef

Fasalurahman

Mujeeb rahman

Anees Babu T

Ashraf N.T

Sudhakaran K

Ayisha

Aleema

Sheeba

Sunitha

MEMO NO. 062

Dear Sir/Madam,
Greetings from DFES !!

This is to inform you that the Class Open forum (KG & Grade 1 to 9) will be conducted on Friday 07.02.2020 as per the given schedule.

Time Schedule

Roll No		Time Schedule		Remarks
From	To	Starting time	Finishing time	
1	10	08:00 am	09:20 am	
11	20	09:20 am	10:50 am	
Recess		10:50 am	11:00 am	
21	30	11:00 am	12:20 pm	

Class teachers & Associates Location Finder

S.No.	Code	Name of Teacher	Room No.	Compartment	Signature	Remarks
1	PMA	Anitha P.M	40	C/FF		Compartment Head C
2	PAR	Abdulrahim Paloli	36	C/FF		
3	PCA	Arifa P.C	40	C/FF		Compartment Head D
4	BNT	Binitha T.M	40	C/FF		Class teacher (X A)
5	C B	Bushra C	55	D/FF		Class teacher (VIII B)
6	D K	Devaki Kutty P	48	D/GF		Class teacher (VI C)
7	FLB	Faseela Banu N.K	36	C/FF		Class teacher (IX B)
8	KRS	Khairunnisa K	40	C/FF		
9	KP	Khamarunnisa P	60	D/FF		Class teacher (VIII A)
10	PPL	Latha P.P	48	D/GF		Class teacher (VI B)
11	MBR	Mallika Baburaj	40	C/FF		
12	MPM	Maya M.P	60	D/GF		Class teacher (VII C)
13	M S	Mini A.H	48	D/GF		Class teacher (VI A)
14	VKM	Mini V.K	36	C/FF		Class teacher (IX A)
15	M A	Mumthas Ali M	60	D/FF		
16	N J	Najva P.K	40	C/FF		Class teacher (X B)
17	NCK	Naseera C.K	60	D/FF		Class teacher (VII A)
18	PSD	Prasad P	48	D/GF		
19	SWP	R. Swapna	40	C/FF		
20	S A	Sairabanu A	48	D/GF		Class teacher(VI D)
21	SZA	Sanaa Zain Al Abideen	48	D/GF		
22	STR	Sathar T.K	48	D/GF		
23	SAT	Shahida A.T	36	C/FF		
24	S S	Smitha S	55	D/FF		Class teacher (VIII C)

25	SPS	Sreepriya S	40	C/FF		
26	KTS	Sunitha K.T	60	D/FF		Class teacher (VII B)
27	SBK	Suresh Babu K	48	D/GF		
28	W C	Waheeda C	60	D/FF		Class teache (VII D)

04.03.2020

MEMO NO. 062

Dear Sir/Madam,
Greetings from DFES !!

This is to inform you that the Class Open forum (KG & Grade 1 to 9) will be conducted on Friday 07.02.2020 as per the given schedule.

Time Schedule

Roll No		Time Schedule		Remarks
From	To	Starting time	Finishing time	
1	10	08:00 am	09:20 am	
11	20	09:20 am	10:50 am	
Recess		10:50 am	11:00 am	
21	30	11:00 am	12:20 pm	

Class teachers & Associates Location Finder

S.No.	Code	Name of Teacher	Room No.	Compartment	Signature	Remarks
1	ARK	Archana K	19	B/GF		Class teacher (III D)
3	BVC	Beena V.C	23	B/FF		Compartment Head A
4	D P	Divya P	21	B/FF		Class teacher (IV A)
5	FCK	Fesna Faseeh C.K	21	B/FF		
6	FTK	Fousiya T.K	19	B/GF		Class teacher (III B)
7	NTK	Khadeeja N.T	21	B/FF		Class teacher (IV E)
8	KCT	Kochu Thressia	16	B/GF		Class teacher (I A)
9	M M	Maya Mol	16	B/GF		Class teacher (I D)
10	MSN	Mubeena S.N	22	B/FF		Class teacher (V D)
11	NJM	Najma Mol	22	B/FF		Class teacher (V C)
12	NM	Nithya M	21	B/FF		Class teacher (IV D)
13	RCT	Rahiyath C.T	16	B/GF		Class teacher (I E)
14	KPR	Ramlath K.P	22	B/FF		Class teacher (V A)
15	SBS	Sabina Sakkir	21	B/FF		Class teacher (IV B)
16	SFN	Saifunnisa P	19	B/GF		Class teacher (III E)
17	CKS	Sajna Ross C.K	17	B/GF		Class teacher (II B)

18	SHM	Sakkeer Husain M.K	19	B/GF		
19	SMK	Sameera Moideen Koya	21	B/FF		
20	SJN	Samsijan V	20	B/GF		Compartment Head B
21	MPS	Sandya M.P	16	B/GF		Class teacher (I B)
22	SCA	Sasikala Ayyappan	16	B/GF		
23	SJT	Sowjath K	22	B/FF		Class teacher (V B)
24	S B	Shakeela Beegum K	17	B/GF		
25	S P	Shakiya P	19	B/GF		Class teacher (III C)
27	SBP	Shameem Banu P	17	B/GF		
28	SMA	Shameena K	17	B/GF		Class teacher (II A)
29	SMS	Shamsad S.M	22	B/FF		
30	SSK	Shifa Sulthana K	16	B/GF		Class teacher (I C)
31	SMA	Shyma Harris	21	B/FF		Class teacher (IV C)
32	SLK	Sulekha K	17	B/GF		Class teacher (II D)
33	SMP	Sumayya P	17	B/GF		Class teacher (II C)
34	SNM	Suneera Mol	19	B/GF		Class teacher (III A)
35	U H	Ummu Habeeba	17	B/GF		Class teacher (II E)

MEMO NO. 063**To****All Teachers and Students (Grade VI, VII and VIII)**

We would like to organise a General Exhibition in Mathematics, Science, Social Science and Arts & Crafts for Grade VI, VII and VIII on Saturday (22.02.2020) from 8.30 am to 11.30 am, based on the following areas/topics.

Grade	Subject	Areas/Topics
VI	Science	Electricity, Magnets, Light, Habitats, Separation techniques
	Social Science	Monuments, Collection, Solar system
	Mathematics	Shapes, Calendar, Ordinal Number, Working Models, Multiplication and division, properties Circles using geoboard.
VII	Science	Electricity, Rain Water Harvesting, Indicators, Chart and Models- Kidney, Heart, Stomata, Flower - Reproductive System Binary fission
	Social Science	Water purification, Monuments, Chart, Picture album.
	Mathematics	Working model, Area of circle.
VII	Science	Light, Electrostatic Force, Water Purification, Cell, Budding, Frog Lifecycle.
	Social Science	Collections, Major Landforms, River system
	Mathematics	Solid, Shapes

Best wishes