



**UNACCO SCHOOL**  
**EXCELLENCE IN EDUCATION**  
Khongman Zone-III, Imphal East District, Manipur

**Annual Academic Report**  
**(April 2020 to March 2021)**

1. As the normal **Physical Classes** were not possible on account of **LOCKDOWN** due to covid-19, the academic session 2020-21 had been started through online as per the following schedule:

- i) On 6<sup>th</sup> April 2020 - Std. Pre-Nursery to KG.
- ii) On 8<sup>th</sup> April 2020 - Std. I to X and XII.
- iii) On 1<sup>st</sup> May 2020 - Std. XI. (For those students who have admitted provisionally)

Initially, the classes were taken in such a way that the chapter wise study materials were forwarded to the parents through WhatsApp followed by the explanation of the same in an audio or video clip.

2. After discussion with Chief Technical Officer (CTO) and taking approval from the Chairman, the platform for online classes had been changed to **MICROSOFT TEAMS APPS** from:

- i) 06<sup>th</sup> August 2020 – Std. VIII to XII
- ii) 08<sup>th</sup> August 2020 – Std. VI to VII
- iii) 17<sup>th</sup> August 2020 – Std. Pre-Nur to V

3. The details of the teachers of our School (12 nos) selected for evaluation of remaining Ans. Books of Board's Examination-2020 have been submitted on 15<sup>th</sup> May 2020 to CBSE, New Delhi and CBSE, Guwahati as per the CBSE letter No: COORD/SPOT EVALUATION/2020, dated 11.05.2020.

4. There were online meetings (morning and evening shifts) through ZOOM presided by the Chairman with all the Unit Heads of both schools on 20<sup>th</sup> and 21<sup>st</sup> May 2020 regarding the confirmation of staff (teaching and non-teaching) of both the schools.

5. There was a meeting of the Unit heads of UNACCO group presided by the Chairman at 8:00 am on 29<sup>th</sup> May 2020 at Conference Hall, US-Khongman regarding the proposal of Govt. of Manipur to convert the UNACCO School, Meitram into a temporary 100 bedded COVI-19 treatment Hospital.

An emergency GB meeting was also held on the same day at 3:00pm regarding the above mentioned Manipur Govt.'s Proposal.

6. There was a meeting of the Unit heads of UNACCO group at 8:30 am on 31<sup>st</sup> May 2020 at Conference Hall, US-Khongman regarding the adjustment of the students of classes III to VIII in the US-Khongman, if the school had to be opened after some months and the remaining students of classes from Pre-Nur to II near the US-Meitram (constructed at Chanura, Utlou) as UNACCO School Meitram had been temporarily converted into Covid Care Centre.
7. As the school remained closed during the lockdown due to Covid -19 pandemic, the school organized **VIDEO SHOOTING** of the classes taken by the selected teachers from 29<sup>th</sup> April 2020 at Babupara and planned to broadcast through the local TV channels & YouTube so that the school children will be benefited during the lockdown period. The shooting process was discontinued after 12<sup>th</sup> May 2020 due to the uncertain circumstances such as conflict arises regarding the fee collection, admission etc.
8. There was a meeting presided by the Chairman at 8:30 am on 1<sup>st</sup> June 2020 at Babupara office regarding the Frequently Asked Questions (FAQ) posed by the parents about the US-Meitram, which has been temporarily converted into Hospital for the treatment of COVID-19. The meeting was attended by the CEO, AGM, Principal ICs, VPS, Administrators, Subject ICs & Dy ICS and class teachers (US-Meitram).
9. Admission of students and selling/delivery of text books & notebooks were carried out through the selected NODAL OFFICERS during lockdown (April/May 2020).  
Regarding the parents' complaints of not receiving the textbooks and exercise books for their children, there was a meeting presided by the Chairman at 8:30 am on 2<sup>nd</sup> June 2020 at Babupara office and the meeting was attended by the CEO, AGM, Principal ICs, Administrators, Nodal officers, Tuck-shop Dept. and Account Departments.
10. As per the instructions from CBSE, Guwahati, the hard copies of the attendance sheets, Consolidated Absentees statement (theory) and LOC for the AISSCE-2020 conducted till 18.03.2020 have been dispatched on 11<sup>th</sup> June 2020. Also, the details of absentees have been forwarded through online to CBSE, Guwahati.
11. The much awaited results of AISSCE (XII) and AISSE(X) -2020 had been declared on 13<sup>th</sup> and 15<sup>th</sup> July 2020 respectively. The status of the results for our school is attached herewith.
12. Reports on CBSE's Survey to collect information on preparedness to face emerging challenges in school education caused by Covid-19 pandemic had been submitted on 7<sup>th</sup> August 2020.

13. The school organized a **MOTIVATIONAL SESSION on "TURN SETBACKS INTO COMEBACKS" with SHIV KHERA** (renowned Author, Educator & Business Consultant) through ZOOM on SUNDAY, 9<sup>th</sup> August, 2020 from 6:00 pm to 7:30 pm. The same was viewed through FACEBOOK live streaming. Shri N Irabanta Singh, Chairman ,UNACCO SCHOOL was the first speaker of the session.
14. The School organized a Webinar on National Education Policy(NEP)-2020 on 5<sup>th</sup> Sept. 2020 through ZOOM platform. The Resource person was Mr. Arup Mukhopadhyaya, Principal Adviser, UNACCO School.
15. Mr. P Surachandra Singh, Principal I/C UNACCO School, Khongman had been appointed/engaged by the CBSE, New Delhi as the **District Training Co-ordinator (DTC), Imphal West Distric, Manipur** on 11<sup>th</sup> Sept'2020.
16. The National Eligibility Cum Entrance Test (NEET) 2020 conducted by the National Testing Agency (NTA) was held on 13<sup>th</sup> Sept'2020 successfully in our school following the SOPs for Covid-19 provided by the NTA. Out of 300 candidates registered, 253 candidates were present in the test.
17. The List Of Candidates (LOC) of Std.X (228 candidates) and Std. XII(196 candidates) of our school for AISSE/AISSCE-2020 had been finalized and submitted successfully through online on 22<sup>nd</sup> Oct'2020.
18. The CBSE online registration of Std. IX (281 students) and Std. XI (219 students) were finalized and submitted successfully through online on 14<sup>th</sup> Nov'2020.
19. UNACCO SCHOOL, Excellence in Education, Khongman has been ranked **Manipur's No.2 and Imphal's No.1 Co-educational Day School** in the **EducationWorld India School Rankings (EWISR) 2020-21**. It was informed through school mail on 11<sup>th</sup> Nov'2020.
20. The UNACCO School Khongman was honoured with Outstanding Performance Award on the 19<sup>th</sup> UNACCO Foundation Day celebrated on 15<sup>th</sup> Nov.'2020.
21. The 6 month review meeting was held on 23<sup>rd</sup> Nov'2020.
22. The 1<sup>st</sup> Online ( Half Yearly) Examinations 2020 for Std. VI to X and XII were conducted from 21<sup>st</sup> Sept.2020 to 5<sup>th</sup> Oct.2020 through Microsoft Teams App. The results were declared on 27<sup>th</sup> Oct.2020 .
23. The 1<sup>st</sup> Online ( Half Yearly) Examinations 2020 for Std. XI were conducted from 27<sup>th</sup> Oct.2020 to 11<sup>th</sup> Nov.2020 through Microsoft Teams App. The results were declared on 24<sup>th</sup> Dec.2020.

24. The 1<sup>st</sup> Online ( Half Yearly) Examinations 2020 for Std. Pre-Nursery to V were conducted from 5<sup>th</sup> to 16<sup>th</sup> Dec.2020 through Microsoft Teams App. The exams. of these classes could not be conducted in the month of September/October 2020 due to restrictions from Govt. of Manipur. The results were declared on 24<sup>th</sup> Dec.2020.

**REPORT CARDS** of the exams of the above mentioned classes were forwarded only to the parents of those students, who have admitted their wards and cleared their ward's due fees.

25. **Winter Break** of the school started from 25<sup>th</sup> Dec.2020 (Friday) and ended on 2<sup>nd</sup> Jan.2021 (Saturday). The online normal classes resumed from 4<sup>th</sup> Jan 2021. **Winter Break Assignments** for different classes were given on 24<sup>th</sup> Dec.2020.

26. The appraisal of staff for different Units of UNACCO for the appraisal year -1<sup>st</sup> July 2019 to 30<sup>th</sup> June 2020 was completed on 26<sup>th</sup> Dec.2020 in the Conference Hall, US-khongman through meetings presided by the Chairman UNACCO School.

27. The 1<sup>st</sup> Online UNIT TESTs for the classes from VI to XI were conducted through Microsoft Teams App from 6<sup>th</sup> to 12<sup>th</sup> Jan'2021.

28. The Pre Board Examinations for the classes X and XII were conducted from 11<sup>th</sup> to 22<sup>nd</sup> Jan 2021.

29. The 9 months review meeting for the school was held on 8<sup>th</sup> Jan'21 at conference hall, US-Khongman presided by the Chairman, UNACCO School.

30. The documents demanded by the Inspector of Police, CBI Imphal in respect of Shri Naorem Kishorchand Singh S/O Shri Naorem Budhichandra Singh reading in Std. XI-Sc have been submitted on 8<sup>th</sup> Jan'21. Mr N Ton Singh along with Mrs Banking handed over the documents to the Inspector of Police, CBI Imphal.

31. The Central Teacher Eligibility Test (CTET) January2021 conducted by CBSE was held successfully in our school (Centre no.160002) on 31<sup>st</sup> '21 (Sunday). For Paper-I. 182 candidates were present out of 300 candidates registered. For Paper-II, 126 candidates were present out of 210 candidates registered.

32. Mr. P Surachandra Singh attended the Webinar on National Education Policy (NEP)-2020 organized by CBSE on 21<sup>st</sup> Jan'2021.

33. Thirty two(32) teachers of UNACCO School, khongman attended the online training organized by Centre of Eexcellence (COE), CBSE Guwahati on different days during lockdown period.

34. As per the circular vide no: AO/174/SA/2012(2)-DE(S) dated: 20<sup>th</sup> Jan. 2021 and subsequent order vide no: 2/1-5/2013-ED(V), dated 22<sup>nd</sup> Jan.2021, Directorate of Education, Government of Manipur, the school and the school hostel re-opened & the normal **OFFLINE/PHYSICAL classes for Std. IX to XII** have been started from 27<sup>th</sup> Jan'21(Wednesday) onwards following the SOPs for opening of schools.
35. Aurica Ningthoujam of XI-Sc. along with the guide teacher Mrs. Thoileima Oinam participated in the Consultative meeting on "Conducive Learning Environment" organized by CBSE, Guwahati on 10<sup>th</sup> Feb.2021.
36. Mr. P Surachandra Singh attended the Orientation Programe of District Training Co-ordinator (DTC) and Dy. DTC organized by CBSE on 10<sup>th</sup> Feb.2021.
37. Mrs. Thoileima Oinam TGT-English participated in the Consultative meeting on "Conducive Learning Environment" organized by CBSE, Guwahati on 11<sup>th</sup> Feb.2021.
38. The 20<sup>th</sup>G B Meeting of the School was held today, the 11<sup>th</sup> Feb 2021 in the Conference Hall, UNACCO School, Khongman.
39. Mr. P Surachandra Singh participated in the Consultative meeting on "Conducive Learning Environment" organized by CBSE, Guwahati 12<sup>th</sup> Feb.2021.
40. The AISSCE-2021 practical Exams. have been started from 22<sup>nd</sup> March'21 and will continue till 9<sup>th</sup> April'21. One Observer and Seven External Examiners (for seven practical subjects) have been appointed for by CBSE for conducting the practical Exams in our school.
41. Mr. Mahendra Upadyaya, Mr S. Deepak Singh and Mrs.S Neelam Devi of our school have been appointed as Observers by CBSE for conducting Practical exams at other CBSE Schools.
42. Mr. A. Manilal Singha, R K Toorish and Mrs. K Helentoi Devi of our school were appointed as External Examiners by CBSE for conducting AISSCE-2021 practical Exams. at other schools/.
43. Monthly review meeting for the month of Feb'21 was held on 4<sup>th</sup> March 2021 at Conference hall, US Khongman.
44. There was an orientation programme on 2<sup>nd</sup> March '21 about the Edulooker-school software (entering of marks in the scool software) conducted by the officials of Globizs team at the multipurpose hall, US-Khongman.

45. As per the instructions from Govt. of Manipur, there was an awareness programme on “Pre-Conception and Pre-Natal Diagnostic Techniques (PC-PNDT) Act.1994 on 3<sup>rd</sup> March’21 at the multipurpose hall, US-Khongman. The resource person of the programme was Dr. Kh. Neelam, spl. Obs & Gynae, CHC Sagolmang. The students of Std. XI and XII along with the teachers were attended the programme.
46. Mr. P Surachandra Singh attended an online Orientation Programme on “Teachers’ Unique ID on cbsedigitaledu.in” on 4<sup>th</sup> March.2021.
47. The following number of teachers of UNACCO School Khongman completed the online Courses organized by the CBSE Training Unit, New Delhi.
- i) Experiential Learning = 82 teachers
  - ii) Competency-based Learning = 78 teachers

Date: 31.03.2021

Principal