



Government of Jammu & Kashmir



## Directorate of School Education, Jammu

The  
Chief Education Officer (All)  
Jammu Division.

**Subject: Monthly Parent Teacher Meet (PTM) on 26<sup>th</sup> February, 2021 in context with "Parenting during Stressful Examination Atmosphere".**

Sir

Apropos the subject cited above, parent teacher meet for the month of February, 2021 will be held on 26<sup>th</sup> day (Friday). As per DSEJ academic calendar February-March are categorized as Examination months. Examination is a sensitive period for the child and corona pandemic has heightened the state of anxiety due to uncertainty prevailing. Lack of structured classroom environment and other factors, role of parents becomes very paramount to support children during this hour of crisis.

PTM has become a regular feature in government schools of Jammu Division. As a followed precedent every government institution (HSS, HS, MS & PS) will hold Parent Teacher Meet on 26<sup>th</sup> day of February, 2021 on the theme "**Parenting Tips for coping with examination stress** along with routine academic and context specific themes.

Therefore, in view of the above all the chief education officers are hereby directed to instruct heads of institutions to organize PTMs on "**Exam Preparations and role of parents**" through online/offline platforms.

Further, a proper data regarding the number of parents, learners and teachers participated in the event (in hard and soft copy) should be submitted via E-Mail ([counsellingcell-dsej@jk.gov.in](mailto:counsellingcell-dsej@jk.gov.in)) for compilation of divisional report.

Yours Faithfully

**Anuradha Gupta (KAS)**  
Directorate School Education  
Jammu

No.:- DSEJ/Counselling Cell/5796-5808  
Dated:- 19-02-2021

**Copy to the:**

1. Administrative Secretary, School Education Department Govt. of J&K UT, Civil Secretariat Jammu for information.
2. Romesh Kumar Head Counselling Cell DSEJ for information.
3. I/C Website for uploading on website.

### **STUDY SKILLS**

- Study at your comfortable place like table but not on bed
- Study for 40-45 minutes with a regular break of 10 minutes
- Make connections between related points as it will help form memory chunk
- Highlight important words and phrases as it will help form photo memories
- Use mnemonics like VIBGYOR, flow charts, graphics wherever possible
- Designate a study buddy (Friend for studying together)
- Avoid watching TV and listening music while studying
- Don't study too many new topics on a single day
- Don't drink caffeine like tea, coffee or self medications
- Break large tasks into smaller units
- Commit to finish a task
- For best results, revise every section on day 1, 2,7,15 and 30 for least forgetting

### **ANNEXURE-B**

### **EXAMINATION STRESS MANAGEMENT**

- Don't stop enjoying Live a normal routine
- Talk to parents/teachers/elders related to the concerns, fears
- Give yourself mini rewards
- Never compare yourself with others
- Sleep at least 7-8 hours every night
- Take out time for leisure activities
- Stay healthy with a good diet and plenty of water
- For 15 minutes a day, listen to instrumental music
- Simple breathing exercise will help you relax and focus better
- Leave the study room while relaxing or taking break
- Relax and engage in positive discussion
- Avoid last minute revisions
- Try to minimize the waiting time outside the hall
- Visualize success
- Positive self-talk like "I AM PREPARED, I WILL DO IT"
- Prepared mind maps
- Avoid distractions (Negative people, phone, TV)
- Avoid getting involved in discussions about the question paper after the exam
- Don't worry about what you have missed in the exam
- Take a break and relax at home

### EXAMINATION TAKING SKILLS

- Pack everything a night before exam
- Settle down and compose yourself well before exam
- Carry multiple pens with whom you have practiced before
- Start from the question you know best
- Read questions carefully before writing answers
- Length of answers should be as per the weight age
- Read the question paper calmly and plan out your time
- Solve previous years question papers as many as you can
- Don't react immediately if the question paper is too difficult or easy
- Write question number as per the question paper
- Write according to the question asked (definition, explanation, description, difference)
- Underline or highlight important points
- No need to write questions Write answers directly
- Don't waste too much time on one question only
- Start new question or second part of same question with a gap
- Finish all MCQs at same place
- Flow charts, diagrams, examples are very important
- Don't intermix different sections
- Do write introduction and conclusion where required
- Be vigilant about the copying material thrown at your place
- Do report if anyone is disturbing you
- Try a quick relaxation technique like few deep breaths
- Spare 10 minutes to review the paper

### ANNEXURE-D

### TIPS FOR PARENTS

- Stay relaxed yourself
- Be friendly to your child
- Give them a patient hearing
- Don't compare your child with others
- Limit your expectations from your child
- Motivate him/her by saying positive words
- Ensure balanced diet plans
- Encourage physical exercise like walk, jog, yoga, meditation etc
- Be cautious in case you find symptoms in your child like anxiety, depression etc
- Don't displace your anxieties on them
- Speak to teachers/counselors/aao baat karein tele-counselling helpline no. (6006800068) in case of emergent situation
- Avoid compassions of any kind (academic score, achievements etc)
- Give patient hearing to issues raised by them
- Provide congenial atmosphere
- Be supportive.
- Be their role model