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## IICC awards "Memory Khan" Title to Chairman M. A. Lateef Khan

**New Delhi:** The IICC (Indian Islamic Cultural Centre) awarded "Memory Khan" title to Mohammed Abdul Lateef Khan, chairman of MS Education Academy, on 26th November 2017.

Impressed with his mind mapping and memory techniques, the IICC awarded him the "Memory Khan" title at a gala programme organized at the end of the week long memory workshop. Central Minister of Commerce and Industries Mr. Suresh Prabhu, who was the Chief Guest of the Programme, gave away the title and certificate to Mohammed Abdul Lateef Khan.

Applauding the efforts of Mr Khan he said, "before coming here I did not imagine that I will

see this wonderful thing here. I was dumbfounded to see the magic of Mr. Khan at the training session. It is unbelievable what the participants of the workshop performed in front of me.

If this is the result of six days training then what more they could do in months training?"

Central Minister Mr. Suresh Prabhu and his wife Uma, who accompanied him at the programme, were so impressed with the talent of Mr. Khan that they insisted him to come to his house for High-tea before leaving for Hyderabad.

The chairman who is the certified trainer of Tony Buzan has been conducting mind mapping and memory training workshop at Delhi for the last 10



Chairman Mr. Abdul Lateef Khan accompanied by Mrs. Nuzhat Khan is receiving 'Memory Khan' award from Central Minister Mr. Suresh Prabhu. IICC President Mr. Siraj Quraishi is also seen.

years. The IICC also awarded memento and certificates to the co-trainers Mrs. Nuzhat Khan and Mr. Habeebur Rahman.

The memory workshop was held at Delhi in the 3<sup>rd</sup> week of

November 2017.

The newspapers of Delhi highly appreciated the Memory development workshop connected by our Chairman.

## Over a dozen names appear on the Achievers' Gallery

**Hyderabad:** Over a dozen greeting messages appeared on the Achievers' Gallery since its inception in the month of November 2017.

The first person whose achievement was displayed on the Achiever's Gallery was Nimrah Fatima, Customer Executive of Quick Solutions department. She passed the B. Ed (Maths and Science) with 1st Division and this was a great achievement for her.

Subsequently many achievers names appeared on the gallery. They are 1) Sadiya Samreen Content Developer (Science) at CARD for Receiving Dedicated Teacher Leader Award from NSF Academy.

2) Sana (Telugu Teacher) on Successful Completion of SCERT Modules for Telugu Language.

3) Mazhar Unnisa Content Developer (Hindi HOD) at CARD for being Awarded HOD of the Month (November 2017).

4) A. M. Sagaya Mary (Social HOD) for being Awarded HOD of the Month (November 2017).

5) Syed Afroz Banu (Associate Director) 6) Fouzia Farooq (Card Manager) 7) Shaheen Tabassum (Social HOD).

8) Abdul Baseer (Research Associate) and 9) Fazal Ahmed (Urdu HOD) for being felicitated by the management for helping Class 10 students secure 10/10 GPA (Academic year 2016-2017) 10) Mohammed Anees (Artist) 11) Parvez Qureshi (Graphic designers) and 12) Shaik Nadeemuddin (Graphic designers) on their valuable contribution for the MS Calendar 2018.

## Corporate Office staff trained on speed reading

**Hyderabad :** A 3- Day workshop on Speed Reading was organised at the Corporate Office in the first week of November 2017. Finance Director Nuzhat Sofi Khan trained a select group of Corporate Office staff on Speed Reading.

The selected HODs and managers of Corporate Office were the beneficiary of this workshop wherein they were exhaustively trained on various techniques of speed reading in this 3-day workshop.

The workshop helped the participants in enhancing their reading skills.

After attending the 3 Day workshop the participants (designated as the 1<sup>st</sup> batch of speed readers) noted a spectacular change in their reading speed. Their reading speed enhanced 3 to 4 times more from 250 to 900 wpm.

Explaining the importance of speed reading, trainer Nuzhat Khan said, the speed reading techniques help build focus and boost our self-confidence. It also challenges our brains to perform at a higher level.

In phases such workshop will also be organised to train Principals and teachers of all the branches of MS including Junior and Degree Colleges.



## Managing emotions in work place environment

**Syeda Amina** (Assistant Director) suggests some effective ways to manage emotions in the work place environment **(Editor)**

- 1. Good self-care is the best medicine.** An employer who tends to his/her own physical, emotional and mental needs, regularly, is going to be more adept at managing negative or hostile emotions at work. For this we need to start with adequate sleep, good nutrition, and regular exercise.
- 2. Know what anger and frustration feels like to you - both in your head and in your body.** Sometimes, we can get really "cut off" from our feelings and act rashly without knowing why. Spend some time knowing what anger feels like to you, and where you notice it in your body.
- 3. Take a 10 minute walk.** When you desire to "vent", excuse yourself from the office and take a brisk 10 minute walk around the parking lot or neighbourhood. This will clear your mind and may save you from losing your temper.
- 4. Vent to a mentor, coach, or trusted colleague.** The act of sharing your frustration and fears will calm you down. These people can support you and help you move forward.
- 5. Ask, "What am I afraid of?"** Most often, anger or frustration appears when one of our fears has been activated. By going directly for the source of your feelings, you may be able to short-circuit them.
- 6. Make an exhaustive "do not want" list.** In this list, you write down everything you do NOT want in the situation such as

"to look foolish", "to be unprepared", etc.. Once you write this all down - ALL OF IT - you will clear your mind and be ready to generate productive solutions.

- 7. Distract yourself.** Sometimes, getting your mind off the upsetting subject is enough to calm you down. Consider closing your door and playing computer games or something equally mindless (but absorbing). Shifting your focus will shift your attitude.
- 8. Ask, "What's working about this situation?"** This tip suggests that we all can manage stress better if we start looking at "what's working" rather than "what's wrong". Many times, communication breakdowns or glitches can show you where better systems need to be created and placed and ultimately, will enhance the viability of your organization.
- 9. Take an action.** Sometimes, when one piece of the business plan isn't moving, it may mean that another part is ready to be acted upon. Rather than feeling annoyed and frustrated, transform that energy into positive movement forward, where you can.
- 10. Make a strong request.** If you would like something to be different, start the process of making it so. Contact key people, letting them know that you'd like to work on the impasse, and make your needs and those of your business known. Sometimes, just communicating about your desires in the form of an appropriate request can move situations along.

### Respected MSownians

We are happy that one more issue of MS Family is in your hand. It is the result of your patronage and encouragement that this newsletter has successfully completed the 3rd year of its publication. It is only you who kept us motivated to bring it out regularly. There was a time when we had to regularly make requests for write-up contribution. But Alhamdulillah! Now there is a continuous flow of write-ups to the news desk.

Now the MS Family has got popular across the length and breadth of the organisation. It has also earned appreciation from various quarters. The visitors, at corporate office, who see the newsletter do not leave without saying a few appreciative words. Most of the readers feel proud to get their write-ups published in it. We owe to you all for this phenomenal success of the MS Family.

What makes MS Family distinguish is that it not only a newsletter but a channel of communication through which the MSownians share their ideas, feelings, thoughts and views with each other. It also reflects the aspirations and fancies of all the MSownians who want to take the teaching professional to a new height.

Hence we earnestly request you to continue your patronage and proactively contribute your articles, write-ups, creative writing, and success stories. **(EDITOR)**

### Psychology behind concentration

Making students concentrate on the lesson is a tough task for a teacher. But for an innovative teacher it is not a difficult task because she/he knows the technique how to get students engaged. To help teachers deal this challenging task effectively, **S. Sreelatha** (Psychologist) at the corporate office research wing devised a few techniques. She also gave some tips to decode the body language of the students: **(EDITOR)**

If we are a good decoder of non-verbal communication then we can easily identify students who are not concentrating on studies. We can read the students' behaviour through their body language. There are a few signs which tell us what is going on in the minds of the students. They are: **Picking nose:** it shows that he or she is inattentive and not listening to you. Some other signs are: **1) Looks Away 2) Interrupts 3) Looks at the watch 4) Sitting with crossed legs: 5) Yawning in the class:** Such actions of the students indicate that they are feeling bored and want a break or to engage in other activities. If they sit with crossed legs or yawning in the class then it shows their disinterest in the present activity.

**Solution :** When the student is not paying attention in the class, ask the student to make an eye contact with you while teaching in the class. The other method is to introspect the student in the class like asking the questions or ask them to explain in their own words.

There is another method to help child to overcome this problem: that is **Visual tracking exercise.**

In Visual tracking exercise you have to rotate an object slowly in front of the student's eye and ask the students to focus on the object and follow the object with the eyes only without moving other body parts. Gradually increase the speed of the object's rotation and let the child focus on it without moving his / her head. Through this method we can easily help the child to focus on a particular object and thus control the physical body pressure.

Putting thread into a needle: We also can assign a task of putting thread into a needle within a fraction of seconds and check the time. If this technique is regularly practiced then it will drastically improve concentration in the child.

## Readers' Opinion



### MS Family : A complete information source

Dear Editor,

I feel very proud to be an MSownian. I find MS Family a complete information source which provides many new things to learn and improve our skills and talent. All the contents are inspirational and encourage me to do my work smartly. It also encourages me to write articles for the newsletter.

Suresh Kant Shukla, (Asst. HOD-Hindi) (CARD) Corporate Office

Dear Editor,

I am thankful to the management for providing us MS Family. It is an informative and educative newsletter. The write-ups published are very helpful to develop our personality. I learnt positive thinking and other behavioral attitudes after reading the articles in the MS Family.

Imtiyaz Ullah Khan (DTP Operator) (CARD) Corporate Office



# Innovative Methods of Teaching English Grammar

**I**t is common phenomenon in our grammar classes where we always find the students doodling, passing notes, talking to neighbours, yawning, staring out of the window, misbehaving by using attention-seeking behaviours, propping their heads up on a fist and/or shifting their head's position frequently.

Have you ever thought that why we, the language teachers, are unable to effectively engage students in our grammar classes. Do you know why the students do that in grammar class? This is because the content taught is not the exciting or engaging material.

In spite of knowing the grammar rules very well we get a cringe when it comes to teaching. We should remember that Knowing and teaching are two different things. When it comes to teaching we should keep in mind that Grammar shouldn't be taught "by the book". Students are not interested in the rules. They want to learn **English**. They want to speak, read, and write in English.

Then the question arises how to do it. It's actually quite simple: by teaching grammar in context and in fun ways. Teach them essential grammar without boring them to death with "the rules". Teach them in such a way that students not only understand the rules, but also apply them correctly in their day to day life,

i.e, conversation and writing.

Please remember nothing shakes them up better than getting them out of their seats. When you see your students daydreaming, not paying

It's the teacher who makes a difference not the classroom

Teachers who love teaching  
...should teach children to love learning

It is the supreme art of the teacher  
To awaken joy in creative expression & knowledge

Education is the most powerful  
weapon which can be used to change the world

attention, or simply bored, tell them to get up and form a circle. Now, this simple exercise works great to teach numerous grammar points, Here's an example:

### A or an?

This activity works great with beginners, including small children. Cut up a list of several words that either take "a" or "an" and mix them up. For very young learners, you may use pictures instead of words. Then divide students into pairs of groups, and have them put the words in two piles, depending on the article. Once they have their piles ready, ask them if they can figure out the rule by themselves.

By far the best ways to teach any type of grammar is through the use of real life settings and contexts. Why would a student be motivated to learn the conditional tenses if he has no idea why he's learning them, in other words,

he doesn't understand when and where he'll have use for them? When teachers use real life settings and objects students will know the grammar structures they learn

will be useful for them.

### Teaching Past Tense

You want your students to practice the simple past of regular or irregular verbs. Grab a small ball and say a verb out loud; toss the ball to a student who will have to say its past form. He or she tosses the ball back to you and you choose another student. Whenever a student makes a mistake, he or she has to leave the circle. The last student left standing gets a reward sticker or other prize. You can say a sentence in affirmative, and they have to supply a question, or vice versa; this activity can be adapted to any grammar topic.

### Role Model Profiles

An awesome way to teach and practice any verb tense is through biographies. Try this activity to contrast the simple past and present perfect tenses. Find out which role models or sports stars your students admire. Then find a

short biography or write one yourself summarizing a role model's main achievements. Read the bio with your students and make sure they understand the differences. Point out examples that clearly illustrate this: "He played his first one day international match in 1985. But he has played in 50 one day international matches throughout his career."

### Role Model Photos

Another way in which you can use your students' interest in certain role models. Cut out role model pictures from entertainment magazines. Use these pictures to teach **comparatives** and **superlatives**: "*Yousuf Pathan is taller than Virat Kohli.*"; "*Sania Mirza is more talented than Saina Nehwal.*"; and it works great with comparative adverbs: "*Sania Mirza plays better than Saina Nehwal, too.*"

So, take the finching out of grammar lessons, and put some cool fun into them. You'll see that your students learn much faster, too.

Overall, talk less and involve students more. The more you make your class interactive the more you utilize technology, the more your students will enjoy what they are learning.

Remember it's the teacher who makes a difference not the classroom.

Rukhsana Mushtaq  
English HOD, CARD,  
Corporate Office.

## Portfolio Reshuffle of directors, 2 new zones created

**Hyderabad:** With the expansion of branches and the overloading of task of the directors, the management made a major reshuffle in the portfolio of directors. This decision was taken at a meeting of Board of directors held on the last week of December 2017.

The management has also taken some major decisions regarding planning and budgeting for next academic year.

The decision of reshuffling of directors' portfolio was taken so that each of members of board of directors effectively accomplish the projects at specified

deadline. As per the available information, two new zones were created.

They are Midhani and Rajendranagar Zones. Midhani was part of Malakpet Zone and it was created after bifurcating Malakpet Zone. Rajendranagar was under Tolichowki Zone.

The new zonal responsibilities were assigned to the following directors: Anwar Ahmed (Senior Director) was given the responsibility of Maharashtra and Delhi Zones, Dr. Syed Misbahuddin (Deputy Director), was assigned the Masabtank Zone. Charminar Zone went to Khaja

Nizamuddin (Deputy Director). Abdul Wasey (Assistant Director) will look after Malakpet Zone and Abdul Qader (Associate Director) will take charge of Tolichowki Zone.

Secunderabad and Kareemnagar Zones' responsibility went on the shoulder of Mukheem Akhter (Assistant Director).

Rajendranagar Zone will be under Syeda Amina (Assistant Director) and Mohammed Uvais (Assistant Director) will look after Midhani Zone.



## Creative Vibes

### Optimistic language can change the way the children learn

*If you talk to a man in a language he understands, that goes to his head. If you talk to him in his language, that goes to his heart.*

(Nelson Mandela)

Communication, especially the effective communication is a vital life skill. It helps people to transact his day to day activity. To be a successful communicator one needs to have the ability to use language judiciously to communicate the message accurately, clearly as intended.

Communication is the interchange of ideas, thoughts and concept from one mind to another. Teachers use it in the classroom to share and develop understanding in the classroom. While delivering lecture in class many of us are unaware that we are addressing the minds and hearts with this powerful tool and hence are not very mindful of the choice of words.

Our language, as teachers, reflects and shapes not only how we see others but also how they ultimately see themselves. Our words must convey faith and optimism.

Using **optimistic language** in the classroom can change the way the children learn and respect themselves and the others.

A simple reframing of the words in our sentence, the way we address the students, can bring about a leap of change in their understanding.

As for example if we replace the words "**problem**

**student**" with "**student whose behavior I find challenging,**" "**low-performing students**" to "**students currently underperforming,**" will bring change in student's attitude and he will work to improve his behaviour.

The kind of language that the students use also can reflect the thoughts that they have about themselves and help the teacher to moving them away from negativity to positivity.

For example, if a child is struggling with a new concept he may say,

"I'm never going to be able to understand this." Here the teacher can help the child by correcting his sentence as such "you are having trouble with this today"

"We lost the game because we did not play well" To "We lost because the other team were better on the day."

Teachers have the opportunity to reframe students' pessimistic statements into more optimistic ones.

The power of optimism cannot be underestimated and the long-term benefits for students and teachers alike are significant.

Hence reframe pessimistic words with powerful optimistic words for a fruitful engagement of learning and understanding.

Tasneem Khan  
(Content Developer)  
MSRF, Corporate Office

## CLASSROOM MANAGEMENT

Good classroom management doesn't just happen; we have to work at it. Every teacher faces a challenge when it comes to managing his or her classroom. The decisions and actions a teacher takes in this area can be the difference between peaceful productivity and complete chaos. The actions and attitudes of the teacher during the first few class sessions set the tone for the rest of the term. There are some points that should be considered while it comes to classroom management.

"The most important action an effective teacher takes at the beginning of the year is creating a climate for learning."

### Rules

For most teachers, the foundation of a managed classroom is a clear set of rules and consequences. Teachers need to establish general rules of conduct to ensure the classroom runs smoothly. The strategy for creating rules could also be used to determine routines for each class.

### Learning Environment

The learning environment is the way the classroom works and feels. It includes the physical environment as well as the social or emotional environment within the classroom. Teachers want all students to feel motivated, challenged, supported and physically comfortable. The right management strategies lead to a positive learning environment, which promotes productivity and respect.

### Student Engagement

One of the greatest challenges of managing the classroom is to keep students motivated and involved. In order to make students to actively learn, they must be fully engaged and participated during the entire learning process. If teacher successfully engage her students, it means that they are invested in learning.

### Praise is a powerful tool

Praise can be used to transform a student's image, uplift the entire class, and reinforce the values teacher seek to promote in her classroom or school community. When praising students, it's important to be specific.

### Involve the Parents

Parental involvement can help teachers understand their students, and manage them accordingly. Try to win over the confidence of the parents, and they would help teacher a lot in instilling values and good behavior in her students.

Mamaeen Siddiqui (Principal)  
MS Creative School, Yamuna Vihar, Delhi.

### 3 Directors got awards at the International Educational Conference

**Hyderabad :** Finance Director Mrs. Nuzhat Sofi Khan and Deputy Director Dr. Syed Misbahuddin and Asst. Director Mukheem Akhtar have been awarded with best Innovative and Fellowship Awards at the International Educational Conference held at Lucknow in November 2017. All of them have been awarded for their contributions in the field of education. Finance Director Mrs. Nuzhat Sofi Khan and Mukheem Akhtar have been awarded with "**Innovation in Process Fellowship**" whereas Deputy Director Dr. Syed Misbahuddin has been awarded with "**Global Dream Leaders and Ambassador of Change**".

Educationists across the world attend this educational conference which is organised every year by the CMS chain of schools of Lucknow.

### Management felicitates teachers for helping students to secure 10/10 CGPA

**Hyderabad:** Management felicitated teachers of corporate office for helping Class X students (IC Batch) to secure 10/10 CGPA for the academic year 2016- 2017. They are Fouzia Farooq (Manager CARD) for English 2) Shaheen Tabassum (Social Studies HOD at CARD) for Social, 3) Syed Afroz Banu (Associate Director) for Math 4) Abdul Baseer (Research Associate) for Sciences and 5) Fazal Ahmed (Urdu HOD) for Urdu. All these 5 teachers dedicatedly worked in a team to prepare students to achieve 10/10 CGPA in SSC examinations

Apart from them the management also felicitated the IC batch teachers of Mallepally and Malakpet for giving results.

Recognizing their hard work and dedication, the management awarded them cash award proportionate to their salary.



# Two Mallepally teachers set a high example of their profession

Two teachers of Mallapally branch, Mohammed Rawoof and Mr. Rashed, set a high example of their profession through their caring attitude for students.

These two teachers went beyond their teaching duty and have shown extra care required for holistic development of the students. They also proved that nothing is consequential than the future of their mentee".

Besides teaching, they also keep parents updated on the academic progress of their children. They regularly call the parents and counsel them how to take care of the students at home.

They noticed that of one of the students, who is in MS for the last 3 years, has never brought his parent to school in the counselling session.

The under mentioned student's parents never turned up to the school during these years whenever they were called.

Now the boy reached Class X and they wanted to have a talk with the parent

regarding his academic performance.

Both of the teachers were tracking this boy to know the reason for Non-appearance of his parents to the school. When called to know the reason. No calls were answered, No satisfactory response was received when the boy was sent home along with the school Co-ordinator.

Then these two mentor teachers decided to visit the student's home and counsel his guardian. On their visit they found that the boy's parents stay in Saudi and his brother was his custodian. Because of his strenuous schedule he always failed to turn up to the school.

They not only had a talk with him in detail about his brother's performance but also counselled him to pay attention towards his brother.

These exceptional teachers took the pain and proved that, 'An extra ordinary teacher enlarges students in all sorts of ways beside just his subject matter', remarked Principal Tayyaba Fatima.

## TEACHER'S PLEDGE

Being in teaching profession, we need to regularly remind ourselves the purpose of our work, commitment, focus and to update our knowledge in the ever changing educational scenario.

I would like the teachers to sincerely take the pledge for building and moulding the future of the students with strong enthusiasm and dedication towards the goal.

1) I love teaching, teaching is my soul,

2) All my actions with my students should be with kindness and affection.

3) I will treat my students equally and will not support any differentiation on grounds of religion and language.

4) I will continue to build the capacities in teaching, so that I can impart quality education to my students.

5) I will encourage my students to ask questions and thus develop the spirit of Inquiry.

6) I will organize and conduct my life in such a way, that my life should act as a message for my student.

7) I should be clear about why I want to teach and should have a deep sense of commitment to fulfill that purpose.

8) I have to uplift the morale and enthusiasm of students who have low esteem and confidence.

9) I need to be flexible and approachable for the students to clarify their problems and doubts.

10) My motto of teaching will be "for the students, by the students and to the students." To make education accountable and accessible to all, irrespective of caste and creed.

**"ASPIRE TO INSPIRE, BEFORE YOU EXPIRE"**

Afreen Almas  
MS Creatie High School  
Murad Nagar Branch

## Failure can be the key to success

- ✱ Failure must be taken as a stepping stone to win again.
- ✱ Each failure takes you one step closer to success.
- ✱ One must not give up, but continue to persist, even if one fails.
- ✱ One must learn from one's mistake.
- ✱ The same mistakes must not be committed.
- ✱ It must motivate you further to take necessary action to

rectify the situation and thus be a winner.

- ✱ Failure is also necessary, In order to know what success is.
- ✱ You can enjoy the fruits of success, if you have experienced the hardships of future.
- ✱ Failure paves the road to success.
- ✱ Life is full of failure this fact will never change.
- ✱ Successful people have failed on their way forward.
- ✱ Don't let failure force you to quit. Failure will help you applicable success letter and learn more and discover new things.

Ayesha Zaheer Mam (Vice Principal)  
Mallepally Branch

## A Proud Mother

Kanees Fatima, the assistant HOD of Urdu at CARD cell, is a proud mother. 2 of her children accomplished a great feat. Her daughter became a doctor and son is an engineer.

Her sacrifice in bringing up her children and equipping them with quality education bore fruit. Her daughter Khan Ummaya Afreen, an MBBS doctor from Shadaan Medical College, is now pursuing her dream to get admission in MD whereas her son Hidayatullah Khan got a job in a reputed IT company of Chennai after completing his B.Tech. in (Computer Science) from Lords Institute of Engineering College.

## MAA! (Tanhai)

Aap kya gaye bikhar gayi khushiyan  
Mujhe samet lo aap ki parchai hoon  
Yaad aata hai wo goodi mein sar rakhna  
Wo shafaqqat se baalon mein sehlana  
Koi nahin gham baatne ko yahan  
Sar rakhon jis par wo kandha nahin  
Wo andheri raaton mein loori ka gun gunana  
Thapkiyan de de kar mujhe sulhana  
Khataoon par narmi se daatna  
Bhula nahin jaata yaad aata hai  
Yaad aati hain bachpan ki woh aankh micholi  
Mera chipna aap ka khoojna  
Aap kya chipee khoj na payi main  
Chand nazar aata hai lekin aap nahi  
Aap the raaste mein phool hi phool the  
Ab wahi raasta registan hue  
Aap ki mohabbat ne patthar ko heera banaya  
"Manzoor" ko ek darakhshan mustaqbil dikhaya

Syeda Mazhar Unnisa  
Hindi HOD/Content Developer  
Corporate Office



**Trending @ MS**

**Let's Share sessions resume**

Let's share, a learning session, conducted every Saturday at the Corporate Office, resumed in the month of November 2017 after a gap of one year.

The concept, introduced by Deputy Director Dr. Syed Misbahuddin, intends to provide learning environment to corporate staff.

So that they can get time out of their busy schedule to read and present books required to upgrade their knowledge and skills.

Associate Director Abdul Qader is coordinating the second innings of Let's Share sessions with the assistance of Mohammed Zafar Ahmed (MFERD national coordinator) and Mushtaq Mohammed (Executive Assistant). This time it is conducted every fortnight.

**4 MSownians of Corporate Office get married**

**Hyderabad** : 4 MSownians based at Corporate Office got married in the last quarter of 2017. They are 1) Mushtaq Mohammed (Executive Assistant) 2) Abdul Mannan (Hospitality



Incharge) 3) Khalid Mohiuddin (Executive Assistant) and 4) Zohaib Ahmed (Inventory Incharge, Zaibus). Out of these 4 weddings one was solemnized in Khamam and another in Nanded and the rest 2 weddings (of Mushtaq Mohammed and Abdul Mannan) were solemnized in Hyderabad.

Staff members of Corporate as well as branches turned up in large numbers to bless the newly wed couples.

Senior director and other directors also attended the function and wished a happy married life to the newly couple.

**Sajeed Ali: A versatile personality**

In this issue we are going to introduce a versatile personality of Corporate Office who is a popular name among the MFERD delegates, Franchisee and outstation branches.

He is none other than Mr. Sajeed Ali- the Telugu HOD at CARD. Stout, authoritative and humble, Mr. Sajeed Ali is also the events planner and organizes sports events of entire branches of MS. Besides looking after academics he is also looking after the hospitality of MFERD delegates. Mr. Sajeed Ali, is the most sought after personality by the delegates of MFERD. He is successfully shuttling between academics and hospitality to discharge his duty. It is rightly said that there is a woman behind a successful man. The same is the case with Mr Sajeed Ali. He gets vibes from his wife Mrs. Zohra Jabeen, the HM of Akbar Bagh (Girls Block).

**College CARD brings uniformity in examination across branches**

**Hyderabad** : The College CARD department has introduced a mechanism to bring uniformity in conducting examinations throughout all branches of junior college, informed Syeda Amina (Assistant director).

She said through this mechanism we have successfully brought uniformity in timings, patterns, invigilation duties, evaluation etc. "We have also formed a squad team and an observer team to smoothly and fairly conduct the examinations across the branches. The squad team comprises of all the HODs of College CARD.

They are :1. Syeda Amina : Economics HOD 2. Dr. Vani Veludurthy : Civics HOD 3. Ch. Thirumala : Commerce HOD 4. Sanjera

Hussain : English HOD 5. Mohammed Obaid Ullah Khan : Arabic HOD 6. B. Sridevi : Physics HOD 7. Mohammed Shabbir : Chemistry HOD 8. Mohammed Fazal : Mathematics HOD 9. MSN Murthy : Botany HOD 10. Sadiq Ali / Madhavi : Zoology HOD The observer team comprises of:

1. Mujeeb ur Rehman from Shahalibanda Junior College
2. Mirza Mohsin from Malakpet Junior College
3. M. Ghouse from Malakpet Boy's Junior College
4. Kabir Suhail from Charminar Boy's Junior College
5. G. Mahender from Asif Nagar Degree College
6. Azeem from Masab Tank Boy's Junior College
7. Ch. Thirumala from CARD Dept.
8. Nagender from Mehdiapatnam Girl's Junior College
9. Narender from Malakpet Girl's Junior College.

**Telugu teacher Mrs. Sana completes SCERT assignment**

Mrs. Sana, Telugu teacher of Malakpet successfully completed the assignment of preparing the Modules, for Telugu Language as per the SCERT expectations. She was assigned this task by SCERT, Government of Telangana.

She also wrote an article on "Telangana Famous people (Leaders, social workers, writers)" for government publication which was published and distributed during Prestigious Prapancha Telugu Mahasabhalu (Telugu International Conference), organised by Govt of Telangana in December 2017. President of India was the chief guest of programme.

**MS Organises Talk of Indian Born American Professor**

**Hyderabad:** To keep teachers updated with the latest development in the field of science, MS organized a talk of Dr. Qazi Azher, an Indian born American professor, at MS Corporate Office on 26-10-2017.

Science teachers of various schools of Hyderabad including Curriculum development team, Central Academic team and Research team of MS also attended the hour long session with Dr.

Azhar, an Associate Clinical Professor of Michigan State University. The participants enjoyed the session very much and had a lively face to face interaction

Dr. Qazi Azher, also an educationist, takes special interest to promote and popularize brain-based- education, research-based methodologies in teaching and hands-on enquiry-based science curricula.

He is also working in popularizing

scientific research among teaching fraternity.

He is relentlessly working to bring modern advances in the field of education, laboratory sciences and promote scientific research in schools and colleges.

For the last 27 years, he has been regularly visiting India annually to conduct seminars and workshops across the country to popularize science.

## Inside Story (HR & IT Section)



### Staff experiences benefit of ESI

The ESI would be so beneficial at the time of crisis, Fuqanda (name changed) did not know till she herself experienced the ESI benefits. Her husband who was suffering from Coronary Artery Disease got complete treatment without spending a single penny. The entire expenditure in the treatment

of her husband was borne by ESI. His treated was totally free. Apart from that nearly 2 Lakhs of insurance was provided with better quality treatment and relief.

It is to be noted that ESI facility is available for the contributor as well as his spouse and dependent children.

### HR department launches Employees Referral scheme

The HR department has launched Employees Referral scheme to fill up the new teaching posts available in different branches, informed the HR manager Mrs. V. Amba.

"We have got requisition from various branches for providing teachers of various subjects. Now we are going to initiate the recruitment process", said the HR manager.

Elaborating the scheme, the HR manager said, "We have decided to fill up these vacancies through Employees Referral scheme. Under this scheme any exiting teacher can refer candidates for the vacant post. If the referred candidate is selected then the referee will get Rs. 1000 for each referral candidate". To avail the benefit, the teacher has to submit a form detailing the referred candidate's information.

The HR manager said, "Currently we have got requests from seven branches viz: 1) MuradNagar, 2) Mallapally, 3) Akberbagh Girls, 4) Mallapally, 5) Tolichowki Kids, 6) Mehdipatnam Junior College and 7) Charminar Boys.

And the vacancies are available in the following subjects: Physics, Hindi, English, Urdu, Pre Primary, Physics and Economics.

Seventeen new staff joined Corporate Office in various departments under different capacities in the last quarter of the year, informed the HR Department. They are : 1) Zainab Begum joined as HR Executive 2) Mohd Kaiser as SCM Manager 3) Abdul Waseem Ahmed and Mohammed Barkathullah as

### 17 employees join Corporate Office

Application Support Executive, IT Support Executive 5) Mohammed Masood as an Academic Coordinator (LEARN) and 6) Abdul Bari as Channel Coordinator (LEARN). 7) Mohammed Imran Khan as Accountant (Zaibus) 8) Syed Firasat Pasha as Sales

Assalaamu Alaikum

Dear MSownians,

Welcome to yet another issue of MS Family. I'm delightful to see the content that was submitted. Yes you've raised the standards and our newsletters are on the verge of becoming benchmarks in the industry.

In this issue, there's so much to learn and so much to be proud of our MS. The story of teachers going out of the way to help children is remarkable. I'd like to take this opportunity and announce Empathy award for the teachers who go out of their way to ensure the success of their students. After all empathy is to feel and do not just show.

I would like to share my personal experience with you. My father always used to talk about developing EHSAAS. We never understood until he left this world.

The best story of a teacher who empathised, intervened and saved a life or promoted a talent will be awarded Rs.10,000/- Syed Moizuddin Memorial Empathy award during Akhlaaq Show every year Insha Allah.

Go ahead show some empathy, spread some compassion, be human to win this award. Keep Shining MSownians!!!!

Best Regards,

Dr. Syed Misbahuddin (Deputy Director)

### Dozens of staff gets benefit from staff welfare fund

Dozens of staff of various branches got benefit from the staff welfare fund created in the silver jubilee year of MS, informed the HR manager Mrs. Amba. The staff welfare fund was created with a corpus amount of Rs. 15 Lakh, and every year Rs. 5 lakh, as announced, is allocated to this fund. The fund was created to sponsor the marriage and

higher education of staff children. The HR department disburse this amount after verifying the claims of the applicant.

Till now staff from Corporate Office and the following branches 1) Murad Nagar 2) Mallepally, 3) Tolichowki, 4) Akberbagh, 5) Malakpet, 6) Rajendranagar got benefit from the staff welfare fund.

Afsar Uddin Network Administrator (IT) 15) Sadeq Mohammed as Network Administrator (IT) 16) Yahiya Feroz as CCTV Technician (IT) and 17) Mohd Abdul Amair as CCTV Technician (IT).

Welcoming them on MS Family, the HR manager expected them to have a long fruitful association with the organization.

### Junior CARD gets new Physics HOD

B Sridevi, physics lecturer of Mehdipatnam branch, was promoted and made HOD Physics at (Jr. CARD). She took charge of her new responsibility at the Corporate Office in the month of November 2017. Apart from discharging her teaching responsibility, she will also coordinate and look after the academics of entire branches of MS Colleges.

### New Outlook mail starts functioning across the organization

The IT department implemented the new version of Outlook mail across the organization. Loaded with dozens of useful features the new outlook mail started functioning in the mid of November 2017. Explaining the benefits of this new version of outlook mail, IT Manager, Md. Adil said, "It is a safe and secure communication network.



There are many useful features in the outlook which helps its users not only to manage files, maintain appointments schedules but also make video

conferencing, send and receive huge graphics file." These features are very beneficial for the staff. Apart from this we have created name based IDs for each user instead of designation based IDs.

With the implementation of new outlook mail, the problems of connectivity in organisation vanished. The connectivity of the entire organization was down contentiously for 3 months and the staff were facing tough time for sending and receiving official communication message. Working day and night, the IT team successfully implemented the outlook mail.



## Leadership Pin

# MS organizes a 3-Day "ICONIC Principals" workshop

**Hyderabad:** MS organized a 3-Day workshop entitled "ICONIC Principals" in collaboration with MFERD for HM and Principals. The workshop, held at Murad Nagar Branch, Hyderabad from 25th September to 27th September 2017, covered wide range of new techniques of teaching methodologies as well as various aspects of management practices.

Participation to this workshop was on registration and invitation basis. More than 100 Principals of MFERD affiliates schools from across the country had registered for this workshop but only 80 registrations were extended invitation on first come first served basis.

The conference provided outstanding learning; useful and applicable strategies; and the chance to see Edu-heroes face to face.

The features of the workshop were: innovative learning experiences,

effective collaboration to inspire others in the creation of positive change for students and teachers, The Principal's role in Successful Schools, parenting and more.

"It was an unrivaled opportunity for school leaders to come together to understand each other's expertise and roles. The training changed our perspective", said **Asma Anjum**, one of the participants of the workshop. "Everyone who attended the workshop came out with lasting connections and real-world solutions to revolutionize our schools".

The 3 day workshop covered the following topics exhaustively:

- 1) Habits are powerful source of change and the difference between success and failure.
- 2) Making small changes by developing habits.
- 3) "Goal Setting" should also become habit for focus and

direction and goal must be converted into actionable steps.

right way helps develop this challenge.



- 4) Being aware of small habits that can bring down kingdoms.
- 5) Vision 2036 is our response for sustainable upliftment of our community.
- 6) Practicing "10 Sec Rule" to develop Patience.
- 7) Encouraging teachers to entertain non-conventional ideas to spur creativity (Using different teaching methodologies).
- 8) Shifting our vocabulary from "Slow Learners" to "Late Bloomers" - counseling done in

- 9) "House System" - if implemented in classrooms in a structured manner, helps develop collaborative leadership.
- 10) Standardized process in academics as well as Admin should be in place and principals should take the charge.
- 11) Skill will matrix, lean teacher practice and EADCP were learned.
- 12) Islamic perspective of leadership was discussed in detail.
- 13) There was also a special session on Code of Conquest (Tarbiyat).

## 'TEACHERS as leaders'



Teachers are like parents in the school for all students. They motivate students to participate in extracurricular activities besides academics in order to improve their holistic development. An ideal teacher is courteous all the time without being impartial and not affected by insult. He creates a conducive classroom environment so that students learn and grow in more productive ways. Some of the basic traits of a teacher are as follows:

**Understanding students need:** He understands the students need and accordingly plan his teaching strategy. He knows the reasons why they turn inattentive, disturb other students or misbehaves with the teacher in the class.

He encourages non-

participative students to participate by making them ask question and assigning task as per their ability level.

**Involvement:** He is able to organize participatory teaching learning process for the active involvement of students through questioning and providing feedback.

**Democratic behavior:** He creates a democratic environment in the class room where equal opportunities are provided to all students to participate in learning activities.

He should also develop healthy attitudes among the students for learning.

**Teacher behavior:** Depending upon the requirements of the prevailing situations the teacher must be able to make

necessary changes in his behavior and procedures of teaching. This helps him to evolve alternative strategies and make them more student oriented as well as productive.

**Personal attributes:** The warmth and sympathy shown by a teacher have a strong bearing on student's behavior. His harmonious relations with others and dignity of work influence students and indirectly control the undesirable behavior of the student.

Positive attributes in teacher's behavior help in developing a desirable and expected behavior in students.

Hafiz M. Inamullah Khan,  
Vice-Principal,  
MS Rahmani School,  
Mallepally.

The editor invites you to send in your views, articles, innovative practices. If you have any interesting thing to get published in this newsletter please do e-mail to : [editor@msinstitutions.com](mailto:editor@msinstitutions.com)

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