

A COMPREHENSIVE ACADEMIC PLANNING 2019-20

(INCLUDING PEDAGOGICAL PLAN)



THE LITTLE STARS SR SEC SCHOOL
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THE LITTLE STARS SENIOR SECONDARY SCHOOL

DIGBOI

**A COMPREHENSIVE ACADEMIC PLANNING
INCLUDING ANNUAL PEDAGOGICAL PLAN 2019-20**

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A COMPREHENSIVE ACADEMIC PLANNING (2019-20)

INTRODUCTION

The Little Stars Sr. Sec School was setup in the year 1981 to cater the needs of imparting quality education to the students of this region. Since then the school is striving for all around development of the students. Today our school enjoys an unprecedented level of acknowledgement from the society in the field of Secondary and Sr. Secondary education. The teachers and students associated with The Little Stars Sr. Sec. School have been successful in creating significant changes in the quality of human lives in the society. However, to ensure quality education, we need to move with the time and keep our skills updated with the modern innovations and latest developments by providing trainings to the teachers as well as other stake holders.

It is expected that the students who go out of the school will be the best suited individuals to lead their own lives, their own society and to lead the country. It is also expected that they will be mentally alert, physically fit, psychologically healthy and spiritually sound, creative & innovative.

Steps to sustain the Quality of the school:

1. Inculcate values through life skill and value education
2. Develop a tradition of excellence in the field of Scholastic and Co-Scholastic areas
3. To Pursue high ideals and standards
4. Decentralization of power for better productivity

SECTION-1

VISION

The Little Stars Senior Secondary School will take care of the holistic development of the children in an stress free environment where the potential of them will be encouraged and nurtured through which they will fulfill their dreams, reach to their goals, confront the great challenges of life establishing themselves as highly successful individuals and responsible citizens.

MISSION STATEMENT

Being the employees of this organization, we understand and realize our basic paradigm and to bring them in harmony with correct principles we have created both an effective, empowering centre and clear lens through which we can see the world. We believe that an organization

becomes significantly more effective as it begins with an end in life. The mission statement is our constitution, the standard, the criteria for evaluation and decision making.

It is the framework of thinking and for governing the Institute.

- Our goals are completely aligned with the goals of the Institution.
- We shall involve ourselves in all the developmental works of the school
- We shall not be acted upon by the circumstances instead we shall be self-driven and with our proactive nature fulfill the nature of the organization.
- We are committed to stress the total development of each student, spiritual, moral, intellectual, social, emotional and physical
- We are determined to foster a culture of participation of staff, parents, students and community, is to provide students with a foundation in basic skills, a positive work ethic, to create an environment that harbors, tolerance and respect for each other, and to spark and attitude of inquiry and an enthusiasm for learning that will enable our children to become productive, responsible citizens of India.
- Our honest and sincere approach should be to develop students with active and creative minds, a sense of understanding and compassion for society, and courage to act on their beliefs.
- We are determined to inculcate dedication, Punctuality, Commitment, Trustworthiness, Unselfishness and unbiased and positive mentality and above all the religious bent of mind.

OBJECTIVE

- To pursue excellence and set the pace in the field of education
- To initiate and promote experimentation and innovations in collaboration with CBSE, NCERT and other empanelled agency
- Efficient functioning of School system

FUNCTION

- To recruit quality teachers and other employees
- To plan and organize quality training programmes for staff development
- To promote innovation/experimentation in schools
- To plan effective academic programmes which should use modern technological aids
- To ensure imparting quality education through proper monitoring /supervisory mechanism.

SECTION-2

KEY OBJECTIVES, SUCCESS INDICATOR AND TARGETS

| OBJECTIVE | ACTION | INDICATOR | TARGET |
|--|---|---|----------------------------|
| <p>To pursue excellence and set the pace in the field of education</p> | <p>1. To organize staff empowerment programmes</p> <p>2.To improve board results</p> | <p>1. To organize workshops and interactive sessions for teachers with model lessons by able teachers for all other teachers</p> <p>2. To ensure participation of all the selected teachers of all cadres in in service training , orientation courses and workshops organized by school and other empanelled agencies.</p> <p>3. Preparation of institutional plans and delegation of duties to different teachers.</p> <p>1.Class = X 2.Class = XII</p> | <p>Whole academic year</p> |
| | <p>3.Class supervision of teachers and face to face counselling of teachers after the class</p> | <p>1. To supervise class teaching of each teacher</p> <p>2. Feedback about each teacher from students about effective learning and class teaching.</p> <p>3. Supervision of notebooks correction by teachers regularly.</p> | |
| | <p>4.To ensure proper use of ICT for effective classroom teaching</p> | <p>1.Creation and updating of school website regularly</p> <p>2. student : PC ratio</p> <p>3. Ensuring board band connectivity.</p> <p>4. Use of ICT for teaching learning process.</p> | |
| <p>To initiate and</p> | <p>1. To promote a</p> | <p>a) Participation of teachers</p> | <p>Whole</p> |

| | | | |
|---|--|---|---------------|
| promote experimentation and innovations in collaboration with CBSE, NCERT and other empanelled agency | culture of Innovation | / students in innovative practices b) Participation in Maths, Sc, Eng and Green Olympiad | academic year |
| | 2. To provide guidance & counselling services | a) Creation of guidance and counselling cell | |
| | 3. Implementation of Adolescence Educational Programme (AEP) | a) AEP through various Programme in school b) Creation of Adolescence Club | |
| | 4. Timely submission of result | a) On time submission | |
| | 5. Finalize strategic plan | a) Finalize the strategic plan for the next year | Dec 2019 |

INSTITUTIONAL PLANNING

Institutional planning is a multidimensional idea and worked out scientifically. It is a cooperative affair undertaken by all the members of the school and all stake holders of the society, who realize their full responsibilities and duties. The plan is made in such a way that the development is maximum within the resources available. It is an organized way of doing things in an institution.

MAJOR AREAS OF INSTITUTIONAL PLANNING

A. IMPROVEMENT OF THE SCHOOL CAMPUS

- a) Construction of infirmary
- b) Construction, maintenance and repair of school building.
- c) Facilities of drinking water, sanitary etc.
- d) Renovation of Laboratories
- e) Installation of Computers in Teaching Staff rooms
- f) Set up park equipment for children.

B. IMPROVEMENT OF ACADEMIC FACILITIES

- a) Division of the curriculum in each subject according to PT and SA / HalfYearly.
- b) Organization of remedial teaching for slow-learners.
- c) Organization of seminars, subject counselling, career counselling etc. in the institution.
- d) Support of teacher-Capacity building programmes like in-service training and teachers training etc. for teachers.
- e) Encourage the students to take part in various Olympiads, Quiz, Debate, TERI Quiz, heritage quiz etc. organized by various organizations in and outside the school.

C. IMPROVEMENT OF CO-CURRICULAR ACTIVITIES

- a) Organization of physical activities in the school.
- b) Organization of literary activities like preparation of bulletin boards, wall magazine, improved teaching aids and equipment, gardening etc.
- c) Organization of social service projects.
- d) Organizing CBSE NE cluster-I games and sports competitions.

D. INVESTIGATION AND ACTION RESEARCH

- a) Action Research and Evaluation by school teachers

SCHOOL ASSEMBLY

Morning Assembly is the time when the entire school community assembles at an appropriate place to affirm the school's identity and aspirations. The school assembly is the best forum to inspire and motivate students. It serves as a platform to develop self confidence, acquiring knowledge and information, creativity and aesthetic sense among students. We must ensure that monotony does not set in. The school prayer is recited every day in the morning with dedication and emotion under the guidance of Music teacher. Time taken for the conduction of school assembly is 10 minutes and the assembly is conducted in three languages by turn.

ASSEMBLY ACTIVITIES

| Activities | Time (In Min) |
|---------------------------|----------------------|
| Community Song | 2 min |
| School Prayer | 1 min |
| News Headlines | 1 min |
| Thought for the day | 2 min |
| Pledge | 1 min |
| Address by Principal / VP | 2 min |
| National Anthem | 1 min |

School Hours:

School Starts from 7.30 AM to 3.30 PM

SCHOOL CALENDAR:

The School calendar is the most important document prepared by the Principal in collaboration with all the staffs of the school in the beginning of the Academic Session which is the guiding force for the entire session. It contains all the scholastic and co-scholastic areas which include important days, functions, activities etc.

TIME TABLE AND ALLOTMENT OF PERIODS:

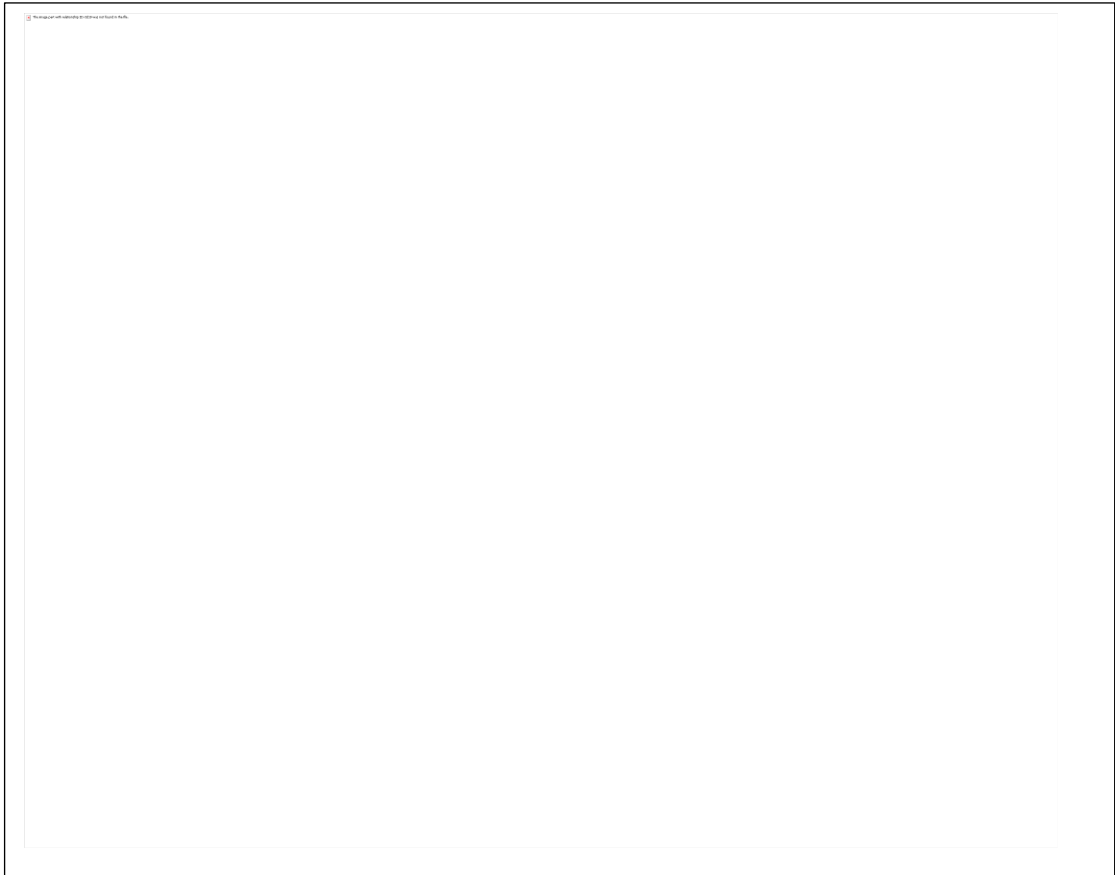
Subject wise and Class wise allotment of periods are shown below. Maximum of 26 periods per week are allotted to teachers depending upon the availability of teachers in the concerned subjects.

| Class III | Periods | Class V | Periods | Class VI to VIII | Periods | Class IX | Periods | Class X | Periods | Class XI & XII | Periods |
|-----------------------------------|---------|-----------------|---------|------------------|---------|-----------------|---------|-----------------|---------|-----------------|---------|
| English | 7 | English | 6 | English | 7 | English | 7 | English | 7 | English | 8 |
| Hindi (M) | 5 | Hindi (M/L) | 5 / 3 | Hindi (M/L) | 8 | Hindi (M/L) | 6 | Hindi (M/L) | 7 | Maths/IP/ENP | 8 |
| Assamese (M/L) In place of H/L | 5 | Assamese (M/L) | 5 / 3 | Assamese (M/L) | 8 | Assamese (M/L) | 6 | Assamese (M/L) | 7 | Bio/Comp Sc | 9 |
| Maths | 6 | Maths | 6 | Maths | 6 | Maths | 7 | Maths | 7 | Chem | 9 |
| EVS | 5 | Science | 4 | Science | 6 | Science | 6 | Science | 6 | Physics | 9 |
| | | Social Science | 4 | Social Science | 6 | Social Science | 6 | Social Science | 6 | Economics | 9 |
| Computer | 2 | Computer | 2 | Computer | 2 | Computer | 2 | Computer | 2 | Geography | 9 |
| Library | 1 | Library | 1 | Library | 1 | Library | 1 | Library | 1 | Pol. Sc | 9 |
| Art | 2 | Art | 1 | Art | 1 | Art | 1 | Art | 1 | B.St | 9 |
| Music | 1 | Music | 1 | Music | 1 | Club | 1 | Music | 1 | Accountancy | 9 |
| Physical Edu | 5 | Physical Edu | 5 | Physical Edu | 5 | Physical Edu | 5 | Physical Edu | 5 | Physical Edu | 5 |
| Work Experience | 2 | Work Experience | 1 | Work Experience | 1 | Work Experience | 1 | Work Experience | 1 | Library / Games | 1 / 1 |
| Club | 0 | Club | 1 | Club | 1 | Practical | 2 | Practical | 2 | | |
| Value Education | 1 | | | Life Skill | 1 | | | | | | |

Instructions:

- Maximum of 26 periods per week may be allotted to each teacher depending upon the availability of teachers in the concerned subjects.
- In respect of classes XI & XII, two periods per week are earmarked for practicals in the concerned subjects like Physics, Chemistry etc.
- For classes, IX and X, the practicals / other Lab. activities are to be conducted on regular basis as per the given weightage in the subjects like Science and Mathematics.

- d) For classes VI to VIII, at least one period each per week should be earmarked for lab activities in Mathematics and Science.
- e) Wherever IT subject is introduced as vocational subject in Classes IX & X, two periods of Computer Science and one period of Library are to be used for teaching IT.
- f) *AEP Trained teachers will engage the gender sensitization classes*
- g) Principal and VP have to handle a minimum of 8 & 18 periods respectively.
- h) One period of games / sports is allotted to each class everyday.



EFFECTIVE CLASS ROOM MANAGEMENT:

School tries its best to integrate the teaching learning strategy with the recommendation of NCF-2005—‘learning is a process of the construction of knowledge. Learners actively construct their own knowledge by connecting new ideas to existing ideas’

Accordingly maximum stress has been given on ‘child centered’ pedagogy where primacy is being given to children’s experience. Teacher will act as felicitator and guide and help learners to develop their concepts. Considering this point in view, school lays emphasis on such teaching modes, which will help learners to construct his/her own knowledge instead of memorizing some readymade notes.

Group Discussion – It is an effective method to acquire knowledge by the learners through their own effort with the minimum interference of teachers. Each and every learner is found to be actively involved in constructing knowledge (in each group- may be 4/5 learners)

Peer Discussion – This method is similar to the above method but number of students will be two in each group. Students will construct their knowledge through mutual discussion and under the guidance of teacher. Provision of any ready-made information is strictly restricted.

Power-Point Presentation – Students may be divided into various groups and each group is allotted with a particular topic. Each group will present their constructed knowledge and others will verify this.

Project Works – Students (Individual or Groups) may be instructed to bring all necessary materials in the class room, where they will construct their knowledge under the guidance of teacher. Any kind of interference from outsiders must be avoided. Learners can collect data from society (survey) or from any scientific experiment, observation. But analysis interpretation of data and drawing conclusions are to be done in class room.

The following important suggestion, regarding classroom transaction, as recommended by NCF-2005 are to be strictly followed by the teachers:

1. Learning is a social advancement involving language, real world situation
2. Learners are considered to be central in the learning process
3. Classroom is a site for knowledge construction
4. The teacher is a felicitator and guide
5. The student work in group to approach learning
6. The curriculum must enable children to find their voices, nurture their curiosity- to do things, to ask questions and to pursue investigations
7. To make learning a joyful experience
8. Corporal punishment in any form must be checked
9. Children are to be encouraged to ask question that relate what their learning in school to things happening outside
10. Children are to be allowed to answer in their own words and from their own experiences
11. Children will be encouraged to seek out knowledge from sites other than text books.
They can consult library, other site outside the school – experience of people at home and in the community

12. During planning of lessons, teachers must keep in mind that discussion in any subject should not be restricted within text book, on the other hand this must be extended beyond text book
13. The practice of teachers in classroom, the materials they use, and the evaluation technique must be internally consistent with each other
14. Students should be encouraged to undertake integrated project works

EVALUATION OF SCHOLASTIC ASPECTS:

The evaluation of Scholastic aspects from class VI to X is done on the basis of the following:

- a) Each Periodic Assessment consists of three tasks. The final mark / grade is derived by taking the best of Task 1 and 2 and thereby taking the average with Task 3.
- b) The Half Yearly / Final Examination is the terminal assessment of performance at the end of instructions. It is in the form of Paper-Pen test conducted as per CBSE guidelines.

EVALUATION OF SCHOLASTIC AREAS

There are two Periodic Assessments, Half Yearly and Annual Examination in a session for the classes VI to VIII. There are three Periodic Assessments and Annual Examination for Class IX and Board Examination for Class X. The Periodic Assessment are to be followed in accordance with the recommendation by the CBSE. The purpose is to ensure use of multiple modes of assessment so that the focus on written tests is reduced. In order to fulfil the objectives of Periodic Assessment and to enable students to improve performance, teachers need to use a variety of assessment tools during the course of their teaching. It is mandatory that the teachers must use different assessment tools during the term for each Periodic Assessment (FA) as recommended by CBSE. Periodic Assessment can be carried through using multiple modes of assessment such as **assignments, quizzes, debates, group discussions, projects**. It may be clearly communicated to all teachers teaching various subjects that all projects and assignments must be done as group activities within the class and school time only. Each subject must have only one paper pen test under Periodic Assessment. The other modes of Assessment must be a part of classroom interactive activities.

SUBJECT ENRICHMENT PROGRAMME

Seminar, Workshops, Guests Lectures, Field Trips, Scientific Investigation are part and parcel of present day education system. It must be conducted regularly to enhance various skills like speaking, problem solving skill etc. Seminar and Workshops are regularly conducted in the school on various topics as mentioned below:

- | | |
|------------------|-------------|
| a) English (ASL) | f) Commerce |
| b) Mathematics | g) History |

- c) Biology
 d) Physics
 e) AEP

h) Art

Incharge of Seminar / Workshop :Mrs. I. Banerjee
 Mr. Bapan Mazumdar
 Mr. Sushanta Nath
 Mrs. Gargee Bhattacharjee

| FOR THE MONTH OF: | | | |
|--------------------------|--------------|------------------------------------|---|
| SUBJECT | CLASS | Name of the Resource Person | Report |
| Mathematics | | | The Subject teacher are to submit a detailed report of the Workshop / Seminar / Field Trips to the Principal within a week. |
| Chemistry | | | |
| I.P | | | |
| Chemistry | | | |
| Economics | | | |
| English | | | |
| Physics | | | |
| Biology | | | |
| Accountancy | | | |
| Geography | | | |
| Computer Science | | | |
| BST | | | |
| Pol. Science | | | |
| Sociology | | | |

A team of subject teachers will formulate in-school inter-subjects, projects and rubrics required to assess by incorporating inputs from different subjects. It is advised to assign **ONE comprehensive group project (cross curricular project) covering each of the four major subjects i.e. English/Hindi, Maths, Science, Social Sciences per term.** Effective monitoring and objective assessment of inter disciplinary group project must be ensured by the school. The weightage for the project will be for ten marks. The same score of the student in the project after assessment by the group of teachers will be reflected in English or Hindi, Maths, Science and Social Science. There will be no project in Regional Language and English or Hindi (which is not taken in cross curricular project).

CO-SCHOLASTIC AREAS

Classes VI to VIII and IX & X:

Co-Scholastic attainments will be evaluated on 5 point scale (A – E) as given in manuals. The process of assessment should be throughout the academic year but the grading is to be done at the end of the academic year.

For Class IX and X, assessment will be on the lines as mentioned in the Teacher Manual

Note:-The Principal has to ensure that once in 15 days there must be a discussion on the theme – Experimental Learning with the teachers on rotation basis to ensure effective implementation of Pedagogical Plan. Proper documentation is needed both in Scholastic and Co-scholastic areas of assessment. Refer CBSE Academic circular no. Acad-15/2019 Dtd. 9th March and Acad – 49/2019 Dtd. 5th Sept 2019.

SCHEDULE FOR MONTHLY TESTS (XI & XII) 2019-20:

| SI No | MT | Month | Classes | Remarks |
|-------|-------------|----------------|------------|------------------------------------|
| 1 | I | May 2019 | XI and XII | Dates of MT is subjected to change |
| 2 | Ist Term | June 2019 | XII | |
| 3 | Ist Term | August 2019 | Do | |
| 4 | IV | September 2019 | Do | |
| 5 | IInd Term | November 2019 | Do | |
| 6 | Pre Board | January 2020 | Do | |
| 7 | Annual Exam | February 2020 | XI | |

ACADEMIC MONITORING AND SUPERVISION BY PRINCIPAL AND VICE – PRINCIPAL

| Name of the Area | Vice Principal | Principal |
|---|---|---|
| 1. Teaching Periods | 18 | 08 |
| 2. Classes to handle | Preferably one of the classes from IX to XII to be handled on regular basis | Preferably one of the classes from IX to XII to be handled on regular basis |
| 3. Classroom Observation | One period per day covering all the teachers in the given month | One period per day covering all the teachers in the given month |
| 4. Checking of Home Work, Class work , Assignments and Project Works | VI to X | XI and XII |
| 5. Preparation of | Academic Calendar, Time- | Monitoring and guidance |

| | | |
|--|---|---|
| various activities | Table ,Institutional plan, Exams time table | |
| 6. Maintenance of records | Academic Records including Evaluation Records | Monitoring and guidance |
| 7. Monitoring | All activities of classes VI to X and Academic of XI and XII | All activities of classes VI to X and Academic of XI and XII |
| 8. Meetings to be conducted Subject | Subject Committee meetings, Academic Performance Review committee meetings, tests and exams | Subject Committee meetings, Academic Performance Review committee meetings, tests and exams |
| 9. Verification | Timely submission of Academic Records, Question papers and Results | Monitoring and guidance |
| 10. Supervision | Remedial and Supervisory study | Remedial and Supervisory study |
| 11. Time table and arrangements | In charge | To monitor |
| 12. Ensuring Attendance | Students and staff | Students and staff |
| 13. Conduct of practicals and maintaining records | To monitor | To monitor |
| 14. Assembly Activities | Performance is to be monitored | Performance is to be monitored |

BENCH MARK FIXED FOR PASS PERCENTAGE AND SUBJECT AVERAGE FOR THE SESSION 2019-20

- a) **Class X:--** As regards to class X, the students are to get a minimum of 8 grade points in each subject.
- b) **Class XII:---** The following pass percentages and subject averages for class XII Board Exam are fixed as target for the session 2019-20.

Pass percentage: **100%**

SUBJECT-WISE AVERAGE :-

➤ **Subject Target Fixed for 2019-20 (%)**

| | |
|----------------------------|----|
| English Core ----- | 90 |
| Maths----- | 90 |
| Physics----- | 90 |
| Chemistry----- | 90 |
| Biology----- | 90 |
| Informatics Practices----- | 90 |
| Computer Science----- | 90 |
| Geography----- | 90 |
| Economics----- | 90 |
| Accountancy----- | 90 |
| Business Studies----- | 90 |
| E.P ----- | 90 |
| P.E ----- | 90 |
| Pol. Sc ----- | 90 |
| Sociology ----- | 90 |

c) **Classes VI to IX:** In respect of classes VI to IX, apart from ensuring 100% pass, the subject average is fixed as under.

- For languages: -----95%
- For Maths, Science and Social Science ----90%

d) **FOR CLASS XI:** Pass Percentage - 100%

SUBJECT-WISE AVERAGE:--

➤ **Subject Target Fixed for 2019-20 (%)**

| | |
|----------------------------|----|
| English Core----- | 90 |
| Maths----- | 90 |
| Physics----- | 90 |
| Chemistry----- | 90 |
| Biology----- | 90 |
| Informatics Practices----- | 90 |
| Computer Science----- | 90 |
| Geography----- | 90 |
| Economics----- | 90 |
| Accountancy ----- | 90 |
| Business Studies----- | 90 |
| Enterprenurship----- | 90 |
| Political Science----- | 90 |

COVERAGE OF SYLLABUS & CONDUCT OF VARIOUS EXAMINATIONS:

- a) For Class-XII, 100% syllabus has to be completed by 30th DEC.'2019.
- b) For XI Class, 100% syllabus has to be completed by 31st January 2020 and for other classes First Term syllabus should be completed by 10th September 2019 and Second Term by 15th February 2020.
- c) The schedule for U.T. (XI & XII), Periodic assessment, Annual are enclosed with this manual.
- d) The result analysis of all Assessment of all classes are to be done just after the declaration of result.
- e) An explanation from the teachers is to be submitted to the Principal wherever the subject average falls below the target fixed i.e. 90% for XI & XII & B1 grade for VI to X.
- f) The Practicals in Physics, Chemistry, Biology, Geography & Computer Science, of Board Classes should be completed by the end of **November 2019** and record work should also be completed by December 2019. Further practicals in Science for classes IX & X should be conducted alongside the concepts taught in theory classes.
- g) A complete record of various practicals conducted as per syllabus should be maintained at school Level.
- h) Details of practicals to be conducted in different classes & subjects should be displayed in concerned lab along with list of practicals completed and the same needs to be maintained up to date.
- i) There should be co-relation between the marks allotted in internal examinations, practicals and marks obtained by the students in external examinations. A large deviation in the board results reveals the poor quality of evaluation at the school level.

Detailed Annual Curriculum Plan from Classes I to XII is enclosed herewith in the Annexure I (Pages-----)

REMEDIAL TEACHINGS

In remedial periods the low achievers in a particular subject has been looked after by the concerned subject teachers for corrective instructions so that they can also achieve the mastery level in the subject. Low Achievers are those students who are unable to cope up with the work normally expected of their age groups. Possible causes are

- a) deficiency in the teaching methods
- b) distraction and
- c) lack of concentration,
- d) inability to express ideas and also lack of motivation.

At the beginning of the academic year the teacher should identify the students whose performance is poor and their individual differences should be noted. Proper diagnostic measures are taken to identify the learning difficulties with causes before any remedial measure. Remedial instruction should be arranged in a systematic manner according to the nature of the

pupils' difficulties. Special steps must be taken to improve their knowledge level and drill on practice is necessary for every student. The instructional content must be very carefully graded keeping in mind the capacity, requirement, educational and experience levels of the students. In the gradation of teaching materials, the principles of proceeding from easy to difficult and simple to complex must be scrupulously followed. Remedial work should be given in small doses and it should be so organized as to give a sense of achievement to the student. The remedial programme for low achievers includes motivation, individual attention, restoration and development of self confidence and special methods of teaching. The teacher should adopt a friendly, helpful and sympathetic attitude towards the student and always try to win their confidence. The remedial classes are taken during normal school hours.

ASSESSMENT OF SPEAKING AND LISTENING SKILLS

English as a medium of communication has acquired an important role in bringing world together. A good communication skill raises the self esteem of a student. It is essential that students acquire proficiency in it, by the time they leave the portals of the school. CBSE has envisaged that all language skills need to be integrated into English language curriculum at schools. Speaking and listening should be fostered in children to equip them with better communication skills. Hence it has introduced formal testing of speaking and listening skills at the school level in each term in English at class IX, X & XI. It is also essentially to be understood that the First Language taught in the schools should be taken with more intensity and children should be given appropriate training in mastering the communication skills in the First Language also. Since we have teachers in all the 3 languages, with the appropriate distribution of time this can be achieved at ease. The listening comprehensive section tests the students' ability to listen for basic interpersonal, instructional and academic purposes. A number of sub skills such as listening for specific information, general understanding, predictive, inferential, intensive and exhaustive listening and listening for pleasure are developed. Some of the sub-skills that are developed through speaking skills are speaking intelligibility using appropriate word stress, sentence stress and intonation patterns, narrating incidents and events, real or imaginary in a logical sequence, presenting oral reports or summaries; making announcements clearly and confidently, expressing and arguing a point of view clearly and effectively, taking active part in group discussions, showing ability to express agreement or disagreement, summarizing ideas, eliciting the views of other, presenting own ideas, expressing and responding to personal feelings, opinions and attitudes, participating to spontaneous spoken discourse in familiar social situations. Students who stammer may be given extra time during the assessment process as per the need of the child. However CBSE has provided an option to the students who have "speech impediment" or who are "hard of hearing" or who have both disabilities partially or wholly by replacing ASL in to two assignments (story writing and review of the novel) of equal weightage, each based on the novel/long reading text prescribed for the class.

DEVELOPING COMMUNICATION SKILLS:

Developing English communication skills in the students has always been a challenge. The new entrants generally have very low language competence. The learners have different levels of competence depending on the schooling background and the individual capacity of the learners. However in due course of study the students becomes well versed with the communication skill due to different strategies/ approaches made by the teachers.

In order to create the acquisition like situation the School take up the following measures:-

(i) Only English is spoken in the academic block. (Assigning certain days for speaking English has not been found very effective). The whole team of teachers will have to resolve to speak English only in the academic block.

(ii) In order that students get the facility to listen to a Standard English speech (including word stress and intonation) the English teacher in particular and teachers in general have to cultivate good spoken English.

(iii) Teaching in class rooms and particularly in the language class room must be interactive. If the teaching is lecture based (as it generally is) one way traffic, the learners will get least chance of speaking and the language competence acquired through listening, speaking and writing will remain dormant at the competence level and will not surface at the performance level.

(iv) In order to make the learners aware of the distinct English speech sounds and prosodic features (stress, intonation, pause rhythm etc) at the initial stage, the new entrants should be taught to sing nursery rhymes with proper articulation of English speech sounds, word stress and intonation.

(v) Language games involving simple basic skills of oral communication, like picture description, pick and speak; role play in a given situation (customer at a shop, passenger at a railway station, man at a post office etc) should be played in the class room. The teacher should not insist on correctness but should encourage uninhibited, stress free oral communication.

(vi) Basic reading and writing skills are also to be introduced and practiced at this stage. Words in isolation and short sentences should be read out by the teacher and the students should be asked to repeat the model reading. Since many new entrants are able to write just the alphabets, and even less, they should be given practice in handwriting in the four line English handwriting note books. They should practice cursive writing with proper use of capital letters and punctuation marks.

(vii) The learners should also be made to listen to recorded model speech in way of news reading, story telling or other recorded material in the language laboratory; although live models (teachers) are always better, provided the teacher herself regularly practices model reading/ speech.

(viii) The teacher has to make a conscious effort to cautiously bring herself down to the level of the child. He/ she should consciously use a warm and inviting body language; should be playful and indulgent with the children (without compromising with discipline, of course) in order to help them overcome inhibitions, hesitation and poor level of language competence and open up and communicate (listen and speak) in English.

- (ix) The course material, i. e. the text books and workbooks should be used as a pretext for practicing oral communication, and the teaching method has to be interactive.
- (x) Communication skills of the learners who had an English medium background, before joining the school may be cleverly utilized for leading peer group communication

Language teaching strategy at the higher level

- (i) Class room teaching has to be interactive (the point is deliberately repeated) with a view to providing the learners the opportunity to participate in discussion and communicate ideas effectively.
- (ii) The language laboratory may be used to further exercise listening skill with the help of recorded speech in Indian and British variations. Teachers may diagnose and rectify mother tongue influence in the speech of the students.
- (iii) Maximum possible opportunity is to be provided to the learners to speak English in various contexts and situations. For these activities like group discussion, seminar, declamation, debate and extempore speech etc have to be organized. The morning assembly activities give good practice in news reading, conducting quiz and delivering short lectures.
- (iv) English course material may be properly used for developing both silent and loud reading skills. The Reader should be used for loud reading. The teacher himself should face the class after rehearsing loud reading with correct pronunciation of words, word stress, pause and intonation. The supplementary reader should be used for practicing the skill of silent and fast reading with comprehension.
- (v) Students should be encouraged to read simplified, abridged story books/ classics and comics graded for each class. Such reading materials are available in the market, published by various publishers. The language teachers, the librarian and the Principal have to ensure that such reading materials are available in the library and the learners are guided to read books of the grade suitable for him/her.
- (vi) Vocabulary is the building block of a language. But vocabulary should not be taught indiscriminately by rote learning. The teacher should identify words which will be in the active vocabulary (know and use the word actively), passive vocabulary (know the meaning of the word when it is used, but may not be actively used by the learner himself) and adhoc vocabulary (know the meaning of the word for one time passive use only) of the student and need not insist on the student's mugging up the meaning of all words. Besides, vocabulary should not be taught in isolation; it must be taught in context.
- (vii) While teaching the Reader (for detailed study), it is expected that all important components like vocabulary, structures, idioms etc are explained and drilled and the content is analyzed thread bare. The learner has to master local, global and inferential comprehension. While reading the supplementary reader, the students are to be assisted to read by themselves, fast and silently. The aim is not mastering the language components but to comprehend the passage globally and enjoy independent reading.

- (viii) Writing is the highest of all the four language skills. While training/developing communication skill of students, writing skill has to be integrated with all the other four skills. In higher classes care has to be taken to ensure that the students write correct English in terms of spelling and syntax. Teaching of grammar as a subject in itself is not required. In place of learning definitions and rules of grammar it is more useful to practice functional grammar and usage. Written composition may be strengthened by practicing exercises in transformation of sentences, narration, use of modal auxiliaries, voice etc. through which the learners get ample opportunity to compose sentences creatively and correctly. In longer compositions, together with correctness attention has to be paid to coherence and lucidity. Students should be guided to use familiar words and sentence structures. Use of unfamiliar vocabulary and uncertain syntax for the sake of style will end up as a botched piece of composition.

APTITUDE AND PROFICIENCY TEST

The specific objective of this test is to measure an individual's abilities and skills in a domain or subject to know how well he/she has learnt, understood and internalized the related concepts and principles. Such a test in language may assess a student's skills in reading, writing, listening, speaking or vocabulary. Similarly a test in Science may focus on assessing students' abilities to apply concepts and principles to analyse a given situation, solve a given problem and conduct practical work efficiently. A test in Mathematics may similarly assess problem solving abilities and skills of mathematical thinking, mathematical reasoning and procedural techniques followed by students. Thus, the Proficiency Test will mainly focus on assessing students' abilities and skills to apply knowledge and understanding of any subject to new and unfamiliar everyday life situations. The core testing element of such a test will include observing, comparing, classifying, solving, translating, interpreting, analyzing, synthesizing, creating, composing, deducing, Justifying and judging/evaluating. Principals and teachers are required to motivate the children to appear for this proficiency test. Application forms for the said proficiency test can be submitted online to CBSE in CBSE website. As the nature of the Proficiency Test is optional, each parent of Class-X students should be informed that if any child is desirous to take this test, the exam fees will have to be borne by the parent.

THE PHYSICAL EFFICIENCY TEST

It pertains to cardio pulmonary endurance, flexibility, muscular strength and muscular endurance. In order to achieve these objectives, a teacher has to conduct a battery test in different areas/events to assess the child stamina, endurance, team spirit, coordination, level of confidence and above all inherited capacity of a child to perform. In the physical efficiency domain. Various activities are suggested for this purpose:

- i. Conduct of field events i.e., jumps, throws, track events and various games like volley ball, football, kabaddi, khokho, badminton etc.

- ii. Various exercises leading to adoption, progression, specificity, overtraining, balance, cardiopulmonary endurance, aerobic fitness, etc.
- iii. Physical Education Teacher in the school can perform these tests and record the achievements for judging the children potential and physical efficiency.

ALL ACTIVITIES TO BE CONDUCTED DURING THE YEAR 2019-20:

Month-wise Activities to be taken are as furnished below:

APRIL 2019

Activities to be taken:

1. Start of New Academic Session from 1st April 2019
2. Selling of Text Books
3. Formation of various clubs at School level
4. Administration of Academic Calendar since start
5. Annual Stock verification
6. Preparation of the Annual Account
7. Preparation of the new time table for the current session
8. Procurement of uniform items for the students
9. Celebration of Bohag Bihu

MAY 2019

Activities to be taken:

1. Result analysis of Class X and Class XII
2. Arrangement for ID card for the students
3. Admission to Class XI
4. PTA meeting (Nur – II)
5. Tagore's Birthday

JUNE 2019

Activities to be taken:

1. Administration and Supervision of official documents at regular intervals
2. PTA and PT meeting
3. Subject counselling
4. Formation of student council
5. Mock drill on Disaster Management
6. WED celebration
7. Plantation and beautification
8. ASL workshop
9. Conduction of PA(VI – VIII) and 1st Term (KG – V and XII)

10. Start of library based activities for students for their personality development.
11. Carrying out various co-curricular activities in academics (Rabha Divas, Bhupendra and Jyoti Sangeet Poem Competition).
12. Commencement of smart class

JULY 2019 (Summer Vacation)

Activities to be taken:

1. Maintenance & repairing work (whole month)
2. Summer vacation class for class XII students
3. Table Tennis and Basket Ball coaching

AUGUST 2019

Activities to be taken:

1. Start of class
2. Independence Day celebration
3. 1st term evaluation of class XI & XII,III-V
4. P-T meeting (III – XII)
5. Unit covered will be revised
6. Commencement of smart class

SEPTEMBER 2019

Activities to be taken:

1. Celebration of teachers day on 5th September
2. Coverage of syllabus as per requirement of 1st term
3. Registration of class IX students for CBSE.
4. FILLING UP OF THE FORMS FOR THE CBSE EXAMINATIONS,2016
5. Conduct of Half yearly and PA- II for classes VI-X
6. Academic supervision regarding coverage of syllabus as well as remedial teaching

OCTOBER 2019

Activities to be taken:

1. Model Preparation Competition
2. Reviewing of pending work if any related with academic and administration
3. Puja Vacation
4. 2nd Term (Nur – V)

NOVEMBER 2019

Activities to be taken:

1. Conduction of Adolescent Education Programme (AEP)

2. Celebration of Children Day
3. 2nd Term Evaluation for Class XI and XII
4. PT Meeting (Nursery – VIII, IX and X)
5. Educational Tour (Proposed)

DECEMBER 2019

Activities to be taken:

1. House-wise competition
2. Conduction of PA 2 (VI – IX)
3. Completion of Class XII course
4. Special Academic Meeting with teachers teaching in Class X and XII for better CBSE result 2019-20
5. Collection of data regarding successful candidates in academics, CCA, Sports and Games, etc for award in Annual Day Programme
6. PT Meeting (XI and XII)

JANUARY 2020

Activities to be taken:

1. Pre Board for class XII
2. Conduction of PA 3 for Class X
3. Silphi Divas celebration
4. Republic Day celebration
5. Result analysis of the Pre Board exam
6. Counselling of slow learners with the help of parent and teachers to improve their academic performance
7. Annual Day Programme
8. Annual Sports

FEBRUARY 2020

Activities to be taken:

1. Academic supervision regarding coverage of syllabus for Annual Exam (Nursery – VIII, and XI)
2. Saraswati Puja celebration
3. Completion of syllabus
4. Extra coaching for the Board classes

5. Annual Examination (Nur – XI)

MARCH 2020**Activities to be taken:**

1. Conduction of Annual Exam (Continued)
2. Institutional Planning for the session 2020-21

CO-CURRICULAR ACTIVITIES (CCA)

Co-curricular activities supplement and compliment the curricular activities. Performance in CCA is an important indicator of the quality of the students and the academic inputs. Hence, high quality of performance and organization should be ensured. Sufficient time has to be given to students for preparing for the CCA. Invariably the CCA should be organized as Inter House Competitions and points are recorded appropriately and also displayed on the 'CCA Bulletin Board'. These competitions add charm and boost the House spirit. To manage time, these activities may be conducted in sync with the celebration of important festivals, Days and occasions. AEP activities need not be conducted in isolation; instead they may be embedded in CCA Inter House and Pace Setting activities. A register for CCA should be maintained to record notices, draw of lots, allotment of duties on the day of competitions, results of the event, etc. The sequence of steps in organizing a CCA should be scrupulously followed to ensure fairness and quality.

Activities identified should cover all the areas which ensure development of holistic personality. CCA should be conducted on regular basis once in a week by ensuring maximum participation of students. The concerned teachers and all staff should be present for the celebrations of important days and events.

| Sl No | Events |
|-------------------------------|---|
| I. LITERARY ACTIVITIES | |
| 1 | Debate in English / Hindi /Regn.Lang |
| 2 | Essay Writing in English /Hindi/Regn.Lang |
| 3 | Extempore / impromptu in Eng/Hindi/ Regn. Lang |
| 4 | Poem Recitation in English / Hindi / Regn. Lang |
| 5 | Calligraphy in Eng / Hindi / Regn.Lang |
| 6 | Creative Writing Eng/Hindi/Regn. Lang |
| 7 | Declamation in English/Hindi/Regn. Lang |
| 8 | Story Telling in English /Hindi/ Regn.Lang |
| 9 | Slogan Writing in English/Hindi/Regn Lang |
| 10 | Quiz |
| 11 | Seminar – Paper Presentation |

| | |
|-----------------------------------|--|
| 12 | Book Review in English /Hindi/ Regn. Lang |
| II. PERFORMING ARTS | |
| 1 | Group Dance/Folk Dance/Classical Dance |
| 2 | Solo Dance |
| 3 | Skit-English/Hindi/Regn.Lang |
| 4 | One Act play in Eng/Hindi/Regn.Lang |
| 5 | Dramatis in Eng/Hindi/Regional |
| III. Music | |
| 1 | Group Song (Patriotic Song, Folk Song, Devotional Song) |
| 2 | Solo Singing (Patriotic Song, Folk Song, Devotional Song) |
| 3 | Instrumental |
| 4 | Action Song (Mass Participation) |
| IV. ART | |
| 1 | Painting (Landscape Painting , Portrait Painting, and Composition Painting)) |
| 2 | Mask Making, Cap Making, Kite Making, Rakhi Making |
| 3 | Paper craft / paper cutting |
| 4 | Collage |
| 5 | Emboss Painting on glass |
| 6 | Calligraphy |
| 7 | Rangoli Competition |
| 8 | Theme based viz., Earth Day, Environment Day, Save Water, Save Energy, Save Fuel, Save Tiger etc., |
| 9 | Cartoon Drawing- ICT tools available for designs/3D models may also be practiced |
| 10 | Models prepared will also be useful for classroom activities in all subject areas. |
| 11 | Clay Model |
| V. ICT | |
| 1 | PowerPoint Presentation on given topic |
| 2 | Inter House Quiz |
| 3 | Presentation |
| 4 | Web Surfing on a theme |
| VI Library Week Activities | |
| 1 | Preparation of wall magazine |
| 2 | Conduct of reading session |
| 3 | Arrangement of newspaper clippings |
| 4 | Story telling session |
| 5 | Read a book and review it |
| 6 | Organizing inter house quiz competition |
| 7 | Literary competition on special occasion |
| 8 | Scrap book preparation |
| 9 | Essay writing competition in 3 languages |

| | |
|--|--|
| 10 | Debate/elocution competitions |
| 11 | Pick and speak competitions on books/authors |
| VII Other activities | |
| | <ul style="list-style-type: none"> ➤ Career guidance counselling ➤ Guidance for common entrance test(CET) ➤ Co-ordinate the publication of school magazine/news bulletins ➤ Identify the best readers from each class and award them ➤ To conduct seminars |
| VIII CELEBRATION OF IMPORTANT DAYS | |
| | <ol style="list-style-type: none"> 1) 26th January - Republic Day) 2) 28th February - National Science Day 3) 22nd April - World Earth day 4) 31st May - Anti-Tobacco Day 5) 5th June - World Environment Day 6) 21st June - International Yoga Day 7) 15th August - Independence Day 8) 5th September - Teacher's Day 9) 2nd October - Gandhi Jayanthi 10) 14th November - Children's Day |
| IX. Inter House Competition: | |
| Competition will be held as per ACP | |

CLUB ACTIVITIES:

All-round development means mental, physical, psychological, spiritual and vocational development. We cannot achieve this all-round development by following mere class room teaching-learning procedures. Here the relevance of Club Activities becomes prominent. It is one of the co-curricular activities that are gaining much importance these days. These activities are mostly voluntary for students.

Every student of the school is to be a member of at least one club. Similarly every teacher should be attached to any one of the clubs. The School can give provision for conduct of club activities in the monthly calendar. Club activities can be done every Saturday comprising two periods in each section. All the in-charge teachers and associated teachers are to sit together with all the club members for planning their activities on the first club activity day of the year. Accordingly activities are to be organized on the subsequent club activity days. All teachers after considering the interest of the students and discussing with each student may finalize the club members. Principal and the concerned teachers are to ensure that all the children are involved in the club activities and each club should emerge as a resource centre. The School properly plan, prepare and implement the club activities for the academic year 2015-16 to achieve the intended objectives of the clubs whose suggested activities are given below.

Subject Clubs:

- I) Language Clubs
- II) Mathematics Club
- III) Science Club
- IV) Eco Club
- V) CCRT Club
- VI) Health Club
- VII) Art Club
- VIII) Music and Dance Club
- IX) Quiz Club
- X) Computer Club
- XI) Yoga Club
- XII) Scout & Guide
- XIII) Bulbul / Cub

General Objectives of Club:

- To develop thinking skill
- To encourage innovation and experimentation
- To update the knowledge
- To ignite for higher order learning
- To bring out the potential
- To develop discovery attitude
- To take up constructive activities
- To demonstrate enthusiasm
- To enhance the quality of academic transaction

Specific Objective of Club:

- To develop research bent up of mind
- To prepare exhibit / models
- To organize activities / programmes concerned to themes of perspective subjects
- To make available the updates in the subject
- To conduct field studies / visits
- To emerge as resource centre

Planning:

- To prepare year calendar
- Identification of students
- Listing out the material resources
- Short listing the outside visits

Methods of organizing:

- Weekly – furnishing latest updates on the display board
- Club activities for senior and junior classes
- Through out the year – models, exhibits, celebration of days, events etc

Evaluation:

- Out standing performance of the individual students
- Recording of anecdotal records
- Inter disciplinary competitions are to be organized
- Identifying the higher order thinking levels of students
- Documentations, presentations are to be accessed

Club Activities can be organised separately for juniors and seniors. Other suggested club activities are given below:-

| SI No | Club | Suggested Activities |
|-------|----------------------|--|
| 1 | Literary Club | Debates & Discussion, Story writing, Essay writing, Reading, Seminar, Recitation, School Magazine, Study Circle |
| 2 | Eco Club | A forestation drive, nature photography, important day celebrations, best out of waste competitions, discussion & debates & Cleanliness drive. Visit to Zoo and Botanical Garden, Energy Conservation Projects |
| 3 | Fine Arts Club | Drawing, Painting, Sculpture, Exhibition, Rangoli, pot making, collage making. |
| 4 | Performing Arts Club | Music, Dancing, Fancy Dress, Folk Dance, Folk Songs, Theatre, Dramatics, Variety Programme. |
| 5 | Science Club | Preparation of working models, improvisation, devising simple experiment, collection of specimen, samples, preparation of good presentation, using ICT, Science Excursion and fairs, seminar, debate |
| 6 | Health Club | First-Aid, Red Cross |
| 7 | Scout & Guide | Classes for various proficiency badges should be encouraged |
| 8 | Quiz Club | Quiz on regular basis are to be held on every saturday |

WALL MAGAZINE

Weekly/ Monthly Magazines are a sort of a periodical, run on the notice board, especially in an educational institution where the students and other members can post their articles, poems, drawings etc., to share their views with each other. It is a medium for the students to express

their creativity. The wall magazine can be set up at class level, house level, Themes can also be specified for a week or month. Quality presentations can be collected from all levels and preserved. A committee consisting of the Art Teacher, Librarian, Language Teachers and all the interested staff to be constituted to encourage and to provide material support and guidance and to approve the articles to be exhibited. It can be taken as a part of CCE activities. Group activities on this line bring in understanding, co-operation, and spirit of participation as a team member and leadership qualities among students other than creativity. Librarian can preserve these articles for incorporating the same in school magazine and to reward the students suitably. Wall magazine can also be utilized to display theme based collages, who's who, recommend favorite books and display best out of waste art forms.

ADOLESCENCE EDUCATION PROGRAM (AEP)

The age group of 10 – 19 years have emerged as a distinct population group with special needs. They need proper guidance and counselling through various co-curricular activities which can be conducted in the school during the academic session. Adolescence Education Program (AEP) activities can be included in the calendar of activities in Institutional Plan and to be followed meticulously. Following are the areas to be covered during the programme.

AREAS TO BE COVERED:

- Changes occurs in Adolescents during their growth and development
- Reproductive and Sexual health, myths and misconceptions
- Gender Issue, Eve teasing and Sexual harassment
- Preventing Drug abuse
- Developing life skills such as Self awareness, Inter Personal relationship, problem solving effective communication, critical thinking, empathy building, decision making etc
- Providing Counselling
- Every Saturday Life Skills, Value Educations classes are to be taken as before

MUSEUM CORNER

The School has open a Museum cum Art Gallery in the School campus. The building would be in the 2nd Floor above the Health Club.

SMART CLASSROOMS

Smart Classroom project has been initiated in this School since 2006. A total of 7 Smart Boards were installed to help the teacher and student to enhance the quality of Education. K-Yan, a new projector has been installed with updated course content from Classes I to XII.

Roles and responsibilities:

- Teachers to teach students as per the curriculum.
- Prepare digital content and educational material.
- Guide students on internet access.
- Regular and efficient usage of Smart Classroom.
- Ensure quarterly feedback from students and share feedback.
- Assign responsibility to a teacher for smooth operation of Smart Classroom.

All the classes have at least one Smart Classes per week, however if required teachers may take the students to the smart classes informing the authority.

USAGE OF INTERNET AND WEBSITE:

1. Arrangement is made to have broadband connectivity.
2. To make the communication faster and to reduce the paper work, correspondence is done mostly through email.
3. A record of the usage of internet facility by the students, if required in the computer lab is to be maintained to have a proper check.
4. Information bulletin is arranged, where a display of information about career opportunities are made after downloading the same from different websites under the guidance of a responsible teacher
5. Maintain the record of school website renewal and password, email password and the important e-documents.
6. We have our own website where the information regarding the School are available. Updating of information are done periodically. For any technical expertise, we have a website committee who looks into the matter.
7. Information like innovative practices followed by creative work of staff and students, achievements and present placements of alumni, achievement of existing students, etc. are to be compiled, properly scrutinized and to be displayed only with the approval of the Committee/Principal

PROMOTION AND DEVELOPMENT OF SCIENTIFIC TEMPERAMENT:

Inculcation of the scientific spirit and the promotion of scientific temper among the students and to nurture their **creativity, innovation, research, critical thinking, creative thinking, scientific aptitude, etc.**, the following activities are suggested to be taken up during the academic year 2019-20:

1. To take part in Math's and Science Olympiad at School/ Regional Level through various agencies

2. Organization of exhibitions, seminars, quiz at School Level to motivate the students.
3. Visit of various laboratories, industries, science museum, etc. for developing scientific spirit.
4. To introduce new learning capabilities. This requires identifying and providing environment to the children to develop communication skills, comprehensive skills, understanding abilities, etc.
5. Designing instructions that results in the learning of functions, not just structure. The curriculum and related pedagogical practices incorporate the motivation of using what is learnt.
6. To ensure attentiveness of the students to achieve effective performance. It includes ensuring the children to work at optimum levels behave well and engage in well being practices. Teachers and supervisors perform accurate teaching and supervisory functions, which is productive and functional.
7. Enrichment of laboratories with adequate equipments, apparatus, chemicals, etc. and to conduct the practical regularly.
8. Availability of Science and Math's labs as well as Clubs.
9. Any other activity related to promotion of scientific spirit.

CAPACITY BUILDING PROGRAMME

Training is a planned process to modify attitude, knowledge or skill through learning experience to achieve effective performance of teachers. Its purpose in the work situations is to develop the abilities of the individual and to satisfy current and future manpower needs of the organizations. As per the guidelines of CBSE, trainings are conducted for the teachers on various topics.

- **Training Programmes for Principal and Teachers conducted through COE.**
- **Training Programmes are conducted through In-house Trainers:-**
 1. Induction courses for newly recruited Teachers.
 2. Workshops for teaching as well as non-teaching employees
 3. Workshops, symposiums, seminars, conferences from time to time.
 4. Outsourcing of training programmes on leadership skills conducted by other agencies.

As per NCF-2005, in-service education can play a significant role in the professional growth of teachers and functions as an agent for change in school related practices. It helps teaching to gain confidence by engaging with their practices and re-affirming their experience.

PACE SETTING ACTIVITIES:

One of the basic objectives of our School is to play an important role in this region as a pace setting institution. In order to achieve this objectives, the following suggested activities are proposed:

Academic:

- Innovations and experimentations in the teaching-learning process
- Training/ workshop of teachers to adopt the latest educational technology
- Optimum use of laboratories and library
- Use of ICT/ in class room transaction
- Effective communication and computation skills
- Counseling, career counseling and motivational sessions
- Faculty Sharing (Sources / Resources)

Co-curricular activities

- Participation of the students of the schools in the co-curricular activities in the community
- Competitions and exhibitions
- Scout and Guide and adventure activities
- Organizing fine arts and performing art workshops

Community Services

- Proposed to provide Coaching of rural children / child labour
- Organizing immunization camps, health check up camps, first aid training camps, pollution control and cleanliness drive, literacy campaign etc
- Organizing awareness campaigns on disaster management, RTI and consumer laws, child labour and right to education
- Vermicompost and gardening
- Renowned educationist and eminent personalities in public life are also associated for shaping leadership qualities like RYLA Camp organized by Rotary Club of Digboi.

YOGA & PHYSICAL EDUCATION:

Yoga is an invaluable gift of India's ancient tradition. It embodies unity of mind and body, thought and action, restraint and fulfillment, harmony between man and nature, a holistic approach to health and well being. It is not about exercise but to discover the sense of oneness with self, the world and the nature. By changing our lifestyle and creating consciousness, it can help us to deal with climate change. Yoga club was formed in our school to cater the needs of students. Two periods (weekly) are allotted for yoga for the students of classes IV to VII.

Physical Education activities are the basis of all progressive methods in education. Through well planned activity / orientation programmes it is instructed to organize different physical activities like drill, marching, sports etc. directed towards physical, mental, emotional, social, intellectual and moral development of the child.

Objectives:

- 1) To develop the organic fitness of the child

- 2) To develop the neuro muscular skill
- 3) To develop the character and personality

The following activities are suggested:-

- 1) Physical Training; Conditioning exercises, jogging etc
- 2) Physical and Mental Culture; Yogic Exercises
- 3) Organised games; Kabaddi, Kho-Kho, Volley Ball, Basket Ball Football etc
- 4) Sports and Athletics
- 5) To participate and organize Yoga competitions

Sports Calendar is prepared and to be implemented in letter and spirit. Regular practice of Yoga on every Saturday should be continued as before.

ART IN EDUCATION PROGRAMME:

One of the aims of our School is to provide quality education to the students which is ensured through Art in Education Programme by linking community and the school. Different facets of Traditional and Contemporary Arts of Community are introduced as a part of activities. In addition to developing values of national Integration, students are trained and taught different art forms. It gives an excellent opportunity for students to give an outlet to their originality. It increases student's performance in academic areas as these activities require exercising the brain of the young child.

Objectives of Art in Education:

- 1) Community integration through Arts.
- 2) Exploring the community environment, local history, geography and tradition for over all social perspective and preservation of community heritage.
- 3) Providing opportunities through Art in Education for Social and National Development in which Art Education Acts as catalyst.

Main Activities of Art In Education Workshops

- 1) Different Performing Art traditions, painting styles, crafts and theatre in education work have been taught to students
- 2) Traditional wisdom of our village societies is passed on to the students through songs, folk ballads, art and traditional theatre workshops.
- 3) Eminent personalities from the field of literary, visual, theatre and performing arts are regularly invited to train the students.

SCOUT AND GUIDE

The main aim of introducing Scout and Guide in our school is to develop comradeship, discipline, leadership, secular outlook, spirit of adventure and the ideals of selfless service amongst the students to create a human resource of organized, trained and motivated youth and to provide leadership in all walks of life and always available for the service of the nation. Hence, the school should provide lot of opportunities to motivate scout and guides in self learning and other social activities of the school on the campus / out side campus to make them more self motivated, environmental conscious, self-disciplined, courageous and courteous, Trust-worthy, loyal, friendly and pure in thought, work and deed.

Scout and Guides are encouraged for the following proficiency badges depending upon their age group:

- A. Pravesh
- B. Prathama Sopan
- C. Dwitiya Sopan
- D. Tritiya Sopan
- E. Rajyapuraskar
- F. Rastaprati Award

STUDENT COUNCIL

A Student council is a representative structure for students only, through which they can become involved in the affairs of the school, working in partnership with school management, staff and parent for the benefit of the school and its student's.

Keeping in mind the above, our school formed a student council on 27th June 2015.

Roles and responsibilities of all the members of the student council.

- 1) To protect the school ethos by example.
- 2) To monitor the discipline in the school during break, assembly and other programmes as required
- 3) Give ideas and be prepared to initiate activities and take responsibility for them
- 4) Attend all student council meetings and fulfill all general duties
- 5) Provide strong leadership to everyone in the houses in any competitive or friendly house activity
- 6) Encourage good discipline and sportsmanship generally as well as in competitive events
- 7) Conduct himself / herself with academic impurity and exemplary conduct
- 8) Develop agenda for an preside at student council meeting
- 9) Responsible for special projects like school spirit, safety, awards etc
- 10) Responsible for the inter house and inter class cultural, literary and sports competition
- 11) Conduction of Inter and Intra school competitions

Structure of Student Council

1. Head Boys & Head Girls
Vice Head Boys & Vice Head Girls
2. House Captain & Vice House Captain
3. Sports Captain & Vice House Captain
4. Coordinators – Students Editor, Cultural

Details of Students Council is attached herewith:

| Sl No | Committee | Teacher In-Charge | Student Members |
|-------|------------|--|---|
| 1 | Cultural | i) Ms. G. Bhattacharjee ii) Ms. M. Borah iii) Mr. U. Shankar | Selection of Head Boy and Girl / Vice Head Boy and Vice Head Girl is to be done in the beginning of the new session |
| 2 | Literary | i) Ms. M. Das ii) Ms. S. D Nandi iii) Mr. R. Tiwari | |
| 3 | Discipline | i) Mr. J. Chanda ii) Ms. N.H Saikia | |
| 4 | Sports | i) Mr. G. Adak ii) Mr. Nitu Gogoi iii) Mr. D. Mukherjee | |
| 5 | Welfare | i) Ms. G Bhattacharjee ii) Ms. Deepika Singh iii) Ms. S. Goldsmith | |

SUBARNSIRI CULTURAL CLUB UNDER CCRT

The Centre for cultural Research and Training, Govt of India, New Delhi has been set up in the service of education, specialist in the areas of linking education with culture. CCRT has introduced the cultural talent search scholarship scheme and is providing scholarship to talented school going students in different cultural fields. Every year a good number of talented students of this institute would be able to receive the scholarship in different cultural fields. Under the sponsorship of CCRT, a cultural club (**SUBARNSIRI CULTURAL CLUB**) was set up in 2010 in the school. The aim of this club is to inculcate Indian cultural values among the students. Till date the club has been organized various programmes.

ALUMNI ASSOCIATION

Proposal was made during our silver jubilee (2006) of our school to form an alumni association, accordingly in the year 2011a committee was formed by the ex- students to organize alumni meet. The first Alumni meet was held in the month of January, 2012 where as many as 120 students assembled. In the year 2015 the second Alumni meet was held where more than 300 students turned up. In the meeting they exchanged their views as well as provide valuable suggestions.

HOUSE SYSTEM

The effective management of a school depends upon the quality of the House system. A House consists of group of children effectively led by responsible teacher who acts as a parent, guide, philosopher, and friend for every member of the House. A House inherently provides a family atmosphere in making the child physically fit, socially adjusted, emotionally balanced, and morally upright. Each house in the school is entrusted the responsibility of conducting Morning Assembly for 15 days.

FORMATION OF HOUSES:

Each children is allotted a house on the day he/she is admitted to the school. The house of a girl or a boy should not be changed till the end of study. It is not advisable to reshuffle houses every year, once a child joins a house, he/she should continue in the same house till he/she passes out of the school.

NAME OF HOUSE WITH COLOUR.

1. C. V Raman (PURPLE)
2. S. Chandrasekhar (BLUE)
3. J. C Bose (ORANGE)
4. H. J Bhabha (GREEN)

Each house consisting of the following members for its smooth functioning:

- A) First Captain – 1
- B) Second Captain - 1

AWARD OR POINTS FOR ACTIVITIES DONE IN MORNING ASSEMBLY

On the basis of the performances in the morning assembly activities, members of each house are awarded either through prize or points. Inter house activities should be organised in each term and accordingly the best performers are awarded in the Annual Day Programme.

ACADEMIC RESOURCE MATERIAL PREPARATION

Every second saturday the school organizes staff meeting where discussion on the preparation of Academic Resource Materials are to be done as per the following plan:

- Identification of topics
- Identification of resourceful teachers
- Forming of groups with group leader
- Preparation and dissemination of the material prepared

GUIDANCE FOR IMPROVING THE PROFESSIONAL COMPETENCY AMONG TEACHERS

Workshops / Training are to be held from time to time to enhance the skill and develop the competencies among the teachers. Proper guidance and supervision is to be given to the teachers regularly.

Here are some of the steps to be taken on a regular basis for improving the quality of teachers:

- Regular supervision of class by the Principal/VP and then providing feedback to the teachers
- Regular guidance from the administrator
- Regular in-house training by the administrator
- Training for the teachers are to be organized in each session

TEACHING AND NON-TEACHING STAFF'S APPRAISAL AND INCENTIVE

After every session teaching and Non-Teaching staff appraisal are to be done as per the Management Policy of the school. On the basis of the criteria and performance set by the Management Authority, the teacher's performance are to be rated and accordingly rewarded on Teachers Day.

SWOT ANALYSIS

The performance and progress of a School depends on the SWOT analysis. Hence, performance analysis of student as well as teachers should be done after every session based on the following areas:

- Students achievement

- Teaching staff
- Teaching methodology
- Planning and implementation

GUIDANCE AND COUNSELLING:

Guidance and counselling of student week in different areas like scholastic, bullying, fighting, bunking, emotionally disturbed students are to be provided by the Counsellor of the school like every year. Records are to be kept and necessary suggestions are to be provided to the principal for necessary action. Senior teachers can also provide counseling to the students depending upon situation.

NTSE COACHING

NTSE coachings are held on every Saturday.

LIFE SKILL AND VALUE EDUCATION

All the stakeholders often realize that by the time children reach senior school level, the impact of competitive and pressure ridden environment increases. In addition during this period children mature rapidly both biologically and emotionally and desire greater independence and autonomy. The net result of parental and peer pressure combine with the child's need to make self-determined choices, in a rapidly changing socio-cultural and economic milieu, often leads to value conflicts, performance pressure and stress. Hence, our school designed curriculum plan in such a way that the basic framework of life skill and value education are introduced right from class III onwards. Special classes on life skills are held every Saturday for classes IX and X and are advised to continue in future.

INTEGRATION OF PEC WITH SUBJECT

We aim at holistic development of child right from Nursery to class XII. As per NCF-2005 each child must be able to construct his knowledge where teacher will act as felicitators only. Different methods like activity, play way, visit to nearby area etc. should be used. Books are not the only tools through which knowledge can be imparted to the students. Hence CBSE suggested to use physical education card (PEC) to teach young child. In our school PEC has been using by our teachers to teach different subjects. There should have been atleast one training on PEC per year for the teachers to get the thorough knowledge of PEC and its proper uses.

LABORATORIES

We have at present following labs with one lab –in charge and one attendant. The laboratories are equipped with sufficient materials which are stored in a proper ventilated store room.

- Computer lab.
- Chemistry lab.
- Biology lab
- Maths. lab.
- Physics lab.
- Geography lab.
- English lab (Proposed)

In each lab, record has to be maintained in the form of register. Each lab has been running under the guidance of lab in charge. Models, Charts etc submitted by the students are kept in the Lab for display.

SAFETY AND SECURITY OF STUDENTS:-

‘Prevention is better than cure’- this holds good in our school. Lots of safety measures are taken for the safety of students. They are:

- Fire extinguishers in every corner of the school including vulnerable areas like-all the labs., main electrical boards, auditorium.
- One extra stair case during emergency
- Mock drills are performed regularly to sensitize students and staffs about earth quake, fire etc.
- Trained teachers are available.
- Disaster Management Committee was formed
- Running water facility to toilets and bathrooms
- 7Aqua Guards are installed for pure drinking water

Suggestions:--

- **DM** committee to look after safety of students and the school as a whole. The committee will periodically asses and report to the authority for remedial measures immediately.
- **SUPERVISION** of dangerous points in the school should be fixed with the staff.
- Depending upon the need of school action plan is to be developed to ensure safety and security.

PORTFOLIOS AT SCHOOL LEVEL

Following responsibilities are entrusted to the staff members of the school mentioned below in the wake of the expectation that they bid their effort to perform their duties and see symphony of the school's smooth running, utmost welfare and achieve the goal of our school.

| SL. NO | COMMITTEE | NAME OF THE TEACHER | DUTIES ASSIGNED AS |
|--------|----------------------------------|--|---|
| 1 | ACADEMIC COMMITTEE | 1.Mr. S.Das (Administrator) 2.Mr. D.Neog (Principal) 3. Mr. B. Sharma, T.G.T 4.Ms.S.D.Nandi (TGT) | <ul style="list-style-type: none"> i) Monitoring academic periods. ii) Daily academic report submissions. iii) To check the time schedule of the periods of teachers. iv) Coordinating Teachers by listening of grievances and suggestion (if any) in written form and do the necessary and even put up to the Principal for necessary direction please.. v) Monthly subject meeting related with academic achievement (Viz coverage of syllabus, as per guideline, submission of FA marks, poor & high achievement etc) on last working day of every month. vi) Maintenance of academic register and activities related to academics. vii) Submission of copies of all subjects and keeping the records of the teachers. viii)To follow all the academic aspect as per the Perspective Academic Planning[Kept in the Library for reference] . i) Time table incharge. ii) Prepare general time table and time table for supervision & remedial classes. iii) Daily arrangements of periods prior to Assembly. iv) Keeping the records of teachers on leave & on duty |
| 2 | CLASS TEACHER | All Class Teachers - InCharge | <ul style="list-style-type: none"> i) Maintenance of Class Registers with all the students of main respective class. ii) Keeping the records of performance, attendance and other activities of the students of their respective class. Long absentees beyond 7/15days and likewise should be communicated to their parents accordingly. iii) Will maintain the Class room furniture. iv) Fortnightly a meeting with the class students for the proper maintenance of class room and its decorations also. And submit the report monthly v) Conduct of Re-test for the low achievers after every test should be the responsibility of every subject teachers. |
| 3 | EXAMINATION COMMITTEE (INTERNAL) | 1.Mr.B.Sarmah 2.Mr. P. Barua 3.Mr.D. Gupta 4.Mr.K.D.Naidu 5.Mr.B.Dhar | <ul style="list-style-type: none"> i) Proper maintenance of all examination records ii) Conduct of Periodic Assessment as per PAP/ACP iii) Summative Assessment as per instruction of ACP. iv) Emphasis on the implementation of CCE as per CBSE. v) Announcement of Result as per Schedule. |

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| | | | vi) Time schedule for subject wise submission of projects. |
| 4 | EXAMINATION COMMITTEE (EXTERNAL) | Do | i) All the work related to CBSE. ii) All matters related to change in syllabus. iii) All the matters related to CCE. iv) All the matters related to registration and filling up the form to CBSE as per the instruction of CBSE. v) Uploading IX and X result as per the Guidelines of CBSE. vi) Conduction of PSA as per Academic calendar mentioned in the Perspective Academic Planning |
| 5 | ADMISSION COMMITTEE | 1. Mr. D.Neog 2. Ms .A. Roy 3. Mr. B.Mazumdar 5. Mr. S.Nath 6. Mr. A.Choudhury 7. Mr. Amit Malakar 8. Mr. Manoj Bhowmick | i) Admission of class NURSERY TO VII AND CLASS XI ii) Proper maintenance of admission records. |
| 6 | CCA COMMITTEE | 1. Ms. G.Bhattacharjee 2. Ms. S.D Nandi 3. Mr. Jayanta Chanda 4. Mr. G. Adak 5. Mr. B. S. Gupta 6. Mr. D. Medhi 8. Mr. M.Deb | i) Proper entry and maintenance of all the CCA activities as well as celebration of important days in a single Register. ii) CCA I/C, will take the help of committee members to screen the programmes and costumes to be presented in CCA Programme. iii) Conduction of CCA activity as per academic calendar as well as requirement. iv) Emphasis on the programme including Science promotion, communication skills, Information Technology and aesthetic performance of Students. v) Implementation of suggestion given by the undersigned as well as staff members. vi) All the activities mentioned in the perspective academic planning as well as in ACP. |
| 7 | PACE SETTING ACTIVITIES | 1. Ms.G.Bhattacharjee 2. Ms.S. D Nandi | i) Proper maintenance of Record. ii) Incorporation of various programmes like environmental awareness, literacy etc. |
| 8 | GAMES AND SPORTS COMMITTEE | 1.Mr. G.Adak 2.Mr. N.Gogoi | i) Conduction of sports & Games regularly as per academic calendar. ii) Screening of talented students and to train them to participate in Cluster, Regional and National level sports and Games. iii) Inculcation of Sportsmen spirit among students. iv) Maintenance of Record. v) Conduct of battery test. |
| 9 | ART AND PHOTOGRAPHY COMMITTEE | 1. Mr.D.Medhi 2. Mr.M.Deb 3. Mr.Gautam Banerjee | i) Nurture the talents of students in art and craft as well as aesthetic performance. ii) Managing photography as per requirement. iii) Keeping up of Photographs and records. iv) Decorate the photograph board time to time v) For the preparation of flax poster for decoration |
| 10 | GARDENING COMMITTEE | 1. Mr. Binod Sarmah 2. Mr. G.Adak 3. Ms. A.Roy (VP) | i) Committee members will work throughout the year for Gardening (Sr. & Jr. House wise) & beautification of school. ii) Submit Proposal of the Programme to the undersigned, get |

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| | | | approval and work accordingly. |
| 11 | WATER & ELECTRICITY COMMITTEE | 1.Mr.Gautam Bannerjee 2. Mr.B.Shill | i)Proper Maintenance of Record. ii) Proper supervision of Water supply in the campus. iii) Put up the problems beyond control to the Principal for suggestion and solution. iv) Report the position of water, electricity and generator to the authority immediately |
| 12 | P-T COMMITTEE | 1.Ms.A.Roy (V.P) 2.Mr. B. K Dey (V.P) 3.Subject Coordinators | i) Conduction of class wise meeting of Parents & Teachers PTC meeting at regular intervals, preferably on second Saturday. ii) Compilation of agenda for discussion before the PTC meeting. iii) Implementation of decision taken in PTC meeting. iv) Coordinating and counselling of parents and students for the smooth functioning of the School. v) Class teachers to Co-ordinate for this meeting for their respective class. |
| 13 | ALUMNI COMMITTEE | 1.Mr.D.Neog (Principal) 2. Ms.A.Roy (V.P) 3. Mr.A.Choudhury 4. Mr.G Adak 5. Mr.D.Gupta 6. Ms.G. Bhattacharjee 7. Mr.D.Mukherjee | In charge will open a register and maintain the name of ex-students with their address and contact no. and will call for meeting once in a year. |
| 14 | MAINTENANCE & REPAIRING | 1.Mr. S.Das (Administrator) 2. Mr. G. Banerjee 3. Mr. P. Barua | i) List out work to be done for the current session. ii) Making of estimate with the help of technical person as per the instruction of MC iii) Maintenance of record and registration & M & R fund as per requirement. iv) Maintenance of Complaint Register. v) List out the works on priority basis. |
| 15 | DISCIPLINARY COMMITTEE | 1.Ms.S. D Nandi 2.Ms. N. H Saikia 3.Mr. J. Chanda 4. School House Captain | i) Responsible for disciplinary action for the student indulged in indiscipline. ii) Any sort of Indiscipline should be rooted out through disciplinary committee and student council iii) Put up the action taken for indiscipline report to the Principal for counter signature. |
| 16 | SCOUT & GUIDE COMMITTEE | 1.Mr.D.Mukherjee 2. Ms. U. Dey 3. Ms. C. Borah 4. Ms. Rinku Mazumdar | i))Regulation and conduction of Scout and Guide activity as per requirement and academic calendar and as per the activity circulated by the school ii) Proper maintenance of Record. iii) Maintain all the registers related to Scout and Guide. |
| 17 | COMPUTER EDUCATION, ICT & MAINTENANCE OF COMPUTER LAB, SCHOOL WEBSITE UPDATING | 1.Mr.A.Choudhury 2.Mr.D.Bakshi 3.Mr.K.D.Naidu 4.Mr.A.Paul 5. Mr. Prasanta Dey | i)Maintenance of computers literacy programme records. ii) Application of computer in subject teaching. iii) Arrange classes for teaching and Non – Teaching Staff iv) Making aware of current achievement in IT to the Student and Teachers. v)Time to time maintenance of PC's and other accessories of the computer room. vi) Updating SCHOOL's website regularly. |

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| | COMMITTEEE | | vii) Uploading relevant photographs, exam results and important notice in website regularly. |
| 18 | CAREER COUNSELLING COMMITTEE | 1.Ms. A. Roy (V.P) 2.Mr. B. K Dey (V.P) 3.Ms. S. Nath | i)Display of information related to various courses for students. ii) Should collect information regarding career oriented courses and counselling to the student as per their talent and interest. |
| 19 | INSTITUTIONAL PLANING COMMITTEE | 1.Mr.S.Das 2.Mr.D.Neog (Principal) 3. Ms. A.Roy (V P) 4. Ms. S.D.Nandi 5. Ms.G. Bhattacharjee 6. Mr.P. Barua 7. Mr.B. Mazumdar 8. Mr.R. Borah 9. Mr. A. Bannerjee 10. Mr. M. Bhowmik | i)Making of Academic Calendar, Institutional Planning. ii) Incorporation of various programmes in CCA. iii) Co – Ordinating different committees to follow Academic Calendar. |
| 20 | SCHOOL MAGAZINE COMMITTEE | 1.Ms.Deepika Singh 2. Ms. R. S. Nath 3. Mr. R. Tiwari 4. Ms. K. Chakraborty | They will encourage the students to write poem, stories etc. They will compile the material and edit. |
| 21 | MORNING PT | 1.Mr.T. Dutta 2.Mr.M.Bhowmick | i)Regular conduction of Morning PT. ii) Checking of proper turnout of student in Morning Assembly – Both PET and Music teacher |
| 22 | MUSEUM CORNER (PROPOSED) | 1. Mr. M. Deb 2. Mr. D. Medhi 3. Mr. G. Banerjee | i) Purchase of antique items as per the allotment of fund and display in a suitable place. ii) Artifacts of Students |
| 23 | GUEST ROOM | 1. Mr.G. Banerjee | i) To Keep the Guest Room neat and clean. ii) Minimum required items should be arranged beforehand, like Tooth Brush, Tooth Paste ,Hair Oil, Mirror, Comb, water should be filled, Bathing Soap, Washing Soap, Room-freshener etc. |
| 24 | TV INCHARGE | 1.Ms.S.Ghosh 2.Mr.D.Paul | i) Mr. S. K. Jha will be the incharge of Tata Sky and its recharging. ii) He will also conduct the meeting with other members in connection with viewing TV. |
| 25 | LITERATURE(HINDI) CLUB | 1.Mr.R.Tiwari 2.Mr.D.Gupta 3.MS.S.Gupta 4.Mr.B.Sarmah | In charge will open a register and identify the number and name of students and will call for meeting monthly and will submit list of activities to be conducted monthly. |
| 26 | LITERATURE(ENGLISH) CLUB | 1.Ms.M.D.Nath 2.Ms.Deepika Singh 3.Ms.R.S.Nath 4.Ms.T.S.Gupta | In charge will open a register and identify the number and name of students and will call for meeting monthly and will submit list of activities to be conducted monthly. |
| 27 | MATHEMATICS CLUB | 1.Mr. R.Borah 2.Mr.A.Bannerjee | In charge will open a register and identify the number and name of students and will call for meeting monthly and will submit list of activities to be conducted monthly. |

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| 28 | JR. SCIENCE CLUB | 1.Ms. M. Mazumdar 2.Ms.C. Hazarika | In charge will open a register and identify the number and name of students and will call for meeting monthly and will submit list of activities to be conducted monthly. |
| 29 | SR. SCIENCE CLUB | 1.Mr.J. Chanda 2. Mr. S.Kalita | In charge will open a register and identify the number and name of students and will call for meeting monthly and will submit list of activities to be conducted monthly. |
| 30 | COMPUTER CLUB | 1.Mr.K.D.Naidu 2.Mr.A.Paul 3.Mr.B.Dhar 4.Mr.A.Choudhury 5.Mr.D.Bakshi | In charge will open a register and identify the number and name of students and will call for meeting monthly and will submit list of activities to be conducted monthly. |
| 31 | WEBSITE COMMITTEE | 1.Mr.P.Dey 2.Mr.A.Choudhury 3.Mr.D.Bakshi 4.Ms.R.S.Nath | In charge is looking after the technical problems, updating recent information of school periodically, modification of website if require. |
| 32 | MUSIC CLUB | 1.Mr. Uday S.Chakraborty 2.Mr. Pradip Nath 3.Miss. Mausumi Barua 4.Mr. Sanjay Guha | In charge will open a register and identify the number and name of students and will call for meeting monthly and will submit list of activities to be conducted monthly |
| 33 | ART CLUB | 1.Mr.D.Medhi 2.Mr.G.Bannerjee 3.Mr.M.Deb | In charge will open a register and identify the number and name of students and will call for meeting monthly and will submit list of activities to be conducted monthly |
| 34 | HEALTH CLUB | 1.Mr.G.Adak 2.Mr.D.Gupta | In charge will open a register and identify the number and name of students and will call for meeting monthly and will submit list of activities to be conducted monthly |
| 35 | ECO CLUB | 1. Ms. A. Roy (VP) 2.Ms.S.Dey 3.Ms.N.H Saikia | In charge will open a register and identify the number and name of students and will call for meeting monthly and will submit list of activities to be conducted monthly |
| 36 | AEP | 1. Ms. G. Bhattacharjee 2. Ms. S.D Nandi | In charge will open a register and identify the number and name of students and will call for meeting monthly and will submit list of activities to be conducted monthly |
| 37 | OLYMPIAD COMMITTEE | 1.Ms. M. D. Nath, 2.Ms. Deepika Singh & 3.Ms.R.S.Nath for English 4. Mr. J. Chanda for Science 5.Mr.P.Tanti for Maths. | Conducting Maths, Science and English Olympiad as schedule provided by School |
| 38 | URGENT CALL IN THE INTEREST OF SCHOOL | All members of Teaching and Non-Teaching Staffs | Maintaining Discipline And Name And Fame Of The Little Stars Sr. Sec. School. |
| 39 | STUDENT COUNCIL | Refer Below** | In Charges Will Organise Important Meeting With Members Of Student Council As An When Require |

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| 40 | LIBRARY COMMITTEE | <ol style="list-style-type: none"> 1. Miss. A. Roy (VP) 2. Mr. B.K Dey (V.P) 3. Mr. B. Mazumder 4. Ms. S.D Nandi 5. Ms. M. Das 6. Ms. S. Ghosh | <ol style="list-style-type: none"> 1. To Guide The Librarian In Informing General Library Poliiies And Regulation Which Govern The Function Of The Library 2. To Provide For Proper Documentation Sevices And Updating The Library Collection 3. To Adopt Measures To Enhance Readership 4. To See Feedback On Library Function From Readers 5. To Submit Annual Report On The Functioning Of The Library 6. To Organise Various Competition To Increase Various Skill Like Reading Habit ,Etc. |
| 41 | SDMC | <ol style="list-style-type: none"> 1. Mr. D. Mukherjee 2. Mr. B. Sengupta 3. Mr. A. Choudhury 4. Mr. K.D Naidu 5. Mr. P. Tanti 6. Mr. S. Acharjee 7. Mr. A. Paul 8. Miss. D. Singh | To Sensitise Students And Staffs About Disaster Management & To Conduct Training Programm In The School |

PTA

PARENT TEACHER ASSOCIATION is a non-profit, non-political, and non-sectarian organization made up of school staff and parents which work to support the school in wide varieties of way. The function of PTA is not only to help/support the school in the development of students but also to provide help/support in the improvement and development of the school. In the school, current PTA was formed on 22-02-2014. Therafter 3 PTA meetings were held to discuss various issues. Duration of this PTA is 2014-2016. PTA meeting should be done twice in the session.

MONITORING AND MENTORING

One of the main aims of Mentoring and Monitoring programme in the school is to build capacity within the school to implement all the school activities efectively. Mentor and monitor will work as peer assessor. Arrangements are made within our school system. Principal can appoint mentors and mentee for various section of the school. Meeting with subject coordinators (Mentor) can be held quarterly in one session to update the progress of study. Mentors have to submit the monthly report to the Principal.

MC MEETING

The Management Committee constituted according to the rules laid down by CBSE. Regular conduct of meeting must be ensured for smooth functioning of the school. The decisions taken by the MC during the meeting should be implemented for further growth of the school. MC meeting held regularly in the school to discuss various issues.

APPOINTMENT OF TEACHERS

Efforts are made to appoint teachers against vacant post. The following procedures are adopted for appointment of teachers.

1. Approval from the MC
2. Advertisement in the local daily newspaper
3. Scrutiny of Application
4. Call for the interview, followed by demonstration & or written exam
5. Final selection on the basis of performance as well as academic result
6. Issue of appointment letter

ADMISSION IN SECONDARY AND SR SECONDARY SECTION:

- a) The admission from Nursery to Class VII is done in the month of February / March and
- b) The admission in Class XI (All the streams) is done mainly on the basis of SGAI result.

FREE STUDENTSHIP TO POOR STUDENTS:

Free studentships are granted in the school based on the following criteria:

1. Academic result of previous year
2. Income of the family
3. Character

MAINTENANCE OF SERVICE BOOK

The service book is an important auditable document which reflects the entire history of service of an employee. Any incomplete in service book may cause hardship to the employee for receiving his/her legitimate claims, terminal benefits by due date. The service book of the permanent teaching and non-teaching staffs are maintained in the school.

ACCOUNTS AND FINANCE:

All the purchases and construction works are to be done after approval from the MC. However, for smooth functioning of the school the purchases below Rs.20000/- can be made by the Administrator directly. The accounts are to be audited with final verification of all the bills and vouchers from the Audit Team after the close of Financial Year.

PLEDGE

I am proud to be an Indian

The great heritage and culture of my country always influence and give me direction.

It is my duty to be aware of the fundamental rights and duties and the Child Rights guaranteed by the constitution of India.

To live with self esteem and dignity is my fundamental right.

I will not tolerate any type of abusive activities that occur any where against me as well as against other children who are my sisters and brothers.

I will always be in the forefront to report any such instances to the parents, authorities and the Police. This is my duty and responsibility. Since an abuse and exploitation free childhood and world is necessary for my future, I solemnly affirm that I will always stand for the same.

TEN POINT OATH FOR TEACHERS ON TEACHERS DAY

- 1) First and foremost, I will love teaching. Teaching will be my soul.
- 2) I realise that I am responsible for shaping not just students but ignited youth who are the most powerful resource under the Earth, on the Earth and above the Earth. I will be fully committed to the great mission of teaching.
- 3) I will consider myself to be a great teacher only when I am capable of elevating the average student to a high performance.
- 4) I will organise and conduct my life, in such a way that my life itself is a message for my students.
- 5) I will encourage my students and children to ask questions and develop the spirit of enquiry, so that they blossom into creative enlightened citizens.
- 6) I will treat all the students equally and will not support any differentiation on account of religion, community or language.
- 7) I will continuously build capacities in teaching so that I can impart quality education to my students.
- 8) I realise by being a teacher, I am making an important contribution to the efforts of national development.
- 9) I will constantly endeavour to fill my mind with great thoughts and spread nobility in thinking and action among my students.
- 10) I will always celebrate the success of my students.

