

# Annual Academic Calendar

## Planning for the year 2020-21

### 1. Teachers Diary

2. Teachers should submit their respective Diary on 1st -3rd and 16th-18th every month even during Exams, Revision period etc.
3. Miscellaneous teachers as well as contractual subject teachers should also write diary compulsorily throughout the academic year. Columns in the diary may be modified according to the nature of their duty. All teachers including the Misc.s should write the split-up syllabus of their respective subjects, as per the guidelines of KVS. It is worth mentioning here that KVS has already laid down guidelines regarding class wise syllabus of Music, Art Education and Games. The librarians are also expected to write diaries mentioning the activities that they wish to conduct during the library periods for improving the reading habits of students. Such activities may include book reviews, discussion on a certain book, preparing project on a particular writer, preparing slogans for library, preparing wall magazines and display boxes on a given topic etc. In this regard, assistance of language teachers and CCA I/Cs may be taken. The activities that need to be conducted under EBSB, 70 years of Indian Constitution and 150 Birth celebration of Mahatma Gandhi, may be well conducted under the observation of Vidyalaya librarian.
4. Teachers should make all entries, e.g. the marks obtained by each student in various exams, marks of note book submission (month wise) , Subject enrichment (month wise) , details of remedial classes taken, strategies adopted for the upliftment of late bloomers, compensation of academic loss etc. should be clearly mentioned in teachers diary.
5. All columns in the diary should be filled in by the teacher. Write legibly and draw diagrams wherever applicable. Primary teachers should compulsorily write diaries with relevant pictures pasted and colorful drawings made.
6. Principals and HMs should sign the diaries mentioning the date. They should also write their comments and/or suggestions if required.
7. Teacher should bring the teachers diary every day to school and take them regularly to classes at the time of teaching.

8. While preparing lesson plans, teachers should write one question each that shows interdisciplinary approach, connection with real life situation and taking back the class to a related topic that had been taught earlier. This is how the concept of Back to Basics may be realized.

## **2. Classroom transaction**

1. Principal, class teachers and subject teachers should ensure that the number of absentees in the class is minimum. This is one of the major causes of the creation of learning gap that further leads to poor performance. Principals may issue strict guidelines to all the students in the very beginning of the academic session regarding being regular in the classes.
2. It is the prime duty of each teacher to ensure that every child in the class has learnt. The focus of teacher should shift from "Teaching to Learning" For this, emphasis is to be given on achieving learning outcome. As instructed earlier, Principals should make the NCERT guideline regarding Learning Outcome, available in the Vidyalaya library for the ready reference of teachers.
3. Every subject teacher should clearly mention on the Class Black Board the Targeted Learning Outcome, while teaching a lesson so that the students become aware of what they are expected to learn from a given topic.
4. It is the most important duty of the teachers to identify the deficiencies of the slow learners and help them overcome their shortcomings by paying individual attention.
5. There are different types of learners such as Auditory, Visual and Kinesthetic. Teacher should be smart enough to understand the needs of children as per their various learning abilities.
6. Teachers who lack adequate skills to use modern gadgets should be given training in the Vidyalaya. They may also try to learn from colleagues to update their professional efficiency. Usage of ICT is an integral part of modern-day teaching learning.
7. A teacher plays the role of a guide and a mentor in the class room. He/she need not 'Speak' throughout the class time. Children should discuss, read, research, experiment and thus construct knowledge. A teacher's role is of a facilitator and not that of a lecturer.
8. Text Book is only an aid. Teachers should go beyond it. S/he has the freedom to connect his/her teaching to the real-life experiences of

students. S/he should use other resources from media, reference books and Internet. S/he should invariably prepare herself/himself with the topic before going to class. It is advisable that teachers maintain a resource book of their own, where they may maintain their own findings, thoughts and ideas on a chapter, all hidden meanings in between lines in case of a poem, every possible question that may be asked on a given lesson

9. Teacher should ask open ended questions. An open-ended question goes beyond the yes/no answer questions. It is thought provoking and encourage students to think before replying. A question should be put before the entire class. Teacher should discourage chorus answers and rather ask students to raise hands. The teacher may ask one of them for replying. Alternatively, a child who has not raised hand may be asked to reply. At the same time, students should be encouraged to think out of box and clarify doubts by raising queries.
10. In primary classes, sufficient number of activity sheets and work sheets (minimum one for each topic per subject) should be given to students and proper correction work should also be done. These sheets may be shown to parents during parents' meeting.
11. The PRTs should compulsorily use TLMs in their class. Principals should ensure that the CMP monthly amount issued to the HMs or the senior most PRT is aptly used for the purpose of TLM preparation.

### **3. Class work and Home work Note Books**

1. Writing should take place in every period of the class. Children should be encouraged to note down the class notes while listening to teachers. Sufficient time should be given to them to write down the important points in between the class.
2. Teachers should actively check whether children are bringing note books every day and writing in them in the class itself. At the same time utmost care should be taken to ensure that students bring books and copies only as per the time table. Under no circumstance should the students be made to carry heavily loaded bags with unnecessary books and copies. In lower primary class, certain books and copies may be kept in the classroom cupboard itself.
3. Regular correction of note book by the teacher shows the commitment of the teacher towards his/her students. Teachers should correct the note

books during their free periods and after school time, as per the situation. The errors made by students should be highlighted by underlining or encircling. The correct word or solution should be supplied at the side of the errors as much as possible.

4. Teacher has more responsibility towards the poor performers. So, it should be made compulsory that he or she checks the note books of poor performers regularly even though they may skip the correction of the note books of good learners at times.
5. Tick mark is not compulsory in every page but make sure that you have corrected each and every mistake. Give comments/ grades and put a dated signature. Also ensure that the child has completed the follow up action
6. Ensure that correction is done at least once in every week for each subject. It will be easy for the subject teacher to correct all copies of his/her respective students if he/she does it every day by taking a few copies.
7. Similar types of note books (in pages and Size) and also covering one subject copy in a particular color cover will add to the beauty and convenience of handling them. In the beginning of the academic year itself decide the strategies and inform the students about it and monitor its implementation. It is highly advisable that the subject teachers correct all copies in the very beginning of the academic session in order to ensure that every child has prepared note book. Also maintain a roster and make necessary entry every time the students submit copy. This way it will be easy for the teacher to detect the defaulter.
8. From class 6 onwards there should be separate note book for home work. The book may be 100-page thin size only Teachers may follow NCF 2005 guideline while designing/planning homework, i.e., no homework up to Class 2; homework for the duration of 2 hours a week for classes 3 to 5; one hour a day for classes 6th to 8th and 2 hours a day for Classes 9th to 12th. However, variations may be there keeping in view of the academic requirements.
9. Do not add number of books for various other activities such as holiday home works, Project note books, etc. They may be allowed to do these assignments in the regular Home work/ class work note book.

10. The month wise grades of Note book submission should be maintained in teacher's diary itself.
11. The portfolios of Class IXth and Xth students need to be planned and executed right from the beginning of the academic session. Similarly, for Class XIth Maths Internal assessment, Mathematical Activities need to be planned well in advance.

#### **4. Use of Computer Labs and e class rooms**

1. It is mandatory that every KV teacher is skillful enough to teach using Computer, LCD projector, Interactive Board and other modern gadgets.
2. However, it should not be used to project only the copy of the Text in the screen or power point of the points. It should be used to as an additional source of teaching aid.
3. Teacher should not use the Technology as the only medium for teaching in the class room. It is only a teaching aid. Use it wisely. No technology can outshine the skill of a teacher. Technology added to the knowledge of teacher can create miracle in the class.
4. Interactions, activity, use of black board, other teaching aids etc. should go side by side with the CAL/TAL
5. All teachers should maintain a record of technology aided class room activity in their Teachers Diary.

#### **5. Use of Science Laboratories.**

6. Principal and subject conveners should check whether all the practical/ activities are conducted as per the CBSE syllabus. Maintain record for verification.
7. Laboratories should be made available for all teachers including Primary teachers so they can utilize the equipment for teaching inside the labs or in class rooms
8. Equipment worth Lakhs of Rupees (including Modernization of Labs) are kept in lock and key without use. Science teaching should be based on real experience. Children should be able to handle each and every equipment. Sufficient number of equipment are to be made available in labs.
9. Teachers should make it compulsory that each child will maintain the observations made in practical in a small note book and fair record is prepared without delay

#### **10. Use of Library/ Class library**

11. E-Granthalaya software is one of the primary requisites of a library in KVs. Principal should take initiative to make library fully automated. For this, a computer and a printing device should be made available in the library.
12. Minimum 2 Books per student for at least 8 months in a year is compulsory. On an average, each child should get minimum 15 books a year. Majority of these books should be from Fiction.
13. The book almirahs should not be put under lock during a library class. All books are to be compulsorily made accessible to every student to choose books from them. There can be Book Exhibition organized in the library once in the entire academic session, so that the students may come to know about all books that are available in the Vidyalaya library. Reading habit of students may be enhanced by announcing monthly competitions like Issuer of the highest number of books. The winner children may be given certificate by principal. They may be invited to the morning assembly to deliver a speech on the books that they have read and the experience that they have gathered from them. The jackets of the newly purchased books may be displayed under New Arrival Corner in the library. At the same time, librarians should develop a Career corner, where newspaper clips and articles having information of various courses and tests may be displayed on monthly basis.
14. Old copies of books are to be condemned every year and new colorful attractive books of student's choice should be purchased for the library by following KVS purchase process.
15. Every child should be encouraged to write the book review on his/her own. Concerned librarians should be able to produce all such book reviews during inspections

One teacher in every class, preferably the class teacher, should be made the custodian of the class library in Primary section. During library periods, books should be distributed and the record should be maintained in teacher's diary. In single/ double section KVs primary children should be allowed in general library also.

#### **CCA and upcoming Programs in KV**

1. CCA should be held separately for Primary and Secondary/Senior secondary especially in schools having more than thousand children. This will ensure participation of large number of students. Items for CCA should be selected in such a way that the actual/latent talents of students are nurtured. Conduct CCA programs in a big Hall/ Assembly area so that other students can view them. Activities in the morning assembly should include calendar wise activities of EBSB,150 yr birth celebration of Mahatma Gandhi,70 yrs. of Indian constitution, Fit India, S& Celebration of Important Days etc.  
The winners should be given Certificates/ and Prizes on special occasions such as Annual days.
2. Annual day celebration is the culmination of all the CCA activities of an academic year. All Kvs should celebrate Annual Day and in case of financial crunch, the celebration may be just a simple show of talent with prize distribution ceremony.
3. Games and Sports is an integral part of education. The performance of students from Patna region has improved during the last few years. But performance at SGFI is not satisfactory. The vidyalaya should extract the expertise of TGT PHE and coaches for identifying the sports talents and coaching them rather than being mere spectator of students during their games period. Principal should painstakingly plan the activities and monitor the coaching of identified students regularly. Schools can identify few specialized sports and games and concentrate them in creating quality sports person in that field. Also, the PETs should explain the technical aspect of each sports.
4. Scouts and Guides activities have been conducted very effectively in the region during the academic session 2019-20. This needs to be continued in the forthcoming academic session Every KV should ensure participation in Pratham, Dwitiya and Tritiya Sopan for which testing camps are organized in the Vidyalaya itself. Further, eligible students should be sent for Pre Rajya Puraskar, Rajya Puraskar and Rashtrapati award. A few eligible students may be prepared to compete for the PM Shield.
5. Principals should monitor the various activities such as AEP, ACP, CMP, Back to Basics, Routes to Roots, Fun day etc. on a regular basis.

## Administration and Office

1. It is mandatory to have three VMC meetings every year. A few schools could not conduct it. It is necessary to follow the KVS Education Code in this matter.
2. Principals should check that all purchase procedures as mentioned in GFR, are followed for Purchases and for engaging outsourced and other services. Principals should personally observe the maintenance of Accounts related documents of their respective offices.
3. The discipline of students in many vidyalaya is not up to the mark. Involve all teachers to maintain discipline of the vidyalaya. Check the students 'uniform, Hair, neatness etc. in assembly itself. Late coming and absence of students is a major issue in many schools. Conduct PTA meetings regularly and maintain record.
4. Teachers should be given various departmental responsibilities to help principal in smooth running of the Vidyalaya. However, principals should keep them changing at regular intervals to avoid unnecessary control over a particular department.