



**Raghuraji Devi
Foundation Trust**

TAKSHILA ACADEMY

**ANNUAL PEDAGOGY
PLAN**

SESSION 2023-24

GENERAL DETAILS

NAME OF SCHOOL : TAKSHILA ACADEMY
ADDRESS : LORPUR TAJAN MALIPUR ROAD AMBEDKARNAGAR
PHONE NUMBER : +91979580514200
WEBSITE : takshilaacademy.com
E-MAIL ID : takshila.akbarpur@gmail.com
SCHOOL AFFILIATION NO. : 2131818
SCHOOL CODE : 70093
YEAR OF AFFILIATION : 2014
VALIDITY OF AFFILIATION : 2022
TOTALNUMBER OFSTUDENTS : 830

SCHOOL INFRASTRUCTURE

| S.NO | PARTICULARS | | DETAILS |
|------|-----------------------|-----------------------|---------|
| 1. | Assembly Ground | | 01 |
| 2. | Total number of rooms | | 53 |
| 3. | Director's Chamber | | 01 |
| 4. | Principal's Office | | 01 |
| 5. | Classrooms | | 30 |
| 6. | Labs | Chemistry Lab | 01 |
| | | Physics Lab | 01 |
| | | Biology Lab | 01 |
| | | Mathematics Lab | 01 |
| | | Computer Lab | 02 |
| | | Social Science Lab | 01 |
| | | English Lab | 01 |
| | | Composite science Lab | 01 |
| 7. | Library | | 01 |
| 8. | Auditorium | | 01 |
| 9. | Sports Room | | 01 |
| 10. | Art And Craft Room | | 01 |
| 11. | Staff Rooms | | 01 |
| 12. | Dispensary | | 01 |
| 13. | Special Educator Room | | 01 |
| 14. | Dance Room | | 01 |
| 15. | Music Room | | 01 |
| 16. | Account Office | | 01 |
| 17. | Strong Room | | 01 |
| 15. | Girls Toilets | | 11 |
| | Boys Toilets | | 20 |
| | Staff Washrooms | | 01 |
| 16. | Playground | | 01 |
| 20. | Canteen | | 01 |

PEDAGOGICAL PLAN MEMBERS

| S. No. | Name | Designation | Role |
|--------|--------------------------|-----------------|--|
| 1 | Mr. Abhishek Tiwari | Principal | Leader |
| 2 | Mr. Ashutosh Sharma | PGT Computer | HOD Computer/Time Table Incharge /Examination Incharge |
| 3 | Mrs. Shalini | TGT Science | Coordinator/ Curriculum In-charge |
| 4 | Mr. Sarvda nand Tiwari | PGT Biology | HOD Science |
| 5 | Ms. Amit Ranjan Pandey | PGT Chemistry | Volunteer |
| 6 | Mr. Chiranjeev | PGT Physics | Volunteer |
| 7 | Mr. Pradeep Srivastava | PGT History | HOD Social Science |
| 8 | Mr. Mahesh | PGT Pol Science | Volunteer |
| 9 | Mrs. Deepika Mishra | PGT English | HOD English |
| 10 | Mr. Ravindra Nath Pandey | TGT Maths | HOD Maths |
| 11 | Mr. Sarvesh Singhal | PGT Accounts | HOD Commerce |
| 12 | Mr. Brijesh Tripathi | PGT Hindi | HOD Hindi |

MEETING DETAILS

| Meetings | Date | Venue | Agenda |
|--------------|--------------|--------------------------|---|
| I Meeting | 05-Jan- 2023 | Library | Introduction about Pedagogical plan and making the team |
| II Meeting | 16-Jan- 2023 | Library | Academic Calendar |
| III Meeting | 04-Feb-2023 | Library | Curriculum |
| IV Meeting | 15-Feb-2023 | Library/PPT Presentation | Lesson Plan |
| V Meeting | 20-Feb-2023 | AV Room | Class-Room activity |
| VI Meeting | 25-Feb-2023 | Library | Time table |
| VII Meeting | 01-Mar-2023 | AV Room | Co-Scholastic activities |
| VIII Meeting | 10-Mar-2023 | AV Room | Assessment Structure |
| IX Meeting | 23-Mar-2023 | AV Room | Students portfolio |
| X Meeting | 20-Ar-2023 | AV Room | House Masters |

OBJECTIVES PLAN

- ☐ Empower our scholastic and Co-scholastic approaches to make the student confident.
- ☐ Strengthen the teaching-learning process to make it student-centered.
- ☐ Empowering our teachers with well- planned competencies.
- ☐ Ensuring the safety of the student and developing a pleasant environment in school with the active involvement of parents for the holistic development of the student.
- ☐ To develop approaches of students in real-life experiences.
- ☐ To develop scientific skills in students from learning.
- ☐ To have excellence in academic performance.

SCHOOLSESSION

Then academic session would start from “**05 April 2023 to 31st March 2024**”.

SCHOOL RULES

- The students of Takshila Academy are expected to respect the authority of teachers, prefects, and other school staff.
- Punctuality in all events, occasions(CCA , Sports, Assembly) is a must
- Only articles as per the list provided by the school authority will be entertained
- Cell phones, jewellery, electronic equipment, and sharp-edged materials are strictly prohibited in campus.
- Misconduct, use of filthy language, violation of rules violence or teasing of co-students, unauthorized absence and non-payment of school dues will expel the students from the school.
- The student caught with a cell phone is liable for a penalty. On repeating the mistake, the cell phone will be seized, and the student will be expelled from the school without any reimbursement of fees. Consumption of liquor/drugs/tobacco in any form is strictly prohibited. Any student found under its influence will be rusticated.

DISCIPLINARY ACTION

There are some disciplinary actions that school takes for the betterment of school discipline if students are found misbehaving or involved in any mischievous or violent activity.

| S.N o. | Disciplinary Issues | Punishment |
|-----------|---|-------------|
| 1. | Using abusive language, Physical assault, Missing from class without reason(twice) | Orange Card |
| 2. | Damage to school property, Misdemeanor | Red Card |
| 3. | Two red cards would automatically lead to a black card | Black card |

Orange Card: Memo to be signed by parents and defaulter will help the librarian for two days.

Red Card: Payment for the damage and help the gardener in cleaning and maintaining Garden (Shramdaan)

Black Card: Suspension for three days.

ASSEMBLY SCHEDULE

Time: 7:30 am to 07:50 am

The assembly is an open meeting of the whole school in one place. It gives the child a sense of confidence as he or she is publicly praised for what he or she contributes to education, personal and school. The glitter of such a talented little kid inspires other kids too.

The assembly is conducted by different sections as per scheduled activities.

Encouraging both the languages assembly is set as follows.

| Days | Language |
|--------------------|----------|
| Monday to Saturday | English |
| Tuesday | Hindi |

House Captain and CCA captain are responsible to conduct the assembly under the guidance of assemble Incharge:

| S.No | Houses | Captain |
|------|--------------|---------|
| 1 | Annapurna | |
| 2 | Dhaulagiri | |
| 3 | Nanda Devi | |
| 4 | Kanchenjunga | |

Activities involved in assembly schedule:

| S. No. | Activities(Monday To Friday) | Frequency |
|--------|---|------------|
| 1. | Chanting | Daily |
| 2. | Thought | Daily |
| 3. | GK Quiz | 1 Day |
| 4. | News(National, International and Sports) | Daily |
| 5. | Scientific facts/ Poem recitation /Speech/Moral Stories | 1 day |
| 6. | Birthday Celebration | Occasional |
| 7. | Certificate distribution | Occasional |
| 8. | Song | Daily |
| 9. | National Anthem | Daily |

TEACHERS LIST

| Teacher Name | Board Designation | Highest Educational Qualification | Professional Qualification |
|--------------------------|-------------------|-----------------------------------|----------------------------|
| ABHISHEK TIWARI | PRINCIPAL | MA | B.ED |
| SHALINI SRIVASTAVA | TGT | BSC | B.ED |
| ASHUTOSH SHARMA | PGT | MCA | B.ED |
| MANISH PANDEY | PGT | MA | B.ED |
| ABHISHEK TIWARI (YOGA) | TGT | YOGA | YOGA |
| ADITYA JAISWAL | MUSIC TEACHER | PRABHAKAR | PRABHAKAR |
| AMIT RANJAN PANDEY | PGT | MSC | B.ED |
| BADAL VISHWAKARMA | SCOUT | SCOUT | SCOUT |
| BRIJESH TRIPATHI | PGT | MA | B.ED |
| BUDDHI MAN MAURYA | TGT | MCA | CITS |
| CHIRANJEEV | PGT | MSC | B.ED |
| DEEP NARAYAN SINGH | PGT | MA | B.ED |
| DURGESH KUMAR TIWARI | PGT | BTEC | NA |
| HIMANI UPADHYAY | TGT | BA | B.ED |
| KIRAN PANDEY | TGT | MA | B.ED |
| KUMARI VEENA MAURYA | TGT | BCA | BCA |
| MAHESH KUMAR | PGT | MA | B.ED |
| MAMTA DWIVEDI | TGT | MCOM | B.ED |
| MD ATEEQUE KHAN | TGT | BTEC | B.ED |
| MUKESH SINGH | PET | BPED | BPED |
| NANDINI GUPTA | TGT | BSC | BTC |
| PALLAVI SINGH | TGT | BSC | B.ED |
| PAWAN KUMAR PANDEY | TGT | MFA | MFA |
| POONAM SHUKLA | TGT | MA | B.ED |
| PRADEEP KUMAR SRIVASTAVA | PGT | MA | B.ED |
| PRAGYA KUMARI | PET | MPED | MPED |
| PRAVEEN KUMAR MISHRA | TGT | MA | SANGEET VISHARAD |
| PRIYANSHI GUPTA | TGT | BA | BED |
| RAVINDRA NATH PANDEY | TGT | MSC | B.ED |
| SANDEEP KUMAR TIWARI | TGT | MSC | B.ED |
| SANJEEV KUMAR GIRI | PGT | MCA | MCA |
| SARVDA NAND TIWARI | PGT | MSC | B.ED |
| SARVESH SINGHAL | PGT | MCOM | B.ED |
| SUNIL KUMAR MISHRA | PGT | MSC | B.ED |
| SHIVAM SINGH | PTI | BLES | PTI |
| SIDDHARTHA RAWAT | TGT | MSC | B.ED |
| SMITA MISHRA | PGT | MA | B.ED |
| SURENDRA KUMAR DWIVEDI | PGT | MSC | B.ED |
| SURENDRA KUMAR SHUKLA | TGT | MA | B.ED |
| SWADHA JAISWAL | TGT | BA | B.ED |
| SWAPNIL SRIVASTAVA | PGT | MCOM | B.ED |
| VIVEK MISHRA | PGT | MSC | B.ED |
| YADAV RAKESH KUMAR | TGT | BSC | B.ED |
| HIMANI UPADHAYAY | TGT | MA | B.ED |

| | | | |
|--------------------|-----|-----------|-----------|
| MAHENDRA MISHRA | PGT | MPED | MPED |
| DEEPIKA MISHRA | PGT | MA | B.ED |
| SONI RAJPAL | PGT | MA | B.ED |
| MANOJ KUMAR THAKUR | PGT | MSC. | B.ED. |
| SANAT KUMAR MISHRA | TGT | PRABHAKAR | PRABHAKAR |

- ☐ All teachers are well trained from time to time as per CBSE norms.
- ☐ Teachers will attend the training programs as per the monthly training calendar issued by CBSE.

FORTNIGHTLY LESSON PLAN

TAKSHILA ACADEMY

Lesson Plan -

SESSION - 2022-23

DATE FROM-

CLASS - XI - C

NO. OF PERIOD - 0.0

SUBJECT - BUSINESS STUDIES

UNIT -

CHAPTER NAME -

LEARNING OBJECTIVE -

TEACHING METHODOLOGY -

MEASUREMENT OF LEARNING OUTCOME:

| SR. NO. | TOPIC(S) (SUB-TOPIC/THEORY RELATED PRACTICAL/ACTIVITIES) | STUDENT'S CW | STUDENT'S HW |
|---------|--|--------------|--------------|
| | | | |
| | | | |
| | | | |

EVALUATION:

ADDITIONALLY ANY ASSIGNMENT/COMPREHENSION:

KRA UPDATES:

ADOLSCENT EDUCATION PROGRAM (AEP)/LIFE SKILL:

PLAN EXECUTED (YES/NO) WITH REASON:

TEACHER SIGNATURE :

TEACHER NAME:

COORDINATOR REMARK :

TEACHERS PERFORMANCE FORMAT

Teacher's Name: _____ School: _____

Date: _____ Reviewed By: _____

Class/Subject: _____ Topic: _____

| RUBRICS | Never | Some times | Most of the time | Always |
|--|-------|------------|------------------|--------|
| She/he is aware and provides updated information enhancing course content. | | | | |
| She/he checks class/assignment work regularly. | | | | |
| She/he encourages instead of punishing. | | | | |
| She/he helps develop interest for the subject by being creative. | | | | |
| She/he encourages student to ask questions and is interactive. | | | | |
| We understand all that s/he teaches. | | | | |
| She/he encourages extra-curricular activities. | | | | |
| She/he is impartial. | | | | |
| Gives respect to school & colleagues. | | | | |
| She/he is a great role model. | | | | |



SCHOLASTIC

STUDENT STRENGTH

| S.NO | CLASS | STRENGTH |
|------|-------|----------|
| 1. | VI | 105 |
| 2. | VII | 82 |
| 3. | VIII | 115 |
| 4. | IX | 146 |
| 5. | XA | 134 |
| 6. | XI | 113 |
| 7. | XII | 140 |

| CLASS | LINK FOR PDF |
|---|---|
|  Class VI | https://ncert.nic.in/rationalised-content.php |
|  Class VII | https://ncert.nic.in/rationalised-content.php |
|  Class VIII | https://ncert.nic.in/rationalised-content.php |
|  Class IX | https://cbseacademic.nic.in/curriculum_2023.html |



Class X

https://cbseacademic.nic.in/curriculum_2023.html



Class XI Science

https://cbseacademic.nic.in/curriculum_2023.html



Class XI Commerce

https://cbseacademic.nic.in/curriculum_2023.html



Class XI Humanities

https://cbseacademic.nic.in/curriculum_2023.html



Class XII Science

https://cbseacademic.nic.in/curriculum_2023.html



Class XII Commerce

https://cbseacademic.nic.in/curriculum_2023.html



Class XII Humanities

https://cbseacademic.nic.in/curriculum_2023.html

| CLASS 6A | | | | | | | | | |
|----------|-----|-----|-------|------|--|-----|-----|----------|-------|
| DAYS | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 |
| MON | TST | MTH | COMP | SCI | | SST | HIN | ENG | LIB |
| | CT | ST | NEW | ANK | | PRY | NEW | PS | VP |
| TUE | MTH | ENG | MUS | SCI | | HND | SST | CCA | CCA |
| | ST | HM | RJ | ANK | | KP | PRY | CT | CT |
| WED | GK | ENG | DANCE | SCI | | SST | COM | MTH | HND |
| | HM | HM | AJ | ANK | | PRY | NEW | ST | KP |
| THU | MTH | ENG | ART | GMS | | HND | SST | COM | SCI |
| | ST | HM | PP | MK | | KP | PRY | VNM | ANK |
| FRI | MTH | ENG | SCOUT | SST | | SNK | SCI | I/PROJEC | AEP |
| | ST | HM | BV | PRY | | KP | AK | CT | CT |
| SAT | MTH | ENG | SCI | YOGA | | SST | HND | HOBBY | HOBBY |
| | ST | HM | ANK | AT | | PRY | KP | CT | CT |

| 6A MR. SANDEEP | | | | | | | | | |
|----------------|-----|-----|-----|-----|--|-----|-----|--------|--------|
| DAYS | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 |
| MON | TST | MTH | | MTH | | | | MTH | MTH |
| | 6A | 6A | | 6B | | | | 6C | 7A |
| TUE | MTH | MTH | | MTH | | MTH | | CCA | CCA |
| | 6A | 7A | | 6B | | 6C | | 6A | 6A |
| WED | | MTH | MTH | | | | | MTH | MTH |
| | | 7A | 6B | | | | | 6A | 6C |
| THU | MTH | MTH | | | | | MTH | MTH | |
| | 6A | 7A | | | | | 6B | 6C | |
| FRI | MTH | MTH | | MTH | | | MTH | AI/PRJ | AEP/LS |
| | 6A | 7A | | 6B | | | 6C | 6A | 6A |
| SAT | MTH | MTH | MTH | | | MTH | | | |
| | 6A | 7A | 6B | | | 6C | | | |

EXAMINATION

EXAMINATION INCHARGES: Mr. Ashutosh Sharma

EXAMINATION SCHEDULE:

| TERM-I (HALF YEARLY) EXAMINATION 2023-24 : CLASSES VI- XII | | | | | | | |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|
| DATE | VI | VII | VII | IX | X | XI | XII |
| 16-Sep-23 | MATHS | ENGLISH | SOCIAL SCIENCE | COMPUTER APPLICATION | HINDI | ENG | PED |
| 18-Sep-23 | SCIENCE | COMPUTER APPLICATION | HINDI AND SANSKRIT | HINDI | MATHS | CHE/BST/GEO | PHY/ECO/HIS |
| 20-Sep-23 | SOCIAL SCIENCE | MATHS | ENGLISH | ENGLISH | SCIENCE | PED | CHE/BST/GEO |
| 22-Sep-23 | HINDI AND SANSKRIT | SCIENCE | SCIENCE | MATHS | SOCIAL SCIENCE | PHY/ECO/HIS | MATHS/BIO/ACCT/POL SCI |
| 25-Sep-23 | ENGLISH | SOCIAL SCIENCE | MATHS | SCIENCE | COMPUTER APPLICATION | MATHS/BIO/ACCT/POL SCI | HINDI/IP |
| 27-Sep-23 | COMPUTER APPLICATION | HINDI AND SANSKRIT | COMPUTER APPLICATION | SOCIAL SCIENCE | ENGLISH | HINDI/IP/PSYCHOLOGY | ENGLISH |
| REPORT DAY - 28-Oct-2023 | | | | | | | |

| TERM-II(ANNUAL) EXAMINATION 2023-24 : CLASSES VI-IX AND XI | | | | | |
|--|--------------------|--------------------|--------------------|----------------------|------------------------|
| DATE | VI | VII | VII | IX | XI |
| 20-Feb-24 | MATHS | ENGLISH | SOCIAL SCIENCE | COMPUTER APPLICATION | ENG |
| 22-Feb-24 | SCIENCE | COMPUTER SCIENCE | HINDI AND SANSKRIT | HINDI | CHE/BST/GEO |
| 24-Feb-24 | SOCIAL SCIENCE E | MATHS | ENGLISH | ENGLISH | PED |
| 26-Feb-24 | HINDI AND SANSKRIT | SCIENCE | SCIENCE | MATHS | PHY/ECO/HIS |
| 28-Feb-24 | ENGLISH | SOCIAL SCIENCE | MATHS | SCIENCE | MATHS/BIO/ACCT/POL SCI |
| 1-Mar-24 | COMPUTER SCIENCE | HINDI AND SANSKRIT | COMPUTER SCIENCE | SOCIAL SCIENCE | HINDI/IP/PSYCHOLOGY |
| REPORT DAY- 23-Mar-2024 | | | | | |

PARENTS-TEACHERS MEETINGS SCHEDULE:

| MONTH | DATE | ACTIVITY |
|-----------|--------------|----------|
| Apr | 28-Apr-2023 | PTM |
| May | 13-May-2023 | PTM |
| Jun | | --- |
| July | 28-Jul-2023 | PTM |
| September | 02-Sep -2023 | PTM |
| October | 14-Oct-2023 | PTM |
| November | 04-Nov-2023 | PTM |
| December | 29-Dec-2023 | PTM |
| January | 13-Jan-2023 | PTM |
| February | 17-Feb-2023 | PTM |
| March | 22-Mar-2023 | PTM |



CO-SCHOLASTIC

CO-SCHOLASTIC ACTIVITIES CALENDAR

COMMUNITY OUTREACH PROGRAMS

| S.NO | MONTH | DATE | SCHOLASTIC |
|------|-----------|-------------------------|-----------------------------------|
| 1. | April | 07/04/2021 | World Health Day |
| | | 22/4/2021 | Earth day |
| 2. | May | 01/05/2021 to 2/05/2021 | Summer camp |
| 3. | June | 26/06/2021 | World Heritage Day |
| 4. | July | - | - |
| 5. | August | 18/08/2021 | International Youth Day |
| | | | |
| 6. | September | 04/09/2021 | Disaster Management club Activity |
| | | 08/09/2021 | International literacy day |
| | | 14/09/2021 | Hindi Diwas |
| 7. | October | 08/10/2021 | Indian Air force day |
| 8. | November | - | - |
| 9. | December | 07/12/2021 | Indian Armed forces Flag day |
| | | 24/12/2021 | National Consumers day |
| 10. | January | 25/01/2022 | National Voters Day |
| 11. | February | 04/02/2022 | World Cancer Day |
| 12. | March | | |



TAKSHILA ACADEMY

Lorepur Tazan, Malipur Road, Akbarpur, Ambedkar Nagar - 224122

Contact : 9721524089, 9721524099

CBSE Affiliation No - 2131818, School Code - 70093

Website : takshilaacademy.com, E-mail : takshila.akbarpur@gmail.com

Run by: "Raghuraji Devi Foundation Trust"



PROGRESS REPORT - SESSION (2022-23)

| | | |
|-----------------|-----------------|--------------|
| NAME : | CLASS : | ADM. NO. : |
| DOB : | ROLL NO. : | HOUSE : |
| MOTHER'S NAME : | FATHER'S NAME : | ATTENDANCE : |

| SCHOLASTIC AREAS | TERM (100 MARKS) | | | | | |
|---|--------------------|---------------|------------------------|-------------|----------------------|-------|
| SUBJECT NAME | Periodic Test (10) | Portfolio (5) | Subject Enrichment (5) | Annual (80) | Marks Obtained (100) | Grade |
| ENGLISH LANGUAGE & LIT | | | | | | |
| HINDI COURSE-A | | | | | | |
| MATHS | | | | | | |
| SCIENCE & TECH. | | | | | | |
| SOCIAL SCIENCE | | | | | | |
| ADDITIONAL SUBJECT | | | | | | |
| | Theory(50) | | Practical(50) | | | |
| COMPUTER APPLICATION | | | | | | |
| | | | | | | |
| Co-Scholastic Areas: Term II [on a 5-point (A-E) grading scale] | | | | | | Grade |
| Work Education (or Pre-vocational Education) | | | | | | |
| Art Education | | | | | | |
| Health & Physical Education | | | | | | |
| | | | | | | |
| Discipline: Term II [on a 5-point (A-E) grading scale] | | | | | | Grade |
| Discipline | | | | | | |

Class Teacher's Remark:

Promoted to

Place :

Date :

Signature of Class Teacher

Signature of Principal

Instructions

Grading scale for scholastic areas: Grades are awarded on an 8- point grading scale as follows-

| MARKS RANGE | GRADE |
|-------------|--------------|
| 91-100 | A1 |
| 81-90 | A2 |
| 71-80 | B1 |
| 61-70 | B2 |
| 51-60 | C1 |
| 41-50 | C2 |
| 33-40 | D |
| 32 & Below | E (FAILED) |

A pedagogy plan is a yearly plan for teachers and schools for a complete year. The main aim of the pedagogical plan is to make the teaching and learning process more constructive, collaborative, integrative, reflective and inquiry-based. The school has a protocol that is followed, we have a “vision” and a “motto” too, but the pedagogical solution makes it easy to achieve by giving a path. Most of the part of pedagogy remains the same for a long time. But due to pedagogy, we find the revised depth to look at the curriculum, where we could focus to make the learner achieving the learning goal by doing. It gives a broader spectrum to the teacher, who is more a mentor, to use real-world examples to explain the situation. It gives a collaborative view to all the subjects by integrating activities in different subjects. It promotes aesthetic sensibility and experiential learning and at the same time, teachers are very much prepared with different resources. The plan makes it easy to make a student have holistically developed.

Our pedagogical plan tries to cover all the attributes:

Care Of Diversity:

The school always promotes diversity not only by encouraging students of different background to attend the school, but also make education impactful. Every student has a different ability and has a different way of learning, in-class we do promote resources of learning, also take proper care that each student should get the objective of the chapter and could apply it practically wherever required. The best way to promote each student equally is to identify the diversity in class and broaden the way of teaching accordingly .The care of diversity is included in the lesson plan.

YEARLY DOCUMENTS IN SUPPORT

IN-CHARGE DOCUMENTS TO BE SUBMITTED

| Activity | Sports | Lab | Exam |
|----------------------------|--|----------------------------|---------------------|
| Monthly Planner | Stock Record | Stock register | Exam calendar |
| Activity Assessment Record | Activity Assessment Record | Breakage | Invigilation record |
| Evaluation Pattern | Inter-School & Intra School Sports Competitions Record | Experiment record register | Marks list |
| Meeting records | Sports Meeting Record | | Cumulative sheets |
| Evidence | Sports Participating Record | | PTM record |
| Result Details | Evacuation Drill Record | | Result Details |

TEACHERS DOCUMENTS TO BE SUBMITTED

| Name of the Document | Updating | Deadline |
|-----------------------------|---------------------------------|--|
| Syllabus planner | At the beginning of the session | End of the week one after the school reopens |
| Fortnightly dairy | Twice a month | First day of the fortnight |
| Lesson Planner | Once a week | Every Saturday to HOD |
| Resource Requisition | Once a month | 20 th of Every Month |
| Attendance Register | Once a month | Last working day of the Month |
| Remedial Tracker | Once a month | Last working day of the Month |
| Marks Register | Once a month | Last Wednesday of the Month |
| Anecdotal record | Once a month | Before PTM |
| Worksheets | Twice a month | After three days |
| Daily dairy | Everyday | Before leaving the school |