

PERSPECTIVE ACADEMIC PLANNING

On

Gyan Shakti Residential Schools of Excellence

Gyan Shakti Tribal Residential Schools

Annexures

Gujarat Council of School Education (GCSE) - Samagra Shiksha

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ANNEXURE-1 LIST OF DOCUMENTS

S. No.	Item	Link
1	NEP -2020 (Gujarati)	
2	NEP -2020 (Hindi)	https://drive.google.com/file/d/1nJF--28Np3dmgEt3vDZKJ8GgAl2_720u/view?usp=sharing
3	NEP-2020 (English)	https://drive.google.com/file/d/1vfq77jsp0VsstdMVvpEaTwWXvK0HEhpj/view?usp=sharing
4	Handbook on 21 st Century Skills	https://drive.google.com/file/d/1WHcOb8Dwpwe4NkEyJI592NNrcvx4z2M4/view?usp=sharing
5	Handbook on Joyful Learning	https://drive.google.com/file/d/1Mth6E0SDY840an78gX6RnbLDkTfLzt0/view?usp=sharing
6	Handbook on Experiential Learning	https://drive.google.com/file/d/1A_eQKXoFLiGtyuAfLUJSzl7zhhl86Jqw/view?usp=sharing
7	Handbook on Art Integrated Learning	https://drive.google.com/file/d/1SbhyqYvQtIGBvPBTcdyWvoP6zplmenN0/view?usp=sharing
8	Handbook on Inclusive Education	https://drive.google.com/file/d/1hW7wFMmojA15jqFBD77hVIG1JmJQ-28p/view?usp=sharing
9	Standards for Excellence in School Education	https://drive.google.com/file/d/1o1CBYQfSigAipXPyrттB73AAXBV1XTV6/view?usp=share_link
10	Handicrafts – Student Workbook	https://drive.google.com/file/d/1XilJh_OSbIQwbEm7E_1jx0I-nPUMaUe/view?usp=share_link
11	Cyber Safety Manual	https://drive.google.com/file/d/1soPoZHc3OCmeW5GFibhoNciNoJCmWgJU/view?usp=sharing
12	Mental Health and Wellbeing	https://drive.google.com/file/d/1DJwtIAeFg_K8Z8QtUih34l_mM_FGJw305/view?usp=sharing
13	Handbook on Eco Club & Water Conservation	https://drive.google.com/file/d/1TshExyu1SjlpBi2Ks3ESYgz5bgsltu33/view?usp=sharing
14	Joyful Teaching and Learning of Mathematics	https://drive.google.com/file/d/12CpdxTbcP_MXh4GfE9K-a9MG7UAizFn6/view?usp=sharing
15	Parampara: India's Culture of Climate Friendly Sustainable Practices	https://drive.google.com/file/d/1Efi1vCpgLFze4SrPiDxB12ZDa4lmiyaZ/view?usp=share_link

16	India – Unity in Cultural Diversity	https://dsel.education.gov.in/sites/default/files/book_unity_in_diversity.pdf
17	10 Bagless days	Guidelines for 10 Bagless days web.pdf
18	NIOS course material for person with disabilities	https://nios.ac.in/online-course-material/course-material-for-divyang-students.aspx
19	Sugamya Pustakalaya –Digital Library for CwSN	https://library.daisyindia.org/NALP/welcomeLink.action
20	School innovation Council Guidelines of MoE	https://sic.mic.gov.in/theme1/sic/images/SIC-document.pdf
21	Guidelines for 50 hours of CPD for Teachers, Head Teachers and Teacher Educators	https://ncert.nic.in/pdf/Guidelines50HoursCpd.pdf
22	NCERT Health & Physical Education: A teacher guide for class VI, VII & VIII	https://ncert.nic.in/other-publications.php?ln=
23	Early identification and Intervention for mental health problems in School going Children MoE Mental Health Module	https://drive.google.com/file/d/1k3Q5wlpQwip-9gpfJC4j1NKb9eGRIhuv/view?usp=share_link
24	Toy based pedagogy	https://drive.google.com/file/d/1YtSnQLQID2UjkgXs1Tcf-KRZ-9qeIR3/view?usp=share_link
25	Guidelines of School Safety and Security 2021	https://drive.google.com/file/d/1vaApif7Q17a2-TJBEy50k_9weqkVkywO/view?usp=share_link
26	Mental Health and wellbeing of Students a Survey 2022	https://drive.google.com/file/d/1DJpBNag8M1MpllgVaShucmSiqrH-KvNy/view?usp=share_link
27	Mission Life A lifestyle for Environment	https://drive.google.com/file/d/1LVVEWvCwktKy4JxlCANz4eqcyClrobRF/view?usp=share_link
28	School Safety Policy 2016	https://drive.google.com/file/d/1PP6Cp61aVjyYp_Xag6wklVT-9xmV6Q4a/view?usp=share_link
29	Safety and Security of Students in School	
30	Yuva Tourism Clubs A handbook	https://drive.google.com/file/d/1TO0LGtN2ugtsf5jrpgCR8PMJL

	for Schools	TYKEtFG/view?usp=share_link
31	National Policy for promoting innovations in Schools November 2022	https://drive.google.com/file/d/1SfvhLookXKG4HU7eQfdeAhP2EYZh_G9Q/view?usp=share_link
	Learning Outcome Class : 6 to 8	
	Format of Repost Card for Class- 6 to 8	
	GR of Balvrund	
	SCE Booklet (GCERT)	
	GR for Evaluation Process	

List of Class wise – Subject wise Learning outcomes (Available on the GCERT website:

www.gcert.gujarat.gov.in

ANNEXURE - 2 ANNUAL PEDAGOGICAL PLAN FOR LEADING LEARNING

- School Name:
- UDISE Number:
- Cluster:
- Block:
- District:
- Pin code:
- Habitation Name:
- Type of School:
- Academic Session:
- Principal Name:

SCHOOL INFORMATION

1. ENROLLMENT:

STD 6 TO 8						TOTAL
6		7		8		
BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS	

2. TEACHERS:

HEAD TEACHER		TEACHER		TOTAL		ART TEACHER		P.T TEACHER	
MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE

3. REQUIRED TEACHER

HEAD TEACHER	MATHS-SCIENCE	LANGUAGE	SOCIAL SCIENCE	ART TEACHER	P.T TEACHER

Descriptor 1: Engaging Teachers in Professional Development

School's Vision Statement:

School's Values:

Areas of strengths

Areas of improvements

	Step 1	Step 2	Step 3		Step 4	Step 5
ACTIONABLES	Where are we now as a school?	What do we need to do in the coming year?	How will we achieve what we want to do?	Who is responsible?	What is the Timeline for implementation?	What will the impact look like?

A school may use many rows as required depending on the number of focus areas.

*This is a sample example shared to facilitate the completion of the APP.

Descriptor 2: Initiating Innovations in Schools

	Step 1	Step 2	Step 3		Step 4	Step 5
ACTIONABLES	Where are we now as a school?	What do we need to do in the coming year?	How will we achieve what we want to do?	Who is responsible?	What is the Timeline for implementation?	What will the impact look like?

A school may use many rows as required depending on the number of focus areas.

*This is a sample example shared to facilitate the completion of the APP.

Descriptor 3: Leading the Teaching-Learning Process

	Step 1	Step 2	Step 3		Step 4	Step 5
ACTIONABLES	Where are we now as a school?	What do we need to do in the coming year?	How will we achieve what we want to do?	Who is responsible?	What is the Timeline for implementation?	What will the impact look like?

A school may use many rows as required depending on the number of focus areas.

*This is a sample example shared to facilitate the completion of the APP.

Descriptor 4: Developing a Learning Culture

	Step 1	Step 2	Step 3		Step 4	Step 5
ACTIONABLES	Where are we now as a school?	What do we need to do in the coming year?	How will we achieve what we want to do?	Who is responsible?	What is the Timeline for implementation?	What will the impact look like?

A school may use many rows as required depending on the number of focus areas.

*This is a sample example shared to facilitate the completion of the APP.

Descriptor 5: Building an Inclusive Culture

	Step 1	Step 2	Step 3		Step 4	Step 5
ACTIONABLES	Where are we now as a school?	What do we need to do in the coming year?	How will we achieve what we want to do?	Who is responsible?	What is the Timeline for implementation?	What will the impact look like?

A school may use many rows as required depending on the number of focus areas.

- This is a sample example shared to facilitate the completion of the APP.

Descriptor 6: SKILL DEVELOPMENT

	Step 1	Step 2	Step 3		Step 4	Step 5
ACTIONABLES	Where are we now as a school?	What do we need to do in the coming year?	How will we achieve what we want to do?	Who is responsible?	What is the Timeline for implementation?	What will the impact look like?

A school may use many rows as required depending on the number of focus areas.

*This is a sample example shared to facilitate the completion of the APP.

Principal/Vice principal

[illegible]

ANNEXURE - 4 REPORT OF CHECKING OF HOMEWORK/ CLASS WORK/ ASSIGNMENT

Date of submission of notebooks to Principal/Vice-Principal _____

Class _____

Subject _____

Name of Teacher _____

Designation _____

No. of students in the Class _____

No. of notebooks submitted _____

Name of students not completing homework

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

Action taken by the Teacher _____

Date: ____ / ____ / ____

Sign. Of Teacher: _____

Principal/Vice-Principal Remarks: -

1 No. of notebooks Found - not checked _____

2 Maintenance of notebooks by students: Excellent/Good/Average/Poor

3 Quality of Checking

a) Regular Topic wise Yes/No

b) Correct Answer given Yes/No

c) Checking up to date Yes/No

d) All notebooks signed Yes/No

e) Mentioning date of Signature Yes/No

4 Qualities of Assignments:

a) Legible, Heading/Important points Yes/No Underlined and illustrations given

b) Answers are complete, Relevant, Clear Yes/No

c) Index is maintained Yes/No

Principal should check 5% to 10% Notebooks of Total Student.

All Subject Notebooks should be checked by Principal.

5 Quality of Work: - Adequate & balanced Yes/No

Date: ____ / ____ / ____

Sign. Of Principal/Vice-Principal Noted by the Teacher: _____

Date: ____ / ____ / ____

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**ANNEXURE 5 - MONTHLY HOUSE PREFECTS MEETING WITH PRINCIPAL IN THE PRESENCE OF HOUSE
MASTERS**

School _____

Monthly House Prefects Meeting with Principal in the Presence of House Masters

Month: Date of Meeting: ____ / ____ / _____

Sr No.	Name of the House	Name of the House masters present	Name of the House captain present	Problems of students & house as discussed	Action taken in brief	Remarks (if any)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**ANNEXURE - 6 MONTHLY CLASS PREFECTS MEETING WITH PRINCIPAL IN THE PRESENCE OF
CLASSTEACHERS**

School _____

Monthly Class Prefects Meeting with Principal in the Presence of ClassTeachers
For the month of _____ Date of the meeting: ____/____/____

Sr. No	Class	Name of the Class Teacher present	Name of the Class Prefect present	Problems of students & class as discussed	Action taken in brief	Remarks (if any)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Sign of Vice Principal

Sign of Principal

ANNEXURE - 7 MONTHLY STAFF MEETING

For the month of _____ Date of the meeting: ____ / ____ / ____

Sr. No	Agenda to be discussed	Problem related to Staff	Academic Problems Related to students	Hazardous Points identified, if any	Action taken in brief	Remarks (if any)

Sign of Vice Principal

Sign of Principal

ANNEXURE - 8 MONTHLY MAINTENANCE & REPAIR (M&R) COMMITTEE MEETING

For the month of _____ Date of the meeting: ____ / ____ / ____

Sr. No	Name of the House Building	Nature/Details of Problem	Hazardous points, if any	Action taken in brief	Remarks (if any)

Sign of Vice Principal

Sign of Principal

ANNEXURE - 9 MONTHLY COVERAGE OF SYLLABUS

MONTH/YEAR _____

Class:

Section :

Name of Class Teacher:

Name of Class Prefect :

Sr.No.	Subject	No. of Unit/chapter allotted for the month	No. of Unit/Chapter covered	Reason for not completing syllabus (if any)	Signature of Subject Teacher

Date: ____/____/____

Sign of Class Teacher

Sign of Vice Principal

Sign of Principal

ANNEXURE - 10 CLASS ABSENTEE DIARY

DATE : ____ / ____ / ____

Class		Class Strength		
Section		Present		
Name of the Class Prefect		Absent		
Name of the class Teacher		Leave		
Sign. of Class Teacher		Sick		
		On Duty		
Period	Subject	Any extra present/Leave/Absent (With name)	Reason of Extra present/leave/absent	Sign. of Subject Teacher

Note:

- 1 The Class teachers will record the status of student attendance of the day before its period and ensure that this diary is available in each period in the Class.
- 2 Subject teachers will record the name of extra present/leave/absent student before starting of teaching. If any student is absent, it should be immediately intimated to principal/Vice-Principal
- 3 Class Leader will submit this diary to Principal/Vice-Principal daily after VIII period.
- 4 Principal/Vice-Principal will be available after VIII period in the academic block for supervision of this diary

Sign of Vice Principal

Sign of Principal

ANNEXURE- 11 COMPETENCY BASED LESSON/UNIT PLAN

1. Name of the Teacher _____

Designation _____

2. Subject _____ Class _____

Section _____

3. Lesson/Unit Name _____

4. No. of periods required _____

Roll No.:

Student's Name:

Name of the Mother:

Name of the Father:

Date of Birth:

Part A: Scholastic Area

SUGGESTIVE ACTIVITIES FOR COMPETENCY BASED LEARNING BASED ON EXPERIENTIAL PEDAGOGY

E Energize learners	Before starting class	<ul style="list-style-type: none"> ✓ Pre-assessment quiz ✓ Podcast ✓ Email with an exciting write up ✓ Book ✓ Article ✓ News ✓ Brochure
	To start class	<ul style="list-style-type: none"> ✓ Lay down the Learning Outcomes and Goals to be achieved in the class ✓ Opening question ✓ Interactive group/class activity
N	Teach	<ul style="list-style-type: none"> ✓ Online

Navigate content		<ul style="list-style-type: none"> ✓ Video/visual ✓ Handouts ✓ Lecture ✓ Demonstrate ✓ Storytelling/ Toy Based ✓ Art/ Sports Integration ✓ Auditory/kinesthetic (tactile) learning exercise ✓ Experience
	Review	<ul style="list-style-type: none"> ✓ Group activity ✓ Team activity ✓ Peer teaching-learning ✓ Concept map ✓ Case studies ✓ Quiz ✓ Role-play ✓ Song/artwork
G Generate Meaning	Move to long term memory through reflection: ask the class the following and tell them to enter into their portfolio	<ul style="list-style-type: none"> ✓ What did you learn ✓ What does this learning mean to you ✓ How did you learn—what was the Aha moment ✓ Portfolio/journal ✓ Flip chart – how is the concept used in real life; how is the concept connected to other concepts from this subject, and from other subjects ✓ How will you apply this to real life
A Apply to real life	Demonstrate skills	<ul style="list-style-type: none"> ✓ Give a problem related to the concept / learning Outcome; ask students to come out with solutions in groups/teams ✓ Ask each group/team to prepare their understanding of the concept in the form of art work, power point, comicstrips, new

		<p>magazine, memes, brochures, song, etc.;</p> <p>rest of the groupsto ask questions</p> <ul style="list-style-type: none"> ✓ Give a problem based on cross-curricular linkages and undertake above twosteps ✓ Example: A group may decide to express their understanding of the Universe through a travel brochure to the Milky Way. Let each group decide on their own.
G Gauge the learning	Look how much you have learnt ;all this also goes into the portfolio/journal	<ul style="list-style-type: none"> ✓ Presentations of above by each group, followed by Self-assessment and/ or Peer-assessment of whether Outcome of Learning is achieved ✓ Assessment of Learning Outcomes through competency-based items ✓ Quizzes/cross word puzzles ✓ Projects
E Extend	Extended activities	<ul style="list-style-type: none"> ✓ Podcast ✓ Extra material /link for further study ✓ Extra assessment items linked toLearning Outcomes for Homework ✓ Send follow up or summary through email/note ✓ 1:1 coaching for those who need help

ANNEXURE - 12 PRE-INSPECTION DETAILS FOR PANEL INSPECTION

1. School Details

i.	School Name	
ii.	SCHOOL (District)	
iii.	UDISE CODE	
iv.	Affiliation Number	
v.	Address (with Pin-code)	
vi.	Year of Establishment	
vii.	SCHOOL Campus (Permanent/ Temporary)	
viii.	Building Type	
ix.	Highest Class	
x.	Student Strength (Including Staff wards)	Boys: Girls: Total:
xi.	Streams Available in Class XI	1: 2: 3:
xii.	Migration Linkage to the SCHOOL	
xiii.	Migration Linkage (One Way / Both Way/Not functional)	
xiv.	Third Language	
xv.	Name of Cluster	
xvi.	Name of the cluster In-charge	
xvii.	Distance of the SCHOOL from District Hq.	

2. Staff Details

2.1 Detail of Principal & Vice Principal

Sr.	Principal/ V. Principal	Name Mobile Number Official E-mail ID Personal E-mail ID	Subject at PG. level	Date of Joining in the present School
1	Principal	1.		
		2.		
		3.		
		4.		
2	Vice Principal	1.		
		2.		
		3.		
		4.		

2.2 Staff Position: Teaching

Position	<u>PGTs</u>	<u>TGTs</u>	<u>Misc. / Creative</u>
Sanctioned			
Posted (Regular)			
Vacancy (with subjects)			
Filled on Contract (Subject)			
Post vacant even after contract Engagement			

2.3 Staff Position: Non-Teaching

Name of Position														Post vacant even after outsourcing of services
Sanctioned														
Posted														
Vacant														

2.4 Manpower engaged through outsourcing of services

Number of manpower engaged for								
Cooking	Assistant for cooking	House Keeping (lady/gents)	Security	Electrical & Plumbing	Gardening	Multi-Tasking	Matron	Clerical Work

3. Pre- Mature Transfer Certificate issued since last Panel Inspection

Sr.	Session	Name of the student	Class	Date of TC Issued	Reason of issue of TC	Official granting permission for issue of TC (With letter No, & Date)

4. Untoward Incidents

4.1 Indiscipline Cases since last panel inspection:

Sr.	Whether group/ Individual act of indiscipline	Date of act of indiscipline	Classes/ Houses involved	Act of Indiscipline pertains to (use of Mobile/ intoxication/ Bullying, Etc.)	Action taken by the school	Steps taken to Prevent Such incidents in future	Observation of the panel inspection team

4.2(Death/ Suicide) of Students in the last 05 years:

Sr.	Name of Student	Gender (Male / Female)	Class	Whether the death happened due to suicide Yes/No	Date of incident	Reason for Death / Suicide	Steps taken to prevent in future	Observation of the panel inspection team on the status of steps taken by School

5. Students' Strength

	Details of CwSN			
Class	PH	V.I.	H.I.	Total
VI				

VII				
VIII				
IX				
X				
XI (.....)				
XI (.....)				
XII (.....)				
XII (.....)				
TOTAL				

6. School Registration of Last 03 Years (Class VI)

Year	Number of Registration			Candidates				Remark of the panel Inspection team
	Boys	Girls	Total	Appeared	% Appeared	Selected	Admitted	

7. Assistance Provided to CwSN

7.1. General Facilities

Sr.	Facility	Status of Availability (Yes/ No)	Confirmation of Panel inspection team on status of availability (yes/no)
1	Ramp in Academic Block		
2	Ramp in Girls' Dormitory		
3	Ramp in Boys' Dormitory		
4	Special Toilets for Boys in Academic Block		
5	Special Toilets for Girls in Academic Block		
6	Special Toilets in Boys' Dormitory		
7	Special Toilets in Girls' Dormitory		
8	Double Handrails in Staircases		

9	Modified furniture in classrooms/ Library		
10	Modified Drinking water facilities in Academic Block/ Mess / Dormitories		
11	Display of Signage in the campus for CwSN		

7.2 Special Facilities

Sr.	Name of the Student	Gender (Male/ Female)	Whether PH/ VI/ HI	% of Disability	Special facilities Assistive device provided

7.2 1 Remark of Panel inspection team on status of additional facilities to CwSN Children:

8. Classroom Teaching by Principal /Vice-Principal

Designation	Class handled	No. of periods per week	Observations by Panel Inspection team
Principal			
Vice-Principal			

9. Inspection and Supervision

Sr.	Aspects	Status report/comments of Principal with documentary evidence	Observations of Panel Inspection Team
1	a) Institutional Plan		
	b) Annual Pedagogical Plan		
2	a) Morning physical training /exercises		
	b) Morning Assembly		
3	Inspection, supervision & monitoring of Academic activities by Principal		
a)	Maintenance of Classroom supervision		

	diary (yes/No)				
b)	Mention No. of teachers observed (in each phase) Note: Records are to be maintained as per suggestive activities (ENGAGE) to be performed in classroom by the teacher.	P	No. of teachers to be observed	No. of teachers observed	
		H			
		A			
		S			
		E			
		I			
		II			
		III			
		IV			
c)	Monthly Checking of correction work of teachers of students' assignment				
d)	Monitoring of monthly coverage of syllabus				
e)	Monitoring of Conduct Of all Examinations as per schedule & review of the performance of students				
f)	Effective use of Classroom Laboratories and Open Spaces for Learning.				
g)	Average no. of visit to dormitories per week				
4	Inspection, supervision & monitoring of Academic activities by Vice-Principal				
a)	Maintenance of Class room supervision diary (yes/No)				
b)	Mention No. of teachers observed	Phase	No. of	No. of	

	(in each phase) Note: Records are to be maintained as per suggestive activities(ENGAGE) to be performed in classroom by the teacher.		teachers	teachers	
		I			
		II			
		III			
		IV			
c)	Monthly Checking of correction work of teachers of students' assignment.				
d)	Academic Calendar, Timetable, Institutional plan, Exam timetable as per instructions				
e)	Monitoring the conduct of CCA/ Club & Assembly activities				

10. Academic Performance

I. Academic Performance in board classes previous year							
Board Results of Class XII (last three years):							
Year	Registered	Appeared	Not Appeared	Passed	Pass%	% of students scoring 90% and above marks in (Subject)	Reason of not Appeared
Board Results of Class X (Last Three Years):							
Year	Registered	Appeared	Not Appeared	Passed	Pass%	% of students scoring 90% and above marks in aggregate	Reason of not appeared

II. Overall Cumulative Result of Non-Board Classes (Previous Year):

Class	Registered	Appeared	Not Appeared	Passed	Pass %	% of students scoring 90% and above marks in aggregate	Reason of not appeared
VI							
VII							
VIII							
IX							
XI							

11. Academic Performance of the current Academic Session

Class VI																
Subject	PWT-I				Term-I Exam				PWT-II				PWT-III			
	App.	Less than33%	90% andabove	Subject average	App.	Less than33%	90% andabove	Subject average	App.	Less than33%	90% andabove	Subject average	App.	Less than33%	90% andabove	Subject average
English																
Hindi																
Maths																
Science																
S.																
Studies																
Class VII																
	PWT-I				Term-I Exam				PWT-II				PWT-III			

Subject	App.	Less than 33%	90% and above	Subject	App.	Less than 33%	90% and above	Subject	App.	Less than 33%	90% and above	Subject	App.	Less than 33%	90% and above	Subject
English																
Hindi																
Maths																
Science																
S. Studies																
Class IX																
Subject	PWT-I				Term-I Exam				PWT-II				PWT-III			
	App.	Less than 33%	90% and above	Subject average	App.	Less than 33%	90% and above	Subject average	App.	Less than 33%	90% and above	Subject average	App.	Less than 33%	90% and above	Subject average
English																
Hindi																
Maths																
Science																
S. Studies																
Class X																
Subject	PWT-I				Term-I Exam				PWT-II				PWT-III			
	App.	Less than 33%	90% and above	Subject average	App.	Less than 33%	90% and above	Subject average	App.	Less than 33%	90% and above	Subject average	App.	Less than 33%	90% and above	Subject average
English																

Hindi																
Maths																
Science																
S. Studies																
Class XI																
Subject	UT-I				UT-II				Half Yearly Exam				UT-III			
	App.	Less than 33%	90% and above	Subject average	App.	Less than 33%	90% and above	Subject average	App.	Less than 33%	90% and above	Subject average	App.	Less than 33%	90% and above	Subject average
English																
Class XII																
Subject	UT-I				UT-II				Half Yearly Exam/Pre Board Exam				Pre-Board Exam			
	App.	Less than 33%	90% and above	Subject average	App.	Less than 33%	90% and above	Subject average	App.	Less than 33%	90% and above	Subject average	App.	Less than 33%	90% and above	Subject average
English																

12. Evaluation

Sr.	Aspects	Status report/comments of Principal with documentary evidence	Observation of the Panel Inspection team
a)	Provision of Competency Based Questions as per guidelines in PWT / UTs		

b)	Maintenance of records of different assessment of PWT/UT and Co-scholastic activities.		
c)	Conduct of internal assessment as per guidelines board and non- board classes respectively		
d)	Inclusion of 20% content on cultural component in regional language of the linked SCHOOL in all internal assessments		
e)	Providing “KHELO INDIA” Fitness Assessment report to every student along-with the Progress card		

13. Effectiveness of Remedial / Enrichment Programme/Supervise study

a)	Remedial teaching (timetable along with list of low achiever students).		
b)	Enrichment Programme: (Detailed action plan along with list of bright students identified).		
c)	Supervised studies		

14. Library Management:

Sr.	Area	Status report/comments Of Principal with documentary evidence	Observation of the Panel Inspection team
1	Total number of books as per Accession Register		
2	Number of Books available in Hindi Medium		

3	Number of Books available in migration linked Language		
4	Number of Magazines/periodicals (fortnightly/Monthly/ others) are made available regularly		
5	Number of News Papers are made available Daily		
6	Status of e-Granthalya 4.0 implementation		
	(a) Whether e-Granthalya 4.0 subscribed(Yes/No)		
	(b) Total no. of books entered on software		
	(c) Total no. of library members on software •Students •Teachers •Other Staff		
	(d) Total no. of books issued to the members as on date on date		
7	Development of Career Counseling Corner (Yes/No)		
8	Average number of books issued per student per month		
9	Average number of books issued per teacher per month		
10	Activities conducted to promote reading habits of students/ teachers		

15. Effective Use of Classrooms, Laboratories & Open space for learning

15.1 Classroom Ambience

Sr.	Actions	Number of classrooms in which actions are completed	Number of classrooms in which actions are not completed/ initiated	Observation of the Panel Inspection team
1	Good Quality paint on Walls			
2	Good quality dual desk			
3	Concealed electrical wiring			
4	Proper lighting arrangement			
5	Big size soft board fixed on the rear wall			
6	Availability of covered lockable shelf / Almirah			
7	Availability of Wi-Fi network connectivity			
8	Provision of wall mounted projector and CPU in the class room			
9	Fixing of White/ green board & Soft board on the front wall			
10	Display of learning outcomes of each subject			

15.1 Use of Laboratories:

Sr.	Lab	Cleanliness of Lab & Maintenance of Equipment (yes/ no)	Whether Class wise & date wise conduct of Practical/ activities	Photographs of Scientists related with the subject are displayed	Good quality charts of related scientific concepts are displayed	Observation of the Panel Inspection team
1.	Physics Lab					
2	Chemistry Lab					
3.	Biology Lab					
4.	Junior Science Lab					
5.	Maths Lab					
6.	Computer Lab					
7.	Atal Tinkering Lab(ATL)					
8.	Geography Lab					
9.	Astronomy Lab					
10	Skill Lab					

• Integration of Labs

Sr.	Labs to be integrated with main labs	Integrated with the lab (Mention the name of the lab)	Observation of the Panel Inspection team
1	Maths lab		
2	Junior science lab		
3	Astronomy lab		

• **Accessibility of Labs**

Sr.	Name of the main Laboratories are accessible by TGT (science) & Junior class students	Yes/ No	Observation of the Panel Inspection team
1			
2			
3			
4			

15.3 Development of learning space outside the classroom:

Sr.	Name of the Knowledge Park	Status by Principal		Observation of the panel Inspection team
		(Yes/No)	Key concepts	
1	Science Park			
2	Social Science Park			
3	Mathematics Park			
4	Any other			

16. Co-Curricular Activities

Sr.	Name of the Activity	Classes Participated	Number of students Participated	Observation of the Panel Inspection team (including performances, calendar of activities, and maintenance of records)

17. Art Education

Visual Arts

Class	Total Strength	Draw & Paint	Make Toys/ handicrafts	Make clay models/sculptures	Observation of the Panel Inspection team
VI					
VII					

VIII					
IX					
X					
Performing Art					
Class	Total Strength	No. of Students can:			Observation of the Panellnspection team
		Play any instrument	sing (vocal)	Performance of any dance (folk/classical)	
VI					
VII					
VIII					
IX					
X					

Sr.	Playground	Status report/comments of Principal with documentary evidence	Observation of the Panel Inspection team
a)	Football Ground		
b)	Basketball Ground		
c)	Athletics Track		
d)	Volleyball Court		
e)	Kho-Kho Ground		
f)	Kabbadi Ground		
g)	Any other		

18. Games and Sports:

18.1 Maintenance of Playgrounds

18.2 Participation of Students in Games & Sports

Class	No of students participated in School Meet			No of students Participated in open meet			Observation of the Panel Inspection team
	Cluster	Regional	National	District Level	State Level	National Level	
VI							
VII							
VIII							
IX							
X							
XI							

Gujarat Council of School Education (GCSE) - Samagra Shiksha

19. Scout & Guide, NCC, NSS & School Police Cadet (SPC)

Scout Guide/ NCC	Points		Status report by Principal with documentary evidence	Observation of the Panel Inspection team
Scout & Guide	No. of Scouts			
	No. of Guide			
	Name of Scout Master			
	Name of Guide Captain			
NCC	Wing	Army/ Navy/ Air		
		Junior/ Senior		
		Boys/ Girls/ Both		
	No. of Students	Boys		
		Girls		
	Name & Designation of Teacher In-charge (ANO)			
NSS	No. of Students	Boys		
		Girls		
	Name & Designation of Teacher In-charge			
SPC	No. of Students	Boys		
		Girls		
	Name & Designation of Teacher In-charge			

20. Club Activities

Sr.	Name of the Club	No of students	Name of Teachers associated	Activity (report by Principal with documentary evidences)	Observation of the Panel Inspection team

Note: Number of rows may be increased as per number of clubs available in School.

21. Special Programme

Sr.	Title of the Programme	Class	No. of Students	Name of the teacher in-charge	Activities Conducted	Observation of the panel inspection team
1	Awakened Citizen Programme (RKM)					
2	Vigyan Jyoti Programme (DST)					
3	Azadi ka Amrut Mahotsav					

4	Ek Bharat Shreshta Bharat					
5	Guided Learning Programme for Mathematics					

22. Pace Setting/ Community Service Activities:

Sr.	Name of the Pace setting/ Community Service Activity	Date of organizing the activity	Number of students Participated	Teacher In-charge of the activity	Observation of the Panel Inspection Team

23. Status of coverage of syllabus as on date..... :

Sr. No.	Name of the Teacher whose syllabus coverage is not as per Split up syllabus	Subject	Class	Reason Non coverage of syllabus	Steps taken To be to Complete the syllabus	Observation of The Panel Inspection team

24. Status of Skill Modules completed by Students (Class VI to VIII)

Sr.	Class	Name of skill Module	Name of Teacher In-charge	Number Of Modules Completed	Observation of Panel Inspection Team
1	VI				
2	VII				
3	VIII				

25. Status of Skill subjects opted by Students (Class IX to XII)

Sr.	Class	Skill Subject 1__		Skill Subject 2__		Skill Subject 3__		Observation of Panel Inspection Team
		Sub. Name	No. of students	Sub. Name	No. of students	Sub. Name	No. of students	
1	IX							
2	X							
3	XI							
4	XII							

26. Status of Skill Hub Initiative:

Name of the Skill Area	Number of Batches	Number of candidates Registered	Status of functionality	Observation of Team	Panel Inspection

27. Issue of Textbook/Stationeries:

Sr.	Class	Strength	Number of Students whom Textbooks are		Number of Students whom stationery items are		Observation of the Panel Inspection Team
			Issued	Not issued	Issued	Not issued	
1	VI						
2	VII						
3	VIII						
4	IX						
5	X						
6	XI						
7	XII						

28. Counseling Interventions by SCHOOL

28.1 Interventions by SCHOOL for taking care of mental and physical health and well-being of the children

Sr.	Name of Counselor	Male/Female	Students/ Parents counseled since the beginning of the current academic session of for ensuring mental health and well being			Frequency of counseling per week		Observation of the panel inspection team
			class	No. of Students counseled	No. of Parents contacted	Group Counseling	Individual counseling	
1								
2								

(Note: Records maintained by SCHOOL to be verified by Inspection Team)

29.2. Counseling to vulnerable students by counselors

Sr.	Number of Students	Class	Psychological Issues Faced by the students	Frequency per week of Contacting the student	Line of Psychological support being provided	Present Condition of the Student	Observation of the panel inspection team

29.3 Career Counseling & Preparation for Competitive Exams:

Sr.	Actionable Points	Action taken by the SCHOOL	Observation of the Panel inspection team
1	Availability of quality reference books on various competitive Exams (Viz Olympiads/ CLAT/ JEE/ NEET/ NDA etc)		
2	Teaching/ Practice of questions based on competitive exams at least once in fortnight by concerned subject teachers		
3	Maintaining & updation of career corner		
4	Conduct of Career counseling sessions per month for the students of class XI & XII		
5	Conduct of career fair involving District Employment Officer / Experts from various fields		
6	Connecting with School alumni for careerawareness session/ mentoring		
7	Assistance to students regarding forthcoming competitive examinations		

29. Details of Teachers Training in the previous session

Sr.	Name of Teacher	Designation	No. of training courses attended	Total number of days of training	Total number of hours of training	Mode of training (offline/online)

(Detailed records of each training attended by each teacher should be maintained at SCHOOL level)

30. Digital Infrastructure

31.1

31.1.1 Observation of Panel Inspection team :

	Availability of Computers		Computer status as on date	
Total	Functional		Non-Functional	
	Number of computer available for office use	Number of computers for academic use	Number of computers Serviceable	Number of computers beyond economical serviceable

31.2 Status of utilization of Tablets for class XI & XII

Class	Total No. of Tablets	Total no. of functional tablets	Whether the tablets are utilized (teaching/learning / career/ assessment) as per directions (Yes/ No)	Frequency of the use of tablets by students (Daily/ Weekly/ Fortnightly/ monthly/ never)	Whether the charging cabin for Tablets are available (Yes/No)

31.2.1 Observation of Panel Inspection team:

31.3 Smart Classroom

No. of smart classrooms available (without devices for all students)	No. of smart classrooms available (with devices for all students)	Details of devices available in smart classroom						
		No. of Laptops available			No. of tablets available			No. of graphics tablets procured (Digital Pad & Pen)
		Functional	Non functional	total	Functional	Non functional	total	

31.3.1. Observation of Panel Inspection team:

31.4 Internet Connectivity

Internet connectivity is available through (BroadBand/ Jio / Airtel Dongle / Leased Line/ V SAT etc.). Provide details	Internet speed (in Mbps)	Is Wi-Fi network available in the academic block?	Monthly expenditure internet connectivity	Observation of Panel Inspection team

31. Significant Achievements of Student (Since last Panel Inspection)

Session	Area (Board Exams/Science/ Art/ Music/Games & Sports/Quiz/Debate/Olympiads/INSPIRE Manak/Kala Utsav/Youth Parliament etc.	Name of the student with class	Position/Prizes/Awards	Level District/State/National)	Organizing agency/department

32.1 Observation of the panel inspection team:

32. Safety & Security

Sr.No	Aspects	Status report/comments of Principal with documentary evidence	Observation of the panel inspection team
i)	ATR & follow up action on 14 point programme for safety and security of students		
ii)	Whether security threats in & around the campus have been identified or not, if yes, mention the same with appropriate to avoid any untoward incident		

iv)	Whether attendance/ Roll call System is in place as per School guidelines		
v)	CCTV surveillance system		
	a) No. of CCTV Cameras installed		
	b) No. of CCTV Cameras functional		
	c) No. of CCTV Cameras non-functional		
	d) Scanning of CCTV footage on daily basis to identify suspicious movement inside the SCHOOL campus and taking corrective measures, by deputing teachers and maintaining of record (Yes/ No)		
	e) Status of enabling of remote monitoring feature in the CCTV camera systems. (Enabled/ Not enabled)		
vi)	NDMA Guidelines School safety Policy 2016:		
	a) School Level Safety advisory committee constituted or not		
	b) Resource inventory prepared or not		
	c) School evacuation plan prepared and displayed or not		
	d) Functional status of firefighting systems installed at designated places		

33. General Aspects of functioning of Schools

Sr. No	Aspects	Status report/comments of Principal with documentary evidence	Observation of the panel inspection team
i.	a) Status of updating SIS/PIS in ShalaDarpan Portal/VJ Portal		
	b) Date of last updating of the SCHOOL website		
	c) Status of updating SARAS, OASIS portal		
	d) Status of mandatory disclosure as per guidelines SCHOOL website		
ii.	Status of updating U-DISE PLUS Portals		
iii.	Status of Reporting/reviewing of APAR in respect all the employees of SCHOOL		
iv.	Status of interpersonal relations in the SCHOOL		
v.	Functioning of the migration scheme		
vi.	Pending disciplinary cases of staff if any		
vii.	Pending court cases if any		
viii.	SMC / SMDC meetings		
	Dates of meetings and follow up action (Since previous Panel inspection)		
ix.	Mess Committee Visit/Meetings		
	Dates of meetings and follow up action (Since previous Panel inspection)		
x.	Dates of PTC meetings conducted in the current session		
xi.	Disposal of Grievances of students		
xii.	Availability of School vehicle (Hired/Own/ not available)		

xiii.	Maintenance and Repairs of vehicle and action taken for condemnation / auction,if required.		
xiv.	Maintenance of service books & records		
xv.	Status of condemnation of Articles		
xvi.	Maintenance of other records like asset register/TA/Medical reimbursement/ advances etc.		

34. Pending issues related with staff

Sr. No.	Issues	Reason of pendency	Observation of the panel inspection team
1	Cases of TA/Medical settlement/Advances etc.		
2	Cases of release of retirement benefits		
3	Cases of release of terminal benefits		
4	Cases of MACP / Senior Scale/ selection scale		

35. Financial Management

Sr No	Aspects	Status report/comments of Principal with documentary	Observation of the panel inspection team
	Maintenance of cashbook/ledger		

	Adherence to purchase procedures.		
	Position of utilization of funds as per budgetary provision & submission of monthly expenditure statement to Regional Office.		
	Settlement of internal / AG Audit objections. Dates of latest conduct of the audit(both)		
	No. of outstanding paras as on date Internal Audit (IA).		
	No. of outstanding paras of AG Audit (AG) as on date		
	Maintenance of other records like Asset Registers/T.A./medical reimbursement/Advances etc.		
	Pending cases of T.A., medical settlement of advances etc.		

36. Construction

I.No	Aspects	Status report/comments of Principal with documentary evidence	Observation of the panel inspection team
	Land. <ul style="list-style-type: none">• Number of acres available		
	<ul style="list-style-type: none">• Whether transferred to Samiti or not?		
	<ul style="list-style-type: none">• Whether SCHOOL is having any land dispute?		

	Status of pending construction work (Phase-wise)		
	Development works being taken up		
	Water supply, availability of OHT, UGS, PHE facilities etc.		
	Electricity/ availability of transformer (Rural/Urban feeder etc. capacity of transformer).		
	Progress of M&R works, whether undertakes as per latest instructions		
	Position of expenditure on M&R till date & total budget allocation, submission to R.O. quarterly expenditure statement.		
	M & R Committee and frequency of meetings.		
	Maintenance of M & R, complaint registers etc. as per instructions.		
	Issues related with Seepage, leakage, Waterlogging etc		
	Issues related to electrical wiring		
	Structural safety of building		

37. Constraints in smooth functioning of the School

(To be filled by the principal)

S.No.	Area	Constraints (with justification)	Remarks of the Inspection Team

	Construction		
	Academics		
	Staff		
	Boarding & Lodging		
	Safety & Security		

38. Action taken report on recommendations of Previous Panel Inspection

Dates of previous panel inspection conducted

(From _____/_____/_____ To _____/_____/_____)

1. Members of Panel Inspection Team:

Members of Inspection Team		Designation	Mobile No.	Email ID
1.				
2.				
3.				
4.				

2. Status of action recommended by previous Panel Inspection Team:

A. At school Level:

Sl. No. (1)	Action recommended by previous Panel Inspection Team (2)	Action taken by SCHOOL (3)

Note: After verification of Records/other evidences, current Panel Inspection Team may recommend either “ “Action not yet initiated or action not completed” in column (3).

Name & Signature of Principal, SCHOOL

Name, Designation & Signature of Panel Inspection team

ANNEXURE - 13 PANEL INSPECTION REPORT

SCHOOL:

NAME OF THE PRINCIPAL:

Details of Panel Inspection Team:

Region

Members of Inspection Team		Designation	Mobile No.	Email ID
1.				
2.				
3.				
4.				

1. Dates of Panel Inspection:

From ____/____/____ To ____/____/____

2.

Mode of Panel Inspection

(Online/Offline/Blended) _____

3. Status of Previous Panel Inspection

(i) Dates of previous panel inspection conducted:

(From ____/____/____ To ____/____/____)

(ii) Members of Panel Inspection Team :

Members of Inspection Team		Designation	Mobile No.	Email ID

1.				
2.				
3.				
4.				

(iii) **Status of actions on previous Panel Inspection**

recommendations:(a). At School Level :

(i) No. of action(s) recommended:

(ii) No. of action completed:

Detail of Pending actions:

Sl. No.	Pending actions at SCHOOL Level	Remarks

4. **Special achievement of SCHOOL at State/National/International level with respect to students/staff (Scholastic and Co-scholastic area):** (Attach documentary evidence/photographs/videos etc.)

5. General best practices adopted by SCHOOL:

(Attach documentary evidence/photographs/videos)

6. Best practices in experiential learning as per NEP 2020 adopted by SCHOOL:

(Attach documentary evidence/photographs/videos)

7. Shortcomings observed in the functioning of SCHOOL by Panel Inspection Team (in bullet pointsonly):

8. (a) Action to be taken at SCHOOL level:

Sl. No.	Areas	Action to be taken	Timeline
1.	Academics– Scholastic (Inspection and supervision by PPL/ VP/classroom teaching/academic performance/ evaluation/Labs/Library /Coverage of syllabus/ICT/ career advancement support etc)		
2.	Academics – Co-scholastic (Art education/ Games & sports/ BS&G/NCC/SPC/NSS/Club Activities/CCA activities/Pace Setting activities/special programmes etc.)		
3.	Implementation of NEP 2020 (Competency based lesson plan/Use of CBQs in exams / Integrated pedagogy / cultural component in teaching of 3 rd language / flexibility in choice of streams in class XI/ Bagless Days/ Skill courses etc)		

4.	Status of Safety & Security (CCTV Cameras/ Health checkup/availability of matrons & caretakers / engagement of housekeeping security staff / counseling / mental health & wellbeing of students / Man ki Baat Box / availability of potable water/ regular water testing / safety measures regarding water bodies inside the campus/ Electrical wiring, fitting, fixtures etc)		
7.	Administration (Conduct of VMC/ VAC/ DLMC, Court cases/ disciplinary cases/ grievances of students, staff and parents/ SCHOOLT/ migration & mini migration/ training of staff/ UDISE + / SIS, PIS & website updation etc.)		
8.	General upkeep & beautification of all buildings (inside & outside) in the entire SCHOOL campus		
9.	Audit & Finance		

10.	M&R and Construction		
11.	Any other		

9. Overall observation of the SCHOOL:

Enclosures:

Annexure 'A': Pre-inspection details of SCHOOL submitted by Principal with observations of Panel Inspection Team.

Annexure 'B': Class observation by Panel Inspection Team based on suggestive activities to be performed in classroom by the teacher

Annexure 'C': Checklist

Name & Signature of Panel Inspection
Team1.

2.

3.

4.

SCHOOL: _____

CLASS OBSERVATION BY PANEL INSPECTION TEAM

Sl. No.	Subject	Name of Teacher	Class	Competency based Lesson plan submitted (Yes/No)	Important Observations	Suggestions given

Annexure-C CHECK LIST FOR PANEL INSPECTION OF SCHOOL

Sr No	Activity/Area	Response (Yes/No)
1	Observed the conduct of Morning PT	
2	Observed the conduct of Morning Assembly	
3	Observed Evening Games Activities	
4	Inspected all Laboratories	
5	Inspected Development of open Spaces for Maths Park/ Science Park/ Social Science Park	
6	Inspected all classrooms including Smart classes	
7	Inspected Medical room	
8	Inspected Vidyalaya Library	
9	Inspected Vidyalaya Office	
10	Visited Staff Room	
11	Inspected Kitchen Garden	
12	Interacted with Migrated Children	
13	Interacted with CwSN students	
14	Interacted with newly admitted students	
15	Interacted both Board Class Students	
16	Interacted with Staff Members	

Annexure 'D'

Comments of Panel Inspection Team on Inspection of School.

Note: Panel Inspection Team will write their comments on quality of panel inspection report submitted by concerned officer. They may modify the actions recommended at different level before submitting the report within specific time. The team will also recommend actionable points for relevant level and not merely observations / comments.

Date:

(Names & Signatures of Panel Inspection Team)

ANNEXURE - 14 REPORT OF MASTER ON DUTY

SCHOOL'S

Date:

Day:

(To be filled by MOD himself / herself & handed over to Principal before Morning Assembly on next day)

Name of the MOD; Designation.

PART-I

Reporting

[A] (i) **Morning P.T.** Started at __AM

(ii) Teachers Present on ground were

1.....;

2.....;

3.....;

4.....;

[B] (i) **Morning Assembly** started at ____AM .House on Duty.....

(ii) **Names of teacher not present**

1.....;

2.....;

3.....;

4.....;

(iii) The attendance & other details in "Consolidate Class Attendance Register" were verified & Signed:- Yes / No

[C] (i) **Breakfast** started at ____AM.

(ii) Items served as per menu for the day

Yes/No

(iii) Name of Students (With their House) who were present in the Vidyalaya but did not take breakfast 1.....;

2

;

3.....;

4.....;

(iv) **Name of the teachers present on duty**

1.....;

2.....;

3.....;

4.....;

[D] (i) **Lunch** started at P.M..

(ii) Item served as per menu for the day

Yes/No

(iii) **Name of the teachers present on duty**

1.....;

2.....;

3.....;

4.....;

(iv) Name of the students who were present in the school but did not take lunch 1.....;2.....3 ;
4.....;5.....;6.....

[E] Remedial / Supervised Classes (Pre-Lunch))

(i) Remedial / Supervised classes were conducted in Academic Block from _____ PM to _____ PM

(ii) The attendance of students was recorded in concerned register which was verified by me. Yes/No

(iii) _____ Name of the teachers present on duty

1.....; 2.....;

3.....; 4.....;

[F] Evening Games & Sports started at _____ PM.

(i) Teachers playing with students were:

1.....; 2.....;

3.....; 4.....;

(ii) Total students were present on the ground. Games was over by _____ PM.

[G] (i) Distribution of snacks was made at _____ PM under the guidance of

Mr./Ms 1. _____ 2. _____ & every student received the snacks.

(ii) The attendance of students was recorded in concerned register which was verified by me. **Yes / No**

[H] Evening Supervised Classes (After Games)

(i) Supervised Classes were conducted from _____ PM to _____ PM, at _____ (Place)

(ii) The Teachers present on duty

1.....; 2.....;

3.....; 4.....;

(iii) The Attendance of students was recorded in concerned register which was verified by me. **Yes/No.**

[I] Dinner started at _____ PM.

(iv) Items served as per menu for the day **Yes/No**

(v) Teachers present on duty

1.....; 2.....;

3.....; 4.....;

(vi) Name of the students who were present in the Vidyalaya but did not take dinner

1.....; 2.....;

3.....; 4.....;

Part-II

(J) Attendance during various activities

Activity	Strength	Present	Leave	Sick	On duty	NR	Absent	Total
Morning PT								
Morning Assembly								
Remedial/supervised study (afternoon)								
Evening games								
Evening supervised study (After games)								

Note:-OD: On duty; NR: Not Reported in the School after leave/vacation.

[K] House Masters to submit the Night Roll Call details to MOD

Strength	Name of the House		Name of the House		Name of the House		Name of the House		Name of the House		Name of the House	
	Jr.	Sr.	Jr.	Sr.	Jr.	Sr.	Jr.	Sr.				
Strength												
Present												
Leave												
Sick												
On duty												
NR												
Absent												
Total												

NOTE: Details of absentees should be intimated to Principal/Vice-Principal immediately

PART-III

(L) Details of Sick students (List is to be handed over by staff nurse and HM to MOD)

a. Details of students referred to hospital for medical treatment.

Sl.No.	Name of sick student	Class	House	Nature of illness	Signature of staff nurse	Signature Of HM

b. Details of students who were permitted by the staff nurse to take rest in MI room/Dormitory.

Sl. No.	Name of sick student	Class	House	Nature of illness	Signature of staff nurse	Signature Of HM

(M) Report on functioning of CCTV Cameras

Number of CCTV Cameras installed	Number of CCTV cameras functional	Locations at which the CCTV cameras not functioning	Suggestions

(N) Any celebration/Special event of the day

(O) Safety concerns noticed, if any,

(P) Brief report on any untoward incident happened:

(Sign. Of MOD)

Action initiated by Principal on MOD report:-

Sign. Of Principal

Note:-

- Any untoward incident or any other matter requiring immediate attention of the Principal should be brought to his notice without any delay.
- If this report is not received by Principal before Morning Assembly, he should immediately call the MOD.
- Attendance taken during different activities/timings by the concerned teacher in-charge is to be submitted to MOD.

DUTIES AND RESPONSIBILITIES OF MASTER ON DUTY (MOD) (part of A-18)

- The Master on Duty will submit the report to the Principal in the prescribed format before Morning Assembly on the next day.
- He/ She (MOD) will start with arouser and end duties with light off at night.
- He/ She will supervise the arrangements of all Vidyalaya functions.
- He/ She will ensure that all students behave properly during School functions.

5. He/ She will supervise all the meals & refreshments.
6. He/ She will supervise all roll calls. If any student is missing, will immediately report to the concerned house master & Principal.
7. He/ She will be present on the ground during morning PT& Evening Games.
8. He/ She will enquire about sick students from the staff nurse of the Vidyalaya.
9. He/ She will verify attendance of the students during afternoon remedial & evening supervised classes.
10. He/ She will ensure punctuality of all School activities.
11. He/ She will report any damage to the School property to Principal, If noticed on the day of duty.
12. He/ She will report about indiscipline or serious incidents to the Principal, if any, noticed on the day of duty.
13. He/ She will ensure that drinking water arrangements in the academic block & hostels are available.
14. He/ She will make suggestions in all School activities based on his/her observations.
15. He/ She will be easily available all the time & should not leave the campus without permission.

Note:-

1. Any untoward incident or any other matter requiring immediate attention of the Principal should be brought to his notice without any delay.
2. If duty officer is not able to perform duties on the prescribed day, he/she will inform the Principal well in time.
3. MOD will receive the attendance details from the respective in-charges and report to Principal.

**ANNEXURE - 15 EXTRACTS FROM MODEL GUIDELINES ISSUED BY MINISTRY OF WOMEN & CHILD
DEVELOPMENT, GOVERNMENT OF INDIA UNDER SECTION 39 OF THE POCSO ACT, 2012**

Why may a child not disclose abuse? Reasons include but are not limited to:

- a) He / she is embarrassed.
- b) He / she does not know if what is happening to them is normal or not.
- c) He / she does not have the words to speak out
- d) The abuser is a known person, and the child does not want to get them in trouble.
- e) The abuser told the child to keep it a secret.
- f) The child is afraid that no one will believe him / her.
- g) The abuser bribes or threatens the child.
- h) He / she thinks you already know.

Being aware of these signs would alert the teachers of the possibility of sexual abuse

Behavioral Indicators:

- a) Abrupt changes in behavior such as self-harm, talks of suicide or attempt to suicide, poor impulse control etc.
- b) Reluctance to go home.
- c) Low self-esteem.
- d) Recurrent nightmares or disturbed sleeper patterns and fear of the dark.
- e) Regression to more infantile behavior like thumb-sucking or excessive crying.
- f) Poor peer relationship
- g) Eating disturbances
- h) Negative coping skills, such as substance abuse and / or self-harm.
- i) An increase in irritability or temper tantrums.
- j) Fear of a particular person or object.
- k) Aggression towards others.
- l) Poor school performance
- m) Knowing more about sexual behavior than is expected of a child of that age.
- n) Child may dislike being his / her own gender.
- o) Child may use inappropriate language continuously in his or her vocabulary or may use socially

How to respond if the child discloses abuse:

- a) Believe him or her. The most important thing is to believe the child. Children rarely lie about abuse; what is more common is a child denying that abuse happened when it did. Tell the child you believe him / her.
- b) Don't be emotionally overwhelmed and try to remain composed while talking to the child.
- c) Do not interrogate the child. It can be traumatic for the child to repeat his / her story numerous times.
- d) Reassure the child that the abuse is not their fault. The child's greatest fear is that he or she is responsible for the abuse. Be sure to make it clear that what happened is not a result of anything he / she did not do. This is particularly important when the accused person is a member of the child's family, and the child feels guilty at having put that person to trouble. Reassure them that prompt and adequate steps will be taken to stop the abuse.
- e) Do not make promises you can't keep. Do not make promises such as the child will never have to see the abuser again, that nothing will change, or other such promises.
- f) Believing and supporting the child are two of the best actions to start the healing process. Appropriate and helpful responses to disclosures are as follows:
 - 1) "I am glad you told me, thank you for trusting me"
 - 2) "You are very brave and did the right thing."
 - 3) "It wasn't your fault."
- g) Assure the child of confidentiality

Protecting the child from further harm:

Here are some ways to help protect the child from further abuse and minimize the emotional trauma the child may experience: -

- i. Prevent contact between the child and the offender until an investigation has taken place. Explain to the child that he / she should tell them immediately if the offender attempts to touch or bother them again in any way.
- ii. Do not talk to the offender in front of the child.
- iii. Continue to believe the child and do not blame him / her for what happened. Give the child support and reassurance that he / she is okay and safe.
- iv. Respond to concerns or feelings the child expresses about sexual abuse calmly. Listen to the child but do not ask a lot of questions.
- v. Respect the child's privacy by not telling a lot of people, and make sure that other people

who know, don't bring the subject up to the child.

- vi. Try to follow the regular routine around the Vidyalaya; maintain the usual bedtimes, chores and rules.
- vii. Make sure that all children are given enough information on personal safety so as to be able to protect themselves from the offender without discussing the details of the incident, and
- viii. Talk about their feelings with someone they trust – a friend, relative, or a teacher

Ref:

- 1. Government of India Ministry of Women and Child Development Notification New Delhi New Delhi, the 14th November, 2012**
- 2. Juvenile Justice Act, 2015; and Child Labor (Prohibition and Regulation) Act, 1986,**
- 3. Child Labor (Prohibition and Regulation) Amendment Act, 2016**
- 4. Protection of Children against Sexual Offences (POCSO) Act, 2012.**

ANNEXURE-

SCHOOL _____

DAILY MORNING REPORT DIARY(BY HOUSEMASTER/MISTRESS)

DATE _____

Sl.No.	Name of House	Strength	No. of Students Present	No. of Students on Leave	No. of Students on duty	Name of Sick students	Name of Absent (Missing) Student	Brief about welfare of the students of the House	Signature of House Master/Mistress

Signature of MOD

Signature of Staff Nurse

Signature of Vice-Principal

Signature of Principal

Note: This diary should be available with Staff Attendance Register in Principal chamber. The House Masters will report the status of students of this house before morning Assembly. Staff Nurse will record the name of sick students & will follow up for medical care.

ANNEXURE - MONTHLY BAAL-VRUND MEETING WITH PRINCIPAL IN THE PRESENCE OF BAAL-VRUND LEADER

For the month of _____ Date of the meeting: ____ / ____ / ____

Sr. No	Name of the Baal-Vrund	Name of the Baal-Vrund Leader present	Name of the Baal-Vrund captain present	Problems of students & Baal-Vrund as discussed	Action taken in brief	Remarks (if any)

Sign of Vice Principal

Sign of Principal

**ANNEXURE - MONTHLY CLASS LEADER MEETING WITH PRINCIPAL IN THE PRESENCE OF CLASS
TEACHERS**

For the month of _____ Date of the meeting: ____ / ____ / ____

Sr.No	Class	Name of the Class Teacher present	Name of the Class Leader present	Problems of students & class as discussed	Action taken in brief	Remarks (if any)

Sign of Vice Principal

Sign of Principal