

Synod Foundation High School Lefunga, West Tripura



Teacher's Diary, 2014-15

Name of Teacher: _____.

Designation: _____.

TEACHERS BIO-DATA

Full name:	Designation:.....
Mother's Name:.....	Father's Name :.....
Date of Birth	Qualification
Date of joining:	
Basic pay :	Scale of pay :
Permanent Address :	Phone No.
Residential address :	
Email Id.:	EPF.Account No. :

COURSES/TRAINING PROGRAMME ATTENDED

Sl.No	Nature of Course Inservice/Orientation/Training	Venue	From	To	Duration

TRANSFER DETAILS

S.No.	Name of KV	From	To	Reason for Transfer

CODE OF CONDUCT FOR TEACHERS
(As per educational code)

TEACHER'S TIME TABLE

Days	1	2		3	4		5	7
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

Summary

Class								
Subject								
No. of Period								

TEACHER'S TIME TABLE

Days								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

Summary

Class								
Subject								
No. of Period								

CLASS TIME TABLE

Days	1	2		3	4		5	7
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

Summary

Class								
Subject								
No. of Period								

CLASS TIME TABLE

Days	1	2		3	4		5	7
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

Summary

Class								
Subject								
No. of Period								

Name of Text Books / Reference Books

Class	Subject	Text Books	Reference Books

SPLIT UP OF SYLLABUS

Sl.no	Name of the Chapters	Months	Periods

SPLIT UP OF SYLLABUS

Sl.no	Name of the Chapters	Months	Periods

SPLIT UP OF SYLLABUS

Sl.no	Name of the Chapters	Months	Periods

SPLIT UP OF SYLLABUS

Sl.no	Name of the Chapters	Months	Periods

SPLIT UP OF SYLLABUS

Sl.no	Name of the Chapters	Months	Periods

SPLIT UP OF SYLLABUS

Sl.no	Name of the Chapters	Months	Periods

LIST OF PROJECTS PLANNED – CLASS WISE (Including ones given in the text book)

Class	Subject	Name of Project Work	Objectives in terms of learning Outcomes	Date	Evaluation Criteria	Remarks

LIST OF PROJECTS PLANNED – CLASS WISE (Including ones given in the text Book)

Class	Subject	Name of Project Work	Objectives in terms of learning Outcomes	Date	Evaluation Criteria	Remarks

LIST OF PROJECTS PLANNED – CLASS WISE (Including ones given in the text Book)

Class	Subject	Name of Project Work	Objectives in terms of learning Outcomes	Date	Evaluation Criteria	Remarks

**LIST OF AUDIO VISUAL COMPUTER AIDED LESSON PLANS PREPARED/
USED BY THE TEACHER**

DATE	CLASS	STUDENT	PERIOD	TYPE OF AID USED

**LIST OF AUDIO VISUAL COMPUTER AIDED LESSON PLANS PREPARED/
USED BY THE TEACHER**

DATE	CLASS	STUDENT	PERIOD	TYPE OF AID USED

TEACHERS OBSERVATION NOTES ON STUDENTS

CLASS	SUBJECT	NAME OF STUDENT	OBSERVATION

TEACHERS OBSERVATION NOTES ON STUDENTS

CLASS	SUBJECT	NAME OF STUDENT	OBSERVATION

RECOMMENDATIONS OF SUBJECT COMMITTEE MEETINGS

(Especially those relevant to his/her class)

Class	Subject	Name of Project Work	Objectives in terms of learning Outcomes	Date	Evaluation Criteria	Remarks

RECOMMENDATIONS OF SUBJECT COMMITTEE MEETINGS

(Especially those relevant to his/her class)

Class	Subject	Name of Project Work	Objectives in terms of learning Outcomes	Date	Evaluation Criteria	Remarks

LIST OF PROJECTS PLANNED – CLASS WISE (Including ones given in the text book)

Class	Subject	Name of Project Work	Objectives in terms of learning Outcomes	Date	Evaluation Criteria	Remarks

LIST OF PROJECTS PLANNED – CLASS WISE (Including ones given in the text book)

Class	Subject	Name of Project Work	Objectives in terms of learning Outcomes	Date	Evaluation Criteria	Remarks

LIST OF STUDENTS REQUIRING REMIAL HELP AND STEPS TAKEN FOR THEIR IMPROVEMENT

Name	Class	Subject	Measures Taken	Remark

LIST OF STUDENTS REQUIRING REMIAL HELP AND STEPS TAKEN FOR THEIR IMPROVEMENT

Name	Class	Subject	Measures Taken	Remark

GRADING SCALE

Assessment of Scholastic attainments part 1 will be reported w2ill be reported twice in a year in one academic session. The nine-point grading scale for measuring Scholastic achievements is given below:

Grade	Mark Range	Grade Point
A1	91-100	10.0
A2	81-90	9.0
B1	71-80	8.0
B2	61-70	7.0
C1	51-40	6.0
C2	41-50	5.0
D	33-40	4.0
E1	21-32	3.0
E2	00-20	2.0

Minimum qualifying grade in all the subjects under Scholastic Domain is D.

Note: All assessment with regard to the academic status of the students shall be done in marks and the assessment will be given in grades. Co-scholastic attainments 2 (A,B,C, & D) and 3 (A,B) will be done on 5-point scale as shown in the table below:

Grade	Grade Point
A	4.1-5.0
B	3.1-4.0
C	2.1-3.0
D	1.1-2.0
E	0-1.0

Minimum qualifying grade in Co-Scholastic Domain is D.

Note: As per the directives of RTE, no child will be detained till class VIII.

GRADING SYSTEM (A FIVE-POINT SCALE)

Mark Range	Grade	Grade
90-100	A + Outstanding	5
75-89	A Excellent	4
56-74	B Very Good	3
35-55	C Good	2
00-34	D Scope for improvement	1

FORMATIVE ASSESSMENT IN THE FOLLOWING SUGGESTED AREAS:

a) Home assignments / Class assignments

Due weightage to be given to:

- Regularity
- Neatness
- Presentation
- Correctness

b) Class response may include

- Oral questioning
- Quiz
- Worksheets

Sl.no	Assessment Method	Areas of Assessment
1	Oral Questions Oral Questions to assess the understanding of the topic.	Listening Skills Clarity of expression Clarity of concepts Communications Skills
2	Quiz The class is divided into groups and questions pertaining to the topic are asked to assess the students of a group	Thinking Skills Alertness Time management Application of Knowledge Reasoning Skills Art of Quizzing
3	Worksheets to assess the students in the class	Comprehension Regularity Application of Knowledge Attentiveness

c) Seminar

A topic may be divided among eight to ten students, who in turn, need to research/ study and “present” it to all students.

Areas of Assessment

- Ability to research on the topic
- Acquisition of concept knowledge
- Public Speaking
- Verbal Expression
- ICT Skills
- Leadership quality

d) Symposium

Students can be asked to “present” papers on the topic of their choice.

Areas of Assessment

- Depth of the content
- Presentation of the content
- Use of Audio – visual aids
- Expression

e) Group Discussion

A group of ten Students can be given a topic to discuss

- Students to choose their group leader, a moderator and a recorder
- Their roles to be clarified
- The topic to be thrown open for discussion.

Group Leader to ensure all students participate in the group discussion

Moderator to ensure that there is no cross talk and no two students speak together and all listen.

Record the observation made by all students in the group including his/her own

Area of Assessment

- Courage to put forth views
- Team work
- Respect to peer
- Knowledge of control
- Appropriate body language
- Communication skills
- Listening skills

f) Group Activity

1. Projects

The students may be asked to do the investigatory experimental projects

- Investigatory Projects include
- Collection of data
- Analysis & Interpretation of data
- Observation
- Conclusion and Inference

Areas of Assessment

- Inquisitiveness
- Observations skills
- Thinking skills (logical rationale)
- Analytical
- Application of Knowledge
- Comprehension & understanding (vive-voice)
- Computing skills
- Drawing conclusion
- Experimental Projects Include.
- Identifying problem
- Making hypothesis
- Towing
- Observation
- Analysis & Interpretation
- Conclusion & Inference

vi) Interpersonal Relationships(5 Descriptors)

Sl.No	Descriptors	Score out of 5
1.	Is able to intersect effectively with peers and teachers	
2.	Is very cheerful and friendly	
3.	Exhibits fine equities and other social skills	
4.	Find it natural and easy to share and discuss the feelings with others	
5.	Responsive to other interests and concerns	
Total		
Average Grade		

vii) Effective Communication (5 Descriptors)

Sl.No.	Descriptors	Score out of 5
1.	Contributes frequently to group conversation	
2.	Knows the difference between assertive, regressive and submissive manners of communication.	
3.	It able to make use of speech action and expression while communicating.	
4.	Exihibits good listening skills.	
5.	Uses gestures, facial expressions and voice information to emphasize points.	
Total		
Average Grade		

viii) Empathy (5 Descriptors)

Sl.No.	Descriptors	Score out of 5
1.	Demonstrates ability to respect others	
2.	I concerned about the problems in the society/community	
3.	Is able to reach out to the friends who are in need of extra help	
4.	Is interact with diversity	
5.	Is sensitive towards the environment	

ix) Managing Emotions (5 Descriptors)

Sl.No.	Descriptors	Score out of 5
1.	Is able to identify his/her emotions	
2.	Manages his/her emotions	
3.	Shares his/her feelings with peer group, teachers and parents	
4.	Can express his/her feelings in a healthy manner	
5.	Remains cool and calm under adverse conditions	
Total		
Average Grade		

x) Dealing with Stress (5 Descriptors)

Sl.No.	Descriptors	Score out of 5
1.	Is able to identify the different success related situations	
2.	Copes with stress in an effective manner.	
3.	Is optimistic in handling different stress inducing situations	
4.	Able to react positively under critical, situations.	
5.	Remains composed and collected in stressful situations	
Total		
Average Grade		

2. (B) WORK EDUCATION (10 DESCRIPTORS)

Sl.No.	Descriptors	Score out of 5
1.	Has a collaborative approach inwards the process of learning	
2.	Is innovative in ideas	
3.	Plans and adheres to timelines.	
4.	Is involved and motivated	
5.	Demonstrates a positive attitude	
6.	Is helpful, guide and facilitates others	
7.	Demonstrates an understanding of population with real life situations	
8.	Has a step-by-step approach to solving problem	
9.	Has clear understanding of output to be generated	
10.	Is able to apply the theoretical knowledge into practical range.	
Total		
Average Grade		

2. (C) VISUAL AND PERFORMING ARTS (10 DESCRIPTORS EACH)

(I) VISUAL ARTS

Sl.No.	Descriptors	Score out of 5
1.	Takes an Invocative and creative approach	
2.	Shows aesthetic sensibilities	
3.	Displays observations skills	
4.	Demonstrates interpretation and originality	
5.	Conflates with rest life	
6.	Shows willingness to experiment with different art modes and mediums	
7.	Sketches of paints	
8.	Generates computers animation	
9.	Demonstrates proportion in size and clarity	
10.	Understands the importance of colour, balance and brightness	
Total		
Average Grade		

(II) Performing Arts

Sl.No.	Descriptors	Score out of 5
1.	Signs and plays instrumental music	
2.	Dances and acts in drama.	
3.	Awareness and appreciation of works of artists	
4.	Demonstrates appreciation skills.	
5.	Participates activity in aesthetic activities at various levels	
6.	Takes initiative to plan, create and direct various creative events	
7.	Reads and shows a degree of awareness of particular domain of art	
8.	Experiments with art forms	
9.	Shows a high degree of imagination and innovation	
10.	Display artistic temperament in all of his/her actions in school and outside	
Total		
Average Grade		

(D) ATTITUDE

(I) Attitudes towards Teachers (10 Descriptors)

Sl.No.	Descriptors	Score out of 5
1.	Shows decency and courtesy to teachers inside and outside the class	
2.	Demonstrates positive attitude towards learning	
3.	Takes suggestions and criticisms in the right spirit	
4.	Respects teachers instructions	
5.	Accepts norms and rules of the school	
6.	Communicates his/her thoughts with teachers	
7.	Confides his/her problem with teachers	
8.	Shows honesty and sincerely towards teachers	
9.	Feels free to ask questions	
10.	Helpful to teachers	
Total		
Average Grade		

(II) Attitude towards School-mates (10 Descriptors)

Sl.No.	Descriptors	Score out of 5
1.	Is friendly with most of the classmates	
2.	Expresses ideas and opinions freely in a group	
3.	Is receptive to ideas and opinion of others	
4.	Treats classmates as equals (without any sense of superiority or inferiority)	
5.	Sensitive and supportive towards peers and differently abled schoolmates	
6.	Treats peers from different social religions and economic background without any discrimination	
7.	Respects opposite genders and is comfortable in their company	
8.	Does not bully others	
9.	Deals with aggressive behavior (bullying) by peers usefully	
10.	Shares credit and praise with team members and peers	
Total		
Average Grade		

(III) Attitude towards School Programmes and Environment (10 Descriptors)

Sl.No.	Descriptors	Score out of 5
1.	Attaches a lot of importance to school activities and programmes	
2.	Participates in school activities relating to improvement of environment	
3.	Enthusiastically participates in school programmes	
4.	Shoulders responsibility happily	
5.	Confronts anyone who criticizes school and school programmes	
6.	Insists on parents no participates/witness school programmes	
7.	Participates in community activities relating to environments	
8.	Takes care of school property	
9.	Sensitive and concerned about environmental degradation	
10.	Takes initiative in planning activities for the betterment of the environment	
Total		
Average Grade		

(IV) Value Systems (40 Descriptors)

- (i) To abide the constitution and respect its ideals and institutions, the National Flag and National Anthem (4 Descriptors)

Sl.No.	Descriptors	Score out of 5
a)	Is aware of the Directive Principle and Fundamentals Rights enshrined in the Constitution.	
b)	Sings National Anthem and Patriotic with decorum	
c)	Attends hoisting of National Flag with respect and decorum	
d)	Understands the meaning of tri colour and the Ashok Chakra	

- (ii) To cherish and follow the noble ideals which inspired freedom struggle (4 descriptors)

Sl.No.	Descriptors	Score out of 5
a)	Take interest the Nationals Freedom Struggle	
b)	Display in being an Indian citizen	
c)	Participates in celebration of Republic Day and Independence Day with enthusiasm	
d)	Reads bio-caroches of freedom atheist.	

(iii) To uphold and protect the sovereignty, unity and integrity of India (4 Descriptors)

Sl.No.	Descriptors	Score out of 5
a)	Stays alert and makes voice against divisive forces	
b)	Respects armed forces and paramilitary force	
c)	Respects Indian Diversity	
d)	Maintains peace and love	

(iv) To defend the country and render national service when called upon to do (4 Descriptors)

Sl.No.	Descriptors	Score out of 5
a)	Shows a proactive and responsible behavior during crises.	
b)	Helpful towards disadvantaged section of the sociality	
c)	Render social work enthusiastically	
d)	Actively participates in community development programmes of the school	

(v) To promote harmony and spirit of unity and brotherhood amongst all of the Indian transcending religious, linguistic and regional or sectional diverse to move the practices derogatory to the dignity of women (4 Descriptors)

Sl.No.	Descriptors	Score out of 5
a)	Respects opposite gender	
b)	Respects teachers from different religious and linguistic communities	
c)	Takes up issues in case of indignity to women	
d)	Kind and helpful towards classmates and people of community	

(vi) To value and preserve the rich heritage of our culture (4 Descriptors)

Sl.No.	Descriptors	Score out of 5
a)	Reads and discusses about the Indian culture and heritage	
b)	Appreciates diversity of culture, social practices and more	
c)	Treasures the belongings of the school, community and the country with a sense of pride.	

(vii) To protect and improve natural environment (4 Description)

Sl.No.	Descriptors	Score out of 5
a)	Shows compassion for living creatures	
b)	Takes active interest in maintaining horn, fauna, plants and gardens	
c)	Takes care to clean classroom, school and neighbourhood	
d)		

(viii) To develop scientific temper and the spirit of enquiry (4 Descriptors)

Sl.No.	Descriptors	Score out of 5
a)	Experiments to find new solution	
b)	Analysis and critically evaluates evens on fine basis of data and information	
c)	Questions and verifies knowledge	
d)	Explains process and produces logically	

(ix) To safeguard public property and to abjure violence (4 Descriptors)

Sl.No.	Descriptors	Score out of 5
a)	Takes care of school furniture and property	
b)	Resists defecting and decimation of public property	
c)	Does not fight and harm others	
d)	Does not alliterate to groups and communities who believe and promote violence	
Total Score		

(x) To strive towards excellence in all spheres of individual and collective activity which leads to brighter level of performance (4 Descriptors)

Sl.No.	Descriptors	Score out of 5
a)	Makes an effort to improve academic performance in school	
b)	Makes special efforts to improve an Co-Scholastic areas	
c)	Solves to identity potential and actualize with effort	
d)	A spires and solves for excellence in education and life.	
Total Score		

3. (A) CO-CURRICULAR ACTIVITIES**(i) Literary and Creative Skills (10 Descriptors)**

Sl.No.	Descriptors	Score out of 10
1.	Composes poems or lyrics	
2.	Writes short stories	
3.	Writes literary criticism	
4.	Participates actively in literary and creative activities at school, inter school state, national and international levels.	
5.	Plans and organizes literary events like debates, recitation, book clubs etc.	
6.	Reads books and shows a high degree of awareness in the field of literature.	
7.	Appreciates well written or spoken pieces representing various genres (prose, poetry, plays)	
8.	Express ideas and opinions creatively in different forms.	
9.	Displays originality of ideas and opinions.	
10.	Is able to inspire, motivate and involve a large part of the school and community in different events.	
Total		
Average Grade		

(ii) Scientific Skills (10 Descriptors)

Sl.No.	Descriptors	Score out of 10
1.	Verify existing knowledge before accepting	
2.	Does not get carried away by rumors and media reports	
3.	Tries to find new and more effective solutions to problems	
4.	Conducts experiments with efficiency and effectiveness	
5.	Takes keen interest in scientific activities in laboratory and field based experiment at school, inter school, state national and international level.	
6.	Takes the initiative to plan, organize and evaluate various science related events like quizzes, seminars, model making etc.	
7.	Shows a high degree of curiosity and reads science-related literature	
8.	Is keenly observant and is able to take decisions	
9.	Displays good experimental skills and practical knowledge of everyday phenomena	
10.	Making use of technology in making projects and models	
Total		
Average Grade		

(iii) Information and Communication Technology (ICT) (10 Descriptors)

Sl.No.	Descriptors	Score out of 10
1.	Is efficient in handling IT equipment's and gadgets	
2.	Has a step by step approach to solving a problems	
3.	Is able to apply theoretical knowledge into practical usage	
4.	Pints and adheres to activity and project time lines	
5.	Takes initiative in organizing and participating in technology related events e.g. IT fairs, compositions etc.	
6.	Takes keen interest I computer related activities	
7.	Is helpful, guides and facilitates others	
8.	Is a keen observer and is able to make decision	
9.	Is innovative in ideas	
10.	Adheres to ethical names of using technology	
Total		
Average Grade		

(iv) Organizational and Leadership Skills (10 Descriptors)

It needs to record the Club in which the students is participating

Sl.No.	Descriptors	Score out of 10
1.	Helps and organizes events in that capacity	
2.	Demonstrates ability to work in teams	
3.	Can organize work groups in short time	
4.	Actively participates in School Clubs, e.g. Science, Eco-Clubs, Health and Wellness Clubs and others clubs.	
5.	Represents class, school, inter-school and at various other levels	
6.	Takes initiative to plan and manage different kinds of events like festivals, environments weeks. Fund raisers, Seminars, quizzes, annoying assembly etc.	
7.	Exhibits collaboration and co-ordination skills what executing the tasks.	
8.	Display originality of ideas and the ability to see them through	
9.	Delivers assigned jobs with responsibility	
10.	Is a keen observer and is able to take decisions	
Total		
Average Grade		

3 (B) HEALTHS AND PHYSICA EDUCATION

(i) Health and Physical Education (HPE) Related Behaviors (10 Descriptors)

Sl.No.	Descriptors	Score out of 10
1.	Demonstrates Physical fitness and agility	
2.	Displays courage and determination	
3.	Demonstrates flexibility of the body	
4.	Demonstrates sportsmanship	
5.	Follows rules of the games	
6.	Has undergone training and coaching in the chosen sport and games items.	
7.	Makes strategic decisions within the games	
8.	Organizer and provides leadership in this area	
9.	Takes initiative and Interest in Physical Education and Wellness.	
Total		
Average Grade		

(ii) Participation and performance: Instead of rating, the following information should be entered into student portfolio as descriptive statements. A teacher needs to choose any two of the following activities.

Participation/Achievement Record

Sl.No.	Activities	Activity done	Inter-class	Inter school	Inter district	Inter-State and Beyond
1.	Sports/Indigenous sports (mentions item/s)					
2.	NCC					
3.	NSS					
4.	Scouting and Guiding					
5.	Swimming					
6.	Gymnastics					
7.	Yoga					
8.	First Aid					
9.	Gardening					
10.	Shramdaan					

Annual Assessment: To reinforce day-to-day observation and quarterly behavior rating, standardized tests and inventories needs to be administered either half-yearly or annually depending upon the attribute under assessment.

Sample Sheet to calculate grade in Co-Scholastic Areas								
S. No.	Areas (a)	No. of Behavior Descriptors (b)	Max Score per Descriptor (c)	Max Score (b)	Example			Remarks if any (h)
					Obtained Total Score (e)	Average Grade Point (f)	Grade (g)	
2(A) Life Skills (Grade Point=Total Score divided by 5)								
1	Self	5	5	25	15	3.0	C	
2	Problem	5	5	25	06	1.2	D	
3	Decision	5	5	25	08	1.6	D	
4	Critical	5	5	25	16	3.2	B	
5	Creative	5	5	25	11	2.2	C	
6	Interpersonal	5	5	25	20	4.0	B	
7	Effective	5	5	25	17	3.4	B	
8	Empathy	5	5	25	13	2.6	C	
9	Managing	5	5	25	16	3.2	B	
10	Dealing with stress	5	5	25	11	2.2	C	
2 (B) Work Education/2 (C) Visual and performing Arts/2(D) Attitudes (Grade Point = Total Score ÷ 10)								
11	Work Education	10	5	50	45	4.5	A	
12	Visual and	10	5	50	39	3.8	B	
13	Attitude	10	5	50	36	3.6	B	
14	Attitude Towards	10	5	50	12	1.2	D	
15	Attitude Towards School	10	5	50	10	1.0	E	
2 (D) Value System (Grade Point = Total Score ÷ 10 × 4)								
16	Values	10×4 Description	5	200	168	4.2	A	
3 (A) Co-scholastic Activities (any two) (Grade Point = Total score ÷10)								
17	Activity 1	10	5	50	24	2.4	C	
18	Activity 2	10	5	50	30	3.0	C	
3 (B) Health and Physical Education (any two) (HPE 2: Grade Point = Total Score divided by to)								
19	PHE 1 (Please)	10	5	50	30	3.0	C	
20	PHE 2 (Please)	10	5	50	24	2.4	C	

GRADE LIST OF 1ST TERM

SUBJECT.....

CLASS.....

Sl. No	Name	Formative Assessment I & II								SAI (60)	SAI (30)	Total FA1+FA2 +SA1	GP	GR
		FA1	FA1 (GP)	A1	A2	A3	A4	FA2 Total	FA2 (GP)					

GRADE LIST OF 1ST TERM

SUBJECT.....

CLASS.....

Sl. No	Name	Formative Assessment I & II								SAI (60)	SAI (30)	Total FA1+FA2 +SA1	GP	GR
		FA1	FA1 (GP)	A1	A2	A3	A4	FA2 Total	FA2 (GP)					

GRADE LIST OF 1ST TERM

SUBJECT.....

CLASS.....

Sl. No	Name	Formative Assessment I & II								SAI (60)	SAI (30)	Total FA1+FA2 +SA1	GP	GR
		FA1	FA1 (GP)	A1	A2	A3	A4	FA2 Total	FA2 (GP)					

GRADE LIST OF 2ND TERM

SUBJECT.....

CLASS.....

Sl. No	Name	Formative Assessment III & IV								SAI (60)	SAI (30)	Total FA1+FA2 +SA1	GP	GR
		FA3	FA3 (GP)	A1	A2	A3	A4	FA4 Total	FA4 (GP)					

GRADE LIST OF 2ND TERM

SUBJECT.....

CLASS.....

Sl. No	Name	Formative Assessment III & IV								SAI (60)	SAI (30)	Total FA1+FA2 +SA1	GP	GR
		FA3	FA3 (GP)	A1	A2	A3	A4	FA4 Total	FA4 (GP)					

GRADE LIST OF 2ND TERM

SUBJECT.....

CLASS.....

Sl. No	Name	Formative Assessment III & IV								SAI (60)	SAI (30)	Total FA1+FA2 +SA1	GP	GR
		FA3	FA3 (GP)	A1	A2	A3	A4	FA4 Total	FA4 (GP)					

Date of Commencement.....
Expected date of Completion.....
Actual Date of Completion.....

Home Assignments	HOT and MLL questions prepared	Co-relation with other subjects

PRINCIPAL.....

LESSON PLAN FOR THE MONTH OF.....

Date..... **TOPIC/LESSON.....**

Class.....

Subject..... **No. of Periods Required.....**

Gist of Unit / Sub Unit	Activities (Individual or Group)/Demonstration/E-Class

SIGN. OF TEACHER.....

Date of Commencement.....
Expected date of Completion.....
Actual Date of Completion.....

Home Assignments	HOT and MLL questions prepared	Co-relation with other subjects

PRINCIPAL.....

LESSON PLAN FOR THE MONTH OF.....

Date.....

TOPIC/LESSON.....

Class.....

Subject.....

No. of Periods Required.....

Gist of Unit / Sub Unit	Activities (Individual or Group)/Demonstration/E-Class

SIGN. OF TEACHER.....

Date of Commencement.....
Expected date of Completion.....
Actual Date of Completion.....

Home Assignments	HOT and MLL questions prepared	Co-relation with other subjects

PRINCIPAL.....

STUDENTS PROFILE

S.No.	Name of the Student	Father's/ Mother's Name	Contact No.	Remarks

STUDENTS PROFILE

S.No.	Name of the Student	Father's/ Mother's Name	Contact No.	Remarks

LESSON WISE ACTIVITY PLAN (SECONDARY)

Class/Section _____

Subject _____

Date of Commencement _____ Expected Date of Completion _____

Competency wise Expected Learning Outcome	Activities	Group

Recapitulation Strategy _____

Correlation with other subjects _____

Value _____

Evaluation and Feedback _____

Signature of teacher with date

NOTE: Primary Teachers need to write Lesson wise Activity Plan in place of teacher's Diary.

LESSON WISE ACTIVITY PLAN (SECONDARY)

Lesson _____ No. of periods required _____

Actual Date of Completion _____

Role Definition		Resource/Aids	Remarks (Date of Completion of Each Activity)
Teacher	Students		

Signature of HM/Vice Principal/Principal