



DIRECTORATE OF SCHOOL EDUCATION, KASHMIR

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ACADEMIC PLANNER (2017-18) FOR SCHOOLS OF KASHMIR DIVISION

School as an institution provides new opportunities for all learners to learn about themselves, others, and society, to access their inheritance and engage with it. The formal processes of learning that school makes possible can open up new possibilities of understanding and relating to the world. It shapes an individual into a balanced being, free from biases and prejudices, tolerant, responsible and fruitful citizen of the nation. The school must be a disciplined place where a student can be groomed to make the disciplined society. Following are some objectives the school should bank upon to create an egalitarian society

- Love for humanity
- Equality, inclusiveness, respect for all
- Freedom from prejudice
- Living in harmony and peace
- Empathy – to put ourselves in another’s shoes
- Culture of dialogue where each one speaks and respectfully listens
- Valuing of each one’s culture and past
- Sense of belongingness
- Honesty, Integrity
- To express what is in their hearts honestly and confidently
- Appreciation of beauty, and nature
- Caring for natural environment

- Analytic approach to things around us
- Independent thinking, reflection, asking questions
- To experiment and do for themselves
- Commitment to working for the good of all
- Patience, Good manners
- Physical development and health
- Child should be free to dream

In order to teach children these kinds of values and skills, we need a different kind of school than the present schools. We dream of a school that will truly be a Children's Centre, carefully designed to suit the needs and interests of children, in order to nurture them and make them happy. Rather than forcing children to fit into the pre-existing system, we need to design the system to fit to children. The following calendar of activities is spelled out to achieve the desired goals.

Suggestive measures for streamlining admission process in Higher Secondary Schools:

A centralised process of admissions must be practised in which an admission pool is created amongst a cluster of Higher Secondary Schools preferably providing all the subject combinations permitted by JKBOSE within the cluster. Admissions should be announced at cluster level mentioning the Name of the Higher Secondary Schools in the cluster along with the subject combination and seats available in each school. The students who apply should be distributed among the various institutions of the cluster as per the intake capacity and subject combination available in the institution keeping in view their preference, their merit and residential address of the students.

The students should mention at least three subject combinations and also record their institution-wise preferences. The admission forms should be taken at all institutions of the cluster and a proper database in excel format must be maintained. A cluster admission committee comprising of all Principals of the cluster shall scrutinize the forms and finalize the institution wise admission allotment. In case, number of students who applied for particular cluster exceeds the intake capacity of the cluster, surplus students should be adjusted in the adjacent feasible cluster/s. Moreover, net surplus, if any, should be evenly/feasibly distributed among all institutions of the district as per their intake capacity.

New subjects, if need to be introduced, should be considered on the basis of the need at cluster level and not on school basis. If need arises, some already allotted subjects should be rationalised among the clusters.

Inter district admissions should be allowed only on the basis of residential proof and employment of the parents in the district.

Some Recommendations

- The schools that run Primary classes must have KG classes and the teachers should follow the teaching learning as per the '*Teacher's Manual for ECCE & Early Grades*' supplied to schools by DSEK.
- The Teaching Learning in elementary stage should follow the *constructivist approach* with the focus on learning related to the immediate environment. Activity Based Learning (ABL) to be prioritised at Primary Level. The "*Learning Outcomes*" document supplied to the schools from the Directorate of SSA needs to be integrated with the syllabus for all subjects while Teaching and Learning. The chapter-wise "Learning Outcomes" must be the sole objective of the Teaching-Learning as well as the assessment of the students.
- At Primary Level, 200 instructional days comprising of 800 effective school hours are mandatory as such Winter Break for Primary Schools may be of 3 months duration from 1st December to ending February. In addition to this 15 day summer break at the appropriate time may be given.
- At Upper Primary Level, 220 instructional days comprising of 1000 effective school hours are mandatory as such Winter Break for Upper Primary Schools may be of 2 months & 15 days duration from 15th December to 20th February. In addition to this 10 day summer break at the appropriate time may be given.
- At Higher Secondary Level from 21st February to 2nd November, we will get at the most 187 working days.
- The winter break for the Secondary & Higher Secondary should be at the most for two months with effect from 21st December to 20th February and the calendar must be consistent and fixed. In addition to this 10 day summer break at the appropriate time may be given.
- Academic session for all classes shall be divided into U1, U2, T1, U3 & T2 with the following break-up of syllabus & timeline. However, Unit Tests & Term 1st test for classes 10th & 12th should be of diagnostic nature only for improving the Teaching-Learning process during the session. The marks obtained in these tests shall not be counted for the final

result; however, appearing in these tests will be compulsory for all students. In case the any student misses the test due to unavoidable circumstances, the student must be given the chance to appear in the test/s.

S. No	Unit/ Term	Primary		Upper Primary		Secondary		Higher Secondary	
		Syllabus Coverage to be achieved (%age)	Timeline	Syllabus Coverage to be achieved (%age)	Timeline	Syllabus Coverage to be achieved (%age)	Timeline	Syllabus Coverage to be achieved (%age)	Timeline
1	<i>U1</i>	10%	25 th -30 th Nov.	15%	7 th -13 th Dec.	15%	13 th - 19 th Dec.	15%	30 th Mar-3 rd April.
2	<i>U2</i>	30%	16 th -21 st April	30%	6 th -12 th April	30%	6 th -12 th April	30%	7 th -11 th May
3	<i>T1</i>	50%	4 th -14 th June	50%	31 st May -7 th June	50%	31 st May -7 th June	50%	26 th -30 th June
4	<i>U3</i>	65%	16 th -21 st July	65%	16 th -23 rd July	65%	16 th -23 rd July	65%	1 st -6 th Aug
5	<i>T2</i>	100%	15 th -25 th Oct	100%	15 th -25 th Oct	100%	15 th -25 th Oct	100%	29 th Oct-2 nd Nov
JKBOSE Exam						15 th Oct onwards (10 th class)		15 th November onwards	

- Weightage of marks for classes 1st to 9th will be provided by SIE Kashmir and for class 11th by JKBOSE.
- Entire syllabus should be distributed as per the time line mentioned above in a tabulated manner by SIE Kashmir and the dates should be mentioned against the content/chapters along with the “Learning Outcomes” and “Pedagogical Processes” so that tracking of school syllabus could be easy. The practical /Project Work should also be distributed evenly Unit/Term-Wise in consonance with the above time line. The Practical /Project Work must be a mandatory exercise for the students of Secondary & Higher Secondary Schools and should be countersigned by the Head of the Institution after every Unit/Term Test.
- In case it seems that the syllabus transaction targets are missed as per the given timeline by any teacher/s, the extra morning and evening classes for the subject/s should be started at once.

- Since the sole purpose of teaching learning is to make a student understand and built his/her capacity besides giving skills, therefore the remediation must concurrently run with the classwork.
- In case of slow learners having huge learning gaps, separate Remedial Classes should be started at the beginning of the academic year during mornings or evenings.
- Every week, there should be some Co-Curricular activity in the second half of each Saturday like sports, debates, Quiz, Seminars etc., These activities should collate with the curriculum to make the core academics more attractive and joyful.
- Parent Teacher Association (PTA) meet must be conducted once in a month(3rd working day of month) to restore public faith in the system and to have a feedback.
- After every two months, there should be outing for the students to have subject related tours to the University Campus, Archaeological sites Industrial areas, historical places, Botanical gardens and Museums, Fish Farms, Wildlife Sanctuaries, Nature study, local places of interest etc., the dates& destinations for which should be notified by the school authorities at the beginning of the session for entire academic session. Further, in order to give exposure to the students, some special visits should be planned to Hospitals, Post Offices, Banks, other establishments and local artisans to capture their working. Also Girl students should be especially made to interact with ladydoctors, engineers, artisans, bankers and other officers for their inspiration.
- Eminent Community leaders, Litterateurs, famous persons, experienced local octogenarians/older citizens to be invited to schools for interactions with the children to collect the legacy from them and gain from their experiences of life. The experience shared by them must be recorded in the register to be specifically kept for the purpose under the name of “*Knowledge Register*”.
- In case of a shutdown/*Hartal*(Strike)/Unforeseen event/forced closure of the school, the next holiday should be deemed as the working day to avoid academic loss.
- Attendance of students should be seriously made obligatory to strengthen the school system; if possible, option of Bio-Metric Attendance for students of High & Higher Secondary Schools may be practised.

- Attendance of students for Practical Work in Higher Secondary Schools should be at least done through the Bio-Metric Attendance System with proper arrival and departure time. Marks for the attendance (in practical classes) should be awarded as per the actual attendance.
- *Emphasis on Moral Education:* Morning Assemblies to be tapped for imparting Moral Education by means of Stories on Moral Education, participation of Students in different activities reflecting Morals. Also Morals should be taught across curriculum i.e., teaching of Moral Education through Academic subjects and above all Teacher being a role model should reflect Morals so that students catch the reflection.

Suggestive Calendar of Activities

The calendar of activities is spelled out to achieve the desired goals; various activities could be undertaken as per the following suggestive schedule. The schools can add some more activities as per their local needs but calendar for the school for a particular academic year must be chalked out at the beginning of the academic session and should be displayed prominently in the school.

S.No	Date	Activity
01	First two days after Winter vacation	Celebrating Opening of Schools and preparations for the school activities & Sharing of winter Experience. Interaction with Students and Parents. Devising Activity Calendar for the Academic session.
02	March 8 th 2018	Celebration of International Women's Day by organising skits, Group discussions highlighting the role of women.

03	March 21 st 2018	Arbor Day (Nauroz)- Plantation Day ,plants like <i>Chinars, Deodars</i> to be planted in the premises of the school
04	March 22 nd 2018	World Water Day , Organising Awareness drives, Debates ,Painting Competitions on the theme of conservation of Water Resources
05	April 7 th ,2018	World Health Day , Health & Hygiene Camps to be organised in collaboration with NRHM & nearest Primary Health Centres, Community Awareness programmes, Street Theatre will be some of the suggestive activities.
06	May 8 th ,2018	Celebration of Red Cross Day to inculcate the habit of Social Service among students, Awareness regarding First-Aid in the Morning Assembly.
07	May 31 st 2018	World Anti-Tobacco Day- students to be engaged in Anti-Tobacco Awareness Campaign
08	June 5 th 2018	Celebration of World Environment Day , Seminars, debates in collaboration With Department of Environment. Painting competitions, poster writing competitions, Rallies etc will be some of the suggestive activities.
09	June 26 th 2018	Anti-Drug Abuse Day- Debates & Seminars, a visit to Drug De-addiction Centre are some suggestive activities.
10	August 21 st 2018	Peace & Non-Violence Day- Debates & Seminars, Group Discussions

11	August 29 th 2018	National Sports Day- Awareness about sports & Games
12	5 th September 2018	Teacher's Day- Essay Writing on Teachers
13	7 th September 2018	Kashmir against Flood Day- Commemorating Floods and the courageous response of people. Group Discussions on causes & preventive measures for floods
14	2 nd -8 th October 2018	Wildlife Week- Awareness about importance of conservation of Wildlife, our local Fauna.
15	November 14 th 2018	Children's Day- celebrations to reiterate the importance of being a child.
16	After T2 Exam	Progress Day, Cultural and other Programmes displaying skills of students and Declaration of results in front of community and Parents.
17	01-11-2018	New Classification for Classes 1 st to 10 th .
18	3 rd December 2018	International Disability Day- celebrating this special day for the Specially abled classmate to inculcate feeling of empathy and togetherness.

Suggestive School Clubs:-

School Clubs will comprise of Students and Teachers and the aim of establishing these clubs will be to inculcate leadership qualities among students. All the students and the Teachers should opt for at least one club at the beginning of the academic session. After finalising the members, clubs should notify their calendar of activities for the year in the first fortnight of the academic session.

Schools should make their own Plan for different activities and give exact dates in the beginning of the session.

1. **Eco Club:** For Environmental Concerns like Environmental degradation, conservation of natural resources, biodiversity & its conservation, Herbal Gardens. Awareness campaigns, Wildlife
2. **Sports Club:** Promotion of sports especially non-conventional & indigenous sports like Javelin throw, Discus throw, High Jump, Long Jump, Race, Hopscotch (Vern: Sazlong), Santooli (vern; Kulgarm), GilliDanda.
3. **Adventure Club:** Promoting adventure sports Rafting, River Crossing, Mountaineering, Snow tubing, Tracking, Cycling, Road safety and Visits to Forests
4. **Science Club:** For Science Popularisation & allied activities, botanical tours, Tours to Wild Life Sanctuaries, National parks, Museums
5. **Culture, Art & Heritage Club:** For Preservation of Culture & Heritage and promotion of Art & Craft.
6. **Social Activity Club:** For promoting Social Activism among students.
7. **Counselling Clubs:** Career counselling for different career opportunities for students, legal counselling, Psychological Counselling etc., Counselling on **Drug de-addiction**.
8. **Health & Hygiene Club:** **School Hygiene** conducting Health Check-ups and related activities in collaboration with Department of Health, MDM.
9. **School Safety & Disaster Management Club:** Safe Learning, Care & Protection related laws, spelling out Standard Operating Procedures (SOPs), Safe School Environment (Infrastructural & Psychological), Prevention of Child Abuse, Transportation issues, Positive discipline, **Disaster Preparedness**,

Houses: As this practice is in vogue in most of the schools, every School shall comprise of 4 'houses' among which all the students and staff of the school would be equally divided. The names of the houses be designated on the basis of heritage, Sufi saints, Poets, Prominent Rivers, Flowers, Great Personalities etc., Students shall be nominated as House Captain, House Vice-Captain and would carry badges for the academic year. These houses shall rotate their work on

weekly basis. Points shall be added/deducted from the house tally on weekly basis according to the performance of the house in organising Morning assembly & School discipline. Felicitations of houses should be done.

ANNUAL Day:- Celebration of Annual Day by all schools particularly High and Higher Secondary Schools shall be mandatory, for which dates shall be notified in advance and shall be celebrated before annual examination.

School of the year:- At the end of every academic session one of the Elementary Schools shall be judged as the 'School of the Year' at Zonal, District & Divisional Level based on *School Performance Index (SPI)* which will be based on online Academic Monitoring of different subjects strictly according to the "Learning Outcomes" document of NCERT distributed to all elementary schools through State Project Directorate SSA J&K. The SPI will further include indicators on Implementation of ECCE, Student's attendance, Teacher attendance, effectiveness of Remedial Classes, minutes, decisions & their implementation in Parent Teacher Association (PTA) meetings and Knowledge Register maintenance.

The online monitoring and the punching of results will help us to generate school results (SPI) besides capturing of other indicators with respect to this Academic Planner and subsequently the schools will accordingly be graded into

- i) Green (Schools where learning levels are good).
- ii) Yellow (Schools where learning levels are average).
- iii) Red (Schools where learning levels below average).

Sd/-

Dr. G. N. Itoo (KAS)

Director School Education Kashmir.

No. DSEK/ innovation/

Dated: - /02/2018

Copy to:

1. Secretary to Govt. School Education Department, civil secretariat Jammu.
2. Joint Director Central/North/ South/Ladakh for information.
3. Principal State Institute of Education Kashmir for information and necessary action.
4. OSD to the Hon. Minister for Education for the information of the Hon. Minister.
5. Spl. Assistant to Hon. Minister of Education for the information of the Hon. Minister.
6. Chief Education OfficerAll for information and Compliance..
7. All members of the committee for information and necessary action.
8. Concerned for compliance.