

# **ANNUAL PEDAGOGICAL PLAN**

## **SESSION 2021-22**

### **Sanskriti Srijan Academy**

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- ❖ **Number of Grades, subjects Grade- wise and instructional modules subject wise.**
  
- ❖ **Pedagogical Solutions (i.e. curriculum being transacted to each grade for each subject/module and specific teaching learning techniques)**
  
- ❖ **Coordination with parents/community/Board**
  
- ❖ **Pupil's well – being (which includes health care in school, group and individual counseling, personal hygiene).**
  
- ❖ **School Improvement Plan**
  
- ❖ **Supporting activities (which includes co curricular activities, activities after school, transportation, etc)**
  
- ❖ **How to take care of diversity in class**

- ❖ **Annual themes/celebrations/events/ collaboration with other schools.**
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- ❖ **Special events to be organized in the year.**
  
- ❖ **Meetings to be held for implementation of plan.**

# Basic Information about the school

**Name of the school:** Sanskriti Srijan Academy  
An English Medium Coeducational School,  
Sandwa khurd ,Reewa Road  
Prayagraj  
Phone: 9415047800  
Email ID – [sanskritisrijanacademy@16gmail.com](mailto:sanskritisrijanacademy@16gmail.com)

Name of the Principal/ HOS: **Mrs. Sangeeta Singhal**

Contact No: **9807977898**

Type of School : **Middle School**

Boys/Girls/Co-Education : **Co – Education**

No. of Students: **265 (Total)**

No. of Divyang (with Special Needs) Students: **NA** , Facilities available: **NA**

Location Type : Urban/ Rural/ Hilly Area: **Rural**

Is the School a Minority School? **NO**

**Staff Details:**

The number of the teachers including Librarian, PET and Principal in position  
(Regular, Ad-hoc or Part -Time)

<b>Group</b>	<b>Regular</b>	<b>Ad Hoc</b>	<b>Part – time</b>	<b>Trained</b>	<b>Untrained</b>
Primary	7	0	0	7	0
Middle	5	0	0	5	0
Secondary	0	0	0	0	0
Senior Secondary	0	0	0	0	0
Supervisory Heads	0	0	0	0	0
Special Educators	0	0	0	0	0
PETs	1	0	0	1	0
Librarian	1	0	0	1	0
Music Teacher	0	1	0	1	0
Dance Teacher	0	1	0	1	0
Yoga Teacher	0	1	0	1	0
Counselor	0	0	1	1	0
Other if any					
<b>Total</b>	<b>14</b>	<b>3</b>	<b>1</b>	<b>18</b>	<b>0</b>

# Consultations and discussions held for preparing annual plan

Due to COVID – 19, the Principal along with 5 senior teachers met only in the month of June 2020 to discuss the Annual Plan.

I meeting: I week of June 2020

II meeting: III week of June 2020

III meeting: I week of July 2020 with subject co-ordinators.

A staff meeting was conducted for the entire faculty wherein the Principal put forth her expectations for the fresh academic year, distributed the work load and class teacher allotment along with Individual Time tables.

The following required submission was made by teachers within the stipulated time, for the scrutiny of the Principal.

1. Weekly Lesson plan
2. Yearly plan
3. Teaching aids
4. Models
5. Activity sheets of all subjects.
6. Yearly plan and weekly plan of co- scholastic subjects like value education, drawing, craft, music, general knowledge etc.

7. Notes set by teachers

8. Class Time table

# Goals to be achieved

## **Annual Goals:**

To achieve effective learning outcomes, managing time, imbibing Values, applying knowledge in a meaningful way and exposure to cultural differences.

## **Long Term Goals:**

1. To ignite pursuit of knowledge so that they are keen on learning more and develop self confidence for further advanced studies.
2. To enable them to meet future demands in rapidly changing global society.
3. To enable students of rural areas to be at par with the city based students, in terms of digital technology, spoken English etc as the school is located in a rural area.

# **CULTURE OF THE SCHOOL**

## **The school culture has a positive outlook.**

- We follow secularity without any bias in religion or language.
- Discipline is an integral, part of the school.
- Meaningful teacher parent interactions and recognizing the achievements of students.
- All the teaching and non- teaching faculty work together and strive towards a common goal.
- The Principal is a role model for teachers and teachers in turn are role models for students, thereby creating a conducive environment suitable for learning.
- Safety of students at every stage is taken care of.
- Proper exercises, yoga and games are given to ensure mental and physical health of students. Breathing techniques are observed during assembly to enhance concentration.
- The school has high academic expectations and has been able to maintain a good record every year.

## **Economic Resources:**

The school is self sufficient monetarily and has provided pure drinking water facility, Fire extinguishers on floors, LCD/projectors in classrooms, generator facility, 60 computers in a computer lab, separate full fledged physics, chemistry & biology labs, Math lab, computer lab. CC cameras installed at all important places and transportation facilities with 4 vans.

## **Academic Resources:**

The school has full furnished library with more than 1300 different books like journals, magazines, novels for students & teachers. All maps, charts and globe related to Social studies, lab equipments related to physics, chemistry & biology, smart classrooms, reference material for teachers, charts related to teaching , timely assessments, worksheets, question papers of previous years etc.

## **Coordination with parents & community**

### **Parent Teaches Meeting:**

The All parent teachers meeting is held in the beginning of the year wherein, a representative for each section is appointed and these representatives form a committee.

After every tests and exams answer papers are given home, for the parents to rectify the errors of students and to be compulsorily submitted up to class 8th every next day. Below average students' parents are called



to school to have a face to face meeting with teachers to check answer papers of their wards and an “Open House” for parents to meet their concerned teachers and discuss their child’s performance is held in a day or two. **A feedback book** is maintained during open house wherein teachers write remarks for each student and parents have to write their remarks and sign, which in turn is submitted to the principal.

The principal personally goes through every page of the feedback book and discusses the shortcomings or applauds teachers for the positive remarks in the meeting.

During open House of Mid Term Exam, the principal meets parents of below average students and discusses the reasons for low performance and gives solutions like special coaching, extra home work etc. for further improvement and seeks co- operation of parents for further improvement of the child.

### **Community:**

We join hands with our neighbouring schools by inviting them to involve students in Summer Camps and also invite in and around schools to witness our science exhibition and science quiz competition held every year on National Science Day.

Besides, the students visit in and around places to meet people, study their problems etc. for their Global school project and Design for change projects.

We maintain a good rapport with our Community.

Children are also taken for field trips to factories like carpenter, potter etc available in the area.

## **PUPILS WELL – BEING**

**School organizes medical inspections, general health & dental check up for all the students and maintains the record. We also organize talks by doctors on health and sanitation related topics, adolescence problems etc. Deworming**

tablets and DPT & TD immunizations are given in the school under the guidance of Primary Health Centre.

## School improvement Plan

### Monitoring & Evaluation:

The Principal makes a regular monitoring of teachers and evaluates their performance. The school has 4 monthly tests, a midterm exam and a final exam. The Principal personally goes through the performance sheets of students & writes her remarks in green ink for students & parents to note.

Answer papers are given home for a day to enable students to rectify their errors along with their parents.

### Rewards & Incentives

Teachers who bring about overall good performance in their classes both curricular & co-curricular will be rated outstanding in the appraisal sheet forwarded to the Management yearly for incentives.

Students performing well in academics are awarded medals & certificates on “**Awards Day**”, besides Management personally awarding the distinction students.

During assemblies, prizes won in various competitions are read out & the students are applauded on stage. Their certificates are displayed on notice boards.

### Administration

The principal is the administrator of the school. Managing with the help of support staff & teachers, she takes charge of maintaining all the physical activities of the school.

All day to day notices and plans are communicated to the faculty in “**Staff notice Register**” signed by each & every faculty.

**Academic:** The Principal takes charge of supervising all the faculty members either formally or informally. Various committees such as Science Club, Health & Wellness Club, Disaster Management, etc and the school cabinet assist the Principal in management. Parents are met by teachers and Principal, as & when required to discuss academic performances. Leaders are appointed, a boy and girl from classes 1 to 8, taught to maintain a checklist for checking of notes completion and sealing of school

diary by parents, the same is reported to the Principal. Reading, recitation, drawing, and handwriting are given utmost importance.

**Staff Meetings:** Regular staff meetings are held, shortcomings as per my observations of the Principal are discussed. Teachers are motivated and proceedings are recorded in the “**Staff meeting Register**”.

**Guidance and Counselling:** The school has a part time professional counsellor. He caters to the needs of students.

**Library:** The school has a fully furnished Library with magazines, Journals all in total 13,00 books. Students are issued books everyday as there are no libraries in vicinity (Rural area). A register “**Teachers Reference**” is also maintained & sealed by the Principal every month to encourage reading and reference work. Students are encouraged to read, even during lunch break.

**Enrichment of Students:** The following workshops are conducted for students.

- ❖ 1 day Multi dimensional, exam oriented motivational workshop for class VIII students.
  - ❖ 1 day workshop on Preparation for exams & managing stress. ❖  
Talk on disadvantages of using plastics for classes VI to VIII.
  - ❖ Talk on water conservation by the District Educational Department for classes VI to VIII.
  - ❖❖ Swachatha Abhiyan on 2<sup>nd</sup> October 2019 – Entire school participated in 150<sup>th</sup> birthday of Mahatma Gandhiji and cleanliness programme. ❖ Students are encouraged to take part in all activities of the central board such as Fit India School week, celebration of Constitution Day, celebration of Rashtriya Ekta Diwas, Cleanliness drive for Swach Bharat – Swachata Pakwada, Yoga Day celebration etc.
3. Lower classes celebrate festivals like Krishnashtami, Independence day, Ganesh Chaturthi & so on. They wear appropriate costumes on these occasions and talk about the importance of the day, speeches, dance performances etc.
  4. To create awareness amongst students, regarding the importance of vegetables and fruits, “**Sandwich day**’ and “**Fruit Salad day**” is observed. The higher classes observe it as “**cooking without fire**” with **appropriate calorie chart**. This is also an awareness to keep them away from junk food.
  5. Resource people are invited to school to create awareness in dental hygiene, hazards of plastic usage, road safety, Fire engine demo, Teenage problems etc.

# How to take care of diversity in class

To bring ‘Unity in diversity’ the school celebrates a few religious festivals with an aim of developing respect to all the religions by involving all the students belonging to varied religions.

Besides this, the school also organizes “**SARVA DHARMA PRARTHANA**” wherein students belonging to different religion read a few lines from their holy book and explain the summary of it, during assemblies. Value Education as a subject also highlights values such as tolerance, equality, love etc.

All teachers are well trained in gender sensitivity and counseling for teachers by professional counselors every year & expected to follow the same in their classrooms.

## **Annual Themes/ celebrations/ events/collaboration with other schools**

### **1. Annual Themes:**

**House board themes:** The students of Classes VI to VIII are divided into 4 houses namely Ramanujan, Premchand, Azad, Dhayan Chand. House boards are decorated as per the themes mainly related to present situation like water conservation, Unity in diversity, Teacher- our mentor, save our Environment etc. The best decorated house board focusing on the theme is awarded with rolling on a monthly basis.

**Awards Day Celebrations:** The school is celebrating Awards day to encourage and recognize the meritorious students in academics, extra curricular and sports. Cash prizes are given for winners of school level Literary & Cultural competition and sports Champions, through the endowment

fund.

**Investiture Ceremony:** The school conducts an Investiture Ceremony every year. Students from the middle section are elected as student council members. The aim of this is to empower students to work in partnership with staff towards shared goals and to develop leadership qualities.

**Science exhibition:** The school is organising science exhibition on National Science day every year. Lot of working and non working models are prepared to create environmental awareness among the students. Students of 4-5 schools in the neighborhood are invited to witness this exhibition and gain knowledge.

**Annual Day Celebrations:** The school celebrates Annual Day every year. Various cultural performances are taking place at this event. Our specialty is that all students of the school compulsorily participate in this school festival, as per their choice of item such as singing, dancing, enacting etc.

**Celebration of various Festivals:** To bring 'Unity in diversity' the school celebrates few religious festivals with an aim of developing respect to all the religions by involving all the students belonging to varied religions.

### **Rose week:**

Collecting voluntary contributions from students called 'ROSE WEEK' and used for the needy people of the community like special schools, orphanages, old age homes, cancer patients etc. The school cabinet of 10 members along with a few faculty members visit the place and handover the contribution. The main idea is to create empathy among students. They come back & share their heart touching experiences during school assembly.

### **Swachatta Abhiyan:**

To create awareness about cleanliness the school has organized a Swachh Abhiyan that aims to clean up class rooms, school premises, the streets, roads and surrounding rural areas. Also students are trained to use dustbins placed in every class, right from the age of four. They are trained to put chocolate wrappers or empty pouches in their bags when travelling. On October 2<sup>nd</sup>, the main agenda of the programme is cleaning the campus.

## **Special Events**

**Annual Picnic:** The school organizes annual picnic for students as a break from their usual routine and academic stress and to have fun and frolic along with their co-mates. Picnics are planned for a day and mainly to Museum or any

historical place.

**Field Trip:** Field trip will be organized every year in connection to their academic lessons as far as possible. For example science park, Goshala, fields, oil mills, tile factories, cashew factories etc.

**Christmas Celebrations:** We celebrate Christmas with carols, dramas, dances and so on, without any difference in caste or creed.

**Gandhi Jayanthi:**

After a formal programme of paying tribute to the Father of the Nation, cleaning of the in & around areas of the school campus is done

## **Number of meetings to be held for implementation of plan**

The school is organizing monthly meetings for the entire teaching faculty to discuss about the implementation of the plan & meetings to discuss shortcomings in implementation

### **Annexure 4- Guidelines for child safety**

- ❖ No entry to any visitors or parents in the school premises during working hours & before commencement of school in the morning.
- ❖ Lady conductors are appointed in all the school buses. Escorting the students by class teachers till students board the bus.
- ❖ Escorting of students by teachers for any camp or programmes held outside school.
- ❖ The bus staff are instructed to bring back the students if no caretaker or parent is available at the designated stop.
- ❖ First Aid box is maintained in the school & school buses.
- ❖ Ready ambulance services available at all times.
- ❖ Supervision by the non – teaching faculty on corridors during lunch break for monitoring the students.
- ❖ Parents' signature on the register when the students are being taken home in between school hours.
- ❖ To create awareness about child safety, different clubs like Disaster management, Women Cell are formed and different activities are conducted for the students.
- ❖ The first page in school diary has all the information regarding the student, if lost and this diary is to be carried everyday to school.
- ❖ C C cameras are installed at all important places.
- ❖ Girl students are given a talk on good touch and bad touch.
- ❖ Pure drinking water facility & fire safety measures undertaken