



# केन्द्रीय विद्यालय संगठन

**KENDRIYA VIDYALAYA SANGATHAN**

अध्यापक-दैनन्दिनी  
**TEACHER'S DIARY**

मूलभूत एवं प्रारंभिक स्तर  
**FOUNDATIONAL & PREPARATORY STAGE**

**SESSION: 20 -20**

अध्यापक/अध्यापिका का नाम

Name of the Teacher .....

कक्षाएँ एवं विषय

Classes & Subjects.....

कक्षा-अध्यापक/ अध्यापिका / सहकक्षा-अध्यापक / अध्यापिका

Class Teacher/Co-Class Teacher.....

विद्यालय / Vidyalaya .....

संभाग / Region.....



भारत का संविधान  
प्रस्तावना  
THE CONSTITUTION OF INDIA  
PREAMBLE

We, The People Of India,  
Having Solemnly Resolved To Constitute India Into A  
Sovereign Socialist  
Secular Democratic Republic  
And To Secure To All Its Citizens:  
Justice, Social, And Economic And Political:  
Liberty Of Thought, Expression,  
Belief, Faith And Worship:  
Equality Of Status And Of Opportunity;  
And To Promote Among Them All;  
Fraternity Assuring The Dignity Of The  
Individual And The Unity And  
Integrity Of The Nation.  
In Our Constituent Assembly  
This Twenty - Sixth Day Of November 1949, Do  
Hereby Adopt, Enact And Give To Ourselves This Constitution.

अध्याय IV अ Chapter IV A  
मौलिक कर्तव्य Fundamental Duties

**Articles 51A**

**Fundamental Duties - It shall be the duty of every citizen of India**

- To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
- To cherish and follow the noble ideals which inspired our national struggle for freedom;
- To uphold and protect the sovereignty, unity and integrity of India;
- To defend the country and render national service when called upon to do so;
- To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;
- To value and preserve the rich heritage of our composite culture;
- To protect and improve the natural environment including forests, lakes, rivers, wildlife and to have compassion for living creatures;
- To develop the scientific temper, humanism and the spirit of inquiry and reform;
- To safeguard public property and to abjure violence;
- To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavor and achievement;
- Who is a parent or guardian, to provide opportunities for education to his child, or as the case may be, ward between the ages of six to fourteen years.

# केन्द्रीय विद्यालय

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KENDRIYA VIDYALAYA  
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TEACHER'S DIARY

मूलभूत एवं प्रारंभिक स्तर  
FOUNDATIONAL & PREPARATORY STAGE

20 -20

अध्यापक/अध्यापिका का नाम /Name of the Teacher .....

पदनाम /Designation .....

कक्षाएँ एवं विषय/Classes& Subjects  
.....

कक्षा-अध्यापक/सहकक्षा-अध्यापक/Class Teacher/Co-Class Teacher.....

विद्यालय / Vidyalaya .....

संभाग / Region.....

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## 1. शिक्षकों के लिए आचार संहिता / CODE OF CONDUCT FOR TEACHERS

### CHAPTER-VI Article 59.

#### For Teachers:-

The provisions of the CCS (Conduct) Rules, 1964 shall apply mutatis mutandis to all the employees of the Kendriya Vidyalaya Sangathan. In addition to this, the following code of conduct shall also be applicable to teachers. Violation of these shall make an employee liable for action under the CCS (CCA) Rules, 1965.

1. Every teacher shall, by precept and example, instill in the minds of the pupil, entrusted to his care, love for the motherland.
2. Every teacher shall, by precept and example, inculcate in the minds of his pupils' respect for law and order.
3. Every teacher shall, organize and promote all school activities which foster a feeling of universal brotherhood amongst the pupils.
4. Every teacher shall, by precept and example, promote tolerance for all religions amongst his pupils.
5. No teacher shall be a member of any political party or carry-on activities either openly or in camera in support of any such party. He shall also not have any association with either any political party or any organization which has been declared by the Sangathan to carrying out its activities against the aims, objects and functions of Kendriya Vidyalayas.
6. The teacher shall always be on the alert to see that his pupils do not take active part in politics.
7. No teacher shall be a member of the State or Central Legislature. He shall resign his job before contesting for elections as a candidate.
8. Every teacher shall take a stand against unhealthy and bad customs and practices in modern society and must strive his best to instill in the minds of his pupils the principles of co-operation and social service.
9. Every teacher shall co-operate with and secure the co-operation of other persons in all activities which aim at the improvement of moral, mental and physical well-being of pupils.
10. Every teacher shall be strictly impartial in his relations with all his pupils. He shall be sympathetic and helpful particularly to the slow learners.
11. Every teacher shall be a learner throughout his life not only to enrich his own knowledge, but also of those who are placed in his care. He shall plan out his work on approved lines and do it methodically and vigilantly, eschewing all extraneous considerations.
12. Every teacher shall regard each individual pupil as capable of unique development and of taking his due place in the society, and help him to be creative as well as co-operative.
13. Every teacher shall be temperate and sober in his habits. He shall scrupulously avoid smoking, chewing of betel leaves and such other undesirable habits in the presence of students and within the precincts of the Vidyalaya.
14. Every teacher shall have an exemplary moral character. His dealing with the members of the opposite sex in the Vidyalaya or outside, shall not be such as would cause reflection on his character or bring discredit to the Vidyalaya.
15. Every teacher shall take pride in his calling and try to promote the dignity and solidarity of his profession.
16. Every teacher shall be an advocate of freedom of thought and expression and the development of scientific temper in himself and his students.
17. No teacher shall indulge in or encourage any form of malpractice connected with examinations or other school activities.
18. Confidential matters relating to the institution and the Department shall not be divulged by any teacher.
19. No teacher shall undertake private tuition or private employment or otherwise engage himself in any business.



20. Every teacher shall be clean and trim. He shall not be casual and informal, while on duty. His dress shall be neat and dignified. He shall on no account be dressed so as to become an object of excitement or ridicule or pity at the hands of students and his colleagues.
21. Every teacher shall be punctual in attendance in respect of his class work as also for any other work connected with the duties assigned to him by the principal. He shall realize that he is a member of the team and shall help in developing a corporate life in the school.
22. Every teacher shall abide by the rules and regulations of the Vidyalaya and show due respect to the constituted authority, diligently carrying out instructions issued to him by the superior authority.
23. Every teacher shall avoid monetary transaction with the pupils and parents and refrain from exploiting his Vidyalaya influence for personal ends. He shall generally conduct his personal matters in such a manner that he does not incur a debt beyond his means to repay.
24. No teacher shall prepare or publish any text book or keys or assist directly or indirectly in their preparation, or use such publications without obtaining prior approval of the Sangathan.
25. No teacher shall engage himself as a selling agent or canvasser for any publishing firm/trader.
26. No teacher shall apply for an assignment or job outside the Sangathan directly. He shall invariably forward his application through proper channel.
27. No teacher shall present his grievances, if any; except through proper channel, nor will be canvass for any non-official or outside influence or support in respect of any matter pertaining to his service in the Vidyalaya.
28. Every teacher shall consider Vidyalaya property and funds as if placed in trust with him and shall exercise the same with prudence and care as he would do in respect of his own property or funds.
29. No teacher shall accept or permit any member of his family or any other person acting on his behalf to accept any gift from any pupil, parent or any person with whom he has come into contact by virtue of his position in the Vidyalaya except as provided under Rule 13 of the CCS (Conduct) Rules, 1964.
30. No teacher shall, except with the previous sanction of the Sangathan, give any talk on the radio, publish any statement or document either in his own name or anonymously, pseudonymously or in the name of any other person, which has the effect of an adverse criticism of any current or recent policy or action of the Central Government or a State Government, or which is capable of embarrassing the relations between the Central Government and a State Government or between the Central Government and the Government of any foreign state.
31. No teacher shall, except with the previous sanction of the competent authority, ask for or accept contributions or other collections in cash or in kind in pursuance of any object whatsoever.
32. It shall be the duty of every teacher:
  - (i) To respect the National Flag and the National Anthem.
  - (ii) To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities and to renounce practice derogatory to the dignity of women.
  - (iii) To develop scientific temper, humanism and spirit of enquiry and reform.
  - (iv) To safeguard public property and to abjure violence.
  - (v) To strive towards excellence in all subjects in all spheres on individual and collective activity so that the nation constantly rises to higher levels of endeavor and achievement.
33. If a teacher is convicted by a Court of Law or arrested, it shall be his duty to inform immediate superior the fact of his conviction or arrest and the circumstances connected therewith as soon as it is possible for him to do so. Failure to do so, will be regarded as deliberate suppression of material information.
34. (a) Every teacher shall at all times
  - (i) Maintain absolute integrity.
  - (ii) Maintain devotion to duty.
  - (iii) Do nothing which is unbecoming of an employee of the Sangathan
 (b) Nothing contained in part (a) of this Article shall be deemed to take away or abridge the right of a teacher:-
  - (i) to appear any examination to improve his qualification:
  - (ii) to become or to continue to be a member of any Literary, Scientific or professional organization:
  - (iii) to make any representation for the redressal of any bonafide grievances, subject to the condition that such representation is not made in any rude or indecorous language.
35. Every teacher shall ensure that he/she should not use mobiles in the class rooms in order to avoid teaching process.
36. It is the responsibility of the class teacher or the teachers to ensure security and safety of the children under his control and supervision in the discharge of his duties. The teachers who are to escort children to excursions, tours, Scout & Guide camp, NCC Camps & Sports Meets, etc., shall ensure the safety and security of the children.

37. A teacher is described as a role model, a guru from time immemorial and he should maintain moral and ethical values and set an example to the children. He must not demonstrate unethical activities towards the children. He should keep reasonable distance from the female students and female teachers and shall not indulge unwelcome sexually determined behaviour like
- (i) physical contact and advances
  - (ii) demanding or requesting for sexual favours
  - (iii) passing on sexually coloured remarks
  - (iv) showing any pornography and
  - (v) any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

## **DO you know about Rights of children?**

### **2.बच्चों के अधिकारों का विधेयक /Children's Bill of Rights**

A child is every person under the age of 18 years. Parents have the primary responsibility for the upbringing and development of the child. The State shall respect and ensure the rights of the child.

#### **Dignity and Expression**

I have the right to know about my Rights [Art.42]

I have rights being a child and no matter who I am where I live, what my parents do, what language I speak, what religion I follow, whether I am a boy or a girl, what culture I belong to, whether I am disabled, whether I am rich or poor. I should not be treated unfairly on any basis. Everyone has the responsibility to know this. [Art. 2]

- I have the Right to express my views freely which should be taken seriously, and everyone has the Responsibility to listen to others. [Art.12,13]

- I have the Right to make mistakes, and everyone has the Responsibility to accept we can learn from our mistakes. [Art 28]

- I have the Right to be included with whatever my abilities are, and everyone has the Responsibility to respect others for their differences. [Art 23]

#### **Development**

- I have the Right to good education, and everyone has the Responsibility to encourage all children to go to school. [Art. 23, 28, 29]

- I have the Right to good health care and everyone has the Responsibility to help others get basic health care and safe water. [Art. 24]

- I have the Right to be well fed and everyone has the Responsibility to prevent people starving. [Art. 24]

- I have the Right to a clean environment, and everyone has the Responsibility not to pollute it. [Art. 29]

- I have the Right to play and rest. [Art 31.]

#### **Care & Protection**

- I have the Right to be loved and protected from harm and abuse, and everyone has the Responsibility to love and care for others. [Art.19]

- I have the Right to a family and a safe and comfortable home and everyone has the Responsibility to make sure all children have a family and home. [Art. 9, 27]

- I have the Right to be proud of my heritage and beliefs, and everyone has the Responsibility to respect the culture and belief of others. [Art 29, 30]

- I have the Right to live without violence and corporal punishment (verbal/ physical/ emotional), and everyone has the Responsibility not to be violent to others. [Art. 2, 28, 37, 39]

- I have the Right to be protected from economic exploitation and sexual exploitation, and everyone has the Responsibility to ensure that no child is forced to work and is given a free and secure environment. [Art. 32, 34]

- I have the Right to protection from any kind of exploitation and everyone has the Responsibility to ensure that I am not being subjected to be taken advantage in any manner.

[Art 36]

IN ALL ACTIONS CONCERNING CHILDREN THE BEST INTERESTS OF THE CHILD SHALL BE A PRIMARY CONSIDERATION.

{All these rights and responsibilities are enshrined in the United Nations Convention on the Rights of the Child, 1989. It contains all the rights which children have all over the world. The Government of India signed this document in 1992}

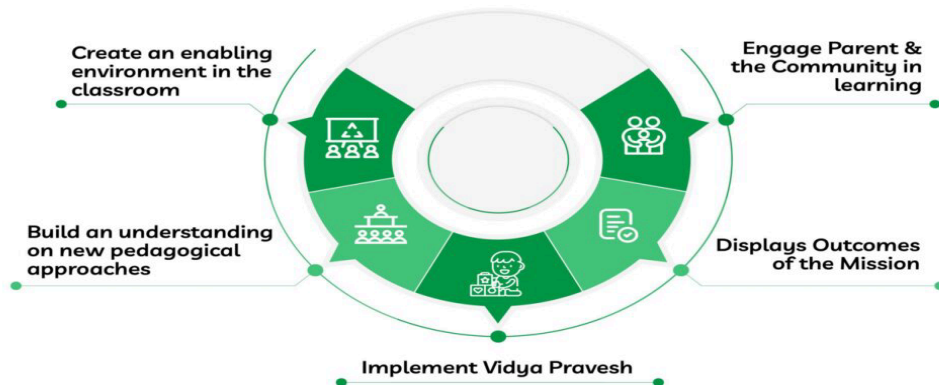
### 3. राष्ट्रीय शिक्षा नीति -2020 की मुख्य विशेषताएं/ Salient Features of NEP- 2020

- National Education Policy 2020 has been announced on 29.07.2020
- It proposes various reforms in school education as well as higher education including technical education.
- Key Features of the policy for implementation in school Education:
  - ❖ Ensuring Universal Access at All Levels of schooling from pre-primary school to Grade 12;
  - ❖ Ensuring quality early childhood care and education for all children between 3-6 years;
  - ❖ New Curricular and Pedagogical Structure (5+3+3+4);
  - ❖ No hard separations between arts and sciences, between curricular and extra-curricular activities, between vocational and academic streams;
  - ❖ Establishing National Mission on Foundational Literacy and Numeracy;
  - ❖ Emphasis on promoting multilingualism and Indian languages; The medium of instruction until at least Grade 5, but preferably till Grade 8 and beyond, will be the home language/mother tongue/local language/regional language.
  - ❖ Assessment reforms - Board Exams on up to two occasions during any given school year, one main examination and one for improvement, if desired;
  - ❖ Setting up of a new National Assessment Centre, PARAKH (Performance Assessment, Review, and Analysis of Knowledge for Holistic Development);
  - ❖ Equitable and inclusive education - Special emphasis given on Socially and Economically Disadvantaged Groups (SEDGs);
  - ❖ A separate Gender Inclusion fund and Special Education Zones for disadvantaged regions and groups;
  - ❖ Robust and transparent processes for recruitment of teachers and merit-based performance;

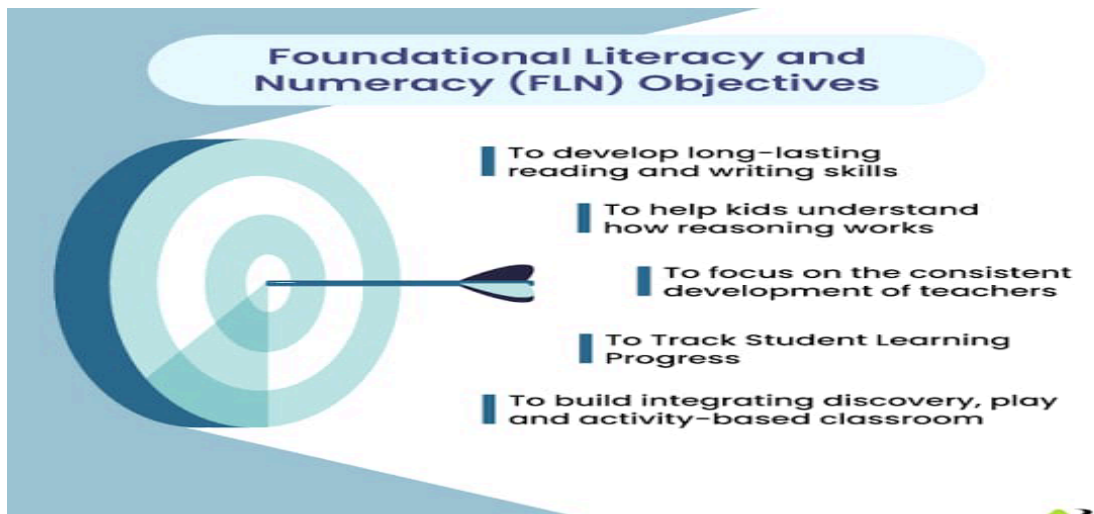
- ❖ Exposure of vocational education in school
- ❖ Holistic and Multidisciplinary Education with multiple entry/exit options;
- ❖ Establishment of Academic Bank of Credit;
- ❖ 'Light but Tight' regulation;
- ❖ Achieving 100% youth and adult literacy.

#### 4 (a). निपुण भारत मिशन में शिक्षकों/स्कूलों की भूमिका

### Role of Teachers/Schools in Nipun Bharat Mission



#### 4(b). आधारभूत साक्षरता और संख्यात्मकता के उद्देश्य:



#### 4 (c). जादुई पिटारा- शिक्षण शिक्षण सामग्री /JADUI Pitara- Learning- Teaching Material:



Comprehensive learning material

Play based approach

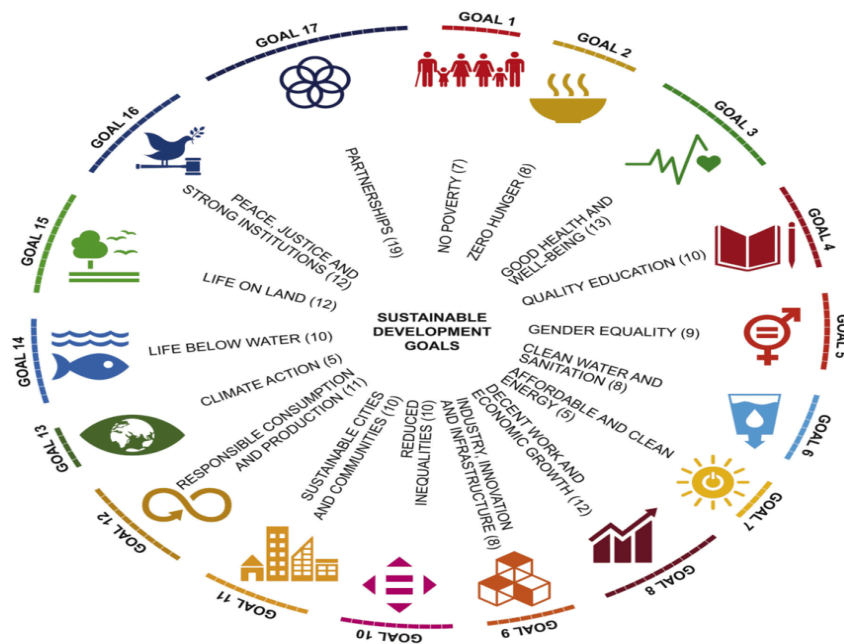
Cultural relevance

Multilingual availability

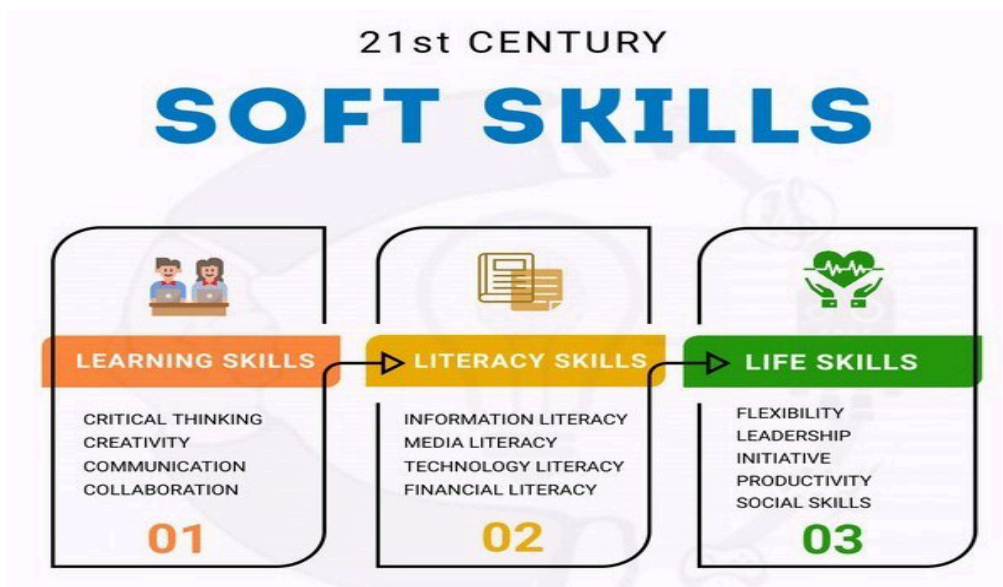
Holistic development



## 5 (a). सामाजिक प्रतिबद्धता के साथ शिक्षा/Education with Social Commitment

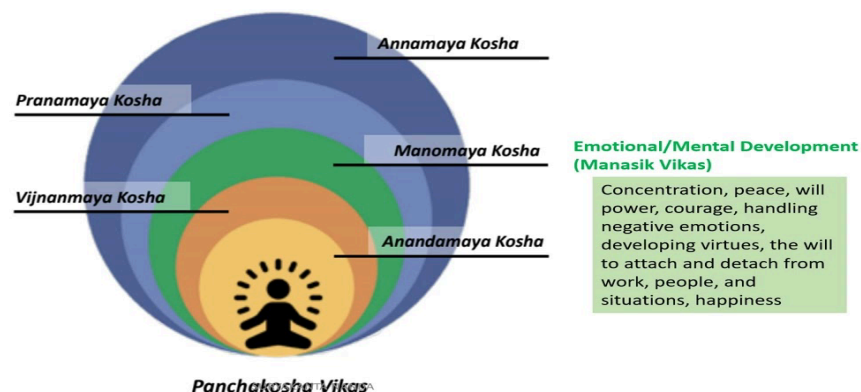


## 5 (b). 21<sup>st</sup> Century Skills:



## 5 (c). Panchakosha Vikas:

Panchakosha Vikas (Five-fold Development)





## 6. शिक्षकों के लिए रेडी रेकनर /Ready Reckoner for Teachers

Important/useful Phone numbers/web site links

Topic	Phone No.	Website
National Emergency Number	112	
Disaster Management	109	
Childline	1098	<a href="https://www.childlineindia.org">https://www.childlineindia.org</a>
NCPCR Samvedana	18001212830	<a href="https://ncpcr.gov.in">https://ncpcr.gov.in</a>
Manodarpan	8448440632	<a href="https://manodarpan.education.gov.in">https://manodarpan.education.gov.in</a>
Cyber crime reporting	1930	<a href="https://cybercrime.gov.in">https://cybercrime.gov.in</a> <a href="https://www.cert-in.org.in">https://www.cert-in.org.in</a>
Women Helpline	1091 7827-170-170	<a href="https://www.ncwwomenhelpline.in">https://www.ncwwomenhelpline.in</a>
Ministry of Woman and Child Development		<a href="https://wcd.nic.in">https://wcd.nic.in</a>
CBSE		<a href="https://www.cbse.gov.in">https://www.cbse.gov.in</a>
NCERT		<a href="https://ncert.nic.in">https://ncert.nic.in</a>
Ministry of Education		<a href="https://www.education.gov.in">https://www.education.gov.in</a>
KVS		<a href="https://kvsangathan.nic.in">https://kvsangathan.nic.in</a>
DIKSHA		<a href="https://diksha.gov.in">https://diksha.gov.in</a>
NISHTHA		<a href="https://itpd.ncert.gov.in">https://itpd.ncert.gov.in</a>
e-Pathshala		<a href="https://epathshala.nic.in">https://epathshala.nic.in</a>
Swayam		<a href="https://swayam.gov.in">https://swayam.gov.in</a>
Swayamprabha		<a href="https://swayamprabha.gov.in">https://swayamprabha.gov.in</a>
PM eVidya		<a href="https://pmevidya.education.gov.in">https://pmevidya.education.gov.in</a>
Digitally Accessible Information System (DAISY)		<a href="https://www.dinf.ne.jp">https://www.dinf.ne.jp</a>
Barkha: A Reading Series for 'All'		<a href="https://eklavyapitara.in/">https://eklavyapitara.in/</a>
Handbook On Sexual Harassment of Women at Workplace		<a href="https://wcd.nic.in/sites/default/files/Handbook%20on%20Sexual%20Harassment%20of%20Women%20at%20Workplace.pdf">https://wcd.nic.in/sites/default/files/Handbook%20on%20Sexual%20Harassment%20of%20Women%20at%20Workplace.pdf</a>
POCSO Act		<a href="https://wcd.nic.in/sites/default/files/POCSO%20Act%202012.pdf">https://wcd.nic.in/sites/default/files/POCSO%20Act%202012.pdf</a>
NIPUN Bharat Mission		<a href="https://nipunbharat.education.gov.in">https://nipunbharat.education.gov.in</a>



## 7. अध्यापक/अध्यापिका का संक्षिप्त परिचय (BIODATA OF THE TEACHER)

1. अध्यापक /अध्यापिका का नाम **Name of the Teacher:**

\_\_\_\_\_

2. पिता/ पति का नाम **Father's/ Husband Name:**

\_\_\_\_\_

3. पदनाम **/Designation:**

\_\_\_\_\_

4. कार्यालय का पता **/ Office Address:**

\_\_\_\_\_

\_\_\_\_\_

5. शैक्षिक योग्यता **/Educational Qualifications:**

\_\_\_\_\_

6. वरिष्ठता संख्या **/Seniority No:**

\_\_\_\_\_

7. कर्मचारी संख्या/**Employee**

**Code:**

\_\_\_\_\_

8. जन्मतिथि/ **Date of**

**Birth:**

\_\_\_\_\_

9. केंद्रीय विद्यालय संगठन में नियुक्ति तिथि/ **Date of Joining in KVS:** \_\_\_\_\_

10. वर्तमान केंद्रीय विद्यालय में नियुक्ति तिथि/ **Date of Joining in present KV:** \_\_\_\_\_

11. एनसीसी / स्काउटिंग में योग्यता/**Qualification in BS&G,NCC:** \_\_\_\_\_

12. जीपीएफ/ सीपीएफ / प्रान संख्या/**GPF/CPF/PRAN No:** \_\_\_\_\_

13. पैन संख्या/**PAN No:** \_\_\_\_\_

14. आधार संख्या **/Aadhaar No:** \_\_\_\_\_

15. मोबाईल नंबर **/Mobile number:** \_\_\_\_\_

16. घर का पता(फोन नंबरऔरईमेलआईडी सहित)/**Residential address (with phone No/email id):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

17. पुरस्कार/सम्मान **/Award won/Recognition received**

\_\_\_\_\_

18. मूल वेतन/ **Basic pay:** \_\_\_\_\_ वेतन स्तर**Pay level:**

\_\_\_\_\_

19. शिक्षक ईमेलआईडी **/Teacher's e- mail.id:**

\_\_\_\_\_

20. विद्यालय ईमेलआईडी/ **School's official e-mail ID:**

\_\_\_\_\_

21. रक्तसमूह **/Blood Group:**

\_\_\_\_\_

22. स्थानांतरण विवरण / Transfer details:

Sl.no	Name of KV	From	To	Reason for transfer

8(a). मेरा शिक्षण दर्शन कथन  
Statement of Teaching Philosophy

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8(b). ઉલ્લેખનીય ઉપલબ્ધિયાँ	
Notable/Remarkable Achievements	

[illegible]

**9(a). कक्षा समय सारणी**  
**CLASS TIME TABLE**

**2 PAGES**

Day	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	S n a c k B r e a k	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	B R E A K	5 <sup>th</sup> Period	6 <sup>th</sup> Period	7 <sup>th</sup> Period	8 <sup>th</sup> Period
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										

**9(b). अध्यापक/अध्यापिका समय सारणी**  
**TEACHER'S TIME TABLE**

Day	1 <sup>st</sup> period	2 <sup>nd</sup> period	S n a c k b r e a k	3 <sup>rd</sup> period	4 <sup>th</sup> period	B R E A K	5 <sup>th</sup> period	6 <sup>th</sup> period	7 <sup>th</sup> period	8 <sup>th</sup> period
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										

**सारांश /SUMMARY**

कक्षा /CLASS						
विषय/SUBJECT						
कालांश की संख्या /NO. OF PERIODS						

**DETAILS OF COURSES/TRAINING/WORKSHOPS ATTENDED FOR CPD DURING THE CALENDER YEAR .....**

Sl. No.	Name of Course	Date& No. of Days	No of Hours Per Day	Mode (Online/ Offline)	Cumulative Hours	Venue	Participant/ Resource Person	Level (KV/RO/HQ/OTHER)

**11. मासिक पाठ्यक्रम विभाजन** 5 pages

## MONTH – WISE SPLIT-UP SYLLABUS

[illegible]

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**Class: -**

[illegible]

## MONITORING CUM REPORTING TOOL

16 pages

विषय / Subject: .....

छात्रों की संख्या / No. of students: .....

[illegible]



**14(a) उपचारात्मक मदद की आवश्यकता वाले छात्रों की सूची एवं उनमें सुधार हेतु आवश्यक योजना**  
**List of Students Requiring Special Assistance and measures Planned to improve**  
**the Student's Performance** **4 pages**

**14(a) उपचारात्मक मदद की आवश्यकता वाले छात्रों की सूची एवं उनमें सुधार हेतु आवश्यक योजना**  
**List of Students Requiring Special Assistance and measures Planned to improve**  
**the Student's Performance** **4 pages**

**14(a) उपचारात्मक मदद की आवश्यकता वाले छात्रों की सूची एवं उनमें सुधार हेतु आवश्यक योजना**  
**List of Students Requiring Special Assistance and measures Planned to improve**  
**the Student's Performance** **4 pages**

**14(a) उपचारात्मक मदद की आवश्यकता वाले छात्रों की सूची एवं उनमें सुधार हेतु आवश्यक योजना**  
**List of Students Requiring Special Assistance and measures Planned to improve**  
**the Student's Performance** **4 pages**

## DETAILS OF REMEDIAL TEACHING

[illegible]

[illegible]

**15. अनुकरणीय छात्रों की सूची एवं उनके उत्तरोत्तर विकास के लिए उठाए गए कदम** **4 PAGES**  
**LIST OF EXEMPLARY CHILDREN AND STEPS TAKEN FOR FURTHER IMPROVEMENT**

[illegible]

**16. निपुण /मूलभूत साक्षरता बैठकों के कार्यवृत्त सार** **4pages**

## GIST OF MINUTES OF NIPUN MEETINGS

[illegible]

**17. मासिक स्टाफ मीटिंग के कार्यवृत्त का सार 8pages**  
**GIST OF MINUTES OF MONTHLY STAFF MEETINGS**

[illegible]

**18. विषय समिति की मासिक बैठकों का सार 4 pages**

**GIST OF THE MONTHLY SUBJECT COMMITTEE MEETINGS**

<b>Date of meeting</b>	<b>Gist of the Decisions/Suggestions</b>	<b>Follow Up/ Action Taken</b>

**4 pages**

## RECORD OF PARENT-TEACHER MEETINGS

[illegible]



**20. कक्षा निरीक्षण के बाद की गई टिप्पणियों पर अनुवर्ती कार्रवाई 2 pages**

**FOLLOW UP OF OBSERVATIONS/SUGGESTIONS GIVEN BY SUPERVISING  
AUTHORITIES AFTER CLASS ROOM OBSERVATION**

Date of observation	Supervising Authority	Main suggestions	Follow up action

**(Spread in two adjoining pages with more columns)**

**21. शैक्षिक मूल्यांकन अभिलेख (कक्षा-1 एवं 2)**

**SCHOLASTIC ASSESSMENT RECORD FOR CLASSES - I & II**

CLASS:

SEC:

SUBJECT:

Teacher is advised to maintain the detailed record of Scholastic assessment for all students. (Hard Copy)

S.No	Name of the Students	CYCLE 1						CYCLE 2						CYCLE 3					
1																			
2																			
3																			
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42																			

## शैक्षिक मूल्यांकन अभिलेख कक्षा (1 एवं 2)

CLASS: SEC:

**Teacher is advised to maintain the detailed record of Scholastic assessment for all students. (Hard Copy)**

14

**8 pages**

Subject -----

Class/section -----

15

**8 pages**

## Class/section -----

16

**23 (a).नियोजित विषय संवर्धन क्रियाकलापों की सूची** **4 pages**

**List of Subject Enrichment Activities Planned (Term 1-2)**

Subject -----

Class & Section.....

Month & Date	Activity	Evaluation Criteria	Remarks

**23 (b). विषयसंवर्धन क्रियाकलापों का मूल्यांकन अभिलेख (कक्षा- 3 से 5) 8 pages**

### RECORD OF SEA FOR CLASSES- III to V

Subject -----

## Term- 1

Class/section -----

[illegible]

**23©. विषयसंवर्धन क्रियाकलापों का मूल्यांकन अभिलेख (कक्षा- 3 से 5) 8 pages**

### RECORD OF SEA FOR CLASSES- III to V

Subject -----

## Term- 2

Class/section -----

[illegible]



**24. विद्यार्थियों को निर्दिष्ट की गई बहु- विषयी परियोजनाओं का विवरण**

**Details of Multi-Disciplinary Projects assigned to the students (Term1-2)**

Class	Topic	MDP assigned	Evaluation criteria

CLASS:            SEC:                            SUBJECT:  
**TERM-1**

**SUBJECT:**

# TERM-1

[illegible]

CLASS:

SEC:

**SUBJECT:**

## TERM-2

22



**(In landscape with proper spacing of columns) 2 pages**

### 27. विषयानुसार परिणाम विश्लेषण (कक्षा- 3 से 5)

### SUBJECT WISE RESULT ANALYSIS (FOR CLASSES- III to V)

[illegible]

## 6pages

**28. मौखिक पढ़ने के प्रवाह का परिणाम** **6pages**  
**Result of Oral Reading Fluency (TARA App)**

**Subjec:** .....

[illegible]

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**29. विद्यार्थियों के व्यवहार एवं क्षमता पर शिक्षक के अवलोकन उपरांत टिप्पणी**  
**Teacher's Observation notes on students' Behaviour/Abilities.**  
**(Discipline, Leadership quality etc)**

**30 (a).** अध्यापक द्वारा व्यावसायिक विकास हेतु उपयोग की गई अध्ययन सामग्री

**List of books /articles/magazines read /websites visited by the teacher**

S.N.	Title	Author	Publication	Gist of Teaching-learning experience.	Relevance to Subject

**30 (b).** शिक्षक द्वारा इनोवशन एवं एक्सपेरिमेंटेशन हेतु लिए गए प्रोजेक्ट

**PROJECTS UNDERTAKEN BY THE TEACHER FOR INNOVATION & EXPERIMENTATION**

Class & Section	Subject	Project & Execution (Write up)



**31. कक्षा गतिविधियों में प्रयुक्त आईसीटी / डिजिटल प्रौद्योगिकी का विवरण** **4 pages**

### DETAILS OF ICT/DIGITAL TECHNOLOGY USED DURING CLASSROOM TRANSACTION

[illegible]

**32(a). अध्यापन के अलावा किए गए कार्यों का विवरण****DETAILS OF WORK DONE OTHER THAN TEACHING**

<b>Months</b>	<b>Details</b>	<b>Signature of Principal / Vice-Principal</b>
April		
May		
June		
July		
August		
September		
October		
November		
December		
January		
February		
March		

**32(b). समावेशी शिक्षा हेतु की गई पहल का विवरण****Details of initiatives taken to make the class Inclusive**

<b>Class</b>	<b>Initiatives / Measures taken</b>	<b>Outcomes</b>

कक्षा/ Class :	पाठ/ Chapter: -	कालांश /No of periods required:
विषय /Subject:	प्रकल्पित समयावधि /Estimated time period From _____ to _____	छात्रों की संख्या /No of students in the class:

अवधारणा /Concepts / Curricular goals (CG1-13)	दक्षताएँ / सीखने के प्रतिफल Competencies/Learning Outcomes (NCERT)	अन्य विषयों के साथ एकीकरण Integration with other subjects/
		वास्तविक जीवन अनुप्रयोग/आनंदपूर्ण पठन Real life applications/Joyful learning

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21<sup>st</sup> सदी कौशल /21<sup>st</sup> Century Skills /मूल्य शिक्षा / Value Education / व्यावसायिक कौशल /Vocational skills

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-----/ Post Teaching Reflection

(उपचारात्मक शिक्षण योजना /Planning for remedial teaching)

कालांश संख्या /No. of periods \_\_\_\_

Concepts for which remedial classes are required

/-----

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पाठ योजना स्रोत /Source of the LP :		
Concept अवधारणा 1 : <div>Self <input type="checkbox"/> Resource Pool <input type="checkbox"/></div>	Concept अवधारणा 2: <div>Self <input type="checkbox"/> Resource Pool <input type="checkbox"/></div>	Concept 3: <div>Self <input type="checkbox"/> Resource Pool <input type="checkbox"/></div>
Lesson Plan Developer (विकासक)	Concept 1:	Concept 2: Concept 3:

Pedagogical Strategies प्रयुक्त शैक्षणिक रणनीतियाँ ( Story telling, Theatre, Toy based ,Experiential)	Assessment मूल्यांकन (Item Format)	Resources संसाधन (Digital/Physical)



[illegible]