

MSM CONVENT SR.SEC.SCHOOL



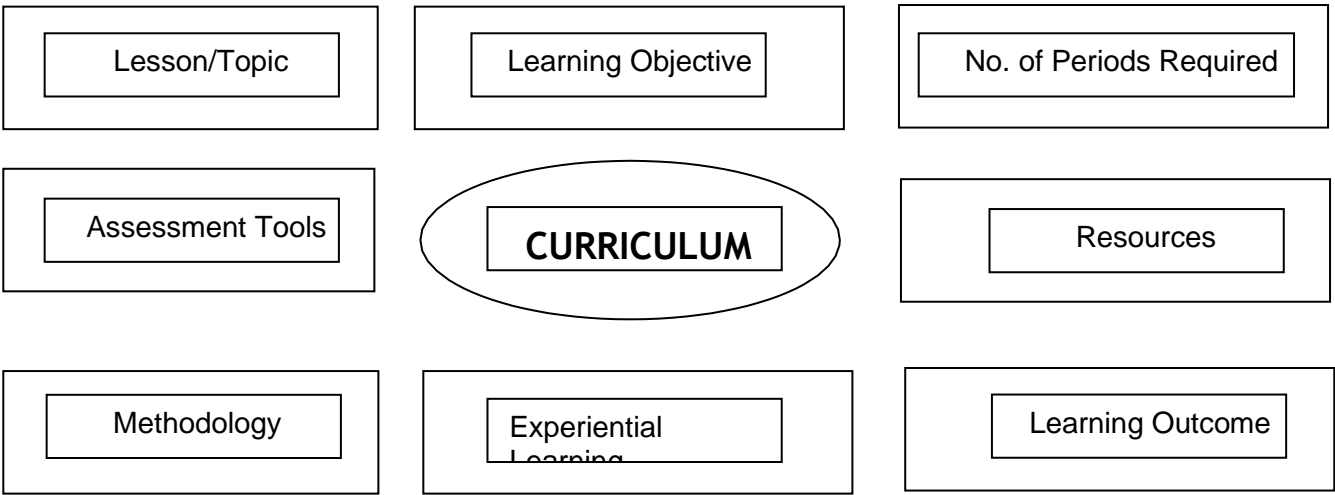
**ANNUAL
PEDAGOGICAL
PLAN
(Session- 2023-24)**

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Pedagogical Solution

A pedagogy plan is a yearly plan for teachers and schools for a complete year. The main aim of the pedagogical plan is to make the teaching and learning process more constructive, collaborative, integrative, reflective and inquiry-based. The school has a protocol that is followed, we have a “vision” and a “motto” too, but the pedagogical solution makes it easy to achieve by giving a path. We find the revised depth to look at the curriculum, where we could focus to make the learner achieving the learning goal by doing. It gives a broader spectrum to the teacher, who is more a mentor, to use real- world examples to explain the situation. It gives a collaborative view to all the subjects by integrating activities in different subjects. It promotes aesthetic sensibility and experiential learning and at the same time, teachers are very much prepared with different resources. The plan makes it easy to make a student have holistically developed.

Our pedagogical plan tries to cover all the attributes:



In-service teacher training topics and scheduled.

Strength and growth come only through continuous efforts and persistent hard work, be it personal progression or the professional growth, and the best way to excel and grow, is to share.

**Service Training Programmes for teachers,
to mend, bend and polish their teaching
method
Planner**

Sessions for teachers for the academic session 2023-24 Monthly Planner	Workshops / Sessions Planned
April	<ul style="list-style-type: none"> • How to take Online Class via Google Meet • How to handle Online Class • Preparation of lesson plan and learning objectives
May	<ul style="list-style-type: none"> • Aids to teaching online(Google slides & other software tools)
June	<ul style="list-style-type: none"> • Happiness curriculum • Demo classes
July	<ul style="list-style-type: none"> • Demo classes • Workshop on understanding child/ classroom management/ subject specific • App training
August	<ul style="list-style-type: none"> • Coordinator's Grooming • How to draft a question paper • Mathematics grooming
September	<ul style="list-style-type: none"> • Create Bonding & Team Work
October	<ul style="list-style-type: none"> • Techniques of formulating questions
November	<ul style="list-style-type: none"> • How to evaluate a question paper
December	<ul style="list-style-type: none"> • English Grammar Basics Grooming
January	<ul style="list-style-type: none"> • NEP 2020 • Coordinator's Grooming
February	<ul style="list-style-type: none"> • Workshop on Teacher's Personality Development
March	<ul style="list-style-type: none"> • Year Ahead plans/new initiatives workshop • Evacuation Drill

In addition of the above teachers are directed to complete the various essential courses, which will be conducted by DIKSHA - National Digital Infrastructure for Teachers | National Portal of India.

Diksha Course Completion Planner In-Service Training

Name of Program	Staff Details	Expected Completion Date
AI Aware	All teachers	30 Nov 2023
AI Appreciate	All teachers	30 Dec 2023
Competency Based Education Module 1	All teachers	30 Dec 2023
Competency Based Education Module 2	All teachers	30 Dec 2023
Competency Based Education Module 3	All teachers	30 Dec 2023
Competency Based Education Module 4	All teachers	30 Dec 2023
School Based Assessment	All teachers	30 Jan 2024
Experiential Learning Course	All teachers	30 Jan 2024
KVS Initiatives in School Education	All teachers	28 Feb 2024
How Children Learn	All teachers	28 Feb 2024
KVS Art Integrated Learning	All teachers	28 Feb 2024
Teaching Learning & Assessment	All teachers	28 Feb 2024
Personal Social Qualities for Holistic Dev.	All teachers	30 March 2024
Pedagogy Subject Wise	All teachers	30 March 2024

Guidelines for teachers for academically low performers.

- Create a threat free environment where the child, whose confidence is low, will be able to ask or speak openly also cater to the students with the different learning styles
- They will be taught the content in a step-by-step method.
- Regular review /recap and practice worksheets will be given.
- Usage of technology (Videos) would also be used for better understanding of the concepts done in small groups.
- Parents will be involved and progress will be discussed on monthly basis. Recap of the topics will be done at home with the parent's support.
- Logging of minutes details in remedial tracker.

List of holidays (2023-24)

Date	Day	Festivals/Important days
14/04/2023	Friday	Baisakhi / Dr.Ambedkar Jayanti
22/05/2023	Monday	Shri Guru Arjan Dev Ji Martyrdom
15/08/2023	Tuesday	Independence Day
07/09/2023	Thursday	Janam Ashtmi
02/10/2023	Monday	Gandhi Jayanti
24/10/2023	Tuesday	Dussehra
30/10/2023	Monday	Parkash Purab Sri Guru Ramdas Ji
12/11/2023	Sunday	Diwali
13/11/2023	Monday	Vishavkarma day
27/11/2023	Monday	Parkash Gurpurab Sri Guru Nanak dev ji
17/12/2023	Sunday	Shri Guru Teg BhadurJi Martyrdom
13/01/2024	Saturday	lohri
14/01/2024	Sunday	Maghi
17/01/2024	Wednesday	Parkash Gurpurab Sri Guru Gobind Singh ji
26/01/2024	Friday	Republic day

Note: Every second Saturday School will be closed

Summer break: June 01,2023 To July 10,2023

Winter break: Dec 25,2023 To Jan 2,2024

Sr.no	Nursery to UKG	Department
1	Card Making	Class incharge
2	Ear Bud Painting	“
3	Tricolour Flag with colour or Button pasting	“
4	Rhymes Recitation	“
5	Show and Tell	“
6	Table manners	“
7	Thumb Painting	“
8	Balloon Bursting	“
9	Action Words	“
10	Introduction	“
11	Clay Moulding	“
Ist to 5TH		Department
12	Introduction	Class Teacher
13	Poetic Recitation	Class Incharge
14	Spell well	“
15	Story Telling	“
16	Greeting card making	House wise
17	Calligraphy	House wise
18	Quiz	Social science
19	Environment day	Science
	6th to +2	Department
20	Poster making on Maths	
21	Quiz	
22	Model Exhibition	
23	Speech	
24	Poetic Recitation	
25	Cooking without fire	
26	Yoga day	

Annual Theme	
Month	Theme
April	<i>Spring is back</i>
May	<i>Summer activities</i>
June	<i>Back to school</i>
July	<i>Animals all around</i>
August	<i>Patriotism</i>
September	<i>Reading is fun</i>
October	<i>The five senses</i>
November	<i>What is inside me</i>
December	<i>All things cold</i>
January	<i>Taking care of myself</i>

Student Enrichment Programmes

Name of program/activity	Class	Tentative schedule
Hindi Reading	5 - 7	June 2023
Model Making	4 - 7	July 2023
Drawing Competition	UKG - 7	August 2023
Conversation Skill	1 - 7	August 2023
Hindi Diwas	1 - 7	September 2023
Fancy Dress	UKG - 7	September 2023
Candle, Diya & Rangoli	1 - 7	November 2023
Children's Day Sports	Nursery - 7	November 2023
Pencil Decoration	1 - 5	November 2023
Fruit Salad	Nursery & Prep	November 2023
Non Fire Cooking	4 - 7	December 2023
Poster Making	1 - 7	January 2024
Performing Arts	1 - 7	February 2024
Science Day	4 - 7	February 2024

21st Century Skills:

There is an increased awareness among the educators of the need to integrate what are called as 21st Century skills in educational systems.

There are three key 21st century skills i.e. Learning Skills, Literacy Skills and Life Skills.

Learning skills include:

- Critical Thinking
- Creativity
- Communication
- Collaboration

Literacy skills include:

- Information literacy
- Media literacy
- Technology literacy

Life skills include:

- Flexibility
- Leadership
- Initiative
- Productivity
- Self-awareness

Schools must focus on enhancing the skills required for a successful adult life in 21st Century. It is important that the students are able to think.

Scientifically, mathematically or artistically to face the real-life challenges in an information and technology driven world and enhance their inherent potential.

PTM Record Format

S. No.	Name of Student	Parent's Name	Phone Number	Suggestion

House In charges are responsible to conduct the assembly:

S. No.	Houses	In Charges
1	Shaheed Bhagat Singh	Mrs. Harpreet kaur
2	Mother Teresa	Mrs . Sarbhjit kaur
3	Bhagat Puran Singh	Mrs. Ranjit Kaur
4	Shaheed Udham Singh	Mrs. Manjit Kaur

Activities involved in Assembly

S. No.	Activities (Monday To Saturday)	Frequency
1.	Prayer	Daily
2.	Thought	Daily
3.	GK Quiz	Daily
4.	News (National, International and Sports)	Daily
5.	Scientific facts/ Poem recitation/Speech/Moral Stories	Daily
6.	Birthday Celebration	Occasional
7.	Certificate distribution	Occasional
8.	Pledge	Daily
9.	National Anthem	Daily

Documents to be submitted by Teachers

Name of document	Updation	Deadline
Syllabus Planner	At the beginning of the session	End of the week one after the school reopens
Monthly Planner	First day of the month	First day of the month
Lesson Planner	Once a week	Every Monday
Resource Requisition	Once a month	20 th of Every Month
Attendance Register	Once a month	Last working day of the Month
Remedial Tracker	Once a month	Last working day of the Month
Marks Register	Once a month	Within 2 days of test/exam completion
Anecdotal/PTM Record	Before PTM	Before PTM
Worksheets as required	On requirement	On requirement

Teachers Performance Format/Class

Teacher's Name: _____ **School:** _____
Date: _____ **Reviewed By:** _____
Class/Subject: _____ **Topic:** _____

Parameters	Rubrics	Very effective	Effective	Rarely effective	Not effective
Effectiveness	Captures interest of the students and motivates them.				
	Evaluates and connects with prior knowledge				
Timing	Well within the allotted time				
	Well placed				
Visibility	Handwriting is visible and understood				
	The teacher is not obstructing it from the student's line of sight				
During Activity	Exhibits knowledge				
	Safety of students				
	Well integrated with the lesson				

Principal's remark

Instructional aids	Creative and well designed				
Assessments	Observes children make a note of the progress				
	Assessing learning outcomes				
Discipline	Observant of students at all time				
Learning Objectives	Objective well delivered				
	Student's understanding				

Principal's Sign

Teachers Performance Sheet		Cognitive Depth	Teaching Techniques	Personalization	Learning Goals	Class Room Discourse
		Point 1	Point 2	Point 3	Point 4	Point 5
Sr no	Name of Teacher					
1.						
2.						
3.						
4.						
5.						

Assessment Structure

Term 1	Term 2
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Periodic Test 1	10	Periodic Test 2	10
Notebook Work	05	Notebook Work	05
Subject Enrichment	05	Subject Enrichment	05
Half Yearly	80	Annual	80

Grading scale for Scholastic areas: Grades are awarded on an 8-point grading scale as follows:

Marks Range	Grade
91 - 100	A1
81 - 90	A2
71 - 80	B1
61 - 70	B2
51 - 60	C1
41 – 50	C2
33 – 40	D
32 and below	E (Needs Improvement)

