

## Pledges to be taken during Morning Assembly (A Few examples)

- We will always keep ourselves clean.
- We will wash our hands before taking food.
- We will keep food and drinking water covered.
- We will keep the surroundings of our home and school clean.
- We will always throw garbage in the bin and in the garbage pit.
- We will use mosquito nets when we sleep at night.
- We will not spit here and there.
- We will come to school clean. We will keep our school clean. We will be friendly with our friends and obey the rules and regulations of the school.
- This is our school. We will come to school every day. We will obey our teachers and elders.
- We are the future citizens of our country and we will try to retain the dignity of our country.
- We will respect our parents, teachers and elders.

## Role of Students in School Management

For smooth management of the school, the help and co-operation of everyone concerned is very essential. To help the students to understand this philosophy, it is necessary to entrust some duties and responsibilities to the students from a very young age. To help the teachers to conduct different activities in the school effectively, each school should form the Student Parliament and entrust them with different duties and responsibilities.

Through the Student Parliament, the students get the opportunity to work and think independently. The main aim of Student parliament is not only to conduct the activities perfectly, it help the students to learn many important things on their own. The objectives of student parliament are as follows.

- To help the students to learn to deliver speeches, present songs and dances, recite poems, demonstrate acting abilities etc. by organising meetings.
- To learn to work unitedly and to take decisions after thorough discussion on any matter.
- To develop self-confidence, leadership qualities, discipline and social consciousness.
- To enable the parents to get information about the school regularly and offer their suggestions and ideas to the school.
- To help in creation of a cordial relationship among students, teachers and guardians.

To ensure full participation of each student, rotation of distribution of responsibilities to the students should be done after two months.

Each school should take up the task for formation of Houses in the name of different renowned personalities of the state viz. Kanaklata, Maniram Dewan, Lachit Barphukan, Joymoti etc. Each house will consist of equal number of students from each class as members. These Houses will take up the responsibilities phase wise. At the end of the academic year, declaration of the "Best House of the Year" may be made as per performance of the Houses.

## Annual Activity Plan

For smoothly conducting different activities in an academic year, the school authority should compulsorily prepare an annual activity plan. Implementation of the activities should be followed by evaluation, grading and recording of the grades in the record book.

### Allotted time for non-instructional activities

Task	Allotted Time
Cleanliness	15 minutes everyday
Morning Assembly	15 minutes everyday
Gardening and Plantation	1 Period each month for every class and ½ an hour group work every day for nurturing the plants
Observation of Special Days	3 Periods (maximum)
Cultural activities such as songs, dance, debate, essay writing, extempore speech, drama, quiz, recitation, creative writing etc	3 Periods (twice a Year) for each activity
Annual Sports	4 days (The last day is to be observed as the prize distribution day)
Social Work	2 times a year for 3 periods
Cub-bulbul/Scout & Guide related tasks	40 Periods in a Year
Filed Trip/Picnic/Educational trip	2 days or 10 Hours
Summer Camp/Winter camp/Inter-school camp/peace education camp	10 days

## Progress Report of Students

Name of the School: \_\_\_\_\_  
Name of the Student: \_\_\_\_\_  
Class: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Subject	Curricular area				Personal-Social Qualities (Descriptive Remarks)
	Unit Eva-1 (50)	Unit Eva-2 (50)	Unit Eva-3 (50)	Unit Eva-4 (50)	
Language-1					Punctuality
Language-2					Regularity
Language-4					Respect towards others
Mathematics					Cleanliness
EVS					Respect of others
Science					Gender Sensitivity
Social Science					Helpful
Health & Phy. Ed.					Speech skills
Art Edn					Numerical concept/feeling
Work Edn					Digital Skills
অন্যান্য					Social Sensitivity
					Collaborative
					Environmental Awareness
					Participate in innovative work/progress
					Participations in Games
					Participation in Cultural activity
					Others

Remarks of the class teachers: \_\_\_\_\_  
Signature of the parents/guardians: \_\_\_\_\_ Signature of Class Teacher: \_\_\_\_\_  
Date: \_\_\_\_\_ Signature of Headmaster: \_\_\_\_\_

## Model Daily Routine (Class I to Class VIII)

Time/Day	9.00-9.15	9.15-10.00	10.00-10.40	10.40-10.50	10.50-11.30	11.30-12.10	12.10-12.45	12.45-1.25	1.25-2.05	2.05-2.45	2.45-3.25	
Mon	-Sala -M.A -Thought of the Day	Class 1 <sup>st</sup> Period I English II Mathematics III Language-1 IV Mathematics V Language-1 VI Language-1 VII Mathematics VIII English	2 <sup>nd</sup> Period Mathematics Language-1 English Language-1 English Mathematics Social Science English	First Recess	3 <sup>rd</sup> Period Language-1 English Mathematics English Mathematics Social Science English Science	4 <sup>th</sup> Period Reading Class Environmental Studies Environmental Studies Hindi Language-1 Mathematics	Mid day Meal Recess	5 <sup>th</sup> Period Mathematics Doubt Clearing (Language-1)	6 <sup>th</sup> Period Art Education Art Education Value based Experience Reading Class	7 <sup>th</sup> Period Science Doubt Clearing (Language-2) Social Science Library	8 <sup>th</sup> Period Hindi Value based Experience Library	Willing students from classes I to V will be able to practice co-scholastic subjects in this time period. Rest of the students will leave school at 2.05 p.m. Teachers will monitor the practice of students and evaluate their progress and will discuss about their holistic development with their parents/guardians. Willing students from classes I to V will be able to practice co-scholastic subjects in this time period. Rest of the students will leave school at 2.05 p.m. Teachers will monitor the practice of students and evaluate their progress and will discuss about their holistic development with their parents/guardians.
Tue	-Sala -M.A -Thought of the Day	I Mathematics II Language-1 III Mathematics IV Language-1 V Mathematics VI Social Science VII Mathematics VIII English	Language-1 Mathematics Language-1 Mathematics Language-1 Doubt Clearing (Language-1)	First Recess	English Doubt Clearing (English) Environmental Studies Environmental Studies English Science English Social Science	Art Education English Environmental Studies Environmental Studies English Mathematics Library Social Science	Mid day Meal Recess	Health and Physical Education Health and Physical Education Value based Experience Environmental Studies Hindi Social Science Library	Science Doubt Clearing (Language-2) Social Science Library	Science Hindi Social Science Library	Willing students from classes I to V will be able to practice co-scholastic subjects in this time period. Rest of the students will leave school at 2.05 p.m. Teachers will monitor the practice of students and evaluate their progress and will discuss about their holistic development with their parents/guardians.	
Wed	-Sala -M.A -Thought of the Day	I Language-1 II Mathematics III Mathematics IV Environmental Studies V English VI Language-1 VII Mathematics VIII English	Mathematics Doubt Clearing (Language-1)	First Recess	English English Mathematics Mathematics Hindi/ Language-4 English Mathematics Mathematics Hindi	Art Education Health and Physical Education Environmental Studies Mathematics Health and Physical Education Social Science Social Science Hindi	Mid day Meal Recess	Language-1 Health and Physical Education Mathematics Art Education English Health and Physical Education Environmental Studies Value based Experience Science Language-1 Hindi/ Language-4 Science Social Science	Science Library Social Science Library	Science Library Social Science Library	Willing students from classes I to V will be able to practice co-scholastic subjects in this time period. Rest of the students will leave school at 2.05 p.m. Teachers will monitor the practice of students and evaluate their progress and will discuss about their holistic development with their parents/guardians.	
Thurs	-Sala -M.A -Thought of the Day	I Mathematics II English III English IV Language-1 V Mathematics VI Language-1 VII Mathematics VIII Science	Language-1 Doubt Clearing (Numeracy)	First Recess	English Language-1 Environmental Studies Mathematics English Social Science English Hindi/ Language-4 Social Science	Art Education Mathematics Language-1 Environmental Studies Environmental Studies English Hindi Social Science	Mid day Meal Recess	Language-1 Health and Physical Education Art Education Mathematics Art Education English Social Science English Hindi Social Science Mathematics Art Education	English Art Education Art Education English Hindi Social Science Art Education	Art Education Art Education English Art Education	Willing students from classes I to V will be able to practice co-scholastic subjects in this time period. Rest of the students will leave school at 2.05 p.m. Teachers will monitor the practice of students and evaluate their progress and will discuss about their holistic development with their parents/guardians.	
Fri	-Sala -M.A -Thought of the Day	I Language-1 II Mathematics III Language-1 IV Mathematics V Language-1 VI Social Science VII Language-1 VIII Science	Mathematics Language-1 Mathematics Environmental Studies Mathematics Doubt Clearing (Numeracy)	First Recess	English English Doubt Clearing (English) Environmental Studies Language-1 English Hindi English Hindi/ Language-4 Social Science	Mathematics English Environmental Studies Language-1 English Hindi English Hindi/ Language-4 Social Science	Mid day Meal Recess	Health and Physical Education Health and Physical Education Value based Experience Health and Physical Education Art Education Health and Physical Education Environmental Studies Language-1 Science Hindi/ Language-4 Social Science English Social Science English Scout & Guide Scout & Guide	Art Education Art Education Value based Experience Art Education Art Education Art Education Environmental Studies Language-1 Social Science Hindi/ Language-4 Social Science English Scout & Guide Scout & Guide	Scout & Guide Scout & Guide	Willing students from classes I to V will be able to practice co-scholastic subjects in this time period. Rest of the students will leave school at 2.05 p.m. Teachers will monitor the practice of students and evaluate their progress and will discuss about their holistic development with their parents/guardians.	
Sat	-Sala -M.A -Thought of the Day	I English II Mathematics III Language-1 IV Language-1 V Language-1 VI Science VII Social Science VIII Language-1	Mathematics Language-1 English Mathematics English Science Language-1 Mathematics	First Recess	Language-1 English Mathematics English Library Mathematics English Art Education Art Education Social Science Art Education	Mid day Meal Recess	Library Class: In this period teacher in-charge will provide the students different extra reading materials class wise & subject wise. Teachers will evaluate the students on the basis of their reading from time to time. Value Based Experience: Teachers will practice the various aspects of the values which are integrated in all the subjects in this period. Work Education: In this period teachers will guide the students to practice various activities related to work education along with other resources like audio, video, documents, conversations, role play etc.	Library Class: In this period teacher in-charge will provide the students different extra reading materials class wise & subject wise. Teachers will evaluate the students on the basis of their reading from time to time. Value Based Experience: Teachers will practice the various aspects of the values which are integrated in all the subjects in this period. Work Education: In this period teachers will guide the students to practice various activities related to work education along with other resources like audio, video, documents, conversations, role play etc.				

### School will be over with the singing of "O Mor Aponar Desh" by the Children together

- Teachers will incorporate different subjects in daily routine as per importance of subjects and weight of school bag.
- Teachers will take out time from the daily routine as per his/her convenience to help children with special needs (CWSN)
- The Schools which have been connected for Tele Education/ICR will accommodate/adjust periods in the time table by refereeing to the time table of Tele Education

## Management of School Library

It is a mandate to have a school library and a reading corner at every classroom. Reading materials at the reading corner and books at the library should be kept in such a way that students easily get access to it. The register should contain the names of the books in a serial manner. Formation of Library Management Committee to be formed and active involvement of the member to be ensured. According to the Govt. guidelines a teacher should be entrusted the responsibility of proper utilization of Library books.

Head Teacher and the Library in charge teacher of every school have to ensure reading of Library books by every student. School management committee should made same provisions of awarding student who read the highest number of books. Group discussion among the students may be organised during library period on the books those were read by them. Students may ask to share their reading experience during the morning assembly. Competition on storytelling, story writing in mother tongue etc. sometimes may be organised. Parents, guardians, SMC, teacher can also be involved in such activities.

## Government guideline on reducing weight of school bag/materials/workbooks etc.

According to the guideline issued by the Education Department, Govt. of Assam to the concerned departments of Education on reducing weight of School bag and other related materials effective from the Academic Year 2018-19:

- No homework for the students of class I & II.
- In class I & II only language, Mathematics and English are to be taught. No other subjects should be included.
- In class III, IV and V Environmental studies should be included.
- Violation of the guideline will lead to cancellation of the recognition of the schools.
- The maximum weight of the school bags should not cross the limit given in the following table.

Sl No	Class	Maximum weight (kg)
1	1 <sup>st</sup> & 2 <sup>nd</sup>	1.5 kg
2	3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup>	2-3 kg
3	6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup>	4 kg
4	8 <sup>th</sup> and 9 <sup>th</sup>	4.5 kg
5	10 <sup>th</sup>	5 kg

It is to be mentioned that the weight of the school bag from class I to X for the school of Assam is not more than the limit mentioned in the table.

## What to share with Parents/Guardians:

- What a child likes or what a child does not like to do.
- Highlights the child's extraordinary work with parents, to help indicate areas of success and improvement along with appreciation of any special strengths, as well as efforts put in by the child.
- Talking on aspects such as corporation, responsibility, sensitivity towards others, interests, etc. with both the child and parents in a positive manner. If the child needs to improve in some area, instead of saying 'she is not cooperative, it will be better to say 'the child needs to put in more efforts towards cooperating with others.'
- Discuss with parents (a) how they can help (b) what they have observed at home about the child that would help the teacher to support the child's learning better.

## Role and Responsibility of a teacher related to health and sanitation

- Classroom and school complex to be cleaned by different group of students.
- Determine who will monitor sanitation and health related activities timely.
- Toilets and source of drinking water must be kept clean as per instruction of teachers and School Management Committee.

You can put forward your valuable suggestions/advice regarding the academic calendar through the e-mail ID given below  
**cmd@scertassam.in**