Suggestive gudelines to the teachers for filling the learning gaps of the previous academic year-

The following suggestions may be adopted/adapted according to the learning level and learning needs of the stu-

- 1) The teacher may determine the learning gaps of the students for the previous academic year and prepare plans accordingly to fill their learning gaps in consultation with the fellow teacher.
- 2) To achieve the Learning Outcomes and to fill the gaps of the previous academic year, the teacher may adopt integrated teaching approach for eg-clubbing two lessons with similar LO's from previous and current academic
- 3) To bridge the learning gaps, especially in subjects such as Science, the teacher may perform various activities in connection to the lived-in experiences of the learners
- 4) The teacher may organise various joyful and participatory activities such as- story telling, extempore speech, quizzes, group work, pair-work, open discussions etc to teach lessons with similar LO's.
- 5) To achieve the expected LO's by the students, the teacher may take help from different educational resources prepared by Samagra Shiksha and SCERT, Assam such as-Self-Learning and Enhancement Materials, Open Educational Resources, DIKSHA portal, NISHTHA modules, TLM's, worksheets etc along with other resources available both online and offline.
- 6) While teaching grammar of a language, the teaching shall be more effective if it is taught in a communicative manner using day-to-day conversations of the learners
- 7) The teacher may integrate the lessons with similar LO's to develop opportunities for the acquistion of LSRW skills of the learners.
- 8) The teacher may make use of TLMs such as-charts, map, globe etc which are present in the school to give an idea of the dropped lessons to the learners.
- 9) To achieve the expected LO's, the teacher may integrate one or more classes at the same time.
- 10) The teacher may give emphasis to the participation of the students in national festivals and observation days so that they can realise the importance of these festivals and days.
- 11) The teacher may make necessary arrangements to teach topics like-variety of animals, festivals etc with the
- 12) To impart the knowledge of numbers, numbers concept, angles, measurements (volume, weight, length), fraction, two-dimensional, three-dimensional, symmetry, use of data etc, different activities related to the day-today life of the students may be carried out.
- 13) The teacher will store the student learning assessment data.

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.

Annual Action 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				
Morning Assembly	15 minutes everyday				
Gardening and Plantation	1 Period each month for every one 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	6 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				
Field Trip/Picnic/Educational trip	2 days or 10 Hours				

Progress Report of Students

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

Remarks of the class teachers
Signature of the parents/guardiansSignature 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-	10.50-11.30	11.30-12.10	12.10- 12.45	12.45-1.25	1.25-2.05	2.05-2.45	2.45-3.25	
		Class	1 st Period	2 rd Period	10.50	3 rd Period	4 th Period	12.45	5 th Period	6 th Period		8 th Period	
		1	English	Mathematics		Language-1	4 7 (1100		Mathematics	Art Education	Willing students fro be able to practise of		
		- II	Mathematics	Language-1		English	Reading Class			Art Education	in this time period.	to-scholastic subject Rest of the student	
		101	Language-1	English		Mathematics	nedding class			Value based	in this time period.) will leave school at: • Teachers will monits		
	-Safai	0.00					Environmental	Mid day	Supplementary	Experience	students and evalua	the practice of their progress	
Mon -M.A -Thought of the Day	-Thought	IV	Mathematics	Language-1	First Recess	English	Studies Environmental	Meal Recess	Teaching	Reading Class	students and evalua and will discuss abo development with ti parents/guardians	ut their holistic heir	
	of the Day	٧	Language-1	English		Mathematics Social	Studies	-			Value have		
		VI	Language-1	Mathematics		Science	Hindi		English	Supplementar	Science	Experience	
		VII	Mathematics	Social Science		English	Language-1		Science	y Teaching	Social Science	Hindi	
		VIII	English	Language-1		Science	Mathematics		Mathematics		Social Science		
		ř	Mathematics	Language-1		English	Art Education		English	Health and Physical	Willing students from classes I to V wi be able to practise co-scholastic subje- in this time period. Rest of the studen 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		
	3	11	Language-1	Mathematics			English		Language-1	Education Art Education	 Will leave school at a Teachers will monits students and evalue 	2.05 p.m. or the practice of the their progress	
		iii	Mathematics	Language-1			Environmental		English	Health and Physical	and will discuss abo development with ti parents/quardians	ut their holistic heir	
	-M.A	IV		Mathematics	First Recess	Supplement ary Teaching	Studies Environmental	Mid day Meal	Mathematics	Education Value based			
	-Thought of the Day	IV	Language-1	Matnematics			Studies	Recess	Mathematics	Experience			
	Or time Day	V	Mathematics	Language-1			English		Language-1	Environmental Studies			
	- 3	VI	Social Science			Science	Mathematics		English	Studies	Social Science	Library clas	
	- 3	VII	Mathematics			English	Library		Social Science	Science	Hindi	Value base	
		VIII	0.0000000000000000000000000000000000000	Supplementar y Teaching		Social	0.000	-	100000000000000000000000000000000000000	127500000	2000000	Experience	
		VIII	English			Science	Social Science		Mathematics	Library Health and	Science		
		1	Language-1	Mathematics		English	Art Education		Language-1	Physical Education	 Willing students from be able to practise of in this time period. will leave school at a 	n classes i to v wi co-scholastic subje Rest of the student 2.05 n.m.	
				-			Health and						
	8	II.	Mathematics			English	Physical Education		Mathematics	Art Education	students and evalua and will discuss abo development with the parents/guardians	ut their holistic heir	
-Safai -M.A -Thought of the Day		iii	Mathematics	Supplementar y Teaching	First Recess	Mathematics	Environmental Studies		English	Health and Physical Education	parents/guardians		
	-M.A	men	Environmental					Mid day Meal	09000000000	Health and			
	-Thought of the Day	IV	Studies			English	Mathematics Health and	Recess	Language-1	Physical Education			
		V.	English			Mathematics	Physical Education		Environmental Studies	Value based Experience			
		VI	Language-1	English		Hindi/	Mathematics		Social Science	Science	Language-1	Art Education	
	1	VII	Mathematics	Mathematics		Language-4	Social Science			Hindi			
	- 8					English			English		Science	Library clas Value base	
		VIII	English	Language-1		Mathematics	Hindi		Science	Social Science	Social Science	Experience	
		î	Mathematics	Language-1		English	Language-1		Environmental	Value based	 Willing students from classes I to be able to practise co-scholartic s in this time period. Rest of the stu will leave school at 2.05 p.m. 	m classes I to V mi	
	- 8		matirematics	Language-1		Lingilan	Language-1		Studies	Experience	in this time period. Rest of the stud		
		11	English			Language-1	Mathematics		Health and Physical	Art Education			
			Lingian			Language-1	matrematics		Education	Part Education	students and evalua and will discuss abo development with ti parents/guardians	te their progress	
	-Safai	101	English	Supplementar		Environment	Language-1	Mid day	Mathematics	Art Education	development with ti	heir	
Thurs	-M.A	iii.	English	y Teaching	First	al Studies		Meal	mathematics	Art coucation	parents/guardians		
111013	-Thought of the Day	IV	Language-1	y readining	Recess	Mathematics	Environmental Studies	Recess	English	Art Education			
	Of the Day	- 22	7.00				Environmental		1000 10	000000			
		٧	Mathematics			English	Studies		Language-1	Art Education			
		VI	Language-1	Mathematics		Supplement	Social Science		Hindi	Social Science	English	Art Education	
		VII	Mathematics	Language-1		ary Teaching	Science	4	English	Hindi	Social Science	Art Education	
	_	VIII	Science	Social Science			Hindi	-	Social Science Health and	English	Mathematics William students from	Art Education relates I to V wi	
		T.	Language-1	Mathematics		English	Mathematics		Physical	Art Education	 Willing students from classes I to V be able to practise co-scholastic su in this time period. Rest of the stud 		
		2.5	0.000)-01.00 (A. OLLOPO), DOS 006.		Education	200000000000000000000000000000000000000	will leave school at 2.05 p.m. Teachers will monitor the practi	2.05 p.m.	
	1							1	Health and	Value based	 Teachers will monits students and evalua 	or the practice of the their progress	
		11	Mathematics	Language-1			English		Physical Education	Experience	and will discuss abo	ut their holistic	
	1		W	102200 10			Environmental			Health and	students and evalua and will discuss abo development with ti parents/guardians		
		111	Language-1	Mathematics		C	Studies		English	Physical			
	-Safai	_		3000		Supplement ary Teaching		Mid day	Health and	Education			
Fri	-M.A -Thought	IV	Mathematics	Environmental Studies	First Recess	ary reacrining	Language-1	Meal	Physical	Art Education			
	of the Day			Studies	Recess		201000000000000000000000000000000000000	Recess	Education				
	or one only	v	Language-1	Mathematics			English		Environmental	Health and Physical			
			Language-1	Wathematics			Linguan		Studies	Education			
		· VI	Social Science			English	Hindi		Social Science	Language-1	Science	Scout &	
	1 1			Doubt				1				Guide Scout &	
		VII	Language-1	Clearing (Numeracy)		Mathematics	English		Science	Hindi	Social Science	Guide	
		VIII	Science	((vonieracy)		Hindi	Social Science		Language-1	Social Science	English	Scout &	
		1	Franklich	Mathematics			for the	Art Education	an gaage ,	Librar	Library Class: In this Period teacher in- charge will provide the students different		
			English			Language-1	English			charge			
		II.	Mathematics	Language-1		English	Supplem	1	extra r	tra reading materials class wise & subje se. Teachers will evaluate the students			
		III	Language-1	English		Mathematics		entary		wise. T	eachers will evaluate	e the students of	
	-Safai	IV	Language-1	Mathematics		English		Teachin			pasis of their reading from time to tir the Based Experience: Teachers will		
Sat	-M.A	V	Language-1	English	First	Mathematics		g	Mid day Meal	practic	e the various aspect	s of the values	
Jac	-Thought of the Day	VI	Science	Mathematics	Recess	English	Supplementar	Work Education	Recess	which	practice the various aspects of the values which are integrated in all the subjects in this period. • Work Education: In this period teachers:		
		3/11	Carial	1 mm		C+1	y Teaching	Work		this pe			
		VII	Social Science	Language-1		Science		Education		 Work Education: In this period teachers y guide the students to practice various activities related to work education along with other resources like audio, video, 			
				1000000 000		Social		Work					
		VIII	Language-1	Mathematics		Science		Education					

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
- ☐ 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 refering to the time table of Tele Education.

Bagless Days

All students from 6th to 8th grade should get opportunities to participate in co-curricular activities in school during the 10 bagless days. They can be given the opportunity to gain work experience in the presence of skilled profession $als \ such \ as \ art \ \& \ craftsmen, \ gardeners, \ potters \ etc. \ Bagless \ days \ can \ also \ have \ activities \ including \ drawing, \ quizzes,$ sports, different vocational pursuits, visit to places of historical and cultural significance or higher education institu-

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 member of books. Group discussion among the students may be organised during library period on those books which 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 guidelines issued by the Education Department, Govt. of Assam to the concerned departments of Education on reducing weight of School bags 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.

SI No	Class	Maximum weight (kg)		
1	1st & 2nd	1.5 kg		
2	3 rd , 4 th and 5 th	2-3 kg		
3	6 th , 7 th and 8 th	4 kg		
4	8 th and 9 th	4.5 kg		
5	10 th	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.

thy that in our state the weight of the school bags for these classes are comparatively less to the above mentioned limit of weight

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.
- Fund received for development of School should also be spent to clean source of drinking water and to repair toi-
- ☐ Regular monitoring of health related activities of students.

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