



GOVERNMENT OF JAMMU & KASHMIR  
DIRECTORATE OF SCHOOL EDUCATION, KASHMIR

Order No.: 393 DSEK of 2019

Dated: 09/03/2019

**Subject:- Implementation of Academic Planner 2018-19 for the meaningful engagement of Students and Teachers in Schools.**

In order to engage students and teachers meaningfully in different academic activities in the schools, the Academic Planner appended with this order should be strictly implemented in all the schools.

All schools are required to prepare an Institution Plan with timelines covering all the aspects detailed in the said academic planner keeping in view the available resources and the social context.

Based on the Academic planner, School Performance Index (SPI) shall be devised by this office to measure the performance of the schools for School Grading.

(Mohammad Younis Malik)  
**Director School Education,  
Kashmir**

No. DSEK/Innovation/2433-43/19

Dated: 09/03/2019.

Copy to:

- (i) Secretary to Government School Education Department, Civil Secretariat Jammu for information.
- (ii) State Project Director, Samagra Shiksha J & K Jammu for information.
- (iii) Joint Directors of School Education Department (Kashmir Division) \_\_\_\_\_ (All) for information and necessary action.
- (iv) Chief Education Officer \_\_\_\_\_ (All) for information and necessary action.
- (v) Principal District Institute of Education and Trainings \_\_\_\_\_ (All) for information and necessary action.
- (vi) All Principals of Higher Secondary Schools of Kashmir Division for information and necessary action.
- (vii) All Zonal Education Officers of Kashmir Division for information and necessary action.
- (viii) All Headmasters of High Schools of Kashmir Division for information and necessary action.
- (ix) All DRGs/ZRPs/CRPs for information and necessary facilitation in Elementary and Secondary Schools.
- (x) Web Site of DSEK.
- (xi) Order file.



# DIRECTORATE OF SCHOOL EDUCATION, KASHMIR

S.P. College Road, Srinagar – 190001 (J&K); Tel: 0194-2457692 Fax: 0194-2459288

Email: [dse\\_kash@yahoo.com](mailto:dse_kash@yahoo.com) ; [innovationdsek@gmail.com](mailto:innovationdsek@gmail.com) : [dsekplg@gmail.com](mailto:dsekplg@gmail.com)



## ACADEMIC PLANNER (2018-19) FOR SCHOOLS OF KASHMIR DIVISION

As the schools are reopening after Winter Vacations and this is the moment when after three months of separation, our children shall be back with us, when our empty school - compounds shall come alive again. It is a great feeling. It must have been a period of complete academic quiescence for the children who could not afford learn during the period. That way the school opening day is the day when our children shall again find their knowledge-spring and come to drink of it. It is joy all over. But while we celebrate going back to school, we must make sure that we give children also reasons to celebrate this return.

First two days, it is suggested that let's create an air of festivity in our schools. Let's break the ice. Pass on a message that first two days it will be more play, more fun. First two days we make small groups of children and they will share the winter experiences. Let them write small paragraphs on memories of the winter in a language of their choice.

First two days let them paint and draw. Let them organise a skit, write poetry, do a field activity on science, meet and interact with the oldest man and woman of the village.

Let's start with reviving our friendships with the children. Do a round of introduction. Organise one to one counselling with students, each child getting around 10 minutes- talk to them, listen to their difficulties. Reassure them.

There must be children who lost their parents or a sibling during the months gone by. Some must have been unwell. Share their agony. Share your goodwill.

There must be some children who left their books in December and will touch them again on 11<sup>th</sup> March. Tell them not to worry. Reassure them.

Share your dreams with the children. Your vision of the school. Your vision of the world. Let the children speak. Listen to their aspirations. Tell them times have changed. Make them feel that you have grown as a teacher while the children have also grown up too. It is a new class for most of them, respect their egos. Don't treat them the way you treated them last year.

As all of us know, 2019 is a year of expectations. Let's talk to each other. Let's revive an atmosphere of friendships, warmth, fun, knowledge and dreams in our schools. Let's make a new beginning on 11<sup>th</sup> of March.

All these things can be achieved in the School, as the school is an institution that provides new opportunities for all learners to learn about themselves, others, and society, to access their inheritance and engage with it. The formal processes of learning that school makes possible can open up new possibilities of understanding and relating to the world. It shapes an individual into a balanced being, free from biases and prejudices, tolerant, responsible and fruitful citizen of the nation. The school must be a disciplined place where a student can be groomed to make the disciplined society. Following are some objectives the school should bank upon to create an egalitarian society.

- Love for humanity
- Equality, inclusiveness, respect for all
- Freedom from prejudice
- Living in harmony and peace
- Empathy – to put ourselves in another's shoes
- Culture of dialogue where each one speaks and respectfully listens
- Valuing of each one's culture and past
- Sense of belongingness
- Honesty, Integrity
- To express what is in their hearts honestly and confidently
- Appreciation of beauty, and nature
- Caring for natural environment

- Analytic approach to things around us
- Independent thinking, reflection, asking questions
- To experiment and do for themselves
- Commitment to working for the good of all
- Patience, Good manners
- Physical development and health
- Child should be free to dream

In order to teach children these kinds of values and skills, we need a different kind of school than the present schools. We dream of a school that will truly be a Children's Centre, carefully designed to suit the needs and interests of children, in order to nurture them and make them happy. Rather than forcing children to fit into the pre-existing system, we need to design the system to fit to children. The following calendar of activities is spelled out to achieve the desired goals.

#### Some Recommendations

- The schools (including those with "NanheQadam" ) that run Primary classes must have KG classes and the teachers should follow the teaching learning as per the '*Teacher's Manual for ECCE & Early Grades*' supplied to schools by DSEK.
- The Teaching Learning in elementary stage should follow the *constructivist approach* with the focus on learning related to the immediate environment. Activity Based Learning (ABL) to be prioritised at Primary Level. The "*Learning Outcomes*" document supplied to the schools from the Directorate of SamagraShiksha J&K needs to be integrated with the syllabus for all subjects while Teaching and Learning. The chapter-wise "Learning Outcomes" must be the sole objective of the Teaching-Learning as well as the assessment of the students.
- The Number of working days w.e.f November 2018 to 31<sup>st</sup> October 2019 shall be 182 excluding Winter break , Summer break & other scheduled holidays. (Source: SIE Kashmir vide No: SIE/K/Exam/1371-1386 Dated:- 06-03-2019)
- Commencement of Academic Activities w.e.f 1<sup>st</sup> November from Class 1<sup>st</sup> to 9<sup>th</sup>
  - Unit I Assessment w.e.f 25<sup>th</sup> November 2108
  - Unit II Assessment w.e.f 20<sup>th</sup> April 2019
  - Term I Examination w.e.f 2<sup>nd</sup> week of June 2019

- U III Assessment w.e.f 1<sup>st</sup> week of August 2019
- Term I Examination w.e.f 2<sup>nd</sup> week of October 2019
- Declaration of Result on 25<sup>th</sup> October 2019
- New Classification w.e.f 1<sup>st</sup> week of November 2109.

(Source: SIE Kashmir vide No: SIE/K/Exam/1371-1386 Dated:- 06-03-2019)

- Weightage of marks for classes 1<sup>st</sup> to 9<sup>th</sup> will be provided by SIE Kashmir.
- Entire syllabus should be distributed as per the time line mentioned by SIE Kashmir and the dates should be mentioned against the content/chapters along with the “Learning Outcomes” and “Pedagogical Processes” so that tracking of school syllabus could be easy.
- The practical /Project Work of Secondary & Higher Secondary should also be distributed evenly Unit/Term-Wise. The Practical /Project Work must be a mandatory exercise for the students of Secondary & Higher Secondary Schools and should be countersigned by the Head of the Institution after every Unit/Term Test.
- In case it seems that the syllabus transaction targets are missed by any teacher/s, the extra morning and evening classes for the subject/s should be started at once.
- Since the sole purpose of teaching learning is to make a student understand and built his/her capacity besides giving skills, therefore the remediation must concurrently run with the classwork.
- In case of Potential learners having huge learning gaps, separate Remedial Classes should be started at the beginning of the academic year during mornings or evenings.
- Every week, there should be some Co-Curricular activity in the second half of each Saturday like sports, debates, Quiz, Seminars etc., These activities should collate with the curriculum to make the core academics more attractive and joyful.
- Parent Teacher Association (PTA) meet must be conducted once in a month (3<sup>rd</sup> working day of month) to restore public faith in the system and to have a feedback.

- After every two months, there should be outing for the students (with due permission from authorities) to have subject related tours to the University Campus, Archaeological sites Industrial areas, historical places, Botanical gardens and Museums, Fish Farms, Wildlife Sanctuaries, Nature study, local places of interest etc., the dates & destinations for which should be notified by the school authorities at the beginning of the session for entire academic session. Further, in order to give exposure to the students, some special visits should be planned to Hospitals, Post Offices, Banks, other establishments and local artisans to capture their working. Also Girl students should be especially made to interact with lady doctors, engineers, artisans, bankers and other officers for their inspiration.
- Eminent Community leaders, Litterateurs, famous persons, experienced local octogenarians/older citizens to be invited to schools for interactions with the children to collect the legacy from them and gain from their experiences of life. The experience shared by them must be recorded in the register to be specifically kept for the purpose under the name of "Knowledge Register".
- In case of a shutdown/Hartal(Strike)/Unforeseen event/forced closure of the school, the next holiday should be deemed as the working day (7-8 hours a day) to avoid academic loss (Source: SIE Kashmir vide No: SIE/K/Exam/1371-1386 Dated:- 06-03-2019)
- Attendance of students should be seriously made obligatory to strengthen the school system; if possible, option of Bio-Metric Attendance for students of High & Higher Secondary Schools may be practised.
- Attendance of students for Practical Work in Higher Secondary Schools should be at least done through the Bio-Metric Attendance System with proper arrival and departure time. Marks for the attendance (in practical classes) should be awarded as per the actual attendance.
- *Emphasis on Moral Education:* Morning Assemblies to be tapped for imparting Moral Education by means of Stories on Moral Education, participation of Students in different activities reflecting Morals. Also Morals should be taught across curriculum i.e., teaching of Moral Education through Academic subjects and above all Teacher being a role model should reflect Morals so that students catch the reflection.
- *Sports events:* The Schools should frame sports activity calendar after due consultation with Department of Youth Service & Sports

## Suggestive Calendar of Activities

The calendar of activities is spelled out to achieve the desired goals; various activities could be undertaken as per the following suggestive schedule. The schools can add some more activities as per their local needs but calendar for the school for a particular academic year must be chalked out at the beginning of the academic session and should be displayed prominently in the school.

S.No	Date	Activity
01	First two days after Winter vacation	Celebrating Opening of Schools and preparations for the school activities & Sharing of winter Experience. Interaction with Students and Parents. Devising Activity Calendar for the Academic session.
02	March 21 <sup>st</sup> 2019	Arbor Day (Nauroz)- Plantation Day ,plants like <i>Chinars</i> , <i>Deodars</i> to be planted in the premises of the school
03	March 22 <sup>nd</sup> 2019	World Water Day, Organising Awareness drives, Debates ,Painting Competitions on the theme of conservation of Water Resources
04	April 7 <sup>th</sup> , 2019	World Health Day, Health & Hygiene Camps to be organised in collaboration with NRHM & nearest Primary Health Centres, Community Awareness programmes, Street Theatre will be some of the suggestive activities.
05	May 6 <sup>th</sup> 2019	World mathematics Day

06	May 8 <sup>th</sup> , 2019	Celebration of Red Cross Day to inculcate the habit of Social Service among students, Awareness regarding First-Aid in the Morning Assembly.
07	May 31 <sup>st</sup> 2019	World Anti-Tobacco Day- students to be engaged in Anti-Tobacco Awareness Campaign
08	June 1 <sup>st</sup> 2019	Programmes on <i>Beti Bachao Beti Padoo</i>
08	June 5 <sup>th</sup> 2019	Celebration of World Environment Day, Seminars, debates in collaboration With Department of Environment. Painting competitions, poster writing competitions, Rallies etc will be some of the suggestive activities.
09	June 26 <sup>th</sup> 2019	Anti-Drug Abuse Day- Debates & Seminars, a visit to Drug De-addiction Centre are some suggestive activities.
10	August 21 <sup>st</sup> 2019	Peace & Non-Violence Day- Debates & Seminars, Group Discussions
11	August 29 <sup>th</sup> 2019	National Sports Day- Awareness about sports & Games
12	5 <sup>th</sup> September 2019	Teacher's Day- Essay Writing on Teachers



13	7 <sup>th</sup> September 2019	Kashmir against Flood Day- Commemorating Floods and the courageous response of people. Group Discussions on causes & preventive measures for floods
14	2 <sup>nd</sup> -8 <sup>th</sup> October 2019	Wildlife Week- Awareness about importance of conservation of Wildlife, our local Fauna.
15	November 14 <sup>th</sup> 2019	Children's Day- celebrations to reiterate the importance of being a child.
16	After T2 Exam	Progress Day, Cultural and other Programmes displaying skills of students and Declaration of results in front of community and Parents.
17	3 <sup>rd</sup> December 2019	International Disability Day- celebrating this special day for the Specially abled classmate to inculcate feeling of empathy and togetherness.

### Suggestive School Clubs:-

School Clubs will comprise of Students and Teachers and the aim of establishing these clubs will be to inculcate leadership qualities among students. All the students and the Teachers should opt for at least one club at the beginning of the academic session. After finalising the members, clubs should notify their calendar of activities for the year in the first fortnight of the academic session.

Schools should make their own Plan for different activities and give exact dates in the beginning of the session.

1. *Eco Club*: For Environmental Concerns like Environmental degradation, conservation of natural resources, biodiversity & its conservation, Herbal Gardens. Awareness campaigns, Wildlife

2. **Sports Club:** Promotion of sports especially non-conventional & indigenous sports like Javelin throw, Discus throw, High Jump, Long Jump, Race, Hopscotch (Vern: Sazlong), Santooli (vern; Kulgarm), GilliDanda.
3. **Adventure Club:** Promoting adventure sports Rafting, River Crossing, Mountaineering, Snow tubing, Tracking, Cycling, Road safety and Visits to Forests
4. **Science Club:** For Science Popularisation & allied activities, botanical tours, Tours to Wild Life Sanctuaries, National parks, Museums
5. **Culture, Art & Heritage Club:** For Preservation of Culture & Heritage and promotion of Art & Craft.
6. **Social Activity Club:** For promoting Social Activism among students.
7. **Counselling Clubs:** Career counselling for different career opportunities for students, legal counselling, Psychological Counselling etc., Counselling on Drug de-addiction.
8. **Health & Hygiene Club:** School Hygiene conducting Health Check-ups and related activities in collaboration with Department of Health, MDM.
9. **School Safety & Disaster Management Club:** Safe Learning, Care & Protection related laws, spelling out Standard Operating Procedures (SOPs), Safe School Environment (Infrastructural & Psychological), Prevention of Child Abuse, Transportation issues, Positive discipline, Disaster Preparedness,

**Houses:** - As this practice is in vogue in most of the schools, every School shall comprise of 4 'houses' among which all the students and staff of the school would be equally divided. The names of the houses be designated on the basis of heritage, Sufi saints, Poets, Prominent Rivers, Flowers, Great Personalities etc., Students shall be nominated as House Captain, House Vice-Captain and would carry badges for the academic year. These houses shall rotate their work on weekly basis. Points shall be added/deducted from the house tally on weekly basis according to the performance of the house in organising Morning assembly & School discipline. Felicitations of houses should be done.

**ANNUAL Day:** - Celebration of Annual Day by all schools particularly High and Higher Secondary Schools shall be mandatory, for which dates shall be notified in advance and shall be celebrated before annual examination.

**School of the year:** - At the end of every academic session one of the Elementary Schools shall be judged as the 'School of the Year' at Zonal, District & Divisional Level based on *School Performance Index (SPI)* which will be based on online Academic Monitoring of different subjects strictly according to the "Learning Outcomes" document of NCERT/Samagra Shiksha and School Academic Processes Tracker. The SPI will further include indicators on

Implementation of ECCE, Student's attendance, Teacher attendance, effectiveness of Remedial Classes, minutes, decisions & their implementation in Parent Teacher Association (PTA) meetings and Knowledge Register maintenance.

The online monitoring and the punching of results will help us to generate school results (SPI) besides capturing of other indicators with respect to this Academic Planner and subsequently the schools will accordingly be graded into

- i) Green (Schools where learning levels & other parameters are good).
- ii) Yellow (Schools where learning levels & other parameters are average).
- iii) Red (Schools where learning levels & other parameters below average).



Mr. Mohammad Younis Malik  
Director  
School Education Kashmir.

No. DSEK/innovation/ 2427-32/19

Dated: - 09/03/2019

Copy to:

1. Secretary to Govt. School Education Department, civil secretariat Jammu.
2. Joint Director Central/North/ South/Ladakh for information.
3. Principal State Institute of Education Kashmir for information and necessary action.
4. Chief Education Officer .....All for information and Compliance.
5. Principal DIET \_\_\_\_\_ All for information and compliance
6. Concerned for compliance.