

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 always 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 everyday. 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.

GUIDELINE FOR INCULCATION OF MORAL AND VALUE EDUCATION IN SCHOOLS

- Tasks and activities for inculcation of moral and value education amongst students:-
- During morning assembly five minutes will be dedicated for moral and value education, out of which students will do meditation for one minute. The next four minutes will have students reading out speeches/messages (written by teachers or students) of great personalities of the world.
 - Students will occasionally do silent meditation, after which, they will be asked to express their own thoughts and feelings.
 - Once a month during the period allotted for Language, the teachers will read out stories having moral and value education from the textbook. Besides stories from the textbook, teachers will also share stories depicting love for nature, stories on values related to truth, sacrifice, love, patriotism, respect, faith, helping others. For e.g. tales of Raja Hanstichandra, Shriram's devotion to his parents, Aesop's fables, Folk tales etc. Moreover students will be enlightened about the life and contributions of some great personalities, great warriors, litterateurs and artists atleast once a month.
 - To ensure good health of students, they will be warned about the injurious health effects of chewing tobacco, inhaling cigarettes and drinking intoxicating liquor and thus prevent them from consuming such substances which will prove to be dangerous to their health.
 - Students will take up cleanliness drive in a locality under the leadership of teachers once a month.
 - Students will offer voluntary service to any social institution on behalf of their school, under the leadership of teachers.
 - Students will offer necessary care and assistance to any elderly person or physically challenged person in their family/village/locality. For this, teachers will hold discussions with the students in the classroom.
 - Students will be encouraged to help their parents in household chores, gardening, watering plants, cooking and serving food, sewing etc.
 - Teachers will ensure formation of good conduct and behaviour in students viz. - showing respect to elders, giving love and care to the young, preserving the resources of the society along with personal resources, maintaining discipline and being punctual in school activities, maintaining cleanliness etc. while handling the subject on EVS.
 - The Fundamental Rights and Duties of a citizen according to the Constitution of India has been printed in the inside cover page of almost every textbook. Teachers will hold discussions on the importance of the Rights and Duties of a citizen. Detailed discussions will be held during the periods allotted for Social Science and EVS.
 - Moreover during the period allotted for Social Science, measures will have to be taken for discussion on at least any two of the issues given below-
 - Salient features of the Indian Constitution
 - Fundamental Rights
 - Fundamental Duties and Responsibilities
 - Unity in Diversity etc.
 If required, necessary help may also be sought from local resource persons.

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 1/2 an hour group work everyday 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-Build/Scout & Guide related tasks	40 periods in a year
Field trip /Picnic/Educational trip	2 days or 10 hours
Summer Camp/Winter Camp, Inter-school camp/ Peace education camp	12 days

Progress Report of Students

Name of the School : _____
 Name of the Student : _____
 Class : _____ Academic Year : _____

Subject	Curricular areas				Personal-Social Qualities (Descriptive Remarks)
	Unit	Unit	Unit	Unit	
Language-1	Unit Evs-1 (5%)	Unit Evs-2 (5%)	Unit Evs-3 (5%)	Unit Evs-4 (5%)	● Truthfulness ● Discipline ● Punctuality ● Simplicity ● Cooperation ● Sharing ● Leadership ● Initiative ● Emotional control ● Respect for Elders ● Attitude towards self, peers ● Attitude towards teachers and school ● Respect towards differently abled persons ● Others
Language-2					
Language-3					
Mathematics					
EVS					
Soc. Sc.					
Science					
Health & Phy. Ed.					
Art Education					
Work Education					
Total					

Remarks of the Class Teacher _____

Signature of Parents/Guardians _____ Signature of Class Teacher _____
 Date _____ Signature of Headmaster _____

Model daily Routine (Class I to Class VIII)												
Time	9.00-9.15	9.15-10.00	10.00-10.40	10.40-11.20	11.20-12.00	12.00-12.35	12.35-1.15	1.15-1.55	1.55-2.10	2.10-2.50	2.50-3.30	
Day	Class	1st Period	2nd Period	3rd Period	4th Period	Recess	5th Period	6th Period	Recess	7th Period	8th Period	
Mon	-Safai -M.A -Thought of the Day	I Language	Mathematics	English	H & P. Ed.	Recess	Mathematics	Art Ed.	Recess	Meeting of parents and teachers on the learning progression/ performance of the children.		School will be over with the singing of "O Mor Apnar Besh" by the children together.
		II Mathematics	Language	English	H & P. Ed.	Recess	Language	Art Ed.	Recess	Work Ed.	H & P. Ed.	
		III Language	Mathematics	English	H & P. Ed.	Recess	EVS	Art Ed.	Recess	Work Ed.	H & P. Ed.	
		IV Mathematics	Language	English	EVS	Recess	Art Ed.	H & P. Ed.	Recess	Work Ed.	H & P. Ed.	
		V Language	Mathematics	English	EVS	Recess	H & P. Ed.	Art Ed.	Recess	Work Ed.	H & P. Ed.	
		VI Language	Mathematics	Soc. Sc.	Soc. Sc.	Recess	English	Soc. Sc.	Recess	Science	Science	
		VII Mathematics	Language	English	Mathematics	Recess	Science	English	Recess	Soc. Sc.	Soc. Sc.	
		VIII Language	Mathematics	Science	English	Recess	Soc. Sc.	Soc. Sc.	Recess	English	Mathematics	
Tue	-Safai -M.A -Thought of the Day	I Mathematics	Language	English	Art Ed.	Recess	English	Work Ed.	Recess	Meeting of School Management Committee		School will be over with the singing of "O Mor Apnar Besh" by the children together.
		II Language	Mathematics	English	Work Ed.	Recess	Language	Art Ed.	Recess	Work Ed.	H & P. Ed.	
		III Mathematics	H & P. Ed.	English	Work Ed.	Recess	English	Language	Recess	Work Ed.	H & P. Ed.	
		IV Language	Mathematics	English	EVS	Recess	Mathematics	Work Ed.	Recess	Work Ed.	H & P. Ed.	
		V Mathematics	Language	English	Work Ed.	Recess	Language	English	Recess	Art Ed.	H & P. Ed.	
		VI Mathematics	Language	Science	Soc. Sc.	Recess	English	English	Recess	Soc. Sc.	Work Ed.	
		VII Language	Mathematics	English	Work Ed.	Recess	Soc. Sc.	Soc. Sc.	Recess	Science	Science	
		VIII Mathematics	Language	Soc. Sc.	Soc. Sc.	Recess	English	Work Ed.	Recess	Science	Science	
Wed	-Safai -M.A -Thought of the Day	I Language	Mathematics	English	Art Ed.	Recess	Language	H & P. Ed.	Recess	Sharing of opinions among teachers on the activities of the school in general.		School will be over with the singing of "O Mor Apnar Besh" by the children together.
		II Mathematics	Language	English	H & P. Ed.	Recess	Mathematics	Art Ed.	Recess	Work Ed.	H & P. Ed.	
		III Language	Mathematics	English	EVS	Recess	Mathematics	H & P. Ed.	Recess	Work Ed.	H & P. Ed.	
		IV Mathematics	Language	English	Language	Recess	EVS	H & P. Ed.	Recess	Art Ed.	H & P. Ed.	
		V Language	Mathematics	English	H & P. Ed.	Recess	EVS	Mathematics	Recess	Art Ed.	H & P. Ed.	
		VI Language	English	English	Mathematics	Recess	Soc. Sc.	Science	Recess	Art Ed.	Art Ed.	
		VII Mathematics	Mathematics	English	English	Recess	Soc. Sc.	Science	Recess	Hindi	Art Ed.	
		VIII Language	English	Mathematics	Work Ed.	Recess	Soc. Sc.	Soc. Sc.	Recess	Science	Hindi	
Thu	-Safai -M.A -Thought of the Day	I Mathematics	Language	English	Language	Recess	EVS	Work Ed.	Recess	Teachers' meet to discuss learning progression/ performance of the children for the current week.		School will be over with the singing of "O Mor Apnar Besh" by the children together.
		II Language	Mathematics	English	H & P. Ed.	Recess	Art Ed.	Work Ed.	Recess	Work Ed.	H & P. Ed.	
		III Mathematics	Language	English	EVS	Recess	EVS	Work Ed.	Recess	Art Ed.	H & P. Ed.	
		IV Language	Mathematics	English	EVS	Recess	Language	Work Ed.	Recess	Art Ed.	H & P. Ed.	
		V Mathematics	Language	English	EVS	Recess	Language	Work Ed.	Recess	Art Ed.	H & P. Ed.	
		VI Language	Mathematics	Science	Soc. Sc.	Recess	Hindi	Soc. Sc.	Recess	English	Art Ed.	
		VII Mathematics	Language	Soc. Sc.	Science	Recess	Soc. Sc.	Hindi	Recess	English	Art Ed.	
		VIII Language	Mathematics	Science	Hindi	Recess	Soc. Sc.	Soc. Sc.	Recess	English	Art Ed.	
Fri	-Safai -M.A -Thought of the Day	I Language	Mathematics	English	H & P. Ed.	Recess	Mathematics	Art Ed.	Recess	Lesson plans for the week.		School will be over with the singing of "O Mor Apnar Besh" by the children together.
		II Mathematics	Language	English	H & P. Ed.	Recess	Mathematics	English	Recess	Work Ed.	H & P. Ed.	
		III Language	Mathematics	English	EVS	Recess	English	H & P. Ed.	Recess	Work Ed.	H & P. Ed.	
		IV Mathematics	Language	English	H & P. Ed.	Recess	EVS	Art Ed.	Recess	Work Ed.	H & P. Ed.	
		V Language	Mathematics	English	EVS	Recess	Language	H & P. Ed.	Recess	Art Ed.	Work Ed.	
		VI Mathematics	Language	English	Hindi	Recess	Soc. Sc.	Soc. Sc.	Recess	Science	Scots & Guide	
		VII Language	Mathematics	English	English	Recess	Soc. Sc.	Scots & Guide	Recess	Scots & Guide	Scots & Guide	
		VIII Mathematics	Language	Science	Hindi	Recess	Soc. Sc.	Soc. Sc.	Recess	English	Scots & Guide	
Sat	-Safai -M.A -Thought of the Day	I Language	Mathematics	English	H & P. Ed.							
		II Mathematics	Language	English	H & P. Ed.							
		III Language	English	Mathematics	H & P. Ed.							
		IV Mathematics	Language	English	H & P. Ed.							
		V Language	English	Mathematics	H & P. Ed.							
		VI Language	Mathematics	Science	English							
		VII Mathematics	Language	Science	Soc. Sc.							
		VIII Language	Mathematics	Language	Soc. Sc.							

Note: v The daily routine may be adjusted by the teachers as per weightage of the subjects and progress made by the learners in those subjects.

v Teachers will take out time from the daily routines as per his/her convenience to help children with special needs (CWSN) v H. & P. Ed. in the daily routine means Health & Physical Education v M.A.:- Morning Assembly.

Use of Grades in Evaluation

Although CCE does not lay emphasis on use of grades in evaluation yet for the convenience of the teachers, the process of use of grades in evaluation will continue till the implementation of the new evaluation scheme in the state.

Grading at the elementary level is to be done as follows:-

(A) For Scholastic Areas

Grade A+ — (91-100)%	Grade C+ — (51-60)%	Determination of Grade : Total Marks scored in all subjects Grand Total (including all subjects) x 100
Grade A — (81-90)%	Grade C — (41-50)%	
Grade B+ — (71-80)%	Grade D — 40% and below	
Grade B — (61-70)%		

Example:

Subject	Total Marks	Marks scored	Determination of Grade: $\frac{255}{300} \times 100 = 85\%$ Grade A
Language	50	45	
Mathematics	50	50	
English	50	40	
EVS	50	40	
Phy. Ed.	50	40	
Art Ed.	50	40	
Total	300	255	

(B) Personal-Social Qualities

Teachers need to provide qualitative statement about what and how the child is learning. The strengths of the child has to be highlighted along with the aspects that need improvement. The teacher may use sentences like "The child needs extra care in this aspect" instead of "The child is weak in this aspect".

There may be four levels or assessment for a given parameter-

- Level 1: The child needs help in completing the task/activity
- Level 2: The child understands the task but is not completing the task/activity
- Level 3: The child completes the task independently
- Level 4: Child's learning beyond expected level (could attempt task/activity of higher order difficulty)

Teacher may use the following symbols to represent the above levels. (These symbols are suggestive only).
 Level 1: \triangle Level 2: ∇ Level 3: $*$ Level 4: \square

What to share with Parents/Guardians:

- What a child likes or what a child does not like to do.
- Highlighting 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 cooperation, 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 this teacher 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 groups 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 toilets.
- Regular monitoring of health related activities of students.

You can put forward your valuable suggestions/advise regarding the academic calendar through the phone numbers listed below
State Council of Educational Research and Training :0361-2382507
Sarba Siksha Abhijana Mission, Assam : 18003453525