

Annual Pedagogical Plan for Leading Learning

School Name: NAV CHETAN SCHOOL KHARA QADIAN PUNJAB

Affiliation/UDISE Number: 1630757 / 03011204202

Academic Session: 2023-2024

Principal's Name: MRS. RASHPAL KAUR

Principal's Message



'Nav Chetan' , the new consciousness, the name itself embodies the spirit we strive to incorporate in the students of our institute. Here at Nav Chetan we have given utmost priority to overall development of child's spirit, body and mind. I have been associated with the institute since its inception 11 years ago and consider it like my home and students like my family. The personal attention catered to every young budding mind here at our institute has been our key strength. Maintaining a healthy relation not only with the student but also the parents helps us in giving the best to the student.

Dear parents, teachers, let us together build and atmosphere to dream big . Let us help our children become honest, hardworking and selfless human beings who will be able to live a meaningful life and would also make the others around them prosperous. Though Qadian is a small town, our thoughts are big, to take this institute and its students to a global platform.

Rashpal Kaur,
Principal,
Navchetan School,
Khara, Qadian

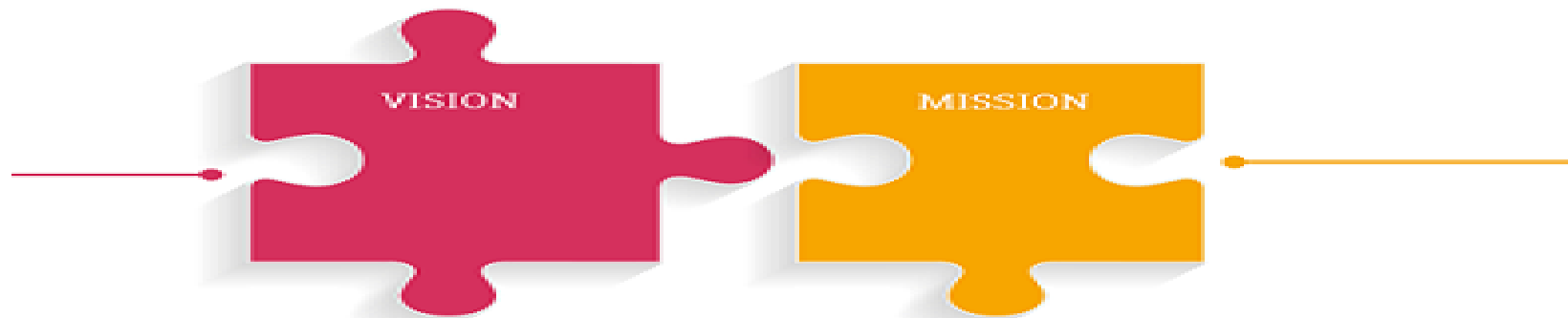
About Us

Nav Shetan School was founded in the year 2008. Nav Chetan is being run under the Baba Mihan Singh Charitable Educational Society, Vill - Khara, Tehsil and Distt. Gurdaspur, Punjab. This institution is based at Village Khara, about 5 k.m. from Qadian on the Qadian - Gurdaspur Road.

Vision & Mission

Our Vision

Nav Chetan upholds a vision of holistic development for pupils, providing them with quality education which help them become lifelong learners. Education system developed over the years in Nav Chetan ensures an education which can help students in all walks of life. The staff at Nav Chetan strives to imbibe in students, the love and respect of our cultural heritage and raise a responsibility among students towards the society and country. We hold a vision of wholesome upbringing of younger generation by the means of high educational standards, play way techniques, physical and spiritual updating of knowledge and talent. With the vision of founding members, staff at Nav Chetan ensures to provide each student with not just the basic education but also an ample space and opportunities for them to excel in their fields.



Our Mission

Nav Chetan school was started with a small number of students, but with cooperation, love and affection of the neighbourhood and the need of such an institution in the rural area, number of students have progressed to about 1100. Management and qualified staff is working diligently to achieve its mission of building a generation which is educated in the fields of social, environmental, national and global issues. The institution pursues to achieve its goals both horizontally and parallelly by installing latest technology as well as keeping old teaching techniques alive. Nav Chetan aims to build a strong rooted tree which keeps bearing fruits for the neighbourhood in the times to come.

Strength of the School

- A clear and shared focus.
- High standards and expectations for all students.
- Effective school leadership.
- High levels of collaboration and communication.
- Curriculum, instruction and assessments aligned with state standards.
- Frequent monitoring of learning and teaching.

Focus of the School

- Encourage staff to be more innovative
- Change of mindset of old teaching pattern

Our Value

Nav Chetan School defines the belief system and norms that are utilized to implement Nav Chetan School's Vision. Excellence, growth, services, truth and leadership are our core values.

Our focus

Our main focus is to provide high quality, comprehensive and meaningful education for all students and each student will be expected to succeed within the bounds of their ability.

Our Pedagogical Vision

Our Vision is our students receive meaningful and specific feedback from progress. Our teacher work in collaboration to develop and implement an inquiry driven curriculum. We pride our self on knowing our students as individuals and as learner.

Our Teaching Learning Approach

To ensure Student are engaged and involved in their learning. Use two way feedback conversation as well as use different learning style and evidence.

Goals to Achieve

- To bring children up to be self sufficient, independent, to be friendly, cooperative with peer and have healthy relationship with parents, teachers .
- Built strong ethical values.
- To be attentive mindful and focused on their work.

Review of Goals

- Empower our scholastic and Co-scholastic approaches to make the student confident.
- Strengthen the teaching-learning process to make it student cantered.
- Empowering our teachers with well- planned competencies.
- Ensuring the safety of the student and developing a pleasant environment in school with the active involvement of parents for the holistic development of the student.
- To develop approaches of students in real-life experiences.
- To develop scientific skills in students from learning.
- To have excellence in academic performance.

NAV CHETAN SCHOOL KHARA QADIAN

ANNUAL PEDAGOGICAL PLAN

WORK CULTURE OF THE SCHOOL

INSTRUCTION TO THE TEACHERS

- Teachers should be role models and students must see teachers as person in whom they can confide.
- Teachers should be ready to accept the work delegated to them.
- All the official documents should be handled by the teachers only. No student should be involved in it.
- Innovation , research all such activities that give students an opportunity to excel should always be provided to the students
- All the timelines given to the teachers should be met by each of them.
- Teachers should be cooperative and must always be ready to assist one another.

INSTRUCTION TO THE CLASS TEACHERS

- Setting and standing rules are instructed to keep on moving for the smooth and disciplined functioning of the class.
- Should constantly motivate the students to learn, participate and grow in all respects.

ASSEMBLY SCHEDULE

The assembly is an open meeting of the whole school in one place. It gives the child a sense of confidence as he or she is publicly praised for what he or she contributes to education, personal and school. The glitter of such a talented little kid inspires other kids too.

The assembly is conducted by different sections as per scheduled activities.

Encouraging both the languages assembly is set as follows (HINDI, ENGLISH, PBI)

Class incharge , Activity incharge is responsible for conducting the Morning Assembly.

Common Activities involved in assembly schedule:

S No	Activity (Monday to Saturday)	Frequency
1	Morning Exercise and Yoga	Daily
2	Pledge	Daily
3	Thought	Daily
4	News(National, International and Sports)	Daily
5	Scientific facts/ Poem recitation /Speech/Moral Stories/ Quiz	Daily
6	Certificate Distribution	Monthly
7	Song	Daily
8	National Anthem	Daily
9	CBSE Activity	According to CBSE circular

PPC MEETING

DATE	STAKEHOLDERS CONSULTED	DISCUSSION HELD
08-03-2023	Principal Coordinators Teachers School Committee Members	<ul style="list-style-type: none">• Planning of the yearlong activities under the Principal's instructions• Framing the examination schedule• Planning School functions, Sports activities.• Time Table preparation.
16-03-2023	Principal Coordinators Teachers School Committee Members	<ul style="list-style-type: none">• Framing the annual staff duty listing consultation with the Principal• Developing Pedagogical Plans department wise (Ex. Art Education, Theatre, usages of tabs, developing integrated approach in teaching).• Monitoring of criteria for evaluation of teaching methodology.
27-03-2023	Principal Coordinators Teachers School Committee Members	<ul style="list-style-type: none">• Evaluation of session 2023-24 and discussion on CBSE Circular No. Acad-15/2019 on preparation of Annual Pedagogical Plans• Lesson plans : adapting the Core systemic principles of the Pedagogical Frame work and NEP and NCF
30-04-2023	Principal Coordinate Teachers Parents School Committee Members	<ul style="list-style-type: none">• Annual curricular & extra co-curricular targets to be achieved
May	Principal Coordinate Teachers Parents School Committee Members	<ul style="list-style-type: none">• Extra activities during summer holidays .• Students' monthly progress report (Find the ways for improvement)

ACADEMIC CURRICULAM

GRADE AND SUBJECT OFFERS

Class	Subject	Co- curriculum activities
1st and 2nd	English Hindi Punjabi Maths EVS GK Additional Knowledge :- Art Integration project	Smart class Library Yoga Sports Art Dharmic
3rd to 5th	English Hindi Punjabi Maths EVS GK Additional Knowledge :- Art Integration project	Smart class Library Yoga Sports Art Computer Dharmic
6th to 8th	English Hindi Punjabi Maths Science Sst GK Additional Knowledge :- Art Integration project lecture on Vocational Subjects offered by CBSE (within the school)	Smart class Library Yoga - Sports Art Computer Dharmic Youva Club Labs (Science lab, Maths Lab)
9th and 10th	Hindi English Punjabi Sst Science Computer (AI) Maths Additional Knowledge :- Art Integration project lecture on Vocational Subject offer by CBSE (within the school)	Smart Class Library Yoga - Sports Art Computer Dharmic Youva Club Labs (Science lab, Maths Lab)

ANNUAL PEDAGOGICAL PLAN 2023- 2024**CLASSROOM OBSERVATION SCHEDULE**

CLASSROOM OBSERVATION SCHEDULE	FREQUENCY	DUTY	FINDING
Everyday	Period wise (Randomly)	Mrs Kirandeep Kaur (Overall Subject)	1. Work completion 2. Reading capacity 3. Handwriting 4. Bag checking 5. Physical appearance
Every Saturday	Period wise	Mrs Harpreet Kaur (EVS) (1 st to 5 th)	1. Work completion 2. Reading capacity 3. Handwriting 4. Bag checking 5. Physical appearance
Every Saturday	Period wise	Mrs Ramanjit Kaur Mrs Kuldip Kaur English (1 st to 7 th)	1. Work completion 2. Reading capacity 3. Handwriting 4. Bag checking 5. Physical appearance
Every Saturday	Period wise	Mrs Shakeela GK (1 st to 4 th)	1. Work completion 2. Reading capacity 3. Handwriting 4. Bag checking 5. Physical appearance
Every Saturday	Period wise	Mrs Sameena SST (6 th to 8 th) GK (6 th to 8 th)	1. Work completion 2. Reading capacity 3. Handwriting 4. Bag checking 5. Physical appearance
Every Saturday	Period wise	Mrs Kanwalpreet Kaur	1. Work completion 2. Handwriting 2. Checking -Binding Books and Notebooks 4. Bag checking and Uniform
Every Saturday	Period wise	Miss Samreet Kaur Maths and Science	1. Work completion 2. Understanding
Every Saturday	Period wise	Mrs Jasjit kaur Mrs Harpinder Kaur Mr. Santosh Kumar 8 th , 9 th and 10 th	1. Work completion 2. Reading capacity 3. Handwriting 4. Bag checking 5. Mental Health

ANNUAL PEDAGOGICAL PLAN 2023- 2024**PEDAGOGICAL PLAN COMMITTEE**

NAME	DESIGNATION	ROLE
Mrs Rashpal Kaur	Principal	Planning and Advisor
Mrs Harpinder Kaur	Sec. Incharge dept.	Planning and Advisor
Mrs Jasjit Kaur	Sec. Incharge dept.	Coordinator (6 th to 10 th)
Mrs Ramanjit Kaur	Incharge of Primary dept.	Coordinator(1 st to 5 th)
Mrs Harwinder Kaur Mrs Kirandeep Kaur Mrs Simran Mrs Barjinder Kaur Mrs Jagjit Kaur		<ul style="list-style-type: none">➤ Time table Management➤ Help new teacher to the school➤ Monitoring the plan effectively➤ Share information about differentiating instruction to meet the need of all students and observe classroom lesson.
Mrs Pooja Tiwari	DP teacher and Wellness Teacher	Activity incharge
Mrs Kanwalpreet Kaur		Discipline incharge
Mr Santosh Kumar	Mentor	Advisor
Mrs Harmeet Kaur Mrs Jaswinder Kaur Mrs Kirandeep Kaur	Junior Coordinator	<ul style="list-style-type: none">➤ Activity planning for junior wing➤ Help students inside the classroom

Wellness Activity

April	Medical Checkup	<ul style="list-style-type: none"> • To check the fitness of children and record • To make them aware about their health status(if any)
August	Yoga	<ul style="list-style-type: none"> • To make involvement of students in light exercise on daily basis • Yogasanas to make them mentally and physically fit.
September	SWATCH PAKHWARA	<ul style="list-style-type: none"> • To inculcate the leadership quality among students to make them feel as active members of society through awareness rallies about cleanliness.

Meetings

Stakeholders	Methods of communication	Ways of involvement	Activities planned
Parents	Parents teacher meeting	Visit school and interaction among the students, parents and teachers	Monthly meeting (every 4 th Saturday)
Teaching staff	Weekly meeting	Planning for the implementation of lesson plans assessments of students, activities, projects and assignments	Every Monday
Other staff	Monthly meeting	For the cleanliness, happiness and other activities in school	Last working day
School managing committee	Quarterly meeting	For the rules and regulations applied in school	On Sundays
Board	Letters, circulars	Website and emails	Regular
Media	Newspaper, megzines, facebook and twitter	Online	Regular

Descriptor 1: Engaging in Teachers' Professional Development

Step 1	Step 2	Step 3		Step 4	Step 5
Where are we now as a school?	What do we need to do in the coming year?	How will we achieve what we want to do?	Who is responsible?	What is the timeline for implementation?	What will the impact look like?
<p><u>Actionable</u></p> <p>Encouraging virtual and offline trainings, workshops and webinars based on identified schools' needs proposed by NCERT and CBSE.</p> <p>Each grade has a grade level supervisor who co-ordinates the day to day activities.</p>	<ul style="list-style-type: none"> Establish SMART targets for teachers. To encourage teachers to enroll for online and offline workshops to improve day to day ways of working that involves professional learning and constructivist pedagogy. Ensure the main focus is on student outcomes. 	<ul style="list-style-type: none"> Internal meetings Establish subject-wise committees for feedback on current knowledge and skills of teachers and identify specific teacher's needs. Encourage teachers to enroll for online professional courses for advanced learning. The teacher attending the workshops held by the CBSE , Training , sharing class experience with the other faculty members. Modify rubrics based on usage and need. 	<p>Principal and VicePrincipal</p> <p>Coordinator</p> <p>Subject coordinator</p>	<p>To be ongoing through the academic session.</p> <p>Will be going to implement in the month of April - 23</p> <p>Impact will be assessed quarterly.</p>	<ul style="list-style-type: none"> Teachers will be able to implement NEP2020 effectively. Experience of other teachers will get improved with the shared experience of the teachers. All teachers will use rubrics to determine the attainment of learning outcomes.

Descriptor 2: Initiating Innovations in Schools

Step 1	Step 2	Step 3		Step 4	Step 5
Where are we now as a school?	What do we need to do in the coming year?	How will we achieve what we want to do?	Who is responsible?	What is the timeline for implementation?	What will the impact look like?
<p><u>Actionable</u></p> <p>To encourage student for field work to understand the local problems and take it as a theme for their upcoming projects.</p> <p>Provide opportunities for students to work on projects dealing with real world problems through design thinking for innovation in the School Labs.(Use Science lab, Maths Lab, Computer Lab)</p> <p>Ensure that it is working efficiently and have regular mentor –teacher meetings.</p>	<ul style="list-style-type: none"> Promote collective responsibility among teachers by encouraging team teaching, shadow teaching etc. for designing innovative pedagogies. We need to promote a positive mindset where failure is seen as a stepping stone to success Encourage more students to come up with innovative ideas & participate in innovative activities without fear of failure 	<ul style="list-style-type: none"> Encourage inquiry based learning by building critical thinking and problem solving approach. <ul style="list-style-type: none"> Encourage parents to appreciate and cooperate with their children and school. Awareness regarding real life problems such as stubble burning, use of pesticides, uses of wastages etc. Provide more opportunities through organizing more competition Encourage and support teachers to try out new ideas. To provide students and teachers a big platform by conducting seminars, workshops, exhibitions etc 	<p>Principal</p> <p>Vice Principal</p> <p>Subject incharge</p> <p>Coordinator</p>	<p>To be ongoing through out the academic session 2023-2024</p>	<ul style="list-style-type: none"> The students will feel free to come forward to use their mind in a positive way. Students will be able to take more opportunities in real world problems eg field investigation, Role play

Descriptor 3: Leading the Teaching-Learning Process

Step 1	Step 2	Step 3		Step 4	Step 5
Where are we now as a school?	What do we need to do in the coming year?	How will we achieve what we want to do?	Who is responsible?	What is the timeline for implementation?	What will the impact look like?
<p>Actionable:-</p> <p>Create a common understanding that the purpose of teaching learning is to make students future ready.</p> <p>Encourage teachers to have a better understanding of what is an effective teaching learning process in the classroom..</p> <p>Teachers collaboratively develop lesson plans.</p>	<ul style="list-style-type: none"> • Increase teacher collaboration especially inter department • Acknowledge teachers as the leaders of classroom instructional practice that guides student learning. 	<ul style="list-style-type: none"> • Guide teachers on how to achieve their SMART goals. • Provide adequate resources for students to learn. • To have exchange programs with HUB schools . • Encourage teachers to develop what good teaching and learning would look like in the classroom. • Assist teachers in understanding the importance of student assessment for improving learning. 	<p>Principal</p> <p>Vice Principal</p> <p>Coordinator</p> <p>Subject incharge</p>	<p>To be ongoing through out the academic session 2023-2024</p>	<ul style="list-style-type: none"> • New shared methods of pedagogy will bring a total positive change • Our teachers will visit. Hub schools and learn some good practices. Best practices of those schools will be followed. • Create a culture that helps students to learn with joy and not fear. • Able to encourage parents engage with students to develop their entrepreneurial & research skills.

Descriptor 4: Developing a Learning Culture

Step 1	Step 2	Step 3		Step 4	Step 5
Where are we now as a school?	What do we need to do in the coming year?	How will we achieve what we want to do?	Who is responsible?	What is the timeline for implementation?	What will the impact look like?
<p>Actionable:-</p> <p>A culture of trust and self improvement exists, but it needs to be strengthened further.</p> <p>Efforts are taken to develop pre-vocational and vocational skills and physical and health education through an integrated curriculum.</p>	<ul style="list-style-type: none"> Engage actively with staff and students, in a fair and transparent manner, to understand individual teachers and students Listen actively to and support suggestions, ideas and comments provided by teachers and students. Support and build a climate for adopting innovative instructional strategies for effective learning. 	<ul style="list-style-type: none"> Encourage inclusive and competency based learning. By creating study groups that work with the school system. Educationists and experts may be called to develop the learning skills and habits.. 	<p>Principal,</p> <p>Vice Principal,</p> <p>Coordinator,</p> <p>Subject incharge</p>	<p>To be ongoing through out the academic session</p> <p>Final assessment by the end of March-2024.</p>	<ul style="list-style-type: none"> Design innovative ways to engage parents in their child's learning journey. Quality of learning will be improved. Action feedback that is received.

Descriptor 5: Building an Inclusive Culture

Step 1	Step 2	Step 3		Step 4	Step 5
Where are we now as a school?	What do we need to do in the coming year?	How will we achieve what we want to do?	Who is responsible ?	What is the timeline for implementation?	What will the impact look like?
<p><u>Actionable:-</u></p> <p>The whole school community has a environment of respect & care.</p> <p>Teachers are equipped to teach diverse groups of learners.</p> <p>Teachers are provided with opportunity to work in groups & to share best practices.</p>	<ul style="list-style-type: none"> • Evolve shared expectations for teachers to work together to improve learning outcomes of students. • Use ICT, digital resources and assistive technology to provide meaningful learning experience to children. Also use positive behavior and support strategies to address behavior issues 	<ul style="list-style-type: none"> • Promote social interactions among students and teachers • Provide teachers opportunity to work in teams, share ideas and reflect on best practices. • Build knowledge and skill to teach a diverse group of learners through continuous professional development • Enhance engagement and value the achievement of all learners. • Improve teachers knowledge and skill by using DIKSHA , NISHTHA app. 	Principal, Vice Principal, Coordinator, Subject incharge	Starting from May 2023 three months' Time will be set aside for teachers' training.	<ul style="list-style-type: none"> • By regular training , teachers will get trained in inclusive practices. • New ideas will be helpful for new learners • Teachers are trained to formulate inclusive policies and structure • To identify the slow learners and give them academic support for better performance and to boost their confidence