Let's begin the new academic session 2024-25 with a positive mindset, it is an opportunity to look ahead and work harder to make it a better and a brighter future for our students. For this new session we will plan the academic parameters as:

1.   Assessment and Goal Setting

- **Review Previous Performance:** Analyze data from the previous academic year to identify strengths and areas for improvement. This includes student performance, teacher evaluations, and curriculum effectiveness.
- **Set Clear Goals:** Establish specific, measurable, achievable, relevant, and time-bound (SMART) goals for the upcoming academic year. These should address academic performance, student engagement, teacher development, and operational efficiency.

2.   Curriculum Development

- **Update Curriculum:** Ensure the curriculum is up-to-date with current educational standards and incorporates new teaching methodologies. Integrate technology and digital resources where appropriate.
- **Diversify Learning Materials:** Include a mix of textbooks, digital content, project-based learning, and experiential learning opportunities.
- **Incorporate Skill Development:** Emphasize critical thinking, creativity, collaboration, and communication skills within the curriculum.

3.   Teacher Preparation

- **Professional Development:** Organize regular training sessions for teachers on new pedagogical strategies, technology integration, and subject-specific advancements.
- **Collaborative Planning:** Encourage teachers to collaborate in developing lesson plans and sharing best practices.
- **Support Systems:** Establish mentorship programs for new teachers and provide continuous support through regular feedback and performance reviews.

4.   Student Engagement and Support

- **Personalized Learning:** Implement strategies to personalize learning experiences based on individual student needs and learning styles.
- **Extracurricular Activities:** Expand extracurricular programs to include a variety of interests and talents, fostering a well-rounded education.
- **Support Services:** Strengthen counseling, tutoring, and special education services to ensure all students have the support they need to succeed.

5.   Technology Integration

- **Digital Tools:** Equip classrooms with the necessary technology, such as interactive whiteboards, tablets, and laptops. Utilize educational software and online resources to enhance learning.
- **Training:** Provide training for both teachers and students on effectively using technology in education.
- **Cybersecurity:** Ensure robust cybersecurity measures are in place to protect student data and maintain safe online learning environments.

6.   Assessment and Feedback

- **Formative and Summative Assessments:** Use a combination of formative (ongoing) and summative (end-of-term) assessments to gauge student understanding and progress.
- **Feedback Mechanisms:** Implement regular feedback loops where students can provide input on teaching methods and curriculum, and teachers can adjust accordingly.
- **Data Analysis:** Utilize data analytics to track student performance and identify trends that can inform instructional strategies.

7.   Parental and Community Involvement

- **Communication:** Maintain open lines of communication with parents through regular updates, meetings, and online portals.
- **Engagement:** Encourage parental involvement in school activities and decision-making processes.
- **Partnerships:** Develop partnerships with local businesses, organizations, and higher education institutions to enhance educational opportunities and resources.

8.   Operational Efficiency

- **Resource Management:** Efficiently manage school resources, including budgeting for new materials, technology, and facility improvements.
- **Scheduling:** Create a well-structured academic calendar that includes time for professional development, student assessments, and breaks.
- **Safety Protocols:** Update safety protocols to ensure a secure learning environment, addressing both physical safety and health considerations.

9.   Continuous Improvement

- **Regular Reviews:** Conduct regular reviews of academic plans and outcomes to ensure goals are being met.
- **Adaptability:** Be prepared to adapt plans based on feedback and changing circumstances, such as new educational research or unexpected challenges.
- **Innovation:** Encourage innovation in teaching and learning practices, staying current with educational trends and research.

(a) Now let us raise the bar and make sure that the learning outcome are achieved.

   Few tips are mentioned below which must be shared with the students and parents to ensure learning outcome.

1. Ask the parents to provide a small space to the child in the house where they can set up a small study table to make the atmosphere in the house more conducive for learning.
2. Ask the child to keep their hands free while taking the classes. Mobile phone through which they are attending the classes must rest on the table, it can be placed little higher after stacking the books under it.
3. Ask parents to buy them the notebooks positively. Each teacher must insist on this. Only one note book for each subject will be enough at present.
4. When the teacher takes the class, instruct the students to write the topic and date in the note book and simultaneously write the notes in the notebook. This way students will continue to practice writing. Teachers must control their pace for the students to cope up with writing the notes.
5. At the end of the topic of the day, teachers must ensure learning outcome by

administering a small test **everyday (5 or 10 marks)** in google form/live worksheets/top worksheet etc and post the marks in the google class room which can be viewed by the inspecting team during inspection.

(b)   Designing lesson Plan for Online Teaching:

1. The lesson plan to be developed by the teachers will contain gist of the lesson, explanation, the self-prepared video, ppt of the lesson, link for resource material, assignments, worksheets.
2. Format of the Lesson Plan: **Annexure 1 Lesson plan attached for reference**

CLASS: **SUBJECT:**

UNIT: **LESSON:**

No of session required:

Session	Gist of Lesson	Expected Learning Outcomes/ELO	Teaching Learning activities planned	Suggested material / Resources	Assessment strategies planned/Assignments	Worksheets
No of session	Gist of the topic to be taken shall be written here	Learning outcomes to be achieved to be mentioned here.	A video recorded by the teacher teaching the topic shall be inserted here along with a ppt of the same topic. If a student wants to prepare notes can be taken from ppt.	Online links to be provided for better understanding of concept.	Online quizzes, assessment prepared using ICT tools like liveworksheets, topworksheet , Google form shall be inserted here. More ICT tools given in point no 3.	Worksheet links can also be given which can be inserted in the lesson plan only.

(C) **SUPERVISION TOOL:** You are requested to share this observation tool with the teachers, so that they are ready when the inspection happens. Please encourage them to use DIKSHA portal/ alternate Academic Calendar as very good content/video/worksheets have been given there, which will be

useful for the students. **Assignments for the students can also be given from Alternate Academic Calendar.**

KENDRIYA VIDYALAYA KANKINARA, RO, KOLKATA REGION INSPECTION TOOL

NAME OF KV:

1. Name of the teacher:	
2. Designation:	
3. Date & Time of Observation:	Date: Time:
4.Class & Section /Stream:	
5. Subject:	
6. Total no. of students enrolled:	
7. Total no. of students present online:	
8. Total no. of absentees with reason:	
9. Details of topics /sub-topic	
10. Mention the learning outcomes proposed by the teacher	
11. Whether teacher has used the content/video from DIKSHA/NISTHA portal	
12. Whether teacher has used content/pedagogy from Alternative	

Academic Calendar (classes I to VIII only)		
13. Whether the e-lesson plan prepared by the teacher and posted in the Google class room?	Yes/No	Frequency of the lesson plan:
14. Whether teacher has conducted any on line test? If any, how many?		
15. Has the teacher conducted any online test based on critical & creative thinking		
16. Whether teacher has related her teaching with the life experiences outside the class.		
17. Whether teacher has integrated her topic with another subject		
18. Whether teacher has used any TLM/online video/audio/simulation etc		
19. Whether the teacher conducted/registered online practical for the students using OLABS (ONLY FOR CLASS 9 TO 12)		
20. Comment on students' interaction in class:		
21.Clarity of Audio/ Video: 22. Has the teacher conducted any PTA for the improvement of attendance & progress of student.		
23. If Home Assignment given? If so its quality and relevance:	No of assignments given:	No. of assignment corrected:
24(a). Whether teacher has conducted a small test on the day using 'live worksheet/ word wall/Google form' for ensuring learning outcome towards the end of the class.		

24(b). Whether learning outcome achieved (not achieved/partially achieved/fully achieved): If not achieved, please mention the reason				
25.Comments on overall teaching ability of the teacher (Tick appropriate one):	Excellen t	V Good	Good	Ave e

26.Suggestions to Teachers (By OBSERVER)

 Strength:

Weakness:

Areas in which Improvement needed:

ONLINE CLASSROOM CLASS OBSERVATION BY PRINCIPAL & VICE-PRINCIPAL NAME OF KV …………….

Date: **Name of the Principal/VP/HM:**

                                                             Signature: