

Annual Pedagogical Plan for **Leading Learning**

School Name: Ashok Memorial Public School

Affiliation/UDISE Number: 530165/06191612702

Academic Session: 2021-2022

Principal's Name: Ms. Mamta Singh

Committee Members of the Annual Pedagogical Plan

S.No	Name of the Committee Member	Designation
1	Ms. Mamta Singh	Principal
2.	Ms. Indira Mahara	Headmistress
3.	Ms. Preeti Taneja	Incharge(Sr. Sec.), HOD - CS
4.	Ms. Veena Singh	Incharge(Sec.), HOD -Social Science
5.	Ms. Jyotsana Rawat	Incharge(Middle)
6.	Ms. Pallavi Sarkari	Incharge(Primary)
7.	Ms. Sonia Sachdeva	Incharge(Nursery)
8.	Ms. Renu Joshi	HOD - English
9.	Ms. Deepika Wankhedekar	HOD - Science
10.	Mr. Subhash Chand	HOD -Maths
11.	Ms. Pragya Mishra	HOD - Hindi
12.	Ms. Suman Lata	HOD - Commerce
12.	Ms. Nupur Mathur	School Counselor

School's Vision Statement:

SERVICE TO HUMANITY

School's Value:

The school has a twin-fold approach to make young minds bloom and become healthy and progressive human beings.

Promoting “ Sarva Dharma Sambhava”, Charitable nature, helping the downtrodden, giving patient ear to parent’s problem, inclusiveness, transparency, happiness, trust, “NISKHAM KARMA”, Awaken Citizen Program.....

Areas of Strength:

- Student Centric Education – A Conductive Learning Environment.
- Academic Excellence.
- Strong and Collaborative Leadership.
- Skilled, empowered and Committed staff.
- Involvement of Parents in teaching-learning process.
- Personalized/ Individual attention to every child.
- Disciplined and Safe Learning environment.
- Happiness Curriculum for Students.
- Well equipped Labs.
- Teachers can create SMART goals using Digital Information and Technology.

Areas of Improvement:

- Strengthen the role of student leaders and enhance their leadership skills.
- Strengthen teachers' professional development.
- Motivation is required to practice new innovative pedagogies.
- Organizing learning experiences outside the school.
- Better utilization of Labs.
- Strengthen Student's English Proficiency.
- More encouragement for Staff and Students to be innovative.
- More focus on Public Speaking skills for students.
- To seek out and cultivate beneficial partnerships.

Descriptor 1:Engaging in Teacher’s 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 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?
<ul style="list-style-type: none"> We have done training but co-construct mechanism with the faculty check lists, rating scales are missing. 	<ul style="list-style-type: none"> Brain storming with teachers. Subject committees to be made to check lists and feedback form to be created. Training on smart goals. 	<ul style="list-style-type: none"> Use of Google form to get all the teachers involvement. A team will make check lists and Google forms. 'में भी रिसोर्स पर्सन' Programme for learning groups. Saturdays for training sessions. First session on SMART Goals to make all the teachers SMART learner. 	<ul style="list-style-type: none"> Principal and all teachers 	<ul style="list-style-type: none"> By the end of December and then it will remain an outgoing process. 	<ul style="list-style-type: none"> All the teachers will be able to set Smart goals for themselves. Highly motivated teachers. Collaborative culture in the school.

Descriptor 2: Initiatives Innovations in Schools(Nursery Department)

Step-1	Step-2	Step-3		Step-4	Step-5
Where are we now as a school?	What do we need to do in 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?
<ul style="list-style-type: none"> • Actionable : Create opportunities for students learning and innovation. • Encourage Inquiry based learning by building critical thinking and problem solving approach. • Focus on competency building by encouraging application of concepts, experiential hands on learning through innovation. 	<ul style="list-style-type: none"> • Change the mindset of teachers in terms of innovation. • Increase the number of opportunities given to students to innovate. 	<ul style="list-style-type: none"> • Create challenges through discussion, activities, games, critical thinking, problem solving, collaborative and exploratory learning, application of concepts(without fear of failure). • Provide opportunities with the resources available within the school and outside. • Flip learning. • Story based learning. • Project based learning. 	<ul style="list-style-type: none"> • Incharge • Class teacher • Parents 	<ul style="list-style-type: none"> • To be completed in fourth quarter March'2022. 	<ul style="list-style-type: none"> • Students will retain more information and process at a deeper level of understanding. • Students will develop stronger communication skills with greater involvement and engagement. • Students will come up with new and imaginative ways to solve common problems.

Descriptor 2: Initiatives Innovations in Schools(English Department)

Step-1	Step-2	Step-3		Step-4	Step-5
Where are we now as a school?	What do we need to do in 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?
<ul style="list-style-type: none"> • Actionable: Create opportunities for students learning and innovation. • As in English language, we are doing this actionable little bit by providing opportunities of speaking (Debate speech competitions)writing/ jotting down their ideas. Participating in interschool activities but still at the beginner's stage. 	<ul style="list-style-type: none"> • Promote innovations ,bring clarity regarding understanding innovations on the part of teachers as well as students. • Develop behavioural skills needed for innovations by providing opportunities. • Language lab to improve the listening & speaking skills. 	<ul style="list-style-type: none"> • By expanding perspectives of teachers to implement,innovative pedagogies like encouraging team teaching, shadow teaching, flip teaching, mind mapping, public speaking, role play, art integrated, learning writing articles on specific topic, freely expressing them views, script writing, establishing literacy club enacting motivating by giving prizes, involve parents also to support. 	<ul style="list-style-type: none"> • HOD & whole English Department. 	<ul style="list-style-type: none"> • Language Lab: Till July 2022. • From the beginning of the new session. 	<ul style="list-style-type: none"> • Language lab fully functional teachers & students are getting complete benefit of it. • Children will appear more confident in their expression in the language. • Will able to express their views freely in the language.

Descriptor 2: Initiatives Innovations in Schools(Mathematics Department)

Step-1	Step-2	Step-3		Step-4	Step-5
Where are we now as a school?	What do we need to do in 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?
<ul style="list-style-type: none"> We do all Maths work traditionally with some activities in the lab or in the class. 	<ul style="list-style-type: none"> In the coming year we will start some of our topics totally through with new idea doing the whole concepts experimentally. 	<ul style="list-style-type: none"> We will make some small groups of students and assign them the work, they all will do it experimentally. 	<ul style="list-style-type: none"> Whole Maths Department. 	<ul style="list-style-type: none"> New Academic Session. 	<ul style="list-style-type: none"> Students will understand the concepts deeply and able to apply their knowledge in their real life.

Descriptor 2: Initiatives Innovations in Schools(Science Department)

Step-1	Step-2	Step-3		Step-4	Step-5
Where are we now as a school?	What do we need to do in 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?
<ul style="list-style-type: none"> • Beginner (We are in continuous process of adapting new teaching learning process). 	<ul style="list-style-type: none"> • To develop scientific attitude, critical thinking among students. 	<ul style="list-style-type: none"> • We will give same topic to students and motivate them to explore it as per standard. • A song/phrase/rhyme related to the topic will be played to ignite their minds. • Facts and fantasy wall/corner in the class. • Appreciation to encourage out of the box thinking. • One Science activity period per week. 	<ul style="list-style-type: none"> • Science Faculty 	<ul style="list-style-type: none"> • 31st March, 2022 	<ul style="list-style-type: none"> • It will enhance students rational thinking, curiosity and observation skill and more over openness for learning.

Descriptor 2: Initiatives Innovations in Schools(Commerce Department)

Step-1	Step-2	Step-3		Step-4	Step-5
Where are we now as a school?	What do we need to do in 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?
<ul style="list-style-type: none"> Actionable:- Create opportunities for students to increase learning level and understanding the concepts/ subjects better way. 	<ul style="list-style-type: none"> Virtual visits to Companies and Banks. Set up of Commerce Lab. Conduct workshop, orientation programme for parents and students. Demonstration of Share certificate, warrants, Bonds, Balance sheet of Companies. Giving practice of filling form for opening account in Bank. 	<ul style="list-style-type: none"> Introduce at least 4 hours in a month to identify the opportunities, held meetings with teachers, students and sometimes with parents. Engaging parents in teaching learning process. Teachers to think and do beyond the syllabus and textbooks. Seeking help and cooperation of parents by taking their ideas. Appreciation certificates to students and parents. 	<ul style="list-style-type: none"> HOD with all Commerce teachers. 	<ul style="list-style-type: none"> 31st March 2022 	<ul style="list-style-type: none"> 90% of the students will feel excited and will take interest in studies. Students will be more disciplined, socialized and practical.

Descriptor 2: Initiatives Innovations in Schools(Social Science Department)

Step-1	Step-2	Step-3		Step-4	Step-5
Where are we now as a school?	What do we need to do in 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?
<ul style="list-style-type: none"> • We are using traditional methods of teaching Social Science. • We are using limited technological Platforms. • Meetings only among teachers are being conducted. 	<ul style="list-style-type: none"> • Setting up Social Science club to inculcate Social values in children. • Shadow teaching will be encouraged to increase teaching learning process and encourage collaboration among teachers. • Encourage teachers and students to explore new technological tools and applications for enhancing teaching learning process. 	<ul style="list-style-type: none"> • Invite students to make small groups for different Social services. • Invite teachers to teach their topic of expertise in different classes. • Teachers will make small groups with children or fellow teachers to use tools, ideas and applications. 	<ul style="list-style-type: none"> • HOD Social Science and all the Social Science teachers. 	<ul style="list-style-type: none"> • March 2022. 	<ul style="list-style-type: none"> • Children will socialise and they will be able to learn life skills. • Interest towards subject will increase. • Learning will also increase. • Students and teachers coordination will increase.

Descriptor 2: Initiatives Innovations in Schools(Hindi Department)

Step-1	Step-2	Step-3		Step-4	Step-5
Where are we now as a school?	What do we need to do in 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?
<ul style="list-style-type: none"> • Beginner 	<ul style="list-style-type: none"> • रचनात्मक कार्य एवं कल्पनाशक्ति को बढ़ावा देना। • अपने आपको व्यक्त करने की कला आना। • शुद्ध उच्चारण तथा लेखन। 	<ul style="list-style-type: none"> • विभिन्न मंच प्रदान करना यथा – स्कूल पत्रिका, भाषण प्रतियोगिता, स्वरचित लेखन इत्यादि। • पाठ से सम्बंधित विषयों पर लघु नाटिका तथा नाट्य रूपांतर। 	<ul style="list-style-type: none"> • हिंदी विभाग 	<ul style="list-style-type: none"> • एकमाह 	<ul style="list-style-type: none"> • विद्यार्थियों के अंदर विषय के प्रति रुझान एवं कुछ नया करने की भावना का विकास।

Descriptor 3: Leading the Teaching-Learning Process(Nursery Department)

Step-1	Step-2	Step-3		Step-4	Step-5
Where are we now as a school?	What do we need to do in 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> <ul style="list-style-type: none"> • Create a common understanding that the purpose of teaching learning is to make students future ready. • Dialogue with teachers to deconstruct theories of learning. 	<p>Plan a curriculum:</p> <ul style="list-style-type: none"> • To enable children to become effective communicators and foster both receptive and expressive language. • To help children become involved learners, think critically, be creative, collaborate, communicate and connect with their immediate environment. • To work as partners with parents and community to enable each child to flourish. 	<ul style="list-style-type: none"> • Design the Teaching-Learning Process that:- • Include activities, teaching aids so that efficiency can be maximized. • The delivery of the topics must be clear and precise, interactive and engaging. • Story and project based teaching to improve thinking and imagination. • Meaningful classroom-knowledge becomes meaningful when learner can apply it. 	<ul style="list-style-type: none"> • Incharge • Class Teacher • Activity Teacher 	<ul style="list-style-type: none"> • March'2022. 	<ul style="list-style-type: none"> • Providing strong foundation for all round development and life long learning. • Enable a smooth transition of children from pre-primary to primary.

Descriptor 3: Leading the Teaching-Learning Process(Primary Department)

Step-1	Step-2	Step-3		Step-4	Step-5
Where are we now as a school?	What do we need to do in 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?
<ul style="list-style-type: none">• As a school we are on continuous process of adopting the new teaching learning pedagogy according to the needs.	<ul style="list-style-type: none">• Proper planning of the academic session as per the resources available at our end.	<ul style="list-style-type: none">• Motivational talk.• Arranging special classes.	<ul style="list-style-type: none">• Teachers, students and parents.	<ul style="list-style-type: none">• End of March'2022.	<ul style="list-style-type: none">• Better human beings in the society.

Descriptor 3: Leading the Teaching-Learning Process
(Middle Wing)

Step-1	Step-2	Step-3		Step-4	Step-5
Where are we now as a school?	What do we need to do in 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?
<ul style="list-style-type: none"> • Suggest different teaching practices to improve the outcome of learning, which is resulting individually. 	<ul style="list-style-type: none"> • To prepare L.P. assigned for single class to single teacher and L.P. can be shared by HOD in subject groups. • Practice of hosting teacher of local school. • Making question bank by children. • Classroom visitation by the subject teacher. 	<ul style="list-style-type: none"> • Keeping Saturdays off, utilizing day in preparation of the same. • By collaborating with nearby schools. • Through Google form survey in class. • By giving everyone one visitation period in Time Table. 	<ul style="list-style-type: none"> • HOD • Incharges and subject teachers. • Time Table Incharge. 	<ul style="list-style-type: none"> • As and when topic completed. • 31st March'2022. 	<ul style="list-style-type: none"> • Collaborative teaching will happen as L.P. of one class can be used by other subject teacher. • Implementing new ways of shared practices. • Understanding deeper learning of students by the teacher. • Best practices of teaching will be shared among each other.

Descriptor 3: Leading the Teaching-Learning Process
(English Department)

Step-1	Step-2	Step-3		Step-4	Step-5
Where are we now as a school?	What do we need to do in 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?
<ul style="list-style-type: none"> • Trying to develop Reading and Writing skills. 	<ul style="list-style-type: none"> • To focus on Listening, Speaking, Reading and Writing. • To make the purpose of Teaching-Learning is to make students future ready. 	<ul style="list-style-type: none"> • Support teachers to take innovative and research based Pedagogical to improve student learning. • Support teachers to use effective instructional practices. • Support teachers to interpret, analyse and use student data effectively to design the next steps of learning and support for students. 	<ul style="list-style-type: none"> • Whole English Department. 	<ul style="list-style-type: none"> • New Academic Session. 	<ul style="list-style-type: none"> • Students will be able to express themselves freely and grasp the language completely.

Descriptor 3: Leading the Teaching-Learning Process(MathematicsDepartment)

Step-1	Step-2	Step-3		Step-4	Step-5
Where are we now as a school?	What do we need to do in 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?
<ul style="list-style-type: none"> • We now as in our school focus on content based learning. 	<ul style="list-style-type: none"> • In the coming year we will focus on competency based learning. 	<ul style="list-style-type: none"> • We will ensure the 100% participation from the students in learning and teachers will act as a facilitator. 	<ul style="list-style-type: none"> • Whole Maths Department. 	<ul style="list-style-type: none"> • New Academic Year. 	<ul style="list-style-type: none"> • True learning will take place, students will be able to develop deeper concept and able to apply it in their life.

Descriptor 3: Leading the Teaching-Learning Process (Science Department)

Step-1	Step-2	Step-3		Step-4	Step-5
Where are we now as a school?	What do we need to do in 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?
<ul style="list-style-type: none"> • We are on continuous process of adapting new developing Teaching-Learning strategies. 	<ul style="list-style-type: none"> • To focus on a group of gifted students/children that show particularly high performing strong interest and capacities in them so that they can excel. 	<ul style="list-style-type: none"> • To identify gifted students by conducting a talent search exam (questions from Science, Maths, S.St., English and reasoning based). • Motivational talk. • These students must be encouraged to pursue that realm beyond the syllabus. • Wing-wise/grade wise teacher Incharges. • Special classes will be arranged. • Regular test series. • Extra study material in library. • Registration fee, handouts expenses etc. must be deposited by these students at the starting of session. 	<ul style="list-style-type: none"> • All Stakeholders. 	<ul style="list-style-type: none"> • 6 to 8 Months. 	<ul style="list-style-type: none"> • Maximum number of participants improvement in quality.

Descriptor 3: Leading the Teaching-Learning Process (Social Science Department)

Step-1	Step-2	Step-3		Step-4	Step-5
Where are we now as a school?	What do we need to do in 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?
<ul style="list-style-type: none"> • We are planning our daily teaching planners. • Departmental meetings are being organized. • Teacher trainings are there. 	<ul style="list-style-type: none"> • Encouraging teachers to set their SMART goals. • Encouraging teachers to adopt different teaching methods to enhance learning for different students. • Observation of teacher's regular teaching will be done. 	<ul style="list-style-type: none"> • By doing observation and keep check on student's learning. • Regular assessment of teaching-learning will be done. • Collaboration among teachers will be encouraged. 	<ul style="list-style-type: none"> • HOD Mrs. Veena Singh and all Social Science Department. 	<ul style="list-style-type: none"> • March'2022. 	<ul style="list-style-type: none"> • Teaching methods will improve. • Learning of the subject will increase. • Teacher will learn to collaborate with each other.

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 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?
<ul style="list-style-type: none"> • Actionable 1: We create opportunities for staff and students well being. • Actionable 2: We establish an open door policy and transparent communication amongst stakeholders. • Actionable 3: Efforts are taken to develop pre-vocational and vocational skills through an integrated curriculum. 	<ul style="list-style-type: none"> • We need to provide challenging opportunities for students to imbibe knowledge through experiential, innovative and collaborative methods. • Listen actively to and support suggestions, ideas and comments provided by teachers and students. • Guide teachers to utilize data for effective planning and instructional plans. 	<ul style="list-style-type: none"> • Encourage inclusive and competency based learning. • Educationists and experts may be called to develop the learning skills and habits. • Implementation of 21st century skills of learning along with the NEP2020. • Practical learning should be encouraged So proper time table should be prepared for full utilization of labs. • Celebrate success stories with the larger school community. • Set high expectations for students and communicate these effectively. 	<ul style="list-style-type: none"> • Principal, Teachers, Parents 	<ul style="list-style-type: none"> • 15th January 2022. 	<ul style="list-style-type: none"> • Quality of learning will be improved and at the same time quantitative result will also improve. • School average will also go at a high level if learning is more joyful and stress free. • Design innovative ways to engage parents in their child's learning journey.

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 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?
<ul style="list-style-type: none"> • We have done training but checklist • As a school we are trying to support CWSEN by accommodation modification. • Trying to provide barrier free environment ,Buddy system, Special Education. 	<ul style="list-style-type: none"> • Work on children who are doing exceptionally well by providing them stimulating environment. 	<ul style="list-style-type: none"> • Identification • Screening test. 	<ul style="list-style-type: none"> • Principal, School Counselor, Teachers 	<ul style="list-style-type: none"> • 15th February 2022. 	<ul style="list-style-type: none"> • Students who are doing well will be groomed and they will soar high.

Descriptor 6: Becoming and being a ‘self-aware’ leader:

Step-1	Step-2	Step-3		Step-4	Step-5
Where are we now as a school?	What do we need to do in 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?
<ul style="list-style-type: none"> • Actionable 1: To create SMART Goals. • Actionable 2: To create a personal vision and check how my personal vision is perceived by all stakeholders of the school. • Actionable 3: To merge my own personal vision with the vision of the institution, stakeholders and school leaders • Actionable 4: To involve all the stakeholders in every decision of the institution and enhance myself as a great ‘Pedagogical leader’. 	<ul style="list-style-type: none"> • To repose and build trust from amongst all the functionaries of the school and the society. • To make myself have a better understanding of the tools like Johari window and to identify the strengths and weaknesses of the school. 	<ul style="list-style-type: none"> • Taking feedback from time to time and rectifying the same by taking along with me all involved in the smooth functioning of the institution. <ul style="list-style-type: none"> • By assessing the academic performance improvement as per the various descriptors . 	<ul style="list-style-type: none"> • Principal, Incharges, HODs, Coordinators, Teachers • 	<ul style="list-style-type: none"> • Starting from January 2021 till March 2022. 	<ul style="list-style-type: none"> • By creating personal development plan and enhancing myself as a pedagogical leader. • The school will be a ‘School with a difference’ and an enjoyable place to work for students as well as the stakeholders.