

**SCHOOL IMPROVEMENT PLAN**  
**OF**  
**L.G.B SECONDARY SCHOOL, TURA**

**School motto: “ Chatranang Adhyanang Tapah”**

**UDISE: 17010700203**

Lower Babupara, Tura, West Garo Hills,

Meghalaya – 794001

Phone - 8837462364

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## 1. School profile

### 1.1 History, origin and evolution:

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L.G.B. Secondary School was established in the year 1966. It is located in the heart of the Tura town at Babupara, Tura West Garo Hills Meghalaya. It is a co-educational institution. The school has classes from VI –X. The school timing is from 9:45 -3:00 pm.

The land of the school was donated by the Government on 14<sup>th</sup> of February, 1969.

Ad-hoc Grant was received in the year 1971. The school was recognised by the Board in the year 1982.

The school conducts weekly test for 20 marks for all the subjects in the academic year. The school also conducts two terminal examinations for 80 marks to assess the learning outcome of the students. Assessment is purely done on the basis of Continuous and Comprehensive Evaluation. After the assessment a parent-teacher meeting is held where-in the class teacher along with the subject teacher discusses about the child's development/improvement on the subject. Various co-curricular activities are held for the students and incentives for the same is awarded in the form of prizes, trophies and certificates.

### 1.2 Infrastructure and facilities:

The school is an Assam type old building which is in bad condition which has to be repaired every year from the help of the Managing Committee. The school has no playground for the children for outdoor activities. It has no proper boundary wall. There are no separate toilets for boys and girls. The Managing Committee has sought help from the Government.

### 1.3 Management and institutions:

#### LIST OF TEACHERS

Sl. No	Name of the teachers Designation	Male/Female	Date of Joining	ST/SC/OBC/General/Minority	Trained/Untrained
1	Shri Prasenjit Hajong Headmaster, B.A., B.Ed	Male	08 - 07 – 2007	ST	Trained
2	Uttara Hajong Assistant Headmistress, MSc, B.Ed	Female	01 – 09 - 2009	ST	Trained
3	Sibendra Nath Medhi Assistant Teacher , BSc, B.Ed	Male	01 – 02 – 1985	General	Trained
4	Catherine Ch. Marak Assistant Teacher, HSSLC	Female	01 –05 – 1989	ST	Untrained
5	Debajani Kama Barman Assistant Teacher, B.A	Female	07 –03 – 1994	ST	Untrained
6	Nikhil Kr Sarma Assistant Teacher B.A.B.Ed	Male	20 – 03 – 1996	General	Trained
7	Ela Hajong Assistant Teacher, M.A. B.Ed	Female	06 – 11 – 2011	ST	Trained
8	Roma Hajong Assistant Teacher	Female	10 – 04 – 2013	ST	Trained

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	MSc, D.El.Ed				
9	Anju M Sangma Assistant Teacher, B.A, D.El.Ed	Female	02 – 09 – 2014	ST	Trained
10	Prabhati Hajong Assistant Teacher, B.A.	Female	10 – 09- 2015	ST	Untrained
11	Kakoli Koch Assistant Teacher , M.A, B.Ed	Female	14 – 09 - 2016	ST	Trained
12	Mrinali Hajong Assistant Teacher, B.A	Female	01 – 11 - 2016	ST	Untrained
13	Sumi Lohar Assistant Teacher, M.A ,B.Ed	Female	0 2– 09 - 2019	OBC	Trained

**LIST\_OF SMC MEMBERS**

Sl. No	Name of Members	Designation
1	Shri Anil Kr. Hajong	President
2	Shri Jonardhan Hajong	Secretary
3	Shri Prasenjit Hajong	Ex – officio Secretary
4	Smt Uttara Hajong	Teacher’s Representative
5	Miss Kakoli Koch	Teacher’s representative
6	Shri Jibananda Koch	Donar Members
7	Dr. Swapanali Borah	Nominated Members
8	Dr. Sagarika Borah	Nominated Members
9	Shri Amal Hajong	Nominated Members
10	Shri Nabajyoti Mahanta	Nominated Members
11	Nipen Hajong	Nominated Members

**LIST OF ACADEMIC COMMITTEE**

Sl.No	Name	Designation
1	Shri Prasenjit Hajong	Headmaster Cum Alternative English Cum General Knowledge Teacher
2.	Shri SibendraNath Medhi	Mathematics and Science Teacher
3.	Nikhil Kr Sarma	Social Science Teacher
4	Sumi Lohar	English Teacher
5	Ela Hajong	Health Education and

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		Computer Teacher
6	Anju M Sangma	Hindi Teacher
7.	Roma Hajong	Bio – Science Teacher
8.	Uttara Hajong	Mathematics and Science Teacher
9.	Mrinali Hajong	English and Alternative English Teacher
10.	Prabhati Hajong	Social Science and Health Education Teacher
11	Kakoli Koch	Social Science and Moral Science Teacher
12	Catherine Ch. Marak	Environmental Science and Health Education Teacher
13	Debajani Kama Barman	Assamese MIL Teacher

### LIST OF PLCS AND ITS MEMBERS

1. Shri Prasenjit Hajong ..... School Headmaster
2. Smt. Uttara Hajong ..... Assistant Headmistress
3. Shri Sibendra Nath Medhi ..... Senior most Science Teacher
4. Shri Nkhil Kr Sarma ..... Assistant Teacher
5. Smt. Debajani Kama Barman ..... Assistant Teacher
6. Smt. Prabhati Hajong ..... Assistant Teacher
7. Miss Kakoli Koch ..... Assistant Teacher
8. Mrinali Hajong ..... Assistant Teacher
9. Miss Sumi Lohar ..... Assistant Teacher

### LIST OF CIVIL WORK COMMITTEE/SCHOOL BUILDING COMMITTEE MEMBERS

Sl.No	Name	Designation
1	Shri Prasenjit Hajong	Headmaster
2	Shri Gopon Hajong	Parents's Representative (Male)
3	Shri . Sorula Hajong	Parents's Representative (Female)
4	Shri Jayanta Hajong	One Expert in Civil Work
5	Shri Jibananda Koch	One Audit / Account

6	Shri Sibendra Nath Medhi	One Senior Teacher
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2. **School vision : L.G.B. in its pursuit of Holistic Education envisages of a inspiring and fostering future generation in caring, developing and progressing in life to embrace, care, appreciate and nurture and protect everything on this ‘Our Earth’.**

**We aim to provide a safe learning environment with a welcoming atmosphere which creates a sense of belongings amongst the family. We maintain an inclusive environment which acknowledges and respects children from diverse family and cultural backgrounds.**

3. **Mission statement: Our Mission is to worl together to build a safe, respectful and nurturing environment for focused on maximizing each child’s sense of wellbeing and acquisition of skills for life and learning.**

**Our Mission is to provide exceptional care to children while fostering each child’s intellectual, Social, Physical and Moral development in an academic – rich environment.**

**4. School activities :**

- 4.1 Curricular, co-curricular, community relationship activities, parent teachers meeting, health check-up.

<b>Curricular</b>		
Learning outcome evaluation (CCE)	Weightage (%)	Brief information (if any)
Formative assessment	50%	Asking Questions during class and conduct weekly Test once in a week.
Summative assessment	80%	The School Conduct Half yearly Exam in June and Annual Exam in November .
<b>Co-curricular and extra-curricular</b>		
Name of the Programme /activity	How often	Brief information (if any)
Quiz Competition	Once a year	Quiz Competition on general awareness
Annually Sports Day	Once a year	The School conduct Annual Sports Day during the Month of March every year. The School Teachers Organize Outdoor and Indoor activities for all round development for the children
Dance and Singing	Twice a year	During Teachers Day and Birth Anniversary of LoK Priyo Gopinath Bordoli
Participate in Scout and Guides	Twice a year	During Independence Day and Republic Day
<b>Community relationship activities</b>		
Name of the Programme /activity	How often	Brief information (if any)
School fete	Once in a year	School fete is always held during the month of November every year. Parents of students,

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		school neighbours and a chief guest is invited for the programme.
<b>Parent-teachers meeting</b>		
Meeting details	How often	Brief information (if any)
Parents – Teacher Meeting	Three times in a year	Before Re- opening the School, After Half-yearly Examination and Before Annual Examination.
<b>Health check-up</b>		
Name of the Programme /activity	How often	Collaborating agency
Primary Medical Health Check – up	Once in a year	From Medical Department
Weekly intake of Iron Folic Tablet given to the Students.	Once in a every Week	From Medical Department
Intake of De-Worming Tablet	Twice a year	From Medical Department

## 4.2 School calendar

### ACADEMIC SCHOOL CALENDER , 2019

Sl.No	Description	Date of Commencement	Date of Termination	No.of Days
1	Winter vacation	01-01 – 2019	15 – 01 - 2019	14 days
2	School reopening day	16 – 01 – 2019	-----	-----
3	Republic Day	26– 01 – 2019	-----	1 Day
4	Parents – Teacher Meeting	28 – 01 – 2019	-----	1 Day
5	Unit Test – I Begins (20 Marks)	04 – 03 – 2019	11 – 03 - 2019	8 Days
6	Submission of Unit Test Marks	15 – 03 – 2019	-----	1 Days
7	SSLC Examination for Class – X	05 – 03 – 2019	-----	-----
8	Holi / Doljatra	21 – 03 – 2019	21 – 03 - 2019	1Day
9	Assamese New year	15 – 04 – 2019	15 – 04 - 2019	1Day
10	Good Friday	19 – 04 – 2019	19 - 04 - 2019	1 Day
11	World Environment Day	05 – 06 – 2019	-----	-----

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12	Birth Anniversary Lokapriya Gopinath Bordoloi	06 – 06 – 2019	-----	1 Day
13	Submission of Question Papers for Half Yearly Examination(80 Marks)	07 – 06 – 2019	-----	----- -
14	Half yearly Examination	18 – 06 -2019	28 – 06 - 2019	11 Days
15	Summer Vacation	01 – 07 -2019	17 – 07 - 2019	16 Days
16	Re - opening of school	18 – 07 – 2019	-----	-----
17	Submission of marks and Answer Scripts	22 – 07 – 2019	-----	-----
18	Parents – Teachers Meeting	28 – 07 – 2019	-----	1 Day
19	Declaration of half Yearly Result	29 – 07 – 2019	-----	-----
20	Id –ul – Zuha	12 – 08 – 2019	12 – 08 - 2019	1 Day
21	Independence Day	15 – 08 – 2019	15 – 08 - 2019	1 Day
22	Janmo Asthami	24 - 08 – 2019	24 – 08 - 2019	1 Day
23	Submission of Question papers for Pre – Selection Test (Class – X)	02 – 09 – 2019	-----	-----
24	Teachers Day	05 – 06 – 2019	-----	-----
25	Pre -Test Selection (Class – X)	16 – 09 – 2019	23 – 09 – 2019	8 Days



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26	Submission of Marks and Answer Scripts	20 – 09 – 2019	-----	-----
27	Declaration of Pre – Selection Test Result (Class – X)	25 – 09 – 2019	-----	----- -
28	Submission of Question papers for Unit Test – II	27 – 09 – 2019	-----	-----
29	Gandhi Jayanti	02 – 10 – 2019	-----	1Day
30	Durga Puja	07 – 10 – 2019	09 – 10 - 2019	3 Days
31	Unit test –II Begins (20 Marks)	10 – 10 – 2019	21 – 10 -2019	11 Days
32	Selection Test (Class – X)	10 – 10 – 2019	-----	-----
33	Submission of Answer Scripts and Unit Test – II Marks	22 – 10 – 2019	-----	-----
34	Submission of Class – X Selection Marks and Answer Scripts	23 – 10 – 2019	-----	----- -
35	Discussion of SSLC Test Result	24 – 10 – 2019	-----	-----
36	Diwali	27 – 10 – 2019	27 – 10 - 2019	1Day
37	School Picnic	30 – 10 – 2019	30 – 10 - 2019	1 Day
38	Declaration of SSLC Test Result And Submission of Annual Question Papers (Class – VI to IX)	31 – 10 2019	-----	-----
39	Wangala festival	08 – 11 – 2019	08 – 11 - 2019	1 Day

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40	Children Day	14 – 11 – 2019	-----	1 Day
41	Annual Examination	18 – 11-2019	29 – 11 - 2019	12 Days
42	Submission of Answer Scripts and Marks	4 – 12 – 2019	-----	-----

## School Evaluation Dashboard

### 5.1 DEMOGRAPHIC PROFILE OF LEARNERS

Category	SC	ST	OBC	General	Minority	Total
Number	09	87	00	07	01	104

### 5.2 CLASSWISE ANNUAL ATTENDANCE RATE

Class	Average Attendance		
	Boy	Girl	Total
VI	67.57	55.97	61.77
VII	67.67	71.57	69.62
VIII	84.90	74.63	79.77
IX	47.20	78.18	62.69
X	29.17	76.14	52.66

### 5.3 PERFORMANCE IN KEY SUBJECTS (UNIT/TERMINAL /ANNUAL)

Class	Subject	Total Students	Percentage of students in each grade					Persistent low performance in the following subject(s)
			A	B	C	D	E	
VII	Language - I	10			10%	50%	40%	Language – I & II, Math, Science, Social Science
	Language – II	10					100%	
	Math	10					100%	
	Science	10				30%	70%	
	Social Science	10					100%	
VIII	Language - I	11	-	-	-	64%	37%	Language – I & II, Math, Science and Social Science
	Language – II	11	-	9%	-	18%	73%	
	Math	11	-	-	-	-	100%	
	Science	11	-	19%	55%	9%	19%	
	Social Science	11	-	-	9%	55%	37%	
IX	Language - I	30	-	7%	50%	20%	24%	Math, Science and Social science
	Language – II	30	-	4%	10%	10%	77%	
	Math	30			10%	7%	83%	
	Science	30			30%	23%	47%	
	Social Science	30			24%	24%	54%	
X	Language - I	29		4%	21%	34%	42%	Language – I & II, Math, Science,

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	Language – II	29		4%	31%	42%	24%	and Social Science.
	Math	29					100%	
	Science	29				17%	83%	
	Social Science	29			4%	14%	83%	

Note: Grading Key

Grade A: 81-100 marks

Grade B: 61-80 marks

Grade C: 41-60 marks

Grade D: 33-40 marks

Grade E: 00-32 marks

### 5.4 LEARNING OUTCOMES (ANNUAL)

Class	Percentage of students who scored in respective percentage range							
	<33	33-40	41-50	51-60	61-70	71-80	81-90	91-100
VI	75%	25%	-	-	-	-	-	-
VII	80%	10%	10%	-	-	-	-	-
VIII	36%	9%	55%	-	-	-	-	-
IX	63%	17%	10%	7%	35	-	-	-
X	83%	14%	-	4%	-	-	-	-

### 5.2 TRAINED - UNTRAINED TEACHERS

Male		Female		Total	
Trained	Untrained	Trained	Untrained	Trained	Untrained
03	-	04	06	07	06

### 5.6 Teacher Attendance & Type of Leave

Type of Leave	No. of teachers who availed
Long (more than one month)	Nil
Short (up to one week)	Nil

5.7 School Evaluation Composite Matrix

DOMAIN – 1 Enabling Resources of School: Availability, Adequacy & Usability	Core Standards	Level				Prioritised Area of Improvement	*No. of Core Standards in each Level
		Availability & Adequacy		Quality & Usability			
		Self	External	Self	External	Low/Medium/High	Availability & Adequacy
12 Core Standards	1. School Premises	2		2		M	<input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3  <b>Usability</b> <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3
	2. Playground & Sports Equipment/Materials	1		1		L	
	3. Classrooms & other rooms	2		2		M	
	4. Electricity & Gadgets	2		2		M	
	5. Library	1		1		L	
	6. Laboratory	1		1		L	
	7. Computer (where provisioning exists)	1		1		L	
	8. Ramp	2		2		M	
	9. Mid-Day Meal, Kitchen & Utensils	Nil		Nil		Nil	
	10. Drinking Water	2		2		M	
	11. Hand Wash Facilities	2		2		M	
	12. Toilets	1		1		L	
DOMAIN – II Teaching Learning & Assessment 9 Core Standards	1. Teachers' Understanding of Learners	2				M	<input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3
	2. Subject & Pedagogical Knowledge of Teachers	2				M	
	3. Planning for Teaching	3				H	
	4. Enabling Learning Environment	2				M	
	5. Teaching Learning Process	2				M	
	6. Class Management	2				M	
	7. Learners' Assessment	2				M	
	8. Utilisation of Teaching Learning Resources	1				L	
	9. Teachers' Reflection on their own Teaching-learning Practice	2				M	
DOMAIN – III Learners Progress, Attainment & Development 5 Core Standards	1. Learners' Attendance	2				M	<input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3
	2. Learners' Participation & Engagement	2				M	
	3. Learners' Progress	2				M	
	4. Learners' Personal & Social Development	2				M	
	5. Learners Attainment	2				M	
DOMAIN – IV Managing Teacher Performance & Professional Development 6 Core Standards	1. Orientation of new teachers	2				M	<input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3
	2. Teachers' Attendance	3				H	
	3. Assigning Responsibilities & Defining Performance Goals	3				H	
	4. Teachers' Preparedness for Changing Curricular Expectations	2				M	
	5. Monitoring of Teacher Performance	2				M	
	6. Teachers' Professional Development	2				M	

\*Indicate whether Low/Medium/High (L/M/H)

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Cont'd

DOMAIN – V School Leadership & Management	Core Standards	Level		Prioritised Area of Improvement	*No. of Core Standards in each Level
		Availability & Adequacy			
		Self	External		
4 Core Standards	1. Building Vision & Setting Direction	2		Low/Medium/High	
	2. Leading Change & Improvement	2		M	<input type="checkbox"/> Level 1
	3. Leading Teaching-learning	2		M	<input type="checkbox"/> Level 2
	4. Leading Management of School	2		M	<input type="checkbox"/> Level 2
DOMAIN – VI Inclusion, Health & Safety	1. Inclusive Culture	2		M	
	2. Inclusion of Children With Special Needs	2		M	<input type="checkbox"/> Level 1
	3. Physical Safety	2		M	<input type="checkbox"/> Level 2
	4. Psychological Safety	1		L	<input type="checkbox"/> Level 2
	5. Health & Hygiene	1		L	
DOMAIN – VII Productive Community Participation	1. Organization & Management of SMC/SDMC	2		M	
	2. Role in School Improvement	1		L	<input type="checkbox"/> Level 1
	3. School Community Linkages	1		L	<input type="checkbox"/> Level 2
	4. Community as Learner Resource	1		L	<input type="checkbox"/> Level 3
	5. Empowering Community	1		L	

\*Indicate whether Low/Medium/High (L/M/H)

5.8 ACTION FOR CONTINUOUS SCHOOL IMPROVEMENT PLAN

<p><b>Mission Statement:</b> L.G.B Secondary School is to work together to build a safe, respectful and nurturing environment focused on maximizing each child's sense of wellbeing and acquisition of skills for life and learning .</p> <p>Our mission is to provide exceptional care to children while fostering each child's intellectual, Social, Physical and moral development in an academic – rich environment</p>			
Area of Improvement under the seven Domains focussing on specific Core Standards	Proposed Action	Support Needed	Action Taken
Adequate size of playground, library room, sport materials, computer laboratory, separate toilets for boys and girls, Science laboratory	Proposal to be submitted to the stake holders through the sponsoring body	School Managing Community Support, Local MLA	SMC has sought help from the sponsoring body
To assess the performance of the students	To conduct weekly test and monthly	Head Master and Teacher Staff	Proper record of the performance of weekly and monthly Test
Individual differences of the learners	To find out the problems of learners by the teachers	Parents and Teachers	To use various teaching skills for different group of learners, and identify different group of students with similar problems

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Punctuality of teachers and their accountability	School strictly maintains attendance records, monitor unauthorised absence and takes action	Head master, SMC and Teachers	Notify to the teachers
Leading management of school	School Head and teaching staff plans and manage routine activities	Head master, Teachers and Students	List of various school activities will be provided to stakeholders
Awareness programme to be conducted for safety measures by the concerned authority	Provide safety knowledge to the students regarding safety activities	SMC and Head master and Teachers Staff	To take responsibilities for all safety related activities
Proper co-ordination between headmaster, parents and school and community	The school Head Master interacts with the School Managing community and Parents regarding the learner progress.	Head master, School Managing Committee and Parents	Organised meeting with the School Managing Community, Teachers and Parents after every three month

## 6. Detailed School Action Plan Dashboard (MSIP)

### 6.1 Action Plan for improving learners' outcome

Class:		Subject:					
Current situation	Improvement targets	Issues/ Problems	Required Action	Persons Responsible (Team leader) and team members	Monitoring Method	Timeline	Evidence of success (% success from baseline data)
1.60%of students failed	To increase the pass percentage	Difficulty to cope up with the Subject Mathematics	1.Motivating the students to practise Maths regularly 2.Identify the areas in which the students are weak	(i) team Leader: S.N.Medhi  (ii)Team Members: Uttara Hajong, and Roma Hajong	WeeklyTest,Half-Yearly Examination,Annual Examination will be conducted to keep a record of student's performance.	From March - November	Gained interest and motivated

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2. Difficulty in reading, writing and pronunciation	To enable the students to master the skills of learning English.	Lack of comprehensive skill	1.Drilling 2.Practise the four core skills:reading, writing, speaking,and listening	(i) Team leader: Sumi Lohar  (ii) team members:Mrinal Hajong, Catherine Ch. Marak	1.By communicating with the students in English.  2.By conducting reading and spelling tests in a week	1Whenever necessary 2.Daily	Improved in Reading, writing and pronunciation
3.Lack of interest, punctuality and irregularity of students attendance	To motivate the students to gain interest for maintaining punctuality and regularity of their attendance	1.Lack of guidance of the parents/guardians 2.Poor family background	1.To inform the parents and to intimate them regarding attendance 2.Team contribution to buy study materials	(i) Team leader:Head master  (ii) team members: Teachers staff	1.Student's attendance should be taken everyday and monitored weekly. 2. Parents of students are expected to regularly check about their wards attendance.	1. Daily 2. Weekly	1.To improve their attendance.

6.2 Action Plan for the seven Domains focussing on specific Core Standards

Main areas requiring improvement/ Current situation	Improvement targets	Issues/ Problems	Required Action	Person Responsible (Team leader) and team members	Monitoring Method	Timeline	Evidence of success
1.School Building	Repairing Classroom walls, doors, windows and roof	Damaged School walls, roof, doors, windows.	Proposal will be send to the local M.L.A through SMC has decided to take up the matter immediately	(i) Team leader:Headmaster  (ii) team members: SMC Members	Keeping the record of repairing work undertaken by SMC	continuous	Completion of undertaken repairing work of school building by SMC
2. School Toilet	Provision separate toilet for boys and girls students	Unavailability of separate toilet for boys and girls	SMC has undertaken the responsibility of construction	(i) Team leader:Headmaster  (ii) team members: Secretary	Keeping record of work initiated by school SMC for providing separate toilet	continuous	Availability of separate toilet for boys and girls.

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				and SMC Members			
<b>3. Playground and Sport materials</b>	<b>Provision for playground and sports equipment</b>	<b>Insufficient space and equipment for children to play</b>	<b>SMC will collaborate with the local MLA for the construction of playground and supply of sports equipment.</b>	(i) Team leader: Head Master  (ii) team members: SMC,	<b>Construction work and supply of the sports equipments will be look over by the SMC</b>	<b>continuous</b>	<b>Sufficient space and sports equipments for children to play.</b>