

SCHOOL IMPROVEMENT PLAN

MAWKHAR CHRISTIAN HIGHER SECONDARY
SCHOOL, SHILLONG



*‘Mut ia kaba bha
Kren is kaba shisha
Leh ia kaba dei’*

*‘Mean well
Speak the Truth
Do what is Right’*

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1. School profile

1.1 History of Mawkhar Christian Higher Secondary School.

**Motto ; ‘Mut ia kaba bha
Kren is kaba shisha
Leh ia kaba dei ’**

**‘Mean well
Speak the Truth
Do what is Right’**

Mawkhar Christian Higher Secondary School formerly known as the Mawkhar Christian High School, a school for boys, is one of the oldest schools in the state of Meghalaya. It is located at the heart of the state capital, Shillong, East Khasi Hills District just opposite to the District School Education Officer’s office (DSEO) and near Motphran, Iewduh a busy commercial center of the state capital.

The school was established in the year 1891 as Welsh Mission English School after the three High Schools; the Welsh Mission High School, Zilla High School, and the Normal School were amalgamated to form the Government High School in the year 1891, while the Welsh Mission English School remained as Middle English School, Shillong.

The School prides itself on the fact that it is one of the first schools in the entire North-Eastern region of the country. The management of the school has felt the need to establish Mawkhar Secondary School Evening Section and sends its first batch for Matriculation Examination in 1954. The evening school was later converted to the morning school in the year 1978 catering to the students belonging to the weaker section of society and to those unable to continue their studies during the day. The school also admitted self-supporting students who worked to support themselves and their families.

Since its inception, Mawkhar Christian High School functions as a normal day school for boys from class IV to Class X, and in the year 2011, it was upgraded to the Higher Secondary School offering courses in the Arts Stream for aspirant young boys and girls. Hence, the Higher Secondary section is co-educational.

Early in the year 2016, the School Management felt the need to open the Pre-Nursery, Nursery, and Pre-K.G. section to commemorate the 125th year of the school jubilee celebration.

Mawkhar Christian Higher Secondary School maintains a good standard of education right from the day of its inception. The school has witnessed the formation of the New State of Meghalaya in the early 1970s and ever since, many schools have sprung up all over Shillong but being a pioneer school, the traditions of yore in the school is still being carried out up to this present day.

1.2 Infrastructure and facilities

1.2.1 Teaching and Learning Progress

Teaching and learning are one of the major concerns of the school and the teachers are delegated with the responsibility to monitor that learners achieve success. There are 8 periods in a day and each period is of 40 minutes duration with 30 minutes of recess. The school prepares an academic calendar for enabling the teachers to plan their lessons and activities accordingly. The school works collaboratively with the parents of the students of various levels to understand more about the learners. The Professional Learning Community is organized regularly to discuss issues related to learner’s improvement.

1.2.2 Facilities available

The school comprises of two buildings, one which is the old Assam type and the other is the new building built by grants obtained from the Local MLA and well-wishers of the school. The condition of the old Assam type building is in a dilapidated state and requires a great deal of repair work from time to time especially during the rainy seasons. The classrooms in the old building are divided by a partition, at the same time is used as a hall for carrying out different activities organized in the school. The school has a separate staffroom for the teaching staff but facilities are inadequate and inferior in quality. Basic facilities like drinking water supply for the students are available and this was donated by the Rotary Club, Shillong. Most of the classes are taken in the new building but the school requires more rooms such as proper laboratory, library, computer room, music room, art room, counseling cell, smart class, etc for the students to enriched their knowledge.

1.2.3 School Community Relationship

The school emphasizes the importance of building a cordial relationship with the community. The emphasis is made by involving the community members during the activities organized by the school of and on. The involvement of the community has helped in developing a sense of dependence and cooperation to promote the school for the welfare of the students.

1.2.4 Health check-up

The school in collaboration with the Urban Health Centres organized health check-up from time to time to evaluate the present health status of the students. The students identified as medically unfit are referred to consult a physician for proper medication and treatment at Civil Hospital, Shillong. The health check-up is another strength of the school to cater to the needs of the students under its care.

1.2.5 School Finances

The School has 18 posts for Secondary Teachers and 3 posts for the non-teaching staff sanctioned by the Government. However, there are three part-time teachers and one Office Assistant for the higher secondary fully sanctioned by the school. The school also financially supports 6 teachers and 1 helper for the Nursery Section.

1.2.6 Co-curricular Activities

Every activity in school life plays a significant role in the development of students. Co-curricular activities are an essential part of school life and help in enhancing the learning process of students at school. They are meant to bring social skills, intellectual skills, moral values, personality progress, and character appeal in students. Activities such as Quiz, Elocution, Debate, Essay, Football, Basketball, etc are organized by the school on a House wise basis.

1.2.7 House System

The students of the school are divided into four houses viz Abraham, Joseph, David, and Moses which have their names and colors, and are headed by their House Captain and Vice House captain. This system draws out the best in the students/pupils and trains them for leadership.

1.2.8 Art Education

As emphasized by the National Curriculum Framework 2005, the school felt the need for the importance of art education in the school curriculum. Therefore, arrangements were made in collaboration with the Riti Foundation to provide music lessons to students who are interested in the Khasi Traditional Instruments. About visual art, the school has identified many students who are capable and skillful in drawing and sketching. The school also encouraged students of such skills by attending art schools during weekends.

1.3 Management and institutions

1.3.1 School Managing Committee members

1. President	Shri. G.P.L. Gadew.
2. Secretary	Shri. A.H. Nongbet.
3. Joint Secretary	Smt. B. Pyngrope.
4. Teacher's Representative	Shri. M. Donshiew.
5. Teacher's Representative	Smt. R. Nongsiej.
6. Guardian's Representative	Shri. M. V. Khongwir.
7. Guardian's Representative	Smt. R. Pyrbot.
8. Donor's Representative	Rev. K.B. Snaitang.
9. Nominated Member	Rev. S.S. Majaw.
10. Nominated Member	Rev. E.R. Kharkrang.
11. Nominated Member	Rev. S.L. Warjri.
12. Nominated Member	Rev. E.C. Suchiang.
13. Nominated Member	Dr. D.R.L. Nonglait.
14. Nominated Member	Shri. H.P. Kurbah.

1.3.2 Academic Committee Members:

1. Principal	Shri. A. H. Nongbet
2. Vice – Principal	Smt. B. Pyngrope
3. Mathematics Teacher	Shri. L. P. Diengdoh.
4. Social Studies Teacher	Smt. V. L. Dumai
5. Social Studies Teacher	Smt. R. Nongsiej
6. Science Teacher	Dr. C. E. G. Marbaniang
7. Language Teacher (English)	Smt. E. Khyriem
8. Computer Teacher	Shri. A. Rynjah

1.3.3 PLCs and its members

PLC Groups	Members
Maths and Science	Dr. C. E. G. Marbaniang. Shri. L. P. Diengdoh. Shri. A. Rynjah. Smt. L. B. Lynser. Shri. J. F. H. Marngar.
Social Science	Smt. V. L. Dumai. Smt. B. Pyngrope. Shri. M. Donshiew. Smt. J. Sohtun. Smt. L. Syiemlieh.
Language (English and Khasi)	Shri. P. Khonglah. Smt. E. Khyriem. Smt. I. Kyndiah. Smt. I. Nongsteng. Smt. P. Mawthoh.

1.3.4 Civil Work Committee/School Building Committee members:

1. President	Shri. G.P.L. Gadew.
2. Secretary	Shri. A.H. Nongbet.
3. Joint Secretary	Smt. B. Pyngrope.
4. Member	Shri. J. S. Cajee.
5. Member	Rev. S.S Majaw
6. Member	Rev. K.B Snaitang
7. Member	Rev. E.C Suchiang
8. Member	Shri. R.S Syiem

1.3.5 Grievance Redressal Committee members:

1. Chairperson	Smt. B. Pyngrope.
2. Member	Smt. J. Syiem.
3. Member	Smt. V. L. Dumai.
4. Member	Shri. K. D. Paswett.
5. Member	Shri. I. Bortiew
6. Member	Smt. R. Kharumnuid.

1.4 Teachers profile:

Secondary Teachers

Sl. No	Names	Male/Female	Trained/ Untrained	ST/SC/ OBC/ General / Minority	Qualification
1.	Mr. A. H. Nongbet.	M	Trained	ST	B. Com, B. Ed.
2.	Mrs. B. Pyngrope.	F	Trained	ST	M. A, B. Ed.
3.	Mrs. V. L. Dumai.	F	Trained	ST	M. A, B. Ed.
4.	Dr. C. E. G. Marbaniang.	F	Trained	ST	M. A, M. Ed, IDGC, Ph.D
5.	Mrs. R. Nongsiej.	F	Trained	ST	M. A, B. Ed.
6.	Mr. L. Diengdoh.	M	Trained	ST	M. Sc, B. Ed.
7.	Ms. J. Sohtun.	F	Trained	ST	M. A, B. Ed.
8.	Mrs. E Khyriem.	F	Trained	ST	M. A, B. Ed.
9.	Mrs. I. Kyndiah	F	Trained	ST	M. A, B. Ed.
10.	Mr. A. Rynjah	M	Trained	ST	M. Sc, B. Ed.
11.	Mrs. L. B. Lynser	F	Trained	ST	M. A, B. Ed.
12.	Mrs. I. Nongsteng	F	Trained	ST	M. A, B. Ed.
13.	Mrs. L. Syiemlieh	F	Trained	ST	M. A, B. Ed.
14.	Mr. J. F. H. Marngar	M	Trained	ST	M. Sc, B. Ed.
15.	Mrs. P. S. Mawthoh	F	Trained	ST	M. A, B. Ed.

Higher Secondary Teachers

Sl. No	Names	Male/Female	Trained/ Untrained	ST/SC/ OBC/ General / Minority	Qualification
1.	Mrs. B. Pyngrope.	F	Trained	ST	M. A, B. Ed.
2.	Mrs. V. L. Dumai.	F	Trained	ST	M. A, B. Ed.
3.	Dr. C. E. G. Marbaniang.	F	Trained	ST	M.A, M. Ed, Ph.D.
4.	Mrs. R. Nongsiej.	F	Trained	ST	M. A, B. Ed.
5.	Ms. J. Sohtun.	F	Trained	ST	M. A, B. Ed.
6.	Mrs. E Khyriem.	F	Trained	ST	M. A, B. Ed.
7.	Mrs. I. Kyndiah	F	Trained	ST	M. A, B. Ed.
8.	Mrs. L. B. Lynser	F	Trained	ST	M. A, B. Ed.
9.	Mrs. I. Nongsteng	F	Trained	ST	M. A, B. Ed.
10.	Mrs. L. Syiemlieh	F	Trained	ST	M. A, B. Ed.
11.	Mrs. P. S. Mawthoh	F	Trained	ST	M. A, B. Ed.
12.	Mr. T. Lynshing	M	Untrained	ST	M. A
13.	Mrs. D. S. Swett	F	Untrained	ST	M. A.
14.	Mrs. A. Diengdoh	F	Trained	ST	M. A, B. Ed.

Upper Primary Teachers

Sl. No	Names	Male/Female	Trained/ Untrained	ST/SC/ OBC/ General / Minority	Qualification(s)
1.	Mrs. J. Syiem.	F	Untrained	ST	P. U. C.
2.	Mr. P. Khonglah.	M	Untrained	ST	B. A.
3.	Mr. M. Donshiew.	M	Untrained	ST	B. A.
4.	Dr. C. E. G. Marbaniang.	F	Trained	ST	M. A, M. Ed, Ph.D
5.	Mrs. R. Nongsiej.	F	Trained	ST	M. A, B. Ed.
6.	Mrs. E Khyriem.	F	Trained	ST	M. A, B. Ed.
7.	Mrs. I. Kyndiah	F	Trained	ST	M. A, B. Ed.
8.	Mr. A. Rynjah	M	Trained	ST	M. Sc, B. Ed.
9.	Mrs. L. B. Lynser	F	Trained	ST	M. A, B. Ed.
10.	Mrs. L. Syiemlieh	F	Trained	ST	M. A, B. Ed.
11.	Mr. J. F. H. Marngar	M	Trained	ST	M. Sc, B. Ed.
12.	Mrs. P. S. Mawthoh	F	Trained	ST	M. A, B. Ed.

Nursery Teachers

Sl. No	Names	Male/Female	Trained/Untrained	ST/SC/ OBC/ General / Minority	Qualification
1.	Ms. S. Rynjah.	F	Trained	ST	B. A, N.T.T.
2.	Ms. I. Dolloi.	F	Trained	ST	M. A, N.T.T.
3.	Ms. R. Rynjah.	F	Trained	ST	B. A, N.T.T.
4.	Mrs. T. Mukhim.	F	Untrained	ST	B.A
5.	Ms. D. Nongbet.	F	Untrained	ST	B.A
6.	Ms. L. Warjri.	F	Trained	ST	B.Sc, D.El.Ed

2. School vision:

We envisioned to reach out to every student from various social and economic background of the community to excel academically. By 2025, we are looking forward to expanding our footprint and achieve success in all fronts.

3. Mission Statement:

Our mission is to enhance the necessary skills for our learners to prepare them for their future endeavors.

4. School activities

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

Curricular		
Learning outcome evaluation (CCE)	Weightage (%)	Brief information (if any)
Formative assessment	20%	Internal Class assessment such as quiz, assignments, project work, etc.
Summative assessment	80%	a. Promotion examination is held for classes V to IX and Pre-Promotion for Class XI in November. b. Selection for classes X and XII in October.
Co-curricular		
Name of the Programme /activity	How often	Brief information (if any)
1. Football Tournament	Once a year	The Tournament was held for the students of the different houses and in two categories- Senior category comprises of students from class XII and XI and the Junior category comprised of students from Classes VIII to X
2. Basket Tournament	Once a year in September	Friendly match between the girls of Class XII and XI Arts Stream
3. Literary competitions such as essay, poetry recitation, extempore speech, etc were also organized for the students.	Throughout the academic year	The students take interest in participating in the literary competitions and prizes as well as certificates were distributed to the participants.
Community relationship activities		
Name of the Programme /activity	How often	Brief information (if any)
Awareness Programme on Food and Nutrition	Once a year	On the 20 th of September 2019, a rally to aware of Food and Nutrition was organized. All students and teachers participated in the walk-in and around the vicinity of the school. Placards containing slogans were prepared by the students.
Parent-teachers meeting		
Meeting details	How often	Brief information (if any)
1. Regular meeting with the Parents of the Class X students.	Before the pre-selection and Selection.	The objective of the meetings is to highlight the present performance of the students and to discuss the actions needed to improve their performance.
Health check-up		
Name of the Programme /activity	How often	Collaborating agency
1. Distribution of Deworming Tablet	Twice a year	Urban Health Centre, Umsohsun Shillong

4.2 School calendar

ACADEMIC YEAR 2019
MAWKHAR CHRISTIAN SECONDARY SCHOOL, SHILLONG.
LIST OF HOLIDAYS / PROGRAMME SCHEDULE

Sl. No.	Gregorian Calendar	Days of Week	Name of Festival/Activity
1.	18 th February	Monday	SCHOOL RE-OPENS
2.	21 st March	Thursday	Holi
3.	5 th April	Friday	INVESTITURE
4.	15 th April	Monday	Assamese New Year (Bihu)
5.	19 th April	Friday	Good Friday
6.	22 nd April	Monday	Easter Monday
7.	To be notified		Shad Suk Mynsiem
8.	25 th April	Thursday	INTER-HOUSE ESSAY(X – XII) & DRAWING & PAINTING COMPETITION (IV – XII)
9.	29 th April – 25 th May	Monday – Friday	UNIT TEST I FOR CLASSES IV – X & XII
10.	30 th May	Thursday	SUBMISSION OF UNIT TEST – I MARKS
11.	31 st May	Friday	POEM RECITATION (CLASS V TO CLASS VIII)
12.	4 th June	Tuesday	RESULT: UNIT TEST – I
13.	5 th June	Wednesday	Id – Ul – Fitre
14.	13 th June	Thursday	STUDY LEAVE
15.	14 th – 28 th June	Friday – Friday	HALF YEARLY EXAMINATION for Classes IV- X,& XII
16.	1 st – 9 th July	Monday – Tuesday	SUMMER VACATION
17.	10 th July	Wednesday	SCHOOL RE-OPENS & SUBMISSION OF MARKS
18.	11 th & 12 th July	Thursday & Friday	FINALIZATION OF RESULT & ENTRY OF MARKS IN THE RESULT BOOK(S)
19.	15 th July	Monday	RESULT: HALF YEARLY EXAMINATION
20.	17 th July	Wednesday	U Tirot Sing Day
21.	30 th & 31 st July	Tuesday & Wednesday	INTER – HOUSE CAROM BOARD COMPETITION (Regular Classes)
22.	1 st Aug. – 13 th Sept.	Thursday – Friday	UNIT TEST – II FOR IV – IX, XI & XII & PRE- SELECTION(for Class X)
23.	8 th & 9 th August	Thursday & Friday	INTER – HOUSE FOOTBALL COMPETITION (2 Full Days)
24.	12 th August	Monday	Id – Ul – Zuha
25.	14 th August	Wednesday	INTER – HOUSE QUIZ & EXTEMPORE SPEECH COMPETITION (1 Full Day)
26.	15 th August	Thursday	Independence Day
27.	5 th September	Thursday	Teachers’ Day
28.	18 th September	Wednesday	Unitarian Day
29.	25 th September	Wednesday	SUBMISSION OF UNIT TEST – II MARKS
30.	1 st October	Tuesday	EXHIBITION OF WORK CUM FOOD FEST
31.	2 nd October	Wednesday	Mahatma Gandhi’s Birthday
32.	3 rd October	Thursday	RESULT: UNIT TEST – II & PRE – SELECTION EXAMINATION
33.	4 th – 9 th October	Friday – Wednesday	Puja Holidays
34.	11 th – 24 th October	Friday – Monday	SELECTION TEST Class X & XII
35.	4 th November	Monday & Tuesday	SUBMISSION & FINALIZATION OF MARKS
36.	6 th November	Wednesday	SELECTION EXAMINATION RESULT
37.	7 th November	Thursday	Shad Nongkrem
38.	8 th November	Friday	Wangala Dance
39.	15 th November	Thursday	STUDY LEAVE
40.	18 th – 29 th November	Monday – Friday	PROMOTION /PRE- PROMOTION EXAMINATION (for Class – XI(Arts)
41.	4 th December	Wednesday	FAREWELL FOR CLASS X & XII.
42.	5 th & 6 th December	Thursday & Friday	SUBMISSION OF MARKS, FINALIZATION OF RESULT & ENTRY OF MARKS IN THE RESULT BOOK(S)
43.	12 th December	Monday	Pa- Togan Sangma
44.	13 th December	Friday	RESULTS OF PRE – PROMOTION & PROMOTION EXAMINATION
45.	16 th Dec, 2019 – 17 th Feb, 2020	Monday – Monday	WINTER VACATION
46.	18 th February 2020.	Tuesday	School Re-opens.

Note: The Date of various School activities and holidays are subjected to alteration.

5. School Evaluation Dashboard

5.1 DEMOGRAPHIC PROFILE OF LEARNERS

Category	SC	ST	OBC	General	Minority	Total
Number	-	315	-	2	-	317

5.2 CLASSWISE ANNUAL ATTENDANCE RATE

Class	Average Attendance		
	Boy	Girl	Total
I			
II			
III			
IV			
V	79.4%	-	79.4%
VI	77.3%	-	77.3%
VII	95.5%	-	95.5%
VIII	80.4%	-	80.4%
IX	80.4%	-	80.4%
X	84%	-	84%
XI	87.8%	90.5%	89.1%
XII	84.19%	87.91%	86.05%

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	12	8.3%	16.7%	25%	41.7%	8.3%	
	Language - II		-	33.3%	16.7%	50%	-	
	Math		-	8.3%	8.3%	-	83.4%	
	Science		8.3%	-	41.7%	8.3%	41.7%	
	Social Science		-	8.3%	16.7%	33.3%	41.7%	
IX	Language - I	35	2.9%	14.2%	22.9%	40%	20%	
	Language - II		-	-	31.4%	45.7%	22.9%	
	Math		-	-	8.6%	8.6%	82.8%	
	Science		-	5.7%	5.7%	14.3%	74.3%	
	Social Science		5.7%	2.9%	22.9%	25.7%	42.8%	
X	Language - I	35	-	8.6%	45.7%	8.6%	37.1%	
	Language - II		-	22.9%	37.1%	8.6%	31.4%	
	Math		-	-	37.1%	-	62.9%	
	Science		-	-	42.9%	-	57.1%	
	Social Science		2.9%	5.7%	42.9%	2.8%	45.7%	
XI	Language - I	90	-	-	12.2%	10%	77.8%	
	Language - II	90	-	-	5.5%	62.2%	32.3%	
XII	Language - I	135	-	8%	42.9%	27.7%	21.4%	
	Language - II	135	-	9.8%	58.9%	17.9%	13.4%	

School Improvement Plan

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
I	-	-	-	-	-	-	-	-
II	-	-	-	-	-	-	-	-
III	-	-	-	-	-	-	-	-
IV	-	-	-	-	-	-	-	-
V	16.7%	50%	-	16.6%	16.7%	-	-	-
VI	50%	-	50%	-	-	-	-	-
VII	33.3%	33.3%	16.7%	8.3%	-	8.4%	-	-
VIII	26.7%	33.3%	20%	13.3%	-	6.7%	-	-
IX	60%	22.8%	8.4%	2.8%	5.6%	-	-	-
X	42.9%	8.6%	34.3%	11.4%	2.8%	-	-	-
XI	53.3%	33.4%	12.2%	1.1%	-	-	-	-
XII	15.2%	28.6%	43.7%	10.7%	1.8%	-	-	-

5.2 TRAINED - UNTRAINED TEACHERS

Male		Female		Total	
Trained	Untrained	Trained	Untrained	Trained	Untrained
4	3	16	4	20	7

5.6 Teacher Attendance & Type of Leave

Type of Leave	No. of teachers who availed
Long (more than one month)	0
Short (up to one week)	0

5.7 School Evaluation Composite Matrix

DOMAIN – 1	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
Enabling Resources of School: Availability, Adequacy & Usability 12 Core Standards	1. School Premises	2		2		M	<input type="checkbox"/> Level1=2 <input type="checkbox"/> Level2=9 <input type="checkbox"/> Level3=0 Usability <input type="checkbox"/> Level1=2 <input type="checkbox"/> Level2=9 <input type="checkbox"/> Level3=0
	2. Playground & Sports Equipment/Materials	2		2		M	
	3. Classrooms & other rooms	2		2		H	
	4. Electricity & Gadgets	2		2		H	
	5. Library	1		1		H	
	6. Laboratory	1		1		H	
	7. Computer (where provisioning exists)	2		2		H	
	8. Ramp	2		2		H	
	9. Mid-Day Meal, Kitchen & Utensils	-		-		-	
	10. Drinking Water	2		2		H	
	11. Hand Wash Facilities	2		2		H	
	12. Toilets	2		2		L	
DOMAIN – II Teaching Learning & Assessment 9 Core Standards	1. Teachers’ Understanding of Learners	2				M	<input type="checkbox"/> Level1=6 <input type="checkbox"/> Level2=3 <input type="checkbox"/> Level3=0
	2. Subject & Pedagogical Knowledge of Teachers	2				M	
	3. Planning for Teaching	1				H	
	4. Enabling Learning Environment	1				H	
	5. Teaching Learning Process	1				H	
	6. Class Management	2				M	
	7. Learners’ Assessment	1				H	
	8. Utilisation of Teaching Learning Resources	1				H	
	9. Teachers’ Reflection on their own Teaching-learning Practice	1				H	
DOMAIN – III Learners Progress, Attainment & Development 5 Core Standards	1. Learners’ Attendance	1				H	<input type="checkbox"/> Level1=3 <input type="checkbox"/> Level2=2 <input type="checkbox"/> Level3=0
	2. Learners’ Participation & Engagement	2				H	
	3. Learners’ Progress	1				H	
	4. Learners’ Personal & Social Development	2				H	
	5. Learners Attainment	1				H	
DOMAIN – IV Managing Teacher Performance & Professional Development 6 Core Standards	1. Orientation of new teachers	2				M	<input type="checkbox"/> Level1=2 <input type="checkbox"/> Level2=4 <input type="checkbox"/> Level3=0
	2. Teachers’ Attendance	2				H	
	3. Assigning Responsibilities & Defining Performance Goals	2				H	
	4. Teachers’ Preparedness for Changing Curricular Expectations	2				M	
	5. Monitoring of Teacher Performance	1				H	
	6. Teachers’ Professional Development	1				H	

Cont'd

5.7 School Evaluation Composite Matrix

DOMAIN – V School Leadership & Management 4 Core Standards	Core Standards	Level		Prioritized Area of Improvement	*No. of Core Standards in each Level
		Availability & Adequacy			
		Self	External		
4 Core Standards	1. Building Vision & Setting Direction	2		H	<input type="checkbox"/> Level 1=1 <input type="checkbox"/> Level 2=3 <input type="checkbox"/> Level 3=0
	2. Leading Change & Improvement	2		H	
	3. Leading Teaching-learning	1		H	
	4. Leading Management of School	2		M	
DOMAIN – VI Inclusion, Health & Safety 5 Core Standards	1. Inclusive Culture	1		H	<input type="checkbox"/> Level 1=4 <input type="checkbox"/> Level 2=1 <input type="checkbox"/> Level 3=0
	2. Inclusion of Children With Special Needs	1		H	
	3. Physical Safety	2		M	
	4. Psychological Safety	1		H	
	5. Health & Hygiene	1		H	
DOMAIN – VII Productive Community Participation 5 Core Standards	1. Organization & Management of SMC/SDMC	2		M	<input type="checkbox"/> Level 1=3 <input type="checkbox"/> Level 2=2 <input type="checkbox"/> Level 3=0
	2. Role in School Improvement	1		H	
	3. School Community Linkages	2		M	
	4. Community as Learner Resource	1		H	
	5. Empowering Community	1		H	

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

5.8 ACTION FOR CONTINUOUS SCHOOL IMPROVEMENT PLAN

Mission Statement:

- To cater to the individual as well as the educational needs of the learners from different economic background, irrespective of caste, creed and community.
- To imbibe sound and moral education while devoting special attention to the intellectual, social and physical development of the learners.
- To educate the learners to become productive, independent and constructive members of the society.

ACTION FOR CONTINUOUS SCHOOL IMPROVEMENT PLAN

	Core Standard	Area of Improvement	Proposed Action	Support Needed	Action Taken
DOMAIN – I Enabling Resources of School: Availability, Adequacy & Usability	1. Classrooms & other rooms <i>Priority- High</i>	1.Minor <i>Repair Work</i> and <i>Paint Work</i> for a few <i>Class Rooms</i> . (Specifically, the old wooden building occupying Class V to Class IX) 2.Minor <i>Repair Work</i> for the <i>Hall</i> . (specifically the stage)	1. Start repair work once the Academic session for 2019 is over. 2. Paintwork to be followed immediately after the repair work is done.	<ul style="list-style-type: none"> • Principal to supervise the work. • Two teachers (as Assistants to the Principal) • Workers for repair work and paintwork. 	<ul style="list-style-type: none"> • The area needed for repair has been identified. • Paintwork for the roof has started since 23rd October 2019. • Minor repair work for the wall has been completed.
	2. Library <i>Priority- High</i>	1.Lack of books. 2.Lack of proper 3.Library furniture. Lack of Computer for Library purposes.	Write to different institutes for book donations. Apply for government schemes for all the other requirements regarding the Library.	<ul style="list-style-type: none"> • Principal • All teachers • One Teacher to act as direct assistants to the Principal. 	Application for aid through government schemes has been sent to the concerned government authorities.

ACTION FOR CONTINUOUS SCHOOL IMPROVEMENT PLAN

	Core Standard	Area of Improvement	Proposed Action	Support Needed	Action Taken
DOMAIN – II Teaching Learning & Assessment	1. Planning for Teaching	To improve instruction by using various teaching strategies.	Strategies such as Inquiry-based learning, Problem based learning, etc can be incorporated during lesson planning. Lesson planning is necessary	Team Leader: Vice Principal Team Members: Mrs. V.L.Dunai, and Mrs. J Syiem	Lesson plans have been prepared by the teachers before teaching
	2. Teachers' Reflection on their Teaching-learning Practice	Reflection of teaching and learning process to make efforts for improvements	Teachers have to maintain a personal record of the Teaching-Learning process during and after teaching for self-evaluation.	Team Leader: Vice Principal Team Members: Mrs. V.L.Dunai, and Mrs. J Syiem	Reflective journal or Diaries to be maintained by all teachers with effect from the academic year 2020 onwards.

ACTION FOR CONTINUOUS SCHOOL IMPROVEMENT PLAN

Domain	Core Standards	Area of Improvement	Proposed Action	Support Needed	Action Taken
DOMAIN – III Learners Progress, Attainment & Development	1. Learners' Attendance	To manage the problem of absenteeism of the students.	<ul style="list-style-type: none"> •The school will send messages to the parents on their ward Absentee and late arrival to school. •To install New Apps •Digitalise the System 	Team Leader Vice-principal Team members Mrs.V. Lamin Dumai and All the class teachers	-
	2. Learners' Progress	To identify the potential of the students and reward those who participated in various activities.	Schools will have to maintain Register on Co-Scholastic Database for every student who participated in different activities.	Team Member (Mrs.V. Lamin Dumai, Ms. J. Sohtun. Mrs. P. Mawthoh	The register has been maintained and Students have been awarded for their participation.
	3. Learners' Personal & Social Development	To promote communication and interpersonal Skills among the learners.	Teachers can use resources like Stories telling, Audio-Video clips, Mind mapping. One day Orientation to be conducted for enhancing students with necessary skills in communication.	Team Leader Mrs.V.L.Dunai Team Members:	Provide Learning Material, Video clip

ACTION FOR CONTINUOUS SCHOOL IMPROVEMENT PLAN

Domain	Core Standards	Area of Improvement	Proposed Action	Support Needed	Action Taken
DOMAIN – IV Managing Teacher Performance & Professional Development	1. Teachers' Attendance <i>Priority- High</i>	<ul style="list-style-type: none"> Regular checking of Teachers' punctuality. Daily checking of attendance register to see if the teacher has sign or not. 	To maintain attendance, register with provisions of the time of arrival and departure.	Principal & Vice-Principal	The preparation of the attendance register is in progress.
	2. Assigning Responsibilities & Defining Performance Goals <i>Priority- High</i>	<ul style="list-style-type: none"> Encouraging subject teachers to apply their strategies and methods while teaching. Preparation of weekly lesson plans. 	To disseminate the task to all the teachers during staff meetings. To prepare a Task management register.	Principal & Vice-Principal	The task management register has been prepared

ACTION FOR CONTINUOUS SCHOOL IMPROVEMENT PLAN

Domain	Core Standards	Area of Improvement	Proposed Action	Support Needed	Action Taken
DOMAIN – V School Leadership & Management	1. Building Vision & Setting Direction <i>Priority- High</i>	Identification and Prioritization of areas needed for improvement.	The school Head is to convene a meeting with the staff to prepare a list of prioritized areas. This list is to be sent to the stakeholders for review and suggestions.	School Heads along with the staff.	Formation of Domain Leader 16.08.2019 Orientation program on MSIP and SIP did on 30.08.2019
	2. Leading Change & Improvement <i>Priority- High</i>	Identification of the School's weakness and strengths.	Convene a meeting to identify the strengths and weaknesses of the School.	School Authority with staff.	
	3. Leading Teaching-learning <i>Priority- High</i>	Class room inspection & observation.	To direct the teacher to do: Peer observation PLC meeting.	Heads, Teachers, and Students	PLC Meeting on Domains done on PLC Meeting on Learners' Outcome done on 27 th 09 2019

ACTION FOR CONTINUOUS SCHOOL IMPROVEMENT PLAN

Domain	Core Standards	Area of Improvement	Proposed Action	Support Needed	Action Taken
DOMAIN – VI Inclusion, Health & Safety	1. Physical Safety <i>Priority- High</i>	<ul style="list-style-type: none"> Need to have more exit and entry points in the school building for emergency purposes and safety of the students Need for a CCTV. 	Installation of CCTV.	Principal and Vice-Principal	-
	2. Psychological Safety <i>Priority- High</i>	Advice the Grievance Committee to take up this matter.	The Grievance Committee will convene to discuss issues related to student's safety.	Grievance Cell	-

ACTION FOR CONTINUOUS SCHOOL IMPROVEMENT PLAN

Domain	Core Standards	Area of Improvement	Proposed Action	Support Needed	Action Taken
DOMAIN – VII Productive Community Participation	1. School Community Linkage <i>Priority- High</i>	<ul style="list-style-type: none"> Developing a cordial relationship with the parents and the school community. Highlighting the activities organized in school. 	<ul style="list-style-type: none"> Inviting parents to school functions and activities organized in school such as School Concert, Food Fest, etc. Publishing a School Newsletter starting from the next Academic year 2020. 	Parents/Guardians and all the Stakeholders of the school.	Concert for the Nursery section held on the 27 th September 2019 & Food Fest held on the 1 st September 2019.
	2. Community as Learning Resources <i>Priority- High</i>	<p>Integrating with the Local community in the teaching-learning process</p> <p>To ensure that learners gain knowledge and information by visiting places of educational interest</p>	<p>Inviting the School Alumnus as Guest speakers to discuss related topics concerning Science and Mathematics for Classes IX & X and in Arts for Classes XI&XII.</p> <p>Organizing visits to institutions in the vicinity of the school. These will include the following -</p> <ul style="list-style-type: none"> i. Post office Classes IX -X ii. Butterfly Museum Classes V-VIII iii. Planetarium at the Science Centre (NEHU Campus) 	<p>School Alumni and all the Stakeholders of the School.</p> <ul style="list-style-type: none"> i. Prior visit by the Teacher In-charge to fix a date for the visit with the institution concern ii. Class Teachers 	<p>Inviting Guest Speaker for Economics on the 3rd of October 2019.</p> <p>Visited the Butterfly Museum on the 12th September 2019</p>

3. Detailed School Action Plan Dashboard (MSIP)

6.1 Action Plan for improving learners' outcome

Team Name – Mathematics & Science Group

Subject – Mathematics & Science

Team Leader – Mrs. C. E. G. Marbaniang

Team Members – Mr. L. Diengdoh, Mr. A. Rynjah, Mrs. L. B. Lynser, and Mr. J. Marngar

School Goal – 100 percent pass percentage of the students of class VII & VIII in the Promotion Examination 2019

Action Plan for Improving Learner's Outcome

Team Name: Mathematics & Science Group				Class: VII & VIII		Subject: Mathematics & Science	
Current situation(s)	Improvement Targets	Issues/Problems	Required Action	Person Responsible [Team Leader & Members]	Monitoring Method	Timeline	Evidence of Success
Low performance of Students of Class VII in Mathematics & Science.	To improve the grades and performances of students with learning barriers.	1. Learners lacking basic concepts: Jolningdar & Pynshngain of class VII	1. Mentoring the identified learners	Team Leader: Mrs. C. E. G. Marbaniang Members: Mrs. L. B. Lynser Mrs. R. Nongsiej	<ul style="list-style-type: none"> The assigned team is to meet the identified learners. The assigned team is to identify the problem faced by the learners and suggest remedial measures. Weekly Test On concepts on the subjects to be done by the concerned subject – teacher. The assigned team is to review the progress of the learners on a fixed interval basis. 	Within Nov. 2019	Report cards of the Learners
		2. The learner has the potential but shows unsatisfactory performance: Alvin Shangpliang & Shingdibakhraw of Class VIII	2. Mentoring the identified learners	Team Leader: Mr. L. Diengdoh Members: Mr. A. Rynjah Mrs. C. E. G. Marbaniang	<ul style="list-style-type: none"> The assigned team is to meet the identified learners. The assigned team is to identify the problem faced by the learners and suggest remedial measures. Weekly Test On concepts on the subjects to be done by the concerned subject – teacher. The assigned team is to review the progress of the learners on a fixed interval basis. 	Within Nov. 2019	Report cards of the Learners

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		3. Inadequacy of teaching-learning materials	3. To ensure the development of TLM's & its effective applications concerning the teaching of Mathematics & Science.	Team Leader: Mrs. B. Pyngrope Members: Mrs. C. E. G. Marbaniang Mr. L. Diengdoh Mr. A. Rynjah Mrs. L. B. Lynser Mr. J. Marngar	<p>The assigned team is to meet the Principal and discuss the need for the development of TLM's</p> <p>The assigned team is to review the outcome of the meeting with the Principal</p>	Within Nov. 2019	
Inadequate and obsolete Science apparatus & Mathematics Equipment.	To improve the basic requirements/ equipment of Science and Mathematics Laboratory	Practical Classes & activities cannot be organized properly hence hampered the concept building process.	Team to discuss with the Principal.	Team Leader: Mr. A. Rynjah Members: Mrs. C. E. G. Marbaniang Mr. L. Diengdoh Mrs. L. B. Lynser	<p>The assigned team is to meet the Principal</p> <p>The assigned team is to prepared a list of essential Apparatus & Equipment.</p> <p>The assigned team is to review the outcome of the meeting with the Principal</p>	Within Nov. 2019	

Team Name – Health Education Group

Subject – Health Education

Team Leader – Mrs. R. Nongsiej

Team Members – Mrs.J.Syiem, Mr. M.Donshiew, Mrs. V.I.Dumai, Mrs.R.Nongsiej, Ms. J.Sohtun, Mrs.I.Nongsteng and Mrs. L.Syiemlieh

School Goal – 100 percent pass percentage of the students of class VII in the Promotion Examination 2019

Action Plan for Improving Learner's Outcome

Team Name: Health Education Group			Class: VII		Subject: Health Education		
Current Situation	Improvement Target	Issues / Problems	Required Action	Person Responsible (Team Leader) and Team Member	Monitoring Method	TimeLine	Evidence of Success
The majority of the students of class VII hardly bring their books and exercise copy to the school.	Students must bring their books and exercise copies to school regularly.	Students do not take the subject matter seriously and seldom bring their books to school.	The teacher will make the students read the routine in class for the next day as a reminder.	Team Leader: Mrs.R.Nongsiej Team Members: All subject teachers and Sir M.Donshiew	All the subject teachers have to check regularly that the students have the necessary reading materials (textbook) before the class commences.	Throughout the academic year.	

Team Name – Social Science Group

Subject – Social Science for History

Team Leader – Mrs. V.Lamin

Team Members – Mrs.B.Pyngrope, Mrs.J.Syiem, Mr. M.Donshiew, Mrs.R.Nongsiej, Ms. J.Sohtun, Mrs.I.Nongsteng and Mrs. L.Syiemlieh

School Goal – Improve performance of weak students of Class IX in History in the Promotion Examination 2019.

Action Plan for Improving Learner's Outcome

Team Name: Social Science Group				Class: IX		Subject: History	
Current Situation	Improvement Target	Issues / Problems	Required Action	Person Responsible (Team Leader) and Team Member	Monitoring Method	TimeLine	Evidence of Success
On reviewing the performance of the students of class IX in History it was found that there was a low performance in the subject matter.	To improve the performance of the weaker students of class IX in History in the Promotion Examination 2019.	The students perform less than average in the subject. The students have no planned routine or schedule for studying.	To provide the students with the necessary guidance and assistance on study methods, preparing a schedule for studying.	Team Leader: Mrs.V. Lamin Team Members: Ms. J.Sohtun Mrs. R.Nongsiej	1. The teacher will guide the students in class by checking their work regularly. 2. They will monitor how the students read and learn the different terms and concepts. 3. The teachers will conduct activities such as quiz to assess what the students have learned.	September 2019- November 2019	

Team Name – Class VII Language Group

Subject – Khasi

Team Leader – Mrs. R. Nongsiej

Team Members – Mrs. B.Pyngrope, Mrs.J.Syiem, Mr. M.Donshiew, Mrs.R.Nongsiej, Ms. J.Sohtun, Mrs.I.Nongsteng, Mrs. L.Syiemlieh, and Mrs.P.Mawthoh.

School Goal – 100 % efficiency of the students of Class VII in reading and writing skills in Khasi at the Promotion Examination 2019.

Action Plan for Improving Learner's Outcome

Team Name: Language Group				Class: VII	Subject: Khasi		
Current Situation	Improvement Target	Issues / Problems	Required Action	Person Responsible (Team Leader) and Team Member	Monitoring Method	TimeLine	Evidence of Success
The students of class VII lack appropriate writing skills in the subject.	<ul style="list-style-type: none"> To improve the writing skills of the students of class VII in Khasi. To help students construct proper sentences and structure their answers appropriately. 	The students understand the subject well as the language is their mother tongue but they are unable to express their points well in writing.	The subject teachers will guide the students in reading and writing in Khasi. Activities such as story writing, composing poems, framing simple sentences and comprehension can be given to the students.	Team Leader: Mrs.R.Nongsiej Team Members: Mrs. J Syiem	Regular checking and corrections of student's notebook should be done by the subject teacher regularly.	Throughout the academic year.	Students exercise copy

School Improvement Plan

Team Name – Social Science Group

Subject – Social Science

Team Leader – Mrs. V.Lamin

Team Members – Mrs.B.Pyngrope, Mrs.J.Syiem, Mr. M.Donshiew, Mrs.R.Nongsiej, Ms. J.Sohtun, Mrs.I.Nongsteng and Mrs. L.Syiemlieh

School Goal – Increase percentage of students of Class IX in Economics and Geography at the Promotion Examination 2019

Area of Improvement for Improving Learner's Outcome

Team Name: Social Science Group			Class: IX		Subject: Economics and Geography		
Current Situation	Improvement Target	Issues / Problems	Required Action	Person Responsible (Team Leader) and Team Member	Monitoring Method	TimeLine	Evidence of Success
Low attendance of the students of class IX in Economics and Geography	100 percent attendance of the students of class IX during the Unit Test.	Absenteeism during the Unit Test	Principal and Vice-Principal to take stern action on the absentees.	Team Leader: Mrs. V.Lamin Team Members: Mrs. B. Pyngrope Mrs. V. Lamin Mrs. L. Syiemlieh.	The Vice-Principal will summon the absentees and enquire about their inability to attend the Unit Test.	Before the promotion examination	Vice-Principal attended to the issues identified and even called the parents to inform of their ward's absenteeism

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Low performance of the class IX students during the unit test especially Economics.	Average performance in the Unit Test.	Below-average performance in Economics	Remedial class for the identified students.	Team Leader: Smt. B. Pyngrope Team Members: Mrs. L. Syiemlieh.	The Vice-Principal will allot some more classes for Economics.	Before the promotion examination	
Name of Students found to be absent during the Unit Test Cl IX:							
1. Bashan -	Five paper			8. Alban -	One paper		
2. Elasius -	Three paper			9. Banialam Makri -	One paper		
3. Rimansing -	Three paper			10. Baniohbor -	One paper		
4. Teidor -	Three paper			11. Wishwander -	One paper		
5. Robert -	Two paper			12. Pynsuk -	One paper		
6. Yomiki -	Two paper			13. Wanshai -	One paper		
7. Donelson -	Two paper			14. Eshaster -	One paper		
Conclusion – Since, these students have missed out the Unit test, parents are to be informed to take proper care to see that they are serious in preparing for the Promotion Examination, 2019.							

6.2 Area of Improvement under the seven Domains focussing on specific Core Standards

Area of Improvement under Domains I 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
Classroom and Other Rooms. (Priority: High)	Minor Repair Work and Paint Work for a few Class Rooms. (Specifically, the old wooden building occupying Class V to Class IX)	Some windows are broken and some wooden beams need to be replaced. The whole building looks old and unattractive and needs to be repainted.	Take up the urgent matter to the Managing Committee and start repair work once the Academic session for 2019 is over. Paintwork to be followed immediately after the repair work is done.	Team Leader: Principal Team Members: A. Rynjah, V. Lamin	The Principal along with Mr. A.Rynjah will supervise the work daily from its commencement until it is completed as desired.	To be completed by 8th February 2020 starting from 2nd December 2019.	Photograph of the classrooms and other rooms repaired and painted.
	Minor Repair Work for the Hall (specifically the stage)	<ul style="list-style-type: none"> •The stage has no proper backdrop support and looks unattractive. •The open/close system for stage curtains is not working properly. 	<ul style="list-style-type: none"> •Attach a plywood board at the back of the stage and paint it with white paint. •Repair the Stage Curtain System. 			To be completed by 27th September 2019 starting from 2nd September 2019.	

Cont'd....

	Teacher's Common Room.	The roof is leaking.	Seal the holes on the roof.			To be completed by 8th February 2020 starting from 2nd December 2019.	
Library(Priority: High)	Lack of books.	Books are very few in numbers. There is no daily supply of newspapers.	Write to different institutes for book donations. Apply for government schemes for all the other requirements regarding the Library.	Team Leader: Principal Team Members: Mrs.C.E.G.Marbaniang, Mr.A. Rynjah and Mrs.V. Lamin.	The Principal will remind the teachers to write letters to different institutes and universities for the donation of books.	To be completed by 22 nd October 2022 starting from 14 th October 2019.	
	Lack of proper Library furniture.	There are no proper Library chairs and tables. Another large size Bookshelf is required to accommodate more books.	A proposal letter for a government scheme to meet the mentioned Library requirements has already been sent to the current M.L.A of North Shillong constituency.		The Principal will work with Mrs. C.E.G. Marbaniang to supervise the Library requirements.	Wait for a reply till 18 th February 2020.	
	Lack of Computer for Library purposes.	There are no computers available for students and Librarians to use in the Library.	We are awaiting a positive reply from the government. If there is a negative response from the government the school has to take the initiative to meet the requirements regarding the Library to the best of its ability.		The Principal will guide Mr. A.Rynjah to choose the configuration for the Library Computer.	Regardless of the nature of the reply from the government, work should be completed by 8th February 2021.	

Area of Improvement under Domains II 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. Planning for Teaching	To improve instruction by using various teaching strategies.	Inability to draw student's attention to the lesson taught	Strategies such as Inquiry-based learning, Problem based learning, etc can be used to incorporate during lesson planning.	Team Leader: Vice Principal Team Members: Mrs. V.L.Dunai, and Mrs. J Syiem.	Lesson planning is necessary for teachers to prepare.	From the next academic year 2020.	Record of lesson plans maintained.
2. Teachers' Reflection on their Teaching-learning Practice	Reflection of teaching and learning process to make efforts for improvements	No maintenance of Teacher's reflection and students feedback	Teachers have to maintain a personal record of the Teaching-Learning process during and after teaching for self-evaluation.	Team Leader: Vice Principal Team Members: Mrs. V.L.Dunai, and Mrs. J Syiem.	To prepare a format for teachers to evaluate themselves.	February 2020.	Reflective journal or Diaries to be maintained by all teachers with effect from the academic year 2020 onwards.

Area of Improvement under Domains III 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. Learners' Attendance	To manage the problem of absenteeism of the students.	Students remain absent without parent's knowledge.	<ul style="list-style-type: none"> • The school will send messages to the parents on their ward Absenteeism and late arrival to school. • To install New Apps • Digitalise the System 	Team Leader Vice principal Team members Mrs.V. Lamin Dumai and All the class teachers	<ul style="list-style-type: none"> • Sending intimation letter to parents regarding their ward's absenteeism. • Parent to put their signature whenever needed. 	December 2019	
2. Learners' Progress	To identify the potential of the students and reward those who participated in various activities.	No proper method to identify and record student's participation in various activities.	School will have to maintain Register on Co-Scholastic Database for every student who participated in different activities.	Team Member Mrs.V. Lamin Dumai, Team Members: Ms. J. Sohtun. Mrs P. Mawthoh	Maintaining and updating the various activities participated by the students in the Cumulative database of Scholastic or Co-scholastic across classes annually. To award the students who participated the most in the various activities.	December 2019	Register for Co-scholastic achievement of the students
3. Learners' Personal & Social Development	To promote communication and interpersonal Skills among learners	Poor communication skills in English	Teachers can use resources like Story telling, Audio-video clips, Mind mapping. One day Orientation to be conducted for enhancing students with necessary skills in communication.	Team Leader Mrs.V.L.Dunai Team Members: All subject Teachers concerned	Provide Learning Material, Video clip, etc	February 2020	Report of the Orientation organised.

Area of Improvement under Domains IV 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. Teacher's Attendance	Regular monitoring of Teacher's Attendance	Irregularity in putting the signature on the attendance register	To maintain an attendance register with provisions of the time of arrival and departure.	(i) Team leader: A.Nongbet (ii) team members: B.Pyngrope & J.Syiem	Discussion with the team members on how to follow up on the issue	Weekly basis w.e.f. September 2019	The attendance register is maintained regularly
2.Assigning Responsibilities and Defining Performance Goals	Appropriately assigning an equal task to all teachers	Lack of clarity of the task assigned.	To disseminate the task to all the teachers during staff meetings. To prepare a Task management register.	(i) Team leader: A.Nongbet (ii) team members: B.Pyngrope, J.Syiem & V.Lamin	Assignment of the task to be circulated through official notification only.	Training for preparation in Nov. & implementation on next academic year	Records of teachers' task assignment on the Task Management Register.

Area of Improvement under Domains V 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. Identification and Prioritization of areas needed for improvement	1. Proper identification of areas needed for improvement. 2. Prioritizing these areas as per the need of the hour.	1. The identification process is not done and not documented and hence makes the prioritization process difficult.	The Head of the School will convene a meeting with the staff to identify areas needed for improvement and prioritize these areas as per the need of the hour	Team Leader: Mr. A. H. Nongbet Members: Mr. G. P. L. Gadew Mrs. B. Pyngrope Mrs. C. E. G. Marbianang Mr. L. Diengdoh Mr. A. Rynjah	1. Prepare a list of areas needed for improvement. 2. Arrange and organize these areas in order of priority. 3. Send the prioritized list to all stakeholders for suggestions and improvisation. 4. Review the suggestions and prepare for a plan of action. 5. Record and documentation for further reference. 6. Repeat the above procedures on a half-yearly basis. 7. If the problem persists issue will be taken to PLC for remedial action(s).	1 YEAR	Minute book of the meeting
2. Identification of the School's weakness and strengths.	1. To maintain the strength of the school to the fullest potential. 2. To minimize the weakness of the school as far as possible.	No proper system of identifying the School's strengths and weaknesses.	1. To develop a system where its strengths and weakness can be easily monitored. 2. It is required to properly define the role, responsibility, and accountability of each stakeholder.	Team Leader: Mrs. B. Pyngrope Members: Mr. M. S. Donshiew. Mrs. V. L. Dumai. Mr. L. Diengdoh. Mr. A. Rynjah. Mr. K. D. Paswett.	1. Identify and prepare a list of the school's strengths and weaknesses. 2. For each strength identified, assign the most appropriate and effective person(s) for further improvisation and optimization. 3. For each weakness identified, identify the reason for its weakness and take up the issue (s) to the PLC for remedial measures and suggestions. 4. Record and documentation for further reference. 5. Review the progress quarterly.	1 YEAR	Minute book of the meeting

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<p>3. Class room inspection & observation.</p>	<ol style="list-style-type: none"> 1. To ensure effective classroom management. 2. To ensure effective teaching-learning process. 3. To improve lesson planning, strategies, and techniques of learning – teaching. 4. To ensure proper assessment of learners as well as of the teachers 	<p>No observation during the teaching-learning process</p>	<ol style="list-style-type: none"> 1. Peer Observation to be made mandatory. 2. PLC Meeting twice a month to be fully dedicated for review and improvisation of lesson planning, strategies, and techniques of learning – teaching. 	<p>Team Leader: Mrs. B. Pyngrope.</p> <p>Members: Mr. A. H. Nongbet. Mrs. V. L. Dumai. Mrs. C. E. G. Marbaniang Mr. L. Diengdoh. Mrs. E. Khyriem.</p>	<p>Peer observation: Stage I: Pre-observation meeting: The observer meets with the teacher before the class to learn about the lesson's focus and objectives. The teacher should define a focus area, perhaps related to something s/he would like to improve upon or a problem that s/he is trying to solve. Make sure that both are in agreement about how the observation will be conducted (duration, seating, etc.) and when the post-observation meeting will occur.</p> <p>Stage II: Observation: The observed teacher should inform students about the observation before the lesson. The observer should arrive a few minutes early and be as discreet as possible: sit in the back of the room; focus solely on the observation and observe the entire lesson (or agreed upon segment); be open-minded and make detailed descriptive records in preparation for the post-observation meeting.</p> <p>Stage III: Post-observation meeting: This is the most important part of the observation process. Reflection before this meeting and the discussion about what happened in the classroom is when real learning for both the teacher and the observer occurs. Teachers should</p>	<p>6 MONTHS</p>	<p>Minute book of the meeting</p>
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					treat each other with respect and offer opinions in a kind and constructive way. Participants should set action plans/goals based on what they learn. Both teachers should walk away feeling like they have learned something new and will be better teachers because of it. [MANUAL ENCLOSED]		
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Area of Improvement under Domains VI 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	Timelin e	Evidence of success
Physical Safety	Need to strengthen the physical safety of the learners in and around the campus.	Difficulties in checking the entry and exit of students and visitors.	Installation of CCTV	Team leader: Mr. J.F.H. Marngar Team members: Principal, Vice-Principal Mr. C. Dkhar.	J.F.H. Marngar: To Implement the plan. Principal & Vice-Principal: Planning & Financing C. Dkhar: To monitor the functioning of CCTV	One Year	
Psychological health of the learners.	To help the students deal with stress, lack of confidence in studies and other grievances,	Difficulties in handling students' emotion.	Seek help and assistance from higher authority Principal, Vice-Principal, SMC, SDMC	Team leader: Mrs. L. B. Lynser. Team members: Members of Grievance cell, Principal, Vice-Principal, Mrs. R. Nongsiej, and Non-Teaching Staff.	Mrs. L. B. Lynser: Implementation of the plan. Principal & Vice-Principal: establishment of a link between the grievance cell and the SMC/SDMC or other departments. Grievance Cell: To find out the grievances of the Students	One year	

Area of Improvement under Domains VII 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. Community Learning Resources <i>Priority-High</i>	Integrating with the local community in the teaching-learning process	Lack of understanding of the utility of economics and physics in day to day life.	Inviting the School Alumnus as Guest speakers Visits to Institutions in the vicinity of the school.	Team leader: Mrs. Careen E.G.Marbaniang Team members: Mr .A.H. Nongbet & Mr AibanRyngjah	The team leader has to contact the resource person for fixing the date and time. Guest Speaker in Science- Dr.M.L.Mawnia, Sankerdev College	3 rd October 2019 for Economics 6 th November 2019 for Physics	The team leader has approached the Guest speakers and the interaction with them is positive.
	To ensure that learners gain knowledge and information by visiting places of educational interest	Learners gained knowledge only from within the four walls of the classroom. They are not exposed to explore their knowledge and skills.	i. Post Office for Classes IX and X ii. Butterfly Museum for Classes V to VIII iii. Planetarium at the Science Centre	Team leader: Mr. AibanRyngjah Team members: Mr .A.H. Nongbet, Mrs. V.Lamin& Mrs. Careen E.G.Marbaniang	Guest Speaker on Topic 'Importance of Economics' by Mr.W.Khardewsaw. The team leader has to get in touch with the institution's concern for the visits.	Tentative dates- Visit 1. Post office- 13 th February 2020 2. Butterfly museum- 12 th September 2019 3. Planetarium 20 th March 2020	On the 12 th of September 2019, the students of classes V to VIII along with two teachers visited the Butterfly museum.
2. Empowering Community <i>Priority-High</i>	To encourage civic sense among the students when they go for outing etc.	Improper littering in picnic spots.	Collaboration with the local community and the school in promoting environmental awareness. A place to be chosen next year.	Team leader: MrA.Ryngjah Team members: Mr.A.H.Nongbet, Mrs. V.Lamin& Mrs. Careen E.G.Marbaniang	Awareness Programme based on the 2020 UN Theme Cleaning drive to any Picnic spot in East Khasi Hills District	5th June 2020 2nd June 2020	

