

Academic Process Tracker for Schools

Name of the observer

Designation

Date of visit:

Sign and seal of Head:

1. School Details

School name		Cluster HSS				Zone				
Village		District								
HM Name and Mobile No:		Teachers Details				Total(including Head Teacher)	Present	Absent	Vacant/Long leave	
Enrollment Details (From Records)	Class	KG	1	2	3	4	5	6	7	8
	Total									
Attendance Observed	Class	KG	1	2	3	4	5	6	7	8
	Total									

A. Learning Management (to be filled based on interaction with teachers/head teachers.

ITEM	Grading	Score	comments
1	Is there a class teacher assigned for each class who shall be responsible for maintaining individual student learning levels records, particularly of children struggling with basics	All classes(5)/Most of classes(4) majority of classes(3)/few classes(2)/one class only(1)/None(0)	
2	Are individual children's learning levels in each subject recorded in a separate book/register by the class teacher	All classes(5)/Most of the classes(4)/Majority of classes(3)/Few classes(2)/one class only(1)/None(0)	
3	How often are learning level assessments of students taken to gauge their levels	Daily as exist slip(5)/weekly(4)/Bi-weekly(3)/Monthly(2)/Bi-annual(1)/Never(0)	
4	How many teachers(as percentage) have been trained in SSA training on classroom management and pedagogy held in winters	All(5)/More than 75%(4)/More than 50%(3)/Less than 50%(2)/less than 25%(1)/none(0)	

B. Classroom Culture(to be filled on classroom observations)

ITEM	Grading	Score	Comments
5	Have all classes devised 3 values and 4 expectations and displayed them prominently	Yes and not completely devised(1) displayed(both)(5) / Yes and displayed(only one)(4)/ yes, but not displayed(3)/ Yes, but unplanned(2)/ Not done at all.	
6	Have all the teachers instituted a consequence system for positive and negative behavior along with the reward system	Yes(3)/ Yes but not properly(2)/ No(0)	
7	Do all the classes have academic and behavioral trackers for every child and displayed it prominently	Yes and displayed both(5)/ Yes and displayed(only one)(4)/ Yes but not displayed(3)/ Yes all(0)but unplanned(2)/ Not completely devised(1)/ Not done at	
8	Are children seated in a manner that encourages participation(U-shape or Circular)How actively do students participate in the class	Yes and very active (3)/ No but very active(2)/ No and low participation(1)/ No and no participation(0)	
9	Morning assembly observations		
a	Are the same students always involved in prayer recital and other activities? Do schools have a system of houses?	No follow houses(3)/ No random system(2)/ Yes (0)	
b	Does the assembly have a component regarding news,	Yes(3)/ Yes, but not properly(2)/ No(0)	

	cultural and general knowledge?			
c	Is there slot allocated for PT exercises in morning assembly?	Yes daily(4)/ Yes 3 times a week(2)Yes, once in a week(1)No		

C. Active Pedagogy(to be filled Based on lesson plans prepared and observations of classroom delivers of teachers)

	ITEM	Grading	Score	Comments
10	Do teachers maintain lesson plan books devised in 5-step manner?	All teachers(4)/ majority of teachers (3)/few teachers(1)/ None (0)		
411	Do teachers deliver sessions based upon lesson plan books devised in 5-step manner?	All teachers(4)/ majority of teachers (3)/few teachers(1)/ None (0)		
12	Are students differentiated based on learning levels while teaching?	All classes (4) majority of classes(3)/few classes(1)/ none(0)		
13	Are students struggling with basic literacy made to do phonic drills?	Yes daily (4) / Yes 3 times a week (3)/ yes once in a week (1)/ No		
14	Are math lessons plans following concrete pictorial Abstract model?	All classes (4)/majority of classes (3)/few classes(1)/ None(0)		
15	Are science and social sciences taught using inquiry-based approach?	All classes (4)/majority of classes (3)/few classes(1)/ None(0)		
16	Communication skills among children	Satisfactory(4)/ Good(3)/ Average(2)/ below average(1)/ Poor(0)		
17	Students discipline	Satisfactory(4)/ Good(3)/ Average(2)/ below average(1)/ Poor(0)		

Community Involvement(to be filled based on the interactions and records maintained thereof)

	ITEM	Grading	Score	Comments
18	Does the schools maintains any regarding community visitors VEC/SMC meetings , community mobilization events etc in the contact register?	Yes (3) / NO(0)		
19	How often are VEC meetings held? Mention date of last VEC meeting held in comments?	Monthly (5) Quarterly (4) Annually (1), Rarely held (0)		
20	Percentage of issues solved in VEC meetings	100), > 75% (4), >50%(3), > 25% (2), <25%(1), None (0)		
21	Do teachers visit homes of students who are absent from long time?	Yes (2)/No(0)		
22	Has there been any initiative to mobilize resources (human or monitory) from the community for shoo; improvement?	Yes(2)/ Yes, but not properly planned(1)/ No(0)		
23	Teacher-Parent communication(other than progress report)	Yes(2)/No(0)		

D. Head of the Institution Involvement(to be filled on interaction with head of institution with other Teachers 3354

	ITEM	Grading	Score	Comments
24	How involved is Head of the Institution in monitoring learners progress? Activities include reviewing record of CCE of learners discussing students performances with teachers, parents, checking results learners in test etc.	Yes fully invested (4)/Teachers monitor progress at their own leaver(3)/ No involvement (0)		
25	How does the school head monitor teacher's performance? Activities include 1. Observing class rooms of teachers 2. Discussing progress with teachers individually 3. Reviewing performance of learners in tests from time to time. 4. Reviewing lesson plans of teachers etc.	Very actively involved (4)/ does at least 2 out of 4 activities regularly (3)/occasionally does some activity(1)/ not active (0)		