

Grading Indicators

25 Parameters

P.No	Parameters	Evidences
1	Understanding School Needs	<p><input type="checkbox"/> List of internal & external issues hampering schools functioning</p> <p><input type="checkbox"/> Evidence for methods used to identify such issues Help Text : Method may include Survey questionnaire, SWOT, involvement of stakeholders, etc</p> <p><input type="checkbox"/> Analysis & discussion on identified issues through varied methods Help Text : Report of analysis including categorization, prioritization or addressing of issues, Minutes of Meeting with staff management (Minutes must highlight the discussion & identification of possible solutions & alternatives for addressing such issues)</p> <p><input type="checkbox"/> Action plan to reduce effect of issues on school functioning Action plan to address needs & expectations Help Text : Report format</p>
2	Needs & expectations of stakeholders/ interested parties	<p><input type="checkbox"/> List of stakeholders/interested parties Help Text : Stakeholders can be teachers, students, parents, management, vendors, society, etc.</p> <p><input type="checkbox"/> Evidence for methods to identify needs & expectations of stakeholders/ interested parties Help Text : Method may include Survey questionnaire, SWOT, involvement of stakeholders, etc.</p> <p><input type="checkbox"/> Analysis of data identified through different methods</p> <p><input type="checkbox"/> Action plan to address needs & expectations</p>

3	<p>Organogram & functions of MC (Management Committee) & HOS (Head of School)</p>	<p><input type="checkbox"/> Document on composition of Management Committee (MC) as per applicable norms and RTE Act Help Text : MC/SMC as per CBSE bye laws/ State board or any other affiliating board</p> <p><input type="checkbox"/> Documentation of school organization structure Help Text : Any school manual Organization Chart</p> <p><input type="checkbox"/> Documentation of roles, responsibilities & powers of MC & HOS Help Text : School Manual/ guide with roles, responsibilities & powers of both MC & HOS</p> <p><input type="checkbox"/> Sample Minutes of Meeting (MoM) of Management Committee (latest/ recent MoM) Help Text : Evidence of minimum number of meetings as per affiliating body norms</p> <p><input type="checkbox"/> Sample of action taken based on Minutes of meeting Help Text : Minutes of meeting of MC/SMC highlighting action taken</p>
4	<p>Documented policies & key process owners</p>	<p><input type="checkbox"/> List of key processes with name of process owners' / incharges</p> <p><input type="checkbox"/> Roles & responsibilities of key process owners/incharges</p> <p><input type="checkbox"/> Sample of SOP for any process with review & monitoring mechanism Help Text : Process may be examination, admission, finance, recruitment, etc.</p> <p><input type="checkbox"/> Sample of Minutes of Meeting to review the processes. Help Text : The review may be with respect to any change in the process made by the school. Please note provide review of same process (as provided in previous attachment)</p>
5	<p>Promoting culture of collaboration among staff</p>	<p><input type="checkbox"/> List of activities conducted by school to promote collaboration among staff</p> <p><input type="checkbox"/> Sample latest minutes of meeting in development of Annual Curriculum plan Help Text : The minutes must highlight collaboration of staff members in development of curricular & cocurricular activities.</p> <p><input type="checkbox"/> Evidence of mentoring & monitoring by senior teachers Help Text : Classroom observation records or any sample report of atleast 2 teachers</p> <p><input type="checkbox"/> SOP or mechanism followed by school to share best practices among staff Report or draft minutes of meeting (sharing best practices among staff (inter & intra subjects))</p> <p><input type="checkbox"/> Data driven analysis on appraisal (for at least 3 years) for quality improvement in the processes</p>

6	Action research	<input type="checkbox"/> List of recurring issues related to staff, students, teaching learning process, etc. (based on data available with school) <input type="checkbox"/> Identification of root cause of the issues Plan of action to address the root cause Help Text : Root cause may be of one recurring issue or multiple <input type="checkbox"/> Evidence of methods used Help Text : Example for Teaching learning process – list of remedial interventions, For disciplinary issues- record of counselling sessions, etc. <input type="checkbox"/> Action research report Help Text : Report must cover problem statement, root cause, plan of action, data analysis, outcomes,etc.
7	Mission & Quality Objectives	<input type="checkbox"/> Documented vision & mission <input type="checkbox"/> Documented vision, mission & quality objectives Help Text : Quality objectives must be derived from mission of the school <input type="checkbox"/> Master list of documents & records covering indexing & location for easy retrieval of documents <input type="checkbox"/> Evidence of Digitization software used for control of documents & records Help Text : Name of software and screenshots of software dashboard
8	Documents & Records	<input type="checkbox"/> List of key documents & records <input type="checkbox"/> SOP for control of documents & records Help Text : SOP must cover Roles & responsibilities of staff for maintaining documents <input type="checkbox"/> Master list of documents & records covering indexing & location for easy retrieval of documents <input type="checkbox"/> Evidence of Digitization software used for control of documents & records Help Text : Name of software and screenshots of software dashboard
9	School Manual & Policies	<input type="checkbox"/> School manual/policy manual Help Text : Incentive & reward policy, admission,recruitment policy, health policy (for staff & students), leave policy and any other policy developed as per school needs. Few policies available <input type="checkbox"/> All policies (policies/ manual available) <input type="checkbox"/> Evidence of creating awareness among staff and students on various policies Help Text : Admission brochure, almanac, staff manual, link of school website (covering policies)

10	Financial records of school	<p><input type="checkbox"/> Sample Minutes of Meeting for review of manual/ policies</p> <p><input type="checkbox"/> Self-certification by school compliance of applicable norms SOP for budgeting</p> <p><input type="checkbox"/> Sample latest Minutes of meeting of MC/SMC Help Text : MoM must cover discussion on approval on budget</p> <p><input type="checkbox"/> School Development Plan as per affiliating body norms</p> <p><input type="checkbox"/> CA audited report Help Text : for last 2 years</p>
11	Physical Infrastructure, support facilities with conducive & safe learning environment	<p><input type="checkbox"/> Self-certification on compliance of regulatory & statutory certificate (Covering physical infrastructure, safety, library, laboratories, Computers, projectors, etc).</p> <p><input type="checkbox"/> Few evidences available: Health & Sanitary Certificate Building safety Certificate Fire Safety Certificate Drinking water certificate Affiliation/recognition certificate Or any other applicable SR/RR Help Text : School to provide list of certificates, their validity & copy of certificates.</p> <p><input type="checkbox"/> SOP for monitoring of physical infrastructure,support facilities, conducive & safe environment</p> <p><input type="checkbox"/> All evidences available as listed</p> <p><input type="checkbox"/> Sample Minutes of meeting (staff/departments) Help Text : MoM must highlight review of the same</p>
12	Human Resource Management	<p><input type="checkbox"/> Self-certification for compliance on S/R requirements on staff recruitment</p> <p><input type="checkbox"/> SOP for recruitment, induction & orientation Few are available</p> <p><input type="checkbox"/> SOP for recruitment,induction & orientation All are available</p> <p><input type="checkbox"/> list of programs conducted on induction & orientation (Topics, date, no. of staff, signatures and pictures)</p> <p><input type="checkbox"/> Sample latest Minutes of meeting/ plan of action Help Text : MoM must cover Review of induction & orientation programs</p>

13	Appraisal System	<input type="checkbox"/> SOP for conducting appraisal for both teaching & nonteaching staff Available only for teaching staff <input type="checkbox"/> SOP for conducting appraisal for both teaching & nonteaching staff Available for both teaching & nonteaching <input type="checkbox"/> SOP for redressal of appraisal <input type="checkbox"/> Evidence of workshop on appraisal for staff Help Text : Evidences must cover Training material, signature and pictures
14	CPD for Staff	<input type="checkbox"/> List of programs conducted as per regulatory requirements for teaching staff Help Text : list of programs conducted along with signatures of staff <input type="checkbox"/> List of programs conducted as per regulatory requirements for teaching staff & non-teaching staff Help Text : list of programs conducted along with signatures of staff <input type="checkbox"/> Skill metrics & competency metrics <input type="checkbox"/> List of need-based trainings conducted for staff as highlighted in appraisal Help Text : Sample appraisal of one teaching & one non-teaching staff along with CPD provided to that staff (signature, certificate or report) <input type="checkbox"/> Classroom observation record Help Text : Evidence on Data analysis for evidence to check effectiveness of training
15	Academic Program & planning Or Curriculum & academic planning	<input type="checkbox"/> Evidence for development of Curriculum prescribed by the affiliating body <input type="checkbox"/> Lesson Plan Help Text : Weekly/Monthly/quarterly/ annual/planning for curricular & cocurricular <input type="checkbox"/> Evidence for Planned versus conducted Help Text : List of student activities and outcomes (certificates, etc.) <input type="checkbox"/> Sample latest Minutes of meeting (staff/departmental) focussing on developments in curriculum <input type="checkbox"/> Evaluation of curriculum through feedback from stakeholders like Students, Teachers, Alumni, etc.

16	Provision for physical development	<input type="checkbox"/> List of indoor & outdoor games List of physical education teachers <input type="checkbox"/> Pictures of annual house competitions and annual sports meet/day <input type="checkbox"/> Time table of school List of coaches(whether full time/part time) <input type="checkbox"/> Participation records at competitions at district, State & national level Evaluation criteria for evaluating students <input type="checkbox"/> Trend analysis of achievements in sports
17	Cross-cultural awareness	<input type="checkbox"/> Activity planner(Morning assembly,important days,outreach activities,ethical, cross cultural & career development activities) <input type="checkbox"/> Theme based assembly List of outreach activities with plan (Only one or two activities conducted) <input type="checkbox"/> Theme based assembly List of outreach activities with plan (Regular activities are conducted) <input type="checkbox"/> List of renowned personalities invited for preaching values <input type="checkbox"/> Impact of activities (trend analysis). Evidence of innovative practice for value inculcation (School to define objective & brief about the activity)
18	Teaching Learning Process	<input type="checkbox"/> Daily Lesson Plan (detailing the methodology for TLP) (Evaluating lesson plan on detailing of methodology, learning objective, indicators, Use/integration of ICT/TLM and diagnostic techniques, learning outcomes,etc.) <input type="checkbox"/> Sample Lesson Plans - Lesson planning (covering individual & group methods, assignments, demonstrations, Role playing, etc. for development of self-reflection, critical thinking, problem solving, and Creative thinking) <input type="checkbox"/> Sample showing identification of varied learning styles & difficulties of students <input type="checkbox"/> Study on impact of adaptation of learning needs & learning styles <input type="checkbox"/> List of benchmarked teaching strategies mapped with the concepts (For example:Teaching decimals through technique engages students more effectively) Help Text : School to provide list of strategies covering name of strategy, brief about strategy, how school arrived at the identified strategy).

19	Student Assessment or Assessment & Evaluation	<input type="checkbox"/> Examination Calendar as per affiliating body prescribed norms (To evaluate type of assessment of students) <input type="checkbox"/> SOP for examination Sample of report (Primary, Secondary, Senior Secondary) (To evaluate assessment of students conducted in both scholastic & co-scholastic area) <input type="checkbox"/> Sample of assessment metrics indicating various techniques adopted to measure the performance (Scholastic & co-scholastic both) <input type="checkbox"/> Evidence of modification in teaching strategies based on analysis of assessment data <input type="checkbox"/> Circular/Almanac/ training highlighting sensitization of students on assessment criteria.
20	Confidentiality and security of examination and assessments	<input type="checkbox"/> Circulars issued to staff to ensure confidentiality and security of examination and assessments <input type="checkbox"/> Documented policy and guidelines to ensure confidentiality and security of examination and assessments (To evaluate the system in place along with monitoring mechanisms) <input type="checkbox"/> Evidence of awareness about the process among all staff Help Text : Pictures, signatures, circular for staff trainings <input type="checkbox"/> Sample latest minutes of meeting to review examination policy and action undertaken <input type="checkbox"/> Evidence of use of ICT and other advance tools to ensure confidentiality and security of examination and assessments Help Text : Name of softwares, security policy, etc.)
21	Counselling & career development activities for adolescent students	<input type="checkbox"/> Presence of counsellor on school's role: Full time Part time Appointment letter of counsellor <input type="checkbox"/> Evidence of counselling conducted by school counsellor for various classes Help Text : List of workshops conducted by counsellor along with signatures, pictures, etc. <input type="checkbox"/> List of students approached counsellor for services (sample list of last 2 months) Evidence of providing guidance and counselling services to students as well as parents <input type="checkbox"/> Evidence of inviting experts to give lectures/motivational talks, etc. Evidence of trips to professional organizations <input type="checkbox"/> Sample of case histories of students facing adjustment problems Impact analysis of counselling services

22	Identification of learning difficulties and remedial intervention	<input type="checkbox"/> Presence of special educator on school's role: Full time Part time Appointment letter of special educator <input type="checkbox"/> Evidence of attempts for identification of the learning difficulties, learning styles and learning differences of students <input type="checkbox"/> Sample of IEPs (Individualised Education Program/ Plan) created for students identified for learning difficulties. Evidence of preparing case histories and root cause analysis of learning difficulties. Sample of lesson plan indicating modification in strategy <input type="checkbox"/> List of Professional Development Programm conducted to cater to needs of CWSN. Sample of varied assessment tools used for assessment of students facing difficulties <input type="checkbox"/> Evidence of impact analysis of remedial instruction or Individualised or personalized instruction
23	Self-Assessment	<input type="checkbox"/> SOP for conducting self-assessment in school <input type="checkbox"/> Checklist used for selfassessment <input type="checkbox"/> Recent records of conduct of self-assessment on set criteria <input type="checkbox"/> Action taken on the basis of selfassessment
24	Complaint Handling Process	<input type="checkbox"/> Declaration by Principal on school letterhead that complaints are handled orally <input type="checkbox"/> SOP for compliant handling Help Text : SOP to include process of registering of complaints, redressal and intimacy of redressal to complainant <input type="checkbox"/> Analysis of complaints Help Text : Analysis may be as per schools discretion such as under broad heads, domain specific or class-wise, etc. <input type="checkbox"/> Sample of filled compliant handling register (online or offline mode) <input type="checkbox"/> Sample of corrective & preventive action taken on the basis of analysis of complaints
25	Innovation and benchmarking as tool and techniques for Continual Improvement	<input type="checkbox"/> List of innovative practices adopted by school <input type="checkbox"/> List of benchmarking practices (internal as well external) Help Text : Brief about the practice and basis of benchmarking <input type="checkbox"/> Evidence of sharing of innovative practices and awareness about benchmarking amongst staff <input type="checkbox"/> Impact of benchmarking & innovation

Submit

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