INSTRUCTIONS FOR COORDINATION MEETING


Rotational Lesson Planning & Check Point Assessments have been introduced from the Session 2014-2015. Subject Coordination Meeting will be the most important activity to ensure uniformity in standardization, quality teaching & assessments. The role of subject or class coordinator will be given to experienced teachers with good organizational ability and strong interpersonal skills.

I. Syllabus Breakup has been sent on a modified format. Time (number of periods) needed to teach a Unit/Chapter has been judiciously calculated and given in the Block Syllabus. Breakup of lessons, period-wise, has to be done by teachers themselves.

II. This will allow freedom to teachers to plan lessons at micro level according to their desired pace. However, the sequence of teaching must be maintained to ensure a broad pattern of uniformity throughout the system. It is imperative that the Subject Coordinators/Teachers spread syllabi contents judiciously over the teaching periods allocated to a particular Unit/Chapter.

III. Revision periods have been embedded according to class needs.

IV. Significant concepts too, have been identified. The teacher can pick out more which she/he thinks are important for Check Point Assessments.

II. Rotational Lesson Planning

Rotational Lesson Planning & Check Point Assessments have been introduced from the Session 2014-2015.

A. Lesson plans will be written on a modified format.

B. Every teacher will not make Lesson Plans every week, however, every teacher will write Lesson Evaluations after teaching.
C. Lesson plans will be written on rotational basis by the teachers who have been assigned different sections of a class (parallel classes). i.e 4a, 4b, & 4c.

D. Every week ONE teacher will be asked to develop Lesson Plans for her subject for that week and plan the required AV aids/ spot tests. This plan will be used by teachers of all the sections of that class. However, the Evaluation of Lesson portion will be filled by every teacher based on teaching and learning experiences in the class.

III. Academic Coordination Meeting

It will be held three levels.

1. Mega Coordination Meeting
2. Term Coordination Meeting
3. Weekly Coordination Meeting

1. Mega Academic Coordination Meeting

Attendees:

1. Principal
2. Section Heads
3. Subject Coordinators
4. Class Coordinators

Schedule:

Mega Academic Coordination Meeting will be held twice during an Academic Year.

1. Before the commencement of the New Academic Year.
2. After Result / PTM of First Term.

1. The Principal will explain the Academic Policies with a focus on new policies if any.
2. The Section Heads will give briefings on Curriculum / Assessment plans of their sections. (Prepared by subject coordinator)
3. The subject / class coordinators will attend the meeting and take relevant notes.
2. Term Subject Coordination Meeting:

a. **Attendees**
   1. Section Heads
   2. Subject Coordinators
   3. Assist to Section Heads

b. **Schedule:**
   Term Subject Coordination Meeting will be held during the Orientation Week & before the Second Term.

c. **Prerequisites:**
   The Subject Coordinator must ensure that all the teachers of parallel classes have:
   - the text books, work books, teacher guides and syllabi when they come for the meeting.
   - studied in advance, the block syllabus, detailed syllabus, the lessons in the text books and worksheets.
   - clear ideas about the suggested skills to be identified for a lesson

**Procedure:**

a. The Subject / Class Coordinators will be responsible for conducting the co-ordination meetings under the guidance of the Section Head.

b. The subject Coordinator and the team of subject teachers who are taking parallel classes/sections of a subject will study the whole Block Syllabus for whole term.

c. The Subject Coordinator and her team will chalk out a broad teaching plan of the assigned subjects for the whole term.

d. Subject Co-ordinator will distribute the units / chapters in the Block Syllabus (for one term) among
THE TEACHERS OF DIFFERENT SECTIONS (PARALLEL) OF A CLASS FOR LESSON PLANNING.

E. EQUAL DISTRIBUTION OF TOPICS AMONGST THE AVAILABLE TEACHERS IS IMPORTANT TO ENSURE THAT EVERY TEACHER GETS THE PRACTICE OF LESSON PLANNING.

2A. FIRST SUBJECT COORDINATION MEETING

FOR THE 1ST TEACHING WEEK OF THE SESSION 2014-2015, FOLLOWING PROCEDURE WILL BE FOLLOWED:

I. DURING ORIENTATION WEEK, AN EXPERIENCED TEACHER WILL BE GIVEN THE RESPONSIBILITY OF PREPARING THE LESSON PLANS FOR THE WHOLE WEEK ON THE TOPIC ASSIGNED TO HER.

II. SHE WILL PREPARE THE LESSON PLANS ACCORDING TO THE SET OF INSTRUCTIONS GIVEN IN THE PLANNER.

III. THESE PLANS WILL THEN BE DISCUSSED WITH REST OF THE SUBJECT TEACHERS DURING COORDINATION MEETING. THE DEVELOPER OF THE LESSON PLAN WILL INCORPORATE THE MUTUALLY AGREED UPON CHANGES PROPOSED BY OTHER TEACHERS

IV. THE FINAL PLAN WILL BE GIVEN TO SUBJECT COORDINATOR WHO WILL SUBMIT THE FINAL LESSON PLAN TO THE SECTION HEAD WHO WILL GET THE PHOTOCOPIES PREPARED FOR THE TEACHERS OF THE PARALLEL CLASSES. THIS LESSON PLAN WILL BE USED FOR THE FIRST TEACHING WEEK OF THE SESSION.

3. WEEKLY SUBJECT COORDINATION MEETING.

ATTENDEES:

1. SUBJECT COORDINATORS

2. SUBJECT TEACHERS

SCHEDULE:

COORDINATION MEETINGS WILL BE HELD AFTER REGULAR SCHOOL TIMINGS DURING THE TEACHERS’ STAY-BACK TIME I.E
01:35 to 02.05 pm. The day for Coordination Meetings will be decided subject wise. The entire teaching faculty must understand the following procedure:

**Procedure:**

- **Review the previous week's work**
- **Discuss the objectives given in the scheme of studies for the topic**
- **Identify the skills which are to be developed in the students**
- **Make sure that the weekly syllabus is judiciously spread over the allotted periods**
- **Choose the methodology (ref. to annex. B) or follow the syllabus breakup**
- **Identify the activities to be done in class & the required resources. Prepare suitable AV aids**
- **Agree which kind of spot test to be administered during regular teaching period**
- **Plan CW & HW (Ref. syllabus breakup)**
- **Decide if a Worksheet is to be used for Assessment/Revision/HW**
- **When required, prepare the Check Point Test (Ref. Significant Concepts in the Break Up)**
- **Decide how & when to do incomplete work if any (except for the first week)**
- **Study the work to be done in the coming week**
Weekly Subject Coordination Meeting Record

<table>
<thead>
<tr>
<th>Steps</th>
<th>Subject: _______________</th>
<th>Topic:</th>
<th>Syllabus Break-up page no:</th>
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<tbody>
<tr>
<td>1</td>
<td>Review of Previous Week's Work (&amp; completion plan, if any):</td>
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2. Period wise Weekly Break-up

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<tr>
<th>Topic</th>
<th>Skill(s) to be focused on:</th>
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<tr>
<th>Methodology*</th>
<th>Activities /project (if any)</th>
<th>Teaching Aid(s), if required:</th>
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- Brainstorming (Mind Maps) Discussion, (Peer, Pair, Group, Student Teacher) Lecture, Demonstration (Illustration, Model), Concept Maps (Graphic Organizer), Board Practice, Activity-based, Experiments, Role play, For others ref. to annex .B

3. Strategies for Struggling Learners:

4. Teacher Responsible for Preparing lesson Plan: ______________________________

Attendees of Coordination Meeting:
1. 2. 3. 4. 5.

5. Date of submission of the Lesson Plan to the Sec Head: ____________________________

Date of distribution of the finalized Lesson Plan to the Teachers: ____________________________

Sign: Subject Coordinator _______________                        Sign: Section Head _______________