BELIEVE 2023 - TIMELINE & WSIP 2022-23

Our vision is for Balsam to be a high-performing school. We understand that there is no silver bullet - no single thing that we can do to ensure high student performance. Every aspect of the teaching and learning process must be attended to and empowered. Following are the goals set against best practices adopted in Balsam across the departments:
1. Clear Vision and mission school-wide
2. Effective processes
3. Effective leadership
4. Quality instruction, grading practices, and monitoring
5. Professional learning community
6. Cultural competence and culturally responsive teaching
7. Family and community engagement in school

The following table lists the objective under each category with outcomes for the year. Management will audit and evaluate progress each month with the core team. The core team shall invite each sub-committee to present their work in the Monthly Team Review Meetings. (Dates marked in the school calendar)

1. Clear Vision and mission school-wide

Domain	Objective	Goals for 2022-23	Action Steps for 2022-23
Vision and Mission Statement	1. Educate and nurture students to learn to their full potential 2. Educate every student to be a responsible, productive citizen	1. Every stake holder has clear understanding of vision & mission statement and aligns their thoughts and actions to make it a reality 2. Every student is intrinsically motivated to understand his/her potential and maximise it.	1. Staff Induction and Orientation shall be conducted in April. Reorientation shall be conducted once every three months to iterate and evaluate alignment of actions to the vision and mission statement. This shall be the responsibility of the Core Leaders (Principals (A&I), Vice-Principal, NED, HoO) 2. Orientation program for parents and students shall be conducted in June and follow up sessions shall be conducted to do a reality check on actions. 3. Webinar series for parents and staff shall be designed to help them become the role models for children to imitate at home and school. Adults shall do what they expect children to do - Being punctual, staying committed, instilling values and following the principles. Thus, making way for all children to become responsible and productive citizens.

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5 Year Strategic Plan Believe 2023	• Every stake holder has clear understanding of goals and develops a road map to achieve them	1. Commitment to Believe 2023 plan 2. Minimise C grade across school 3. Standardized Tests 4. Introduce other Indian languages 5. Annual STEAM Fair / YIC Project showcase 6. Yoga competition for employee and students 7. Student led events 8. Host inter-school events 9. State and National level participation and achievement - Sports, Arts and Science contests	1. Clear Annual goals and Quarterly goals shall be set by all SCC sub-committee heads with the guidance from the Principals (A&I), Vice-Principal, NED, HoO and BAC. Monthly Reflection and Review Meetings shall be planned to present work done by sub-committees course correct and achieve the set goals. 2. The Special Educator shall identify all at-risk learners, design personalised learning plans and do a pilot study on how to reduce the academic gaps and make incremental progress each month starting from mid April. With evidence of work done, they shall inspire other teachers for early intervention. The primary objective shall be to closing academic gaps by 25% by end of academic year. Subject Heads shall take initiative to reduce students scoring "C" by 25% across all grades by equipping all subject teachers with adequate and effective tools to provide quality instruction, grading practices, mentoring and monitoring. Extrinsically motivate children to prepare for standardized tests- SAFAL, ASSET, NTSE, SAT, BRICS, Ganit Challenge and Olympiad. Subject Heads shall ensure that participation is increased by 50% this year, materials for preparation and training provided to children in a regular classroom. 3. Bhasha Sangam coordinator shall pick one sentence from the collection (Basic sentences for conversation in Indian Languages) and make children practice each day for a week and introduce another. By end of year, whole school shall learn 30-40 sentences in the language they pick. Podcasts shall be created to promote Indian literature. 4. Science, Math, ICT, Language Arts department members shall design ASPs including work for STEAM Fair and YIC Project showcase. Children must be motivated to work on projects as large groups across levels and celebrate by sharing their learning experiences based on concepts covered. 5. All Subject Heads shall train teachers to make systematic inquiry of their own practices. Finding starting point, clarifying the situation, developing action strategies and putting them into practice, analysis and theory generation shall be the stages of action research process. This habit of inquiry shall become an ongoing commitment to learning. Teacher-researchers shall take the responsibility for being the agent and source of change. 6. Sports team shall design Bootcamps and Yoga sessions for all Balsamites and strive for their health and wellness. 7. SCB shall take lead to conduct school events, assemblies, broadcasting, thematic boards, webinars for parents and students, projects and contests. 8. Sports Department shall host Football and Throw ball inter-school competition with 3 other schools based on the then conditions. 9. BAC members shall ensure that the team students are well-trained for national level sports, visual and performing art tournaments.

Domain	Objective	Goals for 2022-23	Action Steps for 2022-23
School Policies	• Develop Balsam as a Policy Run Institution to increase job satisfaction and deliver quality service	1. The School will have well-defined policies for all stakeholders 2. All members understand the significance of all school policies and adhere too	1. Refine existing school-wide policies to align with CBE & NEP by 30th March 2022; Staff Orientation in April, Parent and Student Orientations in June shall be conducted by Core team to comprehend with clarity, the amended policies. 2. Core Leaders (Principals (A&I), Vice-Principal, NED, HoO) shall collaborate with all sub-committee members to ensure that all stakeholders comprehend and uphold amended policies and SOPs. Monthly Reflection Time shall be a day to celebrate and appreciate members for upholding policies and are aware of consequences set to control the breach.
Organisational Chart	• Develop lean management system and reporting protocols	1. A highly efficient lean management system will be in place with all members following or reporting as per protocols 2. School work will be distributed for quick and easy operation	1. Lean management training for core members listed in the Org chart will be designed by HoO. The intention is to make the School an organised and efficient work-space without clutter and waste of time for searching and preparation. 2. Five-minute meetings focussing on operational tasks and enabling quick problem solving, weekly improvement meetings in front of visual team boards showing key performance indicators, improvement suggestions and complaints raised using post-it notes, efficient communication shall be major steps taken this year. 3. School Heads shall take necessary steps to ensure that distribution of work is done fairly and all issues are discussed in the Core meetings for quick decisions and easy operation.

2. Effective Processes

Policy based management and administration is the key to achieve the vision that Balsam has. The following documents provide clarity to all stakeholders in adopting firm and practical policies that pave the way for seamless and clear management:

Domain	Objective	Goals for 2022-23	Action Steps for 2022-23
Standard Operating Procedures	• Provide all stake holders a procedural framework necessary to work with clarity and responsibility	1. Well-defined manual for school operation 2. A living document updated continually to remain current and comprehensive (meant to be reviewed with change over time)	1. The Core Leaders (Principals (A&I), Vice-Principal, NED, HoO) shall review and amend the Employee Handbook, Parent Handbook, Student handbook, Service rules and Code of ethics and update the same on the school website after the approval of the management by 31st March 2022. 2. Induct core members to understand the SOPs and ensure all members follow it.

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Management Information System	• Use of Information technology in educational management with the primary objective to improve the efficiency and effectiveness of school activities	1. Better accessibility to information 2. Efficient administration 3. Higher utilisation of school resources 4. Reduction in workload 5. Better time management 6. Improvement in the quality of reports and analysing results	1. The ICT Head shall train members to organise all documents on designated official google drives to make it accessible for concerned members to review or use. The use of google classrooms and google chat with official e-mail accounts shall be used for all internal communications and assignment of tasks. 2. Standard templates for record keeping shall be designed by ICT Head and HoO. Members shall be trained to make effective use of the same. 3. A constant effort to manage time shall be made to reduce repetition of documentation and data entries. 4. Share data to analyse results and make online information accessible to the management. A conscious effort shall be made by the Core Leaders to train all members to generate quality reports to give a vivid picture for all stakeholders.
School Evaluation Process	• Provide a means of systematically looking at how the team has performed and help school and employees to improve	1. Engaging in effective internal evaluation 2. School improvement for excellence 3. Using evaluation indicators to support whole-school improvement 4. Integrating internal and external evaluation for improvement	1. Core Leaders (Principals (A&I), Vice-Principal, NED, HoO) shall sit with respective teams and prepare Quarterly action plans (QAP) for each sub-committee and measure the progress. 2. Core Leaders (Principals (A&I), Vice-Principal, NED, HoO) shall sit with a set team and prepare WSIP 2023–24 by mid March 2023. 3. Core Leaders (Principals (A&I), Vice-Principal, NED, HoO) shall set evaluation indicators for WSIP and review the quarterly progress made by sub-committees and suggest action steps to be taken. 4. NED shall integrate internal and external audits and take steps to mitigate deviations from strategic goals.
Shared Leadership	• To build a team that is jointly responsible for the successes and failures of the team	1. Leadership is broadly distributed, such that people within a team and organisation lead each other 2. Foster team members' willingness to offer leadership to other team members 3. Support system where the team dynamic allows people to offer support to each other	1. Core Leaders (Principals (A&I), Vice-Principal, NED, HoO) shall walk the talk and ensure that Leadership is shared with Coordinators, Subject Heads, Level Monitors and SCC sub-committee heads. 2. Building trust in each other and creating an environment for free communication (with no fear or hesitation) to be created by School Heads. Encourage responsible risk taking with defined limits of decision making. 3. Budding Leaders to be encouraged to sit in the outer circle and shadow current first line and second line of leaders. This will ensure that effective leaders are instated in the team.

3. Effective Leadership

Instructional and administrative leaderships are established to implement the processes to make vision, a reality. **Instructional Leadership (Academic and Beyond Academic Related Committees)**

Domain	Objective	Goals for 2022-23	Action Steps for 2022-23
Academic Advisor / School Heads	• Oversee the academic affairs of the school and make recommendations to the management about academic programs and strategic priorities	1. Well-laid out guidelines to ensure that quality teaching-learning process remains the topmost priority. 2. Stay abreast with changes and implement meticulously to meet the expectations set by the CBSE	1. Principal(A&I), Vice-Principal and Subject Heads to refine the existing Annual Pedagogical Plan, Annual Syllabi Plans, and Subject Booklets in alignment with the National Education Policy for Competence Based Education and WSIP. 2. Principal(A&I), Vice-Principal, Subject Heads, Level Monitors and Beyond Academic Coordinator to design an Activity Calendar specifying activities for Subject Enrichment, Art Integrated Learning, Art Integrated Project, Bhasha Sangam, Ek Bharath Sreshth Bharath, Subject Clubs, Evolving Minds Contest, Special Days, thematic monthly class activities for each grade by mid April 2022. 3. Empower Subject Heads and others to conduct training sessions (15 days in April and 15 days in May) for teachers to understand the specific goals set for the year, learning objectives and outcomes. 4. Work with Subject Heads to analyse the gap in teachers and plan year-long Continuous Professional development Plan for Subject teachers to enhance their content knowledge, skills and attitude. Days shall be earmarked in the CPD calendar and scheduled to train the teachers. 5. Monthly reports from Scholastic Committee (Subject Heads and Level Monitors) shall be consolidated and presented to the Core Leaders. 6. Analyse results and draw action plans with Subject Heads to increase learners' attainment and provide challenging learning experiences for gifted learners. 7. Shall closely work with Subject Heads and Level Monitors, conduct internal audit twice as marked in the School calendar and design Performance Improvement Plans for members to enhance the quality of work. 8. Shall stay abreast of the changes made by the Board and implement plans to meet the expectations. 9. Observe classes by teaming up with the Subject Heads and Level Monitors to ensure quality teaching and learning. Pre-observation and post observation records must be maintained. 10. Work with Subject Heads to train teachers to create teacher and student portfolios.

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Annual Syllabi Plan	• Ensure the subject is aligned vertically across grades and maps topics to co-scholastic activities such as STEM, ICT, Subject Clubs, and extended sessions.	1. Subject Team to ensure integration across grades 2. Meetings with co-scholastic team to integrate subject matter 3. Develop co-scholastic plans based on the subject plans	1. Subject Heads and Beyond Academic Coordinator shall create /update Annual Syllabus Plan based on inputs from Core Leaders, requirements of NEP, experience of previous year and student learning. Vertical mapping and integrations with co-scholastic activities shall be done by Subject Heads and BAC by mid April. 2. Principal(I) and Vice-Principal shall chair the Scholastic Team meetings (Subject Heads and Level Monitors) and Co-scholastic Team meetings (Performing Arts, Visual Arts, Sports, ICT, WorkEducation) to ensure that integration across grades is happening and that all plans are implemented duly to help students learn with joy. 3. Internal audit shall be conducted internally by NED as marked in the school calendar and report sent to the management. NED shall also bring external auditors once a year to check ground reality for team's growth.
Lesson Plans	• Develop practical and feasible plans that include subject enrichment activities to serve as tangible evidence for effective learning	1. Develop and review plans with subject heads 2. Maintain lesson plan as an active document that is reviewed and updated after every lesson 3. Use practical subject enrichment activities 4. Encourage self-learning 5. Assign Projects	1. Standardise lesson plans in alignment with Annual Pedagogical Plan (that comprises Annual Syllabi Plan, Department Booklets and Grade Booklets) created by Subject Heads and NED. 2. Subject teachers shall ensure to aim and deliver Attitudes, Skills and Knowledge as specified in Expected learning Outcomes and Learning Indicators. Maintain reflection notes and also update Subject Heads of any change /improvement made while teaching. 3. Integration of art, music, drama, core subjects and correlation with real-life examples for students to draw the connections, Practical Activities, Subject Enrichment activities, Case Study, Differentiated instruction plan, Remedial teaching, Accelerated programs for gifted learners and challenging projects be designed to expand their possibilities. 4. Create /List self-learning modules for students to own up learning. 5. Design Level-wide or School-wide Trans-disciplinary Projects with clearly set rubrics for learners to be engaged productively.
TLMs	• Develop practical and re-usable learning materials to implement differentiated teaching / learning in every classroom	1. Preparing and using TLMs for all subjects 2. Create catalog of TLMs, objective and instructions to use them 3. Create resource library 4. Involve children in creating learning materials	1. All departments create TLMs appropriate for hybrid learning. 2. Digital apps and related materials to be developed with the support of ICT and Beyond Academics team. 3. All materials created to be catalogued for future use. 4. Students to be empowered to contribute learning materials. 5. Subject Heads shall motivate teachers to display the TLMs created at the end of each month and select the best ones to be uploaded on Diksha portal.

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Employees Allocation and Timetable	• Ensure allocation of appropriate resources and offer optimal substitutions	1. Subject and employee allocation data 2. Gather employee availability 3. Assign resources effectively 4. Assign a minimum of 28 periods per week 5. Include subject and level meeting slots 6. Include meeting slots with Principal	1. ICT Head, Level Monitors, School Heads shall be trained to use the timetable software. 2. Level Monitors shall generate timetable for both online and offline learning as recommended from time to time by the Education Board under the guidance of School Heads. 3. Ensure Subject Heads and School Heads are assigned not more than 15-18 teaching periods, Subject teachers are assigned 15-28 sessions per week so all members have adequate time to prepare and document their work. 4. Assign lab sessions for conducting practicals and all resources are optimally put to use. Assign a slot for After School Student Support Program. 5. Include slots in the timetable for sub-committee meetings, CPD, Accelerated learning sessions (for gifted and struggling students) in the weekly timetable. 6. Schedule meetings for open conversations. School Heads to meet each member (including admin) individually at least once a month.
Kindergarten	• Lay the foundations to learning by adopting methods based on child developmental stages, to prepare child to read, write and comprehend grade 1 subjects	1. Integrate physical development with learning 2. Adopt fewer themes and integrate for language and social development 3. Develop conversation Skills 4. Teachers behave and act the concepts for children to learn through imitation 5. Continuously evaluate writing and reading levels through informal methods 6. Report children with learning difficulties to the Level Monitor 7. Maintain performance / learning milestones 8. Be thorough with requirements of grade 1 curriculum	1. Waldorf Inspired Curriculum for LKG shall be followed. No printed books shall be used. Teacher manuals shall be prepared by NED and Kinder teachers by end of March 2022. 2. Booklets based on Waldorf Curriculum for UKG shall be designed by NED and Kinder teachers. Content and design to be done by end of December 2022 and printed copies by March 2023. 3. Initiate WITT Level 1 for aspiring parents and teachers of K-G5. Equip teachers with an understanding of stages in child development and basic psychology associated with the learning process. Create and save learning and training resources of high quality for easy retrieval. 4. Teachers shall maintain performance /learning milestones of students for early intervention to address learning gaps or learning disabilities. 5. Teachers shall develop exquisite reading habits of variety of literature and folk lore. Develop fluent and eloquent language skills in teachers and children. 6. Prepare students to meet the Grade 1 entry requirement. Stay connected with Grade 1 teachers each year to ensure smooth transition from Kindergarten. 7. NED and LM shall equip teachers to handle all students and parents in unique ways to address behavioural issues.

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English	• Improve language across school in listening, speaking, reading, writing, and presentations	1. Reading a habit across school 2. Present book reviews 3. Level wise – writing skills development 4. Build repository of online material 5. Introduce special programs to learn language across school	**1. Enhance the quality of teaching** - development of skills, attitude and knowledge are kept in mind to redesign the lesson plans - Increase participation in class by integrating art, music, drama, and subjects and correlating with real-life examples for students to draw the connections - Conduct D.E.A.R. effectively as a daily 20 minutes routine and increase the number of book lovers in school. - Develop class rhythm - 1 minute listening, teacher read aloud, shared reading, guided reading, independent reading. - Set up poem corners, message boards, theme boards, story boards, display boards to exhibit children's writings, drawings, collections, a variety of texts, and pictures with captions. - Resources are developed and uploaded on Diksha - Vidya Daan **2. Improve attendance, assignments turn in and help learners let go of inhibitions** - the work set as assignments and subject enrichment activities match the needs of the most able and least able - assessment for learners are flexible to choose from a variety of papers - easy, moderate, challenging - special remedial sessions to be designed as part of Student Support Program **3. Maximise LSRW skills** - resources for learners are developed to make them fall in love with the language and express their thoughts and ideas orally and in written form - 5 minute video series to master Spell it Right, Quick Grammar, Great poets and authors, Excerpts from the best of English literature, Word power, etc. - collaborate with parents to help learners speak English eloquently beginning with simple conversations and sharing thoughts and experiences - Design Literary Club activities to equip the learners with LSRW - comprehension booklets for reading and comprehending based on the interests of learners, picture composition with 4Qs (4 questions for them to answer describing the picture), organising activities such as poetry week, literature week, reading week, story week, grammar week, spelling week, synonym week, antonym week, translation week, dumb charade week, know the author week, etc.

Domain	Objective	Goals for 2022-23	Action Steps for 2022-23
Tamil	• Build sound basics in listening, speaking, reading and writing of the language	1. Active Tamil Literary Club 2. Eloquent conversational skills 3. Presentation Skills	**1. Enhance the quality of teaching** - development of skills, attitude and knowledge are kept in mind to redesign the lesson plans - Increase participation in class by integrating art, music, drama, and subjects and correlating with real-life examples for students to draw the connections - Include Kamarajar Day, Reading Month, and Language day in the ASP - Create podcasts to promote Tamil language and literature school-wide - Resources are developed and uploaded on Diksha - Vidya Daan **2. Improve attendance, assignments turn in and help learners let go of inhibitions** - the work set as assignments and subject enrichment activities match the needs of the most able and least able - assessment for learners are flexible to choose from a variety of papers - easy, moderate, challenging - special remedial sessions to be designed as part of Student Support Program **3. Maximise LSRW skills** - resources for learners are developed to make them fall in love with the language and express their thoughts and ideas orally and in written form - 5 minute video series to master Spell it Right, Quick Grammar, Great poets and authors, Excerpts from the best of Tamil literature, Word power, etc. - collaborate with parents to help learners speak Tamil eloquently beginning with simple conversations and sharing family history - Design Literary Club activities to equip the learners with LSRW - comprehension booklets for reading and comprehending based on the interests of learners, picture composition with 4Qs (4 questions for them to answer describing the picture), organising activities such as poetry week, literature week, reading week, story week, grammar week, spelling week, synonym week, antonym week, translation week, dumb charade week, know the author week, etc.

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Hindi	• Build sound basics in listening, speaking, reading, and writing of the language	1. Active Hindi Club and Hindi activities 2. Eloquent conversational skills 3. Presentation Skills	**1. Enhance the quality of teaching** - development of skills, attitude and knowledge are kept in mind to redesign the lesson plans - Increase participation in class by integrating art, music, drama, and subjects and correlating with real-life examples for students to draw the connections - Include celebration of Hindi Diwas Day in the ASP - Conduct conversational Hindi school-wide - Resources are developed and uploaded on Diksha - Vidya Daan **2. Improve attendance, assignments turn in and help learners let go of inhibitions** - the work set as assignments and subject enrichment activities match the needs of the most able and least able - assessment for learners are flexible to choose from a variety of papers - easy, moderate, challenging - special remedial sessions to be designed as part of Student Support Program **3. Maximise LSRW skills** - resources for learners are developed to make them fall in love with the language and express their thoughts and ideas orally and in written form - 5 minute video series to master Spell it Right, Quick Grammar, Great poets and authors, Excerpts from the best of Hindi literature, Word power, etc. - collaborate with Hindi speakers to help learners speak basic Hindi fluently beginning with simple conversations and sharing thoughts and experiences - Design Literary Club activities to equip the learners with LSRW - comprehension booklets for reading and comprehending based on the interests of learners, picture composition with 4Qs (4 questions for them to answer describing the picture), organising activities such as poetry week, literature week, reading week, story week, grammar week, spelling week, synonym week, antonym week, translation week, dumb charade week, know the author week, etc.

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Mathematics	• Build excellent foundation to link math concepts to reality	1. Active Math club 2. Conduct Math League 3. Standardized math exams 4. Mental math program	1. Link content with pre-number concepts like counting, patterns and measurements at home. 2. Connect real-life examples for application based learning (pre-learning and post-learning). Integrate Math with other Core subjects and Co-scholastic subjects to engage students with Joyful Mathematics. 3. Set 1 minute recap activity as a class closing rhythm. 4. Train Math teachers to run Math club effectively and help learners overcome Math phobia - mental math, match tricks, math board games, math songs and drama. 5. Enhance speed math using pen-pencil and standard online tests 6. Strengthen fundamental skills by intervening at an early stage through diagnostic tests. 7. Extended support for competitive exams like NTSE, NSO and Math Olympiads 8. Create 5 best resources and upload on Diksha - Vidya Daan. 9. Celebrate National Math Day /Math League Contest for teachers showcasing student learning /contribution to Math. 10. Collaborate with at least one school for the exchange of ideas.
Science	• Develop Scientific Temperament: arouse curiosity and observation skills	1. Application based teaching 2. Provide practical examples and experiments 3. Participate in inter-school science exhibitions 4. Build low-cost and practical models	1. Connect real-world Science to draw connections. Provide Concept based Teaching to integrate topics. 2. Use Olabs and Simulations to provide virtual experience and learn the applications of concepts. 3. Science teachers shall encourage children to try all the models recommended by Arvind Gupta. Organise a fair to exhibit the same. 4. Increase participation in middle school to participate in school level STEAM Fair, state and national level Science fairs and expos. 5. Host Inter-school Young Innovator Contest with well-defined objectives and rubrics. The best model to be made workable by teaming up with VIT or SRM 6. Upload 5 best videos and resources on Diksha portal. 7. Form an active Science Club and train members to organise National Science Day. Rope in scientists from parent community to work with the Club members.

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Social Studies	• Take learning from and to society	1. Appreciate diversity 2. Familiarise divisions within subject 3. Develop research skills 4. Connect concepts with current affairs 5. Make children be aware of consumer rights	1. Run Geo Club for Social teachers. 2. Empower Eco Club (G6-8) to initiate an environment project starting from June. 3. Empower Disaster Management Club (G9&10) to organise the Safety Evacuation Mock Drill effectively with training provided by VIT. 4. Conduct monthly quiz on Current Affairs and engage learners to resolve one social issue. 5. Run Heritage club and increase participation in Heritage quiz and activities as suggested by the CBSE. 6. Conduct survey and develop community plan - School Dropout Prevention Program involving parents, staff, alumni and retired educators. 7. Social teachers shall extensively use graphic organizers (Social Science workbook for all classes) and upload on Diksha portal.
Beyond Academic Coordinator	• Oversee the beyond academic affairs of the school and make recommendations to the management about beyond academic programs and strategic priorities	1. Well-laid out guidelines to ensure that quality teaching-learning process remains the topmost priority. 2. Stay abreast with changes and implement meticulously to meet the expectations set by the CBSE	1. Identify mentors to guide Beyond Academic Staff. Provide opportunities for them to attend workshops and upskill. 2. Conduct training sessions for effective delivery of the curriculum and provide constructive feedback. 3. Draft Performance Improvement Plans and review regularly and help teachers achieve the expected outcomes. 4. Work closely with the Subject Heads for subject integration and real learning as mentioned in the NEP. 5. Produce in-house - Promoting Indian Languages, Arts and Culture and provide a platform for all stakeholders to discover and develop their potential. 6. Plan for Appreciation and Awards to acknowledge and recognise staff and student accomplishments. 7. All staff make a resolution to communicate in English and enhance their LSRW skills.

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Sports	• Win overall championship by building team spirit and sportsmanship	1. Fitness program for all 2. Discipline across school 3. Assessments for all games 4. Host inter-school competitions 5. Train students for competitions - inter-school, district, state and national levels	1. Beyond Academics Coordinator (BAC) shall review and refine the ASP as per the guidelines given in the HPE manual to suit online and offline Sports. 2. Sports trainers under the guidance of the BAC shall record the health records with the assistance of School nurse and conduct Health and Wellness sessions as prescribed by CBSE. The same shall be incorporated in their Year plans. 3. Sports trainers shall regulate fitness program for teachers and share monthly report to the BAC. The aim will be to improve the fitness level of all staff by 50%. 4. Sports trainers shall instil discipline in athletes across school with close monitoring and mentoring. They shall act as role models for other adults and children. 5. Sports trainers shall conduct assessments for all games as prescribed in the manual and generate the reports twice a year. 6. Sports trainers shall design Bootcamps and Yoga sessions for all Balsamites and strive for their health and wellness. 7. Sports Department shall host Football and Throw ball inter-school competition with 3 other schools based on the then conditions.They shall also organise inter-house contests and maintain all records officially. 8. BAC coordinator shall ensure that the team students are well-trained for national level sports, cluster and inter-school tournaments They shall form solid teams to represent the school and community. 9. BAC shall organise Annual Fit India Movement, involving all stakeholders in the movement and spread the message across the country. The work done shall be uploaded on school's YouTube channel and official Fit India portal. 10. Popularising Indian traditional games and encouraging children in sports through "How to be an Olympian" programme shall be part of the Year Plan.

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Visual and Performing Arts	• Conduct Art Workshops, Musical Nights and Fund Raising events	1. Integrate Art Curriculum with other subjects 2. Teach values through art 3. Train students and provide exposure in the real world 4. Collaborate with Balsam Enterprise and Cultural Committee 5. Organize art exhibition 6. Organize contests in-line with contests organized at district and state levels	1. VA and PA instructors shall integrate art curriculum with other subjects and actively contribute to AIP and AIL across school. 2. They shall plan lessons to inculcate values through Arts to help the students to think about and reflect upon positive universal values. They shall make them understand practical implications of expressing in relation to themselves, others, the community and the world. 3. They shall collaborate with Balsam Enterprise team to create artefacts. 4. They shall collaborate with Event and Cultural Committee to create props, backdrops for all school events, assemblies and celebrations. 5. They shall collaborate with subject teachers to create resources for classrooms - 2D and 3D models, music albums, etc. 6. Organize contests in-line with contests organized at district, state, and national levels. 7. Make school Building As Learning Aid thereby stimulating the learners. 8. Conduct Art workshops for teachers as part of CPD. 9. Maintain digital album of students work and organise virtual art exhibition at the end of the year. 10. PA instructor shall form a junior and senior school choir after audition. Adequate training and opportunities shall be provided for students to perform in school events and musical nights. 11. BAC shall identify a theatre person to run the Drama club and make the school production based on the theme of the year - Promoting Indian Languages, Arts and Culture.

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ICT	• Train teachers and students to become independent in using technology and communication media are created /updated in-house	1. Integrate Curriculum with other subjects 2. Include advanced and practical applications 3. Students to create flyers, brochures, circulars, etc. required in school 4. Create e-magazines, presentations, and movies	1. ICT Head shall design ASP integrating with subjects and to equip students with tools to create flyers, reports, brochures, invitations, circulars, movies and presentations for school events. 2. ICT Head shall train Librarian to effectively create digital story boards and use in the classrooms. 3. ICT instructors shall create video tutorials for teachers, parents and students to use google classrooms, task managers and google chats. 4. ICT Head shall upgrade the school computer hardware and networking for ERP and LMS for hybrid learning. 5. ICT instructors shall create templates based on the theme of the year, train SCB students and HRTs to design monthly newsletters and release on fifth of the following month. 6. ICT Head shall conduct training sessions for teachers – provide tips on new software or features of most-used software. 7. ICT Head shall download all CBSE circulars and route to the concerned members. Ensure that the google sheet is used by the concerned member to place on record the action taken. 8. ICT Head shall develop a system for seamless communication across all levels and departments in the school. 9. ICT instructors shall research and be aware of latest apps and tools used by educators across the world. 10. ICT Head shall devise a system to safeguard the school's intellectual property.
Library	• Stock up all current and research materials • Organize activities to develop reading habits in Tamil, English and Hindi languages • Collaborate with subject heads to stay abreast with current trends in education	1. Conduct reading activities for employees 2. Conduct fun activities and spell bee contests for students 3. Recommend books to read 4. Develop reading habit in students and employee 5. Develop skills to assist all departments with content 6. Create a quarterly plan and track the progress 7. Meet subject heads to gather their requirements; maintain records 8. Research and provide videos to teachers on best teaching practices 9. Organize book fairs	1. The librarian shall create a reading log for every employee and also conduct weekly activities for all teachers. 2. In partnership with language teachers and parents, the librarian shall enhance reading skills of children through fun-based activities, identify and train students for National Spell Bee Contest. 3. Publish best book reviews by students in Monthly Class Newsletter. 4. Create a quarterly plan and share the progress made by students and teachers. 5. Maintain records to identify voracious readers and to select students for Book Lovers Award. 6. Plan for setting up e-library by end of 2022. 7. Maintain data on stock and procure books recommended by Subject Heads. 8. Research and provide videos to teachers on best teaching practices. 9. Organize book fairs and reading month for children to develop reading as a habit of mind.

Domain	Objective	Goals for 2022-23	Action Steps for 2022-23
STEAM	• Build scientific temperament and curious attitude in children	1. Basic STEM lab to host hands-on activities 2. STEM lab to introduce low-cost working models using materials available in homes 3. Setup tinkering lab where children can experiment using trial and error method 4. Innovate to solve real time problems 5. Take up a project; work year-long to resolve a practical problem	1. The STEAM coordinator shall ensure that all Science and Math teachers use STEM /Olabs to host hands-on activities based on activities suggested in the textbook.and record the activities, student participation and progress. 2. Science and Math teachers shall encourage students to make low-cost working models using materials available at home and display. Teachers shall organise display shows to promote peer learning. 3. Increase participation in middle and secondary school to participate in school level STEAM Fair, state and national level Science fairs and expos. 4. Science, Math, ICT, Language Arts teachers shall come together to host Inter-school Young Innovator Contest with well-defined objectives and rubrics. The primary objective is to solve a real time problem and the innovative idea to be shared with VIT or SRM students to make it a workable solution.
Work Education and Outbound Learning	• Provide pre-vocational training for alternate ways of sustenance. • Empower children with experiential learning by inculcating basic skills	1. Balsam Enterprise 2. Field Visits 3. Involve students in decorations for school events and celebrations 4. Inculcate Life skills and values	1. The sub-committee head shall collaborate with Visual and Performing Arts, ICT teachers to introduce skill based projects, create and collect artefacts for Balsam Enterprise. 2. Vocational education shall be offered from Kindergarten. 3. Local artisans and teachers shall be roped in to impart training to students to create products for Balsam Retail. Promotional video for retailing Balsam products shall be created. 4. The sub-committee head shall collaborate with Subject Heads to plan and implement Outbound Learning /Virtual visits with clear objective and select places to enhance learning (one per term or as may be required). 5. The concerned members shall maintain records with evidence of students' work in their portfolios and also contribute to the monthly newsletters. 6. Activities suggested in the HPE Manual to inculcate lifeskill and values shall be incorporated in the plan and evaluated by VA, PA, ICT teachers. 7. The sub-committee head shall assign students (house-wise or class-wise) to decorate for school events and celebrations.
SEWA and Community Outreach	• Develop social consciousness of the students through simple meaningful work at the individual level and actions at a cohort level	1. Organic farming 2. Save agriculture 3. Setting up SLRM centre 4. Set up orchards 5. Terrace gardening	1. Identify five SEWA mentors each from Parent Community, Teacher community, one for each Project (Organic Farming, Save agriculture, Setting up SLRM centre, Set up orchards, Terrace Gardening) to volunteer and guide students. 2. The SEWA project plans shall be prepared by the SEWA mentors under the guidance of the BAC. 3. All students and parents from G6-10 shall be oriented about SEWA Policy, projects and certification. Students shall maintain their log duly acknowledged by their mentors. 4. Survey shall be conducted this year among NTS to check the School Dropout in their families and help them complete basic school education.

Domain	Objective	Goals for 2022-23	Action Steps for 2022-23
Managing Teacher Performance and Professional Development	• Effective teaching-learning resulting from strategic planning and the creation of an optimal learning environment. • Using assessment as a valuable indicator of learners' attainment	1. Mechanism to monitor teacher's absence and manage the classes of absent teachers 2. Teachers' understanding changing curricular expectations and adapting their classroom practices accordingly 3. Monitor teachers' performance, manage their continuous professional development and provide opportunities for career advancement	1. Core Leaders shall devise a mechanism to monitor teacher's absence – sow a dream in teacher to maximize their potential through regular counseling and training. 2. Subject Heads shall make them aware of curricular changes and adapt their classroom practices. 3. Core Leaders shall create opportunities for career advancement (as suggested by NEP 2020) – next line leadership, teacher-mentor, student-mentor, parent training, etc. 4. Subject Heads shall provide professional development opportunities that promote teacher collaboration – level-wise or subject-wise training /seminars hosted by teachers, co-teaching or shadow teaching opportunities. 5. Educate all teachers about how assessment is considered a valuable indicator of learners' attainment.

Administrative Leadership

Domain	Objective	Goals for 2022-23	Action Steps for 2022-23
Compliance - School regulations	• Timely submission of data online • Comply with circulars received and document the responses with evidence • Maintain records and keep documentation updated	1. Core team to be aware of requirements 2. Post CBSE circulars on notice board. Act upon the task specified in the circulars 3. Upload the data and file the evidence 4. Keep all the concerned stake holders updated 5. Perform Exam duties assigned by CBSE 6. SQAA compliance 7. Update website with relevant materials	1. School Heads and HoO shall be aware of the compliance requirements. 2. They shall be solely responsible for the implementation of tasks specified in the circulars. 3. They shall ensure that all Board related data uploaded are accurate and genuine. They shall maintain evidence for all records and safeguard all documents as prescribed by the Board and CA. 4. They shall ensure that all CBSE circulars are displayed on School notice board and Staff notice board from time to time. They shall keep all stakeholders updated about changes brought about by the Board. 5. They shall perform the role of Centre Superintendent and carry out the provisions set for a AISCCE centre as and when required. AS CS, the Principal shall train the delegated School team to comply as per guidelines given. They shall ensure School Quality Assessment and Assurance (SQAA) as suggested by NEP 2020. 6. They shall collaborate with ICT Head, System administrator, HoO, website content team to update school website, LOC, Affiliation extension /upgrading etc., with relevant materials as expected by the CBSE before the due date.

Domain	Objective	Goals for 2022-23	Action Steps for 2022-23
Head of Operations	• Oversee the administrative affairs of the school and make recommendations to the management about administrative requirements and strategic priorities • Enable resources which facilitate learning in comfortable, safe and stress-free surroundings.	1. Ensure operational efficiency of admin team in all non-instructional functions and services. 2. Actions taken are aligned with our mission, vision, core values and principles. 3. Create a work culture of service and support. 4. Utilise human and material resources effectively. 5. Ensure school is managed with operational excellence and fiscal prudence 6. Ensure the school is a source of pride in the community	1. HoO shall create, refine and implement policies and systems while upholding the values of Balsam. Create an implementation calendar and ensure adherence. 2. Manage all non-instructional functions, services and staff so that the instructional team can maintain a concentrated focus on teaching and student achievement and maximise instructional time. 3. Partner with School Heads to develop a school-wide culture of respect and achievement. Train admin to build rapport with members of the parent, teacher and learning community and provide them commendable service. 4. Ensure that Admin sub-committees are functioning with efficiency and follow all rules and regulations to ensure the well-being of all school staff and students. Train members to be conscious about material usage and reduction of consumption - water, energy, fuel and other resources. 5. Ensure that the facility is well maintained and continues to make visitors experience a pleasant visit. 6. Support the Principal in the development and management of the annual budget to ensure that school meets its financial goals. 7. Build rapport with HUB schools and govt. officials for clarifications and guidance to implement new policies mandated by Board or State. 8. Submit administrative reports to the Management and SMC on time 9. Create a buddy system to ensure that we stand for each other's progress.

Domain	Objective	Goals for 2022-23	Action Steps for 2022-23
School Leadership and Management	• Building vision and setting direction • Leading change and improvement • Leading Management of School	1. Aligning all planning to the vision of the school 2. Building a strong and focused leader to channelise teachers, learners and community for achieving quality in all spheres	1. School Heads and HoO shall meet all stakeholders to include proactive practices for school transformation and maintaining a harmonious relationship with all stakeholders. 2. School Heads and HoO shall create second and third line of leaders to carry out all Academic and Administrative duties required of a School Head. 3. Principal(A) shall ensure that all provisions of the Affiliation and Examination Bylaws and all directions given by CBSE from time to time are strictly complied with. 4. Principal(I) and Vice-Principal shall create Annual Pedagogical Plan with the help of NED and Subject Heads by end of April and present the roadmap to the team in May. Record tracking of implementation of the development plans of each sub-committee and report every month to the Management. 5. Principal(I), Vice-Principal and NED shall take actions based on teacher gap analysis report to improve the quality of teaching-learning with mutual support, monitor and evaluate the progress. 6. Principal(A) and HoO shall train the team for NABET accreditation and plan implementation of 6 SDGs to begin this year. 7. NED shall form a Subject Advisory Board with subject mentors to train Subject Heads and bring in transformational change in 2 years. 8. School Heads and HoO shall design a simple and quick appraisal process. 9. School Heads shall align to the vision of the school and evolve as a strong and focused leader to achieve quality in all aspects.

Domain	Objective	Goals for 2022-23	Action Steps for 2022-23
Parent Relationships	• Build strong and committed relationships with parent body to support the school system and policies	1. Create and maintain standard formats for all communication with parents. 2. Timely and clear communication regarding events, assessments, and out-of-campus activities 3. Organize parent empowerment workshops 4. Parent recognition event	1. Core Leaders shall create and maintain standard formats for all communication with parents. 2. Level Monitors and School Heads shall organize parenting workshops at least 2 per level in a year. 3. NED shall collaborate with Subject Heads and conduct WITT to provide customised training to qualified and unemployed yet passionate parents. 4. Host a Parent Recognition event in June for parents who have volunteered and devoted ten hours to school in a year.
Infrastructure and Facility Management	• Maintaining the premise, playground, sports equipment, classrooms and other rooms, electricity and gadgets, library, laboratory, computer, ramp, drinking water and hand wash facilities, toilets to provide safe, clean and fault-free	1. Build a team for campus maintenance, logistics, infra services, stimulating learning environment 2. Collect requirements from all departments 3. Maintain stocks, catalogues, issue registers, reports and records with accuracy 4. Address grievances	1. Facility Manager shall plan and train staff on proper utilisation of resources and providing a stimulating learning environment. 2. Ensure facilities meet the government regulations, environmental, health and security standards. Renewals of all school licenses must be top priority. 3. Take proactive and reactive steps to maintain all assets and equipments refraining from bulk investments. 4. Finalise requirements from each department and ensure availability of adequate resources for proper execution of work. 5. Oversee maintenance of stocks, catalogues, registers and documents from time to time and share with the Head of Operations. 6. Ensure preparedness for any sort of emergency by working closely with School Disaster Management Committee (SDMC) 7. Address all grievances pertaining to School Building facility, Infra repairs and maintenance within 3 working days of reporting and maintain records of the same.

Domain	Objective	Goals for 2022-23	Action Steps for 2022-23
Transport Management	• Ensure safe transport facility • Keep the transport related documents updated	1. Standardize Route Maps 2. Train the transport employees 3. Parent Communications 4. Transport documents are up to date 5. Ensure buses on time to school 6. Ensure bus rules are followed by all children and employees	1. Train staff to comply with regulations, policies, SOPs and other guidelines that may be required to be followed. 2. Maintain the vehicles and update all records from time to time. 3. Conduct a preventative safety program to ensure safety of all transport users in the event of untoward incidents. 4. Constantly review the budget for operational efficiency. 5. Conduct surprise visits to ensure all staff and students are complying by the rules and regulations laid out. 6. Train staff and students to use the School buses with responsibility.
Human Resource Management and Development	• Establish excellent rapport with parents, employees, and community • Maintain records • Address grievances and resolve conflicts within employees • Set effective and practical policies for systemic development of school	1. Review, update and add relevant policies 2. Parent orientation on discipline and Code of Ethics 3. Policy orientation for employees 4. Conduct Team building activities 5. Hire, induct and maintain employee portfolio 6. Address /delegate grievances of parents, students, and employees	1. HR shall read and comprehend all updated policies and recommend for any changes to be made by end of December every year. 2. Maintain a positive environment for all the stakeholders through open communication. 3. Conduct orientation for parents and staff about the School Policies. 4. Recruit staff who can align with the vision of the school. Keep the recruitment open throughout the year to add on team, competent performers. 5. Familiarise with labour laws and employment laws. 6. Resolve conflicts of staff /parents within 48 hours - 7 days depending on the case. Conduct sessions for staff on 'Handling Conflicts Effectively'

4. Quality instruction, grading practices, and monitoring

Domain	Objective	Goals for 2022-23	Action Steps for 2022-23

Teaching- Learning and Assessment	• Make teaching-learning and assessment an integral aspect of teaching-learning and reflect on the efficacy of their classroom practice.	1. Teachers' understanding of Learners 2. Subject and pedagogical knowledge of teachers 3. Innovative Teaching-Learning process 4. Action Research	1. NED shall team up with Subject Heads to review learning materials created by teachers regularly. Materials must be concept based, hands-on, realistic, including local knowledge and vertically integrated. 2. Subject Heads shall conduct short bursts of training sessions throughout the year for enhancing subject and pedagogical knowledge of teachers and introducing multiple forms of assessment. They shall identify, prioritise and carry forward 3 best teaching-learning practices. 3. Subject Heads shall team up with Subject teachers and make an initiative to develop innovative Teaching-Learning Process. 4. Principal(I) and the Vice-Principal shall do monitor the progress made by At-risk learners and opportunities created for gifted learners. 5. Teachers shall be mentored to develop conducive and innovative teaching strategies. They shall be counselled to understand 21st century learners.
Learner's Progress, Attainment and Development	• Holistic development of the learners • Encompass all aspects of desirable learning outcomes	1. Participation of Learners to participate in all curricular areas, continually monitoring they progress over a period 2. Provide a variety of opportunities in co-scholastic areas to develop student talent, inter-personal and social skills	1. Subject teachers shall ensure learning of attitudes, skills and knowledge is embedded in every lesson plan as given in the resource manuals by CBSE. 2. Pave way for accelerated learning for gifted and support program for struggling students. 3. Include students in learning process by assigning tasks of creating TLMs, question papers, worksheets, etc. 4. Develop a platform for students to create benchmarks for themselves and monitor /report their progress. 5. Maintain achievement records to address learning gaps and any learning disabilities.

| Learning Lab | • Identify learning difficulties in early stages and offer intervention to provide additional support
• Sensitize parents and teachers about learning disability
• Partner with teachers to educate the child in mainstream classroom | 1. Conduct screening sessions in all classrooms
2. Identify types of learning disabilities
3. Create IRP – Individual Remedial Plan for selected children
4. Extend support to subject teachers
5. Conduct regular sessions for teachers on Children with Learning Disabilities | 1. Special Educator shall screen students for learning disabilities.
2. Diagnose for early interventions to help at-risk learners in Balsam.
3. Partner with parents and parent volunteers to accept children with learning disabilities.
4. Diversify learning materials with a critical eye and train teachers to create too.
5. Workshops shall be conducted on Autism and Dyslexia for teachers to be sensitised.
6. Sensitise all teachers about the urgent need for integration, scaffolding and accelerated learning to minimise the gaps.
7. School Counsellor to enrol for IC3 Institute's Flagship One-Year Program.
8. School Counsellor shall provide counselling to Schoo students and also offer sessions on a fortnightly basis to children of NTS. |

5. Professional Learning Community

Ongoing professional development is established to support and build teaching skills that are aligned with the school vision and objectives. Following are planned:

Domain	Objective	Goals for 2022-23	Action Steps for 2022-23
Learning Hub	• Collaboration among affiliated schools to share, co-operate and learn from each other by forming a Learning Hub • Enable sharing of resources and facilities	1. Ensure quality education 2. Adoption of innovative pedagogies such as experiential and active learning 3. Focus on skills, art and sports, CBP, lifeskill and value-based education	1. Principal shall represent school, share information and expertise for academic collaboration as intended by Board. 2. Conduct webinar series for co-planning and co-teaching in areas of difficulty. 3. Augment each other's organisational and administrative skills by hosting annual meetings. 4. Professional Development of Teachers and sharing best practices among Hub schools to be promoted. 5. An Online Forum shall be created for collective meetings to draft implementation plan. 6. Newsletters shall be exchanged among HUB schools and EBSB partner school.

Domain	Objective	Goals for 2022-23	Action Steps for 2022-23
Collaborate with professionals / experts	• Equip teaching faculty /employees with skills required to manage classroom, understand children, develop subject proficiency, and adhere to professional attitude	1. Training for all departments by industry experts 2. Designated sessions by subject matter experts 3. Attend conferences and external training 4. Become members of professional organizations 5. Present papers in conferences	1. Create a framework for Teacher Careers with clear trajectories and develop a well-structured induction by School Heads and Subject Heads. 2. NED and Core Leaders shall identify industry experts and work closely to provide adequate training for all departments. 3. Subject Heads shall attend conferences and external training to stay abreast of developments in the field of education and also to present research papers. 4. Professional Development Fund shall be earmarked and all training programs shall be aligned with Appraisal and competencies expected. 5. Department Heads shall subscribe for membership in professional organizations and also present papers in a State conference. 6. They shall also evaluate competencies of members and close the Achievement Gaps by 25%. Weaker members shall be supported to become more effective with the help of a strong buddy system.
Collaborate with Alumni	• Create a privilege network in our community, for both old and current students	1. Source efficiently talent pool and provide opportunities to serve school 2. Work with Student Advisory Board 3. Speak about crucial career issues related to their studies 4. Organise seminars for specific disciplines	1. Involve Student Alumni to plan for 2022-23 starting from April 2022. 2. Provide internships for alumni and create job opportunities for them through community outreach program projects starting from May 2022. 3. Organise seminars for specific disciplines so current students benefit and make advancements to the career they choose.

6. Cultural competence and culturally responsive teaching

Education without culture is no education at all. Children must know their heritage, culture and their roots. With firm foundation, they can grow high and stand tall. Including following activities ensures meaningful and value based learning:

Domain	Objective	Goals for 2022-23	Action Steps for 2022-23

Domain	Objective	Goals	Action Steps
Revival of culture and heritage	• Revive and rejuvenate Indian culture and uphold traditional art forms • Understand the vastness and richness of Indian heritage • Organise Value based events and celebrations	1. Understand India is a land of diverse culture and appreciating diversity 2. Know the various customs and styles visible in all aspects - music, dance, painting, sculptures, architecture 3. Contribute information in the form of articles, photos	1. Librarian shall collect and read articles and stories about Indian art during Library week. 2. Visual Arts teacher shall train students to replicate murals and drawings seen in caves. 3. BAC shall organise workshops with resource persons from Chitrakala Parishath and NID. 4. Students shall visit heritage sites and learn about Indian sculpture and architecture. 5. PA and VA teachers shall educate students to embrace diversity and mutual respect through Art education. 6. Promoting Indian Languages, Art and Culture shall be the them for this year's newsletters. 7. Children shall do a research on indigenous games and toys.

7. Family and community engagement in school

There is a sense that all have a responsibility to educate students, not just teachers and employee in Balsam Academy. Families, as well as organisations, social service agencies, and local colleges/universities, all play a vital role in this effort.

Domain	Objective	Goals for 2022-23	Action Steps for 2022-23
Parents on School Committees	• Active engagement of parents on school committees to ensure optimal utilisation of the school resources, holistic development of learners and better management of the school	1. SMC, PTC, STC, SDMC to participate in school management in planning, implementing, resource mobilisation and monitoring. 2. Effective management of school	1. Nominate Parent representatives who assure active participation. 2. Present Success Initiative Plan for Parent Involvement across school. 3. HoO shall reinforce rules and regulations for parent members on all School Committees. 4. Support School in effective management and governance.

Parent volunteers	• Involve parents to partner with school to become the change agents	1. Define roles and responsibilities for parent volunteers 2. Build a parent community that is committed for school development 3. Train parents to participate in teaching-learning improvement	1. Increase Parent participation in school activities and events. 2. Create job opportunities for parents. 3. Identify Project Leaders for Community Outreach Projects. (School Dropout Prevention, Adult Education) and five SEWA projects listed under Work Education. 4. Initiate Volunteer programs for parents to help with Student Support Program, School events, Community Outreach Program, Outbound Learning Program, run school clubs, organise special events and celebrations, raise funds for social cause and resolve public issues.
Parent workshops	• Sensitize parents about the requirements in 21st century along with the impacts that digital age has on the child • Build mutual understanding to provide conducive environment in which the child can grow	1. Understand the need for conscious parenting workshops 2. Study the effects of media and screen time 3. List career options for parents to utilise time productively	1. Webinar series for parents shall be designed by Level Monitors to help them become the role models for children to imitate at home and school. Adults shall do what they expect children to do - Being punctual, staying committed, instilling values and following the principles. HRTs shall establish strong relationships with families and help them understand children. 2. ICT department shall create videos for parents regarding effects of media and screen time. 3. Conduct training programs for parents to co-teach, design curriculum, develop resources and effectively use their time for nation building.