

ਵਿਦਿਆ ਵੀਚਾਰੀ ਤਾਂ ਪਰਉਪਕਾਰੀ॥

THE KALGIDHAR TRUST

Creating Educational Revolution in Northern India

under the divine guidance of Hon'ble Baba Iqbal Singh Ji

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The Principals
Akal Academies

Subject: Supervision & Evaluation of Mid Term Exam (Term 1) 2022

1. In order to streamline the process of supervision and evaluation of Mid-term (2022), the following Principals/Headmistresses are required to designate their **Vice-Principals/2nd Incharges** to monitor the conduction and evaluation of Mid Term Exam 2022.

S. No.	Vice-Principals/2 nd Incharges		Academy to be monitored	
1	AA Reeth Kheri	XII	AA Bhadaur	XII
2	AA Muktsar	XII	AA Reethkheri	XII
3	AA Bhai Desa	XII	AA Muktsar	XII
4	AA Cheema (EM)	XII	AA Balbehra	XII
5	AA Balbehra	XII	AA Fatehgarh Chhanna	XII
6	AA Fatehgarh Channa	XII	AA Bhai Desa	XII
7	AA Bilga	XII	AA Tibber	XII
8	AA Tibber	XII	AA Rampur Narotampur	XII
9	AA Dadeher Sahib	XII	AA Bharana	XII
10	AA Bharana	XII	AA Killi Nihal Singh	XII
11	AA Rampur Narotampur	XII	AA Dadeher Sahib	XII
12	AA Chak Mander	X	AA Sowaddi Kalan	XII
13	AA Killi Nihal Singh	XII	AA Jaga Ram Tirath	X
14	AA Jaga Ram Tirath	XII	AA Kauriwar	XII
15	AA Kauriwar	XII	AA Cheema Sahib (EM)	XII
16	AA Makhangarh (ICSE)	X	AA Makhangarh (ICSE)	XII
17	AA Sowaddi Kalan	X	AA Dhindsa	X
18	AA Dhindsa	XII	AA Bilga	XII
19	AA Dhanal Kalan	XII	AA Chak Mander	X
20	AA Raipur Peerbux Wala	XII	AA Dhanal Kalan	XII

NOTE: For Akal Academies in UP, Cluster Head should prepare a plan for conduction of Examination i.e. movement of Vice Principals / 2nd Incharges in all 4 academies. Principal, AA Cheema Sahib will send the supervision team to AA Kalloh.

2. **The MCH are further required to plan the monitoring of the academies under their jurisdiction. For example Cluster Bilga can be planed as:**

Name of the Academy	Academy to be monitored
Cholang	Mander Dona
Ghugg	Cholang
Mander Dona	Raipur peer Baksh
Kakara Kalan	Ghugg
Raipur peer Baksh	Kakara Kalan

A copy of this to be sent to the office of the undersigned date wise.

3. **Vice-Principals /2nd Incharges** are advised to stay for 5 days (15 September to 19 September 2022) in the academy for monitoring the exam as per the duty assigned. Principals/Headmistresses of the host academies should make arrangement for their stay within the school campus or teachers' hostel.
- It has been observed that some of the academies become extravagant while planning meals/refreshments for participants in training programmes/workshops. Please be advised that the refreshments with tea should be simple affair (*biscuits/namkeen*) and lunch too should be modest comprising of (i) *Dall/Sabji* (ii) *Curd/Raita* and (iii) *Chapatti (rice)*. In all gatherings teachers should have an educational focus rather than bonhomie and general socializing. All the concerned, Sewadar Veer Jis' are kindly requested to extend all possible support to the Principals & staff wherever required for logistic arrangement (stay/board/lodge/transport) to make this event smooth.
4. While visiting academies **Vice-Principals /2nd Incharges** should plan the entire day's programme thereby making optimum use of the visit i.e. to say that **Vice-Principals /2nd Incharges** should reach the school before the school opens and leaves after the children have departed. In this manner she would be in a position to observe the whole day's proceedings in the school.
5. **Vice-Principals /2ndIn charges** may take one teacher along with them to monitor exams in Academy assigned to them.
6. TA is permissible for reaching the academy and reporting back after the completion of exam. In case Principal/Headmistress plans to return every day, she will be expected to meet the balance expenses herself.
7. Question papers should be opened in the presence of examination controller and one more person.
8. The process of conduction of examination for all subjects should be completed by 23 Sept. 2022 (except AA Makhangarh).
9. **Vice-Principal/2nd Incharge** is required to bring back the answer sheets of common papers in her own Academy for evaluation. However, the evaluation of other subject i.e. Punjabi,

Hindi, Social Science, Divinity, Computer, etc. would be done by the teachers of concerned academies.

It may be ensured that the teachers evaluating the answer sheets prepare the answer key in consultation with other subject teachers and HOD of the concerned subject. The copy of the final answer key should be sent to the head office. The answer key should include all possible answers to a questions. In case, still if an examiner counters a response of a child which is not in answer key but seems correct to him/her, he/ she should intimate the same to the concerned Cluster Head for direction in this regard.

11. Evaluated answer sheets of common papers (I– IX) should be sent back to the concerned academies on or before September 24, 2022.
12. ***Revised Guidelines for examinations (Circulated in Activity Calendar 2022)***

(a) **EXAMINATION SCHEDULE:**

Conduction of examinations	12 Sept.-22Sept.
Evaluation of answersheets of Last Day	22 th Sept.(afternoon session),23 th & 24 nd Sept.
Showing answersheets to students	26 Sept.
Result preparation& Declaration	27 Sept.
Commencement of II nd Term	28 Sept.

- (b) During examination days classes should end half an hour earlier and teachers should utilize this time for table evaluation. For this half an hour classes will be managed by class monitors.
- (c) On the last day (22nd Sept.) after the completion of examination children should be sent home and the teachers should utilize this time for evaluation.
- (d) The classes will remain suspended on the following day (22nd & 24th Sept.) and students will stay at home and this time will be used by the teachers to evaluate answer sheets.
- (e) Next working day (26 Sept.) students will be shown answer sheets up to lunch & there after they should be sent back to their homes. However the staff member would remain in the campus for completion of their task related to result.

Conduction (For Principals/Headmistresses)

1. Under no circumstances the Datesheet sent by the Head office should be changed.
2. An examination committee should be formed in each academy consisting of 2-3 members to look after the work of exams. To reduce the possibility of needless mistakes, the job given to each member of the committee should be clearly defined on the basis of his capability.
3. Students who are unable to cope up with regular class syllabus should be identified well in advance and the names of these students should be approved by the concerned Cluster Head on the basis of written/oral level tests conducted for identification of skills which need to be developed. Question

papers of Half yearly of such students should be prepared well in advance and approved by Cluster Head. Copy of the same should be sent to the Head Office.

4. Examination should be conducted at 10:15am sharp in all academies.

5. MCQ papers of Maths and Science should be distributed in the beginning and collected immediately after the completion of time allocated on the question paper.
6. 15 minutes should be given for reading the question paper before the students start attempting. (15 minutes for question paper reading would be in addition to the time allocated for attempting the question papers)
7. Junior students should not be forced to sit in the examination room for all the 3 hours doing nothing after their paper is over. Their answer sheets may be collected after 2 hours if they have completed the paper.
8. A more effective seating plan, both vertical and horizontal should be worked out. Display of plan should be row wise. The roll numbers written on the desks should be clear and in bold letters. The seating plan may be changed on every alternate day if not every day. Head of the institution would be responsible for sitting arrangement. However, the visiting team can alter sitting arrangement, if found not satisfactory.
9. Display boards in the class-rooms should be covered during exams.
10. The invigilators should sign the answer scripts after checking the particulars filled by the students. After due assurance that needful has been done, the question papers should be distributed.
11. Invigilators should not leave the question papers in the classrooms at the end of the exam.
12. Questions paper should be read by the invigilators for students of Nursery-I as these students are unable to read instructions themselves.
- 13. No correction in the question papers should be made.**
14. During evaluation of answer sheets, teachers of the same Academy should not be allowed to see the answer sheets of their Academy.
15. For fair evaluation of answer scripts, teachers should be trained under the guidance of Principal/Headmistress/HOD by giving the guidelines on CBSE pattern for different subjects.
16. Teachers should prepare the answers themselves before they begin evaluation. They should not approach concerned subject teachers or collect note books of students for answer keys for evaluation. Students should not be discriminated while evaluation. Marks should not be awarded on the basis of pre-formed image of students/teachers.
17. The time for revision of the syllabus should be planned well before the examination. Revision worksheets/mock tests should be given to the students so that they do not depend on revision during the prep time just before the examination.
18. There should be no compromise on Nitneme during exams.
19. Students of senior classes should respect and wish outsiders including staff on duty during conduction of summative examination.
20. Anyone involved in using or promoting unfair means or unscrupulous ways to show 'fictitious enhanced results' should be dealt with sternly as it amounts to damaging the reputation of Akal Academies.
21. Under no circumstances corporal punishment should be given to the students.

Conduction (For Zonal Directors)

Regional Office should analyse the Zone wise/Cluster wise/Academy wise/Class wise/Subject wise/Teacher wise results of summative exams and compiled analysis report should be sent to the Head office with interventional strategies.

At the end, Principals & staff have tremendous challenge to have this conduction of exam done in the belief and the essence of *Value Based Education* for which the Kalgidhar Trust stands.



(Dr. Neelam Kaur)
Advisor, Health & Education

