



**WEST BENGAL BOARD OF MADRASAH EDUCATION**  
**' Maulana Abul Kalam Azad Bhawan',**  
DD-45, Sector -1, Salt Lake City, Kolkata-700064

email : [wbbme2011@gmail.com](mailto:wbbme2011@gmail.com)

Memo No. 1735/Aca/19

Date : 30 /12/2019

From : The Secretary  
West Bengal Board of Madrasah Education

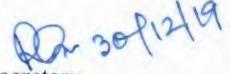
To: The Heads/Superintendents / TICs of all types of recognized Madrasahs

Sub: **Annual Academic Calendar for the Academic Session 2020**

Sir/ Madam,

I am directed to inform you that the annual academic calendar for the academic session-2020 including Teacher's Diary has been prepared for smooth functioning of day to day academic activities of Madrasahs.

You are requested to implement this Annual Academic Calendar for the Academic Session 2020.  
Your kind cooperation for effective implementation of the same will be highly appreciated.

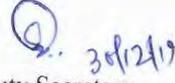
  
Secretary

West Bengal Board of Madrasah Education  
Date:30.12.2019

Memo No. 1735/1(14)Aca/1(14)/19

Copy forwarded for information and necessary action to:

1. The Secretary, Minority Affairs and Madrasah Education Department, Govt. of West Bengal, Nabanna, 3<sup>rd</sup> floor, Shibpur( Mandirtala), Howrah-711102
2. The Director of Madrasah Education, Govt. of West Bengal, Bikash Bhavan, South Block (2<sup>nd</sup> Floor), Salt Lake City, Kolkata-700091
3. The Commissioner of School Education, Bikash Bhavan, 7<sup>th</sup> Floor, Salt Lake City, Kolkata-700091
4. The President, West Bengal Council of Higher Secondary Education, Vidya Sagar Bhavan, 9/2 DJ Block, Sector II, Salt Lake City, Kolkata-700091
5. The President, West Bengal Board of Secondary Education, 'Nivedita Bhavan', DJ-8, Salt Lake City, Kolkata - 700 091.
6. The President, West Bengal Board of Primary Education, Acharya Prafulla Chandra Bhavan, Salt Lake City, Kolkata-700091
7. The Private Secretary, Hon'ble MoS, Minority Affairs and Madrasah Education Department, Govt. of West Bengal, Writers' Buildings, Kolkata- 700 001
8. The Deputy Secretary & State Public Information Officer, WBBME, & Convener "Madrasah Darpan" for publication in the next issue of Madrasah Darpan
9. All Board Members
10. The District Inspector of School(SE)..... Govt. of West Bengal,  
P.O.:..... Dist.:.....
11. All Teachers Organization
12. All Assistant Secretaries, West Bengal Board of Madrasah Education
13. P. A. to President, West Bengal Board of Madrasah Education
14. Guard File.

  
Deputy Secretary

West Bengal Board of Madrasah Education

## Annual Academic Calendar-2020

### **(1) Academic Session:** 01 January, 2020 to 31 December, 2020

The Session will be divided into three (3) Terms as follows:

- i) First Term: 01 January, 2020 to 30 April, 2020 (including 1<sup>st</sup> Summative Evaluation) Preparation of Report Card & Publication of Results etc.)
- ii) Second Term: 01 May, 2020 to 31 August, 2020 (including 2<sup>nd</sup> Summative Evaluation, Preparation of Report Card & Publication of Results etc.)
- iii) Third Term: 01 September, 2020 to 31 December, 2020 (including 3<sup>rd</sup> Summative Evaluation, Preparation of Report Card & Publication of Results etc.)

### **(2) Timings of Madrasah hours:**

Monday to Friday : 10.35 a.m. to 4.30 p.m.

Saturday: 10.35 a.m. to 2.00 p.m.

### **(3) Daily Assembly:**

Daily Assembly shall start at 10 (ten) minutes before class teaching (10.50 a.m.) i.e. at **10.40 a.m.** Attendance in daily assembly is mandatory for all teaching and non-teaching staff including the Head of the Madrasah/TIC.

### **(4) Attendance:**

Head of the Madrasah/TIC and all teaching & non-teaching staff of the Madrasah shall attend the Madrasah within the appointed hour (10.35 a.m.) and not leave before the Madrasah closes for the day. The appointed hour of the Madrasah shall be 15 (fifteen) minutes before the commencement of the class teaching (10.50 a.m.) i.e. at 10.35 a.m.

### **(5) Late Attendance:**

Late attendance shall be counted for all teaching & non-teaching staff of the Madrasah from the start of the daily assembly (**10.40 a.m.**) up to **11.05 a.m.** & no teaching and non-teaching staff including Head of the Madrasah/TIC will be allowed to record his/her attendance after 11.05 a.m. However, in very special circumstances, Head of the Madrasah/TIC ( In case of teacher & non-teaching staff ) or Secretary/Administrator ( in case of Head of the Madrasah/TIC) may condone such late attendance of the staff, if the said authority is satisfied with the explanation offered by the employee. One day's casual leave will be deducted for every three days late attendance in a calendar month. In case the casual leave account of the staff is exhausted and the incumbent concerned comes late, he/she shall be asked to apply for one day's "Half average pay" leave for each three day's late attendance in a calendar month. If he/she fails or declines to apply for such leave or if there is no such leave in his/her credit then he/she will be granted "Leave without pay" leave for each three day's late attendance in a calendar month.

### **(6) Tiffin or Recess:**

40 minutes shall be earmarked for Tiffin or Recess from Monday to Thursday. 60 minutes shall be allotted for Recess/ Prayer for Friday.

**(7)** All academic works / activities including seminar, workshop, meeting etc. conducted by the Board and other duties relating to the improvement of Madrasah Education should be treated as urgent and fall within the bounden duties and functions of a Teacher / Head of the Madrasah/TIC serving in a Madrasah. All Teachers must attend classes allotted to them regularly and they must come to their classes in time. No teacher shall refuse the class of an absent colleague if allotted by Head of the Madrasah/TIC. The Head of the Madrasah shall attend at least 10 classes per week. All teaching and non-teaching staff including Head of the Madrasah are required to participate in all cultural functions, Annual Sports and all co-scholastic activities.

### **(8) Parent-Teacher Meet:**

All Madrasahs will arrange for holding parent-teacher meet at least twice in a year. All Madrasah Authorities are encouraged to form Mother-Teacher Association to stop drop-out and to enhance quality of Education.

**(9) Term wise distribution of working days:**

| Term with duration  | Total days | Holidays   | Summative Evaluation, Cultural function, Preparation of Report card, Publication of Result etc.   | Total learning-teaching days (including evaluation, cultural function, annual sports)         |
|---|------------|--|---|---|
| First Term:<br>01 January, 2020<br>to 30 April, 2020      | 121        | Sundays : 17<br><u>Other Holidays</u> : 12<br><br>Total : <b>29</b>                    | 1 <sup>st</sup> Summative Evaluation(S1): 5<br>Cultural Function: 1<br><u>Annual Sports</u> : 1<br>Total : <b>7</b>   | 92 (81days for the Madrasahs earmarked for External Examination Centre)                       |
| Second Term:<br>01 May, 2020 to 31 August, 2020           | 123        | Sundays : 18<br><u>Other Holidays</u> : 27<br>H.M. discretion : 1<br>Total : <b>46</b> | 2 <sup>nd</sup> Summative Evaluation(S2): 5<br>Total : <b>5</b>   | 77 days   |
| Third Term:<br>01 September, 2020<br>to 31 December, 2020 | 122        | Sundays : 17<br><u>Other Holidays</u> : 24<br>H.M. discretion : 1<br>Total : <b>42</b> | 3 <sup>rd</sup> Summative Evaluation(S3): <b>09</b><br>(02/12/20 to 12/12/20)<br>Evaluation of answer scripts, Preparation of <i>Report Card, publication of result, works related to admission of students, planning of class routine and daily lesson, Preparation and planning for Bridge Course etc.</i> : <b>15</b><br>Total : <b>24</b> | 80 days   |
| Total   | 366        | 117  | 36  | 249<br>( 238 days for the Madrasahs earmarked for centre of High Madrasah & Alim Examination) |

**(10) Distribution of Periods:**

An academic week (Monday to Saturday) shall consist of 44 periods with 40 to 35 minutes duration each. The distribution of periods per day in a week and weekly class routine for Junior High, High and Senior Madrasah will be as follows:

**DISTRIBUTION OF PERIODS (WITH DURATION) FROM MONDAY TO THURSDAY**

| Duration   | Periods            | Time                      |
|------------|--------------------|---------------------------|
| 40 minutes | 1 <sup>st</sup>    | 10.50a.m.-<br>11.30 a.m.  |
| 40 minutes | 2 <sup>nd</sup>    | 11.30a.m.-<br>12.10 p.m.  |
| 40 minutes | 3 <sup>rd</sup>    | 12.10 p.m.-<br>12.50 p.m. |
| 40 minutes | 4 <sup>th</sup>    | 12.50 p.m.-<br>01.30 p.m. |
| 40 minutes | Tiffin /<br>Recess | 1.30 p.m.-<br>2.10 p.m.   |
| 35 minutes | 5 <sup>th</sup>    | 2.10 p.m.-<br>2.45 p.m.   |
| 35 minutes | 6 <sup>th</sup>    | 2.45 p.m.-<br>3.20 p.m.   |
| 35 minutes | 7 <sup>th</sup>    | 3.20 p.m.-<br>3.55 p.m.   |
| 35 minutes | 8 <sup>th</sup>    | 3.55 p.m.-<br>4.30 p.m.   |

**DISTRIBUTION OF PERIODS (WITH DURATION) FOR FRIDAY ONLY**

| Duration   | Periods                         | Time                      |
|------------|---------------------------------|---------------------------|
| 40 minutes | 1 <sup>st</sup>                 | 10.50a.m.-<br>11.30 a.m.  |
| 40 minutes | 2 <sup>nd</sup>                 | 11.30a.m.-<br>12.10 p.m.  |
| 01 hour    | Tiffin /<br>Recess /<br>Zumma's | 12.10 p.m.-<br>01.10 p.m. |
| 40 minutes | 3 <sup>rd</sup>                 | 01.10 p.m.-<br>01.50p.m.  |
| 40 minutes | 4 <sup>th</sup>                 | 1.50 p.m.-<br>2.30 p.m.   |
| 40 minutes | 5 <sup>th</sup>                 | 2.30 p.m.-<br>3.10 p.m.   |
| 40 minutes | 6 <sup>th</sup>                 | 3.10 p.m.-<br>3.50 p.m.   |
| 40 minutes | 7 <sup>th</sup>                 | 3.50 p.m.-<br>4.30 p.m.   |

**DISTRIBUTION OF PERIODS (WITH DURATION) FOR SATURDAY ONLY**

|          |                          |                          |                           |                           |                            |
|----------|--------------------------|--------------------------|---------------------------|---------------------------|----------------------------|
| Time     | 10.50a.m.-<br>11.30 a.m. | 11.30a.m.-<br>12.10 p.m. | 12.10 p.m.-<br>12.50 p.m. | 12.50 p.m.-<br>01.25 p.m. | 01.25 p.m. -<br>02.00 p.m. |
| Periods  | 1 <sup>st</sup>          | 2 <sup>nd</sup>          | 3 <sup>rd</sup>           | 4 <sup>th</sup>           | 5 <sup>th</sup>            |
| Duration | 40 minutes               | 40 minutes               | 40 minutes                | 35 minutes                | 35 minutes                 |

**STRUCTURE OF WEEKLY CLASS ROUTINE FOR JUNIOR HIGH AND HIGH MADRASAH**

| Class                 | Bengali / Urdu (First Language) |                 | English (Second Language) | Arabic (3 <sup>rd</sup> Language) (Arbi Path) | Mathematics (Ganit Prova)                  | Environment & Science (Paribesh O Bigyan) | Environment & History / Ofit O Oitija (including Islamic History) | Environment & Geography (Amader Prithibi) | Islam Parichay | Health & Physical Education & Art and Work Education | Periods for arranging Classes mentioned in the item 11 | Total Periods |
|-----------------------|---------------------------------|-----------------|---------------------------|---|--|---|---|---|----------------|--|--|---------------|
| <b>VII &amp; VIII</b> | 5+1*                            | 5+1*            | 4+1*                      | 5+1*  | 5+1*                                       | 5+1*                                      | 3+1*  | 3+1*                                      | 2+1*           | 02   | 02   | 44            |
| <b>VI</b>             | 5+1*                            | 5+1*            | 5+1*                      | 5+1*  | 3+1*                                       | 3+1*                                      | 3+1*  | 2+1*                                      | 02             | 02   | 43   |               |
| <b>V</b>              | Pata Bahar- 6+1*                | Butterfly- 5+1* | Arbi Sekha 5+1*           | Amar Ganit- 6+1*                              | Paribesh Parichiti (Amader Paribesh)- 5+1* |   |   | -   | 03             | 02   | 37   |               |

**WEEKLY CLASS ROUTINE FOR HIGH MADRASAH**

| Classes           | First Language | Second Language | Mathematics (Ganit Prakash) | Physical Science & Environment | Life Science & Environment | History & Environment & Islamic History | Geography & Environment | Compulsory: Arabic/ Islam Parichay | Compulsory Optional: Arabic/ Islam Parichay | Additional (if any) | Periods for arranging Classes mentioned in the item 11 | Total Periods |
|-------------------|----------------|-----------------|-----------------------------|--------------------------------|----------------------------|---|-------------------------|------------------------------------|---|---------------------|--|---------------|
| <b>IX &amp; X</b> | 5+1*           | 5+1*            | 5+1*                        | 3+1*                           | 3+1*                       | 3+1*                                    | 3+1*                    | Arabic: 4+1*<br>Islam Parichay :2  | Arabic: 4+1*<br>Islam Parichay :2           | 1                   | 2  | 44            |

## WEEKLY CLASS ROUTINE FOR SENIOR MADRASAH

| I   | II   | III, IV & V | VI, VII & VIII | Class  |
|---|--|-------------|----------------|--|
| 1 <sup>st</sup> Language, 2 <sup>nd</sup> Language Mathematics & Drawing (Amar Boi+Jagat Bari)- <b>15</b><br>Sahaj Path-Part(I)- <b>3</b> | 1 <sup>st</sup> Language, 2 <sup>nd</sup> Language Mathematics & Drawing (Amar Boi+Jagat Bari*)- <b>15</b><br>SahajPath-Part(II)- <b>3</b> | 5+1*        | 5+1*           | Bengali/Urdu(1 <sup>st</sup> Language)                       |
|   |  | 5+1*        | 5+1*           | English(2 <sup>nd</sup> Language including Wings, Fragrance) |
|   |  | 6+1*        | 5+1*           | Arabic   |
|   |  | 6+1*        | 5+1*           | Mathematics  |
|   |  | 5+1*        | 4+1*           | Environment & Science  |
|   |  | -           | 3+1*           | Environment & History and Islamic History                    |
|   |  | -           | 3+1*           | Environment & Geography                                      |
|   |  | 1+1*        | 2+1*           | Fiqh/ Dinyat   |
|   |  | 2           | 2              | Health and Physical Education & Art and Work Education       |
|   |  | 1           | ----           | Jagat Bari*  |
|   |  | 2           | 2              | Periods for arranging Classes mentioned in the item II       |
|   |  | 39          | 44             | Total Periods  |
|   |  | 30          | 30             |  |

## WEEKLY CLASS ROUTINE FOR SENIOR MADRASAH

| IX & X | Classes | First Language | Second Language | Arabic | Hadith | Tafsir | Fiqh | Mathematics (Ganit Prakash) | Physical Science & Environment | Life Science & Environment | History Environment and Islamic History | Geography Environment | Additional | Periods for arranging Classes mentioned in the item 11 | Total Period |
|--------|---------|----------------|-----------------|--------|--------|--------|------|-----------------------------|--------------------------------|----------------------------|---|-----------------------|------------|--|--------------|
| 4+1*   |         |                |                 |        |        |        |      |                             |                                |                            |   |                       |            |  |              |
| 4+1*   |         |                |                 |        |        |        |      |                             |                                |                            |   |                       |            |  |              |
| 4+1*   |         |                |                 |        |        |        |      |                             |                                |                            |   |                       |            |  |              |
| 3+1*   |         |                |                 |        |        |        |      |                             |                                |                            |   |                       |            |  |              |
| 3+1*   |         |                |                 |        |        |        |      |                             |                                |                            |   |                       |            |  |              |
| 1+1*   |         |                |                 |        |        |        |      |                             |                                |                            |   |                       |            |  |              |
| 4+1*   |         |                |                 |        |        |        |      |                             |                                |                            |   |                       |            |  |              |
| 2+1*   |         |                |                 |        |        |        |      |                             |                                |                            |   |                       |            |  |              |
| 2+1*   |         |                |                 |        |        |        |      |                             |                                |                            |   |                       |            |  |              |
| 3+1*   |         |                |                 |        |        |        |      |                             |                                |                            |   |                       |            |  |              |
| 1+1*   |         |                |                 |        |        |        |      |                             |                                |                            |   |                       |            |  |              |
| 1      |         |                |                 |        |        |        |      |                             |                                |                            |   |                       |            |  |              |
| 1      |         |                |                 |        |        |        |      |                             |                                |                            |   |                       |            |  |              |
| 44     |         |                |                 |        |        |        |      |                             |                                |                            |   |                       |            |  |              |

### (12) Evaluation System:

The Continuous & Comprehensive Evaluation (CCE) system developed by the 'Expert Committee' of Government of West Bengal under school Education Department in the year 2013 with partial modification has already been adopted for all types of recognized madrasahs from the academic year 2013. The all round development of the learners will be observed and recorded continuously throughout the year through Formative (diagnostic) and Summative (judge mental) evaluation. The schedule of Summative Evaluation will be as under:

| Term  | Expected Date                    |
|---|----------------------------------|
| First   | 15 April to 21 April, 2020       |
| Second  | 24 August to 29 August, 2020     |
| Third   | 02 December to 12 December, 2020 |
| Selection Test/3 <sup>rd</sup> Summative Evaluation of class X (for High Madrasah/Alim Examination) | 07 November to 18 November, 2020 |
| Selection Test for Fazil Examination of class XII   | 07 November to 18 November, 2019 |

### AT A GLANCE

#### (1) Timings of Madrasah hours

| Time From   | To                | Period   | Time per Period                        |
|-------------|-------------------|--|--|
| -           | 10-35 Hours       | Appointed hour   | -                                      |
| 10-40 Hours | 10-50 Hours       | Prayer/Assembly  | -                                      |
| -           | 10-50 Hours       | start of class- teaching   | -                                      |
| 10-40 Hours | 11-05 Hours       | Late Attendance  | -                                      |
| -           | After 11-05 Hours | No attendance of staff is allowed (vide item( 5))                            | -                                      |
| 10-50 Hours | 13-30 Hours       | 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Period | 40 Minutes x4=<br>2 hours 40 Minutes   |
| 13-30 Hours | 14-10 Hours       | Recess   | 40 Minutes                             |
| 12-10 Hours | 13-10 Hours       | Recess for Friday  | 1 Hour                                 |
| 14-10 Hours | 16-30 Hours       | 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Period | 35 Minutes x 4 =<br>2 Hours 20 Minutes |

Total Madrasah hours in an academic week = 32.96 hours  
Total Learning-Teaching hours (including recess) in an academic week = 31.5 hours  
Total Learning-Teaching hours (excluding recess) in an academic week = 27.83 hours

## (2) Working days & working hours in the academic year

366 days

Less 52 days (Sundays)

Less 65 days (holidays)

Total Working days: 249 days i.e. 41.5 academic weeks

**Total Madrasah hours in this academic year** = (41.5 X 32.96) Hrs. = **1367.84 Hours**

Total Learning-Teaching **days** including recess (excluding Summative Evaluations and days after completion of 3<sup>rd</sup>. Summative Evaluation) : 213 days

Total Learning-Teaching hours **including recess** (excluding Summative Evaluations and days after completion of 3<sup>rd</sup>. Summative Evaluation) : = (35.5 X 31.5) Hrs. = **1102.5 Hours**

Total Learning-Teaching hours (**excluding** recess, Summative Evaluations and days after completion of 3<sup>rd</sup>. Summative Evaluation) : = (35.5 X 27.83) Hrs. = **987.97 Hours**

### Prayer/ assembly\*

The following programme may be followed for daily assembly/ prayer:

- |  |              |
|--|--------------|
| a) assembly of students & teachers ( section wise)                                       | : 1 minute   |
| b) observance of silence   | : 0.5 minute |
| c) prayer( including National Anthem)  | : 4 minutes  |
| d) announcement of important daily NEWS by the student/teacher                           | : 1 minute   |
| e) instruction to students by HM/Superintendent/TIC/AHM                                  | : 1 minute   |
| f) orderly dispersal in lines to respective classes following the class teacher/monitor: | 2.5 minutes  |

### (11) Supplementary to distribution of Classes:

- A. The classes earmarked with asterisk (\*) are assigned for assessing learning outcomes as per amendment of RTE ACT, 2009. The child's development of learning outcomes is to be conducted through formative assessment as well as summative assessment in classes I-VIII and through internal formative evaluation(IFE) in classes IX and X as per the directives of WBBME.
- B. The Madrasah authorities are directed to make necessary provisions for arranging library class, smart class/ class through K-Yan/audio-Visual learning, Computer literacy or Laboratory based learning, awareness drives ( Kanyashree, Road safety, Child rights, Disaster management, Snake bites, Child marriage, Child trafficking etc.) regarding curricular subjects as far as practicable.
- C. The Madrasah authorities are directed to make necessary provisions for few classes for IX and X as regards the activities given alongside, information and communication technology (ICT), audio-visual learning, reference work, lab-activities/lab-based learning, Mock tests, Career counseling, Basic legal awareness/Health awareness/Skill enhancement workshops, inclusive education, financial literacy etc., as applicable. The library may be used on and often for smooth execution of IFE in classes IX and X as well as for remedial classes.

- D. Maintaining teacher's diary for ensuring formative assessment as well as summative assessment through framing of tasks, learning evidence, class record book, child portfolio on a day-to-day basis is mandatory (for classes I-VIII) for each teacher.
- E. Every Madrasah has to furnish a blue print of their routine/daily time table pertaining to the mandatory structure of time periods/class distribution as earmarked by WBBME.
- F. The Madrasahs will have to furnish a report to WBBME through e-mail (wbbmeaca@gmail.com) just after completion of 3 consecutive summative evaluations with proper evidences, highlighting the extent to which a child's learning outcome has been achieved through preparation of child profiles. A copy of the same is also to be sent to D.I.S(SE)/A.D.I.S (SE)/A.I.S(SE) of concerned districts and sub divisions, as applicable.
- G. In cases of classes I-VIII, the Madrasahs may afford time during effective instructional hour or may use some classes for the following activities (from classes other than subject-based learning) to develop and strengthen their learning abilities within and outside the classroom. The class teacher will incorporate and tag pertinent activities within her/his lesson design to be executed during the instructional hour throughout the academic year. Some of the activities that are exclusively co-curricular in nature ( e.g. web designing, awareness drive etc.) may demand allotment of separate classes, independent of lesson design but within the stipulated instructional hours.

#### **ACTIVITIES:**

- Communicative English Classes
- Computer Assisted learning (CAL)( lesson based)
- outdoor class room days/educational tour/field trip/ community mobilization/population education
- awareness drives e.g Kanyashree, Road Safety( Safe Drive, Save Life), Bullying, Child Rights,POCSO, Child trafficking, Child Marriage, Vector borne diseases with special reference to Dengue, weekly iron and folic acid supplementation, Vaccination(Rubella,Measles),Administration of deworming tablets, Cyber Crime, Disaster Management, Rain water harvesting, Planting trees, Prevention of pollution, Snake bite, Eradication of Superstitions, wild life conservation, Sanitation, etc.
- Provision for safe drinking water
- music classes (wherever applicable)
- play (drama} /puppetry workshops( lesson based)
- health and hygiene camps for health awareness advocacy programmes
- group activities (an activity bank should be prepared at the Madrasah level)
- summer/winter camps
- life skill based activities
- counseling
- value inculcation
- adolescent education
- rock climbing
- global positioning system and weather forecast
- visual arts
- news editing
- content writing
- web designing

- artificial intelligence and machine learning
- preparing museum in Madrasahs based on local resources
- language Laboratory
- Math Laboratory
- Hands on experiment and basic laboratory exposure
- Kitchen gardening
- Financial literacy
- Recycling of solid waste
- Mock parliament
- Exposure visit to different fairs( e.g. mathematics fair, science fair, health fair), museum entrepreneur centres and Govt. offices.
- Self defence
- Care of geriatric people and awareness about their rights.
- Child guidance clinic for differently abled children
- 
- innovative writing workshops; etc. as the need arises, to ensure a child's social, mental and physical well being and help achieve her/his holistic development and other contemporary interventions, as and when directed by the competent authority.

*Necessary measures will be initiated by WBBME against the Madrasah authorities in case of violation of any of the above mentioned directives.*

## **General Note on Teacher's Diary**

Teacher's Diary is an integral part of implementing successful CCE in classroom situation and beyond classroom during teaching learning process. It embodies evidences the following things-

- No. of chapters / lessons / topic / concept has been dealt with.
- The process of construction of knowledge during transaction of a concept in classroom situation.
- Learning evidence regarding behavioural change of a learner and it's assessment through learning indicators.
- Describing Child's Progress of learning (Changes with time – Continuous and Changes in dimension – Comprehensive) through qualitative statement.
- Determination of Child's Ability or Competency of learning using Bloom's Taxonomy Action Verbs.
- Evaluation of a learner's ability of learning through Expected Learning Outcomes.
- Planning or designing remedial teaching to bridge the learning gaps of weak learners and converting a weak learner as an advance learner.
- Finally preparation of a learning profile of a learner based on Expected Learning Outcomes she / he has achieved or not.

**FORMAT OF TEACHER'S DIARY FOR CLASSROOM ACTIVITIES FOR ALL MADRASAHS RECOGNISED BY  
W.B.B.M.E**

**NAME OF THE MADRASAH :**  
**NAME OF TEACHER :**

**PART A(a) : Daily Activity**  
**SUBJECT :**

| 1    | 2  | 3                         | 4                        | 5  | 6   | 7   |
|------|--|---------------------------|--------------------------|--|---|---|
| DATE | CLASS AND SECTION WITH NUMBER OF STUDENTS PRESENT IN A PARTICULAR PERIOD | LESSON/TOPIC/UNIT/CONCEPT | EXPECTED LO/COMPETENCIES | INCLUSIVE TEACHING LEARNING STRATEGY/ PROCESS USING ICON OR 5E MODEL WITH THE HELP OF TLM, E-MATERIALS | LEARNING TASKS/ ACTIVITY FRAMED FOR MEASURING LEARNING INDICATORS & LOS | REMARKS (Los ASSESSED OR NOT ASSESSED) ENDORSED BY HEAD OF THE MADRASAH(ONCE IN A WEEK) |
|      |  |                           |                          |  |   |   |
|      |  |                           |                          |  |   |   |
|      |  |                           |                          |  |   |   |
|      |  |                           |                          |  |   |   |
|      |  |                           |                          |  |   |   |
|      |  |                           |                          |  |   |   |
|      |  |                           |                          |  |   |   |
|      |  |                           |                          |  |   |   |
|      |  |                           |                          |  |   |   |

• **ASSESSMENT TABLE FOR EXPECTED LEARNING OUTCOMES TO ENSURE CCE AS PER AMENDMENT OF RTE ACT 2009**

| <b>DOMAIN</b>      | <b>SUB DOMAIN/LAYER</b> | <b>BLOOM'S ACTION VERBS FOR MEASURING LOS(EXEMPLARY)</b>             | <b>TASK OR ACTIVITY SPECIFIC LEARNING OUTCOME USING ACTION VERBS</b> | <b>ASSESSMENT OF LEARNERS IN TERMS OF LO ACHIEVED/NOT ACHIEVED</b> |
|--------------------|-------------------------|--|--|--|
| <b>COGNITIVE</b>   | <b>REMEMBERING</b>      | NAME, LIST , LABEL, IDENTIFY, RECALL, STATE, TABULATE ETC.           |  |  |
|                    | <b>UNDERSTANDING</b>    | CLASSIFY , COMPARE, CONTRUST, EXPLAIN, RELATE , ILLUSTRATE ETC.      |  |  |
|                    | <b>APPLYING</b>         | APPLY, CALCULATE, CHOOSE, COMPLETE, DETERMINE,PREDICT,SOLVE ETC.     |  |  |
|                    | <b>ANALYSING</b>        | ANALYSE, CO-RELATE, CRITICISE,DEDUCE,EXPERIMENT, INFER ETC.          |  |  |
|                    | <b>EVALUATING</b>       | ASSESS, DEBATE, DECIDE,JUDGE,JUSTIFY,REFARME,SUPPORT ETC.            |  |  |
| <b>AFFECTIVE</b>   | <b>CREATING</b>         | COMBINE, COMPILE, COMPOSE,DESIGN, IMAGINE,PREPARE,PLAN,VALIDATE ETC. |  |  |
|                    |                         | ACT,DISPLAY, LISTEN, PERFORM, VERIFY, SERVE ETC.                     |  |  |
| <b>PSYCHOMOTOR</b> |                         | DRAW, DESIGN, CONTROL, EDIT, FOLD, INSERT, HOLD ETC.                 |  |  |

**PART-A(b) :**

| 1           | 2                 | 3                     | 4                                 |
|-------------|-------------------|-----------------------|-----------------------------------|
| TIME PERIOD | CLASS AND SECTION | TOPIC AND LESSON NOTE | ASSESSMENT TOOL USED FOR FA & S A |
|             |                   |                       |                                   |

**PART-A(c) :**

| 1                      | 2                 | 3       | 4                                  | 5                                  | 6  | 7   |
|------------------------|-------------------|---------|------------------------------------|------------------------------------|--|---|
| TIME PERIOD / DURATION | CLASS AND SECTION | CONCEPT | STRENGTH OF LEARNER IN TERMS OF LO | WEAKNESS OF LEARNER IN TERMS OF LO | REMIDIAL MEASURES TAKEN FOR WEAK LEARNER | RESULT OF MEASUREMENT OF LO AFTER REMIDIATION |
|                        |                   |         |                                    |                                    |  |   |

**PART-A(d) : PERIODICAL ACTIVITY**

| 1                      | 2     | 3           | 4  |     |     |     |  |
|------------------------|-------|-------------|--|-----|-----|-----|--|
| TIME PERIOD / DURATION | CLASS | TOTAL MARKS | BLUEPRINT OF QUESTION PAPER PERTAINING TO ALL TOPICS/ CONCEPTS COVERED IN A PARTICULAR DURATIION |     |     |     | LEARNING OUTCOMES SELECTED /DETERMINED FOR EACH AND EVERY QUESTION |
|                        |       |             | MCQ  | VSQ | SAQ | LAQ |  |
|                        |       |             |  |     |     |     |  |

- PREPARATION OF CHILD'S LEARNING PROFILE IN TERMS OF ACHIEVED LEARNING OUTCOME (SUBJECTWISE; ON A REGULAR BASIS)

| STUDENT'S NAME | CURRICULAR SUBJECTS (FIRST LANGUAGE, SECOND LANGUAGE, THIRD LANGUAGE, MATHEMATICS, ENVIRONMENTAL SCIENCE, ENVIRONMENT & HISTORY, ENVIRONMENT & GEOGRAPHY, ISLAM PARICHAY, HADITH, TAFSIR, FIQH, HEALTH & PHYSICAL EDUCATION, ART AND WORK EDUCATION) | LEARNING OUTCOMES ACHIEVED IN TERMS OF QUALITATIVE STATEMENT |
|----------------|--|--|
|                |  |  |
|                |  |  |
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|                |  |  |
|                |  |  |

- GUIDELINES FOR MEASURING EXPECTED LOS (LEARNING OUTCOMES) FOR DIFFERENT CURRICULAR SUBJECTS ARE ALREADY MENTIONED IN THE BOOK PREPARED BY DEPT. OF SCHOOL EDUCATION, GOVT. OF WEST BENGAL & WBBME.
- TRANSACTION OF A CONCEPT IN CLASSROOM SITUATION- CONCEPT LEARNING IN CLASSROOM SITUATION IS INTIMATELY ASSOCIATED WITH CONSTRUCTION OF KNOWLEDGE. IT MAY BE CALLED AS PROCESS- BASED KNOWLEDGE CONSTRUCTION. KNOWLEDGE EMBODIED IN A CONCEPT CANNOT BE DISTRIBUTED OR TRANSMITTED THROUGH LECTURE METHOD OR CANNOT BE INTERNALISED UNTIL IT IS CONSTRUCTED AND CREATED FOLLOWING CERTAIN STEPS OF CONSTRUCTION OF LEARNING. THIS IS WHY TRANSACTIONAL STRATEGY MUST BE A LEARNING-TEACHING PROCESS. A TEACHER BECOMES NOT MERE A FACILITATOR, SHE/ HE MUST BE CO-LEARNER AND CO-CONSTRUCTOR OF KNOWLEDGE IN THE CLASSROOM. CREATION, CONSTRUCTION AND RECONSTRUCTION OF KNOWLEDGE IS THE CENTRAL ISSUE OF CLASSROOM TRANSACTIONAL PROCESS. IT MAY BE DONE IN DIFFERENT WAYS (ICON MODEL OR SE MODEL).

**STEPS ON ICON MODEL OR SE MODEL AS APPLICABLE :**



- LEARNING TASKS/ACTIVITIES ARE OPPORTUNITIES A TEACHER SHOULD CREATE FOR LEARNERS TO ENGAGE WITH THE CONTENT SHE/HIS IS TEACHING. THE PROBLEM MAY BE OBSERVATIONAL, EXPERIMENTAL, BRAIN STORMING, EXPERIENTIAL OR SO ON. THE TASK MUST HAVE A DEFINITE LEARNING GOAL AND TO BE COMPLETED WITHIN A PARTICULAR TIME SCHEDULE. THE TASK MAY BE OF FOLLOWING TYPES – CLASS ASSIGNMENT, ACTIVITY, PROJECTS, QUIZES, PUZZLE, FIELD TRIP, WRITTEN TEST OR ANY OTHER RELEVANT ACTIVITIES (WITH REFERENCE TO PART A (a)). THE ASSESSMENT OF TASK TO BE CONDUCTED IN THE FOLLOWING WAYS.

ASSESSMENT TOOLS – (WITH REFERENCE TO PART A (b)) – TEACHER OBSERVATIONS, CLASS DISCUSSIONS, OBSERVATIONAL CHECK LIST, ANECDOTAL RECORDS, RATING SCALES, PORTFOLIOS AND e- PORTFOLIOS.

- STRENGTH AND WEAKNESS OF LEARNERS IN TERMS OF LO:(WITH REFERENCE TO PART A (c)).

| STRENGTH OF LEARNERS(EXEMPLARY STATEMENTS)  | WEAKNESS OF LEARNERS(EXEMPLARY STATEMENTS)   |
|---|--|
| 1. THE CHILD IS ABLE TO NAME AND LIST A NUMBER OF ITEMS. 2. THE CHILD IS ABLE TO CLASSIFY ON THE BASIS OF SIMILARITIES AND DIFFERENCES. 3. THE CHILD IS ABLE TO EXPLAIN THE CAUSES FOR ANY PHENOMENON. 4. THE CHILD IS ABLE TO SUMMARISE THE MAJOR POINTS. 5. THE CHILD IS ABLE TO ASSOCIATE EFFECTS WITH CAUSE. 6. THE CHILD IS ABLE TO CALCULATE AND TABULATE THE INFORMATION. 7. THE CHILD IS ABLE TO FIND ERRORS AND REFRAME A STATEMENT. | 1. THE CHILD IS NOT TO ABLE TO READ AND RECALL INFORMATION. 2. THE CHILD CANNOT FIND OR LOCATE ANY OBJECT. 3. THE CHILD CANNOT COMPARE OR CONTRAST BETWEEN TWO OBJECTS OR PROCESS. 4. THE CHILD CANNOT EXPLAIN THE REASONS. 5. THE CHILD CANNOT DERIVE ANY CONCLUSION. 6. THE CHILD CANNOT JUDGE OR JUSTIFY ANY STATEMENT. 7. THE CHILD CANNOT ASSESS OR EVALUATE. 8. THE CHILD CANNOT PLAN, DESIGN OR CONSTRUCT ANY INNOVATIVE IDEAS. |

- REMEDIAL MEASURES TAKEN FOR WEAK LEARNERS: (WITH REFERENCE TO PART A (c))- ENSURING ATTENDANCE TO MADRASAH ON REGULAR BASIS, ENSURING FOLLOW-UP TEACHER'S INSTRUCTION PROPERLY, ENSURING COPYING WRITING WORK FROM BLACK BOARD/GREEN BOARD PROPERLY, ENHANCING WRITING SPEED , PROVIDING EXTRA TIME TO COMPLETE AN ASSIGNMENT, ARRANGING DIAGNOSTIC TEST FOR ACHIEVING LEARNING OUTCOMES ETC. REMEDIATION INVOLVES THREE STEPS – CATCH – CHALLENGE – CHANGE.

Addressing Naive Concept for remediation

CATCH

- Do not insist on getting right answer.
- Encourage learners in talk. Enter into conversation, discussion and argumentation.
- Encourage them to rise and ask questions.
- Listen to their conversation and questions.

CHALLENGE

- Demand explanation.
- Ask learners to generate, collect and give evidences of their learning.
- Give them opportunities to defend their ideas supported with data.
- Encourage them to perform experiments, activities and projects, making diagrams, concept maps and models to ponder over their existing ideas.

CHANGE

- Generate conflict of learner's existing ideas with the new ideas that are consistent with logical explanation to bring dissatisfaction as they might not solve problems with their existing ideas.
- Relate the problem/concept to everyday life experiences of the learners.
- Provide learning situations that support new ideas. Learners should find the new ideas convincing to accommodate them with their existing ideas and bring conceptual change.
- Help them to reflect on their new understandings.

**ASSESSMENT TABLE FOR LEARNING INDICATORS AS PROPOSED IN THE PEACOCK MODEL TO ENSURE CCE**

| SL NO | INDICATORS OF LEARNING            | ASSESSMENT OF LEARNERS THROUGH QUALITATIVE STATEMENTS |
|-------|-----------------------------------|---|
| 1.    | PARTICIPATION                     |   |
| 2.    | QUESTIONING AND EXPERIMENTATION   |   |
| 3.    | INTERPRETATION AND APPLICATION    |   |
| 4.    | EMPATHY AND CO-OPERATION          |   |
| 5.    | CREATIVE AND AESTHETIC EXPRESSION |   |

**PERFORMING INTERNAL FORMATIVE EVALUATION (IFE) IN CLASSROOM SITUATION: (CLASS IX AND X)**

| <b>TOOLS</b>                              | <b>TASKS TO BE FRAMED TO ACHIEVE EXPECTED LEARNING OUTCOMES</b> | <b>EXPECTED LEARNING OUTCOMES (EXEMPLARY)</b>   | <b>MARKS ACCORDING TO ACHIEVED LEARNING OUTCOMES</b> |
|---|---|---|--|
| <b>1. Survey</b>                          |   | List Record Tabulate, Observe, Report, Research, Calculate, Find errors etc.                                    |  |
| <b>2. Nature Study</b>                    |   | Examine, Identify, Recognize, Compare, Contrast, Interpret, Sketch, Stimulate etc.                              |  |
| <b>3. Case Study</b>                      |   | Select, Visualize, Discuss, Infer, Judge, Justify, Review, Summarise, Argue, Debate, Investigate, Conclude etc. |  |
| <b>4. Model Making</b>                    |   | Design, Plan, Construct, Organize, Solve, Research, Imagine, Demonstrate etc.                                   |  |
| <b>5. Creative Writing</b>                |   | Argue, Write, Describe, Give examples, Convert, Illustrate, Combine, Compile, Compose, Assemble etc.            |  |
| <b>6. Open Text Book Evaluation(OTBE)</b> |   | Cite, Examine, Associate, Opinion, Formulate, Compute, Review, Solve Etc.                                       |  |

**PART-B**  
**IMPLEMENTATION OF CO-CURRICULAR ACTIVITIES AS MENTIONED IN ANNUAL ACADEMIC CALENDER AND ITS REFLECTION**  
**IN THE TEACHER'S DIARY**

|    |  | TYPES OF ACTIVITIES AS PROPOSED BY WBBME WITH METHODOLOGIES |         |       |          |       |       |       |       |       |     |       |      | ENDORSED BY HEAD OF THE MADRASAH |       |      |       |        |       |           |       |         |       |          |       |          |
|----|--|---|---------|-------|----------|-------|-------|-------|-------|-------|-----|-------|------|----------------------------------|-------|------|-------|--------|-------|-----------|-------|---------|-------|----------|-------|----------|
|    |  | Class   | JANUARY | Class | FEBRUARY | Class | MARCH | Class | APRIL | Class | MAY | Class | JUNE |                                  | Class | JULY | Class | AUGUST | Class | SEPTEMBER | Class | OCTOBER | Class | NOVEMBER | Class | DECEMBER |
| 1. | COMMUNICATIVE ENGLISH CLASSES                |   |         |       |          |       |       |       |       |       |     |       |      |                                  |       |      |       |        |       |           |       |         |       |          |       |          |
| 2. | COMPUTER ASSISTED LEARNING(CAL)              |   |         |       |          |       |       |       |       |       |     |       |      |                                  |       |      |       |        |       |           |       |         |       |          |       |          |
| 3. | AWARENESS DRIVE (e.g. KANYASHREE AND OTHERS) |   |         |       |          |       |       |       |       |       |     |       |      |                                  |       |      |       |        |       |           |       |         |       |          |       |          |
| 4. | MUSIC CLASSES,IF ANY                         |   |         |       |          |       |       |       |       |       |     |       |      |                                  |       |      |       |        |       |           |       |         |       |          |       |          |
| 5. | PLAY(DRAMA/PUPPETRY WORKSHOPS                |   |         |       |          |       |       |       |       |       |     |       |      |                                  |       |      |       |        |       |           |       |         |       |          |       |          |
| 6. | PT & MEDITATION                              |   |         |       |          |       |       |       |       |       |     |       |      |                                  |       |      |       |        |       |           |       |         |       |          |       |          |
| 7. | HEALTH & HYGIENE CAMPS                       |   |         |       |          |       |       |       |       |       |     |       |      |                                  |       |      |       |        |       |           |       |         |       |          |       |          |
| 8. | GROUP ACTIVITIES                             |   |         |       |          |       |       |       |       |       |     |       |      |                                  |       |      |       |        |       |           |       |         |       |          |       |          |
| 9. | SUMMER/WINTER CAMPS                          |   |         |       |          |       |       |       |       |       |     |       |      |                                  |       |      |       |        |       |           |       |         |       |          |       |          |



**PART C**

| NATIONAL DAY CELEBRATION /LOCAL DAY CELEBRATION / ANY GOVT. INSTRUCTED ACTIVITIES OBSERVATION / PARTICIPATION IN LOCAL COMMUNITY BASEDE ACTIVITIES | SCHEDULED DATE /WEEK | NAME OF THE TEACHER INVOLVED | NATURE OF INVOLVEMENT | ENDORSED BY HEAD OF THE MADRASAH |
|--|----------------------|------------------------------|-----------------------|----------------------------------|
|  |                      |                              |                       |                                  |
|  |                      |                              |                       |                                  |

**PART D : HEAD OF THE MADRASAH WILL REPORT TO THE WBBME AS PER THE GIVEN FORMAT REGARDING THE PERFORMANCE OF TEACHERS REFLECTED ACCORDING TO THE MAINTENANCE OF TEACHER' S DIARY.**

| SL.NO. | NAME OF TEACHER | WHETHER TEACHER'S DIARY MAINTAINED OR NOT IN DUE TIME | REMARKS IF ANY |
|--------|-----------------|---|----------------|
|        |                 |   |                |
|        |                 |   |                |
|        |                 |   |                |

Signature of Head of the Madrasah

  
 Secretary  
 West Bengal Board of Madrasah Education  
*Attache*