



West Bengal Board of Secondary Education
"Nivedita Bhaban", DJ-8, Sec-II, Salt Lake City, Kolkata – 700091

Memo No. D.S.(Aca)/587/A/25/4

Date:20.12.2023

NOTIFICATION

From: Deputy Secretary (Academic)
West Bengal Board of Secondary Education

To: The Heads of all Recognised Junior High/Secondary Schools (Govt./Govt. Sponsored/Non-Govt-aided/D.A getting/unaided) under W.B.B.S.E

Sir/Madam,

As directed, the undersigned is furnishing herewith the **Annual Academic Calendar 2024, Mandatory structure for framing the class routine for the Academic Year 2024, Format of Teacher's Diary (Annexure-1) and Model Holiday List (Annexure-2)** for all the Recognised Schools under West Bengal Board of Secondary Education for your ready reference.

Your kind co-operation for effective implementation of the same will be highly appreciated.

Yours sincerely,

Rhita Berata Chatterjee
Deputy Secretary (Academic)
West Bengal Board of Secondary Education

Encl.: - as stated

Memo No. D.S.(Aca)/587/1(9)/A/25/4

Date: 20.12.2023

Copy for information and taking necessary action to:-

1. The Principal Secretary, School Education Dept., Govt. of W.B.
2. The Commissioner of School Education, Govt. of W. B.
3. The State Project Officer, Paschim Banga Samagra Shiksha Mission.
4. The Chairman, Expert Committee, School Education Dept., Govt. of W.B.
5. The D.I. of Schools (S.E.), all Districts- with a request to inform all the schools & to supervise proper implementation.
6. The Deputy Secretary (Administration), WBBSE with a request to publish the same in the Board's Website.
7. The Deputy Secretary (Examination/Disciplinary/General/Records), WBBSE.
8. The Regional Officer, Kolkata/Burdwan/Medinipur/North Bengal, WBBSE.
9. The P.A. to the President/Secretary, WBBSE.

Deputy Secretary (Academic)
West Bengal Board of Secondary Education



West Bengal Board of Secondary Education
"Nivedita Bhaban", DJ-8, Sec-II, Salt Lake City, Kolkata – 700091

ANNUAL ACADEMIC CALENDAR OF 2024

FOR ALL RECOGNISED JUNIOR HIGH/SECONDARY SCHOOLS (GOVT./GOVT. SPONSORED/NON-GOVT-AIDED/D.A GETTING/UNAIDED) UNDER W.B.B.S.E

THE ANNUAL ACADEMIC CALENDAR IS DISTRIBUTED AS PER THE FOLLOWING STAGES:

1. TIMINGS OF SCHOOL HOURS :

TIME			
APPOINTED HOUR	10.35 A.M		
FROM	TO		
10-40 HRS.	10-50 HRS.	PRAYER/ASSEMBLY (*)	
		PERIOD	TIME PER PERIOD
10-50 HRS.	11-30 HRS.	1ST PERIOD	40 MINS. X 4 = 2HRS.40 MINS.
11-30 HRS.	12-10 HRS.	2ND PERIOD	
12-10 HRS.	12-50 HRS.	3RD PERIOD	
12-50 HRS.	13-30 HRS.	4TH PERIOD	
13-30 HRS.	14-10 HRS.	TIFFIN	40 MINS
14-10 HRS.	14-45 HRS.	5TH PERIOD	35MINS. X 4= 2HRS.20 MINS.
14-45 HRS.	15-20 HRS.	6TH PERIOD	
15-20 HRS.	15-55 HRS.	7TH PERIOD	
15-55 HRS.	16-30 HRS.	8TH PERIOD	

TOTAL HOURS : 10-40 HRS. TO 16-30 HRS. = 5HRS. 50 MINUTES.

As per Sl. no. 3 of the schedule of the RTE Act 2009, the **minimum number of instructional hours** in an academic year is one thousand hours for sixth class to eighth class.

TEACHER-LEARNING HOURS = 5 HOURS

5 DAYS (MONDAY TO FRIDAY)-TEACHING-LEARNING HOURS = 5 HRS.X5=25 HRS.

SATURDAY DO = 2 HRS.40 MINS

TOTAL : 27 HOURS 40 MINUTES + 3HRS 20 MINUTES(TIFFIN)+60 MINUTES (PRAYER) = 32 HRS

2. DAYS OF ACADEMIC WORK:

365 DAYS (IN A YEAR) - 52 DAYS(SUNDAYS)= 313 DAYS - 65 DAYS (HOLIDAYS) = 248 DAYS

248 DAYS - 30 DAYS FOR CONDUCTING OF EXAMINATIONS WHERE REGULAR ACADEMIC ACTIVITY IS NOT POSSIBLE- 218 DAYS

218 DAYSi.e., 36.33 WEEKS (Six working days per week)

TOTAL HOURS OF ACADEMIC WORK PER WEEK: 32HRS.(INCLUDING TIFFIN HOURS)

TOTAL TEACHING-LEARNING HOURS IN A YEAR=32 HRS.X 36.33 WEEKS=1162.56 HRS.

Rhitalabrata Chatterjee
Deputy Secretary (Academic)
West Bengal Board of Secondary Education
20/12/23

2. PRAYER/ASSEMBLY, ATTENDANCE AND BOUNDEN DUTIES

- It is mandatory for the Head of the Institution and all staff of the Schools (teaching and non-teaching) to attend the morning prayer assembly [10.40- 10.50 hours] and they will be marked late if they arrive after 10.40 AM.
- *The appointed hour of a school shall be 15 (fifteen) minutes before the commencement of class teaching, i.e. 10.35 A.M.*
- *Teaching and non-teaching staff will be marked absent if they arrive later than 11.15 A.M*
- On no account, can the teaching and non-teaching staff leave the School premises before 4.30 P.M., if not on official assignment vide Memo No. N/S/212(W.B.B.S.E) dated 20.03.2013 and provisions of RTE ACT, 2009.
- Vide The Kolkata Gazette Notification 214/SE dated 08.03.2018, it is the duty of all teaching and non-teaching staff of the Institution to abide by the code of conduct (Rule 4) mentioned therein.

"Every teacher or non-teaching staff shall abide by the orders or circulars issued by the concerned authority as to punctuality, regular attendance, and attendance at assembly prayer, taking allotted classes, completion of syllabus and other instructions contained in such orders or circulars."

"Every teacher or non-teaching staff shall participate collectively and individually in national programmes or events like Republic Day, Independence Day, and cultural events like drama, sports, and exhibitions etc., held within the Institutions, and extend his support to the best of his ability in the interest of joyful learning by the students and to generate a congenial atmosphere in the Institution."

- No teacher and non-teaching staff should behave on such a manner inside/outside the school premises, that is unbecoming of their post.
- *The Head of the institution, Assistant Head Master / Assistant Head Mistress and Assistant teachers are to take classes as per rules /orders /circulars issued by the Education Department, Govt. of West Bengal / WBBSE .*
- *Students are being strictly forbidden to bring mobile/smart phones inside the school premises.*
- *Teachers are being requested to refrain from using mobile/smart phones inside class rooms and laboratories during the course of teaching learning process to ensure that students' attention is not diverted.*

Random use of mobile/smart phones, blue tooth devices in classes by teachers is strictly prohibited.

In case mobile/smart phones need to be used as teaching aids for a particular class, please seek written permission from the HOI in advance.

- *Under the overall supervision of the H.M and with adequate involvement of the teaching staff, the academic council of the School under the leadership of the A.H.M/Secretary of the academic council, shall review and analyse the students' performance in Board Exam(s)/summative & formative assessments and adopt appropriate steps for overall academic betterment of the students. Regular meetings of academic council must be held.*
- *It is the bounden duty of all teaching staff to take regular and provisional classes wherever allotted to him/her in the routine, irrespective of their position, keeping in mind the academic interest and welfare of the students.*
- *Teachers should work as Nodal Teachers for successful implementation of different Govt. welfare projects/programmes/schemes such as, Mid day Meal, Kanyashree, Sikshashree, Aikyashree, Medhashree, SVMCM, Pre-Matric & Post Matric Scholarships, Saboosathi, Taruner Swapna WIFS and others for the benefit of the students as well as the society at large.*
- *The routines of day shift should be fixed keeping the classes intact of morning shift. This is applicable in such schools where two shifts are running in the same building.*
- *It is mandatory to participate, as and when needed in different academic activities organized and notified by WBBSE.*
- *In order to ensure that the sanctity of examinations is maintained, teaching staff of the school, should under no circumstances, engage themselves in script assessing or any other activities during the course of invigilation.*
- *After the completion of 3rd summative (VI-X) and until the publication of results, the Head of the Institutions are being requested to use the classes for remedial teaching and arranging Co-curricular activities.*
- *Vide the Kolkata gazette Notification 214/SE dated 08.03.2018, rule 4, sub rule 6, " No teacher shall engage himself in any sort of private tuition for personal gain."*

- *Vide the Kolkata gazette Notification 214/SE dated 08.03.2018, rule 4, sub rule 4, " No teacher or non-teaching staff shall engage in any business, trade, undertaking or money lending agency and undertake any employment other than his service directly or indirectly, or use his position to help such business, agency or undertaking ; provided that a teacher or non-teaching staff may, with the permission of the committee, undertake any honorary work of social and charitable nature without hampering his duties in the Institution."*
- *Vide the Kolkata gazette Notification 214/SE dated 08.03.2018, rule 4, sub rule 16, "No teacher or non-teaching staff shall inflict any punishment on a student, which is barred under any law or under any order of the Government. Every teacher and non-teaching staff shall be extremely careful in handling student's behaviour so that mental and physical injury to the student is avoided. Every teacher shall, if necessary, make endeavour to take correctional approach towards the students with the help of co-teachers, the Head of the Institution and guardians."*
- *Vide the Kolkata gazette Notification 214/SE dated 08.03.2018, rule 4, sub rule 14 "A teacher or non-teaching staff shall, with the approval of the Head of the Institution, perform such duties for the conduct of public examinations other than the examinations referred to above, as may be entrusted to him by the concerned authority conducting such examinations. A teacher or non-teaching staff shall be entitled to receive such remuneration as may be sanctioned for discharging duties in such examinations."*
- *The duty of Gr.C staff will be in keeping with the guidelines of the Managing Committee and Head of the Institution. Further vide memo no 330/G dated 22.01.1990 of WBBSE, it is being reinstated that it is the bounden duty of Gr.D staff to execute all official duties entrusted to him/her by the School Managing Committee and for HOI to ensure a smooth running of the Institution.*
- *Heads of the Institutions are hereby being instructed to maintain such an attendance register where the staff signs both on arrival and departure mentioning the time. They have also to maintain a separate record of staffs attending school on 'observable days'.*
Facilitating mechanism for punctuality & attendance of HOI, teachers & staff members are desirable, and towards its fulfillment the School Managing Committee will make endeavour, as per local condition, to take steps to attain the same.
- *Vide the Kolkata gazette Notification 214/SE dated 8.3.2018, rule 4, sub rule 11, " No teacher or non-teaching staff shall remain absent without sanctioned leave or over stay after expiry of leave, or leave the Institution without permission from the Head of Institution during working hours"*
- *Vide the order (no 541-SE/S/10M-60/17, dated 05.07.2017) of the Joint Secretary, School Education Department, the School Managing Committee is hereby being directed to abide by the same strictly, to ensure a tobacco free atmosphere in the institutions.*
- *Used books (freely distributed) of Secondary students must be returned to school after advancement to the new class. The HOI of the school being accountable of the stock of books is required to return such old books as per record of receipt in a packed manner to the authority concerned with an intimation to Board from whom they receive the new set of books for the students of the School.*
- *Stringent measures will be initiated by W.B.B.S.E in case reports of any violation are received from the Committee or the Administrator or Head of an Institution as per G.O 214-SE Dated 08-03-2018.*
- *All concerned in School should cooperate to facilitate active participation of school children in maintaining hygiene & cleanliness, communication and developing collaboration skills. Notified concepts like 'Ananda Parisar' to enhance soft skills, 'Graduation ceremony' to facilitate students during promotion to next class, and further activities such as Quiz, Spelling Bee, Creative writing, Oration, Debating, Storytelling etc. and 'Shishu Sansad' be encouraged through active cooperation and support of all concerned in schools.*
- *Optimum utilization of infrastructure and human resources be ensured by School Managing Committee and HOI of the Schools.*
- *Sensitization of Sustainable Development Goals among children of School be facilitated by the School Managing Committee and HOI, and all concerned need to facilitate the process towards achieving a better and more sustainable future for all.*

Rhatabrata Chatterjee
DEPUTY SECRETARY (ACADEMIC)
WEST BENGAL BOARD OF SECONDARY EDUCATION
20/11/23

MANDATORY STRUCTURE FOR FRAMING OF CLASS ROUTINE

CLASS		SUBJECTS										PERIODS FOR ARRANGING CLASSES MENTIONED IN THE ANNEXURE	TOTAL PERIODS IN A WEEK		
VI	FIRST LANGUAGE	6+1*7	SECOND LANGUAGE	5+1*6	MATH (GANIT PRAVA)	5+1*6	ENVIRONMENT & SCIENCE (PARIBESH-O-BIGYAN)	3+1*4	ENVIRONMENT & HISTORY (OTIT-O-ATYIYA)	3+1*4	ENVIRONMENT & GEOGRAPHY (AMADER PRITHIBI)	3+1*4	HEALTH AND PHYSICAL EDUCATION & ART AND WORK EDUCATION	3(2+1*1)+2=5	39
	FIRST LANGUAGE	6+1*7	SECOND LANGUAGE	5+1*6	THIRD LANGUAGE (GANIT PRAVA)	2+1*3	ENVIRONMENT & SCIENCE (PARIBESH-O-BIGYAN)	6+1*7	ENVIRONMENT & HISTORY (OTIT-O-ATYIYA)	3+1*4	ENVIRONMENT & GEOGRAPHY (AMADER PRITHIBI)	3+1*4	HEALTH AND PHYSICAL EDUCATION & ART AND WORK EDUCATION	3(2+1*1)+2=5	
VII & VIII	FIRST LANGUAGE	6+1*7	SECOND LANGUAGE	5+1*6	MATH (GANIT PRAVA)	5+1*6	ENVIRONMENT & SCIENCE (PARIBESH-O-BIGYAN)	6+1*7	ENVIRONMENT & HISTORY (OTIT-O-ATYIYA)	3+1*4	ENVIRONMENT & GEOGRAPHY (AMADER PRITHIBI)	3+1*4	HEALTH AND PHYSICAL EDUCATION & ART AND WORK EDUCATION	3(2+1*1)+2=5	44
	FIRST LANGUAGE	6+1*7	SECOND LANGUAGE	5+1*6	MATH (GANIT PRAVA)	5+1*6	ENVIRONMENT & SCIENCE (PARIBESH-O-BIGYAN)	6+1*7	ENVIRONMENT & HISTORY (OTIT-O-ATYIYA)	3+1*4	ENVIRONMENT & GEOGRAPHY (AMADER PRITHIBI)	3+1*4	HEALTH AND PHYSICAL EDUCATION & ART AND WORK EDUCATION	3(2+1*1)+2=5	
IX	FIRST LANGUAGE	6+1*7	SECOND LANGUAGE	5+1*6	MATH (GANIT PRAVA)	5+1*6	ENVIRONMENT & SCIENCE (PARIBESH-O-BIGYAN)	6+1*7	ENVIRONMENT & HISTORY (OTIT-O-ATYIYA)	3+1*4	ENVIRONMENT & GEOGRAPHY (AMADER PRITHIBI)	3+1*4	HEALTH AND PHYSICAL EDUCATION & ART AND WORK EDUCATION	3(2+1*1)+2=5	44
	FIRST LANGUAGE	6+1*7	SECOND LANGUAGE	5+1*6	MATH (GANIT PRAVA)	5+1*6	ENVIRONMENT & SCIENCE (PARIBESH-O-BIGYAN)	6+1*7	ENVIRONMENT & HISTORY (OTIT-O-ATYIYA)	3+1*4	ENVIRONMENT & GEOGRAPHY (AMADER PRITHIBI)	3+1*4	HEALTH AND PHYSICAL EDUCATION & ART AND WORK EDUCATION	3(2+1*1)+2=5	
X	FIRST LANGUAGE	6+1*7	SECOND LANGUAGE	5+1*6	MATH (GANIT PRAVA)	5+1*6	ENVIRONMENT & SCIENCE (PARIBESH-O-BIGYAN)	6+1*7	ENVIRONMENT & HISTORY (OTIT-O-ATYIYA)	3+1*4	ENVIRONMENT & GEOGRAPHY (AMADER PRITHIBI)	3+1*4	HEALTH AND PHYSICAL EDUCATION & ART AND WORK EDUCATION	3(2+1*1)+2=5	44
	FIRST LANGUAGE	6+1*7	SECOND LANGUAGE	5+1*6	MATH (GANIT PRAVA)	5+1*6	ENVIRONMENT & SCIENCE (PARIBESH-O-BIGYAN)	6+1*7	ENVIRONMENT & HISTORY (OTIT-O-ATYIYA)	3+1*4	ENVIRONMENT & GEOGRAPHY (AMADER PRITHIBI)	3+1*4	HEALTH AND PHYSICAL EDUCATION & ART AND WORK EDUCATION	3(2+1*1)+2=5	

#In case of schools where vocational classes (IX-X) are held, the HOI is being instructed to frame the routine strictly in keeping with the extant directives of CS-VSE, as mentioned in point 7 of 'Supplementary to class distribution'.

Rhitalabala Chatterjee
 DEPUTY SECRETARY (ACADEMIC)
 WEST BENGAL BOARD OF SECONDARY EDUCATION
 25/11/23

Supplementary to class distribution

- 1) 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 VI-VIII and through internal formative evaluation (I.F.E) in classes IX and X as per the directives of W.B.B.S.E.
- 2) The school 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 managements, Snake bites, Child marriage, Child trafficking etc.) regarding curricular subjects for 3 classes (e.g 1+1+1) out of the allotted 39 classes in class VI, 2 classes e.g(1+1) out of the allotted 44 classes in classes VII and VIII, as applicable.
- 3) The school authorities are directed to make necessary provisions for 2/3 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 school authorities are also directed to make necessary provisions for classroom transactions regarding optional elective subjects, wherever required, out of the allotted 42 periods. The library shall be used often for smooth execution of IFE in classes IX and X, as well as for remedial classes.
- 4) Maintaining teacher's diary for ensuring formative assessment as well as summative assessment through framing of tasks, learning evidence, class record book and child portfolio on a day-to-day basis is mandatory (for classes VI-VIII) for each teacher, as per provisions of RTE ACT, 2009 and RTE rules 2012, Govt. of West Bengal.
- 5) Every school has to furnish the Board thrice in a year (15th February, 15th April, 14th August) their routine/daily time table as implemented in respective school in accordance with the mandatory structure of time periods/class distribution, as notified by WBBSE. Non compliance shall call appropriate measures from the Board as shall be notified from time to time.
- 6) The schools will have to furnish a report to WBBSE through e-mail 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.
- 7) Allotment of vocational classes (in schools where applicable) should be implemented in the daily class routine mandatorily as per scheme guideline of CS-VSE. Specific allotment are to be decided by the HOI in case of vocational classes for IX & X per week, as per need and local circumstances of school.
- 8) In cases of classes VI-VIII, the schools may afford time during effective instructional hour or may use some classes for the following activities 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 tours/ 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, wildlife conservation, Organ Donation, Sanitation, Sustainable Development Goals etc.
- Provision for safe drinking water
- Music/dance classes (wherever applicable)
- Play (drama) / puppetry workshops(lesson based)
- Yoga, physical training and meditation
- Health and hygiene camps for health awareness advocacy programmes
- Group activities (an activity bank should be prepared at the school level)
- Summer/winter camps
- Life skill based activities
- Counselling
- 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 schools based on local resources
- Language laboratory
- Maths laboratory
- Hands on experiment and basic laboratory exposure
- Kitchen gardening
- Financial literacy
- Recycling of solid waste
- Mock parliament
- Exposure visit to different fairs (eg. mathematics fair, science fair, health fair), museums, entrepreneur centres and government 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 as per RTE ACT,2009 and other contemporary interventions, as and when directed by the competent authority
- Formation of Houses in Secondary /Higher Secondary Schools in West Bengal
- Observation of Graduation Ceremony
- Reading Habits
- Ananda Parisar
- Formation of Sishu Sansad

- 9) The theoretical aspects of different activities (e.g., kanyashree, road safety, disaster management in health and physical education) mentioned above are a part of the curriculum and are reflected in different text books as prescribed by WBBSE. Hence these activities need assessments and formal records of finding about student's performances should be emphasized in respective pages of teacher's diary or separate pages may be created for the same.

Stringent measures will be initiated by WBBSE, against the school authorities, in case of violation of any of the above mentioned directives.

Rhitalerata Chatterjee 20/12/23
DEPUTY SECRETARY (ACADEMIC)
WEST BENGAL BOARD OF SECONDARY EDUCATION

ANNEXURE - I

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 / lesson / topic / concept has been dealt with.
- The process of construction of knowledge during transaction of a concept in classroom situation.
- Learning evidence regarding behavioral 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.

Rinita Lata Chatterjee
Deputy Secretary (Academic)
West Bengal Board of Secondary Education

STEPS OF ICON MODEL OR SE MODEL AS APPLICABLE:

ICON MODEL	SE MODEL
<p>Observation ↓ Contextualization ↓ Cognitive Apprenticeship ↓ Collaboration ↓ Interpretation Construction ↓ Multiple Interpretation ↓ Multiple Manifestation</p>	<p>Engage (+Evaluate) ↓ Explore (+Evaluate) ↓ Explain (+Evaluate) ↓ Elaborate (+Evaluate) ↓ Evaluate</p>

- 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(i)). THE ASSESSMENT OF TASK TO BE CONDUCTED IN THE FOLLOWING WAYS-

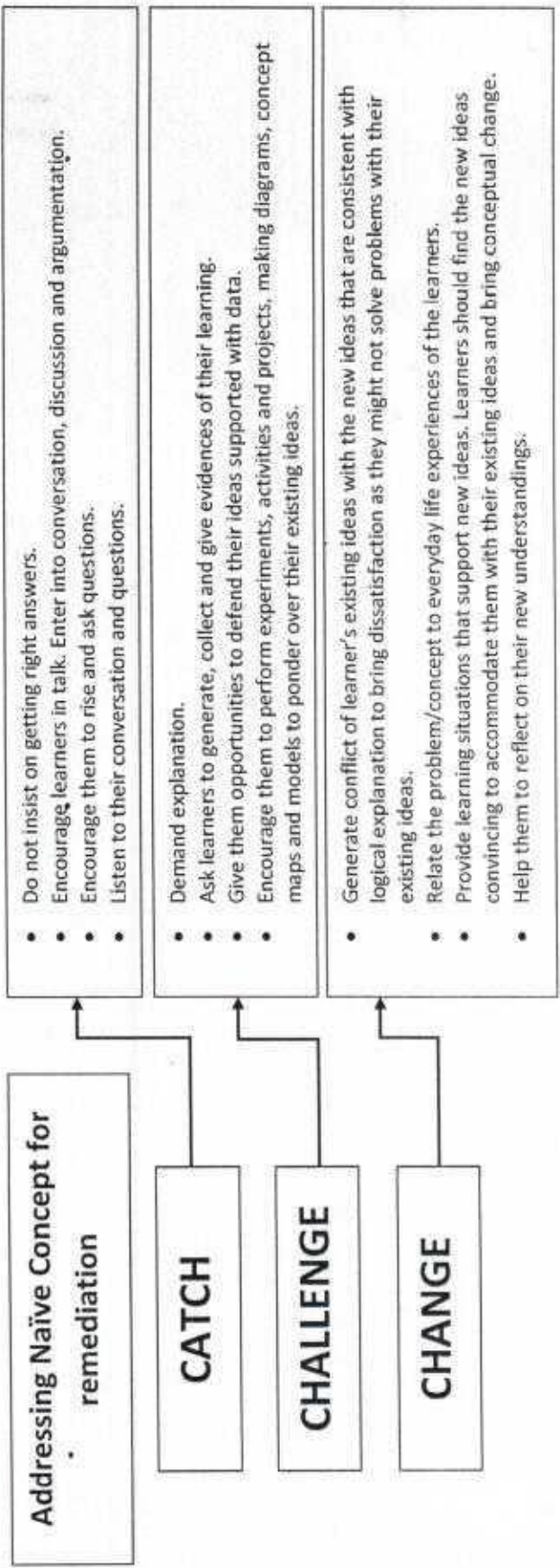
Chitabrata Chatterjee
Deputy Secretary (Academy)
20/11/23
West Bengal Board of Secondary Education

- 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 ABLE TO READ & 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 SCHOOL ON REGULAR BASIS, ENSURING FOLLOW-UP TEACHER'S INSTRUCTION PROPERLY,ENSURING COPYING WRITING WORK FROM BLACKBOARD/GREEN BOARD PROPERLY, ENHANCING WRITING SPEED, PROVIDING EXTRA TIME TO COMPLETE AN ASSIGNMENT, ARRANGING DIAGNOSTIC TESTS FOR ACHIEVING LEARNING OUTCOMES ETC. REMEDIATION INVOLVES THREE STEPS - CATCH - CHALLENGE - CHANGE.



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

NAME OF THE SCHOOL:

NAME OF TEACHER:

PART A (a) : Daily Activity (Mandatory)

SUBJECT :

DATE:

PERIOD	I	II	III	IV	V	VI	VII	VIII
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, REALIA								
LEARNING TASKS /ACTIVITY FRAMED FOR MEASURING LEARNING INDICATORS & LOS								
REMARKS (LOS ASSESSED OR NOT ASSESSED) ENDORSED BY HEAD OF THE INSTITUTION (ONCE IN A WEEK)								

Note: i) To be filled daily and record to be kept for future reference by teacher concerned.

ii) HOI to endorse, with remarks (if any) once in a week.

Rhitalabrata Chatterjee
 Deputy Secretary (Academic)
 West Bengal Board of Secondary Education 20/12/23

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

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

Rinitabarat Chatterjee
 Deputy Secretary (Academic)
 West Bengal Board of Secondary Education
20/11/23

PART - A (b) :

1	2	3	4
TIME PERIOD	CLASS AND SECTION	TOPIC AND LESSON NOTE	ASSESSMENT TOOL USED FOR FA & SA

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	REMEDIAL MEASURES TAKEN FOR WEAK LEARNER	RESULT OF MEASUREMENT OF LO AFTER REMEDIATION

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 DURATION			
			MCQ	VSQ	SAQ	LAQ
						LEARNING OUTCOMES SELECTED / DETERMINED FOR EACH AND EVERY QUESTION

Rinitabarna Chatterjee
 Deputy Secretary (Academic)
 West Bengal Board of Secondary Education
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9.	SUMMER/WINTER CAMPS																						
10.	LIFE SKILL BASED ACTIVITIES																						
11.	COUNSELLING																						
12.	VALUE INCLUSION																						
13.	ADOLESCENT EDUCATION																						
14.	ROCK CLIMBING																						
15.	VISUAL ARTS																						
16.	NEWS EDITING																						
17.	CONTENT WRITING																						
18.	WEB DESIGNING																						
19.	LANGUAGE LABORATORY																						
20.	MATH LABORATORY																						
21.	INNOVATIVE WRITING																						
22.	OTHER RELEVANT ACTIVITIES																						

Rinita Borata Chatterjee
 Deputy Secretary (Academic)
 West Bengal Board of Secondary Education

PART C

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

PART D :HEAD OF THE INSTITUTION WILL REPORT TO THE WBBSE 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 Institution

Rhitalanata Chatterjee
Deputy Secretary (Academic)
West Bengal Board of Secondary Education

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	

Chitaloratale
Deputy Secretary (Academic)
West Bengal Board of Secondary Education

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

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

Shri Lalita Lalit
 Deputy Secretary (Academics)
 West Bengal Board of Secondary Education

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, HEALTH & PHYSICAL EDUCATION, ART AND WORK EDUCATION)	LEARNING OUTCOMES ACHIEVED IN TERMS OF QUALITATIVE STATEMENT

- GUIDELINES FOR MEASURING EXPECTED LOS (LEARNING OUTCOME) FOR DIFFERENT CURRICULAR SUBJECTS ARE ALREADY MENTIONED IN THE BOOK PREPARED BY DEPT OF SCHOOL EDUCATION, GOVT. OF WB & WBBSE.
- 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 5E MODEL) –

Uttalata Chatterjee
 Deputy Secretary (Academic)
 West Bengal Board of Secondary Education
 20/12/13

ANNEXURE -2



পশ্চিমবঙ্গ মধ্যশিক্ষা পর্ষদ কর্তৃক অনুমোদিত মাধ্যমিক বিদ্যালয়গুলির
২০২৪ শিক্ষাবর্ষের নমুনা ছুটির তালিকা
(১লা জানুয়ারি - ৩১শে ডিসেম্বর ২০২৪)

ছুটির উপলক্ষ	তারিখ	বার	ছুটির দিন সংখ্যা	মন্তব্য
পর্ব : প্রথম জানুয়ারি - এপ্রিল ২০২৪				
১. ইংরেজি নববর্ষ	০১. ০১. ২০২৪	সোমবার	১	ছুটি
২. স্বামী বিবেকানন্দ জয়ন্তী	১২. ০১. ২০২৪	শুক্রবার	১	ছুটি
৩. নেতাজি সুভাষ জয়ন্তী	২৩. ০১. ২০২৪	মঙ্গলবার	১	ছুটি (বিদ্যালয়ে উপস্থিত থেকে পালনীয়)
৪. সাধারণতন্ত্র দিবস	২৬. ০১. ২০২৪	শুক্রবার	১	ছুটি (বিদ্যালয়ে উপস্থিত থেকে পালনীয়)
৫. সরস্বতী পূজার পূর্ববর্তী দিন	১৩. ০২. ২০২৪	মঙ্গলবার	১	ছুটি
৬. সরস্বতী পূজা ও ঠাকুর পঞ্চানন বর্মার জন্মদিবস	১৪. ০২. ২০২৪	বুধবার	১	ছুটি
৭. সবে-ই-বরাত	২৬. ০২. ২০২৪	সোমবার	১	ছুটি
৮. শিবরাত্রি	০৮. ০৩. ২০২৪	শুক্রবার	১	ছুটি
৯. দোলযাত্রা	২৫. ০৩. ২০২৪	সোমবার	১	ছুটি
১০. হোলি (দোলযাত্রার পরের দিন)	২৬. ০৩. ২০২৪	মঙ্গলবার	১	ছুটি
১১. গুড ফ্রাইডে	২৯. ০৩. ২০২৪	শুক্রবার	১	ছুটি
১২. শ্রী শ্রী হরিচাঁদ ঠাকুরের জন্মদিবস	০৬. ০৪. ২০২৪	শনিবার	১	ছুটি
১৩. ঈদ-উল-ফিতর -এর পূর্ববর্তী দিন	১০. ০৪. ২০২৪	বুধবার	১	ছুটি
১৪. ঈদ-উল-ফিতর	১১. ০৪. ২০২৪	বৃহস্পতিবার	১	ছুটি
১৫. ডঃ বি.আর. আম্বেদকরের জন্মদিবস ও বাংলা নববর্ষ	১৪. ০৪. ২০২৪	রবিবার	--	--
১৬. মহাবীর জয়ন্তী	২১. ০৪. ২০২৪	রবিবার	--	--
		মোট ছুটি	১৪ দিন	

Rhitalarata Chatterjee
উপসচিব (শিক্ষা)
পশ্চিমবঙ্গ মধ্যশিক্ষা পর্ষদ ২০/১/২৪

ছুটির উপলক্ষ	তারিখ	বার	ছুটির দিন সংখ্যা	মন্তব্য
পর্ব : দ্বিতীয় মে - আগষ্ট, ২০২৪				
১. মে দিবস	০১. ০৫. ২০২৪	বুধবার	১	ছুটি
২. রবীন্দ্র জয়ন্তী	০৮. ০৫. ২০২৪	বুধবার	১	ছুটি
৩. গ্রীষ্মাবকাশ	০৯. ০৫. ২০২৪ থেকে ২০. ০৫. ২০২৪	বৃহস্পতিবার থেকে সোমবার	১০	ছুটি (রবিবার বাদে)
৪. বুদ্ধ পূর্ণিমা ও পন্ডিত রঘুনাথ মুর্মুর জন্মদিবস	২৩. ০৫. ২০২৪	বৃহস্পতিবার	১	ছুটি
৫. ঈদ-উদ-জেব্রাহ (বকরি ঈদ)	১৭. ০৬. ২০২৪	সোমবার	১	ছুটি
৬. রথযাত্রা	০৭. ০৭. ২০২৪	রবিবার	--	--
৭. মহরম	১৭. ০৭. ২০২৪	বুধবার	১	ছুটি
৮. স্বাধীনতা দিবস	১৫. ০৮. ২০২৪	বৃহস্পতিবার	১	ছুটি (বিদ্যালয়ে উপস্থিত থেকে পালনীয়)
৯. রাখী বন্ধন	১৯. ০৮. ২০২৪	সোমবার	১	ছুটি
১০. জন্মষ্টমী	২৬. ০৮. ২০২৪	সোমবার	১	ছুটি
		মোট ছুটি	১৮ দিন	

Rhitalrata Chatterjee
উপসচিব (শিক্ষা)
পশ্চিমবঙ্গ মধ্যশিক্ষা পর্যদ 20/12/23

ছুটির উপলক্ষ	তারিখ	বার	ছুটির দিন সংখ্যা	মন্তব্য
পর্ব : তৃতীয় সেপ্টেম্বর - ডিসেম্বর, ২০২৪				
১. ফতেয়া-দোয়াজ-দাহাম	১৬. ০৯. ২০২৪	সোমবার	১	ছুটি
২. গান্ধী জয়ন্তী ও মহালয়া	০২. ১০. ২০২৪	বুধবার	১	ছুটি
৩. পূজাবকাশ (চতুর্থী থেকে ষাটতৃতীয়ার পরের দিন পর্যন্ত)	০৭. ১০. ২০২৪ থেকে ০৪. ১১. ২০২৪	সোমবার থেকে সোমবার	২৫	ছুটি (রবিবার বাদে)
৪. ছট পূজা	০৭. ১১. ২০২৪	বৃহস্পতিবার	১	ছুটি
৫. ছট পূজা (অতিরিক্ত দিন)	০৮. ১১. ২০২৪	শুক্রবার	১	ছুটি
৬. গুরু নানকের জন্মদিবস ও বিরসা মুন্ডার জন্মদিবস ও পার্বনাথ রথযাত্রা	১৫. ১১. ২০২৪	শুক্রবার	১	ছুটি
৭. বড়দিন	২৫. ১২. ২০২৪	বুধবার	১	ছুটি
৯. প্রধান শিক্ষকের বিবেচনামূলক			২	
		মোট ছুটি	৩৩দিন	

মোট ছুটি -- ১৪+১৮+৩৩ = ৬৫ দিন

**কবি ভানুভঙ্কের জন্মদিন ১৩ ই জুলাই, ২০২৪ (শনিবার) ছুটি
(কেবলমাত্র দার্জিলিং ও কালিম্পং জেলার জন্য)
নিম্নলিখিত দিনগুলি বিদ্যালয়ে উপস্থিত থেকে পালনীয় :-

৫ ই সেপ্টেম্বর, ২০২৪ (বৃহস্পতিবার) ডঃ সর্বপল্লী রাধাকৃষ্ণণের জন্মদিন (শিক্ষক দিবস)
২৬ শে সেপ্টেম্বর, ২০২৪ (বৃহস্পতিবার) পন্ডিত ঈশ্বরচন্দ্র বিদ্যাসাগরের জন্মদিন

রাজ্য সরকারের নির্দেশানুসারে নিম্নলিখিত ছুটিগুলি সম্প্রদায়গত ছুটি হিসাব গণ্য করা হল :-

২৪ ই ফেব্রুয়ারী, ২০২৪ (শনিবার) গুরু রবিদাসের জন্মদিন (গুরু রবিদাসের অনুগামীদের জন্য)
৩০ শে মার্চ, ২০২৪ (শনিবার) ইস্টার স্যাটারডে (খ্রীষ্টান সম্প্রদায়ের জন্য)
৩০ শে জুন, ২০২৪ (রবিবার) হল দিবস (আদিবাসী সাঁওতাল সম্প্রদায়ের জন্য)
করম পূজা পশ্চিমবঙ্গ সরকারের ঘোষিত দিনই কার্যকরী হবে।

Rhitaabrata Chatterjee
উপসচিব (শিক্ষা)
পশ্চিমবঙ্গ মধ্যশিক্ষা পর্যদ
10/12/23

- বিদ্যালয়ে পালনীয় দিনগুলিতে সকল শিক্ষক, শিক্ষিকা এবং শিক্ষাকর্মীর বিদ্যালয় উপস্থিতির ক্ষেত্রে কলকাতা গেজেট নোটিফিকেশন নং ২১৪-এসই তারিখ ৮.৩.২০১৮ -র রুল ৪ এর অন্তর্গত সাব-রুল ১৫(বি) প্রযোজ্য হবে।

বিশেষ দ্রষ্টব্য :

- ১। এই ছুটির তালিকাটি (২০২৪ শিক্ষাবর্ষ) একটি নমুনা (*Model*) তালিকা দেওয়া হলো। এই তালিকায় মোট ৬৫ দিন উল্লেখ করা হয়েছে। পসন্দত উল্লেখ্য, রাজ্যের বিভিন্ন জেলার বিশেষ বিশেষ এলাকায় অবস্থিত বিদ্যালয়গুলির ভৌগোলিক বৈশিষ্ট্য, আঞ্চলিক উৎসব/প্রথার বিভিন্নতা, প্রাকৃতিক দুর্যোগজনিত ঘটনা অনুযায়ী ছুটির দিনগুলি পরিবর্তিত হতে পারে এবং তা বিদ্যালয় পরিচালন সমিতি/প্রশাসক কর্তৃক অনুমোদিত হতে হবে। কিন্তু মোট ছুটির দিনের সংখ্যা বছরে - কোনক্রমেই ৬৫ দিনের বেশি হবে না।
- ২। রাজ্য সরকারের ঘোষণা অনুসারে ছুটির দিন পরিবর্তিত হতে পারে।
- ৩। সম্প্রদায়গত ছুটির দিনগুলিতে কোন বিদ্যালয়ে পার্বিক মূল্যায়ন রাখা যাবে না।

Rhitalorata Chatterjee
উপসচিব (শিক্ষা)
পশ্চিমবঙ্গ মধ্যশিক্ষা পর্ষদ ২০/১/২৪