

GOVERNMENT OF JAMMU & KASHMIR
DIRECTORATE OF SCHOOL EDUCATION, JAMMU
Muthi Camp, Jammu -181205

Sub: Guidelines for Academic Session 2025-26.

C I R C U L A R

In view of the academic session 2025-26 starting from 1st April 2025, there is a need for various preparatory measures to be taken for its smooth commencement. Accordingly, all Heads of Institutions of Government Schools in the Jammu Division are hereby directed to ensure that following measures are taken before start of the session:

1. School Environment & Infrastructure :

- School premise should be neat, clean and properly decorated.
- Ensure availability of basic facilities like drinking water, toilets, electricity, black/white boards, stationery etc.
- Proper availability of teaching aids, smart classroom equipment, laboratory materials etc.
- Ensure proper implementation and updation of JK Smart Attendance app.

2. Academic Readiness:

- Ensure timely distribution of textbooks and learning material to students.
- Proper timetable should be prepared to ensure that all subjects are allotted adequate time as per the syllabus and if required sections be made where the strength of the students is more.
- Identify slow learners and organize Remedial Classes in dedicated period. Students of different classes, according to their needs, may be clubbed for enhancing their learning and writing skills. Mentor teachers be assigned the job to adopt such slow learners in a group of 4-5 students for improving their learning skills by paying them individual attention.
- Schools should be made print rich before start of session to incorporate BALA (Building as Learning Aid) guidelines enclosed.
- Efforts be made to improve Foundation Literacy & Numeracy (FLN).

3. Teacher Preparedness :

- Small orientation sessions at cluster level to be organized for teachers to share innovative teaching pedagogies and best practices.
- During these sessions teachers should be made aware of various digital learning resources like Jadui Pitara (<https://ejaadupitara.ncert.gov.in/>), DIKSHA, Swayam (<https://swayam.gov.in/NCERT>) etc., Activity books, worksheets for pre-primary classes prepared by SCERT which can be used to improve learning outcomes.
- Teachers to be mobilized during this time to prepare useful Learning Teaching Material (LTMs) for teaching.
- Ensure teachers are familiar with the academic calendar (available on <https://schedujammu.nic.in>) and plan their lessons accordingly.
- Teachers should maintain a proper Teacher Dairy.
- Worksheets as per the taught lesson be designed by the concerned teacher for students to improve the learning outcomes.

4. Student Engagement & Co-Curricular Activities :

- Allocate students into Houses to promote teamwork and healthy competition as per guidelines already issued.
- Identify and nurture student's talent in academics, sports, arts, and other areas.
- Organize meaningful morning assemblies with informative activities as per the guidelines.
- Separate sports period with teacher assigned for every class should be incorporated in the time-table.

5. School Management & Community Involvement :

- Conduct effective enrolment drives and engage the local community to raise awareness about facilities available in government schools.
- Rejuvenate the School Management Committee (SMC) as per the guidelines already circulated and ensure its active participation.
- Prepare a School Development Plan in consultation with the SMC, focusing on academics, infrastructure, and Co-curricular activities.
- Conduct regular Parent Teacher Meetings (PTM) to discuss parental roles and expectations.

6. PM POSHAN & Other Welfare Schemes :

- PM POSHAN Scheme is implemented as per nutritional guidelines.
- Maintain proper hygiene and quality standards in delivering midday meal to students.
- Proper Implementation of Scholarships/Welfare Schemes of Central and UT Govt.

7. Academic Monitoring & Evaluation :

- Establish a plan for academic monitoring to track student progress and improve learning outcomes (circular enclosed).

Further, Cluster Heads/ZEOs shall conduct review meetings with HOIs and teachers of their cluster to ensure preparedness in all institutions under their jurisdiction. Strict compliance of these guidelines shall be ensured by all schools for an efficient and productive academic session.


(Subah Mehta) JKAS
Joint Director

No: DSEJ/2025/ 8114-8226
Copy to the:-

Dated: 12-03-2025

1. Financial Commissioner, (Additional Chief Secretary to the Govt.) School Education Department, Civil Secretariat, J&K for kind information.
2. CEOs (All) Jammu Division for information and necessary action with proper monitoring.
3. Cluster Heads for information and necessary action.
4. ZEOs (All) Jammu Division for information and with the direction to ensure the implementation of these guidelines in the schools.
5. I/c Coordination Cell, DSEJ for information and with the direction to coordinate with CEOs for proper monitoring.
6. P.A to Director School Education, Jammu for kind information of Director.
7. I/c DSEJ Website for uploading.
8. Office record.

Building as Learning Aid(BALA)

- Paint walls with educational content like alphabets, numbers, maps, and scientific diagrams.
- Create Word walls in the school premise
- Display sight words, action words and special words in classrooms.
- Display Sound charts with pictures in classrooms
- Display Calendars, Timetables in classrooms
- Attendance charts, Activity trackers and birthday lists in classrooms
- Labeling of all Items in Schools and classrooms like Kitchen, Door, Wall, window etc.

REVISED LAKSHYA (In alignment with NCF-FS)

Balvatika at Age 5-6

Oral Language	<ol style="list-style-type: none">1. Talks to friends and teachers2. Recites rhymes/poems with understanding
Reading	<ol style="list-style-type: none">1. Looks at books and attempts reading the story with the help of pictures2. Begins to point out and recognize some familiar repeated/rhyming words (sight words or words on containers/food wrappers)3. Recognises letters and corresponding sounds4. Reads simple words comprising of at least 2 to 3 alphabets.
Writing	<ol style="list-style-type: none">1. Scribbles/draws and paints for self-expression.2. Begins to form recognizable letters3. Uses a pencil and holds it properly to form recognizable letters4. Recognizes and writes his/her own name
Numeracy	<ol style="list-style-type: none">1. Counts objects and correlates numerals up to 9.2. Recognizes, reads and writes numerals up to 9.3. Identifies and copies/draws simple patterns.4. Compares two groups in terms of number of objects and uses words like more than/less than/equal to etc.5. Arranges numbers/objects/shapes/occurrence of events in a sequence6. Classifies objects based on their observable characteristics and communicates the criteria of classification7. Uses vocabulary for comparative words like longer, longest, taller, tallest, shorter, shortest, heavier than, lighter than etc. in the context of different objects around him/her.

Class I at age 6-7

Oral language	<ol style="list-style-type: none"> 1. Converses and asks questions with friends and class teacher about her needs, familiar persons and surroundings. 2. Talks about the print available in the classroom, school premises and surroundings. 3. Recites rhymes/poems/songs with action.
Reading	<ol style="list-style-type: none"> 1. Participates during read aloud/story telling session in an active way and answers questions during and after story session; acts out familiar story with props and puppets 2. Uses sound symbol correspondence to read new words. 3. Reads small sentences consisting of at least 4-5 simple words in an age-appropriate unknown text
Writing	<ol style="list-style-type: none"> 1. Develops familiarity with matras in words occurring in familiar contexts (story/poems/ environment print etc.) 2. Writes, draws, and /or makes things to convey meaning and represent names on her/his worksheet, greeting messages, draws pictures that are recognizable objects/people 3. Uses sound symbol correspondence to write words with invented spellings. 4. Writes 2 -3 sentences with understanding
Numeracy	<ol style="list-style-type: none"> 1. Counts objects and develops number sense up to 20. 2. Identifies and extends simple patterns in their surroundings, shapes and numbers. 3. Using addition and subtraction of numbers up to 9 (sum not exceeding 20) in daily life situations. 4. Observes and describes physical properties of 3D shapes (solid shapes) around him/her like round/flat surfaces, number of corners and edges etc. 5. Estimates and verifies length using non-standard non-uniform units like hand span, footstep, fingers etc. and capacity using non-standard uniform units like cup, spoon, mug etc. 6. Identifies Indian currency notes and coins up to INR 20.

Class II or age 7-8

Oral language	<ol style="list-style-type: none">1. Converses and talks about the print available in the classroom.2. Engages in conversation to ask questions and listens to others.3. Recites songs/ poems.4. Repeats familiar words occurring in stories/poems/print etc.
Reading	<ol style="list-style-type: none">1. Reads and narrates/re-tells the stories from children's literature/textbook.2. Creates meaningful new words from the letters of a given word3. Reads age-appropriate unknown text of 6 to 8 sentences with simple words with comprehension, clarity and fluency.
Writing	<ol style="list-style-type: none">1. Writes short/simple sentences to express their understanding and expressions.2. Writes 4 to 5 short sentences with legible writing.
Numeracy	<ol style="list-style-type: none">1. Counts objects and develops number sense up to 99.2. Create new patterns from different shapes and numbers.3. Uses addition and subtraction of numbers up to 99, sum not exceeding 99 in daily life situations.4. Performs multiplication as repeated addition and division as equal distribution/sharing and constructs multiplication facts (tables) of 2, 3 and 4x5. Identifies and describes 2-D shapes like rectangle, triangle, circle, oval etc.6. Estimates and measures length/distance/capacity using non-standard uniform units like rod, pencil, thread, cup, spoon, mug etc. and compares weight using simple balance.7. Uses spatial vocabulary like far/near, in/out, above/below, left/right, front/behind, top/bottom etc.8. Performs simple transactions using money up to INR 100.

Government of Jammu & Kashmir
OFFICE OF THE
JOINT DIRECTOR, SCHOOL EDUCATION, JAMMU
(Directorate of School Education Muthi, Jammu-181205)

Sub: Implementation of G.O No. 2173-JK (Edu) of 2022 dated 01-12-2022.

CIRCULAR

Vide Govt. Order No. 2713-JK (Edu) of 2022 dated 01-12-2022, Academic Monitoring Committee (AMC) has been constituted comprising of the following to monitor the academic activities in schools:

S.no	Official designation	Designation in standing linkage committee
1.	Principal/Complex Head	Chairman
2.	Zonal Education Officer (ZEO)	Member
3.	Prominent Subject Masters/Teachers from HSS/HS to be nominated by Complex Head	Member
4.	One DIET Teaching faculty to be nominated by Principal DIET	Expert Member

The following role has been assigned to the committee:

1. To impart academic support to schools and to monitor learning of children by means of schools visits and capture school academic processes in a format as enclosed.
2. To monitor Teaching-learning outcome of children.
3. To conduct Academic inspections.
4. To conduct monthly review meetings & tracking the progress of the academic achievements of the students/academic support provided in the cluster and formulating academic plans thereof.
5. To record training needs for the teachers of the cluster and communicate the recommendations to DIETS and also recommend the names of teachers (subject wise) to CEO for undergoing training as per their subject specific needs.
6. To analyze the need of subjects within the complex at Sr. secondary level and thereafter recommend the subjects to be prescribed in the Hr. Sec. Schools to CEO concerned.
7. To also inspect examination results of all students within the complex and shall fix the responsibility of examination results on HOIS within the complex.
8. To implement all guidelines of FLN under NIPUN Bharat and other policies and schemes as introduced by the Govt. of UT of J&K and by the Govt. of India from time to time within the complex.
9. To upload error free data on Adharshila and other Govt. portals.
10. To plan and prepare cluster Development Plan and rating of each school in the complex as Green, Yellow and Red on the basis of school performance index.

[Handwritten Signature]

11. To nominate school of the year at zonal, district and divisional level based on school performance index which will be based on academic monitoring of school.
12. To plan and conduct Enrolment drives for left out students
13. To coordinate among schools of the complex
14. To collaborate and share resource among the schools of the complex

All the Principal/Complex Heads (Chairman) are directed to monitor all academic activities through Academic Monitoring Committees framed for their complexes strictly as per above cited Government order and submit action taken report/ monthly progress report to this office on regular basis.

Further, the format for School Inspection Monitoring Report alongwith guidelines /scale for rating of schools is enclosed. Besides above, the Complex heads/ ZEOs shall also ensure that the following steps are also taken for improvement in academics of students:

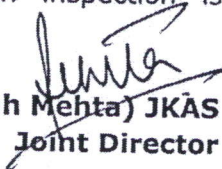
- i. Focus on reading and writing skills of students by introducing techniques like Teaching & Learning Material (TLM) etc.
- ii. Identify slow learners in the class (es) and organize Remedial Classes during Zero period. Students of different classes, according to their needs, may be clubbed for enhancing their learning and writing skills. Mentor teachers be assigned the job to adopt such slow learners in a group of 4-5 students for improving their learning skills by paying them individual attention.
- iii. Morning assemblies be used for sharing new concepts and a time slot of 10 minutes can be used where the best faculty of subject(s) can share basics of grammar & Maths.
- iv. Various quiz programmes / word games/ pick the right one etc. followed by regular class tests be introduced in order to evaluate the learning skills of students. A comparative record of the performance of each student be maintained by the subject teacher & activities can be performed to drill mathematics and enrich vocabulary and grammar or any other subject.
- v. Stress should be laid on classroom learning through revision and recapitulation by the concerned teacher. For this purpose, at the start of lecture, the previous day's teaching be recapitulated. Similarly, at the end of the day's lecture, the content taught be revised.
- vi. The library should be equipped with relevant books and students should be encouraged to visit the library for study purpose with a view to improve their reading skills.
- vii. Easy study material of taught lessons be provided by the concerned teacher to the students so as to discourage the practice of copying answers from guides.
- viii. Science teachers should use Models, perform experiments, practicals & provide hand on experience to make learning easy and simple for students.
- ix. Content to be developed as per the needs and requirements of every student studying in the class as per their mental, age and grade level.

- x. Worksheets as per the taught lesson be designed by the concerned teacher and get them filled so as to improve the comprehensibility level of the students.
- xi. Humanity teachers to plan their lectures in a way to relate the topic with the daily happenings and current national and international events.
- xii. Learning phonetics help in recognizing both familiar and unfamiliar sounds, improve pronunciation skills and develops autonomy in words and sound recognition. Teachers must concentrate on phonemes, try some tongue-twisters, spend more time talking to native speakers record and play the audio, videos etc. to improve the pronunciation of the students.
- xiii. Development of writing skill can be formed by encouraging creativity of the children and think about some novel idea and giving it a right shape.

The inspection reports to be submitted by respective committee on the link <https://forms.gle/BPNgcCAfpJMWFKnX7> on same day on which inspection is conducted.

NO: JD/JSK/2023/2065
Copy to the:

Dated: 15-12-2023.


(Subah Mehta) JKAS
Joint Director

1. Director School Education Jammu for kind information.
2. Chief Education Officer, Jammu/Samba/Kathua for information and to monitor the functioning of Academic Monitoring Committee (AMC).
3. Principal DIET Jammu/Samba/Kathua to provide/ nominate one expert member for each Academic Monitoring Committee (AMC).
4. Office Copy.

Annexure-A

Rating Scale	Teacher Dairy	Student Proficiency	Use of Teaching Learning Material/Activities/practical learning in classroom	Use of Technology and other Innovative ideas in Teaching	Revision, Assessment and Evaluation of Students	Analysis of Student performance and Plan for corrective actions(Remedial Classes/Mentor Teacher Program)	Hygiene and Cleaniness	Availability of Classrooms	Classroom arrangement/organization /display and Decorations	Facilities and Infrastructure for Teaching
Excellent	1.Clarity of Content to be taught 2.Day wise Maintenance 3.Tracking of Lessons 4.Look and Feel	70% of the students are able to Read/Write the given Task without error/able to meet class appropriate learning outcomes.	1.Content Clarity 2.Relevant to Lesson 3. Aesthetic appeal 4.Frequency of TLM used	10% of content using ICT	Regular weekly assessment+maintenance of Record	70% of Student shows improvement over different tests being conducted	Hygiene and Cleaniness of Students,Classrooms,ground,washroom and office well maintained	If all classes are seated in separate rooms	1.Proper spacing in Classrooms 2.Classrooms are well ventilated/lighted 3.Well whitewashed 4.Use of TLM/Charts 5 Print rich classrooms	1.Sufficient and Usable whiteboard/blackboard for each class 2.Availability of Teacher Marker,Chalk,Duster 3.Availability of Teacher Attendance Register. 4. Availability of ICT Infrastructure. 5. Availability of Building as Learning Aid/Models/Charts etc.
Very Good	1.Clarity of Content to be taught 2.Day wise Maintenance 3.Tracking of Lessons	60% of the students are able to Read/Write the given Task without error/able to meet class appropriate learning outcomes.	1.Content Clarity 2.Relevant to Lesson 3.Frequency of TLM used	8% of content using ICT	Regular assesment at end of each chapter+maintenance of Record	60% of Student shows improvement over different tests being conducted	Hygiene and Cleaniness of Students,Classrooms,ground and washroom well maintained	If only two classes are clubbed	1.Classrooms are well ventilated/lighted 2.Well whitewashed 3.Use of TLM/Charts 4. Print rich classrooms	1.Sufficient and Usable whiteboard/blackboard for each class 2.Availability of Teacher Marker,Chalk,Duster 3.Availability of Building as Learning Aid/Models/Charts etc.
Good	1.Clarity of Content to be taught 2.Day wise Maintenance	50% of the students are able to Read/Write the given Task without error/able to meet class appropriate learning outcomes.	1.Content Clarity 2.Relevant to Lesson	7% of content using ICT	Assesment are being conduct periodically in the period as well as in above two parameters	50% of Student shows improvement over different tests being conducted	Hygiene and Cleaniness of Students,Classrooms and washroom well maintained	If only four classes are clubbed in two class rooms	1.Classrooms are well ventilated/lighted 2.Well whitewashed 3.Use of TLM/Charts	1.Sufficient and Usable whiteboard/blackboard for each class 2.Availability of Teacher Marker,Chalk,Duster 3.Availability of Building as Learning Aid/Models/Charts etc.
Average	1.Clarity of Content to be taught	40% of the students are able to Read/Write the given Task without error/able to meet class appropriate learning outcomes.	1.Relevant to Lesson	5% of content using ICT	Terms end test only conducted_maintenance of Records	40% of Student shows improvement over different tests being conducted	Hygiene and Cleaniness of Students and washroom well maintained	If more than two classes are seated in single classroom	1.Classrooms are well ventilated/lighted	1.Sufficient and Usable whiteboard/blackboard for each class 2.Availability of Teacher Marker,Chalk,Duster
Below Average	Dairy Not maintained	less than 40% of the students are able to Read/Write the given Task without error/able to meet class appropriate learning outcomes.	TLM/Activities/Practical Learning not used in Classroom	less than 5 of content using ICT	Only Term end tests without any record	Less than 40 % of Student shows improvement over different tests being conducted	Hygiene and Cleaniness not well maintained	also below average	None of above	Even sufficient and usable whiteboard/blackboards are not available

School Academic Monitoring Report Format

School Name	Udise Code	Zone [1/2/3/4/5]	Education Zone	District	Teacher Dairy	Students Proficiency	Use of Teaching Learning Material/Activities/practical learning in classroom	Use of Technology and other Innovative ideas in Teaching	Revision, Assessment and Evaluation of Students	Analysis of Student performance and Plan for corrective actions [Remedial Classes/Mentor Teacher Program]	Hygiene and Cleaniness	Availability of Classrooms	Classroom arrangement/env ironment/organization/display and Decorations	Facilities and Infrastructure for Teaching
2	3	4	5	6	7	10	11	12	13	14	15	16	17	18

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