

IMPROVED MONTHLY CLASS PROGRESS REPORT

Preparation Method



This is a Uniform Quality Communication Document from School to Parents: Parents ask questions to know about what is happening in their child's class and school. Uniform quality message should go out of school. School should issue monthly progress report, parents will be well informed through a good quality document in a uniform and regular fashion they will trouble you less. I know this means more responsibility and increased expectation but exceeding expectation is what will make vidya sanskar a school of excellence.



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1: Introduction

- Class Teacher Name
- Class Teacher Photograph
- One Paragraph about Class Teacher
- No of Students
- Class Location
- Student List
- Subject List
- Time Table
- Mentor wise
- student Groups
- Session Start Date
- Session End Date
- Anticipated Course Completion Date
- Target Course completion Date
- Remaining Time for Curriculum Delivery

CHAPTER 2: Teachers Summary:

- **SUBJECT 1 - HIGHLIGHTS: MATHEMATICS:**
 - Highlights of activities during the month.
 - This means writing 2-3 lines. Like which chapter is completed.
 - Practice tests Conducted, how many students passed and other similar
 - Similarly other important points will come in here as bullets
 - Highest scorer in class test: Eash Sahapathi

- **SUBJECT 2 - HIGHLIGHTS: SCIENCE**
 - Highlights of activities during the month
 - Highlights of activities during the month
 - Highlights of activities during the month

- **SUBJECT 3 - SPORTS HIGHLIGHTS:** Highlights of activities during the month
- **SUBJECT 4 – MUSIC:** Highlights of activities during the month
- **SUBJECT 5 – ARTS:** Highlights of activities during the month

Overall Analysis of the Month

Two three paragraphs by teacher, such as: Analysis paragraph about the class performance during the month will come here. If it is not written it does not exist and is not useful in my opinion. Because by word of mouth you can neither measure nor improve teachers words. Also in verbal discussion, due to time limitation and verbal skills discussion is often misled from the agenda, hence written word rules!

More text if required. More text if required. More text if required. More text if required.
More text if required. More text if required. More text if required.

SUBJECT 1: MATHEMATICS

- Course Start Date: dd/mm/yy
- Expected Date of Course Completion: dd/mm/yy
- Course Completion or End Date: dd/mm/yy
- Percentage of Course Completed: 55%

WHAT IS COMPLETED THIS MONTH:

CHAPTER 1: GEOMETRY (Teacher: Mr. S. K. Sahapathi)

Weight age of this chapter in syllabus: 5%

Estimated Time of Completion: 10 days

Time Elapsed: 5 days

- Trigonometry Theorem
- Acute Angles and Other Angle Theory and related corollaries
- Sub headings done 2
- Sub headings done 3

ACTIVITIES PLANNED FOR NEXT MONTH:

- Quadrilateral Theorem
- Polygons and their axioms, theorems and related corollaries
- Sub headings done 2
- Sub headings done 3

SUBJECT 2: SCIENCE

- Course Start Date: dd/mm/yy
- Expected Date of Course Completion: dd/mm/yy
- Course Completion or End Date: dd/mm/yy
- Percentage of Course Completed: 55%

WHAT IS COMPLETED THIS MONTH:

CHAPTER 1: GEOMETRY (Teacher: Mr. S. K. Sahapathi)

Weight age of this chapter in syllabus: 5%

Estimated Time of Completion: 10 days

Time Elapsed: 5 days

- Kinetic Theorem
- More on Rotational Physics
- Sub headings done 2
- Sub headings done 3

ACTIVITIES PLANNED FOR NEXT MONTH:

- Theorems on Sound and Speed
- Pulleys Experiment
- Sub headings done 2
- Sub headings done 3

Chapter 3: AREAS OF CONCERN WITH ACTION PLAN

Sno	Area of concern	Constraint or limitation	Impact on class or teacher or school	Suggested Action Plan	Action to be taken by	Target Date
1					Student/ teacher/ principal/ mgmt/ accounts/	
2						
3						

Chapter 4: CLASS PERFORMANCE

- Class Behaviour: Good (for this take feedback survey about class from all teachers)
- Discipline: Grade from From Discipline Incharge
- Food Habits: Grade from Food Incharge
- Overall Attendance: 90%
- This Months Uniform Defaulters: abc and def
- Top 5 Students: Arjun, Karna , Eklavya, Bheem, Yudhishtir
- Popular Book Read among Students:
 - Popular Point of Discussion among students:

Chapter 5: ACADEMIC PERFORMANCE

SNO	SUBJECT	Student name	Average aggregate percentage of class	Top score of the class	Students score	Score in last exam	Overall Percentage in the subject
1.	Maths	Amit	78%	92% by rashmi vohra	84/100	88/100	76%
2.	Maths	Sumit	78%		29/100	55/100	44%
3.	Maths	Ramit	78%		46/100	62/100	41%
1.	English
2.	English

Chapter 6: PROBLEMS AND HOLDUPS

Sno and student name	Problems/ Areas of improvements	Overall Student Strengths	Student Weaknesses	Action Plan	Action by:	Target Date	Remarks from parents
1. Amit	1. bad handwriting 2. English needs improvement	Disciplined, well mannered, good in mathematics and arts	Lack of interest in English, can do better in sports	Extra practice in English spellings and grammar	Student / teacher/ parent/ school mgmt		
2. sumit							
3. ramit							

Chapter 7: STUDY SCHEDULE

MILESTONES BASED CLASS SCHEDULE To control and monitor CIE curriculum in the class

SNo	MILESTONE	Anticipated Start Date	Anticipated completion date	Original Duration	Actual Start date	Actual completion date	Actual Duration	Remarks
SUBJECT: SCIENCE								
1	Chapter 1: (weight age = 8%)	Dd/mm/yy	Dd/mm/yy	X days	Dd/mm/yy	Dd/mm/yy	X+5 Days	Lag of 10 days due to teachers vacation
2	Chapter 2: (weight age = 5%)	Dd/mm/yy	Dd/mm/yy	X days	Dd/mm/yy	Dd/mm/yy	X-3 Days	Completed
3	Chapter 3: (weight age = 11%)	Dd/mm/yy	Dd/mm/yy	X days	Dd/mm/yy	Dd/mm/yy	X Days	Completed
4	Chapter 4: (weight age = 15%)	Dd/mm/yy	Dd/mm/yy	X days	Dd/mm/yy	Dd/mm/yy	X+10 Days	In Progress
5	Chapter 5: (weight age = 20%)	Dd/mm/yy	Dd/mm/yy	X days	Dd/mm/yy	Dd/mm/yy	X-2 Days	
6	Chapter 6: (weight age = 10%)	Dd/mm/yy	Dd/mm/yy	X days	Dd/mm/yy	Dd/mm/yy	X Days	
SUBJECT: CHEMISTRY								
1	Chapter 1:	Dd/mm/yy	Dd/mm/yy	X days	Dd/mm/yy	Dd/mm/yy	X Days	Completed on Time
2	Chapter 2:	Dd/mm/yy	Dd/mm/yy	X days	Dd/mm/yy	Dd/mm/yy	X Days	In Progress
	All Subjects here...							
	...							
	...							

Chapter 8: CLASS ACHIEVEMENTS

Prepare a class life cycle, as an alive identity

Sno	Student Name	Category	Date	achievement	Remarks
1	Amit	Studies/ art/ dance/ music/ co- curricular/ assembly prayer/ board display/ sports	Dd/mm/yy	First in singing competition	
2	Gayatri	Singing	Dd/mm/yy	Participated in interschool dance competition	
3	All students	Excursion to Buddha Garden, New Delhi	Dd/mm/yy		
4	All students	History Educational Field Trip to to Taj Mahal, Agra	Dd/mm/yy	Article of Suhani Grover on Visit to Taj printed in National News paper.	
5	Priya Gulati	Model Student Behaviour	Dd/mm/yy	Chosen as School Prefect	
6	Jaideep Kaur	Birthday Celebration	Dd/mm/yy	Lit the candle in the dining area. Got bday card from the Principal with applaud from students	

Chapter 9: CLASS PHOTOGRAPHS

In Report Card, Add monthly classroom Picture of students, (Casual not formal) teachers or doing any activity. Cost = 5 Rs per student per month.

