

Syllabus monitoring committee and syllabus Implementation

SMC members and attendees

- *Members:*
 1. *Zonal Secretary Operations*
 2. *Zonal Operating Officer*
 3. *External member*
- *Attendees:*
 1. *Members*
 2. *Centre Coordinators/Heads*
 3. *Zonal Director if available*

Purpose of SMC

- *Formation of syllabus as per the needs of a particular centre.*
- *Timely implementation of syllabus*
- *After the formation of the syllabus, weekly monthly plans to be prepared.*
- *Preparation of monthly test papers.*
- *Review by the Zonal Operating Officer/ Zonal members and external member.*

Structure of the plan

- *Day wise topic to be covered.*
- *Formulated and shared by the Z.O.O on a weekly basis.*
- *Plan should include the way a particular topic is to be taught.*
- *Sources to be used like NCERT, Mission Buniyaad books etc.*

Agenda of the meeting (zones in which first meetings have been done)

- *Taking inputs from the centre coordinators*
- *Talking about the problems being faced in implementation of the plan.*
- *Sources used and methods adopted taking inputs from external members.*
- *Solutions to these issues to be sought.*
- *If syllabus not completed as per the timeline, then accommodating the topics in next month's plan.*
- *Revising the status of syllabus.*
- *Preparing next month plan.*

Agenda points in zones where SMC meetings not yet started.



- *Taking inputs from centre coordinators.*
- *Talking about the need of the centre and the resources that can be used to teach and methods of teachings (taking inputs from external members).*
- *Preparing a detailed plan containing topics to be taught and how to teach them.*
- *Weekly/monthly plan shared by Z.O.O.*

Review

- *Weekly review to be done by Z.O.O in case of small zones.*
- *Fortnightly review by Z.O.O in case of big zones.*
- *Monthly review by the zonal team members visiting the centre.*
- *External member suggestions and observations to be recorded.*

- *Inspection registers to be maintained by the centre coordinators.*

Samples

		Under Privileged Advancement by Youth August Planner for Sikanderpur Zone Gurgaon Z.O.O - Jyoti Agarwal				Way to Teach	Z.O.O Remarks	Zonal Remarks
Week 1	Column 1	Column 2	Column 3	Column 1	Column 2			
Class 1	English	Hindi	Maths					
	Unit 3, reading & explain Word meaning, dictation, make the sentence, revision	Unit 5 Read & explain वाक्य अर्थ, chap exercise वाक्य प्रयोग	Chap 3 Addition Single digit add, count the pictures & add, match the column					
	Column 1	Column 2	Column 3					
Class 2	English	Hindi	Maths					
	Unit 3, Chap 1 Read & explain Hard words, word meaning Exercise, dictation	Unit 3 read & explain वाक्य अर्थ, अक्षर वाक्य, exercise वाक्य प्रयोग	Chap 4 counting in tens Chap exercise word problem					
	Column 1	Column 2	Column 3					
Class 3	English	Hindi	Maths					
	Unit 3, Chap 1, Read & explain Hard words, word meaning Exercise, opposite words	Unit 4, read & explain, वाक्य अर्थ, अक्षर वाक्य Exercise	Unit 4- Long & short Exercise					
	Column 1	Column 2	Column 3					
Class 4	English	Hindi	Maths					
	Unit 3, chap 1 Read & explain Hard words, word meaning Exercise	इकाई- दोन वाक्य जोड़ने वाले & घटाने वाले वाक्य	Unit 4 Time Exercise Picture problem					
	Column 1	Column 2	Column 3					
Class 5	English	Hindi	Maths					
	Verb exercise on verb, chap reading Dictation	Unit 4 read & explain वाक्य अर्थ, अक्षर वाक्य Exercise	Unit- 3 Squares Exercise					
	Column 1	Column 2	Column 3					

Test preparation:

- *Taking inputs from respective centre heads about the status of syllabus completion in a particular month.*
- *After taking inputs, taking suggestions from the centre heads and coordinators about the type of questions that can be framed for the test.*
- *Detailed discussion on the inputs received.*
- *SMC members will further take up the discussion and prepare the question paper.*