



Annexure - D

Score Card

Domains and sub-domains of School Quality Assessment and Accreditation:

S.No.	Domains/Sub-domains	Score	Remarks
1	Scholastic Processes and Outcomes		
1.1	Curriculum Planning		
	1.1.1 Principal and teachers are familiar with the spirit and contents of NCF 2005.		
	1.1.2 Curriculum develops skills and abilities which prepare students for a global world of life-long learning.		
	1.1.3 Principal and teachers are familiar with the curriculum documents and support material brought out by CBSE.		
	1.1.4 There is an Annual Curriculum Plan for development of Scholastic Skills.		
	1.1.5 There is an Annual Curriculum Plan for development of Co-Scholastic Skills. (Co-Scholastic Activities in school comprise of music, dance, theatre, literary, scientific, math lab activities, photography, Eco-Clubs, Health and Wellness Clubs, Environmental Clubs, PEC Clubs and other Organizational and Leadership Clubs.)		
	1.1.6 Courses are completed as per curriculum planning.		
	1.1.7 There is a mechanism of monitoring and mentoring of students through CCE and other mechanisms of progress within the curriculum.		
1.2	Teaching Learning Processes		
	1.2.1 School follows an optimum number of teaching days and teaching hours.		
	1.2.2 Teacher Student Ratio.		
	1.2.3 Approaches to learning and teaching.		
	1.2.4 Approaches to Assessment and feedback.		
	1.2.5 School encourages innovative practices through collaboration.		



1.3	Student Assessment and Performance		
	1.3.1	Student Strength.	
	1.3.2	CCE Implementation.	
	1.3.3	Formative Assessment .	
	1.3.4	Summative Assessment.	
	1.3.5	School ensures student participation in atleast 75% classes.	
	1.3.6	School ensures all students achieve and progress.	
Total	Score Obtained – 'x' _____	Maximum Marks 126	(x X 25) /126=
2	Co-Scholastic Processes and Outcomes		
2.1	Life Skills		
	2.1.1	School has Life Skills Development Programme.	
	2.1.2	Life Skills is integrated with Health and Wellness and Adolescent Education.	
2.2	Value System		
	2.2.1	School has a well integrated value system framework.	
2.3	Attitudes		
	2.3.1	Students demonstrate positive attitudes.	
2.4	Work Education		
	2.4.1	School implements Work Education programme.	
2.5	Visual and Performing Arts		
	2.5.1	School provides opportunity for Visual and Performing Arts.	
2.6	Co-Scholastic Activities		
	2.6.1	The school provides facilities to participate in literary and creative skills; scientific skills; information and communication technology skills, organizational leadership skills and aesthetic skills.	
2.7	Health and Physical Activities, Health Cards		
	2.7.1	School provides facilities to students in sports, NCC, scouting and guiding, swimming, gymnastics, yoga, first aid, gardening etc.	
Total	Score Obtained – 'x' _____	Maximum Marks 56	(x X 15) /56=



S.No.	Domains/Sub-domains	Score	Remarks
3	Infrastructure - Adequacy, Functionality and Aesthetics		
3.1	Classrooms, Library, Laboratory, Computer Labs and ICT Facilities, Playground		
	3.1.1 The school has sufficient classrooms conducive to learning.		
	3.1.2 The school Library as resource centre .		
	3.1.3 Laboratories are available to support learning activities.		
	3.1.4 Computer and ICT facilities as resource.		
	3.1.5 The school has adequate playground.		
3.2	Principal's office, Staff Room and Administration Offices		
	3.2.1 The school has sufficient space for Principal's office, staff room and administration office as per requirements.		
3.3	Sports and Games facilities, Hobby Rooms, Arts and Music facilities		
	3.3.1 Indoor and outdoor sport facilities are available and support differently abled.		
3.4	Infirmary (Medical Room), water and sanitation, health management facilities		
	3.4.1 Information in terms of above is not only objective and functional but also aesthetic.		
3.5	Furniture, lighting and ventilation		
	3.5.1 Adequate furniture with adequate verification and aesthetic design is available.		
3.6	Safety and Disaster Management Provisions (fire extinguisher, emergency exit, DM Club, drills)		
	3.6.1 Adequate provision exists for Disaster Management.		
3.7	Provisions for differently abled children and Inclusive Practices		
	3.7.1 Adequate provisions exist for differently abled and school practises inclusion.		
3.8	Eco-friendly orientation, aesthetics, lawns and green plants		
	3.8.1 School practises eco-friendly activities.		
Total	Score Obtained – 'x' _____	Maximum Marks 84	(x X 15) /84=



4.	Human Resources		
4.1	School Staff		
	4.1.1 The school recruits qualified teachers and non-teaching staff.		
	4.1.2 The school has an induction policy in place for the new recruits.		
	4.1.3 The school conducts staff appraisal.		
	4.1.4 School involves teachers, non-teaching staff, parents, alumni and students in its development plan and activity.		
	4.1.5 The school carries on staff development programmes and capacity building of teachers.		
	4.1.6 The school decides the compensation according to the latest pay commission.		
	4.1.7 The school provides staff incentive and appreciation.		
	4.1.8 The school has a well developed mechanism of mentoring.		
4.2	Parents		
	4.2.1 Parents interface with the school.		
4.3	Alumni		
	4.3.1 The school interacts with alumni.		
4.4	Students		
	4.4.1 Students are holistically developed.		
Total	Score Obtained – 'x' _____	Maximum Marks 77	(x X 10) /77=



5	Management and Administration		
5.1	Institutional Planning Mechanisms		
	5.1.1 Planing mechanisms are self reflected.		
5.2	Institutional Improvement and the process of Accreditation and Certification		
	5.2.1 Focus on process and institutional improvement.		
5.3	Goal Setting and Policy Making		
	5.3.1 There is an annual schedule for goal setting and policy making.		
5.4	Effective Co-ordination		
	5.4.1 The management ensures effective co-ordination within the school.		
5.5	Rational mechanism for Resource Management		
	5.5.1 There is rationale for resource management and mechanism in place.		
5.6	Relationship Management (staff, parents, community, alumni, etc.)		
	5.6.1 There is a formal mechanism of relationship management (Staff, Parents, Community, Alumni etc.).		
5.7	Activity Management Mechanism		
	5.7.1 There is a complete activity management mechanism available within the school.		
5.8	Data and Record Maintenance		
	5.8.1 There is complete data and record maintenance.		
5.9	Effective oral and written Communication systems		
	5.9.1 An effective oral and written communication system is in place.		
5.10	Standard Office Operating Procedures		
	5.10.1 The administration follows standard operating procedures (SOP).		
5.11	Financial Administration		
	5.11.1 Financial administration including record keeping, budget, audit etc.		
Total	Score Obtained – 'x' _____	Maximum Marks 77	(x X 10) /77=



6	Leadership		
6.1	Vision and Mission Statement		
	6.1.1 A visioning exercise is built and shared on an ongoing basis with all stakeholders.		
6.2	Strategic Plans for School Improvement		
	6.2.1 There is development of a school improvement plan that is promoted and implemented.		
6.3	Systems for Ongoing Quality and Change Management		
	6.3.1 There are systems for monitoring and reviewing the performance of the school across scholastic and co-scholastic aspects to measure achievement with regard to the plan.		
6.4	Scholastic Leadership:		
	6.4.1 Raising the bar of excellence, through the provision of leadership.		
6.5	Collaborative Leadership:		
	6.5.1 Problem solving across scholastic and co-scholastic aspects is conducted in a collaborative and proactive manner.		
6.6	Innovative Practices		
	6.6.1 The school explores new ways of transacting the curriculum in addressing the needs of students		
Total	Score Obtained – 'x' _____	Maximum Marks 42	(x X 15) /42=



S.No.	Domains/Sub-domains	Final Score	Remarks
7	Beneficiary Satisfaction		
7.1	Student satisfaction: 7.1.1 School allows students to express their opinions, views and suggestions on policies and develops a mechanism to involve them in the decision making process.		
7.2	Teacher Satisfaction: 7.2.1 School creates a non threatening and caring environment for the teachers to voice their feedback and develops a mechanism to review this feedback periodically and use it in improvement, planning and assessing teacher satisfaction		
7.3	Office Staff: 7.3.1 School provides opportunities for the office staff to express their opinions, views and suggestions regarding the policies and uses this feedback meaningfully for continual improvement and for assessing office staff's satisfaction.		
7.4	Principal: 7.4.1 The management/society provides a mechanism for the principal to voice her/his suggestions, views and concerns and periodically reviews the same for continual improvement and also uses it to assess the principal's satisfaction.		
7.5	Management: 7.5.1 The management develops a mechanism for reviewing the vision and mission statement of the school and assesses its satisfaction and uses it for developing a process of continual improvement.		



S.No.	Domains/Sub-domains	Final Score	Remarks
7.6	Parents and Alumni 7.6.1 School provides a platform for the parents and the alumni to share their feedback on the ongoing processes of the school and review the same for improving performances and for assessing parents' and alumni' satisfaction.		
7.7	Community		
	7.7.1 The school has a provision for Free and Compulsory Education under the RTE Act 2010.		
	7.7.2 The school chart out relevant community outreach programmes (viz, preserving the heritage, working with old age homes, preserving environment (SEWA) and integrate them in the annual curriculum plan for all the age groups.		
Total	Score Obtained – 'x' _____	Maximum Marks 56	(x X 10) /56=

SUMMARY:

S.No.	Domain	Score
1.	Scholastic Processes and Outcomes	
2.	Co-Scholastic Processes and Outcomes	
3.	Infrastructure	
4.	Human Resources	
5.	Management and Administration	
6.	Leadership	
7.	Beneficiary Satisfaction	
	TOTAL SCORE OBTAINED IN 74 ITEMS (OUT OF 518 MARKS)	



FINAL ANALYSIS

Instrument 2, 3, 4 and 5:

S.No.	Questionnaire	Sample Size	Satisfaction (%)
1	Questionnaire for Student (A) (Minimum sample size 10 % of total student strength)		
2.	Questionnaire for Teachers (B) (Minimum sample size 25 % of total staff strength)		
3.	Questionnaire for Parents (C) (Minimum sample size 10 % of total student strength)		
4.	Questionnaire for Non-Teaching Staff (D) (Minimum sample size 50 % of total non-teaching staff)		

FINAL ANALYSIS OF SQA AF

S.No.	Domain	Percentage	% Obtained Final
1	Scholastic Processes	25	
2	Co-Scholastic Processes	15	
3	Infrastructure	15	
4	Human Resource	10	
5	Management and Administration	10	
6	Leadership	15	
7	Beneficiary Satisfaction	5	
8	Beneficiary Satisfaction (Questionnaires)	5	
	TOTAL	100	

Note: For qualifying to be Accredited, a school must score over 60% in all and above 50% in each domain.