



State Council of Educational Research & Training, Punjab

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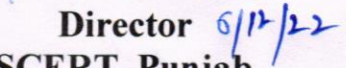


No: SCERT/Mission 100% no. 2023/2

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Mission 100 %: Give Your Best

The Department of School Education, Punjab has launched "Mission 100%: Give Your Best" with the prime aim to improve the performance of students of classes 8th, 10th and 12th in the forthcoming examinations of Punjab School Education Board to be held in February/March 2023 in a mission mode to achieve 100% pass percentage with the collective efforts of teachers, school heads, students and their parents apart from educational officers working at different levels in a well-planned way. Being the brainchild of our Hon'ble School Education Minister, the programme has been launched by himself on 3 December 2022 in which he addressed the teacher community along school children on EDUSAT and shared the details of the programme and motivated them to achieve the aim of this programme. The SOP is spelt out to carry out this programme in mission mode in a systematic, planned and time bound manner copy of SOP is attached herewith.


Director 6/12/22
SCERT, Punjab

Standard Operating Procedure (SOP)

1. GENERAL

- State Nodal Officer – District Nodal Officer (DEO SE) –Block Nodal Officer (BNO)- School Nodal Officer (school head/Incharge)
- Categorisation of students of Board classes (8th / 10th / 12th classes) according to their achievement level.
- More than 80 % Marks : Dr APJ Abdul Kalam Group
- Between 40% to 80 % Marks: DrHargobind Khorana Group
- Less than 40% Marks: Albert Einstein Group

2. STATE LEVEL

- Daily pledge for students.
- Daily countdown posters
- Data collection of achievement record of students and its analysis.
- Creation of motivational content, videos, audios, short biographies of great/successful personalities etc.
- Preparation of special study material including audios, videos etc. and its distribution and also online doubt clearing session.
- Simplified study material and joyful videos for Einstein group.
- Online discussion with teachers regarding exam pattern.
- Motivational lectures through online / EDUSAT medium for teachers and students.
- Stress free sessions through online /EDUSAT medium for teachers as well as for students.
- Appreciation letters to teachers for acknowledging their good work.
- Online / physical WRMs (Weekly Review Meetings) with DEO (SE), Principal DIETs, E&S teams, departmental academic teams.
- Visits of departmental officers in schools.
- Sharing best practices.
- Interview of merit holder students through EDUSAT.

- Solving problems of teachers received through DEO (SE) or via any media by taking the help of District Nodal Officers.

3. DISTRICT LEVEL

- Data collection of achievements record of students and analysis in DIETs under the supervision of DIET principals.
- Preparation of district plan for Mission 100 %: Give Your Best.
- Sharing/distribution of study material.
- Sharing problems of teachers with District Nodal Officers for their speedy solution.
- Residential intensive coaching of intelligent students at district level.
- Allocation of schools with acute shortage of staff to DMs, BMs, surplus teachers.
- Principal DIET to ensure the full time presence of DM, BM or other teacher deputed in schools with acute shortage of staff.
- DEO (SE) to double cross for their full time presence in schools.
- DEOs and Principal DIETs to visit schools personally.
- Motivational sessions for teachers at district level.
- WRM of teams, PDMs, School Heads, DRPs, DMs, BMs etc.

4. BLOCK LEVEL

- Data collection & analysis and preparation of block plan.
- Sharing / distribution of study material to schools.
- Allocation of schools with acute shortage of staff to BMs, surplus teachers in the block.
- WRM

5. SCHOOL LEVEL

- Data collection & analysis.
- Grouping of students in Albert Einstein, Dr. Hargobind Khorana and Dr. APJ Abdul Kalam group also identification of students which are very weak in reading, writing and need extreme care.

- School level micro-planning, this will be on the table of school head with student achievement data including their names.
- Morning assembly pledge.
- Motivation of students: Through lectures, appreciation in the form letter, book, pen, flower, badge etc.
- Clapping for good performing students for regular attendance, progress in study or progress in any field.
- Early wake up call to students.
- Sending motivational messages to students.
- Talking/contacting/whatsapp / visiting community and parents for the in progress in academic performance of the student, ensuring their presence in school (in case of absenteeism) and try solving family problem of the student by knowing family background.
- Assuring distribution / sharing and use of special / simplified study material joyful videos / audios etc. by the teachers in students of different achievement levels according to their needs.
- Zero period, morning, evening extra classes.
- Winter session /camp / class for students according to the need of students.
- Whatsapp groups of students for study.
- Small buddy groups for peer learning by mixing students from three achievement groups so that students of one group help the other in study. This will create confidence among them all.
- Full use of ICT like ICT lab, e-lib, projectors, smart TVs, EDUSAT or any other medium/method which school can manage for the academic progress of students.
- Informing students how to attempt exam paper, paper pattern and giving tips how to score good marks.
- Teacher will be available online for students after school time.
- Avoiding un-necessary leaves.

- Special Session for Intelligent students for clearing doubts and also for weaker students for their practice.
- Work hard for Dr. Khorana group by not ignoring them so that they can also achieve next level.
- Setting up target for every student to increase progress atleast 10% of previous one.
- Have to achieve 100% success, set target: All students pass, progress from 40% to 50%, 50% to 60%, 60% to 70%, 70% to 80%, 80% to 90%, 90% to 100% marks.
- Arranging small stress free and motivational sessions for teachers and students.
- Cluster school heads/incharges to ensure to send teachers in their cluster schools where there is shortage of subject teachers.
- School head should act as role model by taking classes of these students.
- Exhibition of true mentorship by school head.
- Motivating teachers to declare real outcomes of students.
- All the stakeholders to work as a team for best possible outcomes.
- Ensuring the presence of DM/BM or other teacher sent to school for full time i.e. from sharp 9 AM to 3.20 PM. Relax them for that time when he/she has any other duty like physical meeting.
- Any Innovative activity that school wants to do for the enhancement of study of the students.
- WRM of staff for the academic performance of students.