



**S T . F R A N C I S D E S A L E S**  
HIGHER SECONDARY SCHOOL - GUWAHATI

*Touching Lives Moulding Future*



# **STRATEGIC PLANNING MANUAL 2021**

[www.sfsguwahati.ac.in](http://www.sfsguwahati.ac.in)



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## ST. FRANCIS DE SALES HR. SEC. SCHOOL

### OUR SCHOOL EMBLEM

The school's name reminds us of St. Francis de Sales, who was the Bishop of Geneva popularly known as 'Gentleman Saint' in the Roman Catholic Church.

The Book in the emblem signifies the quest for knowledge, primarily contained in ancient and modern, religious and secular and scientific and unscientific writings. This search for knowledge is symbolized through the local Assamese culture, represented by the 'Bota' and 'Gamusa'.

The term 'Lighted For Life' and the symbol of merging flames forming the Cross in the middle stand for the all-pervading nature of light and national integration and Christian commitment. All living organisms receive their vitality, nourishment and energy from the greatest source – the Sun. In the same way, knowledge is all-pervading and is the source of everything human. It awakens the human spirit to venture into new horizons of human development with creativity and enlightenment.

The Cross stands for the values of God's kingdom: freedom, equality, justice, and fellowship brought about by Lord Jesus Christ, who said, "I am the way, the truth and the life".

Our patron, St. Francis de Sales, considered 'knowledge' as the eighth sacrament. For our Founder, Fr. Peter Mermier, 'formation of any kind is a work of love. Hence SFS school has the motto 'Knowledge, Love and Service' inscribed prominently on the emblem.

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To implement the Strategic plan effectively and efficiently, review meetings will be organized every six months for five years to take stock of the progress of implementing this strategic plan document.

After five years, this strategic plan will be re-visited. The school shall update its strategies, meet the emerging challenges, and respond to the management of changes in society accordingly.

## **1.1 History of SFS**

St. Francis de Sales Higher Secondary School, Narengi, Guwahati is the result of the dream and aspiration of Missionaries of St. Francis De Sales, North East India Province. The school is a unit of the Mermier Educational Society. The North-East Province of the Missionaries of St. Francis De Sales (MSFS) efforts led to the inception of SFS in 1998.

The school began with the course curriculum of the Secondary Education Board of Assam (SEBA). However, in 2010, the school was affiliated with the Central Board of Secondary Education (CBSE). The first batch of Class X students passed from the school in the year 2008. The school started the senior secondary section in the year 2011. In 2008, the first batch of Grade 10 students passed out, and 2011 saw the commencement of the senior secondary section.

Established and guided by St. Francis de Sales principles, the school aims to bestow high quality of education and moral values amongst the students with the promotional tagline "Touching Lives and Moulding Future."

Initially, the school started with only 72 students. Over the years, the number increased, and today the school has grown to become a family of 2000 students, with more than 125 staff including teaching and non-teaching.

Equipped by a full-fledged library with more than 10,000 books, availability of well-designed reading rooms with ample number of periodicals, large playgrounds, multipurpose hall, air-conditioned auditoriums, well-equipped lab for computers, science, mathematics and Atal Tinkering Lab (ATL), dance rooms, football ground and basketball court, school canteen, and administrative block the school provides holistic, child-friendly, activity-oriented, and experiential learning for all.

## **1.2 Vision**

An institution of excellence imparting holistic education to its human resources to mould them into globally competent and scientifically tempered citizens who are spiritually awakened, environmentally sensitive, with ideals of nation-building, instilled through Fransalian values of universal fraternity, optimism and compassion.

## **1.3 Mission**

To foster an engaging environment for joyful and experiential learning through progressive curriculum, critical thinking, care for the marginalized, instilling personal integrity, respect for diversity, igniting self-discovery, and exploring the universe, in a gentle but firm approach.

## **1.4 Broader understanding of vision**

Our vision focuses on imparting education covering all aspects for the overall development of the students and the stakeholders. Emphasis is laid on forming skills and imparting knowledge that enables students to prepare themselves in the diverse world. Focus is given on developing analytical and critical thinking skills, which develops an aptitude to contribute to society and incorporate values promoting peace and contentment to become spiritually awakened individuals. Additionally, emphasis is laid on promoting environmental consciousness and developing values to contribute to the nation's development. Fransalian values of universal fraternity, optimism, and compassion are nurtured, developing students responsible citizens.

The key feature of our vision is to impart education to our learners, which has all the characteristics to nurture and groom their all-round personality. We emphasize developing these life skills so that SFS becomes an institution, which churns out individuals who are groomed with a global outlook and scientific approach. Our curriculum shall train our learners to understand the immediate need to preserve our natural environment and become futuristic citizens of India. We seek to achieve our vision through what St Francis believed in: to create a worldwide community with a positive frame of mind and empathy for all.

## **1.5 Broad understanding of Mission**

Our Mission focuses on creating an environment in school that engages learning as an ongoing process by incorporating experiences as a primary aspect of learning. The Mission emphasizes providing support to marginalized communities by developing a sense of affection and empathy for people in need. Cultural values are outshined by promoting integrity and respect amongst all diversities and providing opportunities to explore practical aspects of life.

Our Mission is to encourage the development of a surrounding that incorporates life experiences as a primary aspect of learning. We seek to develop a sense of empathy in our learners for the marginalized community and socially diversified classes by teaching a progressive curriculum, enabling them to think critically and build up strong personal integrity. From SFS, every alumnus would continue and prosper to be a lifelong learner.

## **2.1 Strengths, Weakness, Opportunities and Challenges (SWOC)**

SWOC analysis aligns the strengths, weaknesses, opportunities, and challenges concerning the school's objectives, taking into account the internal resources and capabilities termed under strengths and weakness and external factors of the institution termed under opportunities and challenges.

## **2.2 Analysis of Strengths of the School**

Strength incorporates internal factors that are likely to affect the achievement of the school objectives positively.

- \*Well qualified and efficient band of faculties who are committed, knowledgeable, skilled and experienced with a very high level of motivation and rooted to a sense of excellence.
- \*Efficient, visionary, innovative and collaborative leadership.
- \*Availability of a spacious and well-developed infrastructure
- \*A digital school that is technology-driven with advanced teaching aid, digital classroom supported by competent human resources, and good medical facilities.
- \*Affordable and accessible quality education for all.
- \*Organized and approachable management supporting transparent working environment through in-house digital platform like Desalite Connect, School YouTube channel, School Facebook and Instagram Page and other social media platforms.
- \*Clear and effective communication amongst all stakeholders.
- \*A healthy relationship with all stakeholders is encouraged.
- \*Availability of processes for capacity building.
- \*Well-coordinated curricular and co-curricular activities for students.
- \*Availability of in-house counseling cells for students.
- \*Efficient up-gradation and adoption of new policies and practices as prescribed by regulators in the education sector for the development of the school.
- \*Good talent acquisition practices of all human resources in the school, including staff and students.
- \*Well-coordinated staff with execution of adequate time management and planning.

## **2.3 Analysis of Weakness of the School**

Weakness incorporates internal factors that are likely to impact negatively in achieving the objectives of the school.

- \*More outdoor activities keeping in mind the gross motor and fine motor skills among students.
- \*More opportunities to be given to students for experiential learning, bridging the gap between theoretical and practical knowledge.
- \*More efforts to be given to students and staff for avoiding the fear of public speaking.
- \*Too much dependency of school on information technology with Desalite Connect as the major component in functioning.
- \*Fewer areas of the city are covered in the aspect of providing transportation services for students.
- \*Prevalence of frequent alterations in job role and schedule of administrative staff.
- \*Prevalence of inadequate documentation procedures in the school.
- \*Lack of substitution against existing process owners in administrative staff for functioning.
- \*Existence of over-dependency of students on teachers.
- \*Lack of aptitude prevalent among students for problem-solving and concept learning of subjects.

## **2.4 Analysis of Opportunities in the School**

Opportunities engulf aspects from external sources that are available, which can be utilized by the school, in achieving the vision and Mission of the school.

- \* Availability of scholarships from agencies including White Hat Junior, Abacus etc for students which are encouraged by the school.
- \* Integrating experiences and knowledge of parents who are educated and have expertise in various professions by providing a platform for delivering motivational talks and sessions to students.
- \* Availability of interactive sessions by well-known personalities in various platforms.
- \* Availability of exams such as CTET conducted by agencies that promote the professional development of teachers is encouraged by the school.
- \* Availability of places with historical importance and rich culture like Kalashetra, Science Museum, and educational institutions including Indian Institute of Technology (IIT) Guwahati are integrated as resources for learning by organizing field trips for students.
- \* Availability of Mathematical learning programmes such as Mind Spark, competency tests, Asset examinations, Spell bee and Olympiad for students.
- \* Availability of agencies like Career spark is integrated for students through collaboration to provide career guidance and assessment to students.
- \* Policies of accreditation and affiliation bodies like NABET and CBSE incorporated by the school for self-analysis and improvement.

## **2.5 Analysis of Challenges of the School**

Challenges engulf factors that are likely to create hindrance and obstacles for achieving the goals of the school. Analysis of these external factors can be looked upon to decrease the impact and prevent any vulnerable situation.

- \* Less participation of parents in school processes, including parent-teachers meetings. (PTM)
- \* Holidays frequently declared by any external organizations and agencies.
- \* Impractical expectations of parents from wards, teachers and the institution.
- \* Dependency in digital platform and processes by the school increasing lack of adequate data security.
- \* Prevalence of a diverse range of socio-economic and educational status amongst families of students as well diverse linguistic and cultural groups of stakeholders.
- \* Lack of awareness amongst parents on promoting mental health and wellbeing of students.
- \* Situational aspects in school emerging as a result of various political, educational and socio-economic changes pertaining to the overall environment outside school.
- \* Inconsistency in satisfaction amongst stakeholders in context to varied interests for students.
- \* Prevalence of dependency in external agencies for availing outsourced services in the form of print work and other such facilities in school.

### **3.1 STRATEGIES FOR SWOC ANALYSIS**

Strategies focus on the aspects covered under the analysis of the strengths, weaknesses, opportunities and challenges of the school, initiating strategic planning and execution to improve the strengths and opportunities and convert weaknesses and challenges for optimizing aspects for development.

#### **3.2 Strategies for strengthening the strengths of the school:**

1. An abundance of co-curricular activities promoted in the school that can be strengthened to showcase various programmes related to cultural diversity by organizing inter and intra school competition among the students in various level - zonal, clustoral and state level.
2. Availability of well-trained faculties which can be further strengthened by inviting faculties from various schools for guest lectures and organizing workshops, to share their ideas to enhance interactive skills amongst teachers.
3. Availability of a safe, hygienic and pollution-free environment in school can be improved by generating awareness among students through a showcase of realistic, documentary films on environmental degradation, global warming, etc., and promoting cleanliness drives amongst students and spread awareness on social media platforms.
4. Integration of ICT technology in teaching along with a well-equipped infrastructure can be enhanced to improve skills in students by encouraging them to use various digital tools like Powerpoint Presentation (PPT) for the execution of their ideas related to classroom activities.
5. Focus to be given on staff in-service training by incorporating a more practical oriented approach of training that targets department and subject wise, exposing teachers to subject experts from other cities or countries, and increasing the knowledge base.
6. The school infrastructure to be improved by up-gradation of classroom tools viz. whiteboards, regular up-gradation of features such as Teach Next and Tata Class edge, provision of high-speed WIFI in all floors, and internet connection in-smart boards for use as resources, available on the Web.
7. Facilitating improvement in professional work ethics in staff through the incorporation of an effective appraisal system for teacher and staff, appreciation and identification of staff in the Desalite website, a better reward and recognition system with multiple categories and establishing support to create a LinkedIn presence for establishing broader national and international outreach and other methods for motivation of staff.
8. Initiating focus for building a more supportive management system by creating employee welfare schemes for promoting better staff motivation and retention and integrating interactive sessions among academic staff and management, at least twice a year to build healthy relationships amongst all staff members.

9. Incorporation of training opportunities for administrative staff in specific areas according to the job role will enhance professional growth and development.

10. Incorporation of updated technology by enabling the existing school ERP system into a more user-friendly system for all, with adequate training sessions provided for all stakeholders.

11. Enhancement in incorporating adequate time management and planning of tasks of administrative staff by effectively planning a work calendar - weekly, monthly and annually, for timely execution of duties and increasing job efficiency of the staff.

### **3.3 Strategies for overcoming the weaknesses of the school:**

1. Initiate reading skills amongst students by encouraging them to read newspapers and give presentations on them in the classroom to develop public speaking and oratory skills.

2. Incorporate maintenance and establishment of an adequate teacher-student relationship for building an effective teaching-learning process.

3. Initiate students to uphold duties and responsibilities for organizing extracurricular events such as quiz, debate competition, etc., to promote and enhance students' leadership skills.

4. Incorporate guidelines by CBSE to maintain an appropriate teacher-student ratio in classrooms and allot students accordingly, with an increase in the number of sections.

5. Adopting a multilingual framework in the teaching-learning process mentioned under National Education Policy 2020 decreases the language barrier as and when required for students.

6. Provision of adequate transportation services to cover a larger area within the city and bring students from a diversified population in school.

7. Facilitation of awareness in mental wellbeing through incorporation of yoga sessions and workshops for students as well as staff by professional.

8. Incorporating opportunities to provide exposure for exploring theoretical knowledge and its application in the practical world increases the number of science labs and the conduction of literary workshops providing opportunities for students.

9. Maintenance of adequate documentation as per accreditation standards to improve the absence of proper documentation procedures in school.

10. Management of frequent alterations in job schedule amongst administrative staff by effective planning of work calendar - weekly, monthly and annually, in collaboration with the management for timely execution of duties and increased job efficiency.

11. Maintenance of flow of information as per the hierarchy structure of the institution to reduce improper flow of communication between different stakeholders.

12. Facilitation of regular counseling procedures by in-house counselors for increasing and enhancing the motivation of students and staff.

### **3.4 Strategies for using the available resources as opportunities to enhance growth and promote development:**

1. Promoting field trips to students for facilitating learning in students with interactive experiences to complement classroom experiences.

2. Promoting participation of students in various inter-school competitions organized by other schools that provide new experiences to the students and help uncover their potentialities, instilling the spirit of teamwork and enhancing social and communication skills.

3. Availability of CBSE training to help improve teaching-learning outcome of students through opportunities acquainted in learning innovative pedagogies, use of enhanced technical knowledge and overall growth for the teaching staff.

4. Usage of Atal Tinkering Lab (ATL) is encouraged to incorporate the teaching-learning process by teachers to create an environment of scientific temperament, innovation, and creativity among students.

5. Availability of cultural-historical sites and technological institutions within the city to be incorporated for conducting visits for students to enhance knowledge and instil curiosity amongst them.

6. Availability of programmes such as Mind Spark, Asset examinations, Career guidance by Career spark, Competency Tests by Open Door, etc., are encouraged to expose teachers and students to a broader range of knowledge to upgrade themselves.

7. Incorporating guidelines and policies of accreditation & affiliating bodies, including CBSE and NABET, provides a better understanding of the school's self-evaluation and regular audits.

8. Adequate market research on the availability of digital infrastructure on the latest relevant technological advancements and its implementation for the development of the institution.

9. Availability of scholarships for students from agencies such as White Hat Junior, Olympiad examinations, Abacus etc. to be encouraged by spreading awareness as well as assisting students, to avail the scholarships.

### **3.5 Strategies for addressing challenges of the school and application of the challenges as opportunities to develop:**

1. Enhancement of data security system of school by incorporating components such as one time password (OTP), two-step verification process, etc. to ensure safety in maintenance of data of the stakeholders.

2. Encouragement of students to donate their books previously used for distribution amongst the needy which will inculcate healthy moral values and practices amongst them.
3. Coordination of online classes as a mode of the teaching-learning process in the context of sudden indefinite strike or protests resulting in holidays ensures that students do not deviate from regular schedules.
4. Availability of scholarships for students provided by the school on the basis of socio-economic and educational status of families and facilitating adequate mentorship to students in need, for academic guidance and support respectively.
5. Initiation of teacher conclaves and exchange programmes for development of innovative teaching, classroom ideas, etc.
6. Availability of Anglo-Indian dictionaries in the school library to be encouraged for use by the students and teachers to deal with diverse linguistic and cultural groups that engulf difficulties in the mainstream language.
7. Facilitation of specialized counselling for parents apart from parent-teacher meetings to educate them on challenges they face by experts and generating awareness on mental wellbeing of students.
8. Generating students' awareness in the aspects of cyber-crime and safety by initiating programmes in collaboration with experts from organizations dealing with cybercrime, especially from classes VIII to XII.
9. Conduction of awareness programmes on political, educational and socio-economic changes to enhance critical thinking of students.
10. Conduction of programmes to spread awareness on environment through trainings or drills on disaster management for stakeholders, as per the policies of the concerned department.
11. Incorporation of adequate monitoring measures to evaluate satisfaction of stakeholders through conduction of surveys and acquire feedback for taking necessary corrective actions, by the management.

#### **4.1 GOALS, OBJECTIVES AND ACTIVITIES OF PRIMARY SECTION (CLASS 1-5)**

**GOAL 1:** Promoting among the students a sense of belongingness to the school and the community.

**OBJECTIVE 1:** To encourage a healthy relationship among the students and between the school's students, teachers, and parents.

#### **ACTIVITIES:**

- Parent-Teacher meeting to be conducted at the beginning and end of the Academic session along with meetings after PT1, PT2, TERM1 and TERM2 examinations every year.

- Celebration of days of importance including Republic Day, Independence Day, Parents Day, Children's Day and Teachers Day amongst all in the school campus.
- The practice of preparing and sending e-cards on special days by students, including Children's Day, Mother's Day and other special occasions.
- Celebration of birthdays of students in the class.
- Regular update of school events to keep parents informed through Desalite connect and social media platforms of the school.

**OBJECTIVE 2:** To build a harmonious relationship with the students with the community.

**ACTIVITIES:**

- Students will be encouraged to perform skits as part of Star Assembly based on themes that promote community engagement.
- Children will donate a plant on the occasion of World Environment Day to the school or nearby community.
- Poster making competition will be organized amongst students on different religious occasions to promote communal brotherhood amongst all.
- Educational trips organized to places to better understand the community/city/state and provide exposure to students once a year.

**OBJECTIVE 3:** To teach good habits and hygiene practices among students.

**ACTIVITIES:**

- Morning speech to be addressed by every student once in a Term on various topics focusing on the importance of health, hygiene and good habits.
- Collage making practice based on themes highlighting personal hygiene to be conducted amongst students, once in a term during the moral science period.
- Instil in students the practice of cleaning their respective classrooms at the end of every month under the supervision of the class teacher.
- Students will be encouraged to participate in the school assembly diligently every morning and afternoon to develop a sense of self and surrounding.

**OBJECTIVE 4:** To encourage parents and students to work as partners in progress throughout the year.

#### **ACTIVITIES:**

- Students will be guided to do craftwork as specified by one subject teacher with the assistance of parents at home, once a month.
- Students will prepare a project based on the theme 'Best out of waste' during winter break as assigned by the art teacher, under the guidance of parents.
- Competitions engaging family members of students, including dance, singing competition, cooking competition, etc., will be conducted twice a year.
- Students will be facilitated to prepare a card at home with the assistance of parents on anyone special day of the year, as assigned by the school.

**GOAL 2:** Improve and enhance the holistic performance of every stakeholder of the school by providing relevant learning opportunities.

**OBJECTIVE 1:** To enable students to identify their strengths and interests through exposure to various activities.

#### **ACTIVITIES:**

- School exhibition to be held once a year encouraging participation of all students, either individually or in groups.
- One competition incorporates various aspects of students' cognitive domains like drawing, writing, spell bee, etc. to be conducted monthly.
- Sports week to be organized once a year to enable students to participate in various indoor and outdoor activities.
- Star Assembly to be addressed by every class once in every term, to allow students to display their talent, where every student is encouraged to participate through constant encouragement and monitoring.
- Students will be encouraged to participate in inter-school and intra-school competitions for debate, quiz, extempore speech and other co-curricular activities as well as appear in scholarship-based examinations conducted by external agencies like Abacus, White Hat Junior, etc.

**OBJECTIVE 2:** To conduct in-service training in a year for teachers to update and upgrade themselves.

#### **ACTIVITIES:**

- In-house or out-house training will be undertaken for a minimum of seven days by teachers in every academic session. The focus will be on attending a minimum of one training webinar in a month by all teachers through the CBSE portal.

- Discussions to be facilitated on best teaching practices in weekly departmental meetings and micro-teaching to be executed by every teacher, in departmental meetings once in every term.
- Self and peer-evaluation to be organized once a year for the teachers.
- Teachers' compulsory participation is to be ensured in qualifying examinations conducted by external agencies like CBSE, NCERT, in-house Teacher's Olympiad once every year.
- Recognition of teachers through certificates of appreciation and special award such as 'Star teacher' to be provided at the end of every session.
- Up-gradation of digital content of the classrooms at the end of every session by the teachers.

**OBJECTIVE 3:** To engage and educate the parents about the progressive learning environment of the school.

#### **ACTIVITIES:**

- Conduct surveys using Google form to acquire feedback from parents on the school's functioning once a year.
- Adequate orientation to be conducted for parents of newly admitted wards at the beginning of the session, providing an overview of the school's various activities.
- Webinar sessions on relevant topics to be conducted for parents once in every term.
- Inviting parents from different professions and field of expertise to the school and organizing interaction for students once a year.
- Counselling sessions to be organized for parents for facilitating a healthy parenting experience once a year.

**OBJECTIVE 4:** To actively involve the community at large in school activities.

#### **ACTIVITIES:**

- Fundraising event to be held once a year by each section on account of poor fund support collection.
- Provide a platform for community leaders and distinguished person to participate as speakers during school events at least twice a year.

**GOAL 3:** Sensitize and empower students for real-life situations.

**OBJECTIVE 1:** To enable students to become responsible for their conduct in the school and outside.

## **ACTIVITIES:**

- Students will be engaged in the habit of diary writing regularly to generate the idea of keeping track of everyday events.
- Provide opportunities to class captain, vice-captain, discipline in-charge, house captain, etc, to develop responsibility and leadership skills.
- Counselling sessions to be organized for students with the school counsellors to monitor the behavioural patterns of the students, once every two months.
- Continuous monitoring of the students will be followed through care calls by the class teacher to the parents of the students at least once a month.

**OBJECTIVE 2:** To instil among the student's moral values of optimism, gentleness, honesty and compassion.

## **ACTIVITIES:**

- Stories having moral values will be shared by a teacher once a week during the moral science class of students.
- Roleplay activities to be conducted once a month for students based on real-life situations, focusing on themes with moral values.
- Students will be engaged in singing songs highlighting humanistic values with the teacher in the classroom twice a month.
- Screening short films focusing on optimism, compassion and other moral values will be conducted for students once a month, along with discussions facilitated by the teacher.

**OBJECTIVE 3:** To promoting environmental awareness and an eco-friendly approach in the school throughout the session.

## **ACTIVITIES:**

- Students will be integrated to clean the school campus for five minutes at the beginning of the drill period.
- Students will be encouraged to minimize the use of plastic in the school campus through periodic messages highlighted once a week on social media platforms of the school.
- Mock drill on traffic rules, disaster management, fire safety and first aid will be conducted once a year.
- Slogan presentation will be given by students based on individual groups on topics related to environmental awareness in June to mark its awareness month.

**OBJECTIVE 4:** To mould students into socially considerate and consciously literate individuals.

#### **ACTIVITIES:**

- Students will be facilitated to maintain a scrapbook or a report file showcasing stories and values of their role models that inspire them.
- Teachers on eminent personalities will enact roleplay as a mark to celebrate important national events.
- Visits to community or slum area, orphanage or old age home, etc to be organized once in a year for students.
- Awareness programs on 'Child Rights' will be organized in the school once a year for students.

**GOAL 4:** Address the cognitive aspect of development to improve the academic performance of the students.

**OBJECTIVE 1:** To adopt the child-centric approach and experiential teaching-learning strategies for every subject to make students independent learners throughout the year.

#### **ACTIVITIES:**

- Group Activities, including debates and quizzes relevant to students' chapters, will be conducted as a part of environmental science classes.
- Teachers will facilitate students to focus on comprehension passages to apprehend their understanding skills for all the three language subjects respectively, once a week.
- Teachers will provide assistance and guidance to students by promoting learning through incorporating mind spark for mathematics, lab activity for computer science, etc., once a week.
- Organizing book talks once a month where every student will be encouraged to interpret stories read by them in their way in the class.
- Students will be provided guidance by teachers for availing scholarships provided by external agencies.

**OBJECTIVE 2:** To recognize and foster the creativity of students through multiple platforms throughout the academic session.

#### **ACTIVITIES:**

- Creative writing practices to be facilitated through the incorporation of picture composition in all languages, once a month.
- Drawing classes will incorporate relevant topics and themes given to students to display their free-flowing thoughts.

- Participation of students in any co-curricular activity will be facilitated like music, dance, art, yoga, sports or any other activity provided by the school, twice a week.
- Integrated multi-disciplinary project for students to be incorporated for every subject in the curriculum, in each term.

**OBJECTIVE 3:** To enhance the critical thinking and logical reasoning skills of the students

**ACTIVITIES:**

- Competitions for story writing to be conducted for students once a year.
- Games including riddles, clue games and puzzles to be incorporated in classes for students once a month, for every subject by the respective teacher.
- Incorporation of competency assessment tests based on the syllabus to be conducted four times a year for students regarding all the major subjects.
- Integration of brainstorming sessions in the teaching-learning process for students once in every fortnight, for environmental science by the concerned teacher.

**OBJECTIVE 4:** To continuously identify, evaluate and remediate the learning gaps of students.

**ACTIVITIES:**

- Organizing chapter tests after completion of every chapter to evaluate the students' progress and address the identified learning gaps, based on which the teacher will conduct special remedial class in one of the periods allotted within the week.
- Allotment of relevant class assignment provided by teachers, comprising of at least two questions per subject to be submitted by students within a stipulated time frame every day.
- Activities focusing on reading and spelling tests will be conducted every week in class to enrich students' vocabulary
- Teachers will give assignments focusing on improving the handwriting of students for all three languages every Friday.

**5.1 GOALS, OBJECTIVES AND ACTIVITIES OF MIDDLE SECTION (CLASS 6 TO 8)**

**GOAL 1:** Promote a holistic environment to impart formal education

**OBJECTIVES 1:** To assist the students in achieving the holistic development

## **ACTIVITIES-**

1. Conduction of literary and cultural competitions once every two months.
2. Conduction of sports events once a year.
3. Incorporation of classes related to waste management for students once a week.
4. Incorporating model making as an element to enhance scientific temperament of students as a mark of celebrating 'National Science Day' on 28th February every year.
5. Field trips to different institutions to be organized for providing practical exposure to students.

**OBJECTIVE 2:** To enhance students' skills, methods to capitalize and motivate their curiosity to improve their wellness and understand how their environment works.

## **ACTIVITIES-**

1. Technology to be incorporated by teachers in the class as an element of the teaching process.
2. Encouragement of students to use various digital tools like PPT to execute their ideas related to classroom activities for enhancing their use of technological skills.
3. Encouragement of teachers to ask open-ended questions to students in the class for developing critical thinking and reasoning.
4. Incorporation of tasks in the class by teachers to encourage critical thinking and creativity of students.

**OBJECTIVE 3:** To provide a platform for executing their intellectual, cultural and moral values in an organized manner

## **ACTIVITIES-**

1. Conduction of debates among peer groups of students once a month to enhance discussions on relevant topics.
2. Incorporate creative writing and poster making sessions once a month to enhance creative thinking skills.
3. Integrate visual demonstration and experimentations of students' conceptual learning, once in two weeks.
4. Engagement of students in roleplay activities once in two weeks.

**OBJECTIVE 4:** To assist the students in reflecting their views as per their competencies in the field of their interest to achieve fruitful results.

## **ACTIVITIES-**

1. Incorporating slogan writing, drawing and concept map or mind map-making by students once a month.
2. Debate and group discussions to be conducted once a week amongst students based on specific topics.
3. Indoor and outdoor group activities to be organized to develop leadership qualities amongst students once a week.

**GOAL 2:** Promote active involvement of students in the teaching-learning process.

**OBJECTIVES 1:** To develop curiosity among students by introducing innovative methods of teaching.

## **ACTIVITIES-**

1. Encourage curiosity amongst students by teachers to intervene quality questions in the classroom learning.
2. Group discussions to be conducted on current affairs amongst students once a month.
3. Incorporate an integrated learning approach by teachers for students in class.
4. Participation of students in activities of the Atal Tinkering Lab (ATL) to be facilitated.

**OBJECTIVE 2:** To encourage the students to bring out innovative ideas to solve real-life problems.

## **ACTIVITIES-**

1. Incorporating short stories by teachers based on a real-life situation to be used as examples in the teaching process.
2. Facilitate students learning to measure irregular objects without the use of measuring tools.
3. Incorporate puzzles solving activity for students once a week.
4. Incorporation of props as elements in the teaching-learning process by teachers.
5. Integration of special classes by teachers in school, including Olympiad, Abacus etc.

**OBJECTIVE 3:** Foster moral values among students to lead a great life.

## **ACTIVITIES-**

1. Roleplay based on the ideologies of famous personalities to be incorporated amongst students once a month.
2. Organizing visits for students to old age or children shelter homes twice a year.
3. Facilitate students to undertake activities to show kindness and gratitude towards all in society.
4. Screening motivational videos and movies for students to foster values.
5. Encourage distribution of books by students for distribution amongst the needy.

**OBJECTIVE 4:** To build leadership qualities amongst students.

## **ACTIVITIES-**

1. Allotment of responsibility to students for organizing events by themselves, including quizzes, debates, mind games, etc.
2. Screening videos of famous leaders once a month to learn their ideologies and their implementation in practical aspects of life.
3. Incorporation of problem-solving activity once in a month in class, dividing students into groups by the teacher, where each group is allotted a real-life problem and the task to find solutions to the given situation.
4. Integration of group presentations by students in class on given topics once a month.

**GOAL 3:** Enhance the psychomotor skills of the students.

**OBJECTIVE 1:** To enhance hand-eye coordination amongst students.

## **ACTIVITIES-**

1. Handwriting practice sessions to be incorporated for students once a week.
2. Paragraph writing sessions to be incorporated for students once a week.
3. Engage students in typing during computer classes to improve associated skills once a week.
4. Integrate drawing of geometrical figures in class through body movement amongst students once a week.
5. Incorporation of graph work for students once a week.

**OBJECTIVE 2:** To nurture the talent of students and encourage active participation in extracurricular activities.

**ACTIVITIES-**

1. Encourage students to opt for musical instruments as per their interests once a week as a part of co-curricular activities.
2. Conduction of dance classes for students once a week as a part of co-curricular activities.
3. Introduction of stand-up comedy performance amongst students to improve public speaking skills, once in a fortnight.
4. Organize mime shows for students once a fortnight to enhance social and creative skills.
5. Organize in-house competitions for students to encourage them to participate in inter-school contests once a fortnight.

**OBJECTIVE 3:** To incorporate vocational training in school.

**ACTIVITIES-**

1. Educate gardening practices and techniques amongst students once a month.
2. Organize cooking classes without the use of fire once a month for students.
3. Organize classes on clay work for students, including pottery, once a month.
4. Integrate amongst students the art of making handicraft items once a month.

**OBJECTIVE 4:** Incorporation of yoga in the curriculum to develop the stakeholders' psychomotor skills.

**ACTIVITIES-**

1. Ensure yoga practice amongst students and teachersto celebrate 'International Yoga Day on 21st June every year.
2. Incorporate the practice of asanas amongst students during physical education class.
3. Incorporate drill classes once a week in the curriculum for students.
4. Encourage the practice of drawing asanasby students once a week, during physical education classes to their enhance knowledge on the subject.

**GOAL 4:** Develop critical and creative thinking among students to make them globally competent by imbibing human values.

**OBJECTIVE 1:** To develop critical thinking as a multi-dimensional construct with decision-making and problem-solving skills through the incorporation of various activities.

#### **ACTIVITIES-**

1. Introduction of board games for students once a month.
2. Incorporate extempore speech sessions once a month to improve the vocabulary of students.
3. Incorporate sessions on creative writing for students once a month.
4. Enhance students' creativity through discussion and interpretation sessions on themes provided by teachers once a month.

**OBJECTIVE 2:** To sensitize the students about various life situations through case studies to create a positive and healthy environment.

#### **ACTIVITIES-**

1. Integrate students to perform a street play or flash mobs on social issues once a year.
2. Improve students' reading skills by encouraging them to read newspapers and present on topics in class once a month.
3. Incorporation of poster making sessions on various topics for students once a month.

**OBJECTIVE 3:** Imbibe human values to develop a holistic perspective in education to help students understand today's world's complex realities and processes.

#### **ACTIVITIES-**

1. Organize a painting competition on relevant issues for students once a month.
2. Organize story writing and poem recitation competition for students once a month.
3. Organize quiz and debate sessions for students once a month.
4. Incorporate the art of collage making amongst students on any relevant issue once a month.

**OBJECTIVE 4:** To create environmental awareness and promote the idea of 'Cleanliness'. Cleanliness is next to Godliness.

## **ACTIVITIES-**

1. Facilitate students to engage in poster making for generating awareness on a pollution-free environment once a month.
2. Celebration of 'World Environment Day on 5th June, every year.
3. Engage students in preparing waste management and segregation models for presentation once a month.
4. Awareness programmes on hygiene practices and importance of cleanliness to be organized once a year, on essential days like Gandhi Jayanti celebrated on 2nd October, as a mark to foster the spirit of 'Swachh Bharat Abhiyan' Mission.

### **6.1 Goals, Objectives and Activities of Higher Section (Class 9 to 12)**

**Goal 1:** Promote intellectual development among staff and students.

**Objective 1:** To imbibe interest throughout the teaching-learning process of teachers and students.

#### **ACTIVITIES:**

1. Group discussions to be incorporated amongst students once in each term in class on relevant topics from all subjects.
2. Integrate roleplay once in each term as an element through which students will portray characters as described in their history and English textbooks.
3. Incorporation of graphical analysis for students including map, charts, graphs on any relevant topic or subject, once in each term.
4. Provision for yearly awarding systems in school for teachers by introducing areas through which performance will be measured rewards initiated, Star Teacher, etc., to enhance work motivation.

**Objective 2:** To strengthen the self-esteem of all the stakeholders to meet everyday challenges

#### **ACTIVITIES:**

1. Organize competitions on relevant topics including debate, quiz, extempore, etc., focusing on subjects of students once in an academic year.
2. Incorporate recreational activities twice a month for students, including maintaining respective house boards, etc.
3. Opportunities to be provided for poster presentation by students on relevant topics as part of celebrating important days.
4. Encourage and guide teachers to acquire training and update themselves with information through capacity building programmes once a month, as organized by CBSE.

**Objective 3:** To enable students to represent the nation in every field of life.

**ACTIVITIES:**

1. Organize events for talent identification of students, including intramural events like cross country etc., once in an academic year.
2. Improvement in fitness in school through pre and post evaluation of both staff and students, once in an academic session.
3. Organize various inter and intra school competitions amongst the students once in an academic session.
4. Facilitate students to conduct experiments on the biomechanical concept, including implementing law during motions, etc., once in an academic for concept learning.

**Objective 4:** To instill good character and promote socio-emotional competency and build resilience.

**ACTIVITIES:**

1. Promote social service values amongst students, encouraging them to contribute to the needy by raising funds and donating money in times of need.
2. Integrate peer activities amongst students by incorporating debates and discussions in class once in an academic year.
3. Inculcate moral values amongst students by narrating life stories of famous personalities by teachers, once a week.
4. Screening of motivational videos and documentaries to students once every term.

**Goal 2:** Promote a collaborative environment in the school.

**Objective 1:** To develop a stress-free teaching-learning environment for better efficiency.

**ACTIVITIES:**

1. Incorporation of yoga and meditation sessions for students and staff once in three months under the guidance of experts.
2. Excursion, field trip and picnics to be organized for students and staff once in a year.
3. Providing scholarships to students for providing academic guidance and mentorship for emotional support.
4. Organize specialized parent's counselling session by experts apart from parent-teachers meeting to guide dealing effectively with children.

**Objective 2:** To make the school environment friendly by reducing pollution and respecting biodiversity.

### **ACTIVITIES:**

1. Execution of values of the Swatch Bharat Abhiyan mission by all within the school premises.
2. Integrate rainwater harvesting project in the school campus.
3. To celebrate environment day by engaging students in different activities like role play, skit performance and planting trees.
4. To manage the waste disposal system by segregating the waste and prepare compost out of the organic wastes.

**Objective 3:** To prioritize open communication to enable students and teachers to express and accept views, respectively.

### **ACTIVITIES:**

1. Organize platforms for tableau once every academic year.
2. Facilitate students to organize and perform the street play, and mime shows to observe important days, including World Environment Day, Gandhi Jayanti, etc.
3. Organize awareness programmes on cleanliness for students at least once a year.
4. Organize teacher exchange programmes and conclaves by inviting SFS teachers from across the nation.
5. Organize department or subject-specific workshops for teachers under the guidance of experts.

**Objective 4:** To enable students to determine accountability measures that will help them avoid drifting off goals.

### **ACTIVITIES:**

1. Organize career counselling session for students facilitated by experts twice a year.
2. Organize career guidance programs for class X students focusing on guiding the selection of stream of study.
3. Integrate adequate monitoring of mental health and wellbeing of students by school counsellors twice a year.
4. Organize sessions focusing on pep talks by professionals for the students of the senior secondary section as and when required.

**Goal 3:** Promote scientific temperament, problem-solving skills, decision-making capacity, curiosity, critical thinking and applicability.

**Objectives 1:** To inculcate scientific temper and attitude, disseminate science knowledge, eradicate superstition beliefs and impose practicability of aspects.

### **ACTIVITIES:**

1. The guidance provided to students for identifying physical and chemical changes in the aspect of everyday life by teachers.
2. Facilitate skill and techniques to identify any location of a place through the use of maps by students.
3. Provide adequate guidance to enable students to learn and apply the Pythagoras theorem to construct buildings and escalators during the teaching-learning process.
4. Facilitate students to perform a play or skit on any social issues prevalent in society.

**Objective 2:** To design standardized tools by applying problem-solving techniques and develop the decision making skills of students for optimum effect.

### **ACTIVITIES:**

1. Design activities and experimental set ups for students to enhance reading skills and learn various concepts related to the academic curriculum.
2. Integrate tests to determine students' analytical ability through questions based on a given descriptive paragraph or situational aspect.
3. Organize Model United Nations events for students once a year which provide a platform to discuss recent, emerging topics.
4. Equipment of school library with books on diverse topics with a variety of languages different languages including English, Hindi & Assamese.
5. Incorporate book reading and review activity for students as a part of the school timetable, once a month.

**Objective 3:** To identify core skills associated with critical thinking and demonstrate the difference between deductive and inductive reasoning.

### **ACTIVITIES:**

1. Engage students to design models and prepare projects on relevant topics given by teachers from the curriculum.
2. Incorporate paragraph writing practice by teachers amongst students.

3. Incorporation of one period each for conducting classes on Mind Spark and Atal Tinkering Lab activities for students in the timetable.

4. Encourage and facilitate the participation of students in examinations conducted by an external agency such as asset examination, competency tests, etc, once in every term.

**Objective 4:** To learn the art of conflict resolution, learn to manage time from experiential learning and differential outcomes.

#### **ACTIVITIES:**

1. Organize tours for students to educational institutions, cultural institutions, horticultural and sericulture farms, local administration and other similar organizations.

2. Incorporate exercises facilitating group planning and discussions on a given conflicted situation by the teacher, elucidated on a hypothetical map.

3. Integrate leadership camping in school to promote leadership spirit amongst students and uphold responsibilities.

4. Incorporate technology-driven tools, including Tata Classedge, Teach Next, etc, at least once every week to facilitate the teaching-learning process in classrooms.

**Goal 4:** To promote social, moral, emotional, intellectual development in students and teach the qualities necessary for living harmoniously and efficiently with fellowmen.

**Objective 1:** To teach qualities of adaptation, leadership, discipline, equity in students and guide them in personality development.

#### **ACTIVITIES:**

1. Organize school exhibitions to facilitate learning amongst students every year.

2. Organize school elections to select school captains, class monitor, house captains by students, and instil leadership values amongst students.

3. Provide opportunities to students for hosting events in school, including celebrating Freshers Day, teacher's day, farewell social, etc., to develop skills.

4. Provide demonstration by teachers in the classroom once in each term on topics across various subjects.

**Objective 2:** To encourage the students to become effective speaker and listener by creating innovative conditions for sharing ideas and solving problems.

#### **ACTIVITIES:**

1. Encourage and facilitate the participation of students in inter-school and intra-school competitions like Model United Nations, Debate, etc., once a year.
2. Encourage participation of students in various events observed in school.
3. Enhance participation of students to deliver speech once a year in the classroom and assembly.

**Objective 3:** To instil values of cooperation, collaboration, time management and mutual accountability amongst students working towards a common goal.

#### **ACTIVITIES:**

1. Organize SFS Basketball tournament, Annual Sports Week, Football tournament and other sports activities, and cultural events once a year.
2. Organize programmes for students to enhance awareness of cyber safety and cybercrime aspects.
3. Encourage participation of students in National Cadet Corps, Scouts and Guides and other groups in the school.

**Objective 4:** To develop self-awareness, appreciate and value diverse views of all religion, language and culture with a sense of universal brotherhood.

#### **ACTIVITIES:**

1. Celebration of national and regional festivals in the school.
2. Organize community lunch inside the school at least once a year.
3. Organize educational tours for students once a year.
4. Engage participation of students in relief fund activities conducted during calamities once a year.

### **7.1 GOALS, OBJECTIVES AND ACTIVITIES OF ADMINISTRATION SECTION**

**GOAL 1:** Framing and maintaining good HR practices in the school.

**OBJECTIVES 1:** To adopt an effective talent acquisition approach in the organization

#### **ACTIVITIES:**

1. Develop strategies for recruitment of staff focusing on the recruitment priorities of the institution.

1. Design and incorporate a portal upholding central hiring procedures for stakeholders, which the management will use during recruitment of staff.
2. Incorporate improved measures to provide effective on boarding experience of employees.
3. Maintain the rate of retention amongst staff members in the institution.

**OBJECTIVES 2:-** To support talent development of employees through professional development and improved performance management.

**ACTIVITIES:**

1. Adopt planning and execution of programmes to enhance employees' professional development to improve leadership capabilities, job skills, and work productivity.
2. Develop comprehensive career management tools, job enrichment strategies, monitoring strategies and mentoring programs to help employees prepare for new work opportunities.
3. Provision of consultation services to all senior management areas in the institution to spur employees' improved organizational and individual performance.
4. Ensure implementation of adequate compensation and performance management processes for employees to align and maximize performance aligned with the organisation's goals.

**OBJECTIVES 3:** To foster a diverse, inclusive community with a positive work environment.

**ACTIVITIES:**

1. Incorporation of regular assessments on organizational climate by the school management to improve working environment adequately.
2. Education of the community within the school campus on preventing harassment and discrimination amongst employees and developing productive ways to resolve conflicts.
3. Promotion of commitment amongst employees with non-discrimination through execution of outreach programmes and measures for employee recruitment.
4. Promotion of work-life balance and wellness amongst all employees by management.

**OBJECTIVES 4:** To deliver HR services, programs and communications which our prospective employees highly value, current employees and retired personnel.

**ACTIVITIES:**

1. Administer HR policy and programs of the school effectively and efficiently while maintaining employees' satisfaction, keeping in mind the budget constraints of the institution.

2. Incorporate employee communications effectively to meet the need of any information as required by employees.

**GOAL 2:** Providing and maintaining world-class infrastructure, going beyond academics, and managing related services to create an environment that supports teaching and learning.

**OBJECTIVE 1:** To ensure technological advancements in the school.

**ACTIVITIES:**

1. Ensure timely update and monitoring of the school Enterprise Resource Planning (ERP) and biometric system.

2. Provide adequate training to staff for effective use of digital tools like Smart class, Desalite connect application, and other aspects of technology related to the school's management system.

3. Effective implementation procedure to ensure safe and secure networking as well as a server system in the school.

4. Ensure regular analysis of the existing school software and applications and updating the system, as per standards as and when required.

**OBJECTIVE 2:** To maintain a safe, secure and hygienic environment in school.

**ACTIVITIES:**

1. Promote cleanliness in the school by educating and encouraging students and staff to ensure hygienic practices.

2. Provide adequate training on responsibilities and monitor functions of the supporting staff in school.

3. Adequate maintenance and supervision of security personnel in the campus by concerned authority.

4. Planning and organizing events focusing on creating environment consciousness among the stakeholders.

**OBJECTIVE 3:** To provide adequate transport, inventory, library and allied services for students and staff.

**ACTIVITIES:**

1. Maintenance of the school library incorporating facilitation of collecting, organizing and issuing in house resources such as books, magazines, periodicals,etc. to students and staff.

2. Allocation of transportation facilities for staff in context with abiding by the rules and regulations of the government.

3. Maintenance of an inventory management system to keep record and evidence of assets of the school.

4. Provision of safe drinking water and canteen facilities for students and staff.

**OBJECTIVES 4:-** To focus beyond academics for holistic development of the students.

**ACTIVITIES:-**

1. Provide competitive opportunities for the students to excel in various fields according to their interests, goals and abilities.

2. Organize events to provide a platform for students to explore and showcase their talent.

**GOAL 3:-** To promote the institution on a global platform.

**OBJECTIVE 1:** To encourage the participation of stakeholders in the development of students and the institution.

**ACTIVITIES:-**

1. Assistance to be provided to teachers to conduct regular parent-teacher meetings to maintain communication with parents.

2. Organize counselling sessions for parents through sessions facilitated by experts.

**OBJECTIVE 2:** To create and maintain an online presence of the institution.

**ACTIVITIES:-**

1. Ensure regular updates of interactive and creative educational content on social media areas of the school.

2. Organize online inter-school and inter school competitions to reach various parts of the globe.

3. Publication of activities, achievements and accomplishments of stakeholders in social media platforms of the school.

4. Ensure maintenance of a creative and informative presence in the school website.

**OBJECTIVE 3:** To support the annual admission cycle of students in the school.

**ACTIVITIES:-**

1. Implementation of efficient admission policies and procedures for students in school.

2. Effective utilization of technology in selection process of prospective students with enhanced communication process.
3. Maintain the transparent flow of communication with prospective students and parents.
4. Ensure adequate addressing of data protection concerns and archives of stakeholders in school by the concerned authority.

**OBJECTIVES 4:** To maintain public relations to create and enhance awareness of the school

**ACTIVITIES:**

1. Timely provision of response by the school related to queries of job applicants, current and prospective students and parents, facilitating them with adequate information as and when required.
2. Organize orientation programs and educational workshops for students.
3. Distribution of school prospectus, brochures and other creative materials with stakeholders and visitors in school.

**GOAL 4:** Implementing new educational policies, rules and regulations according to the norms of the central and state governments, affiliating and accreditation bodies.

**OBJECTIVE 1:** To keep staff and school management updated with the bylaws, circulars and notices of the affiliated body and its implementation guidelines.

**ACTIVITIES:**

1. Integrate concerned authority to stay updated with new rules and guidelines as per affiliated bodies.
2. Enhance knowledge amongst teachers and students in context to training and updates given by the concerned board.
3. Implementation of new process and policies in school as instructed by the affiliation body.
4. Ensure active participation of staff in activities as suggested by the affiliation board.

**OBJECTIVE 2:** To maintain documentation of the school and to provide it to the affiliating body for the smooth functioning of the school

**ACTIVITIES:**

1. Maintenance of documents, including circulars, notices given by authorized bodies for future reference.
2. Update Online Affiliated School Information System (OASIS) report by the school under the portal of the affiliating body - CBSE.

3. Conduct visits to the affiliation board by concerned authorities of the school as and when required.

**OBJECTIVE 3:-** To ensure best practices and standards in the school as per the accreditation body

#### **ACTIVITIES:**

1. Preparation of accreditation manual incorporating all the processes in school functioning.

2. Maintenance of documents for all processes in school by the respective process owners as per the accreditation norms of the concerned body.

3. Ensure effective monitoring and analysis of different processes functioning in the institution.

4. Ensure training opportunities to staff for conducting quality analysis of the school as per accreditation body.

**OBJECTIVE 4:-** To assist in the conduction of exams in context to preparing timetable and other related aspects.

#### **ACTIVITIES:**

1. Preparation of examination timetable for students in assistance with the concerned authority of the school.

2. Ensure regular update of examination results of students in the school website.

3. Allotment of duty for teachers as monitors and invigilators for examinations in school

### **8.1 CONCLUSION**

The Strategy Planning document provides a systematic overview of the school – its goals, objectives and activities as per all the sections respectively. The document initiates effective implementation of activities that the individual targets of each section will guide. The document is a base incorporating the planned action layout for the upcoming five years.

An online survey was conducted to acquire feedback from the stakeholders – parents and students through a google form based on the school's performance for self-evaluation. The responses have been recorded and analyzed by the school. The analysis report of the feedback has been attached below, as per the different categories:

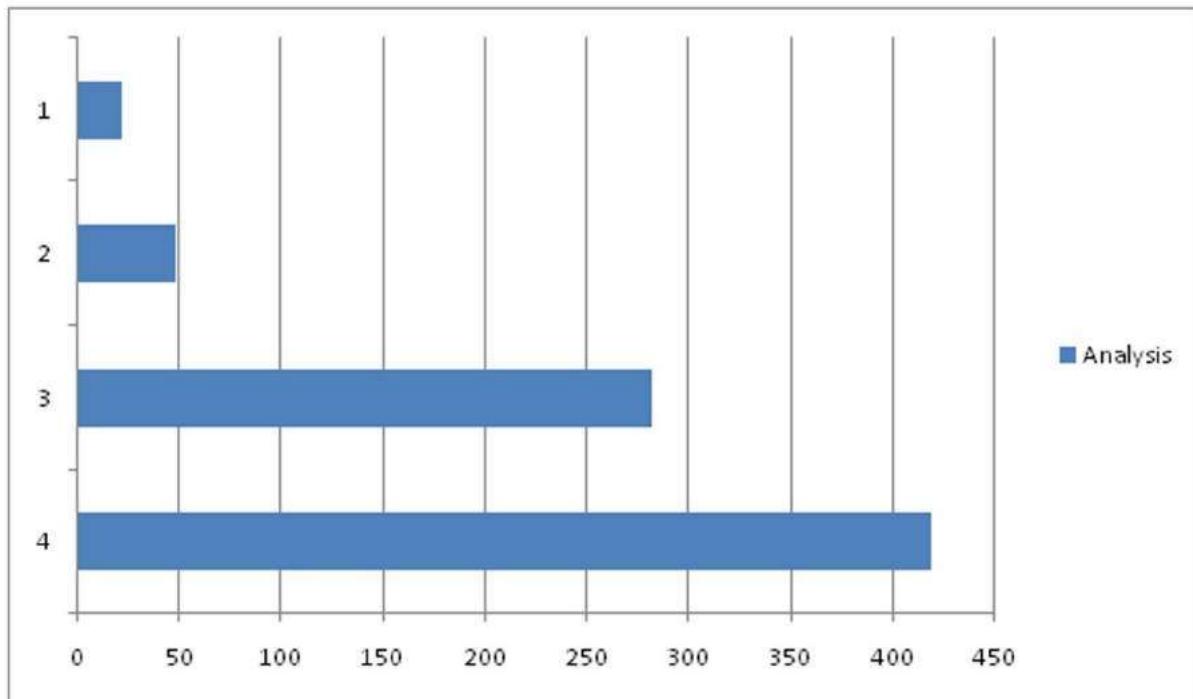
- Parents Survey Analysis – Class I to XII.
- Students Survey Analysis – Class I to X.
- Students Survey Analysis – Class XI to XII.

## 8.2 PARENTSSURVEY ANALYSIS (Class I to XII)

A total of 774 responses were recorded on the parents' feedback form, out of which the maximum responses were given by the parents of students of Classes 1 & 10, i.e., 14.9% and 15.1%, respectively, while the least number of responses were recorded from parents of students of Class 9, i.e., 0.8%.

1. Overall, how satisfied are you with SFS Narengi, Guwahati?

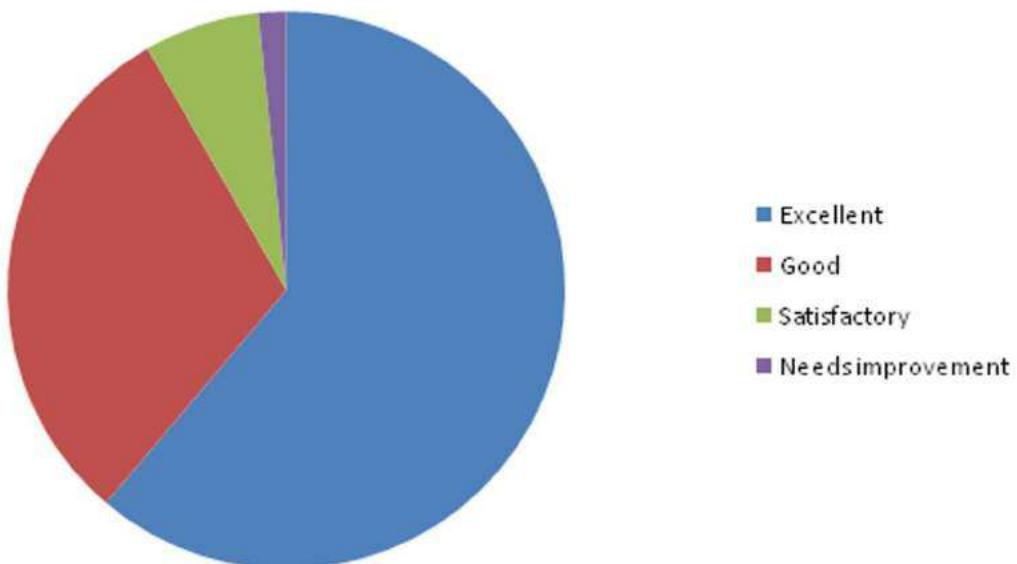
<b>Ratings</b>	<b>Options</b>	<b>(In Count)</b>	<b>In Percentage</b>
4	Excellent	419	54.5%
3	Good	281	36.5%
2	Satisfactory	48	6.2%
1	Needs improvement	21	2.7%



2. SFS, Guwahati keeps you well informed about school matters (through meetings, phone calls, messages, website, etc).

<b>Ratings</b>	<b>Options</b>	<b>(In Count)</b>	<b>In Percentage</b>
4	Excellent	472	61.2%
3	Good	235	30.5%
2	Satisfactory	52	6.7%
1	Needs improvement	12	1.6%

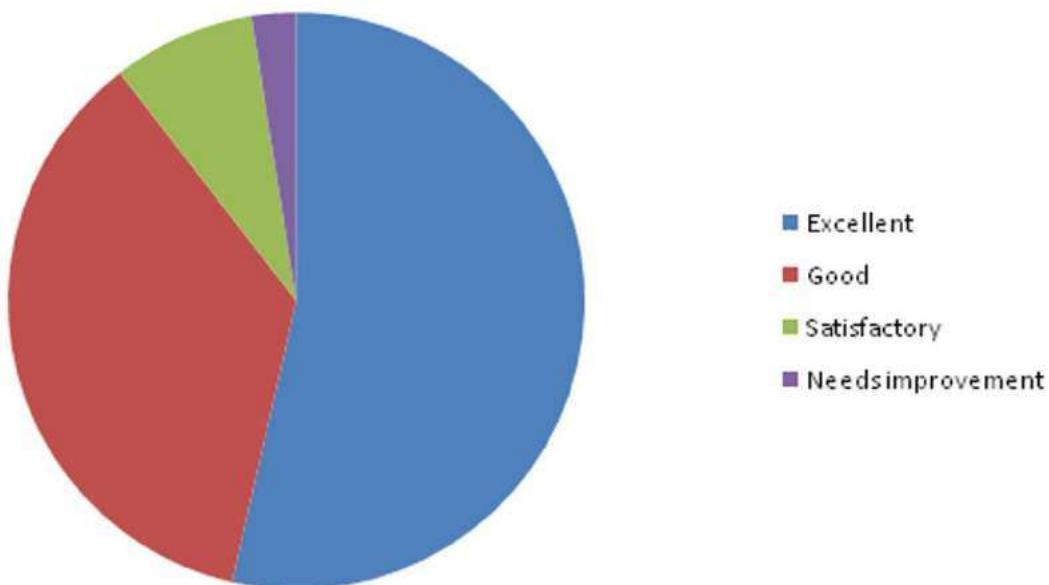
## Analysis



3. The school provides sufficient and appropriate information regarding a student's academic progress.

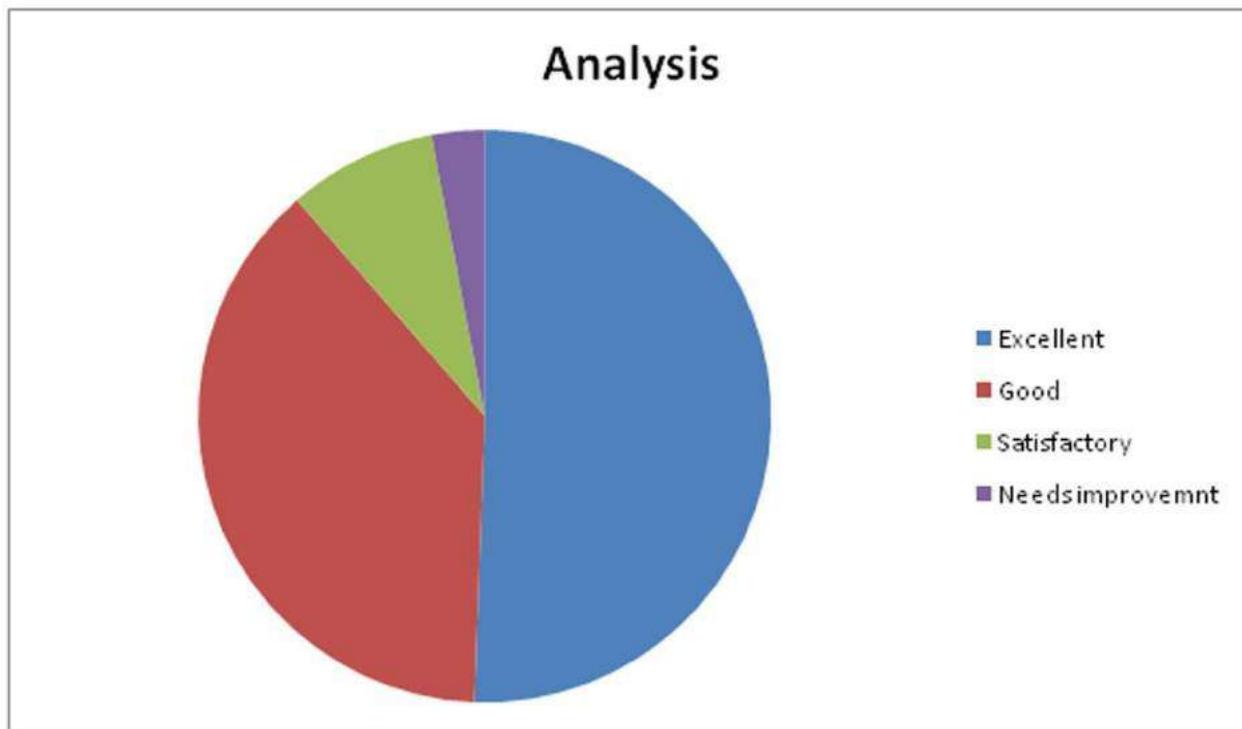
Ratings	Option	(In Count)	In Percentage
4	Excellent	413	53.6%
3	Good	277	35.9%
2	Satisfactory	62	8%
1	Needs improvement	19	2.5%

## Analysis



4. The school's educational curriculum is good and is updated regularly.

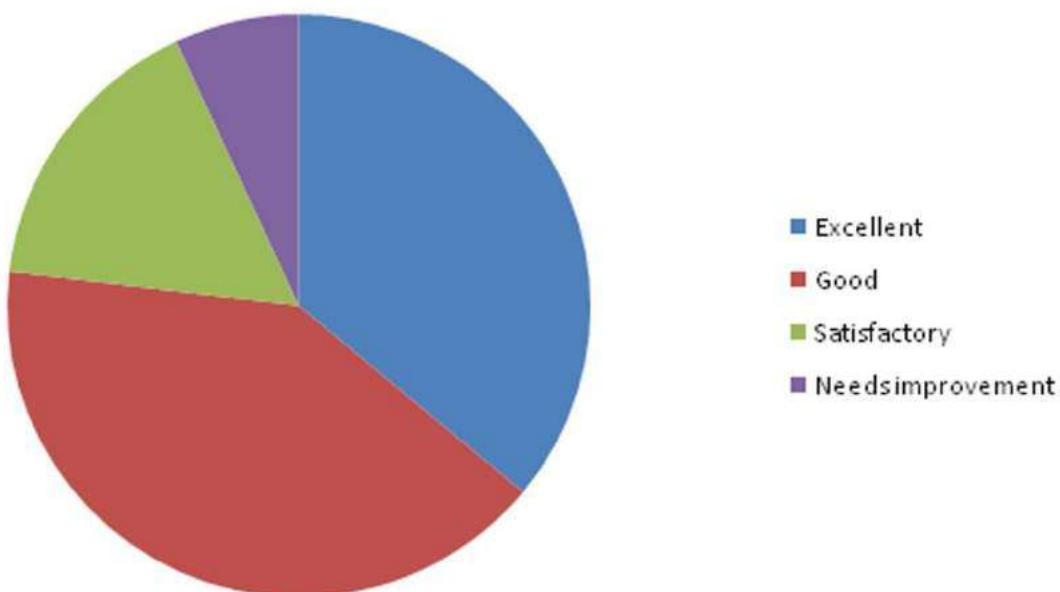
<b>Ratings</b>	<b>Option</b>	<b>(In Count)</b>	<b>In Percentage</b>
4	Excellent	390	50.6%
3	Good	293	38%
2	Satisfactory	65	8.4%
1	Needs improvement	23	3%



5. The suggestions and views of the parents are taken seriously and implemented

<b>Ratings</b>	<b>Option</b>	<b>(In Count)</b>	<b>In Percentage</b>
4	Excellent	278	36%
3	Good	315	40.8%
2	Satisfactory	125	16.2%
1	Needs improvement	53	6.9%

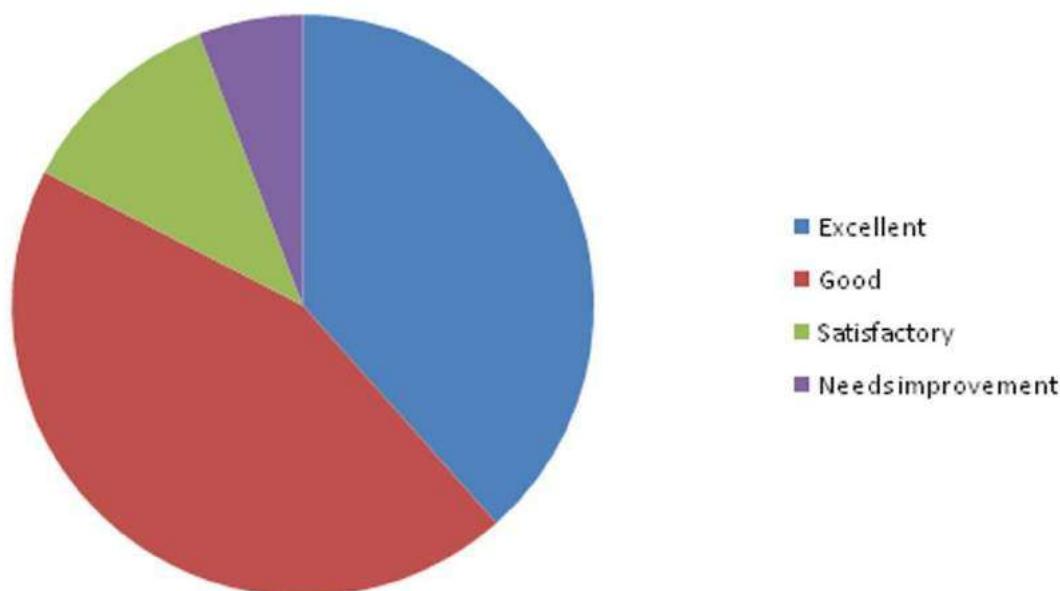
## Analysis



6. Parents find it easy to approach the school with questions and problems to do with their child.

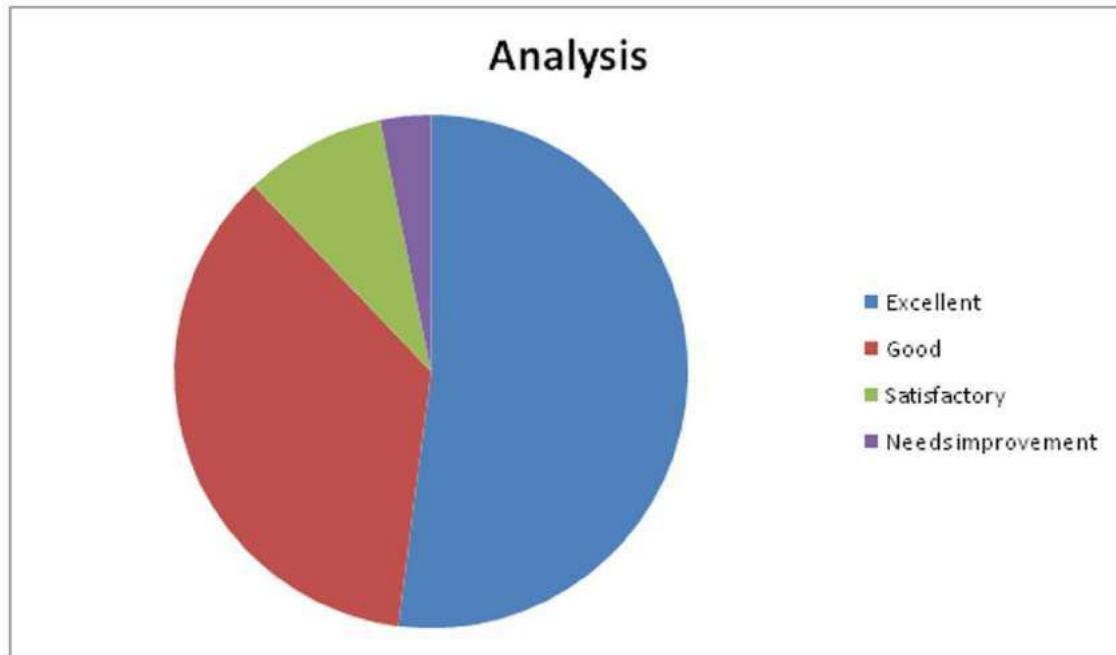
Ratings	Option	(In Count)	In Percentage
4	Excellent	297	38.4%
3	Good	341	44.1%
2	Satisfactory	90	11.6%
1	Needs improvement	45	5.8%

## Analysis



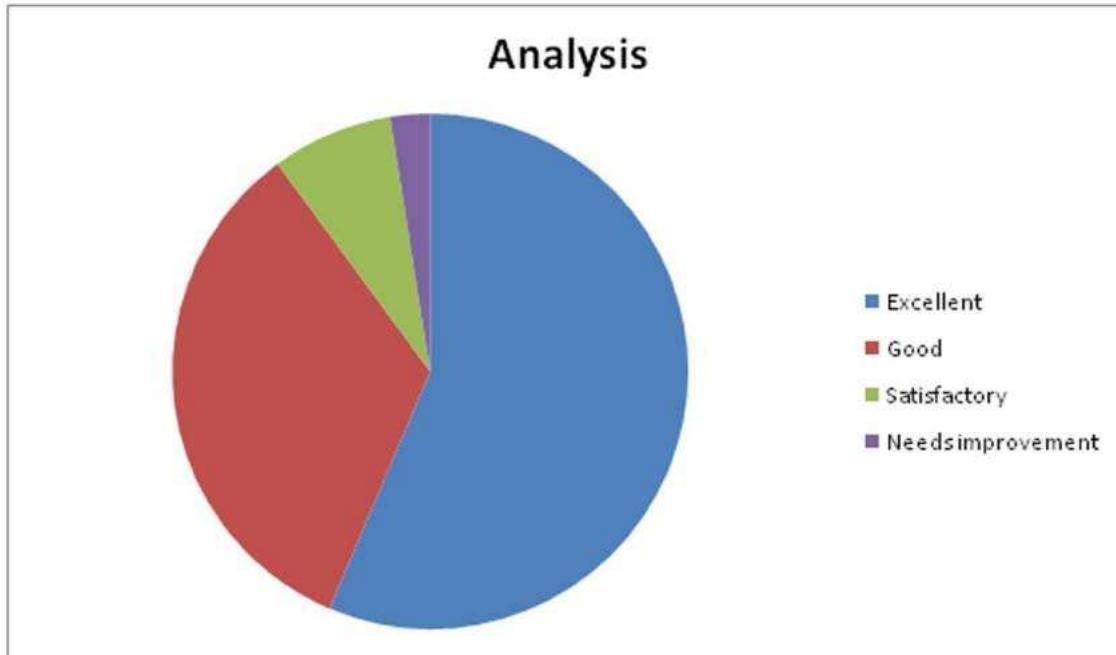
7. Parents have the opportunity to interact with teachers.

Ratings	Option	(In Count)	In Percentage
4	Excellent	402	52%
3	Good	277	35.8%
2	Satisfactory	69	8.9%
1	Needs improvement	25	3.2%



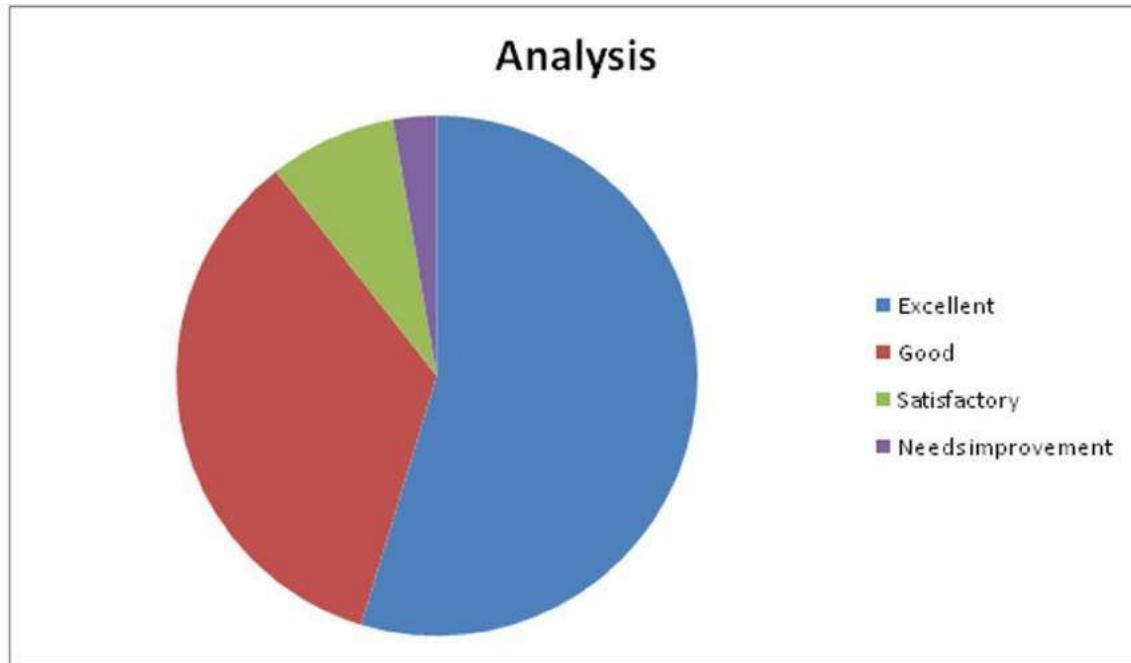
8. Disciplinary issues are competently handled.

Ratings	Option	(In Count)	In Percentage
4	Excellent	436	56.4%
3	Good	259	33.5%
2	Satisfactory	59	7.6%
1	Needs improvement	19	2.5%



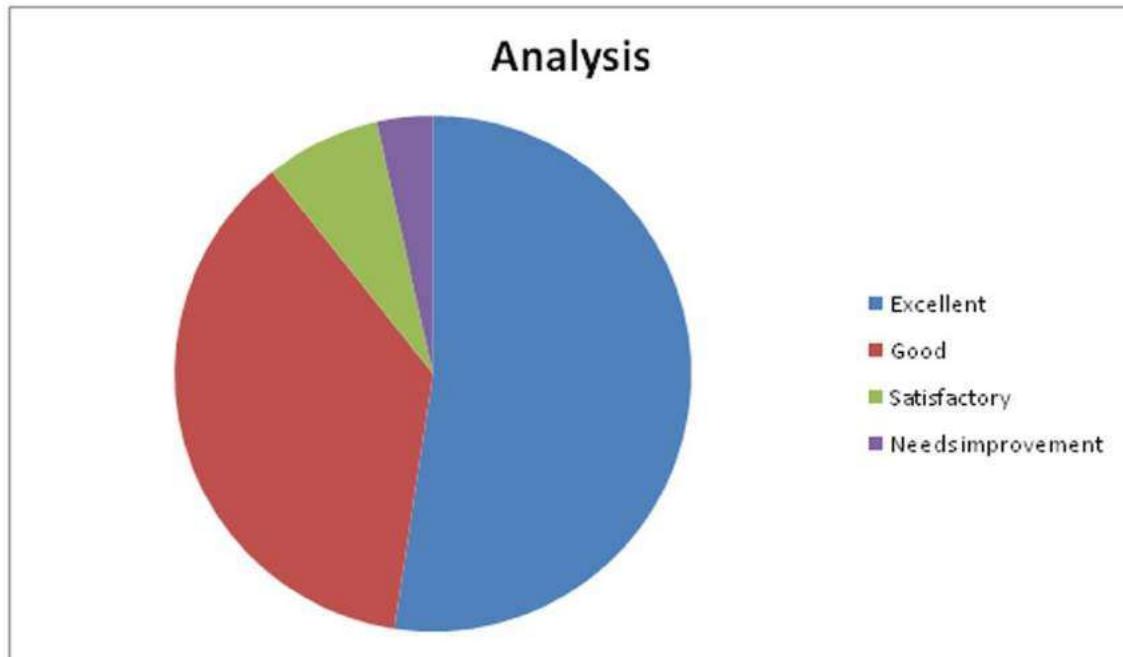
9. Students' health and safety is cared for.

Ratings	Option	(In Count)	In Percentage
4	Excellent	423	54.7%
3	Good	268	34.7%
2	Satisfactory	61	7.9%
1	Needs improvement	21	2.7%



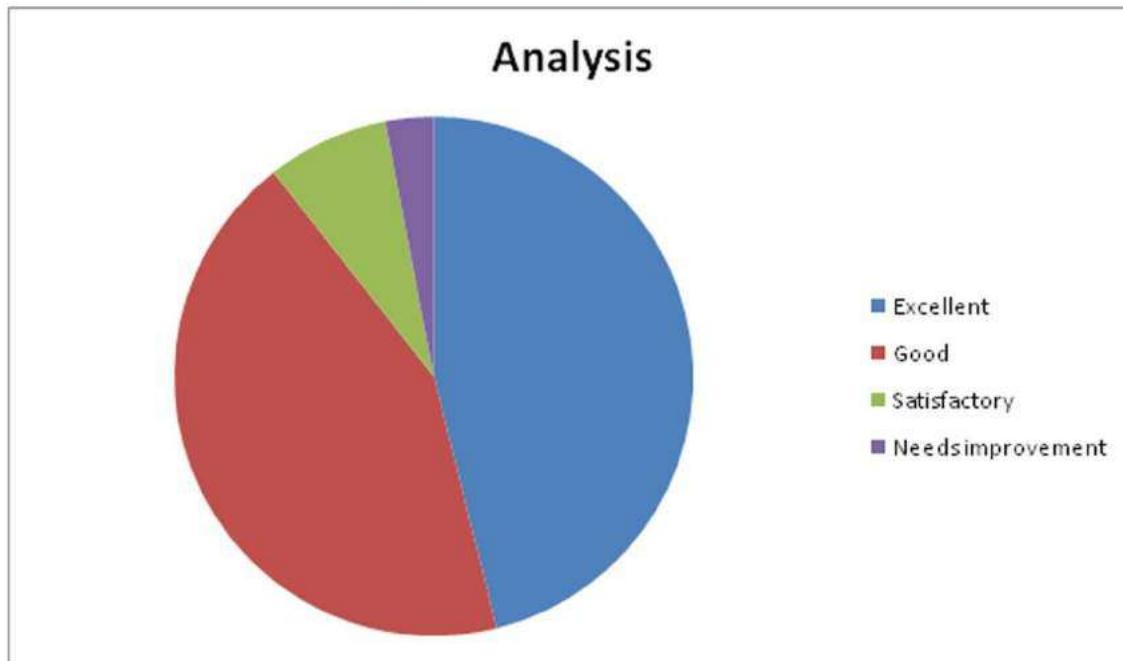
10. The school is very hygienic.

Ratings	Option	(In Count)	In Percentage
4	Excellent	405	52.4%
3	Good	285	36.9%
2	Satisfactory	56	7.2%
1	Needs improvement	27	3.5%



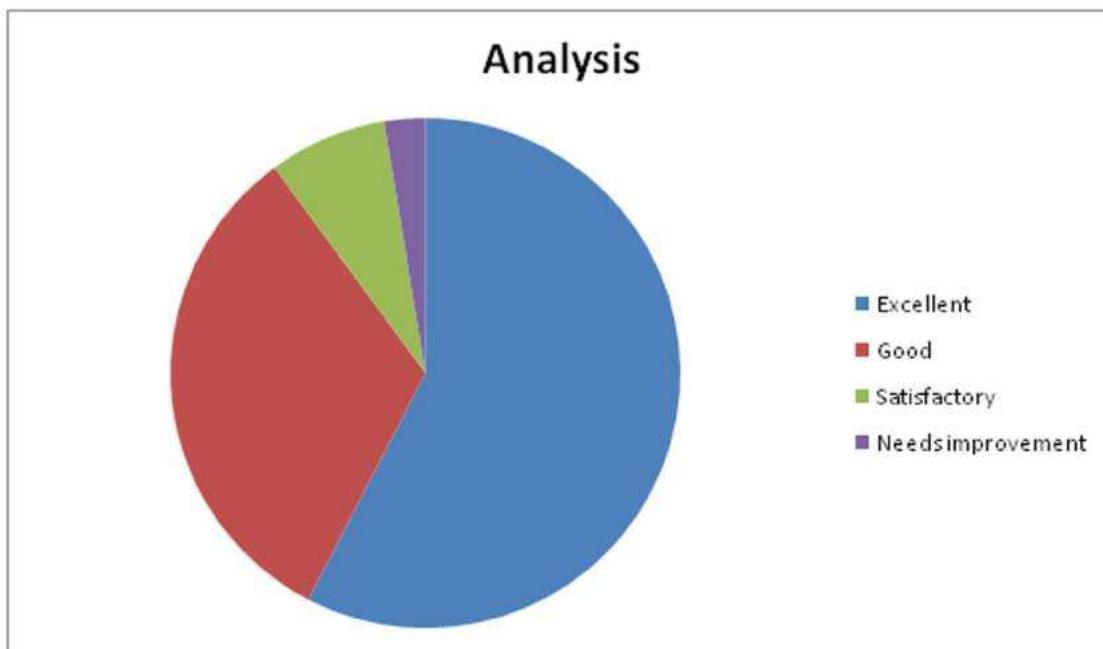
11. The administration and processes are very smooth and effective.

<b>Ratings</b>	<b>Option</b>	<b>(In Count)</b>	<b>In Percentage</b>
4	Excellent	356	46.1%
3	Good	335	43.3%
2	Satisfactory	59	7.6%
1	Needs improvement	23	3%



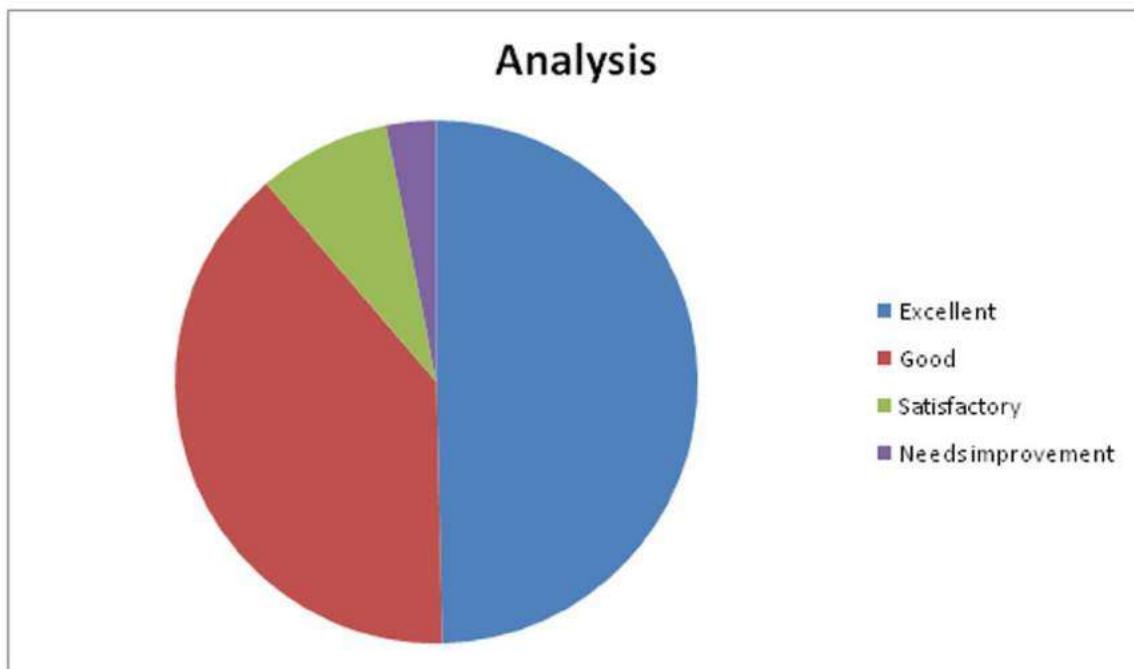
12. The school has regular Parent-Teacher meetings to encourage parent engagement.

<b>Ratings</b>	<b>Option</b>	<b>(In Count)</b>	<b>In Percentage</b>
4	Excellent	445	57.6%
3	Good	250	32.3%
2	Satisfactory	58	7.5%
1	Needs improvement	20	2.6%



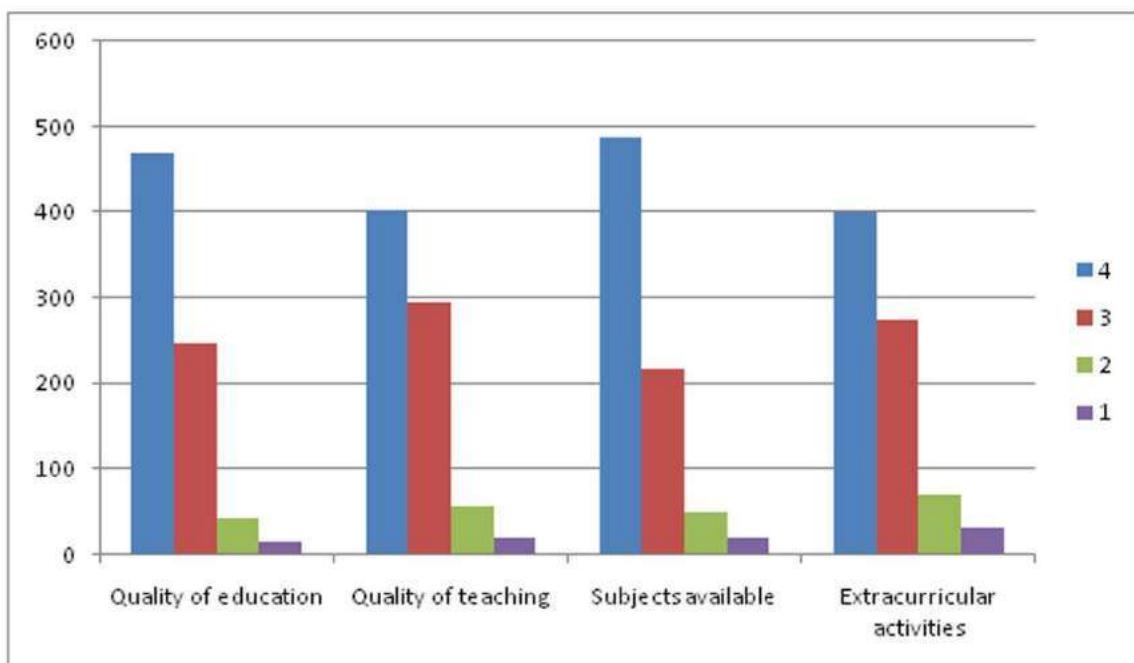
13. SFS, Guwahati encourages parent's involvement in school events and activities.

<b>Ratings</b>	<b>Option</b>	<b>(In Count)</b>	<b>In Percentage</b>
4	Excellent	384	49.7%
3	Good	302	39.1%
2	Satisfactory	63	8.2%
1	Needs improvement	24	3.1%

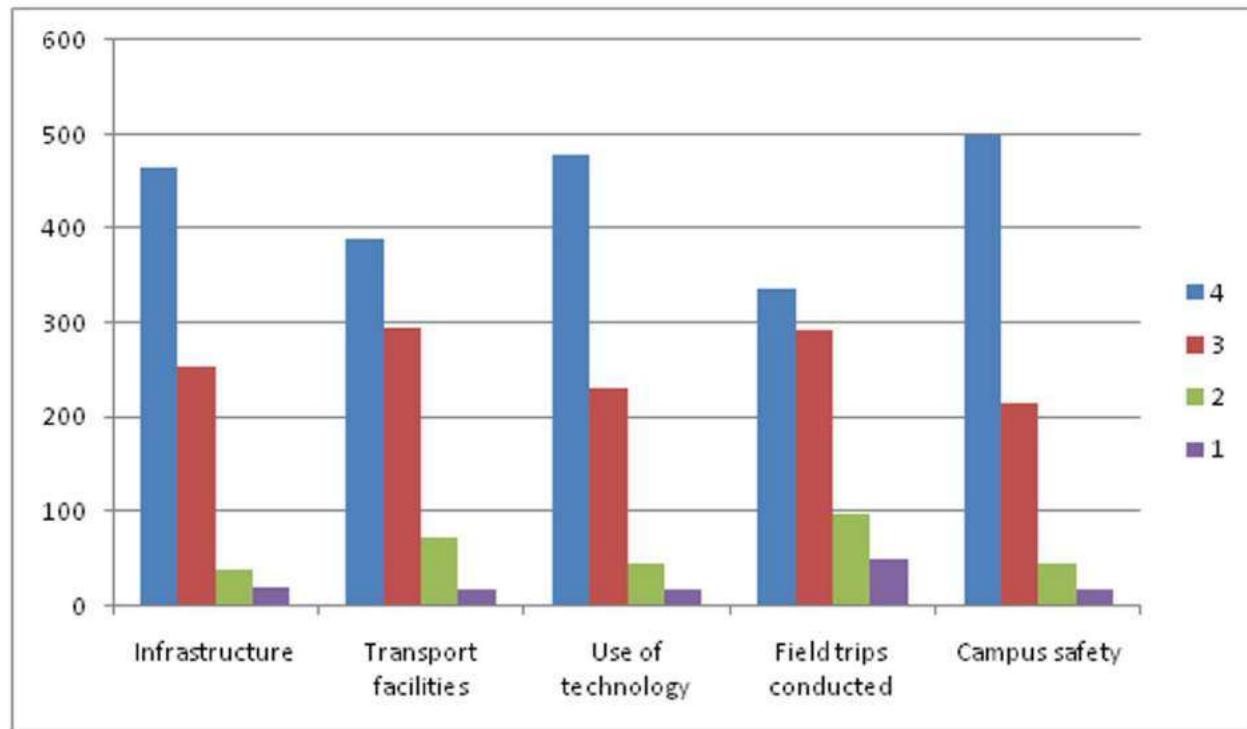


14. How would you rate your satisfaction with SFS, Narengi on these parameters? (4 being the highest score; 1 being the lowest score)

- \* Quality of education.
- \* Quality of teaching.
- \* Subjects available.
- \* Extracurricular activities.



- \* Infrastructure.
- \* Transport facilities.
- \* Use of technology.
- \* Field trips conducted (learning out together).
- \* Campus safety.



#### 15. Recommendations & suggestions.

The following are some of the common suggestions and recommendations put forwarded by the parents.

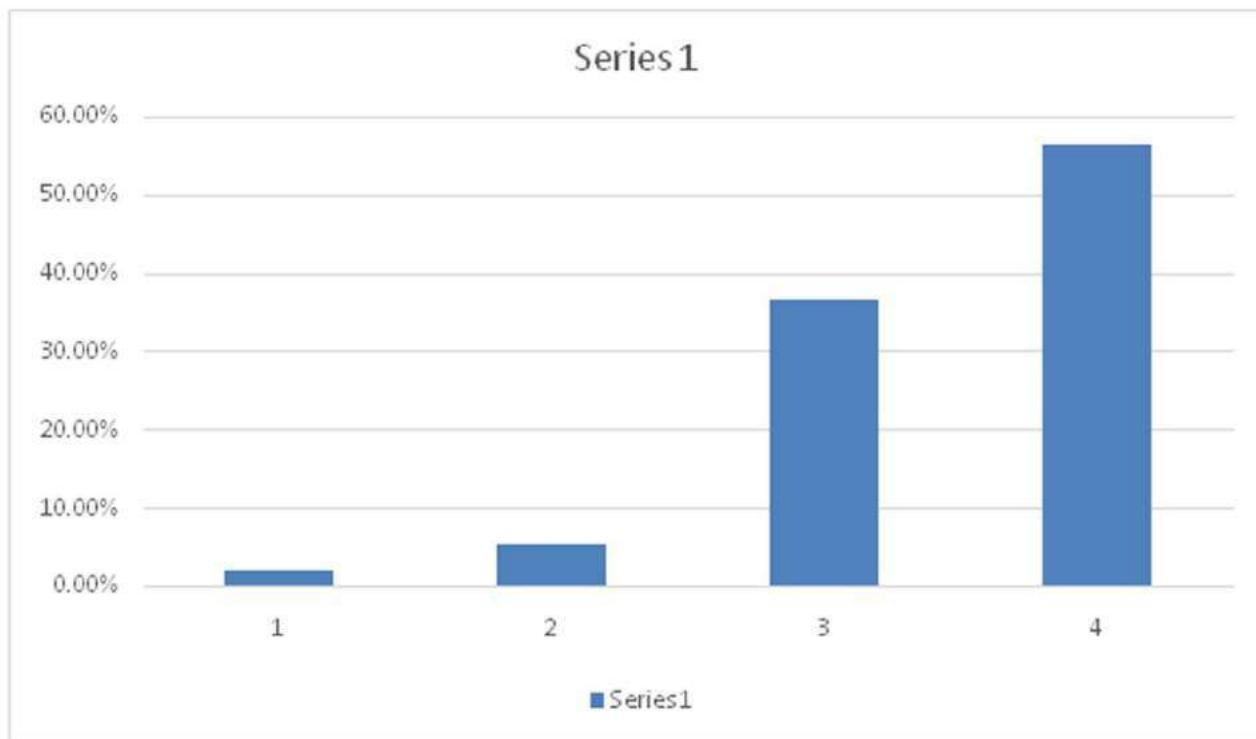
- \* Office staff/ helpdesk can be more approachable.
- \* Sports which can be taught during the class hours.
- \* School timing is too high. 3
- \* Improvement in the dress material of the uniform.
- \* Yoga as a compulsory period.
- \* Improving the hygiene in toilets.
- \* Continuation of IMAX books, and not changing them.
- \* Reduction in fees/ renewal admission.
- \* Minus marks should not be given for absence.
- \* English speaking is low among students.
- \* Homework should be lessened so that students can get more time for self-study.
- \* Student-teacher ratio is not balanced.
- \* Safe drinking water for students.

### 8.3 STUDENTS SURVEY ANALYSIS (CLASS I-X)

BASED ON TOTAL RESPONSES- 752

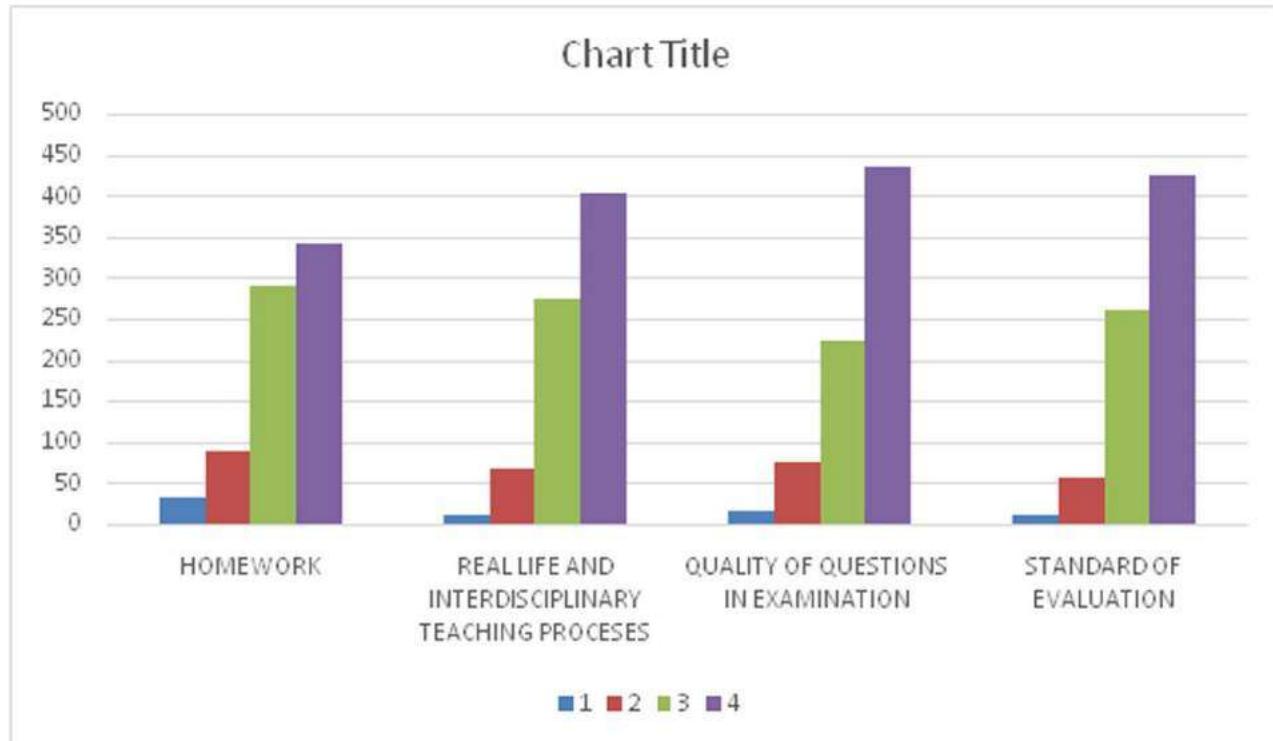
1. How would you evaluate the quality of education provided at SFS, Guwahati?

OPTIONS	COUNT	PERCENTAGE
1	14	1.9%
2	39	5.2%
3	275	36.6%
4	424	56.4%



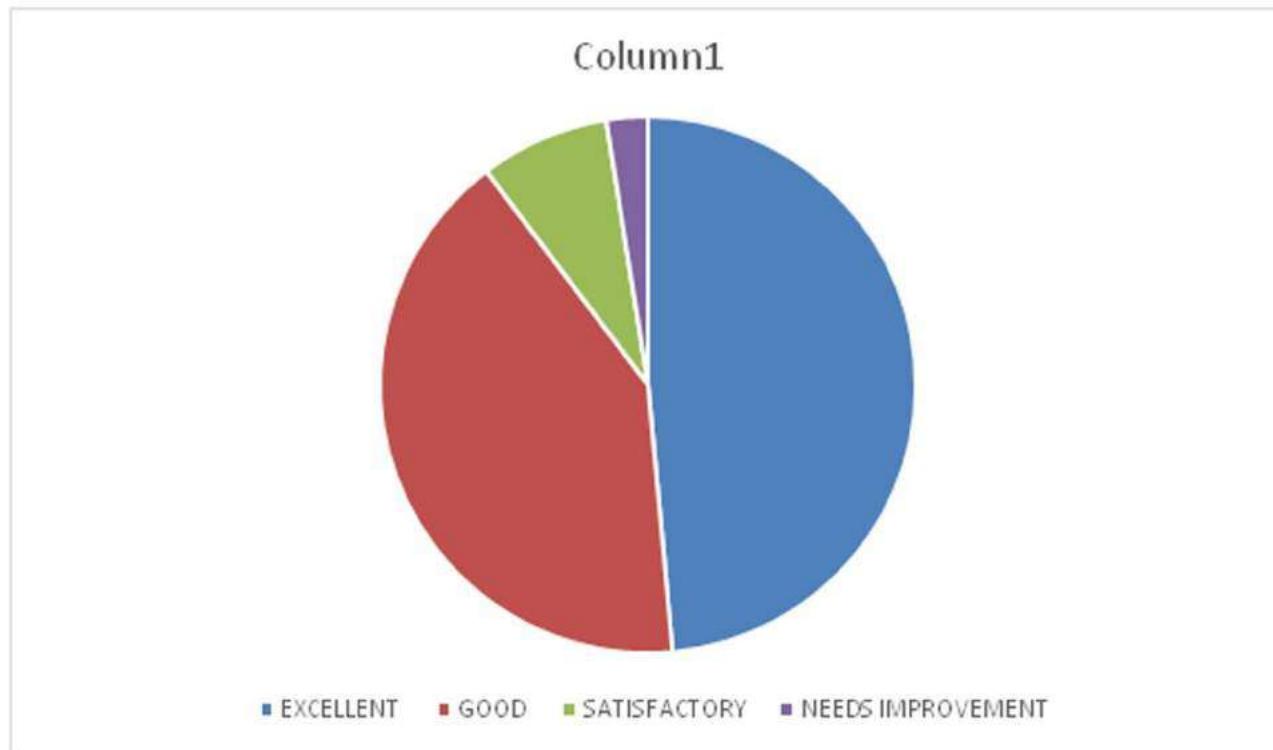
2. How would you rate your satisfaction with SFS based on the following parameters? (4 being the highest score, 1 being the lowest score)

OPTION	HOMEWORK	REAL-LIFE AND INTERDISCIPLINARY TEACHING PROCESSES	QUALITY OF QUESTIONS IN EXAMINATIO N	STANDARD OF EVALUATIO N
1	31	11	17	10
2	90	66	76	56
3	290	273	224	262
4	341	402	435	424



3. The school's educational curriculum is good and updated regularly.

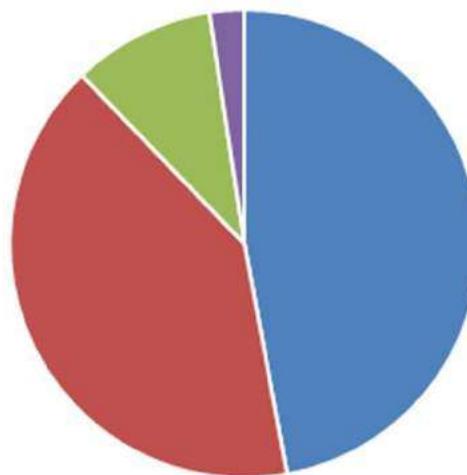
OPTIONS	COUNT	PERCENTAGE
EXCELLENT	365	48.5%
GOOD	309	41.1%
SATISFACTORY	59	7.8%
NEEDS IMPROVEMENT	19	2.5%



4. The school administration and processes are very smooth and effective.

OPTIONS	COUNT	PERCENTAGE
EXCELLENT	354	47.1%
GOOD	306	40.7%
SATISFACTORY	74	9.8%
NEEDS IMPROVEMENT	18	2.4%

Column1

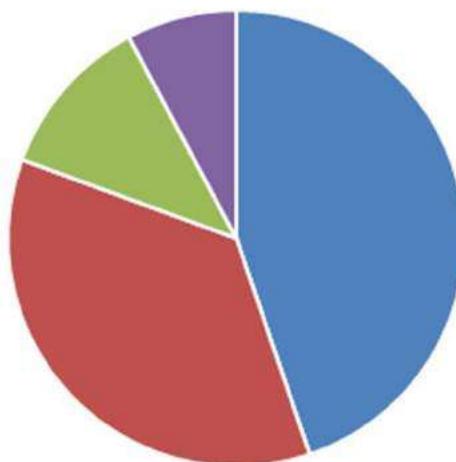


■ EXCELLENT ■ GOOD ■ SATISFACTORY ■ NEEDS IMPROVEMENT

5. The school provides adequate sports facilities and students' participation is encouraged.

OPTIONS	COUNT	PERCENTAGE
EXCELLENT	337	44.8%
GOOD	269	35.8%
SATISFACTORY	87	11.6%
NEEDS IMPROVEMENT	59	7.8%

Column1

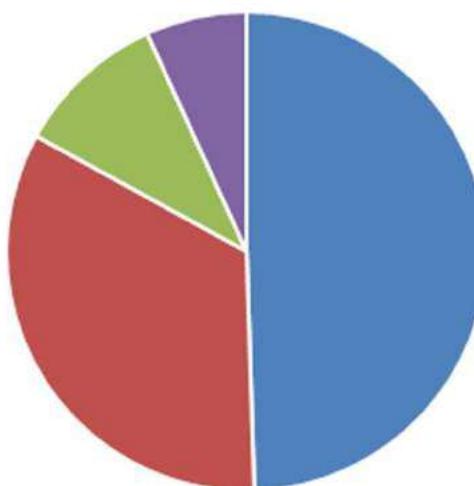


■ EXCELLENT ■ GOOD ■ SATISFACTORY ■ NEEDS IMPROVEMENT

6. The school gives equal importance to extracurricular activities as much as academic activities.

OPTIONS	COUNT	PERCENTAGE
EXCELLENT	372	49.5%
GOOD	252	33.5%
SATISFACTORY	77	10.2%
NEEDS IMPROVEMENT	51	6.8%

Column1

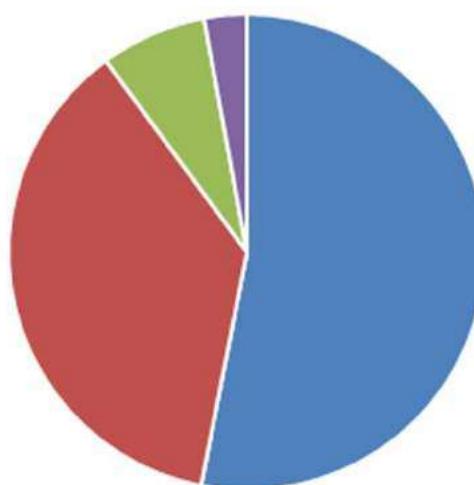


■ EXCELLENT ■ GOOD ■ SATISFACTORY ■ NEEDS IMPROVEMENT

7. The school provides sufficient and appropriate information regarding a students' academic progress.

OPTIONS	COUNT	PERCENTAGE
EXCELLENT	399	53.1%
GOOD	277	36.8%
SATISFACTORY	54	7.2%
NEEDS IMPROVEMENT	22	2.9%

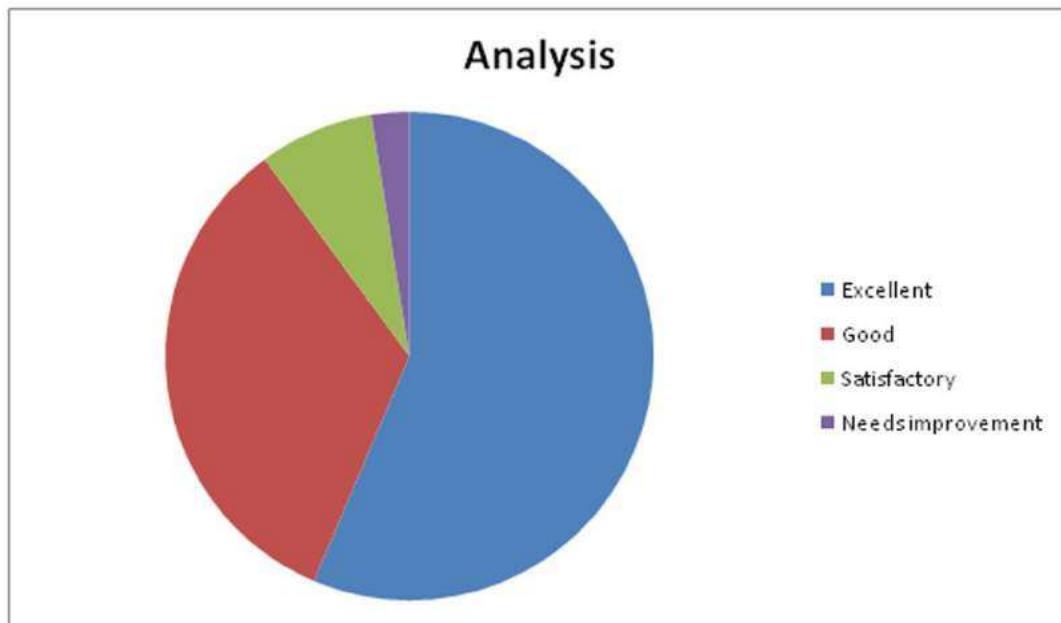
Column1



■ EXCELLENT ■ GOOD ■ SATISFACTORY ■ NEEDS IMPROVEMENT

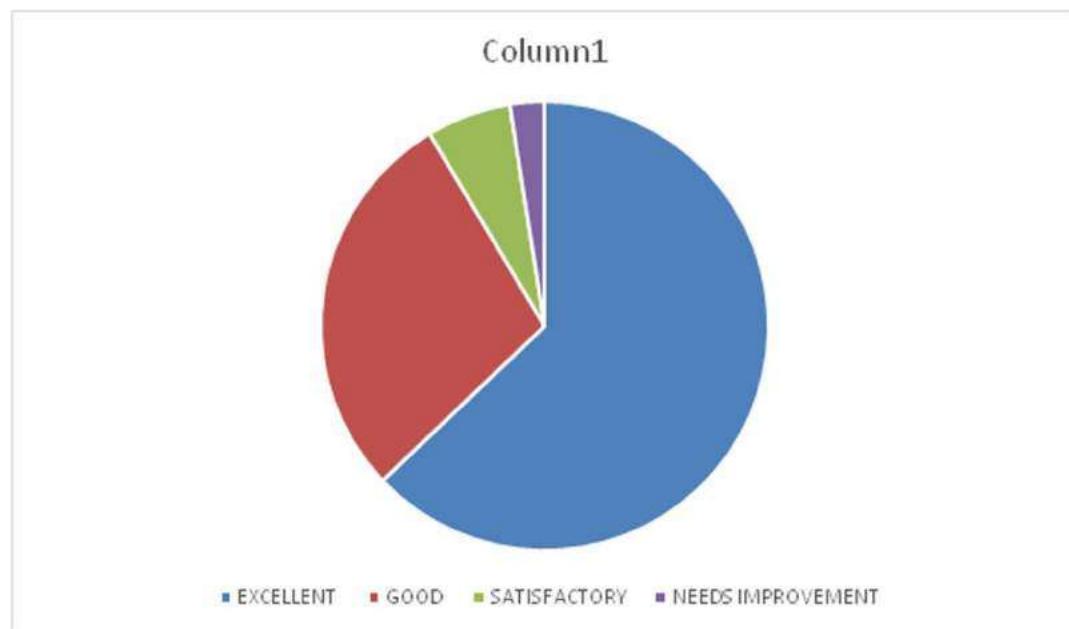
8. The disciplinary issues of the student's are competently handled.

OPTIONS	COUNT	PERCENTAGE
EXCELLENT	386	51.3%
GOOD	281	37.4%
SATISFACTORY	56	7.4%
NEEDS IMPROVEMENT	29	3.9%



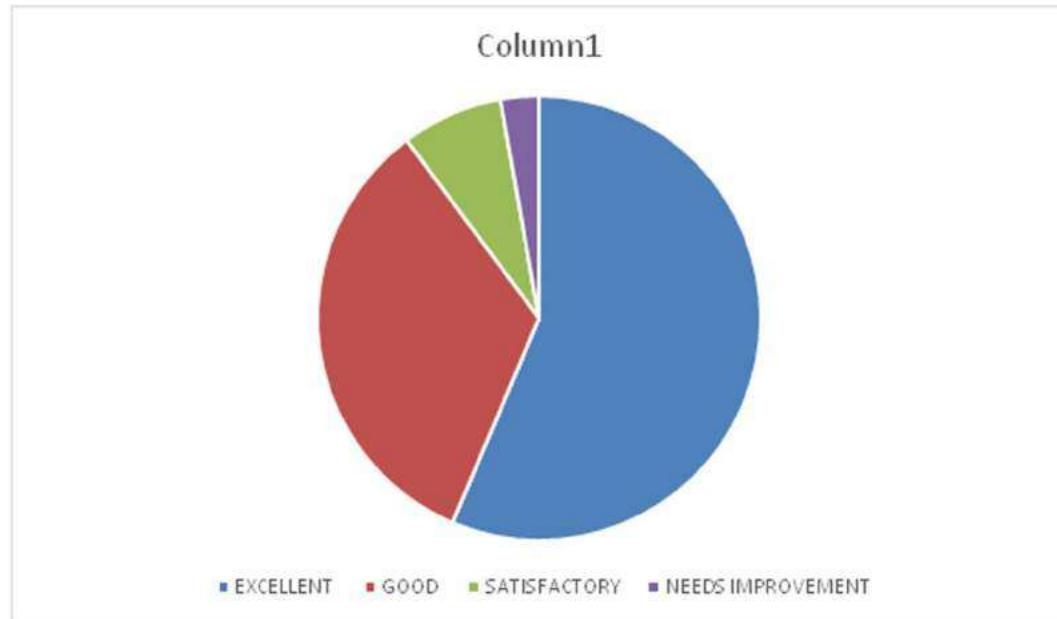
9. The school utilizes updated and modern technology.

OPTIONS	COUNT	PERCENTAGE
EXCELLENT	473	62.9%
GOOD	214	28.5%
SATISFACTORY	46	6.1%
NEEDS IMPROVEMENT	19	2.5%



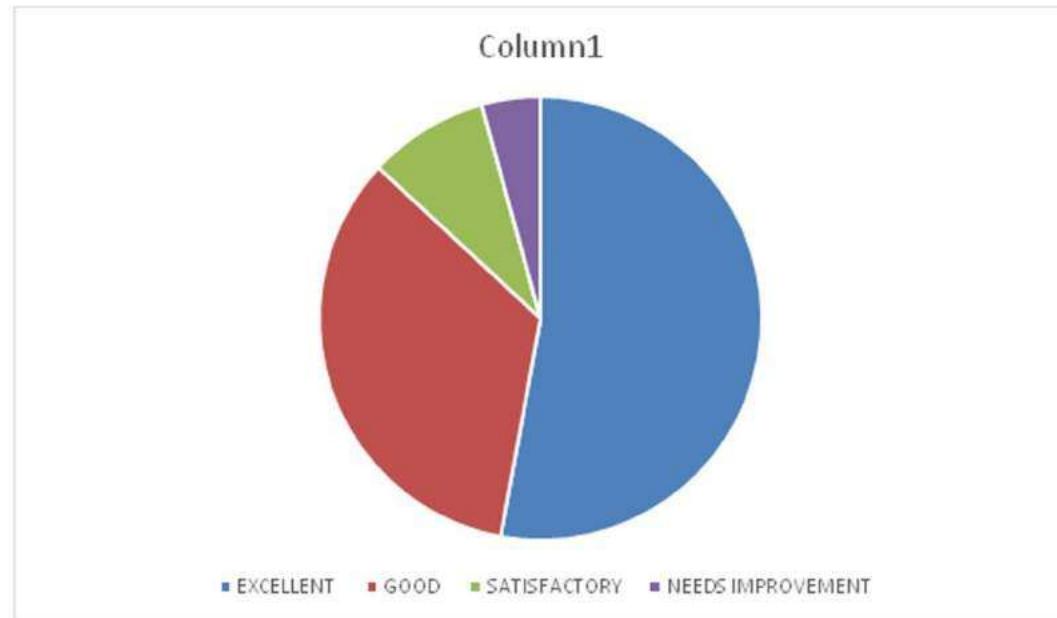
10. Students' health and safety is cared for.

OPTIONS	COUNT	PERCENTAGE
EXCELLENT	424	56.4%
GOOD	251	33.4%
SATISFACTORY	56	7.4%
NEEDS IMPROVEMENT	21	2.8%



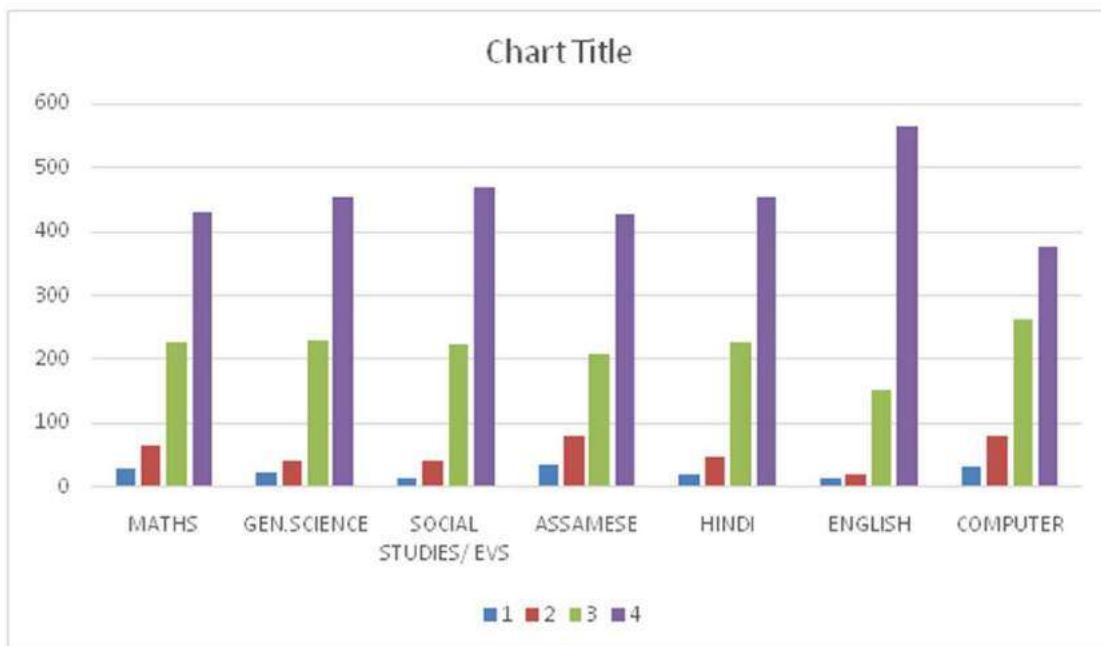
11. The school is very hygienic.

OPTIONS	COUNT	PERCENTAGE
EXCELLENT	398	52.9%
GOOD	256	34%
SATISFACTORY	66	8.8%
NEEDS IMPROVEMENT	32	4.3%



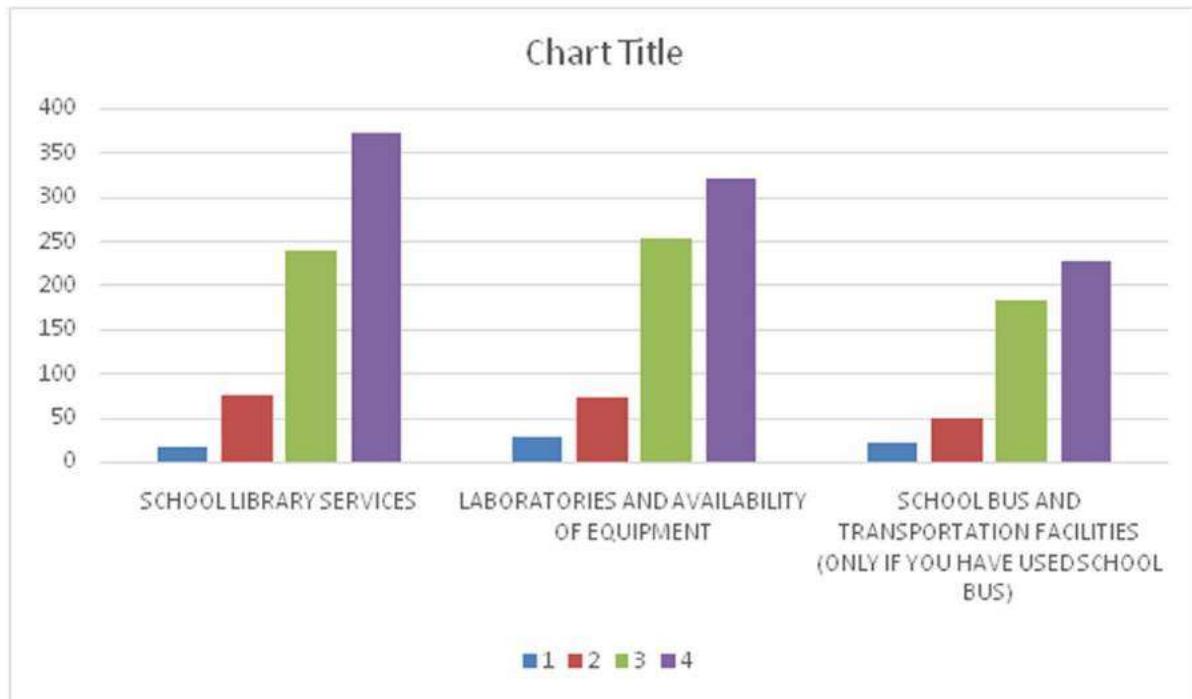
12. How would you rate the following subjects and departments in SFS, Guwahati? (4 being the highest score, 1 being the lowest score)

OPTIONS	MAT HS	GEN. SCIEN CE	SOCIA L STUDIE S/ EVS	ASSAME SE	HIN DI	ENGLI SH	COMPUT ER
1	29	24	15	35	21	14	32
2	66	43	42	80	49	20	81
3	227	231	224	210	227	152	263
4	429	453	470	426	454	565	375



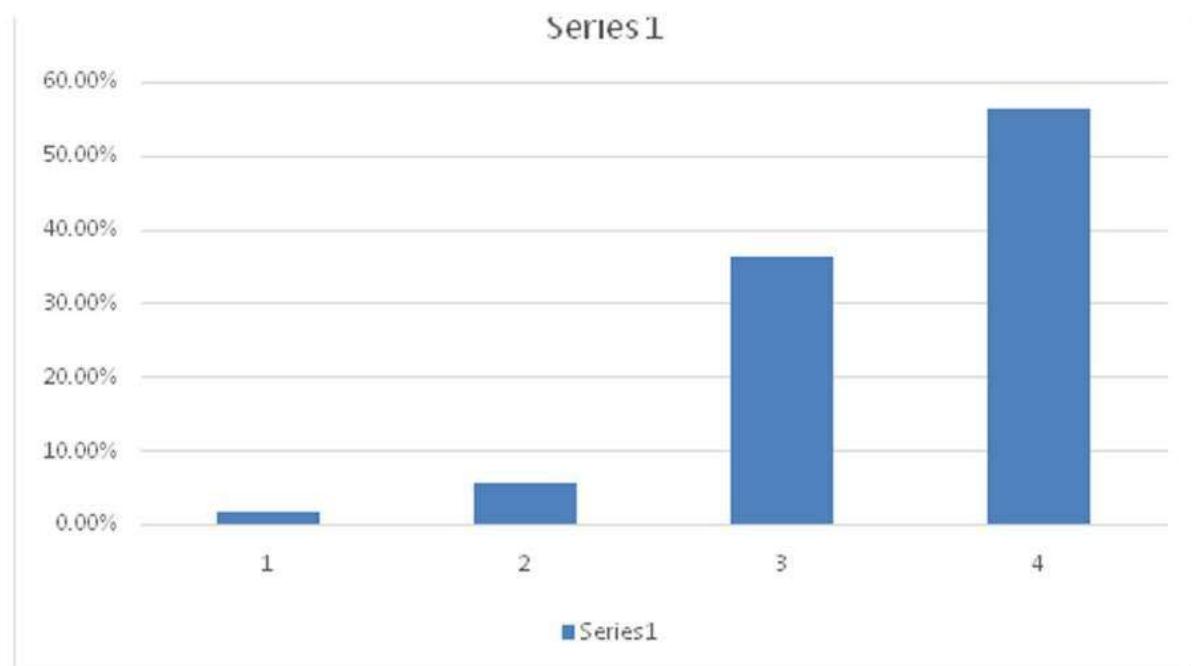
13. How satisfied are you with the following services offered by the school? (4 being the highest score, 1 being the lowest score)

OPTIONS	SCHOOL LIBRARY SERVICES	LABORATORIES AND AVAILABILITY OF EQUIPMENT	SCHOOL BUS AND TRANSPORTATION FACILITIES (ONLY IF YOU HAVE USED SCHOOL BUS)
1	16	28	21
2	75	73	48
3	239	253	182
4	373	321	227



14. Overall, how satisfied are you with SFS, Narengi, Guwahati?

OPTIONS	COUNT	PERCENTAGE
1	12	1.6%
2	41	5.5%
3	274	36.4%
4	425	56.5%

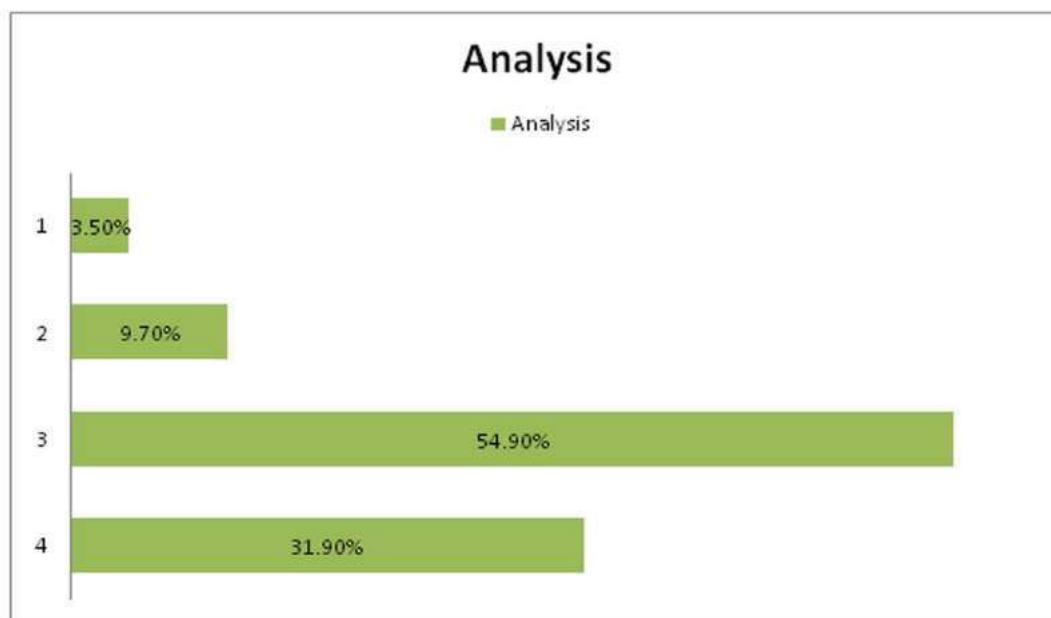


## 8.4 STUDENTS' SURVEY ANALYSIS (Class XI to XII)

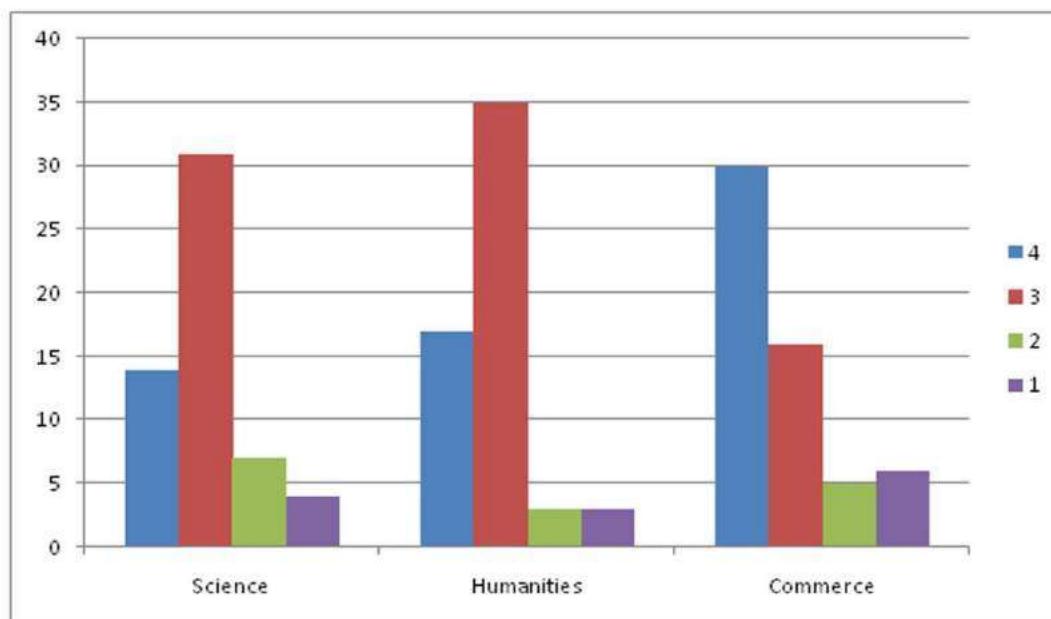
A total of 113 responses were recorded for the students' feedback form between Class 11 to 12.

1. How would you evaluate the quality of education provided at SFS, Guwahati?

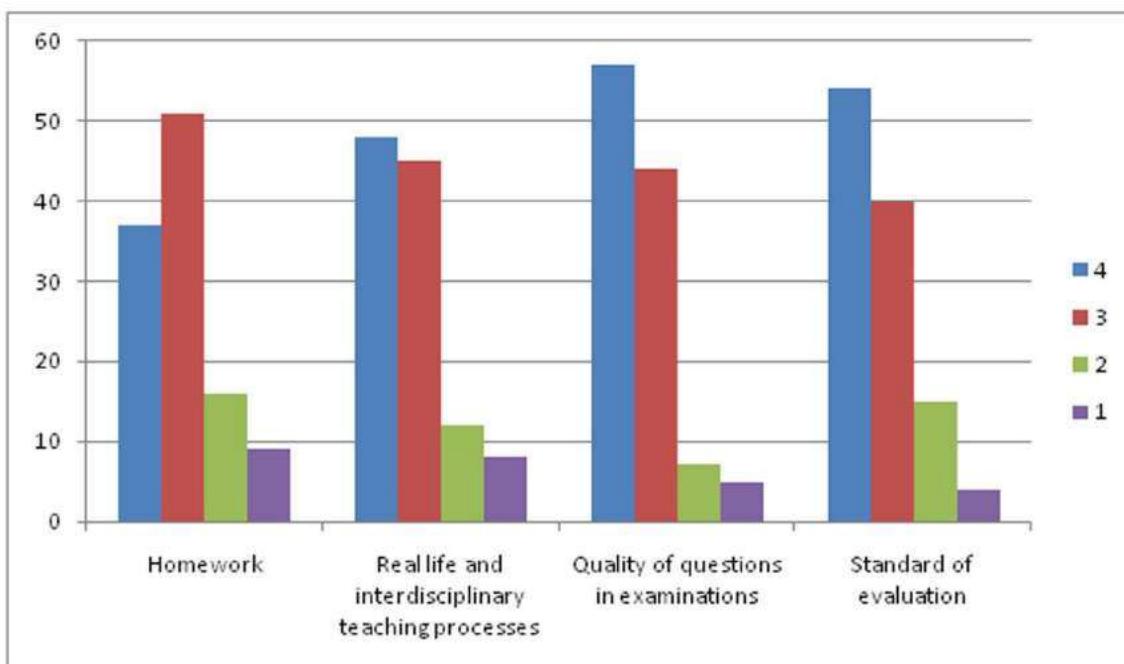
Ratings	Option	(In Count)	In Percentage
4	Excellent	36	31.9%
3	Good	62	54.9%
2	Satisfactory	11	9.7%
1	Needs improvement	4	3.5%



2. How would you rate the Higher Secondary streams at SFS, Guwahati? (4 being the highest score; 1 being the lowest score)

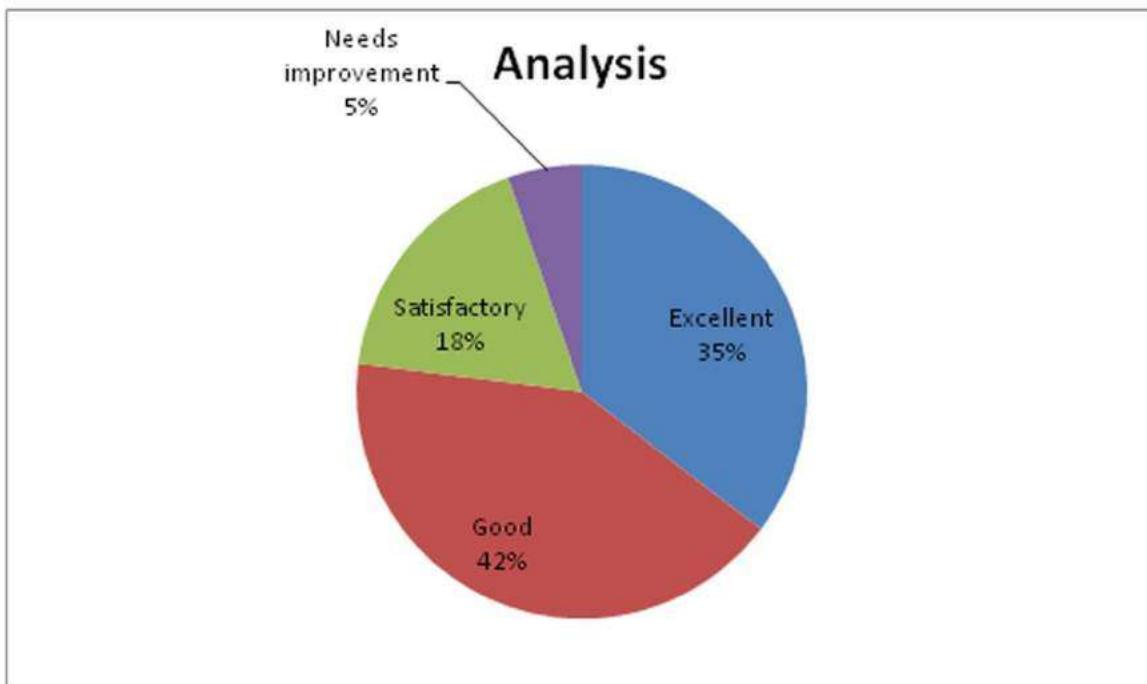


3. How would you rate your satisfaction with SFS based on the following parameters? (4 being the highest score; 1 being the lowest score).



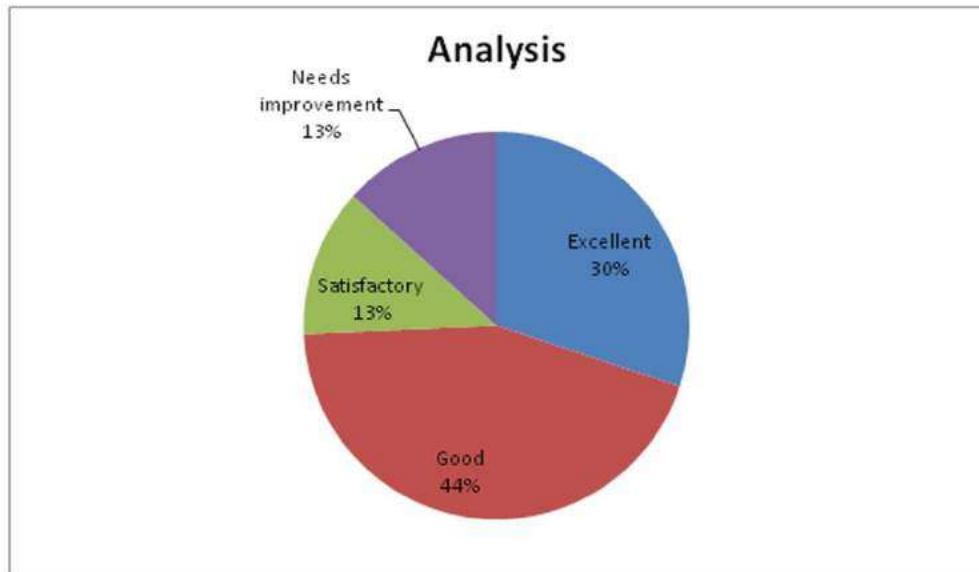
4. The school's educational curriculum is good and updated regularly.

Ratings	Option	(In Count)	In Percentage
4	Excellent	40	35.4%
3	Good	47	41.6%
2	Satisfactory	20	17.7%
1	Needs improvement	6	5.3%



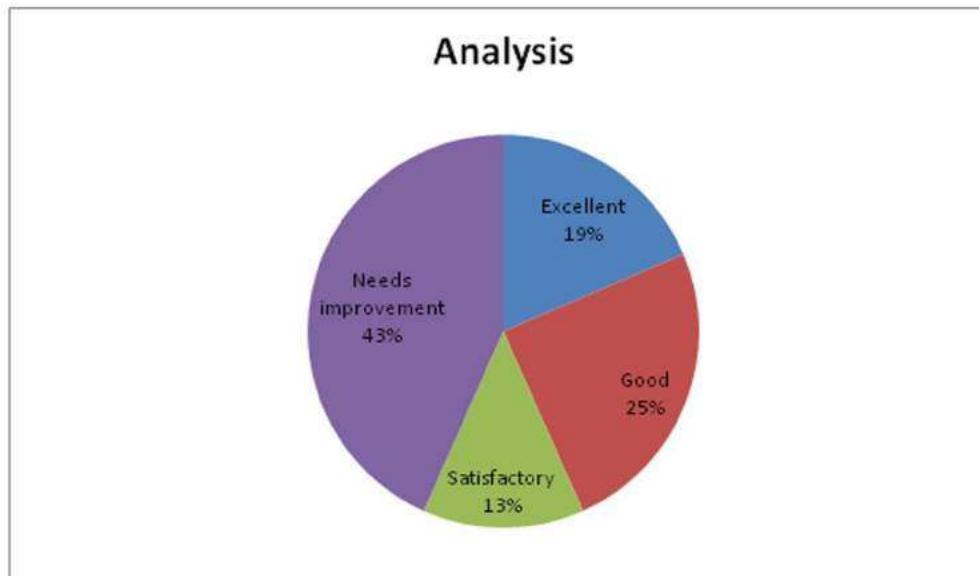
5. The school administration and processes are very smooth and effective.

<b>Ratings</b>	<b>Option</b>	<b>(In Count)</b>	<b>In Percentage</b>
4	Excellent	34	30.1%
3	Good	50	44.2%
2	Satisfactory	14	12.4%
1	Needs improvement	15	13.3%



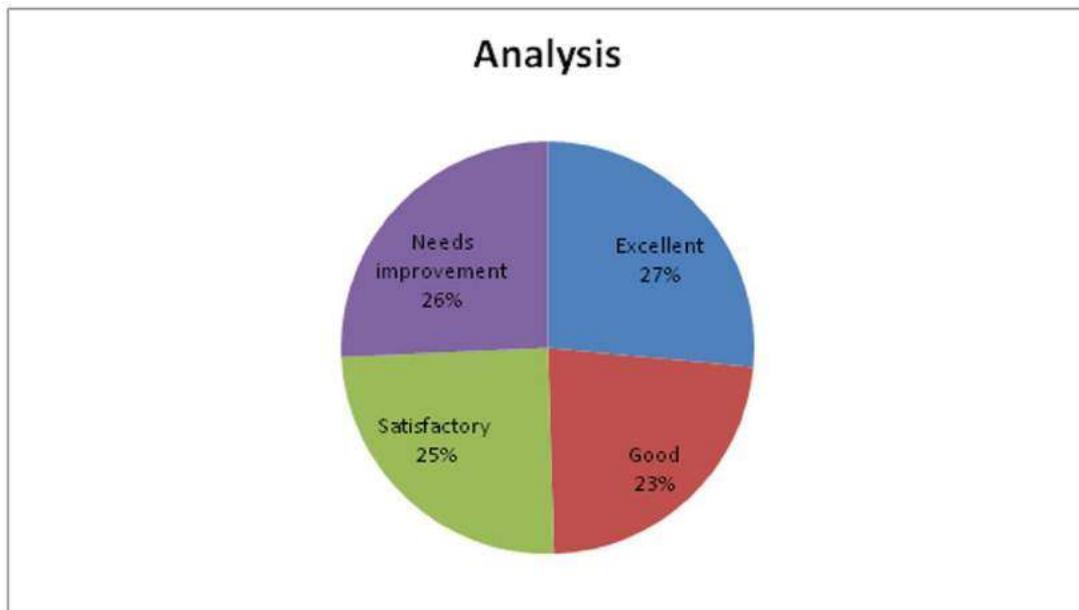
6. The school provides adequate sports facilities and students' participation is encouraged.

<b>Ratings</b>	<b>Option</b>	<b>(In Count)</b>	<b>In Percentage</b>
4	Excellent	21	18.6%
3	Good	28	24.8%
2	Satisfactory	15	13.3%
1	Needs improvement	49	43.4%



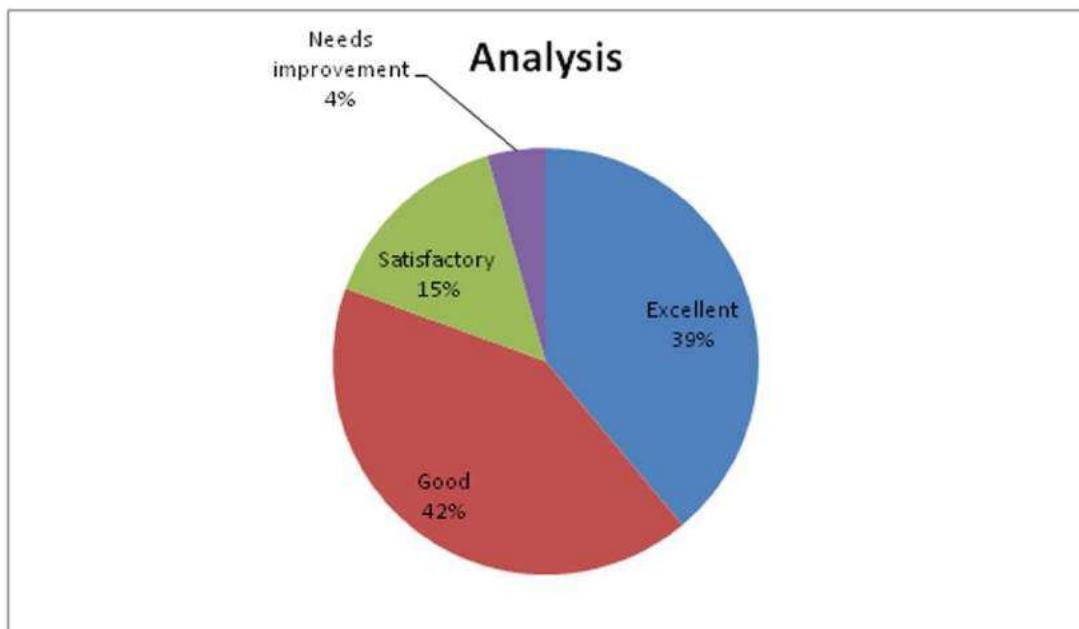
7. The school gives equal importance to extracurricular activities as much as academic activities.

<b>Ratings</b>	<b>Option</b>	<b>(In count)</b>	<b>In Percentage</b>
4	Excellent	30	26.5%
3	Good	26	23%
2	Satisfactory	28	24.8%
1	Needs improvement	29	25.7%



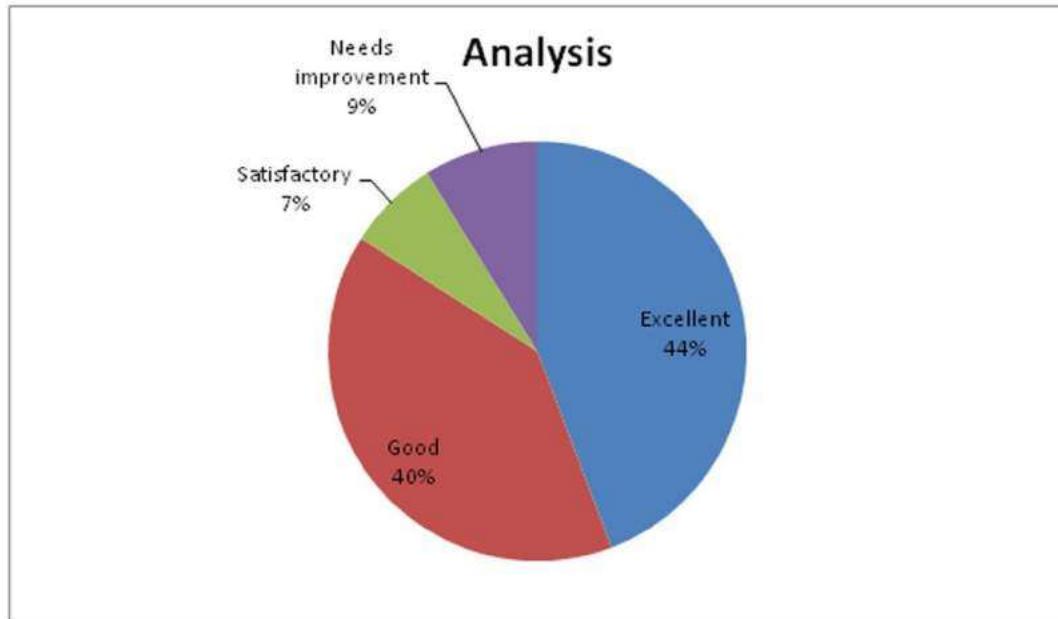
8. The school provides sufficient and appropriate information regarding a student's academic progress.

<b>Ratings</b>	<b>Option</b>	<b>(In Count)</b>	<b>In Percentage</b>
4	Excellent	44	38.9%
3	Good	47	41.6%
2	Satisfactory	17	15%
1	Needs improvement	5	4.4%



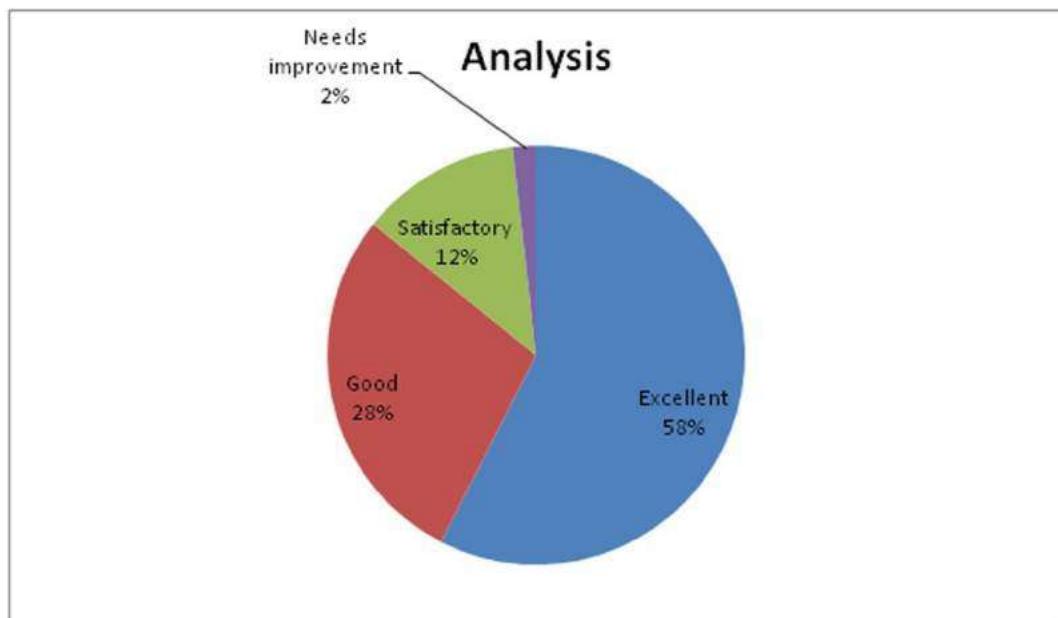
9. The disciplinary issues of the students are competently handled.

<b>Ratings</b>	<b>Option</b>	<b>(In Count)</b>	<b>In Percentage</b>
4	Excellent	50	44.2%
3	Good	45	39.8%
2	Satisfactory	8	7.1%
1	Needs improvement	10	8.8%



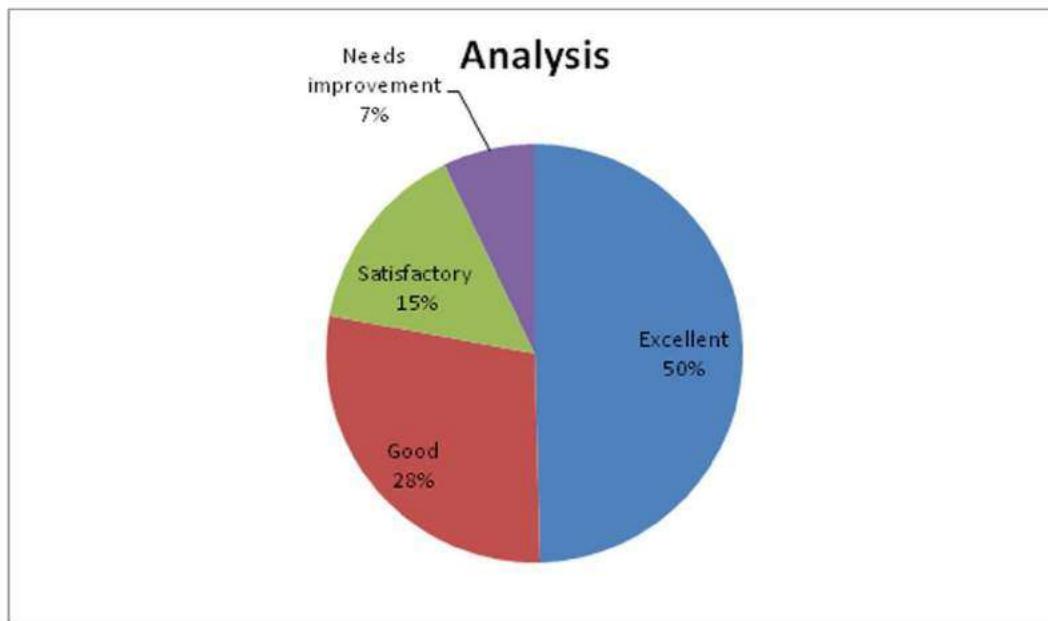
10. The school utilizes updated and modern technology.

<b>Ratings</b>	<b>Option</b>	<b>(In Count)</b>	<b>In Percentage</b>
4	Excellent	65	57.5%
3	Good	32	28.3%
2	Satisfactory	14	12.4%
1	Needs improvement	2	1.8%



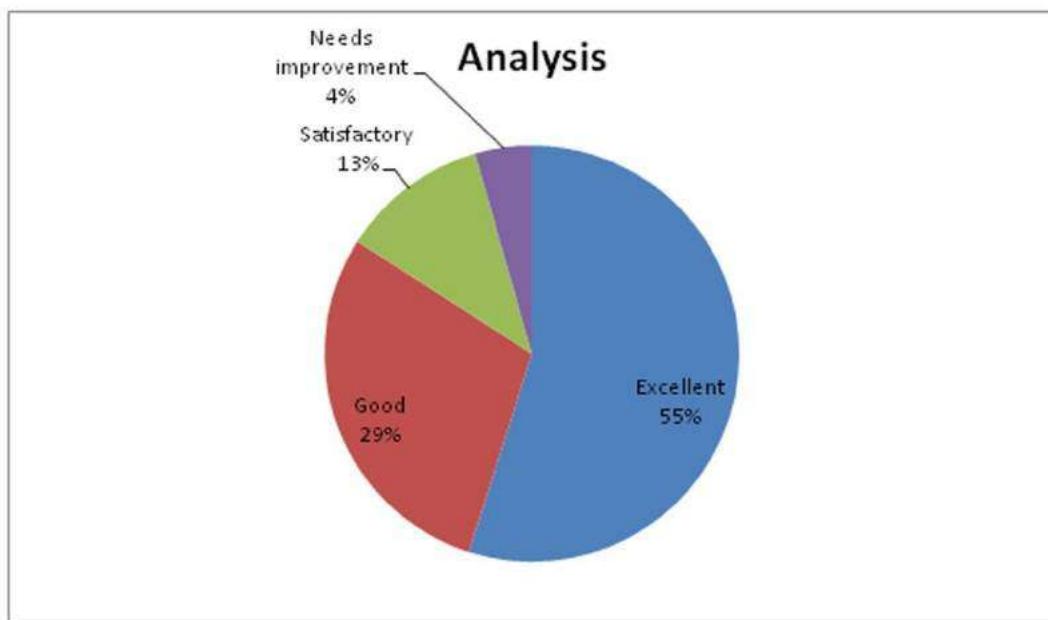
11. Students' health and safety is cared for.

Ratings	Option	(In Count)	In Percentage
4	Excellent	56	49.6%
3	Good	32	28.3%
2	Satisfactory	17	15%
1	Needs improvement	8	7.1%



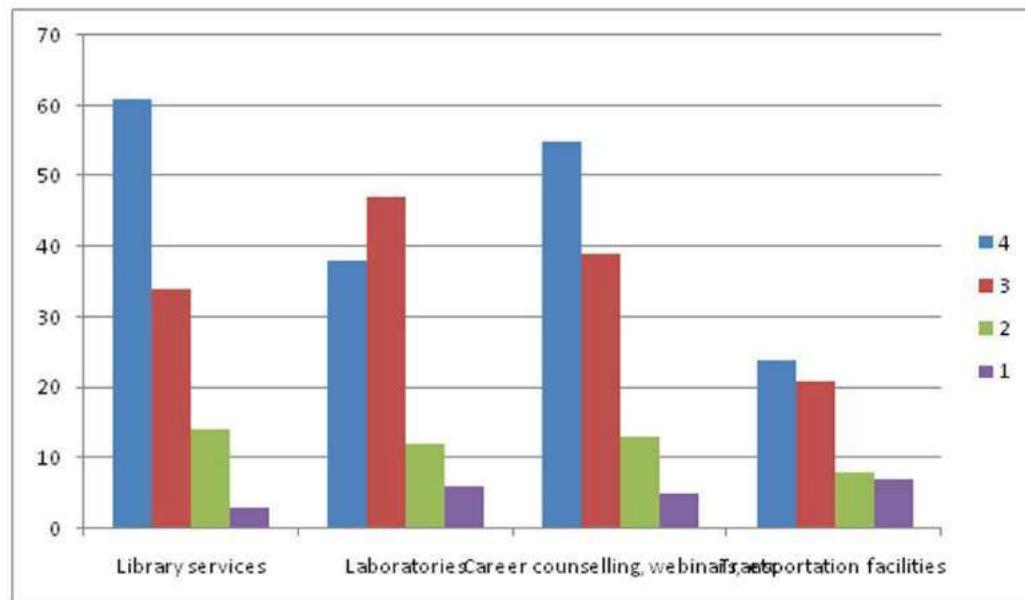
12. The school is very hygienic.

Ratings	Option	(In Count)	In Percentage
4	Excellent	62	54.9%
3	Good	33	29.2%
2	Satisfactory	13	11.5%
1	Needs improvement	5	4.4%



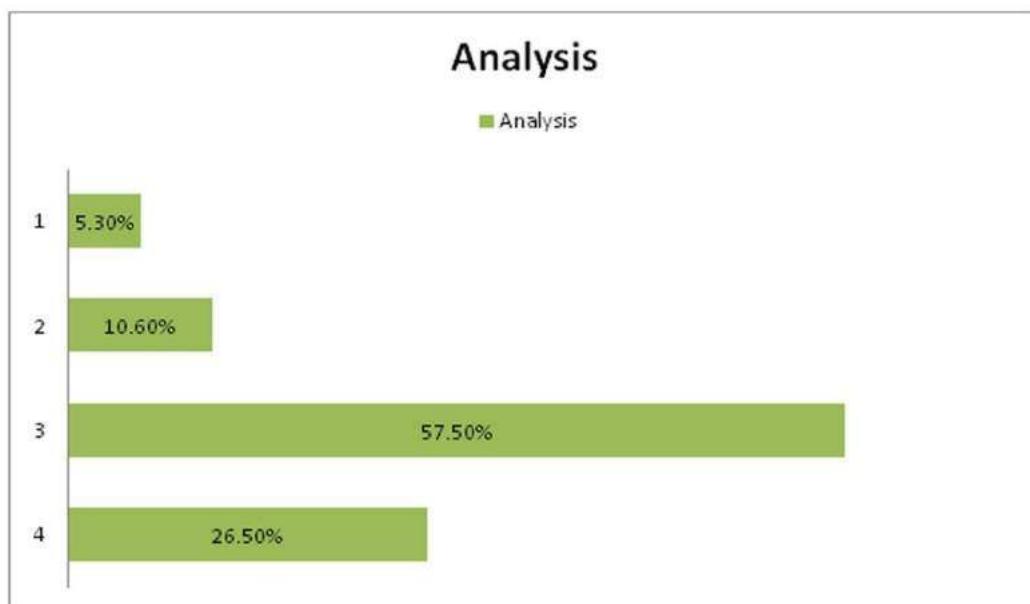
13. How satisfied are you with the following services offered by the school? (4 being the highest score; 1 being the lowest score)

- \*School library services.
- \*Laboratories and availability of equipments (Physics lab, Biology lab, Chemistry lab, and Computer lab)
- \*Career counselling, personal guidance, guest lectures and webinars.
- \*School bus and transportation facilities (for students who avail school bus facilities)



14. Overall, how satisfied are you with SFS, Narengi, Guwahati?

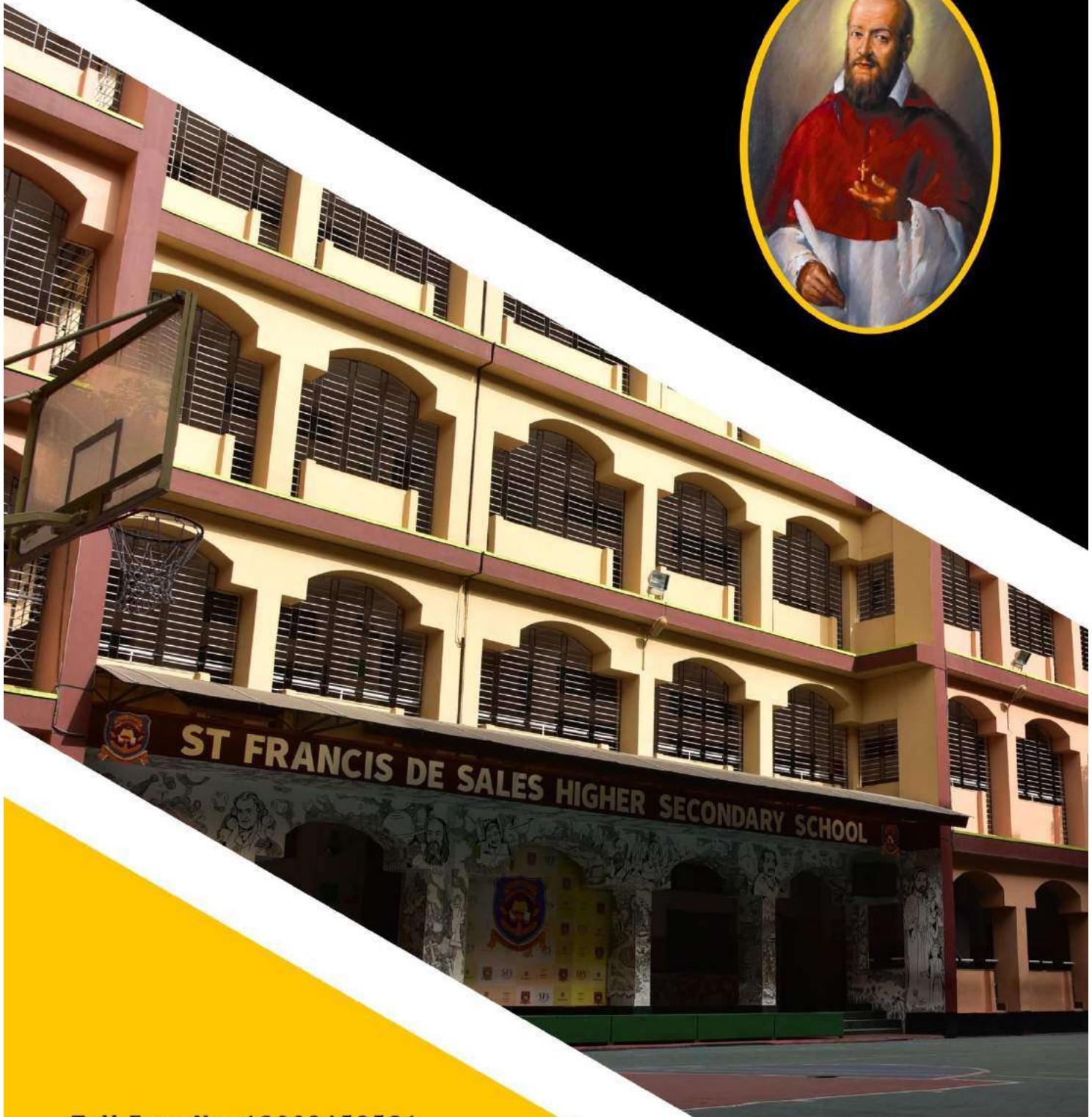
Ratings	Options	(In Count)	In Percentage
4	Excellent	30	26.5%
3	Good	65	57.5%
2	Satisfactory	12	10.6%
1	Needs improvement	6	5.3%



#### 15. Recommendations & suggestions.

The following are some of the common and recommendations forwarded by the higher secondary section students.

- \* Teaching beyond the classroom to be encouraged and executed.
- \* Less time for self-study as more homework is given.
- \* Inclusion of basic sports facilities.
- \* Encouragement of other sports in the school such as cricket, football, badminton.
- \* Formation of the student council.



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**Office Timings: 8:30 AM - 4 PM (Monday to Friday)**

**8:30 AM - 1 PM (Saturdays) Closed on Sundays & Holidays**