

File Name	Curriculum Implementation Procedures - The SOBHA Academy
Reference	SKT - TSA PRO - II - 001
Date	13-05-2025

1. Introduction

This procedure outlines the detailed steps and responsibilities for implementing the curriculum in line with CBSE and NEP 2020 frameworks, ensuring consistency and quality in teaching and learning processes.

2. Purpose

To guide curriculum coordinators, heads of departments, and teachers in executing the curriculum delivery processes aligned with the Curriculum Implementation Policy.

3. Procedure Details

3.1 Adherence to CBSE Curriculum and NEP 2020

- Curriculum Coordinators shall verify that all teaching materials are in line with the latest CBSE publications and NEP recommendations.
- Each department will map the curriculum to NEP-aligned competencies.

3.2 Academic Calendar and Syllabus Completion Timeline

- The academic calendar will be reviewed and approved by the Principal and shared with all stakeholders.
- Heads of Departments (HODs) will ensure monthly reviews of syllabus completion.

3.3 Experiential and Activity-Based Learning

- Teachers will include experiential activities in lesson plans, with regular documentation and feedback loops.
- Labs, libraries, and digital resources will be actively used to support experiential learning.

3.4 Continuous Professional Development (CPD)

- The school will organize a minimum of 4 CPD programs per academic year.
- Teachers must maintain records of training attended and submit a reflection report post-training.

3.5 Lesson Planning and Documentation

- Lesson plans must be submitted to HODs fortnightly for review and feedback.
- Teachers will maintain a Curriculum Implementation File (CIF) with the following:
 - o Yearly and unit plans
 - o Lesson plans with LOs
 - o Records of student performance and reflections

- o Documentation of innovative practices

4. Compliance and Review

The Curriculum Implementation Procedure shall be reviewed annually in conjunction with the policy to ensure continued relevance and effectiveness.

5. Document Control

VERSION	DATE	DESCRIPTION	APPROVED BY
1.0	13-05-2025	Initial Formalisation	Trustee Board