

In the name of Allah

## **A Comprehensive Project Report for Assessment Cell, HEB**

### **The concept:**

Every successful organization is regularly evaluated. This assessment system is an important & integral part of any group of people and engaged in achieving common goals. Schools are a unity of collective struggle to prepare a generation which shall be beneficial for humanity & take forward the best culture of civilization. Schools have their own assessment prescribed by official authorities but the sad part the poor response from many schools affiliated with state boards is also a major factor in poor implementation of the assessment system.

The poor system of evaluation affected the poor academic and non-academic performances resulting in poor education of children & bad performances.

The Tahreek & its well-wishers have established a great number of schools across the country. The objective of their schools is to impart contemporary education integrity with values. This concept is now termed as Integrated Holistic Approach of Education.

Though it is the dream of School Leaders but this objective is rarely achieved. The poor achievement rate is attributed to various reasons right from the Teachers Training to the right kind of Assessment System.

The prevailing school Assessment System and the School Accreditation Bodies have the system to evaluate the Academic Performance, Infrastructure & Human Resources. All these systems lack into the system which can measure the performance of Value Integration. This scenario demands a Professional Agency which can scientifically examine the performance of educational institution with the Rubrics which can measure the Academics, Non-Academics, Infrastructure, and Human Resources & Value Integration.

HEB has created an Assessment cell for this task. The Central Committee of this cell will train the School Inspectors from various Zones to undertake school assessment. These school inspectors will inspect the schools of their respective zones & suggest the measures to improve the schools wherever required, in the exceptional cases central team or its members will visit the selected schools too.

**Vision:** Assessment Cell of Holistic Educational Board will be an Icon inculcating the sense and essence of quality in School education with zeal of perfection among the entire educational Institutions in Millat and to plural society.

## **Methodology / SOP for Assessment of Schools and Their Upliftment**

- The Quality Assessment Cell will perform all its activities in entire nation from a head quarter (Delhi).
  - Quality Assessment Cell has formed a **Central Inspectors (Mentors) team** to assess the institutes at National level.
    - This committee will evolve the states in assessment process.
    - This committee will seek and explore the services of subject experts, non-teaching staff, masters in finance etc and will keep watch on assessment done by experts.
    - This committee will shoulder the entire responsibility of assessment of schools throughout the nation hence will intervene if required.
  - Social Media group of Assessment committee has been formed and the related information, expert opinions as well as academic suggestions, visits etc will be sought and sheared.
  - The Cell will prepare **Prerequisites** like Inspection Format (it's already made new) , Format for Inspectors etc.
  - The Cell will receive the list of **Target schools from states**.
  - **State Assessment Coordinators** shall be appointed in the zones where JIH Managed Schools are existing. This State Assessment Coordinator (SAC) shall be appointed by HEB in consultation with Zonal Presidents of JIH. President/Secretary of Zonal Taleemi Board would be SAC.
  - Social Media group of all State Assessment Coordinators will be formed and the related information, instructions and data will be sheared.
  - Assessment Cell will **visit to several Quality Assessment Centres/Institutes/Organisations** those who are working to Assess and uplift the School Education in India. Especially they will go through the emerging trends of Inspection, Mechanism of testing teachers, management and students.
  - **Orientation camps** will be organised for Assessors time to time.
  - Online/Offline Programmes will conduct for Educational Mentors to upgrade the skills, to enhance the new methods, pedagogy etc.
  - **The Entire system shall be powered by the Technology and on the Software (app).**
1. Assessment Cell **will finalise the written agreement** with schools (like Contract) for furnishing the academics and other status of school.
  2. Institutions List of Respective states will be collected.
  3. The schools integrated in assessing their own School shall apply through website.
  4. The Parameters and Rubrics defined for assessments are enclosed herewith this project.
  5. Umara e Halqa / zonal presidents can make it obligatory all the schools which are under their supervision.
  6. A prescribed fee shall be remitted by the schools, it will be Rs. 10,000 and above depending upon the size & place of the school for the year 2022-23
  7. Data shall be filled by authorized Person in the schools.
  8. The accuracy of data shall be verified by any other person who is not connected with the school or shall not have any interest with that school.

9. In case of further information required, it shall be collected through online for person visiting the school.
10. The willingness letter from the Management of respective schools shall be obtained through zonal presidents/ State Taleemi Board Chairman.
11. The State branch chapter of HEB Assessment Committee will initiate assessment of the institutions. It shall be started through zoom meeting. Questioner shall be sent to the management. Extract the maximum information through online meetings. A detailed video of infrastructure, Morning Prayer, Teaching Practices of all the teachers shall be obtained.
12. **Baseline test** will be conducted as a part of Inspection, after observation of the results, further mechanism (Remedial teaching, Plan for academically poor, plan for Extra ordinary and brilliant student, teachers training etc) will be suggested to make improvement.
13. Last 3 year's Financial audited report will be collected.
14. Mobile numbers of 10% parents will be got and selected randomly a few parents and will be recorded their responses.
15. After processing the received data, a first analysis should be done by 3 experts namely Academics, Management & Finance. (Central level)
16. This analysis may identify some gaps in collection of data, so to collect this data, either a physical meeting/visit to the school can be made. (Zonal level)
17. Data will be processed and analysed by the central team by field experts. The analysis with remedial measures shall be send to respective schools or zone presidents.
18. Finalising the audit and solution.
19. This audit report & solution shall be discussed in a meeting were in SAC, ZP, State Taleemi Board Chairman as well as the members of the management shall be present.
20. The Agreed solutions shall be implemented by the HEB by using the services of experts on payment basis. Financial obligations shall be the responsibility of the school management.
21. Names Proposals-
  - Mr. Iqbal Razvi, Hyderabad
  - Mr. Aquil, Bengaluru
  - Mr. Asadullah Umri

➤ **The Services offered by HEB after the Assessment will be:**

- i. Training to teachers, Non-Teaching, HMs, Management and Trustees etc.
- ii. Career counselling and Guidance to student.
- iii. Parenting workshops.
- iv. Audits.
- v. C.S.R and other Sources
- vi. Capacity Building Programmes for Management
- vii. Take over Projects

- Mr. Mohammed Zahoor Ahmed, Maharashtra has been nominated as Chief Executive Officer (CEO) of Assessment Cell.
- Mr. Iqbal Razvi, Telangana has been appointed as Assistant Chief Executive Officer (ACEO) of Assessment Cell.

## **Assessment Working Module & Organizational Chart**

### **Central System**

**CEO (Chief Executive Officer): Mr. Mohammed Zahoor Ahmed**

**Assistant CEO: Iqbal Razvi**

### **Team of Domain Experts**

1. Management
  2. Teaching Staff
  3. Non-Teaching staff
  4. Parents & Students
  5. Finance & Statutory Bindings
  6. Subject Experts
    - (a) Languages
    - (b) Science
    - (c) Mathematics
    - (d) Value Education
2. Team from Several States
- State Assessment Coordinator
- State Assessment Executives
3. Work Flow
- (1) Receiving Application from Institutions (Directly or through state team)
  - (2) Data collection through Google Form & Video Clips
  - (3) Zoom Meeting

Above data shall be collected by the central team/state team. If data is collected by a state team, data shall be forwarded to the central team.

Assistant CEO will verify the data and fill in the gaps if any.

This data shall be segregated and sent to Domain experts.

4. Domain Experts will evaluate the data and suggest remedial Measures.

5. Remedial measures shall be compiled/Evaluated and suggested to institutions.  
(Assistant CEO)

6. Institutions shall be asked to contact respective departments for the remedies e.g., teachers' training, Institutions will contact the training Centre. For finance and infrastructure may contact the Pvt. company that made for this.

7. The report will also be shared with the state board and Amir-e-Halqa.

8. Assessment Fees:

The basic charges will be Rs.10,000 and Schools having students more than one thousand to two thousand or +2 shall be charged Rs. 15,000/-

9. For more than 2000, the Assessment Fees should be negotiated and decided by the CEO.

All payments must be made in the name of or in favor of HEB.

10. The expenses of assessment executives shall be borne by the respective institution.

(Travelling, Food and Accommodation)

11. The travelling facility shall be in the 3-tier AC class.

12. Food and lodging shall be the responsibility of the respective institutions.

13. A maximum of three executives can visit the institution, depending on the size of the institution and the strength of the students.

**ORGANISATION CHART**

**Chairman HEB: - (Mujtaba Farooq Sb)**



**Director, HEB: - (Syed Tanveer Ahmed Sb)**



**Assistant Secretary (In Charge of Assessment): - (Mr. Salimullah Khan)**



**(CEO) Chief Executive Officer (Mr. Mohammed Zahoor Ahmed)**



**Assistant Chief Executive Officer (Mr. Iqbal Razvi)**



**Committee of Experts**



**State Assessment Coordinator**

Individuals engaged in the assessment process can be termed as Assessment Executives/Asst. Officers.

**Note:** The entire process must be completed within 30 days of receiving the filing application from the institutions. The report shall be issued only after receipt of the assessment fee.

## **Central Assessment Committee**

CEO: Mr. Md. Zahoor Ahmed- MS

Asstt. CEO: Mr. Iqbal Razvi, Hyderabad, TS

- 1) Dr. Badrul Islam, Assistant Prof. MANU Aurangabad, MS
- 2) Dr. Mehmood Siddiqui, Professor MANU Hyderabad, TS
- 3) Dr. M. A. Baseer, Assistant Professor Nanded, MS
- 4) Dr. Kazim Malik, Lecturer Mumbai, MS
- 5) Dr. Sharfuddin Nizami, Aurangabad- MS
- 6) Dr. Rashudunnisa Madam- MS
- 7) Mr. Ilyas Ahmed, Retd. Headmaster Aurangabad, MS
- 8) Ms. Shabnam Aziz- Jaipur, Rajasthan -
- 9) Mr. Abd Azeem, Rajasthan –
- 10) Mr. Asif, Neori, Akbarpur, UP-E
- 11) Mr. Kafil Ansari- Bhiwandi, MS –