

Instructions for Completing the Monthly Task Tracker Template

Prashikshak Haryana

In our continuous effort to enhance accountability and track the outcomes of our educational initiatives, we have developed a Task Completion Template to be filled out by all faculty members upon successfully completing assigned tasks. This document outlines the instructions for accurately filling out the template to ensure clarity and consistency across all DIETs in Haryana.

Monthly Tracker Completion Instructions

1. Task Title

- **Definition:** The official title of the task assigned.
- **Action:** Enter the specific name of the task as provided in the assignment.
- **Note:** Only one tracker should be filled out for the same work completed within the month

2. Select Your Wing Name

- **Definition:** The department/wing to which the official belongs.
- **Action:** Select from the following options:
 - CMDA Wing
 - DRU Wing
 - ET Wing
 - IFIC Wing
 - P&M Wing
 - PSTE Wing
 - WE Wing

3. Task Assigning Organization

- **Definition:** The name of the organization that assigned the task.
- **Action:** Select from the following options:
 - **SCERT Wings**
 - *Curri & Textbook Wing*
 - *DIET Wing*
 - *Educational Technology Wing*
 - *Exam Wing*
 - *Language Wing*
 - *Leadership Wing*
 - *Maths Wing*
 - *NSQF Cell*
 - *Population Wing*
 - *REAP Cell*
 - *Science Wing*
 - *Teacher Education Wing*
 - *Testing & Assessment Wing*

- DIET's own task
- DSE
- HBSE
- DEO/DEEO/DPC/BEO
- DC/ADC
- NCERT/NCTE/NIEPA/IGNOU/CCRT/etc.
- Any other

4. DIET Order Number

- **Definition:** The specific order number/Diary number associated with the task allocation.
- **Action:** Enter the correct order number for tracking purposes.

5. Order Date

- **Definition:** The date on which the task was officially assigned.
- **Action:** Enter the date in the format (DD/MM/YYYY).

6. Select Your Role in the Task

- **Definition:** Your designated role or position with the task.
- **Action:** Select from the following options:
 - Head of the Wing
 - Program Coordinator
 - Co-coordinator
 - Team Member
 - Resource Person/MT
 - Mentor/Observer
 - Participant
 - Creator
 - Others

7. Select the Category of Task

- **Definition:** The 10 pre-declared categories(mentioned below) under which the task falls.
- **Action:** Select from the following options:
 - **Training Conducted** (Any type of Training Conducted by DIET, in which DIET acts as Resource Person in addition to the organiser)
 - **Training Attended** (Any type of online/offline Training Attended By DIET Faculty, excluding meetings)
 - **Content Development** (Question Bank, Question Paper, eContent/lecture video/audio, textbook, module, publicity posters,magazine etc)
 - **Research/Publication** (Published any Article / Research Paper in a Journal / Started any research in the field self or allotted by any department, orientation/training attended on research should not be mentioned)
 - **Mentoring & Monitoring** (School Mentoring/monitoring visits allotted by DSE/SCERT/DIET, for which a report was prepared and submitted)

- **Marking/SIP/Practical Exam** (D.El.Ed/Board exam marking, SIP or practical duty by HBSE)
- **Technology Integration** (Use of technology tools and resources in training, program management, digital documentation, report preparation, dashboard/portal/app management for district/block level data use,)
- **Pedagogical Skills** (Designing and delivering lesson plans, implementing active learning strategies, differentiating instruction, integrating technology in teaching, classroom management techniques, assessment for learning, subject-specific pedagogy, promoting critical thinking and problem-solving, inclusive and gender-sensitive pedagogy, art-integrated and toy-based learning, Effective classroom orientations/mentoring, PLC meetings with teachers during school mentoring/monitoring, CRP, Skill passbook, FLN sessions, Remedial/LEP/UDAN initiatives)
- **Meetings Conducted** (Any type of meeting conducted for Teachers/BRP/ABRC/District officials, organized by DIETs only)
- **Meeting Attended** (Any meeting related to the program attended online/offline, organized by DIET itself or other organizations)
- **Community Engagement** (Organizing community-based projects, conducting awareness programs, parent and community interaction, school-community linkage activities, promoting local culture and knowledge, conducting surveys and action research, mobilizing resources for schools, celebrating local and national days with the community. Any initiative for motivating/engaging community members/NGOs/Industries for DIET strengthening, in any area -Infra/academic/financial/administrative, etc)
- **Collaborative Partnerships** (Jointly working with other TEIs/Colleges/Universities/organizations for DIET strengthening with a due MoU/contract)
- Others (Any task not covered under the above-mentioned areas)

8. Target Group/Participants

- **Definition:** The group of individuals to whom the program is targeting as beneficiaries.
- **Action:** Select from the following options:
 - Administrators
 - School Heads
 - Teachers
 - Students
 - ABRCs/BRPs
 - DIET Faculty
 - SMCs
 - Self
 - Others

9. Number of Targeted/Involved Participants

- **Definition:** The total number of participants who attended the program.

- **Action:** Enter a numerical value representing the actual participants(not the target number).

10. Activities to Accomplish Task

- **Definition:** A summary of activities conducted to achieve the task objectives.
- **Action:** Provide a brief description of the activities, in bulleted points, actually covered by the organizing team, during the program.

11. Outcomes of Activities

- **Definition:** The results or impacts of the activities conducted.
- **Action:** Summarize the outcomes, such as improvements noted, skills gained, or feedback received.

12. Present Status of Task

- **Definition:** The current standing of the task at the time of reporting.
- **Action:** Select from the following options:
 - Completed(if completed as per latest instructions/current objectives)
 - In Progress(if few steps as per plan were conducted during the month and the remaining steps are scheduled for next month)

13. Date of Task Completion

- **Definition:** The date when the task was officially completed.
- **Action:** Enter the completion date in a clear format.

14. Follow-Up (if Required)

- **Definition:** Any necessary follow-up actions that need to be taken post-task.
- **Action:** Provide specific follow-up actions or indicate if none are required.

15. Time taken to complete the tasks

- **Definition:** Time devoted in completing the task mentioned.
- **Action:** Mention the actual duration in hrs/days, considering the nature of the task and justified practically.

16. Add Links to Images/Reports

- **Definition:** Links to any supporting documents or media related to the task.
- **Action:** Provide URLs or references to documents, images, or reports that provide additional context, with access granted to 'anyone with the link'

16. Tags Section

- **Definition:** Keywords or tags to categorize the task for easier retrieval and tracking.
- **Action:** Enter relevant tags (e.g., "Teacher Training", "Assessment").

17. Other Fields

- **Definition:** Any additional information or fields that need to be included based on specific requirements.
- **Action:** Provide any pertinent information that does not fit in the above categories.

Final Notes

- **Review:** Before submission, please ensure all sections are completed accurately.
- **Submission:** Adhere to SCERT as well as your institution's guidelines for submitting the completed template.

We appreciate your commitment to maintaining transparency and effectiveness in DIET operations across Haryana. Thank you for your continued dedication to quality education.



**Best regards,
Team Prashikshak
SCERT Gurugram**