

POLICY & PROCEDURE FOR STUDENT - SPECIFIC PERSONALITY DEVELOPMENT

1. Objective

To ensure the holistic development of every student by systematically identifying individual strengths, areas for improvement, interests, and behavioural patterns, and providing structured, personalized interventions to enhance overall personality and life skills.

2. Scope

This policy is applicable to:

- All students from **Primary to Senior Secondary levels**
- All stakeholders including:
 - Teachers
 - Coordinators
 - School Counselors
 - Residential/Boarding Staff (where applicable)

3. Key Focus Areas

Personality development shall be nurtured and monitored across the following domains:

- Communication Skills
- Confidence & Self-Esteem
- Leadership & Teamwork
- Discipline & Behaviour
- Emotional Intelligence
- Creativity & Critical Thinking
- Social Etiquette & Values

4. Identification Process (Student Profiling)

Stage	Activity	Responsibility	Frequency
Initial Assessment	Baseline observation & interaction	Class Teacher	Beginning of session
Student Profiling	SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)	Teacher + Counselor	Quarterly
Parent Input	Structured parent feedback	Coordinator	Half-yearly
Self-Assessment	Student reflection and goal setting	Student	Quarterly

5. Individual Development Plan (IDP)

Each student shall have an **Individual Development Plan (IDP)** that includes:

- Identified strengths and areas for improvement
- Clearly defined **short-term and long-term goals**
- Actionable strategies for improvement
- Assigned mentor (Class/Subject Teacher)
- Periodic review and progress tracking

6. Implementation Strategies

A. Classroom Level

- Activity-based and experiential learning
- Group discussions, presentations, and collaborative tasks
- Role play and public speaking opportunities
- Allocation of leadership roles (class monitor, house responsibilities)

B. Activities & Assembly

- Weekly themes (e.g., Confidence, Respect, Leadership)
- Participation in debates, quizzes, dramatics, and competitions
- Recognition of student achievements during assemblies

C. Residential / Boarding (Where Applicable)

- Structured daily routines promoting discipline
- Monitoring peer interactions and social behaviour
- Regular life skills and value education sessions

D. Counseling & Mentoring

- Scheduled one-on-one mentoring sessions
- Emotional and behavioural support through counseling
- Targeted interventions for students requiring additional support

7. Monitoring & Reporting Mechanism

Level	Responsibility	Reporting To	Frequency
Teacher	Maintain student development records	Coordinator	Weekly
Coordinator	Review and consolidate progress	Dean	Monthly
Counselor	Track emotional & behavioural development	Coordinator	Monthly
Dean	Overall monitoring and reporting	Principal	Quarterly

8. Assessment & Evaluation

Student development shall be assessed through:

- Continuous observation and anecdotal records
- Rubric-based evaluation (Scale: 1–5)
- Student portfolios (participation, achievements, reflections)

Feedback Sources

- Teachers
- Parents
- Peers
- Self-assessment

9. Recognition & Motivation

To encourage positive development, the school shall implement:

- Best Improved Student Award
- Leadership Excellence Award
- Confidence Star of the Month
- Certificates and recognition during assemblies

10. Documentation

The following records must be maintained systematically:

- Student Personality Development File
- Monthly Progress Tracking Sheets
- Counseling Records (if applicable)
- Student Achievement Portfolio

11. Review & Continuous Improvement

- Quarterly review meetings at all levels
- Feedback collection from stakeholders (students, parents, staff)
- Periodic revision of strategies and policy updates

12. Expected Outcomes

Implementation of this policy is expected to result in:

- Enhanced confidence and communication skills
- Improved discipline and behavioural maturity
- Stronger leadership and teamwork abilities
- Development of emotional intelligence and social awareness
- Overall holistic personality growth of students