National Productivity Awards Competition 2025/2026

"A Thriving Nation though Productivity"

GUIDEBOOK

School Sector

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1. Introduction

In the development of productivity it is an essential factor for the assurance of the well-being of a world increasingly interconnected, and for the achievement of long-term development goals through which a gradual and balanced sustainable growth may emerge across different levels of the society. The scope of the concepts of productivity is not limited to a technical concept anymore but is constantly being updated globally, subjected to different negotiations, as a driving force that directs the economic progress of a country, its institutional excellence and social well-being.

The National Productivity Secretariat, established under the Ministry of Industry and Entrepreneurship Development as at present, is implementing a number of different programmes and projects to promote productivity in various sectors of the Gross Domestic Product. In line with this, the National Productivity Awards Competition, held every two years, is a competition that systematically evaluates institutions in the public sector, manufacturing and service sectors and schools that bring productivity concepts to practical use in the most creative and excellent manner.

In this competition, held based on a number of basic objectives such as increasing the efficiency of institutions and organizations that produce goods and services and creating a culture of continuous improvement of processes, increasing production capacity, improving the quality of goods and services, identifying and preventing waste in production, encouraging employees to create innovations, creating a motivated workforce with physical health and a clear mind and increasing labour productivity, and accessing global market competitiveness, all institutions participating in this competition are evaluated in a transparent manner by a panel of judges who have acquired expertise in the subject of productivity.

This Productivity Awards Competition renders an immense support to strengthen and streamline the export process as an approach to address the challenges faced by local industrialists, as well as to empower local entrepreneurs through productivity concepts and thereby provide citizens with the ability to have access to high-quality goods and services.

This competition, held in concurrence with the “Clean Sri Lanka” project implemented by the current government as a strategic tool for the achievement of the social, ethical and environmental objectives, creates a strong foundation for establishing social security, creating environmental sustainability and strengthening mutual bonds between groups of people by increasing the overall productivity of the country.

The National Productivity Secretariat is fully dedicated to provide you with the new knowledge on productivity you need, with the aim of transforming all institutions that wish to participate in this competition to become the best institutions in the field through a systematic methodology. Accordingly, the National Productivity Secretariat extends its warmest congratulations to all of you who participate in this competition in order to effectively achieve this national task.

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2. Objectives of the National Productivity Awards Competition

• To encourage all schools to improve operational efficiency and effectiveness by establishing internal and external benchmarks.
• To guide schools to produce a future generation that can actively contribute to national development in line with the national vision and development programme.
• To produce a good generation of children who are able to face future global challenges through sustainable development by training schools in waste management, energy conservation and resource efficiency.
• To encourage positive motivations for social, ethical and environmental formations to produce a physically and mentally healthy generation.
• To continuously motivate students for excellence by identifying and evaluating an exemplary school system and a generation of students at the national level.

3. Categorization of Schools.

- The school section of the National Productivity Awards competition is conducted under five categories.

Category 1	Government schools offering classes up to Advanced Level (1AB & 1C)
Category 2	Government schools offering classes up to Ordinary Level(Type 2)
Category 3	Government schools offering classes up to Grade 5 (Type 3)
Category 4	Private and International Schools
Category 5	Pirivenas o Primary Pirivenas o Maha Pirivenas o Vidyayatana Pirivenas

- Under Category 4, all schools registered with the Ministry of Education and only those registered under the Companies Act No. 7 of 2007 are considered as private and international schools.

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4. Classification of Awards

4.1 Depending on the score obtained in the on-site inspection awards will be presented to the establishments.

Gold Award	- Institutions scoring 900 marks or above 900 marks
First Place	- Institutions scoring 850 marks or above 850 marks
Second Place	- Institutions scoring 750 – 849 marks
Third Place	- Institutions scoring 650 – 749 marks
Special Proficiency	- Institutions scoring 550 – 649 marks
Proficiency	- Institutions scoring 450 - 549 marks

• These score ranges may vary based on the recommendations of the National Productivity Awards Advisory Committee.
• Awards and certificates will be awarded to institutions scoring first, second, third and special Proficiency levels, while certificates will be awarded only to institutions scoring Proficiency levels.

4.2 Gold Award

Only institutions that have won first place or a gold award in the most recent National Productivity Awards held in the previous year can apply for the Gold Award. Accordingly, only institutions that have secured first places in the 2024 National Productivity Awards Competition can apply for the Gold Award. An on-site inspection of those institutions will be conducted by a five-member expert panel. Gold awards will be awarded based on the marks obtained therein.If an institution does not qualify for the Gold Award, it will be placed based on the marks obtained by that institution.Institutions that have received the Gold Award in three consecutive years can apply for the Platinum Award. The evaluation process for this award will be carried out based on specific criteria.

4.3 Platinum Award

Institutions that have received the Gold Award for three consecutive years are eligible to apply for the Platinum Award. The evaluation process for this award is conducted based on specific criteria and is carried out by a distinguished panel of expert judges.

5. Activity Flow chart of NPA 2025/26

Launching National Productivity Awards Competition 2025/26

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Online Registration –Initial Phase

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Criteria Explanation through online videos

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Providing resources and trainings on request for registered organizations

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Criteria Explanation-District level sessions(Onsite)

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Online Registration -2nd Phase: payment of Registration Fees

↓

Submission of Applications (Printed and soft copies)

↓

Stage 1 Review of the applications (Desktop Evaluation)

↓

Written notification to institutions qualified for On-site Evaluation

↓

On-site Evaluation

↓

Accepting complaints / Appeals concerning the evaluation

↓

Third-party evaluation of institutions that achieve high scores

↓

Marks analisys and Results finalization

↓

Announcement of the Awards winners

↓

National Productivity Awards Ceremony

↓

Providing Observational Reports

↓

Best Practice Sharing Conference

↓

Submitting a self-evaluation report every six months.

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6 .Electronic Registration

Registration for the Productivity Awards Competition is conducted in two phases:

1. Initial Registration
2. Second Phase of Registration

Follow the steps below for electronic registration:

6.1 Initial Registration

At this stage, the institution must enter its **basic information** and complete the initial registration for the National Productivity Awards Competition.

To complete the initial registration after May 15, 2025, please visit the web site: www.productivity.lk and access the following link.

https://awards.npsebreeze.com/candidate-registration

All institutions participating in the competition from 2025 onwards must register through the above link, and please note that previous registrations will not be valid.

Please pay attention to the following points when entering information for the registration number:

- **Enter the name of the institution correctly.** The name you provide must match the name mentioned on the eligibility or certification documents. Therefore, include the

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region as well, if necessary, for clear identification.

- **Initial registration is mandatory** for all institutions applying for the National Productivity Awards Competition. The code and password received through this process are the responsibility of your institution to keep confidential. These credentials will also be required for making the final payment for registration.
- Only institutions that complete the initial registration for the **National Productivity Awards Competition 2025/26** will be provided with the necessary resources and training programs. Additionally, updates and guidance related to the competition will be shared exclusively with the registered institutions.

6.2 Second Phase of Registration:

6.2.1 Second phase of registration starts in early September 2025. At this stage, the relevant payment must be made, and the application form must be completed and submitted properly to the National Productivity Secretariat.

Take note of the following points when entering the information for the registration number. Enter the name of the institution correctly. If your institution is qualified, the name you enter here will be mentioned in the certificate. Therefore, if necessary for identification, specify the area.

Follow the steps below for the second phase of registration:

6.2.1 To obtain the registration number, visit the website www.productivity.lk and access the following link:
https://awards.npsebreeze.com/candidate-registration

6.2.2 From the year 2025 onwards, all institutions participating in the competition must log in to the above link using the **Username and Password** received during the initial registration to access the National Productivity Secretariat portal.

6.2.3 A **payment receipt** is mandatory for the second registration phase. Ensure that the receipt details are entered accurately.

6.3 After correctly entering the information for the second registration, attach the page

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containing the **registration number and barcode / QR code** as the **cover page** of your application.

Carefully read the instructions provided in the application and complete it accordingly

7. Registration Fees

The registration fee for the National Productivity Awards 2025/26 Competition is Rs. 575/= for government schools and Pirivenas. , A registration fee of Rs. 3450.00 must be paid along with the application for private sector schools

The registration fee for the National Productivity Awards 2025/26 Competition should be credited to the account number 7040648, of the "Director - National Productivity Secretariat" at the Bank of Ceylon, Battaramulla and the receipt should be pasted on the page obtained from the electronic registration. Please note that money orders or cheques are not accepted.

8. Instructions for perfecting the application

8.1 Indicate clearly the information, facts and evidence for the criteria in this application. Here,

the National Productivity Awards Competition 2025/26 applies to all productive activities implemented from January 2025 to December 2025. However, the achievements in the programmes of 2 previous years (2023 and 2024), if achieved in the year 2025, will be considered in the evaluation.

8.2 Submit additional annexes after the main annexes to provide additional information only if requires.

8.3 The number of pages in the application should be limited as follows.

Maximum 100 pages without annexes

Maximum 100 pages of annexes

Font size - 11

Page number - on top right

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Font style – Iskoola pota

8.4 For further information, please contact the Productivity Development Officer of the nearest District Secretariat / Divisional Secretariat or contact the National Productivity Secretariat using the following communication channels.

Director

National Productivity Secretariat,

10th Floor, Sethsiripaya 2nd Stage, Battaramulla.

Tel: 011 2 186030 or 011 2 186026

Fax: 0112186025

Website: www.productivity.lk

9. Submission of Applications.

Only one hard copy of the completed application can be submitted to the National Productivity Secretariat before 14:00 hours on 30th January 2026. It can also be submitted by registered post or express courier service to reach us before that date. It is hereby notified that the National Productivity Secretariat is not responsible for any delays in the post or express courier service. However, for applications received after 14:00 hours on 30th January 2026 a reduction in marks will apply as follows. Therefore, you are kindly requested to submit your applications on time.

- A **PDF soft copy** of your application must be uploaded before the deadline of the final application submission deadline
- 50 marks for each day of delay
- Applications delayed by more than 5 days will not be submitted for review. Please note that the days are calculated inclusive of Saturdays, Sundays and public holidays.
- This deduction of marks is done automatically by a computer system and therefore, it is not possible to prevent the deduction of marks for delays of submission for any reason.

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- When sending the application by post, the application should be sent in a sealed envelope marked “Confidential” at the top and “National Productivity Awards-2025/26 Public Sector” at the top left.
- Marks will be deducted for institutions that submit incomplete applications.
- In preparing the report, facts should be stated in relation to each criterion, and if there are no facts, leave it blank.
- Applications provided with false information will be rejected.

10. Application Evaluation Process

The evaluation process consists of three main parts.

• Review Phase 1 - Review of submitted applications

In the first stage, all submitted reports are reviewed by a “panel of experts”. In this stage, reports that do not meet the required standards are rejected and **initial marks are given to the remaining reports. Thereafter, institutions that exceed the cut-off score determined are eligible for the on-site inspection, while institutions that fall below the cut-off score are not eligible for the competition.** If the report is incomplete, the National Productivity Secretariat will not take any action to evaluate the progress made by the institution despite the level of progress achieved, so all information must be included in the report. Future work to be done should not be included in the report, only the current situation should be included in the report.

• Review Phase 2 -On-site Evaluation

Institutions that are qualified for this purpose are subject to on-site evalutaion by a panel of experts and the final score is given thereafter. The awardees will be selected based on these scores and the decision of the National Productivity Awards Competition Advisory Committee headed by the Secretary to the Ministry shall be final.

Note - The cut-off marks for on-site inspection will be determined based on the scores obtained by the institutions applying for the awards in the initial review. The primary objectives of this inspection are to verify the information mentioned in the application and report and to clarify the issues and matters that arise during the review of the report, **but not to inspect the institutions in full. Hence, there is no obligation to award marks during**

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the on-site inspection for matters not mentioned in the report. Therefore, it must be noted that it is essential to include all the matters that can be presented in the report.

During the inspection of the institution, an interview with the said team may be conducted and evidence may be presented to confirm the accuracy of the matters mentioned in the report, and the possibility of obtaining marks for last-minute quick developments that are not included in the report will be minimum.

The relevant institutions should take steps to provide the necessary facilities to the panel visiting the institution and should not offer gifts, provide other personal privileges or maintain personal relationships with the members of the panel. Furthermore, it should be strictly ensured that no attempt is made to obtain results through improper means. During the institutional evalutaion, the inspection panel primarily conducts interviews and reviews relevant reports and data. Applicants will be allowed to make a short introductory presentation. This presentation should be limited to 20minutes.

- **Review Phase 3 – Independent Third Party evaluation on employee and client satisfaction**

The score threshold for evaluating employee and client satisfaction is determined based on the scores obtained during the initial review and Review Phase 2 - On-site Inspection. After an independent survey, scores will be assigned for internal staff (employee) and service recipient (client) satisfaction. This evaluation is conducted by an independent survey team from an independent institution, assessing both employee and client satisfaction without prior notice.

After Review Phase 3, is conducted, final scores are assigned and based on these final scores, award winners are selected. The decisions of the advisory committee of the National Productivity Awards Competition, chaired by the Secretary of the Ministry of Industry and Entrepreneurship, are final

11.Complaints / Appeals Regarding the Judgment

Complaints and allegations regarding the National Productivity Awards 2025/26on-site evaluation will be accepted **only up to 07days** after the on-site evaluation. If you are not satisfied with the judgment or have any issues, you should submit them via the online

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registration platform using the same username and password after on-site evaluation.A committee headed by the Director of the National Productivity Secretariat will consider the complaints received in this regard and take necessary action. **It is emphasized that there is no opportunity to take action on complaints received after 07days and complaints received after the release of the results.**

.13Announcement of Award Winners

The results will be released in July 2026, and arrangements have been made to hold the National Productivity Awards Ceremony in August.

The National Productivity Secretariat will inform the winning institutions, and **the results will also be published on the official website of the National Productivity Secretariat. That will be the official result.** Results provided by all other means are unofficial results and the National Productivity Secretariat is not responsible for such results and is not obligated to respond to inquiries regarding them. It is emphasized that there is no opportunity to act on complaints and appeals received after the release of the results.

14. Obtaining the Observation Report

After the release of the results of the National Productivity Awards Competition, an observation report prepared in relation to the schools where the on-site inspection are conducted can be obtained from the National Productivity Secretariat, and the following fees are charged for it.

- **Schools sector- Rs. 500.00**

If you need this service provided by us, you can obtain it by making a written request to the Director of the National Productivity Secretariat **before 60 days** after the National

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Productivity Awards Ceremony. The relevant payments should be credited to the **Account No. 7040648, of the "Director - National Productivity Secretariat" at Bank of Ceylon, Battaramulla Branch,** and the receipt should be attached to the written request.

15. Post-Award Activities

There are two main post-award activities that we encourage participants to engage in:

15.1Producing Semi-Annual Self-Evaluation Reports

All participants, regardless of their placement in the competition, are encouraged to conduct a self-evaluation of their organization based on a light criteria format provided by NPS. Submission of this semi-annual report will contribute to the scoring in the next NPA to be held in 2028.

15.2 Attending Best Practice Sharing Conferences

NPA will organize best practice sharing sessions, both physical and online, to share the success stories and best practices of NPA 2025/26 winners. All participants are encouraged to take part in these conferences.

16. Authority

The competition is conducted by the National Productivity Secretariat, the only government agency engaged in promoting productivity in Sri Lanka.

The sole adjudicating authority for the evaluation process and the awarding of the awardees is the Secretary to the Ministry to which the National Productivity Secretariat belongs. He will be advised and recommendations will be given to him by the Advisory Committee of the National Productivity Awards Competition for this purpose.

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17. Evaluation Criteria

S.No	Criteria	Marks
1	Leadership	130
2	Physical environment and Resource Management	150
3	Management of formal syllabus and subject related activities	150
4	Awareness and use of productivity concepts	140
5	Encouraging creativity and renovation	100
6	Welfare of the school community	75
7	Improvement of relationship with the school community	55
8	Productivity results	200
	Total	1000

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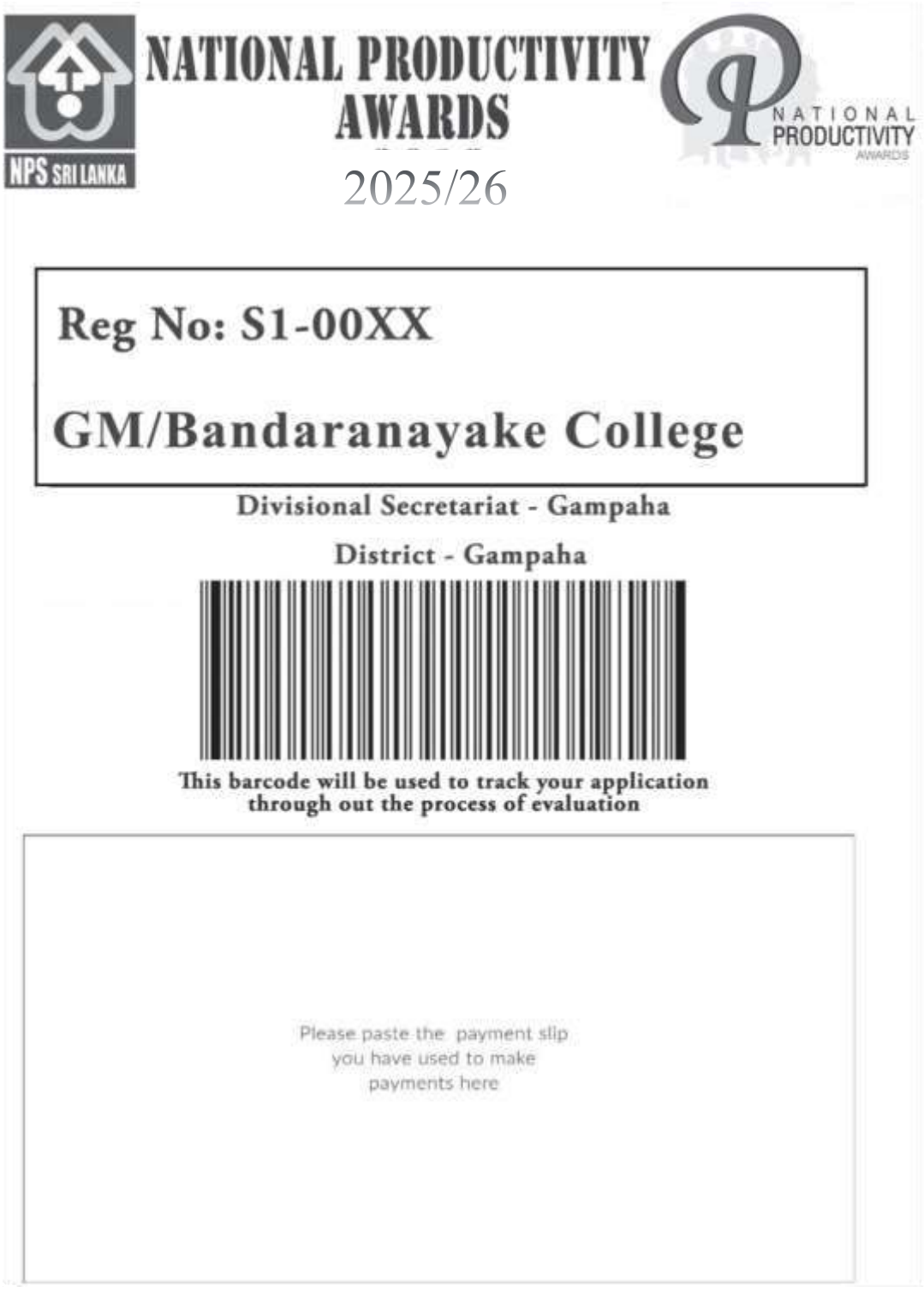
18.Annexures

18.1 Barcode Statement



Given above is a sample of the page with the registration number and barcode that you will receive after electronic registration. Attach this as the cover page of the report. In addition, do not use any other type of cover page created by you for the cover of the application. Paste a photocopy of the bank receipt of the payment in the relevant place on that page.

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Application – National Productivity Awards 2025/26 – School Sector

A. Basic Information of the School

(When filling Pirivena applications the words Piriven should be inserted in place of the word school.)

1. Name of the institution (in the manner it should be entered in the certificate in Sinhala)

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   ……

2. Name of the institution (in the manner it should be entered in the certificate in English)

   ……

   ……

1. Address ……
2. Category applied for in the competition ……
3. Education division of the school ……
4. Education zone of the school ……
5. District ……
6. Telephone Number ……
7. Fax Number ……
8. Details of the school ……
   - Present number of students ……
   - Present number of teachers ……
   - Approved number of teachers for the number of students ……
   - Deficiency and excess of teachers (According to Subjects) ……
   - Number of non-academic staff ……

     Permanent …….. Casual ……..
   - Mention if the school belongs to a special project. Ex. Closest school is the best school, Mahindodaya school

     ……..

     ……..

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- Mention if the assistance of Non- Governmental Organizations received for different projects implemented for the development of the school. Ex. Child Fund, Room to read

  ……

  ……

- Highest grade in the school ……
- Number of parallel classes

Grade	Number of classes

- Sections in the school:-

  ……

  ……

- Details of associations in the school (Ex. Environmental Society, Scouting, Buddhist Society)……

  ……

- Main facilities in the school

Laboratories		Language Laboratory	
Mathematics Room		Technical Laboratory	

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Libraries		Aesthetic Unit	
Playgrounds		Home Science Room	
Computer Laboratories		Other (……)	

- Indicate the school Organizational Structure.

  ……

  ……

  ……

  ……

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- Provide a brief description of the Strengths Weaknesses Opportunities and Threats of the school.

Strengths	**Weaknesses**
1. ……	1. ……
2. ……	2. ……
3. ……	3. ……
4. ……	4. ……
5. ……	5. ……
Opportunities	**Threats**
1. ……	1. ……
2. ……	2. ……
3. ……	3. ……
4. ……	4. ……
5. ……	5. ……

- Provide details if Productivity award is received earlier. .(During the last 04 years.)

Year	**Position**

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10. Details of the Coordinator

- Name ……
- Designation ……
- Address ……

  ……
- Office Telephone Number ……
- Fax Number ……
- Mobile Telephone Number ……
- Home Telephone Number ……

Road Map

Please provide a rough map of the roads that can be reached from the nearest major city when you arrive at the school from Colombo. (including the distance).

Nearest major city ……

Distance from there to school ……

Distance from Colombo …….. km

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Certificate of the Head of School

I certify that all the information given in the application is correct and true to the best of my knowledge. I further certify that this application will be examined by a panel of experts and that if our school qualifies, they will come for an on-site inspection, and that they will be given the opportunity to make a fair judgment and that I accept the decision of the Advisory Committee of the Productivity Awards Competition as the final decision.

Date - Signature

Affix official seal.

Recommendation of the Zonal Director of Education/Divisional Director of Education.

I submit the application for the National Productivity Awards Competition.

Date - Signature

Affix official seal.

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Evaluation Process

1.Leadership 130

The attention is focused on the implementation of an educational leadership and participatory management style in schools in accordance with professional ethics and its effectiveness.

1.1 Senior Leadership (42 Marks)

1.1.1 School Vision (06 Marks)

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1.1.2 School Mission (06 Marks)

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1.1.3 School Values (06 Marks)

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1.1.4 Effectively communicating vision, mission and values to the school community (10 Marks)

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1.1.5 Creating a ‘productivity hierarchy and a unit’ in the School Productivity Programme (08 Marks)

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1.1.6 Taking steps to build second-tier leadership in the Productivity Programme
(06 Marks)

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1.2 Productivity Culture **(43 Marks)**

1.2.1 Actions taken to promote Productivity and Quality in Staff Meetings
(12 marks)

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1.2.2 Proposals submitted in other meetings (08 marks)

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1.2.3 The existence of a separate unit/association in the school to promote productivity and its performance (05 marks)

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1.2.4 The steps taken by that unit/association to improve overall productivity in the school (10 marks)

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1.2.5 Introducing methodologies for the sustainability of the school productivity programme (08 marks)

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1.3 Planning (27 marks)

1.3.1 Approved five-year or three-year plan of the school (03 marks)
1.3.2 Approved annual action plan (03 marks)
1.3.3 Approved annual calendar of the school (03 marks)
1.3.4 Subject policies and lesson plans of teachers (03 marks)
1.3.5 Maintaining an education management information system in schools (03 marks)
1.3.6 Identifying and displaying key performance indicators (03 marks)
1.3.7 Identifying trends and taking remedial action based on those indicators (03 marks)
1.3.8 Financial plans of the school (03 marks)
1.3.9 Physical plan of the school office (03 marks)

1.4 Obtaining the contribution of the teaching staff and the school community by the entire management in preparing plans related to the school (06 marks)

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1.5 Availability of a disciplinary policy in the school (03 marks)

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1.6 Availability of a school-plant management policy (03 marks)

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1.7 Availability of a prepared school solid waste management policy (03 marks)

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1.8 Availability of a prepared health and safety policy (03 marks)

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2. Physical Environment and Resource Management 150

2.1 Physical Environment (80 marks)

2.1.1 Implementation of the Five-fold Concept (Complete Table 01 and attach as Annexure 02.) (70 marks)

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2.1.2 Steps taken to ensure safety and security of the children in the school (10 marks)

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2.2 Resource Management (70 marks)

2.2.1 Instances where limited resources have been successfully used (human resources, physical resources and financial resources) (45 marks)

2.2.2.1 Physical Resource Management (15 marks)

2.2.2.2 Human Resource Management (15 marks)

2.2.2.3 Financial Resource Management (15 marks)

2.2.2 Effective utilization of school plant to sustain a productive Learning-teaching process (15 marks)

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2.2.3 Waste/water management and provision of sanitation facilities (10 marks)

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3. Formal curriculum and Management of co-curricular activities 150

This section focuses on how to plan and implement the curriculum to meet national educational objectives/basic competencies and how to utilize co-curricular activities to socialize quality students with a complete personality.

3.1 Formal curriculum (75 marks)

3.1.1 Making aware of the school community of the National Education Goals General competencies and subject competencies (10 marks)

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3.1.2 Transferring the responsibility of implementing the formal curriculum to a deputy or assistant principal and distributing its responsibility (05 marks)

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3.1.3 Due performance of curriculum management (30 marks)
3.1.3.1 Approved school timetable (06 marks)
3.1.3.2 Teachers' personal timetable (06 marks)
3.1.3.3 Class report book (06 marks)
3.1.3.4 Internal monitoring programme (06 marks)
3.1.3.5 Coverage of the relief time table (06 marks)

3.1.4 Identify and remedy the students who have difficulty in reaching the desired competency level (10 marks)

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3.1.5 Identify, implement and evaluate projects related to student competency development. (10 marks)

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3.1.6 Internal evaluations (10 marks)

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3.2 Management of subject-related activities (75 marks)

3.2.1 Preparation of an annual plan/annual report for the implementation of activities parallel to the subject (05 marks)

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3.2.2 Implementation of programs/projects to encourage sports and improve the quality of sports (20 marks)

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3.2.3 Carrying out activities related to school associations (15 marks)

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3.2.4 Value of the Quality Index of School Education (10 marks)

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3.2.5 Taking action to promote values (10 marks)

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3.2.6 Measures taken to improve students' English and other language skills in addition to the medium of instruction, (Sinhala, Tamil, others) (15 marks)

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4. Awareness and use of productivity concepts 140

This section examines how the school community has been made aware of productivity concepts and the benefits that can be derived from them, and also highlights the measures taken to improve the quality of school education through collective activities.

4.1 Understanding of productivity concepts (50 marks)

4.1.1 Measures taken to educate and promote teachers, students and parents about productivity concepts (10 marks)

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4.1.2 Information on awareness and use of quality circle tools and productivity improvement techniques (tick √ marks where appropriate)

Quality Circles and Productivity Improvement Techniques	Awareness			Utilization		
	Not known	Average	Excellent	None	In one instance	Two instances or more
Deming Cycle PDCA						
Flow Charts						
Radar Chart						

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Cause and Effect Chart						
Pareto						
Bar and Circle Charts for Data Analysis						
5W1H Method/ 5Why's Method						
Check Lists/Check Sheets						
Other (……..)						

(20 marks)

4.1.3 Competitions held to promote knowledge about quality and productivity concepts

Competition category	Topic	Date held	Number of entries
Debates			
Essays			
Posters			
Motivational texts			
Oratory competitions			
Drama competitions			
Singing competitions			
Other			

(20 marks)

4.2 Use of productivity concepts in the school (90 marks)

4.2.1 Establishing quality circles and creating a school structure related to them. (Indicate the related organizational structure through a diagram.) (06 marks)

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……

4.2.2 Quality Circles established in the school

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Type of Circles	Number of Quality Circles
Student Quality Circles	
Teacher Quality Circles	
Class Quality Circles	
Others (……)	

(12 marks)

4.2.3 Complete 5 successful Quality Circle projects during the relevant period as per Table 02 and indicate as Annexure 03 (40 marks)

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4.2.4 Availability of a Green Productivity Circle (06 marks)

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4.2.5 Taking action to promote green activities (06 marks)

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4.2.6 Two successful projects carried out through the Green Productivity Circle (Complete as per Table 03 and indicate as Annexure 04) (14 marks)

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4.2.7 Availability of a program to evaluate green activities (06 marks)

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5. Encouraging creativity and innovation 100

This section focuses on the measures taken to encourage creativity and innovation in the school community and the results achieved through them.

5.1 Encouraging creativity (45 marks)

5.1.1 Taking measures to encourage creativity (15 marks)

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……

……

5.1.2 Introducing the Kaizen scheme in the school (05 marks)

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……

……

5.1.3 Explain the opportunities for improvement under the Kaizen proposals. (Complete Table 04 and indicate as Annexure 05. Use one table for each instance. Indicating 05 instances is sufficient.) (20 marks)

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5.1.4 Evaluation of Kaizen proposals (05 marks)

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5.2 Encouraging creativity (45 marks)

5.2.1 Taking action to introduce innovation in the school (Innovation Circle)

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(05 marks)

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5.2.2 Services or processes that have undergone innovation in the school

(15 marks)

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5.2.3 Taking action to provide students with information technology knowledge

(15 marks)

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.5.2.4 Using information technology for the learning-teaching process (20 marks)
(which have not been mentioned under 5.2.2)

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6. Welfare of the School Community 55

This section focuses on the programmes for the physical, mental and bodily development of teachers and students through various welfare programmes.

6.1 Student Welfare (45 marks)

6.1.1 Implementation of welfare services and relief programmes (05 marks)

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6.1.2 Providing scholarships or learning aids to needy children (05 marks)

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6.1.3 Providing adequate sanitation facilities and drinking water facilities (10 marks)

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6.1.4 Implementation of school health promotion programmes (10 marks)

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6.1.5 Availability of a Career Guidance programme (05 marks)

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6.1.6 Maintaining effective and efficient student counseling services (10 marks)

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6.2 Student Welfare **(45 marks)**

6.2.1 Availability of a formal programme for teacher welfare (06 marks)

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6.2.2 Availability of a formal programme for the welfare of non-academic staff (04 marks)

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7. Improving the relationship between the school and the community 55

This section considers the maintenance of mutual understanding between the school and the community, how their contributions are obtained for the betterment of the school and how the school activities cater sensitively to the needs of the community.

7.1 Contribution to the community (35 marks)

7.1.1 Emphasizing the importance of contributing to social responsibilities to teachers and students (05 marks)

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7.1.2 Contribution to social service/community development programmes (15 marks)

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7.1.3 Introducing productivity methods to the homes of students and teachers (10 marks)

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7.1.4 Positive responses received regarding projects implemented for the quality development of the school or for community development (05 marks)

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7.2 Contribution from the community (20 marks)

7.2.1 Communicating accurate information about the activities of the school to the community (05 marks)

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7.2.2 Obtaining contribution from the community to achieve the school's objectives (15 marks)

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8. Productivity Results 220

8.1 Results obtained by the students of the school in government examinations
(For the Ordinary Level 2025, it is sufficient to indicate only the 'number of candidates')

	2023			2024			2025		
Examination	Number Appeared	Number Passed	Percentage Passed	Number Appeared	Number Passed	Percentage Passed	Number Appeared	Number Passed	Percentage Passed
G.C.E. (A.L)									
G.C.E. (O.L)									
Grade 5 Scholarship									

(30 marks)

8.2 Percentage qualified for university entrance from the candidates who appeared for the A-level examination (Provide information in the table below based on the results obtained in 03 years.) *This is not applicable to O/level and primary schools.

(20 marks)

Year	Number of students who appeared for the A-level examination	Number qualified for university entrance	Percentage qualified for university entrance
2023			
2024			
2025			

8.3 Number of students who were referred for vocational education out of those who were not qualified for university entrance
(Provide information in the table below based on the results obtained in the relevant 03 years.)

*This is not applicable to O/level and primary schools. (10 marks)

Year	Number of students who appeared for the A-level examination	Number referred for vocational education out of the number not qualified for university entrance	Percentage referred for vocational education out of the number not qualified for university entrance
2023			
2024			
2025			

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8.4 Progress in measures taken to improve health status

Activity	Index	Previous situation	After situation

(10 marks)

8.5 Results of measures taken to increase the contribution of co-curricular activities

Activity	Index	Previous situation	After situation

(10 marks)

8.6 Results of measures taken to protect the environment

Activity	Index	Previous situation	After situation

(10 marks)

8.7 Results of actions taken to minimize waste and conserve resources

Activity	Index	Previous situation	After situation

(10 marks)

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8.8 Results of actions taken to maintain discipline and inculcate good habits

Activity	Index	Previous situation	After situation

(10 marks)

8.9 Results of actions taken to encourage creativity and introduce innovation

Activity	Index	Previous situation	After situation

(10 marks)

8.10 Results of improvements related to school and classroom management

Activity	Index	Previous situation	After situation

(10 marks)

8.11 Results of the Projects carried out aiming at the community

Activity	Index	Previous situation	After situation

(10 marks)

`

8.12 Participation of children in at least one specific sport

Grade	Sport	Index	Previous Status	After Status

(10 marks)

8.13 Results of measures taken to develop bilingual knowledge of students

Activity	Index	Previous Status	Post Status

(10 marks)

8.14 Results of progress of measures taken to increase students' attendance at school

Activity	Index	Previous Status	Post Status

(10 marks)

8.15 Results of measures taken to reduce malnutrition levels of students

Activity	Index	Previous Status	Post Status

(10 marks)

`

8.16 Results of measures taken to introduce students to technological methods such as artificial intelligence and robotics

Grade	Total number of Students in the grade	Activity	Index	Previous Status	Post Status

(10 marks)

8.17 Results of measures taken to introduce school students to entrepreneurship knowledge

Activity	Index	Previous Status	Post Status

(10 marks)

8.18 Results of measures taken to reduce student dropout in the last 3 years

Year	Activity	Index	Previous Status	After Status

(10 marks)

8.19 Results of measures taken to promote values

Year	Activity	Index	Previous Status	After Status

(10 marks)

`

Description	Implemented at a very high level	Implemented at an average level	Weak or not Implemented.

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Table 01
Self-Assessment on 5 S

Annexure 02

SEIRI Nature of equipment or materials being piled is not seen.			
Equipment used are free from broken and worn out parts.			
Notice boards are free from old expired advertisements.			
Nothing unnecessary is kept in the drawers or on the teachers' desks.			
School garden is free from unnecessary things.			
No unnecessary things are kept/pasted on the walls.			
No old calendars/expired creations are to be seen.			
Equipment taken for use is free from broken and worn out parts.			
Notice boards are free from expired advertisements.			
Nothing unnecessary is kept in the drawers on the teachers' desks.			
Prior review regarding the removal and identification of unnecessary things is available.			
Unnecessary files and documents are not in drawers, cupboards.			
Implementation of SEIRI DAY			
SEITON A signboard clearly indicating the route from the nearest main road to the school is visible.			
A building plan is available.			
Responsibility of the notice board is assigned.			
The removal date of the notices posted is mentioned.			

`

Annexure 03

Table 02

Quality Circle Projects

1. Name of the circle:-- …….

Name of the circle leader:- ……. Number of members:- …….

2. Project duration:- From …… to ……..…….

3. Project engaged in (or problem solved)

……

4. Describe the factors that influenced the selection of the problem as a circle project.

……

5. State the reasons identified by analyzing the data related to the problem.

……

6. Describe the solutions provided to the relevant problem.

……

7. Indicate the results obtained through the relevant Quality Circle project. (Use measurements / indicators whenever possible)

……
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……
……

8. Describe how follow-up activities were carried out.

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……
……
……

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9. Indicate the quality control tools used in the following steps.

Steps	Tools / techniques
Problem Identification	
Problem Prioritization	
Problem Analysis	
Data Collection	
Solution Generation	
Selection of Solutions	
Implementation of solutions	
Project Evaluation	

`

Annexure 04

Table 03

Green Productivity Circle Projects

1. Name of the Green Productivity circle:-- …….

2. Name of the circle leader:- ……..

3. Name of the teacher in charge of the circle :- ……

4. Number of members in the circle :- ……..

5. Project carried out by the circle : - ……..

6. Project time frame :- From ……. to …….…….

7. Factors that influenced the selection of this project.

……
……
……

8. The reasons causing this problem.

……
……
……

9. The solutions received.

……
……
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Annexure 05

Table 04

KAIZEN Proposal Sheet

Name: ……..……..
Grade: ……

Process: …….
…….

Pre-Kaizen Situation (Identified Problem)	
Details	(Diagram)

Post-Kaizen Situation	
Details	(Diagram)

Expected Results / Benefits

`

…….. ……..

Date Signature