

## Functional Academics

### PERSONAL DEVELOPMENT

#### **Eating & Drinking**

|                                  |  |
|----------------------------------|--|
| <b>Pre-primary(2 to 6 Years)</b> | Swallows liquid or semi-solid                      |
|                                  | Drinks from cup or glass                           |
|                                  | Discriminates eatables and non- eatables           |
|                                  | Chews solid foods                                  |
|                                  | Picks up food with fingers/spoon and puts in mouth |
|                                  | Sucks water/ liquid through a straw                |

|                                |  |
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| <b>Primary (7 to 10 Years)</b> | Peels banana/ orange skin  |
|                                | Mixes rice, dal, and eats with hand/spoon                                      |
|                                | Independently fixes bowl/glass for dry food / liquid                           |
|                                | Eats by self a complete meal without spilling                                  |
|                                | Asks /points to staple food and curries(vegetables/dal) when he/she wants more |
|                                | Washes hands with soap and water   |

|                                   |  |
|-----------------------------------|--|
| <b>Secondary( 11 to 14 Years)</b> | Holds and uses fork independently                                  |
|                                   | Makes arrangements for lunch or dinner either on table or floor    |
|                                   | Independently chooses and drinks from water bottle/ can            |
|                                   | Independently makes his/her own tiffin ( fixing sandwiches etc.)   |
|                                   | Cleans his/her own tiffin box, plate, glass and spoon after eating |
|                                   | Cleans/Wipes the place of eating after completion of food          |

#### **Brushing**

|                                  |  |
|----------------------------------|--|
| <b>Pre-primary(2 to 6 Years)</b> | Takes brush and applies paste on it    |
|                                  | Brushes teeth                          |
|                                  | Spits Paste                            |
|                                  | Cleans mouth with water after brushing |
|                                  | Wipes hands/face with towel/cloth      |

|                                |               |
|--------------------------------|---------------|
| <b>Primary (7 to 10 Years)</b> | Cleans tongue |
|--------------------------------|---------------|

#### **Toiletting**

|                                  |   |
|----------------------------------|---|
| <b>Pre-primary(2 to 6 Years)</b> | Indicates need to go to toilet                        |
|                                  | Reaches the toilet                                    |
|                                  | Removes underwear/pants before sitting on toilet seat |
|                                  | Flushes comode after use                              |

|                                |   |
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| <b>Primary (7 to 10 Years)</b> | Washes self after use of the toilet         |
|                                | Cleans nose with a handkerchief when needed |

|                                   |   |
|-----------------------------------|---|
| <b>Secondary( 11 to 14 Years)</b> | Uses Toilet on his /her own when necessary without anybody's assistance |
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#### **Bathing**

|                                  |                               |
|----------------------------------|-------------------------------|
| <b>Pre-primary(2 to 6 Years)</b> | Undresses clothes before bath |
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|                                   | Pours water on self while bathing   |
| <b>Primary (7 to 10 Years)</b>    | Applies soap on body  |
|                                   | Cleans/Removes face and body with soap and water                                  |
|                                   | Washes face/body with water   |
|                                   | Wipes body with towel/cloth   |
|                                   | <b>Dressing/Grooming</b>  |
| <b>Pre-primary(2 to 6 Years)</b>  | Unbuttons clothing  |
|                                   | Takes off clothes when unbuttoned   |
|                                   | Puts on shirts/frocks   |
|                                   | Puts on underpants/ elastic knickers  |
| <b>Primary (7 to 10 Years)</b>    | Applies powder on face/body   |
|                                   | Buttons own Clothing  |
|                                   | Wears slippers on correct feet  |
| <b>Secondary( 11 to 14 Years)</b> | Cuts nails with nail-cutter   |
|                                   | Plaits hair and puts a rubber band (girls)/ Combs hair with parting(boys)         |
|                                   | Chooses clothes appropriate to the weather conditions.                            |
|                                   | Applies ointment on a cut and bandages if necessary                               |
|                                   | Laces shoes or buckles sandals  |
|                                   | Wears clean clothes   |
|                                   | Places dirty clothes for washing  |
|                                   | Identifies himself/herself as boy/girl and chooses the clothes appropriately      |
|                                   | Looks after menstrual Hygiene(girls) / Shaves using appropriate materials (boys)  |
|                                   |   |
|                                   | <b>SOCIAL DEVELOPMENT</b>   |
| <b>Pre-primary(2 to 6 Years)</b>  | Responds to own name by turning his/her head                                      |
|                                   | Identifies teacher by her name  |
|                                   | Shares objects or food when requested with another child                          |
|                                   | Greets/ smiles peers / familiar/ adults   |
|                                   | Brings or takes objects from one person to another                                |
|                                   | Asks for assistance when having difficulty (with toileting or getting a drink)    |
|                                   | Repeats rhymes, song or dances when requested                                     |
|                                   | Stops momentarily an activity when requested not to do                            |
|                                   | Tells own name when asked   |
|                                   | Goes to a familiar person when asked  |
|                                   | Plays with other children   |
|                                   | Works alone at a chore for a reasonable length of time                            |
|                                   | Apologizes without reminder   |
|                                   | Takes turns with 8-9 other children   |
|                                   | Plays with 2-3 children for 20 minutes in co-operative activity.(Project or game) |
|                                   | Engages in socially acceptable behaviours in public                               |

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| <b>Primary (7 to 10 Years)</b>                                       | Collects waste and puts away in the waste paper basket                           |
|  | Stands in a queue/line   |
|  | Introduces himself/herself to others   |
|  | Receives and gives message taken on phone or in person                           |
|  | Understands cause and effect in play   |
|  | Makes choices between two activities/items                                       |
|  | Takes care of his/her own belongings   |
|  |  |
|  | Defends/seek assistance when injured or teased by others                         |
| Uses correct gender term about himself/herself (Are you a boy/girl?) |  |
| <b>Secondary( 11 to 14 Years)</b>                                    | Knows duties of various occupations  |
|  | Asks politely to pass on the dishes he/she wants while having meal               |
|  | Shops two/more items when list is given  |
|  | Converses with comprehension with peers/ familiar/unknown persons                |
|  |  |
|  | <b>ACADEMIC / COGNITIVE DEVELOPMENT</b>  |
|  | <b>Reading</b>   |
| <b>Pre-primary(2 to 6 Years)</b>                                     | Matches 5 similar objects/ body parts  |
|  | Matches 5 common object to picture in a book                                     |
|  | Matches 6 colours  |
|  | Matches Uppercase/lower case letters   |
|  | Groups common objects according to size  |
|  | Groups common colours when given a group of coloured objects                     |
|  | Identifies 6 colours/ common objects / body parts                                |
|  | Names common colours/objects/body parts  |
|  | Names alphabets when asked not sequentially                                      |
|  | Names 5 animals / fruits/ vegetables/transport/ flowers etc. when shown pictures |
|  | Reads alphabets in association with phonics                                      |
|  | Reads 2 letters/CVC/CVVC/Sight words   |
|  | Reads 2 words phrases  |
|  | Reads own name/ parents' names/own address                                       |
| Reads Blend sounds   |  |
| <b>Primary (7 to 10 Years)</b>                                       | Reads simple sentences   |
|  | Reads sign boards  |
|  | Reads small passages with comprehension  |
|  | Reads his/her friends' names   |
| <b>Secondary( 11 to 14 Years)</b>                                    | Reads names of weekdays/months   |
|  | Reads large prints from magazines/newspaper                                      |
|  | Reads medium -sized passages with comprehension                                  |
|  | Reads bills/receipts/ detailed news from the newspaper                           |
|  | <b>Writing</b>   |

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| <b>Pre-primary(2 to 6 Years)</b>   | Scribbles with chalk/ pencils on board/floor/paper  |
|  | Traces along patterns   |
|  | Traces alphabets/ own name  |
|  | Joins dots on patterns/alphabets/own name/ specific picture or shapes                                   |
|  | Copies alphabets/ CVC/CVVC words  |
|  | Colours within lines  |
|  | Writes alphabets  |
|  | Writes own name   |
|  | Writes 2 letters/CVC/CVVC/Sight words   |
| <b>Primary (7 to 10 Years)</b>   | Writes blended words  |
|  | Writes 5 to 6 words on dictation  |
|  | Writes simple phrases/sentences   |
|  | Writes 5 to 6 sentences on dictation  |
|  | Writes own name/parents' name/ own address/contact number   |
|  | Draws pictures from memory  |
| <b>Secondary( 11 to 14 Years)</b>  | Frames meaningful sentences   |
|  | Writes Wh questions in one line from a given passage  |
|  | Writes Wh questions in multiple lines from a given passage  |
|  | Fills the gaps in a cloze exercise  |
|  | Completes a sentence  |
|  | Writes 5 to 6 sentences on a given topic/picture  |
| <b>Pre-primary(2 to 6 Years)</b>   | Fills the gaps in an informal letter format/bank application form                                       |
|  | <b>Numeracy</b>   |
|  | Points to set of objects to show more/less, far/near, long/short, thick/thin, big/small                 |
|  | Tells about a set of objects to show more/less, far/near, long/short, thick/thin, big/small, full/empty |
|  | Rote counts upto 10   |
|  | Counts and gives objects upto 10  |
|  | Shows a numerical and place value   |
|  | Writes numerals upto 10   |
|  | Before/After/between numbers  |
|  | Greater than/ Smaller than/ Equal to numbers  |
|  | Arranges in ascending/descending numbers  |
|  | Expands/ compacts numbers   |
|  | Takes number dictation upto 10  |
| Writes number names upto 10  |   |
|  | Follows direction to fill up half of a glass  |
|  | Adds single digits  |
|  | Subtracts single digits   |
|  | Introduces with symbols ( +/-)  |
|  | Groups Rs. 1, 2, 5 , 10 coins and notes of Rs. 10, 20, 50, 100  |
| Identifies/names Rs. 1, 2, 5 , 10 coins and notes of Rs. 10, 20, 50, 100 |   |

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| <b>Primary (7 to 10 Years)</b>                | Follows Yesterday/ Today/ Tomorrow/ Day/Night                     |
|   | Tells time by hour  |
|   | Identifies/names days/months                                      |
|   | Tells own age in years/ date of birth                             |
|   | Writes numbers/ number names upto 100                             |
|   | Adds 2 digit addition without carryover                           |
|   | Subtracts 2 digit without borrowing                               |
|   | Adds 2 digit addition with carryover                              |
|   | Subtracts 2 digit with borrowing                                  |
|   | Does Simple Story sums(Addition/Subtraction)                      |
| Dodges tables upto 5                          |   |
| <b>Secondary( 11 to 14 Years)</b>             | Writes numbers/number names upto 500                              |
|   | Adds 3 digit addition with carryover                              |
|   | Subtracts 3 digit with borrowing                                  |
|   | Knows the concept of zero   |
|   | Multiplies single digits  |
|   | Multiplies 2 digit with carry over                                |
|   | Story sums ( both operations)                                     |
|   | Divides by single digit   |
|   | Reads time by half past   |
|   | Reads Calender according to date/ month/year                      |
|   | Handles money upto 100  |
|   | Tells time to the minutes on the clock                            |
|   | Knows the terms of Kg/g/ litre/m/ cm                              |
| Uses calculator for basic 4 operations        |   |
|   |   |
|   | <b>LANGUAGE DEVELOPMENT</b>                                       |
| <b>Pre-primary(2 to 6 Years)</b>              | Moves heads/eyes to see persons moving near him or in the room    |
|   | Looks at any lucrative objects                                    |
|   | Responds to gestures  |
|   | Follows simple verbal requests/comments                           |
|   | Smiles when other person smiles at him                            |
|   | Understands single instructions                                   |
|   | Understands two-step instructions                                 |
|   | Repeats/ imitates sounds made by others                           |
|   | Repeats same syllables  |
|   | Vocalises in response to speech of other persons                  |
|   | Expresses sad/happy emotions                                      |
|   | Makes animals/ transports sounds                                  |
|   | Asks questions by raising intonation at the end of a word /phrase |
|   | Answers yes/no to the questions with affirmative/negative reply   |
| Describes items around him/her/opposite words |   |

|                                    |   |
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|                                    | Tells rhymes with actions when requested                                    |
| <b>Primary (7 to 10 Years)</b>     | Follows two-step instructions without prompts                               |
|                                    | Answers to wh/how questions appropriately                                   |
|                                    | Uses plural forms in a sentence / names                                     |
|                                    | Uses preposition in a phrase/ simple sentences                              |
|                                    | Uses this/that/these/those words in the simple sentences                    |
|                                    | Uses a/an in words/ simple sentences  |
|                                    | Uses doing words in simple sentences  |
|                                    | Tells about immediate experiences   |
|                                    | Says I can/Iwill occasionally   |
|                                    | Follows three-step instructions   |
|                                    | Finds pair-matching objects   |
|                                    | Uses Today/Yesterday/Tomorrow meaningfully                                  |
| <b>Secondary( 11 to 14 Years)</b>  | Describes location/movement/ towards/ over                                  |
|                                    | Composes few sentences on a known/familiar topic with a picture cue         |
|                                    | Answers to wh questions from a given passage                                |
|                                    | Tells about the weather/ soft or loud noise                                 |
|                                    | Follows random instructions   |
|                                    | Asks new/unfamiliar words   |
|                                    | Arranges / sequences a story after listening/reading a picture or sentences |
|                                    | Names objects and tells their usage/functions                               |
| Converses meaningfully with others |   |
|                                    |   |
|                                    | <b>MOTOR DEVELOPMENT</b>  |
| <b>Pre-primary(2 to 6 Years)</b>   | Imitates postures /actions / finger play                                    |
|                                    | Makes simple forms with play dough / flour                                  |
|                                    | Retains an object in one hand for 30 seconds                                |
|                                    | Claps hands   |
|                                    | Crawls a distance of 5 feet or more   |
|                                    | Puts small objects into a container   |
|                                    | Uses thumb and index finger to pick up objects                              |
|                                    | Able to stand from sitting position   |
|                                    | From standing position, bend knees to squatting position                    |
|                                    | Catches ball  |
|                                    | Throws ball into a specific/ customised containers                          |
|                                    | Walks for minimum 15 steps  |
|                                    | Kicks ball in any direction   |
| Runs for minimum ten steps         |   |

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|   | Jumps from a height of 2 feet  |
|   | Climbs up a chair  |
|   | Does simple physical exercise  |
|   | Climbs upstairs using alternate feet   |
|   | Builds tower of 8 to 10 blocks   |
|   | Places pegs with cardboard   |
| <b>Primary (7 to 10 Years)</b>                              | Pours liquid from one glass to another without spilling                                    |
|   | Tears a perforated sheet   |
|   | Cuts along a straight line using scissors  |
|   | Hops on one foot for minimum 30 seconds  |
|   | Cycles on a static cycle   |
|   | Skips  |
|   | Opens the door   |
|   | Plays ring games   |
|   | Can bead a string  |
|   | Can open and close a container   |
|   | Can paste papers in a given diagram  |
|   | Pushes/pulls a chair/ table/ bench   |
|   | Throws a ball into a basket/ binbag  |
| Folds paper and inserts into an envelope                    |  |
| <b>Secondary( 11 to 14 Years)</b>                           | Swings for atleast 2 to 3 minutes  |
|   | Walks backward for 5 to 10 steps   |
|   | Thread a medium sized needle   |
|   | Stitches buttons.  |
|   | Walks on all type of surfaces without falling  |
|   | Strikes and lights a matchstick/ gas lighter within 2 to 3 attempts following safety rules |
|   | Cuts out pictures withing line from newspaper/magazines with scissors                      |
|   | Cuts vegetables with knife following safety rules  |
| Uses a tong to transfer materials from one place to another |  |
|   |  |
|   | <b>RECREATIONAL / CREATIVE DEVELOPMENT</b>   |
| <b>Pre-primary(2 to 6 Years)</b>                            | Claps with rhymes of music/poem  |
|   | Plays role- playing games(pretending teacher, mother/father)                               |
|   | Sees picture in magazines without tearing a book   |
|   | Plays with ball/sand/ water/ blocks/ toys  |
|   | Slides/ swings   |
|   | Plays running and catching / hide and seek   |
|   | Plays passing the ball/pillow  |
| Goes for a ride in cycle/scooter/car with familiar person   |  |
|   | Plays common games like ludo/carrom/video games/marble games                               |
|   | Watch cartoons/ movies/ animated shows   |

|                                     |   |
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| <b>Primary (7 to 10 Years)</b>      | Cuts and pastes picture from old magazines to make a scrap-book                       |
|                                     | Draws simple figure/ scenery and colours them   |
|                                     | Assembles puzzles/ pictures   |
|                                     | Looks through picture book/comic  |
|                                     | Flies kites   |
|                                     | Plays games - police and thieves/ land and sea/ hopping                               |
|                                     | Waters plants   |
|                                     | Goes with adults for shopping   |
| <b>Secondary( 11 to 14 Years)</b>   | Watch cartoons/ movies/ animated shows and follows the story sequence                 |
|                                     | Plays musical instruments and sings   |
|                                     | Dances with music/songs   |
|                                     | Arranges flowers in a vase  |
|                                     | Feeds and takes care of a pet   |
|                                     | Practises art and craft like collage-making/doll-making/spray- painting etc.          |
|                                     | Goes out for a picnic/watch a movie in a hall with family/ friends/ teachers          |
|                                     | Involves in gardening   |
| Plays football/cricket/ basket-ball |   |
|                                     |   |
|                                     | <b>OCCUPATIONAL</b>   |
| <b>Pre-primary(2 to 6 Years)</b>    | Folds small cloth/paper   |
|                                     | Arranges and takes care own play materials in proper place                            |
|                                     | Dusts/cleans personal whiteboard/slate after use                                      |
|                                     | Plays in a team ( dark-room, relay-racing)  |
| <b>Primary (7 to 10 Years)</b>      | Sorts out vegetables/objects and places them in proper place                          |
|                                     | Dusts furniture with a duster/cloth   |
|                                     | Washes utensils before and after every meal   |
|                                     | Wipes utensils with a dry cloth   |
|                                     | Peels vegetables/ fruits/boiled egg and potato  |
|                                     | Cuts vegetables/fruits  |
|                                     | Fills water in bottle from water-filter/tap/hand-pump                                 |
|                                     | Carries water in a bucket for bathing/washing purpose                                 |
|                                     | Serves plates with snacks/food to family members/guests when asked                    |
|                                     | Stacks utensils in the kitchen after washing in proper place                          |
|                                     | Sepeartes leaves in the leafy vegetables  |
|                                     | Helps mother in the kitchen in bringing cooking items ( vegetables/ fruits/ utensils) |
|                                     | Sweeps floor with a broom - stick   |
|                                     | Shops in a departmental store as per list   |
|                                     | Cleans rice/pulses  |



**Secondary( 11 to  
14 Years)**

Prepares tea/coffee/juice/ jhalmuri/ sandwich/salad

Cuts vegetables/fruits into small pieces according to need

Lights gas with match-stick/gas-lighter following safety rules

Wipes floor with a wet cloth

Folds clothes/ bedsheets after drying and places them in proper places

Makes bed on his own

Irons own clothes following safety measures

Makes decorative art work lke Rangoli/ wall-hanging/ alpona



