

AgeBadho

UPSC Principal / Vice-Principal CRT 2026

Revised Daily Revision Plan: 5 October 2026 to 5 January 2027

Revised Exam Date: 9 January 2027

Plan rule: Topics already planned/prepared from 5–23 October are retained unchanged. From 24 October onward, General Knowledge and Reasoning/Quantitative Aptitude are excluded from this plan because separate plans are being used for them.

This plan therefore concentrates on the six remaining CRT syllabus areas: Hindi & English Language Skills; Educational Policies & Educational Measurement and Evaluation; Management & Financial Administration; Office Procedure; Pedagogy in Education; and Digital Literacy.

Date	Revision Focus	What to Revise
5 Oct	Educational Measurement & Evaluation	Meaning of measurement, assessment and evaluation; scales of measurement; types of tests.
6 Oct	Reliability and Validity	Reliability, validity, objectivity, usability; relationship between reliability and validity; common examples.
7 Oct	Educational Statistics-I	Mean, median, mode, range, variance and standard deviation. Revise basic numerical questions.
8 Oct	Educational Statistics-II	Normal distribution, skewness, percentile, standard scores and correlation. Focus on interpretation.
9 Oct	Test Construction and Item Analysis	Blueprint, good test items, difficulty index, discrimination index and distractor analysis.
10 Oct	Assessment in Education	Formative, summative, diagnostic assessment; criterion-referenced and norm-referenced tests; rubrics and feedback.
11 Oct	NEP 2020-I	School structure, ECCE, FLN, curriculum, pedagogy, assessment and language provisions.
12 Oct	NEP 2020-II and School Reforms	Vocational education, teacher development, technology, inclusion, PARAKH and major school education reforms.
13 Oct	NCF-SE 2023	Curricular stages, learning standards, competencies, pedagogy and assessment. Revise key terms carefully.
14 Oct	RTE and Educational Provisions	RTE Act 2009, constitutional provisions related to education, child rights and important school-level responsibilities.
15 Oct	Learning Theories	Behaviourism, cognitivism, constructivism; Piaget, Vygotsky and their classroom implications.
16 Oct	Learner and Development	Growth and development, individual differences, intelligence, motivation, personality and socio-cultural context.
17 Oct	Teaching-Learning Process	Teaching methods, scaffolding, classroom environment, learner-centred teaching and active learning.
18 Oct	Competency-Based and Experiential Learning	Competency-based education, experiential learning, art-integrated and sports-integrated learning, lesson planning.
19 Oct	Inclusive and Equitable Education	Inclusion, CWSN, equity, gender sensitivity, barriers to learning and supportive classroom practices.
20 Oct	Reasoning	Syllogism, series, coding-decoding, direction sense, ranking, Venn diagram, seating arrangement and logical reasoning.

Date	Revision Focus	What to Revise
21 Oct	Quantitative Aptitude	Number system, percentage, ratio, profit-loss, averages, time-work, basic algebra and data interpretation.
22 Oct	Hindi and English Language Skills	Grammar, vocabulary, comprehension, usage and commonly asked error-based questions in both languages.
23 Oct	Management and School Administration	Leadership, planning, decision-making, communication, supervision, coordination and school organisation.
24 Oct	Office Procedure: Receipts and Files	Receipt meaning; diary/diarisation; docketing; file opening; file classification; file movement; linking; referencing; electronic receipt management.
25 Oct	Office Procedure: Noting and Drafting	Structure of a note; facts, rules and proposal; concise drafting; references; approvals; common drafting errors.
26 Oct	Office Procedure: Official Communication	Official letter, Office Memorandum, Office Order, circular, endorsement, D.O. communication, notices and appropriate use.
27 Oct	Office Procedure: Records and Retention	Current vs recorded file; indexing; record retention; weeding; safe custody; confidentiality; retrieval.
28 Oct	Office Procedure: e-Office and Timely Disposal	eFile workflow; electronic movement; digital approval; access control; pendency monitoring; timely disposal and audit trail.
29 Oct	Management: Foundations and Functions	Meaning and scope of management; planning, organising, staffing, directing, coordinating and controlling.
30 Oct	Management: Planning and Organisation	Planning process; objectives; policies; procedures; organisational structure; span of control; scalar chain.
31 Oct	Management: Authority and Responsibility	Authority, responsibility, accountability, delegation, decentralisation, unity of command and role clarity.
1 Nov	Management: Leadership-I	Leadership meaning; traits; autocratic, democratic and laissez-faire styles; situational application.
2 Nov	Management: Leadership-II	Transformational, transactional, instructional and distributed leadership; school-based applications.
3 Nov	Management: Motivation	Maslow, Herzberg, McGregor; intrinsic/extrinsic motivation; recognition, autonomy and staff engagement.
4 Nov	Management: Communication	Formal/informal communication; upward, downward and horizontal communication; barriers; feedback; active listening.
5 Nov	Management: Decision-Making	Decision process; rational and participative decisions; data-informed decisions; problem-solving; follow-up.
6 Nov	Management: Coordination and Supervision	Coordination mechanisms; academic supervision; classroom observation; constructive feedback; monitoring.
7 Nov	Management: Team and Conflict Management	Team building; role clarity; collaboration; sources of conflict; avoidance, compromise and collaboration.
8 Nov	Management: Change and Time Management	Resistance to change; communication and training; priority setting; urgent vs important work; review.
9 Nov	Financial Administration: Foundations	Financial propriety; sanction; delegated powers; accountability; internal control; economy, efficiency and effectiveness.
10 Nov	Financial Administration: Budgeting	Budget estimates; revised estimates; expenditure monitoring; appropriation/re-appropriation concepts; budget control.
11 Nov	Financial Administration: Procurement Principles	Need assessment; specifications; competition; transparency; value for money; conflict of interest; procurement planning.
12 Nov	Financial Administration: GeM and Bidding	GeM basics; bid/BOQ concepts; evaluation principles; comparative statements; transparency and competition.

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13 Nov	Financial Administration: Stores and Inventory	Stock registers; receipt/issue; custody; physical verification; shortages; losses; write-off and disposal concepts.
14 Nov	Management & Administration: Service Administration-I	FR/SR fundamentals; duty; pay; substantive/officiating appointment; joining time; lien and transfer concepts.
15 Nov	Management & Administration: Service Administration-II	Pay fixation; increments; service book; verification of service; pay protection and common administrative cases.
16 Nov	Management & Administration: Leave and Employee Benefits	EL, HPL, commuted leave, EOL, CCL; LTC; medical attendance; TA/DA—high-yield administrative concepts.
17 Nov	Management & Administration: Retirement Systems	NPS, UPS and pension concepts; qualifying service; gratuity; family pension; key distinctions.
18 Nov	Management & Administration: Conduct and Discipline	Integrity, devotion to duty, gifts, private trade, conflict of interest; suspension, penalties and disciplinary framework.
19 Nov	Management & Administration: Inquiry and Appeals	Basic disciplinary inquiry flow; representation; natural justice; appeals/revision; documentation and speaking orders.
20 Nov	Management & Financial Administration: Mixed Cases	Case-based revision combining leadership, delegation, financial propriety, procurement, service administration and accountability.
21 Nov	Digital Literacy: Computer Fundamentals	Hardware, software, CPU, input/output devices, types of computers, generations and common terminology.
22 Nov	Digital Literacy: Memory and Storage	Primary/secondary memory; RAM/ROM/cache; storage devices; units of storage; backup concepts.
23 Nov	Digital Literacy: Number System	Binary, decimal and hexadecimal; conversions; bits/bytes; simple computer-number questions.
24 Nov	Digital Literacy: Operating Systems	OS functions; files/folders; extensions; utilities; backup; user accounts; permissions and basic troubleshooting.
25 Nov	Digital Literacy: Office Productivity	Word processing, spreadsheets, presentations, formulas, common functions, file formats and useful shortcuts.
26 Nov	Digital Literacy: Internet and Networks	LAN/WAN; internet, intranet; browsers; search; email; URLs; basic protocols; cloud computing.
27 Nov	Digital Literacy: Cybersecurity	Phishing, malware, ransomware, authentication, MFA, privacy, passwords, backups and safe digital behaviour.
28 Nov	Digital Literacy: AI and Emerging Technology	AI/ML basics; generative AI; responsible AI; bias, privacy and verification; educational applications; digital public infrastructure.
29 Nov	Educational Policies: Historical Foundations	Major commissions/committees and policy milestones; development of school education policy in India.
30 Nov	Educational Policies: NPE 1968 and NPE 1986/POA	Core ideas, equity, access, quality, teacher education and major policy shifts.
1 Dec	Educational Policies: NEP 2020-I	ECCE, FLN, 5+3+3+4, curricular reform, pedagogy and assessment.
2 Dec	Educational Policies: NEP 2020-II	Language, inclusion, vocational education, teacher development, technology, PARAKH and implementation themes.
3 Dec	Educational Policies: NCF-SE	Curricular stages; curricular goals; competencies; learning outcomes;

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	2023	pedagogy; assessment; key terminology.
4 Dec	Educational Policies: RTE and Constitution	RTE Act 2009; Articles 21A and 45; child rights; school responsibilities; inclusion and access.
5 Dec	Educational Policies: Institutions and Initiatives	NCERT, NCTE, CBSE, KVS, NVS, PARAKH; FLN/NIPUN Bharat and important school-education initiatives.
6 Dec	Educational Measurement: Foundations	Measurement vs assessment vs evaluation; purposes; characteristics; nominal, ordinal, interval and ratio scales.
7 Dec	Educational Measurement: Tests and Tools	Achievement, aptitude, diagnostic and intelligence tests; teacher-made vs standardised tests; observation and rating tools.
8 Dec	Educational Measurement: Reliability	Reliability meaning; sources of error; major types; consistency; relationship with score interpretation.
9 Dec	Educational Measurement: Validity	Content, construct and criterion-related validity; validity evidence; relationship between reliability and validity.
10 Dec	Educational Measurement: Objectivity and Usability	Objectivity, practicability/usability, scoring consistency; qualities of a good measuring instrument.
11 Dec	Educational Statistics: Central Tendency	Mean, median, mode; selection and interpretation; basic grouped-data understanding.
12 Dec	Educational Statistics: Dispersion	Range, variance, standard deviation, coefficient of variation and interpretation.
13 Dec	Educational Statistics: Distribution and Scores	Normal curve; skewness; kurtosis; percentiles; Z and T scores; standard scores.
14 Dec	Educational Statistics: Correlation	Meaning, direction and strength of correlation; interpretation; correlation vs causation.
15 Dec	Test Construction: Blueprint and Item Writing	Learning outcomes, content sampling, blueprint; qualities of MCQs; common item-writing defects.
16 Dec	Item Analysis	Difficulty index, discrimination index, distractor analysis; interpretation and improvement of items.
17 Dec	Assessment Techniques	Formative, summative, diagnostic; criterion- vs norm-referenced; rubrics; feedback; portfolio/project assessment.
18 Dec	Competency-Based Assessment	Competencies, learning outcomes, authentic tasks, application-based questions and constructive alignment.
19 Dec	Educational Policies & Measurement: Mixed Revision-I	NEP, NCF-SE, RTE, institutions and major policy terms through case-based questions.
20 Dec	Educational Policies & Measurement: Mixed Revision-II	Reliability, validity, statistics, item analysis and assessment through interpretation-based questions.
21 Dec	Pedagogy: Nature of Learning	Learning, maturation and development; learner-centred education; individual differences; socio-cultural context.
22 Dec	Pedagogy: Behaviourism and Cognitivism	Pavlov, Thorndike, Skinner; cognitive processing; classroom implications and common misconceptions.
23 Dec	Pedagogy: Constructivism	Piaget, Vygotsky, ZPD, scaffolding, social constructivism; teacher and learner roles.
24 Dec	Pedagogy: Social and Humanistic Perspectives	Bandura/social learning; observation and modelling; humanistic ideas; motivation and self-efficacy.
25 Dec	Pedagogy: Child and Adolescent Development	Growth/development principles; physical, cognitive, social and emotional development; individual differences.

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26 Dec	Pedagogy: Intelligence, Motivation and Personality	Major concepts/theories; aptitude vs achievement; motivation; attribution; personality and classroom implications.
27 Dec	Pedagogy: Teaching Methods-I	Discussion, demonstration, inquiry, discovery and problem-solving; choosing methods according to learning goals.
28 Dec	Pedagogy: Teaching Methods-II	Project-based, cooperative/collaborative, blended and ICT-supported learning; active learning.
29 Dec	Pedagogy: Lesson Planning and Bloom's Taxonomy	Learning objectives; Bloom's taxonomy; lesson structure; teaching-learning resources; reflective practice.
30 Dec	Pedagogy: Competency-Based and Experiential Learning	Competency-based teaching; experiential cycle; contextual, art-integrated and sports-integrated learning.
31 Dec	Pedagogy: Inclusive and Equitable Education	CWSN; UDL; accommodation; differentiation; barriers; gender sensitivity; equity and supportive classrooms.
1 Jan	Pedagogy: Classroom Management and Assessment	Positive classroom environment; questioning; feedback; classroom assessment; remedial and enrichment strategies.
2 Jan	Pedagogy: Integrated Revision	Learning theories, development, teaching methods, inclusion, CBE and classroom situations—mixed revision.
3 Jan	English Language Skills: High-Yield Revision	Agreement, tense, articles, prepositions, pronouns, modals, voice, narration, vocabulary, usage, error detection and comprehension.
4 Jan	Hindi Language Skills: High-Yield Revision	व्याकरण, वर्तनी, संधि, समास, उपसर्ग-प्रत्यय, वाक्य-शुद्धि, पर्यायवाची, विलोम, मुहावरे, लोकोक्तियाँ और अपठित बोधा
5 Jan	Final Integrated Recall: Six Syllabus Areas	Rapid recall of Educational Policies & Measurement, Management & Financial Administration, Office Procedure, Pedagogy, Digital Literacy and Language Skills; revise only marked weak points and established notes.

Simple daily rule

- Revise one main topic properly instead of touching many topics superficially.
- After revision, close the notes and recall the main points without looking.
- Keep a short error/weak-point list and revise it repeatedly.
- GK and Reasoning/Quantitative Aptitude should be followed through their separate plans.
- From 6–8 January, revise only familiar notes, marked errors and essential high-yield points; keep the final day light.

AageBadho Class Record: https://aagebadho.org/lms/class_record.php