

Standard Operating Procedure for Distance Learning with effect from 18.06.2020

The programme of distance learning as it was done in the months of April and May, 2020 will resume from June 18, 2020. The Standard Operating Procedure for the distance learning is given below:

1. Distance Learning of the lessons will have the following steps.

- a. Academic Unit, AEES will upload the teaching modules prepared by AEES as well as links of the study materials of NCERT website and will forward the URL of web pages to schools for onward transmission to the students.
- b. The students will download the above modules, study the same on the laptop/mobile at home.
- c. The students will attend the online classes through video conference as per the timetable to be intimated by school. The digital platform to be used for video conferencing will be decided by the school authorities in consultation with LMC.
- d. Teachers will take online classes through video conferencing as per time table stated below.
- e. Students will submit the assignments/worksheets through the digital platform which will be intimated shortly.

2. Schedule of Online Classes

a. Secondary & Sr.Secondary Classes: Topics to be taught weekly will be communicated by the Academic Unit through AEES website, as in the past and accordingly links will be provided. Schools will arrange for online teaching of these topics as per the schedule given below:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Teachers teaching Classes	VI-VIII (English, Mathematics and Science)-3 Periods Class IX & X- English, Mathematics and Science(Any two of Physics, Chemistry and Biology)-4 Periods	VI-VIII (Hindi/Second Language and Social Science)- 2 Periods Class IX & X- Hindi/ Second language and Social Science (Any two of History, Civics, Geography and Economics)-3 Periods	VI-VIII (English, Mathematics and Science)-3 Periods Class IX & X- English, Mathematics and Science(Any two of Physics, Chemistry and Biology)-4 Periods	VI-VIII (Hindi/ Second Language and Social Science)- 2 Periods Class IX & X- Hindi/ Second Language and Social Science (Any two of History, Civics, Geography and Economics)-3 Periods	VI-VIII (English, Mathematics and Science)-3 Periods Class IX & X- English, Mathematics and Science(Any two of Physics, Chemistry and Biology)-4 Periods	VI-VIII (Hindi/ Second Language and Social Science)- 2 Periods Class IX & X- Hindi/Second Language and Social Science (Any two of History, Civics, Geography and Economics)-3 Periods
Teachers teaching Classes	XII(Any three Subjects)	XII(Remaining Two/three Subjects)	XII(Any three Subjects)	XII(Remaining Two/three Subjects)	XII(Any three Subjects)	XII(Remaining Two/three Subjects)

b.Primary Classes: The methodology of distance learning for class IV & V will be decided by school in consultation with LMC. However, the schedule for online classes given below for IV and V is for indicative purposes only.

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Teachers teaching Classes	IV &V	-	IV &V	-	IV &V	-

3.Duration of online classes:

Duration of online classes can be as under.

Category	No. of Periods/ Day	Duration of each period	Total online Teaching in Minutes	Total online Teaching in hours	Login time for each period	Login Time & Break Time	Total Time
Primary IV & V *	4	40 Minutes	160 Minutes	2 Hours 40 Minutes	10 Minutes	4x10=40 + 20 60 minutes	3 Hours 40 Minutes
Secondary VI-VIII	3	60 Minutes	180 Minutes	3 Hours	10 Minutes	3x10=30 +20 50 Minutes	3 Hours 50 Minutes
Secondary IX &X	4	60 Minutes	240 Minutes	4 Hours	10 Minutes	4x10=40 +20 60 Minutes	5 Hours
Sr. Secondary XII	5	60 Minutes	300 Minutes	5 Hours	10 Minutes	5x10=50+20 70 Minutes	6 Hours 10 Minutes

4. Activities by the Schools and Teachers

- The weekly time table for online classes will be prepared by the Schools concerned based on the schedules indicated in point 2 (a)&3 and same will be circulated among teachers and students on Saturday of previous week.
- The way the online classes were conducted in the month of April and May, 2020, the same will be followed from June 2020. However, the school authority can propose further improvement of the online teaching in consultation with the Chairman, LMC.
- The digital platform to be used for online classes for video conferencing will be decided by the school authority in consultation with the Chairman, LMC, considering the quality of internet connectivity at the location.
- Method of Submission and Evaluation of Worksheets **will be informed shortly.**
- Every teacher has to maintain the attendance of the students who attended online class for their records and the same has to be entered in the school records as decided by the Head of the school.
- Teachers will attend the school to participate in distance learning programme as per orders and as directed by the principal in consultation with the Chairman, LMC.

5. Guidelines for Teachers:

- a) All the teachers must obtain updated time table of Online Teaching from school concerned.
- b) After obtaining the URL of the web pages containing online study materials from the Principals, the teacher concerned has to inform the same to their class students in terms of the subject, topic and class and will make them prepare for the class.
- c) In case of intermittent network (poor network connection or Power failure), teachers are requested to report to the Principal and complete the interrupted part of the lesson suitably.
- d) The preparation for the next Online Teaching has to be done well in advance.
- e) Co-Scholastic teachers will perform their duties as per the instructions given by the school authorities.
- f) While teaching online, the teacher should encourage students to raise their doubts on the modules studied by the students, even during silent hours.
- g) At the end of a day, the teacher must upload the title/part of the lesson given on that day and how many students attended, out of how many total.
- h) If there are any particular students who are regularly offline, specific enquiries may be made as regards the reasons for doing so.

6. Guidelines for Online Teaching:

Once the teachers are assigned a particular topic for online Teaching, the following procedure should be adopted:

- a) Teachers will visit AEES website for modules prepared by AEES and also log onto NCERT website for study materials prepared by NCERT before the commencement of the class and will get acquainted with the study material available on www.aees.gov.in and www.diksha.gov.in of the assigned Topic. The links of NCERT materials will also be available in AEES website.
- b) The conduct of Online Teaching with AEES Modules will go as per time table, whereas the material of NCERT will serve as supplementary to the students.

7. Guidelines for the Students to attend online Teaching

- a) The students are instructed to attend online classes, on the digital platform recommended by the school and as per the weekly time table issued by the school.
- b) As a first step towards attending online classes, all the students of various classes will get the following **two** links from their respective schools.
 - i. First Link is of e-Content prepared by AEES Teachers for the given topic

- ii. Second link is of e-Content, prepared by NCERT(available at www.diksha.gov.in) for the given topic
- c) The study material prepared by NCERT is provided to help and enhance the learning.
- d) During the online class, the students shall ask the teacher about all their doubts arises while reading the study materials of AEES and NCERT.
- e) The students can download the contents of both (AEES & NCERT) in their system by using the download option, so as to attend/revise the given topic at later stages of their learning process.
- f) The students will complete all the allotted assignments and worksheets of the given topic and duly submit the same with in stipulated time for evaluation in the way which will be informed at a later date.
- g) This process/practice would continue for all the topics of all the subjects.