

## **SOP for the Notebooks/ Workbooks**

In connection to the Meeting held on 10 June 2020 and the MoM conveyed to all, this is to inform all the Teachers:

1. If the student/ students had noted down the notes or the exercises/ Question-Answers etc. in the Old Notebooks (of previous year with the name and logo of our school/ other notebook) having all the pages, size and lines as instructed by the teachers – then please do not ask the students to write down the same matter again in the New Notebooks.
2. If the student/ students had noted down the notes or the exercises/ Question-Answers etc. in the Rough Notebooks/ Loose Papers/ Soft Copy/ Notebooks which is not applicable to the particular subject of a particular class in terms of its size, lines, blank space etc. then the teachers may ask the students to copy the same matter in the New Notebooks.
3. So far the Workbooks are concerned, that will be used as per the need of the class and the subject.
4. As we all know that every Indian is going through the hard times due to lockdown and everyone is financially burdened/ challenged, therefore it is not advised to put any unnecessary burden over the parents for buying more notebooks. It is advised to all the teachers to be more humane and empathetic in their approach towards the students and the parents and try to adjust with the books and the notebooks available with the students, as much as they can. Please counsel the students and parents for the unavoidable expenses but do not force.

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# O P JINDAL SCHOOL, SAVITRINAGAR, TAMNAR

## HODs & W.I. meeting with Principal

### MINUTES OF THE MEETING

DATE : 10 June 2020

Timing : 10 :40 am

Present in the Meeting:

- (1) Mr.Rakesh Sharma - Principal, O. P. Jindal School, Savitri Nagar
- (2) Mr. K. K. Pandey - Headmaster, O. P. Jindal School, Savitri Nagar
- (3) Mr T. P. Rao, Mr L. N. Pradhan, Mr P. Agrawal, Mr. V. Tripathi, Mr. A. Chakravorty, Ms. M. Vishwakarma, Ms. Swati Jethwa, Ms. C. Radha, Ms. B. Singh, Ms. M. Shome, Ms. A. Bahety - The Subject HODs & Wing In-charges of O. P. Jindal School, Savitri Nagar
- (4) Mr. M. Asthana, Mr. R. Mishra - The School Administration, Transport and Office, O. P. Jindal School, Savitri Nagar

SN	Particular	Important points covered	Person Responsible	Last date
1	Annual Curriculum Planning	<ul style="list-style-type: none"><li>• No changes in curriculum for Classes IX to XII, We are waiting for CBSE Guidelines.</li><li>• Deletion of 25 % syllabus for KG I to Class VIII.</li><li>• Deletion of syllabus varies subject to subject and segment to segment.</li><li>• Very less activity in this session.</li><li>• Re-planning of Annual Curriculum – It will have the important role of Subject HODs &amp; the Wing In-charges.</li><li>• KG I &amp; II - Curriculum Re-planning by Ms. C. Radha.</li><li>• Re-planned Curriculum for Class I &amp; II to be finalized by Ms Swati Jethwa.</li><li>• Re-planning of Curriculum and the reduction of 25% syllabus for Classes III &amp; above to be finalized by the Subject HODs. (HODs can assign the subject teachers concerned to suggest the deletion of 25% of syllabus and to make the Annual Curriculum for different classes but that has to be finalized by the Subject HOD.) This re-planning of the Annual curriculum (for KG to Class VIII) to be finalized within a week and to be sent to the HM (by HOD) within next two days.</li><li>• Compilation of the re-planned curriculum.</li></ul>	Ms. C. Radha  Ms. Swati Jethwa  All the Subject HODs  Mr. Gireesh Dewangan & the Wing In-charges.	For HODs – 18 June 2020  To send to HM – 20 June 2020

		<ul style="list-style-type: none"> <li>Reduction in the Syllabus and the Re-planned Syllabus should be conveyed clearly to the Parents &amp; Students by the Class teachers and the Wing In-charges.</li> </ul>	All the Wing In-charges & Class Teachers.	
2	Effectiveness of LIVE classes and WhatsApp classes after summer vacation	<ul style="list-style-type: none"> <li>Regular/ physical classes may start in August at school, subject to notification from Government.</li> <li>Compulsory LIVE classes for VII to XII.</li> <li>It is expected that all the teachers will have the White board, Marker pen, Mobile stand etc. for making Online Classes effective. If the teachers have any difficulty in arranging these things, they can contact Mr. Mayank Asthana for his help to arrange these things at Savitrinagar colony.</li> <li>Problems faced by teachers for Online Classes and its solution – (1) 100 % students are not attending the Online/ Live Classes, for this the Subject Teachers need to talk to the students and their parents and to counsel.</li> <li>Problems faced by students during Online Classes and its solution – <ol style="list-style-type: none"> <li>Network Error – The students can be advised to reach to the better Network areas at the time of Online Classes.</li> <li>Excess data in Phone – All the teachers should use only one App, ZOOM App, for Online Live classes.</li> <li>More than one student in a family sharing the same mobile phone – the Parents can be counseled by the subject teachers to ensure the availability of the mobile phone/ Tab/ Computer/ Laptop to each of their wards at the time of Online Classes.</li> </ol> </li> <li>Technical support from IT department - the IT dept. was instructed by the HM to come out with innovative ideas and initiatives to make the Online/ Live classes easy, interesting and available to all. Mr. A. Chakravorty and Ms. A. Bahety were advised to make it sure that all the teachers can use the ZOOM App comfortably to teach in classes VII to XII.</li> <li>It was instructed and told by the HM that all the Online Classes for Class VII to XII, will be Live/ Virtual Class using ZOOM. Class III to VI will have their 50% classes Live &amp; KG to Class II will continue like before vacation.</li> <li>The teachers were told to give the Permanent Class ID</li> </ul>	<p>All the Teachers.</p> <p>All the Teachers.</p> <p>All the Subject Teachers.</p> <p>All the Subject Teachers.</p> <p>Mr. A. Chakravorty &amp; Ms. A. Bahety (Especially for those who have not used ZOOM App yet.)</p> <p>All the Subject Teachers.</p>	<p>Teachers' Training by IT deptt. on 15 June 2020 for using the ZOOM App effectively.</p>

		<p>&amp; Password to Mr. Mayank Asthana or post the instant Class ID &amp; Password in the respected official CLASS group of WhatsApp before conducting Class, so that the Online Classes can be inspected by the Principal/ HM.</p>	All the Subject Teachers.	
3	Starting Online classes after summer vacation	<ul style="list-style-type: none"> <li>• PCMB for X and XII already started from 08/06/20.</li> <li>• IX to XII from 16/06/20</li> <li>• I to VIII from 16/06/20.</li> <li>• KG I and KG II – After getting the feedback from Ms. C. Radha about the opinion of the parents, the Principal decided to go for the Online Classes for KG Classes too from 16 June 2020. Though, the Principal advised to reduce the time for KG Classes and make it only for 02 periods in a day.</li> </ul>		
4	Time Table for online classes	<p>Duration and frequency of online classes -</p> <ul style="list-style-type: none"> <li>• For KG I and KG II – Maximum 02 periods daily.</li> <li>• For Class I and II : Maximum 03 periods per day</li> <li>• For Class III to V : Maximum 04 period per day</li> <li>• For VI to XII : Removing all the periods of music, dance, Art &amp; Craft, sports, Library, ME, GK and activity. (for XI and XII PE classes will continue)</li> <li>• Bell timing for all the classes will be the same.</li> <li>• Preparation of New Time Table for all the classes</li> <li>• Complete information to parents about the changed Time Table and its purpose.</li> </ul>	<p>Mr. P. Agrawal</p> <p>Mr. T. P. Rao</p>	<p>13 June 2020 –</p> <p>15 June 2020</p>
5	Collection of Summer vacation Home Work	After all the discussion, the Principal finalized that all the Holiday Homework for all the classes to be collected and checked after Re-opening of the school.	All the respective Subject Teachers	To be decided later.
6	Preparation of Note Book & Work Book	<ul style="list-style-type: none"> <li>• Are they required to write in new note book which they have purchase in the month of May? Or continue with old copy in which they have already written.</li> <li>• Utilization of Workbook wherever required.</li> </ul> <p>After discussion, the Principal decided that if the students have noted down the notes in Rough Notebook then it has to be done in the Fair Notebook. If the students have already done the work in the Fair Notebook (New Or Old), then they need not to do it again, that should be accepted by the Teachers.</p>	<p>All the Subject Teachers</p> <p>(SOP by Mr.T. P. Rao)</p>	Convey it to the students by 17 June 2020.
7	Academic	<ul style="list-style-type: none"> <li>• Date for Test 01, HY, Test 02 and annual examination.</li> <li>• Inclusion of Test 01, HY, Test 02 and annual</li> </ul>		

	<b>Examination at School</b>	<p>examination in annual curriculum planning.</p> <ul style="list-style-type: none"> <li>• Pre Board examination will be decided after issuing of complete guideline/curriculum by CBSE.</li> <li>• Syllabus coverage for Board classes will be decided after issuing of complete guideline/curriculum by CBSE.</li> </ul> <p>To all the above points, the Principal instructed that there will be separate meeting within two days with the members of Examination deptt. and decision will be taken after that.</p>	HOD & Members of Examination Department	For Meeting: 12 June 2020
8.	<b>Reporting Date</b>	It was conveyed to all that for physically reporting at school, the teachers need to wait for further instructions. They will be notified by the Principal as per the instructions received from the Government. Whereas, the teachers need to send a message to the Principal on WhatsApp on 15 June about their availability in Savitrinagar colony or Not and if they are in Quarantine period. The Quarantine Period of the teachers after Summer Vacation will be treated as Leave.		
9.	<b>Conduction of Board Exam - 2020</b>	The Principal had instructed the Examination deptt. to do the needful to conduct the Board Examination – 2020, smoothly.	SOP – as received from CBSE/ CBSE Guidelines.	
10.	<b>Induction of New Students</b>	The HM Told that the New Admissions should not face any difficulty in joining the Online Classes or in doing the required Class work or Home work, they must get all the needful support from the teachers and the classmates.	SOP for teachers – by Mr T. P. Rao	15 June 2020
11.	<b>New Punch Card for Attendance</b>	The HM told that the school is going to issue New Punch Cards for the Teachers and Staff. In case of any misuse of these Punch Cards/ proxy attendance, strict disciplinary action will be taken against the teacher concerned and the helpers in doing unethical.	All the Teachers and Every Staff.	As soon as the new system is introduced.
12.	<b>Other difficulties related to students</b>	The IT Teachers raised the concern that the IT books for classes IX to XII has not been delivered to the students as it was not available at the time of books distribution. To this concern, the HM replied that now the books are available in Raigarh market and the IT teachers need to inform the students to buy books from Raigarh on their own, school cannot make the books available at school campus in the present scenario.	The teachers of IT deptt.	At the earliest possible.

<b>13.</b>	<b>CCA Competitions</b>	<b>Ms Swati Jethwa raised her interest to conduct some CCA Competitions like Recitation for her students, Online. On this, the Principal allowed Ms Swati Jethwa for the same and told her to come with a clear plan. The Principal further added that the Online CCA Competition can be conducted for all the classes up to Class VIII. The HM suggested NOT TO CONDUCT ANY CCA Competitions for the students of Classes IX to XII, in the session 2020-2021.</b>	<b>Ms. Swati Jethwa &amp; CCA deptt.</b>	<b>As notified by the Principal/ HM</b>
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**Meeting adjourned – 12:40 pm**