

To

All In-Charges

This is to bring to your kind notice, these are online class rules and regulation for Teachers to follow henceforth, kindly go through and ask teachers to follow.

ATTENTION TO ONLINE CLASS HANDLING TEACHERS

DRESS CODE

- Decent and modest. Like the way how you appear when you come to school.
- Follow regularly school reporting rules.

AUDIO AND VIDEO

- Your gadget and Internet band width must be strong so as to have good resolution.
- Using tab or laptop is ideal. If not use updated version of mobile and fix it in an appropriate position so that audibility and visibility is good and use good head set too.
- Ask children to mute their audio and switch on their video before you start the class. If they unmute their audio, the teacher's presentation will be unclear.

WRITING TOOL

- Black board is ideal.
- Do not start your work outs from the top most.
- Avoid using left and right edges also for writing as well as bottom most.
- Your hand writing should be clear and visible.
- Don't dump all concepts at a time on the board.
- Re-cap the concepts before erasing the board for teaching next concept.
- Using note paper is a secondary and sub standard option. If there is no other go, use good quality pen.
- Do not use the reverse side of the page for teaching.
- Use different color sketch pens if your work outs and already prepared.
- One concept in one page.
- Use online board tool for more clarity, example - MS One note...

POWER POINT PRESENTATION.

- Good strategy to be followed at least for 10 minutes in one hour with voice over so that you can impress the students.
- Pictorial illustration with good voice over will make the students understand the concepts in a better manner.
- Don't try to dump all in power point presentation.
- Concept/Key points must be highlighted on PPT and explanation should be given in detail through voice over.
- Have a standard PPT template.

FLIP BOOK

- Those who are using PDF form of text book focus the book properly.
- Zoom it appropriately in such a way that the sentences are clear and all words in the sentence is visible.
- If you do not zoom it, visibility will be poor.
- If you zoom and enlarged the size, words in the left and right side of the page may not be visible.
- Those who are using black board, flip book, PPT etc., focus one at a time.
- When flip book is shown black board should not be visible.
- If so, visibility of what you wish to show may not be clear.

MULTIPLE STRATEGIES

- Do not stick on to one particular strategy. Use multiple strategies like, Integrating art with education will lead to the betterment of learning in the classroom
- Black board teaching.
- Illustration through PPT.
- Appropriate video for 2 minutes.
- Activities and projects.
- One minute assessment.
- Checking of assignments/ running notes.

COMMUNICATION

- Must teach/converse only in English.
- Both speaker and listener should actively take part during teaching.
- Communication should be bifurcated into verbal and non-verbal communication.
- Instruction given should be in English.
- You should have a good voice throw.
- Check your slang and pronunciation.
- Speak clearly.

- Gestures, Body movements, eye should in sync with the content and captivating.
- Teacher should have control over the students.
- Reduce the speed and increase the clarity.
- Always have a grammatical check.

ATTENDANCE

- Enter the hall 5 minutes earlier.
- Check the gadgets and writing materials.
- Monitor the attendance.
- Give a few health tips everyday for 30 sec to one minute before starting the class.

LEARNING HOMEWORK

- Must be given every day. Children should be trained to learn the concepts being taught on the same day.
- No procrastination.
- Do ask questions in the next class and check their learning level.

TEST AND MEASUREMENT

- One minute assessment, everyday is a must.
- Online assessment must be done once in two/three weeks compulsorily.

GIVE THEM WORKSHEETS AND NOTES AND CREATE A HEALTHY ATMOSPHERE. DO CHECK THE SAME THROUGH ONLINE CLASSES & MAKE IT INTERACTIVE.


ACADEMIC DIRECTOR