

Rishikul Sanatan College

Standard Operating Procedures (SOP)

Online Educational Resource Packages

Part A Planning & Preparation

1. All teachers to review the left over coverage from term 1 and the new coverage for term 2 for all levels (year 9 – 13)
2. (i) Teachers in consultation with HODs will prepare a week's lesson in the form of simplified notes, tables, diagrams, maps, power point presentation, recorded teaching audio/videos, etc.
(ii) The above in 2 (i) should be accompanied with teacher's explanations, examples and activities.
3. The above in 2 (i) & (ii) should be recorded in the lesson template form provided by MEHA.
4. All lessons uploaded/taught should be student focused considering student's context and have learning outcomes.

Part B Upload and Access

1. The above in Part A will be loaded in Moodle platform every Monday of the week for students to access, read, analyze and familiarize themselves with the content.
2. Subjects to inform students to access Moodle once lessons are uploaded.
3. By Monday and Tuesday students would have accessed the uploaded lessons.
4. All uploaded lessons must have clear instructions for what students are required to do and what the learning outcomes are.

Part C Face to Face Online Classes

1. A time table has been generated where teachers are given a 50 min slot twice in a week to hold Face to Face Online Classes using any online platform such as Zoom, Viber, messenger, Google classroom, Moodle chats/forums, lesson videos, etc.

2. In these sessions, teachers will recap on the uploaded lesson for the week; discuss activities and any other student queries.

Part D Weekly Resource Home Packages

1. Subject teachers to identify students who cannot access online learning and forward name of student, mobile contact, Year and subject to the Level Deans.
2. Level Deans to gather this data and submit to VP and Principal by Week 1 Wednesday.
3. VP, AP, HOD PEMAC, Mr. Mohammed Ameen and Mrs. Singh (ancillary Staff) will contact these students and identify procedures on distribution of the hard copy of weekly Home packages.
4. Subject teachers will send the weeks work via email to Mrs. Singh by every Monday morning for printing. These materials will be printed, collated and be ready for distribution by Tuesday of every week.

NO STUDENT TO BE LEFT BEHIND.

R.Sharma

Principal