



Government of Goa
DIRECTORATE OF EDUCATION
Alto – Porvorim, Bardez - Goa

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No. Acad/Misc/re-open/2020/Pt. file/1530

Dated:- 24/07/2020.

C I R C U L A R

Read:- Acad/Misc/re-open/2020/Pt. file/1243, dated 23/6/2020.

Ref:- D.O. No.1-2/2020/IS.5, dated 6/7/2020

In continuation to the circular quoted above and as per the D.O. letter dated 6/7/2020 referred to above it is informed that schools, education and coaching institutions will remain closed till 31/07/2020 and online/distance learning shall be encouraged.

For this purpose the teaching /non-teaching staff etc shall as far as possible will work from home and they should not be called to school/institutions unnecessarily.

The following guidelines are hereby issued for strict compliance.

I] Role of the Head:

1. The Head of the institutions/managements shall maintain the contact number of all the teachers thereby teachers can be contacted/called as and when need arises. **(As per Annexure –I)**
2. The Head of Institutions concerned through their teachers shall collect the data of availability of device/Android mobile phone and network coverage to the students.**(As per Annexure II)**
3. Teacher shall be asked to provide information regarding the online classes conducted from 4th June, 2020 till date and syllabus completed by them. **(As per Annexure III)**
4. Weekly plans must be obtained by the Head via email or any other online means. **(Suggestive format as per Annexure IV)**

II] Role of the Teacher:

1. Teachers are to make full use of the online training undergone by them through SCERT to prepare original videos, notes, feedback forms, questionnaire, assignments using different OERs (this should cover all academic subjects including Physical Education, Art, Craft and Music)
2. Online classes shall not be for more than two hours in a day.
3. Study material like original videos, power point presentations, questionnaire forms should be used to teach the topic asynchronously (offline) and synchronous session (online) or virtual meets should be used

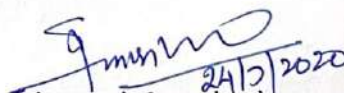
to solve the difficulties on the topics which have been already dealt through videos. This shall help the students go through videos as and when and also number of times as required.

4. In case of primary section, learning as far as practicable should be activity based and worksheet and supplementary material shall be sent via parents. **(no online sessions for primary students) (As per Annexure VI)**
5. The teachers should act as mentors to a child. It is expected that teacher shall remain in contact with a child on phone to know their difficulties or in case the students do not have android devices. The work shall be allotted by the Head of institution in consultation with other stakeholders such as parent teachers association, school management committee and educated youths in the vicinity.
6. The teachers shall encourage the older students to teach younger students in their vicinity.
7. Students without device should be facilitated by providing worksheet and supplementary material.
8. It is also important for all subject teachers to share material on subjects like personality development, mental stress management, career counselling, agriculture and many other subject on weekly basis.

III] Feedback:

1. Every institute shall form a monitoring committee for online-offline education comprising of the head of the institute, management member, school management committee, PTA member and ADEI (school can also appoint a education expert on the committee.)
2. Monitoring committee will supervise the online-offline educational work bi-monthly by collecting the response from the students and parents.
3. The teachers shall collect the information of the mentor or volunteers in the neighbourhood who are ready to guide the students.
4. Head of the institution shall submit lessons of subject teachers to the Directorate of Education through a Google Sheet.
5. Teachers should update themselves by undergoing asynchronous training through SCERT and other resources available online.

Heads of all Govt./Govt. Aided/unaided Primary/Middle/ Secondary/Higher Secondary & Special Schools are instructed to submit information in given proformas to the Directorate of Education for compliance.


(Santosh Amonkar)
Director of Education

Encl :- Annexure I, II, III, IV, V & VI.

To :- As per list enclosed.

To be circulated to the following:-

1. All Heads of Government/Government Aided & Unaided Primary/ Middle/ Secondary/Higher Secondary & Special Schools in the State of Goa.
2. The Dy. Director of Education, North/South/Central Educational Zone, Mapusa/Margao/Panaji-Goa.
3. The A.D.E.I.s of all Talukas.
- 4 The Nodal Officer, IT, for uploading on website.

Annexure I

Name of the School:-

Std:-

Div:

Sr. No.	Name of the student	Whether device available	Type of device	Mobile No.	Whether coverage available

Name of the Class Teacher

Signature of Head

ANNEXURE-II

Name of the school:

Sr. No.	Name of the Teacher	Mobile No.	E-mail ID

ANNEXURE-III

Name of the school:

Online work carried out since 04/06/2020

Name of the Teacher:-

Week No.1	Online activity conducted	Standard for which applicable	Syllabus covered
04 th to 06 th June			
08 th to 13 th June			
15 th to 20 th June			
22 nd to 27 th June			
29 th to 04 th July			
06 th to 11 th July			
13 th to 18 th July			
20 th to 25 th July			

Signature:-

Name of the Teacher:

Designation:

ANNEXURE-IV

Name of the school:

Name of the Teacher:-

PLAN OF ONLINE/OFFLINE ACTIVITIES

(SUGGESTIVE)

Week	Proposed online activities	Standard	Offline activities for students without connectivity
27 th July to 01 st August			

Signature:-

Name of the Teacher:

Designation:

ANNEXURE-V

Name of the school:

Weekly Schedule for online teaching by teachers for week from Monday / /2020 to Saturday / /2020.

Std.	Subject	Time	Name of Teacher
V			
VI			
VII			
VIII			
IX			
X			
XI			
XII			

Date:-

Signature of Head

ANNEXURE-VI

For Primary Schools

Name of the school:

Activities conducted for the week starting from Monday / /2020 to Saturday / /2020.

Std.	No. of offline material distributed	No. of offline material collected	Topics covered
I			
II			
III			
IV			

Offline material includes:- Worksheets and other supplementary material.

Date:-

Signature:-

Name of the Teacher: