ATOMIC ENERGY EDUCATION SOCIETY
MUMBAI
Standard Operating Procedure for Teachers with effect from 18.06.2020

In the post COVID-19 scenario, the reopening day for the AEC Schools after summer vacation is on 18.06.2020.However, the students will not be turning up to the schools till further orders/notice/guidelines from MoH, Government of India. We made a good endeavour towards online Teaching with some initial hiccups in content development. But this time, all the teachers will be conducting online Teaching with a spirit, zeal and enthusiasm together with good content development, to cater to the needs of the students. The better content development always enhances the Teaching-Learning Process. With a view to facilitating the online Teaching, the AEES has stipulated the following standard Operating procedure to all AEC Schools.

1. All AEC Schools do not avail holiday on second Saturday
2. Teachers will come to schools on alternate days as given in the following table

A.   Secondary & Sr. Secondary Classes

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Teachers teaching Classes	VI,VII & VIII	IX,X &XII	VI,VII & VIII	IX,X &XII	VI,VII & VIII	IX,X &XII

B.   Primary Classes

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Teachers teaching Classes	IV &V	I,II &III	IV &V	I,II &III	IV &V	I,II &III

3. **The time table for online classes has to be chalked out by the local AEC Schools as per the given format.**

Category	No.of Periods/day	Duration of the period	Total online Teaching in mnts	Total online Teaching in hours (A)	Login time for each period	Total Login Time (B)	Break Time (C)	Total Time (A+B+C)
Primary	4	40	160 mnts	2 hrs 40 mnts	10 mnts	4x10=40	20 minutes	3 hrs 40 mnts
Secondary	5	40	200 mnts	3 hrs 20 mnts	10 mnts	5x10=50mnts	20 Mnts	4 hrs 30 mnts
Sr Secondary	5	50	250 mnts	4 Hrs 10 mnts	10 mnts	5x10=50 mnts	30 mnts	5 hrs 30 mnts

4. The teachers will report to Schools at 7. 30 a. m. and resume the online classes at 8.00 a. m. positively and work till 1.40 p. m.

5. Every teacher has to maintain the attendance of the online students for their records and the same has to be entered in the register maintained by the school soon after the completion of the class or before leaving the school for that day.

6. Each school has to keep 5 systems ready with internet facility for the teachers to use for online teaching.

7. The digital platform for online classes would be informed in due course of time.

8.   Evaluation of Worksheets

i.   The students have already been informed to answer the worksheets and keep ready to submit to the teachers concerned after reopening of the school. Now these answer sheets are to be collected for evaluation by the teachers. Following steps are suggested for this purpose.

ii.   Each school will procure six boxes of 2′x2′x3′ or of size nearer to this like those of tender drop boxes. These boxes will have a whole on the top of them through which people can drop the answer sheets in to them.

iii.   These boxes shall have locking facility.

iv.   Every day one box for Primary, one for Secondary, and one for Sr. Secondary classes can be kept at the entrance of the school for parents/students to drop the answer papers/ completed worksheets in them.

v.   These boxes will be opened after 24 hours only (since the life of Corona virus on paper is somewhere around 13 hours). The VP/ HM will segregate these answer papers subject wise, make a list and handover to the teachers for evaluation.

vi.   Teachers after evaluation enter the marks in their records and keep the papers in their custody till they are returned to the students. However, marks can be informed to the students by SMS.

vii.   While the first set of boxes are under lock and key, the second set of boxes can be kept outside on the second day.

viii.   The cycle continues.

ix.   The keys of the boxes shall be with the Principal and the VP/HM will collect them whenever they have to open the boxes.

x.   The students can be asked to write the following particulars on the answer paper before submission. a) Student's name; b) Class & section; c) Subject   d) Roll No.; e) Module No.; and f) Teacher's Name.