

Dear Principals

Let's begin the new academic year with a positive mindset, it is an opportunity to look ahead and work harder to make it a better and a brighter future for our students. The past academic year, 2020-2021 was a challenge for students, teachers and parents. It started with panic in mind; however, it ended with a hope. Let us not complaint regarding the same as pandemic provided us opportunity in adversity. All teachers started adopting the new normal by conducting the online classes whereas the students started adapting the new normal by learning virtually.

- (a) Now let us raise the bar and make sure that the learning outcome are achieved. Few tips are mentioned below which must be shared with the students and parents to ensure learning outcome.
1. Ask the parents to provide a small space to the child in the house where they can set up a small study table to make the atmosphere in the house more conducive for learning.
 2. Ask the child to keep their hands free while taking the classes. Mobile phone through which they are attending the classes must rest on the table, it can be placed little higher after stacking the books under it.
 3. Ask parents to buy them the notebooks positively. Each teacher must insist on this. Only one note book for each subject will be enough at present.
 4. When the teacher takes the class, instruct the students to write the topic and date in the note book and simultaneously write the notes in the notebook. This way students will continue to practice writing. Teachers must control their pace for the students to cope up with writing the notes.
 5. At the end of the topic of the day, teachers must ensure learning outcome by administering a small test **everyday (5 or 10 marks)** in google form/live worksheets/top worksheet etc and post the marks in the google class room which can be viewed by the inspecting team during inspection.

(b) Designing lesson Plan for Online Teaching:

1. The lesson plan to be developed by the teachers will contain gist of the lesson, explanation, the self-prepared video, ppt of the lesson, link for resource material, assignments, worksheets.
2. This e-lesson plan was prepared by our region for CS and IP subject last year and every PGT(CS) was involved in this. Hence it is requested to rope in PGT(CS) for the training other teachers for preparing the lesson plan. Even some of the PRTs were also involved. A training session can be arranged by these master trainers for training other teachers. These lesson plans may also be posted in Google Classroom before teaching the lesson. Students may be asked to go through the lesson before they attend the class. In case of any difficulty please contact the undersigned.
3. Format of the Lesson Plan: **Annexure 1 Lesson plan attached for reference**

CLASS:

SUBJECT:

UNIT:

LESSON:

No of session required:

Session	Gist of Lesson	Expected Learning Outcomes/ELO	Teaching Learning activities planned	Suggested material / Resources	Assessment strategies planned/Assignments	Worksheets
No of session	Gist of the topic to be taken shall be written here	Learning outcomes to be achieved to be mentioned here.	A video recorded by the teacher teaching the topic shall be inserted here along with a ppt of the same topic. If a student wants to prepare notes can be taken from ppt.	Online links to be provided for better understanding of concept.	Online quizzes, assessment prepared using ICT tools like liveworksheets, topworksheets, Google form shall be inserted here. More ICT tools given in point no 3.	Worksheet links can also be given which can be inserted in the lesson plan only.

(C) **SUPERVISION TOOL:** You are requested to share this observation tool with the teachers, so that they are ready when the inspection happens. Please encourage them to use DIKSHA portal/alternate Academic Calendar as very good content/video/worksheets have been given there, which will be

useful for the students. **Assignments for the students can also be given from Alternate Academic Calendar.**

**KENDRIYA VIDYALAYA SANGATHAN, RO, DELHI
REGION
INSPECTION TOOL**

NAME OF KV:

1. Name of the teacher:	
2. Designation:	
3. Date & Time of Observation:	Date:
	Time:
4. Class & Section /Stream:	
5. Subject:	
6. Total no. of students enrolled:	
7. Total no. of students present online:	
8. Total no. of absentees with reason:	
9. Details of topics /sub-topic	
10. Mention the learning outcomes proposed by the teacher	
11. Whether teacher has used the content/video from DIKSHA/NISTHA portal	
12. Whether teacher has used content/pedagogy from Alternative	

Academic Calendar (classes I to VIII only)		
13. Whether the e-lesson plan prepared by the teacher and posted in the Google class room?	Yes/No	Frequency of the lesson plan:
14. Whether teacher has conducted any on line test? If any, how many?		
15. Has the teacher conducted any online test based on critical & creative thinking		
16. Whether teacher has related her teaching with the life experiences outside the class.		
17. Whether teacher has integrated her topic with another subject		
18. Whether teacher has used any TLM/online video/audio/simulation etc		
19. Whether the teacher conducted/registered online practical for the students using OLABS (ONLY FOR CLASS 9 TO 12)		
20. Comment on students' interaction in class:		
21. Clarity of Audio/ Video:		
22. Has the teacher conducted any PTA for the improvement of attendance & progress of student.		
23. If Home Assignment given? If so its quality and relevance:	No of assignments given:	No. of assignment corrected:
24(a). Whether teacher has conducted a small test on the day using 'live worksheet/ word wall/Google form' for ensuring learning outcome towards the end of the class.		

