



# SAINIK SCHOOL KUNJPURA, KARNAL

## CONDUCT OF ONLINE CLASSES

27 May 2020

1. The pandemic caused due to Covid-19 has resulted in restrictive teaching processes across various educational institutions in the country and the whole world. The **use of technology and adopting innovative teaching methods** for imparting effective training instructions during the prevailing lockdown is the need of the hour. The uncertainty in the duration of forced lockdown situation has further necessitated the requirement for commencement of **e-classes**.
2. “Every problem presents an opportunity!” While it is not possible to conduct regular classes at the school campus due to the prevailing lockdown conditions, it is now time to adopt innovative measures and put technology to use in teaching and learning processes thereby ensuring the best learning outcomes for our learners (students).
3. The school observed Summer Vacations from 03 April 2020 to 29 May 2020 (57 days) and will be reopening on 30 May 2020 for conduct of e-classes.
4. **Sainik School Kunjpura** in association with **M/s Extra Marks Classes** will conduct regular online classes and will also provide access to online subject content. In addition, the school website is being used as a platform for providing digital content related to all subjects from Class VI to Class XII. The contents related to each subject including **conceptual subject study material, conceptual videos prepared by Khan Academy specifically for NCERT /CBSE syllabus** and **regular practice/test exercises** are being uploaded in a systematic manner.
5. This is for the information of all parents/guardians and students that following steps were initiated during the summer vacations to enhance communication between the school administration and parents/guardians/ cadets with the aim to conduct effective online classes for best Learning Outcomes from our learners(students). Following points with respect to the conduct of online classes are noteworthy:-
  - (a) Formation of Class wise Whatsappgroups.
  - (b) Collation of updated and correct contact details of all students and parents/guardians.
  - (c) Preparation and uploading of NDA Material for UPSC Written Exam on school website.
  - (d) Preparation and systematic uploading of digital content including selected study material, conceptual video prepared by Khan Academy and regular test/practice exercises for conduct of e-classes on school website.
  - (e) Segregating the Biology and Computer Science steam students of Class XI for focused preparation during e-classes.

(f) Realization of Contract with *M/s Extra Marks Classes* for conduct of e-classes / online classes. Registration of teachers and cadets with *M/s Extra Marks Classes* and issue of individualized user id and password.

(g) Configuration of classrooms with independent internet connectivity for providing online classes.

6. The e-classes / online classes are scheduled from **Monday, 01 June 2020** till further orders for all classes from Class VII to XII as per the following details:-

(a) Seven sessions will be conducted in a day from Monday to Saturday for Classes VII to XII as per the following schedule:-

Ser	Sessions	Timings
(i)	Session 1	0800 – 0850 h
(ii)	Session 2	0900 – 0950 h
(iii)	Session 3	1000 – 1050 h
(iv)	Session 4	1100 – 1150 h
(v)	Session 5	1200 – 1250 h
(vi)	Session 6	1300 – 1350 h
(vii)	Session 7	1800 – 1850 h

(b) The schedule of classes for Classes VII to XII will however be revised in the days ahead.

(c) Each class will be for duration of 50 minutes.

(d) A 10 minute gap between the periods have been given to cater for teacher change over.

(e) The entire class, irrespective of section, shall attend the same period for a subject.

(f) One subject teacher has been assigned for the entire class irrespective of the section. However, reallocation of classes may be done if required at any given time during the conduct of online classes.

(g) The teachers engaged on 01 Jun & 02 Jun 2020 (Monday & Tuesday) **will only conduct revision classes of the previous academic session.**

(h) These period of two days will also be utilized to sort out any technical difficulties being faced by cadets for logging in, adding any cadet who was left out due to any reason and giving routine instructions, thereby making sure that no participant is at loss of studies due to no fault on his part.

(j) In compliance of the notification issued by CBSE vide CBSE/CE/2020 dated 13 May 2020, all cadets of Classes IX & XI in the Session 2019-20, who were earlier declared as “Fail” or “Compartment” will be given a chance for appearing in “retest” to be conducted on a date which will be notified in due course of time. However, till such time, these cadets will be given access to attend online classes both in their present as well as succeeding classes so that they can decide which classes they would like to attend both in terms of remedial as well as futuristic learning.

(k) The actions outlined in para (j) above however by no means imply that the cadets who had failed or were declared as compartment have been promoted to the next class. It is once again reiterated that all cadets of Class IX & XI in the Session 2019-20 who were **not declared as "Promoted"** will be required to appear in a retest to be conducted on a date which will be intimated in due course of time. In our school, there is no failure in Class IX.

(l) The Class Teachers of Class XI & XII will add these failed/ compartment declared cadets in their "**whatsapp group**", for the purpose of passing/broadcasting the relevant information with respect to online classes/e-classes, till completion of their retest and declaration of result.

7. The conduct of online classes is a formal activity and are covered under the rules and regulation to be observed by the participants . In order to ensure that Online Classes are conducted in the true spirit of teaching/ learning environment , the following must be ensured at all times during the conduct of these online classes:-

(a) **All online classes must be attended by the cadets under direct/ indirect supervision of their parents/guardians.**

(b) Smart turnout and hygienic bearing is expected by each cadet during his/ her attendance in the online class.

(c) The cadet should attend these classes in a neat background and quiet surrounding.

(d) Any use of improper language or physical gesture insulting or demeaning the teacher by the cadet or any member of his/ her family during the online classes will be construed as an act of severe indiscipline and actions as deem fit, including removal from the School, may be initiated against the cadet.

(e) All communications regarding the classes must only be made through the class whatsapp group until otherwise permitted by the teacher.

(f) **Attendance of the online classes is mandatory except for such cases which are beyond the control of the cadet or parent.** All cadets must mark their attendance by writing their School No. in the chat section at the beginning of each period which shall be recorded by the concerned teacher. Failure to mark attendance will be construed as "Absent" and strict action will be taken, including levying of fine, against such students, in accordance with the rules for record of attendance in school.

(g) All students must have a 'Smart Phone' with 3G/4G capabilities/laptop/computer and Internet connection (you are suggested to have high speed data plan of minimum 3 GB per day for ensuring uninterrupted connection during live classes).

8. **Teachers, cadets and parents are required to immediately report any incidence of unauthorized intrusion/ insertion of a person, character, picture or advertisement during the conduct of online classes to the undersigned or the Principal.**

9. The Daily Time Table for Conduct of Online classes in respect of Classes VII to XII for the first week from 01 to 06 June 2020 is placed at **Appendix**. The weekly time table will be uploaded on a regular basis. However, students should check the daily time table before attending the sessions.

10. The above orders endeavours to cover all salient points regarding conduct of online classes for cadets but can be amended, supplemented or completely deleted in accordance with any administrative/academic/technical requirements arising in due course or in compliance of any instructions received from Government of India/ Haryana or Sainik Schools Society on the subject.

11. For information and compliance of all concerned.

PRINCIPAL

Date	Class	0800-0850	0900-0950	1000-1050	1100-1150	1200-1250	1300-1350	1800-1850
01 June 2020 MON	XII	PHYICS BS		CHEMISTRY DS		MATHS VKR		
	XI		ENGLISH SPP				BIO/COMP RG/RM	
	X	ENGLISH RKB		MATHS NN		BIOLOGY SN		
	IX		HISTORY VRB				ENGLISH SK	
	VIII				MATHS SKG			CHEMIST RY BKC
	VII				HINDI MS			ENGLISH VS

Date	Class	0800-0850	0900-0950	1000-1050	1100-1150	1200-1250	1300-1350	1800-1850
02 June 2020 TUE	XII	ENGLISH SPP		MATHS VKR		BIO/COM RG/SC		
	XI		CHEMISTRY DS				MATHS PK	
	X	CHEMISTRY SSN		GEO AS		PHYICS BS		
	IX		MATHS BNJ				PHYSICS VJ	
	VIII				ENGLISH VB			HINDI AP
	VII				MATHS RK			HISTORY SV

Date	Class	0800-0850	0900-0950	1000-1050	1100-1150	1200-1250	1300-1350	1800-1850
03 June 2020 WED	XII	PHYICS BS		CHEMISTRY DS		MATHS VKR		
	XI		PHYSICS VJ				BIO/COM RG/RM	
	X	HISTORY VRB		MATHS NN		HINDI MS		
	IX		HINDI AP				CHEMISTRY BKC	
	VIII				HISTORY SV			PHYSICS SKG
	VII				PHYSICS SSN			GEOGRAPHY AS

Date	Class	0800-0850	0900-0950	1000-1050	1100-1150	1200-1250	1300-1350	1800-1850
<b>04 June 2020 THU</b>	<b>XII</b>	ENGLISH SPP		MATHS VKR		BIO/COM RG/SC		
	<b>XI</b>		MATHS PK				ENGLISH SPP	
	<b>X</b>	ENGLISH RKB		MATHS NN		PHYSICS BS		
	<b>IX</b>		GEOGRAPHY AS				BIOLOGY RG	
	<b>VIII</b>				GEOGRAPHY VS			BIOLOGY SN
	<b>VII</b>				CHEMISTRY SSN			MATHS SKG

Date	Class	0800-0850	0900-0950	1000-1050	1100-1150	1200-1250	1300-1350	1800-1850
<b>05 June 2020 FRI</b>	<b>XII</b>	PHYSICS BS		CHEMISTRY DS		MATHS VKR		
	<b>XI</b>		PHYSICS VJ				MATHS PK	
	<b>X</b>	CHEMISTRY SSN		GEOGRAPHY AS		BIOLOGY SN		
	<b>IX</b>		MATHS BNJ				HISTORY VRB	
	<b>VIII</b>				MATHS SKG			ENGLISH VB
	<b>VII</b>				HISTORY SV			BIOLOGY SN

Date	Class	0800-0850	0900-0950	1000-1050	1100-1150	1200-1250	1300-1350	1800-1850
<b>06 June 2020 SAT</b>	<b>XII</b>	ENGLISH SPP		MATHS VKR		BIO/COM RG/SC		
	<b>XI</b>		CHEMISTRY DS				MATHS PK	
	<b>X</b>	HIS VRB		MATHS NN		HINDI MS		
	<b>IX</b>		ENGLISH SK				MATHS BNJ	
	<b>VIII</b>				MATHS SKG			HISTORY SV
	<b>VII</b>				MATHS RK			ENGLISH VS

**NOTE: No classes will be conducted during the periods/ timings where no subject has been mentioned.**