



Government of West Bengal
Office of the District Inspector of Schools
Secondary Education : Bankura

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Memo No... 1161/S

Date 15/07/2021

From: The District Inspector of Schools (SE), Bankura

To: The HOI of all schools/Madrasah (Incl. Model & Integrated schools) under the control of this office.

Sub: Guideline for implementing academic activity in pandemic

In view of the large-scale academic interest, this office has resolved to exercise some encouraging as well as soft monitoring systems to reinstate the process of regular online classes in available and suitable format for the institutions.

- A **District level meeting** to be convened within 17th July by the D.I/S(SE) and A.I/S(SE), A.I/S Block, SIs(Circle) & HOI of all schools under the concerned Block will remain present as per meeting schedule. After the District level meeting, HOI will conduct a meeting among his/her staff for this purpose.
- **Preparation of class routine for online classes** in any available format (Whatsapp group/Google meet or other arrangement) and sharing it with District Inspector of Schools (SE) via dedicated email id: diseacademicbnk@gmail.com . HOI will comply with this guideline within **20/07/2021**.
- HOI may share jpg, pdf, excel or word file of online class routine with sign and seal. There will be no compulsion for the number of classes. They may arrange the classes as per their available resources but all subjects and existing teachers should be covered.
- **'Whatsapp groups'** have to be opened by the class teacher of each class in each school even with the lowest number of students joining. Concerned SI, AI, and District Inspector may ask any HOI to include him/her in any group to monitor whether the group is active and teachers are providing teaching materials as per class schedule mentioned in shared class routine. HOI may remove him/her after completion of the necessary inspection for the day.
- **HOI will prioritise conducting online classes via Google meet** or other available platform if his/her resource allows and Concerned SI, AI, and District Inspector may ask any HOI to include him/her in meet class to monitor whether teachers are conducting class as per routine.
- Teacher may record his/her class video and provide it to the students and can also share a link of the videos with this office to get it published on our District website. Video/pdf class materials submission link form will be available on our site. Schools may preserve these for future reference.
- **HOI will distribute 'Activity task' provided in Banglarshiksha and may add new 'Activity task'** made by own teachers for their own students and get them evaluated on a regular basis. He/She can preserve the record of evaluation in excel sheet or any manual form to share it if required. New 'Activity Task' can be submitted via link based form in our website to get them published in our site.
- HOI will send an **online report after 15 days via a link based form** available on our website: www.disebankura.in. Inspecting officials will also submit an online inspection report via a link based form available on our website: www.disebankura.in. on each day of virtual class visit.

District Inspector of Schools (S.E)

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