

केन्द्रीय विद्यालय संगठन

क्षेत्रीय कार्यालय आई आई टी कैंपस
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KENDRIYA VIDYALAYA SANGATHAN

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F.170350/Acad Plan 2021 /2021-22/KVS(CHER)

Date 18.06.2021

The Principal
All Kendriya Vidyalayas
Chennai Region.

PERSONAL ATTENTION

Sub: *Academic Planning for the session 2021-22*

Ref: 1. Letter dated 24.05.2021 of KVS Hqrs New Delhi
2. This office letter dated 27.05.2021

Madam / Sir,

With reference to the subject cited above it is to inform you that, as discussed during Video Conference conducted with you on 28.05.2021, the **Split up Syllabus for Classes I to VIII for the session 2021-22** and material for conducting **Bridge Course for the students of Classes II to VIII** has already been sent to you for appropriate action.

In this connection, your attention is hereby drawn to the guidelines / instructions issued during the Video conference held on 18.06.2021 to conduct online classes for the students on reopening of Vidyalayas after summer vacation and strict adherence to SOP issued from time to time by Government of India / State Government to prevent spread of Covid-19 pandemic. It is further to inform you that Commissioner, KVS during Video Conference conducted on 17.06.2021 with Deputy Commissioners KVS has stressed upon the need for overall well being of child while taking care of academic improvement in the present scenario of online classes.

In the light of the above, you are once again requested to follow the guidelines / instructions given below to ensure uninterrupted academic transaction with due emphasis on well being of child :

1. Academic transaction would continue to be carried out through online mode using G Suite platform till further orders
2. The Split up Syllabus sent should be followed in letter and spirit by preparing suitable time table keeping in view the guidelines issued by NCERT with regard to screen time to conduct online classes

Contd...2/-

3. Online classes may be conducted by teachers from KV / residence at work place as per the roster prepared, if any by following the guidelines issued by Government of Tamil Nadu. However, any teacher can be called to the Vidyalaya for attending any work at any time and hence they should be directed not to leave the station without prior permission. All the teachers should be available at their residence in the station during working hours, if they are taking online classes from residence.
4. The Standard Operating Procedure (SOP) should be followed in Vidyalaya by the staff / teachers while attending to school especially teachers put on duty to prepare results of Class X / XII and admission to Class I for the year 2021-22.
5. Principal / VP / HM / all teachers should interact with parents at regular intervals to apprise about the steps taken by the Vidyalaya for conducting online classes. Parents should be taken into confidence in order to get support from them to ensure success of online classes. PTM should be conducted at regular intervals.
6. Teachers should be sensitized about the DOs and DONTs while conducting online classes as well as having personal interaction with students and parents regularly to improve involvement of students in academic transaction
7. Principal / VP / HM should observe online classes regularly and suggestions should be recorded for further necessary action
8. Efforts should be made to bring all the students on board for online classes. However, efforts be taken to provide printed material to the students who are not able to attend online classes.
9. Time Table should be prepared in such a way that Co-Scholastic activities are included to maintain all round development of student
10. All should be sensible to the needs of students / parents during this pandemic condition

11. The Vidyalaya premises should be sanitized thoroughly especially common areas, railings, switch boards, door handles, etc by following the SOP guidelines issued by Government of India
12. Cleanliness of classrooms, wash area and toilets should be ensured in order to keep them in good condition for use by staff and students as and when required
13. All electrical points should be checked, fans and lights should be in working condition
14. Drinking water facility should be properly sanitized though students may be advised to bring their own water from home whenever they visit school
15. Furniture and other equipment should be appropriately maintained to keep them intact

You are, therefore, requested to ensure that the above guidelines are followed in right earnest and take all measures that would attract child to the online classes till further orders, if any.

Yours faithfully,


(Dr M Rajeswari)
DEPUTY COMMISSIONER

Copy to :

1. The Assistant Commissioner KVS RO Chennai - for information and appropriate monitoring.
2. FO KVS RO Chennai / SO (Admn I/c) KVS RO Chennai.
3. PA to DC KVS RO Chennai
4. Guard file


DEPUTY COMMISSIONER