



केन्द्रीयविद्यालयसंगठन/KENDRIYA VIDYALAYA SANGATHAN  
(Min. of HRD, Deptt. of Education, Govt. of India)

18-संस्थागतक्षेत्र/18-Institutional Area

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Dated:-04.04.2020

The Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
All Regional Offices

**Subject- Use of Online resources for teaching students.**

Madam/Sir,

It is heartening to learn that a large number of our teachers, as responsible educators & mentors, have risen to the occasion in the face of the global pandemic of COVID-19 and are connecting with their students through digital platforms to compensate for the loss of quality instruction time. These individual efforts of the teachers are indeed commendable and deserve recognition by every one of us. We all understand it very well that there is no real substitute to learning in a physical classroom however, in such challenging times, all teachers in the system need to be encouraged to engage their students in learning through digital modes.

In this regard it is requested that the following action points are shared with the Principals of KVs under your jurisdiction for implementation to the extent possible:

1. Prepare a time table for online teaching by teachers.
2. Encourage teachers to work from home and start teaching students online, initiating them into the new session and gainfully utilising the time available.
3. The time table can be drawn in consultation with the teachers so that they are able to give their best to the students.
4. Assuming that teachers are in touch with their students and are aware of their background with regard to their access to various devices and internet, the teachers should be guided to choose from a host of apps/ media platforms available as open resources to impart their lessons.
5. Ensure effective interaction and optimum learning; keeping in view convenience and comfort levels of the learners and teachers.
6. Free e-resources already available on various platforms like NROER, DIKSHA, SWAYM PRABHA, NPTEL, e-pathshala, NCERT and NIOS portals, Khan Academy, etc.
7. Adequate caution is to be taken for safe use of the various web based services. Computer Science teachers and other tech savvy teachers may provide support and guidance.

The following basic yet essential protocols should be observed during online lessons:

- a) Hold a trial class and introduce the process to the students.

b) Ensure that the students are all connected and feel comfortable with the modalities of an online class.

c) Plan the class well and ensure that it is productive enough for students to remain engaged.

d) As a host, the teachers should ensure that they:

- ✓ Control the screen, mute/ unmute participants as per need.
- ✓ Take time to promote questions, pause for reflections
- ✓ Remind users to be conscious about background environment
- ✓ Dress and talk appropriately

Online Teaching may be a challenge for many of us but at the moment, it is the most viable option to plug the huge learning gap likely to occur in the present situation.

Together we can and we shall overcome.

Yours faithfully



(Piya Thakur)  
Joint Commissioner I/C (Acad)