

ATOMIC ENERGY CENTRAL SCHOOL NO.3
Rawatbhata-323307

Date: 18-04-2020

PRIMARY SECTION

Guidelines for preparation of Contents for Distance Teaching

The following guidelines, based on the outcome of the meetings conducted by AEES, may be used for preparation of contents for distance classes, these are not exhaustive and the developers can choose still the best way of presenting the content, at the same time it is expected at least it should satisfy the following requirements.

1. A lesson/chapter allotted to a particular teacher can be divided into set of modules which is not less than the number of periods allotted for class room teaching.
2. Each module consists of three components, the first component can be prepared in MS-Word file (to be converted to pdf form), an audio file preferably in .mp3/.mp4 format or a video file and a worksheet.
 - a. A word file can be prepared for each module of the lesson consisting of gist/summary, notes and question answers for the topics to be covered in the syllabus of that module based on content from NCERT text book. It should not be mere copy of the text book. It must be converted to pdf format.
 - b. An audio file should be prepared using any of the audio recording software/app available on the net or in your system/mobile like voice recorder, smart recorder, easy voice recorder, audio recorder etc. Please make sure that the quality of audio is very important for the listeners, hence while recording your voice, it should be clear and free from any other disturbance. A module may be covered from 15 to 20 minutes of audio recording and beyond which second audio file may be created for the same module. Start with the introduction of the topic, objectives, briefing the content, explanation based on the content given in pdf prepared in previous step, raising questions and answering for such questions, proper pausing between words, proper explanation of terminologies/new words, stress on words, creating interest among listeners, speed of explanation to match to the level of the students, concepts/ideas need to be highlighted and finally the recapitulation of the topics covered in the module. Teacher is allowed to create video file for the modules and the uploading can be done in groups or in case of Youtube link may be provided in the groups.

- c. The third component is the worksheet for the module, it may include fill in the blanks, objective type questions, short answer type questions, long answer type questions giving the due weightage based on the curriculum given by CBSE/NCERT.
3. Naming the files is very important as the number of files to be handled will be huge, hence it needs to be named in proper way for all the three components of each module. The following example illustrates the naming convention for a module
 - a. RBT3 V APRIL ENGLISH LESSON 1 MODULE 1 OF 3 PDF
 - b. RBT3 V APRIL ENGLISH LESSON 1 MODULE 1 OF 3 AUDIO
 - c. RBT3 V APRIL ENGLISH LESSON 1 MODULE 1 OF 3 WORKSHEET
4. Send the prepared module to the Vice Principal on or before the last date of submission of the concerned modules to the personal WhatsApp number. The modules which are not completed in all respect should not be sent.
5. The modules will be scrutinized by Vice Principal and then if it requires any change in the module or any of the components of the module, then the developer will be asked to re-make the module by incorporating the suggestions. If it is accepted then it will be approved for uploading in the groups. Further no change will be entertained in the submitted module.
6. It is the responsibility of the developer to incorporate all the suggestions given above during the preparation the module and to produce the better quality of contents for distance teaching.

Any other points related to the content development will be communicated as and when it is received from AEES.

Wish you all the best.

Regards

P.Narasimman
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