

ATOMIC ENERGY CENTRAL SCHOOL NO.3
Rawatbhata-323307

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Guidelines for preparation of Contents for Distance Teaching

The following guidelines, based on the outcome of 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 and 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. (Copy of the teaching periods for each subject is attached)
2. Each module consists of four components, namely a Power Point Presentation (PPT) giving the gist of module in pdf format, hand out/notes for the module in pdf form, an audio file preferably in .mp3/.mp4 format and a worksheet.
 - a. PPT can include the points to be highlighted about the module and the teaching sequence may be based on these points. After making PPT, it can be converted to .pdf form.
 - b. Hand out/notes for the module can be prepared by the teacher covering the detailed text based on the content from NCERT/any other board text book. It should not be mere copy from the text book. It can be prepared using MS-Word and then it should be converted to pdf format.
 - c. 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 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 topics given in pdf of PPT, raising questions and answering for such questions, proper pausing between words, proper explanation of terminologies/new words, stress for 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.
 - d. The fourth 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 at central level will be huge, hence it needs to be named in proper way for all the four components of each module. The following example illustrates the naming convention for a module
 - a. RBT3 XII APRIL HISTORY LESSON 1 HARAPPAN CIVILISATION MODULE 1 OF 3 PPT PDF
 - b. RBT3 XII APRIL HISTORY LESSON 1 HARAPPAN CIVILISATION MODULE 1 OF 3 HANDOUT PDF
 - c. RBT3 XII APRIL HISTORY LESSON 1 HARAPPAN CIVILISATION MODULE 1 OF 3 AUDIO
 - d. RBT3 XII APRIL HISTORY LESSON 1 HARAPPAN CIVILISATION MODULE 1 OF 3 WORKSHEET
4. A teacher from the same subject can be chosen by the content developer from the same school/centre or from any other school of Atomic Energy Central Schools as peer reviewer, discuss with peer teacher about the contents of the modules to be prepared, exchange the pdf's and audio file for review and then finally prepare the modules in expected formats.
5. Send the prepared module to the Principal/Vice Principal on or before the last date of submission of the concerned modules. The modules which are not completed in all respect should not be sent.
6. The modules will be scrutinized by the Principal/Vice Principal/Subject expert and then if it requires any change in the module or any of the component 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 sent to HAU, AEES for uploading in the website. Further no change will be entertained in the submitted module.
7. It is the responsibility of the developer to incorporate all the suggestions given above during the preparation the module. It is also the collective responsibility of all the persons involved 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

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