

**ATOMIC ENERGY EDUCATION SOCIETY**  
**Anushaktinagar, Mumbai-94**

**Date:30-03-2020**

**Standard Operating Procedure for Distant Teaching in AEC Schools**

**Getting the SETUP ready**

1. COLLECT information as under:
  - WhatsApp Numbers and EMAIL IDs of all Principals, VPs [Responsibility: HAU/Dy HAU]
  - WhatsApp Numbers and EMAIL IDs of all teachers [Responsibility: Principals/VPs/HMs]
2. START a GOOGLE GROUP and/or a WhatsApp Group of Principals and VPs-IC, VPs, HAU, Dy HAU & Secretary, with the name[A]:- AEEPRIN Distant Teaching  
ADMIN: HAU, Dy HAU, Secretary ; No. of Groups= 1
3. START a centre-wise GOOGLE GROUP and/or a WhatsApp Group for Principal/s, VPs-IC, VPs and teacher/s of same/similar subject/s, with a telltale names [B]:-  
For a single school Centre- e.g. AECSIND 10 SocSt [SCHOOL CLASS SUBJECT]  
For a multi school centre- e.g. AECSMUM 09 Math [SCHOOL CENTRE CLASS SUBJECT]  
ADMIN: Coordinating Principal + Principals/VPs-IC; Principal+VP/HM(+Senior Teacher)  
No. of Groups= No. of Centres X No. of Classes X No. of Subjects= 950+ [ incl AISSCE+HSC]
4. START a GOOGLE GROUP or a WhatsApp Group for Principal, teacher/s and students of a particular school, with the tell tale name/s [C]:- AECSHYD2 08 [SCHOOL CLASS]  
ADMIN: Principal/VP-IC+Class Teachers ; No. of Groups= 330 [ incl AISSCE+HSC]
5. All schools must confirm whether they are capable of uploading the DISTANT TEACHING matter onto their individual school websites. The matter could be written matter and/or scans/photos of handwritten matter for uploading, audio clips or video clips.
6. Schools that do not have their own websites have to be ready to pass on the study material to students by GOOGLE GROUPS or WhatsApp Groups as per [C].
7. Make neat formats for handwritten material for photographing by teachers who may not produce composed material for uploading, as well as for students who would handwrite their queries/responses, take photographs and upload. [Attn: HAU/Dy HAU]
8. Make ready the REPORTING FORMATS to be filled in by the teaching staff and Principals, for uploading on to the AEES website, for compilation and evaluation. [Attn: HAU/Dy HAU]
9. Teachers shall continue with making ready the subsequent matter, simultaneously.
10. **PLEASE REMEMBER: DO NOT CUT AND PASTE FROM ALREADY PUBLISHED MATTER, OTHER THAN NCERT LITERATURE, TO AVOID COMMITTING THE OFFENCE OF COPYRIGHT VIOLATIONS, WHICH COULD BE EXPENSIVE TO SETTLE.**

### **Preparing for the PROCESS**

11. Members of [A] discuss and decide the roster and full schedule for making of Special Notes, Work Sheets, Question Papers on lesson/s. – 2 days
12. Principals and VPs-IC communicate to the teachers, through groups in [B], about the time schedule and roster of teachers and the individual teachers prepare and make ready for circulation the first lot of Special Notes and Worksheets. - 2 days

### **Proceeding with the DISTANT TEACHING**

13. The matter is then passed on to [A] for compilation and dissemination through [C].
14. The first lot of study material gets uploaded on to AEES website, individual AECS websites and reaches the groups in [C] for getting passed on to the students.
15. Respective teachers then elicit doubts from students, receive them by EMAIL/WhatsApp in[C] and convey back the general explanations through link [C].
16. At this point there can be telephonic clarifications to individual students as well, if required.
17. The students' response sheets shall necessarily be neatly handwritten on formats provided as per #7.
18. At appropriate points of time the subsequent lessons, notes or worksheets may be conveyed to the students.

### **Reporting the PROCESS of Distant Teaching and PROGRESS**

19. After correction of the students' responses, the same need to be conveyed back to the students through the link [C].
20. Teachers may upload their reports into the AEES website, through the appropriate MENU option and FORMAT.
21. Teachers may, meanwhile, prepare some video/audio lessons for uploading subsequently.

**LET'S GO AHEAD AND CONTINUE WITH THE FINE TUNINGS, TILL IT'S AS GOOD AS IT GETS**