

**CIRCULAR****DATE: 10 JULY 2020**

1. A staff meeting will be conducted today at 4 pm. Please join. Some of the teachers are not able to operate exam software and hence could not make necessary arrangements for conducting demo exam tomorrow. Such teachers are advised to join this meeting and come to school tomorrow so that we can help them. This is very unfortunate that some of the teachers are informing now that they are not able to operate.
2. All Questions will be objective type (MCQ). Class-teachers of CLASSES 4 & 5 are requested to collect more questions (MCQ) from subject teachers and fill the same to demo question papers. Please do these changes in demo question papers today before 1500h.
3. Class teachers and office staff, who have been given the responsibility of calling parents of irregular students, are advised to get feedback from the parents/students who attend classes that whether online classes are being conducted as per their requirements or any suggestions for improvement. Feedback is required by tomorrow evening.
4. All questions will be objective type (MCQ). Class teachers of 11 & 12 are requested to collect more questions (MCQ) from subject teachers and fill the same to demo question papers. Please do these changes in demo question papers today before 1200h.
5. The subject teachers of classes XI and XII are requested to provide one more MCQ question to the class-teachers of classes 11th & 12th where you teach.

PRINCIPAL

**CIRCULAR****DATE: 25 JUNE 2020**

1. Teachers are requested to inform their students that online exams will be conducted for the students of classes 4th to 12th using same procedure and techniques as explained during demo.
2. Exams for classes PP2 to 3rd will be conducted by sending PDF files of question paper directly to the students through whatsapp and students will send images of answer sheet through whatsapp directly to the teachers concerned but not in group except drawing.
3. Teachers are advised to prepare question papers only from the portion of syllabus which was decided to complete before summer break. However we have taught more than that in most of the subjects.
4. I would advise HODs to decide syllabus in consultation with other teachers of their department and provide details to the class teachers, so that they can prepare this type of message for their students/parents to post in their WhatsApp groups.
5. As we have already informed you that Unit Test I will start from 13 July 2020. Following are the syllabus for the same. Please help your wards to prepare for the test accordingly.

PRINCIPAL

## **CIRCULAR**

**DATE: 10 JUNE 2020**

1. Record of assignment and its completion is being prepared. Hence complete your tasks in time.
2. List of video lectures posted in whatsapp groups must reach Ms Priyanka (office clk) tomorrow by 0900h without fail. Out 45 teachers only 20 have submitted their details.
3. It has been observed that some students leave group but class-teachers do not add them for long time, please do so.
4. Sometimes Students complete their work but do not respond whether they have done or not. Or they complete their work all subjects during evening hours. They should be asked to post " I am ..... and Completed work of all subjects.
5. Teachers are requested to be available on phone throughout during teaching hours (7:30 am to 4:30 pm) for school management.
6. Keep filling formats as provided regularly. Discuss if required. Teachers may send hand written reports to required destination as per format (they can draw the give format on A4 sheet and fill).
7. Know your class/chapter/syllabus to be taught. Prepare well before video recording.
8. Teachers are advised to provide details as given format of attendance/ study material /home work to next stage officer/teacher same day.
9. Purpose of opening of this group is to show study material and home work to all but no interaction with students. Subject teachers will post their study material and home work in both the groups of a class but will not interact with anybody. All posts in both the groups will be same.

PRINCIPAL

## **CIRCULAR**

**DATE: 25 APRIL 2020**

1. These formats will be filled (from 20 April to 02 May) based on data available as on date. Fresh entries will be done on the basis of feedback obtained from the parents, if required, on daily basis. Class-teachers (not subject teachers) must contact parents of those students who have not attended/participated that day in some subjects and prepare data as per format. Further subject teachers will not contact individually to the parents.
2. Teachers are requested to prepare data as per format using their computer/ laptop/mobile phones (not hand written) in pdf and forward to the officer concern.
3. It has been noticed that in some cases, quality of lectures (content) which have been recorded so far are not up to the mark. Also self-confidence doesn't appear while teaching. I think some of you do not prepare well before shoot of lectures (video recording). A sincere advice to you all, please prepare well minimum eight to ten lectures each of 20-25 minutes (next two or more chapters)
4. Whenever you plan for a test/exam, please inform students (drop a message in WhatsApp groups) one day in advance and ask them to submit in the given time frame.
5. It has been reported by the parents that in some sections few subject teachers do not upload study material and home work on regular basis. Teachers of classes IX and XI are time and again advised to do so adequate and on regular basis.
6. In many cases students of class IX and XI do not take interest in study or very casual in their work. Hence regular monitoring is required by the subject teachers. Class-teachers are requested to provide details of attendance to me on daily basis.

PRINCIPAL

## TIME TABLE

CLASS	7:30 – 8:00	8:00 – 8:30	8:30 – 9:00	9:00 – 9:30	9:30 – 10:00	10:00 - 10:30	10:30 – 11:00
PP2	-	MATHS	HINDI	ENGLISH	DRAWING/GK/COMP (TWO DAYS EACH)	-	-
I	DRAWING/GK/COMP (TWO DAYS EACH)	MATHS	HINDI	ENGLISH	EVS	-	-
III	ENGLISH	EVS	MATHS	HINDI	DRAWING/GK/COMP (TWO DAYS EACH)	-	-
V	EVS	MATHS	HINDI	ENGLISH	DRAWING/GK/COMP (TWO DAYS EACH)	-	-
VII	HINDI	SOCIAL SC	MATHS	SANSKRIT/COMP/GK (TWO DAYS EACH)	SCIENCE	ENGLISH	
IX	HINDI	MATHS	SANSKRIT/COMP/GK (TWO DAYS EACH)	ENGLISH	SOCIAL SC	SCIENCE	
CLASS	10:30 – 11:00	11:00 – 11:30	11:30 – 12:00	12:00 – 12:30	12:30 – 1:00	1:00 – 1:30	1:30 – 2:00
II	DRAWING/GK/COMP (TWO DAYS EACH)	HINDI	ENGLISH	EVS	MATHS	-	
IV	HINDI	ENGLISH	EVS	MATHS	DRAWING/GK/COMP (TWO DAYS EACH)	-	-
VI	SCIENCE	SOCIAL SC	ENGLISH	MATHS	HINDI	COMP/GK (THREE DAYS EACH)	-
VIII	MATHS	HINDI	SCIENCE	SOCIAL SC	SANSKRIT/COMP/GK (TWO DAYS EACH)	ENGLISH	-
X	SOCIAL SC	ENGLISH	HINDI	MATHS	SCIENCE	COMP/GK/MUSIC	-
CLASS	7:30 – 8:10	8:10 – 8:50	8:50 – 9:30	9:30 – 10:10	10:10 – 10:50	10:50 – 11:30	11:30 – 12:10
XI	PHY/ACC/GEO	MUSIC/HINDI	CHEM/B ST/POL SC	ENGLISH	PHYSICAL EDN	ECO/COMP SC	MATHS/BIO
CLASS	12:10 – 12:50	12:50 – 1:30	1:30 – 2:10	2:10 – 2:50	2:50 – 3:30	3:30 – 4:10	4:10 – 4:50
XII	CHEM/B ST/ POL SC	ENGLISH	ECO/COMP SC	MUSIC/HINDI	PHY/ACC/GEO	PHYSICAL EDN	MATHS/BIO

**SARASWATI VIDYA VIHAR SR SEC SCHOOL, ASALWAS DUBIA, BHIWANI (HARYANA)**

**DATESHEET FOR FIRST PERIODIC TEST TO BE CONDUCTED W.E.F. 24 JULY 2020**

<b>CLASS/ DATE</b>	<b>24 JULY</b>	<b>25 JULY</b>	<b>27 JULY</b>	<b>28 JULY</b>	<b>29 JULY</b>	<b>30 JULY</b>	<b>31 JULY</b>	<b>01 AUG</b>	<b>04 AUG</b>
PP2	ART	ENG ORAL	ENGLISH	MATHS ORAL	MATHS	HINDI ORAL	HINDI	-	-
I	COMP	DRAWING	EVS (WRITTEN / ORAL)	MATHS (WRITTEN / ORAL)	HINDI (WRITTEN / ORAL)	ENGLISH (WRITTEN / ORAL)	GK	-	-
II	GK (MATHS ORAL)	MATHS (WRITTEN)	HINDI (WRITTEN)	ENGLISH (WRITTEN)	EVS (WRITTEN )	DRAWING (EVS ORAL )	COMP	HINDI ORAL	ENGLISH ORAL
III	DRAWING (HINDI ORAL)	COMP	ENGLISH (WRITTEN )	EVS (WRITTEN)	MATHS (WRITTEN)	HINDI (WRITTEN)	GK (MATHS ORAL)	ENGLISH ORAL	EVS ORAL
IV	COMPUTER	DRAWING	HINDI	ENGLISH	EVS	MATHS	GK	-	-
V	-	DRAWING	EVS	MATHS	HINDI	ENGLISH	GK	COMPUTER	-

DATE: 20 JULY 2020

PRINCIPAL

**SARASWATI VIDYA VIHAR SR SEC SCHOOL, ASALWAS DUBIA, BHIWANI (HARYANA)**

**DATESHEET FOR FIRST PERIODIC TEST TO BE CONDUCTED W.E.F. 27 JULY 2020**

CLASS/ DATE	27 JULY	28 JULY	29 JULY	30 JULY	31 JULY	01 AUG	04 AUG	05 AUG
VI	SCIENCE	GK	SOCIAL SC	COMPUTER	ENGLISH	SANSKRIT	MATHS	HINDI
VII	HINDI	COMPUTER	SOCIAL SC	SANSKRIT	MATHS	GK	SCIENCE	ENGLISH
VIII	MATHS	HINDI	SCIENCE	GK	SOCIAL SC	COMPUTER	ENGLISH	SANSKRIT
IX	HINDI	-	MATHS	-	SCIENCE	ENGLISH	SOCIAL SC	COMPUTER/ MUSIC
X	SOCIAL SC	-	ENGLISH	HINDI	-	MATHS	SCIENCE	COMPUTER/ MUSIC
XI	PHY/ACC/GEO	HINDI	CHEM/B ST/ POL SC	ENGLISH	PHYSICAL EDN	ECO/COMP SC	MATHS/BIO	MUSIC
XII	MATHS/BIO	ENGLISH	ECO/COMP SC	MUSIC	PHY/ACC/GEO	PHYSICAL EDN	CHEM/B ST/ POL SC	HINDI

DATE: 20 JULY 2020

PRINCIPAL