

**TIBETAN HOMES FOUNDATION, MUSSOORIE**

# ACTION PLAN

Policy document reflects the instructions and guidelines of continuity of learning and detail procedure for the implementation of Virtual Learning during India Lockdown due to COVID-19 Global Pandemic. This document is condensed into four components for the proper and meaningful mobilization THF Human potential of Teaching and Non-teaching staff. This document consists of separate guidelines for different sections with detail emphasis on procedural of Virtual learning and special guidelines for those non-teaching staff who are placed under the Socially Productive Work.

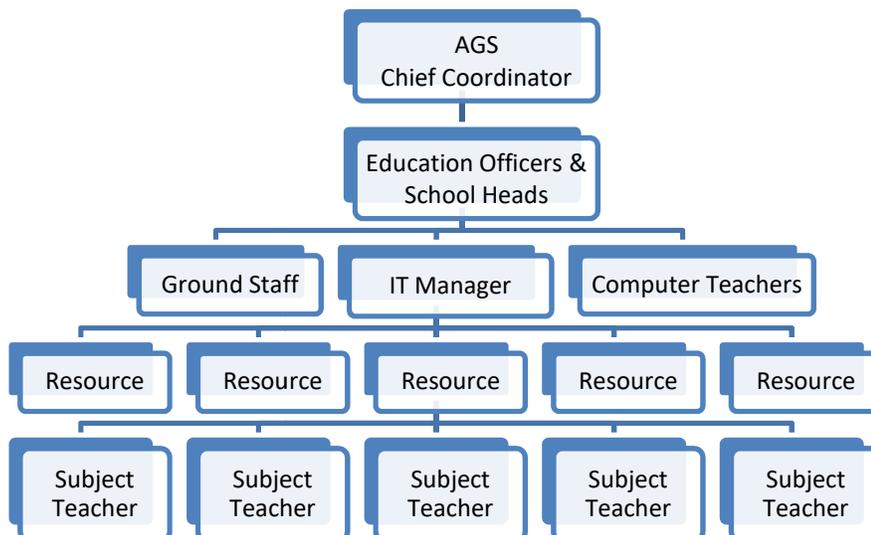
Tibetan Homes Foundation, Mussoorie  
5/16/2020

## ACTION PLAN TO STRENGTHEN AND SUPPLEMENT TEACHING LEARNING PROCESS DURING GLOBAL PANDEMIC AND INDIA LOCKDOWN

**INTRODUCTION:** In the wake of this emergency situation, educational institutions around the globe are shifting their operations from physical to virtual learning. THF has also started online teaching as per the convenience of subject teachers. There is no formal structure and rules established by Head office. With the extension of third lockdown in India, assessing the current situation and understanding of expert warning of Covid-19 in India, the Central Board of Secondary Education (CBSE) is considering rationalizing the syllabus for classes 9 to 12 for the academic year 2020-21 to make up for lost time due to the COVID-19 pandemic. The board is presently in the process of assessing the situation as well as the loss and a call in this regard will be taken accordingly. NCERT has already released an [Alternative Academic Calendar](#) for four weeks of home-based activities for different subjects for Primary and Upper primary classes. On the basis of recommendations of CBSE and NCERT, and through proper assessment of ground reality and components of our students scattered in three different countries in different geographical terrains and socio-economic conditions, the Management Committee (MC) of THF has approved following strategies and procedures to be followed by the schools under THF Mussoorie.

This Action Plan is classified in four different categories:

**A- Teaching without Walls:** Due to successive extension of lockdown announced by the Government of India, the planned model of school reopening needs constant revision, refabrications and reshaping. The measures taken so far were mainly for immediate relief to supplement the loss of actual classroom teachings. With the extension of third lockdown in India, THF felt the need of long term measure for the proper teaching learning strategies through virtual learning. MC envisages following work forces for the proper implementation of virtual learning during the lockdown period.



- A.1. **Teaching-Learning Policy:** The MC discussed on many different software and tools to be used commonly by different classes. The MC sought experts' views on the above for the best possible digital teaching tools and strategies, and as per the recommendation of MC, THF decided to adopt INTEGRATED GOOGLE CLASSROOM tools to be used by all the subject teachers of Secondary and Senior Secondary classes, i.e. classes IX to XII. For detail instructions and procedures, read **Annexure-1**.
- A.2. **Middle Level Classes:** The MC studied and discussed the report containing subject content and learning outcome submitted by Education Officer on the status and progress of ongoing digital teaching learning in Middle level classes, the MC approved to follow the same as per convenience of individual subject teachers without compromising the standard and quality of teaching learning transactions. At the same time, MC strongly recommend following INTEGRATED GOOGLE CLASSROOM for Middle level classes, if it suffices the standard and need of both teacher and the taught. For detail instruction and procedures, read **Annexure-2**.
- A.3. **Primary Classes:** MC approves the distant education for Primary classes into two categories:
- (a) **Classes I to III** has no special teaching during lockdown period but MC encourage the continuity of learning through AAC published by NCERT. All the subject teachers must go through AAC and select appropriate topics and compile a guideline document in Tibetan medium so as to benefit the children at home. A detail guideline document for classes I to III is given in **Annexure-3**.
  - (b) **Classes IV to V:** Mathematic, English and Tibetan language will be taught using online platform. The subject teachers have liberty to select appropriate teaching tools or software as per the convenience of both teacher and the taught. The subject teacher must follow the instructions and guidance given in **Annexure-4**.
- A.4. **Pre-primary Classes:** There will be no online teaching for Pre-primary classes the PPTs teachers will be engaged in the SPW
- A.5. **Vocational Training Centre:** On the temporary basis, VTC will be converted into a Production Unit headed by Head of VTC and assisted by Mr. Passang. Details of the weekly expected production scale is given in the **Annexure-5**.
- A.6. **Assessment and Evaluation:**
- (i) **Secondary and Senior Secondary Classes:** It is compulsory to add EO or school heads under **PEOPLE** to Teacher mentioned in Google Classroom to access online status of ongoing classes. All subject teachers must submit weekly work done report to the respective school Principal/HM. The school Principal/HM must

evaluate the report and assign written note on the space provided in **Annexure-6** and must report to the Chief Coordinator every week verbally and submit written report through Email. The AGS will report the findings to GS for final decision.

(ii) **Middle Level Classes:** All subject teachers must submit weekly work done report to the respective school Principal/HM. The school Principal/HM must evaluate the report and assign written note on the space provided in **Annexure-7** and must report to the Chief Coordinator every week verbally and submit written report through Email. The AGS will report the findings to GS for final decision.

(iii) **Primary Classes:** All subject teachers of classes IV and V must submit weekly work done report to the school Principal/HM. The school Principal/HM must evaluate the report and assign written note on the space provided in **Annexure-8** and must report to the Chief Coordinator every week verbally and submit written report through Email. The AGS will report the findings to GS for final decision.

#### A.7. Promotion Criteria

(i) **Classes IX and XI:** If this lockdown persist for unexpected period, the weekly grade obtained by the students will be accumulated to assign a final grade as a criterion for promotion. Therefore, Continuous and Comprehensive Evaluation and recording/reporting become very crucial in this strategic procedure.

(ii) **Middle Level:** The above A.7.(i) will be followed as promotion criteria.

(iii) **Primary Classes:** The above A.7.(i) will be followed as promotion criteria for Classes IV and V. Classes I to III will be automatically promoted to next higher classes.

A.8. Strategies for class X & XII: In the deliberation of MC meeting, it was acknowledged to bring class X and XII back to campus at the earliest, so that we can provide timely support and teaching following exiting Govt Covid-19 rules and regulations.

(iv) **TEACHER PROFESSIONAL DEVELOPMENT:** TPD will be followed independently and all the teachers must fill up the **Annexure-9** and submit the same to respective school Heads for further guidance and office record. If any teacher needs financial support for TPD, school can provide fund as per the norms circulated by the DOE. The school Heads should submit the overall progress and development of TPD 2020 to the Chief Coordinator. The AGS will report the findings to GS for final decision.

B- **SELF ENHANCEMENT:** Those teachers who are not engaged with online teaching should utilise the time effectively for Self enhancement program. A weekly report along with **Annexure-10** should be submitted to the respective school Heads and the same should be

discussed with Chief Coordinator regarding the storage and distribution of resources as school Intellectual properties.

- C- **Socially Productive Work:** It was discussed and approved in MC meeting that, all non-teaching staff (excluding office staff) should be engaged in Socially Productive work such as painting, minor repair work, campus cleaning, etc. The RA and school heads should make an evidence based weekly action plan and discuss the same with Chief Coordinator for finalisation and approval.

**Conclusion:** The COVID-19 pandemic has affected educational systems worldwide, leading to the closures of all schools, colleges and universities in India. MC of THF conducted series of meeting sessions to bring out alternative for the maintaining the continuity of learning during the long lockdown period. Finally MC brought this document providing key messages and considerations for engaging school administrators, teachers, staff, parents and caregivers as well as students in the implementation of Virtual learning in safe and healthy atmosphere. The purpose of this document is to provide clear and actionable instructions and guidance to the schools under THF. The school Heads have total liberty to preview, review and enriching any strategies without distorting the basic policy frame work. This document also depicts the role and responsibilities of different stake holders, their work done assessment and accountability.

**16, May 2020**

**KARMA CHUNGDAK**

**(Genral Secretary)**