

NOTICE

Date: 24/04/2020

As highlighted in the 'Developing a Shared Vision and Implementation of Online Academic Plan' document, teachers are required to fill in the Teachers Syllabus Completion data sheet (a readymade Microsoft excel file) which shall be circulated to your personal Whatsapp mobile numbers. Teachers are required to submit the filled in data sheets along with the images of the Instructional Plan (till half-yearly) from your Lesson Plan record to the Principal latest by Sunday afternoon, 26th of April, 2020 either through an email to sairobin9@gmail.com or through Whatsapp @ 7585904953.

For those teachers whose phone does not support the file format may download the file reader from Play Store and use the file for filling up the details. For those teachers who still find it difficult may prepare a written format of the data template and prepare the data sheet on a sheet of paper for filling the details. Kindly ensure the data pictures that you send are clear and legible.

A general pdf. format of the template is attached herewith for your reference. As indicated in the template for each subject certain information is sought between 18th March till 25th April, 2020 and between 27th April, 2020 till 2nd May, 2020. Teachers submitting lesson plans in the excel file may add/or update the data of the subsequent weeks in the same file and submit.

Note – Henceforth lesson plans must be submitted only in this format until further notice and shall be submitted only on Saturdays. (This shall be followed from 2nd May, 2020 onwards).



Dr. Robin Sharma
Principal