

**Office of the Chief Education Officer,
Mini-Secretariat Complex, Arhama Shopain**

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NO:-CEO/SPN/IMW/1869.

Dated:- 07/04/2020.

**The Principal, ZEO, Headmaster,
All District Shopian.**

Subject:- Review meeting held under chairmanship of Director, School Education Kashmir, Srinagar on 07/04/2020- Instructions thereof.

Sir,

In view of prevailing situation arised due to world wide Pandemic Covid-19 (Corona virus) and prompt shutdown of country for its containment and mitigation, normal academic activities have been heavily affected due to the closure of education institutions. In this context an important meeting of all CEOs of Kashmir division was held under the chairmanship of Director, School Education Kashmir via Zoom cloud app and following instructions have been placed for their implementation in letter and spirit by all the concerned stakeholders.

A:- Installation of Zoom Cloud Meeting application on smart phones of students and teaching faculty and preparation of vedio lectures for higher classes.

1. All HOIs shall ensure the installation of Zoom Cloud Meeting application which is readily available on the Google playstore or can be downloaded from url <http://www.zoom.us>. The Application is free HD meeting app with vedio screen sharing upto 100 people, which shall certainly suffice the need of an entire classroom, also as a matter of fact this app consumes relatively less data and can be remotely accessed on low speed internet connection.
2. The HOIs shall ensure the installation of this app on the smart phones available with the students or their parents (as the case may be) and complete the task within a week's time and furnish the information /status as per below mentioned proforma. Further all the teaching staff is bounden to install this app immediately and start demo classes for their students in an prompt manner. The HOI shall be responsible for furnishing of the daily status regarding the matter besides DRGs, ZRPs, CRPs to the office as per the format through ZEO concerned.
3. The HOIs shall prepare the timetable of the individual teachers for the delivery of their lesson using the app and every teacher shall have personal responsibility for his classes.
4. Any other available options for the online delivery of teaching lessons as will be feasible can also be explored and utilized for the purpose the teaching staff.
5. The Lecturers teaching the students at HSS level shall make efforts for the preparation of vedio lectures as per the devised syllabus and shall ensure the delivery of same to the students enrolled in their classes using the available possible options. The principal Shall furnish the status regarding the same.
6. The teaching staff shall prepare innovative modules for the indoor activities and share them with the students through available options and also spread awareness regarding the containment and mitigation of Noval Corona virus in the community.

S.No	Name of Student	Class	Contact NO.	Whether phones is self or parents	Whether smart phone is android or other developer	Whether Zoom cloud app is installed	Remarks

B:- Distribution of assignments to the students.

1. The HOIs shall ensure the assignments prepared by the individual teachers, organization and department from time to time particulary for elementary classes are handed over the students by using all the possible means and ensure their receipt back for evaluation reference and record. The information regarding the assignments shall be shared on below mentioned format within three days positively.

Name of School	Assignments received for DIET, SIE or other organisation for classes from to	Assignments distributed to the no. of students till date	Assisgnments prepared by the teachers for classes from to	Assignment prepared by teachers distributed to the no. of students	Remaining studetns which haven't received assignments	Remarks

C:- Distribution of food grains and collection of account no.s of students for disbursal of Cooking cost.

1. All Zonal Education Officer, to submit the categoric certificate latest by 08/04/2020 to the effect that the food grains for sixty (60) days have been delivered to the parents of students availing MDM in schools, also process regarding the collection of account no.s of students for disbursement of Cooking Cost shall be expediated and completed in two days positively. The daily progress report shall be shared with the format already available with dealing assistants. ZEOs to also ensure the lifting of food grains for the 1st quarter 2020-21 from the FCS & CA department at an immediate.

Yours Faithfully,

Sd\
**Chief Education Officer
Shopian**

Copy to the:-

1. Director, School Education Kashmir, Srinagar for favour of information.
2. Deputy Commissioner, Shopian for favour of information.
3. Principal DIET Shopian for information and N/a please.