

RAISINA BENGALI SCHOOL SOCIETY: MANDIR MARG: N.D. 1

No. RBSS/G.B./2020-21/08-12

Date: 10.04.2020

“TOP PRIORITY”

CIRCULAR

SUB.: “Introduction of Online Learning and Teaching Activities System (OLTAS)”

In order to effectively fight the COVID-19 epidemic and consequent nation-wide lockdown and to minimize the loss of academic activities to the students of both the schools run by the Society, it has been decided to create an “ONLINE LEARNING AND TEACHING ACTIVITIES SYSTEM” (OLTAS) link in the home page of our website www.raisinabengalischool.org.

For Word Doc and PDF files, the teachers will mail the contents/ study materials and home-work assignments prepared by them, clearly specifying CLASS, SUBJECT, CHAPTER/ UNIT AND TOPIC COVERED (with TEACHER NAME & DESIGNATION) to the e-mail ID – rbss1939@gmail.com. The VIDEO clips (with CLASS, SUBJECT, CHAPTER/ UNIT, TOPIC COVERED, TEACHER NAME & DESIGNATION) shall be shared from the individual teacher’s e-mail ID to rbss1939@gmail.com through web-based app <https://wettransfer.com/>. **Special care/ attention must be given by the teachers to the following aspects while preparing study materials etc.**

- 1. The contents of all study materials, homework assignments, video clips etc. are prepared as per prescribed NCERT/CBSE/DOE curricula/ syllabi.***
- 2. Plagiarism must be avoided and in cases of re-production from other publication/s, due credit shall be mentioned at the bottom of the relevant contents with proper footnotes.***

All teachers and students must be encouraged by the respective Head of School to make optimum utilizations of the online learning/ teaching facility. Accordingly, this Circular shall be brought to the notice of all staff-members by the HOS concerned through e-mail, whatsapp etc. with the advice for further dissemination of the same amongst the students/ guardians within an individual teacher’s contact.

**CHITRA MAJI
SECRETARY, GOVERNING BODY**

Copy for information/ follow-up action to (through e-mail/website),

1. President/ Vice President, Governing Body for kind information
2. Joint Manager, S.M.C./ Raisina Bengali School, C. R. Park, N.D. 19
3. Heads of Schools/ Mandir Marg & Chittaranjan Park
4. All Staff Members of Mandir Marg & Chittaranjan Park (Through Website)
5. Mr. Chinmay Sarkar, J.A./ R.B.S., C. R. PARK for uploading the circular on the website and updating web-links in terms thereof