

MOUNT CARMEL SCHOOL,  
SECTOR 47-B, CHANDIGARH

**NOTICE**

**Dated: 07-04-2021**

**REG.: GUIDELINES FOR SMOOTH AND MEANINGFUL ONLINE LEARNING**

Dear Parents/Guardian / Students (Classes Pre-Nursery to XII, Session 2021-22),

The spread of second wave of Corona Virus (COVID-19) has led to closure of schools and is obstructing the teaching-learning process. We understand, the massive closures present a daunting challenge for both students and parents, yet we would seek your cooperation in the wake of this pandemic, to make this time a productive and happy one. We are continuing with the process of providing fruitful academic experiences through **online teaching to ensure that the learning continues**. Soliciting your support, we would request you to kindly go through the **guidelines** and also ensure that these are followed meticulously for meaningful online learning.

**FOR PARENTS:**

- Make sure that your ward is regular in attending the online classes.
- As far as possible please make arrangement for your ward to experience the online classes in a quiet, noise free area of the house.
- There should be a proper and a reliable internet connection to minimize the possibility of interruptions.
- Please ensure the regularity and timely submission of class and home assignments (written or oral) done in the class.
- You should not instruct your ward during the class.
- You are requested not to call the teachers during the class.
- Only one phone number will be accepted to be added in the broadcast group.
- You should maintain the record of the activities /content being sent in the group.
- No re-test (periodic assessment) will be conducted in any case.

**FOR STUDENTS:**

- You should sign in on time with your name and Roll Number in the online class.
- You should be well dressed while attending the online class.
- You are not allowed to eat or drink during the class.
- You should be ready with the books and notebooks according to the time -table.
- The camera / video should be turned on throughout the class and the audio settings should be turned off to avoid cross talking.
- All the subject notebooks should be maintained on regular basis.
- Timely submission of Activities/Project is expected. Late submission will not be entertained.
- The study place at home should be free of distractions with minimum movement of family members.
- You should avoid travelling while attending classes as it is distracting. You should apply for leave in such cases.
- Unit test answer sheets should be sent on time to the respective Class / Subject teachers.

I request you (Parents and the students) to frequently visit our webpage and follow our social media for up to date and accurate information.

**P.S.:**

- Online classes will be conducted for the students of Classes Pre-Nursery to IX on Mondays, Wednesdays & Fridays as per the online Time Table shared by the Class Teachers.  
**Offline Classes will be conducted for the students of Class IX (based on your consent on voluntary basis) on Tuesdays & Thursdays as per the offline Time Table that will be shared by the Class Teachers.**
- Online & Offline classes for Classes X & XII **(based on your consent on voluntary basis)** will continue to be conducted as per the schedule already informed to you in coordination with the guidelines given by the Department / U.T. Administration from time to time.

Be Careful! Be Safe! Be Happy!

Sd/-

Dr. Parveena John Singh  
Principal

