

Report on

Preparation For Academic Session
&
Teachers' Computer Training

June'15

SFORD
Academy

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Preparation of Academic Session

Curriculum Planning

The teachers planned curriculum of their respective subjects. Curriculum planned on the basis of teaching strategies and learning objective. The last year syllabus was revised. The changes have been made as per requirement. Syllabus finalized by mutual discussion of teachers and admin head.

Preparing TLM

Pre-primary classes will be decorating on animals and fruits theme. Different TLM prepared for coming session.



Lesson Planning

Teachers made their activity based lesson plans according to the curriculum.



Classroom Setup

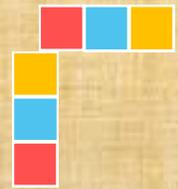
Bags and Books Repair

All the bags and books are repaired. The new bags will be given to class VIII students. Staff members actively participated in books covering task. All the repairable books were glued, covered and stored properly.



Furniture Repair and Setup

Furniture is placed according to the strength and comfort of the students. The broken furniture has repaired. Almirahs and Racks are also arranged accordingly.

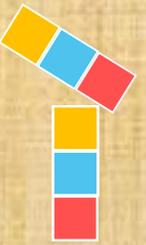


Classroom Setup

Notebooks Covering

All the notebooks covered properly with brown cover. Class wise notebooks are sorted and kept in cupboards for distribution among kids. According to the strength of students, the furniture arrangement was done in classroom.





Classroom Setup

Updating Class Register

New Attendance register for all classes provided to teacher in charge. They wrote details of students in registers.



Library Setup

Library books are arranged category-wise. Books for teachers are also arranged in a separate cupboard. Some text books of old syllabus are gathered for distribution among kids.



Staff Meeting

The planning for upcoming session was done in staff meeting. The main points discussed were time table, school timings and responsibilities of teachers.



Vocational Room Setup

All the sewing machines are checked by teacher in charge. The material required for vocational training is checked and properly placed. The syllabus of every vocational skill is discussed.



Teachers' Computer Training

For the overall development and growth of teachers and the organization, a 10 day training camp is organized in SFORD Campus. All teaching staff participated with full energy. Some teachers started learning from the scratch like mouse handling and some of them boosted their skills.

- On first day the general introduction of computer explained to teachers. The Topics covered were input devices, output devices and introduction to basic computer.

- Trainees gained knowledge about icons on desktop, start menu, task bar, creating folder. They also did practical work on computer and learned to use computer system.



- All the teachers prepared presentation on topic "SFORD Academy". They learnt to use various options of PowerPoint to make presentation.

- A new topic MS-Excel introduced to trainees .They learnt to use MS-Excel for preparing worksheets and doing calculations of numerical data. Trainer also explained the academic use of MS-Excel. Teachers entered data of academic results and did calculation by using formula on worksheets.
- Firstly the revision of previous class was done. The concept of maintaining records in worksheet introduced. The main purpose of entering data in particular format of records worksheet is to using it in maintaining annual report of students.
- Trainees did more work on worksheet in MS-Excel. They learned to use formulas, highlighting cells.
- They learned to work on e-Mail, compose e-Mail, send e-mail, sign up, sign-in and password setting.



- On the last day a test was taken of trainees. An objective question paper given to all trainees. They attempted all questions. On the same day result was announced. The presentations made by trainees were presented in front of all members.



THANKS

