

FORD SCHOOL AND COLLEGE

Kazipur, Naini, Prayagraj (Allahabad) - 211008

SCHOOL ANNUAL REPORT 2020-21

The new academic session 2020-2021 was supposed to start from 1st April 2020, but we could not start as there was complete lockdown from 22nd march 2020 and Ford School was taken by the government to be a quarantine center and again to be a quarantine hospital.

Classes through Virtual Mode:

Online classes started from 22nd April 2020.

Principal, Ford School and College planned a systematic timetable (with details online/offline activities) for each class in consultation with the teachers. Teachers were instructed by the principal not to rush for the sake of completion of syllabus rather focus on the consolidation of learning. Class wise whatsapp group was formed for instant messaging to the parents and students for smooth communication with them.

Teachers were engaged to work 2-3 hours for online activity per day for the classes they teach.

Online classes for class IX started from 6th August 2020.

(i) Online teaching platform:

Upload videos, Pictures, Audios and PDF on whatsapp group and on Google meet live classes.

(ii) Teaching method:

(i) Discussion (ii) Drawing (iii) Comparison (iv) Good practices
(v) Finding examples (vi) Thinking about consequences

(iii) Duration for online class:

Pre-primary 30 minutes per day

I to IX - 45 minute each class on the days decided

Physical classes:

Consent letter from parents have been taken for their children to attend classes.

(i) Class IX:

Classes started from 2nd November 2020

(ii) Class VI to VIII:

Classes started from 15th February 2021

S.O.P.:

Ford School and College has followed complete guide lines of S.O.P. (**Standard Operation Procedure**) as issued by the state government.

Examination:

Examinations were held online for classes 1st to 8th and for class 9th examinations were conducted through online and offline mode.

Principal Ford School and College had assigned Mr. Shivam Singh to be Examination Controller as per CBSE norms.

Motivation to Students:

Students are regularly encouraged and given positive remarks on their class assignments replies rather than waiting for completed assignment.

Students Activities During Lockdown Period:

Promoted alternative modes of assessment like working on projects, conducting home based experiments, portfolios. Creative prose and poetry etc.

P.T.M.:

Class wise P.T.M. were held in the months of September, December & February following SOP rules.

Parents were also made to understand their role in digital education.

Training of Teachers:

Teachers have attended all the training courses on competency based and webinars which were organized by C.B.S.E. and other government platforms and received certificates of some training. C.B.S.E. is conducting training on regular basis, which teachers are attending.

Students have participated in C.B.S.E. Expression Series and received certificate of participation. On Teachers Day, Children's day, Independence Day and Republic day students performed short and sweet online programme based on patriotism.

Activities Organized online by conducting special assembly and other activities:

- 1.) Mission Shakti Webinar (From the month of October, incharge teachers have done activities on the topic of Nari Shakti).
- 2.) Swami Vivekananda's birth anniversary celebrated as a National Youth Day. (12/01/2021)
- 3.) Constitution Day (26/11/2020)
- 4.) Gandhi Jayanti (02/10/2020)
- 5.) Hindi Diwas (14/09/2020)
- 6.) Rashtriya Ekta Diwas-National Unity Day (Birth anniversary of Sardar Vallabhbhai Patel) (30/10/2020)
- 7.) National Education Day (11/11/2020)

Activities Conducted on Virtual Platform:

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|----------------------------------------------|--------------------------------------------|
| 1.) Face Painting Competition (12/09/2020) | 2.) Plantation Activity (30/09/2020) |
| 3.) English Debate (05/12/2020) | 4.) Hindi Debate (02/12/2020) |
| 5.) Cooking without fire (02/02/2021) | 6.) Rangoli competition (16/11/2020) |
| 7.) English writing competition (07/10/2020) | 8.) Hindi writing competition (07/10/2020) |
| 9.) English Elocution (09/10/2020) | 10.) Hindi Elocution (09/10/2020) |
| 11.) Yoga Day (30/09/2020) | 12.) Fit India Week (November till date) |
| 13.) Road Safety Month (17/02/2021) | 14.) Art Integration Activities (February) |

Road Safety Month Celebration:

It was celebrated in the month of February, RTO (Prayagraj) was invited on 17th February 2021 to attend the program organized by the students. It was also published in different newspapers.

Environment Awareness Exhibition:

Environment Awareness Exhibition was organized. Students have made working/non working models.

Achievement in Sports Field:

Akash Sahu Student of Ford School and College has played under-14 and now selected to play under-16 Cricket match at State Level.

Affiliation from CBSE:

By the efforts of Prof. (Dr.) S. B. Lal Chairman FSC & Prof. (Dr.) Victoria Amit Masih Manager FSC, Mr. Mansoor Khan, Mr. Ashish Masih & team, the school got affiliation from C.B.S.E. in the month of June 2020 for Secondary level. At the time of C.B.S.E. inspection the academics and discipline were highly appreciated by the team.

Affiliation news was published in different newspapers and pamphlets were circulated through newspapers.

Admissions 2020-21:

The school was quarantine center & then quarantine hospital, so we could not manage to get more admissions.

So far we have received 50 new admissions for the upcoming session 2021-22 in the month of March itself. Hoping to get near about 150 new admissions.

Code of conduct for the staff was framed and was approved from the Chairman Ford School and College.

Leave rules for the staff:

The Principal framed leave rules for the staff with the help of other C.B.S.E. schools bylaws and got it approved by the Chairman, Ford School and College.

Staff Salary:

Four Staff members are put in the grade.

Appointment of the staff:

Six teaching staffs were appointed and only four have joined.

Mr. Avesh Patel (Jr. Accountant) has been transferred from Auxiliary unit SHUATS to Ford School and Mrs. Usha Robinson (Academic Coordinator) has been transferred to University Publication Division SHUATS from Ford School.

Fee structure:

Fee structure for the session 2020-21 was approved by the manager.

Fire Certificate:

Fire certificate renewal has been received and fire safety work as per new NBC is in progress.

Fee concession:

In comparison with fee concession for the session 2019-20, this year the fee concession amount is more due to Covid-19 pandemic to clear the pending fee dues for the session 2020-21 and to cope up with the situation, fee concession is given to students as per their financial condition.

N.C.E.R.T. books:

N.C.E.R.T. books were used for classes VI-IX in the session 2020-21.

Projector & Computers:

We are thankful to the society that by their efforts FSC could get four new computer systems and a projector for computer Lab.

School strength:

The total strength is 222 for the session 2020-21.

Acknowledgement:

I, along with staff and students thank God for his blessings. I wish to thank the Hon'ble Vice Chancellor and Manager/Chairman Ford School and College for their valuable support. I also wish to thank each and every member of the management committee for their support and guidance. Specially to Director Finance and Finance Comptroller to help Ford school at the time of need and also to the team helped in getting affiliation.

“Oh give thanks to the Lord for he is good. For his steadfast love endures forever”

Respectfully Submitted

Mrs. Rajni Singh
Principal (FSC)