

24-02-2015

Sub: E-Vidyaloka class assistant's role

The assistants are outsiders to the School [not the students nor the staff members]. However one staff member will be designated as coordinator by HM.

E-Vidyaloka would like to interview and assess the capacity of the class assistant.

It is very important to choose a suitable candidate.

The role of the class assistant is to bring the students to the Digital Class room and make them sit ten minutes before the E Vidya class starts. Then he/she to connect to Internet, then Skype and connect and invite the concerned [volunteer] Teacher as per the Time Table [provided by E-Vidyaloka], under the guidance of E-Vidyaloka organizers [Bengaluru]. Disconnect the Internet once the class is over and send back the students to their respective class(es). Conduct the class test(s), evaluate the papers, prepare a list of marks in Excel sheet and send to the E-Vidyaloka with a copy (Cc:) to the [volunteer] Teacher. Get the feed-back and act accordingly. The Class assistant shall see that the computer systems, Internet, Skype, UPS etc. are in operating condition. If there is any problem with the computer [system] or any of the components or Internet, or UPS he/she has to alert the concerned people [coordinating Teacher, Head Master and NGO [Mr. Shouri, IDEAS, Tiruvuru] and set them in order. Class assistant shall have basic minimum hardware knowledge also so that small problems are taken care then and there it self, avoiding too much dependence on the Hard Ware servicing.

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10th passed or Intermediate passed persons are also ok. There will be some remuneration to the Class Assistant (say INR1,500/-).

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