

QW.

Report Writing Practice

03/2/21

Q: Assume you are directed by Ministry of Education to prepare a report on the impact of virtual classes on students. Draft the report in the proper format.

Ans.: Title :

A Report on the ~~tan~~ impact of virtual classes on students.

Submitted to

Mr. Sujit Bose, Principal Secretary, Ministry of Education.

Submitted by

Mr. Debarghya, student, SRMIST, KTR, Chennai.

03 - 02 - 2021

Background :

On account of prevailing pandemic induced lockdown, the Education minister of India in the first week of April directed all state governments to take the initiatives for conducting the online classes to keep the education system alive.

Purpose :

The aim of this report is to investigate the effects of virtual classes on the student society.

Terms of reference :

Mr. Sujit Bose, Principal Secretary of Ministry of Education, India has directed Mr. Debarghya, student of SRMIST, KTR, Chennai to prepare an investigative report on how the virtual classes has affected the



students in academic sector. The report is to be submitted on or before 03-02-2021

work done :

- Discussions with the students to collect their views on the theme.
- Extracting information from printing media.
- Reviewing the experts' comments on electronic media.
- Gathering logical information from social media.
- Attending various webinars thrusting on the related idea.

Findings :

After a thorough investigation, the following observations are made ;

- Through the discussion with the students from various academic institutions, it has been found that nearly 15% of the students aren't able to attend the virtual classes due to below average network. Since most teachers haven't resorted to virtual boards and jamboards, pupils have constantly found it difficult to learn from presentations.
- It has often been published in newspapers how difficult it has been for the students to concentrate on the subjects now-a-days due to constant exposure to the blue screens of mobiles and laptops.



- The media reports reveal that pupil living in the rural areas are mostly not having the necessary e-gadgets to avail virtual classes. This has resulted in discrimination with urban counterparts. In the long run this section of students have become less enthusiastic and less interested in academics.
- From logical information on social media, it has been indicated that number of dropouts has increased from day one of virtual classes.
- The take home message from various national as well as international webinars is that virtual classes almost can be a stopgap to the offline classes in catering to students' needs.

#### Recommendation :

- The government must provide e-gadgets to every student living below poverty line to meetup their requirements in attending virtual classes.
- The telecommunication department must ensure consistent internet connections both in rural and urban areas.
- E-media like televisions may be used to broadcast virtual classes.
- The government should direct the institutions to resume offline classes with necessary precaution as soon as pandemic situation subsides.

Note of dissent.

Nil.

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