

REPORTING FORMATS – COORDINATOR’S & SCHOOL MGMT

- Coordinator has to write report according to this format. The report must be prepared digitally and must be sending via mail to school management team and Lawanya team.
- Coordinator will present this report to the school management team in the presence of Lawanya’s trainer and all the teachers.
- The report should be prepared in the last week of every month and should be presented at the last day of the month (or as per the fixed date).
- Same report format can be used for both junior and senior package.
- If the school has taken both the packages, the coordinator can prepare single report covering all the areas of senior and junior package. (no need to prepare separate reports for junior and senior)

REPORTING FORMATS – COORDINATOR’S & SCHOOL MGMT

E- CONSULATION PROGRAM 2077

Monthly report for school management team

This report is prepared for the month of Chaitra and Baishakh.

Date of report submission 21st Baishakh.

1. List of Documents received from Lawanya in this month:

- Manual of Mathematics, Nepali, English, and social science.
- Work sheet of all subjects.
- Activities of week 1, 2 and 3.
- Project works.
- Songs.
- Games and activities.
- Activities related to holi.

2. Wednesday workshops that we took part in this month.

Name of the workshops	Date

REPORTING FORMATS – COORDINATOR’S & SCHOOL MGMT

3. Class-wise Syllabus we have covered till now:

Classes	Subject-wise syllabus
Nursery	English: Letters from a to z, Missing letters, Matching pictures with alphabet.
	Math: Numbers counting from 21 to 30, Counting objects, Missing numbers.
LKG	English: this and that, preposition, it is a....., missing letter, vowel, He and she
	Nepali:
	Math: What comes after in between, numbers, numbers name, Nepali number, addition.
	Social/Science: Fruits, Vegetables, Vehicles, Body parts Rhymes Good Morning, <i>bye bye spring season mai sani chari</i>
UKG	Social Science: Animals and their shelter, write yes or no, Choose the correct answer, Question/Answer, Songs Good Morning, Wheels on the bus goes Nepali.
	Math: Nepali numbers, Missing numbers, Multiply, Number's of number's name, Sign <, >, =
	English: He or She, at sound, Is, Are, Am

REPORTING FORMATS – COORDINATOR’S & SCHOOL MGMT

4. Attendance record for this month:

For weekly meeting: Total meeting days:

Name of participants	Total present days	Total absent days	Reason for absent
Ulan Bista			
Sabina Pariyar			
Subhadra Gurung			
Radha Pathak			

For Wednesday workshop: total Wednesday workshops:

Name of participants	Total present days	Total absent days	Reason for absent
Ulan Bista			
Sabina Pariyar			
Subhadra Gurung			
Radha Pathak			

5. Tasks we have accomplished this month:

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REPORTING FORMATS – COORDINATOR’S & SCHOOL MGMT

6. Challenges we faced in this month:

- No any challenges.

7. The pending work for this month and the reason behind it:

Pending work for this month	Reason for pending work
Project Work	

8. Feedbacks on the program and activities for this month:

Parent’s Feedback	Trainer’s Feedback	Coordinator’s and teachers’ feedback

9. Our further action plan for next month with deadlines and assigned person:

Further action plan	Deadline	Assigned person

REPORTING FORMATS – COORDINATOR’S & SCHOOL MGMT

10. Recommendation from coordinator’s side and teacher’s side for management team and trainer for upcoming month:

For school management team	For trainers

11. Recommendation and suggestion (expectations) from school management side:

12. Signature:

Name	Designation	Signature
Mr. Paramjit Ale	Founder	
Mr. Khem Raj Dewan	Principal	
Mr. Bishnu Kumar Mukhiya	Academic Head/Vice-Principal	
Mrs. Ulan Bista	Coordinator (Pre-school and primary)	
Ms. Anu Maharjan	Facilitator from Lawanya	
Ms. Sabina Pariyar	Teacher 1	
Mrs. Subhadra Gurung	Teacher 1	