

## 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 Falgun.

Date of report submission 28<sup>th</sup> Falgun.

#### 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.

#### 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	Sleeping line: Capital letter: A to O
	Standing line: Numbers name: 1 to 10
	Slanting line: Science some animal names.
	Half Circle:
LKG	English: This and that, preposition, It is a .....
	Nepali:
	Math: Put '<', odd, even ascending, Nepali number
	Social: Body parts, fruits, vegetables
	Science: Body parts, fruits, vegetables
	Project: Body parts picture, cut and paste
UKG	Social Science: Vehicles, Fruits, Veg, Flowers
	Math: Number's name, Nepali number, Addition
	English: Preposition, Descending, Action words

## REPORTING FORMATS – COORDINATOR’S & SCHOOL MGMT

---

### 4. Attendance record for this month:

For weekly meeting: Total meeting days: 3 days

Name of participants	Total present days	Total absent days	Reason for absent
Ulan Bista	2	1	Extra classes in school
Sabina Pariyar	3	0	
Subhadra Gurung	3	0	
Radha Pathak	3	0	

For Wednesday workshop: total Wednesday workshops: 0

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:

- Weekly meetings
- Manual reading

## 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. Paramjit Ale	Principal	
	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	