* 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)

**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.

1. **Wednesday workshops that we took part in this month.**

|  |  |
| --- | --- |
| **Name of the workshops** | **Date** |
|  |  |
|  |  |

1. **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, bye bye spring season mai sani chari |
| 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 |

1. **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 |  |  |  |

1. **Tasks we have accomplished this month:**
2. **Challenges we faced in this month:**

* No any challenges.

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

|  |  |
| --- | --- |
| **Pending work for this month** | **Reason for pending work** |
| Project Work |  |

1. **Feedbacks on the program and activities for this month:**

|  |  |  |
| --- | --- | --- |
| **Parent’s Feedback** | **Trainer’s Feedback** | **Coordinator’s and teachers’ feedback** |
|  |  |  |
|  |  |  |
|  |  |  |

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

|  |  |  |
| --- | --- | --- |
| **Further action plan** | **Deadline** | **Assigned person** |
|  |  |  |

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

|  |  |
| --- | --- |
| **For school management team** | **For trainers** |
|  |  |
|  |  |

1. **Recommendation and suggestion (expectations) from school management side:**
2. **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 |  |