

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute, Affiliated to RGPV, Bhopal)

No.: 46

Date: 16.03.2020

ORDER

In view of the advisory from AICTE/UGC/Government relating to the suspension of on campus classes due to Novel Corona virus (COVID-19) and as decided in the meeting of Heads and Deans held on 16.03.2020, the following guidelines to be followed by faculty members for ensuring teaching learning activities:

- (i) The on campus classes will remain suspended till 31st March 2020. However teaching learning activities will be continued through online mode using Institute MOODLE.
- (ii) It is expected from all the faculty members to prepare video lectures (necessarily containing PPT along with integrated audio) for lectures and lab sessions. The first lecture (as per the lecture plan) must be uploaded on Institute MOODLE by Wednesday (18.03.2020).
- (iii) In the sequence, faculty members are required to ensure the uploading of further lectures and lab sessions by every Wednesday and Friday on regular basis (till further order).
- (iv) To conduct the query and question answer session, online Skype/ or any other e-tool sessions need to be scheduled on day to day basis and mandatorily on every Wednesday and Friday by each faculty member. The schedule of same must be prepared and monitored by HoDs through class coordinators.
- (v) In case of any problem regarding uploading of lectures etc., contact may be made with the Technical support/guidance team formed for the purpose.

In this regard, HoDs/Class coordinators are required to ensure the compliance of above instructions with proper record keeping and submission of weekly report to Dean (Academics).


(Dr. R. K. Pandit)
Director

- Copy to:**
- (i) All Head of the Departments,
 - (ii) All Faculty Members,
 - (iii) All Deans,
 - (iv) Registrar,
 - (v) Web-manager,
 - (vi) Prof. Prabhakar Sharma, I/c Central Computer Centre,
 - (vii) Mr. Atul Chauhan, Assistant Registrar,
 - (viii) Director Office.