

GOVERNMENT OF ODISHA  
HIGHER EDUCATION DEPARTMENT

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HE-PTC-MISC-0004-2015 21891 /HE, Dated: 02.07.2020

From

Saswat Mishra, IAS  
Commissioner-cum-Secretary

To

**The Principals (All Degree Colleges coming under Higher Education Department)**

Sub: Guidelines for On-Line Teaching of Under Graduate and Post-Graduate Students of All Colleges under the Administrative Control of Higher Education Department

Madam/Sir,

In view of Covid-19 pandemic, Government of Odisha has instructed all Universities and Colleges to remain closed for the purpose of teaching till 31<sup>st</sup> August, 2020 vide its letter No. 3856/R & DM(DM)/30.06.2020. This will result in loss of teaching days and may completely disrupt the Academic Calendar. Therefore, all Degree Colleges are to start online teaching as per following modalities, so that there will not be any disruption in learning during this period.


- (a) The online teaching must start for students of Intermediate Semesters/Year from 13<sup>th</sup> July, 2020.
- (b) Teachers shall form WhatsApp or/and e-mail group of students, not exceeding 32 in one group.
- (c) Teachers shall provide soft copy of Notes/ Text Books/ Reference Books / Good PPTs/ Recommended Lectures (of self or others) to students either through WhatsApp or e-mail for study at home. Good

digital study materials are also available in e-PG Pathshala (e-content), MOOCS (Massive Open Online Course), Odisha State Open University website, etc.

- (d) Teachers shall conduct on-line class with students for at least 2 to 3 hours per day for three days in a week. They can use Google Meet/Zoom/Skype or other digital platforms for such purpose. The on-line class must be conducted by the teachers from the college premises.
- (e) Teachers will maintain attendance register of students attending on-line class and also maintain their own Lesson Plan and Progress Register.
- (f) Each Department shall prepare the Time-Table for on-line classes and submit to the Principal who shall prepare the Master Time Table, which should be made available on the college website as well as to students through WhatsApp/e-mail.
- (g) Principal with the assistance of Academic Bursar/two to three senior teachers shall supervise conduct of on-line classes from time to time.
- (h) Officers of Higher Education Department and RDEs will make surprise visit to monitor conduct of online classes.

This is for your information and necessary action.

Yours faithfully,

  
02.07.2020  
Commissioner-cum-Secretary

Memo No. 21892 /HE, dated 02.07.2020

Copy to Commissioner-cum-Secretary to Hon'ble Chancellor, Raj Bhavan, Bhubaneswar for kind information of Hon'ble Chancellor.

  
Commissioner-cum-Secretary

Memo No. 21893 /HE, dated 02.07.2020

Copy to P.S. to Hon'ble Minister, Higher Education, Bhubaneswar for kind information of Hon'ble Minister.

  
Commissioner-cum-Secretary

Memo No. 21894 /HE, dated 02.07.2020

Copy to Vice-Chairperson, Odisha State Higher Education Council, Text-Book Bureau, Bhubaneswar for kind information.

  
Commissioner-cum-Secretary

Memo No. 21895 /HE, dated 02.07.2020

Copy to Vice-Chancellors, All State Public Universities for kind information. They are requested to frame appropriate guideline at their level for conduct of on-line classes by 13<sup>th</sup> July, 2020.

  
Commissioner-cum-Secretary

Memo No. 21896 /HE, dated 02.07.2020

Copy to Regional Directors of Education (Bhubaneswar/ Balasore/ Berhampur / Sambalpur/ Jeypore ) for information and necessary action. All officers of the Regional Directorates are required to make surprise visits to colleges to monitor conduct of on-line classes and other academic/examination related matters.

  
Commissioner-cum-Secretary