

Instructions to teachers' for work from home.

In compliance with the press release from the Hon'ble Chief Minister of West Bengal (No. 85-SSE/20 dt, 14.03.2020) and Notification of Calcutta University dt. 16.03.2020 followed by the Notification of Principal Secretary (No. 07-Pr.Secy-HED/2020 dt. 17.03.2020, it is notified for all concerned that the college will remain closed till 15th April, 2020 and thus all Classes, Examinations, Seminars, Workshops, Cultural Programmes, Alumni meet will remain suspended till 15th April, 2020.

However, this period should be used as a period of **work from home** for the following and record of the same should be maintained in the Teachers' Diary and monitored by the Head of the Institute.

- (a) Conduct of CIE and compilation of the results thereof, Tutorial Assignment, Project Supervision through e-mail.
- (b) All teaching staff must upload their study materials or video recording of Sem-II and Sem-IV everyday as per routine and classes allotted. Uploading of such study materials will be exempted on Preparatory Day and Sunday. The study materials must be uploaded in PDF format within 2 MB through LMS.
- (c) Teaching staff who are on leave must ignore point (b).
- (d) The entire system will be monitored by Head of the Institution daily and the said system will be communicated to students accordingly.
- (e) The above mentioned system will be active from 19.03.2020.
- (f) The entire system should run from 10:00 a.m. to 5:15 p.m. as regular class hours everyday.
- (g) NAAC related work as required by the IQAC Coordinator through e-mail.
- (h) Only practical classes will be held after the college reopens.

All concerned are requested to go through the College Website regularly for any further notification and act accordingly.

* **Note** : Uploading of Study Materials should be done everyday, not all at a time.

Date: 18.03.2020

Principal

Behala College.