

Indraprastha College for Women

University of Delhi

16 March 2020

IPC/US/03

NOTICE

Use of E-Resources by Faculty to Continue the Teaching-Learning Process

In continuation of the meeting of the Principal with Faculty this morning at 10.30 am, a Sub-Committee consisting of the Principal, Vice Principal, IQAC Coordinator and the ASC Convener met along with the Administrative Officers to chalk out a concrete road map whereby the Teaching-Learning process could be effectively continued, using E-resources. Accordingly, please find below the necessary directions:

1. Teachers are advised to get created a group email id of the classes they teach (Hons, Program, GEC, SEC).
2. All teachers must report the creation of group email ids of their class to the College by Wednesday, 18 March 2020, 5.00 pm.
3. Teachers should post the lecture framework/ lectures/ study material/ reading list etc. on the group email id created, as per their time table and work plan.
4. Available online material on the topics should be uploaded on the group email id.
5. Student queries if any should be posted on the group email id. Teachers should reply to the queries on email id.
6. Phone conversations on academic problems are unnecessary, and should be addressed on the group email id for the benefit of all students.
7. Class tests may be converted into assignments. Assignments may be accepted online if so desired by teachers.
8. Students including CRs, are not to be the medium of conveying messages/ directions/ instructions, to the rest of the class.

Guest Teachers will be required to follow the above guidelines for the classes they engage.

The above arrangement will be reviewed as and when necessary.

S/d
Principal