

Date : 15<sup>th</sup> May, 2020

**URGENT NOTICE**  
**FOR SENIOR COLLEGE TEACHING STAFF**

All the senior college teaching staff members are hereby informed that college has received a letter from the office of the Joint Director Higher Education dated 13.5.2020. We have to submit the information of classes conducted (offline / online) till date in the prescribed format as under:-

Sr. No.	Name of the College	% of syllabus completed in regular mode	% of syllabus completed in online mode	% of students attended online classes
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Hence all the senior college teaching staff members (Regular/Contributory- [both] /Adhoc/Contract) are hereby advised to submit the **Work from Home Report** in the format given below on or before 17.5.2020 to the concerned Heads of the Department. Attendance record of classes taken also has to be kept ready in the department. The documentation of respective submissions below need to be provided and submitted.

All Heads of the Department from both campuses need to compile information semester wise based on the approved workload received from teacher and submit it respectively to Vice-Principal on [ladvpsn@gmail.com](mailto:ladvpsn@gmail.com) / IQAC Co-ordinator on [pathakpooja19@yahoo.in](mailto:pathakpooja19@yahoo.in) on or before 18-5-2020. The documentation of each submission is to be verified and confirmed.

Vice-Principal / IQAC Coordinator - to check and forward to college email ID [ladcollege2018@gmail.com](mailto:ladcollege2018@gmail.com).

Only after receiving the details forwarded by the respective HODs, the College Office will be able to send the same in the format provided above.

**WORK FROM HOME REPORT OF THE TEACHER**

**(25<sup>th</sup> MARCH To 17<sup>th</sup> MAY 2020)**

Name of Stream :

1. Name of Teacher :
2. Name of Class:
3. Name of the Subject :
4. Name of the Paper :

SEMESTER :

**Regular Mode**

<u>Details of Syllabus</u>	<u>Unit taught in second term</u>	
	Upto 29 Feb 2020	From 1 <sup>st</sup> March to 22 <sup>nd</sup> March
% of syllabus completed		

**WORK FROM HOME REPORT OF THE TEACHER**  
**(25<sup>th</sup> MARCH TO 17<sup>th</sup> MAY 2020)**

Work from home in <b>First lockdown</b> 25 <sup>th</sup> March to 14 <sup>th</sup> April (Weekly Summary)	Remaining of syllabus or unit completed by <u>last date</u>	Methods used for completion of syllabus or unit (mail, whatsapp, u tube, zoom, webex, any other online mode)	% of students who attended online classes
10			
25 <sup>th</sup> – 31 <sup>st</sup> March 2020 :			
1 <sup>st</sup> – 7 <sup>th</sup> April 2020 :			
8 <sup>th</sup> – 14 <sup>th</sup> April 2020:			
Work from home in <b>Second lockdown</b> 15 <sup>th</sup> April to 3 <sup>rd</sup> May (Weekly Summary)			
11			
<b>15<sup>th</sup> – 21 April 2020</b>			
<b>22<sup>nd</sup>- 28<sup>th</sup> April 2020</b>			
<b>29<sup>th</sup> April -3<sup>rd</sup> May 2020</b>			
Work from home in <b>Third lockdown</b> 4 <sup>th</sup> May to 17 <sup>th</sup> May (Weekly summary)			
12			
<b>4<sup>th</sup> – 9<sup>th</sup> May 2020</b>			
<b>10<sup>th</sup> – 17<sup>th</sup> May 2020</b>			

13. Practical Demonstration by online mode for science stream (weekly report):

14. List of online courses completed (title, duration):

15. Any online induction, FDP, RC completed if yes give the Name, Duration, Name of agency:

16. List of online conferences, workshops and seminars attended or conducted
17. Responsibility of NAAC accreditation work done during lock-down specify nature of work
18. Any social awareness program conducted or any participation during covid-19 Pandemic.
19. Are you present at head quarter or at home town? :
20. Remarks of the Principal:

Dr. Deepali Kotwal  
Principal

- Copy to:
1. Vice-Principals for information & compliance
  2. Shri Ajay Deoghare to display on college website
  3. Librarian for sending email to all teaching staff
  4. Master File
  5. Notice File