

GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT

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 31st 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 13th 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 13th 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

*18. Comm From
Academic section
Promotion section
No. 11111
04/01/21*

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

73 /HE, Date: 04 /01/2021
HE-PTC-MISC-0004/2015

From

Saswat Mishra, IAS
Principal Secretary to Government

To

The Vice-Chancellors (All State Public Universities coming under Higher Education Department)

The Principals (All Government and Non-Government Degree Colleges coming under Higher Education Department)

Sub: Commencement of Physical Classroom teaching in Universities and Colleges for 2020-21 Final Year UG/PG Students w.e.f. 11.01.2021

Madam/Sir,

In view of the improvement in Covid-19 situation in the state and considering the huge academic loss students have already undergone due to discontinuation of physical classroom teaching since March 2020; the State Public Universities and Government as well as Non-Government Degree Colleges (coming under H.E. Department) are hereby directed to commence physical classroom teaching for students of 2020-21 Final Year UG/PG courses from 11-01-2021(Monday). In consonance of the UGC guidelines stipulating completion of Final Year/Final Semester examinations by 25-06-2021, the following academic calendar is hereby prescribed for the 2020-21 Final Year UG/PG courses.

Type of Examination		Conduct of Physical Classes	Holding of Examination	Publication of Result
Semester Examination System	Penultimate Semester	11-01-2021 to 15-03-2021	16-03-2021 to 31-03-2021	By 30-04-2021
	Final Semester	02-04-2021 to 15-06-2021	16-06-2021 to 30-06-2021	By 15-07-2021
Annual Examination System		11-01-2021 to 10-06-2021	11-06-2021 to 30-06-2021	By 15-07-2021

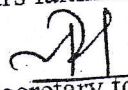
Guidelines

1. Physical classes shall be held in regular manner to cover all chapters of the syllabus irrespective of coverage of some chapters by on-line mode.
2. Whenever possible, the physical classroom teaching shall be recorded and shared with absentee students.
3. Following Covid-19 Prevention Protocols shall be followed.
 - a. Teachers/Staff/Students residing in active containment zone shall not come to Universities/ Colleges.
 - b. Face Mask/ Face Cover shall be mandatory.
 - c. Frequent Hand Wash/ Hand sanitization shall be ensured.
 - d. Social Distancing (6 ft. distance) shall be adopted in classrooms, libraries, laboratories, etc. If need be, crowded classes can be divided into batches and teaching hours in a day can be extended.
 - e. Spitting shall be strictly prohibited.
 - f. Respiratory etiquettes shall be strictly followed. (i.e Covering one's mouth and nose by handkerchief while coughing/sneezing)
 - g. Self-monitoring of health and reporting of illness should be encouraged.
4. Hostels shall be opened from 10-01-2021 only for 2020-21 Final Year UG/ PG students as well as Ph.D., M.Phil. and other Research Scholars. All possible Covid-19 prevention protocols shall be followed in hostels.
5. 25% of the syllabus shall be covered by Guided Students Self Study as per the guideline issued by Letter No. 20119/HE Dated 19.06.2020 of this Department.
6. To compensate for the lost days, physical classroom teaching shall be conducted on all days except the Examination Period, Sundays, 26th January 2021 (Republic Day), 16th February 2021 (Saraswati Puja), 29th March 2021 (Holi) and 1st April 2021 (Utkal Divas). To this extent, the Common Holiday List-2021, communicated to all Degree Colleges by this Department vide Letter No. 42825/HE Dated 23.12.2020, is hereby superseded.
7. In addition to commencement of physical classroom teaching for 2020-21 Final Year UG/PG courses, teaching and research activities of Ph.D., M.Phil. and other research scholars shall also commence in physical mode w.e.f. 11.01.2021, if not commenced already.

26th January :
16th Feb - 21
29th March, 21
1st April, 21


8. State Private Universities (under H.E. Department) may also consider to follow these guidelines to the extent required by them.

Yours faithfully,


Principal Secretary to Government

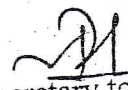
Memo No. 74 /HE dated 04 /01/2021

Copy forwarded to Commissioner-cum-Secretary to Hon'ble Chancellor of State Public Universities, Raj Bhavan, Bhubaneswar, Odisha for kind information of Hon'ble Chancellor.


Principal Secretary to Government


Memo No. 75 /HE dated 04 /01/2021

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


Principal Secretary to Government


Memo No. 76 /HE dated 04 /01/2021

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


Principal Secretary to Government


Memo No. 77 /HE dated 04 /01/2021

Copy to Regional Directors of Education (Bhubaneswar/ Balasore/ Berhampur/ Sambalpur/ Jeypore) for information.


Principal Secretary to Government

Memo No. 78 /HE dated 04 /01/2021

Copy to all Sections of Higher Education Department for information.


Principal Secretary to Government