

## CIRCULAR

1. As per G. O. Ms. No. 327, dated 22/3/2021, All the classes from 23-03-2021 will be conducted only in on-line mode.
2. Working time for college is 9.45 a.m. to 2.45 p.m. for both Aided stream and SF stream till Govt. Permit staff to work from home.
3. The Practical classes and practical examinations for III UG (both Major and Ancillary subjects) and II PG are to be completed before 31<sup>st</sup> March 2021 as per the guidelines informed to the HODs and marks are to be handed over to COE office by 2<sup>nd</sup> of April 2021.
4. There are no theory classes through online mode for III UG and II PG till 1<sup>st</sup> of April as they have to complete their practical examinations.
5. Teachers involved in the conduct of practical classes and examinations may be exempted from taking the on-line theory classes for other courses and that may be monitored and approved by the HODs concerned.
6. Students attending Practical Examinations are to be informed that their attending practical examinations without the payment of examination fee is provisional and their results will be accounted and released after the due payment of examination fees when asked.
7. On-line mode of examinations has been decided for II CIA and also for semester examinations unless Govt. modifies it at a later time.
8. As per the decision taken in the council meeting, the college working time for online classes will be as follows

Hour	From	To
I Hour	9.45 a.m.	10.20 a.m.
II Hour	10.30 a.m.	11.05 a.m.
III Hour	11.15 a.m.	11.50 a.m.
IV Hour	12.00 noon	12.35 a.m.
V Hour	12.45 a.m.	1.20 p.m.

9. Teachers are informed to stick on to the timing of on-line classes and may not engage students in on-line class beyond the working time.
10. Teachers should make use of their free time after 1.20 p.m. to complete Departmental, OBE, NAAC and other assessment agencies related assignments to them.

**All the above guidelines are subject to change as per the Govt. guidelines if any in the days to come.**

Principal