

Greater Noida Institute of Technology, Greater Noida

Dated: 20th March 2020

MOST IMPORTANT

Dear All Deans, HODs, faculty members and staff members,

As per the latest directions as issued by the State Government and District Magistrate (Gautam Budh Nagar) to prevent the spread of Coronavirus (COVID-19), it is decided that the institute will remain closed upto 2nd April 2020. All the faculty and staff members are requested not to leave the station. In case of any official requirements, any employee may be called as and when required.

Further,

- 1) Online Academic/syllabus Coverage by our all faculty members will continue the same, as decided earlier.
- 2) All the faculty members are required to submit their date wise & subject wise syllabus coverage report (daily progress report, related to their online academic coverage) to their respective Deans and HODs through email, daily evening.
- 3) Deans/HODs will in turn are required to form the consolidated coverage report for all the subjects and for all the semesters on daily basis and should submit the same to Dean (Academics) on daily basis.
- 4) Respective Departmental Deans/HODs are advised to design and issue the format to their faculty members for filling up their said progress report. Google form/Excel sheet in this regard may also be issued.
- 5) In addition to creating virtual classrooms through softwares and using various Apps/online platforms as suggested by AKTU , faculty members may also use digital platforms like Swayam , NPTEL , Khan Academy etc and will provide links to their students to cover the remaining syllabus.
- 6) During Online Academic Coverage, assignments in a regular manner should also be given to the students.
- 7) All Deans/HODs and faculty members are required to be in touch with respective students for Online Academic Coverage activities.

Important Notes:

- a) All Deans, HODs, Registrar, Admin Officer and other Section In-charges may call their respective Faculty members/staff members as required for the completion of ongoing work as well as for any assigned tasks, if any.
- b) Dean (Academics) in association with all the departmental Deans/HODs will monitor all the ongoing academic activities related to the Online Academic Coverage.
- c) HODs are requested to prepare the time table for online Syllabus/academic coverage and circulate the same amongst their faculty members and students.
- d) Attendance of the faculty members will only be considered once the online syllabus coverage is achieved/accomplished as per the scheduled time table for this given period. Departmental Deans/HODs will submit the accomplishment certificate in respect of their faculty members for the same.

Take very good care of yourself, your family and our students.

With Best Wishes,

Sd/-

Dr.Rajesh Goel
(Director)