



**OFFICE MEMORANDUM**

Imphal, 17<sup>th</sup> June 2021

No.1/20/79-MDC: In compliance with the orders No. 3/3-116/2018 dated 11-06-2021 of the Directorate of University & Higher Education, Govt. of Manipur and in continuation of this office circular No.1/20/79-MDC, 12th June 2021, it is hereby informed to all concerned that online teaching-learning activities using various platforms - WhatsApp, Google Meet, Microsoft Team, youtube channel, recording video lecture and sharing them to students etc. for 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semester B.A./B.Sc Classes started/resumed from June 12, 2021 as per earlier existing time table shall cover as much syllabi as possible within August 2021 utilising even Sundays and Holidays.

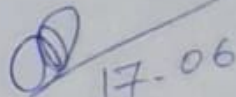
While conducting online classes every department/teacher should comply with the following instructions issued by the Directorate.

Consolidated weekly records of online classes conducted along with students' attendance by respective teachers should be submitted to the undersigned by HODs of respective departments. The details of students who were absent or who could not be contacted should be submitted to the undersigned on weekly basis to take necessary steps to make all students attend online classes. The information should be submitted in the following table format entitled "Records of Online Class-Modern College" which may be shared with the Directorate any time.

| Records of Online Classes undertaken in Modern College |              |      |      |                       |                        |                                  |                      |  |  |
|--|--------------|------|------|-----------------------|------------------------|----------------------------------|----------------------|--|--|
| Departm<br>ent   | Sem<br>ester | Date | Time | Name<br>of<br>teacher | Topic/lesson<br>taught | No<br>of<br>students<br>attended | Total No<br>enrolled | Steps taken to<br>make<br>attendance<br>larger |  |
|  |              |      |      |                       |                        |                                  |                      |  |  |
|  |              |      |      |                       |                        |                                  |                      |  |  |

Teaching/lesson plan for every next week by each teacher of every department should be submitted to the undersigned

The teachers assigned with topics/units should made available to concerned students' group and the undersigned by concerned departments.

  
17-06-2021  
(Dr. O. Premila Chanu)  
Principal,  
Modern College, Imphal