

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Shree Agrasen Mahavidyalaya
Dalkhola, Uttar Dinajpur

Ref. No. SAM/IQAC/05/2020

Date: 10.04.2020

Dear Colleagues,

First of all, in this unfortunate circumstances of COVID-19 outbreak and consequent lock down which have resulted in severe damage to both human life as well as affected the normal life of citizens, we hope you and your family are keeping well! However, in this fight against COVID-19, we, the teachers, cannot let the education system collapse. It is our duty to keep in touch with our students online and help them in study. Besides, the University Grants Commission and the Higher Education Department, West Bengal, have directed us to keep the students updated with syllabus, study materials and video lectures online which are being made available through our website.

We have gone through the study materials already provided by you and noticed that some of the materials are really good. Some of our colleagues are yet to send the materials/videos. We expect that each and every teacher will initiate sending materials shortly. We have some suggestions for preparing study materials and videos:

-) Size of the study materials should be small, i.e. 2-5 pages at a time
-) Study materials should be hand written or typed, and in pdf form
-) Video lectures should be of small duration, i.e. 5 to 10 minutes
-) Photocopy of pages in a book must not exceed 5 pages at a time (pdf form)
-) YouTube lectures on a relevant topic may be uploaded
-) Study materials may be a mixture of the above
-) A study material/video will remain uploaded on the website for a maximum period of 7 days
-) Please follow the website on daily basis for any latest updates

It is worth mentioning here that we have to report the status of our online classes to the Higher Education Department at regular intervals and they may search our website, if necessary, and comment.

I, therefore, request all of you to send small and quality materials/videos frequently instead of large material/videos occasionally.

I further request you to keep yourself and your family protected from this deadly virus by not going outside unless it is an emergency.

PLEASE BE SAFE AND HEALTHY

With thanks and regards
Raghabendra Ray
Coordinator, IQAC
Shree Agrasen Mahavidyalaya