

From

Director General Higher Education  
Panchkula, Haryana

To

1. Vice Chancellors of all universities in Haryana
2. Principals of all Colleges in Haryana

**Memo No. 29/4-2020 Co.(2)**

**Dated 24.03.2020**

**Subject: Regarding social-distancing and instructions to faculty for work from home**

Amidst COVID-19 crises, state government has decided to shut all higher education institutes in Haryana till 31<sup>st</sup> March, 2020. However teaching and non-teaching staff is required to work from home. Though department has already advised all teaching faculties to use Shiksha Setu App for giving online assignments and online lectures via G-Suite (Google Suite) to students, UGC has lately issued following guidelines for proper utilization of this period:

1. Development of online assignments which can be uploaded using Shiksha Setu or Learning Management System (for government colleges only), on-line teaching and on-line evaluation through G-Suite (Google Suite).
2. Prepare lesson plan and develop instructional material for the courses to be offered during next academic year/ next semester.
3. Carry on Research
4. Write articles, papers etc.
5. Prepare innovative questions for "Question Bank".
6. Prepare innovative projects on "Ek Bharat Shreshtha Bharat" and other topics.

Along with above, it is also suggested that institute may also prepare for NAAC by compiling necessary data points using online tools and can make use of LMS tools for giving

online assignments to students. All the Faculty members/Researchers/Non-Teaching staff should provide their contact details i.e. Mobile No, e-mail id etc. to their institutions so that they may be contacted in case of emergency.



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