

## NOTICE TO THE STUDENTS

As per the instructions of the Registrar, Osmania University, we (UCE) started online classes to complete the remaining syllabus for the present semester students, so that there is no academic loss to the students of our college. Hence the college needs to take immediate steps to take-up the remaining syllabus of BE, ME and MCA programmes based on the Almanac and the syllabus completed as on 15 March 2020. The following are the important points the students should note and follow.

- Formation of students' whatsapp group class wise (UG and PG) for each department under the control of one faculty/student representative. The online class information (link, ID and password) to be given by the individual faculty to the class representative one day prior to the class scheduled. The class representative will post the information in the respective class Group.
- **BE IV, VI and VIII semesters:** The left over syllabus to be completed by the respective faculty through online teaching from 15<sup>th</sup> April 2020 to 5<sup>th</sup> May 2020 by following existing time tables preferably. Online classes to be conducted by the faculty for seminars, project work as per the allotted groups. The II class test and remaining lab experiments will be conducted after reopening of the college within a week time. Two assignments are to be given to the students during the above period. The students should submit the assignments to the respective faculty by email.
- **BE II semesters:** The left over syllabus to be completed by the respective faculty through online teaching from 15<sup>th</sup> April 2020 to 25<sup>th</sup> May 2020 by following existing time tables preferably. Only one class (instead of two tests) Test and remaining lab experiments will be conducted after reopening of the college within a week time. Four assignments are to be given to the students during the above period. The students should submit the assignments to the respective faculty by email.
- **ME II Semester (Reg& PTPG), IV Semester (PTPG):** The left over syllabus to be completed by the respective faculty through online teaching from 15<sup>th</sup> April 2020 to 25<sup>th</sup> May 2020 and 5<sup>th</sup> June to 27<sup>th</sup> June 2020 (Subject to lockdown situation) by following existing time tables preferably. Online classes to be conducted by the faculty for seminars, project work as per the allotted groups/students. Only one class (instead of two tests) Test and remaining lab experiments will be conducted after reopening of the college within a week time. Four assignments are to be given to the students during the above period. The students should submit the assignments to the respective faculty by email.
- Providing study material in soft form to the students using emails/whatsapp/any other means as suggested by UGC in its communication, F. No. 1-14/202 dated 25.03.2020, sharing the links of relevant teaching learning resources available in

various digital platforms, such as SWAYAM online courses, MOOCs, SWAYAMPRAKASHA, youtube etc to the students by the respective teachers apart from the online teaching as per the schedules given above.

- Faculty should maintain the attendance of students as per the online classes schedules and submit a detailed statement to the Principal office through respective Head of the Departments. Faculty is also requested to send a report (one page) on online teaching experiences after completion of the syllabus.
- The students Feedback will be collected after end of the semester/online classes.
- The final semester examinations will be conducted as per the instructions of the Govt. of Telangana/Osmania University after lockdown period. Students are advised to attend the classes regularly as per the instructions of the respective faculty members.

Sd/-  
PRINCIPAL