

# *KABI JOYDEB MAHAVI DYALAYA*

Estd.-2007

COLLEGE CODE: 314

A Govt-aided College Affiliated to the University of Burdwan  
ILLAMBAZAR, BIRBHUM, PIN-731214

Phone No-9474010050

Email:kjmahavidyalaya@gmail.com

Ref.No: NIL

Date: 09.04.2020

## **NOTICE**

I am directed to inform all the teaching and non-teaching staff of the College that this notice is issued to provide a sort of guideline on how we should work from home during this lockdown period for the welfare of the students, staff and the institution. All the staff including the approved part-time teachers, the guest teachers and casual non-teaching staff are requested to abide by the guidelines as far as practicable.

All teaching staff are requested to take online classes, share documents, give assignments, arrange counseling sessions online with the students on a regular basis and archive their activities and the details of the participants. They are advised to use any one or all (whichever they find convenient) of the following online-based application for the purpose:

WhatsApp, Google Classroom, Google Hangouts, Skype, or Facebook Live.

They are advised not to use the Zoom App as security concerns have been raised against this App from many quarters. Those teaching staff who are not accustomed with the functionalities of all these are requested to contact Mr. Prasun Banerjee, Coordinator, IQAC for guidelines (Contact & WhatsApp No. 9832224009, [Email-banprasun@gmail.com](mailto:Email-banprasun@gmail.com)). All the teaching staff are requested to make their documents available to the College website also. For that purpose they can send their documents to the College mail or to the IQAC Coordinator or to Mr. Akrur Sardar, Head, Department of History ([Mail-akrur.history@gmail.com](mailto:Mail-akrur.history@gmail.com)) or forward through the Heads of the Department. Those who are already doing this are requested to continue,

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**All the teaching staff are also requested to give assignments to the students as part of the internal tests (one from each course except AECC-2 for Sem-2, two from each course for Sem-4 and Sem-6) and submit them via mail to a specified email-id which can be of the Head or any mail-id specifically designed for the purpose. They are requested to decide about the last date of submission through discussion with the students and faculty members of the department but it should not go beyond 20.05.2020. All are also requested to keep the provision of off-line submission also after the College reopens.**

All the non-teaching staff are requested to help the students by letting the students know of the online classes and the initiatives the College is taking during the lockdown period through telephone calls and messages. They are also requested to keep track of the notices served in the Burdwan University website and update the students about them. They are also requested to keep track of any other needs faced by the students leaving in near vicinity and discuss with the Principal about the ways of helping them.

All are requested to contact the Principal for further instructions or guidelines regarding this notice and other things about the College.

Sd/-

Principal

Sd/-

Coordinator, IQAC