



No. 575 Date. 28/4/2020

From

Reghu G, IAS

Vice Chairman

To

**The Principals of all Polytechnics (both Govt. & Private)**

**Sub: Ensuring receipt of copy of Lecture Notes by all Regular Students**

Ref: Letter no. 551 dated 31.3.2020 of VC, SCTE&VT

Madam/Sir,

With reference to the above subject, I am to say that guidelines were issued vide letter under reference for conducting online Classes of students and also for other measures for effective Teaching Learning of Polytechnics during lock down period. It is observed that many institutes are continuing their online teaching through different Platforms available. Many of the institutes have also taken steps to share lecture notes of the Theory subjects through several electronic group communication mechanism. In spite of that, a good percentage of students are out of purview of the above measures taken by institutes, as they are unreachable through such Electronic communications. In order to obviate the above difficulties to teach such unreachable students, the following steps may be taken.

1. Lecture Notes of all the subjects of 2<sup>nd</sup>/4<sup>th</sup>/6<sup>th</sup>/8<sup>th</sup>(PT) semester shall be mandatorily uploaded in the Institution website within a week. The Lecture Notes should contain set of Similar Questions(SQ) in SCTEVT pattern of Questions for helping the students to prepare for Exams.
2. All students are to be contacted to find out the list of students who are not reachable through online teaching platform or do not have right kind of Mobile or Laptop etc. to access the online learning contents and also Lecture Notes available in website.
3. The students who can access the institution website should be advised to download such Lecture Notes applicable for them from the website. A formal notice may be issued and circulated to all students to this effect.
4. Hard copy of Lecture Notes of the Topics supposed to have been taught during last 3 weeks of March 2020 for all regular semesters and additionally for all the weeks of April 2020 for 2<sup>nd</sup> semester should be printed in multiple copies equal to the number of unreachable students.
5. Hard copies of Lecture Notes so printed as above shall be served to the students concerned either through personal contact by any staff or by Post or any other recorded means, without deviating the preventive measures of Covid19. Proper acknowledgement by the students or dispatch by post etc. are to be preserved in the institution for record.

