



MAHATMA GANDHI CENTRAL UNIVERSITY

(A Central University established by an Act of Parliament)

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F.No. 2-1/MGCU/IQAC/2020/02

Date: 13-04-2020

Office-Order

In a meeting of all **Deans and Officers of MGCU** held on **12th April' 2020** under the chairmanship of **Honourable Vice Chancellor**, following was decided towards engagement of students in various academic activities and conduction of tests/mid-semester exams/ online classes during the **lock down** due to **COVID-19 pandemic**.

1. That all **the Deans** must instruct **the Head of Departments (HODs) under their respective Schools** to ensure submission of **at least 30 PPTs** (in PDF format and keeping in mind the copyright/plagiarism issues) to be uploaded on University website for benefit of students by **18th April'2020**. This number includes the PPTs submitted in the earlier two rounds.
2. That all **the Deans** in consultation with **the HoDs** under their respective Schools will take appropriate steps towards completion of **all internal tests** (T1, T2 and Mid-semester) by **24th of April 2020**. The **mode of conduction of tests shall be decided at departmental level** in consultation with their respective faculty members.
3. That **the Deans** must instruct all **the HoDs** under their respective Schools to ensure conduction of **at least one online class per day per Department** using available online platforms. The time table for the same may be prepared and circulated among all concerned (**students, faculty members and concerned officials of the university**). For any software related issues towards conduction of online classes, system analyst may be consulted.
4. That all these activities should be kept on record for appraisal.

This is being issued with the approval of Honourable Vice chancellor.

Prof. Anand Prakash
Coordinator, IQAC

Copy to:

6. PS to VC, MGCU.
7. OSD (Admin.), MGCU.
8. OSD (Fin.) MGCU.
9. All Deans/Heads of various Deptt. of MGCU.
10. System Analyst, MGCU.