AVNIET/ADMIN/2020/CIR-010   *Date: 09th April 2020*

CIRCULAR

*All the faculty and students have to install "**Zoom Cloud Meetings**" app (available for Android, IOS, Windows) in their destop/laptop/tab/mobile for online classes to be conducted every day as per the schedule given below. All the HoDs are requested to schedule the subjects for 1st, 2nd and 3rd year students and email the schedule by 10th April 2020. The scheduled meetings should start from 11th April 2020 starting with HoDs meeting with all their respective faculty.*

A report as per the second table given below should be submitted by all the HoDs (after collecting information from the faculty) once every Saturday. Interested faculty may take more number classes above the schedule given, and submit the details of the same.

Sd/-
Principal

Copy to :

01.	*HOD-CSE*	*HOD-ECE*	*HOD-CIVIL*
	HOD-MECH	*HOD-H&S*	*HEAD-T&P*
02.	*AO*	*PD*	
03.	*Library*	*Transport I/c*	*Exams I/c*

Schedule:

Mon	Tue	Wed	Thurs	Fri
Sub-1 by Faculty-1	Sub-2 by Faculty-2	Sub-3 by Faculty-3	Sub-4 by Faculty-4	Sub-5 by Faculty-5

Timings : 11:30 am to 12:30pm

Saturday: Review meeting by HoDs with respective department faculty at 11:30am.

Sunday: Review meeting by Principal with HoDs at 11:30am.

Report to be submitted per section:

	Mon	Tue	Wed	Thurs	Fri
	Sub-1 by Faculty-1	Sub-2 by Faculty-2	Sub-3 by Faculty-3	Sub-4 by Faculty-4	Sub-5 by Faculty-5
No. of students attended:					