

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)
SCHOOL OF MANAGEMENT STUDIES

Date: 29-03-2020

GUIDELINES TO THE FACULTY
ONLINE TEACHING (w.e.f. 30-03-2020)

The following guidelines are prepared based on Department meetings held on 28-03-2020 at 6.00 pm and 29-03-2020 at 3.00 pm for the effective implementation of Online Teaching commencing from 30-03-2020

1. Time-Table with Zoom Login ID is provided to Faculty Whatsapp group and official email IDs of faculty and also Student Whatsapp groups & email.
2. The online teaching will commence from 30-03-2020.
3. The Lecture should be recorded and send it to Class coordinator, in turn submit to HoD and concerned person/department, CBIT to upload in CBIT website. Faculty can also look for alternate method to send the videos to students.
4. Required instructions to be given to the students regarding lecture, material, notes, PPTs, sources of online courses in the relevant subject and the method of asking questions and clarifying the same, assignments, criteria for evaluations.
5. Attendance to be taken for the students who attend classes online.
6. Faculty should attend one hour training every day from 30-03-2020 for a week provided by Dr.Swamy Das, Head, CSE on Learning Management System (LMS) and implement the same for online Learning and Teaching. The platform will be used for posting material/ppts, videos, assignments, evaluation, question banks etc. File size of the Material should be less than 500 MB to post in LMS.
7. Faculty nominated from SMS is Mrs.B.Lavanya and operator is Mr.Vijaya Chandra who will coordinate with CSE department and will update the HoD and the entire faculty, SMS from time to time.
8. Core group nominated by Principal, CBIT will monitor the Online teaching process and implementation by the faculty.
9. Assignments should be of high quality, exercise based and more practical where students should analyse and learn.
10. The Learning and Teaching practice should benefit the students and make sure that students understand the content, if required, put an extra effort to reach the student(s).
11. Maintain the log sheet and enter the date and content discussed in the session.
12. Maintain the attendance similar to Blue Register consisting of Roll No. and attendance for each session.
13. All instructions given by Management, Principal, CBIT and HoD, SMS from time to time shall be implemented.

Head
SMS