

# MAZHARUL ULOOM COLLEGE, AMBUR


## CIRCULAR – SHIFT I & II

30.07.2020

Thiruvalluvar University vide its communication dated 29/07/2020 has issued instructions for the conduct of Online Classes for UG and PG Programmes for the academic year 2020-21 which are to be scrupulously followed. I am re-producing points pertaining to Online Classes as under:

1. Online Classes will be started from 03.08.2020 for 2nd and 3rd year UG Degree Programmes and 2nd year PG Degree Programmes. The quality of study materials has to be ensured by an Expert Committee constituted by the respective Principal of the College in consultation with the HODs before uploading the materials. All the faculty members are instructed to upload the materials prepared by them in the respective College Website after getting approval from the Expert Committee.
2. The Mobile Number / E-mail IDs and other details of the students **should be kept confidential by the faculty members. It should not be disclosed and misused by anyone.** It is the responsibility of the Principal to make use of the **personal information of each student for only professional purpose.**
3. Total workload of each Programme will be **450 hours per semester and Syllabus should be completed on before 2nd Week of October 2020.**
4. The Instruction for Practical Classes will be intimated later.
5. The continuous Internal Assessment (CIA) shall be planned for the first test based on the assignments, multiple choice questions, projects / seminars etc.

The above points are self explanatory. I request all the all members of Faculties and Teaching Staff to fully cooperate in successfully implementing and conducting the Programme.

U. Y. U.   
Principal i/c. 30/7/2020

To

All the Members of Faculties and Teaching Staff

Circulated through WhatsApp Group and Website.