Ref. No. ....   Dated ....

Respected Teachers,

As you are all aware, we have closed our college and classes have been suspended till April 14, 2020, due to the lockdown declared by the Government. This lock down can be extended up to 30 April 2020 or more depending upon the situation. I am sure that you are all making productive use of your time in research, updating teaching materials and CCA. Even when we resume classes, there will be very little time to complete teaching, and conduct examinations and evaluation before the end of this academic year. Under these circumstances, I request all of you to explore ways to engage our students using suitable online teaching methods in order to complete the ongoing courses. When students return after the lockdown period, we can conduct the final practical examination / end-semester examinations and evaluation work on time so that the outgoing students can take up a job or proceed for higher studies.

A few of the well-known online learning methods that can be used are:

1. Recording video lectures by using mobile phone or laptop and share it through google drive, e-mail, and WhatsApp.
2. Upload notes, assignments, tips and important questions through link MOODLE (Modular Object-Oriented Dynamic Learning Environment) provided in the college website www.mlsm.in.
3. Google Classes Room.
4. WhatsApp discussion groups that can be used to share reading material, answer queries from students and discuss course work among themselves.
5. Skype, the video-calling platform, can be used for live lectures.

Finally, the online teaching will help us to implement the full-fledged Learning Management Systems MOODLE (Modular Object-Oriented Dynamic Learning Environment) and Google Class Room in near future. I also request the faculty members of Department of Computer Applications and Physics Department to help / facilitate our faculty members to conduct online teaching.

I am sure that most of our students have a laptop or mobile phones with internet connectivity and hence I do not foresee any difficulty in access the video lectures, notes, assignments and other tips etc.

Ajay Kapoor
Principal