



**A.P.C. Mahalaxmi College for Women, Thoothukudi**

**Reaccredited by NAAC with 'B+' Grade**

**(4 star Rating in MoE's Institution's Innovation Council)**

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### **Online Classes: Policies and Procedures for Teachers**

**2020-2021**

This Policy Document lists out the rules and guidelines to be followed by teachers while engaging the students online:

- Prepare a lesson plan for every week.
- Be prepared with the subjects allotted to you.
- Check your laptop/mobile phone, ear phones and net connections daily.
- Post the syllabus and time table in your class group well in advance.
- Log in to the class at least 10 minutes before the scheduled time.
- Prepare study materials with PPTs, videos, images and examples.
- Text books and study materials can be downloaded from the internet and shared with students on department or individual blogs and moodles.
- Ensure that your students are listening to you by randomly picking up the names of students and asking questions to them.
- Insist your students to maintain separate file and note book for each subject.
- Make your students to take notes for all the subjects.
- Allot the last 5 to 10 minutes for clarifying the doubts of the students.
- Give weekly assignments and give points for them.
- Give Unit Test after completing a particular Unit.

- Sit in a separate room on a comfortable chair with table.
- Check the attendance of the students and the time they are joining the class.
- If a faculty is going to be on leave, prior permission should be sought from the Principal, the Director and the H.O.D.
- The absentee teacher should make necessary arrangements to keep her classes engaged.
- Maintain a work diary.
- Ask the representatives to maintain Lesson Taught Note & Absentee Note.
- Follow the dress code (Saree) which you follow in the College.
- Each department must conduct mentor-mentee meetings on Saturdays and online meeting with parents every 4<sup>th</sup> Saturday.
- Geo-tagged photos must be taken while taking class, during mentor- mentee meeting and parents meeting.