



(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)

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OFFICE NOTE

Sub: faculty work from home - time management during lockdown - Reg.

With reference to the above cited subject, in view of extension of lock down period due to COVID-19, it is suggested that the faculty should work from home managing 8 hours a day as per the activities given below:

(A) Student Engagement:

- Current teaching Subject related activities (Assignment and Hope tests preparation and corrections) : **2 Hours**
- Mentoring activities* (Online training/certifications/Internships/Micro & Mini and Main project etc ...) : **2 Hours**

(* Online training / certifications: CRT – Conduira, Reference Globe, youth4work etc....

Technology Training – Internshala, Coursera, Udemy, Swayam, ELIS Free Resources etc)

(* Internships – Internshala etc....)

(*Micro, Mini projects – Youtube channels (example: <https://youtube/wJmr4xtIfW8>, <https://electronicsforu.com>, <https://nevonprojects.com> etc....)

1st year: To explore the possibilities to complete the syllabus by conducting classes through online, giving assignments for the subjects, by providing material like formulae and basic concepts for difficult subjects and revising, improving English communication and writing skills through online portals with evaluation reports etc...

2nd year: Every student should complete one online course of 40 hours in Technology with certification / CRT practice with evaluation/ one micro project etc....

3rd year: Every student should complete one online course of 40 hours in Technology with certification / CRT practice with evaluation/ Internship/ one mini project etc....

4th year: Material and assignment for backlog subjects/ online course of 40 hours in Technology with certification/CRT practice with evaluation/ Major project/ Paper publication/ Internships etc....

(B) **Faculty Engagement:**

- Faculty Development Programmes/ Workshops/ Training programmes etc... (NPTEL, Finland Labs in Association with NSS IIT Roorkee, Edux Labs India etc.....) - **1 hour**
- Publications/ R&D / Consultancy etc.... - **2 hours**
- Department/ Institute administrative works – documentation/ files works etc... - **1 hour**

Note: Minimum one week FDP/ one training programme on latest technologies/ one Publication/ one consultancy (internal or external) are to be completed

Faculty performance will be assessed in completing the above tasks during this period.

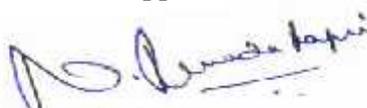
Approval may be accorded.

Thanking you Sir.


AO


PRINCIPAL

Approved


SECRETARY