



DME_Dir_2020_65

18 March 2020

OFFICE ORDER

1. Due to the Corona Virus pandemic, the college will not work till 31 March 2020
2. As a welfare measure benefitting the faculty, Multi Media Lectures / E- Lectures will be recorded by faculty members from their homes.
3. This action is taken to provide students with adequate learning resources during this period of leave.
4. During the 9 working days between 19 March & 31 March 2020, E-Lectures for all topics of Units 3 & 4 will be recorded & mailed by the teachers as under:
Between 1130-1230 (Lecture 1)
Between 1530-1630 (Lecture 2)

Prof. (Dr.) NK Bahl	BA LLB Semesters 2/4/6/8	hodlaw@dme.ac.in
Prof. (Dr.) Bhavish Gupta	BBA LLB Semesters 2/4/6/8	b.gupta@dme.ac.in
Prof. (Dr.) Ambrish Saxena	BA (JMC) semesters 2/4/6	hodbjmc@dme.ac.in
Dr. Swati Jain	BBA Semesters 2/4/6	hodbba@dme.ac.in
Dr. Poorva Ranjan	BBA LLB Sem 2/4 (Non Law Subjects)	p.ranjan@dme.ac.in
Dr. Isha Jaswal	BA LLB Sem 2/4 (Non Law Subjects)	i.jaswal@dme.ac.in

Faculty will deliver/record 2 lectures / day, with minimum duration of 35 minutes each & should not simply read out their slides.

5. The work done by faculty on these 9 working days will be treated as “On duty” i.e. “Work from Home”.
6. Post explicit approval of the e-lectures through e-mail, these will be uploaded by the faculty on their CollPoll accounts under intimation to the aforementioned authorities.
Bhupinder Singh_9654627476, Swaril Dania_ 8376047897 & Ritvik Ghosh_9810903302 will be available for any recording assistance/guidance.
7. Teachers who cannot complete their 2 lectures in a day can apply for leave for the said date.
8. Unsatisfactory quality of lectures will be viewed seriously.
9. It is clarified that this facility of “Work from Home” will not be extended further.
10. Selected staff may be called for duty depending on the requirement of the college.

Ravi Kant Swamy
[Director]