

**GOVERNMENT OF ANDHRA PRADESH  
DEPARTMENT OF TECHNICAL EDUCATION**

**Guidelines for Online Classes**

**About the Programme:**

The Ministry of Skill Development and Training, Government of Andhra Pradesh has instructed the Department of Technical Education, A.P., to organize online classes to the Polytechnic students of present 1st, 2nd and 3rd year.

Students from all 26 S.B.T.E&T recognized Diploma programmers shall avail the opportunity. All six theory subjects, in 40 minutes session per subject, will be taught online by faculty members. Online attendance shall be captured by respective faculty member and the same shall be uploaded in SBTET attendance portal.

The DTE, A.P., proposes to conduct a program on online classes, for the revision of the syllabus (for 2019-20 AY), after re-opening of the Institutions, to train the staff members in this regard and also enable us to conduct regular class work (2020-21) after completion of year/semester examinations.

**Proposals for online classes**

All the classes shall be conducted through available Virtual class/Desktop Computers/Laptops. Online classes to be conducted Branch-wise, considering each District as one unit. District and Branch Coordinators are designated for the purpose.

**Instructions to the District Coordinating Principals (Nodal Principals)**

- District Co-ordinating Principals (Nodal Principals) are instructed to monitor the Online classes activity and ensure successful conduct of the same
- Convey a meeting with all the Principals and Head of Sections of Government Polytechnics to discuss about the conduct of Online classes
- Nodal Principals are instructed to ensure that the Branch Co-ordinators shall prepare the branch-wise time table by identifying the expert teacher among district colleges.
- The Branch co-ordinator of the respective branch for each district is responsible for the conduct of online classes from various Polytechnics (year/semester wise), as per the schedule.
- Nodal Principals are requested provide the available E-lessons (previously prepared and used by our staff)/any other e-content, if any required for the teachers
- The subject expert has to upload the particulars of online class immediately after completion of every class in Google form which will be provided to all the institutions and same shall be monitored by the Branch Co-ordinator
- During the conduct of Online classes, if the staff members are required, Nodal Principals are requested to allot Virtual Class rooms to teach problem-oriented subjects and Desktop/Laptop shall be used for teaching of theory subjects

**Currently available Software's**

S.No.	Name of the Software	Number of Participants	Time limit	Availability of			Compatibility
				Chat	Screen Sharing	White Board	
1	Zoom/Google Meet/Educreation etc.,	1000	Free meetings 40 minutes time limit (Meetings have to be started again)	Yes	Yes	Yes	System and Mobile

**Note:** Staff members may use any freely available software for online classes

- Students of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year Diploma are only eligible.
- Create a WhatsApp Group for each Section/ Shift of students
- The schedule of online classes will be intimated to the concerned students through E-mail or WhatsApp by the concerned Teacher/HOS/Principal.
- Each subject will be taught in 40 minutes. There will be three sessions in the Morning & Three sessions in the Afternoon in a day, covering all the subjects.
- Attendance will be monitored by the concerned Teacher/HOS
- After completion of class upload the same in google form by concerned Teacher or HOS.
- For any clarifications, not covered in the instructions mail may be sent to [developmentofficer.cteap@gmail.com](mailto:developmentofficer.cteap@gmail.com)

  
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**FOR SPECIAL COMMISSIONER**  
  
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