



**THE PUNJAB STATE BOARD OF TECHNICAL  
EDUCATION AND INDUSTRIAL TRAINING**

PLOT NO. 1-A, SEC. 36-A, CHANDIGARH PH. : 615385, 622584-85 FAX : 660734

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No. PA/Secy,PSBTE/2020/878

Date : 13.04.2020

To

The Principals,  
All Polytechnics (including Pharmacy Colleges)

**Subject: Extensive use of online digital learning during lockdown period due to COVID-19 pandemic**

As we are all aware of the severe situation through which the entire globe is going through due to which Hon'ble Chief Minister has announced total State lockdown till 30<sup>th</sup> April to avoid further spread of **COVID-19** pandemics. In the current scenario our priority is to save lives and protect human health and we all need to support this move by being at home and follow social distancing. We are also required to utilise this lockdown period effectively by using online learning and complete remaining syllabus of the students for this academic year using online portals and platforms that provide e-courses and explore other ways to ensure that study of the students is not affected due to lockdown imposed to prevent outbreak of novel coronavirus in the State. We need to work hard and put our best to achieve excellence and should not lose our focus from learning in this hour of deep crisis.

We at Punjab State Board of Technical Education & Industrial Training are highly committed to provide the best possible means of learning even when face to face classroom teaching is not possible due to onset of COVID-19. Online lectures and study material is to be provided by all the teachers across all the Institutes which will do away with our anxiety related to course coverage and for the same following guidelines should be followed by all the Institutes -

1. All the Institutes shall work out a mechanism to ensure availability of online education material for their students through their official web portals and other online mediums.
2. Online classes should be synchronised with normal routine time table being followed in Institutes as per directions of the Board. These classes should be started latest by 16<sup>th</sup> April.

3. Each topic should be covered with the help of assignments, presentation, video lecture, test / quiz by using Internet and social media platforms such as WhatsApp, Facebook groups, emails, etc. Topic wise report on daily basis should be taken from teaching staff. Institutes may get the video/audio lessons /tutorials prepared from their own faculty and these can be delivered through ZOOM, Skype, Google Classroom, Web ex, YouTube video conferencing softwares. Software requirements for using these softwares are a good internet connection and a laptop or mobile with camera to come online. The mobile app for these softwares can also be downloaded from playstore on the mobiles of users.
4. The teaching staff should be directed to use portals and online course providers such as Swayam (Study Webs of Active Learning for Young Minds), NEAT (National Educational Alliance for Technology), Coursera and edX to complete the syllabus and hold virtual classrooms to teach their students.
5. They can also use WhatsApp groups to get assignments completed and also clear doubts of the students. Group video calls, conference calls, simple voice calls can help in effectively communicating with each other.
6. Teachers should be instructed to search free online lectures and send the links of selected videos as per syllabus to students for further enhancing their learning skills.
7. SWAYAMPBHA: <https://www.swayamprabha.gov.in/> is a group of 32 DTH channels providing high quality educational curriculum based course contents. These channels are free to air and also can be accessed through cable operator. swayam app is good for learning resource material and already recorded lectures. Further Teachers are instructed to recommend this swayam app to all the students.
8. The faculty should note the details of the classes taken, numbers of the students engaged during the conduct of the online classes as well as their attendance record and daily/weekly report on the contents covered should be submitted to the Principal/ head of the institute.
9. Zonal Nodal officers are being nominated, any technical input for conducting online training may be taken from zonal nodal officer or Board's office. The Principals and the head of the institution are required to submit the details of the efforts taken by them in this regard to the zonal nodal officers. Zonal nodal officers will compile and send the report to Registrar and will also post same to Whatsapp group. Registrar office will compile and submit same to Secretary Board every alternative day.

Board's office will also take review of same through Video Conferencing every week.

10. For any other query please contact Board's office or visit Board's web site.

All Institutes are requested to ensure compliance of above instructions and guidelines in letter and spirit.



**SECRETARY**

**Copy to :**

1. Secretary to Hon'ble Minister, Technical Education and Indl. Training, Punjab
2. PS to worthy Chairman, Punjab State Board of Technical Education and Indl. Training, Punjab.
3. PS to Principal Secy, Technical Education and Indl. Training, Punjab.
4. PA to Director, Department of Technical Education and Indl. Training, Punjab.