



**BIKANER TECHNICAL UNIVERSITY, BIKANER**  
**बीकानेर तकनीकी विश्वविद्यालय, बीकानेर**  
**OFFICE OF THE DIRECTOR ACADEMIC AFFAIRS**



क्रमांक: BTU/F(I7)/Acad. I/ Make-up-Week / 2019-20/Spl-14

दिनांक: 30-04-2020

Principal /Director

All the colleges under the Jurisdiction of BTU

Subject: **University Order regarding Make UP Week from May 1<sup>st</sup> to 7<sup>th</sup> 2020.**

Dear Sir/Madam,

In the present circumstances developed due to COVID-19 Pandemic, University has taken an initiative of observing as ‘**Make Up Week**’ from **May 1<sup>st</sup> to 7<sup>th</sup>, 2020** for their students. The following activities will be held online during Make Up Week at the all college(s)/ institution(s).

1. All the faculty members of each college will have to arrange online classes, named as “**Make Up Classes**” for their respective students on any online platform like Microsoft Team, CISCO WebEx, Zoom, and Google classroom, etc. at any suitable time during the prescribed period.
2. The faculty members must have online interaction with the students during the whole week about their any problem subjective or social/psychological health, etc. Due/pending syllabus contents/ doubts/ problems may be considered for the subjective MUC. More number of online MUC may be arranged to solve and clear the doubts/problems in this regard.
3. The “**Make Up Classes**” must be one to one interactive as far as possible.
4. All the Principal(s)/Director(s) are requested to monitor this personally and collect all the details from their all faculty members by using Google-form or any other means, may be developed at the college level.
5. The details of the Make Up Classes conducted by all the faculty members has to be compiled per day at the College/Institute level. One copy of the consolidated information in the prescribed format and duly certified by the College principal/ Director, has to be submitted same day to the University Nodal Office, MUC (Mr. Kapil Pandey, Mobile: 9413207010, Email ID: [pandeykapil2003@gmail.com](mailto:pandeykapil2003@gmail.com)). The prescribed format is attached herewith for the ready reference in this regard.
6. **It is mandatory to all, and should be given “TOP” priority.**  
**This bears the approval of Hon’ble Vice Chancellor.**

(Dr. YADUNATH SINGH)

Director, academic affairs

दिनांक: 30-04-2020

क्रमांक: BTU/F(17)/Acad. I/ Make-up-Week / 2019-20/Spl-14

Copy to the following for the kind information or necessary action regarding:

1. PS to Hon’ble Vice Chancellor.
2. Registrar, BTU
3. COE, BTU
4. Principal/Director, all constitute and affiliated institutions.
5. All HODs and faculty members, UCET
6. Guard File.

(Dr. YADUNATH SINGH)

Director, Academic Affairs

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**BIKANER TECHNICAL UNIVERSITY**  
**Details of the MAKE UP CLASSES**  
**(During the Make Up Week 01 to 07-05-2020)**

1. Name of the College /Institution :
2. Name of the Director (with Mobile No. and Email ID) :
3. Name of the Principal (with Mobile No. and Email ID) :
4. Total Number of Teaching faculty at the college :

Name of the faculty member with Department/ Branch/ Subject	Name of the Make Up Class (Year/Semester/ Branch)	Name of the Platform used for the Make Up Class (Microsoft Team/ Cisco WebEx/ Zoom /other) (Date and time)	Subject / Topic discussed/ delivered during the Make Up class (Subjective/ Social/ Psychological)	If MUC subjective: Mode of Class (E-lecture/ PPT presentation/ White Board/ Other)	No. of Students attended/ responded to the Make Up Class	Remarks and (Suggestions if any)

