

To,
The Principal,
V.Y.W.S.'S POLYTECHNIC,
Badnera.

Subject: Submission of details of my work during lockdown (COVID-19 Work from Home).

Ref.: COVID-19/2020 dated:05/06/2020

Respected Sir,

According to your letter, I am detailing my staff work during lockdown-

S.No.	Name of Staff	Activity	Duration	Remark
1	R A Tiwari	Developing and maintaining :2 quiz and 2 E-learning platforms	15 March2020 to Till date	Completed
		Attend and successfully completed 6 faculty development programs, 8 online quiz and 5 assignments.	15 March2020 to 12 June 2020	Completed
		Prepared ICT tools for gathering student data. Visited schools, Coaching classes and mentored students to get admission in our institute.	15 March 2020 to 15May 2020	Completed
		Developing and maintaining college website and E-platform.	5 June 2020 to Till date	In progress
2	G D Gaikwad	Developing and maintaining :2 quiz and 2 E-learning platforms	15 March2020 to Till date	Completed
		Attend and successfully completed 6 faculty development programs, 8 online quiz and 5 assignments.	15 March2020 to 12 June 2020	Completed
3	C S Gadge	Developing and maintaining :2 quiz and 2 E-learning platforms	15 March2020 to Till date	Completed
		Attend and successfully completed 6 faculty development programs, 8 online quiz and 5 assignments.	15 March2020 to 12 June 2020	Completed
4	V D Khandar	Developing and maintaining :2 quiz and 2 E-learning platforms	15 March2020 to Till date	Completed
		Attend and successfully completed 6 faculty development programs, 8 online quiz and 5 assignments.	15 March2020 to 12 June 2020	Completed

5	A S Yadgire	Developing and maintaining :2 quiz and 2 E-learning platforms	15 March2020 to Till date	Completed
		Attend and successfully completed 6 faculty development programs, 8 online quiz and 5 assignments.	15 March2020 to 12 June 2020	Completed

During this time, the work entrusted by the respected posture from time to time while discharging departmental responsibilities.

Thanking you!

Date: 08/06/2020

Yours

(Rajesh A Tiwari)