



Royal University of Bhutan

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PARO COLLEGE OF EDUCATION
ROYAL UNIVERSITY OF BHUTAN
POST BOX: 1245
PARO: BHUTAN



PCE/ADM(10)/2019-2020/ 4328

20th March 2020

OFFICE ORDER

Consequent upon receipt of notification from the Hon'ble Vice Chancellor (RUB/HRM-08/2019-2020/4698 dated 19th March 2020), Paro College of Education is hereby closed and all on-campus/face-to-face learning and teaching activities are discontinued until further directives are received from the University. Following the notification, all the students (campus residents and those living off-campus) shall leave the College and go back to their respective homes. In order to facilitate their smooth movement from campus to home and to avoid panic, students will leave the College in a phased manner until 25th March 2020. Accordingly, campus dining and residence, library services, and ICT facilities will remain open until 25th March. With the closure of the College, teaching-learning, research, and services will be delivered fully and effectively via VLE - RUB's virtual learning platform - and using other online learning tools and resources.

Support by staff

- All staff (teaching and administrative) will continue to fully support students' learning online and to ensure that no student is left behind in terms of their learning needs and level of engagement and participation.
- All teaching staff will teach their modules tapping the dynamic features of Moodle (e.g. web links, forums, quizzes, skyping, zoom meetings, Google meet, document uploads, Camtasia, emailing, and other digital tools and pedagogical techniques).
- All teaching staff will follow the teaching Time-table made available in the beginning of the semester and provide resources on Moodle on a weekly basis (e.g. PPT slides for lecture sessions, word/pdf docs. as readings, audio-visual aids to learning, web links to diverse learning resources, self-check quizzes, forum posts, etc.).
- All teaching staff will engage in active interaction with their Classes and ensure that the learning outcomes stated in the modules they teach are achieved through multiple creative means.

Signature

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President: +975 08 271499, Dean (Academic Affairs): +975 08 271870, Procurement : +975 8272263
Dean (Research & Industrial Linkages): +975 08 272011, Dean (Student Affairs): +975 08 271620
Administrative Officer: +975 08 272829, Finance Officer: +975 08 271497, Estate Manager: +975 08 271522



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Responsibility of students

- All the students go back to their respective homes (from 19.03.2020) and continue their study online and in close and regular interaction with the module tutor(s). Each student must complete a *Student Information Form*.
- All students will make full use of Moodle (VLE) to successfully complete the modules for the semester.
- All of the students in each of the 30 Class sections must make full use of their group emails and other online tools for learning and interaction with their module tutors.
- All students take full ownership of their own learning and complete the semester successfully. They will be paid their monthly stipend to meet expense for data charges and other learning resources.
- A *Task Force for Online Learning and Teaching* comprising the President, Dean of Academic Affairs, Program Leaders, ICT Officer, Exam Records Officer, Student Records Officer, and Exams Coordinator will oversee the full implementation and success of online learning and teaching.

All academic, research, and service activities of the College will continue uninterrupted (e.g. writing new programmes, validations, reviews, module writing, APRC submissions, PQC submissions, IWPs, infrastructure development activities, regular professional meetings [e.g. Programme Committees, CAC, CRC, CMC, others]).

The period of closure is not to be construed as public holiday and each staff is expected to give their full commitment to the development efforts of the College and to ensure full support to student learning, progress and success.

(Dorji Thinley, PhD)
President

Cc:

1. All teaching and administrative staff, Paro College of Education, for action.

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