

Guidelines for conducting online classes in CCSHAU, Hisar and outstations (Kaul and Bawal) w.e.f. 17.05.2021

Due to prevailing COVID situation and need of the time to further improve the online teaching system in CCSHAU, the guide lines have been redefined and approved by competent authority as follow and MUST be meticulously followed:

1. **All Online Classes will be conducted on Microsoft Teams Platform:** Teachers are requested to shift from Google Meet to Microsoft Team as the university has implemented it using G-Suite. Microsoft Team has better interface and facilities than Google Meet. Also, students were facing issues in using Google Meet due to its complicated settings.
2. **All teachers must keep recording of each lecture on Microsoft Teams:** It was further emphasized that teachers MUST keep a recording of each lecture conducted. This would assist the students for reviewing the topics later as and when required. Some students who could not join the class due to any reason may watch the recorded class lectures. Moreover, it would also help the teacher to update the lecture if required next time when he/she is again offered the same course and university will also maintain all these to supply any information if required later on. Earlier in Google Meet, recordings were not automatically available to students for future reference.
3. **All teachers will upload all study material on e-governance portal regularly:** In the past it was observed that some teachers particularly those having less number of students in a class pass on the study material through WhatsApp or emails in spite of the instructions given time to time to upload study material on University e-governance system (Refer to Annexure II)
4. **All teachers will upload all attendance on e-governance portal regularly:** All teachers MUST mark attendance on e-governance portal. Marking of attendance will be **allowed from Monday to Friday of each week**. Please note that the student attendance can't be marked on Saturday as the site will not be available on Saturday as it will remain busy for maintenance and result processing work.
5. However, to cover the back log of marking attendance of current semester which has been left due to any reason, the site will be available till **16.05.2021**. It will be limited to 7 back days thereafter.
6. Class incharges of UG and HODs for PG will ensure proper implementation of online classes and reporting of attendance.
7. It was also emphasized that all teachers MUST use HAU PowerPoint template only for online classes which is available at Sr.No.42 of downloads at web link: (<https://hau.ac.in/storage/app/uploads/downloads-pdf/a7kXImOPZCYbj5962SdaKwzrsdGjXgauxsBW6lJn.ppt>)
HOWEVER THE OTHER GUIDELINES CIRCULATED PREVIOUSLY WILL REMAIN SAME WHICH ARE AS UNDER:

1. VIDEO RECORDING OF LECTURES

There are three options for video recording of lectures by the teachers:

A. Video recording using professional facilities

- i. Arrangements can be made to record video lectures on demand.
- ii. For video lectures, the faculty members may be asked to keep ready their PowerPoint slides (Minimum text font size equivalent to 30 Times New Roman). Likewise text appearing in any Fig/graph/picture should also be of appropriate size.
- iii. Lectures may be prepared of maximum 30 minutes duration.

B. Video recording using own laptop/desktop using PowerPoint

- (i) Considering the urgency of development of effective online teaching material, it is also suggested to record video lectures at teacher's level using laptop/desktop. One of the methods suggested is to prepare PowerPoint Narrated slide show, *i.e.* slide show with voice recording. This can be done on laptop/desktop. The steps are explained in attached **Annexure I. Save this file as MPEG** and upload on the E-Governance portal. As the max size of uploading a file is 5MB, it is therefore, suggested to make different parts of the file, each less than 5MB. Upload all the files as Part1, Part 2, and Part 3.....etc.

OUTLINE OF STEPS

1. Video recording of lectures

- a. Video recording using professional facilities at CCSHAU
- b. Video recording using own laptop/desktop using Google Meet/Microsoft Team
- c. Video recording using own laptop/desktop using PowerPoint

2. Uploading of Study Material

3. Methods for Conducting Online Classes

- a. Duties for Incharges for conducting online classes for UG students (One time activity for whole semester):
- b. Duties for teachers for conducting online classes for UG students (One time activity for whole semester):
- c. Daily activities for the teachers for conducting online classes for UG students:
- d. Daily activities for the teachers for conducting online classes for PG

2. UPLOADING OF STUDY MATERIAL

- i. All the faculty members are required to upload the online education material for the students on official web portal of CCSHAU. In order to avoid plagiarism, it is better to give the links of other source materials rather than copying the same.
- ii. The material supplied by the teacher should be self-explanatory and self-sufficient as per the course content of the subject. Don't expect that the students have access to extra material other than the links provided by the teachers as students might not have access to library.
- iii. The material (text/PowerPoint, vide etc.) should be uploaded well in time on the CCSHAU web portal **but at least 5 days before the scheduled classes** so that students may go through these in advance and bring their queries in the class for discussion and clarification. For the detailed steps please refer Annexure - II. Teachers must impress upon the students to write down everything in their notebooks as soon as they receive the material from teachers. This will help two ways: (i) students will certainly go through the notes and (ii) they will have direct access to the relevant material at the time of discussion in the virtual classroom.

3. METHODS FOR CONDUCTING ONLINE CLASSES ONE TIME ACTIVITIES

A. For class Incharges

Duties for Incharges for conducting online classes for UG:

- A. All the class Incharges will ensure that all students and teachers join in their respective classes/teams. (Section wise for UG)
- B. Also, Add the Dean of respective college and the undersigned in all the classes.

For class teachers

- A. Signup using your institutional email ID.
- B. Join concerned teams using code or providing email id after signup to computer section.

Duties for Course teacher for conducting online classes for PG (One time activity for whole semester):

- A. All the class teachers will create Microsoft Team for their respective courses
- B. Add the students(by providing team code) and incharge concerned (sending invite on institutional email id) in the teams along with the Dean of respective college and the undersigned in all the classes.

DAILY ACTIVITIES FOR TEACHERS

A. For UG classes

Daily activities for the teachers for conducting online classes for UG and PG students:

- A. Access your subject/channel in concerned class/team.
- B. Start video class and share PowerPoint same way as on Google meet.
- C. Make all students as attendee.
- D. Around closure of class, teacher can download attendance sheet directly from teams. Wastage of time can be avoided in taking attendance or writing admission no in chat etc.
- E. Ensure that recording option is on. Recording will be saved to subject/channel for future references.

NOTE:

- Only the CCSHAU approved PowerPoint theme is used (At Sr. No. 42 in 'Downloads' section of CCSHAU web page- <https://www.hau.ac.in/downloads?page=5>).
- For any clarification, please contact to: Dr. A.K. Chhabra (call at 9992991177 or WhatsApp at 9416216800). **It is humbly requested to please go through the guidelines before contacting me.**
- All Deans are requested to bring these guidelines to the notice of all HODs. HODs are also requested to ensure its further circulation among all the teachers teaching UG/PG course(s). Please ensure that the entire faculty will conduct classes as per the working hours of the University.

-Sd-

(Dr. AK Chhabra)

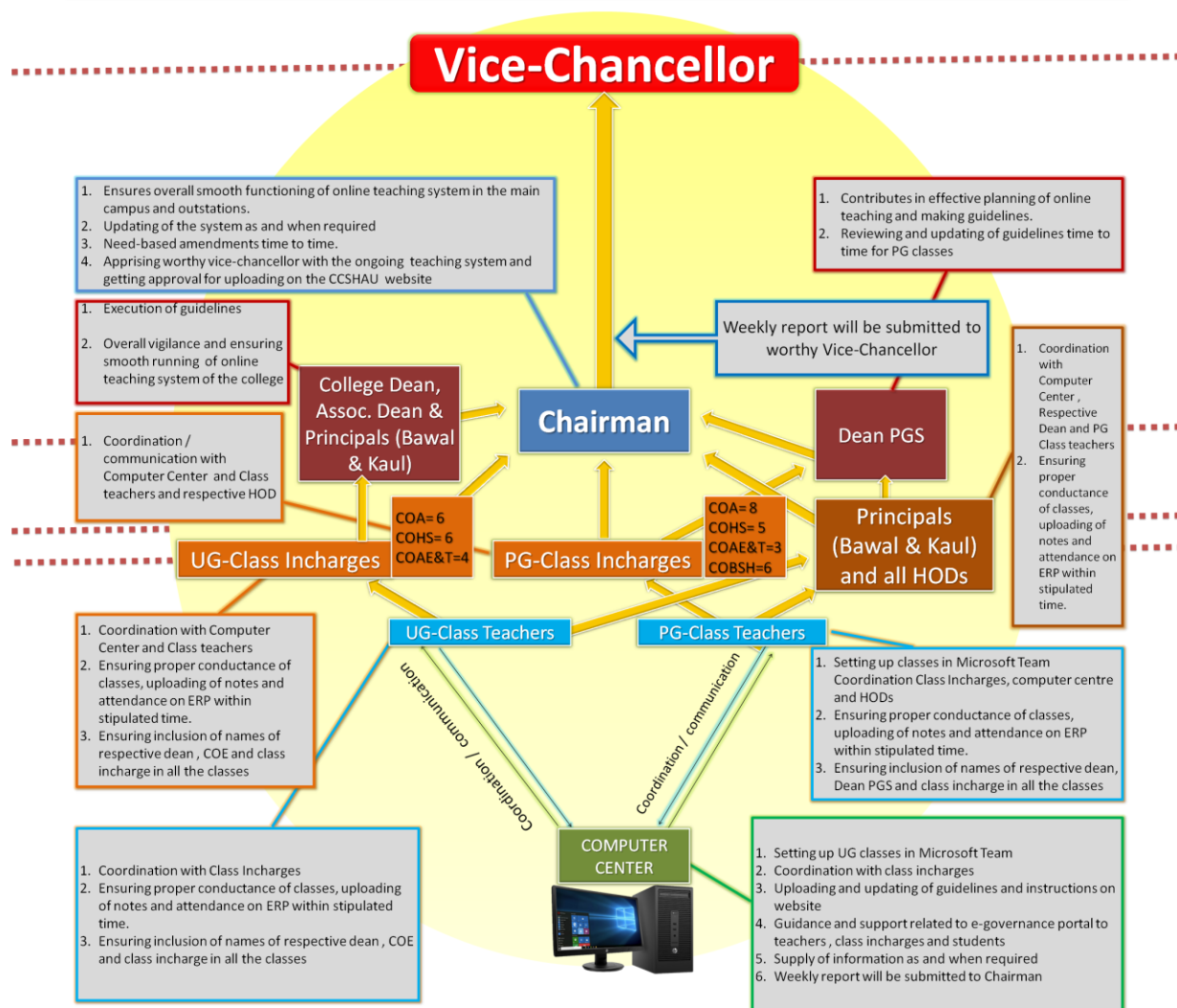
Chairman (Online Teaching)
CCS, HAU, Hisar

-Sd-

Vice-Chancellor

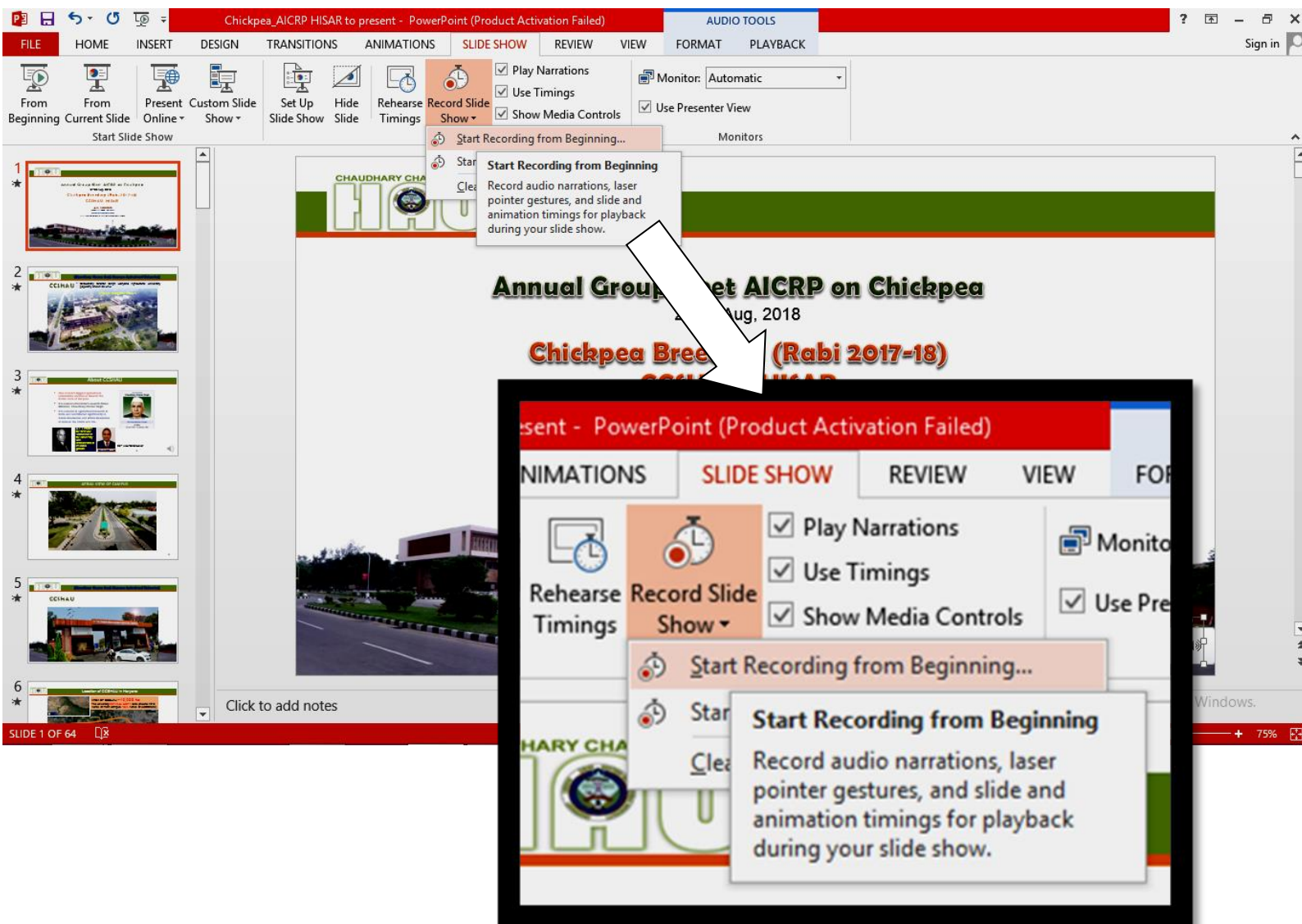
Online-teaching system at CCSHAU

Hierarchy & Functioning



Annexure I: Video recording using PowerPoint

- Open your PowerPoint file.
- Click on Slide show...start recording from beginning...as shown below:
- You may use headphone with microphone to improve the voice quality
- your PowerPoint file to a video file



Annexure II: Uploading study material on e-governance

Uploading weekly content on e-governance

Step 1 : Arrange notes/study material as per weekly lecture in one file. File format should be PDF(max size 5MB). Name each file as <<Topic name.pdf>>.

Step 2 : Login e-governance.

Step 3 : Open Employee Portal.

Step 4 : On LHS, Click Learning Management -> Manage Course Plan

Manage Course Plan

Degree : * Semester : *

Course : *

No. of Weeks : * Start Date : *

Course Weekly Plan

- ✓ Select degree, semester, course
- ✓ No of Weeks : 50
- ✓ Start Date : 06/01/2020
- ✓ Click on Generate button

Manage Course Plan

Degree : * Semester : *

Course : *

No. of Weeks : * Start Date : *

Course Weekly Plan

S.No.	Week	Start Date	End Date
1	06 Jan - 12 Jan	06/01/2020	12/01/2020
2	13 Jan - 19 Jan	13/01/2020	19/01/2020
3	20 Jan - 26 Jan	20/01/2020	26/01/2020
4	27 Jan - 02 Feb	27/01/2020	02/02/2020
5	03 Feb - 09 Feb	03/02/2020	09/02/2020
6	10 Feb - 16 Feb	10/02/2020	16/02/2020
7	17 Feb - 23 Feb	17/02/2020	23/02/2020
8	24 Feb - 01 Mar	24/02/2020	01/03/2020
9	02 Mar - 08 Mar	02/03/2020	08/03/2020
10	09 Mar - 15 Mar	09/03/2020	15/03/2020
11	16 Mar - 22 Mar	16/03/2020	22/03/2020

- ✓ List of all weeks will be generated

Step 5 : In Learning Management tab, Click Manage Course Weekly Contents

Manage Course Weekly Contents

Degree : * Semester : *

Course : *

Course Week : * Content Type : *

List of Course Weekly Contents

- ✓ Select Degree, Semester, course whose course plan generated in Step 4.
- ✓ Select Course week for which you want to upload content.
- ✓ Select Content Type as File

Manage Course Weekly Contents

Degree : * Semester : *

Course : *

Course Week : * Content Type : *

List of Course Weekly Contents

- ✓ Click on **ADD DETAILS** button
- ✓ Following page will appear :

Adding a new File

Name :

Is Active? : ☒ YES

Description :

Path :

Words: 0

File : No file chosen

[File size should not be more than 5 MB]
[Supported file types are .jpg, .jpeg, .pptx, .jpeg, .bmp, .gif, .png, .doc, .xls and .pdf]

- ✓ Enter name of topic
- ✓ Content visibility can be activates/deactivated on basis of Is Active checkbox. Keep it checked.
- ✓ Write some description
- ✓ Browse file on computer using Choose file button (max 5MB)
- ✓ Click on Save button.

Adding a new File

Name : Fundamentals of Entomology

Is Active? : ☒ YES

Description : Fundamentals of Entomology description

Path :

Words: 3

File : CLASS 5.pptx

[File size should not be more than 5 MB]
[Supported file types are .jpg, .jpeg, .pptx, .jpeg, .bmp, .gif, .png, .doc, .xls and .pdf]

- ✓ On the same page, when you select

Manage Course Weekly Contents

Degree : B.Sc.(Hons.) Agriculture(4 Year)

Semester : 8

Course : Fundamentals of Entomology (ENT 102)

Course Week : 23 Mar - 29 Mar

Content Type : Select Content Type

List of Course Weekly Contents

S.No.	Name	Content Type	EDIT	DELETE	Copy	Move
1	Fundamentals of Entomology	File				

- ✓ List of uploaded content will appear. You can edit/delete this content.
- ✓ As soon as file will be uploaded, same will be available on students self service portal on course details page.

****Incharges for online teaching 2020-21 Sem. 1st**

College of Agriculture (UG)					
S. No.	Name	Designation	Email Id	Mob. No	Class/ Deptt.
1	Dr. Rakesh Punia	Asst. Sc. (Pl. Path)	punia.rakesh98@hau.ac.in	9992385833	1 st Year UG
2	Dr. Laxmi Chaudhury	Asst. Sc. (GPB)	lakshmi_gpb@hau.ac.in	8708017189	2 nd Year UG
3	Dr. Divya Phogat	Asst. Sc. (GPB)	divyaphougat@hau.ac.in	8901389588	3 rd Year UG
4*	Dr. Ashok Kumar	Asstt. Sc. (GPB), Bawal	ashokdehin@hau.ac.in	9729135591	4 th Year UG (6 th Yr Prog)
5	Dr. Anil Rohilla	Asst. Prof. (Ext. Edu)	rohillaextension@hau.ac.in	9466776803	5 th Year UG (6 th Yr Prog)
6	Dr. Neelam	Asst. Sc. (Agron)	berkesia.neelam@hau.ac.in	9813028447	RAWE Prog. (4 th & 6 th Yr Prog)
* Please note the changes made in the list of class incharges.					
College of Agriculture (PG)					
1	Dr. Anil Jakhad	Asst. Sc. (Ento.)	aniljakhar@hau.ac.in	8002398139	Veg. Science and MBA
2	Dr. Ravish Panchta	Asst. Sc. (GPB)	r.panchta@hau.ac.in	7988295299	GPB
3	Dr. Ravi Beniwal	Asst. Sc. (MAP)	ravibeniwal@hau.ac.in	9996501981	Agrimet&Agron
4	Dr. Manjeet Singh	Asst. Prof. (Pl. Path)	mghanghasa@hau.ac.in	9050862001	Pl. Path & Entomology
5	Dr. Veer Sain	Asst. Sc. (Econ.)	veersainchauhan@hau.ac.in	7357331330	Horticulture
6	Dr. Sanjay Kumar	Asst. Prof. (Ag. Econ)	sanjaybhyan@hau.ac.in	8571032297	Ext. Edu& Economics
7	Dr. HardeepSheoran	Asst. Prof. (Soil Sc.)	hssheoran@hau.ac.in	9416803581	Soils and Nematology
8	Dr. Puneeth Raj	Asst. Prof. (Pl. Path)	rajpuneeth@hau.ac.in	9632369953	SST& Forestry
Home Science (UG)					
1	Dr. UrvashiNandal	Asstt. Prof.	urvashi21@hau.ac.in	9462720625	Istyr 4 yr
2	Dr. Mona Verma	Asstt. Prof.	mona.verma@hau.ac.in	9729175490	2ndyr 4 yr
3	Dr. PoonamKundu	Asstt. Prof.	pkundu@hau.ac.in	9466213785	3rdyr 4 yr
4	Dr. VandanaVerma	Asstt. Prof.	vermaavtr@hau.ac.in	8901511916	4thyr 4 yr
5	Dr. Lalita Rani	Asstt. Prof.	lalitarani31@hau.ac.in	8437558577	5thyr 6 yr

6	Dr. Ella Rani	Asstt. Prof.	raniella@hau.ac.in	8901344740	6thyr 6 yr
Home Science (PG)					
1	Dr. KavitaDua	Asstt. Prof.	kavitadua@hau.ac.in	9896270928	FRM
2	Dr. Rajesh Dahiya	Asstt. Prof.	dahiyaarajesh@hau.ac.in	9812037140	EECM
3	Dr. C.K.Singh	Professor	chandraksingh@hau.ac.in	9416928882	HDFS
4	Dr. UrvashiNandal	Asstt. Prof.	urvashi21@hau.ac.in	9462720625	FN
5	Dr. Mona Verma	Asstt. Prof.	mona.verma@hau.ac.in	9729175490	TAD
COAE&T (UG)					
1	Dr. Sandeep Dhundhara	Asstt. Prof.	sandeep08@hau.ac.in	9812460221	1st year
2	Er. Ganesh Upadhyay	Asstt. Prof.	ganesh.upadhyay0@hau.ac.in	8670648931	2 nd year
3	Dr. Mukesh Jain	Asstt. Prof.		7988615558	3 rd year
4	Er. Ram Naresh	Asstt. Prof.	ramnaresh@hau.ac.in	8950094020	Final year
COAE&T (PG)					
1	Er. Sunil Kumar	Asstt. Sci	sksarooha@hau.ac.in	9990177757	M.Tech. and PhD -PFE and Reneable And Bioenergy-
2	Er. Swapnil Choudhary	Asstt. Sci	fmpeswapnil@hau.ac.in	9074859376	M.Tech. and PhD -FMP & SWE
3	Dr. Parvesh Antil	Asstt. Prof	parveshantil@hau.ac.in	9812885532	M.Tech. and PhD -Basic Engineering
College of Basic Sciences & Humanities (PG)					
1.	Dr. JayantiTokas	Assoc. Professor	aishehau@hau.ac.in	9729989988	Chemistry and Biochemistry
2.	Dr. Sarita	Asstt. Scientist	devisarिताa@hau.ac.in	9416996353	Botany and Zoology
3.	Dr. ShikhaYashveer	Asstt. Professor	shikhayashveer@hau.ac.in	9896104989	MBB&B
4.	Dr. Rakesh Kumar	Asstt. Professor	sehrawatrk@hau.ac.in	9813046403	Microbiology
5.	Dr. Hemant Poonia	Asstt. Professor	pooniahemant80@hau.ac.in	9468192071	Math & Stat and Physics
6.	Dr. SubhashChander	Asstt. Professor	panwarsubhash786@hau.ac.in	9467975625	Sociology and LHC