

From

The Prof. & Head
Department of Genetics and Plant Breeding
-cum- Chairman (Online Teaching)
CCS HAU, Hisar

To

The Incharge
Computer Section (COBS&H)
CCS HAU, Hisar

Memo No: GPB/2020/1613

Dated: 25.8.2020

Subject: For uploading to University Website “Guidelines for conducting online classes” in CCSHAU, Hisar and outstations (Kaul and Bawal).

The worthy Vice-Chancellor vide SVC D.No. SVC/2020/267 dated 25.8.2020 has very kindly approved the “Guidelines for conducting online classes” in CCSHAU, Hisar and outstations (Kaul and Bawal). All the teachers teaching UG and PG courses are requested to follow these guidelines stringently after the commencement of classes.

The Incharge, Computer Section (COBS&H) is requested to please upload these guidelines on the University Website and provide a Link to the undersigned for circulation among all the Deans/HODs/HOSs and the teachers for follow up please.

Encls: Guidelines

-Sd-
Prof. & Head (GPB)
-cum- Chairman
(Online Teaching)

Guidelines for conducting online classes in CCSHAU, Hisar and outstations (Kaul and Bawal) w.e.f. 07.09.2020

The following guidelines for conducting online teaching at CCSHAU, Hisar and outstations (Kaul and Bawal) have been framed out that must be meticulously followed by all the teachers from now onwards for effective teaching in the virtual classrooms:

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 have been made to record video lectures in the Committee Room of the Dean, College of Basic Sciences and Humanities.
- ii. For video lectures, the faculty members may be asked to bring 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 25-30 minutes duration

B. Video recording using own laptop/desktop using GoogleMeet

- (i) Teachers can also record video lectures at their own using Google Meet.

Steps:

- (a) Create a Google Meet Link using **your institutional email id.** Start the meeting
- (b) Start recording **using the recording option**
- (c) Share the PowerPoint Presentation
- (d) Present it as if you are conducting a class
- (e) After completion of lecture, **the recording will save automatically in the Google drive and share this link of Google Drive with the students along with study material on e-governance.**

C. Video recording using own laptop/desktop using PowerPoint

- (ii) 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
- 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 students:

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 (One time activity for whole semester):

- A. All the class Incharges will create Google classroom for their respective classes (Section wise for UG)
- B. Add the students (by providing class code) and respective teachers (sending invite on institutional email id) in the classroom along with the Dean of respective college and the undersigned in all the classes.
- C. The class Incharges will also upload the time table in the Google classroom.

B. For class teachers

Duties for teachers for conducting online classes for UG students (One time activity for whole semester):

- D. The teachers will schedule Google meet class for whole semester using Google Calendar. This link will remain same throughout the semester for the same teacher. For the details steps please refer Annexure – III.
- E. The Teacher will provide this link to the students on the Google Classroom and direct students to use same link for that subject as per time table.

C. For class teachers

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

- A. All the class teachers will create Google classroom for their respective courses

- B. Add the students (by providing class code) and incharge concerned (sending invite on institutional email id) in the classroom along with the Dean of respective college and the undersigned in all the classes.
- C. The class teacher will also upload the time table in the Google classroom.

DAILY ACTIVITIES FOR TEACHERS

A. For UG classes

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

- A. The teacher will conduct class on Google meet using the link provided in the Google Classroom. **No one should be allowed to join using gmail ID. Only institutional email IDs allowed.**
- B. The teacher is requested to record each and every lecture of Google meet and share the link of same recording with the student's along with study material on the E-Governance portal.
- C. The teacher should keep the record of daily attendance and mark attendance on E-Governance portal regularly by the **last working day of the week** and no need to send the same on the ccshauonlineteaching@gmail.com.

B. For PG classes

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

- A. The concerned teacher of each course will create individual Google meet class link and conduct class on Google meet using the said link.
- B. The teacher is requested to record each and every lecture of Google meet and share the link of same recording with the student's along with study material on the E-Governance portal.
- C. The teacher should keep the record of daily attendance and mark attendance on E-Governance portal regularly by the last working day of the week and no need to send the same on the ccshauonlineteaching@gmail.com.

NOTE:

- i. 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)

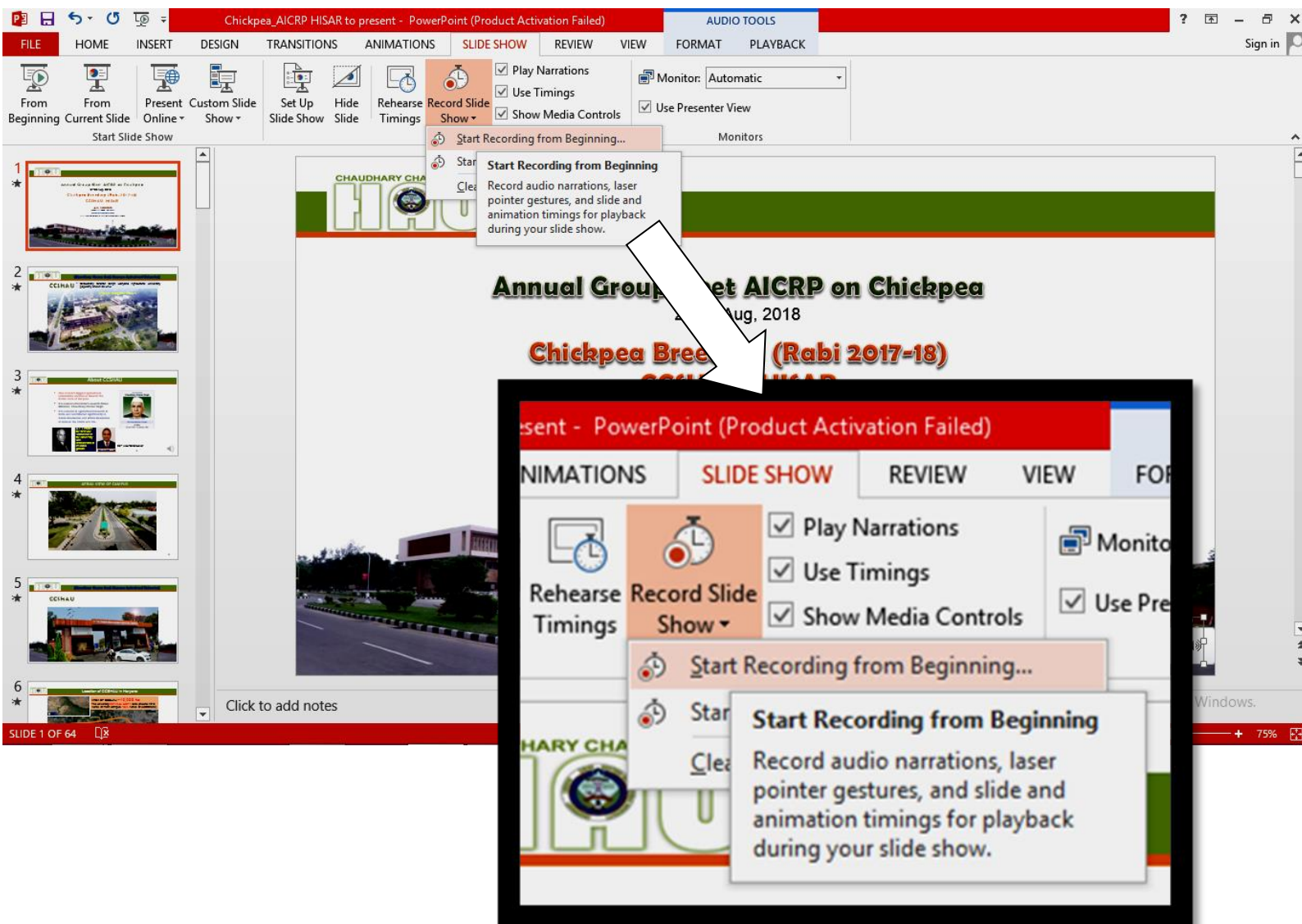
Chairman (Online Teaching)
CCS, HAU, Hisar

-Sd-

Vice-Chancellor

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 : p 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 : p 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

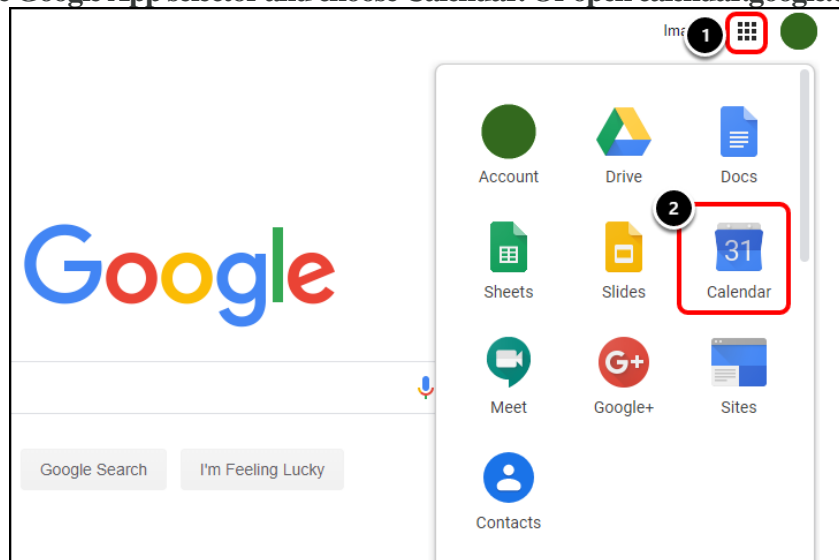
List of Course Weekly Contents

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

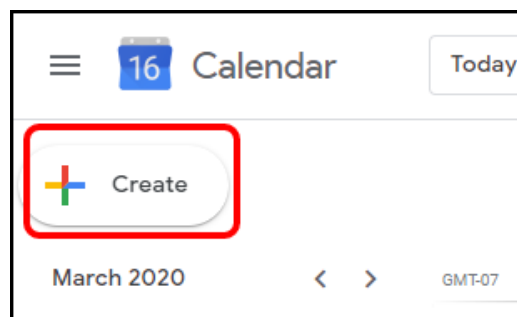
- ✓ List of uploaded content will appear. You can edit/delete this content.
- ✓ As soon as file will be uploaded, same will be available on students self service portal on course details page.

Annexure III – Creating a Recurring Google Meet Link

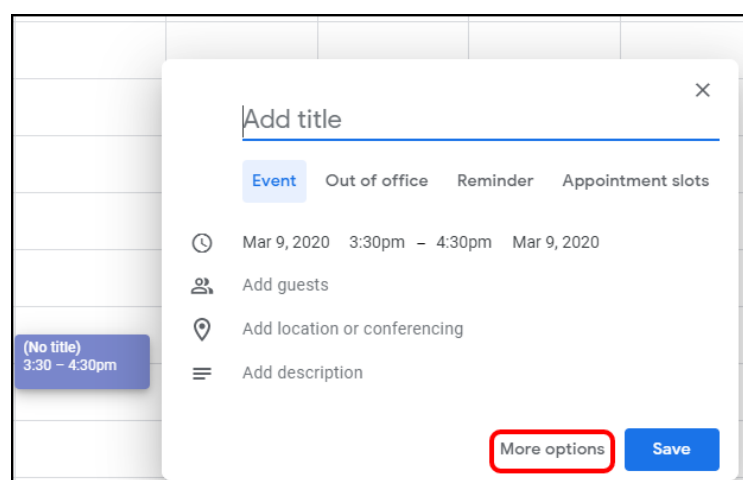
1. Click on the Google App selector and choose Calendar. Or open calendar.google.com



2. Click Create.



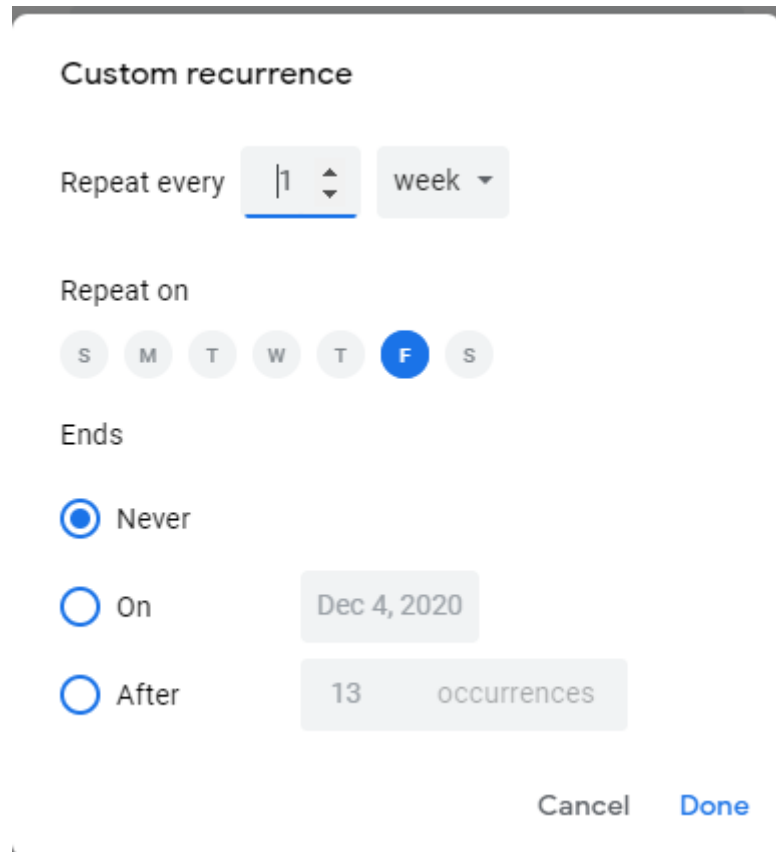
3. Click More Options.



4. Enter the details about the date, time, and recurrence. Then click Add Google Meet Video conferencing.

- Next to "Does not repeat," click the Down arrow ▼.

- Click Custom



Custom recurrence

Repeat every week

Repeat on

S M T W T **F** S

Ends

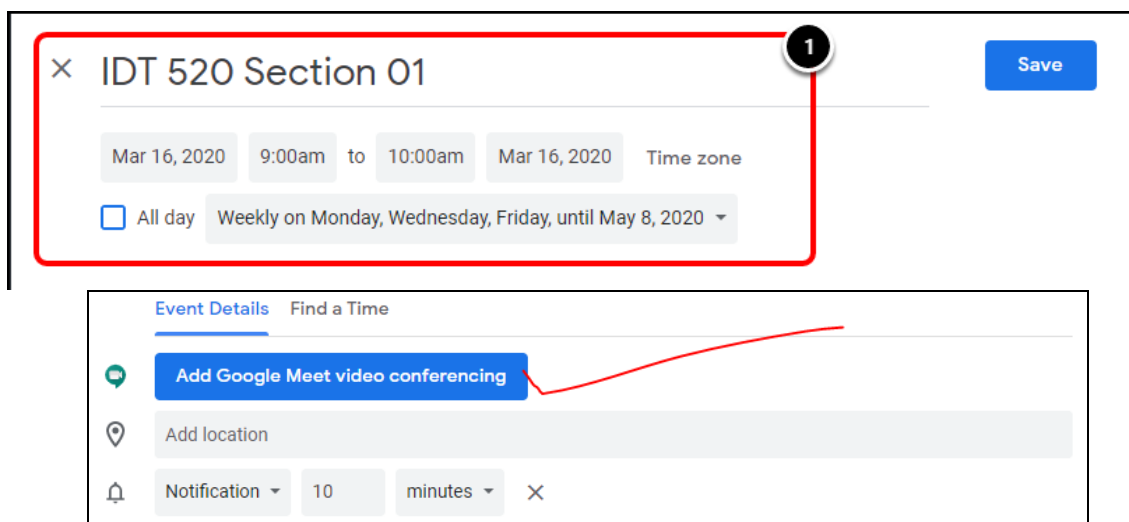
☒ Never

☐ On

☐ After occurrences

Cancel Done

- Now select the days in Repeat On section as per time table.
- Ends After – maximum no of lectures you are taking. – This link will expires after that count.
- Choose how often you want the event to repeat, and when you want the repeating event to end.
- Click Done



IDT 520 Section 01 1 Save

Mar 16, 2020 9:00am to 10:00am Mar 16, 2020 Time zone

☐ All day Weekly on Monday, Wednesday, Friday, until May 8, 2020

Event Details Find a Time


Add Google Meet video conferencing




Add location


Notification 10 minutes ×





5. A Meet session is created. Click on the meeting to view more details about it.

[Event Details](#) [Find a Time](#)




  Hangouts Meet 

[Join Hangouts Meet](#)
meet.google.com/pey-mqws-mkm 

 Notification  10 minutes  


6. Click Save to save your meeting.




× IDT 520 Section 01 

to [Time zone](#)

☐ All day

[Event Details](#) [Find a Time](#)



  Hangouts Meet 

[Guests](#)

[Guest permissions](#)

**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) | rani47@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) | ravibenawal@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) | sanjaybhyar@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) | rajpuneet@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. | vermaavtrar@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. | dahiyarajesh@hau.ac.in | 9812037140 | EECM |
| 3 | Dr. C.K.Singh | Professor | chandrasingh@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. | mukeshjainhisar@hau.ac.in | 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 | sksaroha@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 | jiyahau@hau.ac.in | 9729989988 | Chemistry and Biochemistry |
| 2. | Dr. Sarita | Asstt. Scientist | sarita@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 |