

डॉक्टर हरीसिंह गौर विश्वविद्यालय, सागर (म.प्र.)
(केन्द्रीय विश्वविद्यालय)
DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)
(A Central University)

कुलसचिव
Registrar



registrardhsgu@rediffmail.com
www.dhsgsu.ac.in

No. R/DoAA/2020/67

28 May 2020

OFFICE ORDER

Subject:- Guidelines on Imparting Online Education in the Vishwavidyalaya

1. In view of the COVID-19 Pandemic and subsequent lockdown, the Vishwavidyalaya constituted a Committee to deliberate and prepare **Draft Policy Guidelines on Imparting Online Education in the Vishwavidyalaya.**
2. Based on the Recommendations of the Committee, the Vishwavidyalaya has framed **Guidelines on Imparting Online Education to the Students during COVID-19 Pandemic and subsequent lockdown and also for future uncertainties.** A copy of the same is enclosed herewith for perusal and action please.
3. This is issued with the approval of the Competent Authority.

Col RM Joshi (Retd)

Encl:- As above

Copy to:-

1. All Deans of Schools and HoDs - for disseminating the same amongst the Teachers.
2. Director Academic Affairs.
3. I/c Website Cell - for uploading the same on the Vishwavidyalaya Website.
4. PS to VC - for information of Hon'ble VC please.
5. Assistant Registrar O/o Registrar.
6. Guard File.

Col RM Joshi (Retd)

Guidelines on Imparting Online Education

Based on the recommendations of Committee constituted by the Vishwavidyalaya, the following Guidelines have been framed on Imparting Online Education to the Students of Dr. Harisingh Gour Vishwavidyalaya.

**I. Short Term Policy Measures (Policy Guidelines for Current & Subsequent Lockdown Phases) **

A. Formation of Technical Sub-Committee:-

The Technical Sub-Committee already constituted vide **Office Order No. R/2020/7/449; 27th April 2020, (Annexure-I)** may resolve immediate technical issues, if any, related to e-Education and Online Teaching, during the COVID-19 Pandemic. The sub-Committee so constituted may continue to keep helping the Faculty Members in the following manner: -

- i. to resolve immediate technical issues related to e-Education and Online Teaching-learning.
- ii. to identify the source of Study Materials for online education.
- iii. in uploading the reading material, audios/videos on a Learning Management System (LMS)/ University web-site to the extent possible at the site.
- iv. to encourage teachers to impart online education during the lockdown period.

B. Policy Guidelines on Imparting Online Education: -

- i. A hybrid (online-offline teaching learning) program may be adopted and students may be facilitated accordingly;
- ii. Whenever the classes are held, teaching may be imparted in both the modes of transactions;
- iii. After compulsory quarantine, student may be encouraged to join the regular classes/ tutorials with strict execution of the Covid-19 advisory of the concerned authority;
- iv. The nature and criteria of the internal examination(s) may be re-visited by the concerned body of the University (APC/AC) in the best interest of the students;
- v. webinar/web-conference culture may be promoted in the University; and

C. Mechanism by integration of Online Education with the Conventional Education (classroom teaching).

i. Classroom Teaching:

During lockdown period and even for quite some time after the lockdown is lifted, face-to-face (classroom) teaching cannot be facilitated by any means and online education can only be imparted in the pandemic phase. However, practical classes, wherever applicable, may be conducted on opening of the University.

ii. Teaching Learning Process (Pedagogy):

- a) Learning should be imparted through relevant and emancipatory pedagogy, so that after lockdown, learners can rejoin easily with the text of the course.
- b) Instructional materials may be provided in the form of text materials/

power- points/audios and videos/links etc. to e-resources existing in databases. It may be used for student's live interaction in the face-to-face classes also.

- c) If possible, flipped classroom teaching where materials will be supplied in advance on particular topic, with guiding questions focused on teaching and learning, may be attempted and during the e-lecture, the same may be discussed within the stipulated time of 30 minutes.
- d) Platforms can be used for peer discussion on small assigned topics posted on the platform (WhatsApp, Telegram, Hangouts, Skype, etc.) to solve the queries of students.
- e) Every e-lecture may be recorded enabling the students to watch it again.
- f) Mere supply of texts/e-resources links is not sufficient. E-lectures must be linked with an idea of rejuvenation of face-to-face mode of teaching-learning in further.
- g) A suitable space, if possible, in the EMMRC/HRDC Building(s), may be provided, enabling the faculty to get necessary help from the Members of Online Education Cell in making Online Teaching hassle-free and more effective manner.

D. **Suggestive Guidelines on content creation for imparting Online Education**

The live interaction with students must include sharing of available free online resources and simultaneous development of lessons by using various tools/techniques to make the session meaningful and interesting.

1. To cater to the immediate concern, the available e-contents/materials/OER free online resources may be used to suffice urgent needs.
2. Course coordinators and students can utilize available open educational resources as well as platforms created by various agencies/GoI etc., as per their course requirements. The OER, among other areas under:-
 - i. UG e-content modules are available in 88 subjects (based on UGC Model curriculum).
 - ii. PG e-content modules available in 77 subjects under **e-PG Pathshala** (based on UGC Model curriculum).
 - iii. Course Coordinators may motivate the students to register with MOOC courses available in their subjects.
 - iv. **SWAYAM** and **NPTEL** of GoI are free platforms with e-resources.
 - v. **SwayamPrabha** 32+1 (Vyas) DTH free to air TV Channels are telecasting curriculum based content 24x7 (also available on YouTube).
 - vi. The link provided by the MHRD for virtual laboratories for students of the science streams.
3. The course coordinator(s) are advised to create online session of 30 minutes each for their course requirements as practiced by the University Grants Commission Consortium for Educational Communication (UGC-CEC).
4. The Course Coordinators are required to upload video lectures/study materials on the University website, YouTube etc., and share links thereof with

students through WhatsApp, email or SMS.

E. Suggestive Guidelines on ensuring availability of study material for Online Education:-

i. Contact with students

- a. Course coordinators are advised to get connected with the enrolled students in their respective courses immediately to create interactive online groups on technical platforms viz. WhatsApp, Telegram, like Google meet/team link/Skype, in consultation with students assuring their technical feasibilities.
- b. They may contact the office of the MP-online/ Integrated University Management System (IUMS)/Placement Cell of the University to obtain contact details of students. Students' network can also be utilized for the purpose.

ii. Suggestions for Practical Courses

Online practical courses may be developed by the Course Coordinators.

iv. Suggestions for Dissertation/Project

- a. Those who have completed their field-work fully or partially may be allowed to complete their dissertation work on the basis of the same.
- b. Those who have not completed their field-work may write detailed report on the basis of secondary data sources, if possible.

v. TAC/RAC/Pre-Ph. D. Seminar Presentation/ PhD Viva Voce

- a. Research Scholars may be allowed to give online TAC/RAC/Pre Ph. D. seminar/ viva- voce examinations through Video Conferencing using Google Meet, Skype, Microsoft Technologies or any other reliable and mutually convenient technology which shall be open and recorded.
- b. The time period for submission of the Ph.D. thesis may be extended by 06 months for those who are about to exhaust or exhausted their time frame during the lockdown.

vi. Suggestions for Internship / Field work

In place of Internship/field work if not already done report may be prepared on the basis of primary/secondary sources. Online internship may be allowed, if possible.

Assessment

- a. The attendance of students shall be counted as 'complete' for during the lockdown period, and grant of marks for the Internal Assignment can be provided completely to students in addition to the period before Covid-19 lockdown.
- b. For the ongoing semester, internal assessment can be conducted as presentations/ assignment/quizzes and discussion forums in groups or individually by students using online interactive platforms.
- c. Students not able to appear/submit online shall be given opportunity to submit internal assessment/assignment contents in hard copy by post or submission in-person on opening of the University after lifting of the lockdown.
- d. A record of online presentations must be kept for office purposes at the

- Department level by the Coordinator concerned.
- e. The course credits may also be counted for online teaching during the lockdown period.

Addressing Accessibility/financial concerns

- a. For the students without access to internet, computer equipment and smart-mobile phone, the Course Coordinators should send the study material, through the Department, to such students through postal service, the expenses of which be borne through the budget allocated to the Department.
- b. Financial Assistance may be extended to economically weak students for recharging their mobile phones in the lockdown period to meet the purpose of teaching and learning. The said amount should be reimbursed and the same amount may be adjusted from their scholarship on the production of proof of recharge.

2. Long Term Measures (Policy Guidelines) for Future Uncertainties: -

1. The university may develop Online **Learning Management System** (LMS) as a useful system to provide online education. It may be further customized to be more user-friendly system with regard to: -
 - a. Identification of the e-content/formation and delivery;
 - b. Attendance/examination/feedback/tutorials;
 - c. LMS will also include the uploaded content in various possible forms; and
 - d. Identification/preparation of e-lab experiments and uploading the same on the university website.
2. A special e-learning or Online-learning Cell (OLC) having a 'core technical team' may be created in LMS to develop e-content in dynamic format and to offer the online education. Faculty may also be imparted appropriate training for developing e-content and offering online courses through LMS.
3. Online education may be implemented with coordination of INFLIBNET or using Open Source Software (MOODLE).
4. The University may initiate Dr. Harisingh Gour Vishwavidyalaya Online Education Programme (DHSGV-Online) and integrate the offline courses as well to ensure access, equity and quality in education.
5. An official e-mail ID should be provided by the University to the faculty.
6. Anti-plagiarism software facility should be provided individually to all teachers through their official mail ID.
7. The University library should be digitalized and access may be provided to all the faculty members with passwords generated by the library.
8. The teachers may be provided with necessary minimum infrastructure for online/hybrid (online offline mix) in terms of an upgraded computer system with web cam, sufficient RAM, ROM and other features to support audio and video connectivity with students, licensed operating system, licensed MS-OFFICE, Wi-Fi connectivity in the campus.

9. The University should develop virtual classroom and video conferencing facilities in all the schools.
10. One online session of 30 minutes may be treated as equivalent to one lecture in theory and two online sessions of laboratory-based experiments may be treated as equivalent to one practical class.
11. SWAYAM and NPTEL of GoI are the key portals as far as online education is concerned; utilizing the services of these free platforms may strengthen our online system of education. Swayam prabha 32+1 (Vyas), DTH free to air TV Channels of GoI are telecasting curriculum-based content 24x7. Alternatively, one can also access these channels on YouTube.
12. The swarmaprabha 24 already done. Attendance record.
13. Perfect mechanism should be evolved to get the status of registered students in SWAYAM and NPTEL. It is needed to establish a smooth credit transfer system by involving COE. Course coordinators may act for Creation of SWAYAM local chapters and creation of mentors under SWAYAM local chapters.
14. The Course Coordinator will ensure quality concern/anti-plagiarism issues/copyright in consultation with other teachers sharing the same course (in one or other sections of the class) for the purpose to select/identify/circulate available material already created for online/offline applications.

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