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KOLHAN UNIVERSITY
CHAIBASA, WEST SINGHBHUM
Jharkhand, Pin : 833201
Phone No. 06582-255274

Ref. No: KU/R/.....497/2020

Date: 11/07/2020

To
The Principal/ Prof.-In-Charge
of all Constituent Colleges under
Kolhan University, Chaibasa.
Heads of all University Deptt. under
Kolhan University, Chaibasa.

Sub : General Guidelines for taking online/E-Classes for teachers (including ଘଟଣା
ଆଧାରିତ ଶିକ୍ଷକ) of Kohan University, Chaibasa during COVID-19 Pandemic.

Madam/Sir,

With reference to the above mentioned subject, enclosed herewith please
find the General Guideline for taking online/ E-classes for teachers (including ଘଟଣା
ଆଧାରିତ ଶିକ୍ଷକ) of Kohan University, Chaibasa during COVID-19 Pandemic.

This is for circulation to all teachers and compliance from your end.

Handwritten signature of the Registrar
11.7.2020

Registrar

Kolhan University, Chaibasa

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General Guidelines for taking Online /E-Classes for Teachers (including घंटी आधारित शिक्षक) of Kolhan University during COVID-19 Pandemic

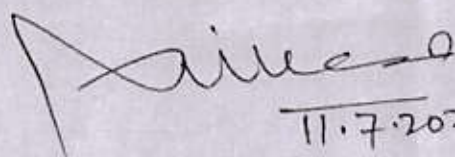
All the faculty members are requested to opt one of the following options:

I Engaging Classes:

- Schedule online classes using **Google Calendar**.
- Invite Students through email or whatsapp group.
- Engage the online classes through **Google Meet, Moodle, Jio Meet** along with **live web-streaming**
- Upload the schedule, meeting link & web-streaming link to the college website.
- Each class / घंटी will be of 50 minutes duration including discussions.
- Print Google Calendar Schedule, Class, Topic, No of students presents, along with webstreaming file link, should be submitted along with the Bill, through the Principal / HoD.

II Preparing E-Courses / E-Classes along with E-Contents like SWAYAM, NPTEL, MOOCS

- Please follow the guideline of Virtual & E-Classes of KU.
- Each Faculty members has to select **one course, unit**.
- Prepare the **Lecture Plan** for that Unit.
- Prepare the **Power point / Latex Beamer Presentation** for it.
- Prepare the **pdf/doc** elaborated lecture note.
- Deliver lecture through **Google Meet, Moodle, Jio Meet** along with live web-streaming.
- The complete **e-content development** of 1 Unit = 1 Credit = 15 Contact Hour (Lecture / Tutorial / Lab) may be considered as 75 hours of teaching as per UGC Guidelines (Ref. <https://www.ugc.ac.in/oldpdf/xiplanpdf/EContentxiplan.pdf>)
- After completing one unit, the respective faculty member will get a "certificate of e-content development", which has 05 point in API. Similar certification will be given after accomplishing the entire course / paper, which will give 20 point (for 4 credit course) in API to the respective faculty members.
- Such Certificate will enrich their CV for next assignments in near future.



11.7.2020

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