



Virtual & E-Classroom

Kolhan University, Chaibasa

General Guidelines for Virtual Classes / e-classes /e-content development

1. Each faculty member should select a **particular course (paper) or unit of a paper** in the Kolhan University CBCS syllabus.
2. Make their **lecture plan** in the attached format, **for the entire unit or entire course**, as per given number of **Lecture / Tutorial / Lab** & corresponding credits in the syllabus
3. Lecture plan should be prepared for one contact hour *i.e.* will be of **50 min duration for lecture & 10 min for discussion**.
4. The main contents of each lecture should be prepared &/ delivered through **power point presentation (PPT) / Latex Beamer / converted pdf** supported by the **digital / white board / Green Board / pen graphics tablet**.
5. The **elaborated lecture note** should be prepared in **docx/pdf** format.
6. The resource person should submit a **Power Point Presentation (PPT)// Latex Beamer/ converted pdf** and the **elaborated lecture in pdf/docx format** on the day of lecture, to the University for uploading it on the web & further documentation.
7. The lecture may be scheduled through email to the students, & delivered through **Google Meet / Moodle Cloud / Webex** or similar platform.
8. The **audio visual lecture / live streaming /OBS Studio / Screen Recorder** should also be **kept & / uploaded on the website**.
9. For **each unit** of a course of CBCS syllabus at least **one assignments** should be prepared in pdf / doc file & will be discussed in the **Tutorial Class**.
10. 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.
11. Later on the **e-ISBN number** may be obtained for the entire e-contents.
12. **Copyright** will be reserved with the **KU & concern faculty member**.
13. A tab of “**Virtual & E- Classroom**” on the University website will be launched soon, which consists of all the relevant information, form & guidelines along with the E-contents developed.

Ranjeet

[Dr. R. K. Karn]

Director
IQAC