## GUIDELINES FOR PARTICIPATION IN ONLINE PROGRAMMES / COURSES

### I. PLATFORMS / TECHNICAL REQUIREMENTS

❖ The online sessions will be conducted on Google Meet. **There will be a single Google Meet Link for all the sessions of the Programme / Course**.

❖ All communications will be through e-mail / WhatsApp. There will be a WhatsApp Group for every Programme / Course for smooth flow of communication.

❖ Each participant is required to ensure the availability of the following, for successful participation in the sessions:
  o **Desktop PC / Laptop PC / Smart Phone**
  o **High Bandwidth Internet Connectivity**
  o **Accessories for two-way audio-video communication**
  o **Uninterrupted Internet Connectivity & Power Supply**

Note: Since the Programme / Course will have some online activities, use of a Smart Phone for participation may not be suitable.

### II. PROCEDURES OF PARTICIPATION

❖ While participating in the sessions all participants will be required to scrupulously follow the 'DO's and DON'Ts' given in Section III below.

❖ The participants can 'leave the call' at the end of the Forenoon Session at 01.00 p.m. and rejoin for the Afternoon Session at 02.00 p.m. But, they need not 'leave the call' during the breaks (11.30 to 11.45 a.m. and 03.30 to 03.45 p.m.).

❖ When the Resource Person is presenting, the participants can send the messages about audio/video related problems, if any in the Chat Box. **At any point of time, the participants shall not present their Screen / Window**.

❖ The participants can clarify their doubts and share their views during the "Interaction / Question & Answer Time" of each session which usually will be the last part. The participants can raise their queries / clarifications in the Chat Box also.

❖ At the end of the Forenoon Session and Afternoon Sessions at 01.00 p.m. and 05.00 p.m. respectively, the Google Form links for the Session Feedback will be shared in the Chat Box and WhatsApp group. Each participant has to necessarily submit the Session Feedback Form without fail.

❖ The participants can 'leave the call' after the sessions, only when the sessions are officially closed.

❖ **Please be informed that the all the sessions will be recorded and multiple Attendance Monitoring options will be enabled in the Virtual Meet platform.**

❖ The sessions will be conducted from 10.00 a.m. to 01.00 p.m. and 02.00 p.m. to 05.00 p.m.

❖ All participants shall adhere to the session timings strictly. Late joining / early exit will not be permitted.

### III. DO's & DON'Ts

❖ BE PUNCTUAL for all sessions.

❖ Immediately after joining the meet, record your attendance by sharing your name and Register Number in the Chat Box.

- ❖ **KEEP YOUR CAMERA TURNED ON and MIC TURNED OFF at all times during the sessions**.
- ❖ TURN ON your MIC ONLY during the Interaction / Question & Answer Sessions.
- ❖ Never present your screen / window at any point of the sessions.
- ❖ Never interrupt the Resource Person's presentation. Retain your clarifications / questions for the Interaction / Question & Answer Session. You can raise queries in the Chat Box also.
- ❖ Never 'Leave the Call' at 01.00 and 05.00 p.m. without submitting the Feedback Form.
- ❖ If there is any issue with audio / video, at any point during the sessions send message in the chat box or in the WhatsApp group. It will be considered at the earliest.
- ❖ Kindly cooperate with the Team HRDC for the smooth conduct of the Programme / Course.

## IV. HOLIDAYS / LEAVE OF ABSENCE / ATTENDANCE

- ❖ Participants shall attend all sessions on all working days. In case of participants absenting themselves for any session(s), they will get the Certificate of Participation and Attendance Certificate, with a mention of the Leave of Absence. For compensating the same, they will have to necessarily participate in a relevant Programme / Course for the duration of absence in future.
- ❖ **Only Sundays are holidays and all other general holidays are working days for HRDC.**

## V. EVALUATION AND GRADING SYSTEM

- ❖ There will be Formative and Summative evaluation of participants during the Programme / Course. Participants are required to get 50% or more to qualify for a pass in the course. Those teacher participants, who get "F" Grade will be required to repeat the course after a gap of one year without any financial commitment to the UGC-HRDC. Grades obtained will be entered in the Certificate of Participation.
- ❖ Evaluation Pattern & Grading System is as follows:

| Faculty Induction Programme | | | |
|---|---|---|---|
| **Evaluation Pattern (Subject to Modification)** | **Marks (Max. 100)** | **Grading System** | |
| | | **Score** | **Grade** |
| Objective Multiple-Choice Type Test | 25 Marks | **85% and above** | **A+** |
| Participant's Seminar Presentation | 15 Marks | **70% - 84%** | **A** |
| Project Proposal / Survey / Others | 15 Marks | **60% - 69%** | **B** |
| Micro-teaching | 15 Marks | **50% - 59%** | **C** |
| Online / Offline Activities | 15 Marks | **Below 49%** | **F** |
| Holistic Response | 15 Marks | | |

| Refresher Course | | | |
|---|---|---|---|
| **Evaluation Pattern (Subject to Modification)** | **Marks (Max. 100)** | **Grading System** | |
| | | **Score** | **Grade** |
| Objective Multiple-Choice Type Test | 25 Marks | **85% and above** | **A+** |
| Participant's Seminar Presentation | 25 Marks | **70% - 84%** | **A** |
| Project Proposal / Survey / Others | 25 Marks | **60% - 69%** | **B** |
| Holistic Response | 25 Marks | **50% - 59%** | **C** |
| | | **Below 49%** | **F** |

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**For any clarifications, the participants may call the Helplines:**
**+91 63742 54752 / +91 93450 06325 / +91 97885 24012.**