



APRIL 2, 2020

CIRCULAR

FOR VIDEO CONFERENCE ONLINE MEETINGS/ CLASS TEACHING AND ONLINE FACILITY PROVIDED TO FACULTY AND STUDENTS FOR ONLINE ACADEMIC ACTIVITIES

1. Maulana Azad National Urdu University, Hyderabad is committed to ensure that in such troubled times, the faculty and students of the University get uninterrupted access to not only OERs resources but also to all the e-resources subscribed by the University for online Academic Activities/Teachings/Meetings.
2. The Centre for Information Technology (CIT) has setup and enabled the video conferencing facility on ZOOM platform for MANUU faculty/staff. Through this facility up to 100 participants can join a meeting using their mobile phone, laptop or desktop for an open-ended amount of time. At a given point of time, multiple meetings can be held simultaneously. The facility may be used for general meetings at the main campus and satellite campuses; School Board Meetings; Board of Studies Meeting; DRC Meetings; Regional Directors Meeting etc. It may also be used for Online Teaching.

During the meeting participants can share almost anything that can be shared in any physical meeting space such as texts, web links, video and audio files, pictures and a presentations. The proceedings of the meetings may also be recorded in MP4 format, if required.

Organizing and conducting meeting through Zoom requires three simple steps - 1) Schedule a Video Conference Meeting/ Online Class Teaching. It creates an invitation mail having Meeting-Link, Meeting-ID and Password; 2) Send Meeting Invitation to participants through Email/ WhatsApp. ; 3) Participant join meeting using the Meeting Link provided in the eMail sent to him/her.

There are two options available while organizing a meeting –

- a) First option has a time limit of 40 minutes. This option is used for Online Teaching conducted for a class of up to 100 students. Such meetings are scheduled by the Teacher concerned as per his/her time table. Number of such Online Teaching Schedules may be equal to the number of courses being taught by a teacher.
- b) Second option facilitates a meeting to be held for an unlimited amount of time. Such meetings which have time duration of more than 40 minutes are scheduled through CIT. You need to mail the a) Meeting Title, b) Meeting Date and Time, c) Meeting agenda and d) List of participants to dir.cit@manuu.edu.in.

[Click here for detailed guidelines.](#)

3 The Central Library has been providing necessary services/content which are available to all the students and faculty through the library portal <https://library.manuu.edu.in/>. The details are as under:

- a) More than 56,000 digital books obtained from Rekhta Foundation are accessible to all the students and faculty without any restriction;
- b) About 500 e-books on various subjects are also available to the MANUU community for access and download;
- c) All the Question Papers digitized by the Central Library (right from the inception of the University) can also be accessed by students from anywhere without any restrictions;
- d) Catalogue of the Central library and libraries of few other MANUU centres can be accessed by students/faculty;
- e) Few digitized rare books are also accessible to students/faculty;
- f) MANUU electronic theses can also be accessed from the library portal and also from the Shodhganga website;
- g) Necessary links for other learning website including NCERT, National Digital Library, Shodhganga, etc. have been provided on the library portal for their access by the MANUU community; and,
- h) All the subscribed e-resources are available to research scholars and faculty based at various MANUU through VPN authentication.
- i) In addition to the above, the link to various books for competitive exams „KopyKitab“, has been forwarded to all the faculty with a request to share the same with the students of their respective departments.
- j) Access to plagiarism tools has been given to faculty for checking their papers for similarity.
- k) The total number of hits at the library portal (<https://library.manuu.edu.in/>) stood at 7,312 hits during the month of March 2020.

4 To support online teaching and learning and for wider access to higher education learning material, MANUU has a full-fledged Instructional Media Centre (IMC) which is engaged in producing and disseminating audio-visual lessons of various subjects. The university is reaching to its students through various platforms. The details are:

- a) IMC MANUU YouTube channel (www.youtube.com/imcmanuu) is a repository of curriculum based audio-visual programmes of various streams like Science, Social Science, Life Science, Education and Training, Arts and Languages etc. which is available to all students without any restrictions.
- b) These audio-visual programmes can be accessed by the students and teachers as per their convenience. Every programme has a scope for discussion with teachers and other such groups.
- c) Besides providing curriculum-based programmes, IMC MANUU YouTube Channel also caters to the target audience with wide array of enrichment programmes and documentaries of general interest. Students can also access the recordings of all important University events, seminars, workshops, symposiums etc.

- d) The link of this YouTube channel has been shared with stakeholders through e-mail/SMSs/WhatsApp groups of the university to enable teachers to discuss the respective content with their students.
- e) Instructional Media Centre of MANUU has also created an e-content platform for the benefit of students which can be viewed at <https://www.imcmanuu.com/e-content>.
- f) To help the faculty in teaching and learning process, details of TEACHFROMHOME (a Google initiative) has been shared on MANUU Whatsapp groups. Teachfromhome is a temporary hub of information and tools to help teachers during COVID-19 crisis. Here, teachers can find resources to enable remote instruction, student engagement, collaboration with peers, and more.
- g) The faculties have been advised to use Zoom software or Google Classroom applications which are easy to install and operate. Also all the departments have been sensitized to make use of MHRD's SWAYAM PRABHA platform.

5. Carrying out academic activities during Locked down due to COVID 19 from 21st March 2020 onwards:-

The Secretary (HE), MHRD through letter No. Secy(HE)/MHRD/2020 dated 21.3.2020 and Secretary, UGC letter No.1-14/2020(Website) dated 21.3.2020 directed all the Central Universities to ask the faculty members/ researchers/ non-teaching staff to work from home till 31.3.2020. The period has been further extended by the Secretary (Home) letter dated 25.3.2020 for 21 days till 14.4.2020. The absence period of all teachers and non-teaching staff shall be treated on duty and they shall be available on call in case of any emergency. The MHRD and UGC letters inter-alia instructed that Faculty Members /Researchers should utilize this period for various academic activities such as:-

- (a) Development of on-line content, on-line teaching and on-line evaluation.
- (b) Prepare lesson plan and develop instructional material for the courses to be offered during the next academic year/next semester.
- (c) Carry on research
- (d) Write article, papers etc.
- (e) Prepare innovative questions for "Question Bank".
- (f) Prepare innovative projects on "Ek Bharat Shrestha Bharat" and other topics.

6. ICT Initiatives:- The Secretary, UGC letter No.1-14/2020(Website) dated 25.3.2020 directed all the Central Universities, that there are several ICT initiatives of the MHRD, UGC and its Inter University Centre (IUCs)-Information and Library Network (INFLIBNET) and Consortium for Educational Communication (CEC), in the form of digital platforms which can be accessed by the teachers, students and researchers in the University and Colleges for broadening their horizon of learning. Following is the list of some of the ICT initiatives along with their access links:

- a) SWAYAM Courses: <https://swayam.gov.in/explorer>
- b) UP/PG MOOCs: http://ugcmoocs.inflibnet.ac.in/ugcmoocs/moocs_courses.php
- c) E-PG Pathshala: <http://epgp.inflibnet.ac.in/>
- d) E-Content courseware in UG subjects: <http://cec.nic.in/>
- e) SWAYAMPBABHA: <https://www.swayamprabha.gov.in>
- f) CEC-UGC YouTube channel: <https://www.youtube.com/user/cecedusat>
- g) National Digital Library: <https://ndl.iitkgp.ac.in/>

- h) Shodhganga: <https://shodhganga.inflibnet.ac.in/>
- i) E-Shodh Sindhu: <https://ess.inflibnet.ac.in/>
- j) Vidwan: <https://vidwan.inflibnet.ac.in/>

7. **UGC Quality Mandate: Suggestive Academic Activities:-** The Chairman, UGC letter D.O.No.1-3/2020(CM) dated 28.3.2020 the initiatives are available in the form of guidelines and frameworks as e-books in downloadable format on the UGC website <https://www.ugc.ac.in/ebook.aspx>
- i. Deeksharambh : Student Induction Programme (SIP)
 - ii. LOCF: Learning Outcomes based Curriculum Framework for Undergraduate Education
 - iii. JEEVAN KAUSHAL: Curriculum for Life skills
 - iv. Social and Industry Connect: Fostering Social responsibility & Community Engagement in HEIs in India
 - v. CARE : Consortium for Academic and Research Ethics (For Publication of Research Papers)
 - vi. vi) STRIDE: Scheme for Trans-Disciplinary Research for India's Developing Economy
 - vii. vii) SATAT : framework for Eco-friendly and Sustainable Campus Development
 - viii. viii) MULYA PRAVAH: Guidelines for Inculcation of Human Values and Professional Ethics
 - ix. ix) Evaluation Reforms in HEIs: Guidelines for reforms in evaluation & assessment systems
 - x. x) GURUDAKSHTA; faculty Induction Programme (FIP) for new faculty members
 - xi. xi) PARAMARSH: Scheme for NAAC Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education.

Keeping in view of the spirit of these circulars, all Deans, Heads of Departments, Director, DDE, Directors of Centers, Principals/Incharges Satellite Campuses and more particularly Joint Dean (Academics) are requested to ensure compliance of the instructions and monitor the same for the continuation of the online academic activities during this period and submit the same to the following Email ID of academic section/Joint Dean (Academics)

Email saneemf@manuu.edu.in academics@manuu.edu.in

Further the Academic Section and Joint Dean (Academics) are requested to compile the data so received and keep it ready for uses whenever it is required by the University/UGC/MHRD.

Moreover, all concerned with MANUU are once again requested to keep on visiting University website for more directives to be followed that may be issued by GOI/UGC/University from time to time.

This has been issued as per the directions of Honorable Vice Chancellor.

Registrar I/c

Copy to the Director i/c, CIT to upload on University website