MAHARSHI DAYANAND UNIVERSITY ROHTAK
DEPARTMENT OF LAW

Law/527
06/08/20

Subject: Minutes of the meeting of Departmental Committee held on 06.08.2020 at 11.30 a.m.

An urgent meeting of the Departmental Committee of Law was held on 06.08.2020 at 11.30 a.m. in the office of Head, Department of Law under the Chairmanship of Head (Law) to discuss various agenda/items.
Following Members were present in the meeting:

1. Prof. Asha Sharma
2. Prof. Anju Khanna
3. Dr. J.S. Dhull
4. Dr. Pratima Devi
5. Dr. Yogender Singh
6. Dr. Satya Pal Singh
7. Dr. Sonu
8. Dr. Jaswant Saini
9. Dr. Ved Pal Singh
10. Dr. Surender Singh Dahiya

Following decisions were taken in the meeting unanimously:

1. It was resolved that the rules regarding the Digital Learning from 10.08.2020 (Attached), are discussed by Dr. Vedpal and queries taken from the faculty members.
2. It was resolved that the suggestion regarding the syllabus made by the committee of Forensic Science and Criminal Investigation are sought from the faculty members till next meeting for agenda of Board of Studies.
3. It was resolved that the suggestion regarding syllabus of summer training regarding certificate course of Legal Aid be sought from the faculty members' till next meeting for agenda of Board of Studies.

The meeting ended with vote of thanks to the chair.

Head
Department of Law

Head
Department of Law
M.D. University, Rohtak

DIGITAL LEARNING CENTRE
MAHARSHI DAYANAND UNIVERSITY, ROHTAK

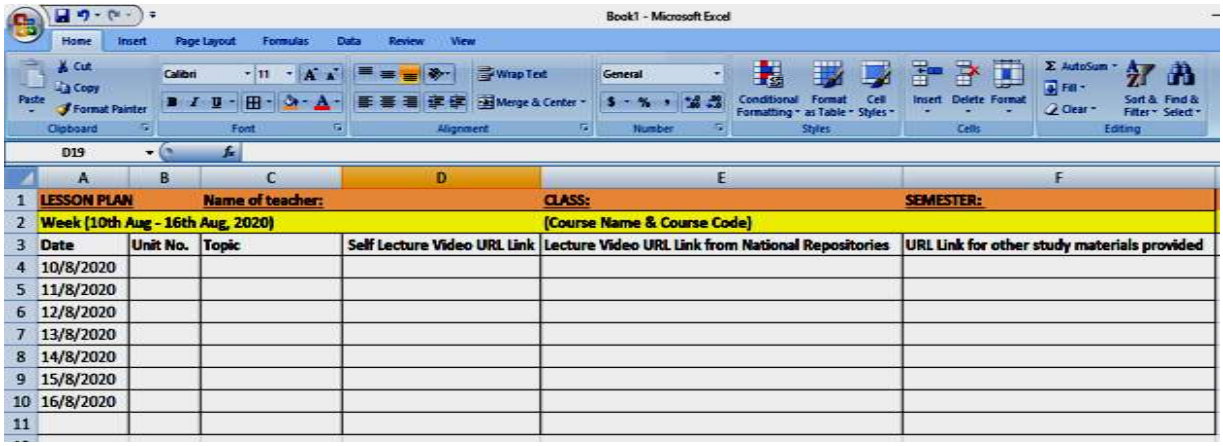
SOP for Online Teaching

1. Pre-requisites:

a) Gmail account (Preferably MDU Domain ending with @mdurohtak.ac.in/@mdu.ac.in)
b) Laptop/desktop with Camera, Headphone and Microphone
c) Internet connectivity
d) Laptop/desktop installed with any/all optional software listed below (**Apart from Default Google meet recording**) for Video lecture preparation
   i) Presentation tube (Download link: https://download.cnet.com/PresentationTube-Recorder/3000-13633_4-76119745.html)
   ii) Screen Cast-o-matic (Download link: https://screencast-o-matic.com/screen-recorder)
   iii) Free Cam (Download link: https://www.freescreenrecording.com/)
   iv) Camstudio (Download link: https://camstudio.org/)
   v) Ezvid (Download link: https://www.ezvid.com/)
   vi) OBS (Download link: https://obsproject.com/) (Tutorial: https://youtu.be/zTjVBlnEiNI/)

2. To start with:

a) Prepare your lecture schedule (lesson-plan) upto 30/09/2020 as per the Time Table in an MS-Excel sheet in a format as given below:



	A	B	C	D	E	F
1	LESSON PLAN		Name of teacher:		CLASS:	SEMESTER:
2	Week (10th Aug - 16th Aug, 2020)				(Course Name & Course Code)	
3	Date	Unit No.	Topic	Self Lecture Video URL Link	Lecture Video URL Link from National Repositories	URL Link for other study materials provided
4	10/8/2020					
5	11/8/2020					
6	12/8/2020					
7	13/8/2020					
8	14/8/2020					
9	15/8/2020					
10	16/8/2020					
11						

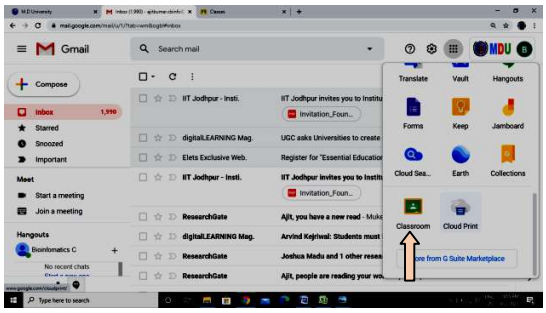
b) Search and retrieve the links to video lectures of topics as per your lecture schedule. If there is no good lecture video available on national repositories for any topic, you may prepare a short lecture video of 20-25 min using Powerpoint presentations and any of the softwares mentioned in Section 1(d).
(Please note that every week there should be atleast 1 self prepared video lecture out of 4 total video lectures provided per course)
c) Any other text materials (ppt/pdf/doc) provided for the topics as per your lecture schedule may also be collected together in a folder.

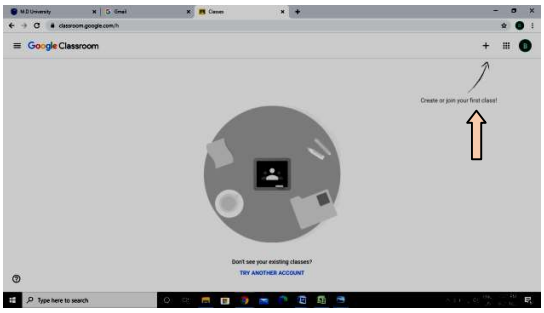
d) All the materials prepared/collected are to be uploaded on your Google drive and their links are to be copied in specified columns of MS-Excel sheets as prepared in Step 2.(a) above.

e) The Excel sheets for each course taught are to be shared with HODs on weekly basis, for further necessary action.

3. Creating and managing your digital Google classroom:

a) Login to your Gmail account and open the Google classroom app from Google suite (placed on right top corner of screen with 9 dotted square) to open window as shown below by entering as role of **Teacher**:





b) Creating a Class and Adding Students

Google Classroom allows you to create a unique class for every subject that you teach. In just three mouse clicks and a few keystrokes you can create a class. Google Classrooms are divided into different sections... for the purpose of this SOP, Students and the Stream sections are covered.

- In the **Students section** you can view all the students in your class. You can either add students to your class manually, or they can join your class on their own using their own Google account. When you create a class, Google Classroom provides you with a class code located on the left side of the screen. Share that class code with the students you want to join that class. From their computers, laptops, or Chromebooks, students log into their Google accounts and use the class code to join.

  Within the Student section you can also determine if your students are allowed to comment on the questions, announcements, and assignments you create or if they can only post. If you desire you can also choose to be the only one who can post and comment in your class.
- In the **Stream section** you'll find the assignments, announcements, and questions that you create. This is the section in which you'll spend most of your time after your classes are set up. Read below to learn about assignments, questions, and announcements within Google Classroom.

c) Using Google Classroom Assignments

- **Assignments** are a great way to collect student work and provide your students with feedback and grades. When you create an assignment you can provide specific instructions for that assignment, a due date, and a topic. If you include a due date for the assignment, students will have until 11:59 PM on the date to submit their work for that assignment. If they submit the work late, Google Classroom still accepts the assignment, but indicates that it was turned in late.
- One of the best features of the Google Classroom Assignments is that you can add files to the assignments you create. You can add a file from your computer, a file from Google Drive, a YouTube video, or a link to a Website. One idea is that a teacher can assign a writing prompt on a relevant person in the news and add a link to a YouTube video of that individual delivering a speech.
- Students can submit any type of file to your Classroom, not just Google Docs. Not only can students submit their completed work as files, you can open them directly from Classroom and grade them right there. You can open files submitted to your Classroom as long as your computer has an Internet connection and the software needed to open the file… you don't even have to be on your computer!
- For example, you can assign an essay and your students can submit their completed essays to an assignment you created in your Google Classroom from any computer that has an Internet connection. You can then open the file and grade it on your computer at UTDs or at home. Google Classroom acts like a "Dropbox" for assignments. Students no longer need to print their work and physically hand it in to you. This gives you more time during class to focus on moving forward, as opposed to wasting time collecting work.

d) Spark Discussions with the Questions Feature

- Google Classroom allows you to ask a question within a specific class. As with assignments you can add files to the questions you post, and can assign a due date to it if you want. You can post short answer or multiple choice questions for your students to respond to in Classroom.
- As students answer a multiple choice question, Google Classroom tabulates the results for that question and shows you the breakdown of the students' answers in real-time. When you click on one of the multiple choice answers, Classroom indicates which students chose that option.
- When students respond to a short answer question, Google Classroom cannot tabulate the results so it simply shows student responses. At that

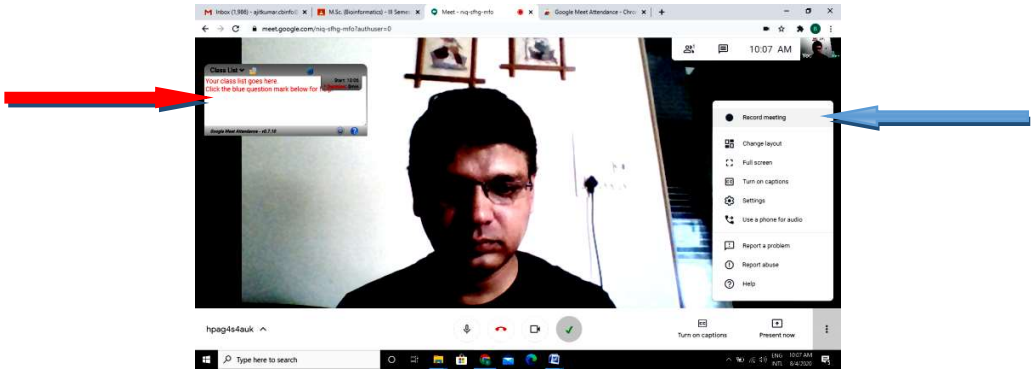
point you can comment or reply to each student, and give a grade as you see fit.

e) Announcements for Your Students

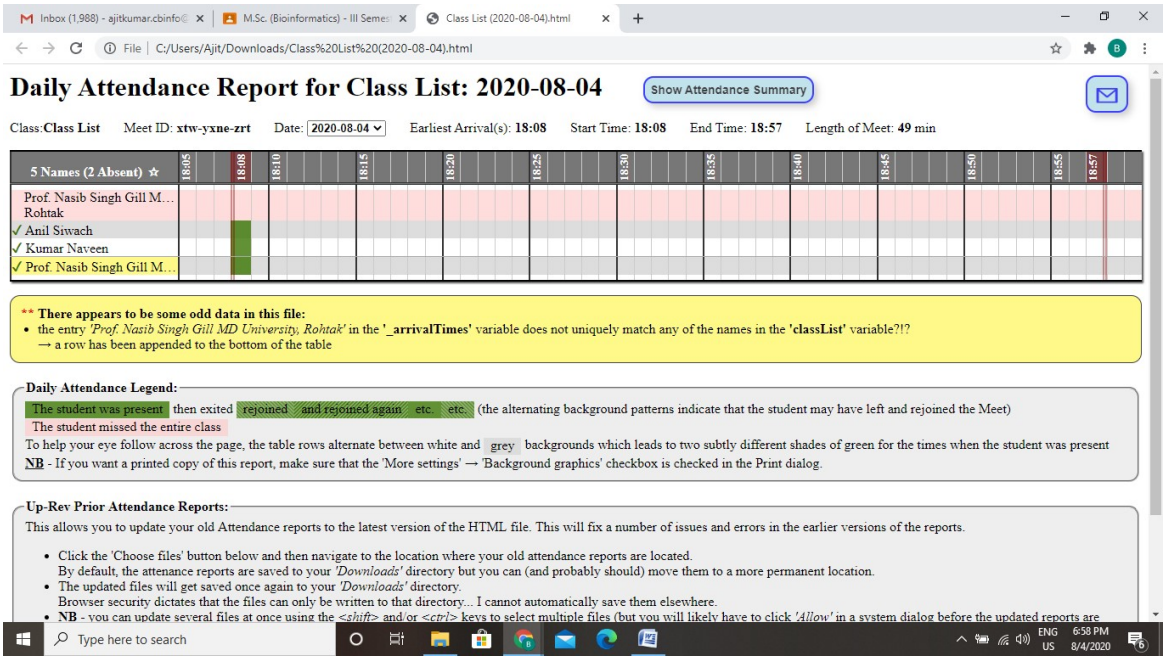
- In addition to creating assignments and questions, Google Classroom allows you to create announcements. Students can respond to your announcements and you can respond back, creating a thread. In reality the entire class can have a conversation based on one announcement. Once again you have the option of adding a file, a YouTube video, or a link to an announcement.
- Announcements are a great way to post reminders about assignment due dates to your students. You can even schedule announcements to post at a later date, which can help you stay organized as well as your students.

4. Conducting and managing your live class using Google meet:

- Every Google classroom comes with an in-built extension of **Google meet** and you can generate a Meet link to be shared with all your students.
- Both teachers and students can join the live classroom just by clicking on the meeting link from their Google classroom and online classes can be conducted at timings scheduled in their time table.
- Teachers can also record their live classes by clicking on **Record meeting** that appears after clicking on 3 dots on the right bottom corner of your Google meet screen, as shown below (Blue arrow):



- Teachers can also have a record of who attended a Google Meet session (**Class attendance**) by installing an Google chrome extension – **Google Meet Attendance** after downloading from Google Chrome Web Store.
- This extension (**Google Meet Attendance**) is intended for teachers who've had to rapidly transition to online classes and need a simple way to take attendance during a Google Meet. As you start your Meet, you can enter a list of expected invitees and the extension will automatically detect who joined the call and how

long they stayed. You can save multiple class lists (which are shared to all of your devices).

- The extension records which students attended, when they arrived and how long they stayed with all of the information displayed in a tidy HTML report.
- Being a teacher, we understand the importance of privacy. So the extension "Google meet attendance" does *not* track or transmit any student information or usage data. The privacy policy and all source code can be found at https://github.com/al-caughey/Google-Meet-Attendance.
- You will see a window pop at the top left corner of the Google meet screen showing the list of attendees of a particular Google Meet session, which can be saved as attendance for that class as shown above by red arrow. The attendance should be saved as HTML format, that provides a complete time log of participants in the meeting (Students for class) as shown below: