



## NOTIFICATION

The Competent Authority has approved the following Standard Operating Procedure (SOP) for online classes:-

1. The time table of the classes must be shared in advance so that students can make their arrangements in advance;
2. For online classes one uniform platform namely Google meet will be used;
3. All faculty members will use a single Google meet link to avoid any confusion to students;
4. The online classes' duration will be 40 minutes per lecture & 40 minutes break will be given between three consecutive classes;
5. All departments will ensure uniformity about the timing of the classes;
6. All the recorded lectures of one month's duration will be sent to email id iqac@crsu.ac.in or submitted to the IQAC office;
7. Faculty members who are not fully conversant with the Google meet platform will contact to System Analyst for hands or experience;
8. The System Analyst and his team members will provide all technical support to the faculty members for the smooth conduct of online classes;
9. For any other clarification, Dean Academic Affairs office will be contacted.

So all teaching departments are informed to follow the same.

Dean Academic Affairs

Endst. No. CRSU/DAA/2020/72-77...

Dated...04-09-2020

A copy of the above is forwarded to following for information and necessary action: -

1. All Chairpersons/ In-Charges, UTDs, CRSU, Jind.
2. Director, IQAC, CRSU, Jind.
3. Deputy Registrar (Acad.), CRSU, Jind.
4. System Analyst, CRSU, Jind.
5. PA to VC (for the kind information of Hon'ble Vice-Chancellor), CRSU, Jind.
6. PA to Registrar (for the kind information of Registrar), CRSU, Jind.

Dean Academic Affairs  
04/09/2020