Lovely Professional University
Centre for Distance and Online Education

Guidelines for Students related to Personal Contact Programme

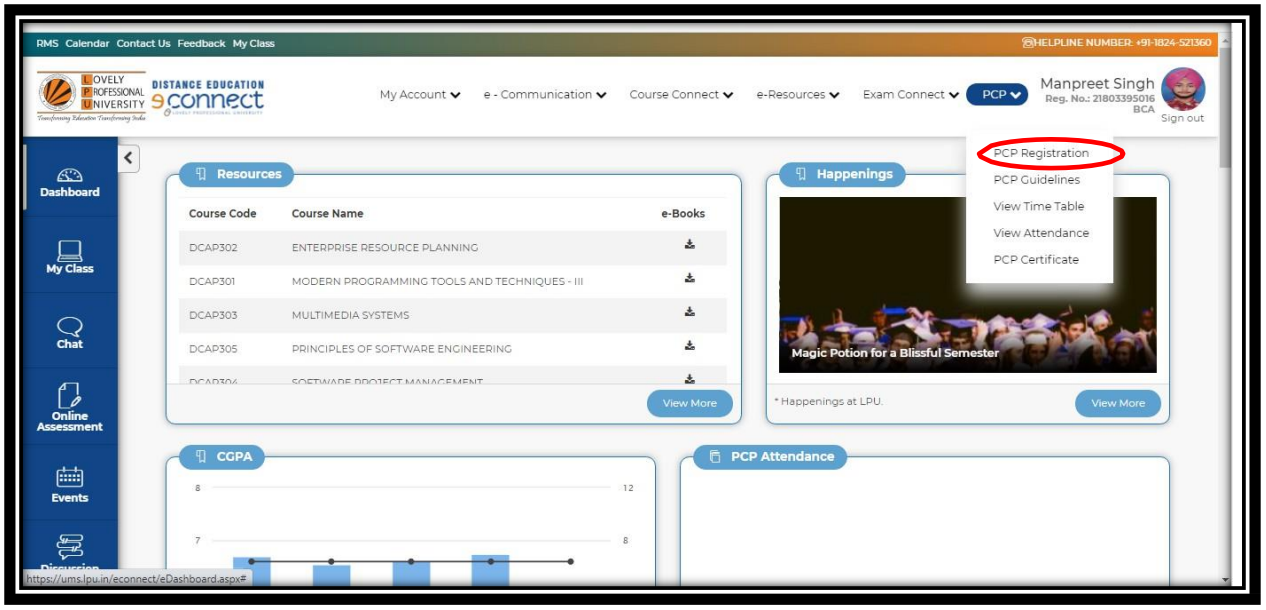
1. PCP Registration

Students interested in attending the **"Personal Contact Program"** can register for the PCP classes through their LPU e-Connect Account/LPU Touch Mobile App

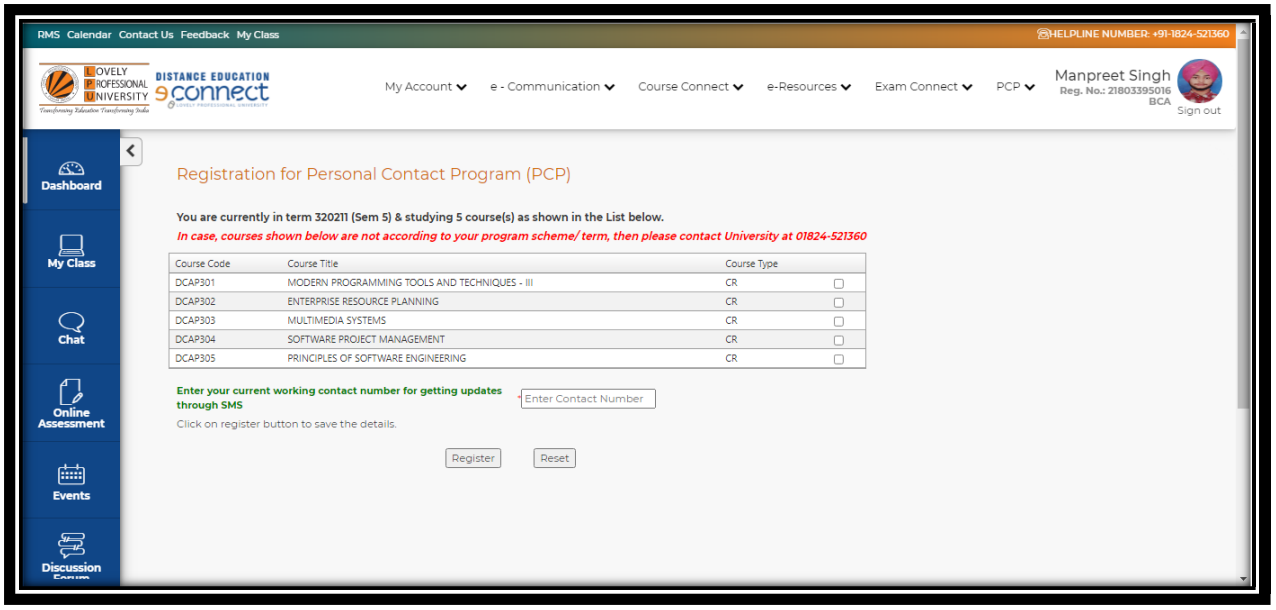
Following is the registration process for students to register for PCP Classes through LPU e-Connect.

PCP > PCP Registration

- Log in to your e-Connect account and click on "PCP" menu. Here you will find the tab PCP PCP Registration.



- On clicking PCP registration tab, you will get the list of the courses registered to you in the current term.

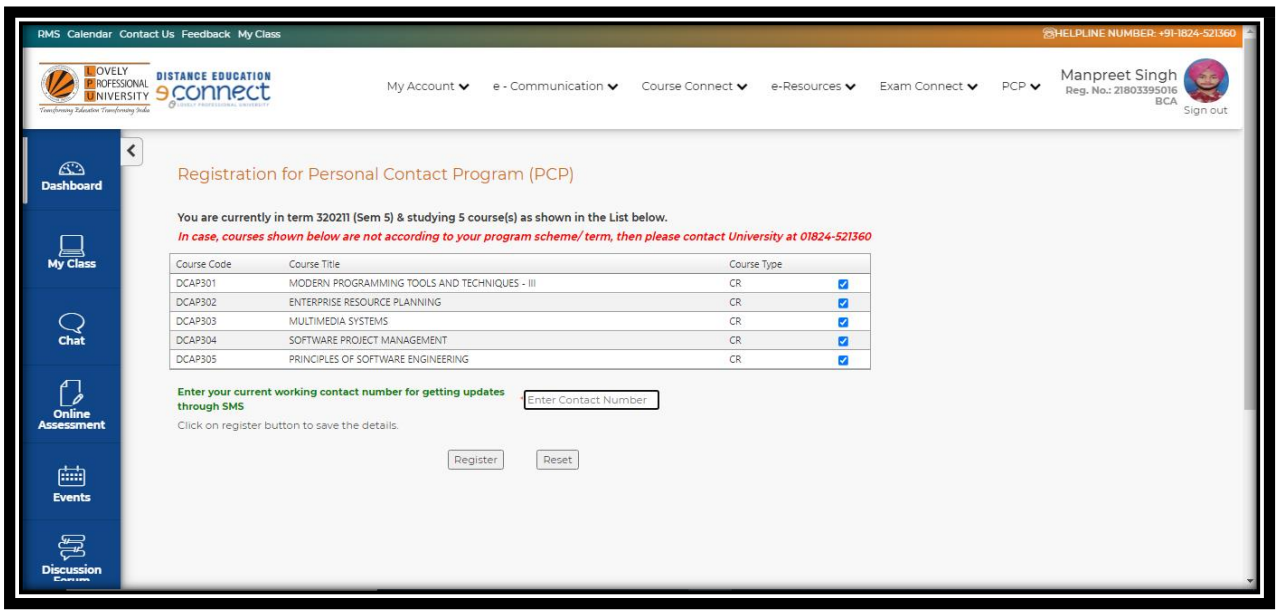


- **Now, you need to fill the following Information: -**

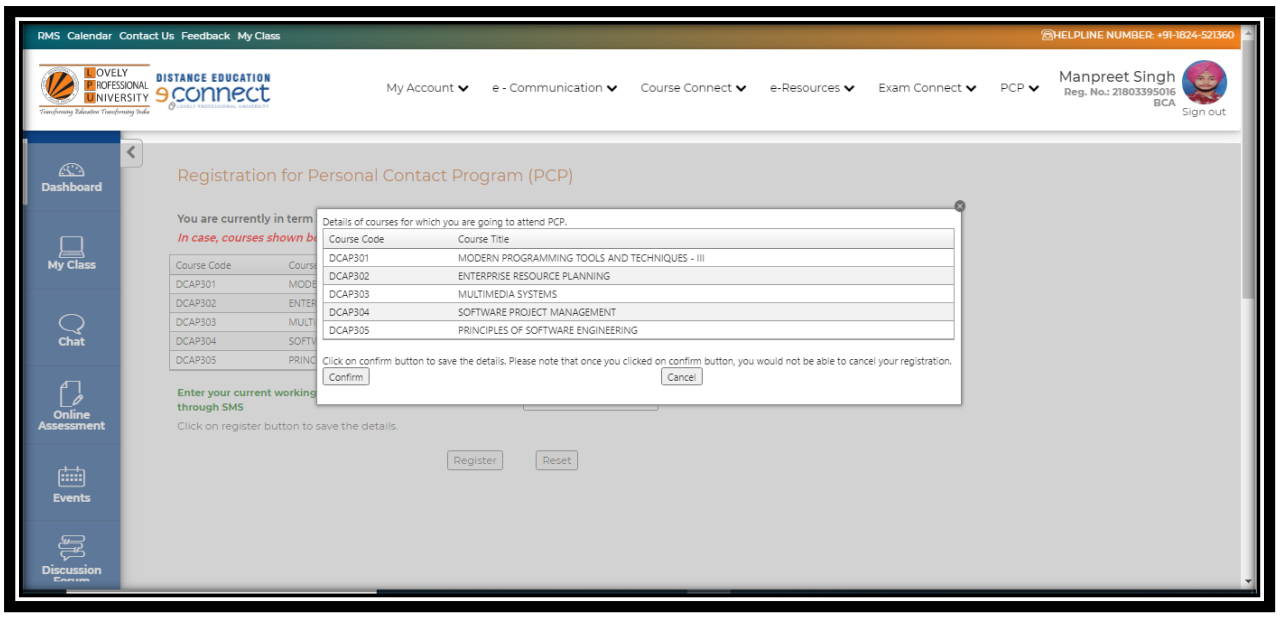
  a) Please select the courses you want to register.

  b) You need to enter your current working contact number for receiving updates about PCP classes through SMS.

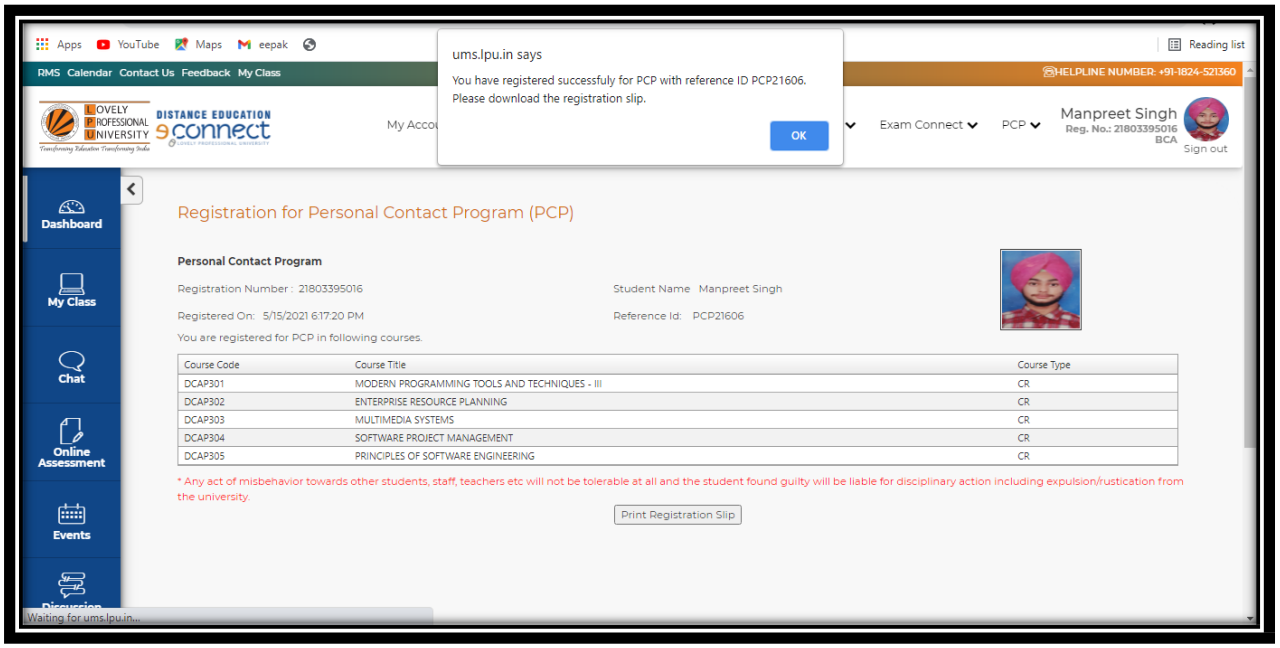
  c) Click on register button to save the details.



- After clicking on register button, a pop-up window will be opened and you will be asked to reconfirm your registration details.



- If all the details of registration are correct then you need to click on Confirm button. Once your registration is complete, take a screenshot of the registration slip for your future reference.



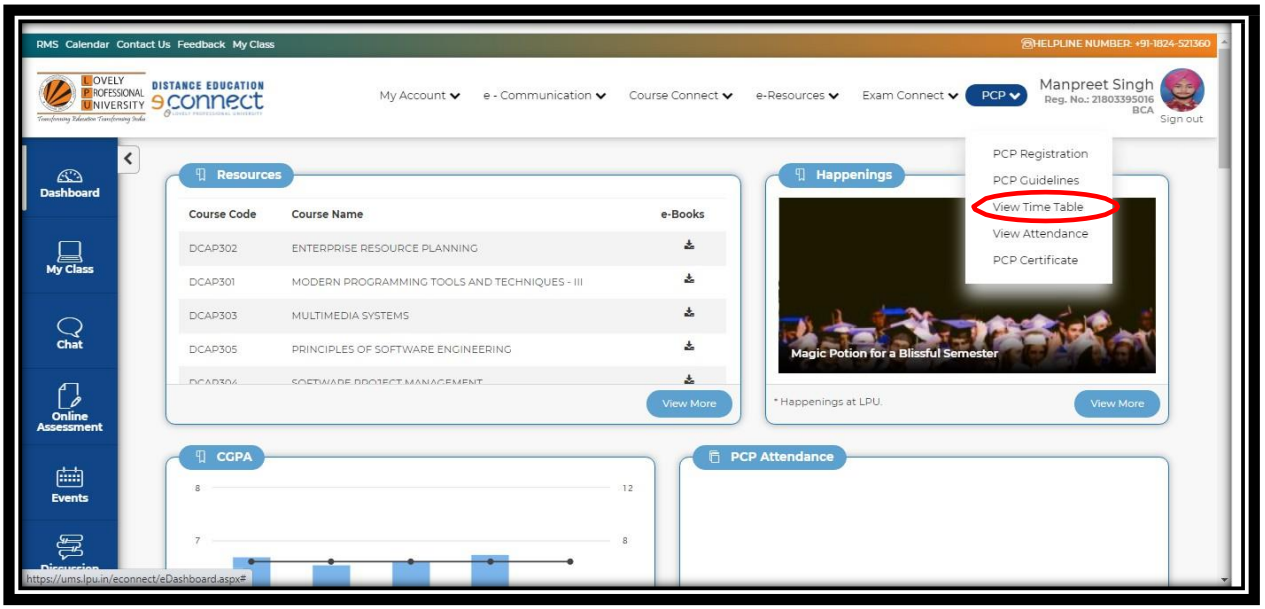
- In case you register for less courses by mistake or want to change the registered courses, you may click on 'Deregister' button and re-register with correct courses again, till the end date of PCP registration. No request for addition/ deletion or change in registered courses would be catered once the PCP registration is closed.

2. Time Table

Students can view their timetable through LPU e-Connect as per the following path:

e-Connect LOGIN ---> PCP > View Time Table

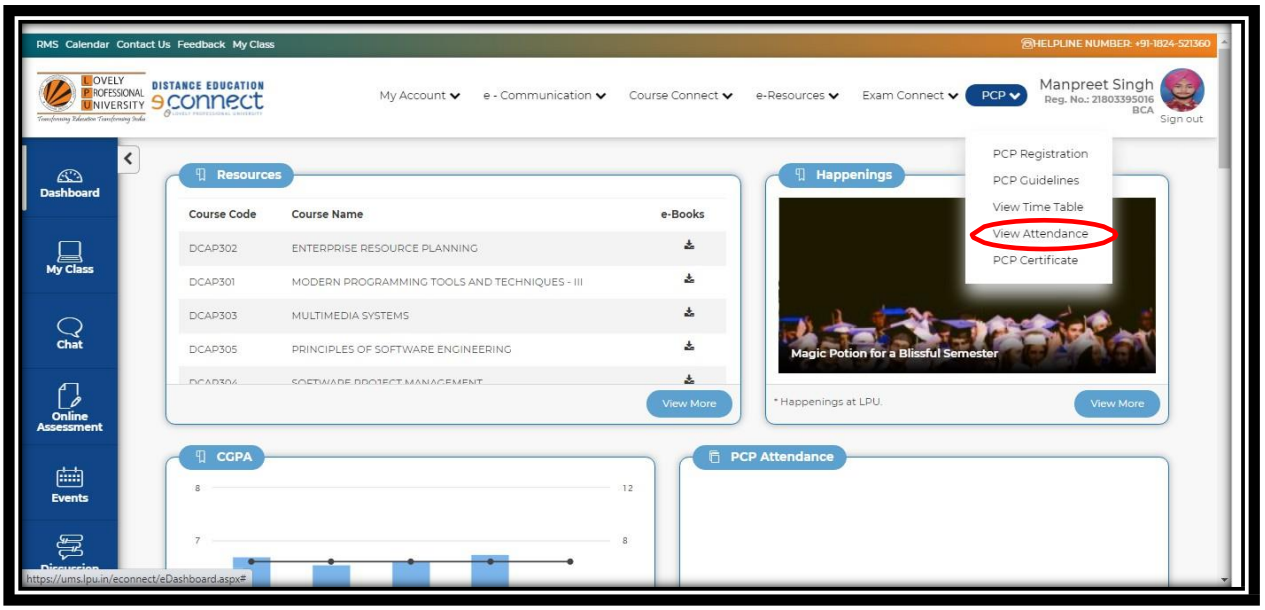
PCP Classes will be held through the "My Class" platform, which can be accessed by clicking on the "My Class" tab available on the LPU e-Connect home page. For logging in to the My Class account, students are required to use their LPU e-Connect username and password. Please note that you can access the LIVE classes only during PCP days as per the timetable.



3. Attendance

The registered students can view their attendance on daily basis during the PCP classes in their respective e-Connect accounts by following the path:

PCP > View Attendance



- It is compulsory for you to attend the PCP classes with minimum 75% attendance; otherwise, you will not be allowed to appear in End Term Examination.
- PCP attendance certificate would be provided to students who will be attending 75% of their scheduled classes.

4. How to join LIVE PCP Classes through My Class Platform

The student can join LIVE PCP Classes through any of the following two modes:

Mode1: Through Laptop/Desktop (with minimum 2GB RAM)

Mode 2: Smart Phone (By using the browser of the smartphone) with a minimum 2GB RAM

Details of supported browsers are as mentioned:

- Windows: Google Chrome 80+
- Edge Browser: 80+
- Linux: Google Chrome: 80+
- Mac OS: Google chrome: 80+
- Android: Mobile Chrome 80+
- iOS: Safari 13.0 or above

However, it is advisable that the student should prefer Mode 1 i.e. Laptop/Desktop.

To access the classes smoothly, students must have uninterrupted Active Internet connection of 2-3 Mbps speed. The students should also try to make provisions for a backup internet connection. In addition, following things are desirable:

- Charging facility along with electricity backup during classes.
- Working camera of good resolution and mic.
- An isolated place with no distraction and proper lighting.

All the applicable students are advised to go through the videos available at the following links to become familiar and fully equipped to use "My Class" platform.

Video Links (English):

A. How to Join online Class*: https://youtu.be/KtxJy6djQFc

**Please note: e-connect username and password would be used to login My Class (instead of UMS credentials as mentioned in the video)*

B. How to Interact with Teachers: https://youtu.be/0BKj03veTmI

C. How to Use Presenter Tools: https://youtu.be/cuvwuEyq048

D. Giving Mobile Version Chrome Browser permission in Android phones: https://youtu.be/BO1YQ_P4ki0.

E. How to view recorded videos of previous classes: https://youtu.be/3WMg_u-HCYg

Video Links (Punjabi):

A. How to Join online Class*: https://youtu.be/nIV0klBGd2Y

**Please note: e-connect username and password would be used to login My Class (instead of UMS credentials as mentioned in the video)*

B. How to Interact with Teachers: https://youtu.be/VDHKzq2qVfw

C. How to Use Presenter Tools: https://youtu.be/aSkRdYjM6ZU

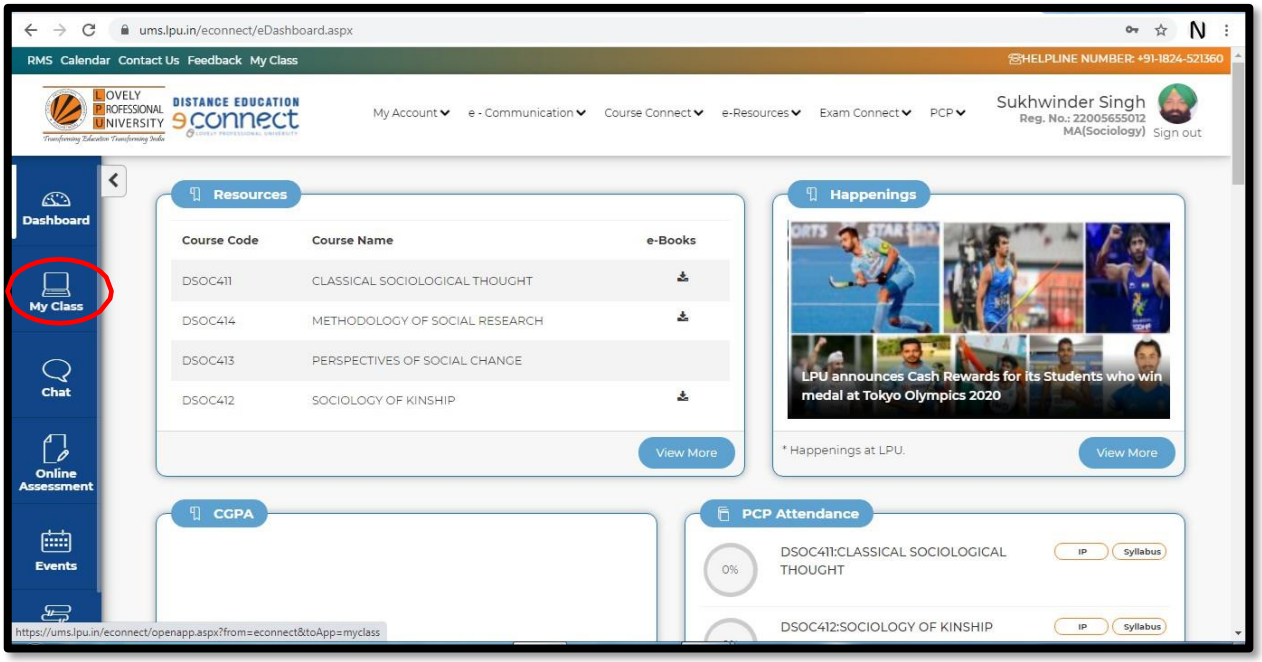
D. Giving Mobile Version Chrome Browser permission in Android phones: https://youtu.be/nHAR2QRJ5WQ

E. How to view recorded videos of previous classes: https://youtu.be/Q3k_p_HT9fA

5. How to access Recorded PCP Lectures through My Class Platform

The student can access the Recorded PCP Lectures through My Class Platform as illustrated below:

- **Click on My Class Tab on LPU e-Connect Homepage**


ums.lpu.in/econnect/eDashboard.aspx
RMS Calendar Contact Us Feedback My Class
HELPLINE NUMBER: +91-1824-521360
LOVELY PROFESSIONAL UNIVERSITY
DISTANCE EDUCATION
eConnect
My Account
e - Communication
Course Connect
e-Resources
Exam Connect
PCP
Sukhwinder Singh
Reg. No.: 22005655012
MA(Sociology)
Sign out
Dashboard
My Class
Chat
Online Assessment
Events
Resources
Course Code
Course Name
e-Books
DSOC411
CLASSICAL SOCIOLOGICAL THOUGHT
DSOC414
METHODOLOGY OF SOCIAL RESEARCH
DSOC413
PERSPECTIVES OF SOCIAL CHANGE
DSOC412
SOCIOLOGY OF KINSHIP
View More
Happenings
LPU announces Cash Rewards for its Students who win medal at Tokyo Olympics 2020
* Happenings at LPU.
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CGPA
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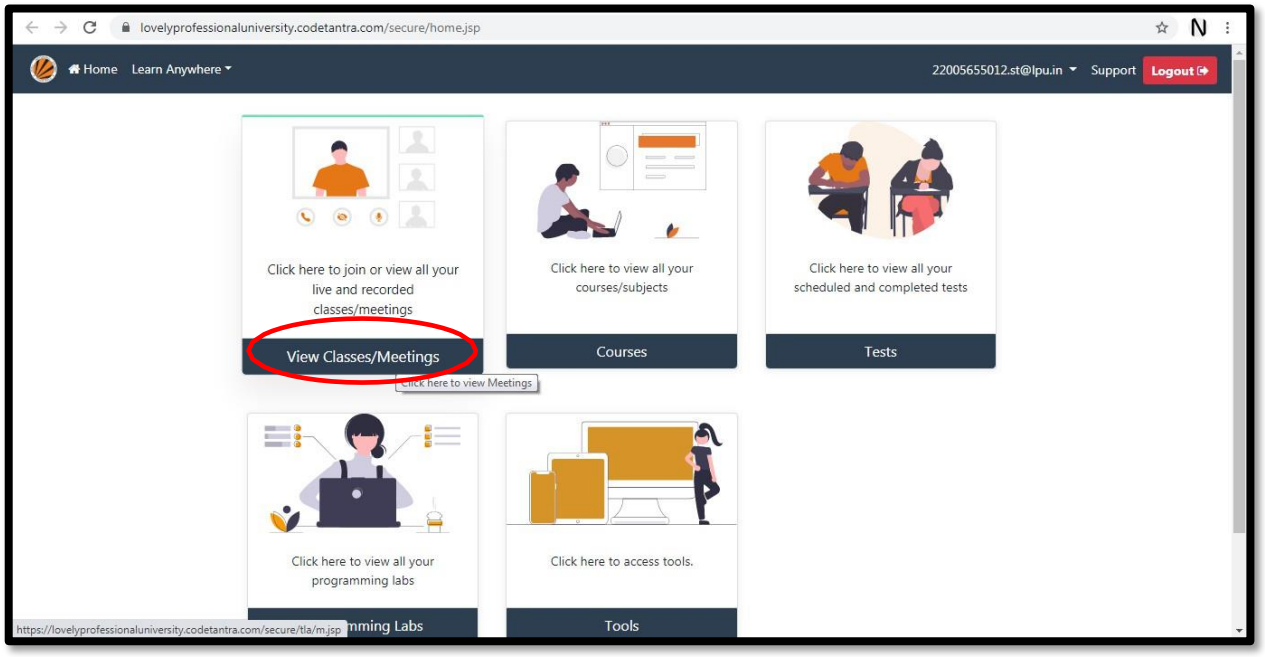
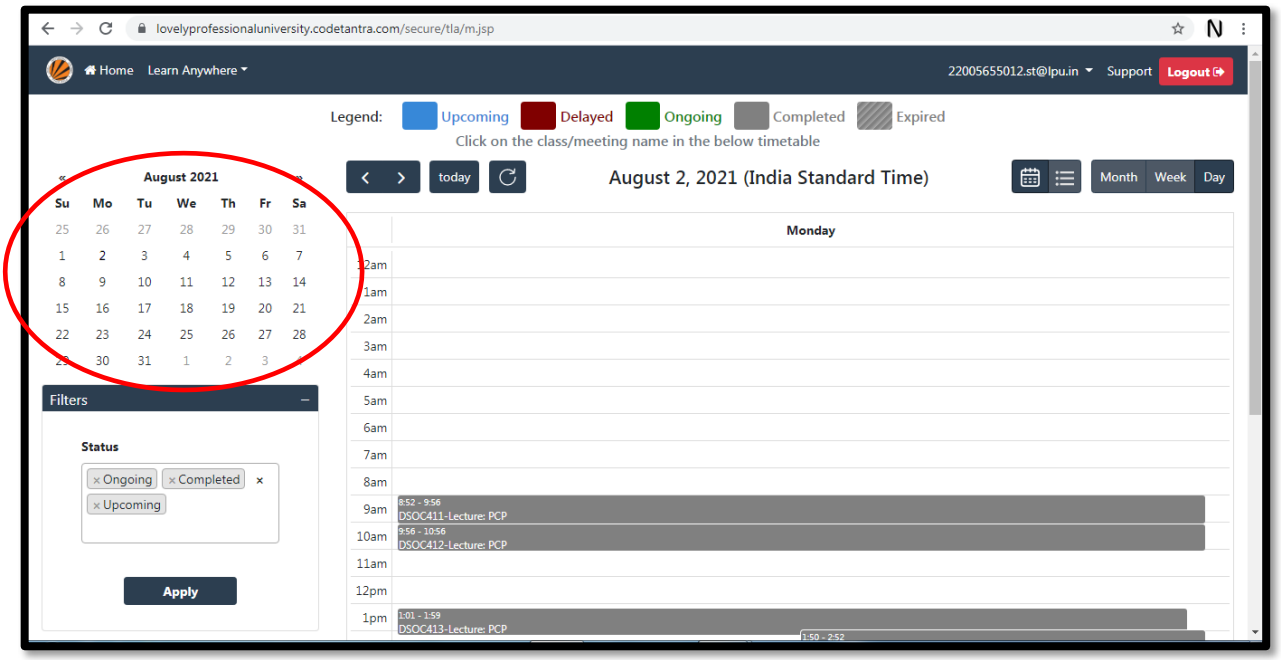
0%
DSOC411:CLASSICAL SOCIOLOGICAL THOUGHT
IP
Syllabus
DSOC412:SOCIOLOGY OF KINSHIP
IP
Syllabus
https://ums.lpu.in/econnect/openapp.aspx?from=econnect&toApp=myclass

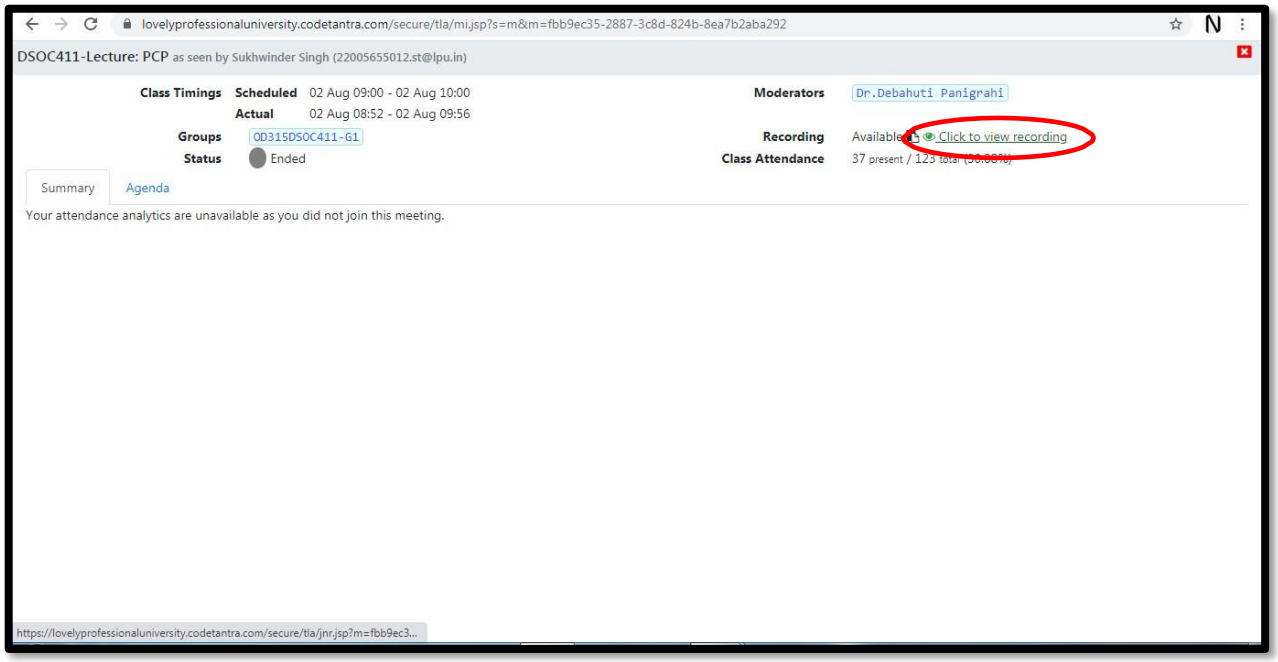
- **Click on View Class/Meetings**



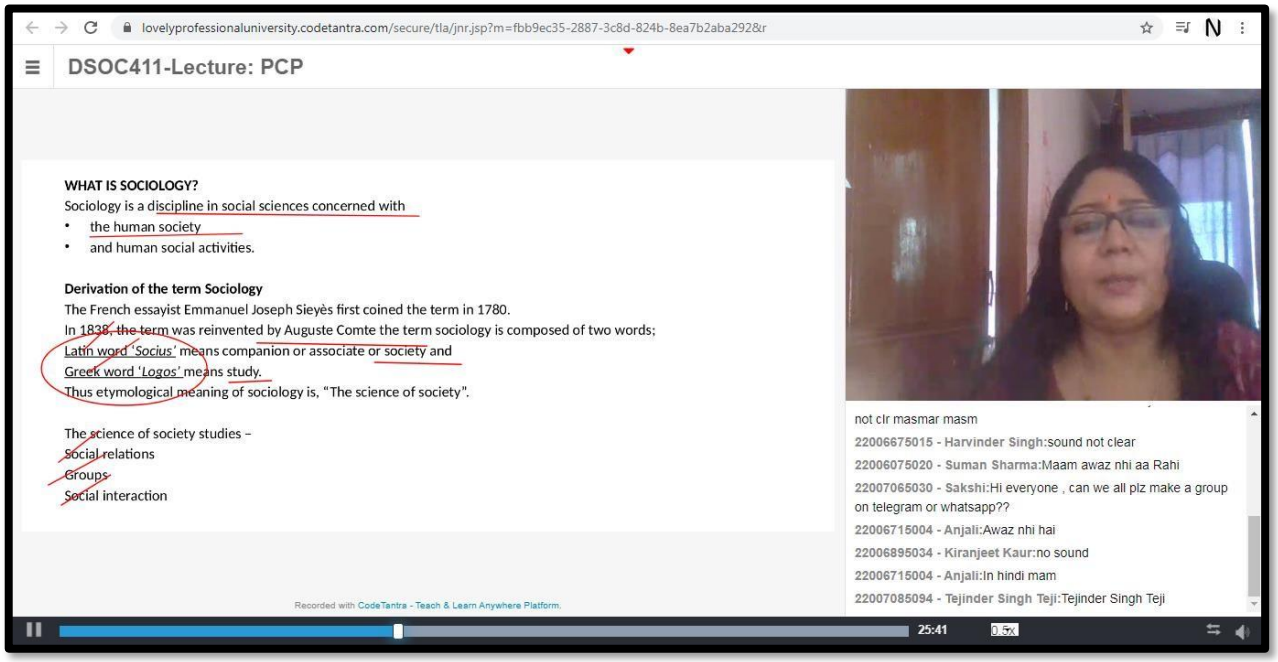
- **Select date from the calendar given in the left panel and click on the lecture you wish to see the recording of.**



- **Click on Click to view Recording**



- **Then Click on Play button to view the recording of the PCP Lecture.**



6. Other Important Instructions

- No fee would be charged for the PCP Classes.
- **e-Library Facility** is available in the Student's LPU e-Connect Account.
- Student can access the soft copies of SLMs and other academic resources from his/her LPU e-Connect Account.
- No student will be entertained for PCP classes without Online Registration.
- Any act of misbehavior towards other students, staff, teachers, etc. will not be tolerated at all and the student found guilty will be liable for disciplinary action including expulsion/rustication from the university.

7. Helpline Details

- If any of the LPU Distance Education student is not able to view the registration interface/ applicable courses or find any other difficulty in the registration process or at any stage of PCP Classes, he/she can contact university Helpline Number at 01824-521360