RAJASTHAN UNIVERSITY OF
VETERINARY AND ANIMAL SCIENCES, BIKANER

No: F.   ( )/)/ RAJUVAS /Reg./ 𝓎ₐᵣ/2015/ 4)𝒪   Dated:- 22-6-2015

NOTIFICATION

This is in reference to the decisions taken in the Vice-Chancellors' Coordination Committee meeting held on 05.05.2015 in the Chairmanship of Hon'ble Governor of Rajasthan and Chancellor as well as subsequent directives from Hon'ble Chancellor regarding communication of lecture topics to the students and display and communication of attendance of students.

As directed, the following arrangements shall be ensured by the Deans of the Colleges and Principals of AHDP institutes constituent to this University.

A. Steps to be taken to communicate Lecture Topics to students in advance

1. **Lecture Plans on the home page of the website:** RAJUVAS has planned to place Lecture Plan for each course (subject wise) of UG, PG and Diploma programme, on a folder link specially denoted for this purpose. All the students and faculty members of RAJUVAS as well as other SAUs) can see it online (on mobile also) or can download it for further use. This arrangement shall be functional by July, 2015.

2. **Creating WhatsApp Groups, class wise:** It has been decided to use social apps also to be in regular contact with students even after the regular class. For this a WhatsApp Group for each class (separately for boys and girls) shall be created. All the students having WhatsApp facility on their mobile will be added to the group along with all the concerned teachers of that class.

   a. Vice-Chancellor shall also be kept a member of each group initially so that he can also have a watch over the group activities and suggest also.

   b. Concerned teachers will necessarily post next class's topic in the group so that students remain prepared for the same. Teachers can also upload references of the educational material related to their subject or of general knowledge in the group.

   c. Teachers can also upload the material helpful in the overall development of students.

   d. Teachers may also clear/ discuss the queries of students (if asked any) and motivate them to participate in the activities which can help them in their studies or personality development.

e. All the members can share subject related educational videos/ pictures/ text messages or other material related to academic growth of students in the group.

f. All the members shall be advised not to post any unusual/ unwanted/ unlawful/ caste or religion based/ negative material or post or message in the group.

g. In this way there will be a virtual classroom available for students round the clock and they can be enriched academically as well as personally.

h. This arrangement shall be fully functional from the month of July, 2015.

3. **Lecture plan on SSP:** RAJUVAS has developed a Self Service Portal (SSP) for University employee and students. Everyone (students/ teachers/ scientists) will register himself/ herself on that portal and will be given user ID and password for it.

a. On portal there will be provision to upload lesion plan, academic calendar, assignment & tutorial, e-books, examination schedule, sample papers and time table for each semester separately for all the subjects by the concerned teacher itself or by the admin. These all information can be accessed by the students through their personal account on the SSP.

b. Teachers/ scientists can edit the information uploaded by them at any time for any modification/ change/ improvement and same modified information will be available for target students immediately.\

c. Students can download information provided on SSP or they can see it online on any compatible device on their ease.

d. Admin/ teachers/ scientists can also ask for online suggestions through an opinion poll option available on SSP, from students or others.

e. All other information regarding the academics of students will be available on SSP like fee receipt, hostel fees information, monthly attendance record, mark sheet of previous and current semesters, examination forms etc. Students can download the receipt or mark sheets from this SSP.

f. This SSP will be fully functional by August, 2015.

B. **Steps to be Taken regarding report of students' attendance on the website**

1. RAJUVAS has developed *online attendance module* in which the concerned teacher will upload the monthly attendance both for theory and practical separately. This module is linked to the SMS facility also by which the concerned teacher itself can send SMS to the parents of students who are falling short of attendance (<75 %) just with one click.

2. This attendance can be viewed on the SSP (Self Service Portal) also by the students on monthly basis separately for theory and practical.

3. This arrangement shall be fully functional from the month of Aug., 2015.

In this connection, it is further directed that action taken in this regard shall be intimated to this office by 15th July, 2015, positively.

(P.S. Bishnoi)
REGISTRAR

Copy forwarded for necessary action:-

1. P.S. to Vice-Chancellor, Rajasthan University of Veterinary and Animal Sciences, Bikaner for kind perusal of Hon'ble Vice-Chancellor.
2. Controller of Examination, Rajasthan University of Veterinary and Animal Sciences, Bikaner.
3. All Deans,...
4. All Deans (Private Affiliated Colleges)..
5. Coordinator A.H.D.P., Rajasthan University of Veterinary and Animal Sciences, Bikaner
6. Principle, A.H.D.P., ...

REGISTRAR