



ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਤਕਨੀਕੀ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ  
ਡੱਬਵਾਲੀ ਰੋਡ, ਬਠਿੰਡਾ - 151001

**Maharaja Ranjit Singh Punjab Technical University**  
DABWALI ROAD, BATHINDA-151001

[A State University Estb. by Govt. of Punjab Act No. 5(2015) u/s 2(f) & Approved u/s 12B of UGC Act, 1956]

ਡੀਨ (ਅਕਾਦਮਿਕ ਮਾਮਲੇ)

DEAN (Academic Affairs)

Ref. No.: DAA/MRSPTU/2021/3315

Date: 16.04.2021

**(Through E-Mail)**

To

1. Directors of MRSPTU Constituent colleges/HoDs of MRSPTU, Main Campus
2. Directors/Principals of All Govt. & Private Affiliated colleges of MRSPTU, Bathinda

**SUB: CONDUCT OF ONLINE CLASSES & THEIR RECORD KEEPING – REGARDING!**

Ref. No. 497 dt. 19.3.2021 from O/o PSTE & 1082 dt. 12.4.2021 from O/o Registrar, MRSPTU.

It has come to the notice of governing authorities that after the closure of Institutes due to COVID-19 pandemic situation, certain Institutes are not engaging the classes in ONLINE mode as per the requirements. It has been taken up very seriously at the level of governing authorities. To ensure effective and transparent content generation and lecture delivery mechanism following guidelines have been framed for **MRSPTU Main Campus/Constituent Colleges and all MRSPTU Govt. & Private Affiliated Institutes** and shall come into force with immediate effect.

2. All Institute/Department Heads shall submit weekly report of total number of Scheduled and Delivered Lectures/Tutorials/Labs per week by each Department in the College, on the attached performa to the University through mail at [online\\_content@mrsptu.ac.in](mailto:online_content@mrsptu.ac.in) (*Performa attached*)
3. All Institutes shall maintain an Electronic Content Repository (ECR) for storing the e-contents generated through the online delivered Lectures/Tutorials/Lab classes.
4. The e-content developed should mention the name of the Teacher, College, Department, Date of delivery with due acknowledgements to the resources/ references used and for further references & sharing with the students.
5. For each delivered Lecture presentation/online video-recording should be retained. 15-slides per presentations is desirable for each delivered lecture (50-60 minute duration). For Tutorial classes, Tutorial sheets for the worked out numericals/problems/ Assignments/Quizzes etc. should be retained and uploaded. For Lab Classes the relevant links/snapshots and virtual Labs shall be used with the students.
6. Colleges/Departments shall maintain an updated Time-Table of ongoing classes on their respective web-sites along with hyperlink of e-content repository (ECR) for ready reference of students.
7. Following committees shall be the controlling and regulatory body for cross verification of e-contents delivery/quality of presentation/ECR on a regular basis. Non-compliance, if any, shall be reported by these committees to the o/o Vice-Chancellor through DAA, MRSPTU.


SNo	For MRSPTU Main Campus/ Constituent Colleges	MRSPTU Govt. & Private Affiliated Colleges
1.	Director IQAC, MRSPTU	Director CDC, MRSPTU
2.	Prof I/c Academics, GZSCCET, MRSPTU	Dean Student Welfare, MRSPTU
3.	Director, PIT Rajpura	Dean Distance Education, MRSPTU

8. For effective implementation of these guidelines, Dean Student Welfare, MRSPTU shall also evolve a regular feedback mechanism from the students.
9. These repositories shall be open to scrutiny to the o/o DAA, Hon'ble VC, and governing authorities of MRSPTU.
10. The o/o Director ITes, MRSPTU shall extend all needed e-support required, if any, in reference to above.

Compliance of the above be ensured in letter & spirit.

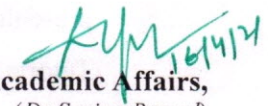
This has the approval of competent authority.

Encl. Performa as above.

  
**Dean Academic Affairs**  
 (Dr Savina Bansal)

**Copy to the following for information and further necessary action through e-mail please:**

1. Hon'ble PSTE *cum* Chairman BoG, MRSPTU (through DTE&IT, Punjab w.r.t. PSTE letter 497 dt. 19.3.2021).
2. Hon'ble Vice Chancellor, MRSPTU, Bathinda
3. Director, Tech Edu & Ind Trg, Punjab w.r.t. your email from [eccdte@yahoo.com](mailto:eccdte@yahoo.com) dt. 12.04.2021
4. Dean Academic Affairs, MRSPTU, Bathinda
5. Registrar, MRSPTU, Bathinda w.r.t to your letter 1082 dt. 12.4.2021
6. Director ITES, MRSPTU, Bathinda
7. All concerned

  
**Dean Academic Affairs,**  
 (Dr Savina Bansal)



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PERFORMA FOR ONLINE CLASSES HELD  
(to be submitted weekly @ online\_mrsptu@mrsptu.ac.in)

SNo	DETAILS OF ONLINE CLASSES FROM _____ TO _____			
1	Name of the College			
2	Department			
<b>Details of Online Classes held for allocated UG courses</b>				
3	Scheduled Classes as per time-table	Total Lectures:	Tutorials:	Labs:
a)	BSc			
b)	BTech			
c)				
d)	Total Held (A)			
<b>Details of Online Classes held for allocated PG courses</b>				
4	Scheduled Classes as per time-table	Total Lectures:	Tutorials:	Labs:
	MSc			
	MTech			
	Total Held (B)			
<b>Details of Online Classes held for allocated PhD Course-work</b>				
5	Scheduled Classes as per time-table subject wise	Total Lectures:	Tutorials:	Labs:
	(Name of the subject)			
	Total Held (C)			
6	Grand Total (A+B+C)			
7	E-Resource uploaded on Deptt web-site	Total Lectures:	Tutorials:	Labs:
8	Online Link details on College/Univ website for students			
9	Remarks, if any			

The information is checked and verified

Signature of HoD

Dated:

Principal/Director with stamp