



SGVU/REG/2015-16/2482

Dated: 27 May 2016

[Notification]

Sub: Procedural Rules for uploading data on Learning Management System (LMS) of the University.

Ref: SGVU/DEAN-ACD/2015-16/1006; dated 16th May, 2016.

It is to notify that the “Procedural Rules for uploading data on ‘**Learning Management System [LMS] of the University**’ are hereby promulgated with immediate effect, as mentioned in succeeding Paragraphs on this notification:-

1. Introduction:-

The university launched e-learning software Learning Management System (LMS) on 6th Jan., 2015 with 2200+ active users and having 500+ courses including practicals, theory and tutorials. LMS (Mygyanvihar.com) is a very popular open source learning system for the delivery of e-learning courses and programs:

(1) Features:

Following are the salient features of LMS:

- (a) Assignment Submission
- (b) Online Attendance
- (c) Marks uploading
- (d) Instant Messages
- (e) Online Calendar
- (f) Online Quiz
- (g) Online News
- (h) Lab project assessment

(2) How to Access?

Type: mygyanvihar.com on computer, ‘Home page’ will display on the screen and provides links to above features.

(3) Working on the software:

- (a) The working on the software is divided among Teaching / Non Teaching staff in the following manner:
 - (i) **Super Administrator** : LMS Head
 - (ii) **Head of Department** : Heads of various academic departments.
 - (iii) **Faculty** : Individual faculty, to login as faculty for all staff of SGVU.
 - (iv) **Student** : Every student, to login as student

(b) The faculty can login into the software through their personal USER ID / Passwords. The work has been distributed in their individual panel and various other duties which are assigned to them. The under-mentioned work can be performed and monitored through this portal:

- (i) Conduct of classes and students' presence.
- (ii) The academic work conducted by all teachers separately in their departments.
- (iii) The punctuality in the work of students' can also be monitored & maintained.
- (iv) The academic work, teaching & learning processes in the classes can also be streamlined by regular updation, through the facilities provided in the software.

(4) Working on Mobile :

Working on Smart Mobile Phones is comparatively easy. The silent features are given below:

- (a) Browse the content of your courses, even when offline.
- (b) Receive instant notifications of messages and other events.
- (c) Quickly find and contact other people in your courses.
- (d) Upload images, audio, videos and other files from your mobile device.
- (e) View marks obtained for each activity.

2. Data to be provided to LMS Coordinator:- All data required to be uploaded on LMS shall be provided to the LMS Coordinator by the concern officer(s) mentioned in the table below:

S. No.	Data Required	Officer/Office to provide data
1.	Courses for which students are registered	Department LMS Coordinator
2.	Newly admitted students data	<ul style="list-style-type: none"> ➤ Admission officer (Indian Students Data) ➤ Dy. Registrar, I.O (International Students Data) ➤ Registrar's office (Enrolment No. of Students)
3.	Data regarding Program/Branch change	Registrar's office to provide copy of Program/Branch change order.
4.	Students Migrated under Inter-University Migration Policy	Registrar's office to provide copy of Inter University Migration order.
5.	Information about student(s) who leave the University i.e. to whom Transfer Certificate(s) have been issued by the University	Registrar's office

3. Department LMS Coordinator :-

Head of every department shall give the responsibility to any faculty member to act as department LMS Coordinator.

The Duties and responsibilities of department LMS Coordinator shall be to provide the under-mentioned data to the University LMS Coordinator related to department/school duly verified by Head/Principal:

- (1) Details of weekly test and graded assignment in the prescribed format.
- (2) Online calendar, subject-wise and batch-wise.
- (3) All student's data, program and semester-wise.

4. Allocation of Courses to Faculty members :-

(1) Courses related to different programs shall be allocated by the concerned HOD/Principal to the faculty members before the commencement of the semesters i.e. **up to 31st May for Autumn Semesters and up to 10th December for Spring Semesters.**

(2) Courses once assigned to any faculty member normally should not be changed. In case a faculty member leaves the University than the courses assigned to outgoing faculty may be as such allotted to incoming faculty. However, if this is not possible then minimum changes should be made in the courses assigned to other faculty members.

5. Conduct of Classes and Activities:- Class conduction, activities related to continuous evaluation and events shall be conducted strictly as per Academic Calendar to be notified well in advance before the commencement of semester(s). However, in case date of any activity is revised due to unavoidable circumstances, approval of **Hon'ble President** should be taken.

6. Uploading of PPT's:- All Faculty members should upload their PPT's on University software LMS, The PPT's of first two units should be uploaded before the commencement of classes and remaining three units up to the end of July for Autumn Semesters and up to the end of January for Spring Semesters.

7. Attendance:-

- (1) Faculty should upload the students' attendance of the classes conducted within 24 hours of class conduction on LMS.
- (2) Attendance should be uploaded carefully, which shall not be allowed to change after submission.
- (3) The applications of the students who shall not be able to attend any of their classes due to their involvement in other university activities may be considered on the recommendation of concerned Coordinator and allowed by the Principal/HOD. Student's attendance for involvement in such activities shall be added in the final attendance prepared for their eligibility to appear in the mid-term/end semester examination.

8. **Uploading of Marks:-** All awards related to Continuous Evaluation of students should be uploaded on the LMS up to the time period given in the table below:

S.N.	Activity	Time Limit Permitted
1.	Weekly Tests	Within 5 days after conduct of week tests
2.	Mid-term exams	Within 7 days after conduct of mid-term exam
3.	Graded Assignments	
	(a.) Uploading of Assignment	24 hours prior to schedule date
	(b.) Submission of Assignment by students	Within 7 days of Assignment given
	(c.) Evaluation of Assignment	Within 7 days of last date of Assignment submission
	(d.) Uploading of marks	Within 14 days after giving the assignments to students
4.	Practical class conduction	Next day of class conduction for Practical performed out of maximum marks 4.
5.	Practical Project	Next day of Seminar conduction related to Project
6.	End Semester Exams of Practical	Next day of Exam conduction

Note: - In case the awards related to internal exams are not uploaded on the LMS, the Panel will automatically be locked after the deadline.

9. **Procedure for Unlocking the Panel:-**

The following Procedure shall be adopted for unlocking of Panel:

- (1) If any faculty is not able to upload the awards within prescribed time and his/her panel is locked, he/she should submit the application in writing to their **HOD** at the earliest with reason(s) for the same.
- (2) The **HOD/Principal** may permit to open the Panel on LMS if this mistake happens for the **first time**.
- (3) In case the faculty is not able to upload the marks in given time **subsequently**, the application shall be forwarded to **Hon'ble President** by the HOD through Principal with his recommendations.
- (4) The LMS-Coordinator may open the panel **for a day** on the direction of Hon'ble President.
- (5) The decision of Hon'ble President in such cases **shall be final**.

10. Important (Do's & Don't):-

- (1) All subject faculties are requested to confirm their allotted courses and students before uploading any information and if there is any problem, they should contact their LMS Coordinator immediately for correction.
- (2) Do not delete any item from panel.
- (3) Do not change name of any activity or item without permission/intimation of LMS office.
- (4) Graded assignment shall be completely On-line. Off-line assignments may neither be given to students nor taken from them.
- (5) LMS Department Coordinator may not be changed without any genuine reason.
- (6) In the event of joining of any new employee, H.R. department should mail to LMS office for creation of his/her account.
- (7) Similarly in case any employee leaves the organization, H.R. department should inform the LMS office so that his account may be closed.

[Bears approval competent authority]

**[Narhari Sharma]
Registrar**

Copy to all concerned as per standard circulation.

1. **All Heads of Constituent Schools SGVU**
2. **Convener BoS / Dean Academics (ref.: Dean Acd-1091; dated 27/5/16)**
3. **Controller of Examination**
4. **The CFAO / FM**
5. **Dean Research**
6. **Director, School of Distance Education**
7. **Director, Center of Excellence Solar Energy Research & Utilization**
8. **Director Creation & Logistics / Director Administration**
9. **LMS Coordinator- Sh. Navin Goyal**
10. **DR (IO) / DR (Acad.) / Admission Officer / AR [A&A] / SIO (Acad.)/SWS**
11. **H.R Manager**
12. **O.S.D to the Registrar**
13. **Guard File.**

CC for kind information:

1. **Hon'ble Chairperson**
2. **Hon'ble Chief Mentor**
3. **Hon'ble President (ref.: PO-768; Dated 26/5/16)**
4. **Hon'ble Pro President**