



GUJARAT UNIVERSITY

UGC- Human Resource Development Centre

(Earlier Known as UGC Academic Staff College)

School of Social Sciences Building, Gujarat University Campus, Navrangpura,
Ahmedabad - 380 009, Gujarat (INDIA) www.hrdcgujarat.ac.in



Date: 13/08/20

To
Dr Viral Jadav, Associate professor, IITE, Gandhinagar

Sub: Appointment as a Coordinator of the UGC Sponsored **1st Online Refresher Course on Teacher Educator (Two Weeks) School 07/09/20 to 20/09/20.**

Dear Sir,

With reference to our discussion, the Director, HRDC is pleased to appoint you as a Coordinator of the UGC Sponsored **1st Online Refresher Course on Teacher Educator (Two Weeks) School 07/09/20 to 20/09/20.** You are requested to collect all videos and related materials in the following email id.

Email: rcte@hrdcgujarat.ac.in

Password: hrdcrc@2020

Your kind cooperation is expected as always.

We together will make a difference.

Thanking You,

Dr Jagdish S. Joshi
Coordinator, MHRD-National Resource Centre
Coordinator, Online Ph D Course Work
Professor-Director, UGC-HRDC, Gujarat University
Mob: 9426587963



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Date: 27/08/20

To,
Dr. Divya Sharma,
Professor
IITE, Gandhinagar

Subject: Invitation to contribute as a resource person in UGC sponsored Online Refresher Course planned by UGC-HRDC, Gujarat University, Ahmedabad

Esteemed Madam,

I am glad to invite you to be a part of a historical initiative of UGC HRDC of Gujarat University. We are planning to develop E-content for the Refresher Course in Education. It will be used by HRDC for its various courses.

We are pleased to invite you as one of the resource persons for the same. The following topic/s is/are allocated to you as per your confirmation:

- ❖ Topic: Curriculum Design and Content Development
- ❖ Medium of instruction: Hindi/English

You are requested to study the guidelines for E-content attached with this email.

You have to upload the videos, e-text files (PPT/Word/PDF/Graphics/Charts etc), assignment and some MCQs with Answer key and your bio-data in the Google drive and share it with the following email id

Email id: rcte@hrdcgujarat.ac.in

Please submit your videos on or before 1st September 2020.

Kindly confirm the acceptance of the invitation.

We together will make a difference.

Thanking You,

Coordinator, Online Refresher Course in Education
Dr. Viral B. Jadav
Associate Professor,
IITE, Gandhinagar
Mo. 9033229855

UGC-Human Resource Development Centre, Gujarat University

Standard Operating Procedure (SOP) of Refresher Course

1. Watch the video and follow the instructions _____
2. This is Online Refresher Course. It will be delivered in a blend of MOOC (Recorded video) and live video session.
3. You are required to join google classroom to attend the course.
4. Kindly go through Google Classroom introductory information on Google website. Google Classroom App is also available on Play Store and App Store (Kindly Download it)
5. Stream section is available in your Google classroom, for announcement, update discussion, comments and inputs.
6. WhatsApp group is also created for announcement, update, discussion, comments and inputs.
7. After successful admission you will enter google classroom. You will see day wise video, reading materials, Assignments/ Activity / Project/survey/ Prestation/ Seminars / MCQ tests/Quizzes/others. HRDC will conduct Refresher Course. You need to complete whole course of 72 Hours. There will be 48 sessions of one and half hours each.
8. If have any problem or query you may email it to online@hrdcgujarat.ac.in.
9. You can copy the URL of the video/es to watch them later at your convenience
10. You can download the reading materials to read later at your convenience.
11. You have to complete given activity/assignment and quiz/MCQ test on particular unit in given time.
12. Generally, a time limit of 3 days is given to complete any task/assignment/quiz/MCQ that means you have to complete the given task/assignment/quiz/MCQ in maximum 3 days.
13. You need to complete the activity/task/assignments as per given instructions. It may be an individual/ peer/ pair/ group work activity/task/assignment.
14. The final result will be based on formative, continuous, summative and term end evaluation and testing system.
15. Submission:
 - a. Book review of book published not before 10 years. (Minimum 500 to maximum 1500 words in English/Gujarati-shruti font/Hindi-Mangal font) MS-WORD, A4 size, Font: English=Times New Roman, Gujarati = Shruti and Hindi = Mangal. The font should be of 12-point size for the main text and 14-point size for the title.
 - b. Research Proposal/Project/ Activity/Survey
 - c. Seminars/participant presentation* (Each participant will prepare a PPT on given topic and record his/her video presentation on the same topic. It should be of 10 to 15 minutes video and 5 to 10 PPT slides.)
 - d. Course Feedback in given form.
 - e. Course feedback Video of 5 to 10 minutes.
 - f. Resource Persons' Feedback in given form.
16. There will be a term end online examination.

17. Marking Scheme

The total marks are 100. It is distributed in the following manner:

25	Holistic response
15	Seminars/participant presentation
20	Continues Assignments/ Activity / Project/survey/others
10	Micro-teaching on a given topic/ Participation
30	Term end Multiple-choice objective tests

The grading system:

A+: 85 % and above

A: 70 % to less than or equal to 84 %

B: 60 % to less than or equal to 69 %

C: 50 % to less than or equal to 59 %

F: Below 49 %

Those teacher participants who get F grades are required to repeat the programme after a gap of one year without financial commitment to UGC-HRDC.

***Guidelines for Video Recording of Presentation:**

Please follow the following guidelines while recording your video presentation:

Duration: 10 to 15 minutes video of your presentation.

Opening: Your video should open like

“I am Dr Jagdish Joshi (your name), Professor and Director of UGC HRDC Gujarat University (your designation and institute). I am a participant of(name of the course like Online UGC Gurudakshita One) organised from..... (starting date) to (ending date) by UGC Human Resource Development Centre of Gujarat University, Ahmedabad”

I am going to deliver my presentation on (your topic)

Main Part: Your video presentation topic with all the subtopics

Ending: I (your name) thank UGC Human Resource Development Centre of Gujarat University, Ahmedabad for providing me an opportunity to join (name of the course).

Note: Above are the broad suggestions. You may make changes to make it better.

1. Video may be in English or Hindi
2. Mobile video resolution (Frame Size) should be 1920x1080 (16:9) / 1280x720 (16:9)
3. MP4 Video format is desirable.
4. Mobile Should be kept horizontal while recording
5. You may record using your laptop or any other recording device
6. You may choose zoom/MSTeam/Google Meet/ or any other video recording application you are comfortable in.
7. You should show your ppt in between while recording your video. If you use any of the

video conferencing tools, it will help you to share your screen/ppt along with your video.

8. You may add some animation/pictures or graphics in the video. You must not add some other video in your presentation.

9. You must wear formal clothes.

10. You Background should be attractive/books/files/poster/curtain or clean/plain

Background is expected

11. The video should be focussed (Clean) on you, not blurred

12. There should be proper light on your face

13. It should be recorded in a quite/soundproof room. No extra noise/sound other than your voice is expected

14. You must watch your video after recording. If needed, you may re-record it. You may take the help of some professional to make it better.

15. You may edit the video before uploading. There are many easy and free editing software available. Give it a try. You may take the help of someone who is good in editing.

16. You can submit it once only.

17. Please save your video file as P_yourlastname&firstname_shortened

Coursename_8_2020 like P_JoshiJagdish_GD1_8_2020



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Date: 17/08/20

Guidelines for E-content/ Online Lecture

I would like to suggest the following to make your session and our course more meaningful, qualitative, impressive, useful and effective:

1. You are requested to deliver your session of 60 to 90 minutes online. It may be in two or three parts like three sessions of 20 to 30 minutes each or two sessions of 30 to 45 minutes each.
2. You are requested to record your video using your PC, laptop or tablet for the online session. You are requested to record the video of your session/s. You may use Zoom, Google Meet, Microsoft Team or any other application, you are comfortable in.
3. You should follow the following video conferencing etiquette
 - a. You should wear formal clothing
 - b. You should choose a plain background (wall/curtain) while you are recording, i.e. the place behind your chair should be plain
 - c. Proper posture (like you should be in the centre of the screen)
 - d. You should practice before the actual live session (if required)
 - e. You need to speak louder so that live session can record your clear audio, kindly record while you have a noise-free environment
 - f. Speak at average speed/pace
 - g. Kindly give pause of 5 seconds between two topics
 - h. Your pronunciation should be clear.
 - i. There should not be any external or other voice/noise while recording
 - j. You should keep your mobile on silent while recording
 - k. No one other than you should be visible while the live session is being recorded
 - l. Proper lighting on your face
 - m. You should share your PPT/PDF/E-Text/other Tool on your recording screen during the recording of your live session
4. Your video/session should begin with
 1. I (Your name) thank UGC Human Resource Development Centre of Gujarat University for giving me an opportunity to connect with you and deliver my session on (Your topic).
 2. You should say that: "I thank Prof Dr Jagdish Joshi, Professor and Director of UGC HRDC of Gujarat University. Say one or two lines about our teamwork and performance.
 3. Say something about the HRDC of Gujarat University. You may take any/some of the points/information given below: HRDC GU is ranked as 15 in India and number one in Gujarat; it is pioneer and created history or benchmarks by organising:
 - a. The first of its kind Online Refresher Course in India in the year 2018-19. About 2500 participants have attended it.

- b. The first of its kind Online Annual Refresher Program in English Language Teaching (ARPIT) with record break 9000 participants in the year 2019-20
 - c. The first ever Online Short-Term Course on E-Content Development during lockdown and unlock 1. More than 100 courses with about 4000 participants have successfully completed. The participants are from across the country.
 - d. The first Online Professional Development Program for the Administrative Staff of Universities during lockdown with 105 participants.
 - e. The first of its kind Ph D Course work for all the registered Ph D Scholars of Gujarat University has been organised since 2016.
 - f. The first of its kind Ph D Course work in blended mode (mix of online and offline) for all the registered Ph D Scholars of Gujarat University, BKNM University-Junagadh, KSKV Katch University-Bhuj is planned from July 2020.
 - g. HRDC GU is coordinating the Online E Content Creation Training for all the professors of the colleges and universities of Gujarat along with Department of Higher Education, Commissionerate of Higher Education and Knowledge Consortium of Gujarat in 2020
 - h. UGC HRD GU was funded by MHRD under RUSA Grant of Rs. 3.33 Crores. It is one of the very few HRDCs which have very fruitfully and successfully organised the programs under it. It has collaborated with IIMA, SPIPA, IIT Delhi and Mumbai, JNU, Delhi University, The Lal Bahadur Shastri National Academy of Administration (LBSNAA)-Mussoorie, Mumbai University, Narsinh Mohanji Institute of Management, INFLIBNET, SNTD Mumbai University, St. Xavier's College-Mumbai, NIEPA, NCERT and UGC etc.
 - i. The website of UGC HRDC GU is very dynamic.
 - j. The journal of UGC HRDC GU is indexed in Cross Ref and has Digital Object Identifies (DOI)
 - k. It invites international resource persons
 - l. It has MOU with UK and Canadian Universities
 - m. It provides consultancy
 - n. It is very innovative and established training institute
 - o. Video feedback of the participants are collected and kept on the website
5. The Director and coordinator is going to speak before your session starts. They will introduce you and your topic. If possible we will contact you and record some interaction with you.
 6. You may visit the YouTube Chanel : <https://www.youtube.com/c/Ioshijagdish>
 7. You may visit our website and links of YouTube and other information on it <https://hrdc.gujaratuniversity.ac.in/home>
 8. We are going to follow four Quadrant approach of MOOCs for the course. The session should be a mix of e-text, ppt, video lecture, audio, the link of other YouTube video, further resources, MCQ, assignment and activity etc.
 9. Along with video recording, you need to submit the following:
 - a) video lecture / online session of 60 to 90 minutes
 - b) Your bio-note/bio-data. It will be used by us to introduce you. You may give just three to four line brief about the topic for our introduction.
 - c) e-text: word document, pdf, ppt, graphics, chart, picture, any other type of lecture related file, an audio file
 - d) link of other YouTube video, further resources, Open Educational Resources, MCQ with answer key, assignments and activities

- e) You will be required to resolve the questions/queries raised by the participants during the course.
6. You should prepare a writeup/e-text related to your session.
7. The e-text should have three separate sections:
 - a) Section I: Main text of the session (in e-text: word document, pdf, ppt, graphics, chart, picture, any other type of lecture related file, audio file)
 - b) Section II: Exercises/evaluation mechanism/test/progress check etc. (MCQ with answer key, assignments, and activities)
 - c) Section III: Resources for further reading (link of other YouTube video, additional resources, Link of Open Educational Resources)
8. The layout of the main text of the session should be like
 - a) Front Page
 - b) Title of the session
 - c) Content/Structure/Index
 - d) Learning outcomes/Objectives/You will be able to .../the module is designed to help you to
 - e) Main text with subtitles as needed
 - f) Summing up/Conclusion/Summary
 - g) References/Works Cited
9. The main text of the session should be between 2000 to 3000 words.
10. You need to prepare a list of resources for further reading. You may include bibliographical details of books, research papers, websites, e-books, audio, video, the link of YouTube video, Link of Open Educational Resources or the kind of resources you feel useful.
11. Let's have a look at the MOOCs Module STRUCTURE:
 - a. Quadrant-I - (e-Tutorial): Shall contain Video and Audio Content in an organized form, Animation, Simulations, video demonstrations, Virtual Labs, etc., along with the transcription of the video.
 2. Quadrant-II - (e-Content): Shall contain self-instructional material, e-Books, illustrations, case studies, presentations, Web Resources such as further references, Related Links, Open source Content on Internet, Video, Case Studies, books including e-books, research papers & journals, Anecdotal information, Historical development of the subject, Articles, etc.
 3. Quadrant-III - (Assessment): Shall contain problems and solutions, which could be in the form of Multiple Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQs, Clarifications on general misconceptions.
 4. Quadrant-IV - (Discussion Forum): Discussion forum for raising of doubts and clarifying them on a near real-time basis by the Course Coordinator or his team.

I thank you for your contribution to the project of national repute.

Sr No.	Day No	Date	Time	Day	Topic	Name of Resource Person	Othe Open Source Video link	Other Reference Material/URL
42					Blended learning, Experiential learning and Project Based Learning	Dr. K.H.Yadav I/c Pincipal, A.G.Teachers College, Ahmedabad		
43								
44								
45	12	19th September 2020		Saturday				

Sr No.	Day No	Date	Time	Day	Topic	Name of Resource Person	Other Open Source Video link	Other Reference Material/URL
33	9	16th September 2020	16th September 12:00-1:30	Wednesday	Assessment in Andragogy: Flanders Classroom interaction analysis and Galloway's interaction analysis system	Dr. Patanjali Mishra Assistant Professor Vardhman Mahaveer Open University, Kota, Rajasthan 14 September 12 to 1.30		
34			16 September 2:30-4:00pm		Targeting top tier Journal Publication	Dr. Murugan, Asst. Prof. in Management, Hyderabad University		
35					Metacognition and learning	Dr. Sudhir Tandel Asso. Prof. IITE, Gandhinagar	https://www.youf	https://www.youf
36								
37	10	17th September 2020	17 September 12:00-1:30	Thursday	Inclusion: Not a Matter of Choice	Dr. Sujata Bhan Professor and Head, Department of Special Education, SNDT University		
38					Mixed method of research	Prof (Dr.) Kaushal Kishore Professor, Central University of south Bihar		
39					Importance of Body language for Teachers	Dr. Mehl Dave		
40								
41	11	18th September 2020	Recorded	Friday	Inclusive Pedagogy	Dr. Vandana Saxena Professor CIE, Department of Education University of Delhi		

Sr No.	Day No	Date	Time	Day	Topic	Name of Resource Person	Othe Open Source Video link	Other Reference Material/URL
25	7	14th September 2020	14 September 4 to 5:30	Monday	Constructivist Approach	Dr. Shefali Pandya Professor, Department of Education University of Bombay		
26					Understanding &	Dr. Kamaljit I. Lakhtaria		
27					Theories of learning: Behaviouristic, cognitive and Social theories	Dr. Somu Singh Assistant Professor, Banaras Hindu University		
28					Assessment : Meaning, Nature, Perspective, Types, Assessment of three domains	Dr. Amit Gautam Faculty of Education Dayalbagh Educational Institute Agra UP, India		
29	8	15th September 2020	15 Sep 12:00-1:30	Tuesday	Reflective Teaching with reference to NEP 2020	Prof. Bharat Joshi, Professor, Department of Education (IASE), Gujarat Vidyapith, Ahmedabad		
30					Qualitative Research	Dr. Anjali Bajpai Professor, Banaras Hindu University		
31					Role of Emotional intelligence for teachers	Dr. Bhavin Chauhan, Asst. Prof. M.S. University		
32					Guidance and counselling	Dr. Reena Godara, Asst Prof., Central University of Rajasthan		

Sr No.	Day No	Date	Time	Day	Topic	Name of Resource Person	Othe Open Source Video link	Other Reference Material/URL
17	5	11th September 2020	11th September 12:00-1:30 Live	Friday	National Policy on Education 2020 with reference to Teacher Education	Dr. Atulbhai Kothari, Secretary, Shiksha Sanskriti Utthan Nyas	https://youtu.be/	
18			11 September 3:00to 4:00pm Live		Teacher Education	Prof. Chandra Bhushan Sharma Professor, School of Education, Indira Gandhi National Open University		
19			Recorded		Moodle Development 1	Prof. K. Srinivas Head of ICT & Project Management Unit, NIEPA	https://www.you	https://www.you
20			Recorded		Ethics and Values in Teacher Education	Dr. Neepa Bharucha Associate Professor, M.B. Patel College of Education, VVnagar		
21	6	12th September 2020	12 September 11:00-12:30 Live	Saturday	Pedagogy for Teacher Educators	Prof. H.K. Senapaty Director, NCERT		
22					Working with Effective Learning Management System	Dr. Kamaljit I. Lakhtaria Associate Professor, Department of Computer Science, Gujarat University		
23					Moodle 2 Practical Guidance	Prof. K. Srinivas Head of ICT & Project Management Unit, NIEPA	https://www.you	https://www.you
24					Objective based Lesson Planning	Dr. Sonal Thareja, Dy. Director, COI, IITE, Gandhinagar		

Sr No.	Day No	Date	Time	Day	Topic	Name of Resource Person	Othe Open Source Video link	Other Reference Material/URL
9	3	9th September 2020	12:00-1:30 Live	Wednes day	Improving Student Engagement through Gamification	Prof. Kathan Dushyant Shukla, Ravi J. Matthal Centre for Educational Innovation, IIM Ahmedabad	https://youtu.be/	https://www.lear
10		Mail	Recorded		How to be a Neuro-Enlightened Learner?	Dr. Vishal Bhadani Director, International centre of Applied Gandhian Studies	https://youtu.be/	https://youtu.be/
11		Mail	Recorded		Experimental Design	Prof. Satishprakash Shukla, Professor, Department of Education, Gujarat University, Ahmedabad	https://www.yout	https://www.you
12		HRDc	Recorded		E-Content Development 2	Dr. Mahesh N. Jivani, Professor, Department of Electronics, Saurashtra University	https://www.yout	https://www.you
13	4	10Th september 2020	12:00-1:30 Live	Thursda y	Educational Administration and Leadership	Prof. K. Pushpanadham Professor, M.S. University of Baroda	https://www.yout	https://www.aca
14		Hardc Video	Recorded		Curriculum design and content development	Dr. Divya Sharma Professor, IITE, Gandhinagar	https://youtu.be/	https://www.you
15			Recorded		Plagiarism and self-plagiarism issues	Dr. Yogesh R. Parekh I/C Librarian Gujarat University	https://www.yout	https://www.you

Sr No.	Day No	Date	Time	Day	Topic	Name of Resource Person	Othe Open Source Video link	Other Reference Material/URL
1	1	7th September 2020	Recorded	Monday	Innougural Function	Dr. Harshad A Patel		
2			Recorded		Bloom's Taxonomy and Outcome based Education	Dr.K.H.Yadav, I/c Principal, A.G.Teachers College, Ahmedabad	https://www.youtube.com/watch?v=...	https://www.you...
3			Recorded		Blue Print Based Question Paper	Dr.Raviraj Rajpura Associate Professor, IITE, Gandhinagar	https://www.yout...	
4			Recorded		Development of affective domain: a challenge for a teacher	Dr.Dipti J.Oza Professor, M.S. University of Baroda	https://study.com...	https://en.wikive...
5	2	8th september 2020	12:00-1:30 Live	Tuesday	Inflibnet services towards Academic community	Shri Abhishek Kumar, Scientist , Inflibnet centre , Gandhinagar	https://www.yout...	https://www.you...
6		waiting	Recorded		Neuroscience of Learning	Dr.Vishal Bhadani Director, International centre of Applied Gandhian Studies	https://www.yout...	https://www.you...
7		Mail	Recorded		Intellectual property rights for teachers	Dr. Gurudutta Japee HOD, Associate Professor, Gujarat University	https://www.yout...	https://www.you...
8		HRDC	Recorded		E-Content Development 1	Dr. Mahesh N. Jivani, Professor, Department of Electronics, Saurashtra University	https://www.yout...	https://www.ugc...