OFFICE OF THE PRINCIPAL : D.H.S.K. COLLEGE : DIBRUGARH
Date: 06/07/2020
GENERAL NOTICE FOR HOLDING H.S. 2ND YEAR CLASSES

This is for information of all the Head of the Departments and the students of H.S. 2nd Year Classes of D.H.S.K. College, Dibrugarh that arrangement for holding online classes for both Arts and Science Streams w.e.f. 06/07/2020 has been made as per the attached routine and will continue until further notice. The HoDs will arrange to allot classes to the faculty members of their Departments. The teachers assigned either will come to the college before the scheduled time or arrange to hold the online classes from his/her own residence in the scheduled time. In case if the teachers wish to come to the college for holding the classes then he/she will have to inform Mr. Harjinder Singh Faculty, Department of Computer Science (Ph. No. 70023451114) well in advance for necessary arrangement. The required electronic device etc will be provided from the college office. The teachers may use their own device and mode of online teaching as per necessity. A suggestive mode of online teaching has been attached herewith.

Routine for online H.S. 2nd Year Classes (w.e.f. 06/07/2020)

Days	10 am to 11 am	11.15 am to 12.15 pm	12.30 pm to 1.30 pm	1.45 pm to 2.45 pm
Monday	Physics Economics	Chemistry Pol. Science	English	MIL (Asm, Alt. Eng, Hin & Ben)
Tuesday	Mathematics Education	MIL (Asm, Alt. Eng, Hin & Ben)	Botany Sociology	Sanskrit Geography
Wednesday	Zoology Logic & Phil	Anthropology History	Physics Geography	Economics
Thursday	Chemistry Pol. Science	English	Mathematics Education	History
Friday	Anthropology	Botany Sociology	Zoology Sanskrit	Logic & Phil

N.B.:
(1) The MIL Classes for Assamese and Alternative English for Arts and Science Streams will be held separately. There will be combined classes for both Arts Science for Hindi and Bengali.
(2) After taking the classes the teachers will submit a report to the HoDs concerned and the HoDs will arrange to send the same through mail (principal_dhsk@hotmail.com) every Friday in the format given below.
(3) The classes for General English for Arts and Science will be held separately.

Format for record:
Name of the teacher: _____   Subject: _____

Date	Time of class	Topic taught	Mode of teaching	No. of students attended	Remarks

Principal
D.H.S.K. College, Dibrugarh

Higher Secondary 2nd Year Online Class Module

Communication Media used:

1. You Tube Live
2. Gmail (for accessing students email)

i.   Steps to be performed while doing the class:

1. Open Gmail and login to the official group created for doing classes. (two separate groups have been created for HS Arts & Science).
2. Open You Tube on your Laptop.
3. Select the Gmail account which you have logged in for doing class.
4. Click on + symbol.
5. Click on Go Live option.
6. Give the title name as for your class(for example: maths).
7. Then tick on yes, its not made for kids.
8. Click next.
9. Click GO LIVE button to start the session.
10. Click on the right arrow option behind the END STREAM BUTTON.
11. Copy the link from the dashboard.
12. Go to Gmail .
13. Click on compose option.
14. Click on To option.
15. Select all the contact from the list.
16. Write about the class details on the subject part.
17. Paste the link copied in the description area.
18. Click send.
19. Finally start your class.

Students will have to follow that link which was sent to their email for doing class

ii.   Gmail Account details for accessing the Groups

1. For HS Arts:

⇨ Username: harofficialarts
⇨ Password: arts2020

2. For HS Science:
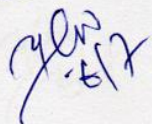
⇨ Username: harofficialsci
⇨ Password: science2020

Principal
D.H.S.K. College
Dibrugarh-786001 (Assam)

iii.   **Steps for accessing Gmail Groups:**

1. Login into the group as per your course (eg: arts or science).
2. After successful login, click on the square dots box to open contact.
3. Click on Contacts.
4. In the menu items you will see (**HS 2nd Year Online Class** Arts or Science).
5. Click on it (there will be list of emails).
6. Come into your Gmail account.
7. Click on Compose option.
8. Click on To option.
9. Pop up window will open.
10. Click on select all option.
11. Click on INSERT option.
12. Write class details in subject option.
13. Paste the link mentioned in step **(i)** point no **11** in the description area.
14. Click on SEND button.