Lovely Professional University Centre for Distance and Online Education

Guidelines for Students related to online Personal Contact Programme

1. PCP Registration

Students interested in attending the **"Personal Contact Program"** can register for the PCP classes through their LPU e-Connect Account/LPU Touch Mobile App

Following is the registration process for students to register for PCP Classes through LPU e-Connect.

PCP > PCP Registration

• Log in to your e-Connect account and click on "PCP" menu. Here you will find the tab PCP @PCP Registration.

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	Course Code	Course Name	e-Books		View Time Table
	DCAP302	ENTERPRISE RESOURCE PLANNING	*		View Attendance
My Class	DCAP301	MODERN PROGRAMMING TOOLS AND TECHNIQUES - III	*		
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• On clicking PCP registration tab, you will get the list of the courses registered to you in the current term.

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	DCAP302	ENTERPRISE RESOURCE PLANNING		CR				
\mathbf{Q}	DCAP303	MULTIMEDIA SYSTEMS		CR				
Chat	DCAP304	SOFTWARE PROJECT MANAGEMENT		CR				
	DCAP305	PRINCIPLES OF SOFTWARE ENGINEERING		CR				
Online Assessment	Enter your curren through SMS Click on register	nt working contact number for getting updates button to save the details.	inter Contact Numb	er				
Events		Register	Reset					
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- Now, you need to fill the following Information:
 - a) Please select the courses you want to register.
 - b) You need to enter your current working contact number for receiving updates about PCP classes through SMS.
 - c) Click on register button to save the details.

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	You are currently	in term 320211 (Sem 5) & studying 5 course(s) as shown in the List	below.				
	in case, courses s	snown below are not according to your prog	ram scheme/ term, the	en please contact Unive	TSILY at 01824-521560]		
My class	Course Code	Course Little	55 111	Course	Type	-		
	DCAP301	ENTERDRISE DESCURCE DI ANNING	L3 - III	CR				
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Events		Register	Reset					
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• After clicking on register button, a pop-up window will be opened and you will be asked to reconfirm your registration details.

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ی Dashboard	Registration for P	Personal Contact Program (PCP)			0		
	You are currently in term	Details of courses for which you are going to attend PCP.			ĭ		
	In case, courses shown be	Course Code Course Title					
My Class	Course Code Course	DCAP301 MODERN PROGRAMMING TOOLS AND	TECHNIQUES - III				
· ·	DCAP301 MODE	DCAP302 ENTERPRISE RESOURCE PLANNING					
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Chat	DCAP304 SOFTV	DCAPSOS PRINCIPLES OF SOFT WARE ENGINEERING	0				
	DCAP305 PRINC	Click on confirm button to save the details. Please note that once you cli	cked o <u>n confirm</u> button, you	would not be able to can	cel your registration.		
47		Confirm	Cancel				
Lø	Enter your current working through SMS						
Online Assessment	Click on register button to :	save the details.					
Events		Register					
Discussion							•

• If all the details of registration are correct then you need to click on Confirm button. Once your registration is complete, take a screenshot of the registration slip for your future reference.

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RMS Calendar Contact L	Js Feedback My Class		unsipulit suys		RHELPLINE NUMBER: +91-1824-521360
			You have registered successfuly for PCP with reference ID PCP21606.		
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Cashboard	Registration for	Personal Contac	t Program (PCP)		
	Personal Contact Progra	am			
	Registration Number : 21	803395016	Student Name Manpreet Singh		
	Registered On: 5/15/2021	6:17:20 PM	Reference Id: PCP21606		Contraction of the local division of the loc
	You are registered for PC	P in following courses.			
\bigcirc	Course Code	Course Title			Course Type
Chat	DCAP301	MODERN PROGRAM	IMING TOOLS AND TECHNIQUES - III		CR
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47	DCAP303	MULTIMEDIA SYSTE	MS		CR
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Online Assessment	DCAP305	PRINCIPLES OF SOF	TWARE ENGINEERING		CR
Events	* Any act of misbehavior i the university.	towards other students, s	taff, teachers etc will not be tolerable at all and the student found guilty will b	e liable for disciplinary actio	n including expulsion/fustication from

In case you register for less courses by mistake or want to change the registered courses, you
may click on 'Deregister' button and re-register with correct courses again, till the end date of
PCP registration. No request for addition/ deletion or change in registered courses would be
catered once the PCP registration is closed.

2. <u>Time Table</u>

Students can view their timetable through LPU e-Connect as per the following path:

e-Connect LOGIN ---> PCP > View Time Table

PCP Classes will be held through the "My Class" platform, which can be accessed by clicking on the "My Class" tab available on the LPU e-Connect home page. For logging in to the My Class account, students are required to use their LPU e-Connect username and password. Please note that you can access the LIVE classes only during PCP days as per the timetable.



3. Attendance

The registered students can view their attendance on daily basis during the PCP classes in their respective e-Connect accounts by following the path:

PCP ----> View Attendance

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	Course Code	Course Name	e-Books		View Attendance
My Class	DCAP302	ENTERPRISE RESOURCE PLANNING	<u>*</u>		PCP Certificate
	DCAP301	MODERN PROGRAMMING TOOLS AND TECHNIQUES - III	2		
Q	DCAP303	MULTIMEDIA SYSTEMS	*		
Chat	DCAP305	PRINCIPLES OF SOFTWARE ENGINEERING	*	Magic Potion for a Blissful Sem	hester
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- It is compulsory for you to attend the PCP classes with minimum 75% attendance; otherwise, you will not be allowed to appear in End Term Examination.
- PCP attendance certificate would be provided to students who will be attending 75% of their scheduled classes.

4. How to join LIVE PCP Classes through My Class Platform

The student can join LIVE PCP Classes through any of the following two modes:

Mode1: Through Laptop/Desktop (with minimum 2GB RAM)

Mode 2: Smart Phone (By using the browser of the smartphone) with a minimum 2GB RAM

Details of supported browsers are as mentioned:

- Windows: Google Chrome 80+
- Edge Browser: 80+
- Linux: Google Chrome: 80+
- Mac OS: Google chrome: 80+
- Android: Mobile Chrome 80+
- iOS: Safari 13.0 or above

However, it is advisable that the student should prefer Mode 1 i.e. Laptop/Desktop.

To access the classes smoothly, students must have uninterrupted Active Internet connection of 2-3 Mbps speed. The students should also try to make provisions for a backup internet connection. In addition, following things are desirable:

- Charging facility along with electricity backup during classes.
- Working camera of good resolution and mic.
- An isolated place with no distraction and proper lighting.

All the applicable students are advised to go through the videos available at the following links to become familiar and fully equipped to use "My Class" platform.

Video Links (English):

A. How to Join online Class*: <u>https://youtu.be/KtxJy6djQFc</u>

*Please note: e-connect username and password would be used to login My Class (instead of UMS credentials as mentioned in the video)

- B. How to Interact with Teachers: <u>https://youtu.be/0BKj03veTml</u>
- C. How to Use Presenter Tools: <u>https://youtu.be/cuvwuEyq048</u>
- D.Giving Mobile Version Chrome Browser permission in Android phones: <u>https://youtu.be/BO1YQ_P4ki0.</u>

E. How to view recorded videos of previous classes: <u>https://youtu.be/3WMg_u-HCYg</u>

Video Links (Punjabi):

- A. How to Join online Class*: <u>https://youtu.be/nIV0klBGd2Y</u>
- *Please note: e-connect username and password would be used to login My Class (instead of UMS credentials as mentioned in the video)
- B. How to Interact with Teachers: <u>https://youtu.be/VDHKzq2qVfw</u>
- C. How to Use Presenter Tools: <u>https://youtu.be/aSkRdYjM6ZU</u>

D. Giving Mobile Version Chrome Browser permission in Android phones: <u>https://youtu.be/nHAR2QRJ5WQ</u>

E. How to view recorded videos of previous classes: <u>https://youtu.be/Q3k_p_HT9fA</u>

5. How to access Recorded PCP Lectures through My Class Platform

The student can access the Recorded PCP Lectures through My Class Platform as illustrated below:

• Click on My Class Tab on LPU e-Connect Homepage

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Dashboard	Resources	Course Name	e-Books	Happenings	
	course coue	Course Name	e-Books		
	DSOC411	CLASSICAL SOCIOLOGICAL THOUGHT	*		
My Class	DSOC414	METHODOLOGY OF SOCIAL RESEARCH	*		
Q	DSOC413	PERSPECTIVES OF SOCIAL CHANGE		LPU announces Cash Rewards for	its Students who win
Chat	DSOC412	SOCIOLOGY OF KINSHIP	*	medal at Tokyo Olympics 2020	
Online			View More	* Happenings at LPU.	View More
Assessment	CGPA			DSOC411:CLASSICAL SOCIOLOGICAL THOUGHT	IP (Syllabus)
میں المعالی https://ums.lpu.in/econnect/op	enapp.aspx?from=econnect	t&toApp=myclass		DSOC412:SOCIOLOGY OF KINSHIP	IP Syllabus

• Click on View Class/Meetings

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Click here to view Metrings		Click here to join or view all your live and recorded classes/meetings	W Image: Contract of the second s	Click here to view all your scheduled and completed tests	
		Click here to view all your programming labs	Click here to access tools.		

• Select date from the calendar given in the left panel and click on the lecture you wish to see the recording of.

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								Legend:	Upcoming Delayed Ongoing Completed Expired Click on the class/meeting name in the below timetable				
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• Click on Click to view Recording

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DSOC411-Lect	cture: PCP as seen by Sukhwinder Singh (22005655012.st@lpu.in)	8
	Class Timings Scheduled 02 Aug 09:00 - 02 Aug 10:00 Moderators Dr.Debahuti Panigrahi Actual 02 Aug 08:52 - 02 Aug 09:56 00315050C411-61 Recording Available & Click to view recording	
	Status Ended Class Attendance 37 present / 123 totar (50.0016)	
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• Then Click on Play button to view the recording of the PCP Lecture.

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(WHAT IS SOCIOLOGY? Sociology is a discipline in social sciences concerned with • the human society • and human social activities. Derivation of the term Sociology The French essayist Emmanuel Joseph Sieyes first coined the term in 1780. In 1839, the term was reinvented by Auguste Comte the term sociology is composed of two words; Latim word "Socius" means companion or associate or society and Greek word 'Logos' means study. Thus etymological meaning of sociology is, "The science of society".	
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11	Recorded with CodeTentra - Teach & Learn Anywhere Platform.	22006895034 - Kiranjeet Kaur:no sound 22006715004 - Anjali:in hindi mam 22007085094 - Tejinder Singh Teji:Tejinder Singh Teji 25:41 0.5x 🛱 🗸

6. Other Important Instructions

- No fee would be charged for the PCP Classes.
- **e-Library Facility** is available in the Student's LPU e-Connect Account.
- Student can access the soft copies of SLMs and other academic resources from his/her LPU e-Connect Account.
- No student will be entertained for PCP classes without Online Registration.
- Any act of misbehavior towards other students, staff, teachers, etc. will not be tolerated at all and the student found guilty will be liable for disciplinary action including expulsion/rustication from the university.

7. <u>Helpline Details</u>

 If any of the LPU Distance Education student is not able to view the registration interface/ applicable courses or find any other difficulty in the registration process or at any stage of PCP Classes, he/she can contact university Helpline Number at 01824-521360 or send e-mail at odl@lpu.co.in.