National University of Modern Languages
Quality Enhancement Cell

No. ML1-16/QEC-21   **Date: April 08, 2020**

Subject: Online Teaching System

1. Soon after the Government notification regarding the closure of academic institutions due to current COVID-19 pandemic, NUML immediately embarked upon on line teaching. The university continued online teaching for approximately 3 weeks from March 12, 2020 onwards for which a reporting/ monitoring mechanism has also been introduced. However it was recorded that approximately 25% undergraduate and 14% graduate students were having online issues in terms of internet connectivity and its availability. The transition by university to online teaching led to following issues which were mostly relevant to curriculum, teaching and lack of technological resources, hence impacting the quality of education:

   a. NUML is neither designed for online teaching nor does it have its optimal experience.

   b. The current curriculum and its program learning and course learning outcomes have been designed for face to face teaching only.

   c. Serious capacity related issues in terms of infrastructure and online teaching resources:-

      (1) Non availability of fully functional LMS.

      (2) Lack of licensed software for online teaching.

      (3) Limited data server and bandwidth capacity.

      (4) Lack of hardware facilities i.e. laptops for the faculty.

      (5) Lack of recording and E class rooms for quality teaching.

   d. Lack of on line teaching/learning experience/expertise on part of faculty and students.

   e. Assessment system is not tailored for online teaching.

   f. Connectivity issues especially students/faculty from far flung /remote areas.

   g. Non-provision of subsidized internet packages for students at national level.

2. Meanwhile on April 1, 2020, Chairman HEC in online meeting with Vice Chancellors, of the Universities reiterated the need to initiate online classes to ensure the continued learning

of students. Following these directions, NUML has again chalked out an extensive plan as following:

    a.   Commencement of online teaching from 1st June 2020 onwards. Time available from 1 Apr 2020 to 1 June 2020 will be utilized to address the issue mentioned above, develop the course contents and enhance the on line teaching capacity of faculty.

    b.   End term exam and results by August 15, 2020 along with simultaneous preparation for the Fall admission, 2020.

    c.   Commencement of the Fall Semester by the first week of September, 2020.

3.   Furthermore, in order to streamline its online teaching from 1st June 2020 onwards, NUML has initiated the following measures:

    i.   Setting up of virtual class rooms with smart board/white boards, LEDs and high resolution cameras and high speed internet facility.

    ii.   Establishment of Lecture Recording Rooms.

    iii.   Capacity building of the faculty for online teaching

    iv.   Purchase of educational licensed online teaching software like Google class room / Zoom Class Room etc.

    v.   Hardware facilities for the teaching faculty such as laptops, etc.

    vi.   Judicious use of LMS

    vii.   Up gradation of ICT infrastructure including high speed servers and bandwidth

4.   In order to implement Online Teaching System w.e.f. June 1, 2020, following SOPs have been formulated which comprise of procedure for online course delivery, preparation of list of courses and Course packs, selection of Teacher resource person(s) and assessment. They also include timelines and roles /responsibilities and guidelines for the concerned stakeholders.

4.1 Procedure for online Course Delivery:
Following procedure shall be followed to ensure smooth delivery of each course from June 01, 2020 onwards:

    a. **Preparation of List of Courses**:
HoDs to prepare the list of courses for which live online teaching through E-class Room/virtual classroom or recording room facility for recording of

lectures is required.

b. <u>Selection of Teacher Resource Persons:</u>

HoDs in consultation with their respective Deans shall prepare the list of faculty members who are well-versed in his/her subject area for delivery of lectures through both modes of teaching as per the format below.

For example if there are <u>4 teachers </u>who are teaching the same course e.g. "Research Methods" to different sections of same semester of any program, <u>faculty members </u>may be nominated to deliver the lecture by dividing the contents of the course of "Research Method" to each evenly. While preparation of the Lecture, all faculty members of "Research Method" course <u>shall facilitate each other </u>in preparing the content to be delivered in the best manner.

Program	Semester	Name of Course	Contents	Names of Resource Person(s)	Recording Option (E-Class Room/Rec ording)	Remarks (Please indicate the reason in case E-Class room (i.e. Synchronous Mode of teaching course is opted)
e.g. **BS Education**	04	**Research Methodology**	Literature Review	Teacher-1		
			Methodology	Teacher-2		
			Analysis	Teacher-3		
	04	Course-2				

c. Preparation of Complete Course Pack by Resource Person(s):

The nominated faculty member i.e. Teacher Resource Person hall prepare the **complete course delivery pack** in both Hard and Soft form covering the following to concerned HoDs:

i. Course content to be covered and its organization.

ii. Course objectives and learning outcomes.

iii. Weekly lecture logs

iv. Course material /Lecture notes/ Presentation Slides to be uploaded on LMS for sharing with concerned students.

v. Assessment and grading

vi. Assignments with submissions deadlines.

vii. No. of video scripts/online lectures of 20-30 minutes each session for a synchronous and 50-60 minutes each for Asynchronous mode respectively . The videos must be planned chapter wise/units wise with total sessions in each as shown in diagram give below explaining the structure of any E-Course which can include several chapters/units and number of sessions.
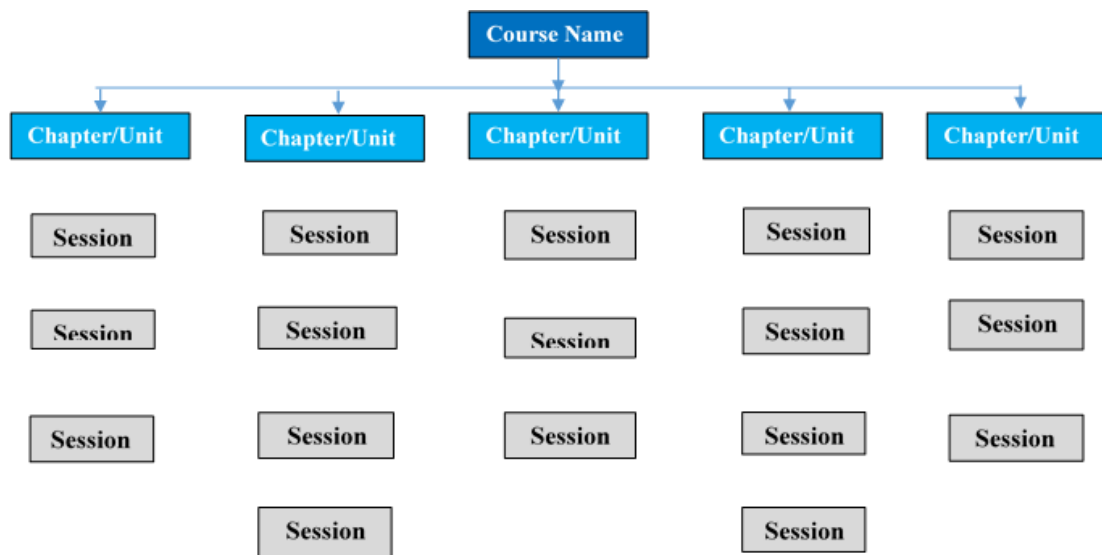
viii. Electronic resources

ix. Database for Quiz, Assignments and End-term Questions with answers.

x. Recommended Text Book(s)

xi. Reference Book(s) if any.

5. Timelines:

Following timelines shall be followed for smooth functioning of this online teaching system.

S.No.	Activity	Deadline	Action By
1.	Submission of list of courses and nominations of faculty members as per the format **4.1(b)**	April 10,2020	All Deans /HoDs, Dir Academics
2.	Submission of Department's plan indicating courses, schedule, nominated faculty members and no. of scripts of video recording of each course.	April,13,2020	All Deans /HoDs and Dir Academics
3.	Briefings of Plans by HoDs to Rector/DG. **(Detailed Plan to be followed is attached as Annex-A)**	April,14-17,2020	All Deans /HoDs and Dir Academics
4.	Training of nominated faculty members. **(Detailed Plan to be followed is attached as Annex-B)**	April 20-23,2020	All Deans /HoDs and ICT
5.	Registration of Students and Faculty on LMS /Software(s). **(Detailed Plan to be followed is attached as Annex-B)**		
6.	Submission of Course Packs for each course by Resource persons as per the guidelines **(Para 4.1 C)** by the departments for uploading on LMS to Dir ICT.	April 24,2020	All Deans /HoDs, Program Coordinators, Dir ICT
7.	Setting up of E-Class Room and Recording Rooms facility.	April 27,2020	Dir IT, Dir Tech, Dir Admin
8.	Start of Recording	April 27,2020 onwards	All Deans/HoDs and Dir ICT
9.	End of Recording Process	May 20,2020	All Deans /HoDs and Dir ICT
10.	Uploading of Material, Slides and videos on LMS	May 20,2020	All HoDs ,Dir ICT
11.	Submission of compliance Report by all Departments to QEC.	May 20,2020	All Deans and HoDs
12.	Start of online Classes	June 01,2020 onwards	All Deans /HoDs & Dir ICT
13.	End term Exam and Submission of Results for Spring 2020.	August 15,2020	All Deans /HoDs & Dir Exam
14.	Start of Fall Semester 2020	Sep 07,2020	Dir Academics

6. **Monitoring Committee(s)**

Following Monitoring Committee(s) shall ensure the implementation of online Teaching as per schedule in its true letter and spirit. The committee(s) and their composition is as under:

a. **Faculty Level Monitoring Committee**
   i. Respective Dean – President
   ii. 2x Senior Faculty, members
   iii. Concerned Program Coordinator, member

b. **Central Monitoring Committee**
   i. Registrar –President
   ii. Director QEC ,member

7. **Roles and Responsibilities**

Roles and Responsibilities of Teacher Resource Persons, HoDs, Facilitator Teachers, Students.

7.1 **Teacher Resource Persons**

a. Speak slowly and clearly
b. A single e-Session should not take more than 30 minutes of learning time.
c. Strictly adhere to the course pack during the lecture.
d. In case of using white Board keep the sentences direct, simple and clear.
e. Avoid jargon.
f. Avoid culture-specific slang, colloquialisms and such examples.
g. Practice questions should be created for all critical topics or tasks.
h. Be well prepared.
i. Explain things in an easy manner

7.2 <u>HoDs</u>

a. To ensure that the concerned Resource Person has prepared himself/herself efficiently and effectively for the course to be delivered through virtual class room or record.

b. HoDs shall have internal department mechanism to monitor the efficient and effective delivery of the course through both modes of teaching i.e. Synchronous and Asynchronous as per the schedule.

c. To ensure that Course Pack is well prepared as per the guidelines provided in Para 2C.

d. To ensure that facilitator teachers have been assigned duties and are facilitating the Resource person.

e. To ensure all relevant material, Quizzes and Assignments and course packs of every course are timely uploaded on LMS.

f. To ensure that students are attending the classes online and are receiving the relevant material.

g. HoDs through their program coordinators to keep liaison with ICT branch.

h. To maintain the data base of students of respective courses along with their contact details

i. To ensure online posting of courses for E-registration system.

j. To ensure that student's queries and complaints, if any, be timely entertained.

k. HODs & Coordinators will coordinate with teachers and students and monitor the overall process.

l. The HoDs / Coordinators will report the weekly online teaching activities / performance of all teachers to Dir Academic through their respective Deans.

m. HoDs / Coordinators will work in close liaison with regional campuses in term of syllabus coverage, assessment, and exams.

7.3 Facilitator Teacher(s)

a. To ensure full facilitation to Teacher Resource person in preparing the relevant course Packs.

b. To maintain liaison with their respective class students and resolving their queries regarding the course which was delivered by the Teacher Resource Person.

c. To ensure that their respective students are attending the virtual classes and/or listening to the relevant video lectures

d. To mark the assignments, quizzes and end term papers of their students

e. To prepare data base of MCQs, Closed questions, Assignments / individual projects

7.4 ICT Branch

a. Setting up of E-Class Room and Recording Rooms facility.

b. Availability of fully functional LMS

c. Training of LMS for faculty members and how to teach Online. ICT branch may issue SOPs in this regard.

d. Uploading procedure of Teaching Material, videos and assignments on line with submission deadlines.

e. How learners /students can access LMS. ICT branch may issue SOPs in this regard.

f. Ensure that complete course pack covering Para 2c (i-ix) is uploaded on NUML LMS.

g. To maintain the soft copy of all recorded videos and conversion to CD.

Note: - Instructions for Students shall be issued separately in due course of time.

Dr. Nadeem Talib
Director QEC

Briefing Plan by HoDs to Rector and DG

S.No.	Faculty	Date	Time	Venue
1.	FE& CS and FMS	14-04-2020	1100hrs-1300hrs	Video Conference Room
2.	Faculty of Social Sciences	15-04-2020	1100hrs-1300hrs	Video Conference Room
3.	Faculty of Languages	16-04-2020	1100hrs-1300hrs	Video Conference Room
4.	Faculty of English	17-04-2020	1100hrs-1300hrs	Video Conference Room

Note: - Each HoD to prepare 10-15 minutes presentation and is attended by Respective Dean and Program Coordinators

Training of Nominated faculty members by ICT

S.No.	Faculty	Date	Time	Venue
1.	FE& CS and FMS	20-04-2020	1000hrs-1300hrs	Video Conference Room
2.	Faculty of Social Sciences	21-04-2020	1000hrs-1300hrs	Video Conference Room
3.	Faculty of Languages	22-04-2020	1000hrs-1300hrs	Video Conference Room
4.	Faculty of English	23-04-2020	1000hrs-1300hrs	Video Conference Room

Note: - Training Contents will be issued by ICT branch