



NOTIFICATION

No.Estt:(Teach:)-566 of 2020. With reference to the meeting of the Deans' Committee held on 04.05.2020, the Vice Chancellor, Mehran University of Engineering & Technology, is pleased to notify the attached "**Policy guidelines for conducting Online Classes at MUET**".

REGISTRAR

COPY TO ALL CONCERNED.

POLICY GUIDELINES FOR CONDUCTING ONLINE CLASSES AT MUET

KEY MODULES

1. Policy:
 - a. SOPs for authorizing and approving online courses.
 - b. SOPs for conduct of online courses.
2. Governance:

Interim Online Academic Committee (IOAC): This committee will work like an interim committee for Academic Council. It will approve online courses, certify online faculty, and adjudicate disputes or complaints.
3. Learning Management System (LMS):

To provide information, track progress, and coordinate activities, and governance system for decision making and adjudication of complaints.

1. Policy

(a) SOPs for Authorizing and Approving Online Courses

Director or Chairman of a program are authorized to submit through proper channel the curriculum or list of courses for online classes. The Director or Chairman will ensure that the courses are ready for online classes as per HEC and PEC requirements and their PLOs/CLOs are attainable; the Director or Chairman will also justify the need of conducting online classes. The courses would be placed before IOAC for approval. IOAC will discuss the circumstances and necessity of conducting online classes; after deliberations and resolving issues if any, may submit to Academic Council for approval or otherwise may submit to Vice Chancellor who may grant an immediate approval using his emergency powers with pending approval of Academic Council.

(b) SOPs for Conduct of Online Classes

- i. The teacher must ensure that all course elements and evaluation policy must be uploaded on the LMS which must include at least: Introduction, Course contents, PLOs, CLOs, lesson plan, handouts, grading policy, quizzes, assignments, tests, results, textbooks, reference resources, and other relevant contents of a course file. The teacher will also share these uploaded course elements with the concerned Director/Co-Director/Chairman.
- ii. A teacher must ensure that invites for the class must be sent at least 24 hours before the start of a class. The option of Weekly Invite is recommended in scheduling a class. In case, the invite is sent in less than 24 hours notice, a justification may be submitted to concerned Chairman/Director/Co-Director.
- iii. The teacher will make the lecture interactive as much as possible by using either audio communication or by using a chat window. Support tools such as whiteboard, Q&A, assignments, quizzes, polls, collaboration space, group discussions, videos may also be used wherever required.
- iv. The teacher will do his/her due diligence to adhere to the class timetable; however, for any unforeseen reasons, if there is any deviation from the timetable, the concerned director/Co-Director/Chairman and all students must be informed first.

- v. When sending a class invite, the teacher must also send the invite to the concerned Director/Co-Director/Chairman. If the invite was already sent and the Director/Co-Director/Chairman was not included in the invitees' list; then an updated invite must be sent.
- vi. Teacher must record the online class and upload it to any hosting site, preferably on Microsoft Stream. The link must be forwarded to Director/Co-Director/Chairman. The same link must be accessible to all students in the class. All recorded lectures must be maintained in the database.
- vii. The attendance either be emailed to the concerned Director/Co-Director/Chairman or be coded to the MIS attendance database by accessing MIS website.
- viii. The teacher must email attendance to concerned or key in data to MIS website, within 24 hours of conduct of a class. Attendance must be given to only those students who were logged in to the VC session. It could be possible that some students in remote areas might not have access to the VC class; those students, could go through the uploaded lecture and send an email to the teacher requesting for marking him/her present. It is expected that the teacher would do due diligence to make sure that the claim of the student for unavailability of Internet facility was genuine; the case must be discussed and agreed upon by the concerned Chairman/Director/Co-Director before marking such a student present.

2. **Governance**

Interim Online Academic Committee (IOAC): This committee will work like an interim committee for Academic Council. It will approve online courses, certify online faculty, and adjudicate disputes or complaints. IOAC will consist of the following members:

- I. Vice Chancellor.
- II. All Pro Vice-Chancellors,
- III. All Deans,
- IV. Registrar,
- V. Director QEC,
- VI. Director Academics, SZAB Campus Khairpur Mir's
- VII. Convener TFC for online classes,
- VIII. Director, ICPC,
- IX. Chairman/Director of concerned department whose courses are under discussion.
- X. Mr. Sajidullah Memon, Manager ICPC for Technical Support.

3. **Learning Management System (LMS)**

Teachers are allowed to use any appropriate Learning Management System (LMS), such as: Moodle, Office 365 suite, G-Suite, etc. Third party Video Conferencing (VC) system can be combined with LMS, such as Zoom, WebEx to conduct online classes. MUET has a subscription of Office 365 suite; all students have already been assigned Microsoft accounts; therefore, it is recommended that teachers use Office 365 suite as an LMS which includes: (i) Teams for class management, VC and lecture recording, (ii) Class Notebook for content management, assignments, quizzes, collaboration, grading, whiteboard, Q&A, etc. (iii) Calendar/Scheduling Assistant for class scheduling, (iv) Stream for lecture uploading, (v) and Forms or AttendanceBot for attendance taking. However, if teachers prefer using some other LMS, they are allowed to do

so provided they would not ask ICPC to create accounts on any other domain, nor demand for any extra finances for purchase of LMS/VC solution.

MUET have already implemented Moodle in some departments; however, it requires few more plugins and programming to exploit its maximum features. MUET would continuously work to upgrade its functionalities and would consider implementing it in future as a de facto LMS for teaching online courses.