

# MEHRAN UNIVERSITY OF ENGINEERING & TECHNOLOGY



## Policy Guidelines for Conducting Online Classes at MUET

	NAME & DESIGNATION	SIGNATURE	DATE
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## SOP for Authorizing and Approving Online Classes

Head of Department (HoD) is authorized to submit through proper channel, the curriculum or list of courses for online classes / practical as well as the need of conducting it online or otherwise. The HoD will also ensure that the courses are ready for online classes as per HEC and PEC requirements and their CLOs / PLOs are attainable.

These courses will be placed before Interim Online Academic Committee (IOAC) to approve online courses, certify online faculty, and adjudicate disputes or complaints. IOAC will also discuss the circumstances and necessity of conducting online classes / practical. After deliberations and resolving issues if any, may submit it to Academic Council (AC) for approval or otherwise submit to Vice Chancellor, who may grant an immediate approval using his emergency powers with pending approval of AC.

## Learning Management System (LMS)

Teacher shall use Microsoft Office 365 suite as an LMS which includes but not limited to,

- (i) "Microsoft Teams" for online class meetings (lecture), class management / scheduling, assignment, grading, lecture recording etc.
- (ii) "Microsoft OneNote Class Notebook" for content management / planning, assignments, collaboration, grading, whiteboard, questions and answers etc.
- (iii) "Microsoft Forms" to take quizzes and surveys.
- (iv) "Microsoft Stream" to upload and share recorded lectures.

## SOP for Conducting Online Classes

1. Teacher must create Team as "Class" when selecting Team type. Additionally, nomenclature for creation of Team "Name" should be as follows,
  - a. Course Code – Batch – Section with no-spaces, followed by theory / practical type description.  
For Example,
    - For Theory only,  
TL431-17TL-1 (TH) | CE411-17CE-A (TH)
    - For Practical only,  
TL431-17TL-1 (PR) | CE411-17CE-A (PR)
    - For Theory and Practical,  
TL431-17TL-1 (TH/PR) | CE411-17CE-A (TH/PR)
  - b. The "Description" field while creating the Team should contain complete unabbreviated name of the subject.
2. Teacher must add all the eligible students and HoD in the classroom (Team). The list of eligible students will be provided by the concerned HoD.
3. Once classroom (Team) is created, the teacher shall not delete the classroom. In case, deletion of classroom is required, written permission from concerned HoD shall be obtained with proper justification.
  - a. The deletion of class can be restored by the technical team of the University with written request from HoD.



4. The teacher must ensure that all course elements must be uploaded on Microsoft Teams including at least: course CLOs, course contents, course teaching plan, course lesson plan, course assessment methods, course lecture notes / slides / handouts, course reference resources, results of quizzes if taken and any other relevant contents of course file. These uploaded course elements must be visible to the students and concerned HoD.
5. The teacher must ensure the invite of scheduling of class as per approved timetable be sent to student and HoD before the start of session using Microsoft Teams "Calendar" option. Any modification in the scheduling of class shall be informed to all the members of class at least 24 hours before the conduct of class. In case, the invite is sent within 24 hours' notice, a justification may be submitted to concern HoD.
6. The teacher will make the lecture interactive as much as possible using either audio communication or chat option. Support tool such as Whiteboard / OneNote collaboration space, Quizzes, Polls, Discussion on Video Tutorials, Assignments etc. may also be used whenever required.
7. 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 HoD and all students in class must be informed first.
8. The teacher must record the online class lecture and the link of the recording must be accessible to all students and HoD in the class. Recorded lectures shall not be deleted.
9. The teacher shall download the attendance of the class from Microsoft Teams using the option of "Download attendance list" before ending the online class. The Teacher may use "Insights" tab option to verify or take attendance after at least 24 hours from the conduct of class.
10. The attendance taken using Microsoft Forms or any other format or means except the one described in point (9) above will not be considered.
11. The attendance shall be submitted directly to Management Information System (MIS) portal as per guidelines issued by directorate of MIS.
12. If due to any reason, the teacher is making student absent despite being present in online class, a proper reason / justification shall be maintained for future correspondence if required. The same shall be communicated to the student.
13. It could be possible that some students in remote areas might not get access to the online class. In this case, those students are bound to inform the teacher during the class time via text message. To gain the attendance, student must go through the recorded lecture within 48 hours from the conduct of class. The student should send summary of the lecture to the concern teacher within 48 hours. The concern teacher will decide the summary / class work / task is satisfactory to provide the attendance or otherwise.

## SOP for Monitoring of Online Class

1. Concern HoD and nominee of the Dean shall monitor the proper conduct of class on regular basis.
2. The details of online class such as login times, meeting duration, number of meetings, attendance, and so on may be verified by the approved technical team of the University at any point of time in future.

## Governance

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 Task Force Committee (TFC) for online class
  - (viii.) Chairman / Director of concerned department whose courses are under discussion.
  - (ix.) Director ICPC
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