

NOTIFICATION

Subject: Uninterrupted Learning Strategies

Following strategies for online classes are to be adopted.

Serial	Areas	Strategy
1.	Attendance	<ul style="list-style-type: none"> Attendance will be ensured through feedback against each lecture on Google Forms as per standardized questionnaire (Annexure A)
2.	Timing	<ul style="list-style-type: none"> Classes should be conducted as per the latest timetables scheduled without gaps.
3.	Mode of Teaching	<ul style="list-style-type: none"> Google Classroom will be the main mode of teaching with mandatory interactive lecture & live session on Google Meet. Heads will ensure the quality audit of course outlines alongwith materials to be shared by respective faculty members.
4.	Students Facilitation	<ul style="list-style-type: none"> Lectures with emphasis on main points should be given along with access to teaching material. Refrain from books which are not available online. Books and adequate reference material for students facilitation should be uploaded.
5.	Teaching material	<ul style="list-style-type: none"> Power point presentations should be uploaded along with other teaching material beforehand in the Google Classroom. Teachers should spend time in preparation of standard slides and avoid prepared slides from internet. (Protocols are attached as Annexure B)
6.	Practicals	<ul style="list-style-type: none"> Faculty member shall demonstrate the practical in laboratory (where applicable).
7.	Schedules of tests and assignments	<ul style="list-style-type: none"> Fix schedules of assignments and tests should be created for each semester per week, to be shared with heads of department ensuring no overlapping and over burdening. No two teachers shall give assignment or test to same semester on same day. Adequate time should be given to complete assignments.
8.	Assignments originality	<ul style="list-style-type: none"> TURNITIN accounts of all faculty members have been created. Faculty members are encouraged to check plagiarism of submitted assignments on software and submit report to QEC.
9.	Audio/video recording	<ul style="list-style-type: none"> Audio/video recording of lecture shall be uploaded in Google Classroom as per the guidelines provided during training session.
10.	Course coverage	<ul style="list-style-type: none"> Heads should maintain record of courses being covered. Weekly coordination meeting of faculty is mandatory and minutes should be shared with academic offices.
11.	Semester Planning	<ul style="list-style-type: none"> Heads are required to submit report of each semester per subject by Monday April 6, 2020 as per the format (attached as Annexure C).
12.	Queries	<ul style="list-style-type: none"> Please use 'Support form' (link is https://tinyurl.com/uxkhdex) for any issue pertaining to Google Classroom and our 'Technology Support Committee' will address accordingly.

Additional Registrar

Cc

- PA to Chairman BOG
- PA to Rector
- PA to Pro Rector
- Additional Registrar (Engineering Wing)
- Dean, Sub Campus Lahore
- All Heads of Departments

STUDENT FEEDBACK SURVEY FOR ONLINE CLASSES

1. I face lot of disturbance and interruption during the lecture.
2. Class was conducted according to communicated time table.
3. Material provided was understandable and according to my learning capacity.
4. Lecture was scheduled according to the provided course outline.
5. The instructor presented course material in a clear manner that facilitated understanding.
6. The online course class was updated and accurate.
7. I am able to access the instructor after classes for additional help.
8. The instructor treated students with respect.
9. The learning objective of the lecture was completely met.
10. Overall quality of class:
 - 90-100%
 - 80-89%
 - 70-79%
 - 60-69%
 - 50-59%
 - Below 50%

PROTOCOL FOR DELIVERING OF ONLINE LECTURES

For online teaching on Google Classroom following are the essential components

1. A maximum time for online presentation should be not more than 30 minutes
2. A power point presentation should be used with following features
 - a. The Title Headline Slide should have the Title only, and something about the road map of the presentation
 - b. Rule of 10, 20 & 30
 - i. 10 Slides
 - ii. 20 Minutes
 - iii. Minimum Font Size 30
 - iv. Pictures and Animation as and when needed
 - c. Rule of 666
 - i. Six Words per Bullet
 - ii. Six Bullet per Image
 - iii. Six Word Slide in a Row
 - OR
 - d. Rule of 7/7
 - i. No more than Seven Line Text
 - ii. No more than Seven Words per Line
 - e. Summing Up of Topic
 - f. References to be mentioned with each slide or in the end
3. Power Point presentation to be associated with Audio attached to each or all the possible slides
4. Power Point Online Presentation to have at least two or more video attachment for elaboration and detailed description of the teaching

METHODOLOGY

In order to develop a successful online Google Classroom presentation, following essentials areas are to be addressed

1. Use of Microsoft Power Point 2019 has additional features for effective classroom teaching, these are
 - a. Side by Side Presentation
 - b. Audio Dubbing Facility
 - c. Video Capture Incorporation and Recording
 - d. Assignment Delivery
2. Additionally, separate recording while presenting and showing the slide at the same time and then uploading to the software using for Online Teaching.

