



GIFT UNIVERSITY

Policies, Rules & Regulations for Blended Teaching and Assessment For Fall Semester-2020

Course Development and Approval

1. Online courses will be offered at the same quality level and rigor as those of on-campus face-to-face courses.
2. For guidance regarding the development and approval of online courses, please refer to GIFT University's Policy and Procedure for Approval of Online Courses.

Time Table and Duration of Class

1. Time table for the classes will be announced by Academic Operations Department.
2. The class duration will be 90 minutes.
3. There will be two on-Campus/virtual class sessions every week and there will be five slots in a day.

Attendance

1. Students are required to attend 100% class sessions. Students with below 80% attendance will not be allowed to take the final examinations.
2. Attendance of the students will be monitored through active class participation/timely submission of assessment components such as quizzes, assignments, etc.

Learning Management System

1. Google Classroom has been selected as the learning management system for online courses.
2. All teaching, reading, and assessment material will be shared with the students through this platform.
3. For every course offered, the concerned faculty member will share the following material on google classroom
 - a. Course outline as per approved format (Annexure-A)
 - b. Time Table
 - c. Consultation Hours
 - d. Teaching Material
 - e. Reading Material
 - f. Details of Assessment
4. Students will complete and submit all components of assessment through google classroom.

5. All components of assessment will be marked/graded and returned to the students through Google classroom.
6. All online lectures, demonstrations, and question-answer sessions may be delivered through one of the following tools: Zoom, MS Teams, Google Hangout, Facebook closed groups, etc.
7. Faculty members will duly inform respective students about the tools for online lectures and interaction, which they will be used in their course.
8. As per the need, faculty members may dedicate a part of their online lectures for familiarizing/training the students in the effective use of online tools.
9. Faculty members will record all their online sessions (lectures, demonstrations, Q&A) and share a copy with the student in Google classroom
10. Students will only be able to login to google classroom and join virtual online sessions through their institutional (GIFT University) email accounts.

Course Delivery

1. Courses will be delivered on-campus supported by Digital LMS and other platforms through a mix tools including, videos, lecture slides, online lectures, demonstrations, discussions, question-answer sessions, and student consultation, etc.
2. For every course, besides regular class sessions, the teacher will be available to the students for 2 hours of consultation session every week. As per the convenience of faculty and students, the consultation hours may be spread over multiple days every week.
3. Teachers will be available to the students through any of the following tools: Google Classroom, Zoom, MS Team, Google Hangout, or Facebook closed groups during regular class time (as announced in the time table) and consultation hours (as announced in the course outline).
4. Students must frequently check their institutional (GIFT University) email account and login to their google classroom to know about the announcements made by the University, faculty members, and activities assigned to them from time to time.
5. All announcements made and work assigned to the students through google classroom or institutional email account will be considered to have been seen, received, and read by the students.
6. Students should login to their google classroom and join online sessions as notified in the time table and announced by the faculty members from time to time.

Library

1. The students and faculty members can access the available reading and reference material through University Digital Library.
2. All faculty members will coordinate with the Head Librarian and ensure that the reading and reference material mentioned in their course outlines is available in GIFT University Digital Library before the start of the course.
3. The teachers can mention links of the reading available in the Digital Library in their course outlines.
4. Students can also borrow hard copies of the books physically as per the SOP of Library defined during the period of pandemic COVID-19

Assessment

1. Faculty members can choose from a variety of assessment tools, including the following:
 - a. Quizzes
 - b. Assignments
 - c. Term Paper/Project
 - d. Attendance and participation
 - e. Mid Term and Final Exams
 - f. Others
2. Assessment tasks selected for a course and their respective weight may vary depending upon the nature of subject and learning outcomes.
3. Types of assessment and respective weight of each assessment must be included in the course outline provided to the student in the first lecture of the semester.
4. In order to keep the students motivated and involved, the teachers are encouraged to make frequent use of formative assessment tools.
5. As a matter of policy, some form of regular assessment should be conducted every week.
6. 60% weight is allocated to the regular forms of assessments (assignments, quizzes, etc.) and 40% to the final examination/term paper/project.
7. To discourage cheating in quizzes or assignments, the teacher may use oral evaluation at random during the class sessions. If a student fails to answer, then it may mean that the student might have used some unfair means during quiz or assignment.
8. All quizzes will be time-bound and may be based on MCQs or short answer questions.
9. It is recommended that the instructor creates a data bank of essay questions and MCQs in LMS and use its built-in facility to present a different set of questions to different students in the quizzes.
10. Assessment items are assigned and to be submitted by the students using approved LMS (google classroom).
11. Feedback on assessment tasks must be provided to the students within one week from the date of submission.
12. It is highly recommended that the assignments should promote active student participation and engagement. Depending on the type of course, it may take the form of:
 - a. Blog posts
 - b. Written essays
 - c. Written code
 - d. Poster presentations

- e. Video presentations
 - f. Portfolio of student work
 - g. Peer evaluation and review, etc.
13. The Mid-Term and Final term examination will be comprehensive. It will be a sit-in exam conducted on the campus.
14. However, if the lockdown prevails and the exam could not be conducted at the campus, grades of the continuous assessment will be changed to the final grades as per the predicted grades method suggested by HEC.
15. The teacher will regularly enter the marks of each assessment, mentioned above, into the Exam Component section of UIS for the view of the students.

Evaluation and Assessment Committee

The Committee will ensure the quality of course assessment and evaluation under the guidelines of Higher Education Commission. The composition of the Committee is as follows:

- a) Concerned Head of Department
- b) Controller of Examinations
- c) Registrar
- d) Director Academic Operations
- e) Manager Student Experience

ToRs of Evaluation and Assessment Committee

- a) The Committee may opt the services of the concerned faculty, if required.
- b) The Committee and concerned HoD will discuss the recommended grades of the course in order to ensure the transparency as directed by the HEC.
- c) The Committee and concerned HoD will finalize the grades of the courses considering the quality parameters.
- d) The Committee will forward the Grader Sheet duly signed by the Concerned HoD to the Examination Department for further proceedings.