

Become What You Want To Be.....!



University of Chitral Online Teaching and Assessment Policy during COVID-19

FOR ON-CAMPUS STUDENTS

VERSION 1.0

Contents

1. Short title, Applicability, and Commencement	2
2. Definitions	2
3. Scope.....	3
4. Objective	3
5. Salient Features of the Policy	3
6. Courses & Course Contents	4
7. Course Readiness.....	4
8. Faculty Readiness	4
9. Student Readiness	5
10. Library Readiness.....	5
11. Technology for Online Teaching and Assessment.....	5
11.1 Learning Management System	6
11.1.1 Using UoCh-LMS.....	6
11.2 Online Class Meeting Platform.....	6
11.2.1 Using Google Meet.....	6
11.3 Inability to join Online Classes	7
11.4 Alternate Methods of Communication for Teaching, Learning, and Assessment.7	
12 Revised Academic Calendar	7
12.1 Undergraduate Semester Programs	7
12.2 Master Programs offered Under Semester System.....	7
12.3 Examinations – Assessment and Evaluation.....	8
12.4 Semester System.....	8
12.5 Annual System:	9
12.6 Oral Examinations/Viva-Voce and MPhil/Ph.D. Defense	9
13 Grading.....	9
14 Lab Work/Field Work	9
15 Internship/Fieldwork.....	9
16 Grievance Redressal Mechanism.....	9
17 Technology Support Teams and Officials.....	10
Attachment 1: List of Departmental Focal Persons for Online Teaching	11
Attachment 2: Course Readiness Checklist	13
Attachment 3: How to log in and use UoCh-LMS	15
Attachment 4: How to log in and use Google Meet for Online Classes	16
Attachment 5: Technology-Support Teams and Officials.....	17

1. Short title, Applicability, and Commencement

- 1.1. This policy may be called ‘University of Chitral Online Teaching and Assessment Policy during COVID-19’ (UoCh-OTAP).
- 1.2. This policy applies to the Undergraduate, Masters, programs offered by the University on its campus, and all the on-campus students enrolled in these programs, during the current extraordinary times created due to a very stretched closure of the University.
- 1.3. This policy will commence from 1 June 2020 and will continue during the closure of the University due to COVID-19.

2. Definitions

- 2.1 **‘Board of Studies’** means the Board of Studies of the respective teaching department/center/institute/academy/constituent college.
- 2.2 **‘Course Readiness’** means that the Course is approved by the Board of Studies for the online offering.
- 2.3 **‘Faculty Readiness’** means that the Faculty has received adequate training for online teaching, content development, and assessment.
- 2.4 **‘Focal Person’** means the departmental focal persons for online teaching. A list of focal persons is provided as [Attachment 1: List of Departmental Focal Persons for Online Teaching](#).
- 2.5 **‘Learning Management System (LMS)’** means an online application that is used by faculty and students to engage in educational activities. The faculty can use the LMS to share with students learning resources such as recorded lectures, power points, notes, links to relevant websites and reading materials, etc. Faculty can also assign students assignments and take quizzes. There are several LMS in the market. The University will use ‘Moodle’, which will be referred to as ‘UoCh-LMS’.
- 2.6 **‘HoD’** means Head of Department a Teaching Department.
- 2.7 **‘Online Interactive Class Meeting Platform’** means an online meeting software/application used for an interactive meeting of the participants or delivering a live-stream lecture in a virtual classroom setting. The University will use ‘Google Meet’ to conduct its online classes.
- 2.8 **‘Policy’** means called ‘University of Chitral Online Teaching and Assessment Policy during COVID-19’ (UoCh-OTAP)
- 2.9 **‘University’** means the University of Chitral.
- 2.10 **‘Virtual Learning Environment (VLE)’** means a web-based platform for delivering course materials, online interaction with the students, and provide for the online

assessment/evaluation. The UoCh VLE comprises two components, viz, 1. Learning Management System (LMS) and 2. Online Class Meeting platform.

3. Scope

- 3.1 The universities across the country were closed due to the COVID-19 pandemic from 14 March 2020 to 31 May 2020. However, of late, the Government has extended the closure until further orders.
- 3.2 The scope of the document is to outline policy for online teaching and assessment, that came to a halt since 13 March 2020, without any further wait for returning to normalcy.

4. Objective

- 4.1. To ensure that the students should timely complete their programs of study online without further waiting for the commencement of traditional face-to-face learning and assessment.
- 4.2. To define the parameters for course readiness, faculty readiness, and technology readiness before the commencement of online teaching and assessment
- 4.3. To detail processes for online teaching, learning, and assessment using Virtual Learning Environment.
- 4.4. To provide for the student and faculty grievance redressal mechanism about online teaching and assessment.

5. Salient Features of the Policy

- 5.1 Online teaching and related distance learning at the University of Chitral, in line with its traditional-teaching policy, is to be student-centric and to ensures that no student to be left behind due to any disadvantage including physical, geographical, societal or digital.
- 5.2 Online teaching and related distance-learning modes (delivery of teaching material through CD/postal mail etc.) are to facilitate the learning of the students while safeguarding their health and precious time and ensure that they complete their degree requirements in time.
- 5.3 Emphasis will be on the involvement of students in the learning process through diverse means enabling their adaptability to learn in crisis environments.
- 5.4 The focus will be on the exposure of students to diverse learning resources related to course content rather than on rote memorizing of limited material.
- 5.5 Students will be encouraged to interact with teachers and peers (fellow students) through group discussions using a variety of options (Google Meet, WhatsApp Groups/Email Groups/Facebook Groups, etc.) to develop critical thinking, analytical reasoning, problem-solving and application of learning to real-life problems/issues.

- 5.6 As far as possible, the assessment and evaluation will be holistic. In addition to the performance in assignment/quiz, it should take into consideration the evidence of students' interest, participation, contributions to discussions/interactions, etc.
- 5.7 Teachers will ensure that students with digital or physical disadvantages (poor or no connectivity etc., physical disability) are treated fairly in assessments/exams considering their specific situation.

6. Courses & Course Contents

The Course Title, Codes, Contents, and Credit Hours will remain the same as approved by the statutory bodies of the university i.e., Academic Council.

7. Course Readiness

The courses to be offered online will retain the scope and content as already approved by the University's Academic Council. However, the course delivery and assessment mechanism will be redesigned to suit the Virtual Learning Environment (VLE). The readiness of a course for online delivery and assessment will be approved by the respective Board of Studies after careful consideration of the minimum requirements as outlined in the checklist provided as [Attachment 2: Course Readiness Checklist](#) to this document.

8. Faculty Readiness

- 8.1 The Faculty Readiness requires that a faculty member is adequately trained in 1) designing online courses, 2) content development for online teaching, and 3) use of Virtual Learning Environment comprising UoCh-LMS and Google Meet.
- 8.2 To achieve Faculty Readiness, the E-Learning and Content Development teams will conduct training of the Focal Persons. The Focal Person will conduct training at their respective Department/Centre/Institute/Constituent College together with providing technical assistance to the faculty members in switching to online mode.
- 8.3 The University has also been encouraging its faculty to take online courses available through various MOOCs platforms (e.g., Oxford University, COURSERA, EdX, etc.).
- 8.4 The Board of Studies will allow a teacher to offer online courses after ensuring his/her readiness for online teaching based on the above parameters i.e., 1) evidence of in-house training or 2) certification/attendance of online teaching related MOOCs.

9. Student Readiness

- 9.1 The University will inform the students about the commencement of online classes through its website. The date of commencement of online learning, information about how to use the UoCh-LMS, and other related matters are provided at <http://www.lms.uoch.edu.pk/>.
- 9.2 The departmental focal persons will also inform the students about the commencement of the online classes through email, SMS, and other means available at their disposal. The students will be encouraged to actively participate in online classes to timely and effectively complete their respective degree programs.
- 9.3 The issues faced by the students in online learning will be noted by the focal persons and shared with the HoDs for resolution as provided in [Section 17](#).

10. Library Readiness

The University has a well-equipped Central Library with over 50 supporting departmental libraries, mostly equipped with digital learning resources. Additionally, the University is linked with HEC Digital Library with an entire set of prime resources subscribed by the HEC. Faculty and students requiring remote access to the library will contact for VPN to access digital library resources by writing to librarian@uoch.edu.pk.

11. Technology for Online Teaching and Assessment

The online teaching and assessment will be conducted through a Virtual Learning Environment (VLE). A VLE is a system for delivering learning materials and online interaction with the students. The University of Chitral VLE comprises two major components, viz, 1. Learning Management System (LMS) and 2. Online Class Meeting platform. While LMS is used to share course-related information such as syllabus, lesson plans, learning resources with the students that they can study and/or download in their own time, the Online Class Meeting Platform is used for real-time interactive class meetings. Both VLE components will be used in parallel to optimize students' learning experience.

The online teaching during the existing closure of the University will be in a Virtual Learning Environment (VLE), involving a system designed for delivering learning materials and interaction with the students using modern ICTs (information and communication technologies). This virtual setting comprises two components, viz, 1. Learning Management System (LMS) and 2. Online-Class platform.

The LMS is an entry point for teachers to post instructions and store learning resources to be retrieved by students logging into the LMS using usernames and passwords supplied by the University. There is no provision of interactive, live-stream online classes in LMS. This is achieved through separate systems specifically designed for this purpose such as Google Meet, MS Teams, Zoom, etc. In nutshell, the online-class platforms such as Google Meet/Zoom/MS Teams are used for the **synchronous** mode of learning, where teachers and students participate in a live classroom at a given

time for a specific duration for participation in a learning activity such as a lecture delivered by the teacher, a presentation made by one or more students or an interactive question/answer session, etc. In comparison, **LMS** is used as a mode of **asynchronous** learning, where students access the learning material at the time of their own choice and duration. It is to be noted that the synchronous mode is more suitable for students with reliable internet connectivity whereas asynchronous mode is suitable for students who face electricity shortages at times or variability in the strength of internet connectivity.

11.1 Learning Management System:

A Learning Management System is a suite of online technologies that allows to deploy, manage and track online training initiatives. Online resources and activities can be shared with learners to complement their classroom learning. An LMS can be used to manage wide range of academic activities like sharing learning resources, assessing students learning through quizzes and surveys, interactive lessons, releasing and submitting assignments and maintaining gradebook.

The University of Chitral uses **Moodle** as its *Learning Management System*. Moodle is a free and open-source learning management system (LMS) written in PHP and distributed under the GNU General Public License. Developed on pedagogical principles, Moodle is used for blended learning, distance education, flipped classroom and other e-learning projects in schools, universities, workplaces and other sectors

11.1.1 Using Moodle

The LMS Team at University of Chitral has already deployed a fully functional Learning Management System using Moodle since May 2018. Currently all the courses for eleven departments of UoCh have been created in the system. Course enrollment both for faculty and students have been completed. The system supports now every kind of online academic activity i.e from delivering learning contents to assessment.

To help using the system the LMS team has trained university staff and students. A refresher course for faculty members was recently conducted introducing some new features of the system.

To provide support to faculty and students trained personnel have been assigned to each department. A separate helpdesk system has also been created to respond to queries and provide support round the clock.

11.2 Online Class Meeting Platform:

Online Meeting platform provides for the live-stream activities for an interactive meeting of the participants or delivering a live-stream lecture in a virtual classroom setting. The University suggests '**Google Meet**' to conduct its online classes. The platform provides a virtual classroom environment where both faculty and students meet, deliver lectures, make presentations, raise questions, and provide answers. The entire Google Meet session can be recorded for the later use by anyone who has missed out. The recorded session will be made available to the students through the UoCh LMS by the faculty by sharing the link from his Google Drive.

11.2.1 Using Google Meet

The Google Meet will be used for online interactive classes as per the timetable/schedule notified by each department. Attendance in the classes will be mandatory, however, where the students cannot join the online class due to the internet connectivity issue, he/she may inform the departmental focal person about the same for alternative arrangements.

11.3 Inability to join Online Classes

- 11.3.1 A student unable to join online classes may fall into one of the two major categories, viz. 1. Cannot join online classes due to the unavailability of the internet in his/her area of residence, or 2. Cannot join occasionally due to the electricity outage etc.
- 11.3.2 The students falling in the first category shall inform their respective focal persons mentioned at [Attachment 1: List of Departmental Focal Persons for Online Teaching](#). The focal persons will inform the course teachers about the same. The University will take all possible steps to deliver the course material to such students.
- 11.3.3 The students falling in the second category will inform their situation to their respective course teachers. Such students may be exempted by the Course Teacher for attendance in Google Meet Classes and they can listen to the video recorded lecture and its chat on the UoCh-LMS course site once they can connect back to the internet. All online classes will be recorded, and their links will be posted on the UoCh- LMS course site.

11.4 Alternate Methods of Communication for Teaching, Learning, and Assessment

Both, faculty members and students are encouraged to explore alternate methods of communication, such as email, WhatsApp, SMS, and phone call, etc., to supplement the VLE and/or make up for the inability to join the online classes due to connectivity issues. Any such method may be adopted after approval of the respective HoD.

12 Revised Academic Calendar

The following revised Academic Calendar will be followed:

12.1 Undergraduate Semester Programs

S.N o.	Particular	Date
1	Classes already held	30 Spt 2019 to 13 March 2020
2	Commencement of Online Classes	1 June 2020
3	Mid-Term Examination	09 Dec 2019
4	Final-Term Examination	20 August 2020

12.2 Master Programs offered Under Semester System

The departments will complete their remaining teaching credit hours through online teaching. After completion of teaching, the departments will conduct the Examinations

in line with the Assessment and Evaluation mechanism prescribed in Section 12.1 on 'Assessment and Evaluation under Semester System'. The departments will announce the date sheet at least seven days before the conduct of examinations.

1221 There will be a semester break of one week after the final examination during which the faculty will prepare the results, and the students will be provisionally enrolled in the next semester pending their results.

1222 The online classes of the next semester will commence after one week of the completion of the final examination.

13 Examinations – Assessment and Evaluation

13.1 Semester System

Considering the present circumstances, the traditional closed-book examination may not be the most appropriate assessment/evaluation method. Thus, the following alternative techniques more suited to the Virtual Learning Environment shall be considered for student evaluation. These techniques may be combined to formulate overall evaluation matrix best suited to the course-specific requirement:

- i. Open Book Examination that requires knowledge application rather than reproducing the memorized material
- ii. Assignment
- iii. Quiz
- iv. Term Paper
- v. Presentation
- vi. Oral Examination

S.No.	Component	Marks	Remarks
1	Quiz/Assignment/ Presentation	20%	i. The faculty member will share the assessment/evaluation mode for the course with the students at the start of the online teaching or at least two weeks before the mid-term assessment.
2	Mid Term Examination	30%	
3	Final Term Examination	50%	ii. The overall evaluation matrix, best suited to the course-specific requirement, for Mid-Term and Final-Term examinations shall be holistically based on a combination of various assessment/evaluation techniques noted in Section 13.1. iii. The evaluation matrix shall be approved by the respective Board of Studies as part of 'Course Readiness'

Note: Where a student cannot use VLE due to internet connectivity issues, he/she will be examined via an agreed mode (e.g., phone-call viva/ paper-based examination at a designated center etc.) to be determined by the teacher in consultation with HoD.

13.2 Oral Examinations/Viva-Voce

During the period of University closure, the oral examinations/viva-voce will be held on the Google Meet. The concerned department shall make adequate arrangements to enable the participation of all interested persons, including faculty, students, and staff of the university as well as members of the public through an open call for registration. All registered participants will then be sent a link needed for participation.

14 Grading

There will be no change in the approved Grading system (Semester System) values.

15 Lab Work/Field Work

The practical lab work will be conducted after the reopening of the University. However, Virtual Labs may be used to conduct experiments. The use of Virtual Labs will be at the discretion of the Course Teacher.

16 Internship/Fieldwork

The mandatory internship/fieldwork requirement in the last semester, where applicable, is waived off. Such Graduating Students may either take a research project or appear in a Comprehensive Oral Examination (COE), as decided by the respective department. The project evaluation committee will comprise the supervisor of the student and an external examiner. The COE committee will comprise an internal examiner appointed by the concerned Head of Department and an external examiner. The external examiner in both the cases will be appointed by the Controller of Examinations from amongst a panel submitted by the concerned Head of Department.

17 Grievance Redressal Mechanism

The departmental focal person will be the contact point for lodging any grievance by the department's faculty and students. The grievance may be lodged through SMS/WhatsApp message/Email/direct call. The focal person will bring the grievance to the notice of the HoD. The HoD with the help of the focal person, course coordinator, and teacher concerned will resolve the issue. Where a grievance is technical, it may be resolved in coordination with the relevant Technology-Support Teams/Officials mentioned in [Attachment 5: Technology – Support Teams and Officials](#). In case, the grievance cannot be adequately resolved at the departmental level, the HoD will bring it to the notice of respective Head of the University for resolution.

18 Technology Support Teams and Officials

The University has constituted several technology-support teams and assign responsibilities to various officials to ensure the smooth conduct of online classes. A list of said teams and officials along with their domain of work and contact information is provided in the [Attachment 5: Technology – Support Teams and Officials](#)

Attachment 1: List of Departmental Focal Persons for Online Teaching

Department Name	Name of Focal Person	Email Address
Botany	Dr. Ishfaq Hamid	drishfaq@uoch.edu.pk
Computer Science	Dr. Nizam Uddin	nizam@uoch.edu.pk
Education	Dr. Taj Uddin	tajuddin.sharar@uoch.edu.pk
Economics	Mr. Afaq Ali Muluk	afaqalimuluk@uoch.edu.pk
English	Mr. Kifayat Ullah	kifayat@uoch.edu.pk
Management Sciences	Mr. Mansoor Ullah	mansoorullah@uoch.edu.pk
Political Science	Mr. Basharat Hussain	basharat@uoch.edu.pk
Tourism & Hotel Management	Mr. Tariq Jang	tariqjang@uoch.edu.pk
Sociology	Mrs. Naila Hussain	nailahussain@uoch.edu.pk
Urdu	Dr. Muhammad Sahib Khan	sahibkhan@uoch.edu.pk
Zoology	Mr. Shah Fahad Ali Khan	fahad@uoch.edu.pk

Attachment 2: Course Readiness Checklist

A Course will be considered ready for online teaching and assessment when it meets the following criteria. The following information should be shared with the students through LMS or any other medium such as email, SMS, WhatsApp, etc.

Course Title and Code:

Course Instructor Name, Email, and Cell No. (Optional)

1. Overview and Orientation:

- 1.1 Is there an introduction that tells students how the course will work, how to navigate the course, and how to get started with the course?
- 1.2 Is there a course syllabus that includes the following?
 - 1.2.1 Expectations for student participation in the course
 - 1.2.2 Student-centered learning outcomes
- 1.3 Are there weekly lesson plans?

2. Organization and Navigation:

- 2.1 Is there an overall course schedule that shows the main activities and deliverables?
- 2.2 Are there clear instructions describing what learners should do each week?
- 2.3 Are there clear instructions for every learning activity or assignment?
- 2.4 Does the course material/learning resources identified and uploaded on the LMS to be studied with each weekly lesson plan?

3. Assessment and Evaluation:

- 3.1. Is there an assessment and evaluation policy for the course that includes the following?
 - 3.1.1. Marks assigned to various components of assessment, viz. assignment, quiz, class presentation, term paper, open-book examination, class participation, etc.
 - 3.1.2. The mode of conduct of the above components along with dates and deadlines, where applicable.

4. Communication, Interaction, & Accessibility

- 4.1. Does the course include a way to communicate class news and answer questions?
- 4.2. Does schedule for weekly online class meetings chalked out?
- 4.3. Are a variety of learning resources/ materials, such as recorded lectures, power points (with or without voice-over), notes, links to relevant websites and reading materials, etc., and assignments used in the course?

- 4.4. Are all video/audio files captioned and tested by the teacher?
- 4.5. Is the content classified into weekly lesson plans and topics in an appropriate, informative, and structured manner?

Attachment 3: List of Departmental Focal Persons for LMS

S.No.	Name of the Department	Name of Focal Person	Email
1	Department of Botany	Mr. Abdul Ghafoor	agshah@uoch.edu.pk
2	Department of Political Science		
3	Department of English	Mr. Rahim Badshah	rahimrayhan@uoch.edu.pk
4	Department of Economics		
5	Department of Computer Science	Mr. Shah Abdul Qadir	shahabdulqadir@uoch.edu.pk
6	Department of Zoology		
7	Department of Tourism	Mr. Amanuddin	amanuddin@uoch.edu.pk
8	Department of Urdu		
9	Department of Education		
10	Department of Management Sciences	Mr. Kausar Nazir	kausarnazir@uoch.edu.pk
11	Department of Sociology		

Attachment 4: How to log in and use Google Meet for Online Classes

Brief Introduction:

The 'Google Meet' is an online interactive meeting platform that will be used by the University of Chitral to conduct its online classes. Presently it provides for a meeting for up to 250 participants, which means all our online classes can be conveniently held using Google Meet. Besides, all the meetings can be recorded and later posted on the Uoch-LMS for the benefit of a student who for some reason could not attend the live class. The 'Google Meet' can also be used to pre-record your lectures to make them available to the students later. The students can ask questions during the live class sessions by using their microphones or chat window as informed by the course teacher. Both, the faculty, and the students can make presentations by sharing their screen with the class participants. You will learn more as you start using the platform.

Faculty Members

All the faculty members have been trained in using the Google Meet software.

Students

The students shall share their official email addresses to join the Google Meet class.

Attachment 5: Technology-Support Teams and Officials

1. LMS Team:

The LMS Team will look after the technical side of the UoCh-LMS. All issues about user logins or any other technical matter related to the use of LMS shall be reported to the LMS team.

For support please contact helpdesk.lms@uoch.edu.pk

2. Google Meet Support:

Mr. Nasir Khan, Coordinator LMS, is the focal person to train and aid with using Google Meet.

For support please contact helpdesk.lms@uoch.edu.pk

3. IT Infrastructure and Wifi/Network Support:

Mr. Tanzil ur Reahman, Network Engineer is looking after all the issues related to any aspect of IT Infrastructure/Wifi/Network on Campus.

For support please contact tanzil@uoch.edu.pk

4. UoCh Official Email Support:

Mr. Anis ul Hassan, Web Administrator is managing the UoCh official email accounts. For any query related to Email Accounts.

For support please contact anis.hassan@uoch.edu.pk