

SAINTGITS Group of Professional Institutions

ONLINE TEACHING GUIDELINES

With the advent of Internet and World Wide Web (www), the access to information has become very easy and the entire world is moving towards digitization. Twenty first century students learn in a global classroom and not necessarily within four walls. They are more inclined to find information by accessing the Internet through mobile phones and computers, or chatting with friends on a social networking site. The advancements in technology and the plethora of powerful and innovative digital devices and tools have a great potential to improve educational outcomes. Educators must understand that the use of digital content and devices will improve teaching and learning and thus enhance educational opportunities and benefit the Millennial. The E-content development is meant to understand the meaning and standards of E-content, learning objects, designing and development of digital resources for teaching and learning.

OBJECTIVES:

The objectives are to

- Promote development of e-content in all subjects;
- Support teachers to develop resources in e-content creation

ONLINE TEACHING POLICY: -

- The e-content development and the associated web-based learning described here do not seek to replace traditional teaching and learning, but are expected to supplement them.
- Online courses must meet the same standards as an equivalent physical class room course teaching.
- Student information may not be posted outside of secured systems any time during online teaching.
- New online created course materials, its delivery format and quality of contents shall be approved from IQAC Committee/ a committee formed for the same.
- Faculty are responsible for establishing the course learning objectives and the course outcomes.
- An online student orientation shall be made available to students enrolled in an online.
- Faculty shall take the care of copyright and plagiarism of online teaching materials.

- Students should be made aware of the institution's copyright policies, specifically that online course content may be subject to copyright laws and protections.
- Faculty are to create eLearning content (lessons), organize it into courses, deliver the content, enroll students to said courses, and, finally, monitor and assess their performance attendance, grades, etc

The e-content should be

- Simple to follow since college wishes to focus on quality of teaching material and not the format, rules and procedures.
- Ensure text, lecture and complete course material are available as per e-Content template.
- Preview the e-content produced and certify its correctness academically departmental coordinator, Head of Department (HOD) and IQAC
- A short online training for e-content development may be given for proper e-content generation.
- Ensure corrections suggested by the higher level are incorporated by the respective faculty.
- The subject expert(s) shall produce content for each of the topics comprising the following aspects
 - Objective summary /agenda
 - Course outcome & Programme Outcome
 - Text /PPT /Diagrams/Problems
 - Examples / Case studies/ NPTEL Videos (if any)
 - Audio and or video
 - Assignments (if any)
 - Quiz/Questions on cover topic (if any)
 - References
 - Related Links
 - Download material (book PDF, notes, etc.)
 - Blog/ discussion forum for reviews from the learner

The video should be

- Technologically Friendly, Learner Friendly, Learner Centric.
- The beginning of the video/ PPT common template.
- It should use Learner Centric Pedagogy: Many types of interaction methods should be included to make the learning process effective and efficient.
- Project Based Learning/Teaching: so as to employ different strategies for skill, competency and functionality developments.
- When the video recording general statement used to present yourself.
- Number of video lecture per unit must be minimum 3 to 4...
- After finishing video ask some quiz or give some assessment task.

General Information

- Focus on 'Active' Learning: To engage students who are not in the room during a lesson, the course should mix spurts of discussions, collaboration, video and audio clips, and hands-on exercises with text and possibly brief video lectures,
- Be Present: No matter where teaching and learning take place, the importance of the faculty member being there and being mentally present with the students is the most important thing they can do.
- Digital Tools: Teacher use any digital tool for recording video lecturer (e.g. zoom app, Google meets, Microsoft teams, etc.) and allowing them to use digital tools for their assignments (Multimedia Assignments)
- Recording without background noise: Always switch off the TV and other devices like fans and air conditioners that can contribute a low hum to the recording. Always set mobile in-flight mode. Close all the doors and windows and draw up the curtains.
- Dress code: Wear formal dress code. Avoid high-contrast clothing, polo/round Tee shirt, etc. Please wear I Card, while taking classes.
- Time constraint: The video should not too long, 15-20 minutes at one stretch. In case of problem it, depends on the teacher to how much it stretches.
- Citation: The citation is required when using the ideas (artwork, photos, videos, etc.) or words of others.
- College Infrastructure: When a teacher is recording video, If he/she wants to use college infrastructure like digital classroom, seminar hall, projector, camera etc., they have the privilege to use the same.

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