# Policy and Procedure
# for
# Approval of Online Courses

## Prepared By:

**Quality Enhancement Cell**

# Introduction

The world is facing one of the worst global pandemic, COVID-19. The outbreak of this pandemic has created severe worldwide crisis. Besides damaging the health, lives and earnings of people all over the world, the pandemic has created serious academic crisis. The learning process in all educational institutions is abruptly stopped due to lock-down and restrictions imposed by the governments. Chances for the start of face-to-face teaching activities are low, in near future, due to uncertainty about the spread of Corona pandemic.

In order to save the precious time of students and resume the leaning process, HEC has allowed universities to continue teaching and learning by offering online courses through a variety of distance learning approaches. It is however important to ensure that the quality of these online courses is high and they approximate the quality and rigor level of face-to-face teaching. HEC has therefore advised all universities to develop formal procedure for the review and approval of online courses. The objective is to ensure that the courses are ready for online delivery and meet the required parameters before they are offered online. The purpose of this document is describe the process which GIFT University will use for ensuring the quality and approval of its online courses.

## Objectives

The objectives of this procedure are to ensure the following:

1. Online courses meet the quality standards prescribed by HEC and GIFT University.
2. Online courses approximate the quality level and rigor of face-to-face teaching.
3. All online courses are delivered at the same approved standards.
4. Courses approved for online teaching produce minimum problems during course delivery, interaction with students (online, offline) and evaluation.

## Requirements for Approval of Online Courses

A course will be approved for online delivery if it meets the following requirements:

1. A detailed course outline is available which adequately describes the following:
    a. Title Page
        i. Course Code and Course Name
        ii. Program
        iii. Semester
        iv. Instructors Name
        v. Email Address
        vi. Consulting Hours
        vii. Department & Faculty
    b. Couse Description
    c. Course Goals which help in accomplishing the program goals.
    d. Learning Outcomes which contribute toward achieving the program learning outcomes
    e. Pre-requisite Course(s) – if any

f. Reading Material
g. Term Project (if any)
h. Grading Criteria and Plan
i. Course Policies
j. Session Plan/Schedule of Activities

**Note:** Template for Online Course Outline is available in **Annexure – 1.**

2. The teaching material mentioned in the course outline is available

    a. Lecture Schedule & Notes: Written notes explaining how the lecture will be delivered i.e., time allocated to each topic and activity conducted in the class, explanation of topics and slides as the instructor would have explained the concept in physical class.
    b. Slides (with voice over)
    c. Videos
    d. Case Study, etc.

    **Note:** Template for Lecture Schedule & Contents is available in **Annexure – 2.**

3. The Reading Material mentioned in the course outline is available in the soft form and has been included in the online library.

    a. Articles
    b. Book Chapters
    c. Lecture Notes distributed by the instructor
    d. Videos, etc.

4. Assessment Material is available for the activities mentioned in the outline.
    a. MCQs Bank
    b. Essay Questions
    c. Case Studies
    d. Assignments Questions
    e. Term Project (if any)
    f. Activities, etc.

5. Faculty member assigned to the course has received training for online teaching; including but not limited to the following:
    a. Effective use of approved LMS
    b. University Rules and Policies Regarding Online Teaching
    c. Online course development
    d. Preparation of Teaching Material (ppt, pdf, mp4, notes, voiceovers, etc.)
    e. Availability of Reading Material (books, articles, videos, etc.)
    f. Methods of Online Assessment
    g. Preparing Material for Online Assessment
    h. Use of storage media
    i. Effective Online Teaching
        i. Online teaching methodologies

ii. Course delivery
iii. Q&A Sessions
iv. Online student counseling and consultation
v. Keeping Students involved and motivated

## Committee for Approval of Online Courses

HEC has directed the Universities to develop a governing system for the approval of online courses. The proposed name for this governing body is Online Academic Council (OAC). OAC should ensure that all the requirements and conditions have been met before authorizing an online course.

Fresh BoS and BoF will not be required for programs and courses which are already approved by these statutory bodies and Academic Council. The role of OAC is to just ensure that the approved courses are ready to be delivered on line.

The proposed structure of OAC for GIFT University is as follows:

1. Rector (Convener)
2. All Deans
3. All HoDs
4. Director QEC
5. Director Academic Operations
6. Registrar
7. Librarian
8. Controller Examination
9. Manager IT

## Process for Approval of Online Courses

The process for approval of online courses is available in **Annexure-3**.

**Annexure-1**

**COURSE OUTLINE**
**FACULTY & DEPARTMENT**

# Course Code
# Course Title

## Semester

| | |
|---|---|
| Faculty: | |
| Credit Hours: | |
| Semester | |
| Program: | |
| Course Convenor:<br>WhatsApp<br>Email | |
| LMS Link | |
| Consultation Hours: | |
| Pre-requisite: | |
| Timing | |
| This document was last updated: | |

## Course Description

## Course Goals

## Learning Outcomes

## Reading Material

Details and Links to Online Resources

## Term Project (If any)

## COURSE SCHEDULE & CONTENTS

**Teaching Material May Include:** Lecture Schedule Notes, Short Videos, Slides with Voice Notes, Case Studies, Articles, etc.

**Reading Material:** Lecture Notes, Book Chapters, Articles, Case Studies, Videos, etc.

**Assessment Material:** MCQs, Essay Questions, Case Studies, Projects, Assignments, etc.

| Class Session | Topics To Cover | Teaching Material | Reading Material | Assessment Activities (Assignments, Quiz, etc.) |
|---|---|---|---|---|
| **1** | What is Marketing? | Lecture Schedule & Notes | Docs, pdf, Video, ppt., etc. | Activity Name, Time of Activity, Duration, |
| | Evolution of Marketing Concept | Video | Links to online resources | Submission Date, etc. |
| | Societal Marketing | Pdf | | |
| | Needs, Wants & Demand | Slides with Voice Over | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| **MID-TERM EXAM** | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| **END TERM EXAM** | | | | |

## ASSESSMENT

| Item | Assessment Task | Frequency | Weightage |
|---|---|---|---|
| **1.** | Quizzes | | |
| **2.** | Assignments | | |
| **3** | Mid Term Exam | | |
| **4.** | End-Term Exam | | |
| **5.** | Term Project | | |
| **6.** | Class Participation | | |
| **7.** | Any Other | | |

Students must complete each component of the assessment to the satisfaction of the course instructor, and achieve an overall mark of **at least ____%** in order to pass the course. All components of the above assessment are compulsory, and must be completed in order to obtain a pass grade. Students are expected to perform satisfactorily in each item.

| **Course Policies and Rules** |
| --- |
| |

| | | |
| --- | --- | --- |
| **Prepared By:** | **Name of Faculty Member** | **Signature** |
| **Reviewed By:** | **Knowledge Unit Head Name** | **Signature** |
| **Reviewed By:** | **HoD Name** | **Signature** |
| **Approved By:** | **Dean Name** | **Signature** |
| **Reviewed by QEC:** | **Director QEC** | **Signature** |
| **Final Approval By:** | **Online Academic Council** | **Date** |

**Annexure - 2**

# Lecture Schedule & Notes

## Department of _____

## Spring 2020

| Course Code | Course Name | Faculty Member's Name |
|---|---|---|
| | | |

| Session No. | Topic | Date |
|---|---|---|
| | | |

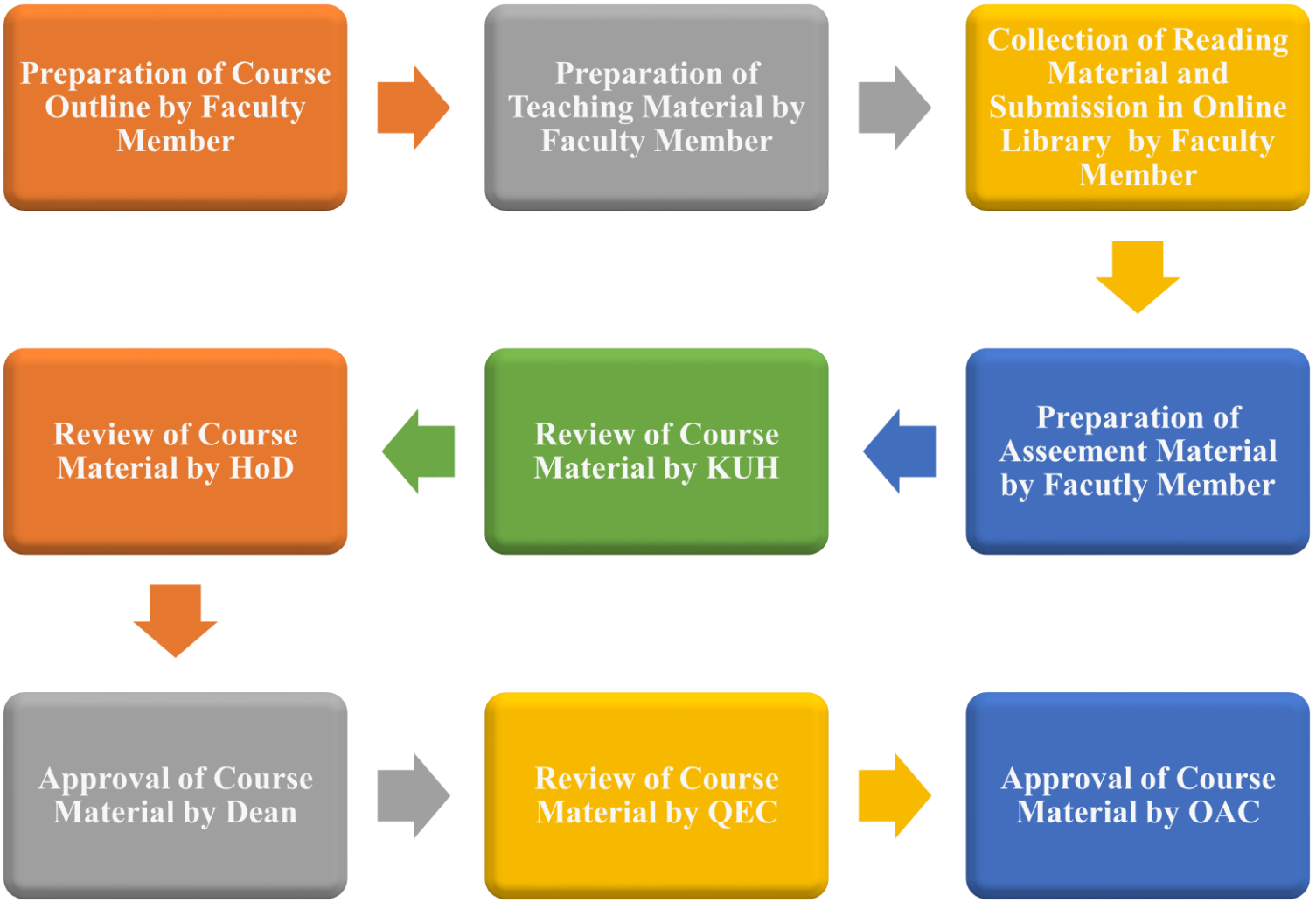
| Topics/Questions/ Activities | Allocated Time (Mins) | Notes/Answers/Definitions/Examples |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

**Post Session Instructions:**

**Assignment:** For example, The students are required to submit online 2 page analysis of article (in (Pdf format)..… Due date and time

**Preparing for next session:** For example, Please read Chapter 2 of ……. and watch video " ……." and prepare to discuss ……..

## Process for Course Review and Approval of Online Courses (Annexure-3)



# GIFT UNIVERSITY

## QEC DEPARTMENT

## Course Review and Feedback Form for Online Courses

| | | | |
|---|---|---|---|
| **Department** | | **Program** | |
| **Course Code** | | **Course Name** | |
| **Date Rcvd.** | | **Reviewed on** | |

| **Course Outline** | | |
|---|---|---|
| Meets the required standards and format | Yes ☐ | No ☐ |
| If the answer No, mention the proposed changes and recommendations below<br>_____<br>_____ | | |

| **Teaching Material** | | | |
|---|---|---|---|
| The Required Teaching Material is available | Yes ☐ | No ☐ | |
| Recommendations for Improvement (if any)<br>_____<br>_____ | | | |

| **Reading Material** | | | |
|---|---|---|---|
| The Reading Material is Available at Online Library | Yes ☐ | No ☐ | |
| Recommendations for Improvement (if any)<br>_____<br>_____ | | | |

| **Assessment Material** | | | |
|---|---|---|---|
| The Reading Material is Available at Online Library | Yes ☐ | No ☐ | |
| Recommendations for Improvement (if any)<br>_____<br>_____ | | | |

| Faculty Training | | |
|---|---|---|
| Faculty Member has received training in all relevant areas | Yes ☐ | No ☐ |
| If the answer is No, identify areas of improvement.<br>_____<br>_____ | | |

| Reviewed By | Checked By |
|---|---|
| | |
| **Name:** | **Name:** |
| **Date** | **Date** |

| Recommended for Approval by OAC | Recommended for Improvements Mentioned in the Following Areas |
|---|---|
| | |
| **Director QEC:** | **Director QEC:** |
| **Date:** | **Date:** |