

INSTITUTE OF MANAGEMENT SCIENCES PESHAWAR

No. IMSciences/Estt/2020/ 0233-B

May 28, 2020

NOTIFICATION

In the wake of closure of the Institutions all over the country due to the pandemic COVID-19 and as per directives issued by the Higher Education Commission of Pakistan, Institute of Management Sciences, Peshawar shall be conducting online classes with effect from June 1, 2020 in the larger interest of the students. In this regard, the Standard Operating Procedures (SOPs) for Open and Distance Learning (ODL), attached herewith, are approved in anticipation of approval of the Academic Committee.



Dr. Muhammad Mohsin Khan
Director

Copy to:

1. Joint Director
2. Deputy Director
3. All Coordinators
4. Controller Finance
5. Controller of Examinations
6. Manager Audit
7. Deputy Manager ERP

Standard Operating Procedures (SOPs)

for Open and Distance Learning (ODL) at IMSciences

1. Introduction

In the wake of closure of educational institutions all over the country due to the pandemic COVID-19, and as per the directives issued by Higher Education Commission of Pakistan (HEC), Institute of Management Sciences (IMSciences), Peshawar is conducting online classes w.e.f. June 1, 2020, so that students of the Institute have access to the education during this catastrophe without compromising on the quality of education. Moreover, the initiation of online education will save precious time of students and enable them to complete their studies in time. In this regard, Policy Guidelines for ODL at IMSciences have been developed which is a living document and all efforts will be made to continually innovate and improve it to keep the students engaged in a positive learning environment. These SOPs are subservient to the Policy Guidelines notified via Notification No. IMSciences/Estt/2020/0227 dated 04-May-2020.

2. Scope

The Institute will follow systematic approach during this pandemic for the conduct of online classes. Under Policy Guidelines for ODL at IMSciences, these SOPs will cover but are not limited to the following:

- Readiness for ODL
- Online Course Delivery
- Assessment and Evaluation
- Quality Assurance

3. Implementation and Effectiveness

These SOPs shall be effective immediately, however, the Academic Committee (AC) and Board of Governors (BOG) will ratify this document. Keeping in view the urgency of the situation, the provisional/anticipatory approval of the Director will suffice for the adoption of these SOPs. These SOPs will become void after the normalcy.

4. SOPs for Readiness for ODL

SOPs for different aspects of IMSciences' overall readiness for ODL are as under:

4.1. Readiness of Resources:

- 4.1.1. The Institute shall assess its capabilities to start online classes in terms of technical, human, and financial resources. In this regard, the Director shall solicit inputs from heads of all teaching and administrative departments.
- 4.1.2. All communications with regards to ODL including notices, SOPs, Policy Guidelines, and academic calendar etc. shall be displayed on the Institute's website.
- 4.1.3. Complaints/suggestions, if any, shall be communicated to the OCRC (Online Courses Review Committee) secretariat at (ocrc@imsciences.edu.pk) notified via notification no. 0221/IMSciences dated April 27, 2020.

4.2. Students' Readiness:

- 4.2.1. Feedback shall be collected from the currently enrolled students regarding their readiness for online classes through the online survey developed and recommended by the HEC.
- 4.2.2. The collected data shall be analyzed by the QEC to ascertain that majority of the students are ready for online classes.
- 4.2.3. Students shall be informed about the initiation of classes through the SMS service.

4.3. Readiness of Faculty Members:

- 4.3.1. The faculty members shall be taken onboard regarding commencement of online classes.
- 4.3.2. The Policy Guidelines and these SOPs shall be circulated among faculty members.
- 4.3.3. Faculty members shall be trained regarding development and delivery of courses for online classes and use of ICT for this purpose.

4.4. Readiness of Curriculum:

- 4.4.1. In the first step, the faculty members shall develop/modify their Course Syllabi as per Annexure-A of the Policy Guidelines for ODL at IMSciences as required under section 6 the policy.
- 4.4.2. In the second step, the faculty members should upload their course contents in ERP through e-portal <https://portal.imsciences.edu.pk/>
- 4.4.3. In the third step, program coordinator shall review the course contents uploaded in the portal by the faculty members to ensure that the contents are as per required quality standards. Program coordinator shall recommend the courses to the Online Courses Review Committee (OCRC) which are as per the quality standards, otherwise, he/she shall advise the faculty member to resubmit his/her course as per quality standards.
- 4.4.4. In the fourth step, courses recommended by program coordinators shall be presented to the OCRC for review of the contents. OCRC shall recommend courses to the Director for certification.
- 4.4.5. In the final step, the Director shall certify the courses recommended by the OCRC for online delivery.

5. SOPs for Online Course Delivery:

SOPs for different aspects of online course delivery are as under:

5.1. SOPs for Platforms of Online Course Delivery:

- 5.1.1. **ERP:** The ERP portal with a **new option** through <https://portal.imsciences.edu.pk/> shall be used for getting access to students' contact details and uploading course contents. Faculty will use their ERP credentials to log in. A comprehensive tutorial has been developed (**ERP Tutorial**) for guidance where all details of accessing and using ERP are given.
- 5.1.2. **Google Classroom:** Faculty members shall use Google Classroom as LMS for uploading course contents, reading materials, assignments, power point slides, quizzes, and announcements for students. Moreover, it is mandatory for faculty members to add Program Coordinator concerned as co-teacher in Google Classroom.
- 5.1.3. **Google Meet:** Faculty members shall use Google Meet for delivery of live lectures. It is mandatory for faculty members to:

5.1.3.1. Add program coordinator as co-teacher in Google Meet.

5.1.3.2. Record his/her live lecture and make the recorded lectures available for his/her class so that those students who were unable to attend the live lecture may also be able to watch the lecture later.

5.2. SOPs for Online Delivery of Lab Courses of BCS & BSSE

5.2.1. As per requirements there are two lab sessions conducted weekly for the offered lab-based course, each session with a duration of 90 minutes. Students shall be added to a virtual classroom using Google Classroom where all the resources relevant to the subject are shared among the students such as the ppt slides, related books, lab manuals, video lectures and description of weekly assignments.

5.2.2. For the Electronics course usually related hardware are needed in labs. To support online distance learning sessions of Basic Electronics Lab following tools/ simulators shall be used:

1. Proteus
2. NI Multisim

5.2.3. In first 30 minutes of the lab session the concepts are explained using a live example being coded on instructor's computer whose screen is shared with the students through Google Meet. On completion of example task by Instructor, the code is then instantly shared through Google Classroom with the students so that they can run and get the results by their own. The instructor shall prepare task(s) related to the topic being covered, the problem statement of the tasks shall be shared with the students in Google Classroom. In the remaining time of the Lab session, the students will implement the task on their own and if they have any difficulty or want to ask any question from instructor they can share their code and simulation with the instructor through screen sharing on Google Meet. Instructors evaluate students' code and simulation through their lab reports. Communicating the necessary details and suggestions about the task being evaluated is simultaneously done through Google Meet.

5.2.4. The instructors for all lab related courses shall guide students about working sessions using ppt slides with related helpful diagrams, images, online live sessions and additional relevant helping material publicly available online in the form of tutorials, URLs, YouTube tutorials and recorded lectures.

5.3. Timetable for Online Live Lectures: As per the provisions of section 3 & 4 of Policy Guidelines for ODL at IMSciences, the timings for the sessions may be kept flexible based on the convenience of faculty and students through mutual coordination. However, to avoid clashes of different classes it's recommended to follow the pre-lockdown class timetables.

5.4. Academic Calendar: Starting from June 1, 2020 the faculty members are required to complete their remaining course credit hours of Spring 2020 semester by August 1, 2020. Detailed Academic Calendar shall be shared with faculty and students from the office of the Joint Director.

6. SOPs for Assessment and Evaluation of Students' Learning Outcomes:

Assignments, quizzes, presentations, projects (and others as may be communicated) are the tools used for assessment and evaluation of students' learning at IMSciences. In view of the novel situation posed by the pandemic Covid-19, the Institute will adopt continuous

assessment/examination method for current semester. (students will not be promoted without conducting assessment)

- 6.1. To ensure quality in all assessments, the Institute will adopt multiple assessment modes so that the assessments include easy, moderate, and high-difficulty assignments in due weightage.
- 6.2. Assessment of semester work, term assessments and final projects should be verifiable, which means a teacher will have to maintain the record of viva/presentations (in the form of video recording), and/or soft/hard copies of reports/reflection papers/exam papers.
- 6.3. In this regard the faculty members may adopt any of the following methods, set their assessment mode and marks weightage and communicate the same to the coordinators for approval. Once approved the same can be shared with students instantly.
 - Weekly assignments
 - Weekly quizzes
 - Midterm assignments
 - Terminal assignments/projects
 - Digital/Online presentation &/or viva voce
 - Online video presentations by students
 - Open-Book assignments within time limits
 - Class participation
 - Lab work (Online)

In case, a teacher intends to change his/her evaluation strategy approved by the coordinator earlier, he/she must take prior approval for the concerned coordinator.

7. SOPs for Quality Assurance:

Roles and responsibilities of different stakeholders in quality assurance are as under:

7.1. Role of Faculty Members:

- 7.1.1. Faculty members shall prepare and deliver his/her course in an online learning friendly manner.
- 7.1.2. Faculty members shall add program coordinator as co-teacher in Google Classroom and Google Meet so that the coordinator concerned can monitor course delivery as and when required.
- 7.1.3. Faculty members shall record his/her lecture and make them easily available to his/her students.
- 7.1.4. Faculty members shall keep proper record of assignments, quizzes, reading/audio/video and other resources shares with the students during course delivery in a soft folder. Such soft course folders shall be submitted to Program Coordinator by uploading to Google Drive folder created by the coordinator concerned for this purpose.

7.2. Roles and Responsibilities of Program Coordinator:

- 7.2.1. Program Coordinators shall ensure the quality of course contents developed and uploaded by the faculty member at ERP portal.

- 7.2.2. As a member of OCRC program coordinators shall attend the OCRC meetings to review and recommend courses to Director for certification.
- 7.2.3. Program Coordinators as co-teachers shall monitor the delivery of live lectures, course material shared with students by the faculty members and quality of assignments and quizzes.
- 7.2.4. Collection of course folders in soft form from faculty members teaching in their respective programs and submit to QEC at the end of the semester.

7.3. Roles and Responsibilities of QEC:

- 7.3.1. The QEC shall conduct online survey regarding students' readiness for online classes.
- 7.3.2. The QEC shall serve as secretariat of OCRC.
- 7.3.3. Collection of course folders from program coordinators at the end of the semester.

7.4. Roles and Responsibilities of Technical Support Team:

- 7.4.1. To develop system for conducting online surveys
- 7.4.2. To train faculty members regarding effective use of ICT for ODL.
- 7.4.3. To develop tutorials for faculty and students regarding use of ICT for ODL
- 7.4.4. To fix different technical issues faced by faculty and students during ODL
- 7.4.5. To provide technology related support to all when required

8. Technical Support for ODL

To facilitate the smooth functioning of ODL at IMSciences, the following Technical Support Team has been constituted:

Sr.	Member Name	Designation	Role & Responsibilities
1.	Nauman Raza	Manager ERP & Systems	Supervision and implementation of all the management directives related to online LMS implementation
2.	Adnan Amin	Lecturer CS&IT	Conduct Training to Faculty on Google Classroom and Google Meet
3.	Bahar Ali, Usman Nasser, Anees Ahmad	ERP Staff	-Assist faculty and students for on hand experience on using Google Classroom and Google Meet -Making guides and tutorials for common tasks -Resolving complaints regarding Google Classroom and Google Meet
4.	Yasar Khan, Shahid Iqbal	ERP Staff	-Integration of online Campus Management System modules with Google Classroom and Google Meet -Resolving complaints regarding online CMS modules
5.	Sahir Khan	ERP Staff	SMS and Email communication to students and faculty
6.	S.M. Nadir	Network Administrator	Maintenance and troubleshooting of after the network related issues
7.	Waqar Afridi	System Administrator	Maintenance and troubleshooting of servers including LMS servers

To provide support services, the Program Coordinators, Program Officers, and ERP team shall be available as per details given in the Policy Guidelines.