OFFICE OF DEAN ACADEMICS

Policy Document

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Title: Self learning through Online Courses

Policy:

Departments are required to identify appropriate Online courses that can be offered to students to an extent of 20-40% of total number of courses. Also, in selective courses, students should be encouraged to do self-learning to an extent of 20-40% within the course.

Outcomes:

- Enhances the exploratory learning of students.
- Enables the learners to learn in their own space and at their own pace.
- Supports lifelong learning to keep abreast with the recent developments.

Procedure:

MOOCs/Online courses are used as a tool to support the self-learning of students. They are offered in the following cases, Self-Learners, Advanced Learners, and Peer Mentors as per the appropriate policy used for each category. However, in order to support the students who are in Internships, Industry Training or Practice School, the departments may come out with the proposal for offering a course in self- learning mode by identifying an equivalent course from the standard Online courseware like MIT (Massachusetts Institute of Technology) Open Courseware, NPTEL SWAYAM, Coursera or any curated course content by the faculty so that Office of Dean Academics gives the equivalence by matching the course outcomes and the LTPS (Lecture Tutorial Practical Skill) requirement approved by the Board of Studies of the respective department. Courses thus identified are given a new course code with 'M' suffix at the last placeholder of the subject code indicating that it is a MOOC (Massively Open Online Course) Course. In such cases MOOC evaluation plan is followed as per this policy. Apart from the students mentioned in the categories like Self Learners, Advanced Learners and Peer Mentors, all other students are also encouraged to take self-learning with the guidance of faculty mentors on selective courses. However, the maximum number of Self Learning courses should not exceed 40% of total courses as prescribed by UGC.

Students are also encouraged to do self-learning within selective courses based on the recommendation of course coordinator to an extent of 20-40% through Online learning.

Guidelines:

The following aspects are to be considered by the Course Coordinators in identifying the courses / modules inside the courses suitable for self-learning.

1. Ensure that the Online courses / learning component matches with the curriculum. the pedagogy is appropriate, relevance of content covered, the appropriateness of student activities and the nature of the assessment.

2. Ensure that students taking online courses have both formative and summative assessments. Formative assessments are primarily aimed at improving learning through continuous evaluation and support for slow learners through remedial sessions.

3. Ensure that identified online courses have coherence, consistency, and transparency. The courses are internally coherent and consistent in the way the objectives, content, student activity and assessment, match to each other. It is open and accessible in its design.

4. Ensure that online mode of offering provision can meet the needs of a full range of flexible and independent learning experiences.

5. Experts/ Course coordinator are to be identified to verify with the below points to meet the course requirements.

   a) Detailed Syllabus, COs, PO mapping to COs, BTL level of COs in line with the regular course being offered

   b) LTPS mapped with number of hours to be spent in completing the course/ learning content through online.

   c) Course handout vetting.

   d) Identification of the ALMs as per the Online/MOOC platform.

   e) Review schedule

   f) Formation of Review Panel along-with Expert

   g) Rubrics for Review

   h) Oversee the preparation of required course content/question bank

   i) Vetting the question bank.

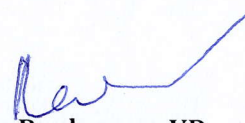## The following is the evaluation plan for online courses

Evaluation Type	Evaluation Component	Weightage/Marks		CO1	CO2	CO3	CO4
In Semester Formative Evaluation Total= 60 %	Sem-in I Exam	Weightage	24	12	12		
		Max Marks	100	50	50		
	Sem-in II Exam	Weightage	24			12	12
		Max Marks	100			50	50
	Review / Viva—Voce	Weightage	12	3	3	3	3
	(Conduct Review/ Viva-Voce After completion of Course / getting MOOCs certificate)	Max Marks	100	25	25	25	25
End Semester Summative Evaluation Total= 40 %	End Semester Exam	Weightage	40	10	10	10	10
		Max Marks	100	25	25	25	25

Note:

* Schedule for Semin-I and Semin-II exams should be as per academic calendar, and they will be conducted along with other courses enrolled by the students.

* The slow learners must be identified through the formative assessment and necessary remedial action to be taken as per the slow learners policy.

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