



The Islamia University of Bahawalpur

Academic Division, Tel: 062-9250238

STRICT COMPLAINE

No: 85 /Acad
23/ 03/ 2020

NOTIFICATION

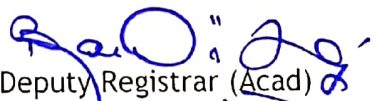
Subject: THE ISLAMIA UNIVERSITY OF BAHAWALPUR, INFORMATION & COMMUNICATIONS TECHNOLOGY ASSISTED BLENDED TEACHING & LEARNING STRATEGY

In pursuance of instructions received from the Higher Education Commission (HEC), Government of Pakistan and Higher Education Department (HED), Government of the Punjab, in the wake of coronavirus outbreak (COVID-19) for immediate compliance, it is notified for the information of all concerned that the Vice-Chancellor has been pleased to direct that academic activities particularly the teaching of classes should be carried out through The IUB, Information & Communications Technology Assisted Blended Teaching & Learning Strategy so that the integrity of the Academic Calendar may be ensured to timely complete the Spring Semester 2020 in a befitting manner. The objective is to ensure that teaching continues wherever possible, and that the impact of the necessary disruption on the students' learning is minimized.

2. The guidelines of the IUB, Information & Communications Technology Assisted Blended Teaching & Learning Strategy is **ANNEXED** for Strict Compliance by all concerned quarters of the University.

3. Chairpersons / Heads / Principals / Directors of the respective Teaching Departments / Constituent Colleges / Campuses must ensure that instructions above are followed in true letter and spirit to safeguard the academic life in the University.

Encl: Learning Guidelines (02 Pages)


Deputy Registrar (Acad)
for Registrar
23/03/2020

Copy to:

1. Deans / Incharge(s) of all Faculties.
2. Directors, Sub-Campuses (Bahawalnagar and Rahim Yar Khan).
3. All Principals of University Constituent Colleges.
4. Heads of All Teaching & Non-Teaching Departments.
5. Director (IT) → [with the request to upload this on the University's website & for further necessary action].
6. Chairman / Chairperson, Hall Council (University Hostels).
7. Chief Security Officer (CSO).
8. Principal Officer (EC&SM).
9. Principal Officer (Motor & Transport Division).
10. Treasurer.
11. Controller of Examinations.
12. Deputy Registrar (University Hostels).
13. Deputy Registrar (Public Affairs) → [to upload this on Social Media].
14. Resident Auditor.
15. Secretary to the Vice-Chancellor.
16. PA to Registrar.
17. Office Copy.

The Islamia University of Bahawalpur

Information & Communications Technology Assisted Blended Teaching & Learning Strategy

By The Order of Engr. Prof. Dr. Athar Mahboob (TI), Vice Chancellor – 20 March 2020

Objectives

1. To minimize the academic loss due to closure of University on account of current Corona (COVID-19) pandemic and future such unforeseen closures.
2. To augment classroom / online teaching at IUB with electronic information resources to be called Course Material Bundle (CMB) and Learning Management System (LMS) thereby providing secondary assurance of content delivery to students and to furthermore document the level of course content to satisfy academic audit requirements.

What is the Course Material Bundle

Course Material Bundle shall consist of the following contents:

1. Course Outline document providing the list of 8-16 major topics to be covered in the course, list of textbooks and reference books, assessment methodology, any policy related to the course and contact information for the course teacher. Course Outline document should be between 1 to 4 pages.
2. One or more textbooks constituting the basic course reading material (200-500 pages) in PDF format, preferably having permissive / open source license.
3. One or more reference books constituting the supplementary course reading material (200-500 pages) in PDF format, preferably having permissive / open source license.
4. Set of lecture notes in PDF format, preferably having 10 slides per topic.
5. Set of videos / audios explaining topics which are part of the course. Videos / audios may be obtained from the Internet and source address (URL) may be provided. Videos ranging between 5 and 15 minutes focused on single topic are most effective.
6. Sample midterm and final exam questions / papers. These should provide an idea of the exam pattern and difficulty level of the exam.

An ideal Course Material Bundle is no more than 100 MB in size when saved in the form of a ZIP file. Special attention shall be paid to keeping video and audio files to manageable sizes.

Course Teacher's Responsibilities

The course teacher is primarily responsible for putting together the Course Material Bundle for his / her course. In this endeavour a teacher may take help from fellow teachers, former students, online resources and the IT Department. For the same course multiple teachers may cooperate to prepare a common Course Material Bundle. However, each teacher is responsible for submission and distribution of the Course Material Bundle to his / her departmental head and his / her students, respectively.

- Both full-time as well as visiting teachers are responsible to submit and distribute Course Material Bundle for each course they are assigned in the current semester.

- Use of well known public domain sources is strongly recommended for getting course content such as Virtual University of Pakistan Open Courseware, MIT Open Courseware, YouTube, Khan's Academy, HippoCampus, OpenStax, etc.
- Course teachers shall also be responsible to conduct classroom sessions online using official University servers and applications.
- Course teachers shall update the LMS page of their respective courses with the contents of the Course Material Bundle and additional resources / activities relevant to their courses.

Department Head's / Chairperson's Responsibilities

- The Head / Chairperson of the Department shall ensure that every teacher, whether full time or visiting, has submitted the Course Material Bundle and the same material has been made available through the Learning Management System.
- The Head / Chairperson of the Department shall ensure that Course Material Bundle prepared by teachers in his / her department are meeting the requirements specified by the University.
- The Head / Chairperson of the Department shall ensure that ALL students in the department are correctly enrolled in respective courses in Campus Management System as well as LMS.

Dean's Responsibilities

- The Dean of the Faculty shall be responsible to ensure that there are no copyright violations in the Course Material Bundles of courses being taught in his / her faculty.

Director IT's Responsibilities

- Director IT shall provide training to faculty members desirous of training in technical aspects preparing the Course Material Bundle.
- Director IT shall be responsible for setting up Learning Management System (Moodle) and facilitating the faculty members and the students in its use.
- Director IT shall be responsible for setting up system to facilitate Online Teaching through BigBlueButton software and its integration with Learning Management System (LMS).
- Director IT shall set up a JitsiMeet based adhoc IUB Online Classrooms portal.
- Director IT shall be responsible for providing integration with WhatsApp or other chat software system to facilitate student teacher interaction with real-time text messaging.
- Director IT shall facilitate in conduct of online tests / exams using LMS.

Student's Responsibilities

- Student shall be responsible for accessing the material distributed through the Course Material Bundle for each of his / her courses and saving the material for offline use.
- Student shall be responsible to join online classroom sessions made available through official University servers.
- Student shall be responsible to participate actively in all activities assigned through the Learning Management System and to explore all links to further information disseminated through the Learning Management System.
- Student shall be responsible to prepare for exams and tests, both online and paper based, according to the content distributed through Course Material Bundle and LMS.

23/03/2021
Deputy Registrar (Acad)
The Islamia University
Bahawalpur