



Koneru Lakshmaiah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

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Campus: Green Fields, Vaddeswaram - 522 302, Guntur District, Andhra Pradesh, INDIA.

Phone No. 08645 - 350200, www.klef.ac.in, www.klef.edu.in, www.kluniversity.in

Admin Off: 29-35-38, Museum Road, Governorpet, Vijayawada - 520 002. Pin: +91 - 866 - 3509122, 2576125

OFFICE OF DEAN ACADEMICS

Policy Document

KLEF/ODA/2.15/P215001/2022/V1.0

Date: 31/07/2022

Title: e-content preparation for the Online and hybrid learning platforms

1. Policy:

Departments are required to ensure that the faculty resources are used effectively by recording their classroom lectures and using them for the benefit of the Massively Open Online Courses (MOOCs). Faculty should be motivated and trained on innovative online teaching-learning pedagogies at regular intervals and be allowed to create courses based on their expertise to match the requirements of a larger audience. Teachers should be encouraged to create e-contents for the course they handle in order to act as reference material for them and slow learners. This should be used primarily to implement flipped classrooms by engaging the learners more on Higher Order Thinking tasks.

2. Outcomes:

- 2.1 Enhanced confidence among teachers in creating resourceful content for the benefit of learners.
- 2.2 Effective use of class timing for the conduction of higher order thinking activities through Flipped Learning.
- 2.3 Enhanced perception on the institute amongst the public and peers.

3. Guidelines:

The following roadmap should be followed in order to ensure that the faculty are motivated to create the learning contents effectively for the consumption of a wider audience including the learners from inside and outside of the institute.

3.1 Sensitization:

- 3.1.1 Faculty sensitization program highlighting the importance of making their presence in Online Learning Platforms has to be organized by the Centre for Distance and Online Education (CDOE) at regular intervals.
- 3.1.2 Also, the promotion of the contents in Indian Languages should be taken up appropriately in the form of the Self Learning Material (SLM) and the videos.

3.2 Identification & Integration of learning elements

- 3.2.1 Identification of courses / short term training courses for Science, Technology, Engineering, Arts, Management, Pharmacy, law, Architecture, etc. which are being offered through the curriculum are to be done during the Semester Readiness Program (SRP) and the same has to be verified by the department heads and Principals in association with the Implementation team of Academics Division.
- 3.2.2 Similarly, identification of the various platforms through which the courses may be hosted like NPTEL SWAYAM, Consortium for Educational Communication (CEC), ePG Pathshala and their requirements be derived.
- 3.2.3 The content preparation be carried out at the topic level and necessary assimilation, or aggregation be done to suit the requirements of the different learning platforms for the effective reuse of the contents wherever applicable.
- 3.2.4 Identification of **Subject Matter Experts (SMEs)** on the areas of expertise and allocation of courses to the SMEs be carried out prior to the SRP and necessary support for the preparation of the contents be extended during the SRP phase in collaboration with CDOE.

- 3.2.5 Integration of the necessary topics that are missing in the curriculum be added in the additional reading section. Students should be encouraged to take up the online courses created by the teachers for flipped learning or Self learning through Online Courses as per the policies # KLEF/ODA/2.4/P24001/2022/V1.0, KLEF/ODA/1.4/P14001/2022/V1.0 respectively.
- 3.2.6 Also, the contents can be used as an augmented learning material for the slow learners and necessary support on the same should be given through remedial classes.
- 3.2.7 Faculty should be encouraged to create collaborative content in association with their academic peers and industry personnel. However, necessary permissions be taken from the collaborator to avoid any conflict of interest.

3.3 Faculty Training:

- 3.3.1 Faculty training on effective content presentation for Online learning platforms (MOOC) should be designed and developed by the CDOE based on requirement and the same be presented in the academic council for due approval.
- 3.3.2 Such training programs can be recorded with the permission of the resource persons and be made available for internal consumption and further training of the in-house teachers.

3.4 Content posting & Appreciation:

- 3.4.1 Vetting of the proposal and monitoring the progress of the same through the committee formed by CDOE & Academics Implementation Team.
- 3.4.2 Remuneration (as per norms) for the faculty preparing the content in a 4-quadrant approach for the above-mentioned platforms. Awards and recognition for faculty who are successful in hosting the content be considered to encourage the faculty members to contribute more.

3.5 Hosting of MOOC courses:

- 3.5.1 Identification of relevant courses to be offered through our KL MOOC platform be identified before the commencement of each semester and the same be floated by the CDOE for taking the applications from the faculty.
- 3.5.2 Shortlisted courses and faculty may be published, and the content creation process be initiated during the SRP.
- 3.5.3 Necessary promotion of the courses be given to the school, college students and working professionals based on their appropriateness.
- 3.5.4 Extended Courses should be promoted for the benefit of the learners from the other institutes as per the National Credit Framework (NCrF) levels and student registration process for the same be verified as per policy # KLEF/ODA/1.20/P120001/2022/V1.0
- 3.5.5 Bundling of the courses towards certification, diploma or degree programs be properly planned based on the course outcomes and the collective catered towards the program outcomes. Registration of the students for the ABC be ensured for the transfer of credits after the completion of the courses towards redemption of the same towards certificate, diploma or degree.
- 3.5.6 Innovative and most in-demand skill courses which can be applied for hosting in NPTEL SWAYAM, Consortium for Educational Communication (CEC), ePG Pathshala, and other MOOC platforms.

3.6 Copyright:

- 3.6.1 Faculty should be sensitized to the importance of copyrights and their protection. Also, they should be sensitized to professional ethics-related aspects while creating content for the consumption of the audience. Infringement of the copyrights should be viewed seriously.

3.7 Etiquettes:


- 3.7.1 The etiquettes for creating Online content or online courses (as applicable) mentioned in policy # KLEF/ODA/2.12/P212001/2022/V1.0 be followed appropriately. In addition to that necessary training be arranged by CDOE on the etiquette of content preparation for online platforms and best practices to be adopted through the identified experts. Necessary consideration is given to preparing the contents in order to cater to the needs of the differently abled persons.
- 3.7.2 Academic Audits should ensure the contribution of the faculty and the department with respect to the e-contents created and monitor the usage of the same at regular intervals. Lapses identified in the audit be informed to the respective principals for further action. For more information refer to policy # KLEF/ODA/2.1/P21001/2021/V1.0
- 3.7.3 Faculty may use the institutional resources like library, labs, hardware, software tools and infrastructure for the creation of the learning content with the due approval from their respective departments such that there is no conflict of interest arise later.


Dr. N Venkatram
Pro Vice Chancellor

Prof. N. VENKATRAM
Pro-Vice Chancellor (Admin)


REGISTRAR

Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWAREM-522 302.
Guntur District, Andhra Pradesh.


Dr. Raghuveer V R
Dean Academics

Dr. Raghuveer VR
Dean Academics