

Compliance Status of Learning Platform as per the assessment criteria of UGC (ODL & OL Programmes) Regulation 2020

The process and the skills required are as follows:

Production of E-Content / Digitization of the content in multiple formats:

- Skills necessary for conversion of base content from word file to PDF, HTML5, SCORM Files using various tools like adobe illustrator, articulate rise, storyline etc. In case of videos, skills necessary for editing the raw video, audio /video editing facilities adding multimedia components using tools like aftereffect, camptasia, adobe flash etc.

Creation of Online Course: Skills:

- Basic Understanding required for creating the online course in LMS system with final version of approved content at unit / chapter level within a course/subject. For this process our technical team has guided our staff members to create online courses using various formats of e-learning content as per the four-quadrant approach of UGC.
- Within the LMS, the program co-ordinator creates the course structure as per the approved program structure by the university.
- Each Semester have buckets of subjects as per program structure.
- From the Course Master, the Re-usable Learning Objects (Online Course / subject with courseware) as created by the respective Course Co-ordinator for the subject is cloned to the program structure of respective program.

Admission Process: Skills Required: Basic Internet Skills are required for this activity.

- Learner Authentication through Aadhar enabled feature during the online registration process. The students register online through the web application and submits the documents online through the web application. The university staff has been trained along with hands on practice to check the documents submitted by the learner for admission purpose. After eligibility confirmation the students are provided with login credentials for accessing the Online Program through the LMS.

Delivery of Online Programs: The LMS has the provision to deliver Synchronous Live Online Sessions and Discussion Forums. Skills: Basic Understanding acquired through Practice on our LMS.

- Synchronous Live Online Sessions: The Faculty / Course Co-ordinator prepares a lesson plan in form of PPT for a specific module / chapter for which they intend to deliver online during the Live Online Synchronous sessions through the LMS system.
 - The topic / chapter for which the Online sessions need to be conducted; the faculty is trained for scheduling a live class on particular date and time as per approved live online class calendar by university authorities.
 - The lesson plan is uploaded in LMS for that specific Live Online Synchronous Class Session and selects the students registered for the said course.
 - An automated alert mail invitation goes to registered students of that course.
 - The students can attend the live synchronous online session as per the calendar published for the said classes.

- The calendar can be published well in advance enabling all the students to be prepared for their forthcoming online classes.

Examiner: Skills: Basic Understanding acquired through Practice on our LMS.

The staff members handling the examiner process, have been trained to:

- Create Assessment Scheme
- Upload question banks in form of MCQ format, subjective questionnaire
- Create LMS system based continuous assessments.
- Evaluation of Subjective Assignments
- Result Publishing in Grade Book of our LMS
- For Examinations refer the complete process as explained in point above in Assessment Mechanism