

There are somethings you can only learn in a storm. ~ Joel Osteen

2020

# University of Peshawar Online Teaching and Assessment Policy during COVID-19

FOR ON-CAMPUS STUDENTS

VERSION 1.0

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## 1. Short title, Applicability, and Commencement

- 1.1. This policy may be called 'University of Peshawar Online Teaching and Assessment Policy during COVID-19' (UoP-OTAP).
- 1.2. This policy applies to the Certificate, Diploma, Undergraduate, Masters, MPhil/MS, and Ph.D. programs offered by the University on its campus, and all the on-campus students enrolled in these programs, during the current extraordinary times created due to a very stretched closure of the University.
- 1.3. This policy will commence from 1 June 2020 and will continue during the closure of the University due to COVID-19.

## 2. Definitions

- 2.1 **'Board of Studies'** means the Board of Studies of the respective teaching department/center/institute/academy/constituent college.
- 2.2 **'Course Readiness'** means that the Course is approved by the Board of Studies for the online offering.
- 2.3 **'Faculty Readiness'** means that the Faculty has received adequate training for online teaching, content development, and assessment.
- 2.4 **'Focal Person'** means the departmental focal persons for online teaching. A list of focal persons is provided as [Attachment 1: List of Departmental Focal Persons for Online Teaching](#).
- 2.5 **'Learning Management System (LMS)'** means an online application that is used by faculty and students to engage in educational activities. The faculty can use the LMS to share with students learning resources such as recorded lectures, power points, notes, links to relevant websites and reading materials, etc. Faculty can also assign students assignments and take quizzes. There are several LMS in the market. The University will use 'Sakai', which will be referred to as 'UoP-Sakai'.
- 2.6 **'HoD'** means Head of Department a Teaching Department/Centre/Institute/Academy/Constituent College.
- 2.7 **'Online Interactive Class Meeting Platform'** means an online meeting software/application used for an interactive meeting of the participants or delivering a live-stream lecture in a virtual classroom setting. The University will use 'Google Meet' to conduct its online classes.
- 2.8 **'Policy'** means called 'University of Peshawar Online Teaching and Assessment Policy during COVID-19' (UoP-OTAP).
- 2.9 **'University'** means the University of Peshawar.
- 2.10 **'Virtual Learning Environment (VLE)'** means a web-based platform for delivering course materials, online interaction with the students, and provide for the online

assessment/evaluation. The UoP VLE comprises two components, viz, 1. Learning Management System (LMS) and 2. Online Class Meeting platform.

### 3. Scope

- 3.1 The universities across the country were closed due to the COVID-19 pandemic from 14 March 2020 to 31 May 2020. However, of late, the Government has extended the closure until further orders.
- 3.2 The scope of the document is to outline policy for online teaching and assessment, that came to a halt since 14 March 2020, without any further wait for returning to normalcy.

### 4. Objective

- 4.1. To ensure that the students should timely complete their programs of study online without further waiting for the commencement of traditional face-to-face learning and assessment.
- 4.2. To define the parameters for course readiness, faculty readiness, and technology readiness before the commencement of online teaching and assessment
- 4.3. To detail processes for online teaching, learning, and assessment using Virtual Learning Environment.
- 4.4. To provide for the student and faculty grievance redressal mechanism about online teaching and assessment.

### 5. Salient Features of the Policy

- 5.1 Online teaching and related distance learning at the University of Peshawar, in line with its traditional-teaching policy, is to be student-centric and to ensure that no student to be left behind due to any disadvantage including physical, geographical, societal or digital.
- 5.2 Online teaching and related distance-learning modes (delivery of teaching material through CD/postal mail etc.) are to facilitate the learning of the students while safeguarding their health and precious time and ensure that they complete their degree requirements in time.
- 5.3 Emphasis will be on the involvement of students in the learning process through diverse means enabling their adaptability to learn in crisis environments.
- 5.4 The focus will be on the exposure of students to diverse learning resources related to course content rather than on rote memorizing of limited material.
- 5.5 Students will be encouraged to interact with teachers and peers (fellow students) through group discussions using a variety of options (Google Meet, WhatsApp Groups/Email Groups/Facebook Groups, etc.) to develop critical thinking, analytical reasoning, problem-solving and application of learning to real-life problems/issues.

- 5.6 As far as possible, the assessment and evaluation will be holistic. In addition to the performance in assignment/quiz, it should take into consideration the evidence of students' interest, participation, contributions to discussions/interactions, etc.
- 5.7 Teachers will ensure that students with digital or physical disadvantages (poor or no connectivity etc., physical disability) are treated fairly in assessments/exams considering their specific situation.

## 6. Courses & Course Contents

The Course Title, Codes, Contents, and Credit Hours will remain the same as approved by the statutory bodies of the university (i.e., Academic Council and Syndicate).

## 7. Course Readiness

The courses to be offered online will retain the scope and content as already approved by the University's statutory bodies. However, the course delivery and assessment mechanism will be redesigned to suit the Virtual Learning Environment (VLE). The readiness of a course for online delivery and assessment will be approved by the respective Board of Studies after careful consideration of the minimum requirements as outlined in the checklist provided as [Attachment 2: Course Readiness Checklist](#) to this document.

## 8. Faculty Readiness

- 8.1 The Faculty Readiness requires that a faculty member is adequately trained in 1) designing online courses, 2) content development for online teaching, and 3) use of Virtual Learning Environment comprising UoP-Sakai and Google Meet.
- 8.2 To achieve Faculty Readiness, the E-Learning and Content Development teams will conduct training of the Focal Persons. The Focal Person will conduct training at their respective Department/Centre/Institute/Constituent College together with providing technical assistance to the faculty members in switching to online mode.
- 8.3 A Teacher Training Resource Website is also developed to make training content available for all the teachers to learn at their own pace. The training contents are easy to follow and suitable for self-learning. The site also contains a faculty guide for 'Developing Content for Online Teaching'. The training resources may be accessed at <https://sites.google.com/view/uopsakai/>
- 8.4 The University has also been encouraging its faculty to take online courses available through various MOOCs platforms (e.g., Oxford University, COURSERA, EdX, etc.).
- 8.5 The Board of Studies will allow a teacher to offer online courses after ensuring his/her readiness for online teaching based on the above parameters i.e., 1) evidence of in-house training or 2) certification/attendance of online teaching related MOOCs.

## 9. Student Readiness

- 9.1 The University will inform the students about the commencement of online classes through its website. The date of commencement of online learning, information about how to use the UoP-Sakai, and other related matters are provided at <http://www.uop.edu.pk/online/>.
- 9.2 The departmental focal persons will also inform the students about the commencement of the online classes through email, SMS, and other means available at their disposal. The students will be encouraged to actively participate in online classes to timely and effectively complete their respective degree programs.
- 9.3 The issues faced by the students in online learning will be noted by the focal persons and shared with the HoDs for resolution as provided in [Section 17](#).

## 10. Library Readiness

The University has a well-equipped Central Library with over 50 supporting departmental libraries, mostly equipped with digital learning resources. Additionally, the University is linked with HEC Digital Library with an entire set of prime resources subscribed by the HEC. Faculty and students requiring remote access to the library will contact for VPN to access digital library resources by writing to [librarian@uop.edu.pk](mailto:librarian@uop.edu.pk).

## 11. Technology for Online Teaching and Assessment

The online teaching and assessment will be conducted through a Virtual Learning Environment (VLE). A VLE is a system for delivering learning materials and online interaction with the students. The UoP VLE comprises two major components, viz, 1. Learning Management System (LMS) and 2. Online Class Meeting platform. While LMS is used to share course-related information such as syllabus, lesson plans, learning resources with the students that they can study and/or download in their own time, the Online Class Meeting Platform is used for real-time interactive class meetings. Both VLE components will be used in parallel to optimize students' learning experience.

The online teaching during the existing closure of the University will be in a Virtual Learning Environment (VLE), involving a system designed for delivering learning materials and interaction with the students using modern ICTs (information and communication technologies). This virtual setting comprises two components, viz, 1. Learning Management System (LMS) and 2. Online-Class platform.

The LMS is an entry point for teachers to post instructions and store learning resources to be retrieved by students logging into the LMS using usernames and passwords supplied by the University. There is no provision of interactive, live-stream online classes in LMS. This is achieved through separate systems specifically designed for this purpose such as Google Meet, MS Teams, Zoom, etc. In nutshell, the online-class platforms such as Google Meet/Zoom/MS Teams are used for the **synchronous** mode of learning, where teachers and students participate in a live classroom at a given time for a specific duration for participation

in a learning activity such as a lecture delivered by the teacher, a presentation made by one or more students or an interactive question/answer session, etc. In comparison, **LMS** is used as a mode of **asynchronous** learning, where students access the learning material at the time of their own choice and duration. It is to be noted that the synchronous mode is more suitable for students with reliable internet connectivity whereas asynchronous mode is suitable for students who face electricity shortages at times or variability in the strength of internet connectivity.

### 11.1 Learning Management System:

A Learning Management System (LMS) is an online platform that is used by faculty and students to engage in educational activities. An LMS can be used to deliver courses completely online or to support classroom face-to-face learning. The faculty can use an LMS to share course syllabus, lesson plans, course-related announcements, and learning resources such as recorded lectures, power points (with or without the voice-over), notes, links to relevant websites, and reading materials, etc with the students. An LMS has also provisions to give assignments and take quizzes. Several LMSs are used around the globe. The University of Peshawar will use 'Sakai', which will be referred to as 'UoP-Sakai'.

#### 11.1.1 Using UoP-Sakai

The CMS Team will create a course site in the UoP-Sakai for each course. The concerned course teacher will upload the syllabus, lesson plans, learning resources, and course material for the students on the course site. The course announcements, assignments, and quizzes will also be posted on the course site. The students will use the site to study and/or download, course materials, submit assignments, and take quizzes.

The details on how to log in and use the 'UoP-Sakai' are provided in [Attachment 3: How to log in and use UoP-Sakai](#) to this document.

### 11.2 Online Class Meeting Platform:

Online Meeting platform provides for the live-stream activities for an interactive meeting of the participants or delivering a live-stream lecture in a virtual classroom setting. The University will use 'Google Meet' to conduct its online classes. The platform provides a virtual classroom environment where both faculty and students meet, deliver lectures, make presentations, raise questions, and provide answers. The entire Google Meet session can be recorded for the later use by anyone who has missed out. The recorded session will be made available to the students through the UoP-Sakai.

#### 11.2.1 Using Google Meet

The Google Meet will be used for online interactive classes as per the timetable/schedule notified by each department on the departmental website. Attendance in the classes will be mandatory, however, where the students cannot join the online class due to the internet connectivity issue, he/she may inform the departmental focal person about the same for

alternative arrangements. The class attendance will be marked and maintained by the concerned course teacher using 'Meet Attendance' add-on. The details on how to use Google Meet are provided in [Attachment 4: How to log in and use Google Meet for Online Classes](#) to this document.

### 11.3 Inability to join Online Classes

11.3.1 A student unable to join online classes may fall into one of the two major categories, viz. 1. Cannot join online classes due to the unavailability of the internet in his/her area of residence, or 2. Cannot join occasionally due to the electricity outage etc.

11.3.2 The students falling in the first category shall inform their respective focal persons mentioned at [Attachment 1: List of Departmental Focal Persons for Online Teaching](#). The focal persons will inform the course teachers about the same. The University will take all possible steps to deliver the course material to such students.

11.3.3 The students falling in the second category will inform their situation to their respective course teachers. Such students may be exempted by the Course Teacher for attendance in Google Meet Classes and they can listen to the video recorded lecture and its chat on the UoP-Sakai course site once they can connect back to the internet. All online classes will be recorded, and their links will be posted on the UoP-Sakai course site.

### 11.4 Alternate Methods of Communication for Teaching, Learning, and Assessment

Both, faculty members and students are encouraged to explore alternate methods of communication, such as email, WhatsApp, SMS, and phone call, etc., to supplement the VLE and/or make up for the inability to join the online classes due to connectivity issues. Any such method may be adopted after approval of the respective HoD.

## 12 Revised Academic Calendar

The following revised Academic Calendar will be followed:

### 12.1 Undergraduate Semester Programs

S.No.	Particular	Date
1	Classes already held	3 February to 13 March 2020
2	Commencement of Online Classes	1 June 2020
3	Mid-Term Examination	22 June 2020
4	Final-Term Examination	17 August 2020

### 12.2 Master/MS/MPhil/Ph.D. Programs offered Under Semester System

12.2.1 The departments will complete their remaining teaching credit hours through online teaching. After completion of teaching, the departments will conduct the Examinations in line with the Assessment and Evaluation mechanism prescribed in Section 12.1 on 'Assessment and Evaluation under Semester System'. The



departments will announce the date sheet at least seven days before the conduct of examinations.

12.2.2 There will be a semester break of one week after the final examination during which the faculty will prepare the results, and the students will be provisionally enrolled in the next semester pending their results.

12.2.3 The online classes of the next semester will commence after one week of the completion of the final examination.

### 12.3 Annual System Programs

The departments will complete their remaining course contents through online teaching. It is expected that the remaining course contents will be fully covered by the end of July 2020. The Examinations will be conducted in the conventional mode as per the date sheet announced by the Office of the Controller of Examinations.

## 13 Examinations – Assessment and Evaluation

### 13.1 Semester System:

Considering the present circumstances, the traditional closed-book examination may not be the most appropriate assessment/evaluation method. Thus, the following alternative techniques more suited to the Virtual Learning Environment shall be considered for student evaluation. These techniques may be combined to formulate overall evaluation matrix best suited to the course-specific requirement:

- i. Open Book Examination that requires knowledge application rather than reproducing the memorized material
- ii. Assignment
- iii. Quiz
- iv. Term Paper
- v. Presentation
- vi. Oral Examination

S.No.	Component	Marks	Remarks
1	Quiz/Assignment/ Presentation	20%	i. The faculty member will share the assessment/evaluation mode for the course with the students at the start of the online teaching or at least two weeks before the mid-term assessment.  ii. The overall evaluation matrix, best suited to the course-specific requirement, for Mid-Term and Final-Term examinations shall be holistically based on a combination of various assessment/ evaluation techniques noted in Section 13.1.  iii. The evaluation matrix shall be approved by the respective Board of Studies as part of 'Course Readiness'
2	Mid Term Examination	30%	
3	Final Term Examination	50%	

**Note:** Where a student cannot use VLE due to internet connectivity issues, he/she will be examined via an agreed mode (e.g., phone-call viva/ paper-based examination at a designated center etc.) to be determined by the teacher in consultation with HoD.

### 13.2 Annual System:

The annual system examinations will be conducted in the traditional mode as per the schedule notified by the Office of the Controller of Examinations.

### 13.3 Oral Examinations/Viva-Voce and MPhil/Ph.D. Defense

During the period of University closure, the oral examinations/viva-voce and MPhil/Ph.D. Public Defense will be held on the Google Meet. The concerned department shall make adequate arrangements to enable the participation of all interested persons, including faculty, students, and staff of the university as well as members of the public through an open call for registration. All registered participants will then be sent a link needed for participation.

## 14 Grading

There will be no change in the approved Grading system (Semester System) and division (Annual System) values.

## 15 Lab Work/Field Work

The practical lab work will be conducted after the reopening of the University. However, Virtual Labs may be used to conduct experiments. The use of Virtual Labs will be at the discretion of the Course Teacher.

## 16 Internship/Fieldwork

The mandatory internship/fieldwork requirement in the last semester, where applicable, is waived off. Such Graduating Students may either take a research project or appear in a Comprehensive Oral Examination (COE), as decided by the respective department. The project evaluation committee will comprise the supervisor of the student and an external examiner. The COE committee will comprise an internal examiner appointed by the concerned Head of Department and an external examiner. The external examiner in both the cases will be appointed by the Controller of Examinations from amongst a panel submitted by the concerned Head of Department.

## 17 Grievance Redressal Mechanism

The departmental focal person will be the contact point for lodging any grievance by the department's faculty and students. The grievance may be lodged through SMS/WhatsApp message/Email/direct call. The focal person will bring the grievance to the notice of the HoD. The HoD with the help of the focal person, course coordinator, and teacher concerned will resolve the issue. Where a grievance is technical, it may be resolved in coordination with the relevant Technology-Support Teams/Officials mentioned in [Attachment 5: Technology-Support Teams and Officials](#). In case, the grievance cannot be adequately resolved at the departmental level, the HoD will bring it to the notice of respective Dean and Vice-Chancellor for resolution.

## 18 Technology Support Teams and Officials:

The University has constituted several technology-support teams and assign responsibilities to various officials to ensure the smooth conduct of online classes. A list of said teams and officials along with their domain of work and contact information is provided in the [Attachment 5: Technology-Support Teams and Officials](#)

## Attachment 1: List of Departmental Focal Persons for Online Teaching

S.No.	Name of the Department	Name of Focal Person	Email
<b>A</b>	<b>Faculty of Arts and Humanities</b>		
1	Department of Archaeology	Mr. Asim Amin	<a href="mailto:asimweb@gmail.com">asimweb@gmail.com</a>
4	Department of Arts and Design	Ms. Qurrat ul Aim	<a href="mailto:qurratulain@uop.edu.pk">qurratulain@uop.edu.pk</a>
2	Department of English and Applied Linguistics	Ms. Fatima Khaliq	<a href="mailto:fatimakhaliq@uop.edu.pk">fatimakhaliq@uop.edu.pk</a>
3	Department of History	Dr. Syed Waqar Ali Shah	<a href="mailto:waqar_ali@uop.edu.pk">waqar_ali@uop.edu.pk</a>
5	Department of Philosophy	Mr. Sher Zada	<a href="mailto:sherzada@uop.edu.pk">sherzada@uop.edu.pk</a>
<b>B</b>	<b>Faculty of Islamic and Oriental Studies</b>		
1	Department of Arabic	Dr. Yaqoob Khan	<a href="mailto:arabic@uop.edu.pk">arabic@uop.edu.pk</a>
2	Department of Islamiyat	Mr. Hafiz Fayaz Ali	<a href="mailto:hafizfayazisl@uop.edu.pk">hafizfayazisl@uop.edu.pk</a>
3	Department of Pashto	Dr. Ahmad Ali Aajiz	<a href="mailto:pashto@uop.edu.pk">pashto@uop.edu.pk</a>
4	Department of Persian	Dr. Yousaf Hussain	<a href="mailto:persian@uop.edu.pk">persian@uop.edu.pk</a>
5	Department of Urdu	Dr. Wali Muhammad	<a href="mailto:drwalimuhammad@uop.edu.pk">drwalimuhammad@uop.edu.pk</a>
<b>C</b>	<b>Faculty of Life and Environmental Sciences</b>		
1	Department of Botany	Dr. Nadeem Ahmed	<a href="mailto:nadeemgul77@gmail.com">nadeemgul77@gmail.com</a>
2	Institute of Chemical Sciences	Dr. Nauman Ali	<a href="mailto:nali75pk@uop.edu.pk">nali75pk@uop.edu.pk</a>
3	Centre of Biotechnology and Microbiology	Dr. Sumera Afzal	<a href="mailto:biotech@uop.edu.pk">biotech@uop.edu.pk</a>
4	Centre for Disaster Preparedness & Management	Mr. Mushtaq Ahmad Jan	<a href="mailto:mushtaq@uop.edu.pk">mushtaq@uop.edu.pk</a>
5	Department of Environmental Sciences	Dr. Asif Khan Khattak	<a href="mailto:asifkhan@uop.edu.pk">asifkhan@uop.edu.pk</a>
6	Department of Geography	Dr. Samiullah	<a href="mailto:samigeo78@uop.edu.pk">samigeo78@uop.edu.pk</a>
7	Department of Pharmacy	Dr. Gowhar Ali	<a href="mailto:gowhar_ali@uop.edu.pk">gowhar_ali@uop.edu.pk</a>
8	Department of Urban & Regional Planning	Mr. Nasir Ali	<a href="mailto:urp@uop.edu.pk">urp@uop.edu.pk</a>
9	Department of Zoology	Dr. Syed Basit Rasheed	<a href="mailto:basitrasheed@uop.edu.pk">basitrasheed@uop.edu.pk</a>
<b>D</b>	<b>Faculty of Management and Information Sciences</b>		
1	Institute of Management Studies	Dr. M. Junaid	<a href="mailto:mjunaid@uop.edu.pk">mjunaid@uop.edu.pk</a>
2	Quaid-e-Azam College of Commerce	Dr. Rahman Ali	<a href="mailto:rehmanali@uop.edu.pk">rehmanali@uop.edu.pk</a>
3	Department of Journalism and Mass Communication	Mr. Muhammd Noman Khan	<a href="mailto:noman@uop.edu.pk">noman@uop.edu.pk</a>
4	Department of Library and Information Science	Dr. Mohammad Ismail	<a href="mailto:ismail@uop.edu.pk">ismail@uop.edu.pk</a>
5	College of Home Economics	Ms. Kanwal	<a href="mailto:kanwalim@uop.edu.pk">kanwalim@uop.edu.pk</a>
<b>E</b>	<b>Faculty of Physical and Numerical Sciences</b>		
1	Department of Computer Science	Dr. Syed Muhammad Asim Jalal	<a href="mailto:sa.jalal@uop.edu.pk">sa.jalal@uop.edu.pk</a>

2	Department of Electronics	Mr. Falak Naz	<a href="mailto:falaknaz@uop.edu.pk">falaknaz@uop.edu.pk</a>
3	Department of Mathematics	Dr. Tahir Hussain	<a href="mailto:tahirhussain@uop.edu.pk">tahirhussain@uop.edu.pk</a>
4	Department of Physics	Dr. Muhammad Uzair	<a href="mailto:uzairjan@uop.edu.pk">uzairjan@uop.edu.pk</a>
5	Department of Statistics	Mr. Muhammad Farooq	<a href="mailto:m.farooq@uop.edu.pk">m.farooq@uop.edu.pk</a>
<b>F</b>	<b>Faculty of Social Sciences</b>		
1	Department of Economics	Dr. Naila Nazir	<a href="mailto:economics@uop.edu.pk">economics@uop.edu.pk</a>
2	Institute of Education and Research	Dr. Syed Munir Ahmad	<a href="mailto:munir_ahmad@uop.edu.pk">munir_ahmad@uop.edu.pk</a>
3	Department of International Relations	Mr. Zia ur Rahman	<a href="mailto:ziarahman@uop.edu.pk">ziarahman@uop.edu.pk</a>
4	Department of Gender Studies	Mr. Iftikhar Muhammad	<a href="mailto:iftikharmuhammad@uop.edu.pk">iftikharmuhammad@uop.edu.pk</a>
5	Law College	Mr. Anees Iqbal	<a href="mailto:anisigbal@gmail.com">anisigbal@gmail.com</a>
6	Department of Political Science	Dr. Ayub Jan	<a href="mailto:ayub@uop.edu.pk">ayub@uop.edu.pk</a>
7	Department of Psychology	Dr. Romana Zeb	<a href="mailto:roomazeb@uop.edu.pk">roomazeb@uop.edu.pk</a>
8	Department of Regional Studies	Mr. Muhammad Fahim	<a href="mailto:mfaheem@uop.edu.pk">mfaheem@uop.edu.pk</a>
9	Department of Social Anthropology	Mrs. Shadab Rana	<a href="mailto:shadab@uop.edu.pk">shadab@uop.edu.pk</a>
10	Department of Social Work	Dr. Imran Sajid	<a href="mailto:imranahmad131@uop.edu.pk">imranahmad131@uop.edu.pk</a>
11	Department of Sociology	Dr. Owais	<a href="mailto:owais@uop.edu.pk">owais@uop.edu.pk</a>
12	Institute of Peace and Conflict Studies	Ms. Rabia Fayyaz	<a href="mailto:rabiafayyaz@uop.edu.pk">rabiafayyaz@uop.edu.pk</a>
13	Institute of Criminology and Forensic Sciences	Dr. Basharat Hussain	<a href="mailto:criminology@uop.edu.pk">criminology@uop.edu.pk</a>
<b>G</b>	<b>Centers</b>		
1	National Centre of Excellence in Geology (NCEG)	Dr. Waqas Ahmad	<a href="mailto:waqas.nce@uop.edu.pk">waqas.nce@uop.edu.pk</a>
2	National Centre of Excellence in Physical Chemistry (NCEPC)	Dr. Abdul Naeem	<a href="mailto:ncepc@uop.edu.pk">ncepc@uop.edu.pk</a>
3	Pakistan Study Centre	Mr. Farmanullah	<a href="mailto:farman.ullah@uop.edu.pk">farman.ullah@uop.edu.pk</a>
4	Area Study Centre	Dr. Ahmad Farhan Saeed	<a href="mailto:drfarhan@uop.edu.pk">drfarhan@uop.edu.pk</a>
5	SZI Centre	Dr. Rashid Ahmad	<a href="mailto:rashid@hotmail.com">rashid@hotmail.com</a>

## Attachment 2: Course Readiness Checklist

A Course will be considered ready for online teaching and assessment when it meets the following criteria. The following information should be shared with the students through LMS or any other medium such as email, SMS, WhatsApp, etc.

Course Title and Code:

Course Instructor Name, Email, and Cell No. (Optional)

### **1. Overview and Orientation:**

- 1.1 Is there an introduction that tells students how the course will work, how to navigate the course, and how to get started with the course?
- 1.2 Is there a course syllabus that includes the following?
  - 1.2.1 Expectations for student participation in the course
  - 1.2.2 Student-centered learning outcomes
- 1.3 Are there weekly lesson plans?

### **2. Organization and Navigation:**

- 2.1 Is there an overall course schedule that shows the main activities and deliverables?
- 2.2 Are there clear instructions describing what learners should do each week?
- 2.3 Are there clear instructions for every learning activity or assignment?
- 2.4 Does the course material/learning resources identified and uploaded on the LMS to be studied with each weekly lesson plan?

### **3. Assessment and Evaluation:**

- 3.1. Is there an assessment and evaluation policy for the course that includes the following?
  - 3.1.1. Marks assigned to various components of assessment, viz. assignment, quiz, class presentation, term paper, open-book examination, class participation, etc.
  - 3.1.2. The mode of conduct of the above components along with dates and deadlines, where applicable.

### **4. Communication, Interaction, & Accessibility**

- 4.1. Does the course include a way to communicate class news and answer questions?
- 4.2. Does schedule for weekly online class meetings chalked out?
- 4.3. Are a variety of learning resources/ materials, such as recorded lectures, power points (with or without voice-over), notes, links to relevant websites and reading materials, etc., and assignments used in the course?

- 4.4. Are all video/audio files captioned and tested by the teacher?
- 4.5. Is the content classified into weekly lesson plans and topics in an appropriate, informative, and structured manner?

## Attachment 3: How to log in and use UoP-Sakai

### **Faculty Members**

The login credential (username and password) of a department's faculty members are provided to the LMS focal person of each department. The faculty members may obtain their respective login credentials from their departmental focal persons. The list of departmental focal persons is [Attachment 1](#) to this document.

The focal persons, who are trained on how to use UoP-Sakai, will further train their departmental colleagues. The faculty members can also access very detailed video tutorials on UoP-Sakai at <https://sites.google.com/view/uopsakai/>

Besides, the pdf guides on how to perform various tasks in UoP-Sakai can also be accessed and/or downloaded from the University website [www.uop.edu.pk](http://www.uop.edu.pk)

### **Students**

The login credential (username and password) of the students are provided to each department's LMS Focal Person. The students may get their login credentials from their departmental focal persons. The list of departmental focal persons is [Attachment 1](#) to this document.

Very detailed video tutorials on how to use UoP-Sakai as students are accessible at <https://sites.google.com/uop.edu.pk/lms>. A getting started guide in pdf format can also be made available at the said site. The same can also separately be downloaded from [https://drive.google.com/file/d/14B5R7NawhYlgx6\\_D0v1KmFijArVtoIO0/view?usp=sharing](https://drive.google.com/file/d/14B5R7NawhYlgx6_D0v1KmFijArVtoIO0/view?usp=sharing)



## Attachment 4: How to log in and use Google Meet for Online Classes

### **Brief Introduction:**

The 'Google Meet' is an online interactive meeting platform that will be used by the University of Peshawar to conduct its online classes. Presently it provides for a meeting for up to 250 participants, which means all our online classes can be conveniently held using Google Meet. Besides, all the meetings can be recorded and later posted on the UoP-Sakai for the benefit of a student who for some reason could not attend the live class. The 'Google Meet' can also be used to pre-record your lectures to make them available to the students later. The students can ask questions during the live class sessions by using their microphones or chat window as informed by the course teacher. Both, the faculty, and the students can make presentations by sharing their screen with the class participants. You will learn more as you start using the platform.

### **Faculty Members**

The departmental focal persons are trained to schedule a class on Google Meet using Google Calendar and other methods. The focal persons will train their colleagues at the department. For further guidance, a detailed pdf guide on how to use Google Meet to schedule classes can be downloaded from the University website <http://www.uop.edu.pk/online/>

### **Students**

The students shall share their email addresses with their departmental focal person as the same would be required to join the Google Meet class. A guide on how to join Google Meet Class can be downloaded from the University Website <http://www.uop.edu.pk/online/>

## Attachment 5: Technology-Support Teams and Officials

### 1. CMS Team:

The CMS Team will look after the technical side of the UoP-Sakai. All issues about user logins or any other technical matter related to the use of Sakai shall be reported to the CMS team.

For support please contact [helpdesk.lms@uop.edu.pk](mailto:helpdesk.lms@uop.edu.pk)

### 2. E-Learning Team:

The E-Learning Team will guide and facilitate the faculty and students in using UoP-Sakai. The Team has already developed easy-to-use video tutorials and pdf guides on how to perform various functions in the UoP-Sakai. These tutorials and guides may be accessed through the links provided in [Attachment 3: How to log in and use UoP-Sakai](#). The Team will arrange periodic training on the use of UoP-Sakai.

For support please contact [sa.jalal@uop.edu.pk](mailto:sa.jalal@uop.edu.pk)

### 3. Content Development Team:

The Content Development Team has developed a comprehensive guide on how to develop Content for Online Teaching which may be accessed through <https://sites.google.com/view/uopsakai/>. The Content Development Team will keep updating the guide to add newer and better methods for online content development.

### 4. Google Meet Support:

Mr. Yasir Shahzad, Incharge MIS, is the focal person to train and aid with using Google Meet.

For support please contact [yasirshahzad@uop.edu.pk](mailto:yasirshahzad@uop.edu.pk)

### 5. IT Infrastructure and Wifi/Network Support:

Mr. Irfan, Deputy Manager CITS, and Mr. Shafaat Raza are looking after all the issues related to any aspect of IT Infrastructure/Wifi/Network on Campus.

For support please contact [irfan@uop.edu.pk](mailto:irfan@uop.edu.pk) or [sraza@uop.edu.pk](mailto:sraza@uop.edu.pk)

### 6. UoP Official Email Support:

Mr. Jawad, Web Administrator is managing the UoP official Email Accounts. For any query related to Email Accounts.

For support please contact [jawad@uop.edu.pk](mailto:jawad@uop.edu.pk)