<u>Instructions to Teachers for improving effectiveness of teaching-learning in online mode</u>

Based on my observation of classes of a number of teachers since the beginning of the summer semester, I like to suggest the following for improving effectiveness of teaching-learning in the class:

1. Teachers who are still teaching with smart phone are requested to switch to laptop or pc. You may use both in some cases effectively. For example, I found a teacher showing answer script of a student to point out what wrong answer he has written and asking him/her what should have been the correct answer. In a viva session, a teacher looked at the answer script on the desk top and compared his verbal answer with written answer to detect copying and talked to the student in smart phone.
2. If you are using PC or smart phone, use light weight headphone (not earphone) with a microphone that hangs in front of your mouth. If you are using earphone, please make sure that your mic is nearer to your mouth but do not use your hand to hold it. Make sure that your voice is clearly audible at a satisfactory volume.
3. Ensure that the students are showing ID no. and a passport photo on the screen- not anything else then the passport photo. Stylish photos distract attention of the students and other viewers.
4. Ensure that students obey the Rules of Online Class Attendance circulated earlier. Share it with them again.
5. Ensure dress code of the students in the class and presentation session.
6. Take attendance in the beginning of the class – not in the middle or at the end of the class. Take attendance of the late students at the end of the class. At the time of taking attendance, students must switch on video mode. If a student cannot switch to video for weak internet, keep a note and follow up with the students later on if it is repeating.
7. You must be on video mode all the time in the class, except during weak internet connection.
8. Start the class with presentation of the gist of presentation of the last class following the class procedure. After this, ask few questions from the last lecture to know if the students have studied it at home. Ask and answer questions, if they have any.
9. End the class with a summary of the important points discussed.
10. Use white board / electronic board wherever appropriate. Stand by the side of the White Board and teach as you did in the class. It gives the image of a real class room. Few teachers are doing it and it is impressive.
11. Do not show text book page on the screen. Extract the part that you will explain to the students, put it on PP slides/ board with bullets and explain each bullet point with pointer. Do not just repeat bullet points but explain and give example. Draw graph or objects on the board and explain. Show calculation wherever appropriate. Keep asking students as you progress. Be interactive in the class.
12. Send reading materials to the students at least three days before the class and ask them to read it at least at day/ night before the class so that they can participate in discussion.
13. Try to understand individual student's problems as they are in stress situation due to on line teaching, viva and class loads. Counsel him/her to find solution. Be friendly (but not friends). You may refer students with stress /psychological problem to the Clinical Psychologist of IUBAT.
14. Have positive attitudes to university's system, rules and norms as these are meant for quality education and discipline and explain positively the relevant ones to students as these are for the benefit of the students so that they also build a positive attitude.

Teachers' cooperation is essential to ensure education quality, good relationship with students and promotion of positive image of IUBAT and your image too as a teacher of this university.
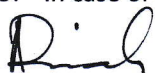
Prof. Dr. Abdur Rab
Vice Chancellor, IUBAT
28/3/2022

Guidelines for Course Instructors on Oral Exam

1. Marks of Oral exam for a course in Mid Term Exam is 50% (10 marks) . Marks for Written exam of is 50% (10 marks).Duration of Oral exam for each student is at least 10 minutes. Ask at least 10 questions even if it requires more than 10 minutes.
2. Teachers may use Google classroom or Moodle. In any case, confidentiality of the questions should be maintained. Telephone /Mobile call is not allowed.
3. The Oral exam must be completed within the dates circulated by the registry and exam control office of IUBAT. If an exception is to be made for a compelling reason , permission must be taken from Vice Chancellor through Coordinator and Dean/Chair
4. A 30 minutes time slot for 3-4 students should be made who will be in the waiting room. The students must be informed of time slots in advance.
5. Students should be called in and examined individually.
6. Viva shall be in video mode. If, after starting a student's viva, the video mode goes off for poor internet, the exam shall continue in audio mode.
7. Teachers shall   prepare question bank of at least 100 questions. Questions should be set into easy to hard range so that proper grade can be assigned to a student. Questions shall be of similar standard (but not same)in each category of easy to hard range.
8. Teachers should consult the Oral Exam/Viva Guidelines that was sent to them before final exam of Spring 2020.
9. In case of any problem in holding viva, the teacher should contact Dean/Chair/Coordinator.

Prof. Dr. Abdur Rab
Vice Chancellor, IUBAT

28.3.20