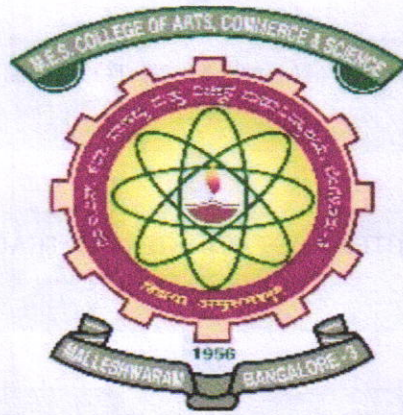# M E S COLLEGE OF ARTS, COMMERCE AND SCIENCE

Accredited by NAAC – Grade 'A' (CGPA 3.21) (3rd Cycle)

'Vidyasagara' Prof. M P L Sastry Road, 15th Cross Malleswaram, Bengaluru 560003
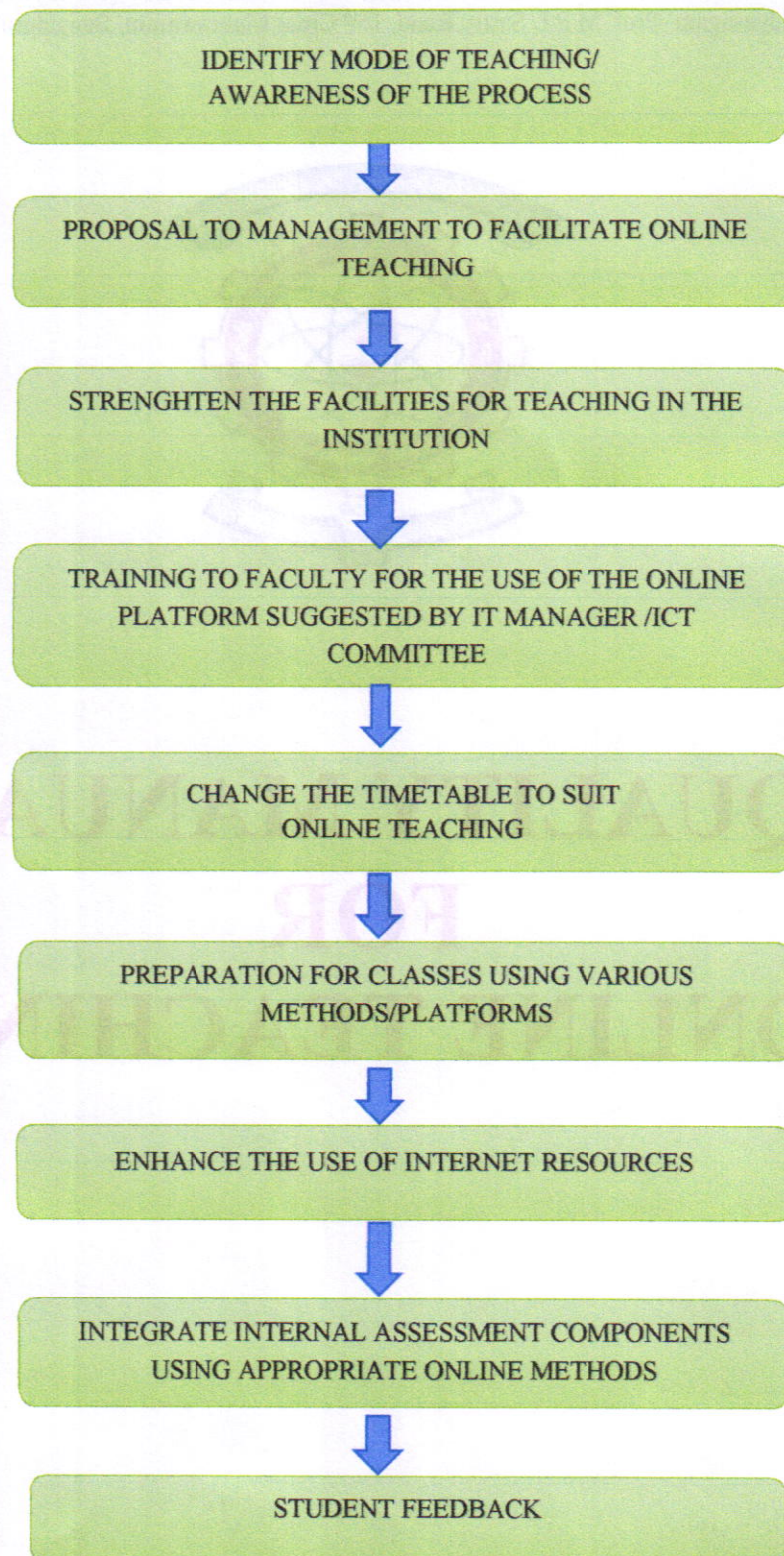
QUALITY MANUAL
FOR
ONLINE TEACHING

Internal Quality Assurance Cell (IQAC)

April 2020

STRATEGY FOR ONLINE/BLENDED CLASSES

IDENTIFY MODE OF TEACHING/
AWARENESS OF THE PROCESS

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PROPOSAL TO MANAGEMENT TO FACILITATE ONLINE
TEACHING

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STRENGHTEN THE FACILITIES FOR TEACHING IN THE
INSTITUTION

↓

TRAINING TO FACULTY FOR THE USE OF THE ONLINE
PLATFORM SUGGESTED BY IT MANAGER /ICT
COMMITTEE

↓

CHANGE THE TIMETABLE TO SUIT
ONLINE TEACHING

↓

PREPARATION FOR CLASSES USING VARIOUS
METHODS/PLATFORMS

↓

ENHANCE THE USE OF INTERNET RESOURCES

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INTEGRATE INTERNAL ASSESSMENT COMPONENTS
USING APPROPRIATE ONLINE METHODS

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STUDENT FEEDBACK

Quality Manual for Online Teaching

M E S College of Arts, Commerce and Science, recognises its responsibility as a provider of quality educational services which complies with national standards laid down by the Quality Assurance Agency (QAA) viz... National Assessment and Accreditation Council (NAAC). To this end the college has developed and documented a Quality Manual (QM) which conforms to the National standards of Higher Education Institution (HEI). Our Quality policy amply resonated the same.

Quality Policy of the college:

➢ Our prime objective is to relentlessly endeavour to deliver educational services to address stakeholder satisfaction by assuring, sustaining and enhancing the quality of education that we provide so that our learners experience and cherish the Quality of College Life (QCL) lifelong.

➢ To empower the students to succeed in the highly competitive and constantly changing societal/global scenario by providing need-based support facilities, competent faculty and fostering a culture of academic integrity, accountability and lifelong learning.

➢ To be recognised as an institution that offers a holistic modern education, grounded in traditional Indian values.

Quality Assurance in MES College:

The following are the objectives of the management related to online teaching:

➢ To provide infrastructure facilities for efficient instruction in the online mode.

➢ To provide the training for use of digital platforms for effective transaction of teaching learning processes.

Preamble:

➢ The first lockdown due to COVID 19 was from 25th March 2020 while in the midst of the even semester for the academic year 2019 – 2020.

➢ Though the faculty were using online resources in teaching, they had to gear up for the complete online mode of teaching during the lockdown.

➢ The IQAC evolved a strategy to sustain the quality of teaching even while adopting the online mode.

To promote the core values in the institution:

- Fostering Global Competencies among Students
- Promoting the Use of Technology
- Quest for Excellence

Areas of activity:

- The IQAC shall co-ordinate with the manager – IT and ICT committee to create awareness about and identify suitable modes and platforms of online teaching.
- The IQAC shall submit a proposal to the management regarding the new facilities required and to strengthen the already existing facilities as per the recommendation of the manager – IT
- The requisition for the above shall be submitted for perusal to the management by the principal.
- The IQAC shall identify the relevant workshops and training sessions for the use of online platforms identified.
- Letters shall be sent to the management for approval to conduct the workshops and training sessions and the resource persons shall be those of repute in the chosen field.
- E-content developed by faculty will be posted on the institution ICT webpage.

Facilities and infrastructure:

- The system administrator of the institution shall be in charge of supervision of the new infrastructure work that is undertaken for facilitating online teaching and maintenance of the already existing infrastructure
- The Computer technician is responsible for providing inputs related to online teaching for the faculty and assist them to take online classes.
- The Computer technician shall facilitate the departments in obtaining the necessary internet connection in the laboratories as they can be used for taking online classes in addition to the classrooms.

Timetable for online teaching:

- The timetable committee will be instructed by the IQAC to change the time table for online teaching with 45 minutes to 60 minutes duration for each subject hour and sufficient time for students to enter the online classroom.

- The time table shall be framed to accommodate the classes in all subjects as per the requirements in the teaching hours specified in the syllabus.

Code of conduct for taking online classes

- The faculty shall share the link for the class in the concerned WhatsApp group or to the class representative.
- The faculty shall ensure that the students of that particular class only have entered the classroom.
- The students will not be allowed to misuse the chat box and send irrelevant messages during the class.
- The students will strictly follow the instructions given by the teacher during the class.
- Any misconduct of a student during an online class shall be dealt with strictly either with the class teacher/discipline committee/HEI.

Assignment and Internal Tests

- The faculty shall identify the appropriate mode of submission of assignments and internal tests.
- The dates and timetable of the internal tests will be shared by the examination committee for common online internal tests.
- The faculty shall inform the students about the individual internal tests that would be administered.
- The faculty shall identify the appropriate the online tools for the correction of internal test papers (such as Kami).
- The attendance of students for a class can be readily taken from the online platform used for documentation.

Feedback

- Faculty of the departments will collect the feedback from the students for online classes and teaching.
- Common student feedback will be collected at the end of the semester by IQAC and necessary action would be initiated.

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Attested
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