



# MINUTES

## SPECIAL ONLINE MEETING OF IQAC

*Held on 13-07-2020*



UNIVERSITY OF KERALA

Minutes  
Special Online Meeting of IQAC

**Date: 13.07.2020**

**Day: Monday**

**Time: 12.30 p.m.**

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| 1       | Online training proposal for Learning Management System (LMS) | 1        |

**Members: Present**

1. Prof. V. P. Mahadevan Pillai, Vice - Chancellor(Chairman)
2. Prof. P. P. Ajayakumar, Pro- Vice - Chancellor
3. Dr. S. Nazeeb, Member, Syndicate
4. Dr. K.G. Gopchandran, Member, Syndicate
5. Dr. A. Bijukumar, Vice - Chairman, Credit and Semester System
6. Dr. K. S. Chandrasekhar, Professor & Head, Institute of Management in Kerala
7. Dr. B. Hariharan, Professor and Head, Institute of English
8. Dr. Jayachandran R., Professor and Head, Department of Hindi
9. Dr. R. B. Binoj Kumar, Professor and Head, Dept. of Geology
10. Dr. S. Mini, Professor & Head, Dept. of Biochemistry
11. Dr. S. R. Sheeja, Professor, Department of Economics
12. Dr. E. Shaji, Associate Professor, Department of Geology
13. Dr. K. Satheesh Kumar, Associate Professor and Head, Dept. Futures Studies  
(*Special invitee*)
14. Dr. Lal C. A., Professor of English, SDE (*Special invitee*)
15. Dr. Gabriel Simon Thattil, Director, IQAC

**Members: Absent**

1. The Registrar
2. The Finance Officer
3. The Director, Computer Centre
4. The Chairman, Departments" Union
5. The Chairman, Research Students" Union
6. Dr. Unnikrishnan S. M., Associate Vice – President, International Business & Strategic Planning, HLL Life care Ltd, Poojappura.
7. Dr. Biveesh U. C., Research Officer & Nodal Officer, RUSA State Office, Thiruvananthapuram.
8. Dr. S. Aji, Assistant Professor, Department of Computer Science
9. Dr. A. K. Prasad, Professor, Department of Economics.

## Item for consideration

### Item No.1: Online training proposal for Learning Management System (LMS)

A Special IQAC Meeting to discuss the online training proposal for Learning Management System LMS  
*(Appendix)*

***IQAC Decision:*** The meeting discussed in detail the proposal submitted for online training with 15 sessions (90 minutes each), to be provided to the entire faculty members of the University Departments to strengthen LMS. University of Kerala had made it mandatory to adopt LMS under CSS from 2019 onwards and we have provided several introductory training sessions on the relevance and use of the same. However, most of the teachers are yet to adopt the same. Considering the significance of LMS based on the online teaching learning methods being adopted and its relevance for the accreditation process there was a need to urgently put LMS in to practice.

The Hon'ble Vice Chancellor and Hon'ble Pro Vice Chancellor spoke on the need to adopt the same at the earliest.

Members expressed apprehensions on whether we can take it up now considering the SSR preparations for NAAC in progress and the preparedness of the teachers for the same so also on the duration of each session

After detailed discussion, it was resolved to approve the training proposal for the first week of August 2020 in the online mode. It was also resolved to conduct the training program in association with HRDC, University of Kerala and to examine the possibility to conduct the program as an orientation course/ refresher course under the MHRD training format.

The meeting came to an end by 1.35 p.m. with a formal vote of thanks by the IQAC Director.

Approved the minutes of the special online meeting of IQAC.

Dr. GABRIEL SIMON THATTIL  
DIRECTOR  
Internal Quality Assurance Cell  
University of Kerala

DR. V. P. MAHADEVAN PILLAI  
CHAIRMAN  
Internal Quality Assurance Cell  
University of Kerala  
21.07.2020



# Online Hands-on Training on Learning Management System for Teaching Department Faculties

## Overview

During Covid-19 Lock down period, the teaching, learning and assessment activities of higher education institutions was disrupted and it led to postponement of university examinations and eventually led to the rescheduling of the academic calendar. So it is a high time to think about alternatives for the contact classes and assessment.

Learning Management System is the best alternative during situations like Lockdown and these LMS is also a supplement to the regular contact classes. So higher education teachers are in need of training and support to design, develop, run online teaching and assessments strategies.

This proposal is for giving online training to develop e-content and how to use Learning Management Systems to deliver and conduct MOOC courses.

## Outcome

1. After completing this course, teachers may have capacity to build and conduct MOOC courses.
2. Building confidence among teachers to use modern digital tools and technology to integrate in the teaching, Learning and Assessment process.

## Course Outline

**Duration of the course :** 4-10 days Programme (minimum of 6 days is preferred for effective training)

**Tentative Date :** Starting from 15<sup>th</sup> July 2020

## Course Organization

### Mode of Class delivery and Contents

- **Teaching and Learning activity through live sessions -**
  - 15 Webinars (Each with 90 minutes duration).
  - Self paced learning materials (Video and Audio Learning materials)
  - Hand outs, Additional materials, Model course pages
- **Details of Assessments -**
  - Test activity - Quizzes
  - Assignment - (Development of Online course page using MOODLE)
  - Peer Assessment (Assessment of designed course pages by participants)
- **Discussion Forums -** for promoting discussion and to clarify doubts.
- **Tracking the Progress**
  - Attendance, Issue of Badges, when participants achieve different levels.
- **Online Certificate distribution**

### Take away

- 👉 Fully loaded Online course with Interactive learning materials
- 👉 Provisions for Online Assessments.
- 👉 Provisions for Taking online attendance and Grade book Preparation.
- 👉 Understanding on Collaborative learning tools.
- 👉 Youtube channel with own video lectures.

## Financial Assistance

Course contains 15 online live sessions of 90 minutes duration by the resource persons.

### **Remuneration for Resource Person/Instructors**

15 live sessions (of 90 minutes) = 3000 x 15 = **45000/-**

### **Total - 45,000/- (Forty five thousand only)**

No other financial liability other than remuneration. Certificates for the participants will be provided online and NO printing cost.

## Course Instructors

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