

**SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,  
MANAGEMENT & GRAMOTHAN**

**Ramnagar, Jagatpura, Jaipur (Raj.)-302017**

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**OFFICE ORDER**

**June 26, 2020**

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To prepare against challenges especially, in teaching due to the present situation of covid-19 (corona virus) and also from point of view of recent orientation of entire education system towards digital means, it has become an essential need to prepare, evolve & implement a suitable e-learning system in the institute ASAP. Regarding this, it has been decided to develop standard e-content (lecture recordings) for courses taught in different semesters of various engineering streams. This e-learning system will be developed & incorporated in a phase (stage)-wise manner. The entire approach of developing an e-learning system will consist of three phases. Required details are enclosed with this order. To achieve excellent results, it is expected that the HODs and senior members of faculty will take-up this project with great seriousness.



Jaipal Meel  
**(DIRECTOR)**

**Copy to:**

Director Academics, Principal, Registrar,  
HODs & All faculty members

**Phase-I:** The e-component supplementing and (or) complementing the physical teaching (lecturing in classes) may be treated as major part of phase-I.

**Phase-II:** The e-component supplementing and (or) complementing the physical laboratory teaching & learning (Experimentation) may be treated as major part of phase-II.

**Phase-III:** The e-component supplementing and (or) complementing the co-curricular and extra-curricular activities may be treated as part of phase-III.

**As** of now only phase-I is discussed here. Phase-II & III will be discussed in due course of time. Suggestions regarding Phase-II & III are welcome.

**Phase-I:** The e-component supplementing and (or) complementing the physical teaching (lecturing in classes). During this phase standard e-lectures (e-content) are to be prepared & recorded for all odd semester courses of first, second, third & final year.

**Process Phase-I:**

*Usually there are 5-6 courses in a semester. It is expected that recording of e-lectures for all courses of a semester should be completed within the period of next 90-100 days. This includes;*

- I.** Selection & development of e-lectures for two courses from each semester within a time line of 30 days (*refer time-activity chart included in the end part of this document*),
- II.** Selection & development of e-lectures for next two courses from same semester within a time line of next 30 days, and
- III.** Selection & development of e-lectures for remaining one/two courses from each semester within a time line of next 30 days.

*Similar time-line has to be applied for all 5 to 6 courses of each semester.*

*At first, a **Course Identification and Evaluation Committee** (will consist of three senior members of the department. If need arises one member from other department may also be included) has to be constituted.*

### **Role of Committee:**

1. This committee will carry out the selection of subjects (on priority basis i.e. which two subjects form each semester has to be selected at initial stage). Selection of next two subjects on completion of first two courses and so on till all courses of a semester are covered.
2. Committee will nominate a **Course Incharge** for slot of two courses. A course incharge may also be appointed as a course incharge for other subjects of same/different semester.
3. The committee will review the final recorded e-lectures upon submission by the course incharge & his team.

**Priority in selection of subjects may be based on** overall Importance of subject and which may be derived on basis of following criterions but not limited to these:

- a. Does students normally find it difficult to understand the subject (sometimes the same is also reflected by a pass percentage which is not in acceptable range)
- b. Does subject contributes effectively towards core competence
- c. Relevance to major industry
- d. Relevance to further studies & research
- e. Importance of subject in context of various examinations (engg /non-engg.)  
impact on understanding of other subjects
- f. Degree of contribution of the subject in securing a job and also in achieving a good career.

*Once subjects are finalized and **Course Incharge** are nominated, the next part is to constitute a **Subject Team** of 6 faculty members for each subject. The course incharge will nominate the other members of subject team for his/her course. These members will coordinate to develop standard e-lectures. It is up to the Course Incharge to decide & nominate subject team. There may be members who are common to different subject teams. Following points may be taken care of:*

**a. Constitution of Subject Team and Defining Their Roles:**

S. No.	members	Major Role(s)	Responsibility
1.	Professor/Assoc. Prof. (one member)	<b>Course Incharge</b> (Coordination & Monitoring)	Incharge of the course (to be deputed by HOD: HOD may also assign himself the role of course incharge), constituting the team, Selection of subject, will call meetings and head all the meetings, will review the lecture plans and content and finalize the same with help of other members, will ensure that time-line is followed and final submission of e-lecture to library services. Will adhere and ensure that the time activity chart is followed.
2.	Four members with at least two Assoc. Prof. and one Asst. Prof. )	<b>Main resource persons to create e-lectures</b> (Development of e-lectures)	Development of lecture plan, content design for each lecture and final delivery of e- lectures. Primary peer review (one members reviewing e-lecture recording of other one) of recordings.
3.	Asst. Prof. (one member)	Trainee Member	Will assist in drafting, editing documents, presentations, technical issues, recordings, he/she will also be the part of meetings.

- b.** Course incharge and other team members will meet and reach up to a good understanding and will divide the syllabus among them based on individual expertise & interest area.
- c.** Each member (04 member's w.r.t. row no.2 of above table) will make lecture plans (along with the related content) for the part of syllabus allotted to him/her.
- d.** Members along with course incharge will meet and share the lecture plan & content and will incorporate mutual inputs for the content part.
- e.** Once recording of lectures has been started, the recordings must be cross reviewed at peer level.

**IMPORTANT NOTE:** Entire activity has to be carried out in synch with the time-line which is 30 days for two courses/subjects and 90-100 days for all courses of a semester. The time-activity chart as given below is to be followed:

Selection of course & nomination of course incharge by <b>Course Identification and Evaluation Committee</b>	Constitution of team by <b>Course Incharge</b>	Division of syllabus and allocation to individual members by <b>Course Incharge</b>	Lecture plan and content finalization by the <b>Subject Team</b>	Approval of Lecture plan and content by <b>Course Identification and Evaluation Committee</b>	Development & Recording of E-Lectures (cross peer review + <b>Course Identification and Evaluation Committee</b> will continuously review the lectures when finalized & recorded)	Compensatory period	Submission to library/digital platform
Day 1 (one day)	Day 2& Day 3 (two days)	Day 4 to Day 5 (two days)	Day 6 to Day 10 (five days)	Day 11& Day 12 ( Two days)	Day 13 to Day 27 (15 Days)	Day 28 & Day 29 (two days)	Day 30 (One Day)