
Centre for Distance and Online Education (CDOE)

Best Practices of Online Programs

1. **Building Student Connect and interaction using social media** - WhatsApp groups made coursewise for module wise engagement on basic concepts and student service
2. Interactive live sessions taken every week without changes in schedule. Recordings made available for students who missed out.
3. **Interactive Discussion Forums** – Group forums that work on a selected problem and come up with solutions
4. **Continuous Assessment types:**
 - **Section A** – MCQ based; context based; flexibility to choose within various modules
 - **Section B** – short answer type- Mini caselet; problem solving and connection to context; flexibility to choose within various modules
 - **Section C** – Long answer type- Case study; Analytical questions that integrate the “must know” concepts in the module
5. Continuous Assessment was split into Phase I and Phase II so that there was check and control on student learning in the middle of the semester.
6. Registration for End semester examinations was made compulsory so that only students who were mentally prepared would take up.
7. **End Semester Examination** – Mix of MCQ, application oriented short and long answer questions, questions based on the workplace of the learner. Mock tests to familiarize the student with the proctoring and online exam mode
8. **Tutorials** - Specific live sessions dedicated to problem solving and handling of engagement exercises and end term exams. 2 tutorials, one in each phase along with 3 tutorials for end term
9. **Orientation Program** - Interactional Design; Student presentations based on their experience and work backgrounds. Helped in improving the understanding of the learner profile
10. **Mentor System** - Mentors were created for each course and for students leading to better Communication, handholding and response
11. **Work Place Narration** – Learners drawing from their work place experiences and connecting to concepts. Continuous Faculty contact to facilitate better quality of learning
12. **Proctored continuous assessment** – Students were offered the choice of a proctored session on Section B & C assessment.
13. **SLiM Notes** - Introduced visually condensed eSLM for each module which has quick recap of the ‘must know’ concepts. Helps students facing time challenges with a quick grasp of concepts before attempting assessments
14. **Student Feedback Mechanism** - Feedback on various teaching/learning products and delivery processes sought periodically through google forms. Information is analysed in the weekly CC/CM review meeting and response/corrective actions taken where needed
15. **Merit Scholarships** - Rewarding student performance and provide motivation. 3 students received in Batch 1 for Semester 1.