



## **National Institute of Social Development**

### **Distance Learning By-Law**

**By Law Title:** Distance Learning By-Law

**By Law Number:** 01

**Functional Area:** All Academic Staff and Non-academic staff

**Effective Date:** 11.07.2024

**Approving Authority:** The Governing Council

#### **1.1. Rationale & Purpose:**

The National Institute of Social Development (NISD) is committed to providing high-quality education through distance learning. This by-law sets forth the regulations and standards for the implementation, delivery, and management of distance learning programs. It ensures that these programs meet the highest academic standards and are accessible to all students pursuing social sciences master degree programs, diploma and certificate course.

#### **Article 1: General Provisions**

##### **1.1 Title and Scope**

- This by-law shall be known as the "NISD Distance Learning By-Law."
- It applies to all distance learning programs, courses, faculty, and students at NISD.

##### **1.2 Objectives**

- To provide accessible and flexible learning opportunities.
- To maintain academic integrity and quality in distance learning.
- To support student success through adequate resources and support services.

#### **Article 2: Definitions**

##### **2.1 Distance Learning**

- A mode of education where students and instructors are not physically present in the same location, utilizing online platforms and digital tools for instruction and communication.

##### **2.2 Learning Management System (LMS)**

- A software application used for the administration, documentation, tracking, reporting, and delivery of educational courses and training programs.

### **2.3 Distance Learning Program**

- A structured set of courses delivered via distance learning that leads to an academic degree or certification.

## **Article 3: Roles and Responsibilities**

### **3.1 Students**

- Actively participate in online courses and activities.
- Manage their time effectively to meet course deadlines.
- Ensure access to necessary technology and a stable internet connection.
- Adhere to academic integrity policies.
- Communicate regularly with instructors and peers.

### **3.2 Faculty**

- Develop and deliver engaging and interactive online courses.
- Be accessible to students through virtual office hours and other communication channels.
- Provide timely and constructive feedback on assignments and assessments.
- Utilize appropriate digital tools to enhance the learning experience.

### **3.3 Support Staff**

- Offer technical assistance and support for online platforms and tools.
- Provide academic resources such as online libraries and tutoring services.
- Offer training for effective use of distance learning technologies.

## **Article 4: Course Design and Delivery**

### **4.1 Course Structure**

- Online courses must be clearly structured with a detailed syllabus, course calendar, and clear expectations.
- Courses should include interactive elements such as discussion forums, group projects, and multimedia content.

## **4.2 Assessment Methods**

- A variety of assessment methods should be used to evaluate student learning, including quizzes, essays, projects, and participation.
- Assessments must align with course learning objectives and outcomes.

## **4.3 Feedback**

- Instructors must provide regular and constructive feedback to students to aid their learning and improvement.

## **Article 5: Technology and Tools**

### **5.1 Learning Management System (LMS)**

- NISD shall designate an official LMS for the delivery of online courses.
- All course materials must be uploaded to and managed through the LMS.

### **5.2 Communication Tools**

- Instructors and students should use tools such as email, video conferencing, and discussion forums to facilitate communication and collaboration.

### **5.3 Multimedia Resources**

- Courses should incorporate multimedia resources to enhance learning and provide diverse content.

## **Article 6: Student Support Services**

### **6.1 Technical Support**

- The IT helpdesk shall provide technical assistance for online platforms and tools.

### **6.2 Academic Support**

- NISD shall offer online tutoring, library resources, and academic advising.

### **6.3 Counseling Services**

- Counseling services shall be available to support students' mental health and wellness.

## **Article 7: Evaluation and Improvement**

### **7.1 Course Evaluation**

- NISD shall collect feedback from students on the effectiveness of online courses and use this feedback for continuous improvement.

## **7.2 Continuous Improvement**

- Online courses must be regularly reviewed and updated to ensure relevance and engagement.

## **7.3 Professional Development**

- Faculty shall be encouraged to participate in professional development opportunities related to online teaching and learning.

## **Article 8: Compliance and Enforcement**

### **8.1 Adherence to Policy**

- All participants in the distance learning program must adhere to NISD's policies and guidelines.

### **8.2 Reporting Issues**

- Any issues or concerns related to distance learning must be reported to the appropriate department for resolution.

### **8.3 Disciplinary Actions**

- Violations of this by-law may result in disciplinary actions as per NISD's academic and conduct policies.

## **Article 9: Intellectual Property**

### **9.1 Ownership**

- Intellectual property created by faculty and students as part of the distance learning program shall be governed by NISD's Intellectual Property Policy.

### **9.2 Usage Rights**

- NISD reserves the right to use, reproduce, and distribute course materials created for distance learning.

## **Article 10: Amendments**

### **10.1 Review and Amendment**

- This by-law shall be reviewed periodically and may be amended by NISD's Governing Council and AAB to ensure it remains relevant and effective.