



National Institute of Social Development
**Guidelines for Conducting Online Lectures, Examinations, Presentations,
and Viva Voce**

Guideline Title: Guidelines for Conducting Online Lectures, Examinations, Presentations, and Viva Voce

Guideline Number: 04

Functional Area: All Academic Staff and Non-academic staff

Effective Date: 11.07.2024

Approving Authority: The Governing Council

4.1. Rationale & Purpose:

NISD is dedicated to maintaining academic rigor and fostering a dynamic learning environment through online platforms. These guidelines aim to ensure consistency, fairness, and effectiveness in conducting online lectures, examinations, presentations, and viva voce, thereby enhancing the educational experience for all participants.

Section 1: Online Lectures

1.1 Scheduling and Notification

- Lecturers must schedule online lectures well in advance using the designated Learning Management System (LMS) and official communication channels.
- Notifications should include the date, time, duration, and platform (e.g., Zoom, Microsoft Teams) to be used.

1.2 Platform and Tools

- Utilize approved platforms that support interactive features such as chat, polls, and breakout rooms.
- Ensure all necessary tools for effective delivery (e.g., screen sharing, Videos whiteboard) are available and tested before lectures.

1.3 Content Delivery

- Structure lectures with clear learning objectives, outlined topics, and expected outcomes.
- Incorporate multimedia elements (slides, videos) to enhance engagement and understanding.
- Record lectures for accessibility and review purposes, ensuring they are accessible to all students.

1.4 Interaction and Participation

- Encourage active participation through interactive activities like Q&A sessions, debates, polls, and group discussions.
- Monitor and respond to student queries and comments during the lecture.
- Use breakout rooms for collaborative exercises and group work as appropriate.

1.5 Technical Support

- Provide students with contact information for technical support in case of connectivity issues or platform-related challenges.
- Have contingency plans in place to mitigate disruptions during live sessions.

Section 2: Online Examinations

2.1 Examination Format

- Define the format of examinations clearly, including types of questions (e.g., multiple-choice, short answer) and assessment criteria aligned with course objectives.
- Ensure assessments are designed to evaluate students' comprehension and application of knowledge.

2.2 Platform and Proctoring

- Utilize secure online examination platforms with built-in proctoring features to uphold academic integrity.
- Communicate proctoring procedures, including privacy policies and guidelines, to all participants.

2.3 Academic Integrity

- Implement measures to prevent cheating, such as randomized question orders, time limits, and plagiarism detection tools.
- Ensure exam questions are varied and aligned with the scope of learning outcomes.

2.4 Instructions and Communication

- Provide clear instructions on accessing and completing examinations, including technical requirements and assessment guidelines.
- Communicate expectations regarding conduct and adherence to examination rules to maintain fairness and transparency.

2.5 Technical Issues and Contingency Plans

- Offer technical support throughout the examination period to assist students with technical difficulties.
- Develop contingency plans to address potential disruptions, ensuring minimal impact on the examination process.

Section 3: Online Presentations

3.1 Preparation and Guidelines

- Provide guidelines and resources to assist students in preparing effective online presentations.
- Offer training on presentation software and techniques to enhance delivery and engagement.

3.2 Scheduling and Platform

- Schedule presentation sessions in advance, assigning specific time slots to participants.
- Use secure and approved platforms for presentations, ensuring accessibility and reliability.

3.3 Presentation Delivery

- Advise students to conduct technical checks prior to presentations to ensure audio and visual clarity.
- Encourage the use of visual aids (slides, charts) and interactive elements to enrich content delivery.

3.4 Evaluation and Feedback

- Establish clear evaluation criteria aligned with presentation objectives.
- Provide constructive feedback to help students improve their presentation skills and content delivery.

Section 4: Online Viva Voce

4.1 Scheduling and Notification

- Schedule viva voce sessions well in advance, notifying participants of dates, times, and virtual meeting platforms.
- Ensure all parties involved (students, examiners) are familiar with and have access to the chosen platform.

4.2 Platform and Preparation

- Use secure video conferencing tools for viva voce sessions, ensuring privacy and reliability.
- Conduct technical tests to verify audio, video, and connectivity before scheduled sessions.

4.3 Conducting the Viva Voce

- Begin sessions with an introduction outlining the structure and objectives of the viva voce.
- Facilitate a balanced and respectful exchange of questions and responses between students and examiners.

4.4 Evaluation and Feedback

- Evaluate student performance based on predetermined assessment criteria and rubrics.
- Provide immediate feedback following the viva voce session to support student development and learning.

Section 5: General Guidelines

5.1 Accessibility and Inclusivity

- Ensure all online activities are accessible to students with disabilities, providing alternative formats for materials where necessary.
- Promote inclusivity by accommodating diverse learning needs and preferences.

5.2 Data Privacy and Security

- Adhere to data protection regulations and institute safeguards to protect student information during online activities.
- Use secure communication and collaboration tools approved by NISD to maintain confidentiality.

5.3 Continuous Improvement

- Solicit feedback from participants (students, faculty) to enhance the effectiveness and relevance of online learning experiences.
- Regularly review and update guidelines based on emerging best practices and technological advancements.