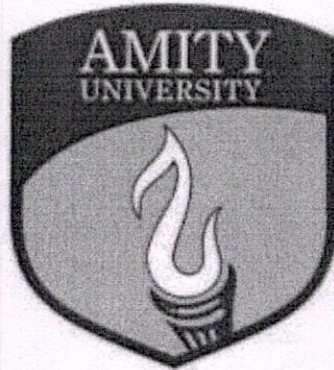


AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010



**Standard Operating Procedures (SOP) for Lifelong
learning access policy
(Total 03 pages)**



Ref. No. AUMP/RO/2019/462

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Lifelong learning access policy

1. Lifelong Learning Policy

Lifelong Learning is dedicated to the cause of those who believe that learning is not age-related nor classroom-bound; rather it takes place throughout life in all kinds of situations. The University has been striving to develop state-of-the-art infrastructure to help our teaching faculty, administrative staff and students in capacity building for ICT skills.

Over the years, higher education (HE) has faced paradigm shift from trade-based economic growth to knowledge-based economy. Innovation in education is considered as the key factor to economic and social development. In order to respond to current socioeconomic imperatives, the higher education systems must innovate to impart skills for employment, and entrepreneurship.

Lifelong learning has been part of our education system since long. Initially, it aimed to impart education and training for adults. Later on, with the reconfiguration, the idea of lifelong learning has been envisaged to impart learning throughout life, including diverse social groups in different settings. Higher education has become more horizontal, as every person is a learner within and outside the organisation. Policy of Lifelong learning towards Higher education encompasses:

- (i) Understanding learning as a continuous need of individuals throughout their lives, and of the contributions Higher education can make in this respect;
- (ii) Acknowledging that societies need more than formal education to deal with local and global challenges;
- (iii) Admitting that both individuals and their communities need to be involved in determining learning needs and goals throughout life.

Keeping these in mind, Amity University Madhya Pradesh has formulated policy of lifelong learning for the learners, regardless of any societal hindrance.

2. Procedure

Our Learning Management System (LMS) is a nodal point for creation and uploading of e-Content for students of the Amity University Madhya Pradesh. The endeavours to provide additional quality e-learning resources for students in the form of e-lessons, e-lectures videos, e-labs and e-quizzes for students enrolled in all courses. Rich academic engagements are the outcome of collective efforts of the academic community. The University is committed to provide multiple pathways for lifelong learning and increased opportunities of access, equality and inclusion.

3. The Academics

Since the inception of Amity University Madhya Pradesh (AUMP), Quality enhancement has been a major focused area. There is a whole team of experienced professionals who ensure that the best systems are implemented in all departments and all areas of the University. AUMP imparts quality education in almost all areas including Management, Engineering, Architecture, Biotechnology, Law, Communication, Behavioral Science, Fashion etc.

Salient Features of Academics at AUMP:

- (a) Semester System
- (b) Internal Evaluation System
- (c) Grade System
- (d) Curricular Updation
- (e) Quality Policy
- (f) Constantly Evolving & Comprehensive to meet Industry Needs
- (g) Flexi-learning system (CBCS)

4. Amity Directorate of Distance & Online Education (ADDOE)

To prepare its students for a dynamic future, ADDOE has been providing high-quality distance education in management and other professional fields from 2020. ADDOE enjoys the guidance of Amity's Academic Advisory Board and comprises corporate leaders and academicians who meet regularly to contribute towards aligning the curriculum with the latest management practices being followed in the industry. It offers state-of-the-art learning management system, which entails Personal Contact Programs, Webinars, and audio-visual study materials.

i. Programmes offered are as:

- (a) Master of Business Administration
- (b) Master of Computer Applications
- (c) MA (Journalism and Mass Communication)
- (d) Master of Science (Information Technology)
- (e) Bachelor of Arts
- (f) Bachelor of Business Administration
- (g) Bachelor of Computer Applications
- (h) Bachelor of Commerce
- (i) Bachelor of Arts (Journalism and Mass Communication)
- (j) Bachelor of Science (Information Technology)

ii. Special Features of ADDOE

- (a) Physical & Virtual Library
- (b) Computer/IT Labs
- (c) Discussion Forums
- (d) Guest Lectures
- (e) LMS Learning
- (f) Virtual Job Fair

5. Teaching Pedagogy for Online classes

Amity University Madhya Pradesh, Gwalior has adopted online mode of teaching and learning to enhance and lead to win the purpose of effective lecture delivery. In Amity University, we are using Microsoft Teams (MSTEAMS), one of the most robust and user-friendly online platforms. All the faculty members and students are connected on respective channels for online conducting of classes. Here, the faculty members can customize their pedagogy and assessment methods using various means for learners.

Various facets of online teaching using MSTEAMS are as:

- (a) Students and faculty members are added through '**Microsoft Teams**'.
- (b) PPT, reference materials are uploaded before the class on MSTEAMS & AMIZONE.
- (c) Constant progress of syllabus is monitored by HoIs and same being updated by faculty members on regular basis.
- (d) Faculty members make their classes interactive and students are actively participating in discussion.
- (e) Assessments in form of assignments, quizzes, viva voce, PPT submissions, case analysis etc. are regularly done through Microsoft Teams.
- (f) Online classes are proving to be a good platform to recapitulate and provide supplementary knowledge to the students.
- (g) Faculty too are coming up with interesting and innovative exercises to add value to the teaching learning.
- (h) Timely submissions of assignments by the students are an indication of constructive and regular engagement with academics.

Due date for review: / /


Registrar

Distribution: -

1. All HoIs
2. All HoDs (Teaching & Non-Teaching)

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1. Hon'ble VC's Secretariate
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