



Mawlana jalaluddin Mohammad Balkhi University

E-Learning Committee Duties job descriptions

- 1- Identifying the members of the academic staff interested in e-learning and encouraging them to use e-learning
- 2- Submitting monthly, quarterly and annual reports to the President of the University
- 3- Documenting all the activities of the committee to be presented in the evaluations of the University.
- 4- Educational needs assessment of faculty members, staff and students in the field of e-learning.
- 5- Holding training workshops related to e-learning.
- 6- Forming sub-working committees according to the interests and capabilities of the members.
- 7- Identify and define applied projects in the field of E-learning and efforts to implement projects.
- 8- Organizing regular monthly meetings in accordance with the academic calendar in order to exchange views and resolve ambiguities in order to coordinate activities.
- 9- Preparing and compiling research projects related to e-learning
- 10- Pursuing to create the necessary infrastructure for the establishment of e-learning in the university
- 11- Creating distance learning courses in the field of e-learning for faculty members
- 12- Interacting with other universities inside and abroad and the development of cooperation in the field of e-learning.
- 13- submit the report to the student affairs office