Samriddhi College

Guidelines for Online Classes

COVID-19 greatly affected the academic sector of Nepal as physical learning was prohibited by the government while Nepali community wasn't prepared and accustomed to virtual learning. So, the alternative measures had to be taken into action with more caution and consideration. Every educational sectors had to use online medium and social media for teaching-learning process.

To conduct it effectively, certain standards and policies are required to monitor and control the operation. So, the guideline provides the procedures to conduct the Online Classes during COVID-19 pandemic systematically and effectively through the virtual means of communication.

1. Scope

To enhance the teaching learning process by conducting the online classes effectively through the use of advance communication tools such as Zoom, Microsoft Teams and Google Meet (Google Business Suite) and communicate with the respective students and other faculties of the institution.

2. Roles and Responsibilities of the Faculties

- Faculties are responsible to report the activities of the class to their respective department. If any technical support are required one should be communicated to the Head of the Department or to the IT Department as soon as possible.
- Department should facilitate the students to download and use Zoom or Microsoft Team.
- Faculties should communicate their class routine and schedule a week before the online class to their Students.
- All the students must be sent IDs and passwords for zoom classes through social media group or in email.
- Each class shall be of 40 minutes with 5 minutes breaks.
- Faculties should monitor and supervised the students.
- He/she should be able to control unnecessary disturbances from the students and outsiders.
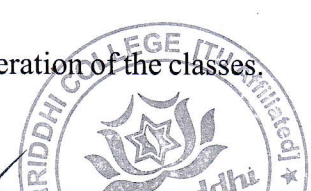- Develop the mechanism for the efficient, effective and smooth operation of the classes.

- Create the system of punishment that violates the code of conduct provided to the students.

3. Code of Conduct

The following code of conduct should be strictly followed by the students:

- The students who are attending the class must use correct display names (Full Name/Class-Section).
- Students without a full clear name and class section will not be allowed to join the class.
- Students should attend the online classes with proper dress code.
- Student should join or log in with the meeting ID and password 5 minutes before the scheduled classes.
- Students should be ready to take the online classes with the necessary academic materials such as book, copy, pen, calculator, and etc. 10 minutes before the scheduled classes.
- Students should submit the assignments to the teachers at their individual emails or prescribe emails or groups within the given deadlines by the subject teachers.
- If student is unable to attend the class due to any technical problems, s/he should inform the concerned teachers immediately.
- Students should follow the cyber laws and maintain the privacy and confidentiality of each other.
- All students must follow the college rules and regulations even in the online classes.
- If any student violates the code of conduct, depending on the nature of the offenses the action will be taken as per the rules of the College.