JEPPIAAR INSTITUTE OF TECHNOLOGY

"Self Belief | Self Discipline | Self Respect"

THIRD IQAC AND REVIEW MEETING

Date: 27.03.2020

The third IQAC meeting is scheduled on 27.03.2020 virtually through Microsoft Teams. The objective of the meet is to frame the Standard Operating Procedure (SOP) for the smooth conduction of the Online Classes, owing to the prevailing pandemic situation. IQAC convener Dr.L.M.Merlin Livingston chaired the Third IQAC meeting along with the respective members, faculties, and student representatives.

Agenda of the Meeting:

- SOP for Online Classes
- General Discussion

Standard Operating Procedures (SOP) for Online Classes

The SOP is developed for the conduction of Online Classes based on the suggestions provided by the IQAC members owing to the Pandemic situation. The academic activities will continue for the students by recommending semester courses through Online Mode for the conveyance of regular classes.

At JIT, the online mode is an exception to cater to the situations and not as an alternative, to the in-class format that is used in normal situations.

Purpose:

The objective of these Standard Operating Procedures (SOPs) is to provide a clear and concise procedure for the HoDs, Faculties, Students, and the parents. The responsibilities of each party in terms of activities involved and to be catered for.

The procedures for creating and running online classes are highlighted here for reference and to be shared with the concerned stakeholders to ensure smooth operations of the classes in this alternative arrangement. Faculties and students should have a clear understanding of the procedures and the responsibilities that are assigned to them. The Institute ensures sharing of information related to academic activities and procedures with all concern through proper channel. Principal and IQAC are responsible for the overall implementation and running of the system and the HOD's are responsible to ensure that the academic standards are met.

IQAC coordinator Dr.R.Thandaiah Prabu read the procedures that need to be followed for the online classes.

1. **Academic Calendar:**
    The Revised academic calendar will be shared by the management and the same will be circulated to all the students and parents.

2. **Online Class Procedures and Format**
    *   The online platform for holding the classes through Microsoft Team or Google classroom, preferably Microsoft Team with an official mail ID.
    *   Assignment-based assessment/ examination can be used in online classes.
    *   Online assessment can be conducted using Microsoft Teams or Google classroom, Google forms, Techgig. During the assessment, all the student's videos should be in ON mode.
    *   Assignment Manual preparation, Group presentation, the Written assignment will follow the usual pattern of uploading the document after plagiarism check.
    *   Textbooks and reference book/s for all the courses will be uploaded to the digital library before the commencement of the course.
    *   The classes should be scheduled and informed to the students through the Microsoft teams and communicated the same through WhatsApp.
    *   Faculties can implement any latest technology in class to simplify the teaching-learning process.
    *   Online classes should be recorded by the faculties.
    *   Attendance for the online classes is taken twice/session, during the start and at the end of the session.
    *   Lecture materials, notes, and question banks are shared with the students well in advance by the faculty members.
    *   The Online class session can be canceled only after getting approval from the principal.

3. **Responsibilities**
    *   Principal, IQAC & HOD have the overall accountability for conducting online classes as per schedule.
    *   The faculty is responsible for conducting online classes as per the schedule. The students are requested to attend the session only with their official mail ID's. ID's outside other domains are not permitted to enter the session.
    *   The faculties are responsible for communicating course outlines to the students at the beginning of the class/semester.
    *   The faculties are responsible for communicating online class cancellation and reschedule to his/her class students.
    *   Course coordinators are responsible for setting the question paper for the allotted courses.
    *   Exam cell coordinators are responsible for the internal examination Timetable schedule and allocation of invigilators.
    *   HOD/ Course coordinators are responsible to post the question papers in Google classroom for the exam.

4. **Timeline**
   - The concern subject handling faculty needs to get prior approval from the principal for rescheduling the classes.
   - Lecture content shall be posted at least 3 weeks in advance by the faculty on the online platform for students reference.
   - Textbooks and reference books shall be available in the digital library & online platform before the commencement date of the course.

5. **Attendance in Online Classes**
   - Attendance is marked by the faculty in the class and the same should be reported to the HOD.
   - If the students are not able to attend the online class due to connectivity issues, they have to inform the concerned faculty.

Students Guidelines and Responsibilities

- Students shall download the Microsoft Teams app from the Google Play store on their Android phone, iPhone, iPad, laptop, or desktop.
- Students are responsible for regularly checking their portal for course attendance, course outline, contents, and schedules. The students may coordinate with the respective course instructor or counselor for clarifications if required.
- Students have the responsibility to upload assignments or answer scripts on time on the online platform.
- Students' assessment copies that are found plagiarized will be given "Zero" marks.
- Students are responsible for the smooth operation of the online session.
- Students can access course-related textbooks and reference books in the online digital library and portal.
- The internal examinations will be conducted through online platforms like google classroom.
- Students have to upload the scanned copy of the assessment in google classroom.
- Evaluations of the uploaded documents are carried out and the marks are returned to the students by the subject handling faculty.
- Students have the opportunity to give their views and complaints through the feedback system available on the website as well as in Google classroom.
- All the students have to maintain a minimum attendance of 75% for each online course following Anna university's procedure of attendance in general.

Any other matters:

As we are practicing ICT, the finalized platform for an online class is

- **Microsoft Teams -** Online Virtual Classes & Monitoring of Internal Assessments
- **Google Classrooms –** Distribution of course materials, grading of assignments, and evaluation of Internal Assessments.
- **Kahoot/ Google Form/ Techgig –** Online Quiz Platform
- **Microsoft Whiteboard –** Pen and touch, lets you write or draw as smoothly that automatically recognizes and transforms shapes and tables for problematic subjects.

Class Counselors and mentors are requested to follow up with the students regularly. If any grievances reported from the students should be addressed to the HOD/ IQAC/ Principal immediately.