

**Azad Jammu & Kashmir Medical College
Muzaffarabad**



**Standard operating procedure
Online classes**

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Introduction:

The online class format was introduced at AJKMC in April 2020, so that when on campus classes are not possible on the direction of regulatory authority, academic activities may continue for student by opting this alternative format. This on-line system is only to cope with exceptional situations, and will not replace in-class format that is used routinely.

Purpose:

The objective of these Standard Operational procedures (SOPs) is to provide a clear and concise guide lines to all head of departments (HODs), faculty members, students and supporting staff regarding their responsibilities towards online sessions. The procedures for creation and running of online classes are given below. All academic activities will be communicated by the department of medical education to all concerned.

Procedures:

Administration:

- Permission of online sessions would be taken from online College Academic Council (CAC).
- After the decision of online classes, students would be informed by displaying schedule on “online notice board” at college website.
- Learning objectives, resource material & e- library access would be clearly mentioned in online sessions.

Responsibilities:

- College administration along with librarian and IT department would be responsible for development & maintenance of E-library for the students.

Faculty:

- Faculty will record each online class at least in audio format for evidence.
- Faculty would be responsible for student attendance. Attendance would be taken twice in online class, once at beginning other at the end of session. Attendance sheet must be forwarded to class in-charge on the same day.

- Online sessions could not be cancelled by the faculty without prior approval from DME.
- After approval, the faculty would inform students about cancellation and make-up class would be announced well before time.
- Faculty would be trained for tools and procedures at the beginning of online classes. On-line training sessions are mandatory to attend by all faculty members.
- Online quiz and assignments must be taken in written format by faculty.

Responsibilities:

- The faculty members would be responsible for uploading academic content/recorded lectures on the specified site (google class room, zoom etc).
- Faculty would be responsible for informing the cancellation & make-up online classes on time.
- Regular & timely marking of attendance of students would be responsibility of faculty.
- Faculty would be responsible to ensure that students submit their quiz & assignment on time. In case of connectivity issues audio recordings of the presentations would be done by students to teachers.

Students:

- Students would be informed about their attendance on weekly basis.
- Students who could not attend due to connectivity issues could join through what's app or similar soft-ware.
- Quiz & assignment would be informed in advance to the students. One week for quiz & one month for assignments would be given.
- Plagiarized copies of assignments from students would result in 'zero' score.
- Students would have access to text books & reference books in E-library 24/7.

Responsibilities:

- Students would be responsible for their studies (adult learning theory) checking their attendance, following time tables, attending classes, participating quiz & uploading assignments.

- Students would be responsible for not giving online session ID to any foreign member who is not part of session
- All students have to ensure a minimum of 80% attendance in online sessions.

DME:

- Medical education department (DME) in collaboration with information technology (IT) department would allocate resources and ensure smooth running of online classes.
- DME will ensure that faculty is following the academic schedule as communicated to students & displayed on college website.

Responsibilities:

- DME & IT department would be responsible for attendance of faculty in training on technical tools for online sessions.
- DME would keep a record of all online complaints & their solutions offered to students regarding technical issues of online sessions.

IT & Library Staff:

- Online software would be developed by IT department and linked to zoom so automatic attendance would be marked for genuine participants.
- Tools for the online classes would be:
 - ❖ Google class rooms & google meet
 - ❖ Zoom
 - ❖ Microsoft teams
 - ❖ Whats App (in combination with above mentioned software)
- New adaptations (of tools) must be approved by DME & IT team of AJKMC
- IT & DME would work closely to train faculty on technical tools for online classes.

Responsibilities:

- Text books and reference books will be uploaded in E-library before commencement of online classes by IT department and library staff.
- Library in-charge would be responsible for provision of text-books & reference books in digital format for digital library in AJKMC.
- IT department would be responsible for developing/installing a system to online class for attendance.
- IT team would be primarily responsible for recommending tools for online classes to administration.
- IT team would be responsible for up-gradation of tools & developing learning management system (LMS).

General Guide lines for instructors:

1. Always start the online class on the exact time as communicated to the students.
2. Ensure to take regular online classes as per defined schedule.
3. Always use a well-lit & quiet room for live meetings for good audio & video quality.
4. Ensure a fast & reliable internet connection for smooth execution of task.
5. Turn off audio & video before receiving any emergency call during online class.
6. Introduce students with SOPs in your first online session.
7. Enable waiting room options for students and admit them one by one after confirming their names.
8. Take attendance in the online class.
9. Encourage small group activities & group projects to enhance student's interest in online classes.
10. Try to synchronize with students while sharing presentations, files videos etc.
11. Upload course content on time, preferably before online session.
12. Record live sessions & upload on google class room immediately after session for the students who couldn't join because of connectivity issues.
13. Close all extra applications on the system to get better audio, video quality.

Security guidelines for online classes:

1. Enable “waiting room” option for the students and allow them to enter one by one to live session.
2. Lock the meeting room after all participants has joined.
3. Monitor the participants list during online session so no unknown person has joined the session.
4. Control screen sharing, only share the part which is required.
5. Share the meeting links only with the students enrolled in particular class.
6. Advice students not to share the link/ID with others without taking permission from instructor.
7. Do not allow students to join meeting before instructor.
8. Turn off the microphone functionalities of students during class to avoid any disturbance however, resume it later for question answer session.
9. Avoid sharing personal information of one-self/anyone.
10. Remind student to follow privacy policy of online classes.
11. Always use secured system/network for connecting to online classes.
12. Ensure latest update of soft-wares.
13. Before leaving the meeting remove all the students.
14. Reset the link immediately after finishing the class to avoid student rejoining after leaving the teacher.
15. Do not share password with anyone.
16. Always use official websites for downloading video conferencing app.

Adapted by:

KIET

DUHS