

STANDARD OPERATING PROCEDURE FOR ONLINE CLASS (**STUDENTS**)

A. INTRODUCTION

The COVID-19 pandemic has been an obstacle in providing education to the students in a traditional (face to face) classroom based. Hence, just like any other education institution around the world, Kolej IGS would have to resort to the Internet and virtual education for all the programmes, until the situation gets better, and the government guidelines allow for in-class to commence. Staff and students of Kolej IGS are permitted to learn from anywhere. To make online classes more effective, the Standard Operating Procedures (SOPs) are developed for implementation by the various stakeholders of the college. This SOP is meant for students and is described below.

B. STANDARD OPERATING PROCEDURE FOR THE STUDENTS

1. The students are expected to log-in to LMS, Microsoft Teams, Zoom, or Google meet (whichever is required) for each online class.
2. The students are provided with login details (meeting-id and password) from their respective lecturers, a day before the class is scheduled (Zoom-based meeting).
3. The students are required to be present at least 80% of the class time in order to be marked present for the class.
4. The students should have a laptop or a desktop computer with a microphone, webcam and access to the Internet connection.
5. The students are required to be prepared for each online class by studying in advance the teaching materials shared by the lecturers before the online class starts.
6. The students are to actively participate during the online class (giving full attention, seeking clarifications when in doubt, completing tasks given, and so on). However, please exercise courtesy to others by following the guidelines:
 - a. The students can keep their answers short and relevant to the topic.

- b. To clear the doubts, students can send text messages, click on the “raised hands” icon to raise a virtual hand (in Microsoft Teams or Zoom), or unmute themselves and request the lecturer to address their doubts.
 - c. The students shall mute their microphone for the duration of the class. Whenever required they can unmute and interact with the lecturer.
 - d. The students shall switch on their videos on request by the lecturer.
 - e. The students shall use a room that is quiet, free of interruptions in order for them to learn better.
 - f. The students shall use professional language to address the lecturer and their fellow classmates during the online class.
 - g. The students shall not misbehave (distracting other’s attention by writing about others on the chat box or chatting among themselves).
 - h. The students may use email or WhatsApp to contact the lecturer for any queries they have after the online class.
 - i. The students are required to dress appropriately for the sessions.
7. If the students are not able to attend the entire or part of the online class session due to technical issues such as power problems, computer breakdown, and network issues, they are required to notify their respective lecturers within the same day.