

**MAHATMA GANDHI INSTITUTE of TECHNOLOGY**  
**Kokapet (V), Gandipet (M), Hyderabad - 500075**

08.08.2020

Standard Operating Procedures – Online Classes

Faculty members:

1. All the faculty members must necessarily have a Computer (fully charged desktop or laptop) along with a good Internet connection having support of a minimum of 2 GB internet data facility at home (preferably broad band connection with Wi-Fi dongle). Also, they must make sure to have a good microphone, a headset and a webcam.
2. All the Faculty members must inform students at the beginning of course delivery through ONLINE mode about the tools used in the online classroom.
3. Faculty member is responsible for ensuring proper conduct of the online session. In case of any problem he/she should immediately inform by mail to the core team marking a copy to the Principal & HoD. The core team consists of HoD-CSE (hodcse@mgit.ac.in), Hod-IT (hodit@mgit.ac.in), HoD-ECE (hodece@mgit.ac.in) and the Systems manager (satyadev@mgit.ac.in). Faculty must only allow students who are enrolled in his/her course and not allow anyone from outside.
4. All correspondence between the faculty, faculty vis-à-vis student must necessarily be on the official email ID of MGIT of the respective faculty & students.
5. The Google meet/classroom, Microsoft Teams online tools must have both audio & video recording along with in-class chat options between faculty and students.
6. Each online class must be recorded by the faculty for the whole class session for the purpose of keeping a database which the students can access to whenever they so desire.
7. The teaching faculty should strictly adhere to the timetable which will have preset file name for each class/session along with timings and date. This will enable students to access the class of their choice from the recorded database.
8. Recorded session details are to be uploaded by the faculty on the same day to class coordinator under the preset file name in the time table. The time table will contain the email Ids of the required faculty members. Google drive/Microsoft drive to be used for storing video lectures by the faculty.
9. Attendance for each online class shall be taken two times for each session, once at the beginning and second time at the end of the session.
10. All the students must be instructed by the faculty to buy enough internet data package to enable them to attend all the classes scheduled for the day without any disruption.
11. Lecture material and content of the online session be communicated by the faculty to the students at least 72 hours before the commencement of the session. Textbooks and reference books in the form of e-book shall be made available (wherever possible) 72 hours prior to commencement date of the online course. Library in-charge is responsible for ensuring availability of textbooks and reference material in the form of e-books 72 hours before the commencement of the session.

12. If internet is unavailable to faculty due to electricity or other issues, Faculty must inform students in advance about the difficulty and ensure to adjust his / her class with the concerned students before the end of the same day.
13. In case of personal exigencies of the faculty member preventing his/her taking the session prior approval of at least three hours in advance from the Principal shall be taken by the faculty so that the principal can make alternate arrangements to continue with that particular online class session.
14. Online class session cannot be cancelled/ postponed to makeup/continuation by other faculty on the original faculty's own premise from the regular slot before communicating and getting approval from the HoD & the Principal. After approval, the faculty is to inform students about the cancellation/ makeup/continuation of the said online session.
15. Before a virtual classroom session begins the faculty should make sure to instruct to eliminate distractions that may divert attention, in other words "multitasking is to be avoided during class. (Clear the room of noisy siblings, minimize background noise by turning off the TV and radio, turning off cell phones and switching off the audio etc.,).
16. It is necessary to mute your microphone when you're not talking. There's nothing more frustrating than hearing that alien echo noise from conflicting microphones.
17. At the end of each session, the faculty member should necessarily send his feedback about the session to the core team, HoD and the Principal.



Principal