

PROTOCOLS FOR ONLINE EDUCATION IN BUP

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Protocols for Students

1. Students should set up uninterrupted space, stable camera, audio or microphone, headphones or earphones etc. properly, put on proper attire following BUP dress code including hanging student ID card and log in at least 5-10 minutes before class time.
2. During class, students are encouraged to participate with video for live interaction and lean into the microphone to offer opinions and thoughts in a discussion session and are highly discouraged to open multiple tabs, allow pop-ups as well as turn on notifications in their devices etc. during live discussion.
3. It is necessary for the students to attend online class with notebook, pen etc. in order to take necessary notes on delivered lecture and avoid making any noise as well as unnecessary disruption in live class.
4. During examination, students have to read the instructions regarding exam rules, format, plagiarism etc. properly, submit task/exam script appropriately on time by suggested medium with confirmation to teacher and inform course teacher instantly if faces any trouble.
5. For effective online learning, students need to plug in their electronic device appropriately in order to make sure that it is charged ahead of time, try to utilize the maximum possible e-learning sources and should avoid taking unnecessary stress in order to ensure sound mental health.

Protocols for Faculty Members

1. Faculty members should ensure- (a) proper software settings of prescribed digital platform to manage and control class; (b) quiet and uninterrupted appropriate place with appropriate background; (c) apt functions of stable camera, audio or microphone, headphones or earphones etc.; (d) formal attire and dress code; and (e) timely log in before class and examination.

2. Faculty members should strictly follow the departmental class routine for taking classes. They should use uniform platforms for taking online classes and ensure interactive classes following sound pedagogical norms with positive attitude to motivate students, provide sufficient reading materials including course kit earlier, maintain proper rhythm of their voice during live class and make record of all live sessions for documentation.
3. In-house faculty members may be appointed as facilitator for the Adjunct Faculty Members (AFMs) and should remain continuously in touch to ensure smooth accomplishment of the courses by the AFMs.
4. Faculty members should avoid assigning too much tasks/assignments with too short deadlines. During examination, faculty members should provide all necessary instructions properly and take all precautionary measures like switch on video during exam etc to ensure unfair means free tests.