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| **ONLINE TEACHING & EXAM CONDUCTION POLICIES** |

**By** HARSHIT PARASHAR

18CSU081

CS-V-CSA

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**ONLINE TEACHING & EXAM CONDUCTION POLICIES**

1**.PURPOSE**: The University’s online teaching and exam conduction policies exist for the smooth functioning of students education and their exam conduction through online medium due to the ongoing pandemic.

2.**SCOPE**: This policy is applicable to all the stakeholders of the resources given during the period of online teaching and exam conduction . Examples like Microsoft teams software ,online teaching material ,recorded lectures, assignments etc

3.**RESPONSIBILTIES**: All the faculty , students and other concerned authorities are responsible for following these policies.

4.online teaching and exam conduction practices

**What to do:**

* All the teaching material will be shared with the students through lms, Microsoft teams, erp, university official email id and other teacher authorized resources
* University I.T team will take care of all the students I.T related issues like their passwords and other related problems
* Give prior notice to students and concerned authorities for any events
* Give feedback to students inquiries on the same or the next day
* Communicate to your students in advance when you return or grade the assignments
* Follow the assigned academic calendar for the timely completion of course and exams
* Follow consistent guidelines for managing the course online
* Make separate channel and schedule the time before every lecture and for each subject on teams app for easy access to the content by the students
* Make clear announcements to the students regarding the exams and their schedule through every medium ,so that students don’t miss the exam
* Make alternative options for the students for those students who are unable to attempt the exam online
* Demo exam should be run prior to actual exam
* Specify the system requirement to the students for online exam conduction
* Make a team who will take care of student’s inquiries and revert them quickly during the exam period
* Students are required to turn on their camera ands microphone during the exam
* Students are required to complete the test in given time only,no extra time would be provided
* Once the student login the exam ,they can not re-enter the exam
* During the lecture session,students are required to turn on their camera
* If the candidate has missed an exam for whatsoever reason, the candidate is required to notify to examination cell through there official email id
* Any candidate who believes that there is an error in the question paper,then solve the question as per your understanding,later after the completion of exam,it will be sorted
* All the programs or courses will undergo full review by the HODs
* All the books have been made available online though pdf,e-books,in case of physical book,student can come to university on his own risk to issue the book from library
* Segregate the class into smaller groups for better understanding of concepts

**What not to do:**

* During the exam, student can not go for breaks
* Students will solely responsible for their Microsoft teams account once get handover by the university, if any unfair event happened from the students account, he will be responsible for the consequences
* Teachers will not continue the class without recording it
* No student will remain joined in the class after the completion of lecture, in case somebody is found even after the class is over, he will be marked absent
* Without prior approval from the concerned authority, third party resource will not be shared to the students