

NOTIFICATION NO. KU/POL./2020/006

Date: 23rd December 2020

**Subject: Karnavati University – Student Virtual/Online Class Policy
(Issue 01 Revision 00)**

Karnavati University hereby notifies ‘Student Virtual/Online Class Policy’ as appended herewith, this policy is applicable to all the students who are enrolled in various programs/courses offered by the University through its constituent Institutes. This policy offer opportunities for the students to work more independently and expand their intellectual horizon, develop an aptitude for technology, and learn to use tools and techniques.

This policy comes into immediate effect.


Tariq Ali Saiyed
Registrar





Student Virtual/Online Class Policy

Policy title	Student Virtual/Online Class Policy
Key stakeholders	Students Teaching Employees
Approved on	23 rd December 2020
Date effective from	24 th December 2020
Next version	
Relevant policies	Rules and Regulations for the conduct of Examination and Award of Degrees Student Attendance Policy
Relevant committees	Institutional Disciplinary Committee
Related Guideline	

1. Short title and Extent

This policy shall be called the “*Student Virtual/Online Class Policy*”.

2. Applicability

It shall apply to all the students who are enrolled at various programs/courses offered by the University through its constituent Institutes.

3. Objective

- i. To promote anytime anywhere, online and blended mode of learning;
- ii. To provide opportunities to the students to work more independently and expand their intellectual horizon, develop an aptitude of technology, learn to use tools and techniques that is otherwise not possible in a traditional classroom;
- iii. To minimize the academic loss of students in case of suspension of physical classroom teaching as per the guidelines of the government;

4. Definition

- i. “**Asynchronous**” shall mean anytime anywhere learning but not in real time, not involving instant interactions. It includes pre-recorded e-content, videos, emails, podcasts, DTH, radio and the like.
- ii. “**Blended Learning**” shall mean a mix use of offline and online mode of teaching learning as recommended by the UGC.
- iii. “**Constituent Institute**” shall include, all or any institute constituted by the University under the Gujarat Private University Act, 2009.
- iv. “**Learning Management System**” shall mean an integrated online software which is used for monitoring, delivering, tracking and evaluating educational courses, or for supporting traditional face-to-face classroom.
- v. “**Online Mode**” shall mean where a stable internet connection is available all the time on the hardware (computer/laptop/mobile/tablet and the like) on which the teaching of the course shall be delivered/taught.
- vi. “**Online Examination**” shall mean an exam which is conducted via online mode, with the use of the internet and technology.
- vii. “**Real Time**” shall mean the actual IST time when the teaching/learning is happening.
- viii. “**Student**” shall mean a person who is enrolled in the various programs offered by the University by its constituent Institutes.

- ix. **“Synchronous”** shall mean real time teaching – learning that can happen collaboratively, with instant student-teacher interaction and immediate response of the teacher.
- x. **“University”** shall mean Karnavati University at Gandhinagar, Gujarat.
- xi. **“Virtual/Online Class”** shall mean synchronous class conducted online with the use of the internet and technology.

5. General Rules of Applicability

- i. The mode and method of conducting Virtual/Online classes and examinations shall depend on the availability of the digital infrastructure, its accessibility by the stakeholders. Hence depending on these factors the University may adopt an appropriate mode for the implementation of digital education.
- ii. The University may use synchronous and/or asynchronous mode of online teaching along with either Online or blended learning.
- iii. The University may adopt a blended mode of learning, and if required conduct virtual/online classes for the students.
- iv. The University may shift to Virtual/Online mode in cases where the physical classes have been suspended by the directions of the state/central government.

6. Rules for Conducting Virtual/Online Class

- i. The University through its constituent Institute may conduct online classes through any video conferencing tool (Zoom/Google meet/Skype/Cisco Webex/others).
- ii. It may conduct online live classes through the Learning Management System (LMS) which shall also be connected to the email addresses allotted to the students by the university.
- iii. The students will be offered training to use the LMS at the time of their orientation. They may also be given a manual/handbook for reference. They may reach out to a representative from the IT department for any technical assistance.
- iv. The time table for Virtual/online classes shall be prepared by the constituent Institute or the person assigned by it after the approval of the Dean of the said institute, and shall be shared with the students on the LMS or via email.
- v. All the resources and study material, live sessions recording, date time, class link shall be shared on the LMS.
- vi. The assignments and submissions shall also be made on the LMS.

- vii. The concerned teacher shall also share study material via emails, video links, drive, forums and the like in a structured and official manner.
- viii. The teacher may use legible presentations, documents, videos and the like as teaching support material before/during/after conducting a virtual/online class.
- ix. The live virtual/online classes shall be recorded.
- x. The Dean of the constituent Institute along with the Head of Department shall supervise and monitor the conduct of the classes, they may make surprise visits for the same.
- xi. Any cancellation/updates regarding virtual/online classes shall be posted to the students on their allotted email addresses.

7. Rules related to Attendance

- i. The attendance of the students along with the duration of their presence (depending upon the infrastructure) may be calculated by the LMS and the concerned teacher shall also record the same in their attendance register.
- ii. In case the attendance is not calculated by the LMS, the teacher shall take attendance in the live class in the first 5-10 (five-ten) minutes. The students must stay in the class and attend lectures for a minimum 80% (eighty) of the total class duration, failing which, the student shall be marked absent.

8. Code of Conduct – the students shall have to follow a strict code of conduct while attending the virtual/online classes.

- i. The student should join the class 5 (five) minutes before the scheduled time of the class.
- ii. He/she must wait patiently for the teacher to admit them.
- iii. The student has to strictly follow the instructions given by the teacher while conducting the online class with respect to keeping the video camera and microphone on/off.
- iv. The microphone should generally be on mute so that there is no disturbance in the class. The student should take permission from the teacher to speak in the class.
- v. The students are supposed to maintain the decorum of the virtual/online class.
- vi. The student shall not share the link of the class with any other student, or any person outside the University.
- vii. The student should be seated in a place where there is adequate and proper light and good internet connection.

- viii. The student shall check and keep ready beforehand all the devices – laptop/camera/phone/tablet/camera/microphones. No request/excuses shall be entertained.
- ix. The student shall be dressed in an appropriate manner and the seating position shall also be proper.
- x. Any misconduct whatsoever, or use of derogatory language, obscene gestures towards the fellow students or the teacher shall be treated very seriously and strict disciplinary action will be taken by the constituent Institute. The same shall be reported to the Institutional Disciplinary Committee.
- xi. Students shall have to maintain his/her attendance as per the rules of the University (in accordance with Student Attendance Policy of the university) and attend all the classes regularly and on time.