

	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR ONLINE CLASSROOM CREATION & MAINTENANCE		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/40
	Issue Date: 01/06/2023	Revision Date: 00/00/0000	Page 1 of 2

Objective: To outline the schedule, conduction and maintenance of online classes

Responsibility:

- All the teaching staff members
- Department coordinators
- Heads of the respective Departments

Procedure:

Sl.	Activities	Responsibility	Target Days
1.	Creating Online Classroom for each Course offered (Both Theory and Practical Courses)	Course faculty	5 weeks before the commencement of semester classes
2.	Uploading Course Information- Unit-wise, Lesson Materials (Lecture Notes) / Lab Experiments for all Units / All Experiments, PPTs, eBooks, etc.	Course Faculty	To be completed 2 weeks before the Commencement of Semester Classes
3	Sending Classroom code and adding students to Online Classroom	Course Faculty	1 week before the commencement of Semester Classes
4.	Confirmation of Installation of Online Classroom on a Cell Phone/ Laptop of students and completing Course Registration.	Student Class Representative to Course Faculty	Three days before the commencement of Semester Classes
5.	Sharing a Classroom calendar and a Google Calendar with students for (i) viewing classwork due dates (ii) giving auto reminders, (iii) view class events and (iv) sharing event links to open in Classroom	Course Faculty	One day before the commencement of Semester Classes

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
		
EOMS Team member	EOMS Team Leader	PRINCIPAL

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Page 2 of 2

6.	Posting Question Papers with defined Rubrics and Marks (grades)	Course Faculty	Five Minutes before the commencement of test
7.	Posting Answer Keys of test	Course faculty	Immediately after the Test is over
8.	Posting Weekly Quiz following GATE Pattern.	Course faculty	Every Friday
9.	Posting one Assignment every 2 weeks	Course Faculty	As per the Assignment Schedule published
10.	Grading Assignments/ Tests	Course Faculty	Within three days after the due date
11.	Reviewing and Reporting non-attendance and/or poor Grade scorers to the Principal	Course faculty to HoD	Within one week after Due dates of the activities
12.	Posting Department and Institution events, circulars, etc	Course Faculty	Immediately on receipt of oral/ written orders.

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