



## Standard Operating Procedures (SOPs) for Online Classes

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### PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide clear, concise instructions / guidelines to the Deans, Head of Departments, Faculty and Students regarding online classes to complete the remaining 50% course of this semester.

### STANDARD OPERATING PROCEDURES:

1. Since the current semester started from January 2020 to mid-March 2020, about 40-50% of the courses were covered offline; SBBU SBA will use Google Classroom as LMS to conduct the remaining classes online, since all functions are available to fulfill the requirement from the teaching and learning side.
2. IT Centre Team already provided the video tutorials/trainings for using Google meet (Communication mode) with Google classroom (LMS) to all faculty members.
3. Students must provide a valid gmail email address to teachers to attend online classes; additionally, students have to check the Google classroom (LMS) portal regularly for video lectures, homework, reading notes, assignments, etc.
4. Faculty member must intimate the students through an easily accessible channel like WhatsApp group etc from time to time to keep in touch with their Google classroom portal regarding the details about the percentage of course attendance based on the student's online or offline availability etc.
5. Faculty members are asked to upload all information related to online classes on Google Classroom - LMS which should be clearly shared with students, HoD, and the relevant Dean to avoid any confusion as per HEC policy.
  - a. **Below are some examples to be uploaded on Google Classroom - LMS in advance for students.**
    - i. Course outlines and Introduction to online lecture wise class material
    - ii. Learning Objectives of the course
    - iii. Textbooks, related to the course.
    - iv. \*Grading Policy for the online course
    - v. Relevant Assignments along with due dates
    - vi. Lesson schedule for online classes

*\*Note: This will be subject to the Prior approval of the relevant HoD and Dean till HEC announces such a policy if any in future. Deans to adopt a uniform policy.*



6. Each faculty member has to add this email [online.class@sbbusba.edu.pk](mailto:online.class@sbbusba.edu.pk) as additional teacher to their Google classroom portal in each class for the assessment purpose.
7. Faculty members are advised to contact Librarian SBBU SBA through a phone call or an email [librarian@sbbusba.edu.pk](mailto:librarian@sbbusba.edu.pk) to avail the required E-Books for related course if any.
8. IT Centre Team is also available for any technical support regarding online class through an email. ( [systemadmin@sbbusba.edu.pk](mailto:systemadmin@sbbusba.edu.pk) and [zulfikar.shaikh@sbbusba.edu.pk](mailto:zulfikar.shaikh@sbbusba.edu.pk)).
9. Apart from conducting online lectures, faculty members are advised to provide students with additional online video lectures through Coursera, YouTube and Virtual University if any relevant, in addition to their own live or recorded lecture.
10. Deans can recommend a flexibility in grading of students based on PASS or FAIL grades in the exam or follow the existing grading structure of the grading. Deans are supposed to adopt a uniform policy in SBBUSBA as per the achievability of course facilitators.
11. The different modes of online Exams/assessments based on a decision in the meeting of Deans are recommended as below till any final guidelines are provided by the HEC (This may be used for current semester and online classes only):-
  - **A. Case Studies:** A small 1-2 Case Studies to be given to senior students on individual base.
  - **B. Projects:** 1-2 small Projects/assignments to be given to students on individual based
  - **C. Small essay type conceptual questions** to be given to students separately.
  - **D. Open Book exam only for Advance classes if any like MBA/MS and PhD.**
  - **And others like Google Classroom exam tool as under:**
    - i. **Generate online MCQs + Subjective questions on google classroom.**
    - ii. **Use shuffle questions in order option to avoid cheating (every student will get a different question from the list of the questions).**
    - iii. **Impose TIME and DATE limits on the quiz (Students shall not submit the paper after the provided time limit).**

**Google classroom also provides the facility to mark the MCQs automatically. In final, the teacher will get the total marks of MCQs part of the paper. And the teacher has to mark the subjective questions only.**

*Note: The relevant Dean has to review/oversee and approve any of A–D above.*

12. Those courses which are practical/Lab based, their Exam's should not be held till the completion of their practicals in labs or online as per the satisfaction of the relevant faculty, HoD and Dean. (A crash program for labs can be planned as and when universities are going to open).
13. If course is completed before June, it can be revised again in June to resolve the difficulties of the students if any and/or give the chance to the students who could not participate/attend earlier.



14. Final Semester Exams/assessment for current semester will be held tentatively by the end of June & result will be submitted at the earliest i.e by the first week of July by the course facilitator with evidences & justifications of exam and assessment. Students will be informed accordingly by their faculty.