

Lady Doak College, Madurai

(An Autonomous Institution Affiliated to Madurai Kamaraj University)

INTERNAL QUALITY ASSURANCE CELL

Quality Policy for Online Classes

Academic year 2021-22

For Parents:

1. Basic requirements for online learning

- Understand the importance of online classes as equivalent ones to face-to-face teaching and provide at least one gadget like an android phone or laptop for your daughter to attend her classes.
- Check if there is proper net connectivity for your daughter to attend her classes (may require at least 3GB/day).
- Provide a conducive environment for online learning at home.

2. Attendance and permissions

- Make sure that your daughter attends all her classes regularly.
- Check your daughter's attendance frequently as attendance is compulsory (norms for attendance and condonation as given in the college handbook will be applicable).
- Get prior permission or send a letter to the course teacher if for any reason your daughter is not able to attend her classes.

3. Dress code

- Make sure that your daughter is dressed modestly and properly groomed while attending her online classes.

For Students:

1. Basic requirements for online learning

- Be prepared with a smart phone or laptop, with proper internet connectivity with at least 3GB/day.
- The classes will be held in Google meet or using Teams app as learning platform
- Be seated in an appropriate place during the class without any distractions around.

2. Attendance and permissions

- Time table will be provided by your department.
- Be punctual to all your online classes.
- Attendance is mandatory and faculty will check your presence in between during the classes (norms for attendance and condonation as given in the college handbook will be applicable).

3. Course materials and evaluation

- Course material will be made available in the Moodle.
- Faculty will give assignments and online tests frequently as this is a mandatory requirement for evaluation.
- Faculty will evaluate online assignments and award marks accordingly.

4. Dress code

- Dress modestly while attending the classes.

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