



Symbiosis University of Applied Sciences (SUAS)

Standard Operating Procedure (SOP) for Use of ICT during lockdown situation of COVID-19

The purpose of this SOP is to define the processes the students will have to follow to undertake their teaching learning online including but not limited to online classes, online assignments, online assessments, online examination, e-internships etc. All the students of Symbiosis University of Applied Sciences, Indore are advised to follow this SOP for the use of Information and Communication Technology (ICT) in the new academic session from July-2020 onwards.

1. The session will commence as per Academic calendar published on the University website. (Please refer the University website for details)
2. In the new session, it is mandatory for all the students to have Desktop or Laptops with Internet access (good bandwidth) at their respective locations.
3. Laptops/Desktops need to have sufficient RAM preferably more than 4 GB and to be installed with Moodle/ZOOM/Meetings etc. applications. The user name needs to be students name followed by your university Enrolment number.
4. It may be noted that without laptops you will not be able to appear in the examination and write/download the question papers and answer the objective and subjective questions.
5. Necessary guidelines will be issued from time to time and a separate training will be given to use the Symbiosis online examination software for conduction of Assignments/MST/Semester end examination, if needed.
6. Before the session commences, a week duration training programme will be conducted for all the students, so that they will get fully familiar with the use of Symbiosis Online examination software and ICT tools for attending online Classes/ Examination/ Seminars/Symposiums/Webinars etc.
7. For the new batch one week online induction/orientation programme will be conducted and thereafter from regular online syllabus based courses will be conducted.



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8. Attendance will be mandatory for all the online sessions and will be monitored by the Professor in-charge and will be recorded through the software application.
9. Attendance of online classes will be officially valid. Students not attending classes will be marked absent.
10. Once the student joins the university campus, this online attendance would be clubbed with regular attendance.
11. It is to be noted by all the students that to appear in any one of the examination, **75% attendance is compulsory**, else students will be debarred from the examination.
12. Students need to submit their Skill/Practical Journals in a timely manner to the concerned faculty as per the instructions. The evaluation of Journals/Assignment will be done through our software. If any malpractice of copy pasting is identified while evaluating your answer sheets, the answer sheets will not be evaluated and shall be considered as null and void.
13. If required, e-Internship will be provided to students. A mentor will be assigned from University as well as Industry (as the case may be) to work on a problem statement. A group of students will be working on a problem statement guided by faculty mentor and industry mentor.
14. All the students need to register for courses offered by **NPTEL/SWAYAM/MOOCs** etc. for their upgradation and are also advised to appear and score well in exams.
15. All the study material will be provided through Moodle and the books can also be downloaded. The sources shall be provided by concerned subject faculty.
16. It is also very important to note that the fees due with respect to each student has to be transferred online by due date as per the notification of the university. Accordingly, UTR number and transaction details must be informed to Accounts Department/Directors of School.