

Manarat Dhaka International School & College (MDIC)

Gulshan, Dhaka-1212

MDIC/AO/F-09/01

Date: 30 October 2023

General Instructions for Conducting Online Education' 2023-24

For the Faculty Members

1. Faculty members will schedule a meeting (class) according to class routine provided by the MDIC authority prior the scheduled class.
2. They must copy the link and then send it to his/her respective section group 10 minutes before the class starts for inviting the students to join the class and to Morning shift Link Group/ Day shift link group/ Junior section link groups by 7.45 am.
3. Subject teachers will take the attendance and post the absent students' names in the respective section group. Class teacher will record absent students' name from his/ her group.
4. Soft copy of all sorts of study materials (syllabus, worksheet, question, answer, maps, diagram, graph, multimedia presentation etc. for all classes) are prerequisite for conducting online education. HODs/coordinators/Year heads will ensure it.
5. Faculties will make sure of broadband internet connection and backup mobile data at their own.
6. Faculty should ensure prior preparation for electricity failure or other internet connection related problems and also ensure their desktop, laptop and mobile are fully charged well ahead of conducting classes.
7. If any faculty cannot conduct the class due to electricity problem, he/she must inform the HODs/Yearheads/coordinators. Then that class can be rescheduled in any other time after discussing with the concerned Vice Principal.
8. After joining the class student will write 'yes sir' or 'present' in the chat option. This will be counted as his/her attendance then teacher will collect the attendance.
9. Teachers are suggested to record the class and preserve it in his/her own computer or laptop (it will help in many aspects like attendance, discipline and so on).
10. Teacher must attend the class with proper official outfit. Students must attend the class in college uniform. For girls Hijab is must.
11. During the ZOOM class, faculties must be visible to participants.
12. All kinds of class controlling functions in ZOOM like mute-unmute, annotation permission, remote control, screen sharing (books, copy, solution etc.), chatting, question-answer, raise hand, unwanted disturbance by the students will be controlled by the subject teacher (host).

All are requested to work whole heartedly to make the online teaching and learning process effective and meaningful. Any query may be clarified from the MDIC Online Committee. This

MDIC policy can be revised/modified in the course of time.

Mohel
Principal
MDIC

Copy to

1. Principal's office
2. Vice Principals (both shifts)
3. Online circulation
4. Faculty members through WhatsApp group & office copy

Manarat Dhaka International School & College (MDIC)

Gulshan-2, Dhaka-1212

MDIC/AO/F-06/01

Date: 30 October 2023

Guidelines for Parents/students for Online Classes (2023-24)

MDIC authority has decided to carry on with online teaching for unavoidable reason. For this, it is decided that ZOOM will be used to conduct live classes. Students are advised to work under strict parental guidance. Parents are requested to take following steps to help us in implementing our plan. **Please contact class teacher/ subject teachers for further clarification:**

- 1) It is suggested that, students will take part in the class by using laptop/desktop with webcam.
- 2) Parents will make sure of broadband internet connection and backup mobile data at their own.
- 3) Parents are requested to take prior preparation for electricity failure or other internet connection related problems and also ensure their desktop, laptop and mobile are fully charged before starting the classes.
- 4) Parents/students are advised to set up related apps as mentioned above in laptop/desktop and mobile. Students must use/upload their photographs in uniform as profile photo/profile picture for all the accounts they'll be using.
- 5) Students must attend the class in due time by mentioning his/her full name, class & section, roll; eg. **Sadman Jamal 8E 18**.
- 6) Without the real name, students will not be allowed to join the class.
- 7) After joining the class, student will write 'yes sir' or 'present' or 'name-roll' in the chat box of ZOOM. This will be counted as his/her attendance.
- 8) Student's video must be on.
- 9) Students must attend the class in college uniform. For girls, Hijab is must.
- 10) Parents are cordially requested to monitor their children's activity strictly and provide a noise free environment for attending online class.

This notice can be revised/modified in the course of time.

AM May Allah protect us.


Principal
MDIC

- Copy to
1. Principals' office
 2. Vice Principals (both shifts)
 3. Online circulation
 4. Students/parents through WhatsApp groups
 5. office copy