

Responsible Officer	The Dean, PIDC		
Contact Officer	Dr. Ajay Telang <a href="mailto:ajay@pidc.edu.my">ajay@pidc.edu.my</a>		
Associated Documents	PIDC Academic Policy PIDC Assessment Policy PIDC Outcome Based Curriculum 2013 Student Code of Conduct		
Version	Authorization by	Approval Date	Effective Date
1.1	The CEO, PIDC	Nov 2023	Dec 2023

### Preamble

This policy is the reference document that outlines all the teaching & learning, and assessment procedures that must be followed when an online format of curriculum delivery is implemented for the academic progress of the students. This policy was drafted to ensure continuity of the academic year for students during the COVID-19 pandemic.

### Purpose & Scope

The policy informs all the students and the faculty members about the requirements for conforming and implementing the online teaching & learning, and assessment practices in the delivery of the curriculum. The policy highlights the changes required for adapting face-to-face synchronous teaching to online asynchronous teaching and assessment methodology. This policy must be read as an extension of the PIDC Academic and Assessment Policy.

### Policy Statement

The conditions of use and breach of this Policy On Online Teaching & Learning, and Assessment Practices are stated below:

#### 1. Online lectures:

- 1.1 Recorded lectures and lecture notes will be available on the e-portal for students' online learning sessions.
- 1.2 Google Classroom will be used to engage the students in the learning process by conducting either a Case Bases Learning session/ quiz assignments/ written assignments/ have discussion form. This will be referred to as post-lecture topic assigned work.
- 1.3 The students must complete the post-lecture topic assigned work as it will be considered as attendance for the online lecture.
- 1.4 For all the student submission for post-lecture topic assigned work/assignments/ tasks, the respective faculty are required to provide formative feedback.

## **2. Demonstrations:**

- 2.1 All demonstrations will be available on the e-portal and the Google-Classroom as vetted YouTube video links for flexible learning.
- 2.2 Faculty members are encouraged to make videos of simulated clinical demonstration and patient examination to support student learning.

## **3. Summative Assessment:**

- 3.1 When face-to-face summative assessments are not possible/permissible, they will be conducted online as per the academic schedule.
- 3.2 Online educational technology platforms will be used to conduct the assessments.
- 3.3 The online assessment can be either fully proctored or an open book depending on the stake of the test.
- 3.4 The protocol and the guidelines for conducting the online assessment will be notified from the Dean's office.

## **4. Online meetings:**

The following rules will be adhered to when participating in an online meeting:

- 4.1 Be appropriately dressed.
- 4.2 Join the meeting at least 5 minutes before the scheduled time.
- 4.3 Recording of the meeting session by the students is not permitted.
- 4.4 Students must keep their video camera ON and mute their Mic all through the meeting unless instructed otherwise.
- 4.5 To ask a question during the meeting, chatbox can be used or the Mic can be unmuted.
- 4.6 Consumption of food/drinks during the meeting is not allowed.
- 4.7 The use of mobile gadgets and handphones during the meeting is not allowed.
- 4.8 The faculty members are responsible for ensuring the decorum and discipline in the meeting.
- 4.9 Those students who do not adhering to the rules of the online meetings, will be removed from the meeting and marked absent for the session

## **5. General Responsibilities of students and faculty members during online teaching & learning and assessments conducted:**

- 5.1 Demonstrate commitment, professionalism, good conduct, and adhere to all College rules and regulations.
- 5.2 Report to the HOD/ Dean any incident of gross misconduct by a student in his/her class for investigation and disciplinary action.
- 5.3 Ensure a positive learning environment.
- 5.4 Maintain punctuality and accountability in the teaching-learning activities.
- 5.5 Maintain confidentiality of all records and information related to the online teaching and learning activities of the college.
- 5.6 Attend and participate in all online teaching and learning activities.
- 5.7 Be self-aware and follow the rules and regulations of the institution at all times.

## 6. PIDC e-portal:

- 6.1 Faculty and student should use the e-portal as the medium of communication and as a repository for teaching and learning resources.
- 6.2 All circulars, notices will be made accessible on the e-portal. Faculty should interact and participate actively with students on the e-portal to support student learning.

## BREACH OF POLICY

Failure to comply with the policy will be considered as a breach of policy and liable for disciplinary action.

## REVIEW

This policy will be reviewed and updated as and when required.

## HISTORY

Approvals

Version	Authorized by	Approval Date	Effective Date	Sections Modified
1.0	The CEO, PIDC	June 2020	June 2020	--
1.1	The CEO, PIDC	Nov 2023	Dec 2023	Review done No changes made