



Policy Name:	Online Classroom Login Credentials Policy		
Department	Academic Department	Approval Authority	CEO, Mianz Education
Date of Implementation	1- Oct - 2022	Date of Last Revision	

1.0 Introduction and Scope of Policy

MI College (MIC) believes in providing its students with the optimal environment to engage in the learning process. In this regard, MIC also believes that every student of MIC shall have a full experience of its online teaching and learning platform. Therefore MIC is committed to provide its online students with the best available technological resources, and its face to face students with web-enhanced programs. This policy also aims to create a database to cross validate the active students on SS with attendance lists that are generated.

2.0 Policy

- 2.1 Upon enrolling a student in any module, the student shall be given online classroom credentials to all the e-learning platforms relevant for that module.
- 2.2 Upon completion of the module exam, the access for the e-Learning shall be removed.
- 2.3 The decision to allow or bar a student from an online class, similar to a traditional face to face class resides only with the Dean of the relevant Academic faculty.
- 2.4 A student can be barred from a classroom, whether physical or online, if the student violates an academic policy, a discipline policy or fees policy. However, the due protocols must be followed and documented and approved from the CEO, or Rector, before a student can be barred.

3.0 Protocols

3.1 Role of the Academic Deans

- 3.1.1 Upon a student is given admission at MIC, the student shall be classified into a module and a classroom in Smart School.
- 3.1.2 It is mandatory to ensure all active students are placed in appropriate classrooms for a given semester.
- 3.1.3 As a general rule it is expected that every student shall be enrolled in 4 modules and hence 4 classrooms during each semester.
- 3.1.4 Upon formation of SS Classrooms, the academic department in-charges shall inform the virtual department in writing to create online classroom login credentials for all the students.
- 3.1.5 If there is an addition or removal of a student at a later time, the change shall be informed to the virtual department to add or remove students from the online classrooms.
- 3.1.6 The academic departments must ensure the request for online classroom credentials are made at least 7 working days before the module commencement date.
- 3.1.7 The academic departments shall inform the virtual department in writing, to close the module and remove student access as and when Deans are confident the module is closed.



- 3.1.8 At the beginning of each month, of the academic semester, the Deans must run a report of students enrolled in the classrooms against the active student list generated from Smart School to locate any mismatches.
- 3.1.9 The report should be submitted to the CEO, Rector and the Account and Finance Department

3.2 Role of the Virtual Department

- 3.2.1 The role of the virtual department is by nature supportive and hence shall ensure that all active students enrolled in the Smart School Classroom modules are provided online credentials for all relevant learning platforms.
- 3.2.2 The role of the virtual department is to assist and establish validation that all active students are provided online access during the course of academic period.
- 3.2.3 As online classrooms represent the entry of the student into the college, the Virtual Department shall ensure all Department members are well-versed in the technical procedures leading to providing the login credentials for the students.
- 3.2.4 Rector of the College shall at all times authorize one additional member of MIC to have the authority to provide login credentials to students should there be need to attend to emergency situations.
- 3.2.5 The Virtual department in-charge shall run a report of the enrolled students in the online classrooms against the active students in SS at the beginning of each month and analyze for any duplicates, missing students or discrepancies
- 3.2.6 The analysis report shall be sent to the CEO, Rector, the concerned Academic Department Heads, and the Accounting and Finance Department within the first week of every academic month.
- 3.2.7 The Virtual department in-charge shall run a report of the enrolled students in the online classrooms against the active students in SS by the end of second week and analyze for any duplicates, missing students or discrepancies
- 3.2.8 The analysis report shall be sent to the CEO, Rector, the concerned Academic Department Heads, and the Accounting and Finance Department within the third week of every academic month

The Policy is effective from 1st October 2022.

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