

J. V. JAIN COLLEGE
SAHARANPUR
Receipt No. 1426
Date 23-12-25
Sign. *[Signature]*

J.V.JAIN COLLEGE SAHARANPUR (U.P.)
AFFILIATED TO MAA SHAKHUMBHARI UNIVERSITY SAHARANPUR)
STANDARD OPERATING PROCEDURE

NAME OF COMMITTEE: ONLINE AND LMS CELL

Committee structure:

The committee comprises of the following members:

1. Chairperson: Prof. Vakul Bansal (Principal)
2. Convener: Prof. Manu Gupta
3. Co-Convener: Prof. Praveen Kumar
4. Member: Prof. Shubhra Chaturvedi
5. Member: Sh. Himanshu Verma (Office Asst.)
6. Plus, five student members.

Purpose and Scope

Purpose:

- To establish LMS in college and provide students facility of online learning.
- Systematic and standardized approach for the design, implementation, and management of online/blended learning using the institution's LMS.
- To work according to U.P. govt. online education policy.
- To provide knowledge about online education programs to students and motivate them to take these programs.
- To digitalize college office works.
- To make library equipped with pre-loaded tabs.
- To start E-learning park and E-Suvidha Kendra (in PPP mode) for the benefit of students

Scope:

- This SOP applies to all faculty, staff, and students involved in online education, including course creators, administrators, and learners, covering activities from content creation to assessment and support.

*Prof. Praveen Kumar
Co-convener
for please
w.a. Shubhra
23/12/25*

[Signature]

Roles and Responsibilities

Online Education Cell Coordinator:

- Oversees the implementation of online education policies, coordinates activities, and ensures quality assurance and proper rules.

LMS Administrator:

- Overall responsibility for the technical management, maintenance, user access control, and troubleshooting of the LMS platform.

Faculty/Course Creators:

- Responsible for developing, uploading, and managing course content, conducting online sessions, facilitating discussions, and evaluating student performance.

Students/Learners:

- Expected to engage actively in online activities, follow guidelines for online education, submit assignments, and provide necessary feedback for the improvement.

IT Support Staff:

- Provide technical support for hardware, internet connectivity, and integration of external tools.

Key Procedures and Guidelines

A. Course Creation and Content Management

Content Development:

- Guidelines for creating engaging, high-quality, and accessible e-learning materials (PPTs, videos, e-resources).

Quality Assurance:

- Procedures for reviewing and approving online course content to ensure it meets academic standards and learning objectives.

Uploading and Organization:

- Step-by-step instructions for organizing teaching materials within the LMS platform (e.g., Moodle, Google Classroom etc.) and uploading recordings within a specified timeframe.

Management of E-resources:

- The E-resources of college should be utilized properly and also maintained properly.

Copyright Compliance:

- Procedures must be known to content creator for the appropriate use of copyrighted materials in online courses in accordance with relevant legislation and university policy.

B. User Management and Access**User Authentication:**

- Ensure all users access the system using unique, authenticated credentials.

Access Control:

- Defining different levels of permissions for various user types (admin, trainer, learner) and managing access expiration.

C. Online Class Delivery and Evaluation**Conducting Sessions:**

- Procedures for live classes via video conferencing tools (e.g., Zoom, MS Teams, google meet), including guidelines for punctuality, recording sessions, and managing student interaction.

Assessment and Examination:

- Guidelines for conducting online quizzes, assignments, and exams, including security measures, proctoring requirements, and clear evaluation mechanisms for continuous and summative assessments.

Credit Transfer:

- Formal procedures for students to avail and transfer credits from approved online/ODL courses (e.g., SWAYAM courses).

D. Support and Maintenance**Technical Support:**

- Procedures for reporting and resolving technical issues, system outages, and login problems.



System Maintenance and Upgrades:

- Scheduled procedures for system maintenance, updates, and data backup.

Feedback Mechanism:

- Establishing a process for collecting feedback from all stakeholders (faculty, students, staff etc.) for continuous improvement of the online learning environment.

Documentation and Review

Documentation:

- All procedures, records (e.g., attendance, results, training reports), and supporting documents must be properly maintained and made accessible.

Periodic Review:

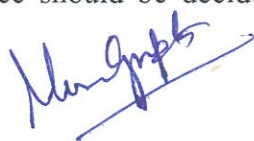
- The SOPs should be reviewed and updated regularly (annually or as needed) to align with emerging trends, technological advancements, and new regulations.

Procedure for conduct of meeting regarding Examination:

- Regular meetings should be held and new information regarding technology change should be shared.
- Agenda is decided for meeting should be conveyed to the members for their comments.
- Minutes of the meeting should be Prepared and a register is to maintained for the same.
- All the decisions with regard to rules and regulation changes are taken by committee unanimously with the advice of Chairman and Convener.
- The presence of Chairman is necessary for all the decision and decision are normally taken by 75% Presence of the committee and their approval.

Funding:

- The committee requires grant from management.
- The funding is necessary for the update of technology.
- Remuneration for the staff in maitainence should be decided by committee as per university guidelines.



Stakeholders:

- Students, Teachers, Alumni, University, Management and Government.

Reporting officer:

- Chairperson / Principal is the reporting person to whom committee reports.

Feedback:

- Student, Faculty Members, University and Management provides the feedback

Signatures:

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2. Co-Convener: Prof. Praveen Kumar
3. Member: Prof. Shubhra Chaturvedi
4. Member: Sh. Himanshu Verma (Office Asst.)
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Manu Gupta
23/12/25

Himanshu Verma
23/12/25