

National Academy for Planning and Development
Ministry of Planning
Nilkhet, Dhaka-1205

Online Course Guideline

Introduction:

An online training course is a course conducted over the Internet using different software. It has been widely using for distance learning all over the world for a long time. Now the present COVID 19 situation has made it as a time demand to keep the educational program active everywhere. Considering the situation NAPD has taken initiative to run its training program using Zoom and other relevant meeting software such as Meet, MS Team etc. This guideline is prepared to run the program effectively.

Objectives:

The objectives of conducting online training course are–

- To keep the academy’s activities active during this COVID19 pandemic situation.
- To adjust with the adverse situation.
- To use the available best alternative to run the activities.

Terms and procedure of conducting online courses:

To enhance and maintain the quality of the training program this guidelines provide a roadmap for carrying forward the online training program. These guidelines will be relevant and useful for course management as well as the participants of the training courses. All the stakeholders will follow the following rules-

1. The course will be resumed online in regular schedule during Sunday to Thursday until further notice for day course and evening course in every alternative day or as per schedule
2. Each session will be 45-60 minutes
3. The session will be divided as follows:
 - 3.1 Presentation: 25-30 minutes
 - 3.2 Assignment/exercise: 10-15 minutes
 - 3.3 Discussion and conclusion: 10-15 minutes
4. There will be a health break for 5-10 minutes between each session (as required).
5. The class will be taken place for day course at 09:30am-04:10pm (09:30-10:30, 10:40-11:40, 11:50-12:50, 02:00-03:00pm, 03:10-04:10pm) and evening course at 07:30-09:30pm or as per given schedule.
6. Joining the online course will be considered as presentation. Course Coordinator (CC) will take account of presentation;
7. Participants will have to attend full class time keeping the video on. Leaving the class will be treated as absence.
8. 95% presence in the class session is required to sit for an examination and successfully completion of the certificate.

9. In case of unauthorized absence the participant will be sent a show cause notice and concerned authority will be informed;
10. PPT will be provided to the participants;
11. All materials should be used for the training purpose only and not to be shared.
12. Discussions should be limited to the class following the Chatham House Rule.
13. In any unauthorized sharing the Digital Security Act will be applied and the participants will be individually responsible;
14. Participant evaluation will be done through quiz, test, assignment etc. in online.
15. All assignment should be submitted on time using the specific software mentioned by the Course Management (Turnitin, Grammarly, EduBirdie etc.). Similarity acceptance level is $\leq 25\%$ overall.
16. Resource persons and course evaluation will be done using Google forms or other relevant software
17. Participants will arrange laptop/tab or digital gazette in their own;
18. Participants should arrange hi speed internet connections; and join through video mood;
19. Video should not be muted without the permission from chair or resource person.
20. Micro phone should be muted other than the speakers. Participants' microphone can be unmuted while asking questions or giving opinion to avoid the noise.
21. Participant can raise question having permission from session chair or raising hand option of ZOOM or relevant online option.
22. Participant will have to join class from a private room, no common or bed room will be allowed.
23. No side talk will be allowed.
24. No other person (Family, friend and colleague) will be allowed to witness and participate the online class conducted by NAPD.
25. This is an experimental course and need and sought extreme cooperation from the participants.
26. There will be WhatsApp, Messenger or relevant group of the participants and course management for smooth communication. All of the notice will be served here.
27. Must be polite and submissive in asking question or giving opinion.
28. Any personal problem should be approached personally.
29. Any other communication should be made formally (e-mail)
30. Initially no recording will be allowed and shared.
31. Speaker and course evaluation will be done using Google forms or relevant platform as decided by the CM.
32. Participants will get the internet data allowance through SureCash/Nagad/Bkash etc. as per relevant course budget.
33. Opinion of the participants will be valued but the decision of the course authority is final.

Bibliography:

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