**Standard Operating Procedures for ONLINE Classes**

**Winter Residential School 2020-2021**

In view of the prevailing COVID-19 pandemic, you will be required to attend the winter residential school from the comfort of your home/workstation. While doing so, please note that:

1. All classes will be offered ONLINE via VLE, Zoom/Camtasia, Google classrooms etc. as deemed suitable and agreed between the faculty and the cohort students at a distance.
2. All teaching-learning resources will be accessible online via VLE and other platforms.
3. Module tutors will timely update and upload relevant resources on VLE.
4. Please use your Username and Password to access resources, attend online classes, upload files for assessment etc. if need be, please call 17450241 to activate your username and password.
5. Online attendance is compulsory for all modules.
6. Module tutors are requested to submit online attendance of students to the PL at the end of the winter residential school. The attendance will be forwarded to the TPSD, MoE for necessary action.
7. Classes will run as per the master timetable issued by the Programme Management. Scholars and module tutors may agree on special class arrangements (due to unavoidable circumstances) with prior information to the PL.
8. Students who wish to take leave from the current winter school must apply with relevant documents or submit the processed leave applications to the Programme Leader.
9. Self-financing candidates must
	1. pay their tuition fee before the commencement of the winter school using electronic transfers to PCE CD A/c 102 249 757
	2. submit the tuition fee payment receipt (via email to somgurung.pce@rub.edu.bt) to the Programme Leader to access winter school programme resources and online space.

Thank You