



# SAGE University, Bhopal

## Standard Operating Procedure

### Conduction of Classes



#### Part A : Conduction of Physical Classes

Name of Approval  
Authority:  
Signature:  
Date:

Vice Chancellor

SOP No.: 03

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Revision No.: \_\_\_\_\_

Date: \_\_\_\_\_

28/01/2022

A.

Purpose	To Conduct a Physical Class
Scope	Class Room of School / Institute Class Room
Responsible Person	Appointed Course Teacher or a Deputed Course Teacher
Prerequisites	Syllabus, Subject Allotment, Time Table, Teaching Aids etc

B.

Procedure	
If the Teacher is starting the Topic for the first time, then following steps are expected to be taken.	
B.1	Introduction of the Topic.
B.2	Establishing the Importance of the Topic with respect to the Subject, Student & Profession.
B.3	Using relevant teaching Aids and suitable examples for teaching the topic.
B.4	Taking feedback while teaching to assess the level of Understanding of the student and dissemination of the subject. It is suggested that Cross Questioning be initiated at random.
B.5	Teacher is also expected to pace the lecture in such a fashion that a topic can be finished in the stipulated time.
B.6	In event of the requirement of additional lecture for completion of topic, the lecture must be left at a suitable juncture so as to Connect easily in the next lecture.
B.7	At the end of lecture, the lecture must be summarized with cardinal leaning points. This can be done by the Teacher or by one or more than one student.
If the Lecture is a Continuation of previous Lecture, following steps are expected to be taken	
B.8	Initiation of Lecture by starting with the leaning of previous lecture and connecting with the ending of the previous Lecture.
B.9	Steps B.3 to B.7 be taken as per requirement.
<b>Additional Instructions</b>	
B.A1	If the Teachers has no previous engagement, then He/She is expected to reach the Class 5 Mins prior to the committed time, so as to avoid gap.
B.A2	Attendance should be taken in the last 5 mins of lecture after B.7



# SAGE University, Bhopal

## Standard Operating Procedure



### Part B : Conduction of Online Classes

Name of Approval Authority: Vice Chancellor SOP No.: 03  
 Signature: [Signature] Page No.: 2 of 2  
 Date: 28/04/2022 Revision No.: \_\_\_\_\_  
 Date: \_\_\_\_\_

A.

Purpose	To Conduct a Online Class
Scope	Digital Classroom (Zoom / Google / Other Platform)
Responsible Person	Appointed Course Teacher or a Deputed Course Teacher
Prerequisites	Syllabus, Subject Allotment, Time Table, Teaching Aids etc

B.

<b>Procedure</b>	
If the Teacher is starting the Topic for the first time, then following steps are expected to be taken.	
B.1	Introduction of the Topic.
B.2	Establishing the Importance of the Topic with respect to the Subject, Student & Profession.
B.3	Using relevant teaching Aids and suitable examples for teaching the topic.
B.4	Taking feedback while teaching to assess the level of Understanding of the student and dissemination of the subject. It is suggested that Cross Questioning be initiated at random.
B.5	Teacher is also expected to pace the lecture in such a fashion that a topic can be finished in the stipulated time.
B.6	In event of the requirement of additional lecture for completion of topic, the lecture must be left at a suitable juncture so as to Connect easily in the next lecture.
B.7	At the end of lecture, the lecture must be summarized with cardinal leaning points. This can be done by the Teacher or by one or more than one student.
If the Lecture is a Continuation of previous Lecture, following steps are expected to be taken	
B.8	Initiation of Lecture by starting with the leaning of previous lecture and connecting with the ending of the previous Lecture.
B.9	Steps B.3 to B.7 be taken as per requirement.
<b>Additional Instructions</b>	
B.A1	If the Teachers has no previous engagement, then He/She is expected to reach the Class 5 Mins prior to the committed time, so as to avoid gap.
B.A2	Attendance should be taken in the last 5 mins of lecture after B.7