



NOTICE

**Standard Operating Procedure (SOP): Online Teaching Backup Plan
Women Dental College**

Women Dental College informs all faculty members and students that the institution has a fully operational and established **Online Teaching Backup Plan** to ensure smooth continuation of academic activities during any situation that disrupts regular on-campus teaching.

As per the approved institutional protocol:

1. Google Meet Registration:

All faculty members and students are officially registered on **Google Meet** as part of the college's digital education system. Each department maintains its designated class channels for organized delivery of online academic activities.

2. Live Online Classes:

Google Meet is the official platform for conducting live online sessions. All classes must be delivered according to the notified timetable. Attendance is taken through **Google Meet** and logged for academic record-keeping.

3. Recorded Lectures:

Every online lecture delivered on **Google Meet** is recorded to ensure accessibility and academic continuity. These recordings are uploaded quickly so students can easily watch the lecture again or catch up if they missed the live class.

4. Google Drive Repository:

All recorded lectures, presentations, study materials, and relevant academic resources are also uploaded to the official **Women Dental College Google Drive repository**. This ensures long-term accessibility of academic content for all students.

5. Learning Management System (LMS):

The college maintains an **active LMS** where all related data including timetables, lecture materials, attendance records, assignments, and announcements is uploaded regularly. Both students and faculty can conveniently access the **LMS** for updated academic information.

6. Monitoring & Functionality:

The online teaching system is fully functional and continuously monitored by the Department of Medical Education (**DME**) with support from the **IT Department**. Any issues related to online access, lectures, or **LMS** functionality are quickly addressed.

This **SOP** remains in effect whenever **Women Dental College** activates online or hybrid teaching modes under administrative directives.