

Online Class Room Policy

BUFT authority has taken decision to conduct online classes by the faculty members started from 2nd April 2020. In this situation, students are requested to communicate with respective course teachers as well to check test message and e-mail frequently. Students who have weak or no internet connection can watch recorded video of the online classes in later. Please see the followings:

1. All Live class will be conducted by **ZOOM Cloud Meeting application**.
 - a. ZOOM Installation Guideline for Faculty : [Download Link](#)
 - b. ZOOM Installation Guideline for students : [Download Link](#)
2. Course Material will be uploaded in **learn Dash** software.
 - a. Link : <http://e-learning.buft.edu.bd/wp-login.php>
Use id and password will be your faculty initial (user manual will provide separately).
3. For any technical query related to ZOOM system & LearnDash contract following mobile numbers
 - A. Mr. Md. Mahabubur Rahman Mob: 01873033304 (Zoom Support)
 - B. Mr. Joarder Rakubun Nabi Mob: 01790849291 (Zoom Support)
 - C. Mr. K. M. Hasan Zakaria Mob: 01849128246 (Zoom Support)
 - D. Mr. Md. Sohanur Rahman Mob: 01728242333 (Zoom Support)
 - E. Mr. Md Ataul Haque Mob: 01711588661 (LearnDash Support)
 - F. Mr. Jalal Uddin Chowdhury Mob: 01818265781 (LearnDash Support)
4. Students may contact with their class teacher for further details. They are also advised to contact the faculty members for attending practice session in this week.

Guide line for Faculty Member

- A. Stay in real time video presence and Keep the room quiet.
- B. Faculty member join the online classroom on time (as per the regular class schedule). However, necessary guideline for conducting class tests, lab class will be communicated later. Students will be allowed 15 minutes to join successfully.
- C. The ideal environment would be for the teachers to deliver lecture with sound and camera on, while the students have their speakers enabled, but microphone and camera disabled. If any student needs to make a query, they can post a text message in the chat window, if required, the teacher may unmute the microphone or camera of the student as appropriate.
- D. Laptop and desktop are ideal for the online class. Teachers cannot use Smartphones to deliver the lecture as the online video option is not available in the smartphone version. Students may use smartphones; but there will be limited availability of some of the features in smartphones.
- E. Wear Formal or Semiformal attire. Avoid casual attire.
- F. Sit on a table and straight seat. Do not lie on sofa or bed during the class.
- G. Be prepared and fresh for the class. Avoid leaving the class in the middle.
- H. Do not engage into other communications (conversation, phone call or text message) during the class.
- I. Do not eat during the class time. Use headphone/ earphone and microphone.
- J. Faculty members must be available online or check for updates and announcements in a mutually arranged virtual platform (ZOOM)
- K. All faculty members are requested to demonstrate the use of the online systems (both zoom and learn dash) to the students in the first session.
- L. Teachers may record the lecture for future reference.

Guideline for Students

- A. Stay in real time video presence and Keep the room quiet.
- B. Wear Formal or Semiformal attire. Avoid casual or homely attire.
- C. Sit on a table and straight seat. Do not lie on sofa or bed during the class.
- D. Be prepared and fresh for the class. Avoid leaving the class in the middle.
- E. Do not engage into other communications (conversation, phone call or text message) during the class.
- F. Do not eat during the class time. Use headphone/ earphone and microphone.
- G. All classes will be held according to existing class schedule.
- H. Students may use smartphones; but there will be limited availability of some of the features in smartphones.
- I. Student will learn, install and practice ZOOM before joining their online classes. They are advised to follow the [Download link](#).
- J. Every student will provide his/her identity number and email address to the concerned class representative (CR) so that he can make those available to class teacher. Who will then invite to all students for joining the class online.
- K. If students cannot reach their course teachers online, they must contact the department Head or admin officer.
- L. Students who have weak or no internet connection can watch recorded video of the online classes in later. Although this instruction is for emergency situations only.
- M. Teachers may record the lecture for future reference.

Attendance Policy

- A. Student's attendance will be given through the UCAM system as usual. Students failing to attend the class may not be eligible for attendance later.