Certificate Course on Diabetology (CCD)
Distance Learning Program (DLP)
Diabetic Association of Bangladesh (BADAS)

SOP FOR STUDENTS AND TUTORS OF CCD BATCH-41 OF DLP

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CCD (Certificate Course on Diabetology) is a clinical course delivered by online as well as offline platforms. The multiple stakeholders of the course – students, faculty, coordinators and course administrators – use common software to run the program of CCD according to an academic calendar. This calendar consists of tutorials, SDTs (Skill Development Tutorial), carry-on schedules, PCAs (Phase Completion Assessment) and ECE (End Course Examination), total admission procedure, exam results etc. It is to be noted that both online and offline students and tutors have full access to the online platform for their regular study.

Smooth and effective running of such a course with possible highest standard reacquires a Standard Operating Procedure (SOP) that is to be followed by all the stakeholders.

A. SOP for Students

1. Teaching sessions will be conducted as per **Academic Calendar**, which should be strictly followed; Admin may bring change as and when necessary.
2. Self-study of Modules/chapters and End Module Questions should be done as much as he/she can do – this will provide you the best opportunity of preparing for ECE. These activities can be seen in your tutors' and Coordinators' dashboard at real time. You can discuss your queries with your tutor during tutorials or even any time seems convenient for both. This is the fundamental learning activity of the course.
3. To attend an online teaching session you have to use your registered ID variables (phone, password, email, BMDC reg no etc) – otherwise system will mark you absent. For offline students there is separate attendance system at RTCs maintained by the tutor.
4. During online teaching session you have to keep your video on; if for any technical issue you cannot, you will have to inform your tutor/IT personnel.
5. Carry-on system: If any student fails to attend teaching session of a module on scheduled date, he/she will be allowed to attend an online (for all online and offline students) carry-on class on opposite shift on next regular module as per calendar. For any carry-on class check whether your class link is provided in time; if not, please contact IT personnel. One student will be allowed absence in 1 class only, or 1 absence plus 2 carry-ons, or maximum 3 Carry-on classes.
6. To earn **eligibility for End Course Exam (ECE)**, you must have attendance as mentioned in A/5, and pass the Phase Completion Assessments (PCAs).
7. If you find any problem in learning material, notify to your tutor, so that tutor will submit that in Faculty-group for correction.

8. When a student needs to change his/her station which is a different Time Zone and likely to hamper attending a session, should apply to CEO for changing shift/RTC.
9. Changing mode or shift is strongly discouraged; mixed online-offline classes are not possible for any student.
10. Changing phone number/email is discouraged; but if it can be justified that it is very much necessary, then inform IT personnel.
11. To discontinue: In situation you are unable to continue a session you can discontinue by informing Admin. And if you want to complete the rest of your study before you become 'course out' (if you miss 3 next consecutive scheduled ECEs after that particular session) you have to apply to CEO ahead of any subsequent session in written.
12. You must **comply with the rule and regulations** of the course. The contents of CCD are the property of DLP, an enterprise of Diabetic Association of Bangladesh (BADAS). DLP, BADAS has every right to take legal action as per the laws of the Government of Bangladesh against any organization or person found to be using the contents of CCD without prior approvals from DLP, BADAS.
13. Everyone must comply with the ICT rules and regulations of the Government of Bangladesh. Failure to maintain this may make the individual responsible personally.

B. SOP for Tutors
1. Frequently check your students' activities (especially End Module Questions) in your dashboard. You will prepare a report on the self-study status of each student (which will include the score obtained by the student) before each tutorial to identify weak/reluctant students for giving appropriate attention during, before and after each teaching session.
2. During online teaching session you will have to keep your video on; if for any technical issue you cannot, submit a note to Coordinators.
3. Duration of a teaching session (module/SDT) should be approximately two hours. It should begin at 8.30am and 2.30pm Bangladesh Standard Time for Morning and Evening session respectively.
4. Tutors will conduct teaching sessions as per academic calendar, but Admin may bring change as and when necessary.
5. The power point presentation for online teaching session provided by academy must not be modified – it is very important to maintain uniformity of information of the course. Check the content ahead of your class; if you differ in any information, or there are errors in slides, you are encouraged to exercise the SOP no B/6. These presentations are to be shared with the students – both online and offline.
6. If you like to suggest any change in information or format of any lesson you can provide that in written to the Coordinators so that it can be examined in the regular meetings of academic committee.
7. If either you or any of your students report any problem in learning material, notify it to Coordinators for prompt correction (see also the SOP no A/7).
8. For a teaching session pleases check whether your online class link has been provided in time; if not, please notify to IT personnel.

9. Tutors need to keep contact with the Coordinators in any emergency, such as to arrange any change in class schedule etc.
10. To discontinue: In situation you are unable to continue as a tutor you should inform to CEO, and it is expected to be after completion of the running session.
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