



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

SOP FOR STUDENTS AND TUTORS OF CCD BATCH-37 OF DLP

(Date of issue: 5th November 2023)

Now 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 a 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 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. Self-study of Lesson and End Lesson Practice (ELP) should be done as much as he/she can do – this will provide you the best opportunity of preparing for ECE. These activities are 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.
2. To attend a teaching session (module/SDT) you have to use your registered ID variables (phone, password, email) – otherwise system will mark you absent. For offline students there is separate attendance system.
3. During online teaching session (module/SDT) you have to keep your video on; if for any technical issue you cannot – at the end of teaching session you have to inform your tutor/IT personnel.
4. 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 carry-on class on other/opposite shift of regular module as per calendar. For any carry-on class check whether your class link provided in time; if not please contact IT personnel. Each student can enjoy maximum 3 carry-on facilities during a session.
5. During study of Lesson and ELP, if any problem, such as spelling error, disparity between question and its answer, notify to your tutor, so that tutor will submit that in Faculty-group for correction.
6. 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/Additional coordinator) for changing shift/RTC.
7. Mixed online-offline classes are not be possible for any student.

8. Changing phone number is discouraged but if it can be justified that it is very much necessary, then apply using button 'Phone Number Change Request' in your dashboard.
9. To discontinue: In situation you are unable to continue a session you can discontinue by informing to coordinators. And if you want to complete the rest of your study before you become 'course out' (that is after 3 years from the beginning of your session) you have to apply (to CEO/Additional Coordinator) ahead of any subsequent session in written.
10. 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 seeking prior approvals from DLP, BADAS.
11. Everyone must comply with the rules and regulations of Digital Security Act 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 ELP-End Lesson Practice) in your dashboard. You will prepare a report on the self-study status of each student (which will include the score of End Lesson Practice-ELP) before each tutorial to identify weak/reluctant students for giving appropriate attention during, before and after each teaching session (module/SDT).
2. During online teaching session you have to keep your video on; if for any technical issue you cannot – at the end of teaching session you have to submit a note to coordinators.
3. Duration of a teaching session (module/SDT) should be approximately two hours. It should begin at 8.30-9.00 am and 2.30-3.00 pm Bangladesh Standard Time for Morning and Evening session respectively.
4. During a session each tutor will conduct teaching sessions– for Modules, SDTs, Carry-on/absent tutor's class, etc 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 can be shared with the students – both online and offline.
6. If you like to suggest for any change in information or format of any lesson you can provide that in written to the CEO 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, like spelling error, disparity between question and its answer, notify it to coordinators for prompt correction (see also the SOP no A/5).
8. For a teaching session please 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/Additional Coordinator, and it is expected to be after completion of the running session.
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