



भारत सरकार

GOVERNMENT OF INDIA

स्वास्थ्य सेवा महानिदेशालय

DIRECTORATE GENERAL OF HEALTH SERVICES

लेडी हार्डिंग मेडिकल कॉलेज एव् श्रीमती सुचेता कृपलानी हॉस्पिटल, नई दिल्ली

LADY HARDINGE MEDICAL COLLEGE & SMT. S. K. HOSPITAL, NEW DELHI

ACADEMIC SECTION / शैक्षिक अनुभाग



Ref.No/2020 /652

Dated: 10.09.2020

Circular

The competent authorities of this institution have formulated rules and regulations for the use of the Institutional online teaching platform the therefore prescribed rules and regulation are enclosed herewith for reference and further compliance.

10.09.2020
Gaurav Agrawal
Assistant Registrar (Academic)

मुख्य कूलसचिव (शैक्षिक)
लेडी हार्डिंग मेडिकल कॉलेज एवं
श्रीमती सुचेता कृपलानी अस्पताल, नई दिल्ली-110001
Lady Hardinge Medical College &
Smt. Sucheta Kriplani Hospital, New Delhi-110001



- Director office.
- Vice-Principal office.
- All HODs.
- College of Nursing, LHMC.



Put on website

Rules and Regulations for Use of Institutional Online Teaching Platform

Owing to the COVID pandemic, LHMC has partially switched over to the online platform for academic (including teaching of undergraduate, postgraduate, super-speciality, nursing students and PTT students) and administrative meetings (envisaging faculty, AMS and others). The users (anyone who has been given a User id of the platform by the institute) are hereby apprised of the various Institution's policies, rules and regulations regarding the use of Microsoft teams' platform and Schoology App.

RULE I: Short Title, Application and Commencement

1. These Rules may be called as the LHMC Online Teaching Platform Rules
2. These rules will come into force with effect from 20th July 2020.

RULE II: Definitions

In these rules unless the context otherwise requires-

1. "User" means "Student", "Medical Faculty", "Nursing Faculty", "Administrative Staff" or "Residents" who has been given a User id of the platform by the institute.
2. "Student" means any undergraduate, postgraduate, super-speciality, nursing, PTT student enrolled in LHMC and Associated Hospitals or College of Nursing, LHMC.
3. "Medical Faculty" means Teaching sub-Cadre CHS Officers posted in LHMC and Associated Hospitals (including those posted in LHMC units of RML, Hospital).
4. "Nursing Faculty" means Teaching sub-Cadre Nursing Personnel posted in College of Nursing, LHMC and Associated Hospitals and Nursing Personnel of Continuous Nursing Education Unit of LHMC and Associated Hospitals.
5. "Administrative Staff" means Additional Medical Superintendents of LHMC and Associated Hospitals.
6. "Residents" means those who are pursuing Senior Residency (Adhoc/Contractual) in LHMC and Associated Hospitals.
7. "Disciplinary Authority" means the Director and/or Committee for Formulating Rules and Regulations for the use of the Institutional Online Platform.
8. "Institute" means Lady Hardinge Medical College and Associated Hospitals (including those posted in LHMC units of RML, Hospital)
9. **RULE III: Rules Governing Use of Online Teaching Platform**

1. The Rules and regulations documented herewith are applicable to all the users (Medical faculty, Nursing Faculty, students, residents, and administrative staff) of the platform.
2. The platform with the tenant ID "@lhmcdelhi.onmicrosoft.com" is an institutional tenant meant for afore mentioned purposes only.
3. The platform shall be used only for institutional teaching, academic and administrative activities.
4. This platform shall not be used for personal (within or other outside institution) or business (non-institutional conferences, seminars, chapter meets of organisations, etc) meetings, related calls etc.
5. The Head of Department will be the owner of the content (Teaching learning material) shared on the behalf of department. Every individual faculty shall be the owner of the teaching learning material shared on the platform. The content posted on the platform must not violate the copyright issues and in-case using such material, quote with it's appropriate reference(s)/ source for the content, images, videos etc. It shall be the sole responsibility of the owner that the content is in compliance with applicable copyright laws.
6. Anything posted on the institutional platform by the faculty for teaching purpose is copyrighted to them and the students must not use and/or disseminate it for any purpose other than personal learning.
7. A student can use the platform for taking notes, preparing assignments and uploading assignments. The institute is not responsible for the accuracy, integrity, and/or legality of the content uploaded to the platform by faculty, students, or other users. The institute shall not be responsible for plagiarism, quality of the content uploaded, referenced/link tagged through this Institutional Platform to external websites, blogs etc.
8. The faculty shall not create any personal teams or channels, but shall use only for teaching learning purposes. The students are barred from creating any team. Any such team discovered by the admin would be removed immediately and disciplinary action would be initiated against the owner and the members of the team.
9. The Director, LHMC and Vice Principal of the institute shall be members of each team by default.
10. All users are responsible for maintaining the security of their usernames, passwords and any other access credentials assigned. Students are directed not to share their access credentials with anyone.
11. Generic User Ids have been created for Senior Residents of each department. The same would be given to them through the Head of the Department. The responsibility of assigning User Ids and the initial password to their respective senior residents lies with the Head of the Department. The HOD is to ensure that before

giving "No dues" to the Senior Resident the password of the User Id is handed over to the HOD and changed immediately by the HOD.

12. The Departmental Heads shall inform the Nodal Officer E classes whenever any Faculty/ Super-speciality student(s)/post graduate(s)/ retire/ leave/resign/abstaining from duty without information / pass out the department so that their User Id(s) is/are deleted and also when new Faculty/ Super-speciality student(s)/ post graduate(s) join so that their User Ids can be created.
13. The Academic registrar shall share the details of the undergraduate student (Name, year of joining, Roll number, Phone number of student) with the Nodal Officer E Classes when the New Batch of students join so that User IDs can be created for the students. The Academic Registrar shall also share the result of the Professional Examinations of all batches of Undergraduate Students with the Nodal Officer E Classes so that appropriate changes in the teams can be made and the Final Year students Ids can be deleted (except those who have been detained).
14. The Academic Registrar shall share the result of the Post Graduate and Super-speciality Examinations of Students with the Nodal Officer E Classes so that appropriate changes in the teams can be made and the students Ids can be deleted (except those who have been detained).
15. The Principal, College of Nursing; shall share the details of the Nursing students (Name, year of joining, Roll number, Phone number of student) with the Nodal Officer E Classes when the New Batch of students join so that User IDs can be created for the students. The Principal, College of Nursing; shall also share the result of the Professional Examinations of all batches of Nursing Students with the Nodal Officer E Classes so that appropriate changes in the teams can be made and the Final Year students Ids can be deleted (except those who have been detained).
16. The PTT Teaching In charge, LHMC and Associated Hospitals; shall share the details of the PTT students (Name, year of joining, Roll number, Phone number of student) with the Nodal Officer E Classes when the New Batch of students join so that User IDs can be created for the students. The PTT Teaching In charge, LHMC and Associated Hospitals; shall also share the result of the Final Examinations of PTT Students with the Nodal Officer E Classes so that appropriate changes in the teams can be made and the Student Ids can be deleted (except those who have been detained).
17. Users shall not invite outside institution guests for meetings on to the platform without prior permission from the Director, LHMC routed through Chairperson, Committee for Formulating Rules and Regulations for the use of the Institutional Online Platform.
18. The Platform can be used for the purpose of conducting exams and inviting the external examiner with the prior permission from the Director, LHMC. Such request should be routed through the Academic Registrar, LHMC.

19. The Schoology App continues to be functional, as some departments are using the platform for assessment and other teaching learning purposes. However, the earlier notice File No.NNM/9120/E-classes/2020/2392 dated 21/03/2020 stands cancelled and the lectures are not to be mailed to Dr Madhulika Monga anymore. Any department which wishes to use Schoology App may contact Dr Madhulika Monga, Professor, Nodal Offier Eclasses, Department of Physiology.
20. It is advisable to follow the lecture schedule (Timetable) that has been followed over years for each semester to reduce unnecessary clashing of times between departments.
21. These Rules and Regulations can be further modified as per recommendations of the Committee for Formulating Rules and Regulations for the use of the Institutional Online Platform.
22. If any question arises as to interpretation of the rules, the Committee for Formulating Rules and Regulations for the use of the Institutional Online Platform may make a reference to the Director and decision of the Director shall be final and binding.
23. Non compliance of the rules and regulations and misusing the platform would incur disciplinary action by the Head of the Institute, Director, LHMC.

14.9.2020