

Dear Student,

We at Verzeo, not only strive to provide you with the best education but also strive to ensure that all sessions conducted take place smoothly. Therefore, we request you to follow the below mentioned guidelines to ensure a smooth procession of all sessions for you as well as for your peers.

D0's:

- 1. Turn off your video and audio when joining a session.
- 2. Attend all sessions.
- 3. Join the sessions on time.
- 4. Prepare beforehand for the class taking place.
- 5. Turn in your assignments and projects within the given deadlines.
- 6. Ask doubts by raising your hand within Zoom.
- 7. Please wait for 10-15 minutes post the class starts for the mentor to join as there can be technical difficulties.
- 8. Put your phone on DND mode/silent during sessions.

DONT's:

- 1. Do not have private conversations while a session is being conducted as this is distracting for others.
- 2. Do not turn on your camera or microphone while a session is taking place lest the mentor will remove you from the live session.
- 3. Avoid sharing any personal information in Zoom Group Chat or Google Classroom.
- 4. Do not create any personal WhatsApp groups.
- 5. No form of advertisement is allowed on our platform.
- 6. Use of slang is strictly prohibited.

