

SUBJECT – GUIDELINES FOR ONLINE CLASSES

Dear Student,

As your academic sessions are being held online, you are expected to strictly follow the etiquettes during your online sessions. All the students shall maintain high discipline, decorum and behave appropriately during the entire online sessions.

Below are the guidelines to be followed during your online classes:

- You are required to be logged in for the session at least 10 minutes prior to the class schedule.
- You are expected to be dressed in a manner that assures adequate modesty. Student's outfit that causes disruption or leads to unsatisfactory behaviour will be asked to leave the session immediately.
- Please ensure that the camera is turned on throughout the session, unless the faculty requires you to turn it off.
- Make sure that the environment is sound free during your online sessions and mute the session whenever required.
- You are not allowed to pause any session and/or leave the session at any point in time, unless permission is sought by the respective faculty.
- Do not post or share inappropriate comments/images/materials during the sessions.
- Students are not permitted to both audio and video record online lectures and circulate it.
- Any activity which may result in the student/students disturbing the sessions and/or encouraging the other students to disturb the sessions will attract disciplinary action.
- Students are not permitted to provide and share audio and video clippings of the online sessions/events or any activities related to the institution without prior permission.
- Students are expected to use Social media carefully and responsibly. Posting derogatory comments about the sessions/college/fellow students/staff/ faculty members on the social media or indulging in any such activities will attract disciplinary action.

Please feel free to reach out to the Department of Academics if you need any clarifications.

All the Best!