

R A. Podar College of Commerce and Economics(Autonomous)

Conduct of Online lectures

2020-21

Few Guidelines

We are happy to inform that we have embarked upon a new journey by initiating virtual classrooms for continuing the Teaching-Learning process during this period of lockdown and social distancing. We all need to work together to meet this challenge as the virtual classroom concept is quite different from the real setup.

We from the side of faculty have been preparing ourselves to make this exercise fruitful and useful that you will graduate with adequate knowledge coupled with the needed attitude to explore future career and employment opportunities. We want you to contribute from your side in shaping yourself and your career.

Now that you are in the comfort of your homes you have the opportunity to prove to your near and dear ones as to how do you value your college and your teachers. You may need to cut down on certain pranks which is possible at the katta (Podar ) but not in front of your Parents and siblings.

Please keep in mind while you are online everything is recorded and observed by everyone in the team including the words you utter and the language used in chat box.

Hope you understand the need for conducting yourself to receive a good conduct certificate while you graduate. Please note that you have no excuse for non attendance in the virtual classroom.

Kindly read few guidelines which we want you to follow strictly so that you contribute constructively for the success of our on line initiatives.

1. All students have to sign in on the MS Teams using the official User name and password allotted by the college .
2. Any change in the user name and password allotted will disallow you from the team
3. It is time to be punctual and discipline yourself .Make sure that you enter your virtual class as per schedule.
4. Make your own learning environment conducive by keeping ready your Students notebooks, pen ,calculator etc.
5. Attendance is registered only for students who login through the college credentials.
6. Class etiquettes: Students in Class Team meetings need to keep their audio muted and videos switched off.
7. You need to follow the instructions for interaction given by the teacher in the class.
8. You may use the chat box to communicate with the teacher in the class and should not abuse the chat box.
9. Only academic posts are allowed in the Class Team.
10. Students should leave the class meeting once the class has ended.

Let us continue with active learning look forward for a bright future.

S/d

Principal