

## Guidelines for First Year Students for Online lectures

1. As soon as you get your login id make sure to change the password.
2. Do not share your login details with anyone else.
3. This login id and platform are provided to you only for education purposes only and are not to be used for any purpose unrelated to Wilson College.
4. Every student is required to login with the login id provided by the college to record attendance and should not be changed to any other name.
5. Profile picture of the identity card photograph type or passport photograph type should be used.
6. Be punctual. Log in preferably 5 minutes before the session.
7. At home, be seated in a quiet and uninterrupted space (preferably).
8. Test your internet, application/ platform, camera and audio before the session.
9. Keep your audio and video off when you enter.
10. To participate in discussions use the raise-hand option (ZOOM) or chat box (Google Meet) when you need to be unmuted to raise a query or want to speak.
11. The chat box is to be used strictly for classroom discussion.
12. Avoid using the Present Screen button unless instructed by the teacher.
13. Eliminate distraction. Set aside time to focus on your own education.
14. Be a proactive participant.
15. Participation in all polls, quizzes conducted during the session is mandatory to achieve attendance of the lecture attended.
16. Regular attendance and submission of assignments is expected.
17. The login details with the link will be shared by the In-charge on the relevant class groups one/ two hours prior to the session either on WhatsApp or Google Classroom.
18. In case of loss in connection, or problems with audio or video please disconnect and reconnect on the same link.
19. Make appropriate arrangements for taking down notes or any learning material you may require.
20. In case of any technical difficulty while attending online lectures contact the teacher from the respective subject as communicated by the head of the department.
21. We are expecting all lectures and assessments to be online for this academic year hence are requesting your cooperation and discipline.

07.09.2020



*Arka*

Principal

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