

## **Student etiquette during online lectures**

Hello students! It is well known that necessity is the mother of all inventions. Mankind consistently learns to triumph the most severe of crises faced and this is what makes us human. Keeping pace with tradition let's face the current Covid-19 pandemic head on and not stop the process of learning. With this in mind, our college will soon be starting online lectures, news of which may have reached you already.

We welcome YOU to this new digital world of learning; but with every new change, comes new challenges. Discipline is key to an uninterrupted and a smooth learning experience, and accordingly following etiquette should be strictly followed by you to ensure the highest discipline and avoid any disturbance to fellow classmates and faculty members.

**These rules of etiquette should be followed unless specified otherwise, by the faculty conducting the lecture.**

- 1. Audio / Video always mute** – Keep audio and video always on mute on your phone/computer/laptop.
- 2. Automatic marking of attendance** – Your attendance shall be marked automatically in the system once you log in via your user ID, therefore there's no need to do this separately.
- 3. Name to be used in application** – To avoid any confusion you shall be required to keep your name in the following sequence only in the login used to take an online lecture. Roll No. First Name and Last Name. For example, if your roll number is 1025 and your name is Joshua D'Souza you should identify yourself as 1025 Joshua D'Souza in the application used for taking online lectures. This shall help the faculty concerned to communicate better with the whole class and address your doubts. In case roll number is not allotted to you, you can use your first and last name. You can add your roll number in the order given above as and when you are allotted the same.
- 4. Using proper ID for login** – Any student caught using wrong user ID shall be immediately asked to leave the lecture. Action shall be taken against both, the person using wrong login ID and the person to whom such login ID belongs.
- 5. You are responsible for your login ID** – Any act of indiscipline done from your login ID shall be considered as done by you. Therefore you are required to take proper care of your login ID and password and not share the same with anyone else under any circumstances.
- 6. Faculty's discretion to mark attendance** – Faculty taking the lecture shall have the right to mark a student absent or present depending on case to case. The decision taken by faculty in this regard shall be final.
- 7. No interruption** – Do not interrupt the faculty in any manner when the lecture is on.
- 8. Ask doubts only via Chat** – Clarify doubts only via the chat facility provided in the application used to take the online lecture.
- 9. Avoid unnecessary use of chat facility** – Do not use chat facility for any purpose other than asking doubts or responding to a question asked by faculty.

- 10. No ALL CAPS to be used in chat** – Do not type in all caps in chat as it is considered equivalent to yelling in the world of chatting.
- 11. Limit your response** – Respond in only Yes and No in the chat box (and not via audio) when asked about a concept being understood or not.
- 12. Use audio/video only if specifically instructed** – In case you cannot explain your doubt via chat or in case your doubt is not understood by faculty via chat, you can ask your doubt via audio only with prior permission of faculty or if the faculty asks you to use your audio for the same.
- 13. Avoid background noises while using audio/video** – Avoid any kind of background noises while asking your doubts via audio, this can be done by ensuring that you attend lecture from a quiet and enclosed place
- 14. Choose simple and clear words** – Doubts should be asked in the simplest language for better communication. **Any attempt to use sarcasm, abusive language, unnecessary humor, or violating any of the above codes of conduct shall be considered a major act of indiscipline and would be dealt with severe penalty as decided by the Disciplinary Committee.**

**Happy learning!! Stay indoors, stay safe!!**