St. Andrew's College of Arts, Science and Commerce, Bandra-West, Mumbai-400050

Junior College Notice

Date: 24 January 2021

Instructions for attending XI STD Online lectures

1. For online lectures class folders are as follows: ARTS- A & B (one folder); Science A&B (one folder); Commerce A & B (one folder) and Commerce C (one folder).
2. **For online lectures Commerce-C folder is only for SP and Hindi Subjects only.**
3. Tentative Class Lists will be displayed on the **edfly platform on 26 January 2021**; students can view the same once they get login and password for the same on their registered mobile number.
4. IT and CS admissions based on merit are still in progress for remaining few seats as displayed on College website.
5. Mathematics (Commerce) and French admissions as per the criteria for remaining few seats are still in progress as displayed on College website.
6. Minor shuffling in class list is expected with changes in admission status of optional subjects.
7. Final Class list will be displayed once the entire admission process is over.
8. **Students whose name was in the merit list for French/IT/CS/Mathematics (Commerce) and who had paid the fees for the same are allotted the subject**.
9. **Note that any student who have secured admission in French and IT should immediately contact the College office and give up one subject of the two. Same applies for CS and IT and CS and French.**
10. Students still waiting for obtaining seats in French/Mathematics (Com) can send request email which will be operational from 29 January 2021 at 3PM. The following are the email address based on your stream:
    1) studentcare11arts@standrewscollege.ac.in
    2) studentcare11science@standrewscollege.ac.in
    3) studentcare11commerce@standrewscollege.ac.in
    The email must contain: name of the student, roll number, stream, class & div, % obtained, "request for", and registered mobile number.
11. LD and Physically Challenged students can opt and apply for Cooperation subject instead of Hindi/French/IT.
12. **Students who have been allotted CS are exempted from Hindi and Biology.**
13. Students are expected to receive the login and password on their registered mobile number with the College on 27 January 2021.
14. Students are strongly advised not to change their registered mobile number for next two academic years.
15. Subject teachers will give you all the academic information in the class.
16. Each Class is allotted two Class teachers and their names will be given to the students in class. **Admission issues will not be entertained by Class teachers.**
17. **Weekly online lecture Time-table will be displayed on the College website.**

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18. First one or two weeks of online lectures students may face some technical issues, which will be sorted as and when it arrives. There is no need to panic.
19. Students are strictly advised to follow all the instructions given in the login procedure and by the subject teachers.
20. Any form of indiscipline may lead to expulsion of the student from online lectures either for specified period of time or permanently.
21. **Video should be in "OFF" mode and Audio should be "Mute" during lectures. All communication should be through chat** with teachers.

For students- how to login to edflylearn.com:

- **Install Zoom application and internet browser "Google Chrome" on your device (mobile/tablet/laptop/desktop)**
- Your Zoom profile must include recent passport size photo, your roll number, followed by full name as given in application form.
- The zoom link is not to be shared with any unauthorized entities or outsider, if done it may lead to expulsion of the student from College.
- Any illegal activity done on College online platform will be dealt as per the existing Govt. rules and regulations.
- Parents are strictly advised to monitor their ward online and offline behaviour.
- The College uses the third party solution "edflylearn.com" to provide online teaching and learning process. It has its own helpline and students can contact them in case of any technical difficulties.
- To begin with College will not lock the meeting, but if it is found that students are not logging in time or creating problems the College may lock the meeting after 05 minutes of commencement of each lecture.
- **Step-1**: Go to edflylearn.com by using your Internet browser, example- Google chrome.
- **Step-2**: When on edflylearn home page, click on log in.
- **Step-3**: In the login screen, enter your user name (your registered mobile number with the College) and then your password.
- **Step-4:** Click on student and log in.
- **Step-5**: On the dashboard lecture schedule will be shown. Click on "Join lecture" as per the Time-Table put on the website. You will be taken to zoom app for online lecture.
- **Step-6**: Follow all the instructions and warning given by the College authorities.
- **Step-7**: ALL LECTURES WILL BE MONITORED BY THE PRINCIPAL AND THE VICE-PRINCIPAL.

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22. **Attendance will be recorded online.**
23. Students are advised to sit in a quiet room with their textbook (as instructed by the subject teacher) , notebook, pen and other stationary as instructed by the teacher while attending online lectures. They are expected to dress decently and avoid using indecent language verbal or non-verbal during online sessions.
24. The College has its own official SMS service and parents and students will receive important academic updates via SMS as well as College website.
25. Students and parents should constantly check the College website for important academic updates.
26. Physical Offline lectures and Practical sessions will be announced as and when College gets notification from Education Department regarding the same.
27. EVS and Health and Physical Education are compulsory subjects for all streams.
28. **Note that College conducts only guidance lectures in Cooperation subject**.

Date: 24 January 2021 Vice-Principal