

DR. AMBEDKAR INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH

Updated guidelines for On-line classes w.e.f. 1st Sept 2020

The institute is conducting online theory classes as per the time table for Semester 3 and Semester 5 students (A.S. 2020-2021) since 10th Aug 2020. To further enable a secure online mode of teaching and to facilitate assignment submission & short tests, we have registered in GSuite and **created individual email IDs with** GOOGLE for our students and teachers. The email IDs with passwords will be sent to you through class groups. Please login and change individual passwords to keep the mail secure. In case of any challenges, the student can contact Mrs. Baljeet Sandhu, Sr. Lect (Computers) or their respective mentor teachers. Once a student is able to login by following the steps mentioned in the Guidelines being sent, he/she shall be able to see his/her schedule of classes on the dashboard.

We also seek the cooperation of the parents to monitor the conduct and behavior of their ward during the classes and ensure that all rules and instructions given by the teachers are followed diligently and consistently. We shall have to remove access of online classes for any student who is found to show any kind of disruptive or inappropriate behavior.

GETTING READY FOR ONLINE CLASSES

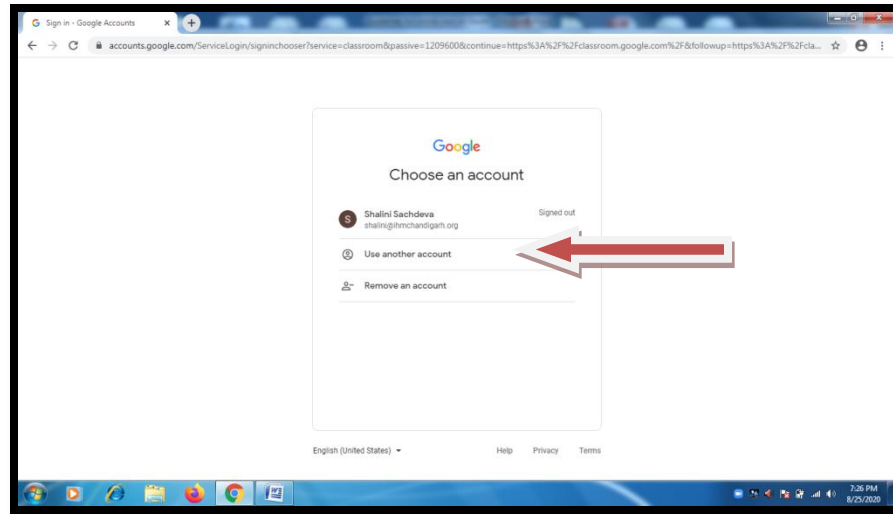
- a. Classes can be accessed on a computer – Desktop/Laptop with Wi-Fi or a Smartphone/Tablet with Mobile Data / Wi-Fi.
- b. If using Laptop/Desktop Computer, then you need to have 'Chrome Browser'.
- c. If using Smartphone/Tablet, then download the apps mentioned *in Annexure A*.
- d. You shall also keep the existing zoom app on which you are already taking classes. Sign in zoom with Google and use the email id provided by the institute. This is necessary for correct Attendance of the class.

STEPS TO LOG IN BY THE STUDENT

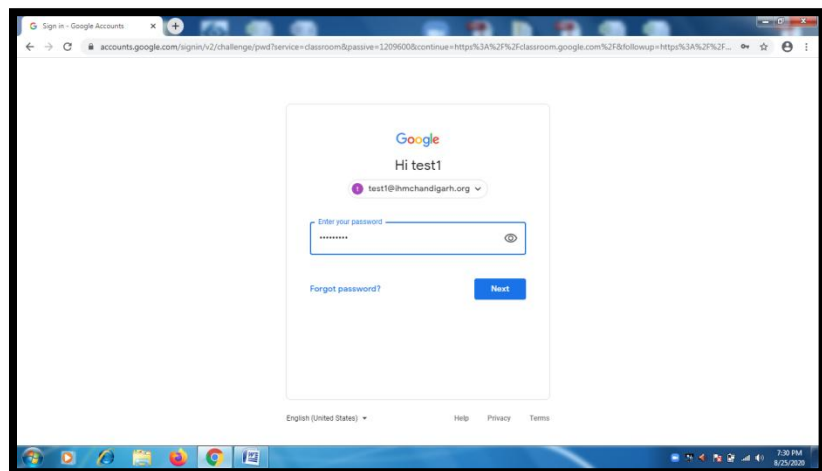
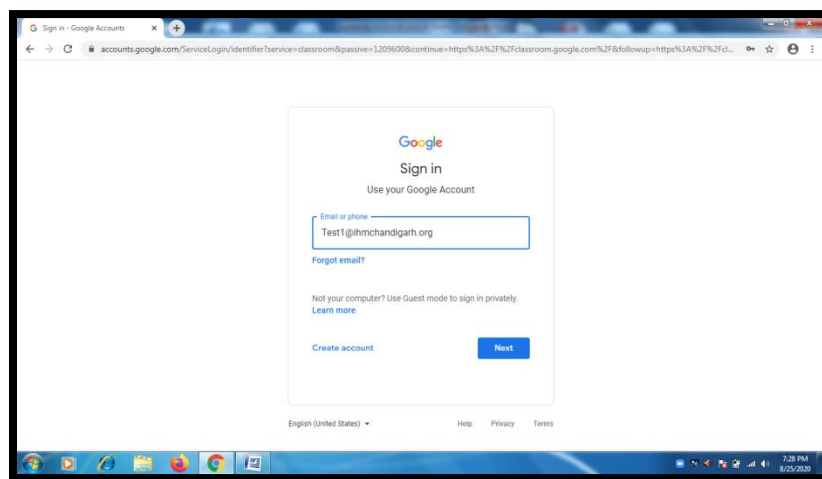
1. Sign out all your personal email ids, if any.
2. Open classroom.google.com in Google Chrome web browser.



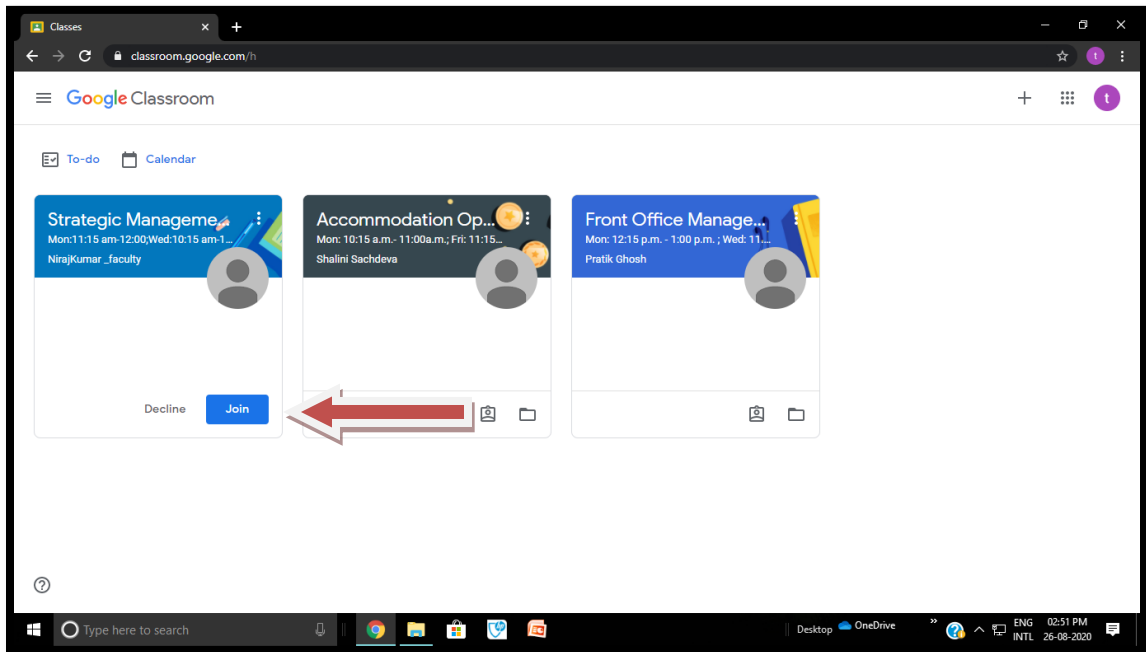
The following screen appears.



3. Click on **'Use another account'** and Sign in only by using your **unique email ID and password** e.g. **Test1@ihmchandigarh.org** that has been provided to you by the institute.



4. Once you login, you will see the dashboard as shown below:

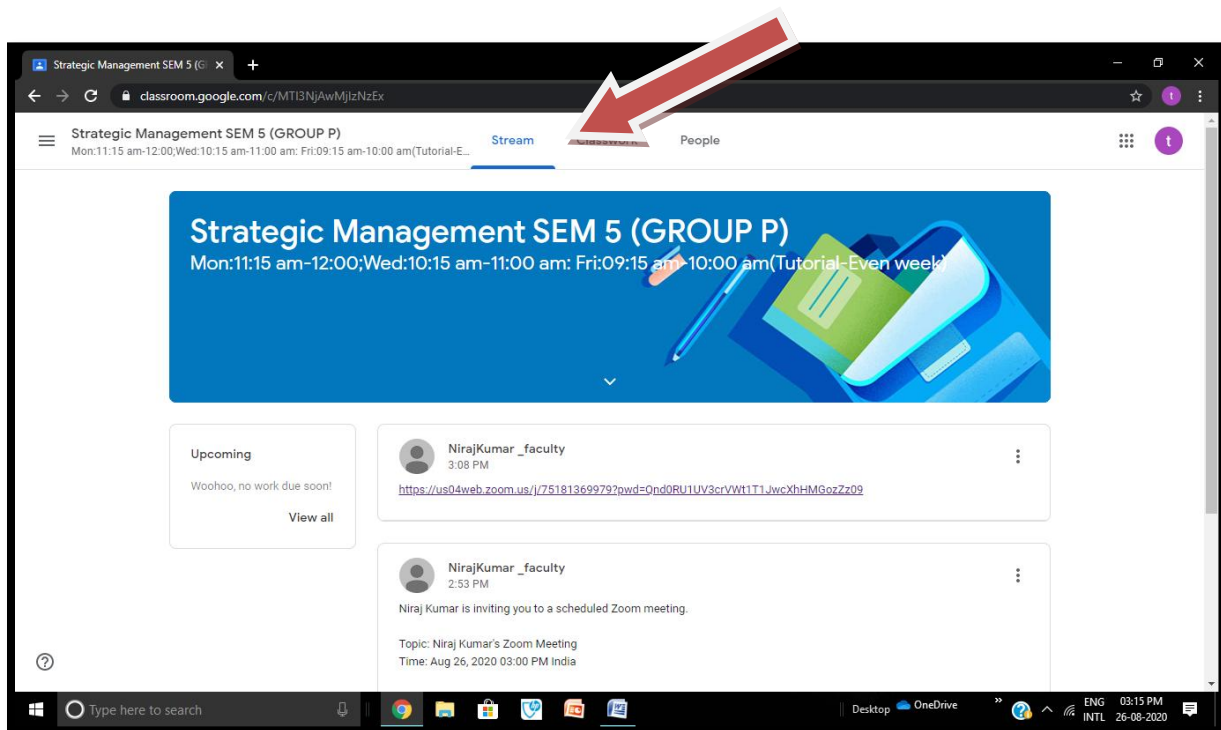


The **dashboard** of the student will have **CLASS SCHEDULES** of various subjects on it. The subject, the days of the class and the time of the class are all mentioned in the CLASS SCHEDULE.

For the first time, click on the **Join** link to move forward. Later simply click on the Class icon as per schedule in the Time Table.

Click on the name of the subject you have to study and you will be directed to the screen of the class schedule as given in the screenshot below.

You will find notes/reference material/YouTube links/worksheets etc uploaded by the teacher under the Stream tab.



You have the option to download the files / notes / handouts / assignments etc beforehand and save it in a folder on the desktop for quick and easy reference during the class.

You are now ready to attend your class next date.

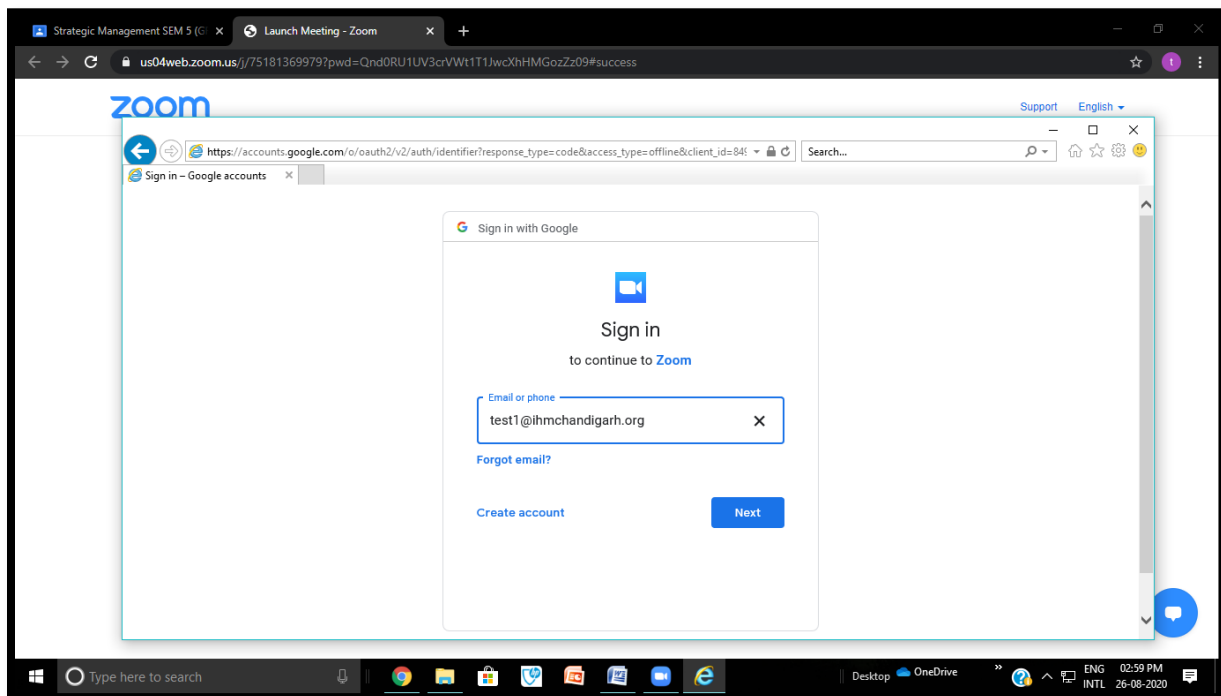
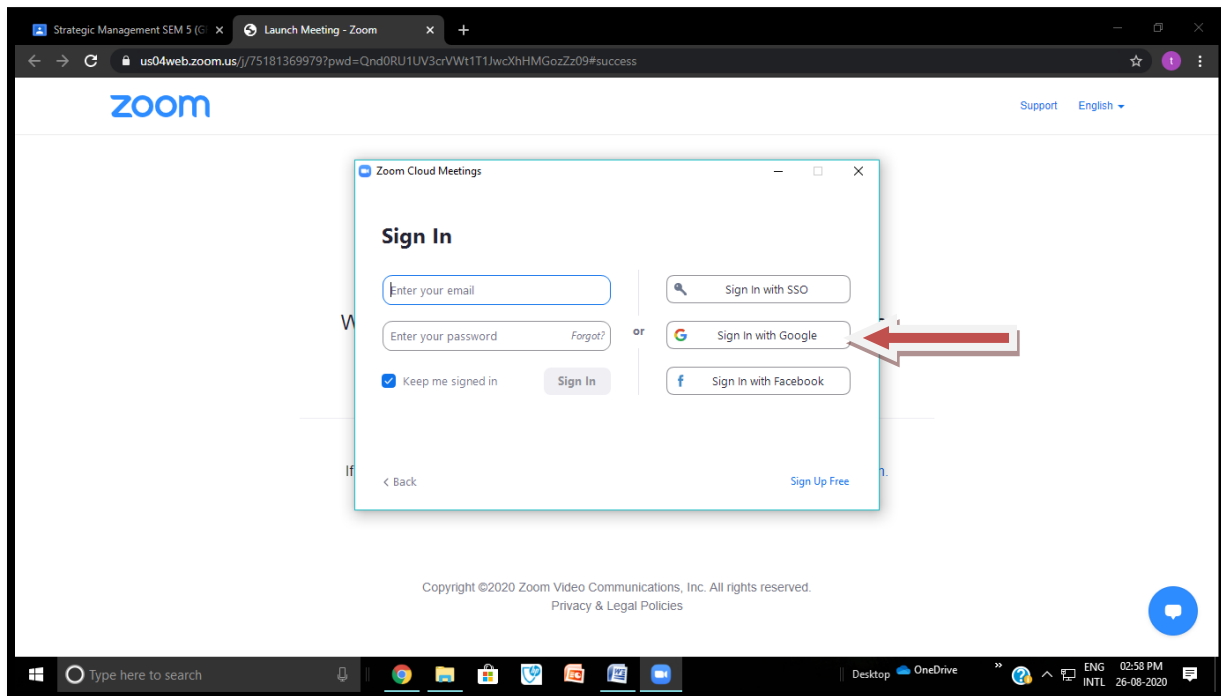
ON THE DAY OF SCHEDULED CLASS - Steps to attend the ONLINE class

Repeat Step 1 to 4 and the dash board will appear. The **dashboard** of the student will have all the **CLASS SCHEDULES** of various subjects on it. The subject, the days of the class and the time of the class are all mentioned in the Class schedule.

Click on the name of the **particular subject's class schedule** which you have to attend as per time table.

Click on the **Zoom Link** which is shown on the stream tab sent by teacher. Join the class **5 minutes** before the scheduled time. You can also click on the link appearing in the Gmail id under ihmchandigarh.org domain.

When you sign in zoom, choose option sign in with your unique gmail id made through institute. E.g. **Test1@ihmchandigarh.org**



Continue attending the class in the same manner as being practiced already.

IMPORTANT POINTS TO BE KEPT IN MIND WHILE ATTENDING THE ONLINE CLASS

- The students must sit in an environment conducive for studies, preferably an area with no disturbing sounds and distractions and proper internet connection.
- Be prepared before logging in to the class with suitable materials – notebooks, pen / pencil, eraser etc to take down instructions and notes.
- Be well groomed and tidy.
- Do not write unnecessary messages in chat box.
- To ensure discipline and undisturbed content delivery, the classrooms will be locked 15 minutes after the beginning and no student will be permitted in later than that in the class.
- Online attendance will be recorded any time during the class by the teacher.
- The Tutorials in the time table are meant as a doubt clearing sessions. All students who wish to clarify concepts or subject related challenges may join in tutorial class with the teacher. The attendance for the same will not be recorded.
- All students must join IGNOU counselling sessions of respective batches for teachers to provide guidelines, notes, assignments etc pertaining to IGNOU subjects.
- The students must follow the behavioural norms at all times. Any kind of unnecessary disturbance would be liable for suitable disciplinary action.
- Recording the lectures, morphing the voice or misusing the online class material / delivery in any form would be dealt as per cyber crime laws of India.
- In case of unavoidable technical glitches such as loss of power and internet connectivity issue at the teacher's end, the students will be required to stay logged in. The teacher will try to login again within a couple of minutes. In case the class cannot continue due to these technical glitches, you will be informed that the class cannot continue by the **class representative**.
- **Your teachers will be giving you some time bound assignments and objective / short answer type tests through Google Forms. You must submit these in time for evaluation. Please take guidance from your teachers in uploading your assignments and tests.**

We are looking forward to cooperation by both students and parents for effective conduct of class.



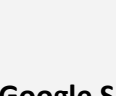
Suresh Srivastava
(Principal)

Dated: 27th August 2020

No.: IHM / ADM / 2K20 / **670**

ANNEXURE A:

Apps to be Downloaded (Only if using Smartphone or Tablet)

 <u>Google Hangouts Meet</u> Android Devices https://play.google.com/store/apps/details?id=com.google.android.apps.meetings iOS Devices https://apps.apple.com/us/app/hangouts-meet-by-google/id1013231476	 <u>Google Classroom</u> Android Devices https://play.google.com/store/apps/details?id=com.google.android.apps.classroom iOS Devices https://apps.apple.com/in/app/google-classroom/id924620788	 <u>Google Drive</u> Android Devices https://play.google.com/store/apps/details?id=com.google.android.apps.docs&hl=en iOS Devices, https://apps.apple.com/us/app/google-drive/id507874739
 <u>Google Docs</u> Android Devices https://play.google.com/store/apps/details?id=com.google.android.apps.docs.editors.docs&hl=en iOS Devices https://apps.apple.com/us/app/google-docs-sync-edit-share/id842842640	 <u>Google Slides</u> Android Devices https://play.google.com/store/apps/details?id=com.google.android.apps.docs.editors.slides&hl=en iOS Devices https://apps.apple.com/us/app/google-slides/id879478102	 <u>Google Chrome</u> Android Devices https://play.google.com/store/apps/details?id=com.android.chrome iOS Devices https://apps.apple.com/in/app/google-chrome/id535886823