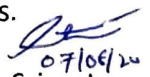


GUIDELINES FOR ONLINE CLASSES W.E.F. 10th AUG 2020

The institute will be holding online theory classes for Semester III and Semester V students of A.S. 2020 – 2021. The group lists and time tables are available on the institute website. The students and parents are requested to adhere to following guidelines for effective online teaching and fruitful outcome.

1. The students should download Zoom app on their laptop, desktop, tablet or phone on which they wish to attend online classes a day in advance. They must contact their Class Representatives or Mentor Teachers and join Wats App groups or respective theory batches ONLY. The class link will be sent on these groups prior to the beginning of the class.
2. The students must sit in an environment conducive for studies, preferably an area with no disturbing sounds and distractions and proper internet connection.
3. Be prepared before logging in to the class with suitable materials – notebooks, pen / pencil, eraser etc to take down instructions and notes.
4. Be well groomed and tidy.
5. Login in the class link sent to you by teacher at least 5 minutes before the beginning of the class. **THE STUDENT MUST LOG IN WITH LAST FOUR DIGITS OF HIS ROLL NUMBER AND NAME. E.g. 4002 Ansh Sharma. NO OTHER LOG IN NAME WILL BE PERMITTED AND WOULD NOT BE MARKED PRESENT FOR THE CLASS.**
6. Keep the camera and microphone off when logging in and during the class. Any questions can be posed by raising hand / through chat box. Switch on video and audio only when teacher asks you to do the same.
7. Do not write unnecessary messages in chat box.
8. 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.
9. Online attendance will be recorded any time during the class by the teacher.
10. 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.
11. All students must join IGNOU counselling sessions of respective batches for teachers to provide guidelines, notes, assignments etc pertaining to IGNOU subjects.
12. The students must follow the behavioural norms at all times. Any kind of unnecessary disturbance would be liable for suitable disciplinary action.
13. 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.
14. During the course of study from Aug to Oct, three online assessments would be conducted as Internal Assessment (15 marks + 15 marks + 20 marks). All respective teachers would convey the dates and topics. This may comprise of objective type or subjective type of questions during class hours. **IT IS COMPULSORY TO GIVE ALL THREE ASSESSMENTS.**

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



Sitesh Srivastav

Principal (Principal)
Dr. Ambedkar
Institute of Hotel Management
Catering & Nutrition
Sector 42-D, Chandigarh

Dated: 7th August 2020

No.: IHM / ADM / 2K20 / 569