



Mithibai College of Arts,
Chauhan Institute of Science &
Amrutben Jivanlal College of Commerce and Economics
(AUTONOMOUS)

Affiliated to University of Mumbai

NAAC Reaccredited 'A' Grade, CGPA : 3.57 (February 2016)

Granted under RUSA for Enhancing Quality & Excellence in select Autonomous Colleges
GRANTED UNDER FIST-DST & STAR COLLEGE SCHEME OF DBT, GOVERNMENT OF INDIA
BEST COLLEGE (2016-17), University of Mumbai



18/08/2020

:GUIDELINES FOR ONLINE TEACHING LEARNING:

Dear students/Learners,

During online teaching sessions as in a regular classroom, you are expected to maintain desired decorum while communicating with both your teachers as well as your peers.

Mentioned below are guidelines to be adhered during online academic sessions and interactions (netiquette) to ensure a healthy academic environment during the conduct of teaching learning process.

SOME GENERAL GUIDELINES

When communicating online on the MS Team platform or any other platform for academic transaction, the learners are expected to:

- Address their teachers and classmates with respect during any communication.
- Have clarity of thought and use clear, courteous and concise language. **All forms of slang are to be avoided and no** use of any rude or sarcastic comments.
- **Use your official Mithibai email ID to login to ensure your identification is clear during online learning.**

- Do not share your password with anyone as misuse of same could put your safety and security at risk.
- In case of any issue in logging in for online lectures, please communicate with your teacher about the same.
- Ensure your technology (device as well as internet connection) is reliable and consistent and have a backup plan ready.
- Avoid sharing personal/**confidential** information (both yours and others).
- No file-sharing of any kind is allowed without permission from the teacher.
- Restrict yourself from posting or sharing (even privately) any inappropriate material.
- **Be regular in your daily work e.g., submission of assignments, self-study etc.** Read all the instructions given carefully about asynchronous teaching and learning.
- Read all updates and emails from the **college**.
- **Keep a regular check on the college website for notices.**
- Complete all self-study tasks and assignments required on time and upon completion communicate the same to your instructor.

RULES FOR STUDENTS FOR THE VIRTUAL CLASSES

- Be punctual for all online classes.
- The microphone of the device should be muted during the class to avoid any distraction to the rest of the class, unless you are asked to speak .
- Dress appropriately as you would if you were present in college
- A zero-tolerance policy will be adopted by the college and will result in strict disciplinary action to the following behaviour (not limited to)
 - Disruption of teaching, learning and exchange of ideas in the classroom.

- Any form of abuse; intimidation, harassment, threatening behaviour directed toward instructors, fellow students, or administrative staff.
- Unauthorised attendance in classes other than yours
- Misuse of college resources.
- Sharing the password, link, etc.
- Displaying any kind of sexually implicit or explicit content during the online sessions, or presenting oneself during the online video sessions in a sexually implicit and explicit manner, and all kinds of voyeuristic exhibitionism and behaviour.
- Placing video clips or audio clips or screenshots of lecture sessions on social media.

Any misdemeanor on video or in chat boxes will be recorded and will be used as evidence whilst reporting to the cyber cell/police.

MS TEAMS AND STUDENTS PORTAL

The faculty of the college will use MS Teams for virtual lectures and Students Portal as a learning management system.

- **Students are required to join on MS Teams** with their registered Mithibai college email ID.
- Students should set up their headsets, camera, microphone etc. in advance to ensure that they are working properly before the beginning of lectures daily.
- Microphones should be muted at all times unless you are asked to unmute yourself. Do speak clearly while presenting: Speak naturally but slowly.
- Students must limit distractions in the background and avoid use of intricate or inappropriate virtual backgrounds.
- Click the Chat bubble to ask questions via text.
- Raise the virtual hand on the MS team to ask a question, answer a question, or start a discussion.

