MAHATMA GANDHI INSTITUTE of TECHNOLOGY
Kokapet (V), Gandipet (M), Hyderabad - 500075

Standard Operating Procedures – Online Classes

<u>For Students</u>:

1. All the students must necessarily have a Computer (a desktop or a laptop) or a tablet along with a good Internet connection with a minimum of 2 GB internet data facility at home (preferably broad band connection with Wi-Fi dongle). Also, they must make sure to have a good microphone, a headset and a webcam.

2. Students are required to provide the following information before the start of online classes.
   (a) Contact information (Mobile number, Institute email ID, WhatsApp number)
   (b) Type of internet access (Landline, Mobile)
   (c) Nature of device (Desktop, Laptop, Tablet, Smart phone), preferably broad band connection with Wi-Fi dongle).
   (d) They must make sure to have a good microphone, a headset and a webcam.

3. Students are responsible for regularly checking their college email account to know the course outline, contents and specified dates.

4. All correspondence between the students, also student vis-à-vis faculty members must necessarily be on respective official email ID of MGIT.

5. The students may coordinate with respective class coordinator for clarifications if required.

6. Students who cannot be part of the session due to internet glitches are advised to refer to the recorded class or contact the class teacher.

7. Students are responsible for timely uploading their assignments, quizzes on faculty email and within the specified dates given by the faculty.

8. Students are responsible for ensuring smooth operation of the online sessions. Students are strictly prohibited from sharing the online session ID with strangers.

9. Students will have the opportunity to provide their views and complaints through online to the email of HoD and the Principal.

10. If internet is unavailable to students due to electricity or other issues, student must inform the faculty through cell phone apps like WhatsApp about his/her presence. He / She must join upon restoration of the same.

11. Before a virtual classroom session begins, make sure you eliminate distractions that may divert your attention away from participation in the class, in other words "multitasking is to be avoided during class". (Clear the room of playful pets, minimize background noise by turning off the TV, Turn off cell phones). Please mute your microphones all the time during the class. When you have to ask a query, raise your hand and the teacher will allow you to speak.

12. All the students are expected to ensure maintaining a minimum attendance of 75% for each online course in accordance with University/Institute guidelines on attendance in general.

Principal