

## **Dear Students,**

We are truly delighted to have you back in College to attend classes virtually with the aim to digitize teaching-learning during these challenging times. We look forward to an informative and enjoyable teaching experience with all of you.

To make sure you get the most out of these online classes, we have compiled a small instruction-cum-help bulletin below. Please make sure you read through it completely and adhere to it strictly.

**Please note that B.Com and BCA classes will be conducted using Microsoft teams from Monday, September 14, 2020**

### **A. Joining the session using Microsoft Teams: Instructions for Students**

- Download/install the Microsoft Teams App on your smartphone / laptop.
- Log in into Microsoft Teams with your official VVM email id.
- Join the session according to the time table 5 min in advance of the scheduled session.
- When you join, your audio and video should be mute/disabled by default. This is to prevent any disturbance to the teacher and other participants.
- If the teacher wishes to directly interact with you, she/he will allow you to enable your audio and video at that point. Anytime during the session the teacher may ask you to enable the video.
- Just like in the classroom, it is rude to talk at the same time as the teacher. So, keep your microphone on mute unless you want to ask a question or say something. When you have got permission to speak, say what you want to say, and then mute your microphone again.
- We suggest that you set up in a location that has good Internet connectivity, and that is reasonably quiet and free of disturbance.
- You must behave online as you would in a classroom setting. Interact with your teacher and other students respectfully and sensibly. Always use appropriate language.
- In case your connection is lost due to any reason, do not worry. You can rejoin.
- All lectures will be recorded on Microsoft Teams. Every entry and exit to the session is recorded with time.

### **B. Interacting, commenting, asking questions and using Teams:**

- To allow for interaction and discussion, only chat with the teacher will be enabled. You can use this to communicate any doubt or query with the teacher. This is the space where you can answer the teacher's questions, ask questions that you might want the teacher to respond to, make relevant comments/observations, or point out technical issues.
- Depending on the time available, the teacher may choose to answer some of the questions during the session.
- Please ask all your questions in the chat box.
- Use either Teams or your College email when you need to send a message to your teacher.

- Check Teams and college email regularly to see if your teacher has asked you a question or any post on any subject channels regularly.
- Ensure that you have notifications switched on, so that you will get notification of the required sessions, Assignments and posts.
- Do not use Teams Chat to send messages or to make voice calls to other students or groups it is only to communicate with your teachers.
- Do not create or join Teams other than the ones you are added by the teachers using the code.
- **Please note that every post, message, teams, channels and all other actions performed on the Teams by all users is recorded and monitored by the admins.**

**C. Meeting decorum:**

- Make sure that you are in a quiet, safe environment, free from distractions for your lesson.
- Make sure that you are dressed appropriately for your session in clothes that would be suitable for a classroom.
- You are requested to keep your questions and comments brief, and to the point - it will help the teacher respond faster.

Thank you

Dr. Prita D. Mallya  
Professor and Principal  
September 12, 2020