



A.P.C. Mahalaxmi College for Women, Thoothukudi

Reaccredited by NAAC with 'B+' Grade

(4 star Rating in MoE's Institution's Innovation Council)

Online Classes: Policies and Procedures for Students

2020-2021

This Policy Document lists out the rules and guidelines to be followed by students while attending the online class:

- Follow the online class time table and attend the classes regularly.
- Check whether your laptop/mobile phone and earphones work.
- Sit on a comfortable chair with table.
- Keep all your notes, books, study materials, stationery items and a water bottle near your table.
- Be punctual and log in at least 5 to 10 minutes before the scheduled time. Mark your attendance at the beginning of every hour.
- Be regular to the classes.
- Take notes during all the classes in a separate note for every subject. Mention the date and time of the class.
- Download the study materials and study them daily.
- The hard copy of the study materials should be filed properly.
- Wait for the teacher to start the class.
- First greet you teacher and then mute your audio.
- Unmute your audio only when your teacher asks you to do so.
- Don't chat with your classmates while the class is going on.
- You post your doubts in the chat box.

- Don't play with the audio and video buttons unnecessarily while the class is going on.
- Check the announcements given by the Principal / Director / H.O.D and other faculty daily.
- Maintain a distance of 2 feet between the laptop/mobile phone and yourself.
- Follow appropriate body language.
- Follow the same dress code (Chudhithar with shawl) which you follow in the college.
- Don't post Emoji's, GIF's and images in the chat box.
- Upload your assignment on time.
- Get your doubts clarified during the last 5 to 10 minutes before the class ends.
- Students are strictly asked not to post any memes or recordings of the classroom on social media. Those who are found doing it will be strictly penalized.