



NAVNEET EDUCATION SOCIETY'S
NAVNEET COLLEGE OF COMMERCE & SCIENCE

NETIQUETTE FOR ONLINE EDUCATION

Dear Students,

"In these days of Online Teaching and Learning let's not forget that amid this pandemic Internet helps us stay intact as teachers and students'. Let's use this platform to make the most of the world knowledge available and not cause any harm to your fellow classmates, teachers and administrative staff."

It is important to recognise that the Online Classroom is like a regular classroom, and you are expected to maintain decorum when you communicate with both your peers and instructors.

Following are the guidelines for the Online behaviour and interaction (netiquette) to ensure a healthy academic environment in the College:

Some general guidelines:

When communicating online through an LMS/Email/WhatsApp/Video Conferencing App you should always:

1. Treat your teachers and classmates with respect during any communication.
2. Use clear, courteous and concise language. Avoid all forms of slang. Do not use any rude or sarcastic comments.
3. Be careful with sharing personal/confidential information (both yours and others)
4. No file-sharing of any kind is allowed without permission from the teacher.
5. Do not post OR share (even privately) inappropriate material.
6. 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.
7. Read all updates and emails from your teacher and college.
8. Keep a regular check on the College Website for notices.
9. Communicate with your instructor about any issues you are experiencing.
10. Ensure your technology is reliable and consistent and have a backup plan in place for when your internet OR computer fails you.
11. Make sure your identification is clear during Online Learning.
12. Do not share your password with anyone – could put your safety OR security at risk.

Complete all self-study tasks and assignments required on time and upon completion communicate the same to your instructor via the LMS.

RULES FOR STUDENTS FOR THE VIRTUAL CLASSES:

- Be on time for all virtual classes.
- Keep the microphone off during the class to not distract the rest of the group unless you are asked to speak and you are a part of a permitted discussion.
- Dress appropriately as you would if you were present in the 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 towards instructors, fellow students, OR administrative staff.
 - Unauthorised attendance in classes without proper registration, and/or misuse of college resources.
 - Allowing/abetting unauthorised attendance in a class by sharing the password, link, etc.
 - Display any kind of Sexually implicit OR explicit content during the Online Video Sessions, OR presenting oneself during the Online Video Sessions in a sexually implicit manner, and all kinds of voyeuristic exhibitionism and behaviour.
 - Placing video clips OR audio clips OR screenshots of lecture sessions on social media.

All the online lectures/virtual classes will be video recorded and so will be the activities on the chat box.

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

CONFERENCING APPs and LMS:

The faculty of the college will either use Google Meet OR Zoom for a virtual lecture and Google Classroom OR Canvas OR Moodle as a learning management system. Individual faculty will communicate with you about the same.

- Students are required to join on Zoom with the name in the following format: Roll Number/Name Surname/UID.

- For virtual classes on Google Meet, Students are required to either modify their existing email id (via settings) OR make a new email id to read: uniqueid.namesurname.rollno@gmail.com
- Students should set up their headsets, camera and microphones in advance to ensure that they are working properly before the beginning of lectures daily.
- Do not keep your microphone on if you're not speaking. 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 Zoom App to ask a question, answer a question, OR start a discussion.

Students' who face any problem or finds the behaviour outraging his/her modesty can write to the college office directly at officeadmin.dc@nesedu.in and keep the principal of the college in CC (Carbon Copy). The mail id of the principal is as follows: principal.dc@nesedu.in .

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Principal