

# Netiquette Guide for Online Learning

Dear Students,

The faculty of the college will use **Microsoft Teams** platform for conducting Online lectures. For healthy academic environment during the online sessions, communication with your peers and instructors should be respectful and professional.

Following are the few guidelines and practices that will help you successfully communicate as you learn online –

- Please ensure that your identification is clear and distinct in all online interactions. Use your proper name. Do not use any nickname.
- Never disrespect your peers and instructors during online sessions.
- Use clear, courteous and polite language. Avoid using emoticons, slang words and rude comments. Always be respectful of other's opinion even when they differ from your own.
- Do not share your password with anyone. Always log out when you have finished with your online sessions.
- Make use of Chat-box to ask your questions. Instructors will take up the questions at the end of the session.
- Do not misuse the Chat-box to send spam mails or messages to your peers and instructors.
- Take permission from your instructor before sharing any subject-related file on the public forum. Do not share any inappropriate material.
- Do not share personal information (of yourself and others) on public forum.
- Be on time for online classes.
- Dress appropriately when attending the online session.
- Keep microphones on mute mode during the session. If you have to speak or take part in the discussion allow the other person to complete before responding.
- Unauthorised attendance in sessions will not be accepted.
- Do not share recordings, video clips, audio clips or screenshots of the online lecture sessions on any social media platform.
- Submit online assignments before the due date. Late submissions will not be considered.

**All the online sessions and activities on chat box will be recorded. College will take a strict disciplinary action against the students who do not abide by the rules laid down.**