Dear Students,

Greetings. We wish to inform you that online classes are conducted for all the classes. You are asked to attend the classes and make use of the opportunity for your academic achievements and career developments.

Please adhere to Government’s instructions, rules and regulations for protecting yourself from the pandemic COVID-19, ‘Stay Home Safe Home’.

We wish you all very good luck.

The following are the instructions for attending online classes and please adhere to them strictly

1) All the students are asked to attend the online classes as per allotted time table. Please do not miss any class as this is the only way to keep yourself be refreshed with your subject content.
2) Please use laptop or computer otherwise go for the android phone for attending the online classes.
3) Please make sure that your gadget is adequately charged for attending the entire class.
4) Avoid charging the gadget while attending the class.
5) Always use the head phone for listening to the lectures. (please check the head phone for clarity and efficiency with friends)
6) Join the class on time by clicking the URL which is sent through your whatsapp group. If you are more than 10 minutes late you may not enter as your professor would have already started the class. Your entry may not be visible to him/her when he/she uses the PowerPoint or other modes of presentations.
7) Attend the class with formal dress as you do in real class room.
8) Please listen to the lectures from a quite place where the internet connection is uninterrupted and good and always attend the class with notebook and pen for taking notes, hints, etc.,
9) Get the study materials and do the home assignment before coming to the class.
10) Put the phone on a stand or floor while listening to the lectures. If you keep the phone in hand you cannot write and take notes and you may feel uncomfortable. Further, you may feel the heat of the phone.
11) Keep the video mode on and mute voice while the lecture is delivered in the class.
12) Ask the questions in the chat mode, if it is imminent, otherwise get your doubts clarified by the end of the lecture. If the teacher has interactive session, please interact.
13) Do not use the chat among your friends; use it to discuss subject related matter with the professor.
14) Do not misbehave or entertain any playful behavior during teaching hour which may divert the concentration of other participants and the focus of the staff.
15) While attending the class do not allow your family and friends to interact with you or use your gadget.
16) It is an effort to make your time productive and hence be serious with class attendance and concentration. Please attend the class until the class gets over. Only when your professor declares that the class has come to an end you have to quit/exit from the class.

Place: Mannampandal
Date: 23.04.2020

Dr. R. NAGARAJAN
PRINCIPAL