

## INSTRUCTIONS TO STUDENTS/PARENTS REGARDING THE ONLINE CLASSES

1. Attend the online classes preferably using a desktop, laptop or tablet that support Zoom / Cisco Webex / Google Meet and ensure uninterrupted power supply.
2. The class time-table will be mailed to all the students by the respective departments with web links for each class.
3. **The data requirements for 1 hour of lecture is approximately 500 MB.**
4. Create the account with Zoom / Cisco Webex / Google Meet for attending the online classes.
5. The online class links need to be verified & informed to the faculty co-ordinator at the department, in case of any discrepancies.
6. If you are unable to attend online classes due to network, power or any other issues contact the faculty co-ordinator at the department.
7. **The students are required to create gmail id with their USN**  
**Example: 1MSXXYYxxx@gmail.com....1MS16CV019@gmail.com**
8. During the Online class the following rules are to be followed.
  - a. The student should login at least 15 mins before the commencement of the class.
  - b. The student should mute audio and video and should not disturb the class. However, if there are any queries about the topic it can be posted first in the chat box and then through audio.
  - c. The students should respond when the faculty ask questions by choosing a student randomly. If no response is received from the student, the student will be marked absent for the entire day.
  - d. The student should not chat with other students in the chat box. If any type of unnecessary chats are found, it will be viewed seriously.
9. The parents are requested to refer to the time table schedules which are posted under the respective department link in the institute website. [www.msrit.edu](http://www.msrit.edu)
10. The parents are requested to monitor that their wards attend the online classes regularly.

  
Principal  
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Copy to: Vice Principal, Registrar(Aca), Registrar(Admin), All HODs, Chief Proctor, IT Co-ordinator