General Guidelines for an Online Learner

1. ***Online Class Etiquettes:***
   - Make it a point to join the virtual classroom at least 5 minutes before the scheduled start and ensure that video and audio is working perfectly.

   - Be presentably attired for the class. You have to keep your camera on and be in the camera frame throughout the learning session.

   - Sit on a table and straight seat. Do not lie on sofa or bed during the class.

   - Be prepared and fresh for the class. Avoid leaving the class in the middle.

   - Do not engage into other communications (conversation, phone call or SMS) during the class. Learners are not allowed to record any part of the lecture by any means.

   - Please maintain a peaceful atmosphere with no distractions around.

   - Keep your mobile on silent mode during the live classes. If you have to ask a question, raise your hand electronically or post a text message in the chat window, when permitted by the teacher, un-mute yourself or switch on the video as appropriate and ask question.

   - You should be respectful with the faculty and with your co-learners. Unnecessary screaming and high decibel arguments with the teacher and co-learners should be avoided.

2. ***Identification:*** Your identification should be unambiguous in all your communications. Have a professional screen name for yourself (your first and last name is a good option). Avoid nicknames or any screen name that could be offensive or unprofessional).

3. ***Use of Technology & Power Backup:*** Please use a laptop for attending online lectures / examination. A high speed 4G internet of around 100 MBPS should be used for a great learning experience. Use headphone/ earphone and microphone for better performance. Ensure that you have the power backup facility at your place, to be used in case of any power failure.

4. ***Use of Operating system, Emails, video conferencing platforms:*** You are advised to have basic understanding of windows/Mac-OS, Microsoft Office, Zoom, Microsoft Teams, Google Meet, email, internet operation and understanding of hardware and

equipments you will be using for your online learning.

5. *Orientation & e-tutorial videos:* Please go through orientation videos on LMS and get sensitized to the academic and Examination rules of Chitkara University Centre for Distance and Online Education (CUCDOE). You should also go through the e-tutorial on how to use CCE-LMS for seamless experience.

6. *Classroom Participation:* Please follow the timetable and schedule of the CUCDOE to attend classes and discussion forums. You should study, access learning material, take notes, attend classes, participate in the discussions and reply to the quizzes and submit assignments within the stipulated time span. During the program engagement, you will be repeatedly asked to participate in the online discussions.

7. *Self study:* You are advised to prepare your personal time table for self study and use resources available on LMS.

8. *Attendance:* During Live classes you should stay in real time video presence. Teacher will collect the attendance report automatically. The report contains name, join time, and leave time of all participants. Besides attending classes, you should reply to the quizzes and access the learning material on regular basis. All the above things will be used to calculate your attendance, which is minimum 75%.

9. *Inclusiveness:* Please note, your online classroom is made up of people of all ages, different cultures with varied backgrounds, lifestyles and geographic locations. You should be inclusive and appreciate diversity with respect to age, gender, caste, race, colour, ethnicity, religion, nationality, disability, social status, economic status, sexual orientation etc.

10. *Respect Privacy of Co-Learners:* You shouldn't disclose another learner's personal email or contact details without permission. A learner should not share personal information about a co-learner in a public online forum, especially something that could put your safety or security at risk.

11. *Student Support:* If you are facing a problem or have any issues complaints or grievances, reach out to us, and one of our student support counselors will contact you directly to answer all your questions related to your online program. You may meet in person, use email, Whats App or mobile.

12. *Follow rules:* Make it a point to follow guidelines and instructions issued by CUCDOE from time to time. Lecture sessions should not be modified or any part of the lecture sessions should not be posted in any social media group without approval.

13. *Cyber Safety and Security:* Please adhere to the dos and don'ts of cyber safety and security.

14. ***Visit Campus:*** In case you wish to visit Chitkara University Centre for Distance and Online education, you are advised to take prior appointment through LMS portal, so that CUCDOE can help you in providing the seamless experience.

15. ***Conduct in personal and professional life:*** In your personal and professional life, your conduct should be above board to bring repute to the Chitkara University and CUCDOE.