

MAHATMA GANDHI INSTITUTE of TECHNOLOGY
Kokapet (V), Gandipet (M), Hyderabad - 500075

08.08.2020

Standard Operating Procedures – Online Classes

For Students:

1. Students are required to provide the following information before start of the online classes.
 - (a) Place of residence.
 - (b) Contact information (Mobile number, Institute email ID, WhatsApp number)
 - (c) Type of internet access (Landline, Mobile)
 - (d) Nature of device (Desktop, Laptop, Tablet, Smart phone), preferably broad band connection with Wi-Fi dongle). Also, they must make sure to have a good microphone, a headset and a webcam.
2. Students are responsible for regularly checking their college email account to know the course outline, contents and specified dates.
3. All correspondence between the student, student vis-à-vis faculty member must necessarily be on the official email ID of MGIT of the respective students & faculty.
4. The students may coordinate with respective class coordinator for clarifications if required.
5. Students who cannot be part of the session due to internet glitches are advised to refer to the recorded class or contact the class teacher.
6. Students are responsible for timely uploading their assignments, quizzes on faculty email and within the specified dates given by the faculty.
7. Students are responsible for ensuring smooth operation of the online session and not giving online session ID to any foreign member who is not part of the session.
8. Students shall have the opportunity to provide their views and complaints through online to the email of HoD and the Principal.
9. If internet is unavailable to students due to electricity or other issues, student must inform the faculty through cell phone apps like WhatsApp about his/her presence. He / She must join upon restoration of the same.
10. Before a virtual classroom session begins, make sure you eliminate distractions that may divert your attention away from participation in the class, in other words “multitasking is to be avoided during class”. (Clear the room of playful pets, minimize background noise by turning off the TV, Turn off cell phones). Please mute your microphones all the time during the class when you are required to ask a query raise your hand when the teacher allows you can speak.
11. All the students are expected to ensure maintaining a minimum attendance of 75% for each online course in accordance with University/Institute guidelines on attendance in general.



Principal