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| Description: Description: Description: Description: Description: Description: Srcc logo png 2 » PNG Image | SHRI RAM COLLEGE OF COMMERCEUniversity of Delhi, Maurice Nagar, Delhi – 110 007 Website: www.srcc.edu Phone: 27667905, 27666519 |

8th August, 2020

Dear Students,

Hope you are doing well.

The new academic session commences on **10th August, 2020**. On account of the Pandemic situation which prevails due to COVID 19, physical teaching through Offline Medium is not permissible. As such, the Teaching-Learning process will be carried out in an online mode.

In this context, you are advised to go through the following instructions to enable you join online classes smoothly.

1. Find your Section and Tutorial Group from the **Timetable and Section Lists** uploaded on the College website’s **Announcement** section.
2. Go through the instructions given in this page under the sub-heading “**How To Join Online Classes**” that describes the necessary steps to join your respective classes.
3. Since Online classes necessitate a different way of conducting classes *vis. a. vis*. physical ones, make sure that you follow the instructions as provided herewith under the sub-heading “**Guidelines For Attending Online Classes”**.

Further, in general, classes will be held through MS Teams.

Best wishes for a fruitful learning!

**PRINCIPAL**

**How to Join Online Classes**

**Step1: Ensure you have your login credentials**

In the past login credentials were distributed to all the students of the College. Kindly login to the following **URL** to ensure that you can enter into MS Teams platform

<https://teams.microsoft.com>

In case you are not able to login due to any reason, please fill your details through the following link by 10th August 2020 9:00 AM.

On receiving your information, we will send the required update.

<https://forms.office.com/Pages/ResponsePage.aspx?id=IERh3m14p0u7H9snrRNaP_NQ79_ReSZDiE_xWJjgXqpUOFdHNk1UMDJTMlBYWDJDVEE1MFBaQ1UyNS4u>

In case of any technical difficulty/glitch in attending Online classes you may contact at **srcc.computing@gmail.com****.**

**Step2: Join your class as per timings given in the Timetable**

On the day and time of your class as per Time Table:

1. Find the Online meeting link of your Faculty from place mentioned in the college website. The same will also be sent to you through different channels such as email and WhatsApp. The Faculty online meeting links shall remain the same throughout the semester.
2. Option 1:
	1. Login to <https://teams.microsoft.com>
	2. Enter your login credentials
	3. Click on the meeting link of your respective Faculty OR Paste the meeting link of your Faculty in your browser.
	4. Click on Join
3. Option 2:
	1. Click on the meeting link of your respective Faculty OR Paste the meeting link of your Faculty in your browser
	2. On the next screen “Continue using browser”
	3. At the bottom of the page click “Sign In”
	4. Enter your login credentials
	5. Click Join

**Step3: Leave your class**

1. Once the class is over, click on Hang up button to ‘Leave ‘the Meeting.

**Guidelines for participating in online classes**

All students are required to adhere to the following instructions to maintain smooth conduct of Classroom Teaching and Learning:

1. Keep yourself ‘Mute’ unless you need to speak;
2. Switch on your video if your Faculty asks for the same;
3. Actively participate in your class discussion;
4. Refrain yourself from involving in other parallel online or offline activities;
5. Do not indulge in chatting unless you have an issue which requires Faculty’s attention; and
6. Relax yourself during the break period available to you after each class.

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