NAAC ACCREDITED

FAIRFIELD Institute of Management & Technology

Affiliated to GGS IP University , an 'A' Grade College by DHE, Govt. of NCT DELHI ,
Approved by the Bar Council of India, NCTE and Recognised under 2(f) of UGC Act of 1956

तेजस्वि नावधीतमस्तु
ISO 9001:2015 & 14001:2015

REF NO: FIMT/ADMIN./IQAC/2021-22   **Dated: 13ᵗʰ March 2021**

Guidelines for Online Classes

Dear Students, at the outset the Management, Faculties & Admin Staff of Fairfield Institute of Management and Technology express their heartfelt and sincere gratitude for providing us with such valuable and constructive support through these exacting times which has posed different challenges for each one of us. We are confident and committed to adapt, accommodate and continue with our policy of Providing Quality education to our students and as a result of this we are ready to welcome our students for Classes which initially for Few days will be operated through *Online Mode* **(Google Meet)** for the upcoming session till further guidelines by GGSIPU/State/Central Government Guidelines.

The **Online Classes** shall be commencing from **15th March 2021 (Monday)** and time table for the same will be uploaded on the college website soon. For the smooth conduct of Online Classes, the college has determined several guidelines that ought to be followed by the students.

1. The online classes will be held according to the **timetable** (which will be uploaded on the website). The students are expected to plan their time in such a way that they are able to work on classes that are scheduled for the day and manage to meet all deadlines as well.

2. **Class link** will be shared **thirty minutes** prior to the commencement of online classes through **Student Portal** only. No other mode of Link sharing will be used.

3. You are strictly advised not to share your class link with anyone, if done so, it will lead to **strict actions**.

4. Keep your **audio and video** feed off unless and until instructed by the professor.

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5. Choose a quiet space, free from distractions, for setting yourself up for class. Exit other applications on your computer/ Mobiles prior to join the online class.

6. Use your **full name** when you sign into the classroom.

7. Mute your microphone during the lesson to avoid disturbing the class with any background noise.

8. Use the **chat responsibly**. It is meant to facilitate conversation around the lesson topic, not for sideline discussions.

9. When your class is over, leave the classroom by ending the call immediately.

10. Be **respectful** towards your professors and classmates.

11. Online class rules are very **strict and important** so it must be considered with priority and any type of negligence is not acceptable.

12. In case, if your **E-Mail id** or any **contact details** has changed, please update us through following E-mail id.

S.NO.	COURSE	NAME OF CO-ORDINATOR	E-MAIL ID
1	BBA	Dr. Manmohan Chaudhary	dr. manmohan@fairfieldcollege.co.in
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3	BCA	Mr. Rajkumar Garg	rajkumar.garg fairfieldcollege.co.in
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Head-Academics

Manish Jha