

To

**All In-Charges**

This is to bring to your kind notice, these are online class rules and regulation for Teachers to follow henceforth, kindly go through and ask teachers to follow.

**VIRTUAL CLASSROOM ETIQUETTES FOR STUDENTS**

- The students must attend all online classes in complete school uniform including the school ID card.
- Girls must ensure that their hair is neatly combed and tied or a hair band is used and the boys must have neatly trimmed hair.
- The nails should be properly cut and kept clean.
- It's not correct to do eating, drinking and roaming around while class is in progress.
- Ensure to keep your videos on and audio on mute. Enable the audio during doubt clarification session or to answer to your teacher.
- Students should keep text books, note books and stationery ready before the class commences.
- The tasks given by teachers should be noted down and completed sincerely.
- They should sit at such a place where there is good ventilation and good Wi-Fi network.
- They should write running notes and it should be submitted for verification in school after reopening.
- After online classes, students must complete the work given or the assignments. The assignments will be checked after reopening of schools.
- Login to your classes as per the instructions given by your teacher. Use only official mail IDs/ user IDs.
- Keep your credentials confidential and do not share with anyone.

  
**ACADEMIC DIRECTOR**