**Etiquettes in Online Education**

**Dear Students,**

Welcome to Gokhale Education Society’s N.B.Mehta (V) Science and Commerce College, Bordi. Congratulations for successfully completing the previous year of your studies.

You are all aware that the whole world is going through a never to foreseen challenge in the form of COVID19 epidemic. Our classes have shifted to the online platform. It is therefore necessary to follow the rules of conduct when we are attending virtual classes to make them more effective.

While attending online classes and examinations you must take care of the following:

* Properly follow all the instructions given by your teachers
* Be polite and courteous. Be Careful With Your Tone.
* Be punctual for your classes. Complete all the assignments and submit on time
* Properly address your teachers and colleagues. Use proper Grammar and Punctuation
* Keep your video on for attendance purposes. Mute yourself , keep your video off when asked to by the teacher/speaker
* Raise your hand virtually for permission to speak. (One person talks at a time.)
* Speak to the point
* **Remember That Nothing Is Private Online**
* Avoid distracting backgrounds or actions.

 Use of common sense is necessary when communicating electronically. Do not do anything to others, which you would not like others to do to you. Behave in the same way that you would present yourself in person, in order to make a positive and constructive impression.

Our communication with others is largely in non-verbal ways (body language, voice inflection, etc.) In online classes, communication is limited to oral communication or in a text form. Make sure you make a clear, positive and remarkable digital impression.

With best wishes for a fruitful academic year ahead!

Principal