

## DELHI PUBLIC SCHOOL ONGC, NAZIRA

### General Guidelines/Advisory in connection with the conduct of online live lecture / teaching /class through Google Meet/Zoom

#### 1. Know your Group/Class

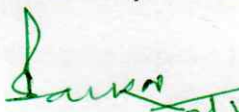
- Take Attendance as per the class list by name call before and at the end of the period.
- Ensure that only registered participants/students are logged in.
- Fictitious name/icon to be questioned/enquired. May confirm through Voice / Face recognition.
- Take administrative action even removing from the meeting if not satisfied with the identity.

#### 2. Set Class Rule for effective management

- Don't entertain entry after 10 mins of the commencement of lesson. However, subject teachers are empowered to decide at their level depending on the merit of the case/reason.
- Don't allow /encourage chat box communication while teaching is in progress.
- Give 3/5 mins in between teaching to clear doubts /queries.
- No recording of the proceedings of the lesson.
- Meeting Code must be confined to the concerned class/group.

#### 3. Disciplinary Proceedings

- Any unwanted call/message to be brought to the notice of the Discipline Incharge /Headmistress/Principal.
- Sharing meeting code with third party will amount to breach of code of conduct and necessary disciplinary advice/action may be initiated.
- Repeated disturbance caused in the live class must be brought to the notice of the Parent/Class Coordinator/CR / Academic Coordinator /HM/Principal for necessary counselling/guidance/action.

  
Principal 23/4

