

**Online**

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# Learning Guidelines

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*Commitment to Excellence*

Dear Students,

We would like to share our guidelines about online learning at KIST. Making yourself ready for further studies is a real challenge in these unusual circumstances, and some of you might be new to online classes. So, we have made these guidelines to help you overcome any difficulty. We shall be happy to support you in our virtual classes, which have now become an integral part of your studies.

## **Your Responsibilities**

1. Join the scheduled online classes in time.
2. Do your classwork with utmost sincerity.
3. Complete & submit homework assignments within deadlines.
4. Follow the instructions of teachers & administrators.
5. Be regular in your attendance.
6. Avoid all distractions while studying online.
7. Stick to the basic rules of online learning.

## **Basic Rules for Online Classes**

1. Log in using the Student Email ID given by the College.
2. Keep the video on during the entire class.
3. Mute the audio except when you are allowed to unmute.
4. Raise your hand if you have a query.
5. Use the chat area for any clarification.
6. Dress appropriately and be properly groomed.
7. Maintain decent behaviour and use polite language.
8. Use your latest photo for a profile background where necessary.
9. Do not use other applications during class time.

## Attendance

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Attendance is recorded automatically once students join live classes on our Education Platform.

## Online Assignments

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Online assignments can be submitted through our LMS (learning management system). The grades and progressive reports of students are also recorded there.

## Communication

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KIST communicates important notices, messages, and updates to students and parents or guardians through SMS, email, its LMS, and College website.

## Student Email ID

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The College provides an Email ID of KIST to each student. Students can log in our LMS for online classes only through this ID. This Email ID is also used for college correspondence.

## Virtual ECAs & CCAs

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We offer a variety of virtual extracurricular and co-curricular activities to our students. These provide opportunities for students to interact with other students, explore topics, and showcase their talent. All this keeps students actively and refreshingly engaged.

## Online Counseling

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KIST offers online counselling on request to students with specific needs. This counselling covers academic support and further studies.

## Technical Requirements

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Zoom app must be installed on your computer or smartphone with requisite audio-visual facility. Internet connectivity during the online class schedule is essential.

## Tech Support

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Our Technical team is always there to help you with our online classes, and tide over technical problems faced by you.