

**SHIKSHAPEETH COLLEGE OF MANAGEMENT AND TECHNOLOGY**  
16, Bindra Market Near Police Station Tilak Nagar, New Delhi-18  
Tel.: 011-49393939 (20 Lines), www.scmt.co.in E-mail : info@scmt.co.in

NO.SCMT/DIR/F.03/2020/ 008

Dated : MAY 09, 2020

**NOTICE : ONLINE ACADEMIC CLASSES :**  
**DISCIPLINARY GUIDELINES & CODE OF CONDUCT**  
**EXPECTED OF STUDENTS DURING ONLINE ACADEMIC CLASSES**  
**W.E.F. MAY 11, 2020.**

1. WISHING THE STUDENTS ALL THE BEST & GREETINGS, you are directed to maintain class room type atmosphere, discipline and decorum, and attend the ONLINE CLASSES dressed in DECENT ATTIRE;
2. Right from beginning, all are required to be fully equipped with the necessary stationery items;
3. All are directed to attend their classes in a Closed Quiet Zone Area, fully avoiding any type of intervention/disturbance/noise/chatting etc., keeping noise emanating gadgets viz. Cooler, TV, Music System, Radio etc. away from the study room; failing which that particular student may get muted for the entire duration of the Online Class.
4. All are expected to behave responsibly and respectfully;
5. In order to keep a check on disciplinary issues, apart from the main faculty, ONE more shadow faculty (Shikshapeeth Staff) will be present;
6. In their own interest, the students are expected to remain fully concentrated/committed in order to grasp the contents fully;
7. All communications related to schedule / Notice etc. are to be exchanged THROUGH SCMT MOBILE APP ONLY, and NOT THROUGH ANY OTHER MODE OF COMMUNICATION. Students are advised to check 'SCMT Mobile App' frequently during the day for updates;
8. Once the class starts, FOUR windows will be displayed. The students are required to RIGHT CLICK 'FACULTY' window, and CLICK on PIN, AFTER WHICH ALL

THE STUDENTS WILL BE ABLE TO CLEARLY SEE THE FACULTY WINDOW FOR BETTER LEARNING;

9. If any student faces problem in joining class, he/she may call Mr. Anil : 9716484986 for assistance;
10. If any student has a query in between the class, he/she is allowed to RAISE HAND, an option available in the App. SHADOW FACULTY will be responsible to keep the track. On noticing any student's raised hand, and judging an appropriate moment, divert the attention of the MAIN FACULTY to attend to that particular student;
11. At the same time, issue of RAISING HAND UNNECESSARILY AND WITHOUT ANY CONCRETE CAUSE, can immediately lead to muting of that student for the duration of the class. And such willful and repeated efforts may lead to permanent muting/expulsion of the disturbing student;
12. If student(s) misbehave in the class or write/share anything absurd/inappropriate in the chat box, faculty or chat among themselves, Shadow Faculty have a right to permanently remove the student from Online classes;
13. **Disciplinary Action:** Disciplinary action will be taken against student for serious violation of code of conduct during online classes. Faculty/Shadow faculty have a right to remove that student from online classroom teaching.

- Note : (i) For any suggestion / feedback, the student(s) will be free to approach Mr Anuj Malhotra, Director at e-mail [director@scmt.in.co](mailto:director@scmt.in.co)
- (ii) For the convenience of the students, a screenshot, showing FOUR STEPS, is attached explaining necessary steps to join a class through SCMT Mobile App.

Best wishes,

  
( ANUJ MALHOTRA )  
DIRECTOR

# ONLINE CLASSES



## Steps to Join Classes through Mobile APP

### Step-1

Please Open

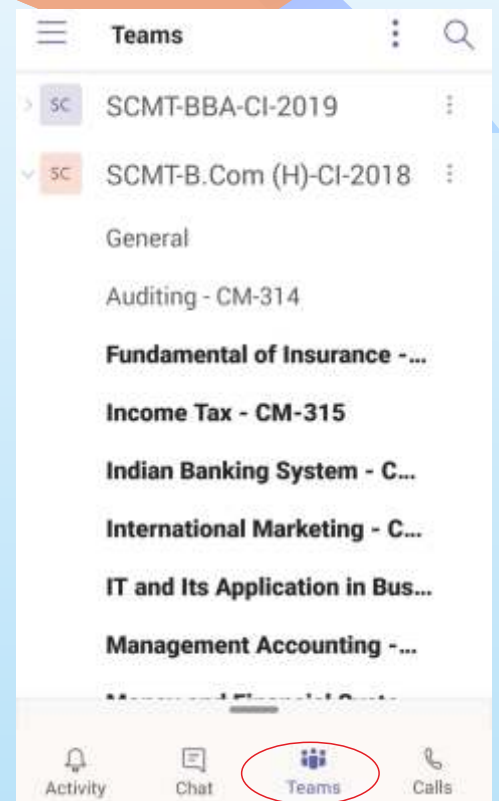
**"Microsoft Teams App"**

through your **Mobile.**



### Step-2

Select Your Team,  
and Channel  
(Subject Name)  
of class.

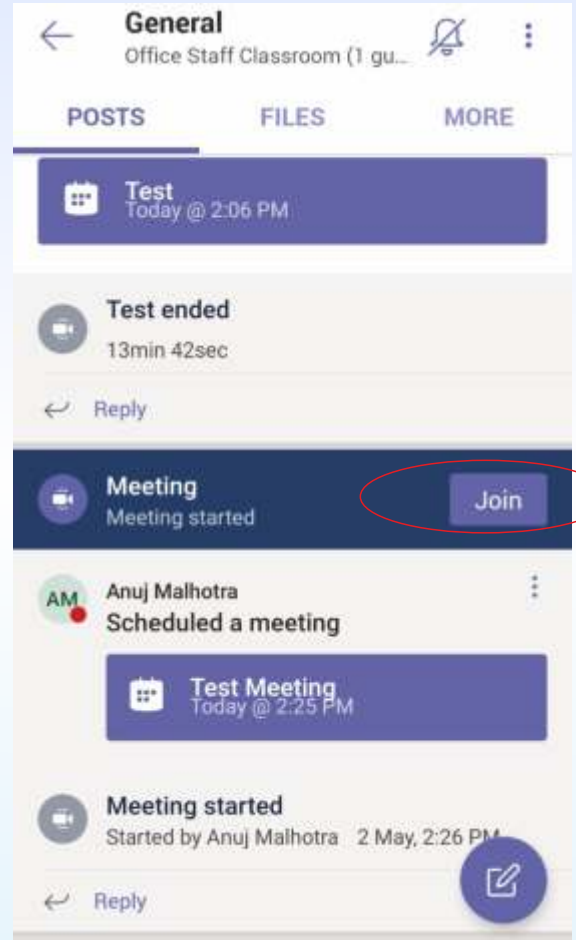




## Step-3

Your Online  
Class Schedule  
(Date & Time)  
will be displayed,  
Click

**“Join Button”**



## Step-4

Your **Camera & Mic.**  
Setting will be displayed.  
To maintain proper functioning,  
please ensure that,

Your **Camera & Speakers**  
are not off; and Mic.  
should be muted/off.  
Then click

**“Join Now”**  
button to start your  
**Online Class.**

