

K.L.N.COLLEGE OF ENGINEERING - POTTAPALAYAM 630 612, SIVAGANGAI DT.

(An Autonomous Institution – Affiliated to Anna University Chennai)

As per the Academic Schedule of klnce (Autonomous status) affiliated under Anna University, the Internal Quality assurance cell of KLNCE conducted an online meeting with the members of Quality Circles (i) Quality Education (ii)Successful Graduation along with the Principal and Hods on 08/08/2020 and have framed the norms for the students of B.E./B.Tech ,M.E.,MBA &MCA to attend the online regular classes from 10/08/2020 onwards.

The following are the norms for the students to strictly adhere, while attending the online classes

It is advisable to have a broad band connectivity at your residence for effective transmission and reception of the signals .

- 1.In the display profile, the roll number should be prefixed followed by their name.
- 2.Display picture should be college official logo,batch may be mentioned.
- 3.Mute both audio and video,and to be unmuted only when asked by the subject handlers.
- 4.Students should focus on the subject during the entire duration of the online class. As it s only 80 minutes lecture class. Any other domestic works can be carried out after the lecture hours .
- 5.Any doubts may be posted in the chats.
- 6.Attend the class as per the schedule.You may login the System,at least 5 minutes before the schedule.
- 7.It is preferable to attend the classes in battery mode rather than power mode.So,charge the system/ mobile an hour before the class.
8. Faculty members may post some quiz during their lecture hours and randomly select the students to answer among the attendees to ensure the students physical and mental presence for awarding attendance .The students should attend the classes on the entire duration .
- 9.These online classes are recorded officially, absentees will be posted in the same Students group I'd within an hour after the class is over.Discrepancy,if any, the same may be informed to the concerned subject handler and the class handler.
- 10.Sufficient time given for the students to join the online classes,with long break to relax them to over come any health issues.Late coming not entertained.
- 11.Webportal Attendance of Attendance and internal marks will be done as per the schedule.Shortage of Attendance,if any, will.be informed, once in 15 days.Those with less than 75% of Attendance will not be permitted for end Semester Examinations.
- 12.Students should wear formal dress while attending online classes.
- 13.The online Tool may be either Zoom or Google meet or Microsoft team that depends on the faculty member handling the subject .

PRINCIPAL