

INSTRUCTIONS FOR ONLINE CLASSES

Please note the following instructions carefully for smooth and successful completion of your online course.

Step 1: Read these instructions carefully.

Step 2: Document Uploading

Please ensure that you have emailed scanned copy of all relevant document to us at cusms.booking@chitkara.edu.in well before before the course commencement date, at least one day in advance.

Step 3: Preparation

a. Click <http://220.156.188.183:443/student> to complete the DG Shipping office's "Digital Readiness Confirmation Form QSPP/DR/CF/STU/003/v1.0

b. Please visit the following link and go through the DG Shipping order number "20 of 2020" regarding Virtual classes.

https://www.dgshipping.gov.in/writereaddata/ShippingNotices/202008051143354130779DGS_ORDER_20_OF_2020.pdf

Pay special attention to "Standard Operating Procedure (SOP) and Instructions to Candidate on EXIT Examination". Please Ensure proper Lighting and blank backdrop during the Exit Exam. In case the system shows "un-authorized" or for any other technical support, please send email to cusms.booking@chitkara.edu.in mentioning your: -

1. INDoS Number
2. Name of course attended at CUSMS.
3. Date of Course attended at CUSMS.
4. Attach Passport Size Photograph.

c. Online sessions will be conducted on "Google meet" or "Zoom" (digital platform). Same will be intimated to you. Please make suitable arrangements for the same or call our technical support for any help. You can access the sessions from Mobile, laptop, desktop or any other compatible, suitable, electronic device of your choice.

d. The class can be accessed by authorized candidates only for which you will be sent a link by a separate email 1 day before the class starts.

Please make sure that you have received the link well in advance. Please mail our technical support if you do not receive the joining link at least 30 min before the commencement of the session or if you have any difficulty logging in.

e. Please make sure that you have arrangement for high speed internet connection and power backup for the duration of the class. Connection should be as per the declaration in point number "a" above.

Step 4: Attending the class

For the first session of the day, please log in at least 10 min before start time. Under exceptional circumstances, you may be allowed entry only within 10 minutes after the session starts, depending on the instructor's discretion.

Attendance and Terms

1. Attending all the sessions is compulsory. Though, the complete session will be recorded, an attendance will be recorded by your voice and video at the beginning of every session. Make sure your Mike and Camera is switched on.
2. The instructor will inform you once the attendance is complete, kindly switch off your microphones to mute (to reduce interference) for the rest of the session unless you want to speak.
3. Failure to register your attendance in any one of the sessions will lead to your disqualification from the course. No request will be entertained in this regard.
4. No leave is authorized for the full duration of the course. If you have already started a course and are unable to attend any class or to continue the course you will be withdrawn from the course. No appeal will be entertained in this respect.
5. The College reserves the rights to re-schedule the courses due to technical issues or insufficient candidates, and students will be allotted seats on the next available date, or credit note of the fees will be issued. Which the student can utilize later on.

Conduct during the class

Do not engage in conversation with other participants unless asked by your instructor. Please dress up appropriately and make sure that your background is appropriate for public view.

As far as possible, sit in a quiet, well-lit place away from any disturbance. Avoid any direct light falling on the camera.

Keep some drinking water with you. Do not eat in between any session. Utilize the breaks wisely so that you don't have to leave the session in between.

Sit in an upright posture throughout the session. Keep sitting at the same place for the complete session and do not move around.

Step 5: After the course

1. Please visit <https://forms.gle/1aWZmH8izsnXzPf37> and complete the "Feedback form"
2. **Complete the E-learning program on DGS website if not already done.**
3. Complete the online Exit-Exam on DGS site. It is conducted between 2pm & 5 pm. Can be attempted from the next day after completion of course.

Watch video for more information <https://youtu.be/rgQtdaeRCJs>

For any other queries and support, please mail at: cusms.booking@chitkara.edu.in
or call at: [+91-9919913954](tel:+91-9919913954)