

**Chandigarh College of Engineering & Technology (Degree Wing),
Sector 26, Chandigarh-160019**

Instructions for Student regarding Online Classes

1. The classes of academic session-I (Aug.- Nov. 2020) is scheduled to be conduct in online mode from **3rd August 2020** as per the PU academic calendar.
2. All Classes will be conducted strictly as per department Timetable and PU scheme & syllabus for both theory and lab session.
3. During online classes, Student presence must be recorded.
4. The **Google Meet** online platform is being used to conduct online session for all classes including Theory and Practical.
5. During online classes, only those students will be allowed to join the online classes who have CCET domain email id (<rollno>@ccet.ac.in). All students are advised to contact your department immediately to get the same, if not received yet.
6. All the classes, internal assessment and examination will be done strictly as per Panjab University direction/order. All the evaluation criteria are also well defined in **chapter 4, Section 5 (page no 18)) of College Prospectus(2019-20)**.
7. All students are advised that requisite digital resources must be ready at your place for the smooth participation in online classes to complete your academics as per PU scheme and syllabus. All such arrangement should be made before the commencement of online classes of academic session-I (Aug.- Nov. 2020) i.e 3rd Aug. 2020.
8. The institute has already announced and displayed helpline numbers on its website (www.ccet.ac.in), **dated 14th April 2020** to address the issue of students related to academic, examinations and admissions.
9. The safety of academic records of every student is our primary concern to avoid any misuse. Therefore, students are advised to use only institute email id for any communication /suggestion /grievance related to their academic, examinations and others for better and timely response.
10. It is advisable to all students that online resource (related to theory and practical topics of an subject) may be requested from subject teachers in advance that help you to provide requisite knowledge of a topic/subject before coming to join online class.
11. Institute is inviting to every Further, student that please talk to your departments/faculty in-charge/Subject teacher for any issue related to your academic and assessment for quick and better redressal, if any.
12. During online classes, any indiscipline or unethical acts will be viewed very seriously, and disciplinary action may be taken accordingly, if found. Student are advised to avoid such incidents.
13. All the students are advised to visit PU/CCET website for regular updates. Further, any guidelines, rules, directions, or updates, as and when received from Panjab University, Chd will also be informed accordingly related to online classes, academics, examinations, and others.

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