



1st floor, Kidwai Nagar , Hapur Road, Meerut +911213588943

General Instructions for Online Classes (Google Meet)

- ✚ . School will be closed because of winter season. Classes will be conducted from 10:00 a.m. to 12:30 p.m., starting from 09-01-26. Until further notice.
- ✚ All students must join the virtual classroom via Google Meet on time, in accordance with the class timetable.
- ✚ **Students' speakers will be enabled, but microphones must remain on mute.**
- ✚ In case of any query, students should raise their hand (using the raise hand feature) or post a text message in the chat window. The respective teacher may then permit the student to unmute the microphone.
- ✚ Students must attend all sessions within the designated time slots to be marked present for the class.
- ✚ If a student is found absent or missing from any class during the day, he/she will be marked absent for all classes on that day. Additionally, students with attendance below 80% will not be permitted to appear in examinations.
- ✚ Students should inform the class teacher via message in case of any medical issue or other problem preventing attendance. The reason for absence must be provided in writing to the class teacher. Furthermore, leave applications must be submitted through the school mobile app or marked online.
- ✚ If a student is absent for more than two consecutive days, parents must contact the respective class teacher and provide due information.
- ✚ Students must be dressed appropriately, either in school uniform or formal attire.
- ✚ Students must be seated properly at a table and chair. Lying on a sofa or bed during sessions is not permitted.
- ✚ Students should ensure a quiet environment and approach classes with readiness (e.g., after showering, brushing teeth, etc.).
- ✚ Students must not engage in any other communication (conversations, phone calls, or messages) during the class.
- ✚ Recording any part of the lecture by any means is strictly prohibited.
- ✚ A 10-minute break will be provided after each period, during which students should turn off their camera to rest their eyes.
- ✚ Students must prepare in advance with necessary textbooks, notebooks, pencils, and other stationery before the class begins.
- ✚ For KG students, parental participation is mandatory. The teacher will act primarily as a facilitator, and activities must be completed by the students with parental assistance.
- ✚ Parents must not allow children to skip online classes without prior information.
- ✚ All students must download Google Meet or join using the provided link. Written work, assignments, projects, etc., must be submitted to the respective teachers by 1:00 p.m. at the latest. Work submitted after 1:00 p.m. will not be checked, and the student will be marked absent.
- ✚ Homework must be completed and submitted to the class teacher by 6:00 p.m. at the latest. Submissions received after 6:00 p.m. will not be checked.