

4.3.1 – Institution’s IT policy

IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

NETIQUETTE

It is important to recognize that the online classroom is in fact a classroom, and certain behaviours are expected when you communicate with both your peers and your instructors. Netiquette refers to the rules of etiquette that apply to online communication. It is important to recognize that certain behaviours are expected when you communicate with both your peers and your teachers in the online. Classroom.

SECURITY: It is imperative to change the default password given by college to a unique one for yourself and be careful that you do not share it with anyone. In case of breach or violation the owner of email address will be held accountable.

COLLEGE ACCOUNT: Every student must log in using their official college account only. All students are encouraged to use their laptops/desktops, if available, for an enhanced classroom experience. In the absence of the laptop/computer, mobile can be used. They must check your device for the audio and video input sources in advance to avoid any problems at a later stage. Also, it is advisable to choose a favourable spot at home with regards to Wi-Fi connectivity and minimum distraction. If any student has connectivity issue, they should inform their class teachers or members of the Student Induction? Orientation Programme Committee.

SCHEDULE: Every student must log in 10 minutes prior to the commencement of the session to avoid unnecessary delays. The session shall be locked post commencement and late entry may require availing special permission via access requests. In order to avoid such delay and disturbance for the class, students are requested to log in well ahead of time.

CHAT BOX RULES:

- Treat your teachers and classmates with respect during any communication.
- Use courteous and concise language.
- Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.”
Use standard fonts such as Ariel, Calibri or Times new Roman and use a size 10 or 12 pt. font. Avoid using the caps lock feature as it can be interpreted as yelling.
- Avoid the use of rude, humourous or sarcastic comments as tone is sometimes lost in an email or discussion
- Limit and possibly avoid the use of emoticons
- Every student must restrict their queries to the chat box function alone. Their queries shall be duly answered. Before posting a question, check if anyone has asked the question already and received a reply.
- Be careful with personal information (both yours and other’s).
- Do not send confidential information via e-mail like.

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DISCIPLINE: Every student must adhere to a strict code of discipline and avoid disturbing the online session in any manner. Any violation may result in being blocked or a ban on the username as the college deems fit.

DRESS CODE: Every student's display picture must be appropriate. Students must stick to a formal dress code for all online sessions. Kindly understand that students are attending regular college, albeit via digital mode. So, it is important to maintain decorum with regards to attire.

AUDIO/VIDEO: Every student must keep their audio and video input sources off unless prompted otherwise. Students need to ensure that they use earphones to bolster noise cancellation and amp up connectivity, if called upon to switch on their audio/video source.

CLASSWORK: Students are expected to complete all self-study tasks and assignments required by the course teacher on time. Students must communicate with the Course Teacher any issues being experienced.

ATTENDANCE: Attendance is marked at regular intervals during the day. Ensure that you do not log out without permission.

ZERO TOLERANCE POLICY

The College has adopted A zero tolerance policy to the following behaviour (not limited to):

Disruption of teaching, learning in the classroom

Any form of abuse; intimidation, harassment, threatening behaviour directed towards instructors, fellow students, or administrative staff.

Allowing/abetting unauthorized attendance in classes by sharing password links

Unauthorized attendance in classes other than one assigned

Displaying any kind of sexually implicit or explicit content during the online video sessions, or presenting oneself during the online video sessions in a sexually implicit and explicit manner, and all kinds of voyeuristic exhibitionism and behaviour.

Lacing video clips or audio clips or screenshots of lecture sessions on social media

All the online sessions will be recorded and so will be the activities on the chat box.

Any misdemeanour on video or in chat boxes will be recorded and will be used as evidence whilst reporting to the cyber cell/ police.

CSWNN has five classrooms. Each classroom has installed 5.0 ghz wifi router and internet service provider is Hathway Broadband Services. Download speed is 50 MBPS and Upload speed is upto 15 MBPS (depends on frequency of use. and load of users).

The college has provided Office 365 A-1 licences to students including Microsoft Teams, Office 365 licences provided to faculty members and SPSS 16 used by Research Unit and Research Students. Each classroom and computer lab has been installed with Net Protector Anti-Virus Security Software (Cloud Version).

College has installed Dell Sonic Wall (Fire Wall) System as a protective measure to avoid any unwanted hacking of the system or any illegal software piracy.

Facilities available for e-content development:

1. Media Centre

2. Audio-Visual Centre

We have Cds, Dvds, Flash Cards, Photo Languages, Chart Exhibition (POSTERS), GBC Lamination Machine, Copy Printer (Gestener) , Color Xerox Machine (Canon Image Runner C3120), Identity Card Printer (Zebra ZXP Series 3), Paper Shredder Machine (GBC Shred Master), Laptops (Dell), LCD projectors (Epson), Public Announcement System (PRO AUDIO), Color Laserjet Pro M252dw Printer, HP Laserjet P1505n Black and White Printer, Scanner (CanoScan 5600F), LG DVD Recorder, O.H.P Projectors, Battery Chargers 9 Volts, etc

3. Lecture Capturing System (LCS)

Nikon D3100, Canon 80D, and Canon 1500 D camera for Lecture Recording.

4. Mixing equipments and software for editing

For Mixing Sound System we have YAMAHA-12Channels Mixing Console with amplifiers, Shure Mikes, and Audacity Software.

For Editing Video we have Corel Video Studio Pro X6 software