



INDIAN MARITIME UNIVERSITY, KOLKATA CAMPUS
KOLKATA – 700 088

GUIDELINES FOR ONLINE CLASS FOR NEW STUDENTS


Dear Cadets,

1. Your teaching for the first semester will be online only due to Campus being closed for students in compliance to the Government orders. The Campus conducts online classes using Google Classroom and Google Meet. The modalities of conducting academic activity are appended in these instructions.
2. There would be six periods of one hour each every day from Monday to Saturday. The Weekly timetable would be promulgated by the Course Officer. As per IMU rules, 85% attendance is compulsory. Absence even in one period entails ½ day absence. The online classes commence at 0930, there is a break of 15 minutes between each class. You need to gear up to attend online classes till the campus reopens.
3. All the communication between the faculty and the cadet takes place through the Google class messages sent to your E-mail. The Batch would be divided in sections with class strength of about 40. Class details would be intimated to you along with the timetable.

Procedure for Conduct of Google Class.

4. Each faculty shall create section wise google class for his/her subject and send you an invite to join the class. You should join the class. Once you have joined the class you will be able to receive all the messages sent by the faculty and respond.

5. **Procedure for Access to Google Classroom by Students.**

- (a) Login in to your Gmail account using your **Gmail ID**. (Cadets need to have Gmail account, in case you don't have a Gmail account, please open the Gmail account and inform the training section for updating your contact details).
- (b) Click on Google Apps Menu (at the top right corner near the Help icon marked by ☰).
- (c) Scroll to the bottom and select **Classroom** . Google Classroom will be opened in a new tab.
- (d) If you are using **Android device** to access the class, download and install **Google Classroom** app from **Google Play** store. For apple device download Google classroom from App Store.
- (e) Click on the “+” symbol and select **Join Class**.
- (e) Enter the Class code given (shared) by the faculty and click 'Join'.
- (f) (Example of typical class code will be as 'ekm25zs' or 'i6m44on' etc.) Alternatively, the faculty will send you the link for the class if you click on the link you will be directly taken to Google meet.
- (g) When you click on the link or enter the class code you will be directed to Google meet. You need to ask for permission to join the class. The Faculty would admit you. It is advisable to connect to the class 3-5 minutes before stipulated time.

- (h) (Class code/ class link will be created by the faculty of the subject before starting the class which you will receive by e-mail)
- (i) You can use '**chat box**' or '**microphone**' to raise your doubt / question. Or to reply to a question raised by the faculty during the interactive session.
- (j) If your internet connectivity gets disrupted for any reason, you may re-join the session using the class code.

6. There are three main sections in the Google **Classroom**

- (a) **Stream.** Dashboard page is used by faculty to send out announcements. Cadets must take note of each message.
- (b) **Class Work.** List of assignments, quiz, questions assigned by the faculty, files uploaded etc. will be displayed in the class work listing after one has completed the task he/she should mark it as done. The faculty will give marks for assignments for internal evaluations therefore cadets must take all the assignments seriously.
 - (i) In the Class work menu, click on the work assigned by the faculty.
 - (ii) Students can submit their assignments by uploading files or creating new document, spreadsheet from Google Drive.
- (c) **People.** The Faculty only can include the cadets in the classroom. All the cadets can see the listing of classmates here.

7. **Procedure to Mark Attendance in Google Classroom.**

- (a) The cadets must open their correct classroom as per timetable in the classroom application and select the assignment.
- (b) In the assignment page open the attendance assignment and click the "**Mark as Done button**".
- (c) A confirmation message will appear prompting the students to confirm the submission. Click '**Mark as Done**'.
- (d) Once the students mark their attendance, it will be recorded in the class.
- (e) The attendance would be recorded in accordance to IMU Circular 1927(Available on IMU website). Following is to be noted:-
 - (i) Minimum attendance required is 85% counted in number of working days.
 - (ii) Absence from any one period would result into half day absence.
 - (iii) Late marking of attendance by more than 5 minutes is counted as absent.
 - (iv) Any cadet marking attendance in the assignment and not attending the class will be treated as defaulter of marking attendance by proxy and subjected to disciplinary action.
 - (v) Class room session ('google meet') will be recorded therefore all the participant details are on record for verification of attendance.
 - (vi) Attendance off the students will be considered only when a cadet will turn-in 'google classroom'
 - (vii) Attendance will not be recognized once the cadet leaves the session in between.

Tips for Taking Online Classes

8. Online learning puts a greater responsibility on the student to make best use of the opportunity. The basic rule is that you need to be very attentive and keep taking notes as you will in real class. Following tips would help you to make best of online classes.

(a) **Treat an Online Class Like a “Real” Class.** Treat online class as a real class. Get ready, have bath, dress properly as you will for going to the institute. While attending the class sit upright on a chair table (if chair table is not possible sit upright on a mat). Don't attend class lying on bed or half sleep position on sofa etc. Make one small area as your study area. So that you get the feel of being in class.

(b) **Hold Yourself Accountable.** Keep alert, must maintain focus on what is being said. Register instructions carefully as you may not get reminders as is the case in a real class. Complete your assignment as soon as it is issued rather than waiting for last date. Make regular studies a habit, must revise topics covered on your own. In case you have a doubt, you must communicate with your faculty and clarify same. By being organized, proactive, and self-aware, you can get the most from your online class.

(c) **Time Management.** Abide by the timetable. Consider your online class as top priority. Do not postpone the studies. Remember on campus you will have a very tight schedule from 0600 hrs to 2200 hours with every activity including recreation time specified. Time management is one of the most important facet of self discipline. Try and acquire this skill. **Check periodically** and look at how you're spending your time. Ask yourself: *How much time am I dedicating to course reading and assignments?*

(d) **Create a Regular Study Space and Stay Organised.** Set up a dedicated learning place and treat it like your class. Ensure you have internet access, necessary hardware (laptop/PC would be preferable)

(e) **Eliminate Distractions.** Indulgence in to social media interaction or leaving to attend some door call or giving a helping hand to family members being at home etc, you will be faced with many distractions that can easily derail your learning. Do not use social media during the class, best would be to turn off all the notifications for social media Apps so avoid distraction. Make it a point not to think about socialising during study time. Turn off your phone while you are attending class. Sensitise your family about importance of attending class so that they support you and do not distract you.

(f) **Create Virtual Study Groups.** Connect with your calls mates form small study groups to discuss study topics, hold interactive discussions about topic being taught.

7. **Actively Participate.** Read what other students and your professor are saying, and if you have a question, ask for clarification. Don't shy away from seeking clarification.

8. Online classes may sometimes make you feel like you are learning on your own, but this couldn't be further from the truth. The success of online learning lies in being proactive and

9. Please remember, First semester is for building the foundation for the course and your performance during all the semesters count for placement consideration. The maritime industry norms of professional knowledge are sacrosanct and one every aspiring seafarer has to measure up to it. Therefore you have the task cut out for you for next three to four years, whether it is on campus or off campus you need to excel in gaining professional knowledge so that you are ready to compete in the international arena of seafaring profession.

10. For any queries, contact Mr Milton Kr Das, OIC(Class) 9874378827 or Mr Sadanand Chakroborty, 8617276862