



Office of the Dean Academic
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No. 1815/Exam

Date: August 26, 2020

NOTICE

Norms to be followed by the students for use of G Suite ID and Attending On-Line Classes

1. Keep your microphone in mute condition. With the permission of your teacher when you want to talk, unmute yourself and mute it again as soon you finish.
2. If you want to ask any question or tell anything in the class take permission of the teacher by writing in the chat box.
3. You should put a recent photograph of your face as the profile photo of your G Suite account. If irrelevant photograph is set as profile photo then the account will be deactivated.
4. Do not share the meeting (class) link with anyone else.
5. Keep your power plug ready as online video conference require good amount of power consumption.
6. Do not edit the Institute G Suite ID name, it may deactivate your G Suite ID.
7. G Suite account provided to you is valid during the period of your studentship in IEST, Shibpur.
8. Do not use this G Suite account for any purpose other than the academic activities of the Institute.


Sd/-
Prof Sudip Kumar Roy
Dean (Academic)

No. 1815/1(7) Exam

Date: August 26, 2020

Copy forwarded for information and necessary action to:

1. PS to the Director
2. The Chairman- Network & IT Infrastructure Committee
3. All Heads of the Departments/Schools/Centers
4. The Associate Dean(Academic)
5. The Deputy Registrar(Academic)
6. The Student Senate
7. Institute Website


26.08.2020
Dean (Academic)
IEST, Shibpur