



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

CIRCULAR – IT-02/2020 DATED 05.05.2020

ONLINE CLASS – GUIDELINES FOR I.M.U STUDENTS / CADETS

Dear Students & Cadets of IMU,

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 faculty. These guidelines for online behaviour and interaction are generally termed as netiquette.

I - GENERAL GUIDELINES

When communicating online, you should always:

1. Treat your faculty and classmates with respect in email or any other communication.
2. Always use your professors' proper title: Dr., Capt. or Prof...etc or if in doubt use Respected Sir.
3. Don't refer to your faculty by his name.
4. Use clear and concise language.
5. Remember that all university / institute level communication should have correct spelling and grammar (this includes discussion boards).
6. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
7. Use standard fonts such as Ariel, or Times new Roman and use a size 10 or 12 pt. font
8. Avoid using the caps lock feature like ' WHAT IS THE MEANING OF'
9. Limit and possibly avoid the use of emoji / emoticons like :) or lol.
10. Be cautious when using humour or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
10. Be careful with personal information (both yours and other's).
11. Do not send confidential information via social media.
12. Respect and maintain **Digital Social Distancing irrespective of Gender.**

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II - SECURITY

1. Remember that your password is the only thing protecting you from pranks or more serious harm.
2. Don't share your password with any one.
3. Change your password if you think someone else might know it (or) if it so old.
4. Always log out when you are finished using the system (or) completed your assigned work.

III - EMAIL NETIQUETTE

When you send an email to your faculty, teaching assistant, or classmates, you should:

1. Use a descriptive subject line.
2. Be brief.
3. Ensure the attachments that your recipients can open them.
4. Avoid HTML in favour of plain text.
5. Sign your message with your name and return e-mail address / contact number.
6. Think before you send the e-mail to more than one person that who is to be addressed in TO and who is to be in CC.
7. Does everyone really need to see your message?. Be sure you REALLY want everyone to receive your response when you click, "reply all". Also, be sure that the message author intended for the information to be passed along before you click the "forward" button.

IV- ONLINE CHAT NETIQUETTE AND GUIDELINES

When posting on the online chat in your online class, you should:

1. Make posts that are on topic and within the scope of the course material.
2. Take your posts seriously and review and edit your posts before sending.
3. Be as brief as possible while making a thorough comment.
4. Be sure to read all messages in a thread before replying.



5. Don't repeat someone else's post without adding something of your own to it.
6. Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point.
7. Always be respectful of others' opinions even when they differ from your own.
8. When you disagree with someone, you should express your differing opinion in a respectful, non-critical way.
9. Do not make personal or insulting remarks.
10. Be open-minded. **Mute your 'Mic'** unless you have to speak.
11. Say "Thanks" to your faculty & peers whenever your queries are replied and even at the end of each class.

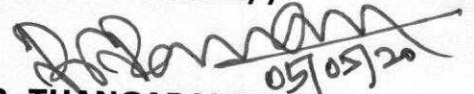
IV- ONLINE MATERIAL STORAGE / SHARING GUIDELINES

When you collect, store and share the online materials of your class:

1. Create separate folders/sub-folders/files for each course, year, subject, unit, class, Faculty & date..etc with suitable and relevant title.
2. Share among respective work group with the knowledge of faculty concerned. Don't forget to mention the name of the author of the material.
3. Take separate notes from each course material for your exam time review. Don't rely on Soft Copy of the material completely unless you have sufficient system/storage back-up. Prefer to keep printed hard copies for references.
4. Remember your faculty whenever you see / read the contents.

This issues with the approval of the Competent Authority.

//All the Best..! Stay Safe.. & Maintain Digital Social Distance..!//



**(P. THANGAPANDIAN)
Asst.Registrar(Admin & Legal) &
Chief Information Security Officer, IMU.**

To:

**Through : Campus Directors / HODs & Faculty -
- All Students / Cadets of IMU.**

Copy to : VC, Registrar, CoE, FO , Officers & IT Section.