

Dear Student,

Greetings from **SKYLARK INSTITUTE OF TRAVEL!**

Please go through the instructions and guidelines mentioned hereunder and be prepared for your online classes.

INSTRUCTIONS & GUIDELINES FOR ONLINE CLASSES:

1. Download the Zoom App (in your device).
2. Please be seated in a network available area.
3. Sit for the class where the background of your location is plain.
4. You need to ensure sitting in a quite location, so that there is no disturbance in your class.
5. Faculty will share a Link on your email id for the class as per the timings informed to you.
6. Click on the Registered Link and Login.
7. You have to attend the classes in formals dress code. Casuals are not allowed.
8. Students not appropriately dressed in formals will not be allowed to attend the class.
9. Be prepared for your class, 5 minutes before the timings given.
10. In case you are more than 15 minutes late for the class, you will not be allowed to enter the class.
11. You need to maintain discipline in your class.
12. Keep your register & Pen handy for making notes.
13. Turn the video on and Mute your audio. Unmute only when you are asked to do so.
14. Attendance will be recorded for all the sessions.
15. Any student missing or with Camera option off will be marked as absent.
16. If you have any doubts, then please write on the chat option and your doubt will be answered by our trainer as per turn.
17. You are not allowed to eat or chew anything during the class timings.
18. You are not allowed to record the sessions.

You shall be informed about the Batch Start Date and Timing at least one week in advance and you are expected to report to the online sessions as per schedule.

Thanks

SKYLARK INSTITUTE OF TRAVEL

ACKNOWLEDGEMENT

I _____ son/ daughter/ wife of _____ have read and understood all the above-mentioned points and agree to follow/ abide by it during the tenure of the course with the Institute.

Date: _____

Signature: _____

Contact No.: _____

Email id : _____