



HERBERT SCHOOL

EDUCATION WITH A DIFFERENCE

Changangei Airport Road, Imphal-795140

NOTICE FOR CLASS XI

Dated: 19th July 2022

As the school is ready to start online class for class XI students from **25th July 2022**, class XI students are hereby informed to strictly follow the instructions given below while attending online class:

1. Your smart phone/tablet need to be fully charged before the start of class. An uninterrupted internet connection will be beneficial while attending online class.
2. While attending the online class, student must sit in an area where there is no disturbance. You must have Note Book/ exercise book along with Pen/Pencil to note down points wherever necessary.
3. All students must join the Online class 5 minutes ahead of scheduled class
4. A **Meeting Id** and **Password** will be shared to the whatsapp group for each Section. Meeting ID and Password will remain the same until it is changed
5. You must open the **Zoom** and then click on the **Join** button
6. After you click on the **Join** button, enter the **Meeting ID**
7. Next, enter your **Roll no followed by Name** in the “**Join with a personal link name**” area
Example: if your name is **Laishram Sarat Singh** and **Roll no is 152**
Enter as **152Sarat**
(Delete first pre-existing name in “Join with a personal link name” area and enter your roll no and name)
8. For every class, you need to follow the same procedure
9. **Meeting ID** will remain the same for each section unless notified for a change.

General rules:

1. Join the virtual classroom on time (**as per the class routine and meeting ID**).
2. Students should keep the Audio in mute mode but the camera / video should be always on during the entire class
3. Stay in real time video presence.
4. Class monitoring staff will collect the attendance report for every class and monitor the online class.
5. Students should attire well for the online class.
6. Use Table and chair while attending online class. Do not lie on sofa or bed during the class.
7. Keep the room quiet.
8. Be prepared for and be attentive at the class. Avoid leaving the class in the middle.
9. Do not engage with other communications (conversation, phone call or whatsapp) during the class.
10. Avoid eating during the class time.
11. Use headphone/ earphone and microphone for better audibility.
12. Any misuse of the lecture sessions or modified or unauthorized posting of any part of the lecture sessions in any social media group will be a treated as major offence and will lead to discinlinarv action.



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Attendance rules:

1. Attendance is compulsory for every class. Students who are found absent in any class in a day will be marked absent.
2. Student who is found absent for consecutive 5 days without any leave application, he or she will be suspended from the class.

Leave application:

1. Leave application countersigned by the parent should be submitted as attachment at "**My Leave**" at the '**Student log in**' of **Herbertschool.net**

Monitoring staff:

1. Every section is supervised by a monitoring staff. If any technical problem arises while joining class or during class, students are advised to contact the concerned monitoring staff at the mobile no given in the Time Table.

Herbert app:

1. Students should check any announcements, teacher's study materials, assignments etc on daily basis in the Herbert app.

(Dr. K. Nabachandra Singh)
Principal

Copy to :

1. Herbert Staff Whatsapp Group
2. Whatsapp Section Group
3. Office file