

Proposed counseling schedule

Name of the study centre – **JAYA COLLEGE OF ARTS AND SCIENCE, CHENNAI**

Study centre code – **2532**

Program code: **certificate in Nutrition and Childcare (CNCC)**

Sl. No	Date	Day	Time	Course code	subjects	Name of the approved academic counsellor	Google meet joining info
1	19/06/2021	saturday	10.00 am - 12.00 pm	CNCC1	Nutrition for the community	Dr. S. MOORTHY	To join the meeting on Google Meet, click this link: https://meet.google.com/psk-pqrt-pmp Or open Meet and enter this code: psk-pqrt-pmp
2	20/06/2021	sunday	10.00 am - 12.00 pm	CNCC2	Organising child care services	Mrs.T.Ambreen fathima	To join the meeting on Google Meet, click this link: https://meet.google.com/got-wckh-auk Or open Meet and enter this code: got-wckh-auk

Guidelines for attending online classes

- During the lockdown period we all are locked down in our respective homes, either learning from home or working from home.

- For doing all these things we heavily depend upon Internet. As you cannot meet your teachers in face to face counseling sessions, the University is organizing online counseling sessions for you with the help of our Learner Support Centre's. You should take advantage of these online counseling sessions organized by these centre's so that you can continue your studies while sitting at home.

- These online classrooms are just like your regular face to face classrooms. When the classes are held online, you need to keep a few things in mind for the success of these classes.

While attending online counseling sessions, you should take care of the following:

- Go through the self-learning materials of the relevant courses before you decide to attend the online counseling sessions. If you have not received the hard copies of the materials, you can download the digital materials from e-Gyankosh, IGNOU Student App or IGNOU E-Content App. Please visit the website of the Regional Centre or Learner Support Centre for schedules of such online classes.

- You will be informed about the online classes in advance either by the Regional Centre or the Learner Support Centre.
- Get logged in for the class within five minutes from the scheduled time. Keep yourself free from all other assignments or works during the session.
- Dress yourself properly before you get logged in for the class. In no case, you should open the video if you are not properly dressed. You should be in front of the camera when you kept the video on and should avoid moving in front of the camera when the video is on. It disturbs the teacher as well as other students.
- Mute your microphone unless you are asked to speak. The sound coming from your speaker or from your environment will disturb others.

- Maintain a minimum level of formality when you present yourself before the camera or speak before the online audience. Use clear and concise language when you speak.
- Treat your instructor and classmates with respect in email, chat or any other form of direct communication. Be polite, kind and respectful when you address your teachers or friends.
- Use the chat box as a learning tool. You should use it to share your ideas, ask questions or clarify doubts in regard to the topic being discussed in the class.