

**GENERAL INSTRUCTIONS FOR ONLINE LECTURES**  
**FACULTY OF AGRICULTURE**  
**RAJARATA UNIVERSITY OF SRI LANKA.**

1. Join the virtual classroom as per the timetable and at least five minutes before the lecture
2. Rename your account with your name as mentioned in the attendance sheet. Teachers will collect the attendance report automatically and device name should be renamed.
3. Students microphone and camera will be disabled. If any student needs to make a query, click 'raise hand' or post a text message in the chat window, if required, the teacher may ask you to unmute the microphone or switch on camera as appropriate.
4. Keep the room quiet and do not engage into other communications (conversation, phone call or SMS) during the class.
5. Be presentably attired for the class. Sit at a table and on a straight seat. Do not lie on sofa or bed during the class.
6. Should respond to questions raised by the lecturers.
7. Students should actively participate in the lecture and Avoid leaving the class in the middle of the lecture. Unannounced quizzes or assessments will be done time to time.
8. Any changes in the online timetable will be communicated to the batch representative or published at the LMS.
9. Teachers may record the lecture for future reference. Students are not allowed to record any part of the lecture by any means.
10. Any misuse of the lecture sessions or modified or unauthorized posting of any part of the lecture will be a major offense and will lead to severe disciplinary action.

**Dean**

**Faculty of Agriculture**

**Rajarata University of Sri Lanka**