



जाकिर हुसैन दिल्ली महाविद्यालय (सांध्य)  
Zakir Husain Delhi College (Evening)

(दिल्ली विश्वविद्यालय) (University of Delhi)

जवाहरलाल नेहरू मार्ग, नई दिल्ली

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## Dear Students

On behalf of the college, I take the opportunity to welcome you all to this new Academic Session 2020-21.

The world has changed since we met the last time. The pandemic has forced us into our homes, and it has compelled us to adopt new pedagogical tools to continue the teaching-learning process. It's a very challenging and unwelcoming time for all of us. Challenges would be of multiple magnitudes, be it in terms of technology or missing the vibrancy of classrooms and college campus. Challenges for all the teachers are equally enormous, as we are neither trained nor happy to teach like this. Hence, it would be a new learning experience for all of us, even as we wait and look forward to welcoming you back physically into the campus. We, teachers would also be learning with our students a new pedagogy, especially the usage of technological techniques for teaching, something that most of us are tacking for the first time.

So please bear with us if it is not a perfect and seamless transition. Some of you who are well equipped and familiar with this new platform of learning may take a lead and be the facilitator in this teaching-learning process. We all need to keep in mind the supreme purpose of education, honest and sincere efforts for furtherance of the knowledge base. We, teachers, urge upon all of you to be purposeful and morally upright in our this pursuit of learning.

We assure you all, if you have difficulties of any sort and dimension, feel free to contact us without any apprehension. Let's resolve to win against all the challenges collectively and cheerfully.

**Welcome once again and wish you all the best.**

**Professor Masroor Ahmad Beg  
Principal**



# Zakir Husain Delhi College (Evening)

(University of Delhi)

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Instructions for students for online teaching.

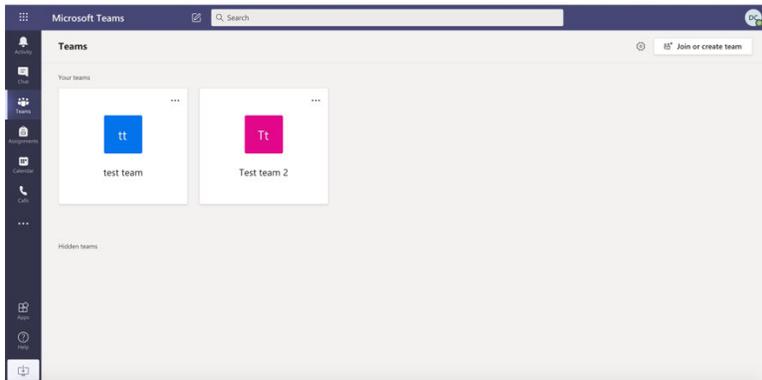
How to log in:

1. Download Microsoft Teams App from Play Store or App Store. If you get a message that the app is unable to download, that means that you may need to delete some apps to free up space on your phone.
2. Click on <https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/group-chat-software>
3. Click on “Sign in”
4. Enter the user ID issued to you by the college. This will have come to you through SMS signed by the Principal.
5. Enter your password carefully. The first letter is in CAPITALS.
6. Next step, you will be asked to change your password. Do that as per instructions.
7. That’s it.

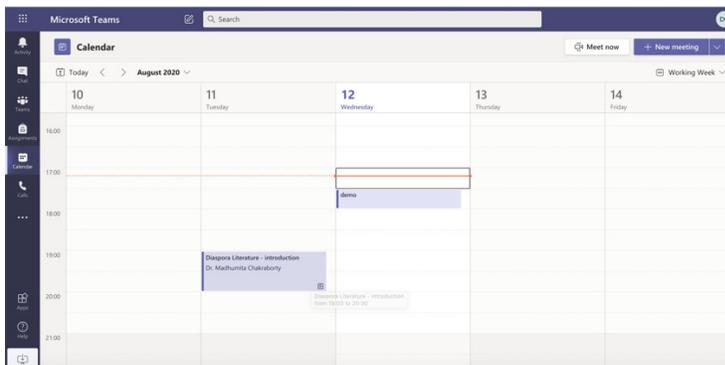
Professor Masroor Ahmad Beg  
Principal

## How to use Microsoft Teams (Students) – Step by Step guide

1. Log in to the app on your desktop/laptop/phone
2. Once you have logged in successfully, you will see a dashboard like this:



3. There may be different Teams for each of your papers/courses.
4. Click on Calendar on the Left side pane

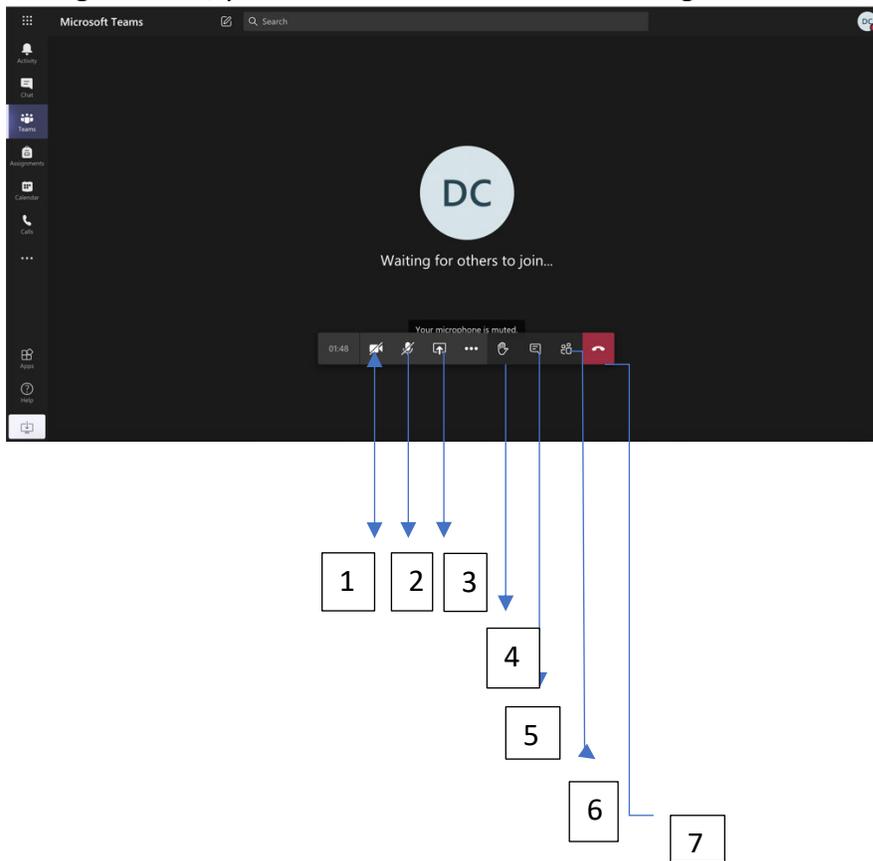


5. Your scheduled classes will show up. At the time of the class as per your timetable, just click on the link and Join
6. You will get a screen like this



7. Make sure your video and audio are set to OFF mode. Then click on “Join Now”.

8. During the class, you will have access to the following buttons:



1. Video off
2. Audio off
3. Share screen (only teacher is allowed)
4. Raise hand. – when you have a doubt
5. Chat box – For class interaction
6. Participants list.
7. Hang up – once the class is over, click here to end the class.

These are the basic instructions. You will learn more as you explore the app.



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## Code of Conduct for students for Online classes:

1. Keep your mic and camera on "OFF" mode and speakers on "ON" mode to hear the class properly. Turn on ONLY when asked to by your teacher.
2. Keep the chat box free of personal chit chat.
3. Pay attention to the class and attempt any assignments and activities given.
4. Raise your hand if you have doubts.
5. Connect to the class on time. Your log in time will be marked.

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**Principal**



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**Dear students**

If you are facing problems in logging in to MS Teams then please fill up the Google form below:

[https://docs.google.com/forms/d/e/1FAIpQLSeMpZqurSiIS6u8K\\_A0N24DUIj3e5mPY6faV7D11I5-MDjU7Q/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeMpZqurSiIS6u8K_A0N24DUIj3e5mPY6faV7D11I5-MDjU7Q/viewform?usp=sf_link)

Sd/-

**Professor Masroor Ahmad Beg  
Principal**