



Visva-Bharati Santiniketan

Computer Centre

13 January 2022

NOTICE

As advised by the competent authority, this is to notify for the Visva-Bharati *Parivar* to follow the guidelines given below for attending/joining online Music Therapy, Yoga Therapy and other online programs (wherever applicable);

- 1) Members of the Visva-Bharati *Parivar* have to join on the online programs as noted above, through the VB domain mail ID (XXXX.YYY@visva-bharati.ac.in) only. No one will be able to join by using any other mail ID.
- 2) At least five minutes at the beginning of the event everyone is requested to unmute their video and after five minutes all are requested to mute both audio and video unless the same is asked by the host/organizer to unmute.
- 3) Everyone must clearly note their name on joining the program to enable the host and organizer to know the identity of the individual. Joining by fake name may be removed by the meeting host.
- 4) After 15minutes of the schedule time of the program meeting host will lock the meeting to restrict any further joining.
- 5) Similarly, soon after the main speaker/ demonstrator/ performer start his or her session all participants will be muted by the meeting host to offer noise free platform.
- 6) In any one like to speak for any query or need after the session, please raise the online-hand from the '**reaction**' button (5th button) at the right hand side of the bottom line of Zoom screen.
- 7) In case disruption is caused, the participant shall be removed from the meeting after a fair warning.
- 8) During the program, everyone is requested to check his/her network connection first if there is a lag.

All concerned are requested to follow the above points strictly as these guidelines will be applicable with immediate effect.

For this cooperation from all concerned is highly solicited.

In-charge
Computer Center, Visva-Bharati