

**Academic Protocols**

**Department of English and Literary Studies**

***Institute of Liberal Arts***

The following rules and regulations aim at sustaining discipline and maintaining a better environment in the classroom where students may feel free to express themselves while being considerate about their conduct and manners. The chief motive for setting the rules is to minimize/ avoid distractions or misconducts which may hinder the smooth functioning of teaching-learning interaction.

1. Students should respect their teachers and behave with them in a respectful way.
2. Students should listen to their teacher attentively in order to grasp a better understanding of the topics.
3. Students should follow the classroom protocols defined by their respective teachers.
4. Students should respect the opinion of others and express their point of view in a polite manner so that the self-esteem of any participant may not get hurt.
5. Students should take their own notes and share them with other classmates, if it is needed, so that everyone’s ideas may be lauded and become a source of additional knowledge.
6. Students should come prepared beforehand for their lectures so that they can clench the idea of their instructor in a more precise way.
7. Students should strictly observe class timings and be punctual to maintain accepted attendance percentage, unless there is an accident.
8. Students are expected to stay focused on their lecture during the class and **MUST switch off their mobile phones,** unless these are used as a pedagogical tool.
9. Students should use (in case they are permitted) the classroom equipment (projector, chairs, tables, rostrum and whiteboard) carefully.
10. Students should complete their tasks (assignments, quizzes, presentations) within the stipulated time set by their teachers so that they may not face any trouble. Extensions are not allowed unless there is a real emergency.
11. If a teacher comes late in the class due to some emergency, students should wait for him/her for some time and they ought not to leave the class instantly.
12. Students are prohibited to leave the class until their teachers’ departure.
13. Students should avoid making personal remarks and raising sensitive issues.
14. Students should not harass teachers for better grades and accept the results they deserve.
15. In case of any academic or other issue, students should first talk with the teacher, if the matter remains unresolved, they should talk with their advisors, if they still remain unsatisfied, they should approach the chairperson of the department.