

Department of English
Advisory for Students
29/07/21

Dear Students:

Greetings from the department of English! Please go through the full advisory (20 simple points). Items that require more specific instructions (say, Online Examination Guidelines) are addressed elsewhere.

1. You are advised to pay your admission or renewal fees on time (there are multiple options), and fill up the course registration form carefully. Continuing students are advised to get in touch with their teacher-mentors in case of any confusion. Newly admitted students should get in touch with the teachers in charge of course registration.
1. You are advised to ensure that you register **one** working mobile number (with WhatsApp link) and one email-id (preferably on **gmail**) with the department at the time of admission/ course registration. Gmail-ids are preferred as the university uses the Googlesuite and other Google-enabled platforms for the teaching-learning process.
2. The department and faculty members will use the email-id and the phone number for communication, and for creating WhatsApp groups as and when necessary.
3. Your registered email-id should ideally contain your full name, first name, or an indicative part thereof that can be associated only with you, say, ranjitagoswamitu2ma21@gmail.com where 'ranjitagoswami' is your name, tu is Tezpur University, 2 is the second semester, MA is the programme and 21 is the year of interest (please avoid registering email-ids such as sleepingbeauty87@xyz.co.in or iamblackpanther@xyz.com for official purposes).
4. Newly admitted students will get an ID for their googleclassroom and other activities as they register for the programme/courses. This ID will be valid for the entire duration of the programme. Typically, a student ID looks like this: EG17001 (where EG stands for English, 17 for the year of entry and 001 is the Enrollment number).
5. Please ensure that you are included in the WhatsApp group created by the teacher for your batch as well as for individual courses. For all practical purposes, this WhatsApp group will be your common window (along with your emailid and googleclassroom) for receipt of materials, test questions, instructions for examinations and communications relating to the teaching-learning process. You are expected to check for updates both on your WhatsApp and email regularly.
6. You are not allowed to operate through hidden or proxy groups. Here again, your name and Enrollment Number should be properly recorded as in the case of your email-id (unless otherwise required, a good way to do this would be: RoseMalakar2001MA21 where 'RoseMalakar' stands for your name, 2 for second semester, 001 for the Enrollment number, MA for the programme, and 21 for the year of interest). That way your WhatsApp id is not duplicated, and your submission/message does not get recorded under somebody else's name.

7. Please avoid registering numbers and email-ids not in use, or numbers and email-ids used by other family members. Dead telephone numbers and inactive email-ids can land you in serious difficulties, given that most of our teaching learning activities are carried out online. Once the department sends a messages on a phone number or an email-id, we expect you to do what s required. If your number or email is inaccurate or visited infrequently, you are likely to miss out on important events and tasks.
8. You must follow appropriate WhatsApp and messaging protocols while communicating with the teacher or the class group. All messages must be related to teaching-learning and/or examination matters and must be in an appropriate language. Please do not exchange personal greetings/messages in the WhatsApp group created for teaching-learning. No cross-messaging is allowed, unless required by the class or authorized by the teacher.
9. You must follow a **time protocol** while communicating with the teachers. Students are not allowed to text or send WhatsApp communication to the teachers between 9.30 pm and 6.30 am.
10. When a teacher sets a deadline for submission, ensure that you send the submission by the given deadline without fail. Inform the teacher well in advance, if you have a legitimate reason (severe illness, hospitalization/unfortunate death of an immediate family member) for seeking an extension.
11. All such submissions should be made to the teacher's preferred email-id/departmental email-idWhatsApp number or the google classroom platform (most teachers will tell you where to direct submissions, and please follow the instructions without fail). Your submission will not be accepted by the teacher if you send it to or from any unauthorized mailbox or WhatsApp number.
12. No student is allowed to send personal communication to these mails/numbers unless the teacher happens to be the mentor and there are specific instructions from the teacher mentor towards this end. Students are advised to strictly follow academic message protocols in their communication with their teachers. You are not allowed to circulate within or outside the group any instructions or message sent to you by your instructor unless specifically allowed or instructed to do so.
13. Students should join the google classroom meeting platform using the email-id issued by the university only. In no case shall a student try to enter the classroom platform through a proxy email-id or an outside id.
14. Students are normally allowed to record the classes with the knowledge of the teacher as part of the teaching-learning process and are allowed to retain and use the material to meet their academic needs for the entire duration of their study. It should be noted that lectures, videos and class notes are copyright protected. Students are not allowed to circulate the material outside the class group or make use of the material for commercial purpose or for unauthorised circulation or individual publication.

15. Students are advised to look at the information provided in the university website or the department website to check if the information required is already available. Students are normally not expected to direct their enquiries at the HOD unless they are specifically advised by the department office or the teacher-mentor in charge of programmes and facilities.
16. **Under no circumstances should a student call the HOD directly with routine queries on fee structures, payments, admissions, examinations, dates and deadlines and day to day official jobs, for example, without first checking with the department office and/or the faculty concerned.** Most of your queries are ordinarily answered in the website. You can surely call the HOD if the matter cannot be resolved by the department office or the concerned faculty. You are expected to visit the department website at least once a day and read the notifications in the Department of English news and notifications tagline [link: <http://www.tezu.ernet.in/deng/>].
17. The pandemic has severely limited our windows for day to day interaction including direct contact. So please ensure that you give the department enough time while making any request for a document or for endorsement. Send your mail or requests to hod_eng@tezu.ernet.in (not to the personal emailid of the HOD, unless instructed to do so).
18. Students applying for endorsement (signature from HOD or the competent authority), endorsement of scholarships, fellowships, awards, govt-assistance, certificates including 'bonafide status' certificates, continuance certificates, clearance certificates, pass certificates, etc. must submit along with their application (or the filled in application format) with the required evidence for the department to issue a certificate. During the pandemic period you must give the department at least a week to take care of your request or to get back to you.
19. **In most cases the University accepts complete and clearly filled-in PDF of application forms with the digital signature of the HOD or the official concerned.** Please consult the department office in case you need something signed or endorsed.
20. We do not expect students or their guardians to visit the department unless required by the department or specifically required by the university to do so. Most jobs that required physical visits can now be done online. In the event of an unavoidable visit, the visitor must seek an appointment with the department office (NOT with the HOD) at least two days before visiting. All such visitors are required by the university to observe Covid appropriate behaviour and conduct the required business at the department through the business/inquiry window adjacent to the security point (please check with the security personnel).



10/08/2021

HOD, English
Tezpur University