

Guidelines for the IoBM Online Outreach Program Trainees

Institute of Business Management (IoBM), welcomes all its candidates of **IoBM Outreach Program**

Following are the rules to familiarize you with the Program policies:

Internet Access

It is mandatory to have a high speed internet connection with access to Google Meet (installed on either a phone or on a pc/laptop). A microphone and camera should be at the least available to conduct Q&A sessions and to gain from the tutorial.

Power/Internet outage

In case of power outage or computing / internet issues, the class recordings should be used by the students to update themselves

Class Updates

WhatsApp groups will be created for each class. Students are expected to ensure that they access their WhatsApp groups frequently to keep posted on class updates.

Online Attendance:

You are required to maintain 100 % attendance throughout the four week program. The recordings of the lecture would be used to mark your attendance. You are allowed to have 4 absences throughout the session and these attendances are to be availed in case of emergencies or illness. Your absences should not exceed the allowed leaves. You are responsible to cover material missed and the recordings can be obtained from your tutor.

Punctuality:

Your classes will commence at 8:30 a.m. sharp and you are to be present online before the start of your classes. A class URL will be shared in advance by your tutor.

Dress Code

Although the classes are to be conducted online, it is expected that dress code is to be followed as some students may be asked to present on camera.

You should be smartly dressed. Your clothes should be ironed and laundered properly. Clothes should be inoffensive in terms of cuts and style, or by way of messages printed on them. Male students are only allowed full length trousers or jeans. For footwear, they must wear dress shoes, moccasins, joggers or sandals with back straps. Male students should maintain proper haircuts and refrain from piercing their ears and faces.

Good Luck!