

INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND APPLIED NUTRITION, GUWAHATI

ONLINE THEORY CLASSES FOR 1st Semester Craftsmanship course in Food Production and Patisseries 2020-2021

Instructions to the students:-

1. Online classes will begin from 9th November 2020.
2. Classroom codes/Id for every subject is attached along with this notice.
3. Students must create their 'Gmail' account with their correct user name (full name) for Google Classroom app and Google Meet app.
4. Students with their nick names/pet names will not be permitted for online classes. If names of the students are not matching as per our records they will not be permitted for online classes.
5. Students who will access mobile will need to Install
 - a) Google Classroom app
 - b) Google Meet app
6. Students need to mute their Audio and Video while attending the class. Students should ensure that they are attending the online classroom at quiet environment. They may unmute only as per the request of their concerned faculty.
7. Indecent behaviour during the online classes will result in **strict action** via authorities.
8. Students should dress well in formals.
9. Students have to join 10-15 minutes before the start of the class.
10. Time table is attached along with this notice
11. For further details regarding online classes for 1st Semester Craftsmanship course in Food Production and Patisseries contact:
Mr. Biswa Kamal Kashyap – +91 - 9127314814


PRINCIPAL 5/11/20

S.No	Name of the Subject	Name of the Faculty	Google classroom Code
1	COOKERY AND LARDER	Mrs. GEETA SHARMA	rxb2quw
2	BAKERY AND PATISSERIE	Mr. SAKYA SINHA	eod3mxp
3	HYGIENE	Mrs. SRIJANI CHATTERJEE	k4t2hiq
4	EQUIPMENT MAINTENANCE	Mr. ANIL KORIYA	bpep6lj

To install & access Google Classroom and Google meet

For Mobile users:

1. Install **Google Classroom** and **Google meet** apps.
2. Login to the **Google classroom**.
3. Click '**Join class**' by clicking '+' sign.
4. Enter the classroom code of a particular subject.
5. Similarly for every subject click Join class and enter the codes to join the classrooms.

At the time of joining the class as per the time table:

1. Go to the **Google classroom**.
2. Click on the classroom folder for which you are having the class.
3. '**Google meet**' link will be provided to you on that particular class room folder.
4. Click on that link and you will join the class automatically through '**Google Meet**'.

For Desktop/Laptop users

1. Login to your '**Gmail account**'.
2. Click on '**Google classroom**' by clicking on Google app options-second button left from top right corner.
3. Click '**Join class**' by clicking '+' sign (third button left from top right corner)
4. Enter the classroom code of a particular subject.
5. Similarly for every subject click Join class and enter the codes to join the classrooms.

At the time of joining the class as per the time table:

1. Go to the **Google classroom** the same way from login in to your Gmail account.

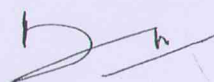
2. Click on the classroom folder for which you are having the class.
3. **'Google meet'** link will be provided to you on that particular class room folder.
4. Click on that link and you will join the class automatically through **'Google Meet'**.

**INSTITUTE OF HOTEL MANAGEMENT
GUWAHATI**


Online Class Time Table

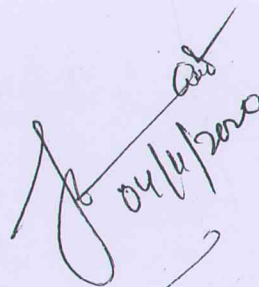
1st Semester Craftmanship Course in Food Production and Patisseries
(w.e.f. 09.11.2020)

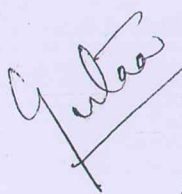
Day	Time 11:30 to 12:20
Monday	Cookery & Larder Theory (Mrs. Geeta Sharma)
Tuesday	Hygiene Ms. Srijani Chatterjee
Wednesday	Bakery & Patisserie Theory Mr. Sakya Sinha
Thursday	Hygiene Ms. Srijani Chatterjee
Friday	Equipment Maintenance Mr. Anil kr. Koriya


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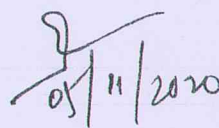
Copy to: i) Concerned Faculty Members
ii) Website
iii) Noticed Board


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04/11/2020






05/11/2020

