

INSTITUTE OF HOTEL MANAGEMENT: GUWAHATI

IHM (GH)/Acad-10/21 / 318

1st semester Online class Time-Table, (Theory) w .e.f. 20.10.2021

Time	9-to 10 AM	10 to 11 AM	11-00 to 12.00 ,P.M	12-00 PM to 1.00 P.M	01-02 PM	2.to 3 P.M	3.to 4.P.M	4.to 5.P.M
Monday		Food Production Theory Mr.Vikram Singh	Hotel Engineering Mr.Anil Koriya	Nutrition Ms.Srijani Chatterjee				
Tuesday		F&B Service Dr.Anirban Baishya	Front Office Mr.Daivik Mishra	Application of Computers Mr.Biswa Kamal Kashyap				
Wednesday		Hotel Engineering Mr.Anil Koriya	Accommodation operation Ms.Srijani Chatterjee	F&B Service Dr.Anirban Baishya				
Thursday		Food Production Theory Mr.Vikram Singh	Hotel Engineering Mr.Anil Koriya	Nutrition Ms.Srijani Chatterjee				
Friday		Hotel Engineering Mr.Anil Koriya	Accommodation operation Ms.Srijani Chatterjee	Front Office Mr.Daivik Mishra				


HOD


PRINCIPAL

T.S.
K. Singh
10/10/21

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Students must have or create their '**Gmail**' account with their correct user name (full name) for Google Classroom app and Google Meet app. 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 will not be permitted too.

Students who will access mobile will need to Install

- a) **Google Classroom app**
- b) **Google Meet app**
- c) **Wise App**

Students need to mute their Audio and Video while attending the class.

Students should ensure that they are attending the online classroom at quite environment. They may unmute only as per the request of their concerned faculty.

Indecent behaviour during the online classes will result in **strict action** via authorities.

Students should dress well in formals.

Students have to join 10-15 minutes before the start of the class.

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**'.

To install & access Wise App

For Mobile Users

1. Install '**Wise App**' in your phone.
2. Click '**start**'.
3. Enter your '**phone no**'.
4. Enter '**OTP**'.
5. Write your full name properly.
6. Click on '**student profile**'.
7. Click '**next**'.
8. Enter particular subject's class code/id and click '**enroll**'.
9. Similarly for every subject click '+' sign, Join class by entering classroom ID/codes and by clicking Enroll.

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

1. Go to Wise App & click to the particular classroom folder.
2. Click '**Join live**' class.
3. Note – If it shows '**class not started**', kindly keep on refreshing your tab till it shows **Join Live** class.

For Desktop/Laptop users

1. Go to www.wiseapp.live
2. Enter your '**phone no**'
3. Enter '**OTP**'
4. Write your full name properly
5. Click on '**student**' tab
6. Click '**submit**'
7. Click '**join class**' at top right colour green button
8. Enter particular subject's class code/id and click join class
9. Similarly Join other subjects class by using the same process as above

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

1. Go to www.wiseapp.live
2. Enter your '**phone no**'
3. Enter '**OTP**'
4. Click to the particular classroom folder.
5. Click '**Join live**' class.
6. Note – If it shows '**class not started**', kindly keep on refreshing your tab till it shows **Join Live** class.

Details of Joining online Classes

Sl No	Subject	Faculty Name	Online Class Platform	Code/ID/Link
1	Dr. Anirban Baishya	F&B Service	Google Classroom	5gtmqjg
2	Foundation course in Front Office - I	Mr. Daivik Mishra	WiseApp	259160701
3	Food Production Theory	Vikram Singh	WiseApp	672339673
5	Hotel Engineering	Anil Koriya	Google Classroom	https://classroom.google.com/c/MTI5NDQwMjMyNTA1?cjc=zume3ze
6	Accommodation Operation and Nutrition	Ms. Srijani Chatterjee	Google Classroom	wdkjwsd
7	Application of Computers	Bishwa kamal Kashyap	Google Classroom	ejcgap4