

POLICY- RULES FOR WHATSAPP WORK GROUP (ADMIN AND STUDENTS)

OBJECTIVE:

I. The purpose of WhatsApp Work Group is to establish collective conversations with students of a class, and staying connected with a purpose of sharing information, views and ideas related to specific academic, curricular and co-curricular related matters.

At the outset, every student must consent, prior to being put into a WhatsApp Group as their telephone number will be visible to all within the group, and personal telephone numbers cannot be communicated without consent.

Such a group is set up in a spirit of informal communication amongst a group of students sharing the same common interest. The group will be managed by 1. Administrator 2. Asst. Administrator (in absence of the Administrator).

There will be only one Whatsapp group for each class officially created for specific academic related work and internship / placement activity in consultation with the class coordinator.(Faculty/Training Placement officer)

- i. The Administrator will be overall in charge of the WhatsApp group.
- ii. The Assistant Administrator will assist the Administrator and will work closely for the integrity of the group.
- iii. In absence of the Administrator the Assistant Administrator will be responsible for the functioning of the group.

II. Role and responsibilities of the Administrator:

- I. He/she will inform the Class Coordinator/ Training Placement coordinator) about the WhatsApp group.
- II. He/she will be entirely responsible and accountable for the functioning of the group, related to content, pictures, and videos shared by group members.

- III. Only the administrator has the right to add or remove any member/s from the WhatsApp group for having violated the guidelines of WhatsApp rules.
- IV. He/she will be directly or indirectly responsible for any exchange of content in the group.
- V. He/she will keep a check on any irrelevant or personal messages being posted about topics and issues which do not concern any member of the group. The admin reserves the right to delete the messages ASAP without explanation.

III. Students role and responsibilities:

- i. Take full responsibility for his /her own actions while interacting with members on WhatsApp group.
- ii. Respect the purpose and objective of each group. A “WhatsApp work group” should be used for a specific cause and the outcome should be progressive.
- iii. The WhatsApp portal should not be used to send messages or content of a personal nature, as well as groups of friends and family shouldn’t be used for gossip or for business purposes.
- iv. When you only place content, but never read or interact, the existence of such group loses their purpose.
- v. Post your message in one single chunk of text, don’t post every word or sentence in a new message.
- vi. The group is not to be used to discuss non-work related issues. Avoid sending irrelevant messages that do not concern the group.
- vii. Never EVER use a group to berate someone else or air grievances. If you have an issue address it one on one with the relevant person.
- viii. Students should judiciously use their time in accessing whatsApp message as checking messages or scrolling through the chats often can lead to lack of concentration in academics.
- ix. When replying to a specific comment be courteous and to the point so as to make sense of your comment and avoid confusion.

- x. Before sending a video, picture, meme or any content, analyze if such material will be in the interest of the majority of the members of the group.
- xi. Keep in mind that your words can be interpreted in multiple ways, so use short sentences that cannot be misinterpreted.
- xii. Do not get angry if someone doesn't respond to your messages in a group. No one is obliged to do so. In this case it is better send him/her a direct message.
- xiii. By participating in the WhatsApp Group, the student agrees to abide by the group rules.



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DIRECTOR/PRINCIPAL

