

## **Revised SOP for joining Google Classroom and Google Meet**

1. Now students will be enrolled in Google Classroom as per their Class, section and subject.
2. If you are using any Mobile /Tablet download following Applications from respective Play store:
  - a. Google Classroom App,
  - b. Google Meet App,
  - c. Google Device Policy App and enforce it.
3. If you are using desktop or laptop, download and use latest version of Google Chrome
4. Logout from all personal email id's from Google Chrome/Mobile devices and login with school id in Google classroom.
5. You will find all the content in Classwork embedded by your subject teachers.
6. The link for joining Google Meet will be displayed on Google Classroom as per school time table which will be shared on Google classroom's stream.

In case you face any difficulties in accessing Google classroom, kindly feel free to contact our Help Desk team between 08:00AM to 1:30PM.

### **Google Classroom**

Class I to to XII Mr. Deepak	8387830517
Class I to to XII Mr. Lakhani	7568734899
Mr. Hitesh Rajendra Neve	9509922924
IT Administrator Mr. J.L.Sirvee	9413958793

### **Academic Head**

Class Nursery, LKG, UKG Mrs.Shreeja Nair	7568448887
Class I to V Mrs.Parinder Kaur	9929830304
Class VI to VIII Mrs. Shilpee Kothari	9588841604
Class IX to XII Mrs. Sushma Ramdeo	9460660624