

## **CODE OF CONDUCT FOR VIRTUAL LEARNING**

Dear Students,

As you take your first step into your new academic life at T.H.K. Jain College, we would like to offer you a warm welcome. There are many changes in this new semester, especially the virtual teaching-learning process that you need to adapt to. The college expects you to display utmost regard for the rules and regulations of the institution and maintain a high standard of online academic discipline. We are committed to our academic duty of providing high-quality education to students even if it is through a virtual platform. Therefore, we expect your complete cooperation to make this online teaching-learning process successful. Although your classroom will be a virtual one, we expect the same standards of behaviour as we do on campus.

We have prepared a code of conduct to help you understand the online etiquette that you are supposed to follow. Go through the guidelines given below before attending online classes and keep them in mind at all times.

- Attend every class as per the time mentioned in the schedule by clicking on the Google Meet link provided by the respective subject teacher. Wait till the teacher lets you in. You are supposed to join the online class 5 minutes before the scheduled time. A maximum grace period of 5 minutes is allowed after the class starts. Do not waste the teacher's time by attempting to enter the class after that.
- When the class is on, you are supposed to keep your video off and microphone muted so that there is no interference in the class proceedings. Use headphones to ensure that you can hear the teacher properly. Switch on your microphone when the teacher asks you to speak.
- Select a profile picture that is appropriate for attending an online class. A simple headshot is recommended. Refrain from switching on any virtual background.
- You may be asked to switch on your video any time so dress appropriately and be properly groomed.
- The formal environment of the online class requires you to use appropriate language. Use complete sentences while communicating with the teacher through the Google Meet chatbox. Avoid using abbreviations, emoticons, slang, etc. If any student is found using obscene, disrespectful,

threatening language while communicating, strict disciplinary action will be taken by the college authority.

- Do not share the joining link of any online class with students of other colleges or friends. Misusing or distributing the study materials uploaded in the Google classrooms will be treated as academic misconduct. Copying information from online sources or other students for the assignments given in class is considered plagiarism and is strictly prohibited.
- Attendance is a crucial component of the online learning process. Follow the instructions given by the teacher so that your attendance is recorded properly. You are supposed to attend a class for the entire duration mentioned in the routine to get the attendance.
- Visit the college website regularly to check the virtual notice board for updates. Join the Whatsapp groups and Google classrooms created for all your subjects according to the instructions provided by the respective departments. All important information, notifications, and announcements will be conveyed to you through these platforms. You are responsible for staying informed and tracking important updates from the college and your teachers.

You are not permitted to violate this code of conduct or cause disruption in the online class proceedings. Any inappropriate behaviour will be reported to the disciplinary committee and strict action will be taken against the student/students involved as per the regulations of the committee.

These are some basic expectations from the students of the college which are not difficult to follow and maintain. We look forward to engaging with you in the online teaching-learning process and help you achieve your academic goals through the digital platform in these changing times. This is the time to show resilience and move forward with determination and a positive attitude. We believe that your support and cooperation will help us in making your new academic journey worthwhile.

**ALL THE BEST!!**