



Online Code of Conduct

The standards of behavior in a class environment are equally important in virtual (online) classes as in brick and mortar schools. In other words, our virtual classrooms are real classrooms with real teachers; therefore, appropriate student behavior is expected. To ensure that all Virtual class room students of TIPS understand how to behave in an online environment, we have developed a code of conduct that all students are required to follow. This code of conduct addresses student interaction with Virtual class faculty, staff, and students, as well as their individual actions.

Interactions with Faculty and Staff in virtual environment

1. Students should address all faculty and staff members as adults with the courtesy expected for education professionals. They are to use both the appropriate title (Mr., Mrs., Ms., or Dr.) and last name only. No other form of address is acceptable.
2. Students should phrase communications with faculty and staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails and phone conversations must be respectful.
3. Since our online environment is a learning environment, students should not use excessive “slang” or language that they might use in other environments. Students must communicate with teachers in complete sentences.
4. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with faculty and staff.
5. Students must use an email address and profile picture that is appropriate for an educational environment. Email addresses that use profanity or may otherwise be construed as offensive, shall not be permitted in correspondence with faculty and staff. Profile pictures should be a head-shot of the student only and may not be offensive or inappropriate in any manner. The Proctorial Board reserves the right to determine if a student email address and/or profile picture is inappropriate. Students

using an inappropriate email address and/or profile picture will be required to update their user profiles.

Interactions with Other Users

1. All communications with other students must be of a course-related nature. Any sending of unsolicited email to other classmates is prohibited.
2. All communications with other students in any forum, course related email, discussion post, etc., must be polite, courteous and respectful.
3. The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the Internet could invite disciplinary action.
4. Do not collaborate with other students (work with) on your assignments unless directed to do so by your teacher. Working together is useful in the traditional classroom, but it is not permitted in our online environment without specific teacher instructions to do so.
5. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other online students.

Appropriate Use of the Internet

1. Students are subject to all local, state, and national laws governing the Internet. Consequently, program administrators will cooperate fully with local, state, or central officials in any investigation related to illegal activities conducted through Internet access.
2. In the event there is a claim that a student has violated this policy, he/she will be notified of the suspected violation and given an opportunity to present an explanation.

3. Any student that violates this policy will be subject to disciplinary action or legal action as deemed fit.

Disciplinary Action

Violations to the Online Student Code of Conduct will initiate the following procedure:

1. Upon the violation, the teacher will complete and submit the Online Student Code of Conduct

Reporting Form to Proctorial Board

2. The teacher or proctorial board member will notify the student or parent that the student has

violated the code.

3. Based on the report, Proctorial Board will determine what, if any, disciplinary action must be

taken.

4. A student in violation of the Online Student Code of Conduct is also subject to discipline as

per discipline policy.

Faculty Online Code of Conduct

- 1) During online classes the faculty should be formally dressed and conduct the class formally with video calling on for fixed duration with objective to cover a fixed portion of course content as per lesson plan.
- 2) If need be lesson plans should be modified accordingly.
- 3) Time table for online classes should be revised to take into consideration the constraints.
- 4) Record of each lecture should be maintained.
- 5) As far as possible take lectures through PC / Laptop instead of mobile phones.

- 6) Online platforms should be selected from available variety of platforms and faculty members should maintain uniformity in platforms used and acquaint students well in advance with the platform such as Zoom, Webex, MS teams, Google class room, etc. The viability and suitability of platforms has to be studied.
 - 7) Effort should be made to develop e content for all courses taught for complete curriculum and maintained in Institute database. E-content is recorded lectures under the banner of TIPS.
 - 8) Online examination guidelines should be drafted.
 - 9) Student need not have video on but during examination student must have video on.
 - 10) Proctored Online exams should be conducted.
 - 11) Webinars / Events / Activities / FDPs / Conferences / Workshops should be conducted in online mode besides those we conduct in traditional manner. We should be habituated and equipped to go completely Online in an organized and premeditated manner.
 - 12) System of Online Conduction of classes, meetings, events should be in place. Official Whatsapp groups should be restricted to a minimum set with no redundant groups.
 - Group mails should be there for each of class groups.
 - Nomenclature should be set for naming of TIPS groups and mails.
 - Every faculty should have an official mail.
 - During relieving of a faculty or staff the relieving form should contain a section for removal from groups and mails. It should be duly signed by new admins or lab head as appropriate.
- A section for handing over of work content soft copy should be there which can be on annual basis from each coordinator of committees. The content should be provided to central repository. The relieving form should be signed by following Faculty members:
- ✓ ERP Admin
 - ✓ Lab Incharge/s
 - ✓ Library Incharge/s
 - ✓ Director

- ✓ Committee Head / IQAC Head

Duties / Responsibilities of Admins of official groups:

- ✓ Maintaining members of the group as per latest lists.
- ✓ Ensuring the objective of group is met at all times.
- ✓ Ensuring no irrelevant content is posted on the group
- ✓ Maintaining posted content.

Every semester new subject teachers allocated should be included in class groups and teachers who do not teach anymore in that class should be removed from the group.

Similar protocol to be followed for other groups as well.

Discipline of class group is very essential. Indiscipline should be reported to proctorial board.

As far as possible certificates etc should be collected through Google forms rather than posted on whatsapp groups. A list can be shared on group instead. Too much unnecessary clutter to be avoided on groups.

Dr. Sandhya Maitra

Chief Proctor