



Progressive Education Society's Modern College of Engineering, Pune

Code of Conduct: Online Teaching and Learning

All the teachers and students must:

- Respect the need of others to work in an online learning environment and help to maintain it positive and supportive;
- Use must use an official email address (XXXX @moderncoe.edu.in) for any communications related to online learning environment and for communications with admin/ student section.
- What's app (if any):
 - Only admin can post messages (Teachers and Class Representative(CR))
 - All students can communicate through the Class Representative.
- Be aware about Cyber Security Laws of Govt. of India.

All the teachers and students must not:

- Misrepresent an identity or assume the identity of another by using login credentials other than those specifically assigned.

All students must:

- While login to online class must keep his/ her domain name as specified by their GFM's (e.g. Roll No_FirstName_Last Name)
- Respect the integrity of all online systems and networks
- Respect all copyright laws
- Respect the personal information and privacy of others
- Complete all assignments and work in a timely and thorough manner
- Share any concern that they have about another student with their Mentor / GFM/ HOD/ Principal immediately if student feel unsafe / offended/ insulted during online class.
- Have the right to express themselves and participate freely in an online class. However, they are expected to treat each other and the teachers with courtesy and respect. Students are allowed to disagree with each other or the teacher but must do so in a civil manner.

All students must not:

- Share login credentials with anyone else
- Use anyone else's login account
- Share the online lecture link provided by teachers with any member outside the class
- Knowingly upload any file or program that contains a virus, malware or other malicious code
- Write/Send/Post/ Display/share anything off-topic, insulting to others, abusive or illegal, threatening, or otherwise offensive.
- Discuss in any open forum information that is critical of another student or teacher. Discussion forums and chat threads are open to all teachers and students; and not appropriate mediums for private correspondence.
- Engage in any of the following acts of academic misconduct: Cheating, Plagiarism, Cyber bullying and /or harassment, Collusion: Intentionally or knowingly helping or attempting to help another commit academic misconduct such as substituting for a test or completing an assignment for someone else. Collaborating with others while taking online tests or similar summative evaluation.
- Unmute yourself when teacher has placed you on mute.
- Record any class session and transmit it.
- Record your teacher and/or classmates.

Students can expect that:

- If student/s tries to join the online class with anyone else's login credentials or tries to post non academic / any other irrelevant content, he/she will be denied access to the online class.
- Appropriate and progressive discipline will result when Institute's rules are violated and appropriate action will be taken.
- If they cheat during submission of assignment/ quiz/ test, their grades/ marks will be lowered or they may fail.



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Student Undertaking

I, _____(full name of the student), Roll No. _____s/o d/o of Mr. / Mrs./ Ms. _____ having been admitted to FE/SE/TE/BE , Div A/B/C of Department of E & TC/ COMP/ MECH/ IT / ELEC Engineering of PES's Modern College of Engineering, Pune, have received a copy of the Code of Conduct for Online Teaching and Learning, carefully read and fully understood the provisions contained in the same.

I do hereby declare that

- a) I will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity in the online learning environment.
- b) I will be solely responsible for any kind of accident/mishap caused on account of the above-mentioned rules.

Date:

Name & Signature of the Student:

Parent Undertaking

I, _____(full name of Parent) father/mother/guardian of, _____(full name of student) having been admitted to FE/SE/TE/BE , Div A/B/C of Department of E & TC/ COMP/ MECH/ IT / ELEC Engineering of PES's Modern College of Engineering, Pune, have received a copy of the Code of Conduct for Online Teaching and Learning, carefully read and fully understood the provisions contained in the same.

I do hereby declare that

- a) My ward will obey the rules defined by the institute and will not indulge in any kind of in-disciplined activity.
- b) My ward will be solely responsible for any kind of accident/mishap caused on account of the above-mentioned rules.

Date:

Name & Signature of Parent/Guardian: