



MES's

PILLAI COLLEGE OF EDUCATION AND RESEARCH

Accredited 'A' Grade by NAAC (3.36 CGPA)

Affiliated to the University of Mumbai

Recognised by NCTE

CODE OF CONDUCT FOR ONLINE LEARNING

MES's

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INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1.Attendance

- a) Students are expected to attend online lectures as outlined in the timetable provided.
- b) Student attendance will be monitored by the respective teachers and their preferred mode of marking attendance. E.g., verbal roll call, screenshot of participant list etc.

2.Discipline

- a) Students are required to abide by the classroom norms set by the respective teachers.
- b) Kindly keep your audio muted and unmute when the teacher needs you to respond/participate in the class.
- c) Ensure to use the chat box only for clarifying classroom doubts and participating in the teaching learning process.
- d) Please remember that you are in a formal lecture and ensure that you are seated appropriately with minimal distractions around you.
- e) When students do not respond to the teachers questions multiple times the teacher may mark them absent as they are not actually participating and truly present in the lecture.

3. Examination/Assignments/Lesson Submission

- a) Kindly follow the mode, and method of giving examinations, submitting assignments and lessons as instructed by the teacher.
- b) Please ensure that you complete and upload the required documents within the deadline stated.
- c) Please go through the comments provided on your lessons and seek clarification via the modes instructed by the respective teachers.

4. Information on communication

- a) Outside lecture communication needs to be formal and conducted via the prescribed modes of communication specified by the institution. Eg Google classrooms, official class/subject WhatsApp groups, email.

5. Device and Internet quality

- a) Ensure that you have a properly functioning device to attend lectures. Poor internet connection is not an excuse that will be tolerated always when students are called on to respond to questions.

6. Privacy & Compliance

- a) Session links may not be shared with anyone who is not a registered student of this institution.

INSTITUTIONAL CODE OF CONDUCT FOR TEACHERS/TEACHER EDUCATORS

1. Clarity on platforms to be used

- a) Clarify various platforms for communication- (Google Classrooms and WhatsApp), posting learning resources and submission of assignments(Google Classrooms), online lectures(Google Meet/ Zoom).
- b) Clarify access details and how to work with platforms that may be new to the students.

2. Student attendance

Teachers will record student attendance via their preferred mode of marking attendance. Eg, verbal roll call, screenshot of participant list etc.

2. Assignment clarity

- a) Specify in advance how, where, and when students have to upload their online assignments.

3. Information on communication

- a) Instruct students on how you will communicate with them, and how they should communicate with you outside of the online lectures. - Google Classrooms, official Class/Subject WhatsApp Groups, official email.
- b) Kindly observe regular timings for communication unless in case of some urgent clarification required. Be mindful of work/life balance.

4. Camera/Backdrop quality

- a) Ensure that your background is as clutter free as possible. Preferably have a plain wall behind you. This will prevent family members accidentally walking into your background during your lecture. Remember that you are in a formal lecture.
- b) Ensure that you have a stable internet connection, and a functioning camera and microphone on your laptop/PC. Students should be able to rely on the quality of your broadcast recording.
- c) Ensure that you are sitting opposite a source of light so that your face is lit up properly. Having a source of light directly behind you will be disruptive to the video and your face will not be visible on the screen.

5. Online Classroom Etiquette

- a) Set behavioural expectations with your students. Eg. How they may signal if they have a question/would like to answer a question asked by you, are they expected to mute their microphones, are they expected to switch on their videos, how should they inform you if they are unable to switch on their videos.
- b) Ensure to share a 'tab' only while presenting to students. Make sure all sensitive documents, applications are closed during an online lecture to prevent sharing these with students by mistake. Remove personal browser bookmarks that you may not want to disclose.
- c) Check with students if they can see your presentation, see and hear the video you may be presenting. Ask them to confirm and then proceed. There could be a time lag that may interrupt this, alternatively you may be sharing an incorrect tab, or have not shared audio that would result in a waste of time if you do not clarify with students.
- d) Be aware of potential internet lags from your end and pause until you can see that your net is stable and you are back visible and audible to the students.
- e) Attempt to get as many students actively involved in the teaching learning process by directing questions to students, asking for everyone to response in the chat box etc.

6. Privacy & Compliance

- a) Lecture links will be shared with registered students of the college only.