CODE OF CONDUCT FOR VIRTUAL LEARNING

Dear Students,

As you take your first step into your new academic life at Suryadatta Group of Institutes, we would like to Welcome you on a new and exciting journey of blended learning. You must have gone through virtual learning in your previous classes.

We expect 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 meeting link provided by the respective subject teacher.
- 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 Virtual classrooms will be treated as academic misconduct.
- You are supposed to join the online class 5 minutes before the scheduled time and exit immediately after the classes as per time table are over.
- 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 Virtual Meeting / webinar / class chatbox. If any student is found using obscene, disrespectful, threatening language or content while communicating, strict disciplinary action will be taken by the Institute authority.
- 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 your email daily for the updates. Join the Whatsapp groups and Virtual classrooms / groups 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 Suryadatta Group of Institutes which are easy 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.

In case of any difficulties, do not hesitate to contact your class teachers.

ALL THE BEST!!