



# MUSLIM COLLEGE OF EDUCATION

No. 1 New Street, Thiruvithancode, Kanyakumari District, Tamil Nadu, India – 629174

Affiliated to Tamil Nadu Teachers Education University– Chennai CC:10915,10936

Recognised by SRC (NCTE) New Delhi

web: [www.muslimcollegeofeducation.in](http://www.muslimcollegeofeducation.in) | email id : [muslimcollegeofeducation@gmail.com](mailto:muslimcollegeofeducation@gmail.com)

7598174494, 9442760383

F. No. SRC/NCTE/APSO 8071/B.Ed./TN/2014-15/ 62329

F. No. SRC/NCTE / APSO9493/M.Ed/TN/2015/65325

F. No. SRC/NCTE/SRCAPP14511/ B.A.B. Ed, B.ScB.Ed/TN/2017-2018/91300

## 7.1.9:

Institution has a prescribed Code of Conduct for students, teachers, administrators and other staff, and conducts periodic programmes to appraise adherence to the Code through the following ways

- Code of Conduct is displayed on the institution's website
- Students and teachers are oriented about the Code of Conduct
- There is a committee to monitor adherence to the Code of Conduct
- Professional ethics programmes for students, teachers, administrators and other staff are organized periodically



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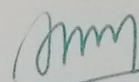
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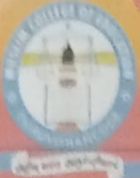
## TO WHOMSOEVER IT MAY CONCERN

This is to certify that the Institution has a prescribed Code of Conduct for students, teachers, administrators and other staff, and conducts periodic programmes to appraise adherence to the Code .

- Code of Conduct is displayed on the institution's website
- Students and teachers are oriented about the Code of Conduct
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## Report Of Induction Program Of B.Ed., & M.Ed.,



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## REPORT OF TEACHER-TRAINEES INDUCTION PROGRAM (2022-2023) FOR B.Ed., PROGRAMME

Date 13.07.2022

Venue Auditorium

No. of Participants 105

Objectives of the Programme:

- To create awareness about B.Ed. programme
- To make teacher-trainees feel comfortable in their new environment and to open them up.
- To promote bonding between the teacher-trainees and to build relation between teacher and teacher-trainees .
- To motivate the teacher-trainees for their academic achievement and for excellence in their profession.

The following is a list of activities that will be included in the student induction programme:

Dr. Pramod, Principal gave welcome address. Dr. H. Mohamed Ali, the Secretary, delivered the Presidential address. He emphasized the great importance of undertaking a Bachelor of Education (B.Ed) program. Education is crucial for progress and development in today's world, and the importance of teacher-trainees cannot be exaggerated. The B.Ed course provides learners with both the necessary information and pedagogical abilities required to become proficient teacher-trainees . The text explores several facets of teaching techniques, educational psychology, curriculum development, and classroom management, among other topics. By combining academic



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study and practical training, teacher-trainees are equipped to confidently and effectively negotiate the intricacies of the education world.

Special lectures were given by Dr.S. Prema Kumar Head Academic & General administration. According to him, the B. Ed degree promotes a profound comprehension of various learning requirements and methods, empowering teacher-trainees to establish inclusive and supportive learning environments where all teacher-trainees can flourish. It fosters a feeling of duty and enthusiasm for cultivating the minds of young individuals, moulding them into individuals who can think critically, solve problems, and continue learning throughout their lives. Moreover, in a time of swift technological progress and changing educational models, the B.Ed course prioritizes the ability to adjust and come up with new ideas. It motivates teacher-trainees to adopt innovative tools, approaches, and best practices to address the evolving demands of learners and society as a whole.

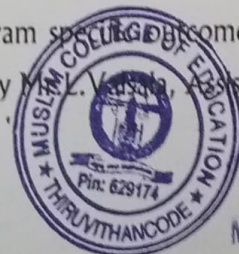
According to Dr. Sabuji Varughese, the Head Professor of Value Education, the B. Ed course is ultimately important because it empowers individuals to have a significant impact on teacher-trainees' lives and contribute positively to the progress of society. Obtaining this degree entails more than just acquiring a piece of paper; it signifies a strong determination to provide high-quality education and a profound commitment to creating a better future for future generations.

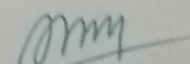
## ◦ Introduction of Staff members:

Principal introduced Staff members to the teacher-trainees which create a good rapport with teachers.

## Introduction on PLO and CLO:

- The session commenced with the explanation of the College Vision and Mission, Program General Objectives (PGOs), Program specific Outcomes (PSOs) and Program Outcomes (POs) were elaborated by M.L. Varadha, Assistant Professor.



  
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- \* Also, the session focused on the Course objectives and Course Learning Outcomes (CLOs).

## Orientation on Teaching Learning Process:

- \* Various teaching and learning methods and its adoptability to the curriculum are explained by Mrs. Raina Rose, Assistant Professor. She also described some kind of collaborative learning techniques such as seminar, Internship, field visit, debate and Paper Presentation.

## Orientation on Online Courses:

- \* Mrs. Subi gave directions about how to choose an online course based on curriculum gap, latest techniques/trends in line with curriculum, understanding level and interest of teacher-trainees, difficulty level of the subject and credits available. Finally, she outlined the merits and limitations of choosing an online course.

## Club activities:

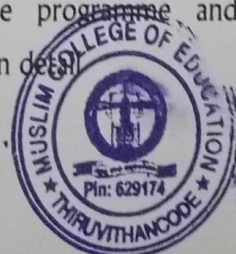
- \* Mrs. Sreeja, Assistant Professor explained the process followed in organising the club and the activities to be done in these clubs, how participation in the club activities helps them in enhancing their skills and helps in achieving their career. She showed the pictures of the events organised by the club in the previous years to teacher-trainees.

## Interaction Session:

- \* The teacher-trainees interacted with staff members to clarify their doubts about the B.Ed programme.

## Vote of Thanks:

- \* Mrs. Indira, Assistant Professor delivered vote of thanks to all the participants.
- \* Through this event, expectations from the programme and expected achievement of teacher-trainees are described in detail.



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## REPORT ON TEACHER-TRAINEES INDUCTION PROGRAM (2022-2023) FOR M.ED., PROGRAMME

Date 13/07/2022

Venue Auditorium  
No. of Teacher-trainees/ Participants 105  
Objectives of the Programme:

- To create awareness about M.Ed. programme .
- To motivate the teacher-trainees for their studies and for excellence in their profession
- To help the teacher-trainees feel comfortable in the new environment and adjust to the customs and practices of the college.
- To create ideas about field internship, practical and dissertation works
- Giving attention to stimulating social integration of teacher-trainees among themselves and with teachers.

### Report:

The M.Ed. (Master of Education) program is a post graduate-level academic program designed to provide advanced training and knowledge in the field of education. It builds upon the foundational principles and skills acquired during a Bachelor of Education (B.Ed) or equivalent undergraduate program. The M.Ed. program typically offers specialized coursework and research opportunities in various areas of education, such as curriculum development, educational leadership, special education, educational technology, counseling, and more. It is geared towards individuals who wish to deepen their understanding of educational theory and practice, advance their careers in education, or pursue leadership roles within educational institutions.



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The induction programme for 1 year M.Ed. teacher-trainees was held on October 11, 2021 with the aim of enhancing their education knowledge and providing them with a thorough understanding of teacher education. The various obstacles and opportunities, as well as the ability to ignite their enthusiasm in learning Their discussion revolved around the efficacy of student learning, strategies for enhancing teaching skills, and the desired values and societal responsibilities of the upcoming generation.

The following is a list of activities that will be included in the student Welcome address:

Welcome address: Dr.Pramod.V.S., Principal welcomed the gatherings.

Key note address:

- Dr. S. Prema Kumar, Head of Academic and General Administration, delivered special addresses. He holds the belief that the M.Ed. degree goes beyond being solely an academic pursuit. Instead, it serves as a testament to one's commitment to the area of education, which possesses the ability to unlock human potential and influence the future of society. In a culture where knowledge is synonymous with power, education acts as the beacon of illumination, directing individuals towards personal growth, societal progress, and global harmony. Dr. M. Jayakrishnan Nair, the research coordinator, elucidated the importance of the M.Ed. course. The M.Ed. degree primarily emphasizes advanced education studies, frequently with a specialization in areas such as curriculum and teaching, educational leadership, special education, or educational technology. Research aptitude is crucial in M.Ed. programs, as it requires graduates to actively participate in scholarly investigation, carefully evaluate educational matters, and make valuable contributions to the field's body of knowledge.



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## Introduction of Staff members:

- Dr.Pramod.V.S, Principal introduced Staff members to the teacher-trainees which creates a good attitude about teachers.

## Orientation on PLO and CLO:

- The session commenced with the explanation of the College Vision and Mission, Program General Objectives (PGOs), Program specific outcomes (PSOs) and Program Outcomes (POs) were elaborated by Dr.S.Sasi, Professor. Also the session focused on the Course Learning Outcomes (CLOs), various teaching and learning methods and how the M.Ed., programme adopted with some effective and modern teaching methods.

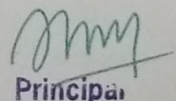
## Orientation on Online Courses:

- Mrs. Raina Rose provided guidance on selecting an online course by considering factors such as the curriculum's alignment with teacher-trainees ' knowledge gaps, personal growth objectives, comprehension level, and areas of interest, as well as its academic relevance. Additionally, many collaborative learning strategies were discussed, including seminars, ➤ Internship, field visit, debate and Presentation. Finally, outlined pros and cons of choosing an online course.

## Orientation on Research papers:

- Our Associate Professor Dr. M. Jayakrishnan Nair gave a key note on Research Methodology which allow learners to enhance their research activities and provide a more positive attitude towards proposals.



  
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Mrs. Sub, an Assistant Professor, outlined the procedure for organizing the club and the planned activities. She emphasized how participating in these club activities can enhance teacher-trainees' skills and contribute to their career development.

**Interaction Session:** The teacher-trainees interacted with staff members to clarify their doubts about the programme and credits allotted to each course.

**Vote of Thanks:** Alpha Grace, Assistant Professor delivered vote of thanks to all the participants. The teacher-trainees gained a clear understanding of the programme and the mission to be accomplished.



*mm*  
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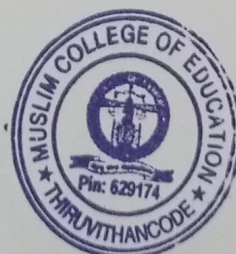
## Criteria - 7

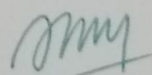
7.1	Institution values and social Responsibilities
7.1.9	Institution has a prescribed Code of Conduct for students, teachers, administrators and other staff, and conducts periodic programmes to appraise adherence to the Code .

## MONITORING COMMITTEE

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## Minutes Of Discipline Committee



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## DISCIPLINE COMMITTEE

A College Disciplinary Committee is currently being established, for the academic year 2022-23 consisting of the following staff members:

### MEMBERS OF THE COLLEGE DISCIPLINARY COMMITTEE FOR THE ACADEMIC YEAR 2022-23:

Sl No	Members	Committee Designation
1.	Dr.Pramod V.S. Principal	Co-ordinator
2.	Dr.Sasi Professor	Member
3.	Dr.Jayakrishnan Nair Professor	Member
4.	Derinoji Asst. Professor	Member
5.	Merline Jaya Asst. Professor	Member

The Charges of the Committee are the following:

- To maintain & enforce strict discipline in the college campus.
- To implement a stringent dress code policy for teacher-trainees .
- In order to oversee the activities of the teacher-trainees within the College premises and discourage teacher-trainees from lingering in the corridors during operational hours.
- In order to secure full attendance of teacher-trainees and avoid early departure from the college, measures need to be taken.
- To ensure that pupils maintain complete silence in the Library.
- To aid the college's anti-ragging committee in the prevention of ragging within the college.



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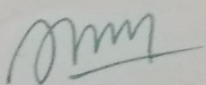
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## CODE OF CONDUCT

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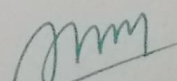
Code of Conduct for teacher-trainees , teachers, administrators  
and other staff of Institution / Affiliating University

## FOR STUDENTS:

Every student teacher must adhere to the following norms and regulations.

- ✦ Teacher-trainees are required to wear a uniform on all college days.
- ✦ Being punctual and consistent are crucial. Teacher-trainees are expected to be punctual when attending both the assembly and classrooms, and to maintain regular attendance.
- ✦ Attendance at the college is mandatory for all teacher-trainees , and any absence must be accompanied by a formal leave letter. Submit a leave application to the principle by going through your designated teacher and class supervisor.
- ✦ Teacher-trainees are prohibited from leaving the campus during college hours unless they have obtained written permission from the principal.
- ✦ Visitors are prohibited during college hours.



  
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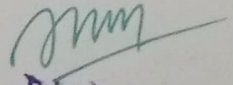
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- ❖ Teacher-trainees are required to maintain silence throughout college hours, study hours, and when moving between classes.
- ❖ Teacher-trainees are required to utilize the library. Any damage or loss of books will be thoroughly scrutinized.
- ❖ If a student withdraws from the college during the academic year, she is not entitled to request a reduction or exemption of any portion of the fees.
- ❖ Teacher-trainees must abstain from utilizing any unethical means throughout tests or examinations.
- ❖ The following issues will be thoroughly examined and the individuals implicated will be subjected to penalties.
  - ❖ Inconsistent presence.
  - ❖ Lack of interest or apathy towards academic pursuits.
  - ❖ Neglecting one's academic responsibilities.
  - ❖ Lack of monitoring and adherence to regulations.
  - ❖ Blatant defiance of authority.
- ❖ Teacher-trainees afflicted with contagious illnesses will be prohibited from attending class.
- ❖ The use of Cell phones is strictly forbidden on campus during class hours.



  
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# MUSLIM COLLEGE OF EDUCATION

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- ◊ Teacher-trainees are expected to uphold the college's dignity and foster unity and harmony in society.

## PRINCIPAL

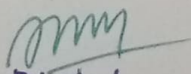
Reporting only to the Secretary /Correspondent of the institution and assisting them in the following functions of the institute.

- ◊ Regulation of academic and general Administration / Monitoring
- ◊ Design and Development
- ◊ Give Leadership to all activities
- ◊ Should be a visionary
- ◊ Planning, Execution and Reporting

Regulation of academic and General Administration / Monitoring

- ◊ One crucial duty of the principal of Muslim College of education is to oversee and enforce the academic and general administration of the institution. This includes monitoring and implementing the systems, policies, procedures, and overall functioning of the school. The goal is to meet the expectations set by governmental monitoring bodies like the National Council for Teacher Education and Tamilnadu Teachers Education University, as well



  
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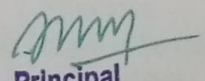
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- ◊ s the expectations of the top management, teacher-trainees , and parents.

Below are few significant duties falling within this category.

- ◊ Supervising the performance of the academic and administrative staff to ensure they meet all their prescribed duties.
- ◊ Supervising the behavior and performance of both administrative and academic staff in relation to their punctuality, adherence to rules, and professional behavior.
- ◊ Supervising the behavior and conduct of teacher-trainees , especially their attendance, and upholding the proper behavior and atmosphere of the institution.
- ◊ Monitoring the implementation of the required curriculum and teaching methodologies recommended by the University/NCTE/Management to ensure effective teaching.



  
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- ◊ Supervising all the protocols pertaining to office operations, such as admission, fee collecting, attendance, recruitment, salary disbursement, purchases and procurements, accounting and audit, and any other administrative matters concerning the college.
- ◊ Supervising and overseeing all interactions and collaborations with government, business, and other educational organizations.
- ◊ Supervising the evaluation and examination of the institution carried out by official bodies like NCTE, government, and Tamilnadu Teachers Education University, in addition to those done by the senior management.
- ◊ Ensuring amicable relationships with the faculty, teacher-trainees, parents, and other individuals associated with the institution, whether directly or indirectly.,

## DESIGN AND DEVELOPMENT

The principal must also undertake developmental tasks, which are crucial for the advancement of the institution. The principal is responsible for undertaking many developmental duties.



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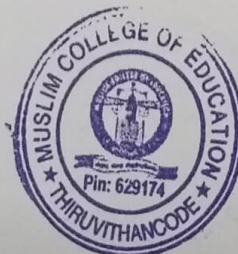
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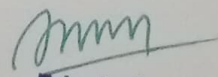
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- ◊ The principal must discover, contact, identify, and attract faculty members who are well-suited for the institution, taking into consideration the school's future needs.
- ◊ Providing care and assistance to the professors, while offering essential direction and support.
- ◊ Identify the fundamental skills and abilities of the institution, whether they now exist or are likely to exist, and incorporate them into the institution's activities.
- ◊ Supervising the proceedings of meetings for various institutions, including Staff, Coordinators, and College Academic Council meetings.
- ◊ Ensuring the proper acquisition and oversight of necessary resources, such as furniture, lab equipment, books, and other items, in accordance with established processes.
- ◊ Concentrating on establishing a reputation for the institution as a whole or for a specific area of expertise.
- ◊ Creating and cultivating a productive and educational environment within the institution.
- ◊ It is crucial to provide the essential infrastructure, particularly a library and laboratories, that possess an international atmosphere.



  
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## LEADERSHIP

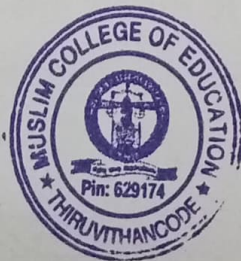
The principal will exhibit the true qualities of a leader by being a role model to their colleagues.

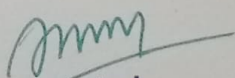
The following are some of the leadership functions.

- The principal must demonstrate exceptional teaching skills and establish themselves as one of the top teacher-trainees among their colleagues.
- Engage in research, publishing, consulting, and training to position oneself as an academic of high worldwide standing, in order to acquire recognition and acceptance from all faculty members as a true academic leader.
- To establish rigorous standards of discipline, dedication, and engagement in work practices.
- To motivate all colleagues and guide them from the forefront in order to achieve the organization's goals.
- Collaborate with the workers at the operational level to comprehend the issues and anxieties of all colleagues, and address their needs effectively.

## VISIONARY FUNCTIONS

- These functions are the ultimate functions of a Principal. The following are some
- of the visionary functions.



  
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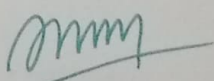
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- Formulating a strategic and enduring blueprint for the organization and collaborating closely with senior executives to achieve this vision.
- Implementing systematic measures at consistent intervals to enable the achievement of the desired goal.
- Implementing essential mechanisms, protocols, and guidelines that support the achievement of the desired outcome.
- Formulating and implementing a strategic plan to achieve accreditation from organizations such as NAAC and other quality systems in our college.

## PLANNING, EXECUTION AND REPORTING

- The Principal is responsible for developing both long-term and short-term plans, which must be documented and presented to the Secretary and Correspondent.
- The principal will implement and execute the college's strategic plan.
- The principal is obligated to provide periodic reports (quarterly, biennial, and yearly) to the Secretary and Correspondent detailing all the activities they have undertaken or plan to do.
- Providing updates on financial positions, academic matters, and other relevant information about the college to the Secretary and Correspondent.
- Manage and regularly update the service records of professors and non-teaching staff who are working abroad



  
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- Preserve the classified reports of the entire faculty and retain them under his supervision.
- Intend to organize regular monthly review meetings with the academics and administrative personnel of the college to guarantee efficient informal follow-up on all matters discussed at these meetings.

## PROFESSOR

Same as given in Associate Professor basic responsibilities along with the following additional assignments are:

- Offering instruction and guidance to teaching assistants and junior faculty members.
- Responsible for overseeing the research and development activities of their department and college, ensuring the creation of a favorable research climate inside the institution.
- Offering instruction and overseeing the personnel in the department to produce and deliver academic papers, participate in conferences, author books, and get patents.



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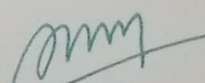
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- Participating in academic conferences and engaging with external researchers and subject matter specialists to enhance the research initiatives of the department.
- Preparing applications annually to obtain and attract research funding.
- Taking on and guiding all the significant responsibilities to elevate the academic standards of the department/college to a higher level.
- Evaluating the pedagogical approach and instructional resources and providing suggestions for enhancement.
- To oversee and evaluate the work of IQAC/NAAC and other initiatives aimed at promoting, improving, and upgrading quality.
- The professor role involves instructing teacher-trainees in value-added subjects using collaborative teaching methods such as one-to-one, flip, and peer learning. The professor also includes the latest technologies in the academic sector.

## ASSOCIATE PROFESSOR

The Assistant Professor Grade entails the same core responsibilities as above, together with the requirement to fulfil the following additional tasks.



  
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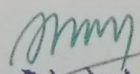
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- ◊ The objective is to develop, devise, and execute career advancement initiatives for the teacher-trainees .
- ◊ To support faculty in the work of the Training and Placement Cell.
- ◊ To appraise, analyze, and assess student activities in order to advance and convey information to the relevant teachers.
- ◊ Providing support and exchanging ideas to enhance college entrance strategies and related tasks.
- ◊ The faculty will assist the concerned head in implementing and upholding discipline among the pupils.
- ◊ Providing support to the head in selecting elective subjects, designing the curriculum for a short-term course, and creating resource materials for practical training.
- ◊ Tasked with establishing and fostering a conducive environment for research within their department, as well as carrying out research activities. Engaging in academic research and participating at professional conferences.
- ◊ Providing specialized instruction and support for teacher-trainees with slower learning abilities through Bridge courses and specific coaching.
- ◊ Preparation and submission of project proposals to government funding bodies.



  
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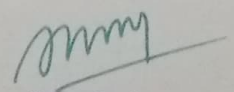
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- The purpose is to provide guidance and support to teacher-trainees and professors in the creation of their Dissertation Work.
- To participate as a member or leader in the process of academic auditing and coordinating the works of National Assessment and Accreditation Council (NAAC).
- Conducting demonstrations and overseeing tests and research.
- The principal ensures that teacher-trainees receive practical exposure to the newest technologies in their area through the teaching of elective subjects and value-added courses.

## ASSISTANT PROFESSOR

- To facilitate teacher-trainees ' acquisition of knowledge and establish positive relationships with both teacher-trainees and parents. Acquaint yourself with the personal history of the given student, including their educational and family background.
- To address the student's issue, offer counseling and guidance to help them rectify the problem and motivate them appropriately.
- To analyze the teacher-trainees ' performance and assess their academic progress on a regular basis.



  
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- To aid teacher-trainees in their early investigation of their occupational and professional aspirations, providing them with fundamental knowledge specific to their field of study and equipping them to prepare for their future pursuits.
- Assists teacher-trainees in comprehending the university's policies, guidelines, test protocols, and the criteria for obtaining a Bachelor's degree.
- To elucidate the significance of attendance and inspire teacher-trainees to consistently attend lessons.
- To clarify the significance of engaging in classroom activities.
- To elucidate the significance of cyclical assessments and their impact on the final semester examinations.
- To elucidate the significance of grades obtained in the preceding semester exams and the following impact on one's degree and career.
- In order to elucidate the significance of submitting assignments and the subsequent impact on the evaluation of internal marks and end semester examinations,
- To elucidate the significance of laboratory exercises and their correlation with theoretical concepts.



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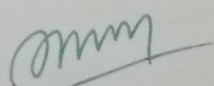
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- ◊ The purpose is to assist the student in investigating various career paths and furnish details regarding higher education and employment prospects.
- ◊ Adopts a "Teacher Friend" role with the student, showing personal interest and serving as a primary point of contact for obtaining information to assist both the student and the educational system. Provides the student with the autonomy to make their own decisions, while offering guidance and counselling regarding the limitations, alternatives, and consequences involved in decision-making.
- ◊ As a counsellor, I am responsible for coordinating and consolidating all information, observations, and reports from many sources regarding the student's progress, needs, talents, and future goals.
- ◊ Provides regular support to the learner in order to facilitate thorough self-assessment.
- ◊ Illustrates the significance of self-motivation in achieving success in one's work and, consequently, in life.
- ◊ The counsellor advises pupils whose progress is unsatisfactory and informs the class coordinator about it.
- ◊ Oversees the progress of kids' interim and final performances and communicates with parents as needed.



  
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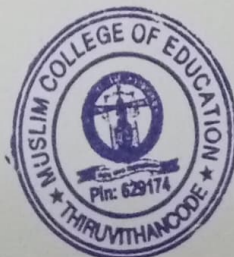
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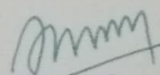
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- To ensure that all teacher-trainees attend lessons consistently and adhere to the Press code, please provide clear instructions.
- To deliver the roster of teacher-trainees who were not present for the internal examinations to the co-ordinator.
- Result analysis should be conducted upon the announcement of results by the University/College. Additionally, student records should be periodically updated upon receiving supplementary examination results.



  
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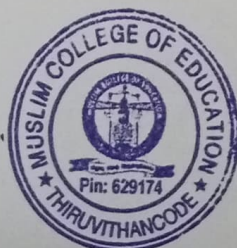
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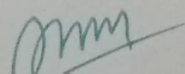
Criteria - 7	
7.1	Institution values and social Responsibilities
7.1.9	Institution has a prescribed Code of Conduct for student teachers, administrators and other staff, and conducts periodic programmes to appraise adherence to the Code

## CODE OF CONDUCT

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## Code of Conduct of Virtual Classroom



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# MUSLIM COLLEGE OF EDUCATION

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Affiliated to Tamil Nadu Teachers Education University - Chennai CC:10915,10936  
Recognised by SRC (NCTE) New Delhi  
web: [www.muslimcollegeofeducation.in](http://www.muslimcollegeofeducation.in) | email id : [muslimcollegeofeducation@gmail.com](mailto:muslimcollegeofeducation@gmail.com)

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F. No. SRC/NCTE/APSO 8071/B.Ed./TN/2014-15/ 62329

F. No. SRC/NCTE / APSO9493/M.Ed/TN/2015/65325

F. No. SRC/NCTE/SRCAPP14511/ B.A.B. Ed, B.ScB.Ed/TN/2017-2018/91300

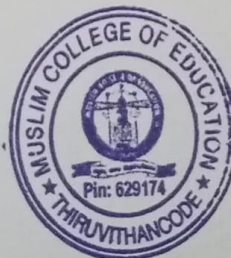
## Student Code of Conduct & Professional Conduct for Online Classes

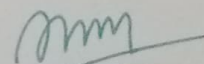
### i) Attendance

1. Online courses must follow the same attendance regulations as their on-campus equivalents.
2. Despite the fact that online courses don't require regular face-to-face instruction, instructors can keep track of your online activities, will take daily attendance several times per class, and will keep a detailed record of your behavior. These factors will affect your grade and possibly your ability to continue taking classes at the institution.
3. Make sure to set aside time for logging in so you can deal with any technological issues. Joining in the middle of a session can be quite disruptive for the other participants and is not something the instructor would appreciate. This includes all assignments with deadlines for submission. To avoid fines, it's crucial to strive to submit within the allotted time.
4. Active participation: This method of instruction will only be effective if all students actively participate and add to the conversation.

ii. Professional Conduct & Dress Code: Online students are required to respect the online classroom environment while also dressing in a manner that is consistent with formal academic settings and engaging in the following professional online behaviors:

1. Dress Code: You must present yourself in a presentable and professional manner whilst in the classroom. You need to present yourself in a clean, humble, and unobtrusive manner. In order to participate in class activities, you must show your screen through video, which is a crucial part of online etiquette (unless you are sick). You must appear well-groomed, and nightgowns and any other immodest apparel must be strictly avoided.
2. Treat your professors and fellow students with respect. Allow others to talk, invite them to share, and be considerate of other people's opinions.
3. Maintain your presence during class. Unless you are taking notes, it is crucial to keep eye contact with your camera to demonstrate to your instructor that you are paying attention in class.



  
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4. Awareness of microphones almost often, microphones are on. Keep in mind that noises in your surroundings, such as dogs barking, family members conversing, TV sounds, talking, chewing, sneezing, tapping your pen or pencil, etc., might be heard by your classmates and teacher, so please keep interruptions to a minimum or mute your microphone. In order to focus and avoid distractions, it is preferred that you select a quiet area in your home.

5. Camera Awareness: During synchronous online class sessions, you must remain visible to the camera the entire time the class is in session. The record of your adherence to this policy will be kept, and instructors will be aware of your presence. There is virtually no other way for teachers to confirm your attendance and give you credit for the entire class period. There will be repercussions for breaking this policy, and downgrading may result.

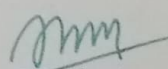
6. Being aware of your surroundings: Attend lessons without detracting from or interfering with other students' sessions. Make sure the room is silent and that there are no loud noises that the entire class may hear. To prevent it from distracting other people, make sure the background is plain. Nobody would also want to share more personal information than necessary with the other participants.

7. Using Good Online Manners Avoid multitasking and side chats: Save your meals and snacks for in-between classes; eating in class is often frowned upon, and this is true even in an online setting. Put your best "virtual" foot forward by pretending you are in your regular academic classroom.

#### iv. Communications with Academic Staff and Faculty

1. Students should treat all faculty and staff members with the respect due to those who work in education.
2. When conversing with instructors and staff, students should use polite and courteous language that is acceptable for speaking to adults. Emails and phone calls should be respectful in nature. Because the internet is a place for learning, students should refrain from using excessive "slang" or language that they would use elsewhere.
3. In all discussions with professors and staff, students are not to use vulgar, obscene, threatening, or disrespectful language or pictures. These behaviors are forbidden.



  
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4. Only in this learning environment may students utilise their VCE email address. Only a headshot of the student should be used as a profile photo, and it cannot in any way be derogatory or inappropriate.

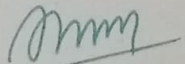
The interactions with other online classmates

1. All discussions with other online students in any forum, email relating to the course, discussion post, etc., must be courteous, professional, and show courtesy and respect.
2. We consider the authenticity and integrity of student work to be important, and we use a range of tools to verify it. A student may receive a lower grade for intentionally copying the work of others, allowing others to do so, and/or exploiting online content inappropriately.
3. Unless your teacher specifically instructs you to, avoid collaborating (working with) other students on your assignments. Although collaboration is beneficial in the traditional classroom, it is not allowed in our online setting unless the teacher specifically instructs it.
4. Parents or other people are not permitted to access a student's account to attend classes or finish schoolwork on the student's behalf. 5. In any discussions with other students, students are not permitted to use derogatory, threatening, obscene, or profane words or pictures.

v. Appropriate Internet Use :

1. Ensure that you and others are protected by not disclosing any personal information, such as complete names or contact information. Only posting or utilising photos where the subjects have given you their consent. Refusing to share your password (s).
2. Preserve and respect the toil of others by only uploading digital content that you have produced yourself or that is not protected by a copyright and by adhering to copyright regulations while using any digital content.
3. Consult your professor if you need assistance while online. Consider that internet actions constitute a threat to others' well-being. Stumbled upon webpages that weren't suited for your assignment or institute. a piece of writing or a product that makes you uncomfortable.



  
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