



Oriental Education Society's

ORIENTAL COLLEGE OF EDUCATION

(Affiliated to University of Mumbai and NCTEcode no. 123024)

Sector No.2, Plot No.3,4,5, Near Sanpada Railway Station , Sanpada (W),
Navi Mumbai - 400705. E-mail: clerk@oce.edu.in ,Website www.oce.edu.in Tel.No. 27752213.

7.1.9

**Reports / Minutes Of The Periodic Programmes To Appraise Adherence To The
Code Of Conduct**



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7.1.9 Reports / minutes of the periodic programmers to appraise adherence to the Code of Conduct

Code of Conduct is duly communicated to students during the orientation programme held prior to each semester. Students are oriented regarding code of conduct to be followed during internship. The code of conduct is also displayed on the college website. <https://oce.edu.in/wp-content/uploads/2023/11/Code-of-conduct-for-Students.pdf> The minutes/ reports of meeting and interactions held to appraise about adherence to code of conduct are shown below.

Minutes of meetings of Discipline Committee 2020-21

(N.B: The Discipline Committee is responsible for monitoring the adherence to the Code of Conduct)

1. An online meeting of all faculty members was held on 1/8/2020 at 1 pm to discuss modifications to the Code of Conduct in the context of online classes.

The following members were present

Principal Dr. Ratni Thakur

Dr Sangeeta Nath

Ms. Swarnlata Soni

Dr. Pushpa Torane

Mrs. Shilpa Naik

Dr Harjot Kaur

The Covid 19 pandemic shutdown made the transition from offline to online learning necessary. Although it was mostly applicable to offline classes, the college did have a code of conduct in place. As instruction moved to an online format, it was thought that certain norms needed to be established and communicated to teachers and students. Following extensive deliberation, the following code of behavior for online courses was developed.

1. Students would arrive on time for an online course. If students arrive for an online class more than five minutes late, the host teacher has the authority to refuse them entrance.
2. Students have to use their registered names to log into the Zoom or Google Meet. It was forbidden to share the meeting links with anybody outside of the college.


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Principal
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3. It was required to mute microphones. To ask a question, students could digitally raise their hands. When questions were asked or during discussions, students had the option to unmute themselves.
4. To minimize echoing during a lesson, teachers should advise students to wear headphones.
5. For online classes, students would be sitting in a quiet area and wear appropriate clothing.
6. During online lectures, students are not allowed to speak privately to one another.
7. The language used in online classes, whether via chat or spoken aloud, should be appropriate for aspiring instructors.
8. It would be considered academic misconduct if study materials posted to Google Classrooms are misused or distributed. Plagiarism is strongly forbidden and occurs when students copy information from other students or online sources for assignments that are given in class.
9. All lectures and programs that the college hosts require attendance. Every lecture will include a record of attendance, and in order to receive a grade for attendance, students must stay for the entire session.
10. The Students Whatsapp group will be used to send notices and circulars. No notices should be posted by students on their own. The principal's notices may only be forwarded by the chairwoman of the student council.
11. Students will behave responsibly when using the Students WhatsApp group. There is to be no provocative content of any type
13. Cyberbullying of any sort is strictly prohibited, will be prosecuted as a serious crime, and will be dealt with by the discipline committee, which is in charge of ensuring that the code of conduct is followed.

It was decided that all of the previously listed rules would be explained to the students by the principal at the next assembly.


Dr. Sangeeta Nath
Principal

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2. Minutes of Meeting of College Discipline Committee

An online meeting of College Discipline Committee was held on 15/12/2020 at 10.30

am Following members were present. Principal Dr. Ratni Thakur: Chairperson and Head of the Discipline Committee

Manager Dr Sangeeta Nath : Member from the management

Mr. kishor Chaudhari : Member from the faculty

Mayuri Jagdhale : Student representative

Agenda

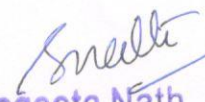
- Attendance during the online lectures
- Revision of the guidelines and procedures for work submission There was a brief prayer to start the meeting. Dr. Ratni Thakur, the principal, greeted the participants and gave them an overview of the meeting's program.

Classes were held online under government guidelines due to the pandemic crisis. Teachers will conduct roll call at the start and end of the lesson in order to guarantee that the maximum number of pupils attend. Pupils who do not maintain the required attendance % will be informed and appropriate action will be taken.

It was determined that instead of turning in their work in person at the college, students would upload it to Google Classrooms. Dr. Sangita Nath, a faculty member, advised the participants that a small number of students had submitted their work online late. Student delegate Mayuri Jagdhale stated that this was most likely caused by network problems or the fact that students occasionally had to submit more than one entry. According to Kishor Chaudhari, professors typically distribute the tasks so as to prevent several submissions at the same time. She did, however, promise that if such a circumstance occurred, a two-day grace period would be granted.

Dr. Ratani Thakur inquired if there were any other disciplinary issues to be resolved. Members informed that by and large despite the pandemic situation all activities were being held very smoothly. Dr. Ratni Thakur conveyed her appreciation for the faculty and the students as they had shown utmost diligence to maintain the college discipline even in these unforeseen circumstances.

Student representative Mayuri Jagdale propose the vote of thanks and the meeting was concluded. (Minutes prepared by Mr. Kishor Chaudhari)


Dr. Sangeeta Nath
Principal
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