# Handbook of Code of Conduct

# For Students

## Dr. D.Y.Patil Unitech Society's

## Dr.D.Y.Patil Arts,Commerce and Science College, Pimpri, Pune-18

## 2020-2021

## (Affiliated to Savitribai Phule Pune University)

- Disciplinary rules and regulations framed by the institute must be followed by the students.

- Any type of misbehavior, indiscipline or breach of any rules will result into severe punishment to them.

- Waste bins must be used to dispose of waste material to keep the campus free of plastic and other litter.

- Students commuting by two wheelers must carry driving license and wear helmet and park their vehicles in the parking area.

- Students are strictly prohibited to park four wheelers in the college campus.

- Indulgence of students in political, communal, anti-institutional, anti-national and anti-social activities is strictly prohibited by the institution.

- As per the university rules 75% attendance is compulsory.

- Students should be in uniforms and wear I Card when in college campus.

- Outsiders are not allowed in the college campus and hostel as well.

- Be co-operative and fair to faculties and peers pertaining to various academic and non academic activities.

- Students are expected to participate actively in various events organized by the college.

- Use of mobile is strictly prohibited in the classroom, library and exam hall, etc.

- Students should switch off their mobile phones after entering the college campus.

- As per the rule of Supreme Court of India strict action will be taken if the students involve in ragging.

- Smoking & consumption of alcoholic beverages or use of banned materials inside the college, hostel and campus is strictly prohibited.

- Damage of property of the college and its sister Institutes like tampering with fixtures, furniture's, windows panels will be viewed seriously.

- Student should Attend every online class as per the time mentioned in the schedule by clicking on the Google Meet link provided by the respective subject teacher. Wait till the teacher admits you in. You are supposed to join the online class 5 minutes before the scheduled time. A maximum grace period of 5 minutes is allowed after the class starts.

- When the online class is on, students are supposed to keep their 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.

- Students may be asked to switch on their 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 Google Meet chat box. Student should Avoid using abbreviations, emoticons, slang, etc. If any student is found using obscene, disrespectful, threatening language while communicating, strict disciplinary action will be taken by the college authority.

- Students should 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 Google classrooms will be treated as academic misconduct.

- Students must not submit work of any kind that is not their own work.

- Students must not plagiarize in any work (written, multimedia, oral, creative, etc.).

- Attendance is a crucial component of the online learning process. Students should follow the instructions given by the teacher so that your attendance is recorded properly.

- Students are supposed to attend a class for the entire duration mentioned in the routine to get the attendance.

- Visit the college website regularly to check the virtual notice board for updates. Join the Whatsapp groups and Google classrooms 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.

- Students are responsible for staying informed and tracking important updates from the college and their teachers.

- Those students who have completed both the vaccination can attend the offline lectures (As per the instruction given by college).

- Student must carry Parents Consent form while entering college Campus.

- Student should Wear Mask while entering the College.

While students are present in college campus, they should follow the COVID 19 guidelines.