



Zeal Education Society's

Zeal Institute of Business Administration, Computer Application & Research (ZIBACAR)

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(Approved by A.I.C.T.E., Recognized by DTE (Govt. of Maharashtra) and Affiliated to Savitribai Phule Pune University)

CLASS ROOM POLICY

1. Students should come prepared for class. They would be assigned reading material that they are expected to read before the class.
2. Students should be present in proper, neat and clean Dress code/Uniform as per the days mentioned and during other events and activities.
3. Students should turn off their cell phones or keep on silent mode prior to entering class/seminar hall/meeting or conference room. Also don't utilize Whatsapp or any other internet communication during the lecture/session. Non-adherence to this pre-requisite will lead to confiscation of the cellphone.
4. Students are encouraged to voice their opinions and engage each other in healthy debate. However, they should always be respectful of their instructors and fellow students.
5. Students should communicate about their Medical or general leave to their Class Coordinator.
6. Students should fill leave application form and submit to their Class Coordinator before going on the leave.
7. Students should be seated in the class at least five minutes prior to the beginning of class. Students who are late will not be allowed to enter the class after a class has commenced.
8. Students are not allowed to consume beverages or eat in classrooms. During lunch hour, students should eat their meals in the canteen only. Students are also advised to avoid junk food.
9. Students are not allowed to go out in between the lecture session.
10. Students should not bring or keep any kind of valuable belongings such as Gold, Money, Monetary instrument, Mobile phones, etc. unattended in the Class Room. Institute is not responsible for any loss of belongings.
11. If the lecture is unattended by a faculty for any reason, Class Representative (CR) will communicate to Class-coordinator for further instructions. Under no circumstances students are allowed to leave the classroom without any instruction.
12. Student must switch off the lights and fans while leaving the class room.
13. Maintain silence, discipline and decorum in class, institute and labs.

Note: This policy will be in effect from Academic year 2015-16.