

Criteria 7: Institutional Values and Best Practices

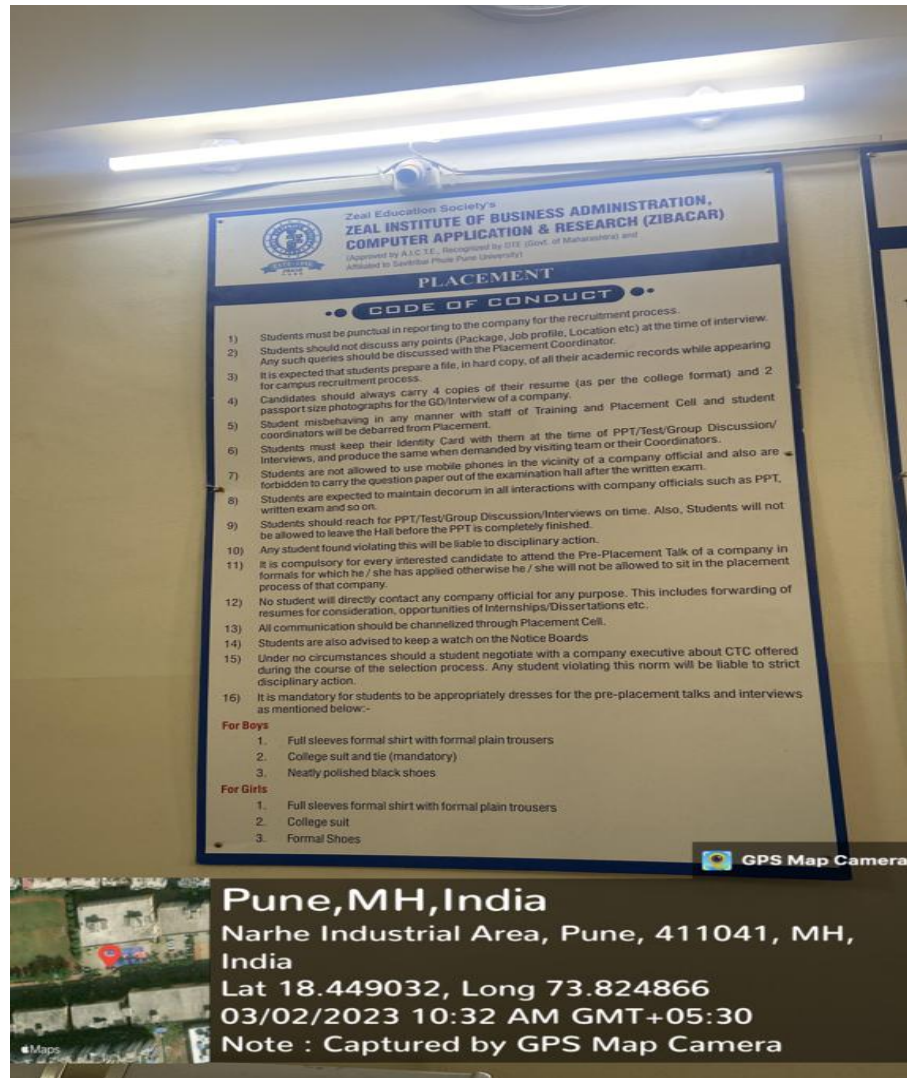
7.1.10 The institute has prescribed code of conduct for students, teachers, administrators and other staff and conduct periodic programmes in this regards.

Website link: <https://zibacar.in/wp-content/uploads/2022/02/Code-of-Conduct-.pdf>

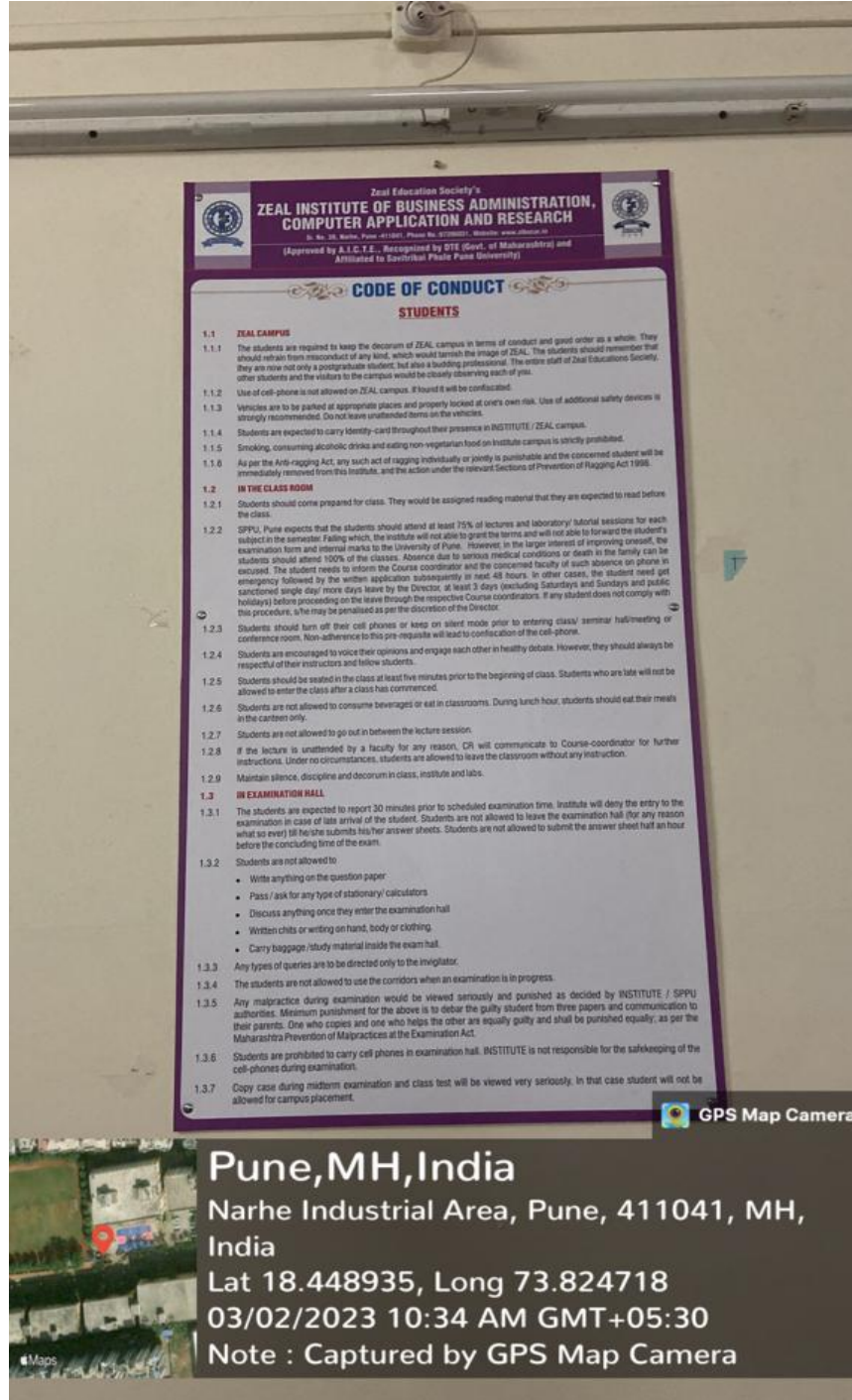
Report: Code of conduct for(Ready)

Sr. No	Code of conducts
1.	Students code of conduct at ZEAL Campus
2.	Students code of conduct in the Classroom
3.	Students code of conduct in Examination Hall
4.	Students code of conduct in using Computer Laboratory & Library
5.	Students code of conduct for Placement
6.	Governing Body: code of conduct for Chairman & Member
7.	Code of Conduct for Academic Advisory Body
8.	Code of Conduct for Local Management Committee
9.	Code of Conduct for Academic Committee
10.	Code of Conduct for Director
11.	Code of Conduct for Programme Coordinator
12.	Code of Conduct for Class Coordinator
13.	Code of Conduct for Mentor
14.	Code of Conduct for Course Coordinator
15.	Code of Ethics to Check Malpractices And Plagiarism In Research

Photos:



Code of conduct display board at various locations.



**Zeal Education Society's
ZEAL INSTITUTE OF BUSINESS ADMINISTRATION,
COMPUTER APPLICATION AND RESEARCH**
(Approved by A.I.C.T.E., Recognized by DTE (Govt. of Maharashtra) and
Affiliated to Savitribai Phule Pune University)

CODE OF CONDUCT STUDENTS

- 1.1 ZEAL CAMPUS**
 - 1.1.1 The students are required to keep the decorum of ZEAL campus in terms of conduct and good order as a whole. They should refrain from misconduct of any kind, which would tarnish the image of ZEAL. The students should remember that they are now not only a postgraduate student, but also a budding professional. The entire staff of Zeal Education Society, other students and the visitors to the campus would be closely observing each of you.
 - 1.1.2 Use of cell-phone is not allowed on ZEAL campus. If found it will be confiscated.
 - 1.1.3 Vehicles are to be parked at appropriate places and properly locked at one's own risk. Use of additional safety devices is strongly recommended. Do not leave unattended items on the vehicles.
 - 1.1.4 Students are expected to carry Identity-card throughout their presence in INSTITUTE / ZEAL campus.
 - 1.1.5 Smoking, consuming alcoholic drinks and eating non-vegetarian food on institute campus is strictly prohibited.
 - 1.1.6 As per the Anti-ragging Act, any such act of ragging individually or jointly is punishable and the concerned student will be immediately removed from this Institute, and the action under the relevant Sections of Prevention of Ragging Act 1998.
- 1.2 IN THE CLASS ROOM**
 - 1.2.1 Students should come prepared for class. They would be assigned reading material that they are expected to read before the class.
 - 1.2.2 SPPU, Pune expects that the students should attend at least 75% of lectures and laboratory/ tutorial sessions for each subject in the semester. Failing which, the institute will not able to grant the terms and will not able to forward the student's examination form and internal marks to the University of Pune. However, in the larger interest of improving oneself, the students should attend 100% of the classes. Absence due to serious medical conditions or death in the family can be excused. The student needs to inform the Course coordinator and the concerned faculty of such absence on phone in emergency followed by the written application subsequently in next 48 hours. In other cases, the student need get sanctioned single day/ more days leave by the Director, at least 3 days (excluding Saturdays and Sundays and public holidays) before proceeding on the leave through the respective Course coordinators. If any student does not comply with this procedure, s/he may be penalized as per the discretion of the Director.
 - 1.2.3 Students should turn off their cell phones or keep on silent mode prior to entering class/ seminar hall/meeting or conference room. Non-adherence to this pre-requisite will lead to confiscation of the cell-phones.
 - 1.2.4 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.
 - 1.2.5 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.
 - 1.2.6 Students are not allowed to consume beverages or eat in classrooms. During lunch hour, students should eat their meals in the canteen only.
 - 1.2.7 Students are not allowed to go out in between the lecture session.
 - 1.2.8 If the lecture is unattended by a faculty for any reason, CR will communicate to Course-coordinator for further instructions. Under no circumstances, students are allowed to leave the classroom without any instruction.
 - 1.2.9 Maintain silence, discipline and decorum in class, institute and labs.
- 1.3 IN EXAMINATION HALL**
 - 1.3.1 The students are expected to report 30 minutes prior to scheduled examination time. Institute will deny the entry to the examination in case of late arrival of the student. Students are not allowed to leave the examination hall (for any reason what so ever) till he/she submits his/her answer sheets. Students are not allowed to submit the answer sheet half an hour before the concluding time of the exam.
 - 1.3.2 Students are not allowed to
 - Write anything on the question paper.
 - Pass / ask for any type of stationary/ calculators
 - Discuss anything once they enter the examination hall
 - Written chits or writing on hand, body or clothing.
 - Carry baggage /study material inside the exam hall.
 - 1.3.3 Any types of queries are to be directed only to the invigilator.
 - 1.3.4 The students are not allowed to use the corridors when an examination is in progress.
 - 1.3.5 Any malpractice during examination would be viewed seriously and punished as decided by INSTITUTE / SPPU authorities. Minimum punishment for the above is to debar the guilty student from three papers and communication to their parents. One who copies and one who helps the other are equally guilty and shall be punished equally, as per the Maharashtra Prevention of Malpractices at the Examination Act.
 - 1.3.6 Students are prohibited to carry cell phones in examination hall. INSTITUTE is not responsible for the safekeeping of the cell-phones during examination.
 - 1.3.7 Copy case during midterm examination and class test will be viewed very seriously. In that case student will not be allowed for campus placement.

Pune, MH, India
Narhe Industrial Area, Pune, 411041, MH,
India
Lat 18.448935, Long 73.824718
03/02/2023 10:34 AM GMT+05:30
Note : Captured by GPS Map Camera

Code of conduct display board at various locations.