

CRITERION 6 – Governance, Leadership and Management

Key Indicator - 6.2 - Strategy Development and Deployment

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Documents uploaded

Sr.no	Particulars
1	Organogram
2	The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.
3	Code of Conduct





ZEAL EDUCATION SOCIETY'S
**ZEAL INSTITUTE OF BUSINESS ADMINISTRATION,
COMPUTER APPLICATION AND RESEARCH (ZIBACAR)**
NARHE | PUNE -41 | INDIA
Programme – MBA & MCA





Doc No:- ZEAL/ZB/

Revision: 00

Date:01/09/2023

1. ORGANOGRAM



	<p>ZEAL EDUCATION SOCIETY'S ZEAL INSTITUTE OF BUSINESS ADMINISTRATION, COMPUTER APPLICATION AND RESEARCH (ZIBACAR) NARHE PUNE -41 INDIA Programme – MBA & MCA</p>	
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2. The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

ZIBACAR follows decentralized, top to bottom approach as given below: Governing body: Set and monitor the organization’s mission, purpose, direction, priorities and strategies within the boundaries of the organization’s constitution and legal obligations, oversee financial direction and accountability, supervise and evaluate management, inspire and act as role models for staff.

- **Director of Admission, Academics and Administration:** Implement strategic plans, goals and policies made by the governing body, administration, financial management at Zeal Education Society.
- **Head of Management Programme:** Implement strategic plans, goals and policies from a ‘management programme perspective’, develop faculty/staff policies, and organize, supervise and evaluate the faculty and staff. Monitor day to day functioning of the Institute regarding various decisions made by the top management.
- **Director:** The overall Vision –Mission , strategic plan as specified by top management are being implemented though the Director.
- **Programme Coordinator:** Programme coordinator MBA and MCA helps in addressing student grievances related to academics and provides a supportive learning environment for their academic growth. Also coordinates with faculty and administration to ensure timely execution of all academic activities and act as a liaison between students and faculty for academic concerns.
- **Committees and Coordinators:** As per guidelines given by various regulatory bodies a strong and hierarchical structure is formed comprising various committees at institute and department level. The objectives and functions of the committees are implanted as per guidelines given by regulators, management and Director. Coordinators of every committee is the Member Secretary and is responsible for coordinating the Committees work.

Institute Organogram Link: <https://zibacar.in/organogram/>





CODE OF CONDUCT

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





STUDENTS CODE OF CONDUCT AT ZEAL CAMPUS

- 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.
- Use of cell-phone is not allowed at ZEAL campus. If found it will be confiscated.
- 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.
- Students are expected to carry Identity-card throughout their presence in ZEAL Campus.
- Smoking, consuming alcoholic drinks in the campus is strictly prohibited.
- 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.

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STUDENTS CODE OF CONDUCT IN THE CLASSROOM

- SPPU 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 be able to grant the terms and will not be able to forward the student's examination form and internal marks to the SPPU. 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 class 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 needs to 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 class coordinators. If any student does not comply with this procedure, s/he may be penalised as per the discretion of the Director.
- Students should come prepared for class. They would be assigned reading material that they are expected to read before the class.
- 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-phone.
- 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.
- 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.
- 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 not allowed to go out in between the lecture session.
- If the lecture is unattended by a faculty for any reason, CR will communicate to class-coordinator for further instructions. Under no circumstances students are allowed to leave the classroom without any instruction.
- Maintain silence, discipline and decorum in class, Institute and labs.



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STUDENTS CODE OF CONDUCT IN EXAMINATION HALL

- 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 answer sheets. Student is not allowed to submit the answer sheet before half an hour after the commencement of examination.
- 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
 - Carry any objectionable material such as written chits or writing on hand, body or clothing.
 - Carry baggage /study material.
- Any types of queries are to be directed only to the invigilator.
- The students are not allowed to use the corridors when an examination is in progress. 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 also one who helps the other are equally guilty and shall be punished equally; as per the Maharashtra Prevention of Malpractices Act.
- Students are prohibited to carry cell phones in examination hall. Institute is not responsible for the safekeeping of the cell-phones during examination.
- Copy case during midterm examination and class test will be viewed very seriously. In that case student will not be allowed for campus placement.

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STUDENTS CODE OF CONDUCT IN USING COMPUTER LABORATORY & LIBRARY

- Students are expected to maintain silence in the Computer Laboratory and Library.
- Students must carry their Identity-card in computer lab/s and library. Access to computer laboratory and library would be allowed strictly on production of Identity card. Proper entry in the register is mandatory by law every time (Entry-time, name, course, terminal number as allotted by the Laboratory In-Charge, signature and exit time). Students are expected to use the terminal allotted to them.
- Students are informed to check their on-line folders at regular intervals to avoid any unauthorized files being stored in them. Students are advised to check the individual Institute e-mails for any official communication.
- Students are not allowed to visit any indecent sites or any other Internet browsing which may be considered to be objectionable by the rules of Institute. In case student is found guilty of any such offence, strict action will be taken. Their parents will be informed and their access to the computer laboratory/internet would be suspended for the period at the discretion of the Director.

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STUDENTS CODE OF CONDUCT FOR PLACEMENT

- Students must be punctual in reporting to the company for the recruitment process.
- Students should not discuss any points (Package, Job profile, Location etc) at the time of interview. Any such queries should be discussed with the Placement Coordinator.
- It is expected that students prepare a file, in hard copy, of all their academic records while appearing for campus recruitment process.
- Candidates should always carry 4 copies of their resume (as per the college format) and 2 passport size photographs for the GD/Interview of a company.
- Student misbehaving in any manner with staff of Training and Placement Cell and student coordinators will be debarred from Placement.
- Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion/ Interviews, and produce the same when demanded by visiting team or their Coordinators.
- Students are not allowed to use mobile phones in the vicinity of a company official and also are forbidden to carry the question paper out of the examination hall after the written exam.
- Students are expected to maintain decorum in all interactions with company officials such as PPT, written exam and so on.
- Students should reach for PPT/Test/Group Discussion/Interviews on time. Also, Students will not be allowed to leave the Hall before the PPT is completely finished.
- Any student found violating this will be liable to disciplinary action.
- It is compulsory for every interested candidate to attend the Pre-Placement Talk of a company in formals for which he / she has applied otherwise he / she will not be allowed to sit in the placement process of that company.
- No student will directly contact any company official for any purpose. This includes forwarding of resumes for consideration, opportunities of Internships/Dissertations etc.
- All communication should be channelized through Placement Cell.
- Students are also advised to keep a watch on the Notice Boards
- Under no circumstances should a student negotiate with a company executive about CTC offered during the course of the selection process violating this norm will be liable to strict disciplinary action.





- It is mandatory for students to be appropriately dresses for the pre-placement talks and interviews as mentioned below:-

For Boys

Full sleeves formal shirt with formal plain trousers

College suit and tie (mandatory)

Neatly polished black shoes

For Girls

Full sleeves formal shirt with formal plain trousers

College suit

Formal Shoes

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ROLES AND RESPONSIBILITIES OF CHAIRMAN, GOVERNING BODY

- a. To lead the governing body.
- b. To help steer the direction and performance of the institution.
- c. To earn the respect of other members of the governing body.
- d. To conduct the meeting in the democratic way.
- e. To listen to everyone in the meeting and encourage contributions by everyone.
- f. To initiate effective governance practices within the governing body.
- g. To be able to mediate when conflict arises.
- h. To promote good relationships with members and the community.
- i. To be a role model and promote high standards of behavior and practice.
- j. To ensure that full and accurate information is provided at meetings.

ROLES AND RESPONSIBILITIES OF MEMBER, GOVERNING BODY

- a. To attend and participate fully and equally in meetings of the governing body.
- b. To raise issues and make motions to pass decisions.
- c. To speak and debate issues.
- d. To vote or come to consensus decisions on issues.
- e. To be free from intimidation and threats.
- f. To be fully and accurately informed.
- g. To be provided with inductions and training on their governance role and legal obligations.
- h. To raise and promote issues of cultural legitimacy and downward accountability to their members.

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CODE OF CONDUCT FOR ACADEMIC ADVISORY BODY

The powers and duties of the Academic Advisory Committee shall be:-

- a. To attend biannual board meetings and other events/functions (as requested) and to review agenda and supporting materials prior to board meetings.
- b. To be informed about the MBA and MCA program, its students, curriculum, services/supports, and activities and inform others.
- c. To share developments in the field of business management and computer application.
- d. To provide support and advice to MBA and MCA program, assist in the development of new programs, and identify best practice standards.
- e. To serve as an ambassador and advocate to the MBA and MCA program providing a connection to and ongoing exchange of information and ideas with practitioners in the field and other external contacts.
- f. To assess realistically the labor market demand for program graduates and advise the program to ensure it produces graduates with the skills required to meet employment needs.
- g. To assess the currency of curriculum and teaching practice. Work with program staff and other board members to ensure that the program is delivering learning that is current, up to date, and relevant to current business, industry, labor, and professional employment practices.
- h. To assist with program marketing and promotion.
- i. To assist in identification and acquisition (when appropriate) of external funding and resources to support the students and program (e.g. scholarships, program materials, other resources).
- j. To identify and present opportunities for students for capstone projects or experiences.
- k. To assist with placement of program graduates.
- l. To assist in the identification and recruitment of new board members.

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ROLES AND RESPONSIBILITIES OF LOCAL MANAGEMENT COMMITTEE

The powers and duties of the Local Management Committee shall be:-

- a. To prepare the budget and financial statements.
- b. To recommend to the management the creation of the teaching and other posts.
- c. To determine the programme of instruction and internal evaluation and to discuss the progress of studies in the institute.
- d. To make recommendations to the management for the improvement of the standard of teaching in the institute.
- e. To formulate proposals of new expenditure not provided for in the institute budget.
- f. To advise the Director regarding the intake capacity of various classes, preparation of time-tables, distribution of the available teaching work-load and such other matters relating to the internal management and discipline of the institute as may be referred to it by, the Director, from time to time.
- g. To consider and make recommendations on the inspection report, if any.
- h. To consider and make recommendations on the report of the local inquiry committee.
- i. To prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management, the Management Council of the university and to the concerned Director.
- j. To perform such other duties and exercise.

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CODE OF CONDUCT FOR ACADEMIC COMMITTEE

- a. To ensure the strict implementation of Academic Calendar.
- b. To invite Course Preference from the faculty members and allocate the subject as per the preference and expertise.
- c. To prepare the Time Table and ensure the Work Load of each faculty as per the norms. Share the Time Table with the faculty members and students.
- d. To scrutinize the Course Plan and Lesson Plan of each faculty.
- e. To monitor the lecture delivery of the faculty and attendance of the students.
- f. To conduct Internal Feedback regarding the course delivery.
- g. To conduct Internal Feedback regarding overall academics of the department.
- h. To scrutinize weekly report (Academic Diary) and Self Appraisal Form of the Faculty members.
- i. To conduct Academic Trainings/ workshops/seminars and establish external linkages.
- j. To encourage Teaching beyond curriculum and Creation of E-Knowledge Universe.
- k. To ensure Continuous/Concurrent Evaluation and accordingly arrange remedial classes.
- l. To prepare and display Result Analysis.
- m. To perform internal Academic Audit and submit the Audit Report along with recommendations/suggestions for improving the quality of education.

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CODE OF CONDUCT FOR DIRECTOR

- i. To look after day to day academic functioning of the institute.
- ii. To ensure that the IQAC works meticulously towards quality and performs regular quality check.
- iii. To allocate the academic and administrative work load to each faculty and staff members of the Institute.
- iv. To give guidelines to IQAC and Academic committee to prepare the action plans in the form of Academic Calendar for various activities and developments in the institute. The plans would be for the current academic year and must include perspective future developments.
- v. To decide and plan for co-curricular and research activities of the institute along with concerned committee.
- vi. To decide and plan for extracurricular activities of the institute along with concerned committee.
- vii. To decide and plan for training and placement activities of the institute along with concerned Training and Placement Officer.
- viii. To constitute an Audit Committee to take the review of academics by attending the lectures, talking to students, providing mentors to the faculties, etc.
- ix. To evaluate the academic performance of all the faculty members through various mechanisms and take appropriate decision for their career growth.
- x. To ensure lab with latest computing facilities, library equipped with high reputed books and online journals as well as hi-tech digital library, to the learners to facilitate their study and development.
- xi. To give feedback of different activities completed/in-progress and exhaustive report in each quarter during the academic year to the Executive Director.
- xii. To prepare, submit and get the approval for future plans and developments from Executive Director.
- xiii. To prepare strategic plans for development and excellence of the Institute.
- xiv. To present yourself as a role model and demonstrate ethical values.



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CODE OF CONDUCT FOR PROGRAMME COORDINATOR

- i. To design the Academic Calendar and Time Table in consultation with IQAC, Academic committee, faculty members, other committee members and Director.
- ii. To adopt democratic way of subject allocation and subsequently ensure uniform workload across department as per norms.
- iii. To verify the completion of course files of each course coordinator before the commencement of the semester.
- iv. To ensure smooth conduction and timely completion of syllabus in accordance with the course plan.
- v. To analyze the results of various examinations, take corrective measures and arrange remedial classes for improvement, in consultation with the Director.
- vi. To plan and execute the co-curricular activities like Guest sessions from industry or Research and Development sector, Lectures by Experts from academic institutions of high repute, lectures by eminent Alumni and visit to various business sector.
- vii. To conduct regular meetings of the committee members to review of work planned and completed as per Academic Calendar.
- viii. To conduct the internal exams as per Academic Calendar.
- ix. To take internal feedback from students.
- x. To ensure timely email to the students to disseminate information regarding institute's updates relevant to them.
- xi. To set evaluation parameters for academic awards and appoint jury members to select most deserving students.
- xii. To prepare fortnightly report of the activities carried out and submit it to the Director.
- xiii. To present yourself as a role model and demonstrate ethical values.

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CODE OF CONDUCT FOR CLASS COORDINATOR

- i. Take review of the progress of the academics (TH/PR) with reference to the Time Table and Academic Calendar.
- ii. To prepare the monthly attendance report, display defaulter list on notice board and convey the same to the respective GFMs. Also, prepare an action plan for improvement and execute the same as per the instructions of Director.
- iii. To prepare and issue letters to the respective GFMs to be filled further and send to the parents of defaulter students, once in a semester.
- iv. To review the counseling done by the Guardian Faculty Members.
- v. To prepare and submit fortnightly report regarding above points to the Director.
- vi. To present yourself as a role model and demonstrate ethical values.

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CODE OF CONDUCT FOR MENTOR

- i. To maintain the record of Personal details and Academic performance of the allotted student in the GFM file.
- ii. To maintain the record of special achievement of the allotted student (if any) and guide them to achieve excellence.
- iii. To closely monitor the attendance and behavior of the allotted student and counsel them for improvement.
- iv. One to one counseling of the students on weekly basis and the record of the same has to be maintained.
- v. To establish contact (email, SMS, phone call) with the parents of allotted students and appraise them of performance and attendance of their ward, as and when required. It is expected to share both achievements as well as weaknesses with the parents.
- vi. To ensure constant communication with assigned students and address their issues (if any).
- vii. To fill in the data in the letter to parents and hand it over to Class coordinator for further action.
- viii. To maintain the record of Corporate Mentor assigned to the students.(in case of projects and internship)
- ix. To track the completion of responsibilities assigned to the mentee related to any event in a befitting manner.
- x. To present yourself as a role model and demonstrate ethical values.

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CODE OF CONDUCT FOR COURSE COORDINATOR

- i. To prepare the course plan and lesson plan in the prescribed format for both theory and practical courses assigned. Also, to get it verified by the Programme coordinator before the commencement of the semester.
- ii. Course Coordinator must be fully prepared and must deliver the lecture as per the grasping capacity of the students using modern teaching aids and quoting relevant industry examples.
- iii. To conduct lectures and practical's strictly as per the time table. In case of emergency, alternate arrangement needs to be done by the concerned course coordinator and inform the same to the class coordinator and programme coordinator.
- iv. To give the innovative assignments, its in-time evaluation and guide the students as per requirement.
- v. To take presentations on course related current topics and share the remarks.
- vi. To ensure the course knowledge of student through concurrent evaluation.
- vii. To guide the students to answer the question in appropriate manner to improve examination score.
- viii. To plan and conduct extra lectures for completion of syllabus if needed and maintain the record.
- ix. To plan and conduct sessions on current topics may be beyond curriculum and maintain the record.
- x. To solve the course related problems for a group or for an individual as identified after result analysis or informed by GFM / Class Coordinator, either through remedial classes or tutorials.
- xi. To maintain the attendance record of a course.
- xii. To set the internal paper, evaluate it, prepare the result sheet, analyze it and take the corrective measures.
- xiii. To submit the defaulter list fortnightly to the class coordinator and get the further action plan from them.
- xiv. To present yourself as a role model and demonstrate ethical values.



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CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM IN RESEARCH

Responsibilities of the Institute

- a. Institute has a responsibility to respect the autonomy of the researchers and ethical guidelines set by the Institute for research.
- b. Institute creates and maintains an environment with adequate support to enable researcher to follow ethical guidelines.
- c. Institute has a responsibility to take appropriate and adequate steps for protection against pressures inimical to the observance of ethical guidelines for research.

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