

CODE OF CONDUCT

1 : FACULTY

I will be trustworthy and build trustworthiness by

1. Demonstrating professional competence to teach and learn
2. Abiding by the terms of employment and institutional norms in letter and spirit
3. Believing in openly and pro-actively sharing knowledge and information
4. Being honest and encouraging honesty in all my academic and other human activities
5. Honestly projecting my work by not indulging in plagiarism and/or copyright/IPR violation
6. Making my services available at all times for the development of students, the institution and the society I serve
7. Providing honest and objective feedback that will help students and faculty to assess their learning and progress towards their goals
8. Demonstrating the courage to speak the truth and do the right things rightly
9. Developing self through continuous learning through research and practice, individual and collaborative learning

I will earn respect and help earn respect by

1. Treating students, parents, peers, superiors and management with respect
2. Accepting that each individual is unique
3. Counseling and mentoring students and peers
4. Setting a good example by being a role model
5. Displaying initiative and continuously pursuing excellence in all endeavors
6. Showing concern towards students, peers, support staff, alumni and the environment.

I guide students to take responsibility for their actions by

1. Leading by example - Being accountable for my words, actions and behavior
2. Always doing my best and demonstrating a passion for excellence and an eye for details

3. Taking actions after duly considering the possible outcomes

I will demonstrate fairness in dealings by

1. Being objective in evaluation and interaction and show no bias or preference on the basis of race, color, creed, religion or gender;
2. Maintaining relationships with students, peer, parents and alumni which will not interfere with fair evaluation
3. Openly accepting my shortcomings through transparency of my actions.

I will demonstrate empathy by

1. Emotionally connecting with students, to understand their aspirations and anxieties and help them reach their highest potential
2. Maintaining confidentiality of student information unless there is legitimate ground for disclosure
3. Providing a safe and open environment for discussion and dealing with sensitive issues
4. Inculcating a spirit of caring towards all fellow human beings

I will demonstrate that the knowledge gained is not merely for fulfilling materialistic ambitions but also to serve the society.

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2: Staff

- 1 Discrimination: Staff must at all times observe the Equal Opportunities Policies for staff, students, parents and other stakeholders in accordance with those policies.
- 2 Health and Safety: Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of the Health and Safety policy and relevant legislation and regulations.
- 3 Fire: Staff must familiarize themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by pupils as an essential precaution to prevent risk of injury or fatality.
- 4 Business Practice: Staff must maintain an impeccable standard of integrity in all their professional relationships.

2.1 GENERAL POINTS

- 2.1.1** Staff should display the highest possible standards of professional behavior that is required in an educational establishment.
- 2.1.2** Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them and enable effective communication.\
- 2.1.3** Staff should not use their position in the Institute for private advantage or gain.
- 2.1.4** Staff should avoid words and deeds that might bring the disrepute or might undermine colleagues in the perception of others (staff/students /parents/community).
- 2.1.5** Staff should retain professional independence and not promote political bias to others in their working activities.
- 2.1.6** Staff should be aware of, and should follow policies systems and procedures of the institute. They should normally communicate through the hierarchy reporting to their immediate authority first.
- 2.1.7** Staff should participate in the professional development and support training activities
- 2.1.8** Staff should attend their place of work punctually in accordance with their time schedule. Those unable to avoid being late or absent should, should inform the office well in advance whenever possible.

3. Code of Conduct for Students

3.1 ZEAL Campus

- 3.1.1** 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 Educations Society, other students and the visitors to the campus would be closely observing each of you.
- 3.1.2** Use of cell-phone is not allowed on ZEAL campus. If found it will be confiscated.
- 3.1.3** 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.

3.1.4 Students are expected to carry Identity-card throughout their presence in INSTITUTE / ZEAL campus.

3.1.5 Smoking, consuming alcoholic drinks and eating non-vegetarian food on Institute campus is strictly prohibited.

3.1.6 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.

In the class

3.1.7 Students should come prepared for class. They would be assigned reading material that they are expected to read before the class.

3.1.8 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 be able to grant the terms and will not be 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 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 Course coordinators. If any student does not comply with this procedure, s/he may be penalized as per the discretion of the Director.

3.1.9 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.

3.1.10 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.

3.1.11 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.

3.1.12 Students are not allowed to consume beverages or eat in classrooms. During lunch hour, students should eat their meals in the canteen only.

3.1.13 Students are not allowed to go out in between the lecture session.

3.1.14 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.

3.1.15 Maintain silence, discipline and decorum in class, institute and labs.

3.2 In Examination Hall

3.2.1 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. Student are not allowed to submit the answer sheet half an hour before the concluding time of the exam.

3.2.2 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.

3.2.3 Any types of queries are to be directed only to the invigilator.

3.2.4 The students are not allowed to use the corridors when an examination is in progress.

3.2.5 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.

3.2.6 Students are prohibited to carry cell phones in examination hall. INSTITUTE is not responsible for the safekeeping of the cell-phones during examination.

3.2.7 Copy case during midterm examination and class test will be viewed very seriously. In that case student will not be allowed for campus placement.