POLICY PURCHASE COMMITTEE

The Director of the institute formulates a purchase committee for ensuring transparency in the purchase of various materials/resources required for the institution. The committee is headed by a senior faculty and is assisted by Library in-charge, Lab in-charge, stationary in-charge and Office superintendent.

The Secretary of the committee issues notice to all sections to furnish the details of the requirements. The requirements are consolidated and the committee is asked to collect quotations against the requirements at the beginning of Academic year. The Director convenes a meeting of committee to initiate the process of purchasing. In this meeting director informs committee members to scrutinize the quotations with careful comparison and finalize the purchase of the requirements. This consolidated information of the various purchases are placed before the Governing body its consequent upon the sanction. The Director may invite the short listed parties for the negotiations. The Director informs the purchase committee to issue the purchase order. Consequently, Director issues necessary instructions to professor in-charge to issue purchase order to various firms.

The purchase material is received in the office and equipments are entered in DSR and the stationary and consumable is entered into a General Stock Register (GSR).

The distribution of newly purchased equipment is made only after receiving requisition indent from the respective sections and with the due sanction of the Director.

Duties and Responsibilities

- Taking requirement from all the departments and staff
- Inviting minimum three quotations from Vendors

- Selecting the Vendor as per lowest quotation, time taken for delivery and vendor's past experiences, references.

- Taking the approval of budget from the Governing body
  - Sending Purchase order
  - Receiving material
  - Making the material available as per the requirement to all the departments and staff
  - Looking after for financial coordination with accounts department

- Preparing Minutes of Meeting.

STANDARD OPERATING PROCEDURE MANUAL

PURPOSE
Guideline for trainee using Computer Lab

PROCEDURE

1. The Lab assistant/ instructor will assign a computer to individual and will keep a record of it.
2. The trainee will be responsible for the designated computer. He will be fined if any damage to hardware of computer will be fined to provide new hardware against that.
3. All lab computers should be banned for social sites eg. Facebook etc., if connected to internet.
4. Computer will be available for use on first come, first serve.
5. Cell Phones are to be turned off or set to silent while in the lab.
6. Disruptive behavior-Such as shouting or cursing will not be tolerated.
7. Loud Conversations-Should be kept to a minimum while in the lab. If a trainee needs to converse with another trainee, conversations are to be conducted in a quiet manner that will not disturb other lab users. Trainees who become disruptive will be asked to leave.
8. Trainees working in the lab are expected to show respect toward other trainees, faculty and staff. Loitering or socializing in the labs is not allowed. Open labs are quiet areas-loud talking, holding conversations is not allowed
9. Saving Files-Anything saved on the computer hard drive (My Document folder/ desktop, etc.) will be deleted. Data files created in the lab should be saved directly on a USB/zip/flash drive.
10. Changing Hardware and Software Configurations-Changing hardware and software configurations in the computer labs is prohibited. This includes modifications of the settings, configurations of printers and modification of system software. Violators of this policy will be referred to the proper authority for appropriate action, which may include the loss of computer privileges.

PURPOSE
Guideline for trainee using Computer Lab for Practical.

PROCEDURE

1. Display of ID card is mandatory.

2. Recording of In Time & Out time is mandatory.

3. Eatables & Drinks are strictly prohibited.

4. Bags or any belongings are not allowed inside the lab, they must be placed at the designated place.

5. Silence must be strictly observed.

6. Mobile devices are permitted only for practical learning.

7. Users should refrain from visiting sites which are prohibited.

8. Seek advice of the Lab Instructor/ Subject teacher/ System administrator in case of power failure, system failure etc.

9. Access to computers will not be permitted during theory classes.

10. Any external storage devices shall not be allowed unless and until permission sought.

11. Tampering any property and violating any rules will be dealt seriously.

12. Changes to the computer setting and displacing lab equipment's are strictly prohibited.

13. It is mandatory to shut down the computer system, arrange the chair, and switch off the lights, fans before leaving the computer lab.

14. The Institute will not be responsible for the loss or misplacement of personal belongings in the Computer Lab/center.

15. The Lab Committee may amend the Rules and Regulations as and when required.

Note: This policy will be in effect from Academic year 2019 – 2

LIBRARY POLICY

VISION

Spreading knowledge through quality resources and innovative services.

MISSION

To provide comprehensive learning resources and services in support of the, teaching, learning and research needs for stimulating intellectual curiosity, creativity and to facilitate lifelong learning and research.

OBJECTIVES

Objectives of the Institute's library are framed inline with five Laws of modern Library Science

1. To enrich the library collection with learning resources pertaining to curriculum and beyond as well as to ensure optimum use by the learners.
2. To establish user friendly Learning Resource Center by providing Open Access System and to offer best services by using latest technology.
3. To satisfy the diverse learning interests and matching the needs with its resources in consultation with library members.
4. To ignite hunger among the library members towards the learning resources by conducting appropriate activities.
5. To enhance teaching – learning and research activities to boost interdisciplinary learning.

A) ABOUT INSTITUTIONAL LIBRARY

ZIBACAR Library is the hub of all learning activities and aptly called as the Knowledge Resource Center. The Institute has well furnished library equipped with adequate number of books and journals. In addition, library has ample collection of books pertaining to general knowledge, communication dynamics, aptitude test, presentation skills, soft skills, business games and personality development required for professional grooming. Nevertheless, consistent efforts are made to enrich library with latest arrivals relevant to current and contemporary needs as per the suggestions and recommendations of faculty and students. The library has optimum infrastructure as per the norms of AICTE. The library has spacious and well furnished reading room enriched with newspaper, popular journals and with multimedia facility. Besides, library has reprographic facility, internet connectivity, WiFi, OPAC and

Book Bank for knowledge accession. The e-library of the institute has an excellent collection of e-books, e-journals, NPM (non printing material include books CD, software installable CD). The library goes beyond the boundaries of the institute and has tie-ups with other libraries.

I. FIVE LAWS OF MODERN LIBRARY SCIENCE
    a. Learning Resources are for use.
    b. Every reader has his / her Learning Resource.
    c. Every Learning Resource has its reader.
    d. Save the time of the reader.
    e. The Learning Resource Center is a growing organism.

II. LIBRARY HOURS

Monday to Saturday	-	9:00 am to 5.00 pm
Library Reading Hall Time	-	24 hours
Library Stock Circulation Time	-	9:00 am to 5.00 pm

III. LIBRARY COLLECTION
The Library has developed an excellent collection of Books, Reference books, National and International Journals, Research Reports, Summer Internship Projects, Industrial Project Reports, Mini-Project Reports, e-books, CDs and DVDs.

The number of Books and Journals to be added yearly in the Library for each division as per AICTE norms are as follows: Number of Titles : 50

Number of Volumes	500
Number of Journals	12
E-Journals	: EBSCO, J-Gate, IEEE
CD/DVD	: Desired

IV.   LIBRARY INFRASTRUCTURE

The library is housed with various amenities as per AICTE norms.

1. Property Counter
2. Library OPAC
3. AutoLib Library Management System
4. Circulation Section/Counter
5. Reference Section
6. Reading Hall
7. Video Collection and Viewing Facility
8. Stack area and Books in all disciplines
9. Periodicals Section
10. New Arrivals Display
11. Newspapers
12. Light Reading Materials
13. Technical Reports
14. Reprographic Facility
15. Printer
16. Scanner
17. E-library /Digital Library
18. Wi-Fi Facility

V.   AUTOLIB LIBRARY MANAGEMENT SYSTEM

The Library uses AutoLib Library Management System to automate various functions and services of the library. The software is in client-server mode where database and Web OPAC are installed on the server PC while the data entry program is installed on client PCs. The software provides OPAC interface to publish the library catalog online.

POLICY FOR BOYS COMMON ROOM

1. Boys common room is only for the Boys students and male faculties.
2. **Boys common room will be utilized only when needed.**
3. Keep the room clean and in hygienic Condition
4. For maintenance of any resources of the room, report to admin.

CODE OF CONDUCT

1. FACULTY

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

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

3. *I will guide students to take responsibility for their actions by*
   - Leading by example - Being accountable for my words, actions and behavior
   - Always doing my best and demonstrating a passion for excellence and an eye for details
   - Taking actions after duly considering the possible outcomes

4. *I will demonstrate fairness in dealings by*
   - Being objective in evaluation and interaction and show no bias or preference on the basis of race, color, creed, religion or gender;

- Maintaining relationships with students, peer, parents and alumni which will not interfere with fair evaluation
- Openly accepting my shortcomings through transparency of my actions.

5. *I will demonstrate empathy by*
   - Emotionally connecting with students, to understand their aspirations and anxieties and help them reach their highest potential
   - Maintaining confidentiality of student information unless there is legitimate ground for disclosure
   - Providing a safe and open environment for discussion and dealing with sensitive issues
   - Inculcating a spirit of caring towards all fellow human beings

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

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. <u>STUDENTS</u>

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.

3.2 In the Class Room

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

3.2.2 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.

3.2.3 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-phone.

3.2.4 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.

3.2.5 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.

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

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

3.2.8 If the lecture is unattended by a faculty for any reason, CR will communicate to Course coordinator for further instructions. Under no circumstances, students areallowed to leave the classroom without any instruction.

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

3.3 In Examination Hall

3.3.1 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.

3.3.2 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.

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

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

3.3.5 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.

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

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