Criteria7:Institutional Valuesand 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. Report: Code of conducts

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

Below is a suggested outline for the **Code of Conduct** for various groups and activities at ZEAL Campus. This ensures a structured, respectful, and ethical academic environment.

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1. Student Code of Conduct at ZEAL Campus

Students at ZEAL Campus are expected to maintain the highest standards of integrity, respect, and responsibility. They should foster an environment that promotes learning, collaboration, and personal growth. All students are expected to:

- Abide by all rules and regulations set forth by the campus.
- Respect the rights of others and uphold the dignity of all members of the community.
- Avoid any form of discrimination, harassment, or bullying.
- Maintain academic integrity and honesty.
- Participate in campus activities responsibly and respectfully.

2. Student Code of Conduct in the Classroom

Students are expected to behave in a manner that is conducive to learning and respectful of both peers and faculty. This includes:

- Attending all scheduled classes punctually and regularly.
- Being prepared for class and actively participating in discussions and activities.
- Keeping mobile phones and other electronic devices on silent mode during class.
- Not engaging in disruptive behavior, including talking out of turn, distracting others, or engaging in non-class-related activities.
- Respecting the diversity of opinions and engaging in discussions with professionalism and civility.

3. Student Code of Conduct in the Examination Hall

Students must adhere to strict standards of academic honesty and fairness during examinations. The following are expected:

- Arriving at the exam venue on time with the necessary materials (ID card, stationery, etc.).
- Not carrying unauthorized materials (notes, phones, etc.) into the examination hall.
- Refraining from talking, gesturing, or engaging in any activity that may disturb other students.
- Following the invigilator's instructions promptly and without dispute.
- Reporting any observed malpractices to the authorities immediately.

4. Student Code of Conduct in Using Computer Laboratory & Library

The computer labs and library are provided for academic purposes, and students must adhere to the following guidelines:
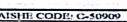
- Using computers and other resources in the lab for academic purposes only.
- Not installing unauthorized software or tampering with the system settings.
- Maintaining silence and avoiding disruptive behavior in the library.
- Taking care of library books and resources; returning them on time.
- Following the library's borrowing policies and maintaining the cleanliness and orderliness of the space.

5. Student Code of Conduct for Placement

During placement activities, students are expected to maintain professionalism and represent the institution well:

- Dressing in appropriate, professional attire for interviews and placement events.
- Preparing thoroughly for interviews and company interactions.
- Demonstrating integrity, punctuality, and good communication skills during interviews and group activities.
- Respecting the privacy and confidentiality of placement information and processes.
- Avoiding multiple applications for the same position or misleading behavior during the recruitment process.

6. Governing Body: Code of Conduct for Chairman & Members

Members of the governing body, including the Chairman, must uphold the highest standards of integrity, transparency, and accountability:

- Ensuring the institution adheres to its mission and ethical guidelines.
- Promoting an environment of inclusivity and equal opportunity for all stakeholders.
- Attending meetings regularly, being well-prepared, and making decisions that are in the best interest of the institution.
- Keeping sensitive information confidential and avoiding conflicts of interest.

7. Code of Conduct for Academic Advisory Body

The Academic Advisory Body plays a crucial role in advising the institution on academic policies and practices. Its members are expected to:

- Provide honest, constructive, and well-researched recommendations.
- Maintain a student-centered approach while shaping academic programs.
- Keep all deliberations confidential unless explicitly stated otherwise.
- Attend advisory meetings and contribute positively to the academic direction of the institution.

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8. Code of Conduct for Local Management Committee:

The Local Management Committee ensures that the campus runs smoothly and in accordance with institutional goals. Its members should:

- Ensure that the institution's policies and procedures are implemented effectively.
- Provide leadership in the day-to-day management of the campus.
- Make decisions that prioritize the welfare and development of the campus community.
- Maintain transparency in all financial and administrative matters.
- Actively participate in regular committee meetings and discussions.

9. Code of Conduct for Academic Committee:

The Academic Committee oversees academic programs and policies. Members should:

- Regularly review and update curriculum and academic practices to meet current industry standards.
- Promote innovation in teaching and learning while ensuring the academic integrity of the institution.
- Maintain confidentiality regarding academic matters and student information.
- Support faculty and students in achieving academic excellence and personal development.

10. Code of Conduct for Director:

The Director is the chief executive of the institution and must set the example for all staff and students:

- Act with integrity and transparency in all leadership decisions.
- Promote a positive and collaborative institutional culture.
- Uphold the academic standards and ensure the well-being of students and faculty.
- Foster relationships with external organizations and stakeholders to benefit the institution.
- Regularly engage with faculty, staff, and students to understand their needs and concerns.

11. Code of Conduct for Programme Coordinator:

The Programme Coordinator manages academic programs and ensures that they meet the institution's quality standards. The responsibilities include:

- Providing academic leadership and coordinating between faculty and students.
- Ensuring that the curriculum is followed as per guidelines and making adjustments when necessary.
- Maintaining high academic standards and addressing issues related to student performance.
- Acting as a liaison between students and administration.
- Ensuring fair and timely assessment and feedback for all students.

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12. Code of Conduct for Class Coordinator:

The Class Coordinator is responsible for managing a specific cohort of students. Key responsibilities include:

- Maintaining student records, attendance, and academic progress.
- Facilitating communication between students and faculty.
- Addressing students' concerns related to academics, behavior, and well-being.
- Ensuring adherence to class schedules and supporting a disciplined learning environment.
- Promoting a culture of respect and cooperation among students.

13. Code of Conduct for Mentor

Mentors guide and support students in their academic and personal development. They should:

- Provide academic guidance and career advice based on their expertise.
- Create a positive and supportive environment for students.
- Maintain confidentiality in discussions with mentees.
- Help students set realistic goals and monitor their progress.
- Foster self-reliance and personal growth in mentees.

14. Code of Conduct for Course Coordinator

The Course Coordinator ensures that courses are conducted smoothly and meet academic standards. The role includes:

- Organizing and managing course content, teaching schedules, and assessments.
- Ensuring the delivery of high-quality lectures and tutorials.
- Monitoring student performance and providing appropriate feedback.
- Addressing student concerns related to course content or delivery.
- Working with faculty and administration to maintain course standards.

15. Code of Ethics to Check Malpractices and Plagiarism in Research

Maintaining ethical standards in research is crucial for the integrity of the academic community. To ensure this:

- All research must be original, and proper citations must be provided for all external sources.
- Plagiarism of any form is strictly prohibited and will be penalized.
- Data must be collected, analyzed, and presented truthfully.
- All research should comply with ethical guidelines, including respect for confidentiality, privacy, and informed consent.

- Malpractices such as falsifying data or fabricating results will lead to disciplinary action.

These codes of conduct help establish a structured and respectful environment for both academic and administrative operations at ZEAL Campus, ensuring that all members of the institution adhere to ethical standards and contribute positively to the community.

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