



**ZEAL EDUCATION SOCIETY'S
ZEAL COLLEGE OF ENGINEERING AND RESEARCH
NARHE | PUNE -41 | INDIA**



CODE OF CONDUCT FOR STUDENTS

Preamble This handbook elaborates the code of conduct to be exhibited by students, of Zeal College of Engineering and Research, Pune. This code of conduct intends for escalating the ethics and upholding the morality inside the campus. All students are instructed to adhere to this code and help in creating an energetic and cohesive environment.

1. Students should be respectful, use appropriate language and maintain decorum within the campus at all times.
2. Students should wear their identity cards always so as to clearly display their identity within the campus and may be required to surrender them on demand by authorities.
3. Students should always be punctual to the class and refrain from leaving early unless prior permission has been granted.
4. Littering or spitting in the classrooms, hallways, playgrounds or the garden area are unacceptable. Students should cooperate in keeping the campus clean and tidy.
5. Students are expected to behave respectfully towards members of the faculty, staff and all other students in all their interactions with them.
6. Interactions between boys and girls are expected to be within acceptable norms of our culture and tradition.
7. No food or beverages are allowed inside classrooms, laboratory, library, reading or tutoring room unless prior permission has been granted.
8. Smoking is strictly prohibited within the campus premises.
9. Consumption of Alcoholic beverages and any form of substance abuse is strictly prohibited inside the campus and will be severely dealt with.
10. Possessing any content of obscene nature is unacceptable and will be dealt with severely.
11. Students should not bring any other devices like stereos, radios, cameras, musical instruments etc., to the campus unless otherwise a written permission has been obtained from the concerned authorities.
12. Students shall take responsibility for all their belongings themselves.
13. Students are advised to speak in English, without intimidation in order to acquire proficiency in the language.



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14. Irrespective of where they go, students shall behave in a manner befitting a student of an educational institution. They shall always remember that the institution would be judged by their conduct.
15. The students should follow dress code prescribed by institute.
16. Students can use only two wheeler vehicle and shall register their vehicles with the institute within the first week of classes during the semester. To register their vehicles, students must have their identity card, the vehicle registration, and their driving license.
17. Students should maintain discipline and decorum within the campus. Whistling, whooping or shouting that unreasonably disturbs other students will not be tolerated.
18. Threatening or causing physical harm or harassment of another person in any manner is strictly prohibited.
19. Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus is barred.
20. Students should not furnish any false information to any College official, faculty member, or office.
21. Forgery, alteration, or misuse of any College document, record, or instrument of identification is not allowed.
22. Ragging or any conduct which threatens or endangers the health or safety of any person including physical abuse, threats, intimidation, and/or coercion whether verbal, written or otherwise is prohibited.
23. Participating in an on-campus or off-campus demonstration, riot or activity that significantly disrupts the normal operations of the College and/or unreasonably infringes on the rights of other members of the College community is prohibited.
24. Malpractices committed in Examinations by the students, shall be viewed seriously and action will be taken as per university guidelines.
25. Students should not involve in any activity which may affect national security of our country.
26. Sexual misconduct by any student will be viewed very seriously and they are punishable under law.
27. The student shall always observe the health & safety precautions as may be prescribed/ notified/ displayed in the campus.



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28. On receipt of complaint from any of the student or public, the same will be first examined by a Internal complaint committee constituted by the institute and tentative decision will be taken based on the report of the committee, thereafter the matter will be placed before the Head of the Institution for appropriate decision. This will be done after giving opportunity to the accused for explaining his position. Commensurate with the gravity of the offence, the punishment includes reprimand, fine, expulsion from the hostel / college, debarment from examination, suspension from the college and handing over the case to the law enforcing authorities of the Government.
29. Organizing any meetings or entertainment programmes or collection of money for any purpose within the college or outside the college without the permission of the Principal is strictly prohibited.
30. Criticizing or abusing the girl students in foul language is strictly prohibited in the campus. If such cases are identified, action will be taken.
31. Organizing birthday functions within the campus is strictly prohibited.
32. Use of cell phone is strictly prohibited in class or during exams without prior permission from authorities. Chatting via social media platforms and texting is not allowed during formal college hours. No inappropriate photos/videos should be ever taken or stored. Any such act can render a student liable to the following:
 - a. Confiscation of cell phone/ IPAD/ TABLET
 - b. Intimation to Parent
 - c. Warning
 - d. Possible suspension from the college.
33. At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I- Card the reader may be refused the use of the Home Lending facility.
34. If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.
35. Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
36. Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.
37. Rash driving and honking in the campus is prohibited.



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38. No person shall be invited to address or entertain the students of the institute, without the prior written permission of institute authorities.
39. Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.
40. Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
41. Be attentive, fair and cooperative to your teachers and peers on various academic and nonacademic activities.
42. **RAGGING: ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN Ragging as per the Directions of Hon'ble Supreme court of India. MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)**
- ✓ Cancellation of admission and also debarred from taking admission in any institution in India.
 - ✓ Suspension from attending classes.
 - ✓ Withholding/Withdrawing scholarship / fellowship and other benefits.
 - ✓ Debarring from appearing in any test/examination or other evaluation process.
 - ✓ Withholding results.
 - ✓ Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
 - ✓ Suspension / expulsion from the institution.
 - ✓ Collective punishment if larger number of students are involved in the act of ragging.
 - ✓ An FIR filed without any exception with local police station.
43. Student should be regular in attendance for all sessions during the day.
44. If the student is found irregular in attendance, disciplinary action will be taken.
45. The student coming late shall not be allowed to enter the class.
46. The student must report about the sickness to the Institute.
47. On no account will students be allowed to remain absent for any unit/ class test conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.



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48. Leave Travel Concession as per the rules and regulations of Indian Railways and MSRTC will be allowed only for designated vacations, such concession forms will not be made available for travel in between vacations whatever be the reason.
49. The student should complete all the Practicals and Term – work such as Journals, Assignments and Projects.
50. Students are expected to spend their free time in the Library/Reading Room.
51. Students shall read, understand and comply with institutes policies and take responsibility for actions.
52. Students shall abide by the institutions policy to value and support an institute community that is diverse in gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience.
53. Students shall not to be in the canteen during working hours of the institute.
54. Note that defacing of the campus buildings, walls by writing on them or sticking bills, posters is prohibited. Also damaging the notices and posters displayed in the departments is forbidden.
55. Participate in various events, seminars, workshops organized by the institution and contribute towards their success.
56. Student participation is encouraged and must be strengthened through the involvement of students in all levels of college governance.
57. When attending events outside the campus and representing the institution, the code of conduct will still be in effect.
58. Not to form any formal and informal groups on the basis of caste, community and religion.
59. To furnish in their own interest, the change in the address/ mobile numbers of parent/ guardian, if any, to the office/department.
60. Warning, suspension, monetary fines, dismissal, upholding of degree are the programme of actions which may be taken when a student has been found to have violated the student code of conduct.

Date: 04/01/2021

Principle

PRINCIPAL

Principal
ZES's Zeal College of
Engineering & Research
Narhe, Pune - 411 041.





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CODE OF CONDUCT FOR STAFF

Preamble This handbook elaborates the code of conduct to be exhibited by staff of Zeal College of Engineering and Research, Pune. This code of conduct intends for escalating the ethics and upholding the morality inside the campus. All staff are instructed to adhere to this code and help in creating an energetic and cohesive environment.

General Code

1. Observe absolute punctuality and responsible behaviour in college premises. The reporting time, class / lecture / practical time, office time, leaving time and time of any function must be followed sincerely.
2. The staff shall keep the college premises absolutely clean and litter free. Care should be taken to keep their work place neat and orderly.
3. The staff shall dress properly befitting to the standard and culture of the College. The staff shall not engage in discussions or conversations that are not related to the duties assigned to them.
4. They shall be present on their desk / rooms and attend to the duties assigned to them. Crowding around office tables and gossiping is highly objectionable.
5. The staff should follow dress code in campus as per timely updated policy.
6. Faculty has to come to the college at least 15 minutes before the commencement of classes and leave the college not earlier than 15 minutes in last an hour.
7. Follow the rules and regulations of the Institution as prevalent from time to time.
8. Update your knowledge by attending FDP / STTPs / seminars / workshops / conferences after obtaining necessary permission from the Principal.
9. Take every attempt to publish text books, book chapters, research papers in reputed International / Indian Journals / Conferences.
10. Strive to prepare yourself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
11. Formation of any association, clubs, committees of any kind without principal permission, should be absolutely avoided. Faculty Members found indulging in such activities will be subject to disciplinary proceedings.
12. Staff should be aware that emails and any use of the internet and social media (whether or not



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accessed for work purposes) may be monitored and, if breaches of the policy are found, action may be taken under the Disciplinary Procedure of the College.

13. Misuse of social media and other websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and the Institution.
14. Staff shall not post or forward a link to any abusive, discriminatory, harassing, derogatory, defamatory or inappropriate content. This includes potentially offensive or derogatory remarks about any other individual
15. A member of staff who feels that they have been harassed or bullied, or are offended by material posted by a colleague onto a social media should inform the Internal Complaint Committee/Principal/Management.
16. They can also post complaints, if any, in the suggestion/complaint box kept in the Office Hall.



Code of Conduct for teaching staff

1. The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
2. The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization
3. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal/ Director/ Manager in academic, co-curricular or extracurricular activities.
4. Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the software as soon as the classes/laboratory hours are over.
5. Whenever a Faculty Member intends to take leave, he/she should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab invigilation. In case of emergency, the HOD must be informed with appropriate alternate arrangements suggested.
6. Faculty Member should make himself / herself presentable.
7. The Faculty Member should be unbiased while dealing with student.
8. He/she should counsel the students whenever required.
9. The faculty should bring the students misbehaviour in the class/campus to the HOD/ Principal.
10. Faculty should carry out the administrative works of the department given by the concerned HOD.
11. Once a subject is allotted, the Faculty Member should prepare the lecture and hour wise lesson plan with reference to academic calendar of university, institute and department.
12. The Faculty Member should get the lesson plan and course plan - approved by HOD and Principal.
13. The Course file must be regularly updated and put up for inspection by HOD/Principal whenever asked.
14. The Faculty Member should go to the class at least 5 minutes before.
15. The Faculty Member should engage the full period and should not leave the class early.
16. Attendance must be taken for each lecture/practical/tutorial at the beginning of each



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lecture/practical/tutorial. Absence shall be indicated by 'A'.

17. For every hour the student is present, attendance is marked cumulatively in the ERP.
18. The Faculty Member should encourage students asking doubts / questions.
19. The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
20. The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes. In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least one week in advance of actual class.
21. The Faculty Member should interact with the Staff Advisor or counselor and inform him / her about the habitual absentees, academically backward students, objectionable behavior etc.
22. The Faculty Member should always aim for 100% results in his / her subjects and work accordingly.
23. The Faculty member should regularly visit library and read the latest journals / magazines in his / her speciality and keep oneself abreast of latest advancements.
24. The Faculty Member should make himself/ herself available for doubt clearance.
25. The Faculty Member should motivate the students and bring out the creativity / originality in the students.
26. The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
27. Whenever possible, additional experiments to clarify / enlighten the students must be given.
28. The lab observations/records must be corrected then and there or at least by next class.
29. Give the students crystal clear instructions.
30. Attest the readings of the experiment and let the students know the percentage of error he/she commits for every experiment.
31. Faculty conducting practical / projects shall be responsible for the respective labs during their practical hours.
32. Faculty shall follow the guidelines/instructions as prepared by the Lab in-charge. However, faculty can suggest changes in these matters with the consent of the HOD.



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33. Guardian Faculty Members (GFM) have to strictly monitor the progress of the assigned students.
34. Minimum two mentoring is to be conducted in each semester and all details to be entered in the mentoring book and to be submitted to Principal through HOD. If required student should be guided for counselling.
35. It is the responsibility of the GFM to inform all details such as Attendance, Marks, and University Results etc. to parents.
36. GFM has to verify the attendance, marks etc entered by the faculty in the University portal. If any error occur, concerned Faculty and advisor will be responsible.
37. GFM have to accompany the students for their IV/ Tour .Only in emergency cases, advisor will be permitted to substitute other faculty. As far as possible substitute should be from the same Department. Only one GFM will be permitted to make alternate arrangements.



Code of conduct for Teaching/ Laboratory Assistant

1. He/ she has to help students analyse Evaluate & Create themselves through experiments, what they learn in the classroom
2. He/ she has to maintain the Dead Stock Register and Consumable Registers.
3. He/ she has to find out the requirements for consumables for the laboratory and procure the same, before the start of every semester.
4. He/ she has to plan for the procurement of equipment for the coming semester well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
5. He/ she has to see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
6. He/ she has to organize the laboratory for oral and practical examinations.
7. He/ she has to identify those responsible for any breakage / loss etc. and recover costs.
8. Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal/Bursar for necessary action.
9. The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
10. Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute
11. All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.
12. Lab Assistants in coordination with Lab In-charge should display (i) List of Equipment/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
13. Any other duty as may be assigned by the faculty in charge of lab /HOD/Principal/Director /Manager from time to time.
14. In case of theft / damage Lab In-charge / Lab Assistants are to report the matter in writing immediately to the HOD through faculty in charge as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about



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the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.

15. Lab Assistants in turn shall note down the missing items in the respective Lab Register.
16. In order to avoid possibility of wastage and ensuring continuous supply of stationery, everyone shall adhere to the following guidelines.
 - Every issue of stationery should be based on requisition. The departments can prepare an indent whenever there is a need of stationery. The departmental heads should sign the indent.
 - The staff before preparing the indent should verify whether the same stationary is available anywhere in the Department.
 - Special indent for stationery in bulk for specific purpose such as conduct of workshops / conferences / seminars, etc. has to be given by the HOD to the Store well in advance (at least 10 days before the proposed date.) While preparing the special indent, the actual use of stationery during previous similar occasion should be taken into account as a basis.
 - As soon as the purpose for which the stationery has been obtained is over, the unutilized portion has to be returned to the store by the HOD concerned. (the stationery obtained for a specific purpose shall not be used for normal work of the Department)
 - Using letter head or any other official stationery by employees on their own and seeking/asking signatures on the same from authorized person is wrong and illegal.



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Code of Conduct for Laboratory Attendant

1. The Laboratory Attendant will support in the laboratory tests and experiments for the preparation and processing work.
2. He/She will be responsible in the housekeeping and inventory maintenance of the laboratory.
3. He/She will work under immediate supervision of lab in-charge to perform routine and semiskilled work in the collection, preparation and distribution of field samples, maintenance and cleaning of laboratory equipment and glassware.
4. A proper dress code is mandatory while working in Laboratory / Workshop with following to necessary safety gears



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Code of Conduct for Administrative Staff

1. Confidential report of the employees should be part of personal file to be kept confidential by staff members working with this Department.
2. Staff should take additional responsibilities if required as assigned by Principal.
3. Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
4. Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
5. Accountant should establish tables of accounts, and assign entries to proper accounts.
6. Accountant should report to the Principal regarding the financial status of the college at regular intervals.
7. Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
8. Accountant should provide all the necessary account statements and documents for various committees of the institute.
9. Accountant should provide all necessary accounting documents and financial statements for yearly account audits.
10. Student section should ensure the eligibility of the students and prepare related documents to submit them to Savitribai Phule Pune University within prescribed time limit.
11. Ensure the student document verification by Savitribai Phule Pune University within time limit.
12. Submit the student Prorata, eligibility and student insurance to Savitribai Phule Pune University.
13. Ensure timely submission of examination forms to Savitribai Phule Pune University.
14. Ensure caste certificate/caste validity from concern divisional office.
15. Provide all necessary student data to prepare various committee reports.

Date: 04/01/2021

A. K. K. K.

PRINCIPAL

Principal
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