



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



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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