



INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

Preamble This handbook elaborates the code of conduct to be exhibited by students, of Zeal Polytechnic, 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.

For Students

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. Students who wish to stay back at the campus after 5.00 p.m. should get prior permission for the same from their HoDs. They should also get a signed form from the Faculty-in-charge of the activity for which they are staying back clearly showing the time from and to which they are present in the college for that activity.
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.
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 prescribed dress code for students are:
 - a. Must wear Identity cards.
 - b. Boys shall wear formal pant and shirt tucked in and not fold the shirts in their hands
 - c. Boys shall wear black or brown shoes.
 - d. Girls shall wear Chudidhar with Duppatta.
 - e. Girls shall wear black or brown cut shoes.
16. Students who would like to bring motor vehicles on a regular basis to campus 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 attract various penalties which include fine, loss of examination, expulsion from the college etc. All cases of examination malpractices detected by the Faculty / squad shall be referred to the Malpractices Enquiry Committee for taking suitable action / punishment and the award of punishment will be binding on the students.
25. Students should not involve in any activities 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.
28. On receipt of complaint from any of the student or public, the same will be first examined by a disciplinary committee constituted by the college 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. Not at any time must a cell phone be used 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. Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
34. 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.
35. Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished. Students are strictly prohibited to bring and park four wheeler i.e. cars in the campus of the institute.
36. No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
37. All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students' and with the written consent of the management
38. Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.
39. 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.
40. If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.
41. Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
42. Be attentive, fair and cooperative to your teachers and peers on various academic and non academic activities.

43. **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.
44. Student should be regular in attendance for all sessions during the day.
45. Student should have at least 90% attendance in the Lectures of every subject and 100% overall performance.
46. If the student is found irregular in attendance, disciplinary action will be taken.
47. The student coming late shall not be allowed to enter the class.
48. The student must report about the sickness to the Institute.
49. On no account will students be allowed to remain absent for any mid-semester, term-end examination 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.
50. 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.
51. The student should complete all the Practicals and Term – work such as Journals, Assignments and Projects.
52. Candidates must appear at the examination hall half an hour before the commencement of the examination.
53. Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad of MSBTE, it will not be returned in any circumstance.
54. Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
55. A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non-programmable calculators. All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination.
56. Expected to spend their free time in the Library/Reading Room.
57. Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.

58. Students shall read, understand and comply with institutes policies and take responsibility for actions
59. 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.
60. Students shall not to be in the canteen during working hours of the institute.
61. 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.
62. Participate in various events, seminars, workshops organized by the institution and contribute towards their success.
63. Student participation is encouraged and must be strengthened through the involvement of students in all levels of college governance.
64. When attending events outside the campus and representing the institution, the code of conduct will still be in effect.
65. Not to form any formal and informal groups on the basis of caste, community and religion.
66. To furnish in their own interest, the change in the address/ mobile numbers of parent/ guardian, if any, to the office/department.
67. 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