

Meerut Institute of Engineering & Technology

Meerut



CODE OF CONDUCT

VERSION 3.0

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VERSION	Prepared by	Approved By
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Code of Conduct for Students

Preamble

MIET students must abide by the rules and regulations of the institute. The institute authority may take disciplinary action if any student violates the institute rules and regulations. Students are advised to adhere to the rules and regulations of the institute and discharge their responsibilities as a student with diligence, fidelity and honor. The rules and regulations are categorized into three categories as mentioned below. Students are required to follow these rules and also have to submit bond of good conduct.

These Rules and Regulations in black and white format come into force with effect from 01 January 2022.

MIET General Rules and Regulations for Students

Students shall behave with dignity and courtesy inside and outside the college.

1. Students shall observe strict modesty in dress. Boys can wear formal dress (Trousers and Shirt), jeans and shirt. Girls can wear Salwar – Suit, Jeans and Shirt or Kurta. Both boys and girls must not wear T-Shirt and tight fit wears. For girls without sleeve shirt and T-shirt. Tight leggings and other wears are strictly banned.
2. Students should wear identity cards inside the campus and also when attending any meetings outside the campus. I cards are to be worn round the neck and this drill is compulsory. Any violation of these orders will lead to disciplinary action.
3. Use of mobile phone during class / exam is and BT speakers during college hours in the campus are strictly prohibited. Anybody violating these rules can be fined up to Rs. 5000/- or deduction in Teacher Assessment marks or both.
4. Students are not allowed to leave the institute premises during the institute timings. If he / she want to leave the institute for some valid reasons before the closing of institute timing they have to use GATE PASS for students.
5. Students are expected to read notices / circulars displayed on the college notice board. Ignorance of not reading any notice / circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.

6. Spitting, smoking and throwing bits of paper inside the institute campus are harmful and must be avoided. Refrain from possessing, consuming or distributing alcohol, harmful drugs, narcotics, gutkhas, chewing gum and smoking cigarettes. Any violation of these orders will lead to disciplinary action.
7. Do not possess firecrackers of any kind in the hostel and college campus.
8. Do not smear colored powder and splash color water in the guise of festivals and functions or during any other any other occasion in the hostel or college campus.
9. Do not scribble on the desks or the black board or on the walls of the college and hostel.
10. Students are allowed to enter the institute office only during specified hours.
11. Students are advised to abide by dignity and respect of institute.
12. Respect the institute property. Destroying or damaging the institute property is punishable. Students should not destroy / damage / deface, remove the institute property, disturb or injured a person under the pretext of celebrating / inducting / pledging or for any other reason like rivalry etc. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
13. It is unlawful for any person to mutilate any tree, shrub or herbaceous plant or remove any identification sign or tag attached to it.
14. Students are not allowed to convene any kind of meeting in the campus or any sort of fund collected without the permission of HOD / Director / DSW or to circulate / display any kind of notice among students or on black boards or on notice board without the written permission of the HOD / Director / DSW. No information or report should be sent to press or broad-casting agencies and placement companies without the permission and approval of the HOD / Director / DSW.
15. Do not be a part of any union or group or organization. Any move to form unions or groups of any type unauthorized by the management and the Director is an offense. Students are strictly forbidden from engaging themselves in any political or other activities. Gathering in groups at roads, entrance, exit, pathways, gardens etc, is strictly prohibited.
16. Students shall not indulge in any kind of misdemeanor bringing opprobrium to the institution.
17. Inform the college of any changes in personal details or address.

18. All vehicles should be parked in the allotted place. Students coming by two wheelers have to compulsory wear helmet. Two wheelers parked in unauthorized places shall be impounded.
19. Students who want to avail bus facility in between the academic session will have to pay full bus fee.
20. Students who are not availing the bus facility but caught travelling in bus will be charged with full bus fee as fine.
21. While attending college functions, the students will conduct themselves in such a way as to bring recognition to themselves and to the institution.

MIET Academic Rules and Regulations for Students

1. Students shall behave with dignity and courtesy inside and outside the college.
2. Students shall observe strict modesty in dress. Boys can wear formal dress (Trousers and Shirt), jeans and shirt. Girls can wear Salwar – Suit, Jeans and Shirt or Kurta. Both boys and girls must not wear T-Shirt and tight fit wears. For girls without sleeve shirt and T-shirt. Tight leggings and other wears are strictly banned.
3. Students should wear identity cards inside the campus and also when attending any meetings outside the campus. I cards are to be worn round the neck and this drill is compulsory. Any violation of these orders will lead to disciplinary action. In case of I card lost it must be renewed in 02 working days.
4. Use of mobile phone during class / exam is and BT speakers during college hours in the campus are strictly prohibited. Anybody violating these rules can be fined up to Rs. 5000/- or deduction in Teacher Assessment marks or both.
5. Students are not allowed to leave the institute premises during the institute timings. If he / she want to leave the institute for some valid reasons before the closing of institute timing they have to use GATE PASS for students.
6. Students shall not entertain visitors without visitor's pass.
7. Students are expected to read notices / circulars displayed on the college notice board. Ignorance of not reading any notice / circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
8. Spitting, smoking and throwing bits of paper inside the institute campus are harmful and must be avoided. Refrain from possessing, consuming or

distributing alcohol, harmful drugs, narcotics, gutkhas, chewing gum and smoking cigarettes. Any violation of these orders will lead to disciplinary action.

9. Do not possess firecrackers of any kind in the hostel and college campus.
10. Do not smear colored powder and splash color water in the guise of festivals and functions or during any other any other occasion in the hostel or college campus.
11. Do not scribble on the desks or the black board or on the walls of the college and hostel.
12. Students are allowed to enter the institute office only during specified hours..
13. Students are advised not to raise the reputation of the institute by his acts and activities.
14. Respect the institute property. Destroying or damaging the institute property is punishable. Students should not destroy / damage / deface, remove the institute property, disturb or injured a person under the pretext of celebrating / inducting / pledging or for any other reason like rivalry etc. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
15. It is unlawful for any person to mutilate any tree, shrub or herbaceous plant or remove any identification sign or tag attached to it.
16. Students are not allowed to convene any kind of meeting in the campus or any sort of fund collected without the permission of HOD / Director / DSW or to circulate / display any kind of notice among students or on black boards or on notice board without the written permission of the HOD / Director / DSW. No information or report should be sent to press or broad-casting agencies and placement companies without the permission and approval of the HOD / Director / DSW.
17. Do not be a part of any union or group or organization. Any move to form unions or groups of any type unauthorized by the management and the director is an offense. Students are strictly forbidden from engaging themselves in any political or other activities. Gathering in groups at roads, entrance, exit, pathways, gardens etc, is strictly prohibited.
18. Students shall not indulge in any kind of misdemeanor bringing opprobrium to the institution.
19. Inform the college of any changes in personal details or address.

20. All vehicles should be parked in the allotted place. No vehicle will be allowed to enter the institute premises during the institute timings. Students coming by two wheelers have to compulsory wear helmet. Two wheelers will not be parked in unauthorized places shall be impounded.
21. Students who want to avail bus facility in between the session will have to pay full bus fee.
22. Students who are not availing the bus facility but caught travelling in bus will be charged with full bus fee as fine.
23. While attending college functions, the students will conduct themselves in such a way as to bring recognition to themselves and to the institution.

MIET Discipline and Conduct Rules for Students

(a) Level of Misconduct and Indiscipline

Category 1

All acts of violence and all forms of mob activities such as gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the Institute and/or any act which incites or leads to violence.

1. Gheraos, laying siege or staging demonstrations around the residence of any member of the MIET community or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
2. Sexual harassment of any kind which shall also include:
 - i. Sexual proposition/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering or persistent offensive or sexual jokes and/or vulgar comments.
 - ii. Eve-teasing or disrespectful behavior or any misbehavior with a girl student, woman staff member/visitor. Ragging in any form.

Category 2

1. Committing forgery, tempering with the Identity Card or institute records, impersonation, misusing Institute property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of the library or unauthorized photocopying or possession of library books, journals, magazines or any other material.
2. Furnishing false certificates or false information in any manner to the Institute.
3. Arousing communal, caste or regional feeling or creating disharmony among students.
4. Using insulting, inciting, threatening language when talking with fellow students inside or outside the campus. Students talking or behaving in any manner inside or outside the institutions in a way that would bring disrepute to the institutions.
5. Use of abusive, defamatory or derogatory language against any member of the Institute Community.
6. Causing or colluding in the unauthorized entry of any person into the Campus or in the hostel. Accommodating unauthorized guests or other persons in hostels.
7. Indulging in acts of gambling, possessing or consuming or distributing alcohol, harmful drugs, illegal narcotics, ghutkas and smoking cigarettes in the Institute premises.
8. Damaging or defacing any property of the Institute.
9. Misusing institute resources and facilities such as library, software, computers and Internet or causing any type of damage to intranet and computer security system of the institute.
10. Harming reputation of the institute or individual (fellow students and institute staff) through social and electronic media.
11. Not disclosing one's identity when asked to do so by a faculty member or employee of the institute.
12. Improper behavior while on tour or excursion.
13. Violation of security and safety rules notified by the Institute.
14. Any other offence under the law of land.
15. Any intimidation or insulting behavior towards a student, staff or faculty or any other person.

16. Any other disciplinary act which may be considered by the competent authority to be an act of violation of discipline and conduct.

Punishment for Violation of MIET Institute Rules and Regulations

On the recommendation of committee and approval of authority any of the following step / punishment may be decided:

For CATEGORY 1 of Misconduct and Indiscipline

1. Expulsion from the institute and/ or hostel.
2. Rustication up to four semester period and/or declaring the entire MIET Campus out of bounds.
3. Fine up to Rs. 5000/-. (In case of Ragging as per Supreme Court ruling)
4. Logging of FIR with the Police.

For CATEGORY 2 of Misconduct and Indiscipline and Violation of General and Academic Rules and Regulations

1. Admonition/ Reprimand and submission of bond or affidavit on Rs. 10/- stamp paper duly notarized.
2. Deduction of marks from General Proficiency Marks and Teacher Assessment Marks.
3. Fine up to Rs. 20,000/-
4. Recovery of any kind, such as scholarship/fellowship, any dues, cost of damages etc.
5. Withdrawal of any or all facilities available to a student as per, MIET Rules (such as Scholarship/Fellowship, hostel etc.)
6. Suspension from the institute for a specific period.

General Guidelines for implementation of Punishments

1. No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged by Proctorial Board or any other inquiry committee after following the normal procedure and providing due opportunity to the student to defend himself.
2. In case competent authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student, he

may order suspension of the student including withdrawal of any or all facilities available to a bonafide student pending Proctorial or any other inquiry.

3. In case any dispute arises with regard to the interpretation of any of these Rules the matter shall be referred to the Chairman/ Director, whose decision thereon shall be final.
4. The Management is not responsible for the loss, theft, or damage of any personal property owned, operated, or possessed by the student, guest(s), parents, or family members which may be held, located or stored in any residence unit or anywhere else on the institution-owned or leased property. The student understands and expressly agrees to accept all risks of such losses or damages.



Meerut Institute of Engineering & Technology, Meerut

STUDENT GATE PASS

Ref. No.: _____

Name:-..... Roll No:.....

Branch:-.....Semester:-.....

Student Mobile No.:-.....

Father/ Guardian Name:-..... Mobile No:-.....

Reason:-.....

Date:-..... Time Out:.....Time in:.....

Student

Class Counselor
(Name and Sign)

HOD
(Sign and Stamp)

Code of Conduct for Faculty

Preamble

Teaching is a very sacred profession and plays a very important role in nation building. In a developing nation like ours, a teacher has a greater role to play in shaping the character and career of the students. Besides this, good character of a teacher has an everlasting impression in the society at large. All this is expected to contribute a long way to make our country a vibrant and strong nation. With a view to achieve the national and social objectives, it is essential that all the faculty members have certain rules and regulations to abide by and display a good conduct so that the students consider their teachers as their role model.

Following the below mention code of conduct is imperative for each faculty of MIET:-

- I. A faculty member must believe that he / she has responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing the subject course and leaving the rest to the students. It is to be understood that all students will not be self-motivated. Such students may need regular counseling in various forms. A faculty member is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.
- II. In order to achieve this, a faculty member must go to take lectures well prepared with theory and practical examples of the subject. Use pictures and videos to explain the subject. Encourage students (if required make compulsory for the students) turn by turn to participate and explain the subject in class during the discussion. Use English to the extent possible as medium of communication for such discussion.
- III. A quality and high standard teaching is only possible when a faculty member is dedicated to the profession, its students and the subject he / she is teaching.

Dedication and motivation are complementary to each other. A dedicated faculty member must seek his future in teaching profession. A faculty member must display his / her dedication for the students so that it is felt by the students. Needless to say that although dedication is un-measurable and intangible but its impact can be felt.

- IV. A faculty member who is supposed to be a good thinker must evolve methodology to improve the system, academic environment of the institute and suggest ways and means to do it.
- V. General counseling of the students is required and is the responsibility of each faculty. If the student appears to be not convinced from the counseling, he / she should be given full opportunity to put forward his point of view, inside or outside the classroom, and faculty member must act wiser to explain what is best in the interest of a student.
- VI. Faculty member should not enter into the arguments with students in front of everybody. Converse and communicate with the student the outcomes which he may face, today or in future jobs, due to the poor way of talking with the faculty members/ seniors etc.
- VII. It happens that the student is not always at fault. So, communicate politely and respectfully so that a good rapport with students gets maintained. In such situations, keep this proverb in mind: *"give respect to command respect"*.
- VIII. Behavior of the faculty member with the students should be such that it displays authority and command with love and affection for them. Ultimately faculty member should be able to convey to the students that they are being taken care for their all-round growth.
- IX. It is the duty of a faculty member to report any act of indiscipline noticed by

him / her within the campus. Also as far as possible faculty member should interrupt in the act of indiscipline noticed by him / her and make an effort to bring a desired order and situation.

- X. Although everybody has a right to look for his / her own career development. However faculty member should refrain during college hours from any such activity like preparing for competitive examinations to seek employment outside MIET and / or applying outside in other organizations for seeking employment. All such activities are private matters of individual faculty member and the same should not be performed during institute hours or within the academic area of the institute (hostel is outside the purview of this rule). It is expected that faculty members shall not keep any material with them or in their departmental cabin other than subject text books, class notes and the related material like the answer sheet submitted by the students etc. Anybody found indulging in such activities will call for a disciplinary action against him / her.
- XI. Except during the lunch hours, a faculty member must be present within the department and / or within the academic area of the institute and must avoid holding private meetings with other staff member / faculty member during the college hours to discuss the topics other than academics.
- XII. Behavior of the faculty member with the fellow staff member / faculty member during the college hours, especially before the students, should be very decent which could be set as an example to follow. He/she should not criticize fellow staff member / faculty member and the management especially before the students.
- XIII. A faculty member must follow law of the land and should not indulge himself/herself in an activity which can be detrimental to the reputation of the institute.

Code of conduct for Administrative staff/ Support staff

1. Staff members should display the highest possible standards professional behavior that is required in an educational establishment.
2. Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD)/administrative head, and enable effective communication throughout the institute.
3. Staff members should not use their position in the institute for private advantage or gain.
4. Staff members should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of others (staff/student/parents/community).
5. Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
6. Staff members should be aware of and follow institute policies systems and procedures. They should communicate through the management structure, and should ensure students do likewise.
7. Continuing professional development and support shall be provided by the institute and where appropriate and agreed, will be based on the objectives of the Institute Development Plan. Periodically, employees will be required to attend certain training activities.
8. Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made.

Confidentiality

Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the institute community which could cause distress to institute staff, students or parents.

Professional Behavior

Professional behavior is a generic term, but within this Code of Conduct includes such aspects as:

- Acting in a fair, courteous and mature manner to students, colleagues and other stakeholders;
- Co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service;
- Endeavoring to assist the institute achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality;
- Maintaining the image of the institute through standards of dress, general courtesy, correct use of institute stationery, etc;
- Taking responsibility for the behavior and conduct of students in the classroom and sharing such responsibility elsewhere on the premises;
- Being fit for work (i.e. not adversely influenced by drugs, alcohol, etc.);
- Being familiar with job requirements (e.g. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc.), including keeping up-to-date with developments relevant to the job;
- Being familiar with communication channels and institute procedures applicable to both students and staff;
- Ensuring all assessments/exam/tests are conducted in a fair and proper

(prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;

- Respect for the rights and opinions of others.

Disciplinary Rules

The following are examples of behavior which the institute finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgment in all cases and to be fair and reasonable in all the circumstances.

- Any form of physical/verbal violence towards students.
- Physical violence, actual or threatened towards other staff or visitors to the institute.
- Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to the institute.
- Racial offences, racial insults or racial discrimination against students, other staff or visitors to the institute.
- Theft of institute money or property and of money or property of colleagues or visitors to the institute. Removal from institute premises of property which is not normally taken away without the express authority of the Director/Principal or of the owner of the property may be regarded as gross misconduct.
- Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for purpose of gain.
- Acceptance of bribes or other corrupt financial practices.
- Willful damage of institute property or of property belonging to other staff or visitors to the institute.
- Willful disregard of safety rules or policies affecting the safety of students,

other staff or visitors to the institute.

- Any willful act which could result in actionable negligence for compensation against the institute.
- Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
- Gross neglect of duties and responsibilities.
- Unauthorized absence from work.
- Being untruthful and/or engaging in deception in matters of importance within the institute community.
- Deliberate breaches of confidentiality particularly on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- Conduct which substantially brings the name of the institute into disrepute or which seriously undermines confidence in the employee.

The following are examples of behavior which could lead to formal disciplinary warnings.

- Unsatisfactory timekeeping without permission.
- Neglect of safety rules and procedures. Some offences of willful neglect may be regarded as gross misconduct.
- Breaches of confidentiality. Deliberate breaches on sensitive matters may be regarded as gross misconduct.
- Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.
- Behavior towards other employees, students, and visitors which gives justifiable offence. Certain behavior giving rise to offence may be regarded as gross misconduct.

- Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour. In certain circumstances such behavior may be regarded as gross misconduct.
- Conduct which is considered to be adversely affecting either the reputation of the institute or affects confidence in the employee. Such conduct may be regarded as gross misconduct.