



*Gondia Education Society's*

**Manoharbai Patel Institute of Engineering & Technology,  
Shahapur, Bhandara- 441906 (Maharashtra)**

**CODE OF CONDUCT**

**miet**

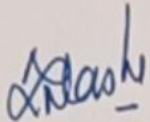
## CODE OF CONDUCT FOR TEACHING STAFF

- 1) All the faculty members are expected to follow the rules and regulations of the institution as prevalent from time to time.
- 2) The faculty members should come to college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 min. after the end of the last hour.
- 3) It is mandatory that the faculty members must present in address code prescribed in working hours
- 4) The Faculty Member must present preferably in their seating room in non-lecture hours.
- 5) The Faculty Member must show due respect and courtesy to the administrators, authorities of the institute.
- 6) It is mandatory that the faculty members must put their signature and record the time on arrival and departure in attendance register without fail.
- 7) Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- 8) In case, Faculty Member intends to take short leave for appropriate reason, incharge, academic/administration must be informed. (Short leave duration is of maximum 2 hours and for 2 times in a month).
- 9) The Faculty Member should come to the college in time. Late arrival and early departure will be strictly observed. Arrival 15 minutes delay from the defined commencement time of institute may be marked as late arrival. Institute reserves the right to deduct ONE LEAVE on 3 late marks without given any intimation.
- 10) The Faculty Member should maintain cleanliness and discipline.
- 11) The Faculty Member must strive to prepare himself / herself 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. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- 12) Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- 13) The Faculty Member should always first talk to the Incharge, Academic / administration and keeps them in confidence about the academic activities.
- 14) In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
- 15) Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the Master attendance Register maintained in the Department as soon as the classes/laboratory hours are over.
- 16) The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.



- 17) The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.
- 18) Once the subject is allotted the Faculty Member should prepare the lecture hour wise teaching plan.
- 19) The Faculty Member should get the teaching plan and course file – and put up for inspection by HOD and Incharge or Principal.
  - i) The course file consist of University syllabus, previous year University Question papers, notes, handouts, OHP sheets, exam question papers, two model answer scripts for each test, assignments, minute paper, feedback analysis report etc.
- 20) The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
- 21) The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.
- 22) The Faculty Member should enter the class in time without delay when the bell rings.
- 23) The Faculty Member should engage the full teaching contact hour and should not leave the class early.
- 24) The Faculty Member should interact with the students to induce curiosity, motivate and provoke thinking and imagination and application of the concept taught.
- 25) The Faculty Member should not get involved in other business or money earning practices such as running coaching classes/ tuition classes etc. If some faculty is reported/found associated in such activities, strong disciplinary action, to the extent of the termination of the services without notice may be taken against him/ her.
- 26) The Faculty Member should encourage students asking doubts / questions.
- 27) The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
- 28) The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes
- 29) In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.
- 30) The Faculty Member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
- 31) The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- 32) The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- 33) The Faculty Member should make him / her available for doubt clearance.
- 34) The Faculty Member should motivate the students and bring out the creativity / originality in the students.
- 35) 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.

- 36) The lab observations/records must be corrected then and there or at least by next class. The faculty member should have good control of students.
- 37) As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class coordinator, HOD.
- 38) The Faculty Member should act with tact and deal with insubordination by students maturely.
- 39) The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.



Principal  
MIET, Bhandara  
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## RULES OF CONDUCT AND DISCIPLINE FOR STUDENTS

1. Every student is required to keep with him/her the identity card available from the college and should show the same on demand.
2. It is mandatory for the student to attend the class test held by the Institute for the purpose of internal assessment or if he/she fails, the Principal shall have the authority to withhold or withdraw his/her name from Examination. – If the students absents from the test, the missed test will not be taken again for him/her. – For valid reasons supported by documentary evidences, Principal may allow one test so that it will not be counted for averaging purpose, otherwise the test will be counted with zero score.
3. The student having poor attendance and showing consistently poor performance in the test and tutorials may not be permitted to appear for the university examination.
4. It is compulsory that the students adhere to the day of opening and closing of each term during the academic year.
5. The students must be regular and punctual in attending the classes. If students absent for consecutive three days from the class, their parents shall be informed.
6. The students are expected to develop a sense of belongingness to the institute The student should not cause any damage to the college property Keep it up-right and clean and create a congenial environment conducive for studies. Class rooms, desks, benches, windows, doors, boards and other furniture shall not marked with scratches, Any student found violating these rules shall be punished.
7. The damage caused shall be compensated by the student immediately. The amount of compensation as decided by the management will be final.
8. Rules regarding discipline, payment of fees, grant of leave and use of library must be strictly observed.
9. Smoking, chewing of tobacco, alcoholic drinks and use of drugs and other such elements are strictly prohibited in the college premises. Students will not be allowed to attend theory classes, practical classes, tutorials, tests etc. if they are found in drunk or toxic state. Disciplinary action will be taken against such student.
10. The student found guilty by an act of misconduct or antisocial activities either in the college or outside shall be subjected to strict disciplinary action and may be expelled from the college.
11. Computers with internet facility are available in the college. The students are expected to use this facility for studies and for gaining knowledge. Action will be taken against students who would be found using them for surfing unwanted, useless and dirty sites.
12. Since college work is regulated mostly through notices put on the Notice Boards/websites, the student should read the notices displayed on the notice board and/or on website of the college ([mrietbhandara.org](http://mrietbhandara.org)) regularly and college will not be responsible for the loss of any advantage due to negligence of reading notices on the part of the student.
13. The college office should be informed in writing of any change in address of the students with immediate effect.

14. Participation in curricular, co-curricular activities and games is compulsory for all students.
15. No student shall attend or take part in any anti-government, anti-college or any other subversive activities.
16. Political and unauthorized meetings, demonstrations of all kinds, sale and organized distribution of books, pamphlets, posters in the college premises are strictly prohibited. Defaulters will be punished suitably.
17. Misconduct shall be severely dealt with and may result in rustication or expulsion. A student may be called upon to withdraw from the college if in the Staff's opinion his/her continued stay is not conducive to his/her well being and detrimental to the interest of the college.
18. Principal has the power and discretion to impose penalty/punishment or fine.
19. All breaches of college discipline and long absence without leave shall be punishable to the extent of expulsion
20. The reputation of an institute depends solely on the performance of its students, not on buildings, equipments, structures etc. although they are the pre-requisite aids. The students of an Institute are known not only by their performance in their academics but also by their conduct which is an integral part of their personality. In order to make the College feel proud of its students, the following code of conduct is expected of the students.
21. They should behave, dress and project their image like dignified, respectable citizens of the Country.
22. The students are expected to develop a sense of belongingness to the institute. Keep it up-right and clean and create a congenial environment conducive for studies
23. The students must be regular and punctual in their studies.
24. The students must observe discipline. Indiscipline attracts punishment. They must observe self-imposed discipline in all activities, studies as well as other ones related to their stay in the College / Hostel.
25. They should read the notices regularly, so as not to miss any important information.
26. Their action must reflect respect for the Faculty members and must inculcate a spirit of fellow- feeling and mutual respect among themselves.
27. They must observe proper silence in the classes/library and avoid making noise. They must observe timings in the Office and the Library so as to avoid unnecessary disturbance/over-crowding.
28. Male students must not pass undesirable remarks at the female students and must observe due courtesies.
29. The students must not write on walls etc. or make undesirables sketches on the Walls/Furniture tops/doors.
30. They should not attempt to copy in the Test/ Examination.



31. Drug is a health hazard. Students should not take drugs or consume intoxicants. Student shall keep their parents informed regularly about their performance in studies and other problems, if any. They should also make the payment of College/Hostel dues well in time.
32. Ragging is a crime. Student should not indulge in any form of ragging.
33. No student shall be discriminated on the basis of religion, caste & sex etc.
34. In order to become good engineers student should observe professional ethics.

A student will be admitted to a semester examination if he/she has attended regularly the prescribed course of study for the relevant semester and has attended not less than 75% of total number of classes held. This requirement shall be fulfilled separately for each course of study. The attendance shall be counted up to 10 days before the commencement of the examination. The Principal is empowered to condone the shortage in attendance upto 10% in each course in genuine cases, to his satisfaction.

Provided that a student who has attended the requisite number of classes for subject(s) will be eligible to appear in the examination in those subject(s). Provided further that a candidate who is deficient in attendance shall have to repeat those courses in which he is deficient, whenever offered by the College.

## **Ragging Is Banned**

**Ragging in educational institutions is banned.** The following will be termed as the act of ragging; any disorderly conduct whether by words spoken or written or by an act, which has the effect of teasing, treating or handing with rudeness any other student(s), indulging in rowdy or indisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in fresher or junior student(s) or asking the student(s) to do any act or perform something, which such student(s) will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

## **Action against Ragging**

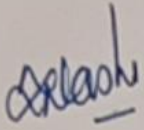
**Maharashtra Prohibition of Ragging Act 1999, which is in effect from 15th May 1999, has the following provisions for action against ragging:**

Ragging within or outside of any educational institution is prohibited. Whosoever directly or indirectly commits, participates in debts, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty, which may extend to ten thousand rupees.

Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

If the individuals committing or abetting ragging are not/cannot be identified, collective punishment can be awarded to act as a deterrent.

The above rules of discipline are always subject to change, modification, addition, omission or alteration and shall be modified, whenever the Principal deems it fit and proper. The decision of the Principal shall be final and binding on the students.



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