

Institutes Rules and Regulation for MIET Faculty Members

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. These rules and regulations for MIET faculty members have been framed in two parts as follows:

- 1- Code of conduct for faculty members.
- 2- Roles and responsibilities of faculty members

1- Code of conduct for faculty members

- 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. Many a times, 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.

Roles and Responsibilities of Faculty members

- Deliver lecture with low speed, and, as much as possible in English. To develop interest among students, experiments should be performed by faculty members with students, not by Lab technicians.
- Record of the poor performers (of previous semester) be taken from CCs and those students be given considerably higher attention than normal students.
- Monitor the attendance of students in his class and inform the concerned CCs if a student is absent for continuous four days for further action (calling their parents). Also inform low performing students to CCs for further actions.

- Generally students assume that attending practical classes will not provide any reward. They must be informed about the utility of practical/ hands on experience for their training programme/ interview, during placement/ interview for higher education and sincerity in their continuous performance.
- Evaluation of the answer sheets is very important aspect of academics. Answer sheets of the assignments and especially sessional examinations should not be evaluated on the basis of the general impression of the student in the class. Due-care need to be taken towards quality of answers in the answer-sheets (including the language). Minimum 10 - 12 minutes should be devoted to evaluate an answer sheet (thus not more than 5 - 6 answer sheets should be evaluated in one hour to keep the quality of the evaluation process). Also, student must be informed that unless they see their answer sheets and sign, their marks will not be awarded on award-sheets. Further, original marks must be awarded to the students so that they work hard to earn marks. The same must be communicated to the students effectively. Inform students that those who did not attend classes/performed practical in last semester have been given minimum marks.
- Practice to use standard books can be encouraged by recommendation during discussion of topics in class. Importance of standard books should be emphasized. Take standard books in class and tell them page no. etc. of the topics covered.
- Passing time in the class by taking general topics is to be discouraged, except sometimes when need do arises to motivate the students by discussing personal experience/ any topic related to the industry etc. Also, be prepared for 2-3 lectures (classes) in advance so that such situation does not arise in the class.
- Do not skip any topic altogether. Rather, it should be first discussed in class and then corresponding notes may be distributed (if required).
- Ask and ensure the students to submit the tutorials/ assignments regularly.
- Take the attendance with students' name rather than their roll numbers and point-out low attendance students in the class.
- Encourage students to ask the questions in English during seminar, viva-voce etc. and students should be asked to explain a topic on the dais in English.

- Correct the applications / letters of students on the spot for improvement in their language skills and inform their mistakes gently.
- Take care of time, in/out of the institute/class (self-discipline) and inculcate high level of professional etiquettes.
- Compliance of wearing I-cards/proper dress by the students is the collective responsibility of all the faculty members. The students' I-cards need to be checked randomly in the class, may be at the beginning (sometimes by glance through, sometimes by rigorous check). Habitual offenders' names need to be recorded at the class level.
- Proper dress code need to be checked and complied. For compliance of dress code, lady faculty should counsel girl students and gents faculty should counsel boy students.
- To avoid the uncontrolled usage of the mobile phone: It should not be flashed in classroom during teaching hours and should not be found on desk, inside tables and not in open places. It must be in silent mode (not even on vibration). If students are found using mobile in class hours then it must be confiscated and be sent to the department's discipline committee for appropriate action.
- To discourage the students against use of foul language: This is a collective responsibility of all the faculty members to intervene appropriately and counsel students for correctional behavior as and when they are found indulging in such practices. The student may be in habit of speaking foul language. He need to be informed that in professional institute, such language is not expected and this habit shall be detrimental in the industry/places of Job.