

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff.

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 honour. 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 15th July, 2013.

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 & 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 fit 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. Possession of mobile phones during the college hours in the campus is strictly prohibited. Anybody found with a mobile, a fine of Rs.5000/- and deduction of marks from general proficiency will be imposed.

4. Girl students are not allowed to leave the institute premises during the institute timings. If a girl student wants to leave the institute for some valid reasons before the closing of institute timing she has to follow SOP- ADMIN S11: Gate Pass for Girl Students.
5. Students shall not entertain visitors without prior permission in the campus. 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, ghutkas, chewing gums 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 on or during 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 forbidden from entering the institute office during unspecified hours.
11. Students are advised not to harm the reputation of the institute or individual (fellow students and institute staff) through social and electronic media.
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 injure 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 the HOD/ Director 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. No information or report should be sent to press or board-casting agencies and placement companies without the permission and approval of the HOD/ Director.

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.
Inform the college of any changes in personal details or address.
17. 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 compulsorily wear Helmet. Two wheelers will not be parked without Helmet. Vehicles found parked in unauthorized places shall be impounded.
18. Students who want to avail bus facility in between the session will have to pay full bus fee for the session.
19. Students who are not availing the bus facility but caught traveling in bus will be charged with full bus fee as fine.
20. 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 & 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 fit laggies 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.
4. Possession of mobile phones during the college hours in the campus is strictly prohibited. Anybody found with a mobile, a fine of Rs.5000/- and deduction of marks from general proficiency will be imposed.

5. Girl students are not allowed to leave the institute premises during the institute timings. If a girl student wants to leave the institute for some valid reasons before the closing of institute timing she has to follow SOP- ADMIN S11: Gate Pass for Girl Students.
6. Students shall not entertain visitors without prior permission in the campus.
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, ghutkas, chewing gums 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 on or during 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 forbidden from entering the institute office during unspecified hours.
13. Students are advised not to harm the reputation of the institute or individual (fellow students and institute staff) through social and electronic media.
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 injure 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 the HOD/ Director 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. No information or report should be sent to press or board-casting agencies and placement companies without the permission and approval of the HOD/ Director.

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 compulsorily wear Helmet. Two wheelers will not be parked without Helmet. Vehicles found 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 for the session.
22. Students who are not availing the bus facility but caught traveling 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

Level 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:

1. 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.
2. Eve-teasing or disrespectful behavior or any misbehavior with a girl student, woman staff member/visitor. Ragging in any form.

Level 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 who is authorized to ask for such identity.

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 act which may be considered by the Chairman/Director General/Director or any other competent authority to be an act of violation of discipline and conduct.

Punishment for Violation of MIET Institute Rules and Regulations

The competent authority may impose any of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct and violation of General and Academic Rules and Regulation of the institute.

For Level 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. 50,000/-. (In case of Ragging as per Supreme Court ruling)
4. Logging of FIR with the Police.

For Level 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 a proctorial or any other inquiry committee after following the normal procedure and providing due opportunity to the student to defend himself.
2. Students found guilty in any in-disciplinary activity by the Proctorial board, one “Red Mark” will be marked against his / her profile. Further if number of such red marks exceeds to 3 during his/her entire course duration, he/she will be automatically debarred from the campus placement and hostel if he/ she is a hosteller. Further red marks may result in to expulsion from the institute.
3. However, if a student improve his / her conduct, behavior, attendance, percentage of marks and takes keen interest in student welfare, he/ she can give application to the proctorial board to remove red marks. If board is satisfied with the improvement, then the board may remove such red marks from the student’s profile.
4. In case the Chairman or any 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.
5. In case any dispute arises with regard to the interpretation of any of these Rules the matter shall be referred to the Chairman/ Director General, whose decision thereon shall be final.
6. 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.

6. Hostel Rules and Regulations

1. Student seeking to avail hostel facility has to note that hostel accommodation will only be allotted to studious students who believe leading a spartan life and remain disciplined. Every student before room allotment in hostel shall give an undertaking with respect to

the acceptance of rules and regulations, along with duly filled General Information form and Immunization Record.

2. Rooms are allotted on the basis of the criteria & procedure laid down by the authorities and the Sole Discretion of chief warden from time to time. No change in room will be permitted during the session. Please see SOP- Hostel S01: Availing Hostel Facility.
3. Hostellers must always keep their Hostel Identity Card in their possession.
4. Students are advised to be properly dressed during breakfast, lunch and dinner.
5. Hostel Fee once paid will not be refunded except for the security amount. No hostel fee will be refunded in case of expulsion of any students from the hostel involved in any kind of indiscipline activities. Please see SOP- ADMIN S14: Information Regarding Refund of Fee.
6. Hostel Rooms are furnished with Bed, Mattress, Ceiling Fan, Study Table & Chair, Tube light set (complete) and a Ward robe. Students are required to check all these items while taking charge of the room. Once a room is handed over, no item will be replaced then after.
7. Boarder should not keep expensive article in their room. Authorities will not be responsible for any loss or theft of such items. Boarders will be held fully responsible for any loss or damage to the electric fitting, furniture of any other property in their room and hostel premises.
8. Item may be replaced /repaired on advance payment basis. Please see SOP- Hostel S04: Complaint Procedure for Maintenance in Hostel
9. It is the responsibility of the inmates to do their best for maintaining discipline, peace and harmony in the hostel. The senior students are advised to set good examples to their juniors. Creating noisy or unruly scenes in Hostel or destroying academic ambience in any manner will also mean instant vacation of hostel accommodation.
10. Any activity of the inmates observed to be prejudicial and detrimental to the smooth and peaceful functioning of the college hostel will be viewed seriously by the management and disciplinary action will be taken against those found guilty.
11. Misuse of electricity, water and other facilities will be liable for penalty. Students are advised to switch off all electrical gadgets before leaving their rooms and create an example of good hostlers. Use of Room Heater, Water heater, Immersion Rod, Electric iron, Room coolers of any other electric application in room is STRICLYBANNED.

12. No students shall enter the kitchen or give instructions to the cooks or other servants. Complaints regarding food, service etc if any, may be brought to the notice of the Mess Manager.
13. Smoking, chewing tobacco, consuming alcoholic drinks or any other intoxicating drugs etc. are strictly prohibited. Any inmates, if found indulging in such practices, shall be asked to vacate the hostel without any notice.
14. Students, while going out, shall enter the time of leaving, purpose and proposed time of return in the register. While returning they shall also enter the time of return in the same register. Please see SOP- Hostel S02: Leave Procedure for Hostellers.
15. Day scholars or any outsiders cannot be called to hostel rooms. Any hostlers found accompanying a day scholar in hostel or facilitating a day scholar's stay will immediately asked to vacate the hostel. No boarder shall permit any other person to live in his/ her room.
16. Inmates shall not entertain any beggars, vendors or any other persons inside the hostel premises.
17. Coming late in the night after Institute Main Gate is closed is NOT AT ALL acceptable and amounts to violation of hostel rules. Over stayal without prior sanction of warden will not be permitted. Defaulters will be dealt with strictly and habitual late comers may be asked to vacate the hostel
18. During college hours no student allowed to remain in the hostel without the permission of Hostel Warden.
19. No Backup electricity will be provided in the hostel when classes are running.

Anti Ragging

RAGGING is a CRIMINAL offense.

MIET, Meerut is a NO-RAGGING Zone.

It is mandatory for all students to fill the Anti ragging Affidavit issued by AKTU and AICTE at the time of admission.

What constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Punishment for Culprits

MIET, Meerut shall consider one or more of the following punishments for students involved in ragging

1. Cancellation of admission
2. Suspension from attending classes
3. Withholding/withdrawing scholarship/fellowship and other benefits
4. Debarring from appearing in any test/examination or other evaluation process
5. Withholding results
6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel
8. Rustication from the institution for period ranging from 1 to 4 semesters
9. Expulsion from the institution and consequent debarring from admission to any other institution
10. Lodging of an FIR with the police
11. Monetary penalty of up to Rs. 50,000/- (Rs. Fifty Thousand)
12. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Anti Ragging Squad

Several senior faculty members are nominated to the **Anti Ragging Squad**. All students are encouraged to approach them without any hesitation in case of ragging.

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 great 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. All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model.

Following the below mentioned 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. Needles 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.

Code of conduct for Governing Body

Introduction

The responsibilities of the Governing Body, as the entity controlling a large and prestigious institution are onerous. The function of governance is to ensure that the organization fulfills its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner. This Code is intended to ensure that members are aware of and accept the responsibilities associated with coveted membership and follow high standards of ethical and professional conduct, as members of the Governing Body.

Objectives

The objectives of the Code are:

- To set out decided pack of ethical ideologies.
- To endorse and preserve the confidence and faith in the governing body of MIET.
- To avert unethical practices.
- To endorse compliance with best management practices in all the activities of the institute.

Conduct as Members

Members shall:

- Treat each other, Institute's staff and students with professionalism, courtesy and respect,
- Not negatively influence other members.
- Participate actively and work co-operatively with fellow members in carrying out their responsibilities as members.

- Act at all times honestly and in good faith.
- Have a duty to maintain the confidentiality of information received in the course of their duties and to not use such information for any purpose outside that of understanding the work of the Board.

Code of conduct for Director/ Principal

The conduct of Institute administrators should be characterized by integrity.

Each individual's personal and professional conduct reflects on one's institution, profession, and the higher education enterprise at large.

The Director / Principal should:

- Comply with applicable governmental laws, rules, and regulations;
- Act with competence and strive to advance competence, both in self and in others;
- Devote time, thought, and study to the duties and responsibilities of one's job and be able to render effective and creditable service;
- Understand the Institute's objectives and policies and contribute constructively to their ongoing evaluation and reformulation;
- Maintain the confidentiality of privileged information that infringes upon another's right to privacy and not disclose information to secure personal or financial gain;
- Refuse to accept any gift, favor, service, or other item of significant value from any person, group, private business, or public agency which may affect the impartial performance of one's duties;

and

- Refuse to engage in actions that violate the ethical principles contained in this Code or provisions of law.

Code of conduct for Administrative staff / Support staff

1. Staff members should display the highest possible standards of professional behaviour 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/students/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 should follow institute policies systems and procedures. They should normally 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 Behaviour

Professional behaviour 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;

- respect for institute property;
- maintaining the image of the institute through standards of dress, general courtesy, correct use of institute stationery, etc.;
- taking responsibility for the behaviour and conduct of students in the classroom and sharing such responsibility elsewhere on the premises;
- being fit for work (ie not adversely influenced by drugs, alcohol, etc.);
- being familiar with job requirements (eg 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/exams/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 behaviour which the institute finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement 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 the 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 behaviour 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 maybe regarded as gross misconduct.
- Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.
- Behaviour towards other employees, students, and visitors which gives justifiable offence. Certain behaviour 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 behaviour 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.