

## Code of Conduct for Faculty and Staff 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.

### **CODE OF CONDUCT FOR FACULTY MEMBERS**

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

- a) 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.
- b) 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.
- c) 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.
- d) 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.
- e) 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.
- f) 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.
- g) 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*”.
- h) 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.

- i) 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.
- j) 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.
- k) 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.
- l) 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.
- m) 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.

## DOs

- a) Plan your lectures (prepare lecture plan and lectures notes sincerely).
- b) Prepare course file contents honestly and with full dedication.
- c) Follow academic policy as applicable for the semester.
- d) Reach the college a few minutes earlier to the scheduled time
- e) Reach the class room / tutorial room / lab / meeting / seminar etc on time, preferably a few minutes earlier to the scheduled time, as per time table / notice.
- f) Ensure proper discipline and decorum in the class room / tutorial room / lab / examination room etc.
- g) Teach in interactive manner (more in discussion mode), as far as possible.
- h) Refrain from giving dictation or copying from the book / notes to the board.
- i) Provide good practical / real life and research examples.
- j) Train students to speak / present seminar / discuss on referenced topic.
- k) Maintain the record of students' performance
- l) Evaluate all the assignments, tutorials, examination answer sheets etc timely with full honesty and award marks as per existing system.
- m) Examination duty is must as prescribed by examination cell with full efficiency and dedication.
- n) Complete all the assigned / deemed works sincerely and with full dedication and efficiency.
- o) Be in decent dress code (lower / sleeper / short T-shirts / tight or exposing or transparent clothing / short outfits / religious etc. are not permitted) and have own valid identity card – issued by MIET (worn around the neck) – within the campus

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## DON'Ts

- a) Don't let off the class before time unless there is a justifiable reason.
- b) Don't take extra time in the class so that next class does not suffer.
- c) Don't ever be harsh or disrespectful to the students / their parents / employees / colleagues.
- d) Don't let bureaucracy affect your functioning. Bring out the matter in writing / verbally to your superiors immediately.
- e) Don't indulge in any act of theft, fraud or dishonesty in relation to the property of the college / student / employees.
- f) Don't indulge in any act of vindication which may affect the organization culture / climate.
- g) Don't furnish false information in respect of your age, qualification, service details or any other matter germane to employment, during or after.
- h) Don't act in a manner prejudicial to the interest of the college, good order and discipline.
- i) Don't display wilful insubordination and / or disobedience, individually or collectively towards any lawful order issued by the authority empowered to do so.
- j) Don't refuse to accept any notice / circular / lawful order etc issued by the authority empowered to do so and do sign on the office copy in token of having received / read the same.

## CODE OF CONDUCT FOR ADMINISTRATIVE STAFF / SUPPORT STAFF

- a) Staff members should display the highest possible standards professional behaviour that is required in an educational establishment.
- b) 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.
- c) Staff members should not use their position in the institute for private advantage or gain.
- d) 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).
- e) Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
- f) 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.
- g) 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.
- h) 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

- a) Faculty and Staff members 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 behaviour is a generic term, but within this Code of Conduct includes such aspects as:

- a) Acting in a fair, courteous and mature manner to students, colleagues and other stakeholders;
- b) Co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service;
- c) Endeavouring 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;
- d) Maintaining the image of the institute through standards of dress, general courtesy, correct use of institute stationery, etc;
- e) Taking responsibility for the behaviour and conduct of students in the classroom and sharing such responsibility elsewhere on the premises;
- f) Being fit for work (i.e. not adversely influenced by drugs, alcohol, etc.);
- g) 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;
- h) Being familiar with communication channels and institute procedures applicable to both students and staff;
- i) 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;
- j) Respect for the rights and opinions of others.
- k) Unconditionally acceptance of roles and responsibilities and efficient compliance of assigned works / duties / responsibilities
- l) Not to advertise or promote any training program / classes etc. (of outside institute / organization etc.) – not pertaining to the institute
- m) Not to have any private tuitions
- n) Develop your expertise in your chosen area

## QUALITY IMPROVEMENT OF FACULTY MEMBERS

- a) All faculty members will be encouraged for improving their skills, knowledge and academics by pursuing courses, presenting papers in national / international conferences and publishing papers in national and international journals.
- b) The entire expense related to correspondence and preparation and publication of paper will be borne by the college, if the paper is accepted for publication in national or international journal.
- c) For presenting the paper in an international conference, registration fee will be borne by the college only if he/she presents the paper. TA/DA will be applicable as per institute rules.

## PARTICIPATION IN DEMONSTRATIONS

- a) No employee of the college shall engage himself / herself or participate in any demonstration, which involves incitement to an offense.

## PARTICIPATION IN POLITICS

- a) No employee of the college shall engage himself / herself or participate in any activity related to politics (any registered party).

## GIFTS

- a) No employee of the college will accept or permit any member of his/her family or any person on his/her behalf, to accept any gift from the contractors / suppliers / students / subordinates. All matter shall be reported immediately.

## CONSUMPTION OF INTOXICATING DRINKS AND DRUGS

- a) An employee of the college shall strictly abide by the law relating to intoxicating drinks and drugs in force and shall not consume any intoxicating drinks or drugs in any form in the college premises.
- b) An employee of the college shall not be under the influence of any intoxicating drinks or drugs during the course of his / her duty and shall take due care that his / her performance is not affected in anyway by the influence of such drugs or drinks.

## MISCONDUCT

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 judgment in all cases and to be fair and reasonable in all the circumstances.

- 1) Any form of physical/verbal violence towards students.
- 2) Behaviour towards other employees, students, and visitors which gives justifiable offence
- 3) Physical violence, actual or threatened towards other staff or visitors to the institute.
- 4) Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to the institute.
- 5) Racial offences, racial insults or racial discrimination against students, other staff or visitors to the institute.
- 6) 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.
- 7) Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for purpose of gain.
- 8) Acceptance of bribes or other corrupt financial practices.
- 9) Wilful damage of institute property or of property belonging to other staff or visitors to the institute.
- 10) Wilful disregard of safety rules or policies affecting the safety of students, other staff or visitors to the institute.
- 11) Wilful in-subordination / disobedience of lawful orders issued by the authority empowered to do so.
- 12) Any wilful act which could result in actionable negligence for compensation against the institute.
- 13) Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
- 14) Gross neglect of duties and responsibilities.
- 15) Habitual late coming, irregular attendance and wilful absence from duty, Unsatisfactory timekeeping without permission
- 16) Being untruthful and/or engaging in deception in matters of importance within the institute community.
- 17) Deliberate breaches of confidentiality particularly on sensitive matters.
- 18) Drunkenness, disorderly / indecent behaviour within the premises of the college. Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- 19) Breaches of confidentiality
- 20) Gambling and smoking within the premises of the college

- 21) Collection of money from the students / employees without the permission of the competent authority.
- 22) Commissioning of an act which amounts to criminal offence involving moral turpitude.
- 23) Signing the attendance register without expressed permission of the Registrar / Director after having been marked absent / on leave etc.
- 24) Neglect of work or negligence in performance of duty including malingering and avoiding assigned academic / administrative responsibility.
- 25) Non-fulfilment of assigned responsibilities / assignments etc., Failure to comply with reasonable work-related requirements or lack of care in fulfilling the duties of the post.
- 26) Misuse / misappropriation of college property or funds assigned to an employee for official purposes.
- 27) Instigating students into undertaking unlawful activities.
- 28) Developing unhealthy relationship with students and colleagues.
- 29) Violating the teacher-taught norms.
- 30) Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour
- 31) Conduct which substantially brings the name of the institute into disrepute or which seriously undermines confidence in the employee.

## DISCIPLINARY ACTIONS

All the employees of the MIET are expected to ensure timely compliance of all the deemed / assigned works, duties and responsibilities with utmost dedication, sincerity, honesty and with full efficiency. However, in case of any indiscipline act, following measures may be taken so as to ensure that individual and all other will do the assigned / deemed works as expected. These actions are not intentional (intention of administration is not to penalize), but are essentially required to maintain correct path of functioning of organization. The procedure for penalizing any employee includes :

- a) Issuing a Show-Cause Notice, mentioning act and timeline to submit his / her views
- b) Receiving of Reply
- c) Absence of reply within mentioned time duration shall be treated as he / she unconditionally accepted the allegation mentioned in the notice and have nothing to reply. Further, non-reply case may be treated as an disciplinary act.
- d) Issuing the decision of competent authority, mentioning the penalty – if any.

## The measures that may be taken to reduce disciplinary acts are not limited to :

- a) Refer HR policies for details.
- b) The actions suggested below may be imposed based on severity and to be decided by competent author.
- c) Imposing at department level (by HOD on concerned faculty / staff members), approval from Director is mandatory and at Director level, approval from management is mandatory.
- d) Repetition of acts may be considered / liable for higher side / severe penalty.
- e) The actions (any one or more for single act) that may be taken are not limited to :
  1. Making free from teaching load (theory)
  2. Assigning all duties of invigilation in sessionals
  3. No paid invigilation / any other type of duty in any competitive exams
  4. Not permitted for AKTU End Sem Exam duty including Invigilation / Flying Squad / Observer / Evaluation

5. Not permitted for being internal / external practical examiner in AKTU End Sem Exams
  6. Not permitted / sponsoring for FDP / Workshop / Seminar
  7. Deduction of Vacation Leaves
  8. Awarding half / one / more Casual Leave (CL) against full day working
  9. Awarding half / one / more Casual Leave (CL) in addition to leave
  10. Awarding half / one / more Leave without Pay (LWP) against full day working
  11. Awarding half / one / more Leave without Pay (LWP) in addition to leave
  12. Holding one month's salary for a week / month
- f) Repetition of acts, defaming actions and in un-avoidable circumstances, suspension / termination from the services may be done and this suspension / termination can only be decided by management, upon recommendation of Director (may or may not be required) and approval of competent authority.

  
(Dr. Brijesh Singh)

Director

***Copy for information and necessary action to :***

1. Hon'ble Chairman and Vice Chairman
2. Dean – Academics, Associate Dean-I Year, Dean-SW, Chief Proctor, Chief Warden, COE
3. All the HODs, IQAC, Registrar, ERP, Accounts, Library