



Mangalmay Institute of Engineering & Technology

AN INSTITUTION OF MANGALMAY FOUNDATION TRUST

Campus: 8, Knowledge Park-II, Greater Noida (U.P.)
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CODE OF CONDUCT

Preface

This Code of Conduct manual of Mangalmay Institute of Engineering & Technology – Greater Noida, is a crucial document that outlines the expected standards of behavior and conduct for employees within the institute. As an institute of repute, we strive to maintain a work environment that is safe, respectful, and professional for everyone.

This manual serves as a guide for all employees, regardless of their position or level of seniority. By adhering to the principles and policies outlined in this manual, we can ensure that everyone in the institute is treated with respect and dignity.

This manual has been created in response to the growing need for a comprehensive guide that outlines the expectations for employee conduct in our institute. We recognize that our employees come from diverse backgrounds, with different experiences and perspectives, and it is crucial to establish a set of standards that everyone can adhere to.

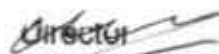
Our institute is committed to creating an inclusive and equitable work environment where everyone can thrive. We believe that this manual is an essential tool to help us achieve that goal. It provides clear guidance on how to behave in the workplace, how to interact with colleagues and how to handle situations where there are conflicts or concerns.

The principles outlined in this manual reflect our values as an institute. We believe in treating everyone with respect, regardless of their race, gender, sexual orientation, religion, or any other characteristic. We also believe in fostering a work environment that is free from harassment, discrimination, or any other form of inappropriate behavior.

This manual is not a static document but will evolve over time to reflect changes in our institute and the broader society. We encourage all employees to provide feedback and suggestions on how we can improve this manual and our policies to ensure that we remain at the forefront of creating a safe and equitable work environment.

We expect all employees to read and understand this manual thoroughly. Compliance with the policies outlined in this manual is mandatory, and any violations will be taken seriously and may result in disciplinary action, up to and including termination of employment.

We are confident that this manual will help us maintain a work environment that is inclusive,


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respectful, and professional for everyone. We believe that by adhering to the principles outlined in this manual, we can continue to foster a culture of excellence in our institute.

MIET expects commitment to upholding the standards of conduct outlined in this manual and for being an essential part of our institute's success.

About the Institute

Mangalmay Institute of Engineering And Technology commonly known as MIET– Greater Noida was established in the year 2010-11 to impart value-based engineering education for the overall development of its students. Presently institute runs three programmes namely B.Tech in Computer Science, B.Tech in Artificial Intelligence and B.Tech in Data Science. The main impetus of the institute ever since its inception is to promote leadership traits through entrepreneurship qualities backed with new and innovative ideas to lead a successful professional life.

The utmost priority of MIET is to maintain diversity and to provide high standard teaching and learning process in the institute while maintaining equanimity with equality without being gender biasedness. The main objective of the institute to provide engineering education to the students aspiring to make their career in the related field and promotion of culture diversity with team work attitude.

The Mangalmay Institute of Engineering And Technology is situated at greater Noida at Knowledge Park – Phase-II – Plot 8 in the most vibrant location suitable for education for higher learning. Though the prime objective of the institute is to provide technical education to its students yet the pivotal motive of the institute is to offer excellent employability opportunities to its students to lead the corporate world from the front.

MIET understands the prerequisites of the teaching and learning process hence hire highly qualified faculty members who are experts in their own domains from all fronts. Besides, the institute has state of the art computer labs, incubation center, entrepreneurship cell and a highly dedicated placement and CRC cell for the assistance to its students.

MIET is famously known for its discipline and high standard education in the entire region and vicinity. The mentorship programme of the institute is a unique step which creates a close contact and connect with every student from the faculty fraternity of the institute.

The institute has seen tough time during Covid period and realized the loss of education through online or hybrid education system to the students. The online education has significantly affected the


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standards of education yet MIET put all out efforts to cope with this situation in the best befitting manner and delivered online lectures in a very structured manner to avoid education loss of the students.

Objectives

Mangalmay Institute of Engineering & Technology – Greater Noida, is committed to be the front - runner in the field of Engineering Education specially in the varied domain of Computer Science, Data Science and in the field of Artificial Intelligence and to nurture students to attain highest degree of professional competence in the development of software with unquenchable aptitude of research with ethical values.

- The mission of engineering Programmes of the Institute is to nurture students' leadership traits in the field of respective technology,
- To educate students from various dimensions & facets of engineering domain to the latest technology to compete with the professional world,
- To look forward to foresee the future needs of the engineering and prepare students to take the challenges of respective domains in most befitting manner.
- To serve to the society with the help of research and development in the field of Computer Science, Data Science and Artificial Intelligence as such.

Code of Conduct for the Director

1. As a director of an engineering institute, he/she would acknowledge that he/she has a significant responsibility in shaping the academic environment and culture of the institution. Therefore, the director is committed to upholding the following Code of Conduct:
2. Integrity and Professionalism: The director will maintain the highest standards of integrity and professionalism in all his actions and decisions, ensuring that they are fair, objective, and based on the best interests of the institute.
3. Contribute in Academic Excellence – Director will exhort to attain excellence in academics and introduce value added courses and interdisciplinary courses as per NEP2020 under concurrence with BOG.
4. Respect for Diversity: The director will promote and maintain a respectful and


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- inclusive environment for all members of the institute community, regardless of their race, ethnicity, gender, religion, sexual orientation, or disability.
5. Ethical Conduct: The director will comply with all applicable laws, regulations, and policies, and will ensure that all members of the institute community are aware of and comply with them as well.
 6. Transparency: The director will communicate openly and transparently with all stakeholders, including students, faculty, staff, and the governing board, about the institute's operations, policies, and decisions.
 7. Professional Development: The director will actively seek out opportunities for his/her professional development and growth, and encourage and support the same for all members of the institute community.
 8. Research Promotion – The director will promote a culture of research in the institute and make the institute rich in the field of research and innovation.
 9. Extension Activities – Director shall explore all opportunities to serve to the society through extended extension activities as prescribed in NAAC.
 10. Accountability: The director will take responsibility for his/her decisions and actions, and hold himself/herself accountable for achieving the institute's mission and goals.
 11. Confidentiality: The director will maintain the confidentiality of sensitive information about the institute, its stakeholders, and its operations, except when required by law or - ethical considerations.
 12. Collaboration: The director will foster a collaborative environment among the faculty, staff, and students, encouraging teamwork and mutual support.
 13. Continuous Improvement: The director will strive for continuous improvement of the institute's academic programs, facilities, and operations, and will encourage and support innovation and creativity.
 14. Teaching and Learning Upgradation – The director will ensure that teaching and learning is happening in the institute while observing the norms of affiliating university and governing authorities in toto at the highest esteem.
 15. Observance of Academic Curriculum – The director will follow the affiliating university's curriculum and add value in it as prescribed by NAAC.
 16. Academic Calendar and Event Calendar – The director under his/her authority will ensure that


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- the academic calendar and event calendar are prepared and adhered with in to.
17. Examinations- The director will ensure timely sessionals and end terms exams are conducted as per the guidelines of the affiliating university.
 18. Convocation – The director will ensure that convocation in the institute is done in line of the university's directors as it is one of the most important academic exercises in the academic institutions.
 19. Formation of Committees - The director will form various committees and ensure that the committees are conducting meetings to maintain the respective disciplines of their specific domains.
 20. Delegation of Powers – The director has the authority under his perview to delegate the powers of the subordinate staff and faculty members to ensure that the institute runs in most conducive manner with high standard of teaching and learning activities all the time.
 21. NAAC Accreditation – The director will ensure to pursue excellence in all the domains of institute as prescribed in the NAAC and comply with the norms as stipulated in the NAAC manual concerning to IQAC.
 22. Classroom Teaching and Mentoring – The Director will take classes of his choice for higher learning to the students and act as a mentor of the faculty and students to keep the esteem of the institute at the high level.
 23. Periodic Meetings and Quality Evaluation – The director will set the parameters for evaluate the quality of the faculty lectures in the classrooms and share the same with the IQAC for their appraisal.
 24. Compliance: The director will ensure that all members of the institute community comply with this Code of Conduct and take appropriate action when they fail to do so.
 25. As a director of an engineering institute, the director must recognize that his/her behavior and actions can have a significant impact on the institute community. Director is committed to upholding this Code of Conduct and promoting a culture of integrity, respect, and excellence at the institute

Code of Conduct for Registrar

MIET Registrar plays a pivotal role in the smooth functioning in the institute. The Registrar of the institute is responsible for the overall administration of the institution and is accountable for ensuring that all policies and procedures are adhered to. The Registrar is also responsible for implementing


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various programs, policies, and guidelines that are necessary for the efficient running of the institute as per the norms and instructions of affiliating university ie AKTU – Lucknow and governing bodies such as AICTE – New Delhi and UGC etc. Registrar of the institute is responsible to fulfill and comply with all norms of AKTU- Lucknow and follow the instructions in to in absolute terms.

Some of the key responsibilities of the Registrar in an Engineering Institute are as follows:

1. Admissions: The Registrar is responsible for overseeing the admission process for new students as per the guidelines of the principal affiliating university ie AKTU. This includes setting admission criteria, coordinating with the admission committee, and managing the admission database of the students.
2. Records Management: The Registrar of the institute is responsible for maintaining accurate records of all students, faculty, and staff members. This includes managing academic records, transcripts, and other important documents.
3. Academic Scheduling: The Registrar is responsible for developing the academic calendar, class schedules, and exam schedules with the concurrence of the director and HOD. The Registrar also coordinates with the academic departments to ensure that all courses are offered as per the schedule and prescribed guidelines of affiliating university's norms.
4. Academic Policies: The Registrar is responsible for implementing academic policies and procedures. This includes ensuring that all students and faculty members are aware of the policies, enforcing the policies, and making changes to the policies as necessary.
5. Faculty Affairs: The Registrar is responsible for managing the hiring process for new faculty members in concurrence with the HR Dept and maintain the records of the new staff members for the compliance of accreditation and other bodies. The Registrar also oversees faculty promotions, tenure, and evaluations and do appraisal of the university with the director of the institute and HR dept.
6. Budget and Finance: The Registrar works with the finance department to develop and manage the budget for the institute. This includes managing funds for various programs and initiatives.
7. Student Affairs: The Registrar is responsible for managing various student affairs programs, such as orientation, counseling, and career services.
8. The registrar is responsible to deal with all the government and non-government agencies and timely submit the returns and other compliance as prescribed by the designated authorities.

Overall, the Registrar plays a crucial role in the effective functioning of the Institute. The Registrar's



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responsibilities range from admissions to academic policies, budget and finance, and student affairs. It is the responsibility of the Registrar to ensure that the institute operates smoothly and that all policies and procedures are implemented effectively.

Code of Conduct for Controller of Examination

A Code of Conduct for the Controller of Examination is a set of guidelines and principles that provide direction and ensure ethical behavior in the performance of duties related to the management of examinations. The controller of examination in MIET is a critical position responsible for the planning, organization, and execution of examinations. Therefore, it is essential that the controller of examination performs duties with honesty, integrity, and transparency.

Here are some key responsibilities which are undertaken by Controller of Examination within the scope of Code of Conduct for the Controller of Examination:

1. **Maintain Confidentiality:** The controller of examination and his/her team in MIET maintains the confidentiality of examination papers, records, and information related to the examination. In MIET, Controller of Examination ensures that the examination papers are securely stored, and access is granted only to authorized personnel.
2. **Impartiality and Fairness:** The controller of examination ensures that the examination process is fair, transparent, and free from any bias or prejudice. He/She avoids any actions or decisions that could compromise the integrity of the examination.
3. **Transparency:** The controller of examination ensures that the examination process is transparent to all stakeholders, including students, faculty, and administration. They should provide clear instructions, guidelines, and procedures for the conduct of examinations while distributing the duties and responsibilities to the other faculty members and his/her own team members as well.
4. **Timeliness:** The controller of examination ensures that the examination process is completed within the stipulated time frame as per the guidelines of the affiliating university ie AKTU Lucknow. He/She ensures that examination papers are marked promptly and that results are declared within the specified time after duty evaluation of the answer copies and scrutiny of the answer copies by the students for their satisfaction.
5. **Professionalism:** The controller of examination conducts himself/herself with professionalism, respect, and dignity towards all stakeholders. He/She should avoid any behavior that could be deemed unprofessional or unethical.

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6. Compliance: The controller of examination complies with all laws, regulations, and policies related to the examination process. He/She ensures that all stakeholders comply with these laws, regulations, and policies.

In conclusion, a Code of Conduct for the Controller of Examination is critical in ensuring that the examination process is conducted with integrity, transparency, and fairness. The guidelines and principles included in the Code of Conduct will help the controller of examination to perform their duties efficiently and effectively while maintaining the highest ethical standards.

Code of Conduct for Head of the Department

As the Head of the Department of MIET, the duties and responsibilities will be varied and diverse. HOD will be responsible for managing the department and overseeing the academic and administrative functions. Here are some of the main duties and responsibilities:

1. Academic Planning: HOD will be responsible for planning the academic activities of the department, such as course offerings, Subject allocation, curriculum development, and student advising, time table coordination with the committee, other disciplinary matters,
2. Faculty Planning and Management: HOD will be responsible for ascertaining the need for faculty and staff planning, managing, and mentoring faculty members in the department. HOD will also need to ensure that faculty members meet their teaching, research, and service obligations and undertake their duties as per NAAC requirements.
3. Budget Planning and Management: HOD will be responsible for managing the budget of the department, including resource allocation, budget planning, and financial reporting.
4. Accreditation and Assessment: HOD will be responsible for ensuring that the department meets accreditation requirements and for coordinating assessment efforts.
5. Student Affairs: HOD will be responsible for overseeing the student affairs of the department, including admission, enrollment, student advising, and academic progress monitoring.
6. Research and Outreach: HOD will be responsible for promoting research and outreach activities in the department, such as grant proposals, research collaborations, and community engagement.
7. Administration: HOD will be responsible for managing the administrative functions of the department, including record keeping, scheduling, and personnel management.
8. Curriculum Development: HOD will be responsible for developing and revising the curriculum for the department, ensuring that it meets industry and academic standards.


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9. Collaboration with other Departments and Institutions: HOD will be responsible for promoting collaborations with other departments and institutions to enhance the research and academic opportunities for students and faculty.
10. Industry Engagement: HOD will be responsible for fostering partnerships with industry to provide students with opportunities for internships, co-op experiences, and job placements.
11. Visits in the Classrooms – HOD will ensure that the classrooms teaching and learning are happening properly and all students are satisfied with the teaching standards of the faculty members.

In summary, as the Head of the Department of Engineering Institute, HOD will be responsible for managing the academic, administrative, and research functions of the department while ensuring that the department meets accreditation standards, and the students receive the best education and training possible.

Code of Conduct for Associate Professors

The Associate Professors are expected to uphold the highest standards of professionalism, ethical behavior, and academic excellence. To that end, the following Code of Conduct outlines the expectations and responsibilities of Associate Professors at the institution:

1. Professionalism As an Associate Professor, he/she will be expected to exhibit professionalism in all interactions with colleagues, students, and the wider community. He/she should behave in a courteous, respectful, and ethical manner at all times, and avoid any behavior that could be construed as unprofessional.
2. Discipline – The Associate Professor of the institute works with absolute coherent manner with the HOD and Director and maintain team spirit all the time.
3. Academic excellence - As an Associate Professor, he/she will be expected to strive for excellence in his/her academic work. This includes maintaining a high level of knowledge and expertise in the specific field, conducting research and scholarship of the highest quality, and engaging in teaching that is innovative, challenging, and effective.
4. Integrity - As an Associate Professor, he/she shall be expected to act with integrity in all academic and professional activities. This includes avoiding plagiarism and other forms of academic misconduct, conducting research and scholarship with honesty and transparency, and upholding the highest ethical standards in all interactions with colleagues, students, and the wider community.


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5. Respect for diversity - Associate Professor shall be expected to respect and value diversity in all its forms. This includes respecting the diversity of viewpoints, experiences, and backgrounds of He/Sheer colleagues and students, and working to create an inclusive and welcoming environment for all members of the academic community.
6. Collaboration and team work - As an Associate Professor shall be expected to work collaboratively with colleagues and students, and to promote a culture of teamwork and collaboration within the academic community. This includes sharing knowledge and expertise, supporting the professional development of He/She colleagues and students, and working together to achieve common goals.
7. Compliance with policies and regulations - Associate Professor shall be expected to comply with all institutional policies and regulations, as well as all relevant laws and regulations. This includes policies and regulations related to academic integrity, research ethics, and professional conduct, as well as policies and regulations related to health and safety, financial management, and other areas of institutional responsibility.
8. Continuous professional development - Associate Professors are expected to engage in continuous professional development to maintain and enhance He/She knowledge, skills, and expertise. This includes staying current with developments in He/She field, pursuing opportunities for professional development and training, and participating in scholarly and professional activities that promote He/She own professional growth and the growth of the academic community.
9. Responsibility to society - Associate Professor is expected to recognize his/her responsibility to society and to work to apply knowledge and expertise in ways that benefit the wider community. This includes engaging in outreach activities, participating in public discourse on issues related to field, and contributing to the development of public policy and decision-making processes.

By adhering to this Code of Conduct, Associate Professor will contribute to the creation of a culture of excellence, integrity, and professionalism within the academic community, and will help to ensure that the reputation of this institution is upheld to the highest standards.

Code of Conduct for Assistant Professors

As an Assistant Professor, he/she shall be expected to maintain a professional and ethical code of conduct at all times. His/her conduct should reflect the highest standards of integrity, honesty, and

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respect for others. This code of conduct outlines some of the key expectations and principles that are expected to follow:

1. Professionalism: Asstt. Professor should always maintain a high level of professionalism in his/her interactions with students, colleagues, and the wider academic community. This includes being punctual, well-prepared, and respectful in all communication and interactions.
2. Teaching and Learning: He/She should strive to create a positive learning environment for students by being knowledgeable about the subject matter, providing clear instructions and guidance, and encouraging active engagement and participation.
3. Research: He/She should conduct research with honesty, integrity, and transparency. He/She should also respect the intellectual property rights of others and give credit where credit is due.
4. Fairness and Equity: He/She should treat all students, colleagues, and members of the academic community fairly and equitably, regardless of their race, gender, religion, sexual orientation, or other personal characteristics.
5. Conflict Resolution: He/She should strive to resolve conflicts in a professional and constructive manner, by engaging in open and respectful dialogue, and by seeking the advice and assistance of appropriate authorities as needed.
6. Compliance with Policies and Regulations: He/She should comply with all institutional policies, regulations, and legal requirements, including those related to academic integrity, safety, and non-discrimination.
7. Responsibility: He/She should take responsibility for actions and decisions, and be accountable for their consequences.
8. Continuous Learning: He/She should engage in ongoing professional development and stay current with advances in field of study, so as to maintain a high level of expertise and competence.
9. Respect for Diversity: He/She should respect the diversity of opinions, backgrounds, and perspectives among members of the academic community, and encourage open and respectful dialogue.
10. Upholding Academic Freedom: He/She should uphold academic freedom and the principles of free speech and intellectual inquiry, while also being respectful of others' views and beliefs.

As an Assistant Professor, He/She should reflect the highest standards of professionalism, ethics, and



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integrity. By following this code of conduct, He/She can help create a positive and productive learning and research environment for himself/ herself.

Code of Conduct for Lab Assistants

Lab Assistants for the Computer Science Department, Artificial Intelligence & Data Science, it is essential to maintain a professional and respectful environment that promotes learning and growth for all students. Therefore, the following Code of Conduct is to be adhered to at all times:

1. **Respect for all:** Lab Assistants must respect the diversity of the students they assist. Discrimination, harassment, and any form of disrespect will not be tolerated.
2. **Professionalism:** Lab Assistants must maintain a professional demeanor at all times. They should dress appropriately and maintain a positive attitude towards all students.
3. **Punctuality:** Lab Assistants must arrive on time for their scheduled shifts and be available for the entire duration of their shift.
4. **Responsibility:** Lab Assistants must be responsible for the equipment and software in the lab. They must ensure that all equipment is functioning correctly, and any malfunctions are reported to the appropriate authorities.
5. **Confidentiality:** Lab Assistants must maintain the confidentiality of student records and assignments. They should not discuss or share student work or personal information with others.
6. **Communication:** Lab Assistants must communicate effectively and professionally with students and faculty. They should provide accurate and timely information about the lab, equipment, and software.
7. **Ethics:** Lab Assistants must adhere to ethical standards while working in the lab. They should not engage in any activity that is illegal, unethical, or violates the university's policies.
8. **Safety:** Lab Assistants must ensure that the lab is a safe environment for all students. They should be familiar with safety procedures and protocols and report any safety concerns to the appropriate authorities.
9. **Conflict resolution:** Lab Assistants must handle conflicts with students or colleagues in a professional and respectful manner. They should seek guidance from the appropriate authorities if necessary.


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10. Continuous improvement: Lab Assistants should continuously improve their skills and knowledge related to the lab and in the field of computer science, Artificial Intelligence and Data Science as such. They should attend training sessions and seek feedback to improve their performance.

Code of Conduct for Placement Director

A code of conduct for a Placement Director outlines the ethical and professional expectations for their behavior and interactions with students, employers, and other stakeholders in the recruitment process. Here is a sample code of conduct:

1. Respect: The Placement Director will treat all students, employers, and other stakeholders with respect, dignity, and professionalism, regardless of their background, identity, or beliefs.
2. Confidentiality: The Placement Director will maintain strict confidentiality of all personal and professional information disclosed by students and employers during the recruitment process.
3. Fairness: The Placement Director will ensure that all students have equal access to job opportunities and will not discriminate against any student based on their race, color, religion, gender, sexual orientation, or any other protected characteristic.
4. Integrity: The Placement Director will act with integrity and honesty in all their interactions with students, employers, and other stakeholders, avoiding any conflicts of interest or actions that could compromise their ethical standards.
5. Professionalism: The Placement Director will adhere to the highest professional standards in their conduct, communication, and behavior, and will represent their institution in a positive and respectful manner.
6. Transparency: The Placement Director will provide clear and accurate information to students and employers about job opportunities, recruitment processes, and any policies or procedures that affect their participation in the recruitment process.
7. Accountability: The Placement Director will take responsibility for their actions and decisions, and will be accountable for any errors, omissions, or ethical lapses that may occur during the recruitment process.
8. Continuous Improvement: The Placement Director will seek to continuously improve their knowledge, skills, and expertise in career services and recruitment, and will strive to provide the best possible support to students and employers.
9. Compliance: The Placement Director will comply with all relevant laws, regulations, and

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institutional policies related to career services and recruitment, and will maintain appropriate documentation and records of their activities.

10. Feedback: The Placement Director will seek feedback from students, employers, and other stakeholders to improve the quality and effectiveness of their services, and will use this feedback to enhance the recruitment process and promote student success

Code of Conduct for Students

As a student, it is important to maintain a certain level of decorum and professionalism in all aspects of academic life. A code of conduct helps to ensure that everyone can have a positive and safe learning environment. Here is an example of a code of conduct for students:

1. Respect: Students should show respect to their fellow classmates, Faculty Members, and staff members. This includes being courteous and polite in all interactions, avoiding language or behavior that may be offensive, and refraining from any form of harassment, bullying, or discrimination.
2. Punctuality – Students should be punctual in the classrooms and emerge properly in the classroom teaching and learning process for their own benefits.
3. Self-discipline- Students must not engage in any kind of Anti-Ragging Activities in or outside of the campus. Students should not act in any kind of activities which are against the code of ethics and contrary to the discipline.
4. Academic Responsibilities – Students should complete their all assignments, labs and other academic responsibilities properly as per the instructions of the faculty members.
5. Participation in extra and co-curricular Activities – students should take part in all extra and co-curricular activities which are held in the campus or off campus.
6. Mentorship and Mentee Programme- Students should avail the benefit of mentorship programme and avail opportunity from its benefits for their own career progression.
7. Responsibility: Students should take responsibility for their actions and be accountable for their academic performance. This includes attending classes regularly, being on time, completing assignments on time, and adhering to academic and administrative policies.
8. Honesty: Students should maintain a high level of honesty and integrity in all academic pursuits. This includes avoiding plagiarism, cheating, or any other form of academic dishonesty.
9. Professionalism: Students should conduct themselves in a professional manner both inside and



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outside the classroom. This includes dressing appropriately for the learning environment, using appropriate language, and refraining from any behavior that may disrupt the learning environment.

10. Safety: Students should ensure the safety of themselves and others by adhering to all safety guidelines and policies. This includes following safety procedures, reporting any incidents or concerns, and avoiding any behavior that may put themselves or others at risk.
11. Diversity: Students should embrace and celebrate diversity in all its forms, including cultural, ethnic, and social differences. This includes being open-minded, respectful, and tolerant of different perspectives and beliefs.
12. Compliance: Students should comply with all academic and administrative policies, rules, and regulations. This includes adhering to attendance policies, completing all required forms and paperwork, and following all guidelines related to academic conduct.

By following this code of conduct, students can help create a positive and safe learning environment for everyone.

Code of Conduct between Faculty and Students

MIET always strives to inculcate a sense of decency and modesty between teaching faculty members and the students fraternity. This approach of civility and humility create a perfect environment for learning in the classroom and outside otherwise. Quite often than not, it is observed that faculty members remember some of the students for life long and in reciprocity students also treat them as their true mentors in every walks of their professional and personal lives. These traits rest on the following characteristics:

1. Respect: Faculty Members must treat students with respect, dignity, and kindness, and expect the same in return. Students must treat Faculty Members and fellow classmates with respect and follow school rules and policies.
2. Communication: Faculty Members must communicate clearly and honestly with students and encourage open communication. Students should feel comfortable asking questions and seeking clarification when needed.
3. Safety: Faculty Members are responsible for creating a safe and inclusive learning environment for all students. Students must also take responsibility for their own safety and the safety of others by following safety protocols.
4. Professionalism: Faculty Members must maintain professional boundaries with students and


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- avoid any behavior that could be perceived as inappropriate or discriminatory. Students must also avoid any behavior that could be harmful to themselves or others.
5. Fairness: Faculty Members must be fair and consistent in their treatment of all students, regardless of their personal opinions or biases. Students must also treat each other fairly and avoid bullying or discrimination.
 6. Privacy: Faculty Members must respect the privacy of their students and keep confidential information private. Students must also respect the privacy of others and avoid sharing personal information without their consent.
 7. Academic Integrity: Faculty Members must promote academic integrity and discourage cheating and plagiarism. Students must also uphold academic integrity by completing their own work and avoiding any form of academic dishonesty.
 8. Timeliness: Faculty Members must be punctual and respectful of students' time by starting and ending classes on time. Students must also be punctual and attend classes regularly to avoid disruption.
 9. Accountability: Faculty Members must take responsibility for their actions and decisions, and be willing to accept constructive feedback. Students must also take responsibility for their behavior and academic performance, and be willing to accept feedback and work towards improvement.
 10. Continuous Learning: Faculty Members must strive to continuously improve their teaching skills and knowledge, and encourage students to be lifelong learners. Students must also take responsibility for their own learning and actively seek opportunities for growth and improvement.

Code of Conduct between Faculty and Parents

The institute advises in clear terms to all faculty members to maintain utmost sense of respect while dealing with the parents of the wards. It is prerequisite for all faculty members to follow the Code of Conduct as stipulated herein for the compliance of one and all.

1. Parents Queries – It is the prime duty and responsibility of every faculty member irrespective of their status to attend all queries of the parents at the top most priority to their satisfaction.
2. Inculcate a Sense of Confidence amongst Parents – The parents of the students must be confident and relaxed that their wards are studying in a safe environment. Besides, faculty members must to be ready to address their all kind of issues in the most befitting manner all


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the time.

3. Timely Information to the Parents – Faculty members must brief the progress of the students to the parents time to time so that they are relieved from the worries about academic progression of their wards.
4. Appraise Parents from Important Notifications – It is the duty of the concerned faculty incharge to appraise parents from the important circulars/ notifications issued by the institute or the regulatory authorities concerning to the academics or otherwise concerning to their wards' interest.

Code of Conduct between Faculty Members and Colleagues

A Code of Conduct between Faculty Members and Colleagues is important for maintaining a respectful and professional environment in the workplace.

1. Respect and Professionalism: Faculty members will treat each other with respect and professionalism at all times. This includes refraining from engaging in any behavior that is discriminatory, harassing, or demeaning.
2. Confidentiality: Faculty members will respect the confidentiality of colleagues' personal and professional information, and will only share information on a need-to-know basis.
3. Communication: Faculty members will communicate with each other in a professional and respectful manner, and will strive to maintain open and honest communication.
4. Collaboration: Faculty members will work collaboratively and constructively with colleagues, respecting their areas of expertise and contributions to the academic community.
5. Conflict Resolution: Faculty members will seek to resolve conflicts and disagreements through open and respectful communication, and will seek assistance from appropriate parties if necessary.
6. Academic Integrity: Faculty members will uphold academic integrity, and will not engage in any behavior that violates academic standards or promotes academic dishonesty.
7. Professional Development: Faculty members will support each other's professional development, and will not engage in any behavior that undermines or hinders colleagues' career advancement.
8. Compliance with Policies: Faculty members will comply with all relevant policies and procedures of the institution, and will report any violations or concerns to appropriate parties.
9. Safety and Security: Faculty members will promote a safe and secure environment, and will


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take appropriate measures to ensure the safety and security of colleagues, students, and staff.

10. Accountability: Faculty members will be accountable for their actions and behavior, and will accept responsibility for any violations of this code of conduct.

By following this code of conduct, faculty members can maintain a positive and respectful working environment, and promote academic excellence and professional development.

Code of Conduct for Administrative and Non-Teaching Staff Members

Administrative or non-teaching staff member, play a critical role in supporting the educational mission of our institution. In order to ensure that all members of our community are able to thrive in a safe and respectful environment, following code of conduct must be observed to maintain conducive environment in the work place in the institute.

1. Professionalism: All administrative and non-Teaching staff members are expected to maintain a high level of professionalism in their interactions with students, faculty, and other staff members. This includes being punctual and reliable, dressing appropriately, and communicating in a clear and respectful manner.
2. Respect: All administrative and non-Teaching staff members are expected to treat all members of the community with respect, regardless of their background, identity, or position. This includes refraining from discriminatory or harassing behavior, and avoiding language or actions that could be perceived as demeaning or offensive.
3. Safety: All administrative and Non-Teaching staff members are expected to take all necessary precautions to ensure the safety of themselves and others. This includes following all safety procedures and guidelines, reporting any potential hazards or incidents immediately, and participating in training programs as required.
4. Accountability: All administrative and Non-Teaching staff members are expected to take responsibility for your actions and to be accountable for your performance. This includes being open to feedback and constructive criticism, seeking help or guidance when needed, and reporting any violations of this code of conduct.
5. Compliance: All administrative and non-Teaching staff members are expected to comply with all relevant laws, regulations, policies, and procedures.
6. Professional Development: All administrative and non-Teaching staff members are encouraged to engage in ongoing professional development in order to improve your skills and knowledge. This includes participating in training programs, attending conferences and

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workshops, and seeking out opportunities for growth and development.

7. Fair and truthful Behavior – All administrative and Non-Teaching staff members will remain fair and truthful while dealing with the students/ suppliers or any stakeholder of the institute and would not accept any favor, gift or gratification in kind of cash at all.
8. Presence in Meetings - All administrative and Non-Teaching staff members would ensure their presence in the meeting whenever the same shall be called by the administrative authorities.
9. Consumption of Alcohol and Drugs - All administrative and Non-Teaching staff members would not consume alcohol or drugs during office hours nor would attend the duties in inebriated condition for sure.

By following this code of conduct, all administrative and Non-Teaching staff members contribute to a positive and productive work environment that supports the educational mission of the institution.

General Expectations from all Members of MIET

As a member of this institute, there are certain expectations that are expected from each member of the institute in terms of behavior and conduct.

The following are some general expectations from all members on the code of conduct of the institute:

1. Respect for Others: All members are expected to treat each other with respect and dignity, regardless of their position, gender, race, religion, or background. Discrimination, harassment, and bullying of any kind will not be tolerated.
2. Professionalism: All members are expected to conduct themselves in a professional manner at all times. This includes being punctual, dressing appropriately, and communicating effectively.
3. Confidentiality: All members are expected to maintain the confidentiality of any information shared within the institute, especially sensitive and confidential information.
4. Integrity: All members are expected to act with integrity, honesty, and transparency in all their dealings with other members and stakeholders of the institute.
5. Compliance with Rules and Regulations: All members are expected to comply with the rules and regulations of the institute. This includes policies on attendance, punctuality, use of resources, and any other relevant policies.
6. Continuous Learning: All members are expected to continuously learn and improve their



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knowledge and skills, and contribute to the growth and development of the institute.

7. Collaboration: All members are expected to collaborate with other members and stakeholders of the institute to achieve the common goals and objectives of the institute.
8. Accountability: All members are expected to take ownership and accountability for their actions and decisions, and be willing to take corrective action if needed.
9. Responsible Use of Resources: All members are expected to use the resources of the institute responsibly, efficiently, and in accordance with the institute's policies and procedures.
10. Adherence to Ethical Standards: All members are expected to adhere to ethical standards and principles in all their dealings with other members and stakeholders of the institute.

By following these expectations, all members can contribute to creating a positive and productive environment within the institute.

*****END*****

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