



**Mangalmay Institute of Engineering & Technology**

**AN INSTITUTION OF MANGALMAY FOUNDATION TRUST**

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

Ph.: 0120-2320400, 2320401

Institution office: C-116, Sector-39, Noida-201301 (U.P.)

Ph.: 0120-2500381, 2572237

e-mail: mims\_grnoida@yahoo.co.in

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# HR MANUAL

**EMPLOYEE HAND BOOK – HR MANUAL**

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**MANGALMAY GROUP OF INSTITUTIONS – 8 KNOWLEDGE PARK – GREATER**

**NOIDA**

*Director*  
Mangalmay Institute of Engineering & Technology  
Greater Noida (U.P.)-201310  
College Code: TR6



# Mangalmay Institute of Engineering & Technology

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## Vision and Mission Statement of "Mangalmay Institute of Engineering And Technology"

### Vision

Mangalmay Institute of Engineering & Technology – Greater Noida, is committed to be the front - runner in the field of Engineering Education and to nurture students to attain the highest degree of professional competence in their respective fields.

### Mission

- The mission of the Engineering Programme of the Institute is to nurture students' leadership traits in the field of their domains,
- To educate students from various dimensions & facets of engineering knowledge to compete with the professional world,
- To look forward to foreseeing the future needs of the engineering technology and prepare students to take the challenges of respective domains in the most befitting manner.
- To develop a robust natural knowledge in the field of engineering and technical education.
- To Create a transformative system capable of accurately predicting market trends by using engineering and technology,

## Vision and Mission statement of Computer Science & Engineering Programme

### Vision

Department of Computer Science and Engineering aspires to become a center of excellence for quality technical education by keeping pace with new technologies to create competent undergraduate professionals.

### Mission

- To develop professionals with analytical and technical competency for productive career in industry, academia and as entrepreneurs.
- To build theoretical and applied skills of faculty and student in computer science and engineering through need based training, research and development on industrially and socially relevant issues.
- Continuously improve and provide state-of-the-art laboratories to keep up with the new developments in the area of computer science and engineering.
- Create nurturing environment through competitive events, industry interactions, global



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## Vision and Mission of Data Science Programme

### Vision

To be a premier Department in the field of Data Science by providing high quality Education, Research, Employability and Ethical Values to enable graduates to be a Data analytic expert, entrepreneurs and expand their capacity to contribute in the field of Data Science.

### Mission

- To develop industry conducive environment by providing state-of-art infrastructure to compete in data-driven world.
- To empower students to provide innovative and cognitive solutions with the help of data analytical skill set and new advancements in high performance computing
- To build data intensive system through socio-economic aspect by promoting cross-disciplinary thinking that expands expertise in cutting edge technologies.
- To inculcate professional behavior, strong ethical values, innovative research capabilities and leadership abilities.

## Vision and Mission of Artificial Intelligence Programme

### Vision

To achieve excellent quality-education by using the latest tools, nurturing collaborative culture and disseminating customer-oriented innovations to relevant areas of academia and industry to impart creative, learning and research skills to students in the domain of artificial intelligence.

### Mission

- To develop professionals who are skilled in the area of Artificial Intelligence and Data Science,
- To impart quality and value based education and contribute towards the innovation of computing, expert system, Data Science to raise satisfaction level of all stakeholders.
- To guide the students in learning and creative for developing intelligent technology based solutions to societal problems.
- Create nurturing environment through competitive events, industry interactions, global collaborations and creating concern for lifelong learning.

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## Message from the Chairman


I am buoyed to see that over the years, Mangalmai Group of Institutions have attained success in leap and bounds in the field of technical and management education. Ever since the inception of the group institution, it has been my main focus to give highest priority to the human resources and to maintain equilibrium in amongst them. Without the iota of doubts, I understand the success of the group institution in every sphere will depend upon the strong shoulders of my employees who are part of the family ever since. I hereby wish to extend all gratitude to the entire teaching fraternity of the group institution who raised confidence upon me and stood by my side to take to the group institution to the new heights with their support and endeavor. Nevertheless, the efforts of the teaching and non-teaching family of the group institution brought NAAC to one of the group institutions which symbolize itself for having taken the first step towards excellence and of course the credit goes to the staff members to the larger extent.

I am delighted to see that a team of dedicated and experienced faculty/staff members are toiling hard to take the group institution to the next level to be at par with the other top institutions. I express all my wishes to them for their best efforts.

I am sure that this HR Policy will be welcomed by one and all and satisfy the needs of all concerned.

Atul Mangal

Chairman - Mangalmai Group of Institutions

  
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## Prologue

Mangalmay Group of Institutions Employees Policy & Procedures Manual has been developed to facilitate, implement and define the role and responsibilities of the employees of the group keeping in view the employee management and to determine course of action during the tenure of the working with the group.


The Manual provides guidelines that have to be followed in the administration of these policies. Nonetheless, this manual will assist all Teaching and Non- Teaching staff members in defining their respective responsibilities and the correct procedure which has to be followed.

The policies are structured with the view of best practices as encapsulated in the management principles and have the full support and commitment of the management of Mangalmay Management.

All the policies which are structured herein are kept current and relevant in the existing and current situation. Therefore, from time to time the document will be modified and amended or new procedures will be added to the manual.

Any suggestions, recommendations or feedback on the policies and procedures specified in this manual are welcome. This should be provided by emailing to [toharish.bhatia@mangalmay.org](mailto:toharish.bhatia@mangalmay.org)

These policies and procedures apply to all areas of operations within institution.

  
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## RECRUITMENT POLICY

**Objective**—This policy document is made with the intention to recruit best teaching and non-teaching staff members to teach while observing the norms of the regulatory bodies such as AICTE and Affiliating University.


### Recruitment Policy

In the pursuit of excellence, we welcome every talented and hardworking professional to join the family to take to the group institution to the new heights. Therefore, MANGALMAY GROUP OF INSTITUTIONS perceives the fact that recruitment and hiring of new faculty/staff / staff is very important exercise and gives special impetus to the same. MANGALMAY GROUP OF INSTITUTIONS takes recruitment and hiring like an opportunity which is poised to fill the gap to maintain education standards by the newly recruited faculty/staff members. This task is not only challenging but rather arduous too as well. The talented and qualified experienced teaching and non teaching staff and faculty/staff are rare these days. Nevertheless, to find out the best amongst the lots and how the new recruited ones will be fit into the environment to add value in the teaching and learning process has always been a major concern for MANGALMAY GROUP OF INSTITUTIONS. Therefore, before initiating the process in this regard, the group institution deliberates on to the following points:

- What curricular gaps especially interdisciplinary education as per the NEP 2020 has to be filled?
- What accreditation norms are to be complied with?
- What are the characteristics the selected person would possess?

Hence, it becomes important to carefully review the needs of the group institution as to what and why the new recruitment is required. Predominantly, it is imperative to attract the best possible candidates to join the group institution possessing not only academic expertise to the position and rank for which they are called for the interview but must have to have the element of dedication, honesty and sincerity with a desire to serve the group institution for a long time.

Since, the group institution is committed to creating a diverse community which is inclusive and responsive towards the students and staff and entire teaching and non-teaching fraternity hence seeks to

  
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promote diversity in its manifestation without any race, ethnicity, socioeconomic status, gender, sexual orientation, disability and place of origin and religion etc.

The group institution recognizes that we are interconnected society and a world which is flat hence students have to be prepared to take the life challenges in the most befitting manner where a role of a competent faculty/staff and staff become *sine-qua non*.

## Faculty/staff / Teaching Fraternity

1. Faculty/staff of the group institution means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting teaching instructions and conduct research in the group institution.
2. A teaching and otherwise staff/ faculty/staff of the group institution will be a whole-time salaried employee of the group institution and shall devote whole time to the group institution cause.
3. A whole-time faculty/staff/ staff will not be entitled for any honorarium, visiting, part-time and ad-hoc employment etc.

## Recruitment

1. The Group institution will issue proper advertisements for the recruitment to the faculty/staff position or take help of the consultancy agencies time to time while complying with the statutory norms of the governing bodies etc.
2. The group institution has no policy to charge any fees from the candidate in the shape of application form or in any manner what so ever it may be.

## Standard Operating Procedure

Before initiating Recruitment and Selection process, following steps are taken by the group institution:

Ascertain the reasons as to why the additional faculty/staff recruitment is required?

There may be following reasons for the additional faculty/staff recruitment:

- A. To maintain cader ratio,
  - B. To maintain student faculty/staff ratio,
  - C. Shortage in the existing faculty/staff,
  - D. Requirement to teach specialization subjects,
  - E. Filling of vacant position created due to the leaving of some existing faculty/staff,
  - F. Any other reason as deem to be appropriate by the group institution.
1. Once the requirement for the additional faculty/staff is ascertained, the proposal shall be moved

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- to the Management by the respective Head of the Department through its Director. The management consists of the Chairman of the group institution/ Vice Chairman of the Group institution/ either of them, of the Group institution for their approvals. The Department Concerned shall forward the request through a proper form as per (Annexure -1)
2. On receipt of the approval by the approving authority, the concerned Director with the respective Head of the Department shall proceed further to execute the line of action and follow the directions as stipulated by the approving authority. ( See the heading " Recruitment" )
  3. The Director of the Group institution will form a panel/ committee to conduct the interviews after due screening and sorting of the eligible candidates resumes as per the desirable convenience of the group institution.
  4. The panel expert for the interview will consist of minimum two internal faculty/staff members from the group institution and one external expert of the subject on honorarium basis to the external expert only.
  5. Once this panel of experts is formed, the Director of the group institution will issue instructions to invite to the selected candidates whose resumes are found suitable for the post/ posts.
  6. It shall categorically be informed to the candidates who are invited for the interview to bring the following documents in original and Photo state to become eligible to present himself/ herself before the duly formed panel experts meant for the recruitment and selection for the teaching faculty/staff.

**List of the Document required from the Candidate at the time of Interview in Original and Photostat Copies.**

- A. Duly filled Application form of the group institution by the candidate,
- B. Duly filled questionnaire,
- C. Copy of the Resume,
- D. Copies of the certificates/ degrees/and other necessary certificates etc.

*(Scanned Copies of the above documents will be obtained by the group institution from the original documents for the confirmation and proof of genuineness.)*

- E. PAN Card Copy,
- F. Aadhar Card copy,
- G. Bank Details,
- H. Provisional/ Probationary Appointment Letter,

  
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- I. Previous employment appointment letter,
  - J. Previous employment salary certificate.
  - K. Cast Certificate issued by the competent authority.
- 
7. On completion of the panel interview, the panel experts will extend their recommendations to the aforementioned management signatories for their final approval for the selection and appointment in the format as per **(Annexure -2)**
  8. Once the approval is obtained by the approving authority, the HR dept/ Registrar office of the Group institution will be intimated accordingly to issue the provisional/ probationary appointment letter to the selected candidate. The intimation to the HR Dept./ Registrar Office shall be given in the **(Annexure -3)**
    - A. The Provisional / Probationary Appointment Letter will consist of the following conditions:
      - A. Probation Period shall be for one year or full academic session whichever is later,
      - B. The notice period during the probation period shall be for 30 days by the either side.
      - C. Management shall have the right to give the notice period to the candidate any time during the ongoing session but the candidate shall have to serve the notice period in such a way that the last day of the academic session will be the last date of his/her working and relieving period, subject to the confirmation by all respective involved departments.
      - D. Management will have under its discretion to extend the probation period without assigning any reason to the candidate.
      - E. In the event, the candidate is willing to continue his/her services with the group institution and does not resign during non-teaching period, management will have under its discretion authority to assign him/her the responsibility of any academic tasks as shall be deemed necessary at that time.
      - F. In the event, any candidate resigns during non-teaching period without serving the notice period to the group institution director or immediate Head of the Department or management, shall not be liable for any monetary compensation in any manner for the period and even forfeit the earned and accrued salary and accumulated leaves and other fringe benefits etc.



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## Documents required at the time of joining:

- A. Joining Report,
- B. Last employment relieving letter,
- C. No. Dues certificate from the previous employer,
- D. Rs. 10/- non-judicial stamp paper solemnizing that all the stipulations/ conditions as structured and framed by the group institution in concurrence with the appointment contract shall be adhered with in absolute letter and spirit. **(Annexure -4)**
- E. The confirmed appointment letter shall only be issued by the management on completion of probation period successfully.

## Important Documents for the Candidate File

- A. Copy of the Panel experts recommending for the appointment and approval of the approving authority.
- B. Copy of the advertisement.
- C. Duly filled Application form of the group institution by the candidate,
- D. Questionnaire filled by the concerned faculty/staff,
- E. Copy of the Resume,
- F. Birth Certificate,
- G. Copies of the certificates/ degrees/and other necessary certificates etc.
- H. PAN Card Copy,
- I. Aadhar Card copy,
- J. Bank Details,
- K. Rs. 10/- stamp paper with the necessary pledge,
- L. Cast Certificate issued by competent authority,
- M. Previous employment appointment letter,
- N. Previous employment relieving certificate/ No dues certificate,
- O. Previous employment salary certificate.
- P. Provisional/ Probationary Appointment Letter,
- Q. Final Appointment Letter along with the Acceptance of the Candidate.

This policy document shall be reviewed from time to time specially at the end of the semester/ academic year by the Chairman of the Group institution / HR Director/ Director of the group institution.

  
Director  
Mangalmai Institute of Engineering & Technology  
311  
Noida-201301  
Contact No. 2570546



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The above panel will envisage the progress and evaluate the success of the policy document and suggest any changes or revision needed in any manner to make this policy document more progressive.

The group institution is committed to adhere all the norms of the regulatory bodies such as AICTE or Affiliating University as stipulated by them in connection with the recruitment and selection process of the teaching faculty/staff members.

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*Director*

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(Annexure -1)

## Faculty/staff Recruitment Requisition Form

Kindly be informed that the following faculty/staff members are needed in the group institution at the priority basis and approval is solicited to initiate the recruitment process at the priority.

Designation	Nos	Subject to be taught	Status of Existing Faculty/staff
Professors			
Associate Professors			
Assistant Professors			
Lab Assistants			
Library Assistants			
Non-teaching			

The above requirements are ascertained after having the detailed meetings with the faculty/staff members.


**Head of the Department**

**Director**

Hereby we extend the approval with our consent to proceed further and do the necessary needful required to recruit and select the faculty/staff members as per the details furnished above for our consideration.

**Authorized Signatory**

**Authorized Signatory.**

  
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(Annexure -2)

## Recommendation Form of Interview Panel Experts

We, as the panel experts hereby confirmed that we have conducted the interview of the following mentioned candidates and found them suitable for the employment in the group institution.

Sr. No	Name of the Candidate	Annexure No. of Resume	Signatures of the Panel Expert	Signatures of the Panel Expert	Signatures of the Panel Expert

The resumes of the above recommended candidates are enclosed for your kind perusal as shown in the respective Annexures.

Coordinator.

*Director*  
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## JOINING FORMALITIES

### Objective

To ensure smooth and hassle free joining process of the Candidates who have been offered a job with the institution

**Operating Authorities – HR Cell of the Group.**

**Operating Procedure (As prescribed in the Recruitment Policy)**

<p>The new joiners are welcomed with a joining kit which contains Welcome Letter, Contents of the Joining Kit, List of Documents to be submitted, Employee Application Form, Employees hand filled questionnaire form, ID card Application Form, Details for website form, Central Library Membership Form.</p> <p>Softcopy of HR manual will be sent to the individual.</p> <p>The Description of the abovementioned documents is below.</p> <p><b>1. Contents of the Joining Kit</b></p> <p>This document contains the list of documents that the Joining Kit has and the general instructions on how these forms should be filled.</p> <p><b>2. List of Documents to be submitted</b></p> <p>A checklist for new employee so that he/she does not miss to submit relevant documents for personnel file. These documents are Address proof, ID Proof, Age proof, education proof, relieving and experience certificate from last company, photograph and acceptance of appointment letter.</p> <p><b>3. Employee Application Form</b></p> <p>This form is used to collect information like marital status, family details, address, blood group, PAN, Passport, Aadhar number etc. This information further is uploaded in IMPRES ERP software. This form is signed by employee hence becomes authentic document for future references.</p> <p><b>4. ID card Application Form</b></p> <p>This is the format which should be filled by employee attaching one of his/her photographs and same form can be send to ID Card Printing Department to print ID Card of employee.</p>
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(Annexure -3)

To,

The HR Director,

Please issue the necessary letters of appointment/ offer letter on probation to the following candidates who have appeared in the interview for the post as mentioned on their resume with the necessary comments and emoluments during the probation period by the penal experts under approval by the competent authorities. The approval letter for this purpose is attached for your records and pursual.

Sr. No	Name of the Candidate	Annexure No. of Resume	Signatures of the Panel Expert	Signatures of the Panel Expert	Signatures of the Panel Expert

The resumes of the above recommended candidates with the approval letter issued by the competent authorities are enclosed for your kind perusal.

Coordinator.

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## 5. Details for website Form

This document is used to get the information that is essential to add the employee's data in the website of the institution.

## 6. HR Manual

The Human Resource Manual is a document with all the necessary information that an employee should know about the institution. This document contains descriptions of all the policies and procedures set and followed by the institution.

## 7. Staff Mail ID

Official mail id created for individual staff in order to have effective paper less official communication.

## 8. Certificate acknowledgement form

This form acknowledges the certificates that have been submitted by the employee to the institution. A copy of the form will be given to the employee and the institution holds another copy for the Personal File of the Employee.

## 9. Central Library Membership Form

This form is used to register the employee in the database of the Central Library.

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## Appraisal Policy Document

(2022-23)

### Introduction

Mangalmay Institute of Engineering & Technology – Greater Noida is unwavering in its commitment to ensure that every member of its workforce is justly rewarded based on their performance and contributions. We hold an expectation that all our employees will exhibit unwavering dedication and commitment in the fulfillment of their roles within the designated timeframes set forth by the institute's management.

The "Appraisal Policy – 2022-23" document has been meticulously crafted with the primary objective of acknowledging and rewarding the remarkable efforts made by our dedicated employees. It meticulously outlines the processes for granting annual salary increments and promotions to individuals who have demonstrated outstanding performance throughout the year.

### Committee Members

The oversight of the Appraisal Committee and the execution of their respective roles are entrusted to the following individuals:

- Dr. Yashpal Singh - Chairperson
- Dr. Pradeep Kumar - IQAC Coordinator
- Dr. Ishwar Singh - Member
- Mr. Harish Bhatia - Member

### Functions of the Committee

The Appraisal Committee assumes responsibility for several critical functions, which include:

1. Disseminating comprehensive information regarding the guidelines set out in the "Appraisal Policy 2021-22" to all faculty members.
2. Advising Heads of Departments (HODs) and Program Coordinators to ensure that all faculty members promptly submit their "Self-Appraisal Report" forms to the Appraisal Committee.
3. Thoroughly evaluating the annual increment levels based on the data provided by faculty members, conducting cross-referencing with relevant sources to ensure data accuracy.
4. Convening meetings with faculty members whose data and information appear to conflict with the established facts, addressing their concerns, and obtaining their endorsement through signatures. The committee may also inform the faculty member of their entitled increment and

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- make recommendations for final approval to the Honorable Chairman.
5. Implementing two appraisal assessments for each faculty member, with one occurring before the conclusion of the even semester and the other prior to the commencement of the End Semester University Exams.
  6. Ensuring that the "Self-Appraisal Report" forms of each faculty member are collected by class coordinators and sealed in confidential envelopes.
  7. Providing recommendations for annual increment percentages during joint committee meetings, as summoned by the Committee Chairperson. These recommendations will be based on an approved matrix provided by the Honorable Chairman.
  8. Granting the Honorable Chairman the discretion to modify the recommendations presented by the Appraisal Committee.
  9. Empowering the Chairperson of the Appraisal Committee to convene joint committee meetings when deemed necessary to discuss important matters related to employee increments and promotions.
  10. Promoting employees based on consistent high-level performance and substantial contributions in various areas, including research, innovation, patents, copyrights, and book authorship; efforts directed towards enhancing student growth and employability; contributions to co-curricular and extracurricular activities; maintaining high standards in course results; upholding discipline within the classroom and campus; and demonstrating a collaborative attitude and teamwork.
  11. Forwarding all recommendations to the Honorable Chairman for review and a final decision.
  12. This policy shall remain in effect and be binding until further notice.

The "Appraisal Policy is a comprehensive framework dedicated to recognizing and rewarding the sincere workforce of Mangalmay Institute of Engineering & Technology – Greater Noida. Through the diligent work of the Appraisal Committee, this policy is designed to ensure that each employee is fairly rewarded for their contributions and performance, nurturing a culture of excellence and commitment within the institution.

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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.

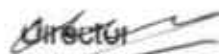
Our institute is committed to creating an inclusive and equitable work environment where everyone can thrive. We believe that this manual is an essential tool to help us achieve that goal. It provides clear guidance on how to behave in the workplace, how to interact with colleagues and how to handle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

Mangalmai 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.

A handwritten signature in black ink, appearing to be 'Director', is written over the printed name.

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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.

  
Director

Mangalmay Institute of Engineering & Technology  
Greater Noida (U.P.)-201310  
College Code 786



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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

*[Signature]*

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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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## Declaration

I.....(Designation.....) hereby confirm that I have thoroughly read the contents of this document of "Code of Conduct" prepared in the good interest of the Institute with specific reference to the role and responsibilities of my position and status.

I further confirm that I fully endorse all the contents of this document and committed to observe my duties and responsibilities with utmost sincerity and diligently in the best interest of every stakeholder of the institute specially students all the time.

(Signatures & Designation)

Date .....

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## LEAVE RULES: Faculty & Technical Staff

### PREAMBLE

As per the norms of regulatory bodies and approving/affiliating authorities (like AICTE/UGC/AKTU), minimum 240 working and 180 teaching days are required in an academic year. Keeping the same in view, this Leave Rules are framed which are as under.

At the outset, it is to be understood by one and all employees covered in this policy associated with the institute that leave is a privilege and not a right to the employees of the institute. Any request of the leave by the employee/ employees, irrespective of having credits in leave accounts, may be refused or revoked as per the urgency of the work demands. It is the prerogative of the sanctioning authorities to sanction the leaves of the employees or reject the request which the exigencies of the services demand.

Therefore, no leave shall be claimed as a matter of right by an employee. The Director has the absolute authority to sanction or reject the request in the interest of the institute. The leave application should be submitted to the concerned HOD for the recommendation and then to the Director for approval. The registrar office or any official concerned of the institute to whom director feels appropriate shall maintain the proper records of the leaves of every employee of the institute accordingly. It is further to be noted that casual and part time employees of the institute are not eligible for any kind of leave and in the event, they avail the leave shall be treated as Leave Without Pay according to the terms of the contract. Moreover, institute has full right and authority to call any person, may be on leave, and contact him/her on some important matters and the subject person shall follow the instructions with full conviction.

Since the academic year starts from 1st July of a calendar year to the 30th June of next calendar year, hence this policy shall be applicable for the aforementioned period for all concerned.

### Procedures and guidelines

1. Leave application: Any employee willing to avail leave shall submit his/her leave request on prescribed form well in advance and shall get it sanctioned before availing of the leave.
2. The faculty members requesting for the leave shall make alternate arrangements/internal adjustments among the faculty members of his/her or any other department to keep the students engaged prior to submitting the request of leave/leaves to the authorities.

*Director*

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3. Submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable to disciplinary besides penal deductions.
4. No leave will be sanctioned on telephone expect in case of extraordinary circumstances/sudden illness etc. this shall however be regularized immediately on joining the duty in writing.
5. Continued absence of more than six days or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

## Kind of Leaves

- Casual Leave(CL)
- Restricted Holidays(RH)
- Leave without Pay(LWP)
- Duty Leave/On Duty(OD)
- Sabbatical
- Study Leave
- Maternity Leave(ML)

The rules and norms governing the grant of leave are given below.

## Casual leave (CL) –

- For availing Casual Leave prior information and approval must be obtained from the respective H.O.D.
- The facilities for the casual leave is provided to the employee to enable him/her resolve personal problem such as /sickness or any other important work for this he/she may not be able to attend his/her duties at the Institute.
- An employee is entitled to avail Casual leave facility after completion of one month service in the Institute or the management of the institute deems appropriate under the circumstances.
- An employee is entitled to avail 12 days casual Leaves in a Calendar year on prorata basis.
- A minimum of half (1/2) day or a maximum of three (03) days of CL can be availed of at one



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time from the accumulated CLs.

- CL will not be carried forward to next calendar year and will lapse at the end of the ensuing calendar year.

## Restricted Holidays (RH)


- The Institute shall declare a list of Restricted Holidays.
- Out of the total number of RH declared, an employee may avail any two RH in a full calendar year.
- Restricted holidays cannot be accumulated and lapse at the expiry of the year.

## Summer/Winter Vacation

- Only teaching faculty is entitled to avail Summer/Winter Vacations.
- The Director of the Institute will decide the dates of vacation every year.
- A Faculty will be eligible to avail the vacation facility under this clause on completion of one-year continuous service in the Institute before he/she desire to avail this facility.
- The non-availing of vacation for full or part period, due to a general or special order of the Director asking him/her to forgo the vacation, keeping in view the exigencies of work of the Institution, will entitle compensatory leaves or paid leaves in lieu thereof, to the faculty member who may be called upon from the leave period for the exigencies of work of the Institution.
- Left out un-availed portion of Winter Vacation and Summer Vacation shall be treated accumulated earned leaves and can be reimbursed at the discretion of the employee.

## Earned Leave (EL)

- Maximum of 6 to 10 days in a calendar year shall be provided to the employees to avail EL.
- To fulfill some pressing personal family or social obligations, provision of EL is made as under:
- The un-availed Earned Leave will be carried over to next year & can be accumulated up to 30 days on the last working day and beyond 30 days will be lapsed automatically.
- Earned Leave can be pre-fixed/suffixed with other holidays/leaves but cannot combined with CL.
- Earned Leaves cannot be availed before completing six months of service.
- Leave thus earned and not enjoyed during any part of a particular year will be accumulated

  
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and be credited to his/her respective leave account.

## Leave without Pay (LWP)

- No provision as such exists for the grant of leave without pay.
- However, for reasons beyond one's control, if any employee has to avail leave in excess of authorization, he/she may be granted, "Leave without pay" at the discretion of the Director/Management subject to exigencies of service.
- Absence of an employee without sanctioned leave is a cause of indiscipline and does not fall under this category.
- Leave without pay shall also be got sanctioned in advance as any other leave.

## Duty Leave/Out door Duty (OD)

- Availing Leave on undertaking any kind of official activity by an employee which can bring recognition to the Institute or which has to be performed for work of the affiliating University may be considered for grant of the leave. Normally, this leave is not granted for remunerative work. Where remuneration is involved, an employee is expected to take CL/EL for the number of days of remunerative work.
- OD cannot be availed unless previously sanctioned/approved by the Director.
- There is no provision for post facto approval of OD.
- Duty Leave may be granted for one or more of the following purposes: •
  1. To attend meetings of the BOS, examination committees etc. of the affiliating University.
  2. To present a research paper in a conference/symposium of National/International level or to attend a Quality Improvement Programs QIPs when duly authorized by the Director.
  3. Any other special case on merit as recommended by the Director and approved by the Management.
  4. The Duty leave will normally be restricted to a maximum of 15 days during a calendar year but may be extended subject to the recommendation of the Director and approval of the Management.

## Sabbatical Leave

- Sabbatical up to a period of ONE Year may be granted once in every five years for attachment to a research organization or an institute of good standing with the sole aim of pursuing research activity, subject to the recommendation of the Director and approval of the

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Management. Although the employee will hold the line with the parent organization, yet he/she will not be entitled to draw salary from the organization.

## Study Leave

- Entitlement after completion of one-year continuous service in the Institute, the faculty member may be granted study leave to pursue part time Ph.D. programme.
- The faculty member shall be granted Leave without pay who are pursuing Ph.D. programme for 6 months which is extendable to 01 year.
- Permission in each case from management/Director is required.

## Maternity Leave

### Eligibility:

- The permanent employees having more than one year service in the institute and having no children or at most surviving child is eligible for grant of maternity leave.
- A suitable medical certificate from a competent doctor must be attached with the leave application.
- Maternity leave can be granted for a period of 6 months at the maximum.
- During the leave period, a medical certificate and progress report from a competent doctor must be submitted. In the absence of such report, the leave salary not be paid.
- The salary for the leave period shall be paid in three equal installments in three consecutive months after the employee joins the duty (on completion of leave period).
- In case of miscarriage, leave up to a maximum of six weeks on each occasion may be granted, provided that the application for the leave is supported by a certificate from a competent doctor.
- The leave salary shall be paid in three equal installments as per the procedure given above.

Besides, the management of the institute under its discretion has the authority to consider any legitimate request of the leave and grant/ sanction and accede on the request as deem necessary at that point in the interest of the person concerns and the institute.

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*Director*

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## Appraisal Policy Document

### Introduction

Mangalmay Institute of Engineering & Technology – Greater Noida is unwavering in its commitment to ensure that every member of its workforce is justly rewarded based on their performance and contributions. We hold an expectation that all our employees will exhibit unwavering dedication and commitment in the fulfillment of their roles within the designated timeframes set forth by the institute's management.

The "Appraisal Policy document has been meticulously crafted with the primary objective of acknowledging and rewarding the remarkable efforts made by our dedicated employees. It meticulously outlines the processes for granting annual salary increments and promotions to individuals who have demonstrated outstanding performance throughout the year.


### Committee Members

The oversight of the Appraisal Committee and the execution of their respective roles are entrusted to the following individuals:

- Director
- IQAC Coordinator
- HOD -Member
- HR Head - Member

### Functions of the Committee

1. The Appraisal Committee assumes responsibility for several critical functions, which include:
2. Disseminating comprehensive information regarding the guidelines set out in the "Appraisal Policy 2021-22" to all faculty members.
3. Advising Heads of Departments (HODs) and Program Coordinators to ensure that all faculty members promptly submit their "Self-Appraisal Report" forms to the Appraisal Committee.
4. Thoroughly evaluating the annual increment levels based on the data provided by faculty members, conducting cross-referencing with relevant sources to ensure data accuracy.
5. Convening meetings with faculty members whose data and information appear to conflict with the established facts, addressing their concerns, and obtaining their endorsement through signatures. The committee may also inform the faculty member of their entitled increment and

  
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make recommendations for final approval to the Honorable Chairman.

6. Implementing two appraisal assessments for each faculty member, with one occurring before the conclusion of the even semester and the other prior to the commencement of the End Semester University Exams.
7. Ensuring that the "Self-Appraisal Report" forms of each faculty member are collected by class coordinators and sealed in confidential envelopes.
8. Providing recommendations for annual increment percentages during joint committee meetings, as summoned by the Committee Chairperson. These recommendations will be based on an approved matrix provided by the Honorable Chairman.
9. Granting the Honorable Chairman the discretion to modify the recommendations presented by the Appraisal Committee.
10. Empowering the Chairperson of the Appraisal Committee to convene joint committee meetings when deemed necessary to discuss important matters related to employee increments and promotions.
11. Promoting employees based on consistent high-level performance and substantial contributions in various areas, including research, innovation, patents, copyrights, and book authorship; efforts directed towards enhancing student growth and employability; contributions to co-curricular and extracurricular activities; maintaining high standards in course results; upholding discipline within the classroom and campus; and demonstrating a collaborative attitude and teamwork.
12. Forwarding all recommendations to the Honorable Chairman for review and a final decision.
13. This policy shall remain in effect and be binding until further notice.

The "Appraisal Policy – 2022-23" is a comprehensive framework dedicated to recognizing and rewarding the sincere workforce of Mangalmay Institute of Engineering & Technology – Greater Noida. Through the diligent work of the Appraisal Committee, this policy is designed to ensure that each employee is fairly rewarded for their contributions and performance, nurturing a culture of excellence and commitment within the institution.

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## Basic Service Rules

Mangalmay Institute of Engineering & Technology – Greater Noida, commonly known as MIET, was established by Mangalmay Foundation Trust, having its registered office at C-116, Sector 39, Noida, under the leadership of Mr. Atul Mangal in the year 2020.

The institute is approved by AICTE, ministry of HRD, Govt. of India, New Delhi and affiliated to Dr. APJ Abdul Kalam Technical University – Lucknow.

### THE PHILOSOPHY OF INSTITUTE

MIET is committed to produce professionals with knowledge and competence to serve to the organizations they work with and contribute their bit in the growth of the society as well.

MIET main philosophy is to remain in-complaisance inquisitive and continue to pursue excellence in every sphere of learning and uphold high education standards in the institute.

**MIET is dedicated to uphold the following objectives:**

- To develop conceptual and analytical skills in all functional areas of Tecno-Management, Information Technology, Engineering and all other professional courses provided in the institute.
- To inculcating a sense to understanding the perception of the fast-changing global business scenario.
- To develop the ability to understand and apply multi-dimensional approach to achieve the overall mission of the organization.
- To develop skills in problem identification and analysis.
- To impart ethical and moral values for social wellbeing.
- To prepare men and women for their career of leadership, and innovation in the field of Engineering and all other courses offered in the Institute.
- To expand the base of engineering education through research and by developing technology to serve the needs of society.
- To benefit the public through service to industry, government, and the engineering profession.
- To impart advanced technical knowledge for the total upliftment of society in general, and

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# Mangalmai Institute of Engineering & Technology

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rural masses in particular, by retaining their cultural identity.

## GENERAL CONDITIONS OF SERVICE

All employees of the Institute shall be governed by the following terms and conditions which are encapsulated herein for the compliance.

1. **Medical fitness:** All appointments are subject to the condition that the appointee is presumed to be medically fit. The authorities have discretion to ask for medical fitness certificate of the prospective employees or of any employee in service.
2. **Probation:** the incumbents on regular appointments shall be treated as probationers,
  - Subject to such exceptions may be specifically made in the appointment order, all incumbents are initially appointed on probation for a period of one year or as deemed necessary as per the discretion of the appointing authority or management.
  - The appointing authority shall have the discretion of extending the period of probation of any appointee for such period as may be considered necessary.
  - If an appointee on probation is not confirmed in writing on completion of the probation period, he/ she would be deemed to have continued on probation for a further period of one year or his/ her services may be terminated with notice or pay in lieu thereof as may be mentioned in the appointment letter. Provided that, if no order of confirmation is issued even after completion of the extended period, the probation would be deemed to have been completed satisfactorily and the services of the appointee would be deemed to have been confirmed with effect from the date of expiry of the extended period of probation.

### 3. Termination of Service:

- The appointing authority shall have the power to remove any employee from the service without assigning any reason during the normal or extended period of probation on such terms and conditions as may be decided by the management.
- The appointing authority shall have the power to remove any confirmed employee from the service by giving him/ her at least one months' notice or salary in lieu thereof or as may be decided by the management.

### 4. DISCIPLINE AND RELATED MATTERS

**Suspension:** The appointing authority may place an employee under suspension:

- Where disciplinary proceedings against him/ her are contemplated or are in progress.

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- Where a criminal case against him/ her is pending in a trial court; Provided a subsistence allowance of not less than one fourth and not more than one half of his/ her pay is allowed to him/ her during the period of suspension.

**5. Penalties:** The appointing authority may, for good and sufficient reasons to be recorded in writing, impose on an employee any of the following penalties.

- Withholding of promotion or annual increment with or without cumulative effect.
- Reduction to a lower rank or to a lower stage in the time scale of pay.
- C) Removal from service without disqualification for future employment.
- Dismissal from service with disqualification for future employment in the Institute.

**6. CODE OF CONDUCT:** All employees shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in official dealing, unless otherwise specifically provided in the appointment order.

An employee is a whole-time employee of the Institute and shall not engage directly or indirectly in any trade, business or work of whatever nature.

- All employees shall be required to be present at the place of work during the scheduled working hours except in cases where he/ she is allowed leave of absence by the competent authority for good and sufficient reasons.
- All employees shall perform duties assigned by a competent authority even beyond the scheduled working hours and on Holidays and Sundays, if the exigencies of work so demand.
- The employees shall leave the station of posting with prior approval of the competent authority only during leave, holidays or vacation.
- No employees shall be under the influence of liquor or drugs during working hours.
- No employee shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the Institute and the Government established by law.
- No employee shall engage or participate in any demonstration or resort to or in any way abet any strike, which is prejudicial to the interest or integrity or security of the Institute, State, public order, decency or which involves contempt of court or impinges adversely to the Institute.
- No employee shall, (except with the permission of the competent authority), accept any offer to participate in a radio or TV broadcast or contributes an article or write a letter to any

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newspaper or periodical; Provided that no such permission shall be required if such a broadcast or such a contribution is purely of literary, artistic, or scientific character.

- No employee of the staff shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of a superior functionary of the Institute.
- No employee shall communicate without authorization any information or documents, except in cases where such communication is in the discharge of duties assigned to him.
- No employee shall, except with prior approval of the competent authority, engage himself/herself directly or indirectly in any trade or business or undertake any employment including private coaching, provided that an employee may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature that does not interfere or adversely affect his official duties. Provided further that he shall discontinue such work forthwith, if directed to do so by the competent authority.
- No employee shall lend or borrow money to or from any person having or likely to have official dealing with him.

## FUNCTIONAL RESPONSIBILITIES OF FACULTY

Each Department is headed by a coordinator. Each class is managed by a class in-charge. There are specific duties of a faculty, a class in charge, and a coordinator which are as follows:

### Faculty members Duties:

- Formation of POs/ PSOs/ COs according the prescribed guidelines.
- Maintain properly course files placing all relevant documents as per the instructions and guidelines of the director,
- Preparation of sessional exams. Question papers in line with Bloom's Taxonomy,
- Keeping updated syllabus and examination question papers of the Institute since inception of their subject.
- Preparation of lesson plan of the subject. It will consist of class tests, quizzes, assignments, presentations, webinars, industrial visits, guest lectures solving the Institute examination papers and assignments etc. It shall be submitted to class in charge.
- Keeping record of the attendance of students.
- Regularly giving assignments/projects to students.



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- Solving of subject related problems of the students.
- Ensuring course completion on time and as per lesson plan.
- Identification of weak students and providing them suitable help including extra classes.
- Sharp students in the class are also to be identified so that they are prepared for ranks in the Institute.
- Presentations of paper(s) in seminars/conferences.
- To motivate students for punctuality.
- To ensure students participation in cocurricular and extra-curricular activities for overall development of students' personality.

## Class in charge Duties

- Keeping syllabi of his class and the Institute examination papers of all subjects since inception.
- To collect lecture plans of all teachers and see that the teaching is as per plan.
- Compiling records of attendance of all the students of the class in all subjects.
- Verification of marks obtained by students in assignments and projects submitted by them.
- Taking care of all academic issues of students.
- Meeting CRs and DCs for class updates every week.
- Ensuring completion of course on time and as per plan.
- Obtaining list of weak students and arrangement of extra classes for them.
- Motivating students for paper presentations in seminars.
- Conducting weekly meetings with faculty members.
- Minutes of such meetings shall be drafted and passed on to the course coordinator within two days.

## Head of Department

- Material Possession:
- Syllabi of all related subjects.
- Time Table of all classes.
- Preparation of Academic Calendar and Event Calendar under advice of the director in accordance to the university norms.
- Supervision of overall teaching and learning process and prepare various reports for academic

  
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and administrative decisions.

- Attendance records of all classes.
- Question papers of the Institute since its inception.
- Preparing a list of books, consumables (paper, pen, ink, marker, duster, lab material, computer fixtures or any other thing) required in the coming semester. It shall be passed on to the Directors at least 4 weeks in advance of the commencement of semester. Non consumables required may also be listed for onward transmission.

## HOD Assignments

- a) Subjects' allocation with the approval of the Directors.
- b) Scheduling of the Time Table.
- c) Approving substitution for classes when the subject teacher goes on leave.

### Tasks:

- a) Planning and coordinating the course.
- b) Monitoring progress of completion of syllabi as per lecture plan submitted by teacher concerned.
- c) Weekly meetings with faculty members of the department.
- d) Fortnightly meetings with faculty members of the department.
- e) Monthly meetings with C.R. and D.C. of the Department.
- f) Monthly meetings with students for solving their problems.
- g) Evaluating weak students monthly with regards to their assignments, unit tests and class tests etc.
- h) To facilitate conducting three Unit Tests per semester.
- i) Random verification of marks/grades obtained in assignments and projects given to students.
- j) Motivating faculty members for research and paper presentation in seminars/conferences.

## Additional Duties

- Recommending leave applications of faculty members
- Arranging monthly Guest Lectures from academics and industry.
- Organizing national and international seminars in the department.
- Any other task which the management shall deem necessary.

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## Health & Safety Policy

### Purpose

Mangalmay Institute of Engineering & Technology – Greater Noida is committed to ensure that the health and safety of its students, staff and faculty along with society, environment and all stakeholders are well protected by all means.

The MIET is committed and perceives the fact that maintaining the health and safety of everyone associated with the institute in any form is not only prerequisite but sacrosanct to the national economic growth.

The institute even respects those who are not even associated directly with the affairs of the institute in any ways but somehow or other have some connection with it hence university feels obligatory to practice such activities which are conducive to them to uphold their health and safety.

### Scope & Objectives of Health and Safety Policy

The main objectives of Health and Safety Policy are as under:

1. To ascertain first health and safety risks before undertaking any activity in and around the campus,
2. Not to promote or encourage any activity which may pose adverse impact on environment, students, faculty, staff, building, equipment and ecosystem of the institute in any manner,
3. To take utmost care with absolute alacrity and precaution while undertaking any such activity which may pose safety hazard on to the health of the workers,
4. To provide all required information and issue instructions regarding dos and don'ts and conduct training and sensitization session to the students, staff and faculty regarding how to maintain their health and safety in every situation,
5. To implement and monitor and carry out inspections to ensure the effectiveness of health and safety throughout in the institute,
6. To organize camps to the nearby surrounding areas to educate from the benefits of health and safety measures and how to improve the lives in the nearby society,
7. To integrate health and safety responsibilities into everyday working practices to create a health society.

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## Responsibilities

This policy defines the role, duties and responsibilities of the following and expect its adherence from one and all:

MIET expects that maintaining a sound health and safe environment is the major responsibility of each and every one associated with the institute in any manner. Each member of the institute or collectively is expected to comply with the rules of the governing statutory bodies such as State Government, UGC or local administration in letter and spirit issued for concerns to health and safety religiously. The institute expects that each member of the institute family should perform work in a safe and secure manner and ensure that the health and safety procedures are not compromised at any cost.

The institute expects from all teaching fraternity employees and non-teaching staff, visitors and other stakeholders to ensure to adhere with the rules and regulations of the institute issued to maintain a healthy and safe environment to contribute their bit in the progress of the nation and society.

The institute in its true earnest encapsulate some of the measures initiated by the institute and aspires to comply with it:

- To ensure that all policies, procedures and training concerning to health and safety regulatory standards are established,
- To cooperate at the time of audit in absolute earnest,
- To save water, energy and greenery of the campus and ensure your positive contribution,
- To take part in health check camps conducted by the institute time to time and work upon the suggestions,
- To take all precautions while working in laboratories and agriculture field during inclement weather and maintain health and safety at every occasion,

## Committee and its Major Responsibilities

The following members of the institute shall be responsible to maintain the Health and Safety issues in the institute campus across all departments of the institute:

Director	-	Chairperson,
All HODs	-	Members,
Registrar	-	Convener,
Administrative Officer	-	Member

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The committee shall conduct a meeting once in a ongoing current academic semester and ascertain the following:

- To schedule a detailed and comprehensive audit concerning to the health and safety of its every member of the institute,
- To ensure that all the rules and regulations and advisories issued by the various regulatory authorities are complied with,
- To address the issues and complains registered by any one,
- To conduct from time-to-time sensitization session for making each and every one educates in this matter especially as to what measures one should take to protect health and remain safe in the institute.
- To take part in medical camps organized by the institute.
- To check the purity of the water and get the ROs serviced regular in time,
- To check the water and air pollution norms to maintain purity in the environment in the campus,
- To check the quality of the food in the canteen, cafeteria, mess or any other place within and outside of the institute,
- Conduct regular sessions for creating awareness,
- To ensure that hazards and pollutant left-over articles or items are properly disposed-off.
- Firefighting equipment are in working condition all the time,

## What Everyone Should Know

Everyone should be aware that complying with the institute's health and safety procedures specifically in the classrooms, labs, are mandatory and must be familiar with fire and emergency arrangements and safe operating procedures in the time of emergency.

One should not place others in danger by their actions or interfere with or misusing anything. One should respect that the institute has provided all such objects, equipment and items for their own safety in the benefit of their health and safety only.

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