



# M.I.E.T. ENGINEERING COLLEGE

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)  
UG - CSE, EEE & MECH Programs Accredited by NBA, New Delhi,  
(An ISO 9001:2015 Certified Institution)  
TRICHY - PUDUKKOTTAI ROAD, TIRUCHIRAPPALLI - 620 007.  
Email: principalengg@miet.edu, contact@miet.edu  
Website: - www.miet.edu



Ph: 9431 - 2660 303

## Code of Conduct for Faculty

1. Staff must maintain high standards of punctuality, honesty and professional ethics.
2. They should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
3. Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
4. Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
5. Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
6. All staff of the college should maintain harmonious relations with other staff and students.
7. Staff should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
8. All staff should follow the instructions and directions of the authority.
9. All staff should constructively contribute toward the development of the college and university.
10. All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
11. All staff shall extend their services for the welfare of the community & society at large.
12. All staff should properly maintain the records of respective portfolio.
13. All staff should make an effort for the continuous development through training programs, workshops and research and development activities.

  
- PRINCIPAL -  
M.I.E.T. ENGINEERING COLLEGE  
GUNDUR, TIRUCHIRAPPALLI-620 007.



## M.I.E.T. ENGINEERING COLLEGE

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)  
UG - CSE, EEE & MECH Programs Accredited by NBA, New Delhi,  
(An ISO 9001:2015 Certified Institution)  
TRICHY - PUDUKKOTTAI ROAD, TIRUCHIRAPPALLI - 620 007.  
Email: [principalengg@miet.edu](mailto:principalengg@miet.edu), [contact@miet.edu](mailto:contact@miet.edu)  
Website: - [www.miet.edu](http://www.miet.edu)



Ph:0431 - 2560 303

14. A faculty finding a student committing any act of misconduct in the classroom or in premises, shall immediately take appropriate action, which shall be taking correctional action if it is with his / her power or reporting the matter to the Principal.
15. Every Staff member shall attend all the department and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
16. Faculty shall avoid the use of any abusive language towards students, fellow teachers, parents and other members of public.

### Ethical Standards for Faculty

A faculty shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.

1. Shall have a sense of belonging to the Institution.
2. Shall assume total dedication to the teaching profession.
3. Shall always have an urge to excel in professional acumen.
4. Shall wear a respectable attire, benefiting the society's expectations.
5. Shall keep up immaculate personal hygiene at all times.
6. Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
7. Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
8. Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
9. Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
10. Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

  
PRINCIPAL  
M.I.E.T. ENGINEERING COLLEGE  
GUNDUR, TIRUCHIRAPPALLI-620 007.



# M.I.E.T. ENGINEERING COLLEGE

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)  
UG - CSE, EEE & MECH Programs Accredited by NBA, New Delhi.  
(An ISO 9001:2015 Certified Institution)  
TRICHY - PUDURKOTTAI ROAD, TIRUCHIRAPPALLI - 620 007.  
Email: [principalengg@miet.edu](mailto:principalengg@miet.edu), [contact@miet.edu](mailto:contact@miet.edu)  
Website: [www.miet.edu](http://www.miet.edu)



Ph: 0431 - 2660 303

## Dress Code: Faculty

Following is the dress code for the faculty of Institute:

**Men:** Tucked in shirts and shoes with tie

**Ladies:** Saree with coat.

It is Mandatory for staff to wear ID cards at all times when they are in the campus

## Basic Duties of Faculty members

At the level of teacher

1. Prepare the Lesson plan according to the course outline and academic schedule well in advance and get approval from the HOD.
2. Prepare the lesson notes by referring to standard books and university question papers in advance and get it signed from the HOD at the beginning of every semester/year.
3. Go to class in time at least 5 minutes before commencement of class and engage effectively and windup on time.
4. Mark attendance in the classroom itself and enter in the ERP on time.
5. Ensure good class control.
6. Encourage the students listening and active participation in the class.
7. Ensure that the planned syllabus is finished during the hour.
8. The Faculty Member should encourage students asking doubts / questions.
9. Aim for 100% pass results in their subjects and work accordingly.
10. Maintain and update the log book regularly and get it signed from the HOD.

  
PRINCIPAL

M.I.E.T. ENGINEERING COLLEGE  
GUNDUR, TIRUCHIRAPPALLI-620 007.





## M.I.E.T. ENGINEERING COLLEGE

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)  
UG - CSE, EEE & MECH Programs Accredited by NBA, New Delhi.  
(An ISO 9001:2015 Certified Institution)  
TRICHY – PUDUKKOTTAI ROAD, TIRUCHIRAPPALLI - 620 007.  
Email: [principaleengg@miet.edu](mailto:principaleengg@miet.edu), [contact@miet.edu](mailto:contact@miet.edu)  
Website: - [www.miet.edu](http://www.miet.edu)



Ph: 6431 - 2660 303

11. Be available in the Department during the working hours for consultation by the students.
12. Ensure that the students complete the lab observation note and get it signed on the same day.
13. Ensure that the students submit lab records of the previous experiment when they come to the next class and evaluate on the same day.
14. Prepare and submit the internal test question papers along with the answer key to the HOD in time.
15. Evaluate the answer scripts as per the key in the genuine manner and enter the marks in time after verification by the students in the ERP and log books.
16. Award the Internal marks according to the procedure.
17. Instruct the students to attend the internal test and university examination without fail.
18. Monitor the regularity in the Students' attendance.
19. Monitor the students' punctuality to their class.
20. Monitor and regulate proper dress code, hair style and wearing ID in their class.
21. Prevent students' movement during the class hours within block and the premises.
22. Prohibit usage of mobile phones by the students inside the class room.
23. Help the advisor to identify the academically backwards students and arrange remedial classes.
24. Intimate habitual absentees, objectionable behavior in the class and performance of the students in their subject to the advisor and HOD.
25. Identify good students and motivate them to excel.
26. Counsel the student to improve their academic performance.

  
PRINCIPAL  
M.I.E.T. ENGINEERING COLLEGE  
GUNDUR, TIRUCHIRAPPALLI-620 007.



## M.I.E.T. ENGINEERING COLLEGE

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)  
UG - CSE, EEE & MECH Programs Accredited by NBA, New Delhi.  
(An ISO 9001:2015 Certified Institution)  
TRICHY - PUDUKKOTTAI ROAD, TIRUCHIRAPPALLI - 620 007.  
Email: principalengg@miet.edu, contact@miet.edu  
Website: - www.miet.edu



Ph: 0431 - 2660 303

27. The Faculty Member should motivate the students and bring out the creativity / originality in the students.
28. Motivate the students to present papers in Symposium and attend seminars/workshop /internship.
29. Not to carry Mobile Phones to the class room / exam hall for any reason.
30. Monitor the adherence of the students' discipline towards rules and regulations of the college.
31. Educate the students about the ethical, moral and professional responsibilities towards institution, parents and society.
32. Assist the HOD in exigencies and in department works.

Follow the guidelines / instructions given by the principal from time to time

The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.

  
PRINCIPAL

  
PRINCIPAL  
M.I.E.T. ENGINEERING COLLEGE  
GUNDUR, TIRUCHIRAPPALLI-620 007.