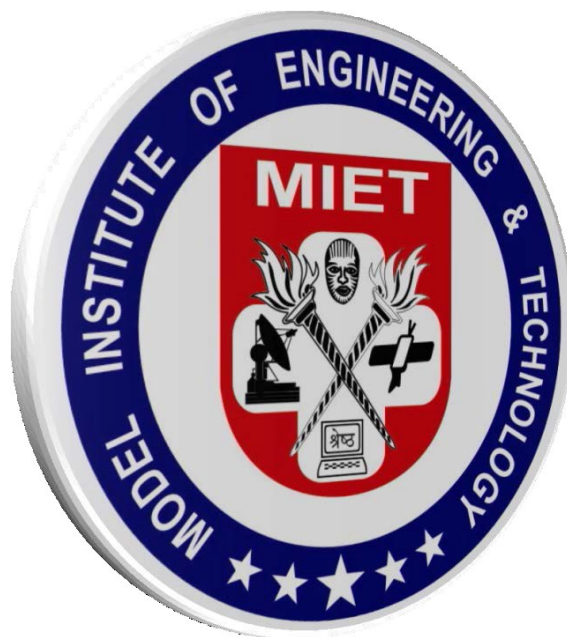


MIET

Model Institute of Engineering & Technology

NAAC "A" Grade Accredited



[GUIDELINES FOR STUDENTS]

Together, students, parents, teachers, staff, and principals share the responsibility in creating and sustaining an environment that enhances student achievement and well being in MIET. We ask for the support of students and parents to achieve this goal.

Guidelines for Students

- i. A student must be regular in his/her attendance for theory, tutorial and laboratory classes. In case a student's attendance is less than the prescribed percentage (75%) in theory, tutorial and laboratory classes, taken separately, his/her eligibility to complete the term shall not be granted. An undertaking to this effect shall need to be signed and submitted by every student at the time of joining the college.
- ii. A student must complete all term work such as laboratory manuals, drawing sheets, workshop, project reports or any other assignment as per the schedule.
- iii. A student must be physically present in all class tests, laboratory tests and viva-voce etc. These tests shall not be repeated for any student.
- iv. If a student fails to complete the term work regularly and to the entire satisfaction of the Head of the Institution, he/she shall not qualify for appearing in the University Examinations.
- v. A student is accountable to the authorities of the institution and must conduct himself/herself with dignity both within and outside the Campus.
- vi. Any objectionable conduct within or outside the Campus will invite disciplinary action.
- vii. A student should not get involved or indulge in any activity which is detrimental to his/her interests and the interests of the institution.
- viii. A student is supposed to wear the College uniform as per the prescribed schedule. On days when college uniform is not applicable, indecent or inappropriate clothing including torn jeans, shorts etc. or slippers, sandals are strictly not allowed. Defaulters shall be penalized under the college rules.
- x. RAGGING IS STRICTLY PROHIBITED. It is a cognizable offence punishable by Law and could also culminate in punishment such as a fine, expulsion or rustication after a summary enquiry.
- xi. Being injurious to health, smoking is strictly forbidden. The whole MIET Campus has been designated as a "NO SMOKING" Area. Use of all types of intoxicants is viewed in the same way. Defaulters will be dealt with strictly.
- xii. Acts of vandalism, and objectionable behaviour e.g. damage to college property, equipment and/or flouting orders of college authorities shall invite strong disciplinary action and could culminate in punishment, fine, suspension or even rustication after a summary enquiry.
- xiii. Students should assist and contribute in maintaining the College buildings, laboratories, lawns and grounds clean and tidy. Any damage and misuse of the property of the institution shall be recoverable from the involved student(s).
- xiv. Use of the college campus for conducting political activities, meetings or gatherings etc. are banned at MIET.
- xv. No student of the College shall accept or retain full time or part time job during the period of his/her training at MIET.
- xvi. No student of the College shall appear in any other examination of any University / Institution as long as he/she is enrolled at MIET.
- xvii. The right for the final interpretation of the rules and regulations contained in the Handbook lies with College authorities.
- xviii. The institution reserves the right to change the rules and regulations contained in this Handbook from time to time without giving any prior notice.
- xix. Students are requested to carefully read all the rules and regulations and strictly follow them. After admission of candidates is finalised, it shall be taken for granted that all rules have been properly read by them. No excuse shall be entertained on this account later on.
- xx. Students are expected to follow the schedule of activities or calendar framed for the college and take part in curricular and co-curricular activities as per instructions of their teachers and authorities.

- xxi. Proceeding on long leaves, abstaining from classes especially before/ after examinations, summer vacations, winter breaks shall be construed as an act of willful neglect for which disciplinary action may be taken against defaulters.
- xxii. All students are expected to perform some duties / activities in College/ Institutional functions like NSS Activities and other socially useful productive work. Refusal to participate in these activities and unwillingness to come for rehearsals etc. before and after College time or during holidays etc. would tantamount to indiscipline and shall be dealt with strictly.
- xxiii. Students will not leave the College during college hours without due permission.
- xxiv. A student is required to appear in all the tests, assessment examinations placement interviews and class tests. Failure to appear in these examinations / interviews or miss them will amount to disciplinary action against the candidate under rules. Further the students may also not be allowed to appear in these events.
- XXV. Lodging complaints and redressal of grievances by students outside of the designated college authorities is strictly prohibited. Students who flout this and / or incite others for strikes etc. or adopt means to publicize the issue at different levels without the prior permission of the principal will invite disciplinary action against them which may include fine, suspension or even rustication after a summary enquiry by college authorities.
- xxvi. Students who discontinue their course of study under whatever circumstances, shall be required to pay the fee for the entire duration of the course (4 years for B.E programme, 3 years for MCA programme and 2 years for MBA programme).

College Attendance Policy

Students are expected to attend all the classes for which they have registered. Disciplinary measures are imposed for breach of the attendance policy. If the breach of attendance policy is a behavioral issue, the Principal may suspend the students from all classes. Warning will be given to students who are absent from the classes. When absence in a course reaches an unacceptable level, a failing grade in marks will be recorded for the course and student will not be allowed to appear in the University Examinations.

When a student is absent for more than a few days, the department will issue either a written warning or a verbal warning to the students regarding poor attendance. The student will be encouraged to seek counseling from the designated faculty mentor.

A student who is absent even after remedial measures he/she will be given an opportunity to explain the absence and to present relevant documentation. Extra classes may be conducted for making up the shortage in attendance. However, each case will be evaluated on merit and at the discretion of the Principal.

Banned Activities

- Ragging in any form within the campus or outside
- Sexual harassment
- Smoking in the campus or in front of any faculty members outside
- Consumption of alcoholic substance or drugs
- Chewing of pan parag, beetle leaves etc
- Indecent dressing
- Not producing identity card on demand
- Violation of acceptable dress code
- Use of mobile phone inside the academic blocks
- Playing of loud music in cars on campus
- Offering gifts of cash or kind to any faculty member of the college for tutorial assistance or any academic assistance within the campus
- Any sort of demonstration within the campus
- Party politics within the campus
- Picketing & unlawful assembling
- Organizing meeting without the prior permission of the authority

- Putting up banner & poster without permission

Student's Responsibilities

Students of MIET are responsible for meeting the highest standards in their academic and personal conduct student responsibilities for meeting these standards are as follows.

Academic

- Attend the class regularly and punctually
- Be prepared for class
- Actively participate in learning activities
- Complete all assignments in time
- Fulfill assessment requirements on time and honestly
- Observe overall regulations of MIET
- Observe overall regulation and dress code of college

Personal

- Treat staff, visitors and other students with courtesy and consideration
- Respect and maintain all college properties
- Promote appropriate behavior, by example, at all time

MIET Student Mantra

I am Responsible

To Myself and my Family

- To secure my future and that of my family by succeeding in my studies, profession and life.
- To make my family and friends proud of my achievements.
- To realize my true potential.
- To do the best I can in all my endeavors.

To my Teachers

- Who invest a lot of time and effort to help me upgrade my knowledge and skills.
- Who have my best interests at heart and want me to succeed.
- Who constantly motivate me to push myself to better my best.

To my Institute

- Which is genuinely interested in my academic and professional development.
- Whose name, reputation and glory depends on me and my conduct.
- Where I learn a lot.

To the Society/State/Nation

- Which provides me my distinct identity and sense of pride.
- Which provides a secure and conducive environment for my growth and development.
- For whose development my profession is the cornerstone.
- Which shall depend on my knowledge, skill, professional and personal ethics in ensuring all round progress and prosperity.

Library Norms & Rules

The library serves as a valuable resource centre for the students and staff. Books are issued as per the library rules framed from time to time.

a. Identity Card

Each student shall have to furnish two copies of his/her passport size coloured photograph to the Librarian to have an Identity Card issued in his/her name. This card will be treated as a valid document establishing the credentials of the student and will entitle him/her to several privileges besides library membership.

b. Library Security

The library security deposited by each student at the time of admission is refundable, upon the completion of the Course after obtaining clearance certificate from the Office. Library security is released only when claimed. Further, unclaimed securities lapse, if not claimed, within one year of passing out.

c. Issue and Return

Students should strictly abide by rules and regulations already laid down for issuance and return of books and in case of any violation or default, the student is liable to penalty in terms of fines, non-issuance of books etc., as per Library Rules, in force. The issue and return process is completely automated with the books and the student ID cards being bar-coded.

Maintaining Discipline

Self-discipline is the best discipline and moderation has to be the watch word. Everybody, especially a student, is always supposed to keep himself/herself healthy in body, mind and spirit. At the same time, he/she is supposed to lead a disciplined and well regulated way of life.

A student admitted to MIET should consider himself/herself a privileged one who must take advantage of every opportunity that is made available to him/her to develop into a fine professional. A student is supposed to engage himself/herself completely in academics and other activities, prescribed and permitted by the institution. Further, at MIET the endeavour is to groom a student to become an excellent citizen. For this his/her behaviour and conduct both inside and outside the campus must be above board.

Student Discipline

Disciplinary measures are imposed for Breach of student's responsibilities. A student shall receive only one notices or warning (verbal or written) before a strong penalty is imposed for failing to meet any of the academic or personal responsibilities.

Visiting Hours

Visitors and parents who may wish to meet the College Authorities are requested to do so on any working day from Monday to Friday between 2 P.M. to 4 P.M. by prior appointment only. They shall be required to report at the Reception Desk.

Safety and Dress Code

An engineering student has to undergo training for four years. During this long period, he/she will be required to work in various laboratories having high voltage and both high and low speed machinery. For his/her own physical safety, loose flowing apparel with frills, chappals, sandals etc. and inflammable fabrics should be avoided because these may inadvertently get caught up in any machinery and cause accidents. Zero powered goggles will be required in workshops to provide eye protection. It may be added that the institution shall not be responsible for any accident which occurs due to negligence of the student or resulting in misuse of equipment. All laboratories carry detailed safety instructions which should be religiously adhered to by the students.

Extracts from the Statutes Governing B.E. Course

Attendance

The candidates are required to attend not less than 75% of the total number of lectures delivered in each course in the semester concerned to consider them eligible for appearing in the semester examination.

Submission of Examination Forms & Fee

The candidates are required to fill up their examination forms to sit in an examination within 45 days (For I Semester) and 15 days (For II to VIII Semesters) from the last date of admission to the class concerned of the college. The requisite examination fees are also to be deposited with the College on dates to be fixed by the Principal.

Pass Conditions

- The minimum marks required to pass in each theory course shall be 40%. Provided that a candidate who appears in all courses of a semester and fails in only one course by not more than 3% of the maximum marks allotted to that course shall be deemed to have passed the exam. This concession shall, however, not be granted in the sessionals.
- A candidate shall be declared to have failed in a particular course if aggregate marks in theory and sessional is less than 40%. In such a case, the candidate is required to reappear in the concerned theory paper and shall not be allowed to repeat the sessional work.

Evaluation of Sessionals

The sessional marks are based on the following distribution:

a) Theory Courses

i)	Class Tests	40%
ii)	Class Assignments	40%
iii)	Class Attendance	20%

The marks awarded for class tests shall be based on best two class tests out of a minimum of three class tests.

b) Laboratory Courses

i)	Lab. Work	50%
ii)	Viva Voce	30%
iii)	Attendance	20%

c) Attendance Marks

Below 75%	0
75% to 85%	6
85% to 90%	8
90% to 100%	10

d) Industrial Training/General Proficiency/Seminar/Project Work

Viva	30%
Presentation	30%
Report	40%

College Academic Honesty Policy

MIET is committed to create a learning environment that is honest and ethical. Academic dishonesty will not be tolerated in the college. Academic dishonesty includes cheating, plagiarism or any other attempt to gain an academic advantage in a dishonest or unfair manner.

Responsibilities regarding Academic Honesty:

Teachers, Academic Supervisors and HODs are responsible for helping students to understand their responsibilities associated with academic honesty, and disciplinary measures which will be imposed for failing to meet those responsibilities.

Disciplinary measures imposed for breaches of Academic Honesty:

When incidents of suspected breaches of academic honesty are reported to the faculty and Department Head, the College shall appoint a committee to investigate into the incident and hear the student's statements. The committee will take a full report to the Principal. If it is determined that the student is in breach of the academic honesty policy, committee will make a recommendation to the Principal for appropriate punishment and decision of the Principal will be final, this shall be entered in the student's record.

Computer, Email and internet usage

- MIET students are expected to use the Internet responsibly and productively. Internet access is limited to educational tasks and course related activities only and personal use is not permitted
- All Internet data that is composed, transmitted and/or received by MIET's computer systems is considered to belong to MIET and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties
- The equipment, services and technology used to access the Internet are the property of MIET and the college reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections
- Emails sent via the MIET email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images
- All sites and downloads may be monitored and/or blocked by MIET if they are deemed to be harmful and/or not conducive to academic interests
- The installation of software such as instant messaging technology is strictly prohibited.
- The use of proxy sites to conceal browsing history is banned & violators shall be severely punished.
- Use of torrents for movies/songs downloading is strictly prohibited and shall invite strict disciplinary action.

Unacceptable use of the internet by students includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via MIET's email service
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization

- Sharing confidential material, trade secrets, or proprietary information outside of the organization.
- Hacking into unauthorized websites
- Sending or posting information that is defamatory to the college, its products/services, colleagues and/or customers
- Introducing malicious software onto the college network and/or jeopardizing the security of the organization's electronic communications systems
- Sending or posting spam or chain letters, solicitations not related to academic activities
- Passing off personal views as representing those of the college

If anyone is unsure about what constituted acceptable Internet usage, then he/she should ask his/her HoD for further guidance and clarification

All terms and conditions as stated in this document are applicable to all users of MIET's network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by MIET.

Security Guidelines

MIET lays strong emphasis on providing a secure campus for all students and faculty. The MIET campus is covered under CCTV surveillance on a 24x7 basis and the security services have been outsourced to a professional third-party security agency. To ensure security, students are required to follow these guidelines:

1. Students are required to carry their ID cards at all times within the campus and can be subjected to checking at any time.
2. Students are required to obtain a gate pass for their vehicles from the administration office. Vehicles without the official gate pass shall not be allowed to enter the campus.
3. The security guards have received clear instructions to carry out their responsibilities. The students are required to cooperate with them and not disregard their directions.
4. Students are not allowed to bring with them, their friends, acquaintances or relatives to the college without permission. Any student bringing outsiders into the college campus without permission shall be liable for strict disciplinary action.