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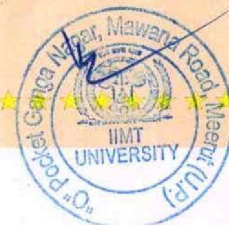


CODE OF PROFESSIONAL ETHICS & CONDUCT

Policy No.:- IIMTU/RO/IQAC/2020/10

CODE
OF
PROFESSIONAL
ETHICS
AND
CONDUCT

“O” Pocket, Ganga Nagar, Mawana Road, Meerut, Uttar Pradesh- 250001
Contact No. 0121-2793500-506, Fax. 0121-2793600, E-mail: mail@iimtindia.net, Website:
<https://www.iimtu.edu.in>.



CODE OF CONDUCT

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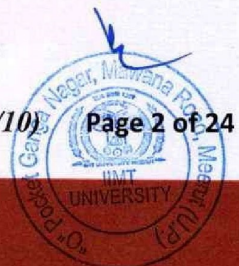
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'O' Pocket, Ganga Nagar, Mawana Road, Meerut. (U.P.) - 250001

Ph. No. 0121-2793500-506, Fax. 0121-2793600

Website : www.iimtu.com; E-mail : mail@iimtu.com



INTRODUCTION TO CODE OF CONDUCT

The set of practices that outlines the general norms, rules, and responsibilities of an individual or an organization are termed as the *Code of Conduct*. Essentially, these practices are an important part but not a comprehensive solution on its own, in establishing an inclusive culture. The purpose of the code of conduct is to define and promote crucial ethical principles important and relevant to the organization.

CODE OF CONDUCT FOR TEACHERS

The faculty members of the IIMT University are required to create an environment of academic proficiency, integrity, fairness, trust and fraternity by imbibing the following in letter and spirit;

1. Teacher shall perform the academic and other assigned duties of the college with absolute integrity and devotion.
2. Teacher shall maintain his/her regularity, punctuality and sincerity in the classroom teaching.
3. Teacher shall try to inculcate scientific temper, moral values and tolerance amongst the students.
4. Teacher shall upkeep and upgrades the moral values in students.
5. Teacher shall motivate the students in every possible way to participate in co-curricular activities.
6. Teacher shall to the best of his/her capabilities; involve him/her in research with academic integrity and honesty.

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7. Teacher shall be impartial in the assessment of the students and shall not victimize any student and shall not practice the victimization against them.
8. No teacher shall incite students against each other or against his/her colleagues or the Alma Mater.
9. No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, gender, nationality or language. He/she shall also discourage such tendencies amongst his/her colleagues, subordinates and students, and shall not try to use the above considerations for the improvement of his/her own prospects.
10. No teacher shall refuse to carry out the decisions of the appropriate bodies and functionaries of the University.
11. No teacher shall divulge any confidential information relating to the affairs of the University to any person not authorized in respect thereof.
12. Faculty members have to update their research and Intellectual Property Profile on regular basis.



CODE OF CONDUCT FOR ADMINISTRATIVE & NON TEACHING STAFF

The Non-teaching personnel is those staff that is required to cater to the needs of the students as well as to complement teachers' professional roles and responsibilities. A professionally effective relationship between teaching and non-teaching personnel is essential to meet the diverse needs in the best interest of the students' community.

The Major Codes of Conducts to be strictly adhered to by the employee's of IIMT University are as follows:

1. Integrity.
2. Objectivity
3. Professional Competence
4. Confidentiality
5. Professional Behavior.
 - i. Loyalty to the University by being punctual and reliable in all duties and committed to Professional ethics & values.
 - ii. Proper interactions with students, attend their grievances and act accordingly.
 - iii. Maintaining professional boundaries with students and staff.
 - iv. Maintaining dignity by treating students with care and kindness.
 - v. Being supportive, friendly and cooperate and uphold professionalism and harmonious with all the concerned like seniors, subordinate, colleagues and students.

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- vi. Must respect and maintain the hierarchy in the Administration.
- vii. Respect and honour the dignity of women staff.

CODE OF CONDUCT FOR STUDENTS

GENERAL RULES

1. As per the directives of the Honorable Supreme Court of India ragging is strictly banned. It is a cognizable offence. If found guilty of this serious offence, the student will face severe action, decided by the discipline committee, formed as per the Supreme Court -directives in this matter.
2. It is moral responsibility of every student to uphold the dignity and decorum of the University and report any thing that is offending to the .institution.
3. Students will be courteous to their peer, faculty and other staff and will communicate – in words and actions decently.
4. Smoking, consuming alcohol, taking drugs and chewing tobacco inside the campus is prohibited.
5. Students should keep their mobile phones on silent mode in University premises.
6. Students should be seated in the class-room well before the faculty arrives and should follow the class -room norms as decided by the faculty / University.



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7. Students should complete their research work – research paper, assignments, project works with due fairness. Disciplinary action will be taken on plagiarizing, either from internet or published sources.
8. The University celebrates national festivals e.g. Independence Day, Republic day, Mahatma Gandhi's birthday, and many other occasions and organizes cultural events - with great respect and fervor. Students should participate in all these celebrations to acquaint with the glorious traditions and plurality of University and country.
9. Students should be properly dressed up while coming to University and wear the identity card issued by the University and that should necessarily be produced on demand.
10. A student is expected to have at least 75 percent attendance in all classes. If attendance of any student is less than 75% in any subject, the University will not allow the students to appear in the examination

CODE OF CONDUCT DURING EXAMINATIONS

1. Students should follow the instructions of the invigilator(s) and controller of examination. Not obeying instructions or any argument / misbehavior with the invigilators will be dealt with sternly.
2. Students are not allowed to carry mobile phones, Bluetooth, ear plugs etc. in the examination hall.



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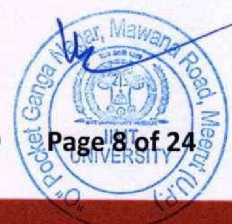


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3. Student should ensure that before entering the examination hall, they have their Admit –Card and own materials like pen, pencil etc. required during the examination.
4. A student is required to occupy the allotted seat in the examination hall, well before 15 minutes of the commencement of the examination.
5. Student should observe silence as long as in the examination hall.
6. Late entry in the examination hall, as a rule, is not allowed. Controller of Examination may permit late entry in special circumstance beyond the control of the students. However, after 30 minutes of commencement of examination, no entry is allowed, whatever the reason maybe.
7. Student should inform the invigilator immediately about any defect if noticed in the answer sheet and question paper. Read and follow all the instructions given in the question paper and in answer sheet and do not start writing until you are told to do so
8. Student should not write anything on the question paper except own roll number. It should also be ensured that all the requisite entries have been made correctly on the answer sheet and graph paper etc. supplied. Also ensure that there is no overwriting or cutting of entries on the cover page of the answer sheet, in case it happens inadvertently, it must be validated by the initials of invigilator.
9. If a student is caught by invigilator using any unfair means, his / her case will be reported to the controller of examination for appropriate action.



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10. Student should not leave the examination hall till the exam finishes or until the invigilator is satisfied with the collection of all the answer -sheets. In case of leaving the hall before three hours question paper will also be submitted.

RULES FOR LIBRARY

Timings: Generally the library is open for students from 09:00 AM to 5:00 PM but the changes can be made as per the timings specified by the University from time to time.

General Rules:

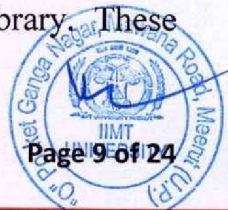
1. UG, PG and Research Scholars can borrow Books only against the library card/ I.D. Card which is non –transferable. If a book is not returned within the stipulated time the student will be charged a penalty of Rs.5/- per day, per Book but not more than Rs. 1000/- .
2. The student shall be responsible for safe return of the books to the library. The student must be satisfied about the physical condition of the books before borrowing, otherwise the students shall be held responsible for the damage noticed at the time of return.
3. All the student's shall produce their library card on the counter at the time of issuance and return of books.
4. Students must not accompany any non student of the University in the library without the permission of the library authorities.
5. Students will not be allowed to take the newspapers, magazines, journals, periodicals, reference books, project reports etc outside the library. These materials can be consulted in the reading room only

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6. Students are advised to keep a track of the notice -board / display board for "New Arrivals".
7. For re -issuing, it is necessary to present the book at the counter. If there is a pending demand for the book, the request for re -issue will not be entertained.
8. If a student loses an issued book then as a penalty student will have to replace the lost book. If the relevant book is not easily available in the - local market, the student will have to pay the current cost of the book.
9. Stealing or damaging the property of library or misbehavior with library staff shall be considered an act of indiscipline, which will call for strict disciplinary action.
10. Personal books and magazines, files, boxes and such other items are prohibited inside the library. They are to be deposited at the property -counter. Eatables, drinks and use of mobile phones are strictly prohibited inside the library.

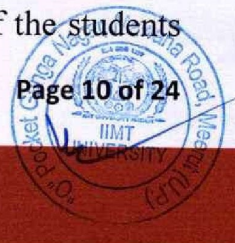
We expect all the students to familiarize themselves with the rules and regulations governing their conduct at the IIMT University. These rules will not only serve as the guidelines but also protect the well - being of each individual on campus. Violation of the rules and regulations of university will be serious offence and will attract due punishment.

RULES AGAINST PHYSICAL VIOLENCE

Physical violence is the intentional use of physical force with the potential for causing death, disability, injury, or harm. Physical violence includes, but is not limited to scratching; pushing; shoving; throwing; grabbing; biting; choking; shaking; slapping; punching; burning; use of a weapon; and use of restraints or one's body, size, or strength against another person. IIMT University does not permit any of the students

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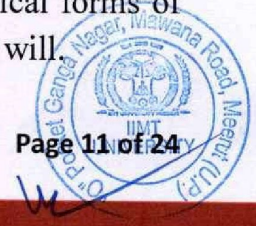
to get involved in any such activity which may cause harm to any other members of IIMT Family or society in general. Failure to keep precaution in this regard will lead to cancelation of one's admission from the universality.

RULES FOR HONESTY & INTEGRITY

IIMT University believes in honesty and integrity of one's behavior. Being honest means choosing not to lie, steal, cheat, or deceive in any way. When you are honest, you build strength of character that will allow you to be of great service to other members of society. You will be blessed with peace of mind and self-respect. On the other hand Integrity means thinking and doing what is right at all times, no matter what the consequences. When you have integrity, you are willing to live by your standards and beliefs even when no one is watching. Here in IIMT University we expect all the students to be honest and lead a life full of integrity.

RULES FOR SEXUAL MISCONDUCT

IIMT University has made its stand clear against sexual misconduct by making strict rules for any such activity. It is advised to the student who so ever found his or her self-victim of such activity to report the incident to the IIMT university Proctorial board. Sexual misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same or different gender. Misconduct may vary in its severity and consists of a range of behavior or attempted behavior. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. On the other hand sexual assault is a form of sexual misconduct and represents a continuum of conduct from forcible intercourse to nonphysical forms of pressure that compel individuals to engage in sexual activity against their will.



Sexual harassment is a form of discrimination that includes verbal, written, or physical behavior of sexual nature, directed at an individual, or against a particular group, because of that person's or group's gender, or based on gender stereotypes or manifestation, when that behavior is unwelcome. Student of IIMT University are encouraged to report any such sexual harassment to the university authorities.

CAMPUS CODE OF CONDUCT

1. We advocate self-discipline and self-control: Students are expected to maintain the highest standards of discipline and must behave in professional manner at all times within the campus. Disciplinary action will be initiated against those who indulge in mischief and unprofessional behavior. The University has a disciplinary committee comprising of the Director/Administrative Officer/Senior Faculties. The committee has right to recommend suspension/rustication for any noted indiscipline.
2. No Electronic gadget except the Laptop and the Calculator is allowed in the classrooms to be possessed by the students.
3. Cellular phones must be kept in switch-off mode in classrooms/Seminar Hall/Lab/Library.
4. Any misbehavior with the faculty or the fellow students shall be strictly punishable which may involve suspension or rustication from the University.
5. Smoking of cigarettes etc., consumption of alcohol and narcotic drugs are strictly prohibited inside the university campus. Violation of this policy will attract severe punishment including rustication.



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6. Student Belongings: All the students should take care of their belongings i.e. Laptops, Cash, Cellular phone etc. The University shall not be responsible for any damage or loss to the students' property.
7. In case of any incidence relating to indiscipline or other such correlated matters, and concealment of material information will also be considered as indiscipline and a matter of concern.



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REGULATIONS CONCERNING THE USE OF UNIVERSITY RESOURCES

The Use of Libraries, Research Support and Use of Collections:

The libraries of IIMT University are established to serve the University's students, faculty, staff and other authorized members of the scholarly community, advancing scholarship and teaching through a commitment to the creation of knowledge. In order to provide an environment conducive to research, to ensure the IIMT University collection are secure, and to enable effective access to knowledge and data, users are expected to respect the regulations around use of library materials and property. IIMT University also promotes an attitude and atmosphere of mutual respect, cooperation, and consideration among its library staff, and expects the same from its community of library users. To protect its collections, a student who violates the use and lending policies of any library may be subject to overdue charges and/or disciplinary action. In particular, damage caused to any library materials or property, or unauthorized removal of any book or object from a library will result in disciplinary action.

For maintaining the decorum of the library everybody associated with the usage of IIMT university library facility has the following responsibility

One should safeguard the integrity of various library resources.

- One should restrict his access to any resource material of the library and take due permission of the library staff/officials.
- If anybody misuses the resources of the library everybody is suppose to report it to the library staff.

• Make silence during library - it helps others to study properly.

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- Give due respect to the staff members of library as they are there to provide better reading environment.
- One should not involve in illegal copying of any library material.

Here it is worth mentioning that who fail to comply with library rules and regulations are subject to revocation of library privileges, disciplinary action, and legal prosecution. All library users are subject to the fines and penalties imposed by the University in case any violation occurs.

Use of Computers etc.:

Facilities are provided at university end for facilitating the student and primarily help them in their study. But misuse and theft of any such facility will be considered a punishable offence and no liberty will be allowed in that case. All the facilities are provided to be used within the IIMT University campus. Computer which students are using in the library these computers are basically the tangible assets of the university and students are allowed to use these computers but this does not mean that they may take these computer to their own place to use them. Even other accessories like mouse, keyboard etc. will also not be taken by the students at their place otherwise this will be considered as an act of theft and it will also be considered as a punishable offence. Besides these, there are some intangible properties like pass word, pin, or any other such digital keys are also prohibited to be taken away by any other person. Students are also advised not to share their PIN and Password with others in the campus.

Proper use of University Property:

No Student of the University shall intentionally or recklessly damage or deface or knowingly misappropriate any property (including computer-stored information) of the University. Students are expected to use the facilities of the University without

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causing damage. Any student found causing deliberate/intentional damage to the property of the University, will be required to pay for the damages depending on the nature of damage caused and may be suspended/ rusticated on repeated violations.

Electronic Communication:

Now a day's electronic communication plays a vital role in day today life. There are many medium to electronic communication but this also leads to many cyber crime cases. If any student of the university found misusing electronic communication he/she shall be punished as per the provision of cyber crime law of our country. Every student of the university is advised not to get involved in any such misuse of the electronic communication as it may lead to cancelation of his/her admission from the university along with the punishment given by cyber law of the nation.

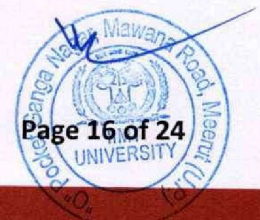
Identification Cards:

At the time of admission in IIMT University every student will be given an Identity Card which is property of IIMT University and given to use for university purpose only. Here, university purpose means it is required in almost all the activities performed in university campus whether it is availing the library facility, mess facility moving in any other department of the university or moving in the University campus itself. The card must always be there with the student. Besides this if a student use any vehicle to move in or out of the university campus proper entry sticker must be there on his or her vehicle otherwise he or she will not be permitted in the university campus.

In the event of losing the ID card new I card will be issued on payment of Rs. 100.



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Fire Regulations:

Fire alarms, smoke detectors, fire extinguishers, and sprinkler systems have been placed throughout the University for the protection of those who live and work in IIMT University buildings. Misuse of these systems endangers both life and property and can lead to disciplinary action. For the same reason, violation of any of the fire safety or fire emergency regulations must be considered a serious offense requiring serious disciplinary action.

Carrying Arms and Explosives:

University is a place where students are supposed to gather for acquiring knowledge - there is no space for violence. Keeping this in mind IIMT University does not allow any student to bring any kind of arm and explosive in the university campus which may harm other community members.

Betting and Gambling:

Betting and gambling both does not suit the Indian Value system. Here in IIMT University we also advocate complete abolition of such practices. If any student found involved in any such activities will be penalized with fine of Rs. 5,000 and may also result in cancelation of admission from the university. More over use of telephone and email id for betting and gambling purpose in the IIMT University Campus is also illegal.

Ragging:

IIMT University strictly opposes the act of ragging. Here in IIMT University we want to make it clear that ragging is a crime punishable by fine and/or imprisonment. The Administrative Board of IIMT University will consider all reports of Ragging

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seriously and disciplinary action will be taken in all such cases in addition to reporting to appropriate law enforcement officials.

Ragging can cause people to experience severely negative reactions, due to the stress and frustration that comes as part of being someone who is the target of ragging. Being a victim of ragging can result in experiencing a number of mental or emotional complications, which can include one or more of the following:

- Gain a crippling inferiority complex.
- Attempt to compensate for their feelings by inflicting ragging on someone else.
- Internalize their stress and anxiety that forms as a result of ragging, resulting in that stress and anxiety bottling up and becoming worse.
- Reduced drive in their prospective career or general life.

Hence Ragging in any form is strictly prohibited within university campus, hostels or outside. Anybody found indulging in the act of Ragging will be sternly dealt with and a due legal action will also be taken against him/her.

ACADEMIC POLICIES & PROCEDURES

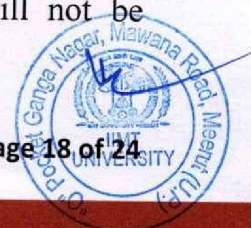
1. Attendance

- Students are required to have a minimum of 75 % attendance in each course during the term/semester. Those who fall short of attendance will not be permitted to take the end-semester examinations.



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- As per University norms, students debarred on the ground of inadequate attendance cannot appear in University Examinations.

2. Student Committees:

IIMT University has the following committees in full functionality. These committees imbibe the culture and tradition of the University.

- Academic Events Committee
- Research and Publication Committee
- Cultural Events Committee
- Social Initiative Committee
- Sports Committee
- Hostel Committee and Mess Committee
- Discipline Committee
- Anti-Ragging Committee

Students are encouraged to participate in various activities for their overall development. The Committees formed to organize these activities. It is expected that students should actively involve themselves in some of these Committees and hence take charge of their own development and learning.



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HOSTEL CODE OF CONDUCT

1. Students shall reside in the hostel Rooms allotted to them by the University.
2. University shall not be responsible for the personal belonging of the students.
3. Possession/use of alcoholic drinks and/or any kind of intoxicants/drugs is strictly prohibited. If any student is found in possession of these, she/he will be rusticated from the University.
4. Hostlers shall conduct themselves with decorum and dignity and shall not create any nuisance or disturbance or indulge in an activity that creates social disharmony or causes inconvenience to others.
5. No hostler shall be allowed any unauthorized person(s) to stay in her/his room.
6. Hostlers shall undergo Medical Examination as and when required by the University.
7. Hostlers shall be responsible for all the articles like furniture, electrical and other fixtures provided in their rooms as well as Common Rooms. They shall not disfigure or write on walls, doors, Almirah panels and windows or otherwise damage them. No items like newspapers, journals, furniture, TV or sports' materials etc should be taken away from designated places. They shall be held collectively / individually responsible for any willful loss or damage to the hostel property. including furniture, fixtures, electricity and sanitary fittings in the rooms, toilets, bathrooms, common/dining rooms etc. Students are also expected to keep their rooms and surroundings clean.
8. At the end of each Academic Year or while leaving the University, each student shall handover the charge of his/her room with all furniture and fixtures to the

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respective hostel Warden. The hostlers will be charged the cost of all damages and shortages noticed in their rooms.

9. No Student is permitted to stay out of hostel beyond 9 PM without prior permission from the discipline committee/director in charge/Warden of the hostel.
10. In case of any leave availed by any student for a journey outstation, student is expected to give prior notice in writing stating the place, route, mode of transport adopted for journey (evidence in form of tickets to be produced) and a written undertaking as instructed by the University.
11. All of the hostlers are required to dress properly while inside or outside of their rooms.
12. Visitors may meet the students in the designated visitors' room only during the timings specified by the hostel in – charge / Warden.

HOSTEL MESS CODE OF CONDUCT

1. Joining the Mess is compulsory for every resident of the hostel.
2. Mess charges are to be deposited at the time of registration/admission/as instructed from time to time by the University.
3. Hostlers must maintain decorum and discipline in the Dining Hall and must adhere to the Mess timings. Nobody will be provided Mess facility beyond the prescribed timings unless being permitted by the respective authority.
4. In case of any problem/difficulty in the functioning of Mess, complaint (s) may be registered with the Mess Committee.

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5. No arguing with the Mess workers is allowed in any case.
6. It is the responsibility of the Mess Committee to take care of the smooth functioning of the Mess. Students may give suggestions to this committee through their warden for any concerns they may have.
7. The Mess committee can inspect the Mess Store and Kitchen, but no other student is allowed to enter the Kitchen/store.
8. Self-service system shall prevail in the Dining Hall. Hostlers must go in queue at the service point and the utensils must be kept in the shelves after availing the meal. No one can take the utensils outside the Dining Hall.
9. Special meals may be provided to a sick student, if it is prescribed by the Medical Officer of the University/Hostel.
10. No party / banquet in the Dining Hall can be arranged without prior permission from the authorities.
11. There shall be no provision of waiver of Mess charges against students' leave.
12. Though there is no limit on the use of food items but the inmates must keep in mind that food should not be wasted at all. A penal action may be taken on willful waste of food material.
13. All the students are required to go to dining hall dressed properly.



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11. Unacceptable use of Information Technology Systems of the University.
12. Littering, defacing or destroying property of the University and material belonging to any other person.
13. Willful disruption of University activities.
14. Unauthorized entry in to hostel's premises or activities.
15. Absence without permission from the University, the Class Room and Coordinator meeting.
16. Mass absence from the classes / lectures.
17. Reporting fictitious data for empirical study or assignments.
18. Spitting with *Paan* or *Gutka* is prohibited. Those found using the same will be punished.



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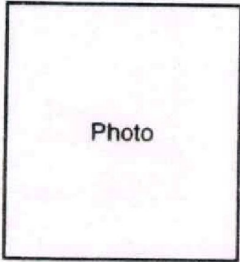
SERVICE
BOOK

Name of Employee :

Department :

Employee ID :





Photo



PERSONAL DETAILS

1. Name
2. Father's Name
3. Mother's Name
4. Current Address
.....
.....
5. Permanent Address
.....
.....
6. Date of Birth
7. Aadhaar No.
8. Mobile No.
9. Pan No.
10. Personal Mark for Identification
11. Educational Qualification
12. Signature of the Employee
13. Signature of the Director / HR



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'O' Pocket, Ganga Nagar, Mawana Road, Meerut (U.P.)

Ph. 0121-2793500-506, Mobile : +91-9997089170

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Transforming Education System, Transforming Lives



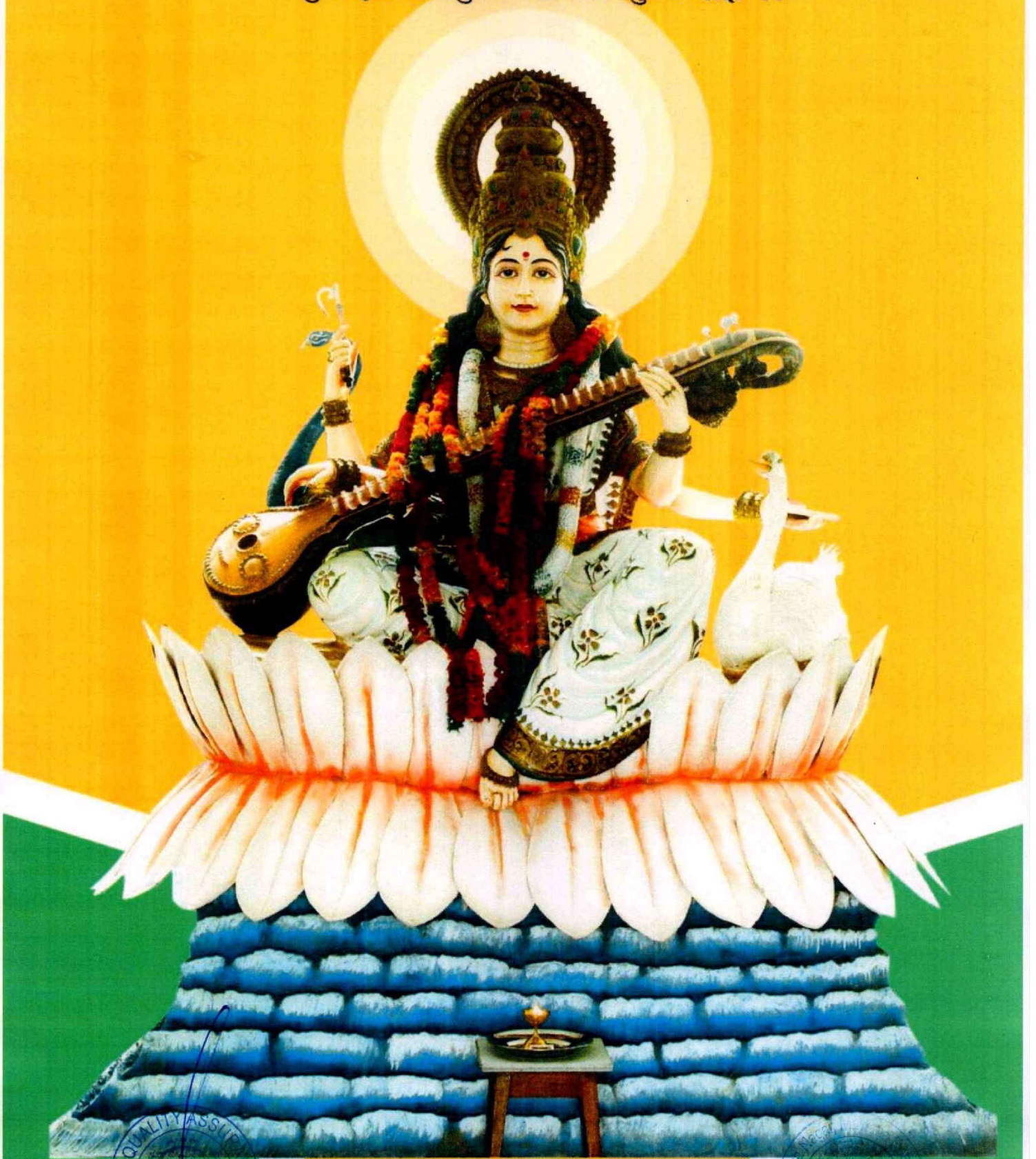
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Section 2(f) & 12B

MENTOR-MENTEE

BOOKLET



अक्षसुत्रा अंकुशधरा पाश पुस्तकम् धारिणम् ।
मुक्ताहार समायुक्ता वाचितिष्ठतु मे सदा ॥



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Mentor Record

Name of the School

Name of Department

Student Contact No.

Student Email ID

Name of the Programme

Name of Mentor

Mentor Contact No

Employee ID

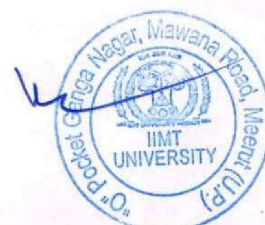


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MENTOR-MENTEE POLICY OF THE UNIVERSITY



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S.No.	Designation	Position
1	Senior Professor as officer-in-charge	Head
2	Dean Student Welfare	Member
3	Associate Professor	Member
4	Associate Professor	Member
5	Assistant Professor	Member Secretary
6	Counsellor / Clinical Psychologist	Member



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Mentor Mentee System

Mentoring is an efficient manner of providing support to young mentees. Effective mentoring helps to accomplish program goals, guaranteeing consistency and stability. The prime objective of the Mentor – Mentee method at IIMT University is to make sure Mentees' overall development and growth on the personal and professional matters by enhancing the potential of each individual. Faculty mentors play a vital role in mentoring mentees. Mentees and their mentors share responsibility for guaranteeing productive and bounty mentoring relationships.

Objectives of the Mentor-Mentee System

1. To establish a primary line of communication for every mentee.
2. To make the scholars self-aware of their strengths and weaknesses and take necessary remedial actions.
3. To help the students take informed decisions at each and every stage of their academic and professional quest.
4. To maintain strong relationship with the mentee (student) so that they are open to share their vulnerabilities, doubts, fears or need of help.
5. To guide and direct the mentee to a right path.

Main agenda points of the System:

1. Each faculty is the mentor of a group of twenty to twenty five mentees allotted to him/ her by the Dean/ Principal.
2. The Faculty Mentor collects personal data of the mentee and maintains record of overall academic performance and progress.
3. The Faculty Mentor meets the wards informally outside category hours and guides them on their personal, psychological, professional, academic, administration related and other issues.
4. A documented record of the meetings is maintained by the faculty mentor.
5. The faculty mentor guides, counsels, directs, supports and maintain a strong meaningful relationship to facilitate the students overall growth.
6. Weekly interaction of Mentor –Mentee is compulsory.

Type of Mentoring extended by the system:

1. **Professional Steering** : concerning professional goals, choice of career or higher degree.
2. **Career Advancement** : concerning self-employment opportunities, entrepreneurship development, morale, honesty and integrity needed for career growth.
3. **Course work specific** : concerning attendance and performance.
4. **Personal Issues** : concerning psychological, emotional and personality related issues and life challenges.
5. **Academics** : concerning subject knowledge, selection of electives, skills, projects, summer training and exams etc.
6. **Lab specific** : concerning Do's and Don'ts within the lab. (Desirable)



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Expected Qualities of a Mentor

1. Willing Observer & Good Listener
2. Trust Building Capacity
3. Patient and Versatile
4. Tolerant and Respectful
5. Good Communicator and Convincing.

Responsibilities of Mentor

1. To meet the group of mentee at least twice a year.
2. To maintain a mentor-mentee detailed progressive record.
3. To keep the contact details of mentee.
4. To send letter to parents/guardian for intimation of any case which requires their intervention (academic irregularities, indisciplinary activities etc.).
5. To continuously monitor, counsel, guide and encourage the mentees.
6. To advise mentees in their career development/professional steering.
7. To keep contact with the mentees regularly.
8. To maintain a short clear record of all discussions with mentees.
9. To develop a better and effective communication with the student/mentee.
10. To equip the mentee about the University culture.

Responsibilities of a Mentee

1. To respect the mentor
2. To regularly attend the meetings with the mentor.
3. To provide the record of his/her performance, personal information, co-curricular and extracurricular activities to the mentor.

“If you cannot see where you are going, ask someone who has been there before.”

—Jloren Norris



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Department :

Affix your photo here

TO BE FILLED BY STUDENT

(Not more than 6 months old)

MENTOR RECORD FORM : STUDENT'S PERSONAL DETAILS

Name	Enroll. No.	Batch
Category	Branch	Section

ACADEMIC DETAILS

	Year of Passing	Board	P	C	M/B	Average PCM/PCB%	English
10th							
12th							

Examination Passed	Name of School/College	Board/University	Year of Passing	Details of Marks
Diploma / Graduation / Post Graduation				
Any other Diploma/ Certificate				

PARENT'S PERSONAL DETAILS

Name	Qualification	Profession	Occupation	Phone No.
Mother's				
Father's				

Any special help/assistance you specifically want help in

<p>Affix your Father photograph here</p>	<p>Affix your Mother photograph here</p>	<p>Affix your Guardian photograph here</p>
E-mail	E-mail	E-mail
Ph. No.....	Ph. No.....	Ph. No.....



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CONTACT DETAILS

Particulars	Address	Telephone Number/ Mobile Number	E-mail Id
Parent's Permanent Address			
Parent's Local Address			
Local Guardian Address			

SWOC

Potential/ Career Aspirations	
Strength & Weakness	
Hobbies	
Opportunities	
Challenges	



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STUDENT : HOSTELER/ DAY SCHOLAR

Hosteler	Address		Telephone Number/ Mobile Number	E-mail Id
	Name of the Hostel			
	Warden's Name			
	Room No.			
	Room Mate Name	1		
	Room Mate Name	2		
	Room Mate Name	3		
Day Scholar (Staying at)				

