

 Management Education & Research Institute		DOC. NO. MERI/GEN/WI/02
	General Rules for Faculty	REV. NO. 00
		REV. DATE ---

1. All the faculty members will prepare detailed teaching plan for the subjects allotted to them in each semester. Soft copy of the same must be submitted to the program head within one week of the allotment of the subject to them.
2. Faculty will also prepare their teaching notes, PPT's , OHP slides well in advance, so that the classes can be taken as per schedule.
3. The faculty will strictly adhere to the timing of the class and will not allow any student after 5 minutes from the scheduled time of the class.
4. Faculty will ensure that all the student keep their mobile phones switched off in the class and he/she will also keep his/her mobile phone switched off in the class.
5. Faculty will take all classes as per schedule even if the number of the students are less. In no case the class will be cancelled without the prior approval of the competent authority.
6. The faculty will evaluate the students on continuous basis through various quizzes, class tests, presentations, assignments etc. for the purpose of internal assessment.
7. Faculty will ensure that at least 50% of the course is covered before the mid term examinations.
8. Faculty will enter the topics discussed in each lecture in the Teacher assessment form
9. Faculty will also submit monthly report to the head of the deptt. Within 1 week of the end of every month.
10. The faculty will ensure that the entire course is covered well within the scheduled number of classes. In case the course is completed earlier, revision of important topics may be undertaken.
11. Faculty will submit question papers to the examination controller, one week before the commencement of the examinations.

General Rules for Faculty & Staff

1. General Instruction:

- (a) Faculty & staff should work sincerely towards the benefit of the Institute. No Information regarding the Institute shall be shared or passed on to any outside authority/person without the prior permission of the Management. At the time of joining every staff member will sign an oath of secrecy for the same.
- (b) No Staff member shall sit for any examination / Interview (public Or private) without the prior approval of the Management.

2. Reporting System:

The faculty and staff members are required to forward their daily/weekly/monthly reports to the Vice –President/ Director General through the concerned officer to whom they are reporting.

S. No.	Designation	Reporting officer
1.	Director General	Vice President
2.	Chief Finance Officer	President
3.	Dean	Vice President/ Director General
4.	IT Head	Vice President/ Director General
5.	Faculty	Director General /Respective Program Head
6.	Library Staff	Director General/ Chief Finance Officer
7.	Lab Staff	Vice President / Director General
8.	Account's Staff	Vice President /Chief Finance Officer
9.	Administrative Staff	Respective department heads
10.	Reception	Chief Finance Officer

3. Performance Appraisal form:

All faculty and staff members will submit the filled-in performance Appraisal forms on 1st January and 1st July to the Vice President / Director General. The same will be evaluated by the management including the Vice President and the Director General.

4. Leave Rules for Faculty & staff:

- a) **Faculty:** Faculty members will be allowed following type of leaves:
 - i) **Casual Leave:** 1 day for every completed month of service. Total 12 days per calendar year. Un availed CL (including compensatory leave) will lapse on 31st December each year.
 - ii) **Earned leave:** 30 days after completion of 1 year of service. Out of this minimum 15 days shall be availed during vacation time of students (15th May to 15th July) as per approval. In case of exigencies EL may be allowed once in a semester for a maximum period of 5 days. Un availed EL can be carried over to next year subject to maximum accumulation of 60 days.
 - iii) **Study leave:** Study leave may be sanctioned up to six months for pursuing higher studies. However this shall be at the sole discretion of the management.

- iv) **Maternity leave:** Female faculty members may be sanctioned maternity leave of 3 months in cases up to 2 surviving children.
- b) **Administrative staff:** Administrative staff will be allowed following type of leaves:
 - i) **Casual Leave:** 1 day for every completed month of service. Total 12 days per calendar year. Un availed CL can be carried over to next year up to maximum of 6 days.
 - ii) **Maternity leave:** Female administrative staff members may be sanctioned maternity leave of 3 months in cases up to 2 surviving children.

General Conditions for sanction of leave:

- i) Prior written approval has to be obtained from the competent authority for availing such leaves. Only in extreme exigencies, prior telephonic intimation could be made while taking sick leave followed by written application immediately on joining.
 - ii) Earned leave will be allowed for a minimum period of three days and shall be subject to prior approval of one week before the availing the same.
 - iii) All leave applications should be routed through the dean and put up to the Director General. The vice President will have the prerogative to sanction/ reject or cancel leave of any faculty/administrative staff.
 - iv) Any unauthorized absence shall be deemed as leave without pay and an additional casual leave will be deducted from his/her leave account.
 - v) Prefixing and suffixing of holidays/ Sundays can be made along with the leave. However when an employee takes more than 7 days leave and if holidays/ Sundays fall in the middle of the leave period such holidays/ Sundays will be considered as leave days.
 - vi) In case of earned leaves Sundays/holidays falling in the middle of the leave will be considered leave days
5. **Office timings:** Office timings for faculty and other staff members will be observed as under :
- a) **Faculty: Flexible timing from 8:30 to 7 pm**
 - b) **Administrative staff:** 9.00 AM – 5.30 PM
 - c) **Library and Computer Lab:** 9.00 AM – 6.00 PM

General Rules for Students

1) Clubs and Cultural Activities:

All the students taking admission at MERI are expected to join at least any one of the following activities:

- i) Club - (Dance, Guitar, Drum, Keyboard, Theatre, Debate – Any one): The students who are the member of this club are expected to develop skills in any of the areas mentioned above and perform in various functions organized by MERI and represent MERI in the events organized by other institutions/ universities.
- ii) Sports - (Table Tennis, Cricket, Volley Ball, Football, Chess- Any one): The students who are the member of this club are expected to develop skills in any of the sports mentioned above and perform in various events organized by MERI and represent MERI in the sports competition organized by other institutions/ universities.
- iii) E-Cell - The Entrepreneurship Cell is managed and driven by students. The e-cell organizes a variety of activities centered on entrepreneurship such as Interactions. with successful Entrepreneurs, Guest Lectures, Workshops, Entrepreneurship Games, opportunity assessment, Market analytics Prototype to commercialization, entrepreneurship finance etc.
- iv) MERI Social club - MERI social club undertake many social activities like the blood donation camp, Education of slum children and undertaking projects for the welfare of the people belonging to EWS category.

2) Faculty Mentors:

Every student is assigned to one faculty member. The student can discuss all their academic problems, career counseling and any other issues with the concerned faculty allotted to him/ her as a mentor.

3) Dress Code:

In view of the professional standards of the Institute, students are expected to wear neat and tidy dress while attending the institute. Wearing shorts, Bermudas, slippers etc. are strictly prohibited. However, all the students of MERI are required to wear following formal dress on every Monday and in the Seminars, Workshops, placement interviews etc.:

Boys: Business Suit i.e. Black Trouser, Black Coat, White shirt, Socks, Black Leather shoes & Institute's Tie.

Girls: a) Business Suit as mentioned above or b) Navy blue silk saree with border & Sandals.

4) Discipline and Decorum:

- i) Minimum attendance required in a semester is 75% of the total classes held during the semester failing which the Institute has the right to detain him/her from the examinations.
- ii) No student will be allowed to enter in the class 5 minutes after their scheduled class timings.
- iii) Entry to the institute will be granted only through swap card/ showing ID cards at the gate. Students without ID cards shall not be permitted inside the campus.
- iv) Class representatives are responsible for ensuring neat and clean class environment and class infrastructure such as chairs, tables, LCD, OHP etc. All electrical appliances such as AC's, Fans, Lights etc. should be switched off after the classes are over.

- v) Use of mobile phones inside the class room / computer lab/ Library/ Faculty rooms etc. is strictly prohibited. If any student is found using the cell phone at any such place in any manner strict disciplinary action will be taken.
- vi) Smoking, chewing of tobacco and intake of alcohol is strictly prohibited in and around the Campus.
- vii) No student, parent or guardian would in any way defame or malign the Institute, any institute's faculty or staff member. Strict disciplinary action would be taken in case any such instance is brought to the notice of the management.
- viii) Any misbehavior in the campus or at the venues of functions organized by the Institute is not tolerated and appropriate punishment will be given including suspension/ rustication.
- ix) Playing with crackers and colors during festivals in and around the campus is strictly prohibited. Anyone found guilty will be severely punished.
- x) Any student found guilty of being involved in any act of indiscipline will be penalized severely.
- xi) Students are expected to ensure that no willful damage is done to the property of the Institute. If any such instance is noticed suitable disciplinary action will be taken against the student besides recovery of the loss.
- xii) All students will maintain the dignity and honor of female students. Any complaint of sexual harassment against female students will be strictly dealt with and will be referred to the discipline committee of sexual harassment against women at work place.
- xiii) Ragging in Educational Institutions is strictly prohibited and is a criminal offence as per the directions of the Hon'ble Supreme court. Any student involved in ragging would be dealt with the laid down guidelines in this respect.

Rules for use of Library

1. The Library will remain open on all working days from 9.00 AM to 6.00 PM unless otherwise specified by the management.
2. The Library will remain closed from 2.00 PM to 2.30 PM for Lunch.
3. Books will be issued and returned on all working days during the library timings mentioned above.
4. Magazines, Periodicals, News paper, Reference material, Project reports and rare books will be issued only for reading within the Library.
5. It will be incumbent on the member to produce Identity card at the counter when so demanded.
6. Every member will write his/her name, class, section, roll number in the register at the entrance and put his/her signature whenever entering the library.
7. All personal items including books are prohibited from being taken inside the library which may be left at the property rack at the sole risk and responsibility of the student themselves.
8. SILENCE will be strictly observed in the library or else students found guilty will be asked to leave the Library.
9. Each student will be issued 4 Library cards, one book against each card can be issued at a time. These card will have to be surrendered while leaving the Institute.
10. Books will be issued for one week and can be reissued for another one week unless required by another student. After two weeks, the book will be returned and can be reissued only after a gap of two days.
11. All issued books should be returned as on due date by the students. If the due date happens to be a holiday, the book will have to be returned on the next working day, failing which fine will be charged.
12. A fine of Rs. 10/- per day per book will be charged for the delay in returning the book after the due date.
13. The Librarian can suspend issue of books at any time if required.
14. The Librarian can recall issued books at any time if needed.
15. Library cards are not transferable and misuse will attract fine and/or disciplinary action.
16. Members must check and fully satisfy themselves about the physical condition of the book before taking the book out of the library and also check existence of all the pages in the book. Number of pages and physical condition will be checked while returning the book. If the pages are found missing/damaged the member will be fined or asked to replace the book. Members are advised not to write anything in the book.
17. A member losing the card will make a written request to the librarian and a duplicate card will be issued on payment of Rs.30/-for each lost card.

18. If nay student is found in book hiding, stealing or mutilating he/ she will be fined as under:

Book hiding : Rs. 100/- plus suspension from the library for a week

Damaging the book : To pay double the cost of the book

Stealing : Rs. 500/- plus one month suspension from the use of Library.

Misbehavior with staff : Suspension for one month from the use of library besides other disciplinary action .

19. In case a library member has lost an issued book he/she will be required to pay double the cost of the book.

20. Stock verification of the books will be undertaken at least once every year in the month of May/June. The short fall, if any found will be accounted for by the library staff.

Rules for conduct of examination

- 1. Answer books:** The examination controller will assess the stock of answer books one month before the exams. If required, order for printing of additional answer books will be placed. These may be stamped and kept ready before the exams.
- 2. Question papers:** The concerned exam coordinators will issue a note to the respective subject faculties for the preparation of question papers two weeks before the commencement of examinations. The concerned faculty will set the question papers as per the guidelines laid down and mail the same to the exam Coordinator at least one week before the commencement of the examinations.
- 3. Formatting of the question paper:** Formatting of the question papers will be done by the designated assistant in the DG secretariat one week before the commencement of examination. This will be done under the supervision of concerned exam Coordinator.
- 4. Scrutiny of the question papers:** The director/ program head with the help of concerned examination coordinator will go through each question paper to ensure that there is no error in it. (The concerned faculty member who has set the question paper may be consulted, if required)
- 5. Photocopying and sealing of the question papers:** The concerned exam coordinator will take charge of the typed question papers and get the required numbers photocopied. The photocopies are to be put inside the envelope and sealed. The sealed envelopes should be kept in the locked cabinet in the examination room.
- 6. Examination schedule:** The exam coordinators in consultation with the program head will prepare the date sheet at least one week before the commencement of the examination. The date sheet will be displayed on the notice boards indicating day, date and timing of examination.
- 7. Seating plan:** The exam Coordinators will prepare the seating plan at least one day before the commencement of examination. The seating plan will be displayed on the notice boards indicating the room numbers and timing of the examinations.
- 8. Seating Arrangement:** The examination coordinators will ensure proper seating arrangement according to seating plan at least one day before the examination.
- 9. Invigilation Arrangements:** All the invigilators will report at least 15 minutes before the scheduled time of the exam in the control room. The examination controller will allot their duties in the respective examination room and handover the required number of blank answer sheets and the question papers.
- 10. Conduct of Examination:** The invigilators will distribute the blank answer sheets to the students before the start of the exam. Question papers will be distributed only at the ringing of start bell. No late coming beyond 30 minutes from the scheduled time will be allowed during

the exam. The invigilators will ensure proper and fair examination. Any case of cheating will be reported as use of unfair means and will be dealt with accordingly. At the end of examination, the invigilators will collect the answer sheets and count them before leaving the examination room. The invigilators will deposit the used and unused answer sheets with the controller of examination in the control room.

Guidelines to students for examination

1. Students should bring their ID/admit card during the examination otherwise they will not be permitted to appear in the examination.
2. Students are required to bring their own stationery during the examination.
3. Exchange of calculators will not be permitted during the examination.
4. No student will be permitted to enter the examination hall after the expiry of 30 minutes from the start of the examination. No student will be permitted to leave the examination hall until the expiry of 45 minutes from the start of the examination.
5. Books, printed/handwritten notes , course material, bags, etc. are not permitted inside the examination hall. If any student is found with any such material he/she shall be booked under unfair means case.
6. Digital diaries, mobile phones, scientific calculators and other electronic gadgets are not allowed inside the examination hall.
7. Invigilators will not be responsible for the mobile phones of the students during the examination.
8. Students are required to write their roll numbers on the question paper immediately after receiving it. They should not write anything except the roll number on the question paper.
9. Do not tear off any sheet from the answer sheets.
10. Rough work may be done on the last page of the answer book and if separate sheet is taken for rough work it must be attached to the answer book.
11. Answers should be written neatly and legibly. Answer to each question must be commenced on a fresh page and the question number should be clearly written at the top of each of the answer.
12. Student should not take the question paper outside the examination hall before submitting the answer book.
13. Student found using unfair means during examination will be severely punished and may be expelled from the course.
14. Talking, copying or attempting to secure any kind of help in the examination hall shall be treated as unfair means.
15. Student's interference in connection with proper conduct of examination in any form shall be treated as unfair means.

CODE of Business Ethics : Faculty & Management

MERI CREDO

MERI moral compass is engrained in credo. It incorporates sublime values and ethics. We strive to meet the highest standards of professional competence for organizational success.

We are committed to excellence. We constantly endeavor to pursue excellence by increasing proficiency in all areas of responsibility.

We are law abiding and follow all the regulations and compliances with utmost regards.

We are reliable and credible in all our actions. We are competent and consistent in all decision making. We foster fairness and firmness in thoughts and actions

We follow ethical leadership. We strive to create an environment in which principled reasoning and ethical behaviour are highly prized.

We are caring, compassionate, benevolent and kind. We respect human, dignity, autonomy, privacy, rights and interests of all stakeholders. We serve needs and well beingness of the society. We are courteous and respect all people equally.

We flourish by mutual partnership and participation. Our recipes of business success surrounds towards stakeholder's empowerment .We strive to serve our stakeholders promptly and accurately with smile.

Our credo motivates us to put our students first. We aspire to transform management students into true professionals, ethical leaders. We provide equal fair opportunity for employment development and advancement. Innovative programmes through different clubs are committed to enhance integrity, professionalism, and thought leadership. Our students are conscious of the responsibilities and opportunities and play positive ethical role models by their conduct.

We acknowledge and accept personal accountability .We demonstrate personal integrity at all levels. Our aim is to develop principled and honorable citizens. We make reasonable effort to fulfill the letter and spirit of promises and commitments.

Honesty, integrity, promise-keeping, trustworthiness, loyalty, fairness, empathy, accountability are some of the golden principles which we follow.

Code of Ethics for Students

We, students of MERI , are a proud community with a long tradition. We pledge to honor that tradition and ourselves by academic and professional conduct that conforms to the highest standards of integrity. We will follow golden principles of:

HONESTY:

- *We pledge to deal truthfully and fairly with all others and abide by policies and abide by the University and MERI's policies on academic conduct.*

RESPECT:

- *We pledge to respect the diverse perspectives and accomplishments of others because personal and cultural variations among people enrich us and society.*
- *We pledge to respect and care for our facilities and surroundings.*

INTEGRITY:

- *We pledge to act with integrity and avoid situations that would encourage unethical behaviors.*

PROFESSIONALISM:

- *We pledge always to strive for continuous improvement in our personal, academic, and professional performance.*

- MERI follows policy for equal enrollment and employment policy which believes in giving equal opportunity to everyone irrespective of gender , caste, race , region etc.