Kasegaon Education Society's
Rajarambapu Institute of Technology
An Empowered Autonomous Institute
Affiliated to Shivaji University, Kolhapur

Code of Conduct

Students and employees of Engineering and Management are expected to solve complex problems with technical expertise, uphold ethical standards, and drive societal upliftment through innovative academics, research, and multidisciplinary collaboration.

सर्वम् हि तपसा साध्यम् - Means One can achieve everything by ***T*apas**

Approval & Accreditation

AICTE UGC DTE SU NAAC NBA

Innovate with Integrity

Building Tomorrow with Honesty and Excellence

Empowering Minds, Building Trust

Transforming Ideas into Reliable Solutions

We Treat Everyone with Respect

Creating and maintaining a respectful and inclusive workplace

Integrity in Innovation

Trustworthy Education for a Better Tomorrow

RIT'S CODE OF CONDUCT

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Director's Message

Kasegaon Education Society's Rajarambapu Institute of Technology (RIT) enjoys an inimitable and prominent place amongst Engineering colleges engaged in delivery of quality education, training, research, and consultancy in various disciplines of engineering. RIT is established as a self-financing institute in the year 1983 to impart quality technical education. Over a period of four decades, the institute has developed the infrastructure and capabilities to offer the state of the art technical education. RIT has spacious buildings, laboratories with ultramodern machineries and equipment, well stocked and furnished Library, and highly qualified and experienced faculty and staff. RIT focuses on the policy of imparting quality education to students & empowerment of our faculty with the ultimate aim of student satisfaction. University Grants Commission (UGC), New Delhi and Shivaji University, Kolhapur have granted RIT an **"Autonomous Status"** from 2011-12 and is accorded an **Empowered Autonomous Status** by Shivaji University from the Academic Year 2023-24.

In line with RIT's vision of becoming a globally recognized institute committed to excellence in academics, research, knowledge creation, and delivery to develop socially responsible professionals, Institute has adopted the Choice Based Credit (CBCS) System from first year to final year, providing students with the flexibility to choose courses that align with their career goals and interests. Course content is developed by taking into account current industry and societal needs.

In accordance with guidelines provided by AICTE and the Government of Maharashtra, the institute has decided to take a step towards implementing NEP 2020 for the 2022-2026 batch and beyond. Interdisciplinary and multidisciplinary approaches, along with experiential learning, are basic themes of NEP-2020. Students are required to complete multi-disciplinary minor courses (MDM) of total 14 credits. Moreover, students can earn an additional 18 credits by selecting a choice-based vertical from honors, honor-research, and double minor options.

In addition, students benefit from continuous interaction with industry through in plant training, summer internship, industry sponsored projects. RIT ensures that our students acquire not only technical knowledge but also professional skills to compete with global challenges.

Our Institute has received **A+ Accreditation** from **National Assessment and Accreditation Council (NAAC)** and all the eligible programs are accredited & reaccredited by the **National Board of Accreditation (NBA)**. The institute has successfully completed **Technical Education Quality Improvement Programme** (**TEQIP) Phase I and II**, a World Bank-funded project that has helped in upgrading the infra-structural facilities and innovation driven by research. RIT has **MoUs with 30 leading Foreign Universities** from USA, UK, France, Germany, Australia, Canada, Russia, Georgia, Malaysia, Indonesia, Thailand, Taiwan, and Philippines to promote student exchange, international internships, expert talks, and joint research & paper publications. RIT is an active consortium member of the **Indo-Universal Collaboration for Engineering Education (IUCEE)** and has initiated steps to improve the quality of technical education through this forum.

RIT Institute has been ranked 75th across all over India, **7th** at the State level as per the **NIRF survey** conducted by MHRD and AICTE in 2016-2017. Further, it is also listed in the **NIRF Rank Bands** for the year 2017-2018, 2020-2021 and 2021-2022. RIT is also ranked in the Band of **101-150** in **NIRF-INNOVATION 2023**. This was declared by the Ministry of Education, Govt. of India. RIT has secured **ARIIA 2021 Ranking** in the "**Excellent Band**" at the National level. We participate in surveys conducted by various magazines and different organizations like the Times survey, GHRDC-CSR survey, AICTE-CII Survey, ATAL Ranking, Career 360 degree, R-Ranking, Knowledge Review, Silicon Top 100 engineering college Ranking, etc., and has always secured ranks at the higher level. RIT has received many prestigious awards like **"Most Innovative Brand, "AICTE Lilavati Award 2021-22", "Most Reputed Educational Institution in Maharashtra**" and so on.

RIT has established a **Center for Innovation, Incubation and Entrepreneurship Development through NETRA** (National ESDM Technology Research Academy), a 12A, 80G & CSR1 Certified Section (8) Company. RIT is selected by **Maharashtra Innovation Society** with a funding **Rs. 5 Crore** to spearhead the startup movement. Also, we have received **Rs.3 Crore** funding from the **Ministry of Micro, Small & Medium Enterprises (MSME), GoI**. This is supported by the Skills, Employment, Entrepreneurship and Innovation Department, Government of Maharashtra under the Nodal Agency, Maharashtra State Innovation Society **(MSInS)** Incubator Scheme. **29** Pre-incubate and **32** startups have been registered in NETRARIT. We have **136** patents registered, **35** patents are granted and **18** products commercialized as of today.

More than **25000 Alumni** of RIT are working in different capacities in distinguished organizations in India & overseas. Because of their commitment, dedication hard work, and excellent performance in various fields, they have brought laurels to their organization and glory to our Institute. Many of our students are working in countries like the USA, Canada, Germany, Turkey, the UK, Iran, Thailand, Australia, South Korea, France, Netherlands, Italy Vietnam, Indonesia, Taiwan, China, UAE, Kenya, and in many other countries. RIT has been approved by AICTE for the **admission of Foreign Students**. The students from the countries – Afghanistan, Bangladesh, Cameron, Cote d'Ivoire, Nepal, South Sudan, Burundi, and Sudan are being benefitted by this.

Recently, AICTE has given approval to RIT to start 'Twining and Collaboration Programs' with several Foreign Universities at B.Tech., M. Tech. and MBA level. RIT stands as first institute in Maharashtra state to start 'Twining and Collaboration Programs'.

Dr. P. V. Kadole
Director, RIT

Scope and Purpose of RIT's Code of Conduct

Scope: The RIT Code of Conduct applies to all members of the engineering college community, including students, faculty, staff, and visitors. It encompasses all activities and interactions within the college environment, both academic and social, ensuring that everyone adheres to the established standards of behaviour. The guidelines address various aspects of community life, including academic integrity, respectful communication, ethical decision-making, respectful inter-faculty's professional values and safety compliance. It emphasises more on rewards and less on penalties. Punitive actions are not stringent. Before we come to the situation of applying punitive actions through behaviour pattern or through code of conduct, such a situation, only seldom occurs.

Purpose: The purpose of the RIT Code of Conduct is to create a supportive and positive learning environment that reflects the college's core values: integrity, respect, excellence, responsibility, and collaboration. This code serves as a guiding framework for decision-making and behavior, promoting:

1. **Integrity**: Encouraging honesty and transparency in all interactions and fostering trust within the community.
2. **Respect**: Ensuring a dignified and inclusive atmosphere for every individual, free from harassment and discrimination.
3. **Excellence**: Motivating members to pursue high standards in academic and professional endeavors.
4. **Responsibility**: Instilling a sense of accountability for one's actions and decisions, promoting ethical conduct.
5. **Collaboration**: Supporting teamwork and mutual assistance, reinforcing a sense of community.

By outlining clear conduct guidelines, the code aims to prevent unethical behavior, ensure a safe learning environment, and encourage members to uphold the values of the institution. Furthermore, it emphasizes the importance of education, awareness, and resources for all community members, as well as the consequences for violations, thus fostering a culture of trust and continuous growth.

Our Vision, Mission & Values

Vision

To be a globally recognized institute committed to excellence in academics, research, knowledge creation and delivery to develop socially-responsible professionals.

Mission:

- To provide innovation and excellence in academic design, delivery and assessment to ensure holistic development of students for employability, entrepreneurship, and higher education
- To design and keep the curricula updated, based on changing needs of industry and society worldwide, and to provide experiential learning through industry connect
- To be at the forefront of emerging technological research, innovation and creation of intellectual property to attract talent
- To retain talent by building relationships based on professionalism, mutual respect, accountability, engagement and integrity
- To leverage alumni to inculcate leadership skills, social awareness and a passion for lifelong learning to make students socially-responsible global citizens
- To build and maintain world-class infrastructure, and adopt modern automation technologies for the purpose of organizational efficiency
- To identify alternate sources of revenue and augment inflows.

Core Values of Institute:

- **Practice What We Preach:** Total transparency in behavior and dealing with each other. For, we do what we say and say that which we could do.
- **Joy of Learning:** Learning is effective life preparation, leaving a sound foundation, we believe this cannot happen unless one loves learning; really enjoys it.
- **Each one can Excel:** We believe everyone is potentially gifted. We are there for enkindling the latent potential to achieve our dreams and goals
- **Fairness & Equality:** When nature has taken care that each species has some added advantage over there to ensure equality, we must demonstrate it. It will remove mistrust; will not let discrimination of any kind.
- **Cooperation:** Together we stand; divided we fall.
- **Honesty & Sincerity:** Self-conscious is best judge for moral merit. Let's not be small in our own eyes.

Quality Policy:

We are committed to impart quality education in Engineering & Management keeping in mind global trends and the needs of the industry in a rapid changing environment.

Our Core Principles

This Code of Conduct establishes a framework for all members of the engineering college community, promoting an environment of respect, integrity, and inclusivity. We strive to align our practices with global standards, emphasizing sustainability, diversity, and the elimination of gender discrimination and is intended to function as a useful summary of ethical principles and to emphasize the importance of observing these principles. As such, this Code draws on the ethical and behavioral standards set forth in many separate Institutional policies, principles, procedures, and guidelines as well as applicable laws and regulations. We are committed to aligning our engineering and management programs with international standards, ensuring that our students receive a high-quality, globally recognized education that prepares them for success in a diverse and interconnected world. We value the rich diversity of our international student community and strive to create an environment where students from all backgrounds can collaborate, learn from one another, and contribute to the global exchange of ideas and perspectives. We encourage the implementation of innovative and best practices in both teaching and learning, fostering an academic culture that promotes continuous improvement and adaptability to global trends and challenges.

- **Integrity**

  - We uphold the highest standards of honesty and transparency in all academic and professional interactions.
  - Any form of academic dishonesty, including plagiarism and cheating, will not be tolerated. We work in win-win situation.

- **Diversity and Inclusivity**

  - We celebrate diversity in all its forms and commit to creating an inclusive environment where everyone feels valued and respected.
  - Discrimination based on gender, race, ethnicity, sexual orientation, disability, or any other characteristic is strictly prohibited.
  - We are dedicated to providing all international students with the resources, support, and opportunities they need to succeed, ensuring an inclusive educational experience that values diverse viewpoints and prepares them for the global workforce.

- **Sustainability**

  - We are dedicated to promoting sustainable practices within our college and the broader community, fostering an awareness of our impact on the environment.
  - Students and staff are encouraged to engage in projects and initiatives that support sustainable development.

Global Practices

- We aspire to meet global standards in engineering education, encouraging our community to adopt best practices that enhance learning and collaboration across borders.

Responsibilities

- **Members of the College Community**
  - Treat all individuals with respect and dignity.
  - Actively participate in creating a safe and welcoming environment.
  - Report any incidents of discrimination, harassment, or unethical behavior.

- **Faculty and Staff**
  - Promote inclusivity and support diverse perspectives in the classroom and workplace.
  - Ensure that all students have equal opportunities to succeed.

Reporting and Escalation Matrix

1. **Initial Reporting**
   - Students should first approach a trusted faculty member or advisor to discuss any concerns regarding discrimination or unethical behavior.
2. **Inviting suggestions for reforming**
   - If the issue is not resolved, students may submit his request to appropriate grievance redressal committee using the designated forms.
3. **Review Process**
   - The administration will conduct a thorough investigation while maintaining confidentiality to the extent possible.
4. **Outcome**
   - Outcome will be in relations with the achievement of what we have mentioned in the mission. Achievement of mission statement in timely manner is the outcome.

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By adhering to this Code of Conduct, we contribute to a thriving academic community that values integrity, promotes diversity, and fosters inclusivity. Together, we can create an environment that not only prepares us for engineering challenges but also respects and uplifts every member of our community.

Code of Conduct for Students

Preamble:

At Rajarambapu Institute of Technology, we are committed to fostering a vibrant and inclusive academic community where excellence, integrity, and respect are paramount. Our Code of Conduct is designed to uphold the highest standards of behaviour and ethics, ensuring that every student of our Institute can thrive in an environment of mutual respect and collaboration.

As future engineers, our students are expected to embody principles of professionalism, responsibility, and ethical conduct both within and beyond the classroom. This Code of Conduct serves as a guiding framework to help students navigate their academic journey, maintain a culture of respect, and contribute positively to the college community.

By adhering to this Code, students will not only enhance their personal growth but also contribute to the collective success and reputation of our institution. We believe that a commitment to these values is essential for achieving academic and professional excellence, and we expect all students to uphold these standards with integrity and diligence.

Responsibilities of the students:

1. To read, become familiar with, and adhere to this code.
2. To behave and conduct themselves in the college campus, hostels, and premises in a decent and dignified manner and show due respect to the authorities, employees, and faculty members.
3. To observe standards of conduct that will contribute to the pursuit of academic goals and the welfare of the academic community by striving to develop appropriate work attitudes and habits.

Behaviour and conduct of the students:

A) Dress Code:

1. Students should come to the college campus in decent and presentable attire. Students should wear formal dress during academic hours i.e. morning 09.50 a.m. to evening 5.30 p.m. Security will deny your entry to the campus if you are not wearing formal dress.
2. Collarless T-shirts and sleeveless T-shirts are strictly forbidden.
3. Students shall not wear clothing with inappropriate messages.
4. Any student wearing dress in an inappropriate way that degrades the dignity and decorum will not be permitted to enter the college campus.

B) Academic Area:

1. All students are required to attend all classes on time and with the appropriate materials. Students who come late will not be awarded attendance and may be denied entry to the class.
2. Silence shall be maintained in all the academic premises of the college. Behaviours which interfere with student learning will not be tolerated.
3. No students shall enter or leave the classrooms without the permission of the teacher when the session is going on.
4. Students are expected to show respect towards all staff and fellow students. Requests made by staff should be followed. Failure to comply with such requests may result in parental notification, suspension, or expulsion.
5. Chewing gum inside the academic area is strictly prohibited.
6. Students should keep the class room tidy. They should switch off lights and fans when they are not required.
7. Students are not permitted to use mobile phones in the academic area such as class room, laboratories, examination halls etc. All types of Mobile phones are strictly prohibited in exam hall and if any student is found possessing phones, the phones will be confiscated.
8. Use of internet for the purpose other than academic related activities is banned.
9. Interfering or tampering any of the office records of college is a serious offence and results in suspension/rustication.

C) In campus

1. Students should make optimum utilization of their time. They are expected to spend their free time in the Library/Reading room. They should not loiter along the verandas or crowd in front of the classrooms, offices, or the campus roads. Students are not allowed to sit on places such as parapets, stairs, footpaths, etc.
2. All students should possess identity card at all times during their presence on campus and should present it if asked by a security person.
3. Refusal to identify or falsely identifying one's self when requested by an institution official will be liable to punishment.
4. Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the campus and hostels. RIT campus is a "tobacco free campus".
5. All Students of the College who are coming by two wheelers should have a valid Driving License with them and must wear Helmet compulsorily. Four wheelers of students are not allowed in the campus. Obey the instructions of security persons while parking the vehicles. Students should not stay in the parking area after parking their vehicle. If they do not obey the instructions by security, then it will be treated as misbehaviour on the part of students.
6. Rash or negligent driving of vehicles, riding in noisy two wheelers, and riding with more than one pillion rider in the college premises are prohibited. Students are warned that any violation of rules, may result in seizure of their vehicle by the security.
7. Acts of violence, threatening, harassing, or assaultive conduct that cause injury to other residents of the campus, are liable to punishment.
8. Theft and property damage will lead to severe punishment.
9. Engaging in or inciting other students to perform, or attempt to perform, any act that brings disrepute to fellow students or faculty members is strictly prohibited.
10. Bottom of form Shouting, blowing whistle, making noise in any form, use of abusive/filthy language and gestures are strictly prohibited.
11. Birthday celebrations by the students in the college premises, including the canteen are prohibited. Holi (Dhulivandan) celebration in the college campus is strictly prohibited.

12. Writing of slogans, comments etc. on desks, on the clothes of students or on walls of the campus is not permitted.
13. Burning of fire-crackers in the college premises including hostels is a serious offence. Violation of this rule may invite rustication/expulsion of the students who are directly or indirectly involved in this act.
14. Arranging parties outside the college which may deteriorate/spoil the college name and fame is not allowed.
15. Presenting false testimony or knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process will not be tolerated.
16. College authorities have strict view regarding the safety of girl students on campus. College is committed to the policy of zero tolerance with regard to harassment, intimidation, and discrimination of any kind towards girl students on campus. Any act of harassment/ intimidation/ discrimination of any kind towards girl students is found, severe penalty will be imposed on the perpetrators of such crimes.
17. Ragging of the student is offence under Indian penal code. Any student found involved in this act will be punished as per the law. Ragging is strictly prohibited and anybody involved in such activity will be reported to **'Anti-ragging Committee'** and strict action will be taken as per the decision of the Committee.
18. No equipment/ material is allowed to take out from college gate without the permission of the Director. Security will not allow you to take out the equipment/ material without permission.
19. No equipment, material should be brought in without proper entry in the register on the gate. Security will not allow you to bring in the equipment/ material without permission.
20. Students are not allowed to stay in verandas, stairs, porch, lawn etc. after 7.30 p.m.
21. Students interested to work after college hours in laboratories or practice for cultural program or sports or similar curricular and extra-curricular activities should take prior permission from their HOD. They should show the permission letter to security if asked.
22. Students should not involve in any sort of argument with the security personnel. If students feel that security personnel are not behaving

properly with them, then they should bring it to the notice of the Director, Dean Infrastructure or Dean Students.

23. Use of plastic is strictly prohibited. Do not use plastic bottles, plastic cups, plastic dishes, and plastic bags in the campus and outside the campus and at home also.
24. Students can use 'suggestion box' for constructive suggestions, improvements required in any system, or queries and doubts to be cleared by putting chits in the suggestion box. These will be addressed properly and feedback will be given to students.
25. Students can post their grievances on online portal available at website. They can contact Dean, Student Development (Dr. L. M. Jugulkar 9970700939) in case of any grievances.
26. Students should carefully use water so that there is zero wastage of precious water. Any leakage, overflow of water should be immediately bring to the notice of civil maintenance of infrastructure department.
27. Students should not throw waste papers, chocolate/candy wrappers, snack wrappers etc. on the roads, lawn, verandas butshould use the dustbins.
28. Students making use of fake identity cards, identity cards of other students, allows using ones' identity card by others will be viewed seriously and punished heavily.
29. Students should not deposit their identity cards with the departments for any reason. If any authority dispossesses your identity card as a punishment, put your statement in writing to the Director/ representative of director and sort out the issues and get back the identity card at the earliest.
30. Decent behaviour is expected from boy students towards girl students. Misbehaviour with girl students will be reported to **'ICC or Vishaka Cell'** and strict action will be taken as per the decision of the cell.
31. Students must behave respectfully with each other as well as with all the stakeholders.

Potential for improvements:

1. **Warning or Reprimand:** The student engaged in any prohibited behaviour will be issued a warning letter. The bad conduct of such students shall be informed to the Parent/Guardian.
2. **Tendering Apology**: The student engaged in any prohibited behaviour may be asked to tender an apology for his/her act, undertaking that he/she shall not indulge in such or any of the prohibited behaviour in future.
3. **Non evaluation of course:** Students who indulge in any form of malpractice during the process of his evaluation, or try to influence the evaluator from any source, he/she shall not be evaluated in that course.
4. **Debarring from attending campus recruitment**: A student/group of students may be prevented from registering for college placement cell and debarred from attending any campus placement related activities.
5. **Suspension of Privileges:** A student/ group of students may be prevented from availing privilege like using common academic facilities (e.g. Library, Computer Center etc.), recommendations for loan/scholarship/fellowship etc. representing the institution in any national or international meet, tournament, youth festival, etc.
6. **Restitution**: Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the college or any property kept in the premises of the college in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the college or any property kept in the premises of the college due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.
7. **Expulsion**: This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the college. Any student who is persistently insubordinate, repeatedly or wilfully mischievous even after warning and punishments, and in the opinion of the competent authority, is likely to have an unwholesome influence on his/her fellow students, will be removed from the rolls. Such a student will not be eligible for readmission to any of the courses of this college.

Other appropriate sanctions may be imposed by the competent authority of the institution singularly or in combination with any of the above listed actions.

Code of Conduct for Employees

- **Faculty and staff should wear identity card.**
- Faculty and staff are not allowed to leave the college campus without permission during 09.50 a.m. to 5.30 p.m. for Degree and 7.50 a.m. to 3.30 p.m. for Diploma. Security has right to deny you from going out without permission.
- Faculty and staff should wear formal dress during academic hours.
- Parking of two wheelers and four wheelers should be done in the parking area only. Permitted faculty should park their four wheelers in the college campus in parking sheds. Two wheelers of faculty and staff are not allowed in the college campus.
- No equipment or material is allowed to take out from college gate without the permission of the Director.
- No equipment or material should be brought in without proper entry in the register on the gate.
- HoD, HoP, and Cell In-charge should permit the students to work after college hours and during night. They should give written permission to the students and send one hard copy for information to Dean Infrastructure and Security In-charge. They should take periodic review of students who are working after college hours about their behaviour. Girl students are also allowed to work during night. Parents should be informed about this.
- Fire cracking is not allowed in the college campus.
- Celebration of birth-day by cutting the cake is not allowed in the college campus.
- Any activity that involves outside students, organizers should ask them to wear identity card of their college and also inform the security in-charge about colleges involved (names), number students involved (if possible names of students), number of days with dates so that there will be smooth entry of the students in the college campus. If there are large number of students visiting to the campus, organizers should think of their vehicle parking also. In that case they should discuss with Dean Infrastructure for getting necessary arrangement which will be

done on college cricket ground. This should be informed to gymkhana in-charge.

- Faculty/staff should carefully use water so that there is zero wastage of precious water. Any leakage, overflow of water should be immediately brought to the notice of civil maintenance of infrastructure department.
- Do not dispossess the identity card of the student for any reason; instead write down name, class and roll no of the student or take the photo of identity card in your mobile and inform concerned HOD/ authority for the misbehaviour, misconduct of the student for which you have dispossessed his/her identity card.
- Faculty should not call the police for minor issues in the class for which teacher is responsible for sorting out. Only for serious issues police should be called and should be informed to higher authorities before making a call.
- Care should be taken while parking of your 2-wheeler or 4-wheeler, so that your vehicle is not making any hindrance to the movement and parking of other vehicles.
- Any activity outside the class rooms and laboratories, and not of routine academics should be informed to concerned HOD and should be approved by him/her.
- Do not involve in any sort of arguments with security. They are instructed to act as per rules and regulations of the institute. If you feel their behaviour with you is not proper or against the rules and regulations of the institute, then inform Director/Dean-Infra at the earliest about the same, if found guilty strict action will be taken against them.
- Housekeeping contractor is appointed for up-keeping of common areas. Housekeeping personnel are working as per schedule; therefore, these people should not be involved in your departmental day today works or up-keeping work. For special tasks of your department, you can appoint outside agencies with prior permission. If work is not time consuming and tricky then with prior permission and adjustment of duties, departmental work can be completed.

Academic Timing:

8.00a.m. to Evening 5.30 p.m.

Library Timing:

8.00a.m. to midnight 12.00.

Hostel Timing:

Hostel entry in the evening: Girl students are not allowed after 10.30 p.m. in the hostels. It they are late they get governed by disciplinary action as per hostel rules and regulations.

Boy students are not allowed after 12.00 night in the hostel. It they are late they get governed by disciplinary action as per hostel rules and regulations.

Code of Conduct for Security

Security personnel shall -

1. First take the charge of their duty on time.
2. Keep the college gate always in closing position and only open them after checking and receiving confirmation to allow from concern department to enter.
3. Check identity card of students and staff while entering in the gate, check thoroughly and after confirmation allow them to enter in the college.
4. If any materials are going to enter in the campus check it as per challan and bills. Make proper entries in concerned register and seal it with institute stamp with details, and sign.
5. While entering in the college if any student found without an ID, then ensure that he should have other ID proof then allow him to enter and record such student's entry in the register.
6. Allow only permitted vehicles to enter in the college premises. Avoid visitors' vehicles to enter inside the college campus.
7. When Visitors entering in college premises, confirm their visit from concern department and then allow. Make their entries in the register and guide them properly.
8. Don't allow any college materials go out without valid gate pass.
9. Do not leave your duty post (place) without reliever. Complete the meals within 20 minutes during every shift.
10. All types of outgoing vehicles should to be checked thoroughly.
11. Without proper security uniform nobody should perform the duty.
12. Make sure that everybody is following the college rules all the time. Try to intervene and stop any riots and quarrels inside the college area.
13. Make sure that all the registers and records are maintained properly.
14. All security staff should interact politely with everyone entering college premises.
15. While on duty, if any incidents take place inside the college, don't hide them and inform about it to seniors immediately.
16. Don't accept or demand money, gifts, and refreshments from anyone.
17. Don't sleep on duty, if found sleeping a serious action will be taken.
18. Avoid use of Mobile on duty, he will be fined if found guilty.
19. If found guilty in serious case or committing mistakes repeatedly, he will be replaced by a new Guard.
20. Non informed absence on duty will be fined with 2 days absentee (1+1).
21. Everybody should wear a neat, clean uniform be clean shaved, have a proper haircut, polished shoes and trimmed moustaches.
22. Don't share any information about this Institute with outsider.

23. In case of fire, shout loudly call the public for help and inform the seniors immediately. He shall try to get fire under control by using proper fire extinguisher. If failed, he shall call fire brigade vehicle.
24. Obey the orders of his seniors given time to time.
25. Everybody should maintain discipline, behavior and good character at all time.
26. Everybody should report on duty 15 minutes before their duty time.
27. Everybody should know the responsibility and be honest.
28. Addiction of any kind will not be tolerated during duty hours.
29. While respecting to VIP's and seniors, security personnel shall salute and turn out should be proper, smart and no laziness to be found at that time.
30. If leave is required, leave application should be given 4-5 days before and sure that your leave is sanctioned.
31. Everybody should keep his duty post/area clean.
32. Don't allow students to gather at any place without permission and make sure to prevent them to make noise or rioting.
33. Don't allow anyone to bring any kind of weapon, drug, cigarette, tobacco, Gutkha/Mava or any chemicals inside the college campus.
34. If anybody found any types of materials (Lost and Found), he shall keep the things in custody and then hand over it to seniors in writing.
35. Make sure that no student, staff, visitor, contractor, labour will remain inside the college area at night time and on holidays without prior permission.
36. If Government officials visit to our college, permission to be given to enter the college at same time and inform about it to seniors immediately.
37. In case of emergencies, if additional security staff is required to present on duty, then orders shall be obeyed immediately to remain present in time.
38. If any complaint arises regarding sexual harassment or abuse, then he shall inform to seniors immediately.
39. Don't allow people to gather on the road or in front of the gate.
40. Don't read newspaper, magazine, books, or listen to music, while on duty.
41. Keep watch every time on fencing area of our college and avoid anybody to enter through it.
42. Use torch, whistle and lathi at night time rounds.
43. Always be alert and avoid any form of sabotage.
44. Always be alert and avoid fire to take place, quarrel, and theft cases.
45. Every shift report should be given in writing and in oral to seniors.
46. He shall hand over his duty to his reliever with the proper procedure.
47. He shall perform his duty as per duty roster. If any change is required in duty, written application needs to be submitted.

48. Any tiffin or materials kept to security for short time by any student, staff member or contractor, help them honestly. Be helpful to faculty members and students.
49. Keep watch on housekeeping staff, contractor labours and canteen labours every time.
50. Keep watch on college vehicles like ambulance, four wheelers, six wheelers, buses, etc.
51. Perform your duty with alertness.
52. Help Police Office department whenever they come for the round or any enquiry.
53. If any accident take place inside, security shall quickly go to that place for help and take photo, call ambulance and inform seniors immediately and make a report.
54. Any kind of discrimination is not allowed inside the campus.
55. Switch off lights, fans, and A/Cs that are not in use. If found water tap on or water tank overflowing, close it immediately.
56. Don't be afraid of anything on duty and keep moral high.
57. Knowledge of handling of Walkie-Talkie, Boom barrier, Metal detector (MFFD) etc. required.

Code of Conduct for Controller of Examination

The COE shall function in co-ordination with the Director / Dean, Academics.

- The COE shall function as per the Rules and Regulations approved by the Board of Examination Committee and the Academic Council.
- The right to amend the Rules and Regulations related to functioning of COE lies with Board of Examination Committee and the Academic Council.
- The HOD of respective Department shall appoint faculty members as DEC.
- The COE Office shall coordinate the evaluation process by following examination rules favoring smooth execution of the policies.
- COE office shall preserve the various records / documents related to the Examination section.
- The duration of maintenance of all the important documents is given in Annexure-III.

The COE of the Institute, with the help of the Deputy COE and staff working in his office, shall:

1.1 Prepare and announce in advance the calendar of examinations and ensure smooth conduction of various examinations like Mid Semester, End Semester Examination, Re-Examination and End Semester Examination of laboratory courses.

1.2 Arrange for the timely publication of results of examinations.

1.3 Postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or group of persons.

1.4 Right to take disciplinary action where necessary against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations.

1.5 Review from time to time, the results of examinations and forward reports thereon to the Academic Council. / Dean Academics.

The COE shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Board of Examinations.

2 Deputy Controller of Examinations (Dy. COE)

The Dy. COE of the Institute, with the help of the staff working in his office,shall:-

2.1 Prepare plan for Unit Test, End Term Examination, and Re-Examination i. e. Venue, Date, Time of Examinations, blocks etc.

2.2 Arrange training of all faculties who have been allotted various exam duties i.e. Sr. Supervisor/ Jr. Supervisor/ Flying Squad etc.

2.3 Arrange for distribution of Grade Cards to students.

2.4 Direct staff working in COE Office for proper record keeping.

2.5 Prepare proposals for Examination Fees and Remuneration to all people related with examinations in the Institute.

2.6 Any of the relevant activities other than mentioned above, as per directions of COE.

Additional Coordinators, required for linking the duties and responsibilities of different programmes and Examination Centre are given in the following sections.

3 Department Examination Coordinators (DEC)

These members shall be appointed by the HOD / Director amongst the faculty members from the concerned department in the Institute. They shall:

3.1 Coordinate the conduct of all Examinations (In Semester Examination / Unit Test / End Semester Examination /Oral/ Practical /Seminar/Viva-Voce/Re-Exam. etc.) related to U.G. and P.G. examinations.

3.2 Collect unused blank Practical Answer books, Attendance Sheets, etc. from the COE Cell and distribute the same to all Course Coordinators related to various courses in the respective department for various Examinations.

3.3 Collect back unused blank practical Answer books along with used Attendance Sheets from respective Course Coordinators at the time of various examinations, and submit the same to the Examination Centre during the specified period mentioned.

3.4 Assess the answer books for his/her courses and monitor assessment work for his/her programme.

3.5 Complete assessment work well before the time for his programme.

3.6 Make alternative arrangements for the examiners and moderators if appointed examiners /moderators are not reporting to CAP in consultation with HOD/s.

3.7 Give an indication of any incomplete result, if any, with an explanation in what respect the assessment is incomplete.

3.8 Communicate changes in syllabi/curriculum, if any, via respective HOD, through the Dean Academics to the Examination Centre to facilitate paper setting work.

3.9 Make available a set of question papers used in previous examinations in the institute library.

3.10 Submit the list of Marks/Grades obtained by all students in various courses at U.G. and P.G. Programmes to COE Cell during the specified period of time.

3.11 Anticipate issues related to various examinations U.G. and P.G. at All Programmes and discuss the same with COE on proper time, suggesting probable solutions.

4 Chief Conductor / Sr. Supervisor: (Appointed by COE/Director) shall...

4.1 Collect all the necessary documents, question paper packets etc. at least two (2) days before the commencement of exam and shall prepare and ensure seating arrangement of all the students before start of the mid semester, end semester examination and re-examination. e.g. summary, time table, block arrangement etc. and also establish the control room. Ensure that adequate supporting staff and required facilities are available for the smooth conduct of the exam.

4.2 Check for the required quantity of Question Papers received from the Exam Centre. In case of shortage they should immediately bring the same to the notice of Exam centre and ensure that the required quantity is made available by photocopying.

4.3 Shall carry out the distribution of question papers/answers books at the time of examination.

4.4 Submit the answer books of course/s to the exam center, for which the exam was conducted immediately after the exam by neatly / serially arranging and packing in the sealed bag/s.

4.5 Contact Exam Centre / concerned course faculty for the queries raised by the students during examination shall not take any decision independently. Students query is filled in question paper query report, the course faculty should address the query and write explanation/justification in the same form. Sr. Supervisor should approve/disapprove the justification, and convey the solution of the query to respective students and take the signature of Jr. supervisor on report in which class it is conveyed.

4.6 Extend the cooperation to the members of the flying squad and allow them to carry out the inspection work in the examination hall.

4.7 Collect the list of Jr. supervisors, paper setters along with their dept, name and contact numbers from exam center. and keep it for reference.

4.8 Display anti-copy and other important instructions in clear bold and understandable form on the notice boards outside exam centre.

4.9 Give clear instructions to Jr. Supervisors about following.

- Carrying a mobile in the exam hall is strictly prohibited.
- Leaving the exam hall / block before the stipulated period prohibited.
- Gathering and discussing anything with each other is prohibited.
- Not to leave the exam hall / block.
- Not to gather and discuss anything with each other.
- Inform students that, at the time of assessment, the examiner will not check the answers which are scratched by the students.

4.10 Be responsible for smooth conduct of the overall examination.

4.11 Act as an internal vigilance squad.

4.12 Discuss issues related with overall functioning of the Examination Centre with COE/other staff at the office.

5 ERP System Coordinator:

ERP coordinator shall perform following duties:

5.1 Verify marks fed to the software from manual mark sheets.

5.2 Prepare result sheets / ledger of result.

5.3 Prepare grade cards and ensure proper final printing of Grade cards.

5.4 Coordinate with university regarding the declaration of results.

5.5 Resolve software issues related to DVS evaluation system.

EXAMINATION GUIDELINES

A) General

- Various examinations for U.G and P.G. Programmes shall be conducted as per the Examination schemes approved by Board of Studies for the various Programmes.
- The students shall be evaluated for his/her academic performance in a Course through ISE, Unit Tests, Practical Examination, and End Semester Examination.
- At the end of each semester, there shall be an End Semester Examination for every theory course. It shall consist of theory examination of 100 marks and 3:00 hours/4:00 hour durations, as mentioned in the examination scheme approved by Board of Studies of the respective Programmes. The examination shall be based on entire syllabus of the respective course.
- Practical examination shall be conducted for every practical course, seminar and Project as mentioned in the syllabus structure at the end of the semester.

B) End Semester Examination:

End Semester Examinations for all Programmes shall commence on the same day as per the schedule approved by the examination committee or as per academic calendar. However, in case of any emergency the Chairman, examination committee is empowered to reschedule any examination. Similar guidelines shall be followed for improvement examination conducted for theory courses

C) Special Arrangements:

- A candidate who, on account of physical disability, is unable to sit for an examination at the place appointed, or has special needs such as a writer to write on his / her behalf, may apply to the COE for special arrangements to be made. An application on pre-existing disability grounds must be made to the COE with supporting documents such as certificate from Civil Surgeon, consent letter of the writer at least seven (7) working days prior to the date set for the examinations. The writer shall be a person/student/candidate who does not belong to the same branch of engineering and should be preferably from the same institute.

- Confirmation of Enrollment: If candidate's name shall not appear on the list of candidates for an examination, and the candidate shall not be entitled to sit for an examination unless the candidate has completed all enrollment requirements by the due date.
- List of Candidates: The complete list of enrolled eligible candidates for examination shall be prepared by the student section of administrative office, three weeks before commencement of the Central Examination period. The HOD/s shall provide the list of examiners for a Course with a list of candidates, in duplicate, who have completed all enrollment requirements in the course/unit. If, at the end of the examination, a worked paper is received from a person who is not on the list of candidates, the examiner shall notify the COE for corrective measures.
- Time Table: A Time Table for examinations to be held shall be displayed on the appropriate Notice Boards. A candidate, who finds clashes in timetable or inability to get from one venue to another in time, should notify to the Exam Cell. A final time table for examinations to be held during the central examination period shall be displayed fifteen days before the commencement of examinations.
- Entry to Examination Rooms: A candidate shall not enter the examination room unless the Invigilator gives permission, and in any event, not later than the first thirty minutes of an examination session.
- Leaving Examination Hall: After 60 minutes from commencement of examination, candidates can leave the examination room by submitting the Answer book and Question paper.
- Behaviour: A person admitted to the examination hall, whether a candidate or not, shall comply with all requirements and directions of the Invigilator officers related with conduct of examination.
- Places: On entering an examination hall, a candidate shall promptly occupy the seat indicated by signs or by an Invigilator, and shall not change the place without the permission of or instructions by the Invigilator.
- Identification: A candidate shall bring to the examination room his / her Identity Card and examination admit card (Hall Ticket).

- Unauthorized Materials: A candidate shall not bring anything into exam hall that conveys or capable of conveying any subject / unit except with the explicit permission of the examiner as indicated in the exam paper or which, in the opinion of the invigilator, gives rise to suspicion of being capable of doing so.
- Communication within the Examination Hall: A candidate having entered the examination room, shall not communicate, by word, writing, signalling, otherwise, with any person other than an Invigilator or an Examiner, or assist any other person to communicate with another candidate, or willingly receive communication from any person other than an Invigilator or examiner.
- Compliance with Instructions: A candidate shall comply with all instructions set forth on the Answer book and / or the Question paper or with any examination notice displayed in the examination hall, or with any instructions given by an Invigilator.
- Misconduct: A candidate shall not cheat or attempt to cheat during an examination or undertake any other activity, which may be considered as an act of misconduct. A person, whether candidate or not, shall not do anything intended to assist a candidate sitting for an examination to cheat or otherwise defeat the purpose of the examination.
- Removal of Papers: A candidate shall not take out from the examination room any Question Paper or Answer book or any other material, which is property of the Institute given to him by Invigilator.
- Senior Supervisor shall act as a coordinator for conducting End Semester Examination and shall be responsible for smooth and proper conduct of examination. DECs shall display the copy of timetable on notice boards of their departments and also circulate it among the course teachers.
- Seating arrangement shall be made for examination in each Department as per the Master plan for seating arrangement.
- COE/Dy. COE shall prepare appointments of staff for various examination activities as per following structure. The appointment order approved and signed by COE and Dy. COE shall be distributed to respective staff and forward a copy of the same to respective departments.

- Invigilators, additional invigilator, and relievers shall be appointed from among the faculty of institute. Depending on number of student's / examinees additional manpower can be appointed by COE.
- Senior Supervisors shall send the requirement of answer books, drawing sheets, graph papers, blank Proforma related with examination, and any other materials required for conducting the examination to COE and obtain the same from him and keep it in his/her custody. He/she shall also receive the sealed packets of printed question papers for each course from the COE on the day of examination in respective courses.
- On each day of examination, Senior Supervisor shall open the required number of packets of question papers at least 30 minutes before the start of examination. Prior to opening, however, he/she shall show the intactness of the seals of the packets to the other supervisors and obtain their signatures on all the packets indicating the date and time for opening the packets.
- He/she shall open the packets in the presence of other Sr. Supervisors.
- He/she shall then take out the required number of question papers from the packets and maintain the account of question papers on each packet.
- When ESE finishes, the practical exam shall be held immediately in the respective department. The exam shall be conducted by internal and external examiner. The activities involved in conducting practical examination are given below:

i. Appointing internal and external examiners for conducting practical exams. DECs should check availability of external examiners to whom Dean Academics has given preferences in sequence form. This is carried out by the appointment section 30 day before the start of exams.

ii. In case of unavailability of selected examiners, the DEC can call external examiners for respective POE with prior permission of the Dean Academics.

iii. Displaying the time table for the examinations by DECs of respective departments on the notice board.

iv. Arranging laboratories and equipment's required for the examinations. This is confirmed by the DECs.

v. Re-exam process is similar to ESE.

D) Practical Examination

Procedure to be followed by Internal and External examiners for Practical / Oral / Viva Voce Examination:

- Internal / External examiners shall be chosen from the list proposed by BOE and appointment shall be sent to them by the COE Cell, to conduct Practical / Oral/ Viva Voce Examinations as per its schedule.
- DEC shall act as coordinators for conducting practical examinations of their respective Departments and shall be responsible for various related activities. They shall, however, take the services of staff of their Departments for this purpose.
- Respective DECs shall prepare detailed timetable (batch-wise) for the practical examination. A consent of DECs shall be taken, if necessary, to avoid overlapping of schedule or any other problem.
- Laboratory Expert: (For performance in practical examination only) One faculty member for each practical course
- Laboratory assistant: One Laboratory assistant of the respective laboratory.
- Laboratory Peon: One for each course, preferably peon of the respective laboratory.
- Board of Studies (BoS) shall recommend the list of external/internal examiners for practical examination of each course to Dean Academics. Dean Academics shall finalize the names of external examiners, from among the list recommended by BoS. In case external examiner doesn't report for the examination due to emergency, the concern DEC shall make alternative arrangement from the list of panels. In case no examiner available in the panel; the DEC is empowered to make suitable arrangement with the consent of Dean Academics. DECs shall send the appointment letters to the external/internal examiners.
- Internal examiners along with laboratory experts and laboratory peons shall make all the necessary arrangements of equipment/laboratory setup required for conducting practical examination for their respective courses.
- All the Internal and External Examiners shall evaluate the candidates for Practical / Oral / Viva voce Examination within the premises of the

Institute as per schedule. (Academic calendar published by Dean Academics).

- The Internal and external examiner shall submit the Attendance Sheet and Mark Sheet duly filled in all respects in a sealed envelope to the DEC.
- In case all students appearing for POE remain absent, the Internal and External Examiners have to mark them absent in both the attendance and mark sheet, and submit all relevant documents to concerned DEC.
- DEC shall collect all the Mark Sheets of Practical / Oral /Viva Voce examinations in the respective Department, and submit the same to the Exam Cell within two (2) days after the last day of the Examination of the concerned Class.

E) Examination Rules for candidates:

- Each candidate should be present in the examination Hall fifteen minutes before the start of examination along with their Identity card and Hall Ticket, in absence of which the candidate will not be allowed to appear for the examination.
- Candidates are expected to bring their own writing instruments in loose condition along with non-programmable calculator. They shall not bring into the Examination Hall any book, paper; sacks/pouches/pencil boxes/compass boxes unless the official notice of the examination states to do so. Students shall not be allowed to exchange any drawing instruments or materials like pen, pencil, eraser, compass, divider, pro-circle, scale/rules, calculators etc.
- Mobile phone, digital diary, tabs, laptop, Personal Digital Assistant (PDA), programmable calculator or any electronic instrument is not permitted in Examination Hall. Any candidate who is found to have a mobile phone, ON/OFF in his / her possession after the start of the examination, shall be considered as committing a disciplinary offence and will be debarred from appearing for the examination (Clause No. 6.1.1 pg 13 of Academic RR). The candidate shall be fined Rs. 1000/- (Rs. One Thousand) for this offence and the result of the concerned candidate shall be withheld until payment of this fine [Appendix I].
- The students found involved in any kind of argument/s with any exam staff (e.g. flying squad, sr. supervisor, jr. supervisor, checking committee

members or any other person/s related to the work of examinations) or threatening or using abusive / indecent language or threatening to commit any kind of injury to himself / herself shall be debarred from the examination and such cases will be forwarded to the SGRC for further disciplinary action.

- Students shall not bring with them any valuable documents / cash and any other documents which are valuable to him / her. The institute or exam centre shall not responsible for the loss of such documents / cash brought by the students before, during and after the examination.
- Overcoats and other surplus clothing must not be brought into the Examination Hall. Students are instructed not to wear socks and shoes during examination period.
- Plastic bottles of water are permitted up to a maximum size of one liter. Under no circumstances any food or alternative drink be brought into the Examination Hall, unless prior permission, for medical reasons, has been obtained.
- Complete silence must be maintained in the examination room at all times. The use of any type of alarm clock is prohibited.
- A candidate who requires further paper or other assistance should attract the attention of the Invigilator by raising a hand.
- All writing must be done in Blue ink in the answer book provided, and use black pencil only for drawing figures. Colored pencils are not allowed. Rough work should be crossed out. Under no circumstance should pages be removed from the answer book. Scratched matter will not be assessed.
- In an examination, a candidate shall not cheat, nor attempt to cheat. Showing of answer book by one student to another will be treated as copy case.
- A candidate shall not bring, nor cause to be brought, any unauthorized material into a room where an exam is to be, or being conducted.
- At the end of the examination, candidates should remain in their seats in silence until all answer books have been collected. No answer book, used or blank, or any part thereof, shall be taken by students out of Examination Hall.

- Any breach of the rules will be taken into account by the Invigilator / examiner, and may also be the subject of disciplinary action thereafter.
- Students shall write his/her seat number on the question paper in the box provided for it and not anywhere else, other than seat number students shall not write anything on the question paper, if found written, it will be treated as copy case.

F) Rules governing concessions to (a) Blind, Deaf and Dumb and (b) Sick candidates or Physically disabled.

(a) Blind, Deaf and Dumb

i. These candidates will be given suitable location.

ii. Candidates who are blind / deaf and Dumb, and who can't write, and shall be provided with a winter upon producing a certificate from civil surgeon to that effect.

iii. These candidates shall have to submit their application to the COE office through the Director of his College with his / her examination form along with a Certificate of Ophthalmologist /ENT Specialist /Orthopaedic Surgeon as the case may be in the Prescribed form attached herewith. The candidate shall enclose the photocopy (duly attested) of original Handicapped certificate issued by District disability board. In case of the temporarily handicapped, certificate must also be accompanied by the latest under treatment certificate and also carry the unfit certificate at the time of examination from the same authority.

iv. External candidates should also apply by completing the above formalities (Stated in (ii) and (iii)) directly to this office at the time of the registration.

v. The supervision charges at the time of Examination will be borne by the COE office.

vi. The COE will appoint the writer, which will be of the candidate's choice and should be below the educational standard of the candidate. The candidate who engages a writer at the time of examination shall have to pay Rs.200/- per paper to the COE office. The COE office will disburse the remuneration of Rs.200/- per paper to the writer immediately, after conclusion of the Examination.

vii. No writer fees shall be collected from the blind candidates appearing for the University Examinations and the remuneration in respect of writer

provided to the blind candidates shall be paid by the concern college of the student.

viii. Only those candidates who are provided a writer as per above rules will be given 30 minutes extra.

ix. The applicant should submit the medical certificate of competent authority (stated in (ii) & (iii)) and two Identity Card size photographs of writer through principal.

(b) Sick candidates or physically disabled

i) The candidates who are physically handicapped and who cannot write and who produce a Certificate from Civil Surgeon to that effect will only be given a writer.

ii) These candidates shall have to submit the application to the COE office through the Director of his college with his/her examination form along with a certificate of Ophthalmologist /ENT Specialist /Orthopaedic Surgeon as case may be in the prescribed form attached herewith. (except suddenly ill candidates).

iii) If a candidate is suddenly taken ill, must have to apply through the director of their college along with a certificate of Government Medical Officer, directly to this office well in advance.

iv) External candidates should apply along with a certificate of Registered Medical Officer directly to the COE office well in advance.

v) The supervision charges at the time examination will be borne by the COE office.

vi) The COE will appoint the writer which will be of the candidate's choice and should be below the educational standard of the candidates.

vii) The candidate who engages a writer at the time of examination shall have to pay Rs.200/- per paper to the COE office. The COE office will disburse the remuneration of Rs.200/- per paper to the writer immediately, after conclusion of the Examination.

viii) These candidates will be given extra thirty minutes to solve the question paper.

ix) The applicant should submit the medical certificate of competent authority and Two Identity Card size photographs of writer through principal.

x) Those Handicapped candidates who do not write with normal speed, and who produce a certificate from Civil Surgeon to that effect be given an extra time of thirty minutes.

xi) The students, who have disability / physical handicapness less than 40 % will not be allowed to have concession.

G) Internal Vigilance Squad (IVS) / FLYING SQUAD

The internal vigilance squad/flying squad of not less than **two and not more than four** members shall be appointed by the chairman BOE/COE, to give visit on all days of examination during the examination period.

The IVS/FLYINGSQUAD shall:

- Be fully authorized to detect use of malpractice and unfair means in the Examination.
- Enter in any Examination Hall for checking the candidate's identity for ascertaining authenticity of the candidate. The squad shall observe whether the Invigilators and staff are scrupulously following respective instructions for smooth conduction of examination/s.
- Check the students who try to resort to malpractice at the time of examinations and report such cases to the COE in writing in the prescribed format.
- Refer extraordinary developments related to the conduct of examination the Director/COE, who would decide appropriate course of action using his /her discretionary powers.
- Visit the exam hall randomly at least twice in a session.
- Bring to the notice of Sr. Supervisor all the suspicious cases involved in malpractice.
- In case of copy case, after confirmation shall take undertaking from Sr. Supervisor and Jr. Supervisor in the prescribed format.
- Check the records of Answer books and Question papers. Submit a feedback report giving suggestion/s for further improvement in conducting examinations smoothly.

Roles and Responsibilities:

1. Director

- The Director should design and monitor the academic policies and general administrative principles of the Institution to ensure the efficient and effective performance of all members.
- Accountable to plan and control the budgetary provisions and financial audited statements of the Institute.
- Is responsible for performing specific institutional Regulation/Monitoring, support all stakeholders for Development, practice transformational Leadership and be a Visionary for the growth.
- Shall collaborate with department heads to take initiation towards innovation practices for the development of students.
- Accountable to be a chairperson for all committees and is necessary to function effectively.
- Will delegate his/her authority to the heads of the department to ensure disciplinary actions as and when required for the smooth functioning of academic regulations.
- To enable faculty members to update their knowledge by encouraging to attend seminars, international & national conferences, publishing in listed Journals, workshops and Faculty Development Programmes.
- Accountable for Policies implementation and responsible for fulfilment of institution Vision and Mission achievement.
- Ensure that the entire Academic Programmes of the Institute adhere to the University regulations.
- Initiate changes in the policy practices as and when required to complete which the economic challenges.
- Will adhering to maintain confidential information which impacts the Goodwill of the Institution.
- Responsible for end – to – end functioning of the Institution and its performance and initiate for collaborative practices with stakeholders for Institution growth.
- Will be liable for the submission of an annual report on the progress achieved in different developmental programs to the Management.

- Accountable to convince, collaborate, and communicate all the Governing body, committees and other stakeholders.
- Preparation and Implementation of Vision, Mission, Goals and Strategic Plan.
    - NAAC, NBA, NIRF
    - Industry Interaction and MOUs
    - International Connect, and Collaboration with Foreign University.
    - Membership of Professional Organisation.

2. Dean Academic

- Responsible for developing and implementing the institution's vision and goals.
- Preparation of the Institute Academic Calendar and effective monitoring of the implementation.
- Responsible to play a key role in all Academic affairs to bring higher performance among the entire departments.
- Accountable for monitoring overall quality and standards in teaching, learning practices by practicing experiential learning as teaching pedagogy.
- Responsible to maintain and monitor Rules & regulations in Academic execution.
- Ensure to perform a periodic assessment of teaching faculty particularly attendance, and syllabus coverage and submit a report with suggestions and observations to the Director.
- To support, supervise, and evaluate departments to bring excellence and initiate innovative academic practices for overall institutional development.
- Bring in academic reforms as per industry requirements/stakeholder suggestions.
- Exam Reforms to maintain the quality of education.
- Ensure continuous Training & Development of Faculty.
- Take feedback of students for faculty teaching learning.
- Work as secretary of Academic Council.

- Prepare Annual Report.

3. Dean Quality Assurance:

- Coordinating the institute's quality assurance system including strategic planning, assessment and evaluation for continuous improvement.
- Will be responsible for Preparation and Implementation of five-year Strategic Plan.
- Will be responsible for restructuring / revising of the QMS based on NBA, NAAC, NIRF and other bodies requirements.
- Will be responsible for the NBA, NAAC, NIRF Accreditations process from application to concerned bodies till the results declaration.
- Will be responsible for Academic Audit every year.
- Will be responsible for Faculty Appraisal Review Process (PBAS) and Key Result Areas (KRA) awards every year.
- Ensure overall planning and implementation of Quality assurance and Quality Enhancement activities within the College.
- Promotion, enhancement and dissemination of good teaching and learning practices.
- Work as Coordinator of IQAC Cell.
- Any other work assigned by the Director / management.

4. Dean Research & Development

- Responsible for strategic planning to develop research orientation among faculty by publishing research opportunities to all the teaching community.
- To accept financial power related to all projects covered under innovation initiation research works.
- Accountable to report on the status of Sponsored Research and Consultancy Projects undertaken by the Director of the Institution.
- Responsible to monitor and control financial transformations related to Consultancy Projects and research publications.
- Responsible to monitor and control financial transactions related to consultancy projects and Research funding from external Resources.

- Responsible to create Research culture in the institute through Seed funding, Patenting, Commercialisation of products.
- Develop policy for Revenue sharing for the revenue generated through various sources.
- Interact with industries for research consultancy projects for faculty and students.
- To support RIT-TBI & CIIED to promote Entrepreneurship.

5. Dean Student Development

- Responsible for develop, execute and control regulations to ensure discipline among students.
- Accountable to promote healthy Cultural relations among students by organizing awareness programs.
- To implement institution's policies and procedures in connecting to bring efficiency in student.
- To collaborate with faculty, non-teaching staff, and students to manage and address issues related to students.
- Responsible to encourage appropriate standards of individual and group behaviour, and promote ethical standards as citizens among the students.
- Coordination of admission related activities
- Responsible for planning and implementation of visits of Schools, Junior colleges, and Diploma Colleges.
- Responsible for various advertisements related to admissions in print and digital media.
- Responsible for planning and implementation of NSS & Sports activities.
- Coordination of Alumni Connect/Association.
- Coordination of Cultural Activities for Students.
- Coordination of Annual College gathering/ Annual College magazine.
- Coordination of Students Clubs & Events in consultation with HODs.
- Responsible for student related activities for their holistic development through well planned calendar of events.

6. Dean Infrastructure

- To develop preventive maintenance database within the clients, work order system if available.
- To assign preventive and scheduled work orders. Listing work to be done for scheduled work order generation.
- To determine most effective use of employees, equipment, and materials in the scheduling process.
- Responsible for renewal of Assets Insurance in time.
- Responsible for all documents of projects which are completed and in process.
- Responsible for all documents related to equipment, infrastructure is handed over completely by the projects from BOQ, GFC to commissioning reports, as built drawings & third party audits if available/conducted.
- Responsible For
    - EB- supply, billing, payments & receipts, and maintenance of spares .
    - Domestic water- supply, billing, payments & receipts, zero down time.
    - DG- supply, billing, payments & receipts, AMC & PPM, zero down time, and maintenance of spares.
    - HVAC- (both low & high side) supply, billing, payments & receipts, AMC & PPM, zero down time, maintenance of spares.
    - Plumbing- AMC & PPM, zero down time, maintenance of spares
    - Carpentry- AMC & PPM, zero down time, maintenance of spares
    - Firefighting system- AMC & PPM, zero down time, maintenance of spares,
    - BMS, FA & PA system AMC & PPM, zero down time, maintenance of spares,
    - Lighting-AMC & PPM, zero down time, maintenance of spares,
    - Lifts -AMC & PPM, zero down time, maintenance of spares
    - Entire LT system- AMC & PPM, zero down time, maintenance of spares
    - STP- AMC & PPM, zero down time, maintenance of spares

- Access Control Systems & EPABX - AMC & PPM, zero down time, maintenance of spares
- Fire extinguisher- AMC & PPM, zero down time, maintenance of spares

- Responsible for routine inspections of mechanical & electrical systems.
- Responsible for audit/ verification & reconciliation of all the documents and trackers maintained for all the consumables, metered commodities & billed commodities.
- To Provide adequate training and guidance to the supervisors and supporting staff.
- Planning the infrastructure.
- Estimation of cost.
- Liason with govt. offices.
- Preparing the drawings.
- Executing the plans.
- Maintenance.
- Ensure optimal use of Infrastructure.

7. Registrar

The Registrar shall, be the Chief Administrative Officer of the Institute. He shall be a full-time salaried officer and shall work directly under the direction and control of the Director.

The Registrar shall —

- Be the custodian of the records, the common seal and such other property of the Institute.
- Be responsible for fund management, fund mobilisation and optimum utilization of resources in the Institute.
- Receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action.
- Organise training and orientation of non-teaching employees in the Institute.

- Have the power to enter into agreements, sign documents, and authenticate records on behalf of the Institute, subject to the decision of the authorities of the Institute
- Have the power to seek information in regard to any matter of the Institute, from the Deans, Finance and Accounts officer, and any other officer of the Institute for submission to the State Government and other external agencies.
- Organize and administer the various activities such as recruitment, appraisal, training, induction etc. in order to provide maximum service to students and staff while ensuring efficient and effective workflow.
- Responsible for collecting, recording, maintaining and reporting of student records within UGC guidelines, e.g., grades, registration data, transcripts, mid-term verification, athletic eligibility and other associated audits.
- Collaborate with Administrators, Deans, Faculty, IT and counsellors to facilitate and improve services to students, including policy questions.
- Perform active role in Steering Committee, Board of Governance, online grievance, Scheduled Casts / Scheduled Tribes committee, Finance and Planning, College Development Committee, Anti ragging, Internal Quality Assurance Cell, Purchase committee, Academic council, Right to Information, Admission Committee etc.
- Perform all work related to Shivaji University such as sanctioning the proposals related to new courses, affiliation, gender audit, International students, eligibility of students, University fees, University recruitment process, process for Career Advancement Scheme, UGC interviews
- Responsible for appraisal and appointment orders of employees
- Prepare notifications and circulars
- Maintain service books, personal files of the employees
- Monitor the online attendance of the employees and its linkages to salary.
- Handle all legal matters of Institute, (Inquiry / Labour court/ Industrial Court, Tribunal Court, High- Court).
- To design and implement policies related to administration and HR
- Liaison with DTE, MSBTE, and AICTE.

- Responsible for generating extension of approval from AICTE every year which includes change in nomenclature, additional new course, FN quota, and increase in intake.
- Prepare NBA, Autonomy, and NAAC report related to administration
- Fill the information required for NIRF & AISHE portal and private survey reports such as GHRDC, India Today, AAA+ etc.
- Process for various Government and non-Government scholarships
- Prepare the institutional budget and present in statutory bodies.
- Perform account related activities such as general accounting, online payments, online fee collection, payment in foreign currency.
- Conduct internal and external audits and settle the audit objections.
- Responsible for salary administration.

8. Training & Placement Officer / Head - TPO

- Accountable to plan, execute and control end-to end training and placement activities for the benefit of students, institute and other stakeholders.
- Responsible for addition of new companies for Internship and Placements by doing MOUs
- Head T&P and team are accountable for pre-placement process, campus recruitment drives, post placement process for supporting the students.
- To ensure conduct of training programs, aptitude tests, mock interviews, motivational sessions for all streams of students.
- Responsible for identifying and allotting companies for all students for one month and six-month internship.
- Accountable for suggesting inputs for curriculum enhancement as per Industry need.
- Accountable for making students ready for preparing competitive exams like GATE, CAT etc.
- Accountable for organizing expert sessions for motivation of MPSC/UPSC exams.
- To coordinate for Foreign Language coaching to all interested students.

9. Rector

- Responsible for allotment of rooms to the admitted students.
- Responsible for the code of conduct, disciplines and maintenance in the hostel campus.
- Look into the grievances/complaints of the students if found genuine.
- Responsible for the hygiene, food, health, and sanitation of the hostel campus.
- To supervise the functioning of Mess, to look after for the quality of food served in the hostels.
- To permit the stay of guest with prior approval according to the hostel rules.
- Responsible for the hostel staff attendance, leaves, human resources and ensuring the smooth functioning of the hostel work.
- To conduct hostel and other relevant committee's meetings on time and take review of the progress reports and compliances.
- To process the procurements of hostel requirements through proper channel.
- To ensure the correctness of receipts, issuance of mess stores, crockery etc. and the stock balance with the help of Hostel Assistant
- To verify Stock Register and process the bills received from suppliers with the help of Hostel Assistant.
- Responsible for the overall security of the hostels in co-ordination with security staff of the institution.
- To regularly supervise the overall functioning of the hostel campus.
- To make awareness of rules and regulations of hostel to the parents.
- Reports to the Director / Head in case of any indiscipline or misbehavior by the students.
- To follow the Anti Ragging guidelines given by the UGC / AICTE in the hostel campus.
- Arranges for first-aid in case of any emergency and arrange for hospitalization of student/staff, if required.
- Rector / College officials have the authority to check the room and visit the students at any time.
- Rector is a custodian and in-charge of all the hostel properties.

- To take regular feedback from all stakeholders and act upon it.

10. System Analyst

- Systems analyst, will work on an organisation's particular IT system as well as its legacy environment.
- Liaise closely with external or internal clients
- Analyse clients and existing IT systems, and business models
- Map and document interfaces between legacy and new systems
- Understand software development lifecycles
- Translate client requirements into highly specified project briefs
- Identify options for potential solutions and assess them for both
- Conduct requirements analysis and prepare specific proposals for modified or replacement systems
- Develop solutions and related products
- Produce project feasibility and costings reports
- Present proposals to Management
- Work closely with programmers, developers, testers and a variety of end users to ensure technical compatibility and user satisfaction
- Ensure that budgets are adhered to and deadlines are met
- Draw up, supervise and document testing schedules for complete systems
- Oversee implementation of a new system including data migration
- Plan and work flexibly to deadlines
- Support users on change control and system updates
- Provide training and user manuals to users of a new system
- Keep up to date with technical and industry developments.
- To maintain and upgrading Campus Wide Networking.
- To develop and maintain ERP System as per requirement.
- Server Management.
- IT Infrastructure Procurement.
- To maintain IT Infrastructure.
- To maintain Institute; Alumni website.
- To maintain CCTV.

- To provide support for and conduct online exams.
- To maintain institute mail id server.

11. Librarian

- RIT Central Library will establish and implement library and information policies with the consultation of the Library Advisory Committee.
- Manage vendor development, document procurement, and payment processes.
- Library management responsibilities include developing and implementing library policies and procedures, managing library budgets and procurement, overseeing the maintenance and organization of collections, and ensuring compliance.
- Management and development of electronic resources and the Digital Library involve overseeing the acquisition, organization, and accessibility of digital materials to enhance the library's offerings and services.
- Books are to be purchased with the approval of the library advisory committee/director.
- Collection development duties involve selecting and acquiring library materials, conducting regular assessments of collections, and maintaining an up-to-date catalogue of holdings.
- Library staff supervision and development include recruiting, training, supervising library staff, conducting performance evaluations, providing development opportunities, and fostering a collaborative and inclusive work environment.
- The responsibilities for library automation and technology include overseeing library automation systems, ensuring RFID technology integration, and staying current with emerging technologies and trends.
- Responsibilities for maintaining and updating library records include keeping the accession register, databases, and library software current with the arrival of new books, magazines, journals, and e-resources.
- The scope of information access and services encompasses providing reference and research assistance, developing and delivering

information literacy programs, and implementing and managing systems for easy access to resources.

- Identifying training needs and conducting capacity-building programs for library staff on the latest library and information management tools and techniques.
- Marketing the library involves promoting full use of its resources and services to ensure maximum patron engagement and utilization.
- Conducting various library activities includes organizing library orientations, book exhibitions, book talks, best user awards, author meet-and-greets, celebration days, hands-on sessions, conference workshops, and more.
- Developing and maintaining library facilities involves managing websites, portals, and library automation software to ensure they are up-to-date and effectively support library operations.
- Management and development of ICT applications include overseeing and enhancing applications such as Similarities Applications, Grammarly, INRINS, and others to improve information access and user experience.
- The library's assessment and reporting activities include monitoring and assessing library usage and user satisfaction, preparing and presenting operational reports, and implementing strategies for continuous improvement.

12. Heads of the Departments:

- Head of the departments (HODs) are responsible for smooth functioning of their respective departments to bring excellence in services.
- HODs shall adhere to the Policies and Procedures governed by the Academic council and ensure quality practices in their departments.
- To collaborate with administrative senates like the Director, Dean Academics and other Deans for efficiency and effective utilization of resources to build strong academic competencies.
- Is liable for meeting the department level vision and mission and ensure fair practices towards faculty and students.

- To take an active role to plan for the semester and academic year, in terms of academic activities, guest lectures, workshops, student participation etc. for the benefit of the students and faculty of the department.
- Responsible to monitor and conduct academic activities of the department.
- Responsible to conduct regular departmental meetings with faculty, class coordinators as well as the class representatives to sort out any issue and queries related to academics.
- Responsible to prepare the department budget requirements and other needs of any resource for the department.
- To empower academic excellence and validate research contributions in the departments.
- HODs shall identify the Training Need Analysis (TNA) of the faculty.
- To augment laboratory/research facilities and/or establish Centre of Excellence in emerging areas.
- Frame the curriculum addressing the needs of the stakeholders.
- Promote Research & Consultancy in department.
- Encourage for writing research proposal for research funding from external sources.
- Develop Industry Institute Interaction.
- Publication of Quality Research papers.
- Alumni Council.
- Guidance of students for placement/ Higher studies & ED.

13. Faculty

- To report to the college before the commencement of college timing.
- Faculty is responsible to meet academic roles with regards to teaching, training and department level administrative assignments for the development of the institution.
- The entire faculty should stick on to leave policy, should get the prior approval with the authority/HOD and need to do appropriate alternate arrangements with co-faculty.

- Faculty should prepare a course file that includes course material, lesson plan, unit wise Assignment questions, e-resources, case studies and get it approved by the HOD and the Director.
- Faculty should be away from involving in unethical practices within and outside the college premises.
- The faculty member must strive to prepare academically to meet all the challenges and requirements in the methodology of teaching for the student community at large.
- The faculty should maintain academic record books for all students to analyse the progress of students.
- Faculty should utilize Information Communication Technology (ICT) resources for the effective delivery of lectures to students.
- Faculty is responsible for doubts clarification of students in order to have clear conceptual knowledge benefit.
- Faculty is accountable to identify slow learners and motivate them to cope up with studies to gain competency skills.
- Faculty should maintain records to manage, monitor, assess and improve student learning to improve sources for student achievement.
- Faculty should admire towards supporting the personal and professional development of students.
- Teaching staff should maintain a professional relationship with colleagues that are considered and helpful in their career growth.
- Faculty should develop their core competencies through their own professional learning and development.
- The teaching staff should involve themselves in the preparation & demonstration of models, charts, experimental setup and upgrade the laboratory.
- Faculty should involve in regular tutorials for student's better performance.
- Every faculty is responsible to attend examination duties in terms of question paper setting, moderation before the end exam, liable to maintain confidence towards professional ethical practices.
- The entire Faculty is required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.

- Faculty should attend seminars, workshops, conferences, and faculty development programs for enhancing their knowledge.
- It's mandatory for all faculties to publish research papers in listed journals and financial support is provided by management to encourage their research initiations.
- Faculty is responsible to encourage students to participate in competitions, conferences, co-curricular and extra-curricular activities for developing their confidence levels to cope up with corporate competitions.
- Faculty Member as a part of the Institutional community should take additional responsibilities as assigned by HOD / Dean / Director in academic, co-curricular or extra-curricular activities.
- Research Funding, Consultancy, Industry Interaction, Alumni Council.

14. Technical Nonteaching Staff

- Submit the requirements of the laboratory for preparing the budget to the HOD
- Prepare and display the chart giving details of equipment along with instruments on the laboratory notice board.
- Display timetable for his/ her laboratory.
- Display the list of DO's and DON'Ts at appropriate place(s) in the laboratory.
- Ensure that the concern practical teacher(s) displays (display) the list of experiments, exercise, assignments etc. as the case on the laboratory notice board.
- Responsible to update laboratory manual, subject related charts and it should be displayed on the notice board.
- Responsible for maintaining entry register of students. This is apart from the attendance taken by the subject teacher.
- Responsible for laboratory equipments. He/she should maintain the register for the material issued on temporary basis.

- Responsible for the equipment/ instruments/ systems in respect of his/her laboratory are in working condition. In case of break down, immediate steps be taken by him/ her and be recorded accordingly.
- Responsible for the cleanliness and discipline in the laboratory.

15. Security Supervisor

- Every supervisor will work under the college security officer.
- Report on time to take over the shift.
- Take attendance of security guards.
- Check uniform of security guard.
- Brief them about discipline then assign and deploy duties as per post.
- Report to Security Officer and take instructions if any.
- Give attendance and deficiency of guard report to Security Officer.
- Organize training schedule of guards.
- Prepare shift report in time.
- Take patrolling of the premises.
- Check all security post work of guards.
- Report incidents and any emergency to Security Officer in time.
- Resolve grievances of security guards.
- Supervise all security operations.
- Deal with lost and found material.
- Hand over the charge to next supervisor.
- Keep liaison with all HODs and seniors.
- Maintain all the security records in lock and custody.
- If any special duty is assigned, make arrangement for it.
- Ensure that sufficient stationary available with department and distribution record to be maintained properly.
- Take a surprise check of the people moving around the college premises including all canteens/cafes.
- Prevention on unusual incidents.
- All supervisor should know every fire point and types of extinguishers to operate in fire emergencies.
- Make every week/month duty chart/roaster of all guards.

- Make a plan of Leave and change of duty application of all guards well in time and hand over to SO for permission.
- Submit your daily duty report to security officer.
- Everybody should have a knowledge and handling of CCTV system.

16. SOP for Gate No. 1

- Every time G.No. 1 should be in closed position.
- Allow all dignities and VIPs entering through this gate.
- Allow only HODs / DEANs and faculties 4-Wheeler through this gate.
- Check the person properly who are going to enter through this gate.
- Don't allow any beggars and unauthorized persons.
- Students In/Out should be checked with their valid Identity Cards.
- Only permitted vehicles should be allowed through this gate.
- The materials ordered by the college and entering through the main gate should be checked and then entry should be made in the register regularly.
- Contractors and visitors should be enquired first, then make entry in the registers.
- Don't allow anyone to gather in front of gate at all time.
- Make sure that inside road should be clear for drive the vehicles.
- Whenever College 4-wheeler vehicles are used by anyone, an entry should be made in Log Book register.
- After 7.00p.m. daily, the gate should be locked and no movements or ins and outs will be allowed.
- Only in emergency this gate can be used at night time.
- Don't allow animals to enter through any gates.
- No fireworks and music systems should be used by anyone at this gate and around campus.
- Don't allow anybody to take a photos or video shoot of our campus.
- Daily duty reports should be made in the report registers.
- Don't allow any student or person to enter in half pant or bermudas or shorts.

- Don't allow birthday cakes and other related materials through any gate.

17. Gate No.3 SOP's

- Gate to be remain in closed position.
- Only authorized person should enter through this gate.
- Check the identity of faculties, college staff, Hostel staff, Students every time.
- Confirm the reason of visitor and then make entry in the register and also guide them the concern location.
- No vehicles are allowed to enter through this gate without prior permission.
- Avoid unknown persons to enter through this gate.
- Make the entries of newspapers in the register daily.
- Don't keep gate open unnecessarily.
- Don't leave your duty place without reliever/guard.
- Daily complete your meal in time.
- Don't allow students to stand near the area of gate.
- Don't make garbage near gate keep the area clean by housekeeping staff daily.
- Any entry of materials is not allowed through this gate.
- Don't allow anyone to sit in the security cabin
- Unauthorized vehicles should not be allowed through this gate.
- Don't keep anybody's materials in the security cabin.
- Don't talk unnecessarily with anyone.
- Use polite language and help needy persons whenever necessary.
- Always ensure that no vehicles and motorcycles should be parked on road or in front of the gate.
- Keep watch outside area of the gate.
- Write the report of duty in the report registers.
- Be alert and keep watch on any suspicious moments.
- Help to parking area guard when gathering people on road.

18. SOP's for 2 Wheeler Parking Area

- Daily Make disciplined parking of 2 wheelers for ladies' staff, faculty, students and visitors.
- Make sure that no 2 wheelers should be allowed to park outside of parking area.
- Daily keep one part of the gate closed to control the parking.
- Keep watch on every moment in the parking area.
- Don't leave your duty place.
- Don't allow students to stand Infront of gate and on main road.
- Daily make sure that at night time keep the gate closed and locked.
- Keep watch on rash driving, make a note and inform your seniors.
- Make sure that the MIDC office road will always remain without crowd.
- If any 2-wheeler is parked in the parking area for more than a week then report to seniors immediately.
- If any enquiry is regarding missing 2 wheelers send the person to security office.
- If anyone argue with you and not following discipline, then report to duty supervisor/SO.
- Be alert at all time.

19. SOP's for Gate. No. 4 (Entry Gate for Guest House, Boys and Girls Hostel and Laundry and Play Ground)

- Make sure that only authorized persons and students should enter through this gate.
- All are to be physically checked and then allowed to enter.
- Those who are having RIT stickers on their 2 Wheelers only allowed to park in the inside parking area.
- Keep watch on students playing the games. Take care that no fighting or abuse will take place.
- Keep one part of the gate close for safety purpose.
- Keep watch on canteen employees and check their ID's before allowing them to enter.

- Keep security watch on surrounding area.
- Always keep MIDC road free for use of others.
- Don't leave your duty place.
- Be alert at all time.
- Keep watch on hostel students' movements check their ID.
- Whenever required open the Girls Hostel gate.
- Keep watch on our college vehicles and ambulance in parking area inside Girls hostel compound wall.
- Always take constantly round of surrounding area.
- Drive away monkeys when they enter in the girl's hostel area trees.
- Keep watch on Gayatri Guest house area.
- After 11 p.m. nobody should enter through this gate without permissions.
- If police vehicles come to take round allow them and make an entry in the report registers and inform duty supervisor.
- Keep taking round of your area and don't seat ideal on duty.

20. SOPs of Library

- Only Library card holders are to be allowed to enter in the library.
- Make sure that no other person should be enter in the library.
- Make sure that everybody should enter their name in the registers or swap the ID regularly.
- Don't allow whispering, talk, chat and music in the library.
- Monitor student movements.
- Make sure that any types of riots or quarrel will not take place in the library.
- Always take rounds on both the floors of library frequently.
- If anything happens, call duty supervisor immediately.
- Make sure that no sabotage incidents will take place in the library
- Make sure that no sexual harassment case should be happen in the Library area.
- Make sure that all students should not carry their bags inside the library.

- Don't leave your duty place without reliever or permission from librarian/supervisor.
- Hand over your duty as per the SOP.
- Make sure that opening and closing of library will be as per the instructions given time to time.
- Whenever students leave the library, ensure that an entry is made in the register.
- Be alert at all time.
- While closing library make sure that lights, fans, A/C's switched off and windows, doors are closed properly and nobody remained in any floor of the library.
- On duty if you face any problem then inform to the librarian and security supervisor immediately.
- In case of fire, shout loudly, then evacuate all the students from library and try to extinguish the fire and inform to your seniors.
- Report to your duty supervisor and Security Officer, daily.

21. SOP's for Gate No. 5 (Boys Hostel)

- Students and hostel staff should be checked for their valid ID of hostel.
- No visitors are allowed to enter through this gate.
- Tobacco, chewing gum, cigarettes, drugs, wine, mawa, gutkha etc. are not allowed in the Hostel area.
- No vehicles are allowed to park in the Hostel area.
- The main gate should be closed at all times.
- Materials for hostel are to be checked and its entry should be made in the register.
- Don't allow students to go outside the hostel premises without leave application and permission.
- Always keep watch on every student in hostel area.
- Don't allow late entry of the students at night time and such cases are to be reported to Rector/Warden at the same time.
- Obey the orders of Rector given time to time.
- Don't leave your duty place at all.

- If parents come to visit hostel, speak politely with them and make entry in the register then send them to hostel office.
- Make sure that no materials/scrap should go outside the premise without valid Gate pass.
- Take round of the hostel with hostel staff only.
- If police van comes to take hostel round allow them and inform to Rector/Warden immediately, then make the entry in the register.
- If something unusual happens inside the hostel, immediately inform to Rector/warden and supervisor.
- Don't leave your duty place without a reliver.
- If someone found Loss and found materials/things keep it safely and make a note of it and inform to Rector/Warden.
- Always keep liaison with the Rector office.
- Don't take any gift, money, refreshment or meal from anyone.
- Keep watch on housekeeping staff and check them.
- Whenever garbage and left over canteen food goes outside, check the vehicles properly.
- Hand over your duty as per procedure and make sure that report to be written in the register.

22. SOP for Laundry, Rear Gate and Scrap Yard Area

- Keep in/out entry of students' cloths in the register.
- Keep a watch on laundry persons.
- Keep lights, fans off when not in use.
- Daily keep taking round of rear gate, staff quarters, fencing, new shed, Water-mine, and scrap area.
- Make entry of every visitor.
- Make sure that no theft case will take place in this area.
- Don't leave your duty place.
- Monitor the labourers shed.
- Don't allow anyone to stay at night in the laundry.
- Don't give or take clothes without laundry in charge.
- Don't allow anyone to enter in the college area from back yard.

- If anything, unusual happens make a report to laundry-in-charge and our duty supervisor.
- Don't sleep on duty and be alert at all time.
- Don't leave your place without reliever.
- Make your duty report in the registers.
- In case of fire inform immediately to the shift supervisor, Rector office and use the proper fire extinguisher in time.
- Don't allow animals to enter in the area.

23. SOP's for Girls Hostel

- Make sure that only authorized girl students should be allowed to enter and stay in the Hostel.
- No men are allowed to enter in this hostel.
- On duty ladies guard should be present near gate office.
- Don't leave your duty place unless any emergency.
- Always keep watch on girl students' movements.
- If girl students are out crying, playing loud music and dancing in their rooms inform ladies Rector and supervisor immediately.
- Don't allow girls student to bring birthday cake inside the hostel.
- Accept only valid leave applications and then make the entry in register.
- Make sure that nobody will bring any kind of addictive drug material inside the hostel.
- Make a good liaison with lady Rector.
- Don't talk unnecessarily to the girl students.
- Don't demand anything from girl students.
- Don't take any gift from the girl students.
- No vehicle should be parked near gate area.
- If electricity goes off, then inform to Lady Rector and rector office.
- If you receive any complaint from girl student, then hand over it to lady Rector immediately.
- If any girl student comes late night in the gate inform immediately to Lady Rector.
- If police van comes on round inform Lady Rector same time.

- Always be alert on your duty place.
- Make sure to write your daily duty report in time before leaving your duty.
- Hand over your charge/duty properly to your reliver.
- Avoid to read newspaper on duty.
- Keep watch on mess employees.
- Wear a neat and clean security uniform properly.
- Don't use misery/chew tobacco at duty time.

24. New Building Area Guard– SOP's

- Keep taking round of all floors, terrace and surrounding area.
- Keep a watch on materials lying down in the floors.
- Keep watch on labourers'.
- No unauthorized person should enter in the building.
- Switch off light, fans and water tab when not in use.
- No unusual event should be happened in this area.
- Don't leave your duty place.
- Don't allow parking of any type of vehicles near the building.
- Switch on passage lights at night and switch off in the morning.
- Don't leave your duty place.
- If any unusual incident happens inform it to security supervisor.
- Make sure that Students should not make noise.
- Don't allow anybody to sit in porch.
- Ensure that no student will remain in classroom and in the building premises after college hours.
- Daily write your duty report in the register.

25. Exam Hall (COE)– Guard Duty Sop

- Make sure that nobody should enter in the exam hall area.
- Only permitted persons are allowed to enter in this area.
- Upon entering, students should be thoroughly checked for valid IDs, and their entry should be recorded in the register, and after permission only they should be allowed to visit concern department.
- At any cost no sound disturbance allowed in this area.
- Keep watch on every movement.

- Don’t leave your duty place.
- Make sure that no official record should go out without proper intimation by HOD.
- Switch off and on the lights whenever needed.
- Open and close the gate every day in time. Make sure that nobody should remain inside this area.
- Make sure that you should be in proper uniform and be present at your duty place on time.

Enforcement

RIT has constituted the **Students Grievances & Redressal Committee, Anti Ragging Committee and Internal Complaint Committee** to ensure efficiency and effectiveness of all the mechanisms involved. These Committees have appointed Chairman & Secretary, students within its committee members to maintain and enrich a **'Value Driven Culture'** in RIT.

Constitution	Functions	Procedure
Students Grievances & Redressal Committee		
Chairman – Director Members - COE Concerned HOD Students Council Two Nominated Members One Nominated Woman Member Member Secretary - Dean (Student Development)	• Examine and enquire the student(s) and staff involved in malpractice. • Decide the punishment depending upon the gravity of the offence. Appeal to the director • It shall take care of the inputs received from students, observers and staff regarding indiscipline, ragging and sexual harassment activities of the student. • Anti ragging is one of the important and mandatory functions of the committee. The committee shall look into the ragging cases. It should counsel the students for anti-ragging and follow the principle of preventive actions. In addition, student committees shall be formed for anti-ragging and some of the parents shall also be involved in helping the institute to avoid ragging. • Avoiding sexual harassment in the Institute is other important and mandatory function of the committee. The committee shall try to	• All complaints regarding malpractices in internal assessment tests and Semester-End Examinations should be referred to the Chairman of the committee. • Any action on the part of candidate at an examination trying to get undue advantage in the performance at examinations or trying to help another, or derive the same through unfair means is punishable according to the gravity of the offence. • The involvement of the Staff, who are in charge of conducting examinations, valuing examination papers and preparing/keeping records of documents relating to the examinations, in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examination shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry. • The Director shall take necessary action as per the recommendations of the committee. • Student or staff shall forward the written complaints to member secretary. • All complaints shall be investigated and all enquiries

Constitution	Functions	Procedure
	prevent cases of sexual harassment in the institute. • Members of the faculty who had completed their Ph. D. can also ask for a raise in their pay. The institute's director was appointed at their request. Bring this application to the attention of the management. It has received top-level approval, and compensation adjustments have been made.	relating to misconduct of the students shall be presented to the committee. • If nature of complaint is not severe, students can be counseled. • If nature of complaint is severe, to check the severity of the complaint, GRC may form a subcommittee. • Enquiry shall be done by sub-committee and enquiry report shall be forwarded to GRC. • Committee shall give appropriate punishment on the basis of severity of the misconduct. Link for registering the grievance - - https://ritindia.edu/ritwebsite/website/grievances.php
Internal Complaint Committee –		
Chairman - Presiding Officer Members – One Voluntary Organization Representative One Legal Advisor / Advocate Three Women Faculty Representative One Gents Faculty Representative One Girl Student Representative One Boys Student Representative	• To build self-esteem & dignity among girl students &ladies faculty member. • To offer services such as counselling, legal aid in case of atrocities against women. • To creates awareness regarding women rights. • To arrange programs regarding health, personality development etc. • To avoid and prohibit sexual harassment at workplace	• The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting. • It shall be circulated to all Members of the Committee two days before meeting. • All the decisions should be taken on the basis of majority. • After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions. • Women Helpline Toll Free Number 1800 203 5812
Anti-Ragging Committee		
Chairman – Director Members - Two Senior Faculty One Rector One Dy. Warden One Psychologist	• To build self-esteem & dignity among girl students & ladies faculty member. • To offer services such as counselling, legal aid in case of atrocities against women.	• The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting. • It shall be circulated to all Members of the Committee two days before meeting.

Constitution	Functions	Procedure
Head students Counselling	• To creates awareness regarding women rights. • To arrange programs regarding health, personality development etc. • To avoid and prohibit sexual harassment at workplace	• All the decisions should be taken on the basis of majority. • After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.

Acknowledgement

The Code does not provide an inclusive and complete explanation of all expectations from an Institute view point or responsibilities from a stakeholder standpoint.

Our employees have a continuing obligation to familiarize themselves with all applicable law, group-level advisories and policies, Institute-level policies, procedures and work rules as relevant. For any guidance on the interpretation of this Code of Conduct, we may seek support from the Immediate head of our Institute, any HOD/CEO/Director.

RIT's CODE OF CONDUCT

I acknowledge that I have received the RIT's Code of Conduct.

I have read the RIT's Code of Conduct and I acknowledge that as RIT's employee/student, I am required to comply with the guidelines described therein and failure to do so may subject me to action as per my employment terms and relevant institute policies.

If I have a concern about a violation or a potential violation of RIT's Code of Conduct, I understand that there are channels available to me in my Institute to report such concerns. By making use of these channels when necessary, I will play my part in maintaining the high ethical standards to which we hold ourselves.

Signature/ Date:

Name:

Department:

Location:

Oath of the Institute

I shall devote myself to the advancement and extension of knowledge, recognizing that I have an obligation to my students, to my discipline, to my professional colleagues, to my institute, and to the public.

I embark on teaching as a moral vocation. I recognize research and scholarship as a public need and accept professional service as a social obligation. In pursuing my responsibilities, I will devote to both teaching and research the same sustained, imaginative, and rigorous attention. I will pursue new knowledge and creative activities in a scrupulous manner that befits the highest professional standards in my field. And I will play my full part in service to the larger community. In undertaking these tasks I recognize that teaching, research, technology transfer and public service are the fundamental responsibilities. I understand that every faculty member of institute, ably shoulders the responsibilities, and that teaching lies at the heart of the mission of the Institute. I realize that I as a professor is an architect of the career of young generation. I fully understand that ought to be a leader in the field of my specialization, and that I am creating leaders for future in engineering, technology and industry. I appreciate that tomorrow's brave new society is being created today in colleges and universities.

Towards this, I accept the trust that of transmission of knowledge with accuracy, fairness balance, and integrity are exemplified in the way my subject is presented and arguments are handled. I will present my subject, whatever it may be, with rigour but also in a liberal spirit, I illustrating the general within the particular" with a breadth of outlook and a humane concern for its foundations, context, relationships and implications.

I will respect the integrity of the relationship between professor and student, in both personal and intellectual terms, so that hucksterism or improper advocacies are as unthinkable as abuse or harassment. I will be scrupulous in preparation for class, discussion, laboratory or other exercises and supervise the same· scrupulous preparation of any student

teaching assistants who might assist me. I will be objective, rigorous and fair in. student evaluation, and will be available for student conferences, office hours, Lab sessions and other formal contacts outside the lecture room. I will not make a difference between cast, creed, religion, sex, and nationality of students. I will treat all the students with equal attention.

Finally, I will participate in the life of the institute community, cooperating with my colleagues in educational endeavours and participate in campus wide activities. And, as I develop in my own career, I will encourage, help, and mentor my colleagues, especially those newly appointed, to become effective teachers and successful scholars. I will contribute to create a scholarly atmosphere in institute, convert negative energies of some people if any, in to positive energies.

The vow, which I freely take, I will keep, recognizing that the privilege of academic freedom that is entrusted to me carries with it the obligation of professional responsibility in honour and serve my students, my discipline, my profession my colleagues, my institute, and the larger society.