

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bilai



7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard:

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: A. All of the above


PRINCIPAL
RAIPUR INSTITUTE OF TECHNOLOGY
CHHATAUNA, MANDIRHASAUD, RAIPUR (C.G.)

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bilai



INDEX SHEET

S.NO	KEY INDICATOR	PAGE NO
1	Certificate of Head of Institution	1
2	Committee	3
3	Awareness Programmes	7
4	Handbook for staff	8 (1-10)
5	Handbook for students	9 (1-6)


PRINCIPAL
RAIPUR INSTITUTE OF TECHNOLOGY
CHHATAUNA, MANDIRHASAUD, RAIPUR (C.G.)

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bilai



Certificate of Head of Institution

Campus: NH-6, Chhatauna, Mandir Hasaud, Raipur (C.G.) - 492101 Ph.9522173000, 9522174000 Website: www.ritengineering.education

E-mail: principal.eng@rit.edu.in, H.O: Near Bal Ashram, Kutchery Chowk, Jail Road, Raipur 492001 Chhattisgarh, Ph.: 0771- 9522292121, 4036053

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bhilai



To Whom So Ever It May Concern

This is to confirm that the Institution is in practice to follow the Code of Conduct for students and staff. In continuation, there is a committee that monitors adherence to the Code of Conduct. The Institution also organizes professional ethics programmes for students, staff and administrators along with annual awareness programmes on Code of Conduct.

PRINCIPAL

RAIPUR INSTITUTE OF TECHNOLOGY
CHHATAUNA, MANDIRHASAUD, RAIPUR (C.G.)

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bilai



CODE OF CONDUCT COMMITTEE – YEAR 2022-23

S. No.	Name of Faculty	Designation in the Committee
1	Dr. D. Mukhopadhyay, Principal	Chairman
2	Dr. Ritesh Diwan	Member
3	Dr. Tanushree Chatterjee	Member
4	Dr. Vaishali Pendse	Member
5	Dr. Rajeshwar Verma	Member
6	Mr. Sudhir Singh Rajput	Member

PRINCIPAL

RAIPUR INSTITUTE OF TECHNOLOGY
CHHATAUNA, MANDIRHASAUD, RAIPUR (C.G.)

Campus: NH-6, Chhatauna, Mandir Hasaud, Raipur (C.G.) - 492101 Ph.9522173000, 9522174000 Website: www.ritengineering.education

E-mail: principal.eng@rit.edu.in, H.O: Near Bal Ashram, Kutchery Chowk, Jail Road, Raipur 492001 Chhattisgarh, Ph.:0771- 9522292121, 4036053

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bilhail



ACADEMIC YEAR 2022-23

RIT/Principal Office/Circular/2022-23/05

02/07/2022

NOTICE OF THE MEETING OF CODE OF CONDUCT COMMITTEE

Notice of the meeting of code of conduct committee of RIT, Raipur will be held on 4th January 2021 at 11:00 a.m. through Zoom Meeting App in online mode.

We request you to kindly make it convenient to attend this meeting. We will send you the necessary "Invitation URL link" prior to this meeting. Kindly acknowledge.

The agenda of this Code of Conduct Committee is as follows,

Agenda:

- Item No. 01 :** To confirm the minutes of previous meeting.
- Item No. 02 :** To consider action taken report of previous meeting.
- Item No. 03 :** About to monitor online classes attendance of students.
- Item No. 04 :** To prepare list of awareness program to be conducted by Institute.
- Item No. 05 :** Any other point to be discussed with the permission of Chair.

Kindly accept our invitation and acknowledge.

PRINCIPAL

PRINCIPAL

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bhilai



04/07/2022

MINUTES OF MEETING

Following members were present in the Meeting (Online Mode):

S. No.	Name of faculty	Designation in the Committee
1	Dr. D. Mukhopadhyay, Principal	Chairman
2	Dr. Ritesh Diwan	Member
3	Dr. Tanushree Chatterjee	Member
4	Dr. Vaishali Pendse	Member
5	Dr. Rajeshwar Verma	Member
6	Mr. Sudhir Singh Rajput	Member

Following points were discussed in the meeting headed by Dr. D. Mukhopadhyay.

The meeting of the **Code of Conduct Committee** of RIT, Raipur was held on 4th January 2021 at 11:00 a.m. through Zoom Meeting App in online mode.

Following points are discussed:-

Item No.01 : To confirm the minutes of the last meeting to Code of Conduct committee

Resolution 01 : The minutes of the last meeting of Code of Conduct committee held on date 17/7/2020 was confirmed.

Item No.02 : To consider Action Taken report of previous meeting.

Resolution 02 : The Action Taken Report (ATR) of the last meeting has been confirmed by the committee members.

Item No.03 : About to monitor the attendance of the students in online classes.

Resolution 03 : It has been decided that faculty members has to monitor the attendance of the students for online classes.

Item No.04 : To prepare list of awareness program to be conducted by Institute.

Resolution 04 : The Committee members reviewed the online participation of the students in

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bilai



International Yoga Day etc.

Item No.05 : Any other point to be discussed with the permission of the chair.

Resolution 05 : There were no any other topics discussed.

The meeting was closed with thanks to the chair.

PRINCIPAL

E-Copy to:

1. All committee members
2. Registrar
3. All HoDs

PRINCIPAL

RAIPUR INSTITUTE OF TECHNOLOGY
CHHATAUNA, MANDIRHASAUD, RAIPUR (C.G.)

Campus: NH-6, Chhatauna, Mandir Hasaud, Raipur (C.G.) - 492101 Ph.9522173000, 9522174000 Website: www.ritengineering.education

E-mail: principal.eng@rit.edu.in, H.O: Near Bal Ashram, Kutchery Chowk, Jail Road, Raipur 492001 Chhattisgarh, Ph.:0771- 9522292121, 4036053

RAIPUR INSTITUTE OF TECHNOLOGY

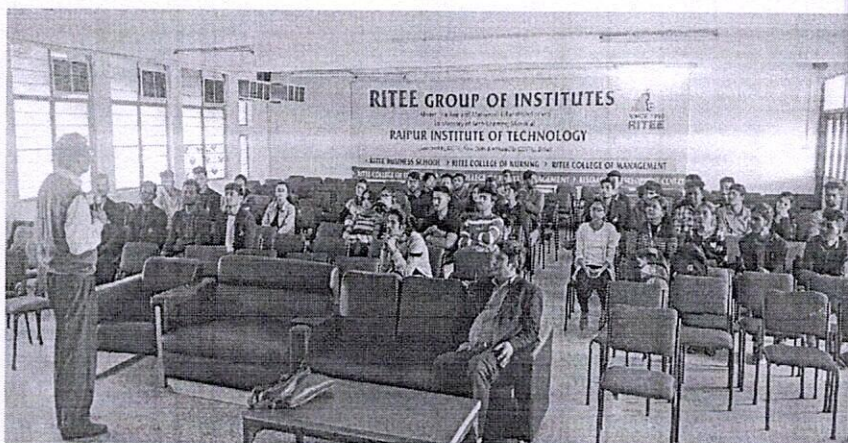
(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bhilai



ONE PAGE REPORT

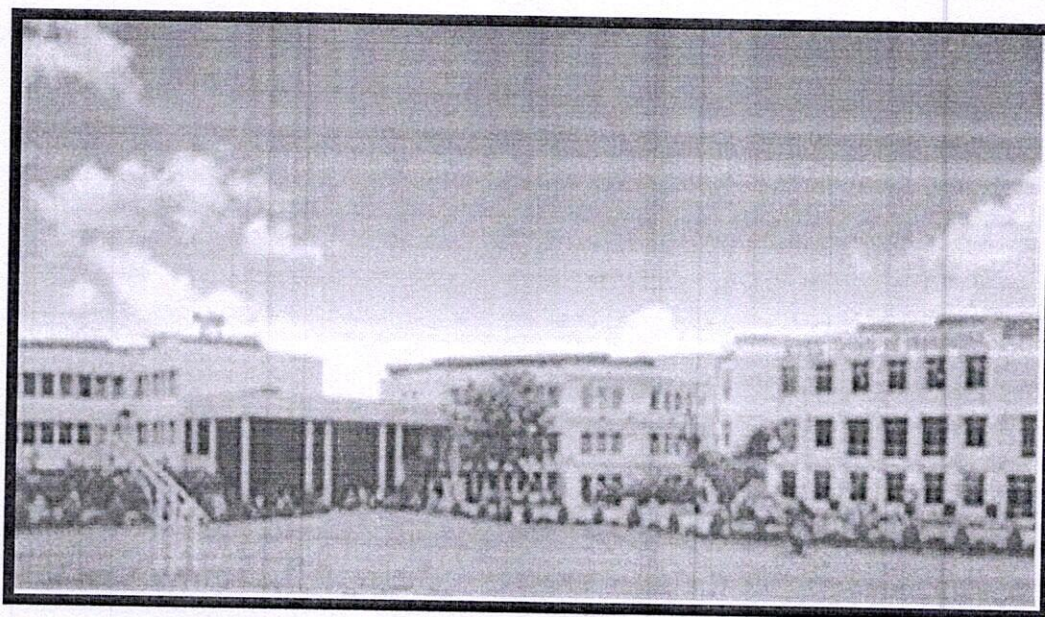
Title	Orientation and introduction of Code of Conduct to the student
Name of Activity	Induction Program
Date	3 rd October 2022 to 12 November 2022
Venue	Seminar Hall
Organized by	Raipur Institute of Technology, Raipur (C.G)
Resource Person	Prof. Dr. D. Mukhopadhyay
Participated by	127 Participant's : Faculty (22) / Students (105)
Program Coordinator	Dr. K.K. Pathak
Program Content	Welcoming the students, Brief Introduction on the courses and the College, Awareness on Code of Conduct for students.
Program Objective	1. To introduce the new batch regarding the courses along with brief description about the college campus. 2. To aware the new batch regarding the Code of Conduct and policies of the college.
Program Outcome	The students are able to: 1. Understand the Code of Conduct and policies of the college. 2. Comprehend on the courses briefed and understood about the ethical values as student.



[Signature]
PRINCIPAL

Handbook on Code of Conduct for Staff
RAIPUR INSTITUTE OF TECHNOLOGY, RAIPUR

2022-2023



RAIPUR INSTITUTE OF TECHNOLOGY

ADD. - NH. 06, Chhatauna, Mandir Hasaud, Raipur (C.G) – 492101

Ph: 9522173000, 9522174000 E-mail: info@rit.edu.in


PRINCIPAL

RAIPUR INSTITUTE OF TECHNOLOGY
CHHATAUNA, MANDIRHASAUD, RAIPUR (C.G.)

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bhilai



CHAPTER – I INSTITUTIONAL CODE OF CONDUCT FOR STAFF

DISCIPLINE

- All staff of the Institute is responsible for protecting and taking reasonable steps to prevent the theft of misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- All the staff Members should follow the rules and regulations of Institution as prevalent from time to time.
- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goal of Institute through engagement of working hours.
- Staff must be punctual, sincere and regular in their approach.
- Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective Department.
- Staff must refrain from any of harassment or unlawful discrimination based on existing legislative requirements relating to:
 - gender/sexuality/age/marital status
 - pregnancy or likelihood of pregnancy
 - physical features, disability or impairment (physical disability or medical status)
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every Staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Member should show no partiality to any segment/individual student.

LEAVES

- Staff shall get casual leaves, medical leaves; earned leaves and vacations as per HR Policy of the Institution.

Campus: NH-6, Chhatauna, Mandir Hasaud, Raipur (C.G.) - 492101 Ph.9522173000, 9522174000 Website:
www.ritengineering.education E-mail: principal.eng@rit.edu.in, H.O: Near Bal Ashram, Kutchery Chowk, Jail Road, Raipur 492001
Chhattisgarh, Ph.:0771- 9522292121, 4036053

PRINCIPAL

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bhilai



CHAPTER – II CODE OF CONDUCT FOR TEACHING STAFF

DISCIPLINE

- The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/Institution.

LEAVES

- Whenever a Faculty member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangement made for class/lab/invigilation. In case of emergency, the HoD or the next senior faculty must be informed with appropriated alternate arrangements suggested.

CONTINUOUS ASSESSMENT

- Once the staff gets the lesson, they should prepare lecture wise lesson plan.
- The Staff should get the lesson plan and course file-approved by HoD and Principal. The course file should be maintained as per the prescribed format.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that input may be useful for the student community at large.
- The staff should get the feedback from students and act/adjust the teaching appropriately.
- The staff should interact with the coordinators and Head of the Department or student counselor and inform him/her about the habitual absentees, slow learner student, objectionable behavior etc.
- Every Faculty Member should maintain academic record book.

CLASSROOM TEACHING

Campus: NH-6, Chhatauna, Mandir Hasaud, Raipur (C.G.) - 492101 Ph.9522173000, 9522174000 Website:
www.ritengineering.education E-mail: principal.eng@rit.edu.in, H.O: Near Bal Ashram, Kutchery Chowk, Jail Road, Raipur 492001
Chhattisgarh, Ph.:0771- 9522292121, 4036053

PRINCIPAL

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bhilai



- The staff should engage the full 45 minutes lecture and should not leave the class early.
- The staff should encourage student asking doubts/questions.
- The Staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity /originality in student and should make himself/herself available for doubt clearance.
- Every teaching staff demonstrate a high standard in teaching and learning by:
 - Engaging students in their learning
 - Working to achieve high level outcomes for all students
 - Maintaining records to manage, monitor, assess and improve student learning
 - Using research and student achievement data to inform professional practice
 - Engaging in reflective practice and developing their professional knowledge and teaching skills
 - Supporting the personal and professional development of others
 - Providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development
 - Assisting in developing and mentoring less experienced staff members
 - Accepting responsibility for their own professional learning and development

LABORATORY

- The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
- The staff should involve themselves in demonstration model, charts and innovative methods of teaching for better and improved interaction with students.

TEST/ASSIGNMENTS/MID-TEARM/MOCK

- In problem oriented subject, regular tutorials have to be conducted.
- The tutorial problems to be provided to the students a week prior to the actual class.
- Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar.

Campus: NH-6, Chhatauna, Mandir Hasaud, Raipur (C.G.) - 492101 Ph.9522173000, 9522174000 Website: www.ritengineering.education E-mail: principal.eng@rit.edu.in, H.O: Near Bal Ashram, Kutchery Chowk, Jail Road, Raipur 492001 Chhattisgarh, Ph.:0771- 9522292121, 4036053

RAIPUR INSTITUTE OF TECHNOLOGY
CHHATAUNA, MANDIRHASAUD, RAIPUR (C.G.)

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bilai



APPRAISAL REPORT

- All the faculty members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.
- Faculty Members should attempt to publish research papers and articles in reputed International/Indian Journals, Magazines and Periodicals. Further they should also author and coauthor textbooks as per changing curriculum.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of student and he/she should associate himself/herself actively in such extra-curricular activities.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HoD/Principal in academic, co-curricular or extra-curricular activities.

CHAPTER – III CODE OF CONDUCT FOR SUPPORTING STAFF

ADMINISTRATIVE STAFF

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.

ACCOUNTANT

- Accountant should prepare, examine, and analyze accounting records, financial statement, and other financial reports.

Campus: NH-6, Chhatauna, Mandir Hasaud, Raipur (C.G.) - 492101 Ph.9522173000, 9522174000 Website: www.ritengineering.education E-mail: principal.eng@rit.edu.in, H.O: Near Bal Ashram, Kutchery Chowk, Jail Road, Raipur 492001 Chhattisgarh, Ph.:0771- 9522292121, 4036053

RAIPUR INSTITUTE OF TECHNOLOGY
CHHATAUNA, MANDIRHASAUD, RAIPUR (C.G.)

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bilai



- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountants should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statement for yearly account audits.

STUDENT SECTION

- Student section should
 - Ensure the eligibility of the students and prepare related documents to submit them to Chhattisgarh Swami Vivekanand Technical University within prescribed time limit.
 - Ensure the student document verification by Chhattisgarh Swami Vivekanand Technical University
 - Ensure caste certificate/caste validity from concern divisional office
 - Provide all necessary student data to prepare various committee reports.

LAB ASSISTANT

- Lab assistant should help the lab in-charge to carry out the lab related work.
- Lab assistant should maintain attendance register
- Lab assistant should keep the setup ready before conduct of the practical.
- Lab assistant should ensure the cleanliness of laboratories.

LAB ATTENDANT

- Lab attendant should help the lab assistant to carry out the lab related responsibilities.

CLERK

Campus: NH-6, Chhatauna, Mandir Hasaud, Raipur (C.G.) - 492101 Ph.9522173000, 9522174000 Website: www.ritengineering.education E-mail: principal.eng@rit.edu.in, H.O: Near Bal Ashram, Kutcheri Chowk, Jail Road, Raipur 492001 Chhattisgarh, Ph.:0771- 9522292121, 4036053

PRINCIPAL

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bhilai



- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level/Department level all document files.

PEON

- Peon should report the college half an hour before the college time.
- Peon should maintain cleanliness of laboratories, class and staff rooms.
- Peon should do all the work assign by the Head of the Department and other staff members.
- Peon should not leave the office until and unless the higher authority permits.

CHAPTER – IV CODE OF CONDUCT FOR HEAD OF DEPARTMENT

- The work load (teaching and department) of all the staff should be fixed by the Head of the Department.
- The Head of the Department should ensure that the work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:
 - Head of Department/Professor 8 hours/week
 - Associate Professor 12 hours/week
 - Assistant Professor 16 hours/week.
- The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
- The teaching load should be allotted by the HoD after taking into account of the Faculty Member's interest/choices.
- The Head of the Department should arrange the weekly meeting of the staff to appraise the progress of academic and administrative work.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.

Campus: NH-6, Chhatauna, Mandir Hasaud, Raipur (C.G.) - 492101 Ph.9522173000, 9522174000 Website: www.ritengineering.education E-mail: principal.eng@rit.edu.in, H.O: Near Bal Ashram, Kutchery Chowk, Jail Road, Raipur 492001 Chhattisgarh, Ph.:0771- 9522292121, 4036053


PRINCIPAL

RAIPUR INSTITUTE OF TECHNOLOGY
CHHATAUNA, MANDIRHASAUD, RAIPUR (C.G.)

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bilai



- The head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International /Indian Journals/Conferences.
- The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related Department processes.
- The Head of the Department should write confidential report for all staff members of his/her Department and submit it to the Principal.

CHAPTER – V CODE OF CONDUCT FOR PRINCIPAL

- The Principal should oversee and monitor the administration of the academic programmers and general administrations of the institute of ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statement of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Member to update their knowledge by attending seminars/workshops/conference.
- The Principal should encourage faculty member to author text books and publish research paper in reputed International/Indian Journals/Magazines and Periodicals.
- The Principal should provided leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this code of conduct.
 - As it deems necessary to ensure that this Code of conduct conforms to applicable Laws.
 - Meets or exceeds Institute standards and any weaknesses.
 - Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.

Campus: NH-6, Chhatauna, Mandir Hasaud, Raipur (C.G.) - 492101 Ph.9522173000, 9522174000 Website: www.ritengineering.education E-mail: principal.eng@rit.edu.in, H.O: Near Bal Ashram, Kutcheri Chowk, Jail Road, Raipur 492001 Chhattisgarh, Ph.:0771-9522292121, 4036053


PRINCIPAL

RAIPUR INSTITUTE OF TECHNOLOGY
CHHATAUNA, MANDIRHASAUD, RAIPUR (C.G.)

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bhilai



- The Principal is responsible for the development of academic programmers' of the Institute.
- The Principal should convene meeting of any the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the student into better individuals and responsible citizens of the country.
- **The** Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit it to the management.
- The Principal should prepare the appraisal reports of staff members and submit it to the management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and management.

Campus: NH-6, Chhatauna, Mandir Hasaud, Raipur (C.G.) - 492101 Ph.9522173000, 9522174000 Website: www.ritengineering.education E-mail: principal.eng@rit.edu.in, H.O: Near Bal Ashram, Kutchery Chowk, Jail Road, Raipur 492001 Chhattisgarh, Ph.:0771- 9522292121, 4036053

PRINCIPAL
RAIPUR INSTITUTE OF TECHNOLOGY
CHHATAUNA, MANDIRHASAUD, RAIPUR (C.G.)

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bilai



CHAPTER – VI PROFESSIONAL ETHICS

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat student, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and students.

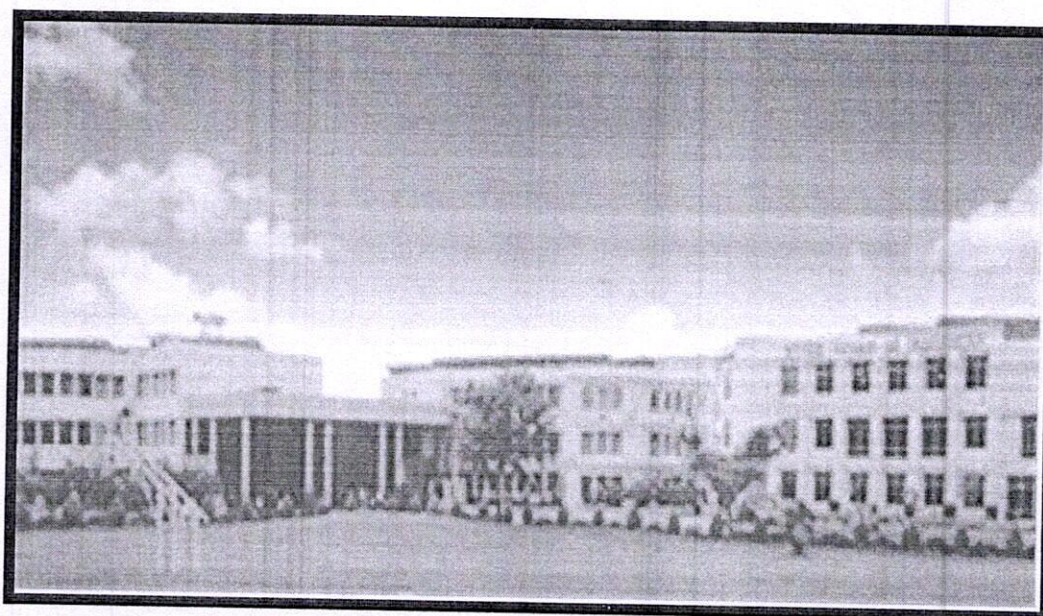
Campus: NH-6, Chhatauna, Mandir Hasaud, Raipur (C.G.) - 492101 Ph.9522173000, 9522174000 Website:
www.ritengineering.education E-mail: principal.eng@rit.edu.in, H.O: Near Bal Ashram, Kutchery Chowk, Jail Road, Raipur 492001
Chhattisgarh, Ph.:0771- 9522292121, 4036053


PRINCIPAL

RAIPUR INSTITUTE OF TECHNOLOGY
CHHATAUNA, MANDIRHASAUD, RAIPUR (C.G.)

Handbook on Code of Conduct for Students
RAIPUR INSTITUTE OF TECHNOLOGY, RAIPUR

2022-2023



RAIPUR INSTITUTE OF TECHNOLOGY

ADD. - NH. 06, Chhatauna, Mandir Hasaud, Raipur (C.G) – 492101
Ph: 9522173000, 9522174000 E-mail: info@rit.edu.in


PRINCIPAL

RAIPUR INSTITUTE OF TECHNOLOGY
CHHATAUNA, MANDIR HASAUD, RAIPUR (C.G.)

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bhilai



CODE OF CONDUCT

INDEX

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

Discipline

I-card

Human values

Mobile phone

Ragging

Attendance

Examination

General

Code of conduct for project & practical

PRINCIPAL
RAIPUR INSTITUTE OF TECHNOLOGY
CHHATAUNA, MANDIRHASAUD, RAIPUR (C.G.)

Campus: NH-6, Chhatauna, Mandir Hasaud, Raipur (C.G.) - 492101 Ph. 9522173000, 9522174000 Website:
www.ritengineering.education E-mail: principal.eng@rit.edu.in, H.O: Near Bal Ashram, Kutchery Chowk, Jail Road, Raipur 492001
Chhattisgarh, Ph.: 0771- 9522292121, 4036053

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bilai



INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- The student should follow the academic calendar as per the instructions of Head of Department.
- Any act of indiscipline or misbehavior by any student will attract severe punishment.
- Damage to Institute and campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in class rooms, hostels and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished. Students are strictly prohibited to bring and park four wheeler i.e. cars in the campus of the Institute.
- No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activity within the campus and hostel.
- Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incident.
- All educational tours or industrial visits shall be accompanied by the faculty member after obtaining necessary undertaking from the Parents/Guardian of the students' and with the written consent of the management.
- Unauthorized entry of outsiders into the campus as well as hostel is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the college or hostel.
- Any case of criminal activity or violation of law and order in the college campus will be reported to the Police.

Campus: NH-6, Chhatauna, Mandir Hasaud, Raipur (C.G.) - 492101 Ph.9522173000, 9522174000 Website: www.ritengineering.education E-mail: principal.eng@rit.edu.in, H.O: Near Bal Ashram, Kutchery Chowk, Jail Road, Raipur 492001 Chhattisgarh, Ph.:0771- 9522292121, 4036053

PRINCIPAL

RAIPUR INSTITUTE OF TECHNOLOGY
CHHATAUNA, MANDIRHASAUD, RAIPUR (C.G.)

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bhilai



I-CARD

- Every student must carry with him/her college and campus I-Card every day while attending lectures and appearing for various examinations. The student should take his/her identity card and library card for home lending, from the library at the beginning of the year.
- I- Card will be available a week after he/she produces his/her identity card size, photographs along with admission receipts.
- The students should collect his/her I-Card within 15 days from the date of admission.
- The student should carry identity card with him/her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the identity card must be presented along with the library card. Without I Card the reader may be refused the use of home lending facility.
- If student has lost library card or I Card, it should be reported immediately to the coordinator/HoD and the librarian with an application.

HUMAN VALUES

- Be scrupulously honest in all academic activities and with all the stakeholder of the Institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and nonacademic activities.
- Believe in loving, sharing and caring.

MOBILE PHONE

- The student should switch off their mobile phones while in class room, laboratory, library etc. as per notification
- Mobile phone is strictly prohibited in exam hall during the examination. Loss or theft of mobile, modern means of communications, valuables and other belongings are at students' risk

Campus: NH-6, Chhatauna, Mandir Hasaud, Raipur (C.G.) - 492101 Ph.9522173000, 9522174000 Website: www.ritengineering.education E-mail: principal.eng@rit.edu.in, H.O: Near Bal Ashram, Kutcheri Chowk, Jail Road, Raipur 492001 Chhattisgarh, Ph.:0771- 9522292121, 4036053

PRINCIPAL

RAIPUR INSTITUTE OF TECHNOLOGY
CHHATAUNA, MANDIRHASAUD, RAIPUR (C.G.)

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bhilai



RAGGING

Actions to be taken against students indulging and abetting in Ragging as per the directions of The Hon'ble Supreme Court of India.

- Cancellation of admission and also debarred from taking admission in any institution in India.
- Suspension from attending classes.
- Withholding/Withdrawing scholarship/ fellowship and other benefits.
- Debarred from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension/ expulsion from the institution.
- Collective punishment if large numbers of students are involved in the act of ragging.
- An FIR filed without any exception with local Police Station.

ATTENDANCE

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken.
- The student coming late shall not be allowed to enter the class.
- The student must report about the sickness to the Institute.
- On no account will student be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- Leave travel concession as per the rules and regulations of Indian Railways will be allowed only for designated vacations, such concession form will not be made available for travel in between vacations whatever be the reason.

Campus: NH-6, Chhatauna, Mandir Hasaud, Raipur (C.G.) - 492101 Ph.9522173000, 9522174000 Website: www.ritengineering.education E-mail: principal.eng@rit.edu.in, H.O: Near Bal Ashram, Kutchery Chowk, Jail Road, Raipur 492001 Chhattisgarh, Ph.:0771- 9522292121, 4036053


PRINCIPAL

RAIPUR INSTITUTE OF TECHNOLOGY
CHHATAUNA, MANDIRHASAUD, RAIPUR (C.G.)

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bilai



- The student complete all the Practical's and Term – Work such as Journals, Assignments and Projects.

EXAMINATION

- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad of Chhattisgarh Swami Vivekanand Technical University, it will not be returned in any circumstance.
- Candidates should not be permitted to bring the following items to an exam: pen, pencil, and if specifically permitted non programmable calculators. All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination.

GENERAL

- Loud/impolite talk/ use of abusive language which offends the listener would be dealt with serious action.
- Expected to spend their free time in Library/Reading Room.

CODE OF CONDUCT FOR PROJECT

Student are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.

Campus: NH-6, Chhatauna, Mandir Hasaud, Raipur (C.G.) - 492101 Ph.9522173000, 9522174000 Website: www.ritengineering.education E-mail: principal.eng@rit.edu.in, H.O: Near Bal Ashram, Kutchery Chowk, Jail Road, Raipur 492001 Chhattisgarh, Ph.:0771- 9522292121, 4036053

RAIPUR INSTITUTE OF TECHNOLOGY
CHHATAUNA, MANDIRHASAUD, RAIPUR (C.G.)