

Handbook on Code of Conduct for Students

RAIPUR INSTITUTE OF TECHNOLOGY, RAIPUR

2022-2023



RAIPUR INSTITE OF TECHNOLOGY

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

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RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

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



CODE OF CONDUCT

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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.

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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

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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.
- Debarring 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.

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- 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.