

RAMARANI INSTITUTE OF TECHNOLOGY (RIT)

A Diploma Engineering Institution

Approved by **All India Council for Technical Education (AICTE), New Delhi**
Affiliated to **State Council for Technical Education & Vocational Training (SCTEVT), Odisha**

CODE OF CONDUCT FOR STUDENTS

1. PREAMBLE

All students of Ramarani Institute of Technology (hereinafter referred to as “the Institute”) must clearly understand that adherence to this **Code of Conduct** is their responsibility. This Code defines the standards of behavior, discipline, ethics, rights, duties, and limitations applicable to every student enrolled in the Institute.

The objective of implementing this Code is to ensure a fair, transparent, disciplined, and academic-friendly environment that promotes individual growth, collective responsibility, and institutional integrity.

All students are expected to familiarize themselves with this Code, which shall also be available on the Institute’s official notice boards and website.

2. JURISDICTION

2.1

The Institute shall have jurisdiction over the conduct of all students enrolled or associated with it. This includes acts of misconduct occurring: - Within the Institute campus - During Institute-sponsored activities - During academic, cultural, sports, industrial visits, training, or any official event

2.2

The Institute may also exercise jurisdiction over off-campus conduct if such behavior: - Violates this Code of Conduct or Institute regulations - Affects the reputation, safety, or discipline of the Institute

This includes, but is not limited to: - Ragging in any form - Sexual harassment - Physical assault or threats - Possession or use of weapons, explosives, or prohibited items - Use,

sale, or distribution of illegal drugs or alcohol - Conduct causing nuisance or harm to the public or campus community

The seriousness of the offense, risk of harm, involvement of Institute members, and continuity of misconduct shall be considered before exercising such jurisdiction.

3. STUDENT BEHAVIOR AND ETHICS

3.1 Applicability

This Code applies to all forms of student conduct: - Inside classrooms, laboratories, workshops, hostels, and campus premises - During Institute-sponsored or approved activities - Off-campus conduct that impacts the Institute's discipline or reputation

3.2 Declaration at Admission

At the time of admission, every student shall submit a declaration agreeing to abide by this Code.

Students are required to: - Attend classes regularly and complete academic requirements - Seek written permission from the Principal for discontinuation of studies - Clear all dues before leaving the Institute

3.3 General Conduct

Students must: - Maintain academic integrity and honesty - Respect faculty, staff, fellow students, and visitors - Protect Institute property and infrastructure - Maintain cleanliness and discipline

3.4 Prohibited Conduct

The following acts are strictly prohibited: - Discrimination based on caste, religion, gender, language, region, disability, or any other status - Damage to Institute or personal property - Disruptive behavior in classrooms, labs, or events - Failure to produce Institute Identity Card when asked - Unauthorized gatherings, protests, or processions - Smoking, alcohol consumption, or drug use on campus - Possession of weapons, explosives, or hazardous substances - Unauthorized use of laboratories, equipment, or IT resources - Improper parking or rash driving within campus - Theft, cheating, forgery, or impersonation - Misconduct during student body elections - Recording audio/video or taking photographs without authorization - Misuse of social media to defame the Institute or its members

4. DISCIPLINARY PROCEDURE

If a student is alleged to have violated this Code, the Institute shall constitute a **Disciplinary Committee** to inquire into the matter.

The Committee may interact with the concerned student(s) and recommend suitable action based on the severity of misconduct.

4.1 Possible Disciplinary Actions

Depending on the gravity of the offense, the following actions may be taken: - **Warning** (oral or written) - **Restriction** from facilities or activities - **Community Service** - **Financial Penalty or Forfeiture of Scholarship** - **Suspension** for a specified period - **Expulsion** from the Institute - **Withholding of Certificates, Mark Sheets, or Grade Cards** - **Debarment from future admission for a specified period**

Any repetition of misconduct may invite stricter punishment.

5. APPEAL MECHANISM

A student aggrieved by a disciplinary decision may submit a written appeal to the **Principal** within the stipulated time.

The Principal may: - Uphold the Committee's decision - Modify the punishment - Refer the case back to the Committee for reconsideration

The decision of the competent authority shall be final and binding.

6. ACADEMIC INTEGRITY

The Institute upholds the highest standards of academic integrity and ethical conduct in teaching, learning, and evaluation.

6.1 Academic Integrity Includes:

- Honest submission of assignments, records, and examinations
- Proper acknowledgment of sources
- Ethical conduct in laboratory and project work

6.2 Academic Misconduct Includes:

- Plagiarism
- Cheating in examinations
- Fabrication or falsification of data

- Unauthorized collaboration
- Impersonation or proxy attendance

6.3 Responsibilities

- **Students** must ensure originality in academic work
- **Faculty** must guide, monitor, and address violations
- **Institution** must ensure fair enforcement of policy

Academic violations may lead to penalties including failure, suspension, or expulsion.

7. ANTI-RAGGING POLICY

Ramarani Institute of Technology strictly prohibits **ragging in any form**, as per the regulations of the **Hon'ble Supreme Court of India, UGC, and AICTE**.

Ragging includes any act that causes physical or psychological harm, embarrassment, harassment, or intimidation of a junior student.

Measures:

- Anti-Ragging Committee and Anti-Ragging Squad are constituted
- Surprise checks are conducted in hostels and campus areas
- Confidential complaint mechanism is available

Punishment: Any student found guilty of ragging shall face strict disciplinary action including suspension, expulsion, and FIR as per law.

8. ANTI-SEXUAL HARASSMENT POLICY

The Institute is committed to providing a safe and inclusive environment for all students, in compliance with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**.

Sexual harassment includes unwelcome acts, verbal or non-verbal conduct of a sexual nature.

An **Internal Complaints Committee (ICC)** has been constituted to address such complaints confidentially and promptly.

9. STUDENT GRIEVANCE REDRESSAL CELL

The Institute has established a **Student Grievance Redressal Cell** to ensure fair, transparent, and timely resolution of student grievances.

Scope:

- Academic issues
- Examination-related grievances
- Infrastructure and facilities
- Harassment or discrimination complaints

Grievances may be submitted in writing or through the designated grievance mechanism. All complaints shall be addressed confidentially without victimization.

10. UNDERTAKING BY STUDENT

I hereby declare that I have read, understood, and agree to abide by the Code of Conduct of Ramarani Institute of Technology. I understand that violation of this Code may result in disciplinary action.

Name of Student: _____

Roll No.: _____

Branch: _____

Signature: _____

Date: _____

Approved by:



PRINCIPAL
RAMARANI INSTITUTE OF TECHNOLOGY
TAMULIA, BALASORE

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INSTITUTIONAL POLICY & OPERATIONAL GUIDELINES

(Fully Elaborated as per AICTE Mandatory Committees & SCTEVT Norms)

1. INTRODUCTION & OBJECTIVES

Ramarani Institute of Technology (RIT) is a Diploma Engineering Institution approved by the All India Council for Technical Education (AICTE), New Delhi and affiliated to the State Council for Technical Education & Vocational Training (SCTEVT), Odisha. The Institute is committed to providing quality technical education, maintaining academic excellence, discipline, transparency, inclusiveness, and student welfare in accordance with AICTE regulations.

The objective of this document is to establish a comprehensive institutional framework covering all mandatory AICTE committees, student-related policies, academic governance, grievance redressal, safety, ethics, and regulatory compliance.

2. GOVERNANCE & ADMINISTRATIVE STRUCTURE

The Institute functions under the management of Ramarani Educational Trust. The governance structure includes: - Chairman - Principal (Head of the Institution) - Governing Body - Academic Committees - Statutory and AICTE-mandated Committees

All decisions are taken in compliance with AICTE Approval Process Handbook, SCTEVT regulations, and Government of Odisha directives.

3. ACADEMIC ADMINISTRATION

3.1 Academic Calendar & Planning

- Academic calendar prepared as per SCTEVT
- Semester-wise lesson plans
- Continuous assessment and outcome-based education

3.2 Teaching–Learning Process

- Qualified faculty as per AICTE norms
- Classroom instruction, laboratory work, tutorials, seminars
- Industrial visits and guest lectures

3.3 Examination System

- Internal assessment and SCTEVT examinations
 - Confidentiality, fairness, and transparency maintained
-

4. EXAMINATION & ACADEMIC MALPRACTICE COMMITTEE

The Institute has a Malpractice Prevention & Discipline Committee.

Academic Malpractice Includes:

- Use of unauthorized materials
- Copying or assisting unfairly
- Impersonation or proxy attendance
- Tampering with records or answer scripts
- Plagiarism in assignments, labs, projects

Penalties:

- Cancellation of examination
- Withholding of results

- Debarment
 - Suspension or expulsion as per SCTEVT rules
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5. STUDENT DISCIPLINE COMMITTEE

A Student Discipline Committee monitors discipline and ethical conduct.

Responsibilities:

- Enforce Code of Conduct
 - Investigate misconduct
 - Recommend disciplinary actions
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6. ANTI-RAGGING COMMITTEE (AICTE MANDATORY)

RIT follows a zero-tolerance policy on ragging as per Supreme Court of India and AICTE regulations.

Functions:

- Prevention, awareness, and monitoring
- Surprise checks
- Complaint redressal

Punishment:

Suspension, expulsion, FIR, and legal action.

7. INTERNAL COMPLAINTS COMMITTEE (ICC)

As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Role:

- Address sexual harassment complaints
 - Confidential inquiry
 - Recommend corrective action
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8. STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

Constituted as per AICTE norms.

Scope:

- Academic grievances
 - Examination issues
 - Infrastructure
 - Discrimination or harassment
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9. OBC / SC / ST / MINORITY & WOMEN WELFARE COMMITTEE

The Institute ensures equal opportunity and social justice.

Objectives:

- Prevent discrimination
 - Promote inclusiveness
 - Address category-specific grievances
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10. INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC ensures continuous academic and administrative improvement.

Functions:

- Academic audits
- Feedback analysis

- Quality enhancement initiatives
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11. DUTIES & RESPONSIBILITIES OF FACULTY AND STAFF (AICTE COMPLIANT)

The effective functioning of Ramarani Institute of Technology depends upon a clearly defined hierarchy of duties and responsibilities, in line with AICTE norms, institutional objectives, and ethical standards.

11.1 Chairman / Management

The Chairman and Management shall: - Provide strategic leadership and vision to the Institute - Ensure compliance with AICTE, SCTEVT, and Government regulations - Approve policies, budgets, and development plans - Ensure availability of infrastructure, faculty, and resources - Promote ethical governance and transparency

11.2 Principal (Head of the Institution)

The Principal is the academic and administrative head of the Institute and shall: - Implement AICTE and SCTEVT regulations - Oversee academic planning, examinations, and administration - Ensure discipline among students, faculty, and staff - Chair statutory and mandatory committees - Represent the Institute before regulatory bodies - Promote quality improvement and institutional development

11.3 Vice-Principal

Assist the Principal in academic administration

- Coordinate teaching–learning activities
 - Monitor syllabus coverage and academic performance
 - Support quality assurance initiatives
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11.4 Heads of Departments (HODs)

HODs shall: - Plan and supervise departmental academic activities - Ensure syllabus completion and laboratory effectiveness - Allocate workload to faculty as per AICTE norms - Maintain departmental records and reports - Mentor faculty and students - Implement institutional and academic policies

11.5 Teaching Faculty

Faculty members shall: - Deliver lectures, tutorials, and practical classes effectively - Maintain lesson plans, attendance, and internal assessment records - Uphold academic integrity and ethical conduct - Mentor students academically and personally - Participate in examinations, evaluation, and invigilation - Engage in professional development and institutional activities - Support student discipline and welfare

11.6 Laboratory Instructors / Technicians

They shall: - Maintain laboratories, workshops, and equipment - Ensure safety protocols and proper utilization of resources - Assist faculty during practical sessions - Maintain laboratory records and inventories

11.7 Administrative Staff

Administrative staff shall: - Support academic and administrative operations - Maintain records, correspondence, and student data - Assist in admissions, examinations, and compliance reporting - Ensure confidentiality and accuracy of official documents

11.8 Library Staff

Library staff shall: - Maintain library resources and records - Assist students and faculty in academic research - Promote reading and information literacy

11.9 Supporting & Class IV Staff

Supporting staff shall: - Maintain cleanliness and campus hygiene - Assist in logistics and routine operations - Follow safety and security instructions

11.10 Code of Ethics for Faculty & Staff

All faculty and staff shall: - Maintain professional integrity and discipline - Avoid discrimination, harassment, or abuse of authority - Refrain from political or unlawful activities on campus - Protect Institute property and reputation

12. INDUSTRY INSTITUTE INTERACTION CELL (IIIC)

Promotes industry exposure through: - Industrial training - Guest lectures - Industry partnerships

13. ENTREPRENEURSHIP DEVELOPMENT CELL (EDC)

Encourages innovation and entrepreneurship.

14. CAREER GUIDANCE & PLACEMENT CELL

Supports employability through: - Career counseling - Soft skills training - Placement assistance

15. SAFETY, HEALTH & FIRE COMMITTEE

Ensures campus safety, emergency preparedness, and first-aid facilities.

16. FEEDBACK POLICY (AICTE & IQAC COMPLIANT)

The Institute follows a structured Feedback Policy to ensure continuous improvement in academic and administrative processes.

Sources of Feedback:

- Students (course-wise, faculty-wise)
- Alumni
- Parents
- Employers / Industry
- Faculty and staff

Process:

- Feedback is collected periodically through questionnaires (online/offline)
 - Data is analyzed by IQAC
 - Corrective and preventive actions are recommended and implemented
 - Action Taken Reports (ATR) are documented
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17. INTERNAL QUALITY ASSURANCE CELL (IQAC)

The IQAC is established to develop a quality-driven academic and administrative system.

Functions:

- Monitor teaching-learning processes
- Conduct academic audits
- Analyze feedback and performance indicators
- Promote best practices and innovation

- Ensure continuous improvement and AICTE compliance
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18. INTERNAL & EXTERNAL AUDIT POLICY

Academic Audit:

- Conducted periodically by IQAC
- Reviews syllabus coverage, lesson plans, outcomes

Administrative Audit:

- Reviews admissions, examinations, records, and compliance

Financial Audit:

- Conducted annually by a Chartered Accountant
 - Ensures transparency and accountability
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19. ADMISSION POLICY

Admissions are conducted strictly as per SCTEVT and AICTE norms.

Key Features:

- Transparent and merit-based admission process
 - Reservation policies as per Government of Odisha
 - Proper documentation and verification
 - Orientation and induction programs for new students
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20. TEACHING–LEARNING ACTIVITIES

The Institute adopts effective teaching-learning practices including: - Lecture-based teaching - Laboratory and workshop sessions - Tutorials, seminars, and group discussions - Industrial visits and guest lectures - Use of ICT tools and e-learning resources

Faculty prepare lesson plans, course files, and assessment records as per AICTE norms.

21. HOSTEL FACILITIES & RESIDENTIAL POLICY

Ramarani Institute of Technology provides hostel facilities to students subject to availability, with the objective of ensuring a safe, disciplined, and conducive living environment.

Hostel Administration:

- Hostel Warden appointed by the Management
- Separate arrangements as applicable for boys and girls
- Maintenance of attendance, discipline, and hygiene

Hostel Rules:

- Students must adhere to hostel timings and discipline
- Ragging, substance abuse, violence, or misconduct is strictly prohibited
- Visitors are regulated as per hostel norms

The Institute reserves the right to take disciplinary action for violation of hostel rules.

22. CAMPUS SECURITY & SAFETY POLICY

The Institute accords highest priority to the safety and security of students, staff, and property.

Security Measures:

- Trained security personnel deployed at campus entry points
- Controlled access to academic and residential areas
- CCTV surveillance in strategic locations
- Visitor entry and monitoring system

Emergency Preparedness:

- Fire safety equipment and emergency exits
- First-aid facilities and medical assistance
- Disaster management awareness programs

23. EQUAL OPPORTUNITY POLICY

Ramarani Institute of Technology is committed to providing equal opportunity to all stakeholders without discrimination.

Principles:

- No discrimination based on caste, religion, gender, language, region, disability, or socio-economic background
- Fair and inclusive academic and administrative practices
- Support mechanisms for disadvantaged and differently-abled students

An Equal Opportunity Cell functions to promote inclusiveness and address grievances related to discrimination or inequality.

24. TRAINING, PLACEMENT & CAREER DEVELOPMENT POLICY

The Training & Placement Cell functions to enhance employability of students.

Activities:

- Career counseling and guidance
 - Soft skills and aptitude training
 - Industry interaction and campus recruitment
 - Internship and apprenticeship support
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22. DISCIPLINARY & APPEALS COMMITTEE

The Disciplinary & Appeals Committee addresses serious misconduct and appeals against disciplinary actions. Its decisions are taken after due inquiry and are binding.

23. HIGHER POWER COMMITTEE (HPC) – RAMARANI EDUCATIONAL TRUST (RET)

The High Power Committee (HPC) of Ramarani Educational Trust (RET) is the apex decision-making and oversight body responsible for strategic governance, policy approval, and institutional supervision of Ramarani Institute of Technology.

Roles & Responsibilities:

- Formulation and approval of institutional policies
- Oversight of academic, administrative, and financial matters
- Approval of annual plans, budgets, and development proposals
- Ensuring compliance with AICTE, SCTEVT, Government of Odisha, and statutory norms
- Review of inspection reports and compliance actions
- Resolution of major disciplinary, grievance, or legal matters

The decisions of the HPC shall be binding on all committees, departments, and stakeholders of the Institute.

24. COLLEGE WORKING HOURS POLICY

The Institute follows fixed working hours to ensure academic discipline and smooth functioning of institutional activities.

College Working Hours:

- **Administrative Office:** Monday to Friday, 9:30 AM to 5:00 PM
- **Academic Activities (Classes/Labs):** Monday to Friday, as per approved time-table
- **Faculty & Staff Working Hours:** As per AICTE norms and institutional schedule

Any change in working hours shall be notified by the Principal with approval of the Management.

25. LIBRARY WORKING HOURS & USAGE POLICY

The Central Library supports teaching, learning, and research activities of the Institute.

Library Working Hours:

- **Working Days:** 9:30 AM to 4:30 PM
- **Examination Periods:** Extended hours as notified

Library Rules:

- Valid Institute Identity Card mandatory
- Silence and discipline must be maintained
- Borrowing limits as per library rules
- Damage or loss of books shall attract penalty

26. STANDARD OPERATING PROCEDURES (SOPs)

The Institute follows Standard Operating Procedures (SOPs) to ensure uniformity, safety, and efficiency in operations.

SOP Coverage:

- Academic activities and class conduct
- Laboratory and workshop operations
- Examination conduct and evaluation
- Admission and documentation process
- Hostel administration
- Safety, health, and emergency response
- Grievance handling and disciplinary proceedings

27. UPGRADATION OF LABORATORIES & INFRASTRUCTURE POLICY

Ramarani Institute of Technology is committed to continuous upgradation of laboratories and infrastructure to meet AICTE, SCTEVT, and industry requirements.

Key Provisions:

- Periodic assessment of laboratory equipment and facilities
 - Procurement of modern tools, instruments, and software
 - Alignment of labs with revised curriculum and emerging technologies
 - Maintenance, calibration, and safety compliance
 - Budgetary provision approved by the HPC / Management
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28. FACULTY & STAFF DEVELOPMENT POLICY

The Institute recognizes that quality education depends on competent and motivated faculty and staff.

Development Measures:

- Faculty Development Programs (FDPs), workshops, and seminars
 - Encouragement for higher studies, certifications, and research
 - Industrial training and exposure programs
 - Performance appraisal and feedback-based improvement
 - Administrative staff training for efficiency and compliance
-

29. INTRODUCTION OF ADVANCED COURSES & VALUE-ADDED PROGRAMS

To keep pace with technological advancements, the Institute introduces advanced and value-added courses from time to time.

Features:

- Short-term certification courses
 - Add-on courses beyond syllabus
 - Industry-oriented and emerging technology programs
 - Approval and monitoring by IQAC and Academic Committee
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30. SKILL DEVELOPMENT INITIATIVES

The Institute emphasizes skill development to enhance employability and practical competence of students.

Initiatives:

- Technical skill training aligned with industry needs
 - Soft skills, communication, and aptitude training
 - Practical, project-based, and experiential learning
 - Collaboration with skill development agencies and industries
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31. ENTREPRENEURSHIP DEVELOPMENT POLICY

Ramarani Institute of Technology encourages entrepreneurial mindset among students.

Activities:

- Entrepreneurship awareness programs
- Interaction with successful entrepreneurs and alumni
- Guidance on startups, innovation, and self-employment
- Support for business idea development and incubation linkages

32. BOARD OF GOVERNORS (BoG)

The Board of Governors (BoG) is the highest statutory governing body of Ramarani Institute of Technology, constituted as per AICTE norms, to ensure effective governance, transparency, and academic excellence.

Roles & Responsibilities:

- Formulation and approval of institutional vision, mission, and strategic plans
- Approval of academic policies, annual budget, and development plans
- Monitoring academic performance and quality benchmarks
- Ensuring compliance with AICTE, SCTEVT, and statutory requirements
- Review of inspection observations and compliance reports
- Guidance on infrastructure development, faculty recruitment, and capacity building

The Board of Governors meets periodically, and its decisions are binding on all academic and administrative units of the Institute.

This document comprehensively outlines the governance framework, academic policies, administrative procedures, student welfare measures, and quality assurance mechanisms of **Ramarani Institute of Technology**, a Diploma Engineering institution approved by AICTE and affiliated to SCTEVT, Odisha.

Approved by



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