

CODE OF CONDUCT AND RESPONSIBILITIES



Kasegaon Education Society's

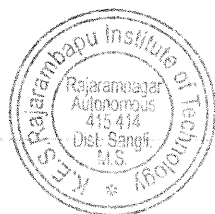
Rajarambapu Institute of Technology, Rajaramnagar

(An Autonomous Institute)

(Approved by AICTE, under the jurisdiction of Shivaji University, Kolhapur)

Sakharale, Tal. Walwa, Dist. Sangli 415414, Maharashtra.

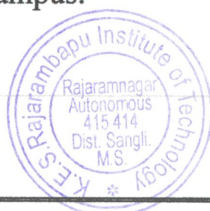
Code of Conduct & Responsibilities



Rules and Regulations of the Institute

Instructions for students:

- In the college premises students should wear identity card. (Library card, hostel card etc. are not permitted). Security has right to check the identity cards of the students and deny the entry in the campus if students fail to show.
- Parking of two wheelers and four wheelers should be done in the parking area only.
- 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.
- No equipment/ material is allowed to take out from college gate without the permission of Director. Security will not allow you to take out the equipment/ material without permission.
- 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.
- Students should wear formal dress during academic hours i.e. morning 10.00 a.m. to evening 5.45 p.m. Security will deny your entry in the campus if you have not wore formal dress.
- Students are not allowed to stay in verandas, stairs, porch, lawn etc. after 7.30 p.m.
- 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 permission from their HOD. They should show the permission letter to security if asked.
- Students should not involve any sort of misbehaviour, misconduct, ragging in the college campus otherwise strict action will be taken against such students.
- Students should not use the class rooms, labs, veranda for taking lunch. They are allowed to take lunch on the lawn during lunch time only.
- Students are allowed in the college campus for academic purpose and for curricular and extra-curricular activities. They should not wander in the college campus or sit on the lawn, stairs or verandas without any purpose. Sitting in the secluded places is strictly prohibited.
- Fire crackers or such material is not allowed in the college campus
- Celebration of birth-day by cutting the cake is not allowed in the college campus. Birth-day cake is not allowed inside the campus.



- Pasting of anything anywhere is strictly prohibited.
- Flex should be pasted only on the frames provided for the purpose. Before pasting of any flex, it should be approved by the concerned authority.
- Students should not involve in any sort of argument with the security personnel. As per opinion of student's security personnel are not behaving properly with them, then they should bring it to the notice of Director, Dean Infrastructure or Dean Students. If security is found guilty then strict action will be taken against such guard.
- 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.
- Students can use 'suggestion box' for constructive suggestions, improvements required in any system, or queries, doubts to be cleared by putting chits in the suggestion box. These will be addressed properly and feedback will be given to students.
- Students can post their grievances on online portal available at website.
- Students 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.
- Students should not throw waste papers, chocolate/candy wrappers, snack wrappers etc on the roads, lawn, veranda but use the dustbins.
- 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.
- Students should not deposit their identity cards with the departments for any reason. If any authority dispossesses your identity card as a punishment, put up your say in writing to the director/ representative of director and sort out the issues and get back the identity card at the earliest.
- Decent behaviour is expected from boy students towards girl students. Misbehavior with girl students will be reported to '**ICC or Vishaka Cell**' and strict action will be taken as per the decision of the cell.
- 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.
- Students can suggest anything for the betterment of RIT and RITians, will be thought of seriously and implemented if possible.

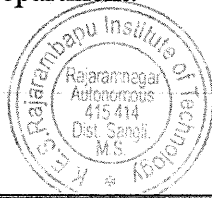


- If students are involved in the activity causing damage to the college property, buildings, furniture, equipment, material, ground, trees, flowers etc, will be viewed seriously and punished heavily.
- Any activity which is outside the class rooms, laboratories and not of routine academics, should be informed to concerned HoD and should be approved by him.



Instructions for faculty and staff

- **Faculty and staff should wear identity card.**
- Faculty and staff are not allowed to leave the college campus without permission during 10.00 a.m. to 5.45 p.m. for Degree and 8.00 a.m. to 4.00 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, material is allowed to take out from college gate without the permission of Director.
- No equipment, 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. (Format of Permission letter is as follows).
- 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:

Morning 8.00 to Evening 5.45 pm.

Library Timing:

Morning 8.00 to night 12.00.

Hostel Timing:

Hostel entry in the evening: Girl students are not allowed after 10.30 p.m. in the hostels. If they are late they should face disciplinary action as per hostel rules and regulations.

Boy students are not allowed after 12.00 night in the hostel. If they are late they should face disciplinary action as per hostel rules and regulations.

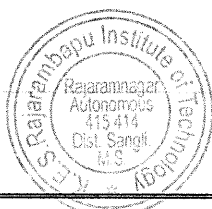
- Use of mobiles.
- Smoking/tobacco chewing.



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 & Implementation of Vision, Mission, Goals & Strategic Plan.
 - NAAC, NBA, NIRF
 - Industry Interaction & MOUs
 - International Connect, Collaboration with Foreign University.
 - Membership of Professional Organisation.



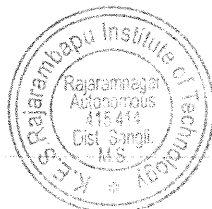
2. Dean Academic

- 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, 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.



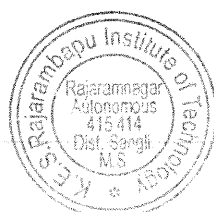
3. Dean Quality Assurance:

- 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 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 & CIED to promote Entrepreneurship.



5. 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 AICTE
- Responsible for generating extension of approval from AICTE every year which includes change in nomenclature, additional new course, FN quota, 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



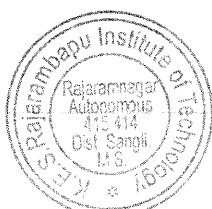
6. Controller of Examination

- Responsible to plan & control rules and regulations for examination policies & Procedures for the effective functioning of the Examination branch and will report to the Director.
- Will be responsible for Autonomy process from Application to concerned bodies till the results declaration.
- Coordinate with Department coordinators, and HOD for the smooth functioning of Examination Procedures.
- Accountable to maintain confidentiality towards examination related affairs and adheres to the Academic Regulations & Academic Calendar.
- To ensure zero tolerance of indiscipline during examination time and publish a timely issue of Grade Cards to the Candidates.
- To prepare and announce in advance the calendar of examinations;
- Will be Responsible for printing of question papers, assessment, and timely publication of results of examinations and other tests.
- Will be Responsible to 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 a group of persons or a college or an institution alleged to have committed malpractices;
- 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;
- To review from time to time, the results of examinations and forward reports thereon to the Academic Council.
- Will exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Director.



7. 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.



8. 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, maintenance of spares
 - Domestic water- supply, billing, payments & receipts, zero down time,
 - DG- supply, billing, payments & receipts, AMC & PPM, zero down time, 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 Infra.



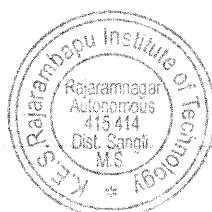
9. Training & Placement Officer / Head - TPO

- 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 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 internships.
- Head-T&P along with office of International Relations and admission is responsible for global outreach of RIT and Students with the help of International MOUs and Internships.
- Accountable for suggesting inputs for curriculum enrichment as per Industry demand.



10. Rector

- Responsible for allotment of rooms to the admitted students.
- Responsible for the code of conduct, disciplines and maintenance in the hostel campus.
- Looks 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 for stay of guest with prior approval according to the Hostel Rules.
- Responsible for the hostel staff attendance, leave, human resources and the smooth function 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 for 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 Head/Director 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 custodian and in-charge of all the hostel properties.
- Rector must take regular feedback from all stakeholders and action thereof.



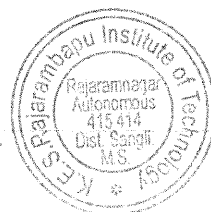
11. System Analyst

- Systems analyst, will work on an organisations particular IT system but also with organization 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/conduct Online Exams.
- To maintain institute mail id server.



12. Librarian

- Librarian- RIT Central Library will be responsible to establish and implement library and information policies with consultation of Library Advisory Committee.
- Manage vendor development, document procurement and payment processes.
- Management and Development of electronic resources and the Digital Library.
- Books to be purchased for the approval of purchase committee/ Director.
- Supervise the subordinate library staff.
- Awareness of and compliance with AICTE Norms.
- Coordinate with faculty members to fulfil their requirement of and, other information.
- Update Information current ICT tools and applying.
- Maintain inventories, compile statistics, and generate reports as required.
- Develop and maintain the collection management related policies.
- Ensure an accurate inventory of resources.
- Acquisition, Cataloguing and classification of books and non-books material
- Maintaining and updating the Accession Register/ databases/ library software with new arrivals of books, magazine, journal and e-resources.
- Provide CAD / SDI Service
- Identifying training needs as well as conducting capacity building programs to library staff on latest library and information management tools and techniques.
- Marketing the library to promote full use of resources and services.
- Conducting various library activity e.g., Library orientation, books exhibitions, book talk, best user award, authors meet, celebrate days, hands on sessions conference workshop etc.
- To develop and maintain library M-based facility, website, portal, DSpace digital library software etc.
- Management and Development of ICT Application e.g., Turnitin Application, Grammar, INRINS etc.
- JEET Journal responsibility to check Plagiarism Similarity index and informing to the authors.
- Any Other work assigned by higher authority.



13. Heads of the Departments:

- Head of the departments (HOD) is responsible for smooth functioning of their respective departments to bring excellence in services.
- HOD 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 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 & qualify research contributions in the departments.
- TNA of 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.
- Curriculum Development.
- 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 gets approved by HOD and 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 to 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 preparation of question paper, 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, 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, extra-curricular activities for developing their confidence levels to cope up with corporate competitions.
- Faculty Member as a part of the Institutional community they 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 instrument 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) display the list of experiments, exercise, assignments etc. as the case may be 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.
- should be responsible for laboratory equipment's. He should maintain the register for the material issued on temporary basis.
- Is 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. Students

- The student should adhere to the Academic Calendar specified by Academic Authorities to ensure the smooth completion of their program.
- Any involvement or commitment to misbehaviour or in-disciplinary acts will result in severe punishment to maintain homogeneity in the premises.
- Destroying/theft of college property would be liable for punishment and compensation of loss caused by the act.
- Should follow updates regularly by following notice board, college website, WhatsApp groups so as not to miss any important information.
- Outsiders or strangers are not entertained into the campus by students of the college, without prior permission of authorities.
- Students are not encouraged to involve in anti-social, anti-national, immoral practices and anti-institutional activities within the campus.
- Students are accountable to meet all academic credentials including actively participating in educational tours or industrial visits accompanying faculty members after obtaining or completing Undertaking process from parents/guardian as a mandatory process.
- Students should carry their Identity Card regularly to college.
- The student should be conscientiously honest in all academic activities and with all staff and co-students.
- Students are advised to come in formal dress code to college regularly. College Uniform for Labs.
- The student should switch off their mobile phones while in the classroom, Laboratory, and Library, etc. as per notification.
- Ragging is strictly prohibited in the campus.
- The student should maintain regular attendance for all sessions during the day. As per university norms, every student should meet 75% attendance criteria to attend End semester examination in each year.
- The student is accountable to complete all academic activities including Practical, Record submission, participating in workshops as per schedule.
- The student should not use unparliamentarily language, should not have an impolite talk which offends other students or staff.
- Students are advised to utilize the free time to spend in the library and refer books.



A handwritten signature in blue ink, appearing to be "K. E. S. Rajarambapu".

DIRECTOR

K. E. Society's

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