



RAMAIAH

Institute of Technology

CODE OF CONDUCT HANDBOOK FOR STUDENTS', FACULTY & SUPPORTING STAFF

M. S. RAMAIAH INSTITUTE OF TECHNOLOGY

(Autonomous Institute, Affiliated to VTU, Belagavi)

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PREAMBLE

This Handbook specifies the standard procedures and practices of M S Ramaiah Institute of Technology, Bengaluru - 54 (hereinafter referred to as the 'Institute') for all students enrolling with the Institute for pursuing varied courses, Faculty and supporting staff. All students, faculty and supporting staff must know that it is incumbent upon them to abide by this Code of Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. All Students are requested to be well aware with this Code.

Code of Conduct for Students

- The identity card with photograph affixed, must be carried by the student at all the times while on the campus and must be produced on demand.
- Student must attend the lectures and laboratories regularly as per the time table.
- Student should have minimum 85% attendance in theory and practicals.
- Students' conduct should be satisfactory.
- The absence from the institute without permission will be considered a breach of discipline.
- Student must appear for all the tests and examinations and show satisfactory progress.
- Student are advised to read all the notices displayed on the notice boards.
- The conduct of the student in the premises of the institute as well as in their classes should cause no disturbance to fellow students or other classes.
- Student must not wander in the institute premises.
- No association must be formed in the institute or in the hostels and no person should be invited to address a meeting without principal's prior permission.
- No trips should be arranged without prior consent of the principal.
- Students are expected to take proper care of the institute's property. Any damage done to the property of the institute by disfiguring the walls, doors, fittings or breaking the furniture, etc. is a fissure of discipline.

Anti-Ragging

RAGGING IS A CRIMINAL OFFENCE

- Ragging of all forms is banned. Strict disciplinary action will be taken against students indulging in such activities.
- No senior student is permitted to visit the room of a fresher or invite a fresher to his/her room. Violation of this rule will be considered as a proof of ragging against the senior student.
- Institute level committee for prevention of ragging is formed. The committee members are empowered to visit hostels at all times. Extracts from Karnataka Education Act, 1983 (Karnataka Act No. 1 of 1995)

(ref:[http://dpal.kar.nic.in/pdf_files/1%20of%201995%20\(E\).pdf](http://dpal.kar.nic.in/pdf_files/1%20of%201995%20(E).pdf);

<http://vtu.ac.in/pdf/ragging20161.pdf>)

1. No person who is a student in an educational institution including an institution under the direct management of the university or of the Central Government shall commit ragging.
2. Any person who contravenes sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year or with fine which may extend to two thousand rupees or with both. "Ragging" means causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which distracts from human dignity or violated his person or exposes him to ridicule or to forbear from doing any lawful act, by intimidating wrongfully restraining, wrongfully confining, or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force. (2) It shall be a cognizable and non-bailable offence, and the offenders shall be liable for arrest without warrant. Such offenders shall be arrested on non-bailable warrants.
3. Such of the students who are involved in ragging are liable to be rusticated from the college.

SUPREME COURT ORDER RELATING TO RAGGING IN COLLEGES

- i. SC has ordered that punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
- ii. Courts should make an effort to ensure that cases involving ragging are taken up on a priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness.

TO ALL STUDENTS

ALL STUDENTS ARE NOTIFIED HEREBY THAT THE INSTITUTE WILL STRICTLY FOLLOW THE SUPREME COURT ORDER MENTIONED ABOVE.


Principal
M.S. Ramaiah Institute of Technology
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Bengaluru - 560 054

Examination Rules

- The student must have minimum 85% attendance in theory and practical of the respective course.
- Student must appear for all internal as well as university examinations.
- In case the student is unable to appear for examination due to medical or other reason beyond his/her control, he/she should make the case known to the examination section and the HOD/Principal for consideration of matter with satisfactory documents to support his/her case.
- Student must read the scheduled timetable of examination carefully and check regularly the changes made in time table if any.
- Student must be present in the examination hall twenty minutes before the start of examination.
- The student should obey the instructions given by the invigilator in the examination hall.
- Student should not speak or communicate in any way with any other candidate in the examination hall during the examination.
- Exchange of writing materials, mathematical instruments etc, is strictly prohibited
- Student must not enter an examination hall more than half-an-hour after the start of an examination.
- Student must not carry notes, blank papers, books, programmable calculator, mobile phone or any other electronic data storage device with them during the examination. All rough work must be done in the exam booklets provided during the examination
- A warning bell will be given five minutes before the close of the examination; at the second bell student must stop writing and be ready to hand over the answer-books to the invigilator. Student must not leave the seat until all answer-books are collected by the invigilator.

Code of Conduct for Faculty

Purpose of the Code

The *Code of Professional Conduct for Faculty* applies to all Faculty of the institution. Its purpose is threefold:

1. It serves as a guiding compass as faculty seek to steer an ethical and respectful course through their career in teaching and to uphold the honor and dignity of the teaching profession/institute.
2. It may be used by the education community and the wider public to inform their understanding and expectations of the teaching profession.
3. It has an important legal standing and will be used by the Council as a reference point in exercising its investigative and disciplinary functions

Code of conduct

- Communicate effectively with students, colleagues, parents, management and others in the institute community in a manner that is professional, collaborative and supportive, and based on trust and respect
- Be updated in the knowledge of subject and the current affairs.
- Prepare thoroughly the lecture to be delivered in advance.
- Conduct lectures and laboratories as per the time table.
- Use ICT tools of teaching to make the lectures more interesting (Audio/ Visual Aids).
- Attendance of the students should be recorded regularly.
- Attendance should be entered in e-sutra on day-to-day basis.
- Complete the syllabus in stipulated time.
- Conduct all the examinations as per the scheduled time table.
- Evaluate all the examinations in the stipulated time.
- Discuss the scheme of evaluation with the students
- CIE marks should be entered in e-sutra within the stipulated time
- Conduct proctorial meetings regularly.
- Be polite to the students- listen their problems and should make efforts to solve them.
- Be in contact with the parents / guardians of the students.
- Take the prior approval of leave from respective authority and make the alternative arrangements for the lecture and laboratory.
- Follow the rules, regulations and instructions of the institute from time to time.
- To consistently be on guard for plagiarism.

Code of Conduct for Supporting Staff

- Commence work on time.
- Use all work hours productively and ensure that their activities in the workplace do not impede the effective operation of their department.
- Maintain a supportive environment for while performing their assigned duties.
- Respect confidentiality in all matters.
- Understand the job scope, practices, and procedures relating to their position.
- Ensure accuracy and thoroughness in the performance of their assigned duties.
- Meet targets regarding work to be performed to the best of their ability.
- Manage time effectively.
- Be well-organized.
- Demonstrate ability to solve problem within the scope of their position.
- Demonstrate ability to work independently when appropriate.
- Show initiative.
- Notify their in-charge if they are unable to come to work. Submit leave application to the concerned on time.

Rules for Parking

- All vehicles should be parked in the parking area provided by the institute.
- A vehicle should be properly locked and parked.
- A vehicle without a lock will not be allowed in the parking.
- The institute will not be held responsible for vehicle held outside parking area of the institute.


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