



# RTC INSTITUTE OF TECHNOLOGY

Anandi, Ormanjhi, Ranchi – 835219, Jharkhand

Approved by AICTE and affiliated to Jharkhand University of Technology

## CODE OF CONDUCT

(effective from 01.01.2019)

## **Code of Conduct for students**

### **General:**

Maintaining discipline is crucial for those pursuing a Professional career. As future leaders, students must focus on developing the highest level of self-discipline. It's expected that every student follows the rules and regulations as a habit. They should always behave with decency, cultivate good manners, and show respect, while upholding principles of integrity, fairness, and accountability.

### **Maintaining Discipline**

1. Discipline in the Institute premises must be strictly maintained.
2. Students must wear their Uniforms with proper shoes during working hours and carry ID cards within the campus at all times. The shirt must be tucked in at all time. Failure to do so will result in disciplinary actions.
3. Students should follow all the instructions of the faculty and show due respect when interacting with them.
4. Political or other movements are not allowed during the course of study.
5. Students should treat each other respectfully and create a conducive atmosphere for studying.
6. Students should not engage in disorderly or indecent conduct like creating noise, pushing or fighting, participating or inciting riots, etc.
7. Groupism or any behaviour causing division is prohibited.
8. Proper decorum and decent behaviour are expected at all times, including during cultural and sports events.
9. Organizing or participating in cultural events or extracurricular activities requires prior permission from the Principal.
10. Organizing meetings and processions without authorisation will attract disciplinary actions.
11. Students are not allowed to invite media representatives to the campus or interact with them without the permission of the Institute authorities.
12. Institute doesn't support any type of discrimination based on anyone's religion, caste, gender, or anything which is not relevant in education line.
13. Damaging any Institute property is punishable and will attract penal actions and fines.
14. Cell phone use during Institute working hours is not allowed. Violation will result in the confiscation of the phone and fines.

### **Prohibition of Ragging**

15. Ragging in any form is strictly forbidden on and off-campus. Regulations against ragging apply to all students.
16. Students who witness ragging must report it immediately. The regulations related to ragging should be carefully read and followed.

  
CHAIRMAN  
RTC INSTITUTE OF TECHNOLOGY

### **Theft**

17. Students are responsible for safeguarding their belongings. Valuables should not be left unattended. Bringing expensive items is discouraged.
18. Stealing or possessing stolen property may lead to expulsion and legal action.

### **Prohibited items**

19. Smoking, alcohol consumption, and the use of banned substances are strictly forbidden.
20. Possession or consumption of drugs is prohibited. Students should report any such activities to the authorities. Offenses will be severely punished.
21. Unauthorized possession or use of weapon, ammunition, explosives, fireworks or any potential weapons is strictly banned inside the campus.

### **Attendance and Progress**

22. Students must focus on their studies and maintain steady progress.
23. Visiting public places during Institute working hours is not allowed.
24. Minimum attendance is required to qualify for university examinations. Failing to meet attendance requirements will result in exam disqualification.
25. Attendance for internal assessments is compulsory. Failing these assessments may lead to exam disqualification.
26. Student conduct, academic performance, and attendance are regularly reviewed. Action will be taken as necessary.

### **Collection of Funds**

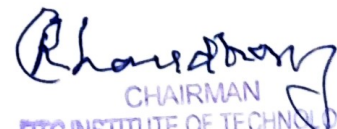
27. Students cannot collect funds from other students or any employee without proper authorization.
28. No funds may be collected from private parties or sponsors for events without prior permission.
29. Cultural events or extracurricular activities require written permission from the Principal.

### **Internet/Social Networking Sites**

30. Posting content in any social platform that brings disrepute to the Institute or negatively portrays anyone from the Institute must be strictly avoided.

### **Violation of Code of Conduct**

In case there is a possible breach of the Code of Conduct, it will lead to suitable disciplinary actions, including suspension, expulsion and fines. Decisions of the Institute will be final and binding.

  
CHAIRMAN  
RTC INSTITUTE OF TECHNOLOGY



## Code of Conduct for Teaching Employees

1. All the teaching employees should come on time to the Institute and leave only after their shift is complete.
2. Lesson plans should be prepared and submitted to the HoD before the start of every semester.
3. Notes should be prepared as per lesson plan and updated in the course file before the start of the semester.
4. Before taking any class all the teaching employees must be fully prepared.
5. All the teaching employees must enter the class on time and leave only after the period is over and next teaching employee has arrived.
6. Attendance should be taken properly and regularly. All the students must be encouraged to attend the classes regularly.
7. Teaching employees must check and maintain the discipline within their class/lab and also around the campus.
8. All the practical labs must be taken effectively and students must be encouraged to perform the experiments and complete the record books.
9. All the practical records must be checked regularly.
10. All the teaching employees should always instruct the students to come in proper uniform, shoes and identity card whenever coming to the Institute.
11. In case teaching employees take sudden leave, they must adjust their classes beforehand.
12. Unnecessary chatting and roaming around the campus must be avoided during the working hours.
13. All the teaching employees should properly wear formals, shoes and ID cards at all times inside the campus and also when going out of the campus for Institute work.
14. All the teaching employees should encourage all the students to take part in co-curricular and extra-curricular activities regularly.
15. Institute doesn't support any type of discrimination based on anyone's religion, caste, gender, or anything which is not relevant in education line.
16. All the peers and other staffs must be respectfully attended at all times. Proper decorum and decent behaviour is expected at all times.
17. Groupism or any behaviour causing division is prohibited.
18. Organizing or participating in events requires prior permission from the Principal.
19. Organizing meetings and processions without authorisation will attract disciplinary actions.
20. No one is allowed to invite media representatives to the campus or interact with them without the permission of the Institute authorities.
21. Damaging any Institute property is punishable and will attract fines.
22. Cell phone usage during class/lab/meetings should be avoided.
23. All the work assigned must be completed within the deadline.
24. Smoking, alcohol consumption, and the use of banned substances are strictly forbidden.
25. Possession or consumption of drugs is prohibited.
26. Unauthorized possession or use of weapon, ammunition, explosives, fireworks or any potential weapons is strictly banned inside the campus.
27. Any kind of funds should not be collected from any employee or student without proper authorization.
28. Posting content in any social platform that brings disrepute to the Institute or negatively portrays anyone from the Institute must be strictly avoided.

## **Code of Conduct for Non-Teaching Employees**

1. All the non-teaching employees should come on time to the Institute and leave only after their shift is complete.
2. In case non-teaching employees take sudden leave, they must adjust their work beforehand.
3. Unnecessary chatting and roaming around the campus must be avoided during the working hours.
4. All the non-teaching employees should be decently dressed with shoes and ID cards at all times inside the campus and also when going out of the campus for Institute work.
5. Institute doesn't support any type of discrimination based on anyone's religion, caste, gender, or anything which is not relevant in education line.
6. All the peers and other staffs must be respectfully attended at all times. Proper decorum and decent behaviour are expected at all times.
7. Groupism or any behaviour causing division is prohibited.
8. Organizing or participating in events requires prior permission from the Principal.
9. Organizing meetings and processions without authorisation will attract disciplinary actions.
10. No one is allowed to invite media representatives to the campus or interact with them without the permission of the Institute authorities.
11. Damaging any Institute property is punishable and will attract fines.
12. All the work assigned must be completed within the deadline.
13. Smoking, alcohol consumption, and the use of banned substances are strictly forbidden.
14. Possession or consumption of drugs is prohibited.
15. Unauthorized possession or use of weapon, ammunition, explosives, fireworks or any potential weapons is strictly banned inside the campus.
16. Any kind of funds should not be collected from any employee or student without proper authorization.
17. Posting content in any social platform that brings disrepute to the Institute or negatively portrays anyone from the Institute must be strictly avoided.

### **Violation of Code of Conduct for all the Employees**

In case there is a possible breach of the Code of Conduct, it will lead to suitable disciplinary actions, including suspension, termination and fines. Decisions of the Institute will be final and binding.

  
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