

# Code of Conduct for Faculty and Staff



## RAMCO INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University  
Accredited by NAAC & an ISO 9001:2015 Certified Institution  
NBA Accredited UG programs: CSE, EEE, ECE, Mechanical)

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# **RAMCO INSTITUTE OF TECHNOLOGY**

## **Vision**

To evolve as an Institute of international repute in technical education, research and extension activities in order to create knowledgeable and able Engineers and Technologists to cater to the needs of our developing country.

## **Mission**

To accomplish its unique vision, the Institute has a far-reaching mission that aims:

- To offer higher education in engineering and technology with highest level of quality and ethical standards at an affordable cost;
- To equip the students with up-to-date knowledge, wisdom, creativity and passion for innovation, and life-long learning skills;
- To constantly motivate and involve the students and faculty members in the education process for continuously improving their performance to achieve excellence.

## **Quality Policy**

RIT aims to impart Quality Education in Engineering and Technology through an effective teaching-learning process, up-gradation of facilities and human resources, collaborating with Industry for promoting training and placement, research and consultancy activities with a commitment to continual improvement of Quality Management System.

## **Short-Term Goals**

**(within 5 years)**

- To obtain accreditation for all undergraduate programmes.
- To obtain 2(f) & 12(B) Status from UGC.
- To offer postgraduate programme(s) in emerging and future oriented disciplines of Engineering and Technology.
- To establish centres of excellence in each branch of Engineering for promoting higher learning, research, consultancy and extension activities, technology transfer etc.
- To obtain research center recognition from Anna University for the department of Science and Humanities.
- To increase the number of publications in high impact factor journals.
- To strengthen the collaboration with industry for industry-institute interactions, consultancy work.
- To create Innovation centre to facilitate new product development.
- To create world-class indoor stadium with all facilities.
- To implement ERP for academic activities and Automation for student attendance using face recognition.
- To start NCC wing

## **Long-Term Goals**

### **(5 years of existence and onwards)**

- To create infrastructural facilities and establish state-of-the-art Research Centres recognised by Anna University, Other Govt. Agencies and prominent Industries.
- To obtain autonomous status and to upgrade to Ramco University.
- To offer Ph.D programmes in all departments.
- To offer new UG Programmes in line with the latest technology.
- To publish an international journal with high quality publications.
- Collaborating with foreign universities for students and faculty knowledge exchange.
- To offer online courses in Edx and Coursera platforms.
- To create an Eco-friendly campus

## **Guidelines for Faculty members and Non-Teaching Staff on Timing, Dress Code, Leave, Academic and related matters**

### **1. Working Days and Working Hours**

- The Working days are from Monday to Saturday in a week except second / fourth Saturdays and Govt. Holidays. However, during Internal Tests, in the event of shortage of working days, to complete the syllabus and University Examinations, Saturdays may be converted as working days. The list of holidays for each semester will be clearly indicated in the Academic schedule.
- On all Working days, the Class work will be from 9.00 am to 3.50 pm.
- All Faculty members and Non-teaching Staff have to reach the College campus before 8.50 am and leave the campus after 5.00 pm. The Faculty members should be in the Classrooms/Laboratories five minutes before the commencement of each theory class/practical class.

### **2. Dress Code and General Appearance**

Gent Faculty members are advised to wear light coloured formal Shirt and dark coloured trousers. They should tuck-in their shirts and wear formal belt and black/brown shoes. Lady Faculty members should wear formal Saree with Blouse and formal Chappals/Cut-shoes. All the faculty members are expected to come groomed properly. Non-Teaching Staff shall wear formal dress with formal Shoes. All should wear their identity cards regularly.

### **3. Coffee break/Tea break and Lunch interval**

There will be a Tea break for a period of 15 minutes in the forenoon. The lunch interval will be for a period of 45 minutes as mentioned in the time table. All the faculty members and laboratory staff should

follow these timings regularly. The lunch break for office staff and library staff shall be between 1.30 to 2.15 pm. All teaching and non-teaching staff should compulsorily take their lunch in the cafeteria and not in their office/work place.

#### **4. Cleanliness, House Keeping and Energy Conservation**

All teaching and non-teaching staff should maintain the tables, chairs and rooms allotted to them neat and clean. They should get their offices cleaned on regular intervals. Whenever they move out of their place, they have to switch off the lights, fan / AC, computers, printers, etc. All are responsible in conserving the energy.

#### **5. Leave / Absenteeism / Permission**

##### **(a) Casual Leave (CL):**

Each faculty member is entitled to a maximum of 15 days of Casual Leave (CL) per academic year.

Each non-teaching staff member is entitled to a maximum of 12 days of Casual Leave (CL) per academic year.

Casual leave can be applied online through the college ERP portal, subject to approval by the HoD and the Principal.

##### **(b) Absenteeism**

Leave without prior permission/oral information will be treated as 'Absent'. In case of any faculty member / non-teaching staff continuously being absent for more than 6 days, his/her name shall be removed from the attendance register.

##### **(c) On-Duty Leave (OD):**

The Faculty members shall avail the following on-duty leave with prior permission from the principal:

- Hall Superintendent / University Representative duty for Anna University examinations: as per the order received from the zonal office.
- External Examiner duty for Anna University examinations – eligible faculty members shall be permitted as per the order received from the zonal office.
- Central Evaluation duty for Anna University examinations – approved evaluators shall be permitted as per the order received from the zonal office.
- Research project presentation/consultancy assignment/participation in conference/seminar/workshop/FDP etc. –3 days per semester.

The non-teaching staff shall avail on-duty leave for college related work with prior permission from the principal.

**(d) *Compensatory Casual Leave (CCL):***

Faculty members and non-teaching staff are eligible to avail CCL in lieu of working for the institute/management on a non-working day/general holiday.

**(e) *Vacation Leave:***

- Faculty members who have completed 6 months of service but less than 1 year in our Institution are eligible for a vacation leave of 7 days during summer.
- Faculty members who have completed 1 year of service but less than 2 years in our Institution are eligible for a vacation leave of 10 days during summer.

- Faculty members who have completed 2 years of service in our Institution are eligible for a vacation leave of 2 weeks during summer.
- Faculty members who have completed 3 years of service and above in our Institution are eligible for a vacation leave of 3 weeks during summer.
- Non-teaching staff members who have completed 6 months of service but less than 1 year in our Institution are eligible for a vacation leave of 1 week during summer.
- Non-teaching staff members who have completed 1 year of service but less than 2 years in our Institution are eligible for a vacation leave of 10-days during summer.
- Non-teaching staff members who have completed 2 years of service and above in our Institution are eligible for a vacation leave of 2 weeks during summer.

***(f) Permission:***

The faculty members and non-teaching staff shall avail permission for 1-hour to attend an urgent work on any working day without affecting their academic work/normal work. Each faculty member shall avail 2 such permissions in a month and each non-teaching staff member shall avail 1 such permission in a month.

**6. Academic Work**

- An academic schedule comprising the details of reopening date, working days, holidays, internal Tests, model examination, last working day, university examinations, etc., based upon the Anna University's academic schedule shall be prepared by the principal's office for each semester

before the commencement of classes and a copy of the same be given to all departments, for proper implementation.

- Time table shall be prepared by each department and implemented after due approval from the HOD and the principal.
- All faculty members shall prepare lesson plans for the theory subjects, laboratory plans for practical subjects and obtain the approval of HOD on or before the date of commencement of classes, for implementation.
- Faculty members shall prepare tutorial plans for subjects as mentioned in the curriculum and implement the same as per the time table.
- Faculty members shall make use of NPTEL videos/MIT videos, CBTs and other e-learning modules for facilitating enhanced learning by the students.
- All faculty members must prepare well and teach effectively to enable all students in the class to understand the lessons and hence learn.
- Each faculty member should aim to produce 100% result in the subject taught by him/her. In any case, the result of each subject should be greater than 90%.
- In order to encourage meritorious performance, the faculty member(s) who produce 100% result in theory subject(s) in the University Examination will be encouraged and honoured with a cash award and a certificate of appreciation.
- The overall performance of the faculty members will be linked to their increments and promotions.

#### **7. Participation in Conferences / Seminars / Workshops, FDP, and Publications in Journals**

- Each faculty member should participate in at least 1 conference/seminar/workshop/FDP, etc., in a semester subject to a maximum of 2 such participations in a semester.

- The college will sponsor the registration fee, boarding expenses and travel expenditure (actual Bus fare / Train fare – to and fro) for participation in Regional/National conferences. Lodging expenses if any have to be borne by the faculty member concerned.
- Each faculty member must present/publish at least one paper per year in National/International Conferences/Journals.
- The college shall reward the faculty member(s) who publish original research paper in an International/National Refereed Journal of good impact factor with cash awards

## **8. Participation in Sponsored Research and Consultancy work**

Every faculty member, in addition to the regular academic work shall participate in carrying out sponsored research and consultancy work. They shall singly/jointly prepare project proposals in emerging areas and submit to various funding agencies for grant. After receiving the fund, they should execute the project and complete it successfully as per the terms and conditions of the sponsoring agency. The institute shall award an honorarium to the chief coordinator/co-coordinator or principal investigator/co-investigator of the funded project with an amount equal to a maximum of 5% of the total grant.

For consultancy projects, the coordinator/investigator shall be eligible for an honorarium of 60% of the revenue earned and the remaining 40% of the revenue has to be retained by the college for providing infrastructural facilities such as power, water, machinery/equipment, etc., to accomplish the consultancy activities. If any man power such as lab technicians, office assistants, co-staff are utilized in carrying out the consultancy activity, the Coordinator

/ Investigator has to pay 10% of the revenue from his share as honorarium to them.

### **9. Organising Conferences / Seminars / Workshops, FDP, Guest lectures**

- Each department shall organize at least one conference/seminar/workshop, FDP, etc., during every academic year.
- College shall sponsor to each Department for organising a conference/seminar/ workshop/FDP, etc.
- Every department shall conduct at least 2 Guest lectures/special lectures per semester to impart knowledge on current affairs and beyond syllabus. College shall sponsor for guest lecture / special lecture. In addition, boarding facility and actual travel expenditure will be provided.

**10. Patent awarded:** Sponsored amount to be shared by all the members.

**11. Seed money for project / patent proposal submissions:** Sponsorship towards discussions with experts, visit to R&D labs, consumables for experimentation travel on prior permission.

### **12. Encouraging faculty members to pursue Higher Studies (Ph.D.)**

- Faculty members interested in pursuing Ph.D. on Part-Time basis shall submit an application to the management through the principal seeking permission for registration.
- The college shall grant 3 ODs per semester to the Ph.D. scholars to meet their supervisors for discussion related to their research, in addition to the ODs for writing the course work examination at the end of the first semester/second

semester. The faculty member who is in the verge of completion of his/her research work and ready to submit the thesis, shall be granted a special leave during summer vacation to enable him/her writing the thesis for submission.

### **13. Assessment, Promotion policy**

All faculty members and non-teaching staff will be assessed for their performance during every year. The faculty members will have 3 levels of assessment, namely (i) Assessment by the students during each semester, (ii) Self-assessment during each academic year, and (iii) Assessment by the reporting officers/ superiors. The performance of the non-teaching staff will be assessed by their reporting officers and superiors. The faculty members and non-teaching staff are eligible for promotion as per college procedures, AICTE norms and university regulations.

### **12. Self-Discipline, Work ethic and involvement**

All teaching and non-teaching Staff should observe self-discipline, ethics and dignity at work place. They should not carry Mobile phones to the Classroom/ Tutorial room/Laboratories/Seminar Hall/Drawing Hall/ Meeting/Function. If required on special occasions, they need to report to the college on holidays or during vacation to accomplish the urgent and important work. They should not resign in the middle of the semester/academic year. They should always bear in mind that they form an integral part of the Institution and actively involve in the Institutional building process with involvement and dedication. They have to abide by the college rules, university regulations and AICTE norms in force from time to time. It is expected that the faculty member(s) should not violate the college rules and university regulations and indulge in any indisciplinary activities.