



RAMCO INSTITUTE OF TECHNOLOGY

(Approved by AICTE - New Delhi and Affiliated to Anna University - Chennai)

NAAC Accredited and An ISO 9001:2015 certified institution



CODE OF ETHICS POLICY DOCUMENT

In line with the motto of our institution, 'Vidya Vindate Veeryam', all faculty members are asked to uphold the values and the code of ethics prescribed by the institution in order to ensure having the right ambience for learning and the greatest degree of academic performance. You shall be governed by the provisions of the rules and regulations, service conditions and code of conduct as may be laid down from time to time.

It is expected that faculty members

Observe punctuality and conduct regular lecture classes, tutorials, laboratory practical classes, and other academic and co-curricular activities effectively and efficiently with high quality to the satisfaction of the students and superiors.

Maintain cordial relations and good communication with all students, colleagues, superiors, employees of RIT and others.

During the period of employment with us, you shall not be directly or indirectly involved in any other occupation, business or employment whatsoever without the prior consent of the management in writing. You should devote your whole time, attention, and abilities to the development of the institution. However, if you wish to apply for better jobs, you may do so by notifying the management in advance to get their approval.

The Management will expect you to work with a high standard of initiative and efficiency. You are expected to provide leadership in encouraging respectful and diverse work and a very good learning environment.

During the tenure of your service, you will maintain total confidentiality of all Institution related information to which you may have access directly or indirectly.

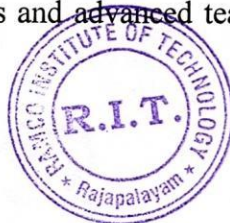
You must ensure that you will take all possible steps to prevent ragging in the premises and you are liable for action in case of non-compliance.

You have to submit a fitness certificate from a Registered Medical Practitioner authorized by the Management within 15 days from the date of receipt of this letter.

Duties and Responsibilities

Duties and responsibilities of the faculty members include the following:

To take necessary steps for developing required infrastructure such as laboratories, equipment, hardware and software, books, journals and advanced teaching-learning materials from time to time.



North Venganallur, Ayyanarkovil Road, Rajapalayam - 626 117.

Virudhunagar District, Tamil Nadu. Tel : 04563 233400

E-mail : rit@ritrjpm.ac.in Web : www.ritrjpm.ac.in



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To acquaint with the regulations, curriculum, syllabi and assessment methods of the affiliating University, AICTE norms and NBA criteria for imparting standard level of engineering education.

To fine-tune the basics and improve the teaching capability, our Institute has created a policy that every faculty member must register and pursue at least one online course per semester from MIT and other prominent foreign Universities through EDX/ Coursera and obtain verified certificates. The faculty members shall make use of MIT videos, NPTEL videos, e-learning modules and innovative teaching techniques wherever possible and required for the regular curriculum.

To plan and organize special lectures in your subject and offer value added courses in thrust areas through distinguished resource persons from prominent industries including Ramco Group and academic Institutions of excellence.

To initiate industry-institute/institute-institute interaction for ensuring that practice meets theory across all functional areas.

To organize industrial visits and in-plant training/internship for the students during month-end or semester holidays to facilitate learning about current practical aspects of industry.

To offer counselling to students for improving their communication skills, learning capability to help them prepare for success in examinations and placement interviews.

To encourage and guide students to actively participate in co-curricular and extra-curricular activities for developing team spirit, organizational ability and leadership skills.

To involve actively in participation, coordination and organization of Seminars, Symposia, Conferences, Workshops, Short Term courses, FDPs, Project Exhibitions, etc.

To take steps for promoting Research and Development, Consultancy and extension activities. This includes preparing project proposals in emerging areas and submitting to various agencies such as AICTE, DST, DRDO, DIT, MNRE, CSIR, TNSCST, etc., and other funding Agencies.

To involve in guiding students to carry out good quality projects and take steps for publishing the findings in journals, conference, etc.

To involve in extension activities that shall benefit the society and inspire the students to take an active role in social activities.

To facilitate students' acquiring overall graduate attributes for starting good careers or enterprises.



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You will report to the Head of the Department regarding your regular academic activities and routine works. You need to assist the HOD and the Principal in developing your Department. You will form an integral part of the Institution and your ideas and suggestions are welcome in making RIT to become an Institution of Excellence.

Your overall performance during every academic year will be assessed.

Policies and guidelines on recruitment, promotion and relieving from the institution have been drafted based on recommendations of statutory/regulatory bodies. You are required to be professional and adhere to the prescribed standards.

It should be noted that the institution shall adhere to the time-to-time amendments tabled by the statutory/regulatory bodies like Anna University, DOTE, AICTE, UGC etc. and you shall also be required to comply with the same.

You must be ready to undertake any additional responsibilities, assigned by HoD, Principal or Management on any improvement activities such as accreditation, affiliation, maintenance, admission etc.

Principal
PRINCIPAL
Ramco Institute of Technology
Rajapalayam - 626 117.



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