



TECHNO INDIA NJR INSTITUTE OF TECHNOLOGY

Approved by AICTE & Affiliated to Rajasthan Technical University

www.technonjr.org

NJR Knowledge Campus, Plot-SPL-T, Bhamashah (RIICO) Industrial Area, Kaladwas, Udaipur - 313003 (Raj.)
Tel. : +91 2942650214-17 Fax :+91 2942650218, Email : technonjr@gmail.com, director@technonjr.org

To Whomsoever It may concern

CODE OF CONDUCT FOR STUDENTS:

As per the policy of the institute, every year while taking admission each candidate used to fill in an undertaking endorsed by the parent(s) stating that the candidate will abide by the code of conduct throughout the entire duration of the course –

- Attend theory and practical classes punctually and be on time
- Use of mobile phones is strictly not permitted in classrooms, laboratories, library
- Leave should be informed prior to the class coordinator. In case of long leave, the application should be submitted through the proper channel to the Principal for grant
- In case of medical leave, the student has to submit a medical certificate on the day of arrival
- Use of drugs, tobacco products, smoking is not permitted in the institute premises
- Ragging and eve-teasing are not allowed under any circumstances and if found guilty severe punishment will be given as per Supreme Court notification
- Should not indulge in agitation and instigation of violence inside or outside institute campus
- Boys and girls should use respective toilets only
- Students should be cooperative in keeping the institute campus neat and tidy
- Should not damage any institute property
- Interested students can avail bus transport facility and be on time
- Students must enter the classroom at least five minutes before the commencement of class
- Students should handle computers and other equipment properly in laboratories

- Students should seriously and meticulously appear in the weekly test and submit assignments on time
- In case of any discontinuity, subject to clearance of fees and proper no dues, the Transfer Certificate will be issued obeying the rules and regulations of Rajasthan Technical University (RTU) Kota
- In case of a change in residential address, the student should inform the class coordinator
- Students should carry an institute ID card in institute provided transport and also on campus
- Students are forbidden to organize tours or meetings or to attend any meeting in the college or to collect money for any purpose without prior permission of the Principal
- Unnecessary roaming inside the campus is not permitted
- Students should wear proper institute uniform on Monday, Tuesday, Thursday, and Friday and maintain decency in this perspective
- Hostellers must occupy the room allotted to them and must not change the room without the permission of the warden. They have to keep their rooms clean and hygienic
- No student is allowed to stay in the hostel during college hours without prior permission of the warden
- Inmates should not involve themselves in smoking, drinking, gambling, writing on walls and doors, etc.
- Hostellers will be held responsible for the damage to the rooms they occupy and items like a fan, furniture, tube light, switches, toilet sink, etc. In case of damage or disfigurement of any hostel property, they will have to pay the cost as fixed by the Principal and the warden.
- Hostellers are suggested not to bring expensive items. In case of loss, the institute management is not responsible
- The rooms should be locked whenever the students are away and the room keys should not be given to anyone except the warden.
- Boys are not allowed to enter the girl's hostel and vice versa
- Ragging is strictly prohibited inside the campus
- Use of plastic is not allowed inside the campus

ANTI-RAGGING COMMITTEE:

The committee should be vigilant. In case of any guilty case, the following punishment(s) will be given –

- Immediate suspension from attending theory and laboratory classes
- Scholarships will no longer be provided
- Will not be allowed to appear for any examination
- Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc

CODE OF CONDUCT FOR THE FACULTIES:

- Should be honest and loyal to duties
- Humble and disciplined both towards the non-teaching and student fraternity
- Should give value to students' views and report the management in case of genuine need
- Should be tolerant to positive criticism
- Should abide by the rules and regulations stated in the appointment letter
- Should be involved in beyond the syllabus activities, research, and industry project supervision
- Should set an example and be a role model to the students in making them inquisitive and explorer of knowledge
- Should be conscious to maintain the dignity of the profession
- Should be eager to update knowledge through online courses /FDPs in their area of expertise
- Should involve themselves as a mentor for students in conducting seminars, conferences, Workshops, Interactive sessions, sports, and cultural activities
- Should interact with parents of the students during Parent Teacher's Meeting,

- Should give respect to the professional fellow in a commendable manner and treat non-professional, ministerial, and support staff in the same line
 - Should abide by the research ethics
 - There should be no conflict between professional work and private practice
 - Faculties should avoid taking unnecessary leave and maintain regularity for the smooth functioning of the institution
 - Should not blow horns of vehicles inside the campus
 - Should be present outside the class /laboratory at least 5 minutes before the scheduled time and be well prepared for the class
 - Male faculties should be properly dressed and avoid jeans, round neck T-shirts, wearing sandals and chappals, colorful dress. Similarly, female faculties should be dressed in a manner befitting the profession.
-

CODE OF CONDUCT FOR NON-TEACHING AND SUPPORT STAFF:

- Should be honest and loyal to duties
- Humble and disciplined both towards the teaching and student fraternity
- Should be tolerant to positive criticism
- Should abide by the rules and regulations stated in the appointment letter
- Should understand and work according to the policies of the institution and should sincerely and diligently carry out the duties delegated to them.
- Unless on at most emergencies leave of absence should be intimated to the supervising authorities and the institution well in advance.
- Should not be a part of political, anti-secular activities
- Should not divulge any official matters of importance to anybody
- Technical Assistants should do experiments in laboratories when there is no scheduled laboratory for better learning of students