



TECHNO INDIA NJR INSTITUTE OF TECHNOLOGY

Approved by AICTE & Affiliated to Rajasthan Technical University

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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

Metric ID 7.1.10	<p>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none">1.The Code of Conduct is displayed on the website2.There is a committee to monitor adherence to the Code of Conduct3.Institution organizes professional ethics programmes for students, teachers, administrators and other staff4.Annual awareness programmes on Code of Conduct are organized
DVV Findings	<p>Please provided as per SOP in data template</p> <ol style="list-style-type: none">a. minutes of the meeting duly signed by the participantsb. HEI handbook/ calendar highlighting the relevant portion showing code of conduct and ethics and also screen shot of the websitec. Details of annual awareness program with details of date, duration and details of participantsd. Details of program conducted for professional ethics with details of date, duration and details of participantse. Please provide all the information connected to google drive in the institution website with hyperlink in the DVV portal as SOP clearly specify the upload of information only in the institutional website

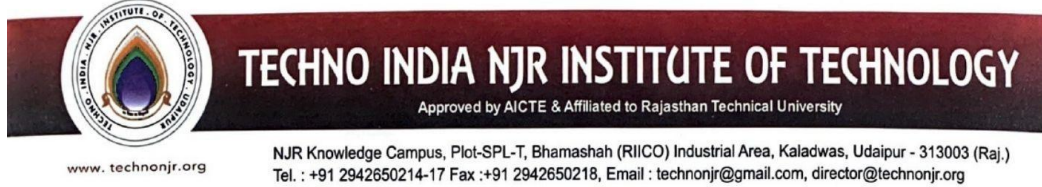
पंकज पौरवाल

Techno India NJR Institute of Technology
Plot-SPL-T, Bhamashah (RIICO) Industrial Area
Kaladwas, Udaipur-313003 (Rajasthan)

7.1.10

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A. Minutes of the meeting duly signed by the participants



MINUTES OF MEETING CODE OF CONDUCT

Date: 14 Nov 2019

Agenda #1: Recommending some awareness/ development programs for Faculty members.

Agenda #2: Members are requested to seek some courses which can help increase in Awareness among code of conduct and ethic.

Agenda #3: Strict rules for student's attendance need to be made so that Student spent more time in class, and that will help in making their result better.

Committee Members Present

1. Prof Pankaj Kumar Porwal
2. Prof Prasun Chakrabarti
3. Prof Jitendra Shreemali
4. Prof Yasmin Ali
5. Dr. Sangeeta Choudhary
6. Mr. Gaurav Kumawat
7. Mr. Abhishek Sharma

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MINUTES OF MEETING CODE OF CONDUCT

Date: 07 April 2020 (ONLINE)

Agenda #1: Code of Conduct for Faculties:

1. Faculties need to be punctual for their online classes. In case there is some issue or concern, then Faculty needs to inform the coordinator as soon as possible.
2. Faculties need to start using the LMS portal for teaching students online by uploading documents in images, video lectures etc.

Agenda #2: Code of Conduct for Students:

1. Students need to be attentive throughout the lectures, and there Video cameras need to be switched on throughout the lecture.
2. Students need to work on assignments and quizzes (whenever given) strictly by following the time line, resulting in deduction of internal marks assigned.

Committee Members Present:

1. Prof Pankaj Kumar Porwal
2. Prof Prasun Chakrabarti
3. Prof Jitendra Shreemali
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MINUTES OF MEETING CODE OF CONDUCT

Date: 24 August 2020 (ONLINE)

Agenda #1: Code of Conduct for Faculties:

1. Faculties taking online mid-term exams need to keep strict monitoring on students by informing students to switch on camera the whole time and the view must not be too close or too far from the candidate.
2. The exam copies/ answer copies received on google classroom/ through mail need to be checked within 3-4 Days of examination and marks need to be submitted to the coordinator.

Agenda #2: Code of Conduct for Students:

1. Strict rules to be followed during online exam need to be followed by all the students. Camera need to be switched on and mailing/submission of file need to be done in prescribed interval of time.
2. Students with less attendance than 75% are to be warned for last time and it is advised them to be punctual or less they won't be allowed in next mid term.

Committee Members Present:

1. Prof Pankaj Kumar Porwal
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3. Prof Jitendra Shreemali
4. Prof Yasmin Ali
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6. Mr. Gaurav Kumawat

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b. HEI handbook/ calendar highlighting the relevant portion showing code of conduct and ethics and also screen shot of the website

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Code of Conduct

Home / Code of Conduct

COMMITTEE FOR STUDENTS:

Principal	Prof Pankaj Kumar Porwal
All class co-ordinators (1st Year to final year and Interns)	
Warden	Mr Abhishek Sharma

COMMITTEE FOR FACULTIES:

Provost	Prof Pravin Chakrabarti
Member	Prof Jitendra Shreemali
Member	Prof Yasmin Ali
Member	Dr Sangeeta Choudhary

COMMITTEE FOR NON-TEACHING AND SUPPORT STAFF:

Member	Dr Sangeeta Choudhary
Member	Mr Gaurav Kumawat

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 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 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 order
- 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 or damage or disfigurement of any hostel property, they will have to pay the cost as fixed by the Principal
- 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 a third party
- 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, 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
- 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
- Male faculties should be properly dressed and avoid jeans, round neck T-shirts, wearing 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 strictly follow them
- Unless on at most emergencies leave of absence should be intimated to the supervising authority
- 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 class

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c. Details of annual awareness program with details of date, duration and details of participants

01-08-2016	orientation Day 2016	234
06-08-2017	orientation Day 2017	155
10-08-2018	orientation Day 2018	140
07-08-2019	orientation Day 2019	120

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Orientation 2016



For Techno India NJR Institute of Technology
पंकज पौरवाल
Dr. Pankaj Kumar Porwal
(Principal)



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Orientation 2017



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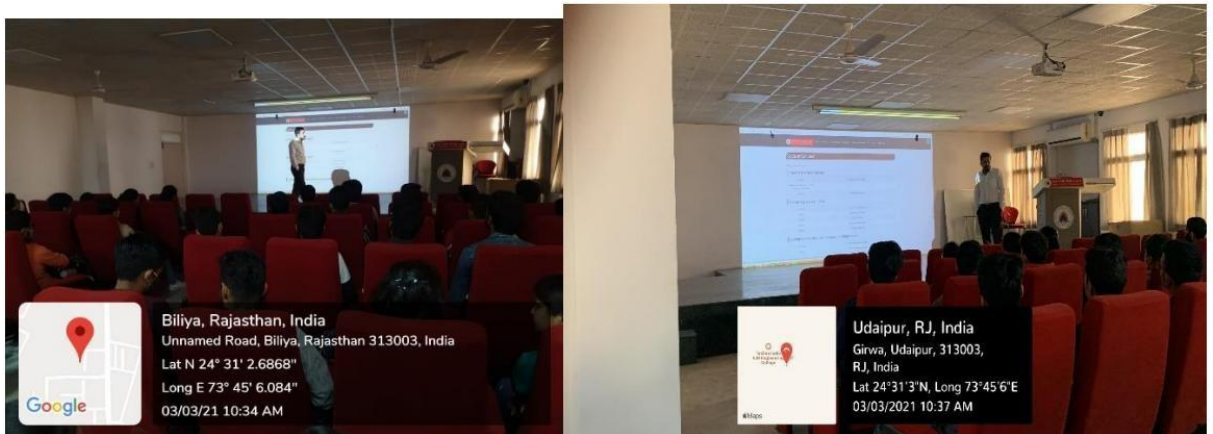
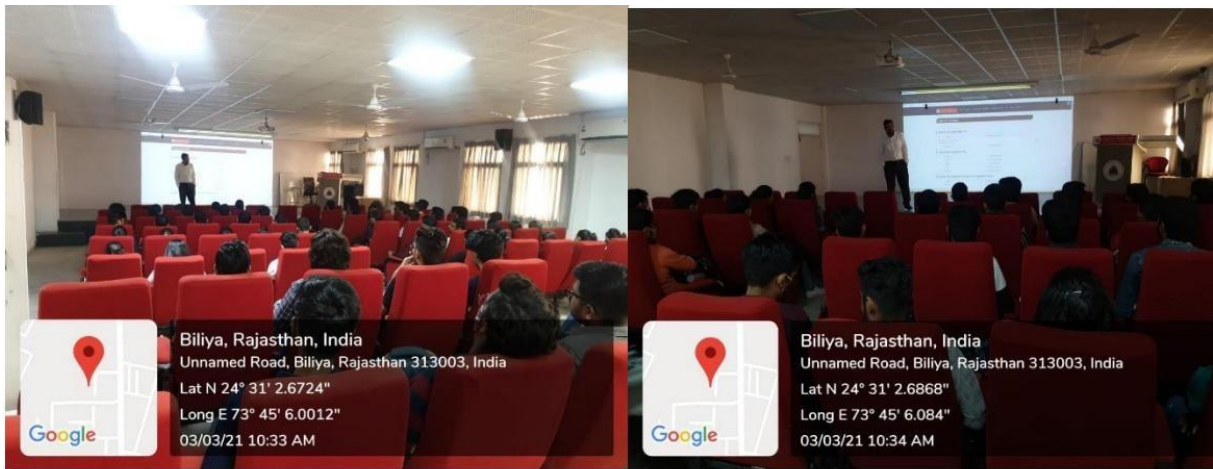
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Orientation 2018



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(Principal)

d. Details of program conducted for professional ethics with details of date, duration and details of participants



07-05-2018	48
12-03-2019	62
04-02-2020	54
03-03-2021	48

e. Please provide all the information connected to google drive in the institution website with hyperlink in the DVV portal as SOP clearly specify the upload of information only in the institutional website

[Click here for Code of conduct of the institution](#)