



ARYA Institute of Engg. & Technology (**AIET**)

(Affiliated to RTU | Approved by AICTE, New Delhi)

- SP-40, RIICO Industrial Area, RIICO-Kukas, Jaipur-302028
 - Ph. 0141-2820700, 5148801
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Code of Ethics and Code of Conduct



Criteria 7.1.10

“Code of Ethics to check malpractices and plagiarism in Academics and Research Regulations 2018”

Malpractices in Examinations:

Arya Institute Of Engineering And Technology , Rajasthan, Jaipur strictly follows code of conduct prescribed by the University for Examinations. Malpractices such as copying, using cell phones or answers from texts or guides are completely banned. Any student found guilty is reported to the external examiner and the university takes action on the defaulters.

Cheating is dishonest behavior usually in tests or examinations. It includes:

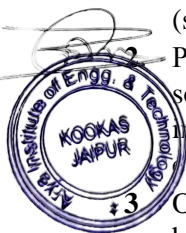
1. Unless explicitly authorized by the course instructor or examiner ,using books, notes, diagrams, electronic devices, or any other aids during an examination, either in the examination room itself or when permitted to leave temporarily.
2. Copying from the work of other students.
3. Communicating with others during an examination to give or receive information, either in the examination room or outside it
4. Commissioning or allowing another person to write an examination on one’s behalf;
5. Not following the rules of an examination
6. Using for personal advantage, or communicating to other students, advance knowledge of the content of an examination (for example, if permitted to write an examination early)
7. Altering answers on an assignment or examination that has been returned
8. Taking an examination out of the examination room if this has been forbidden.

Plagarism:

1. Arya Institute Of Engineering And Technology Rajasthan, Jaipur does not allow any malpractices or plagiarism in research. Individual researchers undertake the responsibility of original research done and secondary and primary sources are accepted and acknowledged wherever required in each research paper.
2. Plagarism is a form of academic dishonesty in which one person submits or presents the work of another person as his or her own, whether from intent to deceive, lack of understanding, or carelessness. Students “use of others” expression of ideas, whether quoted verbatim or paraphrased, must also be clearly acknowledged according to acceptable academic practice. It is the responsibility of each student to learn what constitutes acceptable academic practice.

1. Plagarism includes the following practices:

1. Not acknowledging an author or other source for one or more phrases, sentences, thoughts, code, formulae, or arguments incorporated in written work, software, or other assignments (substantial plagiarism);
2. Presenting the whole or substantial portions of another person’s paper, report, piece of software, etc. as an assignment for credit, even if that paper or other work is cited as a source in the accompanying bibliography or list of references (complete plagiarism). This includes essays found on the internet.
3. Obtaining or attempting to obtain an academic advantage by non-academic means such as bribes or threats.





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4. Hindering other students in obtaining fair access to materials and facilities; for example, cutting an article out of a Library copy of a journal.
5. Theft of another student's notes.
6. Alteration or destruction of the work of other students.
7. Behavior that interferes with the evaluation of another student's work, such as failure to participate in a group project.
8. Students who are uncertain what plagiarism is should discuss their methodology with their instructors.

2. Curbing Plagiarism

1. The Arya Institute Of Engineering And Technology Rajasthan, Jaipur has declared and implemented the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
2. The mechanism is made accessible to all engaged in research work including student, faculty, researcher and staff etc.
3. Every student submitting a thesis, dissertation, or any other such documents to the college shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
4. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the university.
5. The college has developed a policy on plagiarism as approved by Academic Council. The approved policy is placed on the homepage of the University website.
6. Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
7. The college will submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".

3. Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.

Note:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

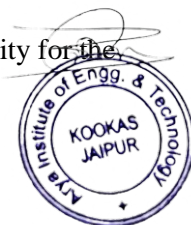
4. Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

Level 0: Similarities upto 10% - Minor similarities, no penalty

Level 1: Similarities above 10% to 40%

Level 2: Similarities above 40% to 60%





Level 3: Similarities above 60%

5. Detection/Reporting/Handling of Plagiarism

1. If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the **Departmental Academic Integrity Panel (DAIP)**. Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and report the matter to Arya Institute Of Engineering And Technology Academic Integrity Panel.
2. The University can also take suomotu notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the University on the basis of findings of an examiner. All such cases will be investigated by a committee appointed by the college.

6. Departmental Academic Integrity Panel (DAIP)

1. All Departments in Arya Institute Of Engineering And Technology shall notify a DAIP whose composition shall be as given below:
 - i. Chairperson - Head of the Department
 - ii. Member - Senior academician from outside the department, to be nominated by the President.
 - iii. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department.
2. The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairperson).
3. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
4. The DAIP shall have the power to assess the level of plagiarism and recommend penalty (ies) accordingly.
5. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the AIET within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

7. Academic Integrity Panel (AIET)

1. Following shall be the composition of AIET :
 - i. Chairman - Pro-President/Dean/Senior Academician of the University.
 - ii. Member - Senior Academician other than Chairperson, to be nominated by the President.
 - iii. Member - One member nominated by President from outside the University
 - iv. Member - A person well versed with anti-plagiarism tools, to be nominated by the President.
2. The Chairperson of AIET shall not be the same. The tenure of the Committee members including Chairperson shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairperson).
3. The AIET shall consider the recommendations of DAIP.
4. The AIET shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
5. The AIET shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of University.
6. The AIET shall have the power to review the recommendations of DAIP including penalties with due justification.





7. The AIET shall send the report after investigation and the recommendation on penalties to be imposed to the President within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
8. The AIET shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

8. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the University only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

1. Penalties in case of plagiarism in submission of thesis and dissertations

AIET Academic Integrity Panel shall impose penalty considering the severity of the Plagiarism.

Level 0: Similarities upto 10% - Minor Similarities, no penalty.

Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.

Level 3: Similarities above 60% -Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the AIET and approved by the President.

2. Penalties in case of plagiarism in academic and research publications

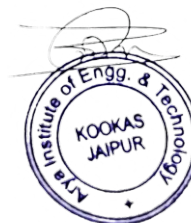
Level 0: Similarities up to 10% - Minor similarities, no penalty.

Level 1: Similarities above 10% to 40%

- i) Shall be asked to withdraw manuscript.

Level 2: Similarities above 40% to 60%

- i) Shall be asked to withdraw manuscript.
- ii) Shall be denied a right to one annual increment.
- iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.





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Level 3: Similarities above 60%

- i. Shall be asked to withdraw manuscript.
- ii. Shall be denied a right to two successive annual increments.
- iii. Shall not be allowed to be a supervisor to any new Master's, M.TECH., .
Student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the College.

Note 2: Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by AIET and approved by the President.

Note 3: College has created a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the College is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Head of the College is a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the College.

Note 5: If there is any complaint of plagiarism against the Head of Department/Authorities at the College level, a suitable action, in line with these regulations, shall be recommended by the AIET and approved by the President.

Note 6: If there is any complaint of plagiarism against any member of AIET, then such member shall excuse himself/herself from the meeting(s) where his/her case is being discussed/investigated.





Code of Conduct for Students

1. Students are responsible for their conduct to the college Authorities/Principal/HOD. They are prohibited from doing any kind of in disciplinary activity, which may breach or harm the reput, discipline of the college or violate its normal working, either inside or outside the College premises.
2. Students should take proper care of college properties and must not spoil or cause any kind of damage to the college properties. For any damage, occurred, the decided amount will be collected from the guilty. In case the guilty is not traceable, the amount may be charged collectively from the class/college students.
3. The areas near classrooms are "Silence Zone". Students are advised not to loiter/make noise in this zone. Furthermore, they should utilize their free time for creative activities or visiting library or Research Lab.
4. Student notice boards carry various kind of information from time to time. Hence, all are advised to observe notice boards regularly. Ignorance of any notice/s will not be accepted as a plea or an excuse for any kind of delay in any matter.
5. Students are not permitted to receive or entertain visitors in the College during the college time. In case, such visits are essential, the prior permission of the principal is necessary.
6. Indoor/outdoor games are prohibited during college hours.
7. Students should keep their mobile phones switched off during lectures, labs and in library.
8. During college hours no students is allowed to enter the hostel or move outside the college campus (except during lunch time) without taking permission from the Principal through their class coordinator or HOD/ First year Incharge.
9. Roaming during college hours will be considered as in-disciplinary activity.
10. Dress code is strictly followed in the college failing which the students will be marked absent in regular classes and will not be allowed to attend any kind of practical or Mid-Term examination.
11. Mass bunk in any condition is not allowed. In case of such eventuality, all students in the class will be marked absent and the topics to be covered shall not be repeated.
12. Residents of boys' hostel are not allowed to be outside the college campus after 8:30 pm. For girls hostel the timing will be 6:00 pm (during winter) and 7:00 pm (during summer).
13. Using any kind of foul language on social networking websites or any public platform which may harm the reput





or discipline of the institutions will be treated as misconduct.

14. The student/s shall be liable to disciplinary action for any kind of contravention to the above mentioned rules.

The disciplinary action may involve warning, and/or fine and/or suspension from the class, from

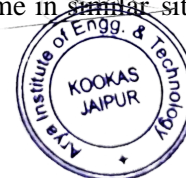
Examination, from the College as such and/or any such action as per the rules of discipline. During the enquiry conducted by the students discipline committee against a student's conduct, the authorities have the right to suspend him/her from the College.

I. Attendance Policy

1. Students securing 100% attendance will be duly honoured.
2. For any kind of leave student/s must take permission of the concerned HOD/I Year in-charge through their class coordinator.
3. All applications for leave on medical ground must be supported by an authentic Medical Certificate and should reach the Principal Office within a week of student's return. Failing which he/she will not be considered eligible for such leave. The benefit for the leave/s on medical ground is restricted to 10% of total attendance. For such leaves the class coordinator or HOD/First Year Incharge of the student should be informed earlier.
4. While issuing the character certificates from the college yearly attendance of the student will also be considered.

II. Discipline Rules

1. In case of suspension of a student by the Principal. He/she will not be allowed to enter the college campus and participate in any kind of college activity. However, he/she may be allowed for the examinations with prior permission of the principal. In case of any emergency such student/s is found in the college campus without permission he/she will be liable for further disciplinary action.
2. Rights and Duties of Newcomers and their Guardians: A fresher should consider the College community as his/her family and should maintain cordial relationship with other members of the community particularly with senior students. He/she, like any other student, enjoys all rights and privileges that are available to any free citizen of this country. It is the duty of the students, therefore, not to obey any order/request, which he/she feels undignified in complying with, from seniors in the hostel or within the Campus. It is the responsibility of the fresher or any other person(s) who is/are aware about such request or order to bring it to the immediate notice of the Coordinator of Students' Welfare committee or any member of the Anti-ragging committee (ARC). It should be noted that failing to do so is an offence as per College rules and thus liable to be punished. The confidentiality of such student(s)/guardian(s) will be strictly maintained. The guardian should cooperate with the College authority to seek redressal of the grievances of the fresher's, if any.
3. Rights and Duties of the Old (senior) Students: It is the duty of the seniors to guide the fresher's properly so that they feel at home. The seniors should remember the days when they had come in similar situation in first year after leaving their parents or the homely environment and set foot in this





hitherto unknown campus. It is the modesty, helpfulness, love and cooperation of the seniors that will contribute towards making the newcomers good and responsible members of the college community. Interaction is very crucial between the new and old students to help them know each other and make friends. However, they should note that this can be done only in the presence of the members of the ARC or their representatives.

4. In dealing with any kind of breach of discipline, infringement of above mentioned rules and regulations, the Principal may decide to order appropriate penalty including (and/or) apology (verbal and written), fine, temporary suspension from college, rusticated from the hostel, rusticated from the college and rustication.

III. Anti Ragging Policy

Ragging in any form is strictly prohibited both inside and outside the College premises. Any student found indulged in any kind of ragging would be considered as guilty of gross indiscipline and as per the latest decision of the Hon. Supreme Court an FIR will be filed against him/her and he/she will be immediately suspended from the college. Anyone found indulged in eve-teasing shall also be dealt with the same.

IV. Fee Policy

1. Parents/Guardians of the students are advised to deposit their son/ward's Fee in two installments as scheduled below:

- a. For odd semesters: 1st to 15th July
- b. For even semesters: 1st to 15th January

After the above scheduled period the penalty will be Rs. 100/- per day will be changed.

2. In case of voluntary withdrawal after the due date of admission No Fee will be refunded.
3. In case of loss or any kind of damage to the original identity card, a Duplicate identity card can be issued on payment of Rs. 100/- after reporting to the College authorities.

V. Placement Policy

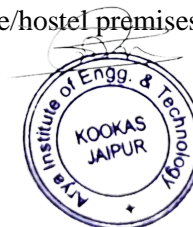
To provide better opportunities and an outstanding launch pad to the students a placement policy has been framed. According to which only those will be considered eligible for Training & Placement who:

1. Have not been involved in any in-disciplinary activity.
2. Have no back load.

Note:- It is expected that the students of final year will ensure the above.

VI. General Rules

1. An Identity Card is issued to each student at the time of admission. Students are advised to carry their identity card in person while entering the college premises.
2. In hostels, students must keep their rooms neat, clean and well organized.
3. Smoking, use of liquor or any allied substances is strictly prohibited in college/hostel premises.
4. Chewing in any form is prohibited in college campus.

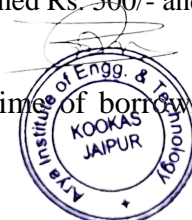




5. Writing/spitting on walls/desks and various other places in the college is strictly prohibited.
6. Students are not allowed to keep/carry weapons in the college premises.
7. College authorities will not be responsible for loss/damage of any property such as mobile, jewelry etc. of the students.
8. Day scholars/hostellers are not allowed to bring their vehicles inside the college premises.
9. Suggestion Boxes have been provided on the ground floor near the library and in the administrative block. Students are advised to make use of them for empowerment of the institution.
10. In case the students go for hiking/tours/picnics organized by Private groups or unofficially on their own, the college will not bear responsibility for any mishap and the students will go at their own risk.
11. This is being made clear that the college will assist the students in the process of applying for bank loan. However, such assistance shall not be considered as a guarantee.
12. For getting any document or certificate from the college minimum processing time will be **forty eight hours**. (subject to the availability) To prevent the habit of late coming in classes, it has decided that the attendance will be taken during first five minutes of commencement of lecturers and the latecomers will not be marked present for that lecture

VII. Library Rules

1. Use of library is open for members only.
2. Absolute silence should be maintained in the library.
3. Students are required to use the library only for the purpose of reading/reference work.
4. Documents/books are to be handled with great care, as they are costly and valuable.
5. Personal papers and non-library material should be kept outside the library. The library staff will not be responsible for any loss or damage.
6. Four books will be issued to each student for a period of 15 days.
7. Reference books/Counter books/Dictionaries are not to be issued.
8. The books will not be reissued at the time of return.
9. If a book is not returned by the due date, an overdue charge @ Rs. 2.00 per day for the first five days and @ Rs. 5.00 per day for subsequent sixty days will be charged. If the book is not returned even after sixty five days of the due date, a maximum fine of Rs. 500/- will be charged along with the book.
10. In case of book is damaged or lost, student will have to pay latest M.R.P. of the book plus Rs. 500/- as fine or he/she may replace the latest edition of the book & fine equivalent to library rule no. 9.
11. Students found tearing pages from the book/magazine/journals, will be fined Rs. 500/- and the latest M.R.P. of the book.
12. Students are instructed to check the pages of the books at the time of borrowing from the library



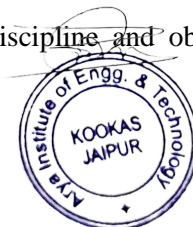


counter. No complaint shall be entertained afterward.

13. Books will be issued/returned during the college working hours only as per timings already notified.
14. Loss of Reader's Ticket should be reported immediately in writing. A fine of Rs. 50/- will be charged for issuing duplicate Reader's Ticket.
15. Students are advised not to hide books in the shelves. The students who take out the book from the shelf can keep/put the same on the library table or in at the specified place in the rack. Any violation to it will amount to fine of Rs. 50/-.
16. Student/s should not tear and deface the date slip otherwise a fine of Rs. 50/- will have to be paid.
17. If required, the librarian may recall a book at any time.
18. Students should endorse themselves in the entry register at the gate.
19. It is essential for every member to get the issued books checked by the guard at the gate.
20. Guard can check any member at anytime in case of doubt. No objection in this regard will be accepted.
21. Students should not be present in the library when classes are going on.
22. Nobody will be allowed to visit social networking sites in digital library otherwise he/she will be penalized.
23. Photo copy facility is available in the library to student on charges @ 50 paisa per copy.
24. Books should be in a good condition at the time of return, otherwise Rs. 40/- per book will be charged for its binding.
25. The books are issued for a period of 15 days to the students. In case the 15th days happens to be Sunday/Holiday, the students have to return the books prior to this day, otherwise fine will be applicable as per rule no. 9.
26. Violation of library rules or misconduct by any reader may result in cancellation of membership from the library.

VIII. Examination Policy

1. The students can enter the examination hall and occupy their seats 10 minutes prior and 5 minutes after the commencement of Mid-Term examination.
2. Students are required to find their seats and sit according to the arrangement being made by the Examination Cell and displayed on the notice boards.
3. Cellular phones/ programmable calculators/ communication devices are strictly prohibited in the examination hall by the students. If found, his/her 25% of maximum marks will be deducted from the secured marks as punishment. Only scientific calculator is allowed.
4. Students are forbidden from writing anything on question papers except their Roll Nos.
5. Students will not be allowed to leave the examination hall in midterm before the scheduled time. However, in Pre University Examination he/she may be allowed to move outside for the necessities after one hour.
6. During the course of the examination, students have to maintain discipline and obey the instructions of examination superintendent in all examination related matters.



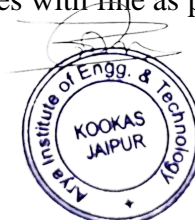


7. Security/ staff member/ flying squad/ invigilator can check any student. Any kind of resistance to this will be treated as a case of unfair means.
8. Any written material (Chit, writing on calculator, desk, hand etc) will be considered as unfair means. The punishment may be cancellation of examination/deduction of marks/ appropriate disciplinary action.
9. Students should use only blue/black ink. Any other ink is prohibited.
10. Smoking/chewing in any form is prohibited during examination.
11. Improvement form should be duly filled and supported with required documents at the time of submission as per the schedule displayed by exam cell.
12. Once the candidate applies for improvement, his/her previous marks will be considered as cancelled.
13. There is no provision of re midterm/ mercy test after the commencement of examination. Unit tests and Pre University Examinations are compulsory for all the students. They will carry 50% weight age of the discipline marks.

Note: - University Examination will be conducted as per RTU guidelines.

IX. Hostel Rules

1. The student will be abide by all the rules & regulations as stipulates by the Management.
- 2. RAGGING IS STRICTLY PROHIBITED BY LAW.**
3. No student is allowed to stay back in the hostel without prior permission of the warden during college hours.
4. All the students residing in the boys/girls hostel shall be permitted to leave the college campus only on the written permission (Out pass for Hostellers) of the warden. Out pass entry at the gate is compulsory.
5. Prior permission for going out of hostel is to be taken from hostel warden, without fail. Without the permission no student will be allowed to go out.
6. Whether the student has taken permission or not for “Staying outside” would be solely his responsibility and in no way the hostel warden would be responsible for it.
7. Students are instructed to inform their parents about “going out of hostel” at their own and it is their sole responsibility. The hostel warden is not at all responsible for informing their parents.
8. All students residing in the hostel shall ensure that they pay the hostel fees within the stipulated time. Those who do not pay the dues in time shall have to pay the dues with fine as per rules, failing which they will be debarred from the hostel.



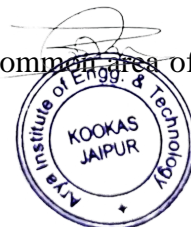


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- All students shall ensure the minimum attendance level of 80% required to stay in the hostel.
- The visiting hours for the Parents/Guests to meet hostlers are from 3:30 p.m. to 7:30 p.m. Under no circumstances students shall take their visitors/guest to their hostel rooms.
- No students staying in the hostel is permitted to use Stove, Heater, Iron, Cooler, Immersion rod etc. Use of Laptop/PC must be for their education purpose only. With prior permission.
- Students are not permitted to smoke, consume alcoholic drinks, non-vegetarian food is not allowed in the Hostels. Use or possession of any kind of narcotics/drugs is strictly prohibited and will attract strict action.
- Discipline in the Hostel stands on the top priority, misbehaving, arguing and using abusive words with fellow, warden and management will be delt strictly. It shall be ensured by all students that they do not get involved in fighting among themselves. They shall not indulge in any form of ragging or act of indiscipline and shall strictly abide by the code of conduct. No Birthday Party/Private Celebration is allowed in Hostel room. It can be organized with prior permission of the Warden in the dining hall or outside Hostel.
- The student will take permission to use any electrical appliance in his/her room.
- The use of Heaters and Press (Iron) is prohibited and in case the student is caught using the electrical appliances a fine of Rs. 1000/- will be imposed.
- If any student use any electrical appliance in hostel he will be solely responsible for any electrical accident, i.e. electrocution etc.
- Silence hours must be strictly followed by the Hostellers.
- All students shall ensure that they adhere to the rules of dining hall as prescribed by the management. Hostellers must observe the mess timings and mess rules meticulously.
- All students shall ensure that all the lights and switches are put off when not in use and that any damage to the electrical/fittings shall be dealt by imposing penalties as per norms.
- All students shall ensure that the furniture items issued to them for their use in Hostel rooms are used with care. If any furniture is damaged, the charges will be recovered from the student. Neathness of the Hostel and tidiness of their room is the responsibility of the Hosteller.
- The students can meet the Warden in Hostel office to resolve issues related to academic or administrative matters.
- College Management will not be responsible for any damage/loss of any item like computer, cash laptop, mobile etc. of Hostellers.
- Any damage to fittings & accessories in the rooms as well as in common area of Hostel, will attract individual/collective penalty.





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24. Hostler should inform/report his/her warden before contacting Director, Management of his/her Parents for involvement of any matter.
25. Extra class, Examinations, Mentor Classes are compulsory to attend for all Hostlers.
26. All students shall ensure that any violation of above rules shall be considered as an act of serious in discipline and defaulters may severe action including termination from the Hostel.
27. Everyone is expected to keep their rooms clean and tidy.
28. The use of college vehicle, other than emergency purpose will not be permitted.
29. No student is permitted to miss classes by being present in the hostels during study hours. If any student is found in any room or moving around during the classes, he will be imposed a fine of Rs. 10/- Per class per day.
30. The use or possession of Fire Crackers is strictly prohibited in the hostels.
31. No one is allowed to take meals in their rooms except those who have obtained permission from the Principal/College authority/Warden.
32. Daily happening/incidents are to be reported to the warden.
33. At the end of the session and the beginning of summer vacation, all the students residing in the hostel should deposit their belonging/luggage etc. in the room's earmarked by the warden for this purpose.
34. Please do not adopt any practice so as to disturb the study of other students and near about peace. No hosteller is permitted to go out of the college premises after 9:00 p.m. and should report back to the warden not later than 10:00 p.m. if one is found violating the rules proper disciplinary action will be taken against him.





Code of Conduct for Teachers, Governing Body, and administration including Director / Principal /Officials and support staff:



1. BASIC ACADEMIC POLICY

1.1 Academic Values

We realize the responsibility to fulfil the students' faith because the students know the role an institute plays in shaping their careers. The institute is playing an important role throughout the four years of the academic in not only shaping career but also grooming the overall personality of the students. The institute is devoted to imbibe and inculcate not only problem solving abilities, communication and presentation skills, confidence but also social and moral values to groom them into better citizens.

The institute has planned a unique methodology by utilizing all the available resources to keep the students updated with the latest in the field of Technology, around the world. The institute has developed a high powered academic development and monitoring committee comprising of the professors and HODs of each department, whose primary objective is to come out with standardized lecture notes, tutorials, question bank etc.

1.2 Our Vision

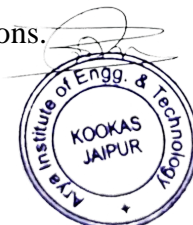
To impart quality education to the students and to work for excellence in education so as to nurture the inherent talent and make the student into a quality professional in Technical & Managerial field so as to meet all the future challenges of Global Economy

Our Mission

To create an innovative academic environment so that student can achieve quality techno-managerial skills so as to become an excellent productive professional who can contribute to the development and progress of the society, nation & world as a whole.

1.3 Quality Policy (QP)

The Quality Policy of institution is to provide excellent infrastructure & conducive academics for professional & technical growth of all the students and faculty members with sustained efforts and continuous improvements to meet industry expectations.





1.3.1 Implementation of Quality Policy (IQP)

Institute is committed to provide quality education to the students to cater to the changing & challenging needs of society & industry by providing best inputs to the students and to develop them to imbibe the spirit of professionalism, dedication & commitment. Maintaining state-of-the art infrastructure & conducive environment. Enhancing the competence of faculty to high level & to make them adopt all modern teaching-learning process.

Inculcating moral & ethical values among students & staff. Collaborating with institutions & industries. Promoting research & development programme for the growth of economy.

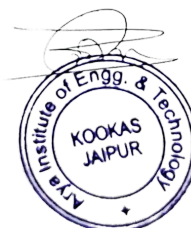
Commitment to comply with all the requirements of AICTE & RTU. Aiming at continual improvement in all activities.

2. APPOINTMENTS AND TERMS AND CONDITIONS

There are various categories of employees at the institute. Their salary scales, qualifications and experience etc. required for appointments are given separately in this document. Normally, regular appointments particularly as faculty will be made by direct selection by inviting applications through public advertisement except appointments under career advancement scheme.

Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority. Every employee, appointed on regular basis against a substantive post shall sign a written agreement with the institute.

Every member of the staff shall employ himself/ herself honestly, efficiently and diligently under the orders and instructions of the Principal/ Designated Authority or other officers under whom he / she shall, from time to time, be placed. He/she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his /her capacity as aforesaid.





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An employee is required to serve a probationary period of 1 year after which the service will be confirmed subject to satisfactory performance. The probationary period may be extended or shortened at the absolute discretion of the Governing Body. During the probationary period, the appointment may be terminated.

Selection and compensation of employees shall be made without discrimination as to race, sex, or religion and the same shall be made on competitive basis.

The terms of appointment provide for termination by a notice on either side of two months for the employee working on confirmed basis, one month if working on probation and seven days for the employees on ad- hoc basis. If anybody desires to be relieved prior to the completion of the notice period he/she will be required to pay to the institute an amount equal to his / her salary and allowances for the deficient notice period. However, the Governing Body will have the right to waive the notice period.

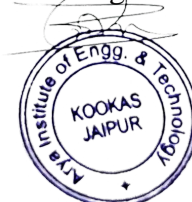
Unless waived in part or in full by the appointing authority, there will be a probationary period for one year. At the end of the probationary period, it may be extended by the appointing authority for a period up to one year. The services of an employee on probation can be terminated without notice and without assigning any reason.

The age of retirement from the service of the institute will be as per AICTE Norm. For the faculty and others.

Other service conditions will be subject to such norms and executive instructions of the Rajasthan Technical University / Government of Rajasthan and the institute as may be in force from time to time.

An employee shall not without permission of the Governing Body in the case of Director / Principal and in case of teaching and other staff of the Director/ Principal respectively be engaged directly or indirectly in any trade, business or occupation or any other remunerative or non- remunerative work.

Acceptance of gifts: An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee or students, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties of the College.





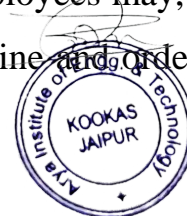
The Chairman of the College or Various Committees or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.

Besides appointments in regular scale, the appointments of the faculty and staff may be made on fixed terms on ad-hoc or contract basis. These appointments will carry a lump sum salary or salary in the scale. Fixed term appointees are eligible for vacation and it is admissible to one who has completed minimum service of one semester. In case a fixed term appointment gets converted into a regular appointment for various terminal purposes, the continuity of service will be reckoned from the date of the commencement of the term of appointment.

3. GENERAL GUIDELINES

All the faculty members and Staff members are required to abide by following rules and regulations:

- Every Employee Shall Be punctual in attendance and in respect of his/her class
- Work and also for any other work connected with the duties assigned him/her by the Director / Principal / Vice Principal, Head of Department.
- Abide by the rules and regulations of the institute and also show due respect his / her higher authority.
- On every working day sign the staff attendance register, and punch his finger at the time of arrival and to the time of leaving the institute located at the gate and be ready at least, five minutes before the commencement of classes.
- Be responsible for the discipline of students even outside the classrooms. Since supervision during the break or off time is vital for the protection of the property of the institute and its students employees may, from time to time, be allotted such duties to maintain discipline and orderliness at the





institute.

- Be responsible for the proper care, operation and maintenance of all equipment and machinery, learning aids, furniture and fixtures and sports equipment etc. under their care. The appropriate authority should immediately be informed of any damage cause or any repairs/replacements that may be required.
- Ensure that no student indulges in ragging. Canvassing and/or cause harassment of any kind to other student by what so ever name called, as it is strictly prohibited under law and report to respected committee.
- Not through any act of omission or any form of speech etc. disturb or vitiate, in any manner whatsoever, the peace dignity and harmony of the institute and also on Social Media like Facebook, Instagram, Whatsapp etc.

At all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his/her official dealings.

At all times be courteous in his / her dealings with other members of the staff, students and members of the public.

Unless otherwise stated specifically in terms of appointment, every employee is a whole – time employee of the institute, and may be called upon to perform such duties as may be assigned to him/her by the principal or his/her higher officer, beyond scheduled working hours and on closed holidays, and Sundays.

These duties inter alia shall include attendance at meetings of committees to which he/ she may be appointed by the institute.

An employee shall be required to observe the schedule hours of work, as may be notified from time to time, during which he /she must be present at the place of his / her duty. Unless otherwise stated, all employees of the institute are required to work effectively for at least 40 hours per week.





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Except for valid reasons and / or unforeseen contingencies no employee shall absent himself / herself from duty without prior permission of the designated authority.

All employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should at all times be a model and inspiration of the youth and other learners committed to their care.

All employees are expected to behave according to the ideals of national integration showing love, concern respect to all without any discrimination whatsoever of caste, creed or community. Any act or speech against this rule will be considered as a serious breach of discipline and will invite strict disciplinary action including suspension and / or termination from service.

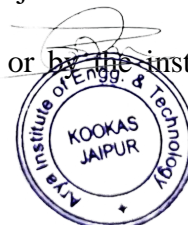
Every employee shall strive to instil in the students under his / her care a high sense of values, social conscientiousness, and pride in their Institute and loyalty to the country. It is the sacred duty of all the employees to work for intellectual, moral social and physical developments of all students.

An employee of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.

Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.

If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he/she shall settle the account within 21 days from the date of drawl of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be advance shall be adjusted from his salary.

All correspondence addressed to an employee or by him/her or by the institute including





press and other such copies of correspondence, all voucher, books including all notebook containing all notes or records or prices of other data and apparatus, samples and /or other goods belonging to the institute, circulars and all other papers and documents of any nature whatsoever, relating to the institute's affairs which shall come into his / her possession in the course of his / her employment, shall be the absolute property of the institute and he /she shall, at any time, during service or termination thereof or upon his/her leaving the services of the institute for any reason whatsoever deliver up the same to the institute on demand and without claiming any lieu thereon.

Taking part in Politics and Elections

No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall he / she subscribe and aid or assist in any manner any political movement or activity.

No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to legislative body or local authority.

Provided that an employee of the Institute qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

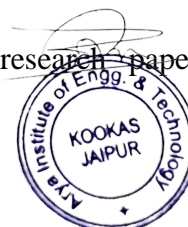
Employee shall only be relieved from their duties after resignation at the end of the semester or upon fulfilment of their notice period whichever is later. For this purpose, end of semester shall be defined as the time when all attendance, marks project evaluations are submitted to the appropriate office.

Employees relinquishing their job are required to get NOC from all concerned departments.

4. SPECIAL GUIDELINES FOR FACULTY MEMBERS

Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Governing Body.

Faculty Members should attempt to publish text books, research papers in reputed





International / Indian Journals / Conferences.

The faculty members are awarded incentives for the same in the following categories:

Up to Rs. 5100/- for publishing an article or a paper in a Journal/ publishing a book.

Up to Rs. 2100/- for paper presentation in an International Conference. Up to Rs.

1100/- for paper presentation in a National Conference.

Award Policy

Best faculty award of Rs. 2100 is given in each semester Awards of Rs. 2100 are also given to faculty members for best results. Suitable awards are also given for outstanding achievements from time to time.

The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra- curricular activities which he / she is interested in or assigned to him/her from time to time.

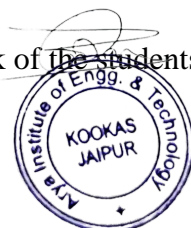
A faculty member may be issued a show cause notice or terminated if he/she: Knowingly or will fully neglect his / her duties.

Propagate through his / her teaching lesson or otherwise, a communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities.

Discriminate against any student or any other person on grounds of caste, creed, sex, language, place of origin, social and cultural background etc.

Indulge in or encourage any form of malpractice connected with the examination or any other activity of the institute.

Show negligence in correcting term or assessments or exam work of the students.





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While being present at the institute , absent himself / herself, except with the prior permission of the Director , from class which he /she is required to attend provided that where such absence without leave or without the prior permission of the Principal is due to reasons beyond the control of teacher, it shall not be deemed to be a breach of discipline and or the code of conduct, if on return to duty, the teacher has applied for and obtained , ex-post facto, the necessary sanction for the leave availed.

Accept or give private tuition to any student of the institute or any other person without the written permission of the Director.

Prepare or publish any book commonly known as guides, or assist, in their publication other than under authority of the instate obtained though the chairman

Enter into any monetary transaction with any student or parent: nor shall he / she conduct his / her personal matters in such a manner that he / she is to incur a debt beyond his /her means to repay.

Accept or permit any Member of his / her family or any other person acting on his / her behalf to accept any gift or receive advantage from any student, parent or any person with whom he/she has come into contact by virtue of his / her being in the employment of the institute.

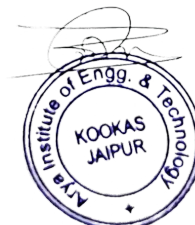
Groupism of any kind should be absolutely avoided. Faculty members found indulging in such activities will be subject to discipline proceedings.

Department:

The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.

The teaching load will be allotted by the HOD after taking into account of the Faculty Member's interests.

In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD/Principal in academic, co-curricular or extra-curricular activities.





Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.

Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class/lab/invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

The Faculty Member should make himself / herself presentable.

The Faculty Member should show no partiality to any segment / individual student.

Class Room Teaching:

The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than 36 hours a week, of which teaching- contact hours should be at least as follows:

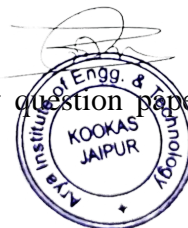
Principal	:	8 hours / week
Professor	:	12 hours / week
Associate Professor	:	18 hours / week
Assistant Professor/SL/Lecturer	:	21 hours / week

As per AICTE norms, for the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour.

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/Institution.

Once the subject is allotted, the Faculty Member should prepare the lecture hour wise lecture plan and the course file.

The course file consists of preface, previous year university question paper, lecture notes,





handouts, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), etc.,

The Faculty Member should get the lecture plan and course file-approved by HOD and Principal.

The Faculty Member's Diary Must be regularly updated and put up for inspection by HOD/Principal as the case may be.

The Faculty Member should refer to more books apart from textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.

The Faculty Member should go to the class at least 5 minutes before and enter the class without delay at the scheduled time.

The Faculty Member should engage the class full 55 minutes and should not leave the class early.

The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what students are going to learn in another 2 minutes, then explain the lecture well up to 45 minutes and in the last 3 minutes conclude and say what we will see in the next class.

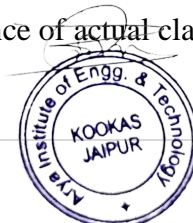
The Faculty Member should cultivate to include humour in the lecture, to break the monotony.

The Faculty Member should make use of PPTs. Models etc., as teaching aids. The Faculty Member should encourage students to ask doubts/questions.

The Faculty Member should get the feedback from students and act/adjust the teaching appropriately.

The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.

In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least a week in advance of actual class.





The Faculty Members is serviced to make entries of student attendance and log book in I-College software immediately after the classes.

The Faculty Member should sign in the class log book every day after he/she finishes the lecture.

The Faculty Member should interact with the class teacher or mentor and inform him/her about the habitual absentees, academically backward student, objectionable behavior etc.

The Faculty Member should always aim for 100% pass results in his/her subjects and work accordingly.

The Faculty Member should regularly visit library and read the latest journals/magazines in his/her specialty and keep oneself abreast of latest advancements.

The Faculty Member should make himself/herself available for doubt clearance.

The Faculty Member should motivate the students and bring out the creativity/originality in the students.

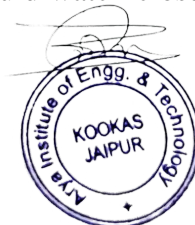
Laboratory:

The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments. Whenever possible, additional experiments to clarify or enlighten the students must be given. The lab observations/records must be corrected then and there or at least by next class.

Test / Exam:

While setting question paper, the Faculty member should also prepare the detailed answer and marking scheme and submit to HOD for approval.

During invigilation, the Faculty Member should be continuously moving around. He/ She should not sit in a place for a prolonged time. He/ She should watch closely so that nobody does any malpractice in the exam/test.





Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative/Centre Superintendent. (HOD concerned in the case of midterm test).

The test papers must be corrected and marks awarded within seven days from the date of examination. The checking of answer books will be done in the central examination room.

The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

Student – Faculty Report:

The Faculty Member should have a good control of students.

As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counselling and if it does not bring any change, the student must be directed to meet the class teacher/HOD.

The Faculty Member should act with tact and deal with insubordination by students maturely.

The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

5. GUIDE LINES FOR CONDUCTING MID TERM TESTS

General

Mid Term tests shall be conducted as per Academic Calendar issued by college separately. The Academic Calendar prescribes the units to be covered for each midterm test.

Faculty must ensure that for each mid-term test, the units prescribed are thoroughly completed well in time.

Each mid-term test will be of 40 marks. The duration of first and second mid- term test will





be 2 Hrs. and 3 Hrs, respectively.

In case a particular subject is taken by more than one faculty, HOD must ensure that each faculty covers the units in same sequence and with same contents so that at the time of test, there is no difference in unit coverage between different sections.

For first year, the question paper for same subject shall be common for all branches.

It is further proposed that for 1st year, students shall be divided into two group (A and B). Two question papers (A and B) shall be set. Which paper goes to

which group shall not be known to anybody beforehand, it will be decided randomly only at the time of distribution of paper.

Guidelines for Setting Question Paper

Total syllabus prescribed for the particular test shall be covered. The paper shall be set on the pattern of RTU examination.

In setting paper, due weightage should be given to numerical problems (To follow RTU Pattern).

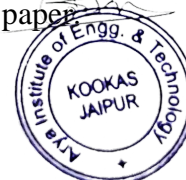
For the 2 Hrs. paper, 4 questions of 10 marks each and for 3 hrs. Paper 5 questions of 8 marks each shall be set. Normally, it is expected that each question shall have two parts (a) & (b) in line with RTU pattern.

In each question choice shall be given as per RTU pattern.

Not more than one question shall be set for “short notes”. In the short note question, 3 out of 4 short notes shall be required to be answered.

The paper shall be set by faculty teaching the subject. A soft copy of the paper in prescribed format should be submitted to HOD who will review the paper and ensure that all the norms for paper setting are followed. After review, HOD shall electronically forward the paper to Examination Incharge.

In case more than one faculty takes a subject, each faculty shall set the question paper and HOD shall randomly change the contents to prepare the final paper.





The paper must reach the Examination-in-charge 5 days before the start of mid- term test.

Complete confidentiality shall be maintained by the paper setters and others handling the paper subsequently.

Examination centre shall get the papers printed under complete care to ensure total confidentiality.

After printing, the papers shall be stored in Strong Room with proper seals.

The papers shall be taken out by exam centre in-charge on the day of the examination with permission from principal.

Guidelines for conducting Exam

Question papers shall be opened only 20 minutes before the start of the examination and distributed to invigilators by Exam. In-charge 5 minutes before start of exam.

No Student/invigilator should be allowed to carry cell phone into the examination hall.

No students shall be allowed to enter exam hall 5 minutes after the start of exam.

No student shall be allowed to go for water or to wash room in first 30 minute of start of exam.

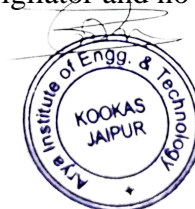
No student shall be allowed to leave exam hall 30 minutes and 45 minutes before the end of exam in case of 2 hrs and 3 hrs paper, respectively.

It is the responsibility of the invigilators to count and collect answer sheets from examination centre.

Exam centre shall keep a strict record of blank and used answer sheets including supplementary answer sheets.

No person shall keep used and/or unused answer sheet (including supplementary) with him in office or at home for checking/or any other purpose.

The exam attendance sheet should be signed with date by invigilator and no blanks should be kept in this sheet.





The exam attendance sheet and blank main answer books and remaining question paper shall be collected by exam centre after 30 minute of start of exam.

Invigilator statement shall be properly filled and no entry should be left blank. It should be signed (with date & time).

At the end of the exam, the invigilators shall count used and unused answer sheets (including supplementary) and immediately hand over them to exam centre.

Eligibility for Examination

A student who is not able to take mid-term test must give an application to HOD in advance or as soon as possible stating the reason of not taking exam. If HOD is satisfied with the genuineness of the case and also if the attendance of student is satisfactory, HOD may recommend the case to principal with his specific recommendation. All such cases must be sent to Principal within one week of mid-term tests.

Examination Incharge after permission from Principal, shall then fix a suitable date to conduct the test for such students.

Guidelines for Checking of the Answer Sheet

Centralized checking of answer sheet shall be done in a prescribed room and during prescribed hours to be notified by exam centre.

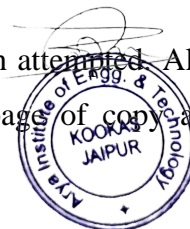
Exam centre shall issue a bundle of answer sheets of one section at a time and take back the bundle after checking by the faculty. The faculty checking the answer sheet shall also fill-in (in red ink) the marks scored by each student and sign in the sheet with date.

Faculty checking the answer sheets shall apply a uniform system in awarding marks and shall ensure complete impartiality.

Faculty shall essentially give specific note/marking in answer sheet to pin point the mistakes committed by the student.

All answer sheet shall be checked within 10 days of examination held.

Marks awarded shall be recorded at the end of each question attempted. All marks awarded inside the copy must also be filled in the box on front page of copy and total also be





mentioned.

All entries in the award sheet shall be filled in by faculty and signed with date.

It is the responsibility of the faculty to ensure the correctness of the marks filled including total in the award sheet. Faculty should cooperate with the exam. Centre in cross verification of marks.

Guidelines for Conducting Internal Lab Exam

Internal examination will be held only once per semester during regular timetable hours as specified in the academic calendar.

Before start of exam, the lab incharge shall ensure that all equipment are in working order and all components/ consumables required are available.

During internal practical exams the marks shall be awarded based on any two of the following three components:

- Practical performance
- Viva Voce
- Quiz

Weightage of internal practical exam and other components is as follows. Assuming a lab to be of 100 marks, the distribution of marks will be as given below. For laboratories having maximum marks as 75 or 50 the marks for various components may be proportionately changed.

Maximum Marks of Lab: 100 Internal

Evaluation Component 60% i.e. M.M. 60

University Practical Examination at the end of semester (40%) i.e. M.M. 40

Evaluation throughout the sem. Internal Exam 15% Exam.

25% Viva 15%

Attendance File

Performance Viva

10

12

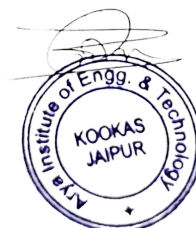
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The internal marks (60% component) must be submitted to HOD within three days of the conduct of internal practical exam. HOD will in turn send internal component marks of all labs to exam incharge within one week.

Marks list should be filled in ink and properly signed with date and time.

The exam attendance shall also be signed by invigilator. No blanks shall be left in attendance sheet.

Post Test Activities

Mid-term marks shall be displayed on notice board.

Mid-term copies shall be shown during normal class hours.

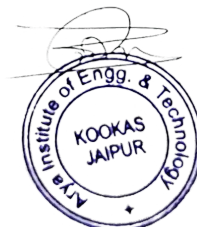
Specific time and date shall be fixed in advance for showing copies and this schedule shall be put on notice board.

Before showing copies, the faculty must explain answers to the questions asked and point out common mistakes done by students.

Proper care should be taken to ensure that students do not alter anything in answer sheet during this process.

Any discrepancies/errors pointed out by the students must be attended to/disposed off by the faculty. Revision in the marks shall be intimated in writing to exam centre through respective HOD. The answer sheets shall then be returned to exam centre directly by the faculty.

On declaration of RTU result, HOD must analyse the results and compare internal & external marks (University Component) and prepare a report for submission to Principal.





6. ANNUAL CONFIDENTIAL REPORT:

All the staff members are required to submit their Self Appraisal Report at the end of every academic year in the prescribed format.

The Head of the institution shall write confidential report for all staff and submit to the chairman for approval.

7. MEDICAL FACILITIES:

The College is running a Medical Centre inside the campus and a Medical Assistant is appointed who is attending the Medical Centre. He / She takes care of the students and staff for minor ailments. A Registered Medical practitioner also visits the Medical Centre on part time basis. On emergency, the medical practitioner will be called to the campus to attend to the patient. An ambulance is available all 24 hours for the purpose of taking the patients when needed to the nearby hospital at Amber / Jaipur for treatment.

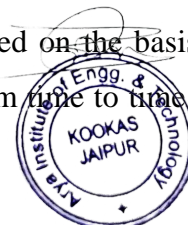
8. GRIEVANCE CELL

The employees and students of the Institute are welcome to submit their appeals or grievances if any to the Grievance Cell for review and redress. Women Grievance Cell specially takes care of the grievances submitted by female employees and girl students.

9. RECRUITMENT

All appointments on the staff of the Institute shall be made only by the GB of the Institute through its Chairman or authorized by the GB.

Appointments with or without grades, in the institute will be created on Ad – hoc Temporary, Regular and Permanent basis by the GB as per the requirement of actual manpower, from time to time. The manpower requirement shall be ascertained on the basis of the desirable norms prescribed by AICTE or the appropriate authority from time to time. Additional posts





may also be created, as required, for the extension of specific projects and or research and development activities.

The appointment of the principal and all other teaching faculty members shall be made by the GB through its chairman after ratification of his/ her appointment by the selection committee constituted in accordance with the provisions of affiliating university for the purpose. However pending approval of their appointment by the selection committee, the chairman GB may at his discretion, appoint the principal and or members of the teaching faculty on a temporary basis, on such terms and conditions he deems fit.

All other appointments shall be made directly by the chairman of the GB on the recommendation of the principal. The chairman of the GB reserves exclusive right however, to accept or not accept any or all recommendations made by the principal in respect of any appointment.

The selection committee will judge the suitability of all the candidates for the position concerned. Letters of confirmation in service shall only be issued by the chairman GB at his discretion, in special cases.

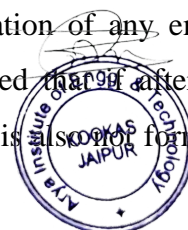
Every appointment whether ad- hoc, temporary, contractual or part time will be made for a specific tenure and all such appointments shall become invalid from the date specified in their appointment letter/ contract. Such appointments, may however, be extended, subject to a written confirmation of such extension by the chairman GB only, for such period as he may deem fit failing which, no extension shall be considered valid and binding on the institute.

Every appointment made at the institute shall be reported to the GB at its next meeting.

Probation

Appointment of all employees will ordinarily, be made on probation for a period of one year, in case of unsatisfactory performance, the period of probation of an employee may be extended for such periods of time by the Chairman GB, if recommended by the principal.

The GB shall have the power to extend the period of probation of any employee of the institute for such periods as may be found necessary provided that after the period of probation, the official is not confirmed, and his/ her probation is also not formally extended,





he/ she shall be deemed to have continued on a temporary basis and that his / her services may then be terminable on a month s notice or on payment of a month's salary thereof.

Re-employment

All appointments to posts under the institute shall ordinarily be made on probation after which period the appointee, if confirmed, shall continue to hold his office subject to the provisions of the service rules till the end of the month in which he attains the age of sixty five years.

Provided that where the GB considers that in the interest of students and for the purpose of teaching and guiding the research scholars, any members of the academic staff should be re-employed, it may re-employ such a member as may be considered appropriate in the circumstances of each case.

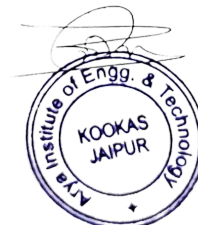
10. CLASSIFICATION OF MEMBERS OF THE STAFF

The members of staff of the institute shall be classified as:

Academic – which term shall include Principal, Vice Principal Professor , Associate Professor , Assistant Professor, Placement and Training officer, Visiting Faculty , Workshop Superintendent, Teaching Assistant, Sports officer and such other academic post s as may decided by the GB .

Administrative – which term shall include Registrar, Accounts Officer, Audit Officer, Doctor and other Medical staff, Stores officer Store Keeper, Wardens / Matron and such other administrative and other staff as may be decided by the GB.

Cleaning and other Staff- Which term shall include security guards, gardeners, sweepers, electrician, skilled and unskilled attendants peons etc. and such other staff as may be decided by the GB.





11. PAY SCALES:

For the faculty of Arya Institute of Engineering & Technology (AIET) Normally, the pay scales of the faculty will be as per the recommendations of AICTE and as approved by the state Government.

The existing structure of the scales in Institute of Engineering & Technology (AIET)

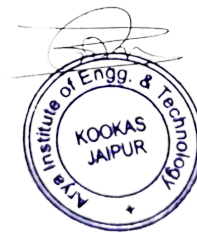
Sr. No.	Category	Revised Pay Scales (in Rupees)
1	Assistant Professor	15600-39100+ 6000 AGP
2	Associate Professor	37400-67000+9000 AGP
3	Professor	37400-67000+10000 AGP

12. SELECTION PROCEDURE:

All the vacancies of faculties and senior positions in the category of other staff will be advertised at the national level/prominent newspapers. The selection will be done on the basis of competitive merits which shall be judged by a selection committee comprising of (Particularly for faculty) the Managing trustee, University representatives, Concerned Heads of Departments and Two or three subject experts and principal of the College.

The staff members of AIET deputed for any training program / conferences/seminar/workshop etc. during the academic year (July to June) has to serve the institute at least for one year after completion of training. In case he

/she resigns from the post before completion of the one year, the recovery of the salary & other expenses paid to him / her for training /deputation period would be made. This will be applicable from 2011-2012 academic sessions.





13. LEAVE RULES

Leave is privilege and not a right: Leave cannot be claimed as a matter of right. The discretion to refuse, postpone, curtail or revoke leave of any description or to recall to duty any employee already on leave is reserved with the authority competent to grant it. Notwithstanding above the leave will be generally granted unless the exigency of services so demand.

Leave application: The leave application will be submitted on prescribed format well in advance and will not be availed of without obtaining prior sanction of the competent authority.

Leave applied without class arrangement and other necessary arrangements for discharging the assigned duties may not be sanctioned and if sanctioned may be revoked.

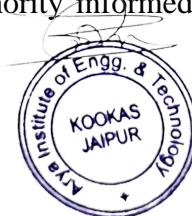
In case an employee is compelled to absent himself/herself from duty on account of unforeseen circumstances without obtaining prior sanction he/she should inform HOD of the Department or the Director/Principal over phone and submit the application of leave on the day of resuming duty.

No leave can commence unless it has been sanctioned: Mere submission of leave application does not authorize an employee to avail leave applied for. The availing of leave without sanction makes the employee liable to disciplinary action besides penal deductions.

If the employee absents himself/herself from duty without proper sanction/ex- post-facto sanction the period of absence will be construed as absence without leave and will amount to loss of pay for the period of absence.

Limitation for Availing Leave: Leave of any kind cannot be granted for a period more than 4 days including holidays at a time except under exceptional circumstances and with sufficient reason.

Information about Leave: An employee prior to proceeding on leave shall intimate leave address to the competent authority and shall keep the authority informed of any change in address from time to time during the leave period.





Kinds of Leave:

Festival and Holidays: Festival and Holidays as notified by the affiliating University, the State Government and approved by the Governing Body will generally be published in the month of December for the following calendar year. The list of Holidays will be inclusive of National Holidays of 26th January, 15th August and 2nd October.

Casual Leave:

All employees are eligible for 12 days of casual leave per year @ 1 day per month during the Academic Year from 01st July to 30th June.

Probation period staff members are allowed to take leave after completion of the respective months only.

Permission for short leave not exceeding three hours on any working day may be granted at the discretion of the designated authority.

If the number of permissions for short absence exceeds 2 in a month, it shall be considered as one day CL for 2 permissions and two days CL for 4 permission and so on.

Vacation Leave:

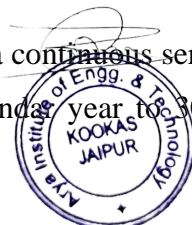
These rules govern the availing of vacation leave. The maximum duration and number of days shall be decided by the Principal/Designated Authority.

Vacation Leave (VL) is applicable to the members of the Faculty (teaching staff) as well as nonteaching staff with eligible service.

The total number of VL days for members of faculty (teaching staff) is limited to 4 weeks, for a continuous service of 12 months in the institution.

However, vacation leave shall be availed as per the circulars issued then and there in this regard, indicating the slots in the period identified for winter or summer vacation, or any other festival period to ensure smooth functioning of the institution.

A staff member becomes eligible for VL only after rendering a continuous service of one full academic year as on 30th June ie. From 01st July of a calendar year to 30th June of the





following academic year.

However, in special/deserving case, VL can be sanctioned after 6 (six) months of continuous serve, including the following vacation period, on pro rata basis.

If any staff member is prevented from availing VL in interest of the college by the orders of the Principal/Designated Authority, he will be suitably compensated. Such compensation/consideration rests solely at the discretion of the Principal/Designated Authority.

While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.

Vacation Leave: For Non-Teaching Staff

The number of days of VL for Non-Teaching Staff is restricted to maximum 14 days per year which should be availed within the corresponding year and will be given to only those with eligible service.

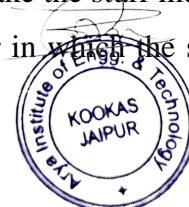
Leave With Loss of Pay:

Any Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP). If the quantum of LOP is more than 10 days in an year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/Designated Authority shall be final in such cases.

If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in-Service.

Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break-in-Service.

Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay and also for availing VL in the semester in which the second break in service occurs.





Maternity Leave Rules:

As per the new rules & regulations of the Government or as per the requirement of Faculty/Staff member.

The decision of the Principal/Designated Authority will be final in sanctioning of ML.

Out-Station Duty (OD)

OD will be granted when staff members are required to go out on official duties or to participate in seminars, etc. as approved by the Principal/Designated Authority. When staff members go for examination work, OD will not be granted.

In addition to the above a faculty member is eligible for 05 days OD to participate in Conferences, Seminars, Workshops, etc., including paper presentation. Such leave will in general be granted by the Principal on the recommendation of HOD, if he is satisfied that teaching work will not be affected.

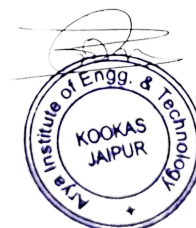
The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

Earned Leave and its encashment:

Casual leave not used and accumulated up to 30th June each year will be converted into earned leave and can be encashed by the faculty members.

Medical Leave:

Each employee is entitled to a maximum of 6 (six) days sick leave during one calendar year on production of a Medical certificate from a Doctor or a registered medical practitioner.





14. STUDY LEAVE:

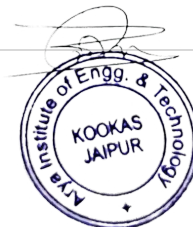
Study leave may be granted to a permanent whole time teacher to pursue a special line of study or research directly related to his/her work in the University or to make special study of the various aspects of University/ organization and method of education. The period of study leave should be limited to 3 years, but 2 years may be given in the first instance extendable by one more year, if there is an adequate progress as reported by the research guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department.

The study leave shall be granted by the Governing Body on the recommendation of the concerned head of the department. The leave shall not be granted for more than 3 years in one spell, save in very exceptional cases in which the Governing Body is satisfied that such extension is unavoidable on academic grounds and necessary in the interests of the Institute.

Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to returns to duty after the expiry of study leave.

Study leave may be granted not more than twice during one's career. However, maximum study leave admissible during the entire service should not exceed five years.

No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the Programme of research without the permission of the Governing Body. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the





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- Website : www.aryainstitutejpr.com
- Ph.: 0141-5148801, 5148802, 5148803
- Fax : 01426-510040
- Toll Free No. : 1800-102-1044

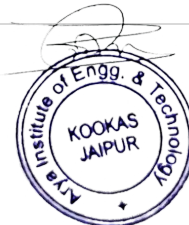
course of study unless the previous approval of the Governing Body to treat the period of shortfall as Ordinary leave has been obtained.

Subject to the provisions of sub-clauses (7) and (8) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the Governing Body.

The amount of scholarship, fellowship or other financial assistance to a teacher who is granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The foreign scholarship / fellowship would offset against pay only if the fellowship is above a specific amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half pay leave, Extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed at the discretion of the teacher. The teacher who is selected for a higher post during study leave will be placed in that position and get the higher scale only after joining the post.

A teacher granted study leave shall on his/her return and re-joining the service of the university/affiliated College may be eligible to the benefit of the annual Increment which he/she would have earned in the course of time if he/she has





not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed within 12 months of its sanction. Provided that where study leave granted has been so cancelled the teacher may apply again for such leave.

A teacher availing himself/herself of study leave shall undertake that he /she shall serve the Institute for a continuous period of at least two three years or as decided by the Governing Body / Managing Trustee to be calculated from the date of his/her resuming duty after expiry of the study leave.

15. RULES FOR TRAVEL ALLOWANCES

1. All members of the staff are eligible for travel allowance, when deputed on official duty as per the order of the Principal.

2. The Travel allowance eligible for various categories are indicated below

Grade Total emoluments Entitlement

I Rs.15000/- and above A.C. Bus / Rail II AC

II Rs.10,000/- and above but less than Rs.15,000/- Deluxe Bus/ Rail III AC

III Below Rs.10,000/- Ordinary Bus/-Rail Sleeper

3. Lodging and boarding expenses will be reimbursed at actuals on production of bills / vouchers.

4. Higher class of travel or accommodation is permissible only on special sanction.

5. Air fare shall be approved only on special occasions and on prior approval.





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6. Travel shall always be made only by the shortest route.
7. If cancellation is made on order from the sanctioning authority, cancellation charges shall be reimbursed.
8. Travel claim / settlement shall be made within 5 days after completion of travel.
9. If the cancellation is made by the staff, the advance drawn if any should be immediately refunded within one day.
10. DA shall be calculated at the rate of 50% for 5hrs to 12 hours and 100% for more than 12 hours. No DA shall be paid for period less than 5hrs.
11. Expenditure towards local travel, telephones, porter charges etc. if any, shall be reimbursed at actual on producing of the bills/vouchers.(If bills are not available)
12. Any other expenditure involved shall be reimbursed subject to eligibility and approval by the Governing Body.

16. PROVIDENT FUND (PF)

The Society and College are adhered to the Rules & Regulations of Government towards PF and is provided as per the different notifications given by Central Government to all Staff and Faculty members.

17. ESI:

The Society and College are adhered to the Rules & Regulations of Government towards ESI and is provided as per the different notifications given by Central Government to all Staff and Faculty members.

