RAJEEV INSTITUTE OF TECHNOLOGY

STUDENT HANDBOOK



VISION

To be an academic institution in vibrant social and economic environment, striving continuously for excellence in education, research and technological service to the society.

MISSION

- To achieve academic excellence in engineering and management through dedication to duty, offering state of the art education and faith in human values.
- To create and endure a community of learning among students, develop outstanding professionals with high ethical standards.
- To provide academic ambience conducive to the development, needs and growth of society and the industry.

QUALITY POLICY

- Develop technical, management human resource of excellence suitable for global standards.
- Ensure quality academic team work for shaping technical, management education to meet industry requirements.

RET GROUP OF INSTITUTIONS

Established in 2008, Rajeev Institute of Technology offers 4-year engineering courses and has a total of 8 Academic Departments, 2 Post graduate and Interdisciplinary Programmes. It is reputed for the quality of its faculty and the outstanding calibre of students graduating from its undergraduate and postgraduate programmes. The institute has holistic approach towards education and training. We at RIT systematize professional manpower for tomorrow and future. In quest of this commitment, the management and faculty accept the responsibility to ensure ceaseless progress towards this objective. The Rajeev Educational Trust was started by people with noble thoughts, who aimed to bring quality education and to serve the society on a large scale. The Rajeev Institute of Technology has been Established by Dr. V. Rajeev a great visionary and philanthropist. posthumously, his dynamic and enterprising daughter Dr. Rachana Rajeev took up the reins of the Establishment. Rachana Rajeev, the President, Dr. Ranjith Rajeev, the Vice President and Dr. B.N Rathna Rajeev, the Secretary of the Rajeev education trust.

President's role is instrumental in initiating the new B.E courses such as Computer Science & Engineering (Artificial Intelligence & Machine Learning) from the year 2022 and B.E. in Electronics Engineering (VLSI Design and Technology) from the year 2023.

ABOUT RIT's EDUCATION

To embark on a journey of triumph one needs the paraphernalia of knowledge, opportunity and skills to create values. In order to initiate these values Rajeev Institute of Technology an affiliated college of Visvesvaraya Technological University, approved by All India Council for Technical Education (AICTE) is the unique initiative of Rajeev Education Trust started in December 1998 under the aegis of Dr. V. Rajeev a medical practitioner and philanthropist of Hassan. At our Institute - one would be constantly challenged, whether it is in the classroom or outside. Individual can look forward to be trained by stellar faculty, getting hands on experience at leading organizations and building enduring bonds with peers. All professional education is driven ultimately by practical societal needs. Nevertheless, these needs can be connected to deeper concerns that are the normal subjects of pure academic inquiry. Certainly, academic inquiry in the engineering, social sciences and even many of the natural sciences is driven by interests in practical issues as much as the pursuit of knowledge for its own sake.

COURSE OFFERED

Courses			
SL. No		***U.G. Courses***	***Intake***
1.	**B E**	Computer Science & Engineering	120
2.		Electronics & Communication Engineering	120
3.		Information Science & Engineering	60
4.		Computer Science & Engineering (Artificial Intelligence & Machine Learning)	60
5.		Electronics Engineering (VLSI Technology)	60
6.		Civil Engineering	30
7.		Electrical & Electronics Engineering	60
8.		Mechanical Engineering	30
P.G. Courses			
1.	MBA		60
2.	**M Tech**	Computer Science & Engineering	18

THE ACADEMIC PROCESS

Rajeev Institute of Technology is providing the quality education. The foremost priority and aim of the institution is to nurture our students and make them competent professionals by enriching knowledge and skills in their own area of interest. The goal is not only to enrich the knowledge but shape up the student's career even in this pandemic situation through the online teaching and learning. Rajeev Institute of Technology, Hassan has taken unique steps to achieve the desired goals. In view of this, Rajeev Institute of Technology, Hassan has initiated an Academic System with a purpose to introduce students with the new guidelines for Odd and Even semester 2023-24. The policy may be revised in future as per updated guidelines of VTU/State Government. The main criteria of academic policy 2023-24 @ Rajeev Institute of Technology for The Odd and Even Semester are as follows:

ADMISSION PROCESS

Admission to all courses (BE /M. Tech) First year in I semester and lateral admission in BE. second year in III semester (for diploma holder/B.Sc. candidates only) will be made as per the rules prescribed by the Academic Council of the Visvesvaraya Technological University, Belagavi, Karnataka.

INDUCTION PROGRAM

- The institute conducts the Induction Program for all the first-year students (all courses) with an aim to make students comfortable with the institute environment and the course curriculum.
- All the departments are suggested to design the course plan for the students which will be helpful for their transition to technical education.
- The Induction Program will be conducted for the newly admitted students by the departments till the commencement of regular classes as prescribed by Visvesvaraya Technological University, Belagavi, and Karnataka State.

ACADEMIC CALENDAR

- Academic Calendar is the most crucial activity as it is the first communication with all the stakeholders regarding academic and administrative scheduling for the

entire semester. It also includes a detailed schedule for internal examinations, institute level major events like annual fest, technical fest, etc. A well- planned academic calendar and its adherence has a huge impact on the outcomes. The Academic Calendar is prepared at the commencement of each semester.

- The schedule for academic and non-academic activities, examination, holidays and vacations for the institute are planned in accordance with the Academic Calendar issued by Visvesvaraya Technological University, Belagavi (VTU)
- RIT Academic Calendar for Odd Semester 2023-2024 is attached as Annexure 1 and the same has been made available on RIT website and RIT ERP. For the first year (all courses), a separate Academic Calendar will be shared.
- For Even Semester 2023-2024, a separate calendar will be shared after completion of Odd Semester.
- All academic and non-academic departments have to ensure proper adherence to the RIT Academic Calendar while planning the activities. In case of any unprecedented circumstances, natural calamity or a sudden holiday, the Principal, RIT, Hassan can warrant the change and the same will be informed accordingly.

PLANNING OF EXTRACURRICULAR AND OTHER ACTIVITIES (AT INSTITUTE AND DEPARTMENT LEVEL)

- Quality education is the foremost priority of the institute and thus while planning any other activities, or extracurricular activities, the academic schedule should not be compromised. Following are some points to be kept in mind before planning any event at the institute and department level:
- Organizing any events by hampering academics is not allowed.
- No class can be suspended towards organization of non-academic/extracurricular activities.
- Faculty members are not allowed to join these events by leaving/adjusting his/her classes.
- Planning of events to be done in consideration with departmental HoD by keeping academics as first priority.
- Class coordinator/faculty-in-charge should ensure that students should not participate in such events by compromising their academic assignments.

- Event coordinators and Proctors will ensure that participants/students are properly aligned, and discipline is maintained.
- Gradual learners or students having attendance less than 75% should not be allowed to participate in these extra activities.

LATERAL ENTRY STUDENTS

- Lateral entry students admitted through direct entry will join the classes along with the regular second year students.
- For lateral entry students admitted through counselling, departments will prepare a separate timetable. Departments shall organize extra theory and labs/practical classes for lateral entry students towards syllabus coverage as and when required.
- For non-core/computing branches, having similar subjects, class grouping and faculty sharing can be adopted based on the strength of students with prior permission from Principal.
- For lateral entry students admitted through counselling, classes will commence as per the notification shared by the University.
- Departments will ensure entry of all lateral entry students on RIT ERP.
- For lateral entry students admitted within the first two weeks of academic session, the internal examination will be conducted along with regular students while for other students a separate internal examination schedule will be adopted.
- Assessment criteria for internal marks will be the same as defined for other students.

STUDENT DISCIPLINE POLICY

Good discipline is the fundamental requirement for the achievement of any institute's Vision and Mission. The primary focus at Rajeev Institute of Technology, Hassan is the overall development of each and every student. Discipline is a collaborative effort by the institute's administration, parents, teachers and students. When this happens, we believe that a very positive and productive learning environment prevails, enabling students to strive for excelling in their engineering domain. We seek to build within each student a hunger for learning, a sense of responsibility, self-discipline, an entrepreneur mindset and respect for others. In order to combat discipline issues, RIT has developed a discipline policy that is firm, transparent and will be consistently applied. The disciplinary policy is

aimed at ensuring that issues of indiscipline and misconduct are managed and dealt within a fair, unbiased and confidential manner.

OBJECTIVE OF THE POLICY:

Institute's goal is to create a community in which each one is respected and encouraged to reach their full potential. All students of RIT are expected to make positive behaviour choices that promote their safety, the safety of others and a productive learning environment. However, mistakes are natural part of growth. When any student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the institute's faculty members, staff members, other students or anyone else, then this leads to disciplinary action against them.

DISCIPLINARY RULES AND PROCEDURES:

Details of various acts of indiscipline along with corrective action(s) for each are enumerated at Appendix-A. The disciplinary process is not intended to be punitive in nature. The procedure therefore describes the steps to be taken to deal with each situation reasonably and, wherever possible, help the student (s) concerned to improve their standards of conduct to reach to the acceptable level. However, it also allows taking necessary and sufficient steps to avoid any severe and repeated act of indiscipline.

IMPLEMENTATION MODALITY:

- In case, any act of indiscipline is noticed, respective Proctors/HoDs/Principal other Functional Heads can give a suitable decision as per implementation modality given in Appendix-B
- It is expected that all the students at RIT shall be responsible for conducting themselves in a manner that helps augment environment of learning and discipline during their stay in campus.
- The Policy shall come into practice with immediate effect.

APPENDIX-A: DISCIPLINARY RULES AND PROCEDURES

Clause No.	*Act of Indiscipline*	*Corrective Action(s)*
1.	Staying in the hostel during academic hourswithout permission.	1. Counseling/Warning to Student. 2. Repetition may lead to information toparents.
2.	Fighting/Using abusive language with HostelStaff/Mess boys/ Security Guards/ Attendersetc.	1. Counseling/Warning to Student. 2. Information to Parents. 3. Termination from Hostel.
3.	Damage of college property due to negligence,e.g; causing damage to window panes while playing at unauthorized places.	1. Warning to Student. 2. Information to Parents. 3. Suitable Monetary Penalty.
4.	Pasting of posters or distributing pamphlets,handbills etc., of an objectionable nature orwriting on walls and disfiguring buildings.	1.Warning to student along with undertaking from student. 2. Information to Parents. 3. Suspension from Classes. 4. Termination from Hostel.
5.	Organizing meetings in the institute and/or Displaying notices on the institute notice boards without permission of the competentauthority.	1. Warning to Student. 2. Information to Parents. 3. Suspension from Classes. 4. Termination from Hostel. 5.Expulsion from the Institute.
6.	Creating public nuisance and disturbing thenatural ambience by means of shouting; burning crackers, banging doors etc.	1. Counseling/Warning to Student. 2. Information to Parents. 3. Suspension from Classes.
7.	Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of themembers of the institute.	1.Counseling/Warning to Student alongwith undertaking from student. 2.Information to parents along withundertaking from parents. Suspension from Classes.
8.	Use of abusive language or Any act ofdisrespect towards the faculty & staffmembers.	1.Information to Parents and their physical presence in the Institute alongwith undertaking from parents. 2. Suspension from Classes.
9.	Misbehavior with company representatives/Faculty and Staff involvedduring placement drive.	Restrain from placement drive along withapology.

10.	Improper behavior while on Industrial Visits/Placements Visits/Educational Tours.	Debarring from participation in visits/tours.
11.	Deliberate act of mental harassment to any fellow student causing psychological trauma of serious nature amounting to ragging.	As per AICTE Regulations (2009) on Prevention and Prohibition of Ragging inTechnical Institutions.
12.	Bullying (includes any electronic, written, verbal or physical act or a series of acts of physical, social, or emotional domination) that cause physical or substantial emotional harm to another student or group of students.	1. Information to Parents. 2. Suspension from Classes. 3. Debarring from Participation in Sports/Cultural/Placement Activities.
13.	Violation of the status, Dignity & honor of a student belonging to differently abled or tribal communities. Discrimination against any student/member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them.	1. Warning to Student. 2. Information to Parents. 3. Suspension from Classes. 4. Termination from Hostel. Expulsion from the Institute.
14.	Discrimination on the ground of sex/sexual harassment of women employees and girl students.	As per the College Internal Complaints Committee (CICC)
15.	Possession, distribution and consumption of cigarette & chewable tobacco as well as smoking in the hostel or institute campus.	1. Counseling/Warning to Student. 2. Information to Parents.
16.	Possession and consumption of alcoholic drinks as well as other banned narcotic substances (Opium, marijuana etc.) and/or olm, entering the campus in intoxicated state.	1. Information to Parents. 2. Suspension from Classes. 3. Termination from Hostel. 4. Expulsion from the Institute.
17.	Possessing or using any weapons such as knives, Lathis, iron chains, iron rods, sticks, explosives and fire arms in the institute premises.	1. Information to Parents. 2. Suspension from Classes. 3. Termination from Hostel. 4. Expulsion from the Institute.
18.	Physical assault/Fighting/abusing with other students causing serious/significant injury.	1. Counseling/Warning to Student. 2. Information to Parents. 3. Suspension from Classes. 4. Termination from Hostel.

19.	Use of College resources for unauthorized commercial purposes or personal gain.	1. Counseling/Warning to Student. 2. Information to Parents. 5. Suspension from Classes.
20.	Stealing of money or expensive electronic items like Laptop, Smart watch, Mobile or Camera etc.	1. Warning to Student. 2. Information to Parents.
21.	Use of social media to tarnish the image of Institute, staff members and students of the Institute. Any other acts of indiscipline that tarnishes the image of the Institute.	1. Information to Parents. 2. Suspension from Classes. 3. Termination from Hostel.
22.	Using unfair means in the examination.	As per the Institute Internal Examination Policy/As per VTU Belagavi Examination Guidelines
23.	Retaliation against any student or group of students who makes a complaint, cooperateswith an investigation, or participates in a resolution process.	1. Counseling/Warning to Student. 2. Information to Parents. 3. Suspension from Classes.
24.	Wastage of Food.	1. Counseling of Student. 2. Warning to Student.
25.	Use of mobile in class/Late entry inside theclass/Entry of two-wheeler rider in campuswithout helmet/Driveling License.	1. Counseling of Student. 2. Warning to Student. 3. Information to Parents. 4. 4.Suspension from Classes.
26.	Absconding from classes/Mass Agitation, MassBunking, Improper Wearing,	1. Information to Parents. 2. Suspension from Classes. 3. Termination from Hostel. 4. Debarred from Placement.
27.	Any celebration without permission/smotheringcake on the face/involvement in any kind of violence (Physical/Verbal/for sadistic pleasure) whatsoever and in any form.	1. Information to Parents. 2. Warning to Student. 3. Suspension from Classes. 4. Termination from Hostel.
28.	Possession of ID cards of another student/Entering the institute with ID card of other student/Having XEROX copy of ID Card/Misuse of permission in the extended hours/Accompanying unknown person withoutpermission.	1. Information to Parents. 2. Warning to Student. 3. Termination from Hostel. 4. Suspension from Classes.

29.	Public Display of Affection (PDA).	1. Information to Parents. 2. Suspension from Classes. 3. Termination from Hostel. 4. Debarred from Placement.

EXPECTATIONS FROM STUDENTS WITH REGARD TO DISCIPLINE

Discipline is the 'Gateway' to the quality education. All the students have the right to an education in a positive environment which is free from all kinds of disruptions. RIT provides a positive environment for all sorts of learning. All the students are encouraged to achieve their personal best and to work collaboratively. Every effort is made by the institute to work together to resolve any problems of the students. This discipline policy was developed to promote consistency and encourage appropriate behaviours that require students to become increasingly more responsible for their behaviours. Institute believe that if students clearly understand the rules and the consequences for inappropriate behaviours, they can make the intelligent choices. We expect students and parents to recognize the importance of institute's disciplinary rules and to cooperate with their enforcement. Institute believe that most of our students are considerate, well-behaved, and responsible. According to a growing body of the literature, the primary determinant of discipline policy's effectiveness is a healthy relationship between the institute and students. Even the best policy is only a document, if it is not implemented in the true letter and spirit. With fewer day-to-day discipline problems, institute would become more productive and educate happier, healthier individuals. Each and every student is expected to abide the following rules and regulations for the proper implementation of this discipline policy:

- Students should always treat teachers and staff with regard, respect and be courteous to the fellow students.
- Unacceptable behaviour including, but not limited to irregular attendance, academic dishonesty, disruptive behaviour, and disrespectful behaviour towards teachers, staff or fellow students will result in serious disciplinary action(s).
- All the classes start sharp at 09:00 AM and any student coming after 09:00 AM will not be allowed to enter the class. If any student is coming late, he/she will have to

wait in the Reading Hall (library) till the first period is over. Thereafter, he/she will be allowed to join the rest of the day classes.

- If any student is repeatedly coming late, then he/she may not be permitted to the campus for the day or further they may be suspended for more number of days, if they continuously repeat the habit of coming late (whatsoever may be the reason).
- It is mandatory to wear the college ID card during the academic hours. All the students are bound to show their ID cards, whenever asked by any faculty/staff/authority of the institute. Students not wearing college ID card will not be allowed in the college premises.
- All the students must follow the dress code (formals) of the institute (Refer Students Handbook). If any student arrives at college in inappropriate attire or loose footwear, he/she will be immediately returned to the home/hostel.
- Clothing, jewellery, and accessories should be free of writing, pictures or any other Insignia that are crude, vulgar and sexually suggestive or which become a nuisance or attracts undue attention in a study situation will not permit.
- Students are strictly advised to behave in an orderly manner in the college premises and in public places. Their manner of movement should be quiet and orderly, at all the times.
- Use of foul language, scratching on college furniture's/lifts and walls and any misbehaviour in college buses and public places will be strictly dealt with.
- Any student who is persistently insubordinate or is repeatedly or wilfully mischievous or is guilty of malpractice or who has an unwholesome influence on his fellow students may be expelled permanently from the institute.
- Alcohol, tobacco, drugs, or drug paraphernalia are not allowed in the college premises and hostels. Any student found guilty in this regard will attract strict disciplinary action.
- Bikes/Scooters/Any vehicle must be parked in the parking areas only. All the riders must wear a helmet.
- Institute has very well-designed vehicle policy. All students are advised to bring their vehicle as per the policy. If any student is found with fake papers/unauthorized vehicle/unauthorized persons in the vehicle, strict disciplinary action will be initiated.

- If any student is found breaching the discipline policy and asked to call the parents, then the student must ensure that his/her parents should meet the institute authorities within one week of incidence.

APPENDIX-B IMPLEMENTATION MODALITY

Sl. No	*Corrective Actions*	*Decisive Authority (Incident happeningduring academic hours)*	*Non-Academic Hours*	
			Decisive Authority (Incident involving hostellers)	*Decisive Authority (Incident involvingnon-hostellers)*
1.	Counselling of Student/Warning to Student/ Information to Parents/Undertaking by Student & Parents	Respective HoD on the recommendation of faculty or staff with whom incident took place	Respective Warden on the recommendation of Warden with whom incident took place	Respective HoD on the recommendation of Mentor
2.	Suitable MonetaryPenalty	Principal/ Respective HoD/ Proctor	Respective Warden/ Proctor	Respective HoD/Proctor
3.	Debarring fromParticipation in Visits/Tours	Respective HoD/Proctor	Respective Warden/ Proctor	Respective HoD/Proctor
4.	Debarring from Participation in Sports/Cultural andOther Activities	Respective HoD/ Chief Proctor/Sports Director	Respective Warden/ Proctor/ Sports Director	Respective HoD/Proctor
5.	Restrain from Placement Drive alongwith Apology	Head TAP in consultation with Respective HoD	Head TAP in consultation with respective HoD	Head TAP in consultation with respective HoD
6.	Suspension from Classes up to threedays	Principal/Respective HoD	Principal/Respective HoD/Warden	Principal/Respective HoD
7.	Suspension from Classes for four to fivedays	Respective HOD in consultation with Proctor	Respective Warden in consultationwith Proctor	Respective HOD in consultation with Proctor
8.	Suspension from Classes beyond five days/ Termination fromHostel/ Expulsion from the Institute	Principal/Respective HOD	Principal/Respective HOD	Principal/Respective HOD

DISCIPLINARY INSTRUCTIONS

- Every student must carry his/her Identity Card issued by the institute in the RIT premises. Failing which will be treated as the act of indiscipline.
- It is mandatory for the students to attend the classes, laboratory sessions, tutorial, etc.; on all working days from the start to the end of the term/semester.
- Students are expected to behave in a responsible manner and abstain from chatting among themselves while the class is in progress.
- Any indiscipline or misbehaviour in class or in the campus or in the bus or even outside the campus would warrant disciplinary action against the student(s).
- Students are encouraged to spend some time in the RIT Library and explore books of curriculum and beyond curriculum. RIT Library hosts a huge collection of books on life skills, competitive studies etc.
- Clustering in the verandas or crowding in front of the offices or the Campus roads are to be avoided.
- No student shall indulge in any activity that might be illegal or may lead to disorderliness.
- Possession or consumption of narcotic drugs, tobacco, smoking cigarettes, alcohol and other intoxicating substances are strictly prohibited in the campus and hostels.
- Students should follow institute dress code as per the institute guidelines.
- Any reported observed, objectionable conduct within or outside the premises of the Institute, will make him/ her liable for strict disciplinary action.
- Students shall not indulge in activities, which would damage/ disfigure Institute's property including books, apparatus, furniture etc.
- Students involving in business, collection of funds, compelling others to join in some organization as a member etc. must not be made under any circumstances.
- No one shall indulge in politics, violence, rioting or instigate communal feelings or have dealings with outside elements. Such activities may lead to expulsion of the student from the hostel as well as from the Institute.
- Misconduct or infringement of rules & regulations and activities which are not in the interest of the institution and harmful to the reputation of the institution will

make a student liable for severe disciplinary action and even expulsion from the hostel as well as from the Institute.

- The institute has full power to suspend, fine, rusticate or to take any action which is necessary in case of any indiscipline by the student.
- Students need to obtain prior permission from the college authorities to exhibit any type of banners, flags, boards etc. inside the campus, hostels, gates, buildings or on the compound walls.

To monitor the proper discipline in the Campus, RIT has constituted a College Mentoring Committee to look after any incident of indiscipline.

ANTI-RAGGING

Rajeev Institute of Technology, Hassan is RAGGING FREE CAMPUS. In the incident of Ragging, students have to report the matter forthwith to any member of Anti-Ragging committee. Besides above arrangements, students have to report as per the following directive:

STEP I: Respective Mentor

STEP II: Anti-Ragging Squad Members

STEP III: Respective HOD

STEP III: Principal

The students can Also report an incident through the website of RIT i.e, www.rithassan.ac.in, further student may also contact the Anti-Ragging Committee Chairman/Member Secretary/Members by phone: _____ and also by writing mail to antiragginghelpline@rithassan.ac.in

WHAT IS RAGGING?

The Hon'ble Supreme Court of India has given a comprehensive meaning of Ragging as under: “Ragging is any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling any student with rudeness, indulging in rowdy or indiscipline activities which cause or likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior student.”

FORMS OF RAGGING

It is said that man's imagination knows no bounds. Very true, but when it comes to Ragging, it can be rightly said that man's perverted imagination too knows no bounds! From what was intended to provide good humour and harmless fun to students, ragging today has assumed torturous, vulgar and inhuman forms that defy all norms of decency, humanity and morality. Some of the most popular forms of ragging in colleges are:

- ***Dress Code Ragging:*** The freshers are asked to dress in a specific dress code for a particular period of time. But this isn't as easy as it seems. For the dress code prescribed is generally weird e.g. dressing totally in white or black with the hair oiled and combed in a particular style. The dress code ragging may make the fresher's feel awkward and uncomfortable as it often brings them unnecessary attention from everybody.
- ***Formal Introduction:*** This involves asking the freshers to introduce themselves in "Kannada/Tulu/Hindi". The introduction includes the fresher's name, address, school, marks, etc.
- ***Verbal Torture:*** Verbal torture involves indulging in inappropriate talks. The fresher's may be asked to sing the lyrics of any vulgar song or use abusive language while talking to the seniors.
- ***Sexual Abuse:*** This is the severest form of ragging that takes place in colleges. The seniors are mainly interested in 'juicy' details such as the anatomical description of one's body parts, his or her sexual interests, etc. In many cases, the fresher's have been asked to strip before the seniors.
- ***Playing The Fool:*** The fresher's may be asked to enact scenes from a particular movie or mimic a particular film star. In many cases, the seniors may also ask the freshers to do silly things like climbing a tree, kissing a tree, proposing to someone from the opposite gender, etc.
- ***Hostel Ragging:*** Outstation students who stay in the hostel are most vulnerable to ragging. They may be asked to do all odd acts from cleaning the room of seniors to washing their clothes, from fetching them water or milk to completing their assignments.
- ***Drug Abuse:*** This can be the worst form of ragging wherein the freshers are forced to try drugs thereby driving them into addiction.

PUNISHMENTS/STRINGENT ACTION IN CASE OF RAGGING

Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the Institute level shall be anyone or any combination of the following.

- Cancellation of admission
- Suspension from attending classes
- Withholding/ Withdrawing Scholarship/ Fellowship and/ or any other benefits
- Debarring from appearing for any test/ examination and/ or other evaluation process
- Withholding results of any test / examination
- Debarring from representing the Institute in any campus interview
- Debarring from attending/ participating in any national or international meet/tournament / youth festival, etc.
- Suspension / expulsion from the hostel
- Rustication from the Institute for such period as may be decided by the competent authorities
- Expulsion from the Institute and consequent debarring from admission to any other educational institution, for such period as may be decided by concerned authorities
- Imposition of fine up to Rs. 25,000/- (Rupees Twenty-Five Thousand) Rigorous imprisonment up to 3 (three) years (by a Court of Law) etc.

ANTI-RAGGING SQUAD

Sl. No	*Name*	*Position*
1.	Dr. Pradeep KGM, Assoc. Prof, Dept. of EEE.	Chairman
2.	Mr. Ravi L S, Asst. Prof, Dept of ECE.	Member
3.	Mr. Vishwanath B R, Asst. Prof, Dept of ECE	Member
4.	Mr. Ganapathi Avabrath, Assoc. Prof, Dept. of CSE	Member
5.	Mr. Sanjay M, Asst. Prof, Dept. of CSE	Member
6.	Dr. Sharath M N, Assoc. Prof, Dept. of ISE	Member
7.	Mr. Anil Kumar K N, Asst. Prof, Dept. of ISE	Member
8.	Mr. Nagendra Prasad K N, Asst. Prof, Dept. of EEE	Member
9.	Mr. Velu Anbalagam, Asst. Prof, Dept. of EEE	Member
10.	Mr. Manjunatha K H, Asst. Prof, Dept. of CV	Member
11.	Mr. Raghunandan C Yadav, Asst. Prof, Dept. of CV	Member
12.	Mr. Rajeev K T, Asst. Prof, Dept. of ME	Member
13.	Mr. Pavan Kumar K K, Asst. Prof, Dept. of ME	Member
14.	Mr. Anirudha, Asst. Prof, Dept. of BS	Member
15.	Mr. Santosh Kumar K K, Asst. Prof, Dept. of Mathematics	Member
16.	Mr. Muralidhar Nayak, Asst. Prof, Dept. of MBA	Member
17.	Mr. Mohammed Monish, Asst. Prof, Dept. of MBA	Member

COLLEGE INTERNAL COMPLAINT COMMITTEE (CICC)

The CICC cell at RIT is formed at RIT as per the directions from the principal based on VTU Circular to CICC in the academic year 2023-24.

OBJECTIVES

The main objective of CICC is to prevent discrimination and sexual harassment, by promoting harmony and creating awareness among employees and students

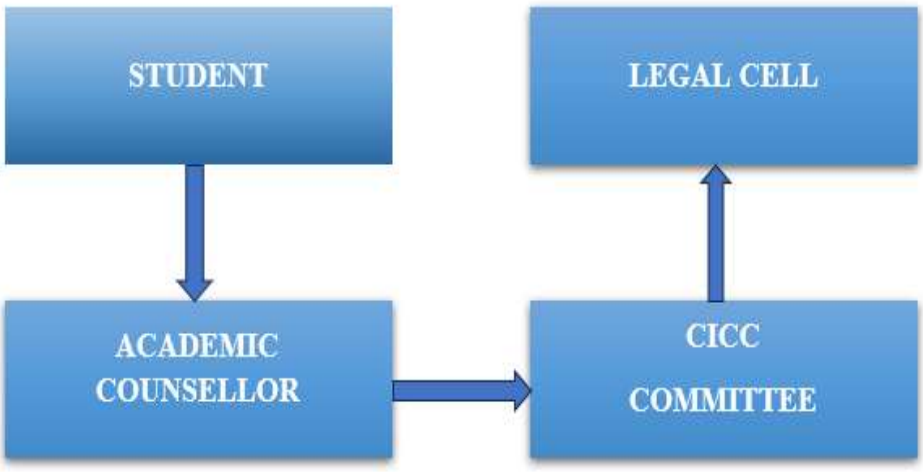
- Familiarize with the guidelines and circulars issued by Governing bodies (such as the Supreme Court, UGC, DTE Karnataka, and VTU) at various stages related to acts of discrimination and sexual harassment at the workplace.

- Organise orientation programmes to empower the members of CICC
- Organise workshops and awareness programmes at regular intervals to sensitise the employee and students in the college.

Roles and Responsibilities of College Internal Complaints Committee

- Implementation of the Anti–Sexual Harassment Policy at the workplace and prevent discrimination.
- Create awareness at the workplace by way of notices, workshops, seminars, etc.
- Create awareness of the policy framework amongst all primary stakeholders.
- Provide a safe and accessible mechanism of complaint to the victims
- Maintain confidentiality in all aspects of any proceedings of the Committee
- Recommend appropriate redressal and punitive action against the guilty to the Management.
- Display the names and contact numbers of the chairperson and members on the college website and on the notice board of the college.
- The committee shall meet at-least once in a semester (beginning of the academic year) and as and when necessary

Flow Chart for Complaint Registration



(*Academic Counsellor will be a senior female faculty member identified by the CICC Committee)

COLLEGE INTERNAL COMPLAINT COMMITTEE (CICC)

Sl No	*Name & Designation*	*Position in CICC*	*Gender*	*Mobile & E-Mail ID*
1	Mrs. Bhavani B S, HOD MBA Dept	Chairperson	F	9480546658
2	Mrs. Sahana	Member	F	7259495896
2	Mrs. Veena K P, HOD, Dept. of Chemistry	Member	F	9449851804
3	Mrs. Ambika, Asst. Prof, Dept. of ECE	Member	F	9845661755
4	Mrs Jyothi, HOD, Dept. of Maths	Member	F	9448346631
5	Mrs. Vidya, Asst. Instructor	Member	F	9900528853
6	Mrs, Muskan (PG MBA)	Student	F	9380706788
7	Ms Gowri S K	Student	F	6363154105
8	Ms. Shree Lakshmi	Student	F	9353030784
9	Mrs. Girijambika Advocate	Advocate & Hassan Dist. Red Cross Commissioner	F	9844122158

COMMON FACILITIES AT RIT HASSAN



TIMING PROTOCOL OF THE INSTITUTE (HOSTELLERS)

SL.No.	*Facility*	*Timings*	
1.	Institute Timings	9:00 AM - 4:50 PM	
2.	Librarian and Information Centre (Library)	9:00 AM - 5:00 PM (on working days) 5:00 PM-8:00 PM (On Examinations Day)	
3.	Accounts Office	10:00 AM - 1:30 PM | 2:30 PM - 4:30 PM	
4.	Sports Complex*	5:00 AM - 8:00 AM | 6:00 PM - 9:00 PM	
5.	Self-Study Hall* (Library & Information Centre (LIC))	9:00 AM - 5:00 PM 9:00 AM - 7:00 PM (During Examination)	
6.	RIT Canteen (Santhrupthi)	7:00 AM - 7:30 PM	
7.	RIT Canteen (RRS)	7:00 AM - 7:30 PM	
8.	Main Gate Entry Timings	Girls	Last entry at 7:30 PM
		Boys	Last entry at 7:30 PM
9.	Hostel Entry Timings	Girls	Last entry at 7:45 PM
		Boys	Last entry at 7:45 PM
10.	Mess Timings (Both Boys and girls)	Breakfast	7:30 AM - 9:00 AM 8:00 AM - 10:00 AM (Holidays/ Non-Academic Days)
		Lunch	12:30 PM - 01:30 PM 01:00 PM - 02:15 PM (Holidays/ Non-Academic Days)
		Evening Tea & Snacks	5:00 PM - 6:00 PM
		Dinner	8:00 PM - 9:30 PM

TIMING PROTOCOL OF THE INSTITUTE (FOR DAY SCHOLARS)

SL.No.	*Facility*	*Timings*
1.	Institute Timings	9:00 AM - 5:05 PM
2.	Library and Information Centre	9:00 AM - 5:00 PM (on working days)
3.	Accounts Office	10:00 AM - 1:30 PM | 2:30 PM - 4:30 PM
4.	Registrar Office	12:00 Noon - 1:30 PM | 2:00 PM - 4:30 PM
5.	RIT Canteen (Santhrupthi/RRS)	8:00 AM - 7:00 PM
6.	Lunch	1:15 PM – 2:05PM

HOSTEL ADMISSION PROCEDURE FOR FRESHERS

Fee fixation shall be done before the start of academic year and will be circulated to all principals, Committee members, wardens, and other concerned departments. Students must read the rules and regulations and sign the same, before taking admission in the hostel.

Warden shall permit the resident to occupy the allotted room after completing the admission procedure for that academic year.

- Application form shall be issued to the resident for that academic year in their respective college office.
- The residents have to fill in the application form with two attached passport size photographs and submit documents required.
- The residents will have to pay a minimum of 50% of the prescribed hostel fee for that academic year to get admission in hostel and remaining amount by the middle of the academic year (as decided by the principal).
- Admission form of residents for hostel accommodation must be endorsed by the Principal/ Office in-charge.
- A copy of student hostel admission form must be documented in hostel for official purpose.
- Students who have paid hostel fee and received receipt for the same shall consult the warden for room allotment.
- The warden shall permit entry only on receiving a copy of the hostel admission form and receipt of the payment made.
- Students shall not interchange their room with another room without prior written permission from the Warden.
- Room Inventory form has to be filled during check-in & check out by the students in the hostel.
- Warden shall submit report regarding admission to concerned College regularly.
- Hostel admission to the students will not be allowed in the middle /end of the academic year except in emergency situation.

(Based on the availability, the warden has to keep the concerned office of the respective college and HC members informed about the available options for room sharing)

In special cases, A penalty of 500 per week penalty shall be imposed up to one month after start of academic year. No student shall be allowed to continue in hostel after one month of start of academic year without renewal of admission. If a student fails to pay the remaining hostel fee within the stipulated time as decided by principal, penalty on similar basis shall be imposed.

HOSTEL ADMISSION PROCEDURE FOR NEW ACADEMIC YEAR OF ALREADY EXISTING STUDENTS

Fee fixation shall be done before the start of academic year and will be circulated to all principals, Committee members, wardens, and other concerned departments. Students must read the rules and regulations and sign the same before taking admission in the hostel.

The warden shall permit the resident to occupy the allotted room after completing the admission procedure for that academic year.

- Students who are interested in availing hostel has to apply every year, at least 7 days before the start of next academic year for accommodation.
- A fresh application form shall be issued to the resident for that academic year in their respective college office.
- The residents must fill in the application form with two attached passport size photographs and submit the documents required.
- The residents will have to pay a minimum of 50% of the prescribed hostel fee for that academic year to get admission in hostel and remaining amount by the middle of the academic year (as decided by the principal).
- Admission form of residents for hostel accommodation has to be endorsed by the Principal/ in-charge of the respective institution.
- A copy of student hostel admission form must be documented in hostel for official purpose.
- Students who have paid hostel fee and received receipt for the same shall consult the warden for room allotment.
- The concerned hostel authority shall hold the power to shift residents from one wing to another, allot different rooms or allow the residents to continue in the same rooms depending on room availability and preference.

- Students shall not interchange their room with another room without prior written permission from the Warden.
- The students must apply and complete the admission procedure for hostel within the stipulated time given.
- If the students fail to complete the admission procedure within the stipulated time, hostel admission for that academic year stands automatically cancelled.
- The warden shall permit entry to the residents only on receiving a copy of the hostel admission form and receipt of the payment made.
- Room Inventory form has to be filled during check-in & check out by the students in the hostel.
- Hostel admission to the students will not be allowed in the middle /end of the academic year except in emergency.

In special cases, A penalty of 500 per week penalty shall be imposed upto one month after start of academic year. No student shall be allowed to continue in hostel after one month of start of academic year without renewal of admission. If a student fails to pay the remaining hostel fee within the stipulated time given by the principal, penalty on similar basis shall be imposed.

(Based on the availability, the warden has to keep the concerned office of the respective college and HC members informed about the available options for room sharing)

CANCELLATION POLICY

Once the hostel admission for the said academic year is complete, cancellation will not be allowed in the middle of the academic year.

Only in exceptional cases as mentioned below, cancellation will be considered in the middle of the academic year.

- If the admission of the college is cancelled and hence the hostel stands cancelled.
- Cancellation due to any medical emergency of the student.
- Any other case will be at the discretion of the management.

The procedure is as follows:

- Students has to write a letter to the head of institution with reason and get their permission.
- The student has to get the clearance and NOC from the warden pertaining to any loss or damage caused to the hostel property, details about the duration of stay in hostel and submit at college office.
- After clearing all the dues, final approval shall be provided by the respective principal to vacate the hostel.
- A copy of the same shall be submitted to warden for documentation purpose.
- Room inventory form has to be filled during check out of the student.

After the completion of academic year, If the students do not wish to avail hostel facilities for the next academic year/ on completion of the course, following procedure has to be followed:

- The student has to get clearance and NOC from the warden pertaining to any loss or damage caused to the hostel property, details about the duration of stay in hostel and submit at college office.
- After clearing all the dues, final approval shall be provided by the respective HOI/Office in-charge to vacate the hostel.
- A copy of the same shall be given be given to warden for documentation purpose.
- Room inventory form has to be filled during check out of the student.

GUIDELINES FOR RIT HOSTEL STUDENTS

- All residents are required to maintain standards of behaviour expected of students of a prestigious institution. They are expected to behave courteously and fairly with every one inside and outside the college campus.
- All residents are required to always carry their valid Identity Cards issued to them by the Institute.
- The rooms, common areas and surroundings of the hostel should always be kept clean and hygienic. Notices shall not be pasted on walls, glass panes and walls shall not be scribbled on.
- Rooms are allotted to each resident on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment.

- Residents should bring to the notice of the warden any pending maintenance work (Civil, Carpentry, Electrical and Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises.
- Residents should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work.
- The residents should not carry unauthorized/illegal movies in their rooms. Any violation will be dealt severely.
- Day scholars are not permitted to enter the hostel. No resident is permitted to entertain day scholars or students of other institutions. The penalty for disobeying this rule will be very severe.
- The resident of a room is responsible for any damage to the property in the room during his/her occupancy of that room and will be required to replace/repair the damage at their own cost, if any.
- In case of damage to or loss of hostel property the cost will be recovered from the residents responsible for such damage or loss, if identified, or from all the residents of the wing/hostel, as decided by the Rectors.
- The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the warden, failing which he/she will be charged a penal rent as decided by the Wardens.
- The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.
- Ragging of students admitted to the Institute is totally banned. Any violation of this by the senior students will be dealt with very severely as per the Institute norms and guidelines issued from time to time by the competent authorities.

- Freshers should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, will be considered to be part of this practice, and will also be punished accordingly.
- When the persons committing or abetting the crime of ragging are not identified, collective punishment on suspected group could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.
- All hostellers are required to sign an Anti-Ragging Undertaking form as per AICTE/UGC guidelines and submit to Registrar Office.

IN HOSTEL PREMISES FOLLOWING ARE STRICTLY PROHIBITED

- Smoking
- Consumption of alcoholic drinks/drugs.
- Gambling
- Intimidation or violence
- Wilful damage to property
- Entering the hostel premises in intoxicated state.
- Boys moving near the girls' hostel premises.
- Shouting and using abusive language in their own hostel or in other hostel premises and campus.
- Employing unauthorized persons for personal work such as washing clothes, etc.
- Cooking in room.
- Parents/Relatives/Friends are not allowed to stay overnight in hostels. Mother/Father of the residents can only visit till 7 pm.
- Room services are strictly prohibited. However, sick diet may be served in room after taking permission from Warden. Roommate may be permitted.
- Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.
- The usage of audio systems which may cause inconvenience to other occupants are not allowed. The residents should not view objectionable videos.

- When the residents go out of their room, they should switch off all the electrical / electronic appliances, and keep it locked. Violation will attract suitable penalty and punishment as decided by authorities.
- In case any resident has to stay out of hostel for a day or more for any reason, he has to obtain written permission from the Warden. However, during academic days students shall obtain written permission from concerned Mentor, HoD and Warden.
- No resident is permitted to stay in hostel rooms during academic working hours. However, any sick residents should obtain written permission from the mentor.
- Residents of all hostels (both boys and Girls) must make entry in the in-out register available at main security gate for going out of the institute campus.
- Birthday /celebrations of any kind to be conducted with prior permission of the warden. Strict adherence to the timings (duration of 3 hrs. max. till 8:30 AM) as well as proper discipline should be maintained in the hostel premises. However, celebrations of any kind should be pleasant and it should not cause any inconvenience to other inmates. Any type of physical handling and thereby deriving sadistic pleasure is strictly prohibited.

Session	***Timings***
Morning	8:00 AM to 9:00 AM
Afternoon	1:00 PM to 2:00 PM
Evening	5:00 PM to 5:30 PM
Night	8:00 PM to 9:00 PM

Hostel Timings and Entry/Out rules for Girls' Hostel

- No resident of Girls' hostels is allowed to go out of the institute campus after 7:30 PM at night or before 6:00 AM in the morning without gate pass and sanctioned leave.
- All the residents of Girls' hostels must adhere to the timings strictly.
- Violation of the above rules may lead to disciplinary action including expulsion from the hostel.
- If a student returns after normal entry time, guards at the main gate should allow the student only after informing the concerned wardens.

HOSTEL COMMITTEE

Sl. No	*Name*	*Position*	*Contact Number*
1.	Mr. Umesh B D	Chairman	9663714172
2.	Mr. Ravi L S	Member	9738271392
3.	Mr. Velu A	Member	9591330675
4.	Mrs. Veena K P	Member	9449851804
5.	Mr. Manjunath K H	Member	9844194711
6.	Mr. Raghavendra	Member	9071815782

SL. No.	*Hostel name*	*Normal entry time*	*Night out passes (in case of more than 1 hr.)*	*Emergency*
1.	Boys Hostel	7:45 PM	After 7:45 PM	1 HR. Max.
2.	Girls Hostel-1	7:45 PM	After 7:45 PM	1 HR. Max.
3.	Girls Hostel-2	7:45 PM	After 7:45 PM	1 HR. Max.

GUIDELINES FOR THE DAY SCHOLARS

Rules and regulations of any institution are to create a positive and conducive learning environment. These rules define the expected standards of clothing, timekeeping, social behaviour and work ethic. RIT believes day scholars are equally important as compared

with hostellers and believes in providing facilities available in the campus to them as well. The following guidelines must be followed by the day scholars during their stay in the campus.

Institute Timings: 9:00 AM to 5:00 PM

- Institute timings for day scholars are displayed on Institute notice boards, main gate, cafeteria, near auditorium and all prominent locations of the institute. The day scholars are expected to strictly adhere to these timings.
- The students are expected to reach the Institute by 9:00 AM to avoid loss of attendance of the first lecture.
- In between the academic hours, lunch break will be there from 1:15 PM to 02:05 PM. Students may visit canteen, cafeterias, grounds etc. in the premises during this duration.
- The classes will end by 5:05 PM and all-day scholar students are suggested/advised to leave the institute latest by 5:15 PM. Buses will depart at 5:15 PM.
- Student may visit Institute library, canteen, cafeterias, etc. during academic hours if they do not have lectures or labs.
- Students can visit administrative offices (accounts department, registrar office etc.) according to the timing protocols of the institute only.

Stay-Back Facilities:

- The Institute offers stay-back facilities for the day scholars, this facility can be availed for extracurricular clubs, sports clubs, Institute knowledge resource centre (library), centre of excellence, etc.
- During stay beyond the college hours, students are strictly advised to be present only at the locations (clubs/grounds/library etc.) for which they have been permitted to stay in the prior permission forms. Any day scholar student found inside the campus after 5:00 PM without permission/approval will be penalized as per the RIT student discipline policy.

ID Card:

- ID card is provided to each student with his/her Name, Photo, Address, Blood group and barcode printed on it. Wearing ID Cards is mandatory while students are in the campus or in the bus.

Dress Code:

- All the students in the campus should be neatly dressed according to the Institute's guideline - on all days including during all Examinations.
- Full Trousers, Jeans, Shirt / T-Shirt, Kurta with legging / formal pants, Salwar Kameez and all formals are allowed for all.
- Footwear: Both shoes and sandals / formal belly are allowed but bathroom slippers will not be permitted in classrooms, workshops, and labs.
- Shorts/Bermudas, night dress etc. is strictly not allowed during working day of the Institute for any reason.

Transportation facilities for day scholars:

- Transportation facilities are available for day scholars. Students can avail the facilities from New KSRTC Hassan bus stop in morning as well as in evening which will help for rural students to access the college. All the institute rules and regulation must be followed by bus boarders, if any misconduct the student will not be allowed to board the bus.

Attendance and leaves:

- As per VTU, Belagavi guidelines, a student has to attend at least 85% of the classes for appearing in end semester examination. However, the college insists on a maintaining 100% attendance for both theory and Practical classes. All the students should make note of the leave regulations and instructed to strictly abide by the rules while availing leave.

Electronic Gadgets:

- Students can carry mobile phones, tablets, laptops etc. but their use during classes should be according the guidelines of the respective department. Electronic gadgets are strictly not permitted inside the examination halls.

General Rules:

- NO day scholar student is permitted to visit/ stay in the RIT hostel/Mess.
- Any visitor accompanying the student is not permitted to visit the campus without prior permission from the respective authorities of the institute.
- Students are expected to be alert on their email/WhatsApp/RIT website/notice board for any notice/circular. Ignorance of not reading any notice/circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
- Spitting, smoking and throwing bits of paper inside the institute campus are harmful and must be avoided. Students must keep the campus clean by properly using dustbins and should avoid spitting or throwing items in the open spaces in the campus.
- Students are strictly advised to refrain themselves from possessing, consuming, or distributing alcohol, harmful drugs, narcotics, gutka, cigarette or any other substance causing serious or substantial impact on health. Any violation of these orders will lead to disciplinary action.
- Students must not possess firecrackers/explosive/flammable materials or spread coloured powder and splash colour water in the pretext of festivals and functions on or during any other occasion in the college campus.
- Students are advised not to harm the reputation of the institute or individual (fellow students and institute staff) through social and electronic media.

LIBRARY

GUIDELINES FOR AVAILING FACILITY

- RIT Library offers a variety of books including text books, reference books, magazines, journals (hard/soft copy) etc.
- A maximum of 3 books will be issued to M.Tech., MBA students, 3 books to BE. students. students at a time for 15 days.
- An overdue charge of Rs. 2/- will be collected for each day per book when it is kept over-time.
- Borrowing facility is only for the members of the LIC against RFID Coded Identity cum library card issued to them by LIC. Books are issued through RFID system on

counter presenting the RFID Coded identity card. The LIC cum identity card is Non-Transferable. In case of misuse of Identity card student will be fined Rs. 200/-

- If only a single copy of any book is available in the LIC, then it will not be issued, the same can only be consulted in the LIC.
- The defaulters will not be issued books in future.
- In the case of loss of book, the borrower will have to replace the book along with fine as admissible. If he/she does not replace the book then he/she will have to pay current cost of the book.
- Loss ID card should be reported to the Librarian immediately. Duplicate ID card will be issued on the payment of Rs. 200/- after completion of due process by LIC.
- LIC remains open from 9:00 AM to 8:00 PM. Reading Hall 2 opens from 9:00 AM to 11:00 PM and during exams 9:00 AM to 2:00 AM.
- Book issued from LIC are for specific duration. If the books are not returned on time, a fine of Rs.2/- per day per book is liable to be paid by the borrower.
- If any student is found indulging in the process of book hiding, stealing, mutilating, this will be treated as indiscipline act and accordingly strict disciplinary action will be taken.
- Misbehaving with library staff will be treated as serious Indiscipline. He/she will be terminated from library membership.

For Library related matters (like fine, lost of I-card, lost of book… etc), student should contact Librarian Dr. Thamanna, Chief-Librarian.

SL. No	***Days***	***Timing***
1.	Monday-Friday, Working Saturday	9:00 AM to 5:00 PM*
2.	Working Saturday, Sunday and Holidays	Closed

DRESS CODE FOR THE STUDENT

Formal dressing makes you feel confident at work. You get that energy and confidence if you dress up gracefully. Dressing formally not only reflects your image but also the institution you represent. Hence, you must be in proper attire and in the presentable form

in the institution. All students are required to follow the dress code (also mentioned in Student Manual) from Academic Session 2023-24 as illustrated below:

During Academic Hours (9:00 am- 5:00 pm):

- Full Trousers, Jeans, Shirt / T-Shirt, Kurta with legging / formal pants, Salwar Kameez and all formals are allowed for all.
- Playing Area (Non-Academic Hours): Sportswear as per the concerned activities is allowed.
- Other Areas: Decent wearing that should not cause inconvenience to other students.
- Night dress permitted within the premises of the hostels only.
- Footwear: Both shoes and sandals / formal belly are allowed but bathroom slippers will not be permitted in classrooms, workshops, and labs.
- Shorts/Bermudas, night dress etc. are strictly not allowed during working day of the Institute for any reason.
- All hostellers are advised that they must come from their respective hostels with Full Trousers, Shirt /T- Shirt, Jeans, along with shoes.
- Display of Profane/ Bad Language / Promoting use of Drugs, Alcohol or Tobacco in any form embossed on the dress is not permitted.

Dresses for labs/workshops:

- The uniform stipulated by the concerned department must be worn for all lab and workshop classes.
- In case of violation of dress code, the students concerned will be asked by the concerned faculty/ coordinators/ HoD/ Principal to leave the campus immediately.
- In the event of repeated violation of the prescribed dress code, strict disciplinary action may be initiated against the defaulter students. It is mandatory for all Hostel Residents, that they must wear/show college ID Card while going out and coming back to the RIT Campus.

CAFETERIA RULES

- Timings of cafeteria: 7:00 AM to 7 PM

- No student is allowed in the cafeteria during academic hours. They can avail the facility only during tea break/lunch hours.
- Students should enter the cafeteria quietly, orderly and be seated. Loud talking, yelling, screaming, and other disruptions are strictly prohibited.
- Respect and politeness must be shown to all, including the cafeteria staff.
- Throwing cake and other food item or any other object is not allowed. Running, excessive noise or other disruptive behaviour is not allowed in the cafeteria.
- Each student is responsible for the disposal of his/her trash in an appropriate receptacle kept in the dining hall.

STUDENT SUPPORT

Institute is responsible for providing support services to all students throughout their time at RIT. Institute will also support the student in academic, co-curricular and cultural activities. For any services students are advised to follow the given instructions:

- Examination & result related: If students have any query regarding their result/exam/back paper/bonafide certificate/ enrolment/ discrepancy in marks sheet etc he/she may visit to the Exam Section in office from 11:30 PM to 4:30 PM (Lunch hours - 1:30 PM to 2:15 PM).
- Verification of Document/ attesting any document or a photograph/ application form: The student can visit P.A. to Principal from 11:15 AM to 04:00 PM on all working days.
- Query/permission/approval for Cultural/Sports/Activity outside the campus: Students are advised to visit Director Physical Education office on all working days.
- Discipline related issues: All students are advised to report immediately to the to Concern HOD regarding any indiscipline issue.
- Gender based harassment: If a student feels any harassment regarding abuse/ discrimination can contact any members of College Internal complaint committee (CICC) at any time.
- Hostel related mater: Students residing in the college hostel can raise their problem related to any issue to their respective Wardens only with a written application.

- Academic holidays: Students are advised to follow the academic calendar issued by the Institute only. They are also advised to follow the notices regularly issued by Principal Office. Students can also consult their respective HoD regarding any confusion in above respect.
- Students are advised to visit Accounts department/Counter only for any query related to fee/scholarship/fine/reimbursements.
- Students are advised to contact the placement faculty coordinator of respective departments for training letters/placement related matter.
- For scholarship related issues, students are advised to contact the Scholarship Section in office from 11:15 AM to 4:00 PM
- Students are advised to report for their lost & found to admin office between 9 AM and 5 PM.
- Students are advised to contact Physical Education Director for their query regarding transport facility.
- For courier & post service, students should contact Mr. Naveen Kumar P J in office.
- All students can send their grievances regarding any problem related to attendance/marks/ hostel/extra-curricular activities etc. through student ERP portal available on RIT website.
- Students can send their grievances to respective Warden through ERP portal if having any Indiscipline/hostel regarding issues.
- Internet Facility: Students can contact Mr. Rohith (Mob. 9899941574)

REIMBURSEMENT POLICY

The following guidelines are to be followed w.r.t. reimbursement of registration fee, travelling allowance (TA) and accommodation for encouraging students' participation in various inter collegiate competitions VTU events.

Particulars	*Event Type*	*Position*	*Remarks*
Participating in VTU Events	All Events	All Participating Students	50% of TA and DA
		TOP 3 Position Students	Full reimbursement
	Sports and Cultural Events	All Participating Students	50% of TA and DA
		TOP 3 Position Students	Full reimbursement
Participating in IIT's and NIT's	All Events	All Participating Students	50% of TA and DA
		TOP 3 Position Students	Full reimbursement

VEHICLE ENTRY POLICY

In order to ease the process of vehicle entry and exit in the campus we all are supposed to abide by the following instructions- (However, we strongly favour the usage of safe public transport and support the green initiatives).

The students of the campus can come by two- wheeler. (In this case the students and the accompanist must wear helmet else, they will not be allowed to enter the premises).

Four- wheeler is NOT permitted in the campus for the students of RIT.

- However, In case of medical emergency, the vehicle pass can be issued if the student is providing valid medical prescription, diagnosis letter, path tests report etc., Also note that, if the student is coming with the driver, the driver he is not allowed to stay in campus during the college hours. However, the car can be parked inside the parking id vehicle sticker pass is issued.
- Student must have a valid driving license.

- Student must get KIET parking pass sticker issued from the Manager-Administration Office post submission of the copies of valid DL and RC and paste it duly on your vehicle.
- Student must get the authorization/ consent letter signed duly by the parents followed by respective mentors and Head of the Department.
- Points to Note:
    - If any unauthorized vehicle by any student is found in the campus, suitable disciplinary action as well as monetary penalty of INR 1K will be imposed.
    - All students are supposed to park their vehicles in the designated areas.
    - Speed of the vehicle (Two-Wheeler and Four-Wheeler) inside the campus must be between 10-20 kmph.
    - The registered pass owner must not hand over her/ his vehicle to any friend/or any person in any case.
    - Random checking of the vehicle can be done at any point any time by the college authorities.
    - College will not be responsible for any loss/ damage to the vehicles.
    - Students should not create sound pollution by honking or any other means.
    - Vehicle should have a pollution clearance certificate by competent authority.
    - Any student is not permitted for two vehicles parking pass.
    - For Parents/any visitor a gate pass will be issued at the main gate of the campus.
    - Duplicate RIT entry pass will be issued on the payment ₹500 along with an application duly approved by Manager-Administration
    - Any violation of the said norms will lead to the cancellation of the entry pass and the concerned student will be debarred from bringing any vehicle in the future. Also, other suitable action will be taken against the concerned student.

STUDENT ACADEMIC EXCELLENCE AWARDS

SL.NO	Award Name	Description	Conditions
1.	**Dr. V Rajeev Memorial Award**	This memorial award is given to the student who has secured **highest CGPA in the college**, to both **Boys** and **Girls** separately; **Rs. 10,000** each will be awarded.	➢ Irrespective of the branch the student should be topper, one each from Boys and Girls category. ➢ First attempt marks will be considered for the award and Student should not have any backlog.
2.	**R Srinivasan Memorial Award**	This meritorious award given to the **Civil Engineering** branch **Topper**. **Rs. 3000** will be awarded.	➢ First attempt marks will be considered for the award and student should not have any backlog.
3.	**Kalamma Hanumanthaiah Memorial Award**	This meritorious award given to the **Civil Engineering** branch **Second** Topper. **Rs. 2000** will be awarded.	➢ First attempt marks will be considered for the award and student should not have any backlog.
4	**D. Ramanjanamma Memorial Award**	This meritorious award is given to the **Topper** Student of **Electronics and Communication Engineering** branch of cash prize of Rs. 3000.	➢ First attempt marks will be considered for the award and student should not have any backlog.
5	**B S Padma Memorial Award**	This meritorious award given to the **Mechanical Engineering** branch topper. **Rs. 3000** will be awarded.	➢ First attempt marks will be considered for the award and student should not have any backlog.
6	**B V Channegowda Memorial Award**	This meritorious award given to the **Information Science & Engineering** branch topper**. Rs. 3000** will be awarded.	➢ First attempt marks will be Considered for the award and student should not have any Backlog

CAREER GUIDANCE & PLACEMENT CELL

Making Students Industry Ready

How are we doing it…?!

- To make the student corporate ready. We start systematic training from the first semester itself. The first and second semester focuses on laying a foundation on the Communication Skills along with a light on Universal Human values.
- The third and fourth semester focuses on Advanced communication skills, E-mail Writing, Essay writing, sentence correction, subject verb agreement so on.
- The fifth and sixth semester focuses on Aptitude cracking skills and People Skills, which include programs on Personality Development, Presentation skills, Goal Setting, Confidence building, Conflict Management, Inter-personal Skills, Negotiation Skills, Team building and Decision Making.
- A pre-placement training in the seventh semester focuses on Interview Skills, Group Discussions, Business Etiquettes and Work Ethics.

In Association With

ICT ACADEMY
Innovate... Collaborate... Educate...

ICT Academy is an initiative of the Government of India in collaboration with the state Governments and Industries. ICT Academy is a not-for-profit society, the first of its kind pioneer venture under the Public-Private-Partnership (PPP) model that endeavours to train the higher education teachers and students thereby exercises on developing the next generation teachers and industry ready students.

aspiringminds
Employability Quantified

Aspiring Minds Assessment Pvt. Ltd. provides online computer adaptive test services. The Company offers skill assessment capabilities, recruitment solutions, corporate talent benchmarks, and assessments for education to judge individual suitability from a pool of candidates. Aspiring Minds Assessment serves businesses, campuses, and talent finders throughout India.

OUR ESTEEMED RECRUITERS



E – LEARNING

SL. No	*Links*
1	Genesis Mock drive Assessment link: 2023
2	edx
3	Free Code Camp
4	Hacker Earth
5	Coursera
6	MIT open Coursera
7	Tutorials Point
8	IndiaBix
9	Geeks for Geeks

EXTRA-CURRICULAR ACTIVITIES - SWARIT

In 2023 our college celebrated 15th cultural fest SWARIT with a bundle of program. The theme of our college festival, SWARIT, in 2023 was "save wild life," and it took place in the month of March. For three days, students were treated to a feast. Saarang the first day featured cultural contests, rangoli, dancing, singing, skits, and mimicry. Students took part in the celebration with great enthusiasm and relished every moment.

The department talent show and formal dinner were held on the second day of the festival, to imbibe cultural and traditional notion, our college organized a special event Dollu Kunitha, KTM bike show to cherish younger generation.

The formal function was presided by chief guests, Dr. S Ramesh IES, Conservator of Forests, Hassan, the chief guests encouraged our students with their inspiring speech. The whole crowd were waiting for the Gala event of Vijay Prakash. The humble nature of renowned singer was astonishing as he paid respect to Dr. V. Rajeev's acrolith. That was such a blissful evening for all of us. It wouldn't have been complete without the voice of Vijay Prakash.

CULTURAL FESTIVAL SWARIT-2023

















SPORTS FACILITIES & ACHIEVEMENTS OF RIT

The Rajeev institute of Technology established in the year 2009 has been striving to provide the best facilities to its students, faculty and support staff for sports and cultural activities. In this direction, the Rajeev institute of Technology has created excellent and infrastructural facilities to support the physical and recreational requirements. Physical Education and Sports is a study of human movement. As movement is both innate and essential to an individual's growth and development, it is the role of physical education to provide instructional activities that not only promote skill development and proficiency but also enhance an individual's overall health. Physical Education and Sports is an undergraduate degree prog ram that focuses on the study of human movement, physical activity, and exercise science. The program is designed to prepare graduates for careers in the fields of sports science, exercise physiology, fitness, and athletic training. It is designed for students to gain specialized knowledge in the areas of physical education and sports. The department looks forward to providing students with an exceptional

environment to groom and master their skills. The multi-disciplinary atmosphere at Rajeev Institute of Technology with the presence of supporting all departments like a unique platform for Physical Education and Sports to be taught.

SPORTS FACILITIES AT RIT

























ACHIEVEMENTS OF RIT STUDENTS IN SPORTS





VTU Inter Collegiate central Karnataka division Cricket (Men) Tournament 2023, at JNNC College, Shivamogga.



Ms. Chayashree H J - Long Jump 3rd Place



Mr. Sandeep H - Shot Put 2nd place



VTU State Level Ball Badminton women's Tournament 2024 at BMRITC, Bangalore. Winners





VTU Inter Collegiate Central Karnataka Division Level Volleyball Men tournament 2023-24









VTU Central Karnataka Zone Women Throw ball Tournament at SIT, Tumakuru. Participated



The VTU Central Karnataka Zone Men Volleyball Tournament at AIT, Chikmangalur. Participated



VTU Inter Collegiate Central Karnataka Division Football Men Tournament at AIT Ground, Chikmangalur. Semifinal



The VTU Volleyball Women Selection Trails 2023 at KIT, Tiptur. One Student Got Selection for the VTU Inter University South zone 2023.



Football Men Selection Trails 2023 at P.A.College in Mangalore. Participated



VTU Volleyball Men Selection Trails 2023 SDM in Dharwad. Participated





VTU Rest of Bangalore Division Volleyball women's 2023 at KIT, Tiptur. Winner



VTU Inter Collegiate central Karnataka division Kabaddi (men) Tournament 2023, at SIT College. Participated



Ball Badminton Secured 4th Place



The VTU Central Karnataka Zone Men Cricket Tournament at PESITM, Shivamoga. Participated



VTU Inter Collegiate central Karnataka division Throw ball (Women's) Tournament 2023, at PSIT College, Shivamogga. Participated



ANUSHA H (4RA21CV401), 5th Semester Student Has Won Silver Medal in "2nd International Karate Seminar-2022 Held On 12th November 2022 At Dubai, UAE



CHETHAN H S, Won Silver Medal in Wrestling in VTU Sports 2018

GYMNASIUM at RIT CAMPUS



ON CAMPUS MEDICAL FACILITY

RIT Group of Institutions always believes in rendering comprehensive services to its faculty, staff and students. Healthcare is important because it helps establish guidelines that benefit all stake holders and help prevent human error and poor communication when medical decisions are concerned. This medical policy explains the processes, procedures and documentation that are available on campus to support and respond to faculties, staff and students with identified health care needs or complex medical needs which require personal care and support.

Medical Policy for Student:

- The institute provides medical Insurance coverage for all registered students. In case of emergency medical situation following measures are taken
- During academic hour (for day scholars) and Non-Academic Hour (for Hostellers)
- On campus medical room with well qualified Doctor. The medical room is equipped with all the necessary medications, first aid kit and has the facility of two single beds in case of an emergency.
- A residential doctor is always available on call in case of any emergency.
- 24*7 Ambulance service to take the student to the nearest hospital/ hospitals with tie up. Faculty/ mentor Warden or Rector (in case of hostellers) always escort the student to the hospital till the arrival of his/ her parents.

ON- CAMPUS MEDICAL HOSPITAL



