

Instructions for students:

1. In the college premises students should wear identity card. (Library card, hostel card etc are not permitted). Security has right to check the identity cards of the students and deny the entry in the campus if students fail to show.
2. Parking of two wheelers and four wheelers should be done in the parking area only.
3. Students should not stay in the parking area after parking their vehicle. If they do not obey the instructions by security then it will be treated as misbehavior on the part of students.
4. No equipment/ material is allowed to take out from college gate without the permission of Director. Security will not allow you to take out the equipment/ material without permission.
5. No equipment, material should be brought in without proper entry in the register on the gate. Security will not allow you to bring in the equipment/ material without permission.
6. Students should wear formal dress during academic hours i.e. morning 8.00 am to evening 5.45 pm. Security will deny your entry in the campus if you have not wore formal dress.
7. Students are not allowed to stay in verandahs, stairs, porch, lawn etc after 7.30 pm.
8. Students interested to work after college hours in laboratories or practice for cultural program or sports or similar curricular and extra-curricular activities should take permission from their HOD. They should show the permission letter to security if asked.
9. Students should not involve any sort of misbehavior, misconduct, ragging in the college campus otherwise strict action will be taken against such students.
10. Students should not use the class rooms, labs, verandah for taking lunch. They should be allowed to take lunch on the lawn during lunch time only.
11. Students are allowed in the college campus for academic purpose and for curricular and extra-curricular activities. They should not wander in the college campus or sit on the lawn, stairs or verandahs without any purpose. Sitting in the secluded places is strictly prohibited.
12. Fire crackers or such material is not allowed in the college campus.

13. Celebration of birth-day by cutting the cake is not allowed in the college campus. Birth-day cake is not allowed inside the campus.
14. Pasting of anything anywhere is strictly prohibited.
15. Flex should be pasted only on the frames provided for the purpose. Before pasting of any flex, it should be approved by the concerned authority.
16. Students should not involve in any sort of argument with the security personnel. As per opinion of students security personnel are not behaving properly with them, then they should bring it to the notice of Director, Dean Infrastructure or Dean Students. If security is found guilty then strict action will be taken against such guard.
17. Use of plastic is strictly prohibited. Do not use plastic bottles, plastic cups, plastic dishes, and plastic bags in the campus and outside the campus and at home also.
18. Students can use 'suggestion box' for constructive suggestions, improvements required in any system, or queries, doubts to be cleared by putting chits in the suggestion box. These will be addressed properly and feedback will be given to students.
19. Students should carefully use water so that there is zero wastage of precious water. Any leakage, overflow of water should be immediately brought to the notice of civil maintenance of infrastructure department.
20. Students should not throw waste papers, chocolate/candy wrappers, snack wrappers etc on the roads, lawn, verandah but use the dustbins.
21. Students making use of fake identity cards, identity cards of other students, allows using ones identity card by others will be viewed seriously and punished heavily.
22. Students should not deposit their identity cards with the departments for any reason. If any authority dispossess your identity card as a punishment, put up your say in writing to the director/ representative of director and sort out the issues and get back the identity card at the earliest.
23. Decent behavior is expected from boy students towards girl students. Misbehavior with girl students will be reported to '**Vishaka Cell**' and strict action will be taken as per the decision of the cell.
24. Ragging is strictly prohibited and anybody involved in such activity will be reported to '**Anti-ragging Committee**' and strict action will be taken as per the decision of the Committee.

25. Students should suggest anything for the betterment of RIT and RITians, will be thought of seriously and implemented if possible.
26. If students are involved in the activity causing damage to the college property, buildings, furniture, equipment, material, ground, trees, flowers etc, will be viewed seriously and punished heavily.
27. Any activity which is outside the class rooms, laboratories and not of routine academics, should be informed to concerned HoD and should be approved by him.

Instructions for faculty and staff

1. Faculty and staff should wear identity card.
2. Faculty and staff are not allowed to leave the college campus without permission during 8.00am to 4.30pm for Diploma and 10.00 am to 5.45pm for Degree. Security has right to deny you from going out without permission.
3. Faculty and staff should wear formal dress during academic hours.
4. Parking of two wheelers and four wheelers should be done in the parking area only. Permitted faculty should park their four wheelers in the college campus in parking sheds. Two wheelers of faculty and staff are not allowed in the college campus.
5. No equipment, material is allowed to take out from college gate without the permission of Director.
6. No equipment, material should be brought in without proper entry in the register on the gate.
7. HoD, HoP and Cell Incharge should permit the students to work after college hours and during night. They should give written permission to the students and send one hard copy for information to Dean Infrastructure and Security Incharge. They should take periodic review of students who are working after college hours about their behavior. Girl students are also allowed to work during night. Parents should be informed about this. (Format of Permission letter is as follows).
8. Fire cracking is not allowed in the college campus.
9. Celebration of birth-day by cutting the cake is not allowed in the college campus because students are not allowed to do so.
12. Any activity that involves outside students, organizers should ask them to wear identity card of their college and also inform the security incharge about colleges involved (names), number students involved (if possible names of students), number of days with dates so that there will be smooth entry of the students in the college campus. If there are large number of students visiting to the campus, organizers should think of their vehicle parking also. In that case they should discuss with Dean Infrastructure for getting necessary arrangement which will be done on college cricket ground. This should be informed to gymkhana incharge.
13. Faculty/staff should carefully use water so that there is zero wastage of precious water. Any leakage, overflow of water should be immediately brought to the notice of civil maintenance of infrastructure department.

14. Do not dispossess the identity card of the student for any reason instead write down name, class and roll no of the student or take the photo of identity card in your mobile and inform concerned HOD/ authority for the misbehavior, misconduct of the student for which you have dispossess his/her identity card.

15. Faculty should not call the police for minor issues in the class for which teacher is responsible for sorting out. Only for serious issues police should be called and should be informed to higher authorities before making a call.

16. Care should be taken while parking of your 2-wheeler or 4-wheeler, so that your vehicle is not making any hindrance to the movement and parking of other vehicles.

17. Any activity outside the class rooms and laboratories and not of routine academics should be informed to concerned HOD and should be approved by him.

18. Do not involve in any sort of arguments with security. They are instructed to act as per rules and regulations of the institute. If you feel their behavior with you is not proper or against the rules and regulations of the institute then inform Director at the earliest about the same, if found guilty strict action will be taken against them.

19. Housekeeping contractor is appointed for up-keeping of common areas. Housekeeping personnel are working as per schedule; therefore these people should not be involved in your departmental day today works or up-keeping work. For special tasks of your department, you can appoint outside agencies. If work is not time consuming and tricky then with prior permission and adjustment of duties departmental work can be completed.

Academic Timing:

Morning 8.00 to Evening 6.00.

Library Timing:

Morning 8.00 to night 12.00.

Hostel Timing:

Hostel entry in the evening: Girl students are not allowed after 10.30pm in the hostels. If they are late they should face disciplinary action as per hostel rules and regulations.

Boy students are not allowed after 12.00 night in the hostel. If they are late they should face disciplinary action as per hostel rules and regulations.

Permission letter for students who are working after college hours

Dept: Degree: Auto/ Civil/ Comp/ Elect/ Electronics/ IT/ Mech, Diploma: Auto/ Civil/ Mech/ Elect/ Humanities and Sci
Cell Incharge: Cultural Cell/ Gymkhana/ NETRA/ Music/Vishakha/CIIED/Motor Sports Club/Arts Club/EWB/Media Cell/
Any Other:

Sr No	Names of the students	Mobile No.	Roll No	Class	Signature	Working time	Dates from- to	Purpose	Faculty Incharge
1	P. M. Mohite		E00016	Civil		5.45pm to 1.00 am night	3-2-2020 to 7-2-2020	Use of MTL for project	Prof S. R. Deshmukh
2	S. R. Deshmukh								
3									
4									
5									
6									
7									
8									
9									
10									

Remarks of HOD: I have permitted above mentioned ----- student/s to work during night and I (along with lab incharge, faculty etc) will keep close vigilance on them. My students will not involve in any sort of misbehavior and/or misconduct.

Signature of HOD: Date:	Signature of Dean Infrastructure Date
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Instructions for Security:

- 1.** Security should keep close vigilance on the gates and in the campus. They have right to check identity card of any student, faculty and staff.
- 2.** Students should not be allowed to enter in the college campus without identity card.
- 3.** Four wheelers with college logo on wind screen are only allowed in the campus for parking
- 4.** Two wheelers are not allowed in the campus.
- 5.** Fire cracking and birth-day celebrations by cutting the cake are not allowed.
- 6.** Any sort of material, equipment is not allowed to take out from college without the permission of Director.
- 7.** Any sort of material, equipment is not allowed in the campus without proper entry in the register on the gate.
- 8.** Entry pass should be issued to visitors while entering and should be collected when they are leaving.
- 9.** Guests, invitees, VIPs should be received on gate with due respect and directed properly to the destination.
- 10.** They should not involve in any sort of arguments with students, staff, and faculties, instead they should bring the matter to higher authorities.
- 11.** Security personnel should always remain alert. If they are observed taking rest, sleep, not on post, not in uniform, not wearing identity card, smoking, drunken, chewing tobacco, arrogance in behavior, filthy language, using mobile then will be held responsible and strict action will be taken against the agency.
- 12.** Security guard in parking area should ask the users to park their vehicles neatly, should not allow the users to park their vehicles as per their wish but as per the requirement of the space and neatness. Outsiders should not be allowed to use parking area.
- 13.** They should be able to use the fire extinguishers if required.
- 14.** They should be able to provide first aid treatment to person in case of emergency.
- 15.** They should provide necessary help during snake bite/ scorpion sting.
- 16.** They should inform deputy rector of the hostel in case of emergency; person needs the medical treatment and requires rushing to hospital by ambulance.
- 17.** They should close and open all the gates, shutters as per schedule.

Schedule for opening and closing of gates, shutters and doors in the college campus.

Sr No	Gate/ Shutter	Opening	Closing	Remarks
1	Gate No1	6.00am	8.00pm	Opened during college opening and closing at rush hours every day, otherwise for entry of 4-wheelers only.
	Wicket gate	6.00am	8.00pm	Opened for students, staff, faculty and visitors.
2	Gate No 2	-----	-----	Closed permanently
3	Gate No 3	6.00am	8.00pm	During college opening and closing at rush hours every day, otherwise for entry of 4-wheelers only.
	Wicket gate	6.00am	8.00pm	Opened for students, staff, faculty and visitors.
4	Gate No 4	6.00am	8.00pm	Will be opened for entry of 4-wheelers round the clock.
	Wicket gate	6.00am	12.00night	Opened for students, staff, faculty. For visitors with enquiry and who are going to stay in Continuing Education Center (Guest House).
5	Parking Gate	6.00am	8.00pm	Opened for two wheelers only.
6	Hostel Gate	6.00am	10.00night	Opened occasionally if required.
	Wicket gate	5.00am	12.00night	Wicket Gate will remain open.