N.R.I INSTITUTE OF INFORMATION SCIENCE & TECHNOLOGY
(Run by Taramathi Education Society)
(Approved by AICTE. New Delhi and Govt. of M.P. And Affiliated to R.G.P.V. Bhopal)
1, Sajjan Singh Nagar, Opp. Patel Nagar, Raisen Road, Bhopal (M.P.)
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Website: www.nrigroupindia.com

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NRI INSTITUTE OF INFORMATION SCIENCE AND TECHNOLOGY, BHOPAL

HANDBOOK FOR CODE OF CONDUCT



Central India's World Class Educational Group

NRI Institute of Information Science and Technology is one of the best engineering college in Bhopal.

- **It is the configuration of knowledge and wisdom that provides a unique opportunity to its students to gain insight into tomorrow's technology.**
- **It is provides UG and PG course both full time and part time for regular and professionals.**
- **NIIST is the only institute in central India to get the privilege of giving training to SSB offices and Eicher tafe motors**

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"Your Tomorrow is Here Today"

STUDENTS INFORMATION BROCHURE

Chairman's **Message**



D.SUBODH SINGH
B.E. Electronics Engineering
MS Computer Science
MBA Finance from University of Michigan USA
Founder Chairman NRI Group of Institutions

Providing excellent technical education is my mission because of which I flew down from the United States of America to India with the objective of serving my motherland. While I was studying at Michighan University I dreamt of building a massive education center with an aim of giving quality education to today's youth and… the dream came true… as NRI GROUP OF INSTITUTIONS. So it is not a challenge for me. It is a challenge for those who are making it as a commercial venture. NRI Group is consistently providing quality education. It is well known that NRI is among the top colleges, as honorable Fee Regulation Committee ranked us as "A" GRADE institutions, with NBA accreditation, international accreditation by IAO, ASSOCHAM has acclaimed NRI the best engineering college for academic infrastructure in Madhya Pradesh. We have also won accolades; as the Captain of industries, Icon of Bhopal. In the coming five years, NRI will prove itself, as one of India's premier institutions. This year we are declaring quality policy, which will make NRI as central India's first student-friendly international campus, as foreign students, students under PIO quota at NRI are also studying in our institute since 19 years.

Modern methodologies are inherent in the DNA of this institution. At an early stage, we got connected to top three IITs of Bombay, Delhi, Kharagpur as Resource center, Nodal center and Remote center respectively, with support of Govt. of India and IIT Bombay e-yantra laboratory is also established in our campus where researches are carried out in the field of embedded systems and robotics. Engineers of reputed industries like Eicher getting training in our institution. We also have tie-ups with the Indo German tool room and several other reputed organizations. At NRI Group, Students come from different states and a country not only procures degree under the guardianship of our faculties, who treat their students as mentors to shape their future and personality so that they can have edge over others. We never degrade the quality of teaching and learning. Above all, I myself take up the responsibility of my students as an ultimate guardian by being available 24×7 in the campus amidst them and keeping them upbeat time to time that is rarely seen in any other college. To all my future engineers and managers I would like to suggest that they should emphasize skill development because the industry demands skilled people.

THE INCEPTION

NRI Group of Institutions was founded by Mr. D. Subodh Singh and the technocrats of India in the year 2000. It is run by the Taramathi Education Society formed by NRIs based in the USA and highly qualified technocrats in India. NRI Group of institutions is a leading group of educational institutions of India that is providing professional degrees in engineering, pharmacy, management, law, and paramedical sciences for 19 years. The institute caters over 5000+ students, studying across 25 acres of high-tech campus. The institute nurtures students coming from all walks of society to experience quality and equal education. The college is sensitive to individual, racial and ethnic differences and seeks students and personnel from diverse cultural backgrounds. Our institute believes in providing the best of the Indian Education system with a blend of educational techniques of the USA.

Vision

To attain global leadership in academics by exploring new frontiers of technology through innovative research and grooming future leaders as well as entrepreneurs.

Mission

The group's mission is to build tomorrow of Indian Society by nurturing the career and lives of our students. Our prestigious group is dedicated to provide quality education and focus on the overall development of the student. Our agenda is to prepare our students to make a difference in our society and the world by being the best in whatever field they choose.

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Pinnacles of NRI:

- Close proximity to industries like EICHER Tractors, HP, HCL, NETLINK & SOFTCON.
- International collaboration with HANSEO University South Korea & Indo-German Tool Room.
- Work collaboratively with major Institutions in Research.
- Alumni Association plays a vital role to cultivate relationships that are mutually beneficial for both the college & Alumni.
- NBA Accreditation for the department of EC/CSE in the year 2008 & EX in year 2009.
- B**est Technical Institute for Engineering,** jointly awarded by RGPV, AICTE, MNRE underCMAI National MP Education Awards.
- NRI-IST, Bhopal has work on many sponsored research projects for various government agencies or schemes like, IIPC, EDC, RPS, SDP, MODROBS, MPCOST, and ISTE. Cost approximately 2.5 Crore of Rupees. Besides the institute has various tie ups with industries for the overall development of students.
- Various Multinational firms regularly visit NRI-IST, Bhopal for recruitments. NRI-IST, is also a Nodal Center for Indian Navy. Some of major recruiters are Sterilite Technologies, Flagroot Technologies, Genpact, Glaxo Smith Kline, Amdocs, Capgemini, Eleation, Tech-Mahindra, TCS (online), ISRO (online), Net link Software Technologies, Indian Navy, Lupin and many more.
- The institute has collaborations with International Associations, like IEEE / ISTE / CSIfor various academic and technical activities.
- NRI-IST, Bhopal proud to collaborate with Co-Cubes (Via HR Solutions), New Delhi, GEI Industrial Systems, Bhopal, Hindustan Times, Gurugram, New Delhi, Lupin Pharmaceuticals, Mumbai, Makson Group, Surendranagar, Gujarat, Sanfield India, Hongkong, ShopperStop, Mumbai, Shriram Value Services, Chennai, Sonalika International, New Delhi. Sterlite Technologies, Pune and Unbrako (Deepak Fasteners) Ltd. Birmingham – (U.K)

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ACCREDITATIONS & CERTIFICATIONS

- Approved by AICTE; Affiliated to RGTU/BU
- International Accreditation by IAO
- National Accreditation by NBA
- Ranked Among TOP 100 Institutes of India
- Ranked "A" Grade Institute by State Fee Committee
- Best Technical Institute for Engineering
- Best Academic Infrastructure Award by Assocham
- Outstanding Resource Centre by IIT, Bombay

Teaching-learning and Evaluation

- The admission to the college is governed by Directorate of Technical Education (DTE) and university norms.
- The academic calendar is planned well in advance.
- The regular classes are complimented with tutorial classes, special classes for students with arrears,and repeat classes for slow learners.
- Self-developed software is effectively employed in monitoring the attendance and performance of students, to check the progress.
- Regular class Tests and MID SEM examinations are conducted centrally by the Examination Cell inan organized manner.
- Quick valuation of the answer scripts and entry of the marks in the software help in monitoring the performance of the students and sending a report to the parents.
- Preparation of result analysis at the end of each unit tests and class tests systematically and takingthem to class committee meeting.
- Conduct of class committee meetings to discuss the effectiveness of the teaching learning process
    - and the student's performance.
- Gathering of online feedback from the students after one month from the commencement of thesemester.
- Remedial classes are arranged to help the slow learners to adapt to the rigorous teaching learning process and to make credible academic progress.
- Student mentoring and guidance process are provided for the students at the academic, personaland psycho-social levels through Tutor-Guardian (TG) scheme.
- Under this process, a specific number of students are allocated with Tutor-Guardian (TG).
- The TG keeps all the record of each student.
- **Teacher's contribution:**
- The teachers of NIIST have a passion towards their profession.

- The subjects are assigned to the faculty members based on their competency matrix, specialization and experience.
- In the beginning of the start of the semester, teachers use to prepare an elaborate lesson plan, notes on lesson, question bank for every theory subject and a lab manual for every practical course.
- A mentor who has a long standing experience in the subject guides the faculty members handling the particular subjects.
- The lesson plan, notes of lesson, question bank etc., are posted in the department page of the website which enable the students to refer and prepare in their own pace and time.
- To fulfill the gap between the university prescribed curriculum and requirements of the industries, suitable additional topics are covered in every theory and laboratory course.
- Students' subject knowledge is further strengthened by relevant guest lectures, workshops, conferences etc. Bridge courses are organized for the fresher's, slow learners and lateral entry students.
- In moving towards the 'outcome based approach' in the teaching-learning-evaluation process, every programme in the institution has formulated a set Programme course.
- The Industry-Institute interaction is further strengthened time to time by initiating MoUs for a specified period with reputed organizations such as EicherTractors, Net link Global etc.
- Eminent industrialists, researchers, and scientists visit the NIIST campus to share their knowledge and inspire the staff and students.
- Various Eminent university personals and some of the distinguished personalities who have visited the campus over a period of time and shared their experience and offered very valuable suggestions for further development of the institution in its service to the society and marching towards excellence.
- From the New academic year, a clear procedure has been evolved to review annually, the overall performance of the departments.
- For this purpose, a specific format has been framed enlisting the various aspects covering the teaching learning process, university examination results, FDPs, guest lectures, industrial visits, students' and faculty achievements, R&D activities, projects carried out, consultancy work, paper publication etc.
- In a meeting addressed by the Chairperson, Advisor and Principal, the departments present their performance in these areas and also their plan of activities for the ensuing academic year.
- The committee holds an elaborate discussion on the presentation and suggests suitable ways for further improvement.
- Due to the sustained efforts of the institution to improve quality, the maximum mark of the students at entry level has increased.
- This is an indicator of the reputation of the college among the general public, who believe in the commitment and progress of the institution.

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Code of conducts:

All the students of the NRI Institute of Information Science and Technology have to strictly adhere to the Rules and Regulations and Code of Conduct enforced by means of the College from time to time. The college students should behave themselves with dignity and decorum and take a lookat the following rules:

- Students should compulsorily wear their I.D card inside the college campus
- Students should behave with decorum and use only courteous.
- Students are instructed not to bring any valuable items to the college.
- Using MOBILE / CAMERA inside the college campus is strictly prohibited.
- Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should totally avoid violence.
- Students shall not talk or act in any manner outside the institutions in a way that would bring disrepute to the institutions.
- Students shall come clean, tidy and smartly dressed.
- They shall be regular and punctual in attending classes and all activities connected with the college.
- Students should maintain perfect order and strict silence inside the lecture/drawing halls/ labs/ workshop at all times.
- No student is permitted to leave the class room during class hours.
- Students should not leave the class or attend it late under the pretext of paying fees or taking books from libraries. Time fixed for such purposes during working hours must be strictly followed.
- Students are expected to read notices/circulars displayed on the college notice board. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse failing to comply with the directions contained in it.
- Spitting, smoking and throwing bits of paper inside the college campus are must be avoided.
- Students are prohibited from damaging the building or furniture in any way. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
- Students are strictly forbidden from engaging themselves in any political or other movement.
- Help to maintain the beauty, serenity and greenery of the campus.
- Pasting of wall posters, writing on walls and roads are prohibited.
- Students are expected to take care of their belongings.
- 75% attendance is mandatory for the students as per RGPV rules. However, we recommend100% attendance. The students having short attendance will not be allowed to appear in the examinations.
- Students should have to submit their assignments on time and must appear for class tests & mid –
- Semester exams regularly without fail. Otherwise, their internal marks will be adversely affected.
- The students should approach their Tutor Guardian (TG) for any support and grievances.
- All leave applications (Regular and Medical) shall be submitted on time and must be Sanction by HOD and concerned mentors.

- Application for medical leave shall be accompanied by valid medical Certificate.

Code of Conduct for Teachers:

- The passion of teaching is a vocation that calls for high personal standards of ethics, responsibility and accountability. A teacher has to lead by example and his / her conduct in a school environment has great impact on students. As responsible, educated adults, teachers need to shoulder certain norms.
- Keeping this in mind it is expected that No teacher shall…
- Knowingly or willingly neglect his/her duties.
- Discriminate against any student on the ground of caste, creed, language, and place of origin, social and cultural background.
- Indulge in, or encourage, any form of malpractice connected with examination or any other college activity.
- During the period of your service, you cannot join any college or pursue any course of studies without the prior approval of the Head of Institution.
- Remain absent from the college without sanction of leave or without previous permission of the head of the Department/Principal. You cannot leave the country without prior sanction from the competent authority.
- Leave cannot be claimed as a matter of right. When the exigencies of college service so require leave of any kind may be refused or revoked by the management.
- Accept any remuneration related job from any source other than the college or give private tuition to any student or other person or engage him/her in any business.
- Enter into any monetary transactions with any student or parent; nor shall she exploit her influence for personal ends.
- All teachers are responsible for maintaining their Class Attendance Register, CCF, lecture plan
- And Examination Registers. For any loss of the same, the accountability rests solely in the hands of the respective teachers.
- All teachers are requested to get their CCF signed every fortnight and Lecture plan every week.
- All the teachers are strictly forbidden from inflicting any corporal punishment to any student irrespective of any compelling circumstances whatsoever they may be. Incidents of this nature will be viewed seriously by the college administration.
- Teachers, especially those who are using their private mode of transport are required to leave from the college only after the departure of all students.
- Mobile phones are strictly not permissible in the Classrooms, Labs and Corridors.
- Non-compliance or violation of any of the above mentioned rules can lead to appropriate action being taken against.

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Tutor Guardian System

- To acclimatize the new students to the campus life in NIIST
- To provide academic Counseling
- To enlighten the students on professional ethics and conduct
- To ease the trauma of transfer to a new place
- To communicate with the ward's parents
- Providing emotional support to students on individual basis.
- Helping students overcome home sickness.
- Establishing rapport between teachers, student & parents.
- Monitoring attendance and behavioral aspects of every student.
- Identifying weak areas and working out remedies helping students thereby taking their complete care.

Parent's contribution

- Respect the caring ethos of the college by conducting themselves in a respectful and orderly manner whenever on the College campus or when representing the college off- campus.
- Treat all members of the community with respect by using appropriate language and a dignified tone when speaking with others.
- Support and help your child to observe college, Rules and regulations, including protecting the
- college's equipment, property and good name.
- Communicate promptly, honestly and openly about your child and utilize the communication channels provided by the College
- Schedule to meet teachers or faculty members outside of class hours to avoid disruption of regular classroom activities.
- Seek to clarify a child's version of events with the college as part of a peaceful resolution process.
- Correct any child in your care if their actions could lead to conflict, aggressive or unsafe behavior.
- Seek information and raise concerns directly with the college through the appropriate channels.
- Promptly report your child absence or late arrival.
- Follow the instructions of the college security guards, staff and traffic attendants at all times.
- Encourage your wards to be regular in class and counsel him to avoid French leave.
- Discourage them to use precious gadgets in college premises.
- Motivate your Ward's to participate in co-cullar activities.
- Please check periodically if your child has deposited fee on time Or not.

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Preventive measures for Ragging

The Hon'ble Supreme Court has, inter-alia, mentioned the following types of ragging and we strictlyfollow the instructions given by the Supreme Court.

- Ragging has several aspects with, among others, psychological, social, political, economic, cultural, and academic dimensions.
- Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered within the academics related aspect of ragging; similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many institutions, particularly in the technical institutions.
- Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for ragging economic dimensions.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestured, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
- Any act or abuse by spoken words, emails, snail-mails, blogs, public insults should be considered within the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others; the absence of preparing 'fresher' in the run up to their admission to higher education and life in hostels also can be ascribed as a psychological aspect of ragging – coping skills in interaction with seniors or strangers can be impacted by parents as well.
- Any act that affects the mental health and self confidence of students also can be described in terms of the psychological aspects of ragging.
- The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

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Actions to be taken against students for indulging and abetting in Ragging in NIIST

- The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulged in ragging should be debarred from college from immediate effects.
- Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.
- Cancellation of admission
- Suspension from attending classes
- Withholding/withdrawing scholarship/and other benefits
- Debarring from appearing in any test/examination or other evaluation process .
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel
- Rustication from the institution for period ranging from 1 to 4 semesters
- Penalty imposed by committee
- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential.

Student's motivation Awards:

- University topper awards
- Institute topper awards
- Attendance topper awards
- Best students awards (As per assessment & evaluation)
- Annual Function Cultural awards
- Sport awards
- Social responsibility awards