

# 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.)

Ph. 0755 – 2684058, 2684060, 4941005, Fax. (0755) 2684059

Website: [www.nrigroupindia.com](http://www.nrigroupindia.com)



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 colleges in Bhopal.**

- The configuration of knowledge and wisdom provides a unique opportunity to its students to gain insight into tomorrow's technology.
- It 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 motor

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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 Michigan 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

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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.

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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 procure 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 up beat 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.

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## 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.
- **Best Technical Institute for Engineering**, jointly awarded by RGPV, AICTE, MNRE under CMAI National MP Education Awards.
- NRI-IST, Bhopal has worked 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 / CSI for 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, Shopper Stop, 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 in an 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 taking them 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 the semester.
- 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, personal, and psychosocial 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.

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- 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 Eicher Tractors, 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 public, who believe in the commitment and progress of the institution.

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## Code of Conducts

All Students, Faculty Members, Administrative Staffs, and Supporting Staffs are hereby informed that the Institute has prescribed a Code of Conduct to maintain discipline, ethics, professionalism, and a healthy academic environment within the campus.

- Students must compulsorily wear their I.D card inside the campus.
- They shall be regular and punctual in attending classes and college activities.
- 75% attendance is mandatory as per RGPV rules; students with short attendance cannot appear for exams.
- Students should behave with dignity, decorum, and use only courteous language.
- Using mobile phones or cameras inside the campus is strictly prohibited.
- Insulting, inciting, or threatening language and violence are to be totally avoided
- Students are forbidden from engaging in political or other movements.
- Spitting, smoking, and throwing paper bits are forbidden.
- Pasting wall posters and writing on walls/roads is prohibited.
- Students are prohibited from damaging buildings or furniture semester exams regularly.
- All leave applications (Regular and Medical) must be submitted on time and sanctioned by the HOD and concerned mentors.
- Students must submit assignments on time and appear for class tests and mid-semester exams regularly.
- All leave applications (Regular and Medical) must be submitted on time and sanctioned by the HOD and concerned mentors.

## **Code of Conducts for Teacher**

- Teachers shall maintain high standards of integrity, honesty, and professionalism at all times.
- They shall perform their academic duties such as teaching, evaluation, mentoring, and research sincerely and efficiently.
- Teachers shall treat all students fairly and without discrimination based on gender, caste, religion, or background.
- They shall encourage academic excellence, critical thinking, and ethical values among students.
- Confidential information related to students and the institution shall be handled responsibly.
- Teachers shall follow the rules, regulations, and policies of the institute.
- They shall maintain punctuality, discipline, and regularity in academic and administrative work.
- Teachers shall avoid any form of harassment, misconduct, or abuse of authority.
- They shall continuously update their knowledge and skills through professional development activities.
- Teachers shall actively participate in institutional activities, committees, and student support systems.
- Proper use of institutional resources is expected and misuse is strictly prohibited.

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- Teachers shall promote a healthy, safe, and inclusive learning environment on campus.

## Tutor Guardian System

- Each student is assigned a Tutor–Guardian (mentor) to monitor academic progress and overall development.
- Regular one-to-one interaction is conducted to understand students’ academic and personal needs.
- Tutors maintain individual student records including attendance, internal assessment, and performance trends.
- Early identification of slow learners and counseling support is provided for academic improvement.
- Tutor–Guardians guide students regarding career planning, higher studies, and skill development.
- Parental interaction is encouraged whenever required to ensure better academic support.
- Emotional, behavioral, and stress-related issues are addressed through mentoring and motivation.
- Special attention is given to economically weaker and first-generation learners.
- Tutors promote discipline, ethical values, and professional behavior among students.
- The system helps in reducing dropout rates and improving overall student performance.
- Periodic review meetings are conducted to assess the effectiveness of the Tutor–Guardian system

## Parents’ Contribution

- Parents actively cooperate with the institute through regular interaction with Tutor–Guardians.
- They provide valuable feedback on the academic progress and behavior of their wards.
- Parents attend parent–teacher meetings and counseling sessions when invited.
- They support the institute in monitoring attendance, discipline, and academic performance.
- Parents help in identifying students’ learning difficulties and personal challenges.
- Timely communication from parents assists tutors in providing early academic intervention.
- Parents encourage students to follow institute rules, code of conduct, and ethical values.
- They motivate students to participate in co-curricular and extracurricular activities.
- Parents contribute suggestions for improving teaching–learning processes.
- Their involvement strengthens the overall mentoring and support system of the institute.

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## Preventive measures for Ragging

**The Hon'ble Supreme Court has, inter-alia, mentioned the following types of ragging and we strictly follow 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, homo sexual assaults, stripping, forcing obscene and lewd acts, gestured, and 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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