

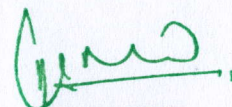
**Hand
Book for
Code of Conduct
Students, Faculty and Administration**



MLR Institute of Technology

(Autonomous)

Laxman Reddy Avenue, Dundigal
Hyderabad – 500043, Telangana State



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TELANGANA, INDIA.

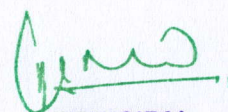
FOREWORD

This handbook on 'Code of Conduct for Students, Faculty and Administration' has been assembled to provide all the patrons of MLRIT, Hyderabad, a comprehensive view of the institutional policies and guidelines to be complied with, for the smooth and meaningful conduct of academic and co-curricular activities, along with the self-actualization of social responsibilities at titled levels. The established code of conduct accomplishes our goals of protection of freedom to learn, teach and promise equal educational opportunity for all.

In appreciation of the scale of the responsibility fundamentally involved in education system, all the concerned stakeholders including governing body, staff, and students, needs to accept and abide by to the highest moral standards in the teaching/learning process.

Teachers and students are obliged to adopt the institutional code for personal, social and academic conduct and thereby make certain realization of the set goals and principles of professional growth. The institutional committees (Anti Ragging Committee, Disciplinary Committee etc.) set up with specific responsibilities will facilitate the tidying up of the activities of the concerned members.

The benefits of 'right' education will permeate deep into the society for generations and therefore truthful obedience with the code is compulsory for all the concerned. Our institutional code of conduct identifies meticulously the possible nonconformities and addresses all such violations with strict, scientific and vigorous procedures for their restriction without any fear or favor. This system of 'Corrective measures' in place will help the administration to identify any kind of rupture of code of conduct and immediately adopt necessary corrective steps for reinstating the desired professional ethics and human values.

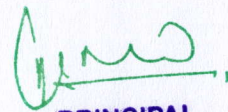


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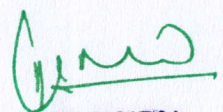


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I. CORE VALUES OF MLRIT

- 1) Moral principles: - MLRIT, provides a learning environment that develops responsible, moral and Integrated behavior, respecting the self-esteem of the members of society. The Academic activities are exclusively governed through the prescribed norms and guidelines of constitutional authority. The technical papers presented and published are referred through plagiarism software.
- 2) Truthfulness: - We conduct activities that make us look into our work holistically. We implement practices that are fair, honest and impartial towards students, staff and patrons.
- 3) Service: - We strive for the candid interests of our students by coupling our abilities to deliver the curriculum and other essential services and respond to inquiries and requests from the stakeholders in apt and timely manner.
- 4) Excellence: - We provide quality education by employing our intelligence, social, physical and ethical abilities. We also plan and formulate programs that lead to achievement of knowledge and skills necessary to attain information for career advancement, personal improvement, leadership and service to the society. The technical education instructed provides for individual and social responsibility which is the gauge of success.



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II. CODE OF CONDUCT FOR GOVERNING BODY, PRINCIPAL AND ADMINISTRATIVE STAFF

Code of Conduct for Governing Body

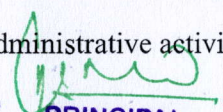
1. The Governing Body sanctions and accepts the matters proposed and passed through the Academic Council of the college.
2. It approves the prescribed new courses of study, restructure and redesign the courses to make it skill oriented and in accordance with the current industry scenario.
3. Lay down the rules for admission in according to the reservation policy of the state Govt. policy.
4. It has complete administrative autonomy and right of appointing administrative staff and teaching faculty.
5. Construction of guiding principle for Institute scholarships, studentships, medals, prizes and certificates.
6. Governing body must have neutral and unbiased behavior for all its stakeholders.

Code of Conduct for Principal

1. Principal is head of the Institution. He/ She should look after all the administrative and academic activities of the Institute. He/ She should feel pride in working for the Institution.
2. He/ She should have neutral and unbiased behavior for students and staff.
3. He/ She should follow all the rules and regulation provided by the S.N.D.T. University.
4. He/ She should conduct various co-curricular and extracurricular activities for the betterment of the students.
5. He/ She should organize faculty development programs for the overall development of the faculties.
6. He/ She should work for the continuous development of the college and adhere to the mission and vision of the institute.
7. He/ She should be hospitable to all the higher authorizes and stake holders.

Code of Conduct for Administrative Staff

1. He/ She should be punctual and loyal to the institute.
2. He/ She should uphold the secrecy of information available with them for the best interest of the college.
3. He/ She should be hospitable to all the higher authorities and stake holders of the institute.
4. He/ She should follow the rules and regulation provided by the S.N.D.T. University and college management.
5. He/ She should be conscious towards the energy conservations, waste management and green initiatives.
6. He/ She should strictly follow the documented process for any administrative activity.


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III. POLICY STATEMENT AND CODE OF CONDUCT

GENERAL POLICY

Policy for Physically Handicapped People:

At MLRIT we prohibit any act of discrimination against any applicant or employee in selection, promotion, demotion, discharge or any other aspects of employment on the basis of that person's disability. If any person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation, he/she is treated equally with other employees

Equal Employment Opportunity:

At MLRIT we are committed to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy is applicable to all posts, initial employment, promotion, compensation, and termination.

Drug, Alcohol and Tobacco Free Workplace:

Manufacturing, distribution, possession or use of illegal drugs, alcohol or Tobacco by employees of the Institute is prohibited as per the Institute's policy. Smoking on campus is strictly prohibited. Disciplinary action shall be initiated against the employee who violates the policy.

Sexual Harassment:

Sexual harassment of employees or students at the Institute is strictly prohibited and student / staff involved in such act is dismissed or other disciplinary action is taken. Internal Complaints Committee is constituted in the Institute to deal with such cases.

CODE OF CONDUCT FOR STUDENTS

Entities affected by this policy – All students of MLRIT.

Policy Statement – Following are the codes of conduct specified for the students of the Institute which they are required to follow.

Online participations and registrations – Students should take the onus of learning as the education system has become learner centric. Several activities are to be carried out online and students have to register online for various purposes. Upon intimation from the teachers, they should fill the online forms such as feedback forms of various types, various registrations for placement activities, scholarship registrations and several ICT based learning activities.



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1. **Attendance** – Students should participate actively in learning activities in the college and organized by the department and college authorities. Students should adhere to minimum 75 % attendance in theory courses and 100 % attendance for practical courses.

2. **Examination** – Students are required to participate in all examinations with complete preparation and ethically prove their performance in the examination activities of various kinds such as theory examination, PR/OR/TW examination, In-semester and Online examinations, Unit tests, Prelim examinations etc. They should not indulge in any forms of malpractices and fetch disciplinary action for themselves as per the examination policies and procedures.

3. **Training and Placement** – Students should participate in the training activities organized for the students as per applicable to them under the directives of Training and placement cell. They should participate in the placement drives as per the directives of the training and placement cell with appropriate preparation.

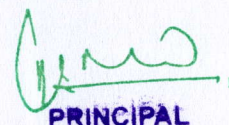
4. **Discipline** - Students should adhere to discipline of the Institute while they participate in teaching-learning activities, examination activities, training and placement activities and at special occasions such as field visits, social activities, cultural and technical fests etc. Students should behave in disciplinary manner as per the guidance provided to them from time to time by the Institute authorities.

5. **Dress code** - Students should wear Identity Cards at all times in the campus and outside the campus when on educational activity as per the requirements and information given to them from time to time. Students should wear Institute dress code as per the directives given to them from time to time. For special occasions, dress code may be specified which students should adhere to.

6. **Ethics and Plagiarism** - Students should participate in learning activities in ethical manner and should not indulge in copying activities leading to plagiarism in seminars, projects, publications etc. Students should perform the assignments and practicals on their own and participate actively in learning activities of all kinds.

7. **Participation in Co-curricular and Extra Curricular Activities** - Students should participate in the co-curricular and Extra Curricular activities as per their individual interests and abilities for overall development of their personality.

8. **Responsible Office** – All the academic departments of MLRIT



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Code of conduct policy for faculty

Entities affected by this policy – All the faculty of MLRIT

Policy Statement – Following are the codes of conduct for the faculty and staff of the Institute

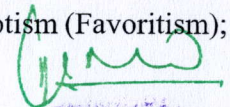
1.Private Coaching or participation in the same: Canvassing, placing signs and posters for solicitation purposes, collection of any personal money is prohibited in MLRIT. Especially, any faculty found to be indulgent in conducting, organizing, participating in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect. Appropriate further action would be taken upon giving a fair chance to such faculty/staff.

2.Attendance: Employees are expected to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless excused by the Head of the Department/Vice Principal/Principal/Campus Director. An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department/ Vice Principal/Principal/Campus Director. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.

3.Conflicts of Interest: An employee of MLRIT should avoid actual or apparent conflicts of interest between his / her obligation / responsibilities at MLRIT and outside activities.

4.Behavior: All employees to follow rules and regulations, and standards of courtesy, conduct, cooperation, ethics and etiquettes as expected at MLRIT. Following are examples of actions, which are unacceptable to the MLRIT code of conduct and often result in disciplinary action or termination of employment:

- i. Insubordination – proven misconduct;
- ii. Theft;
- iii. Conviction of an offence involving moral turpitude;
- iv. Bringing discredit to MLRIT;
- v. Falsifying or forging of any academic records, reports, or information;
- vi. Any other misconduct interfering with performance of job tasks;
- vii. Unauthorized absence from assigned work area;
- viii. Gross Negligence;
- ix. Dereliction of duty;
- x. Interfering with the work performance of another employee; Nepotism (Favoritism);
- xi. Multiple instances of intentionally wasting materials;



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- xii. Willful damage to equipment or property of the MLRIT;
- xiii. Entering an unauthorized work area;
- xiv. Failure to report absences;
- xv. Habitual absence or tardiness; and
- xvi. Job abandonment.

5. **Safety:** Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid avoidable safety-related incidents or careless work habits. It is necessary to report unsafe working conditions and any on-the-job injury, regardless of severity, the Head of the Department and the Human Resources Manager immediately.

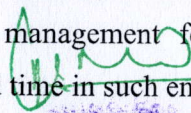
6. **Confidential Information:** Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by the respective authorities. Any person found using such confidential information shall have appropriate disciplinary action initiated against him / her depending on the severity of the matter.

7. **Gifts :** Employees of the MLRIT are not to accept gifts, souvenirs, gratuities, or courtesies, in any form , from any person or persons, corporations, or associations* that, directly or indirectly, seek to use the connection so as to secure favorable comment or consideration or any commercial commodity, process or undertaking. *Examples of the same would be students under supervision, or vendors having contracts.

8. **Disruptive Behavior:** While honoring the freedom of expression and the right to peaceful dissent of an individual, MLRIT in the best interests of orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on part of any student, faculty or other employee. Disruptive behavior includes but is not limited to gherao, rastaroko, protests, strikes, slogan shouting, symbolic displays of unrest such as wearing protest bands etc

9. Any disruptive behavior by any student or Employee is /would be considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include cancellation of admission/termination of services.

10. **Outside Employment:** Any employment outside MLRIT is not permitted, except in cases where such employment does not interfere with regular and punctual discharge of duties and responsibilities of MLRIT. Even if granted permission by the management for non-interfering employment mentioned above, use of MLRIT property and time in such endeavors is prohibited.


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11. **Malpractices:** No employee/student is to indulge in, or encourage any form of malpractice(s) connected with examination or activities at MLRIT.

12. **Media interactions:** Without prior sanction from the Management, no employee/student is to interact with the media or to publish any statement either by name, or anonymously, about MLRIT related issues.

13. **Reporting on duty upon arrival:** All employees are required to register their attendance in the Attendance Muster as well as Biometric system every day at the beginning of the day and before leaving the Campus.

14. **Late Arrival:** All employees are expected to report on duty at least five (5) minutes prior to their reporting time on all working days. Exception to the same is peons responsible for opening and closing of departments/labs/offices, wherein such peons are expected to report on duty Thirty (30) minutes prior to their reporting time on all working days.

15. **Leaving the premises before time:** No employee is permitted to leave the campus before the official working hours. The only exception to this special concession or On-duty travel reasons / leaves. Any appropriate authority might perform a random check and the irregularities would be reported for further necessary actions.

Responsible Office – All the academic departments and administration office.

III. CODE OF CONDUCT FOR STUDENTS

i) PREAMBLE

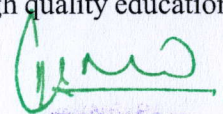
This Handbook indicates the standard procedures and practices of MLRIT for all students enrolling with the Institute for pursuing various courses. All students must understand and abide by this Code of Conduct.

Failure to fulfill these responsibilities may result in the withdrawal of privileges or the imposition of disciplinary actions.

ii) PRINCIPLES

Considering the varied student backgrounds and expectations the institution is committed to treating students, both academically and personally, in an equitable and transparent manner. All students must comply with the requirements laid down in this Code of Conduct. The college reaffirms its commitment to;

1. High academic standards, intellectual meticulousness and a high quality education
2. Intellectual freedom and social consciousness



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3. Recognition of the importance of ideas and the pursuit of critical and open inquiry
4. Tolerance, honesty and mutual respect
5. High ethical standards

PERSONAL CONDUCT

All students must;

1. Treat all employees, public and other students with core values of respect, dignity, impartiality, courtesy and sensitivity
2. Maintain trustworthy inter-personal relationships
3. Act honestly and ethically in their dealings with college employees and other students
4. Committed to protect the privacy of employees and other students
5. Ensure that they act in a proactive manner that has positive effect on the ability of employees and other students to carry out their study, research or work at the college.
6. Ensure that they do not discriminate against or harass or bully employees and other students.
7. They do not indulge in any other act of gross indiscipline as decided by the college from time to time.

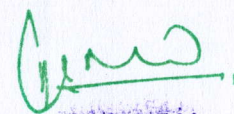
ACADEMIC CONDUCT

All students must;

1. Follow current information in the college website, notice boards, signage boards, circulars, academic calendar etc., and observe key dates and deadlines
2. Read all official correspondence from the college
3. Act ethically and honestly in the preparation, submission and publication of academic work, and during all forms of behavior, including final examinations
4. Avoid any activity or behavior that would dishonestly give advantage or difficulty to another student academically
5. Use college resources, audaciously in a lawful and ethical manner and for academic purposes alone.

PROHIBITED CONDUCT

Prohibited conduct under the Code includes but is not limited to:



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Assailing, distressing, threatening, or intimidating another individual or group

Imperiling the health or safety of others

Stealing, misusing, destroying, defacing or damaging college property or personal property of others.

Upsetting college activities

Unlawful collection of money.

Using college facilities, equipment, services or computers without endorsement

Making false allegations against any member of the college, but also

1. Failing to comply with disciplinary measures imposed under the processes of the Code of conduct

2. Parking a vehicle in a no parking zone or in an area allocated for parking other type of vehicles.

3. Rash driving on the campus.

4. Stealing or unauthorized access to other's resources

5. Audio or video recording in class rooms or actions of other students, faculty, or staff without prior consent

6. Posting disparaging comments about individuals of the Institute on the social media or pampering in any such related activities having grave consequences on the status of the Institute.

7. Ownership, consumption or supply of alcoholic drinks or any kind of narcotics or intoxicating drugs.

8. Disfigurement or unauthorized possession of library books.

9. Noisy and inappropriate behaviour, upsetting studies of fellow students.

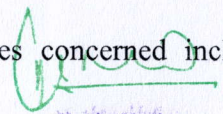
10. Hacking computer systems (such as entering into other person's areas without prior permission, manipulation and/or destruction of computer hardware and software or any other cybercrime, etc.).

11. Use of cell phones on the campus.

12. Plagiarism of any nature.

DISCIPLINARY MEASURES

Corrective procedures imposed under the code by committees concerned include but are not limited to:


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i. Warnings and trial

ii. On paper warning

iii. Indicting fines

iv. Suspension

v. Dismissal

Social Conduct and Measures

Teasing is illegal and punishable in severest and most typical terms as per the ruling of the Supreme Court of India.

1. Each student must show due respect and politeness to the Institute teachers, administrators, officers, employees, guests and visitors. They must not trespass upon the rights of fellow students.

2. In the case of proceeding on unprepared leave on account of illness, family matter, etc., student must inform the Warden, and faculty adviser / and the concerned Head of the Department.

3. Institute facilities/services such as library, internet, playgrounds, hostels, laboratories and classrooms must be used responsibly. Any deliberate damage and misuse of the conveniences/amenities constitutes an act of indiscipline.

4. In case of an illegal activity on the campus, the institute is obligated to permit the police and Judiciary intervention.

5. In the event of students' connection in any activity outside the campus which is punishable by the law of the land, the institute shall in no way provide any support to them and will not be responsible either for any action.

6. All major acts of indiscipline, which may have serious insinuations on community, and which may deserve a uniform and more formalized nature of enquiry, shall be handled by the College Disciplinary Committee

7. For a misconduct committed (a) in the Department or a classroom and (b) elsewhere, the Head of the Department shall have the authority to reprimand or enact fine or take any other suitable measure. All cases involving punishment other than admonishment shall be reported to the Chairman of the Disciplinary Committee.

STUDENT UNDERTAKING AT THE TIME OF ADMISSION

RULES AND REGULATIONS

The college administration, comprising of the management and the principal, reserves the license to put forth a set of rules and regulations for the benefit of all students in their academic quest and brilliance in physical, social and behavioral development. The

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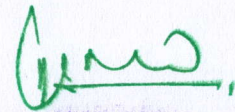
management and the principal are entitled to enforce punishments on the delinquents, if any, to maintain general discipline, prestige and standards of the institution and such other decisions, binding on the students. Guidelines pertaining to the frame work of student conduct process are briefly abridged as under:

1. Academic uprightness and regularity are a must in the completion of the allocated tasks as an individual and/ or a peer group.
2. Regularity to the college is a must and every student shall take the responsibility of keeping oneself informed of the academic responsibilities to be fulfilled in time.
3. Violations of academic conduct like dishonesty on an exam, plagiarism or unauthorized presentation of collective work will make the student liable for punishment.
4. Unauthorized demonstrations in the form of strikes, marches etc. shall not be permitted on the campus or outside. If found involved in such activities, punishments up to dismissal from the college will be meted out.
5. Unprincipled associations of students into groups/unions are not permitted. Instead, the students are encouraged to become members of academic associations and institutional clubs that help in improving the desired technical skills.
6. Hiring outsiders in solving grievances, if any, on the campus and / or in hostels shall not be accepted.
7. Smoking, consumption of alcoholic drinks/intoxicating, playing cards, unintended use of electronic devices, betting of any kind are forbidden on campus and in hostels.
8. Attending the lectures, co-curricular and extra-curricular sessions as per the scheduled time table is obligatory. Tidy conduct of the students during the move on the campus is an essential requisite.
9. Mishaps/irresponsible acts during academic exercises like Laboratory experiments , trips like field visits, industrial tours etc. causing harm to one's own self or others is cordoned.
10. Ragging or Eve-teasing or any other similar act attracts serious punishment and entails summary dismissal.
11. All candidates conditionally selected for admission will be required to pay the agreed fee and failure of the same will result in the cancellation of provisional admission. No portion of any fee, once paid, will be refunded under any circumstances. If any student wishes to discontinue the course for any reason, his/her original certificates including transfer certificate will be issued only if the student has no dues to pay and abiding by the rules of admission.
12. Timely payment of college / hostel fee during the period of study is the responsibility of the student, failing which the student may be apprehended from taking examinations and / or participation in relevant activities.

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13. Students should park their vehicles at the labeled place only.
14. All the admitted students should sport their identity cards on the campus.
15. Ownership and use of cell phones on the campus is strictly forbidden.
16. All the students who secure admission into B. Tech should follow the approved dress code during all the four years of their study, excepting exempted days / instances.
17. Dress code specified for boys and girls is given here under:
 - i. BOYS: Full / Half Sleeved Shirt with Light Color and Simple Design trousers, Shoe or Chappals (Hawaii or plastic chappals are not allowed).
 - ii. GIRLS: Long top, Salwar Kameez, Shoe or other formal foot wear. (Hawaii or plastic Chappals are not allowed).
 - iii. Oversized, under sized, unshapely shirts, Jeans, Shorts, Slippers, Track Pants, Flowery Shirts with Casual Images; and Dropping Pants, Sleeveless blouse, Baggies, Cargos etc. are not permitted.
18. All students should conduct themselves with decent verbal and body language and should not indulge in any sort of act that would damage / emasculate / taint the image and repute of the institution. If found not adhering to, the concerned student(s) shall be subjected to disciplinary action, proportionate with the nature and seriousness of the misconduct.
19. All students should stand by current rules and regulations and the changes made, if any, from time to time.



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**UNDERTAKING BY THE STUDENT FOR GOOD CONDUCT AND ADHERENCE
TO INSTITUTIONAL RULES AND REGULATIONS**

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Mr./Ms

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Roll No student of MLR Institute of Technology, Dundigal, Hyderabad, son/daughter
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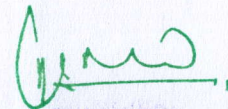
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., the following with respect to THE CODE OF CONDUCT AND
COLLEGE RULES AND REGULATIONS

- That I understand MY RESPONSIBILITY TO ABIDE BY ALL THE COLLEGE RULES AND REGULATIONS mentioned above and shall conduct myself decently during the period of study.
- That I will not indulge or prompt others to indulge in offensive activities. Also, I undertake to face disciplinary action/legal proceedings including eviction from the Institute if there is a breach of code of conduct on my part, at any stage during the course.
- That I will put my best efforts for achieving excellence in academics and relevant activities and strive to preserve the respect of the institution.

Signature of the Student



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ANTI-RAGGING RULES AND GUIDELINES

The institute is implementing an Anti ragging policy, which is based on the UGC regulations "Curbing the Menace of Ragging in the Higher educational institutes 2009" as per the directions of the Honorable supreme Court of India to prevent and Prohibit the atrocious act of Ragging on fellow students in Indian Educational institutes.

It is mandatory to all Students to fill the Anti ragging affirmation issued by the AICTE at the time of Admission.

What constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of mischievous, treating or handling with rudeness a fresher or any other student;
2. Indulging in rowdy or disorderly activities by any student or students which causes or is likely to cause exasperation, hardship, physical or mental harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or nuisance or embarrassment so as to unfavorably affect the form or spirit of such fresher or any other student;
4. Any act by a senior student that averts, upsets or disturbs the regular academic activity of any other student or a novice;
5. Abusing the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or mishandling by spoken words, emails, posts, public insults which would also include deriving depraved pleasure, vicarious or brutal thrill from actively or passively participating in the humiliation to fresher or any other student;
9. Any act that distresses the mental health and self-confidence of a fresher or any other student with or without an intent to derive a vicious pleasure or showing off power, authority or superiority by a student over any fresher or any other student.


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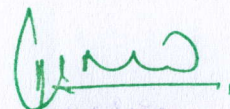
Punishments:

Depending upon the nature and severity of the misdemeanor as established, the possible punishments for those found guilty of ragging at the institution level shall be, any one or any combination of the following :-

1. Withdrawal of admission
2. Suspension from attending classes
3. Withholding/withdrawing scholarship/fellowship and other benefits
4. Barring from appearing in any test/examination or other evaluation process
5. Withholding results
6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
7. Suspension/eviction from the hostel
8. Rustication from the institution for a period ranging from 1 to 4 semesters
9. Eviction from the institution and consequent debarring from admission to any other institution
10. Lodging of an FIR with the police
11. Collective punishment: when the persons committing or aiding the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Note:

1. A student convicted of any of the above offences will be expelled from the College.
2. A student imprisoned for more than six months for any of the above offences will not be admitted in any other College.
3. A student against whom there is prima facie evidence of ragging in any form will be suspended from the College immediately.



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ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as set up by the principal and headed by Convener and members from the departments shall examine all complaints of ragging and come out with recommendation based on the nature of the occurrence.

ANTI-RAGGING SQUAD

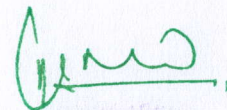
To render assistance to students, an Anti-Ragging Team, which is a smaller body, has also been instituted consisting of various members of the campus community. The said Team shall keep a watch on ragging incidents taking place in the community and carry out guarding functions. Students may note that the Team is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Team can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

SEXUAL HARASSMENT:

The Institute has a strong Policy on prevention and prohibition of sexual harassment at workplace. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or tenacious unwelcome comments, e-mails, or pictures of an insulting or humiliating sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

STUDENT GRIEVANCE PROCEDURE:

Any student of the Institute upset by any act of sexual harassment, misconduct or ragging as defined and briefed herein above can approach the respective Redressal Committee at the Institute. Said grievance must be in writing and should be made within 10 days from the day of the purported violation.



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MLRIT

Undertaking from the Students as per the provisions of Anti-Ragging
verdict by the Honorable Supreme Court

I,
Mr./Ms.....
...
Roll No student of MLRIT,
son/daughter of residing
(permanent home address with Landline/Mobile number) do hereby
undertake on this day....., the following with respect to above subject and
Office Order.

- That I understand the meaning of Ragging and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law.
- That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the Institute if the above statement is found to be untrue or the facts are concealed, at any stage in future.
- That I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Courts, Govt. of India and the Institute authorities for the purpose from time to time.

Signature of the Student

Undertaking by the Parent/Guardian

I assure that I shall take necessary measures so that my son/daughter/ward will not indulge in ragging in any manner and I am aware of the punishments in Prohibitions of Ragging Act.

I shall not appeal against any punishment imposed by the college on my son/daughter/ward for violation of norms of conduct and discipline that are adopted by the college from time to time.

Signature of the Parent

Witness Signature
Name



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IV. CODE OF CONDUCT FOR FACULTY

PREAMBLE

The college strives to provide and sustain an ambience beneficial to students and faculty for sharing, accentuating and critically examining knowledge and inculcating values, and for furthering the search for knowledge. Effective performance of these requires that faculty members must be capable to follow and teach with right standards and erudition.

PRINCIPLES

This Code has been formulated to provide a clear statement of the college policy for its staff with respect of their professional and personal conduct. The Code reflects, and is intended to advance the objective of the college, as well as to safeguard its values of;

1. Responsibility and service through leadership in the community.
2. Quality and sustainability in meeting the needs of the stakeholders of college.
3. Worth, equity and diversity in student body.
4. Uprightness, professionalism and collegiality in staff.
5. Life long association and cooperation with alumni.

These values must inform the conduct of staff in continuation and advancing;

- a) Freedom to practice critical and open study in a responsible manner.
- b) Acknowledgment of the importance of ideas and ideals.
- c) Forbearance, honesty, respect, and moral behaviour.
- d) Considerate about the needs of those we serve.

APPLICATION OF THE CODE

This Code applies to all College staff (Teaching). All teaching members are required to abide by with the obligations set out in this Code and act in a way that the college upholds its values. All are required to abide by with the Code in respect of their actions relating to the college.

RULES AND REGULATIONS

CODE OF PRINCIPLES FOR TEACHERS: In fulfillment of their obligations to the teaching profession, teachers will strive to:

1. Progress the interests of the teaching profession through accountable ethical practices.
2. Regard themselves as learners and keep in continual professional development.
3. Be truthful when making statement about their qualifications and competencies.
4. Add to the development and promotion of high-quality educational policy.
5. Add to the improvement of an open and thoughtful proficient culture.


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6. Treat colleagues and associates with respect, working with them in a very hospitable environment.
7. Assist newcomers to the profession.
8. Respect private information on colleagues, unless specified.

1. RESPONSIBILITY AND ACCOUNTABILITY

1. Teachers should keep good manners both inside and outside the classroom and set a good example to the students.
2. Teachers should handle the subjects assigned by the Head of the Department.
3. Teachers should complete the syllabus in time. Teachers shall endeavor to produce good results in the subjects handled by them.
4. Student Mentoring system must be effectively implemented.
5. Teachers should accept / assist other academic, co-curricular and organizational activities that may be assigned to them from time to time.

2. DRESS CODE: FACULTY:

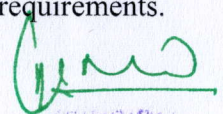
1. Gentlemen: Tucked in shirts and shoes
2. Ladies: Saree
3. ID CARD: It is Mandatory to display ID cards at all times when they are in campus.

4. TOWARDS STUDENTS:

1. Staff members must take attendance within first 5 minutes of starting the period. Students should not be deprived of admission into the classrooms / Labs when they report late for the classes. However, such students shall automatically lose attendance for those Classes.
2. Teachers must cease from awarding physical punishments to students indulging in misconduct in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
3. Students violating dress code must be allowed to attend the lecture classes, laboratories and Library, but attendance shall not be considered for that day.
4. Cases of disorderliness, misbehavior or disobedience should be dealt at HOD or Principal level as such teachers should not intimidate the students in the name of marks or other disciplinary action for their lapse or naughtiness.

5. COURSE DIARY:

Every teacher must maintain a course diary for each subject offered during Semester/year. It shall be in conformity with the NBA/NAAC requirements.



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6. CLASS ADJUSTMENT BEFORE GOING ON LEAVE:

1. As per the rules of the institute in ordinary circumstances the staff members must adjust their classes and show the agreement of the substitute teacher to the HOD before going on leave.
2. All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unofficial and necessary action will be taken up.

7. PROCEDURE FOR RELEASE ON RESIGNATION:

As per the service rules of the Institute, faculty members intending to resign are required to give 3 months' notice.

8. **DUTIES OF INVIGILATORS:** As instructed by the Controller of Examinations, MLRIT

9. NORMS FOR CONDUCTING MLRIT PRACTICAL EXAMINATIONS:

1. Practical examinations have to be conducted in the respective Laboratories / Workshops / Drawing Halls only.
2. Both the examiners (Internal and External) have to appraise the answers of the students.
 - a. Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.
 - b. Both the examiners must sign on the Answer Sheets as well as on the award lists.

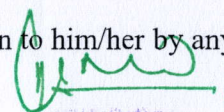
10. **PROMOTION POLICY:** As per the rules and guidelines notified by AICTE / UGC and depends on the availability of vacancies.

11. Duties And Responsibilities Of principal/directors/registrar/deans/ head of the departments professors/associate professors/ assistant professors/ physical directors/librarians/ doctor/lab technicians/office staff and other employees- As per the notified guidelines of the Institute

12. **DISCIPLINE IN COLLEGE BUSES:** All staff members traveling in college Buses should sit in the middle and last row to restrain ragging in the Buses.

CODE OF CONDUCT

1. Every Teacher shall fulfill his/her duties competently and meticulously to match with the academic standards and performance norms laid down by the College Management from time to time.
2. Every Teacher shall renew his/her knowledge and skills to outfit him/her professionally for the appropriate fulfillment of duties assigned to him/her.
3. Every Teacher shall carry out himself/herself with complete dignity and respectability in his/her dealing with the superiors, colleagues and students every time.
4. No teacher shall be absent himself/herself from duties at any time without prior permission from higher-ups.
5. No teacher shall accept any voluntary or other assignment given to him/her by any exterior agency without the prior consent of the College Management.



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6. No teacher shall connect with any political party or take part in any other organizational activity.
7. No teacher shall attempt to bring any political or outside pressure on his/her higher authorities in respect of service matters.
8. No teacher shall participate in any strike or protest and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
9. No teacher shall act in any manner that violates the norms of decorousness or honesty in his/her conduct or behavior inside and outside the College Campus.
10. No teacher shall inflame, aggravate or initiate any students or any other member of the staff into any form of action against the College Management, or that seeks to interrupt the educational activities of the College.
11. No teacher shall by act or deed degrade, pester or affront any other person for any reason whatsoever or act in a manner improper of the teaching profession.
12. Every teacher in the service of the College shall at all the time endeavor for academic excellence in the fulfillment of his/her duties and conduct himself/herself in the manner of an ideal role model for others to copy.
13. The College Management may, however, at its sole judgment provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and obligatory and will not be subject to any appeal to any individual or forum.

REGULARITY

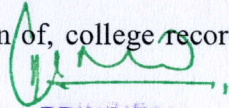
1. Staff must tag on college timings and sign the attendance register.
2. All the staff members must register their bio-metrics at the time of their entry and exit into the college.
3. Members must apply for leave well in advance in normal state of affairs with necessary work adjustment.

USE AND SECURITY OF OFFICIAL INFORMATION

All teaching members must:

1. Maintain the truthfulness, secrecy and privacy of college records and information to which they have admittance in the course of their employment.
2. Take all reasonable precautions to prevent unlawful access to, or misuse of, college records and information.
3. Staff members must not, or tender to supply, confidential records or information, access or use information, including information on electronic systems and hardcopy files, other than for an authorized purpose; or destroy, or authorize the destruction of, college records other than in accordance with college policy.

USE OF COLLEGE RESOURCES

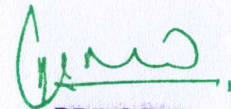

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STAFF MEMBERS MUST:

1. Use all college resources in a well-organized manner and for college purposes only,
2. The college mail, telephones (including mobile phones), facsimile machines, email and internet are provided for college use only. Unofficial personal use of any of these facilities can lead to disciplinary action against a staff member.
3. Staff should be aware that the communication resources must be used to carry out the functions of the college.

WORK HEALTH AND SAFETY: While at work or performing duties or functions for the college, staff must:

1. Take reasonable care for their own health and safety and the health and safety of others who may be affected by their acts or omissions at work.
2. Cooperate with the college to ensure conformity with all relevant health and safety laws.
3. Staff and affiliates must take care not to put themselves or other college community members at risk or reduce their ability to carry out their duties through the misuse of alcohol or drugs. Under no circumstances should staff or affiliates attend for duty under the influence of alcohol or drugs. Smoking tobacco is prohibited in the college premises.



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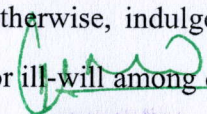
V. CODE OF CONDUCT FOR NON –TEACHING STAFF CODE OF ETHICS AND CONDUCT:

- The employee shall be at the disposal of the Institute for full-time and shall serve in such capacity and at such place, as he may from time to time, be so directed.
- The employee shall conform to and abide by the provisions of these Bye-Laws and directives and decisions of the competent authority. The employee shall also observe, comply with and obey all the orders and instructions which may, from time to time, be given to him by the officer under whose jurisdiction, superintendence or control, he has been placed, for the time being.
- The employee shall at all time maintain absolute integrity, show devotion to duty and shall do nothing which is unbecoming of an employee. He shall ensure the integrity and devotion to duty of all employees under his control and authority for the time being.
- The employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote the interest of the institute and/or its colleges.
- The employee shall not in the discharge of the official duties, deal with any matter relating to award of any contract in favour of a company, firm or any other body or person in which he or any members of his family is interested, except with a prior permission of the competent authority. After such a permission is granted, the employee shall refrain himself from extending any undue advantages or benefits to such company, firm or body, as the case may be.
- The employee shall not, directly or indirectly, take part in any activity or demonstration or movement which is considered by the competent authority to be prejudicial to the academic and administrative interests of the Institute or bring the Institute in disrepute.
- The employee shall not, without the express sanction of the competent authority, ask for or accept contribution to or otherwise associate himself with the raising of funds or other collections in cash or otherwise for his own benefit.


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- The employee shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another employee for a work to be done in connection with the business of the college and/or Institute.
- The employee shall not, without prior permission of the competent authority, absent himself from his duties. In the circumstances or reasons beyond his control, he shall intimate or cause to intimate to competent authority within five days from the first date of absence, failing which the absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the competent authority may deem fit.
- The employee shall intimate to the competent authority, if any member of his family is engaged in any trade or business or owns or manages an insurance agency or commission agency. The competent authority may grant the permission, if it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The competent authority, while granting this sanction, may stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part to the Institute.
- The employee shall seek a prior permission of the competent authority before applying for job, post, outside the institute, as the case may be.
- The employee shall seek a prior permission of the competent authority before applying for any course of study leading to diploma, degree, certificate, etc. and shall not enter upon a course of studies or appear any examination conducted by the Institute or other bodies, without such a permission.
- The employee shall not use the Institute and/or its colleges property including the residential accommodation for conducting any trade or business, occupation or for any other purpose than that for which the same may or may not have been allotted to him or put to his charge.
- The employees shall not, by writing, speech or deed, or otherwise, indulge in any activity which is likely to incite and create feeling of hatred or ill-will among different communities on religious, social, regional, communal or other grounds.

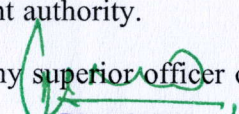

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- The employee shall not, without a prior approval of the competent authority, give evidence in connection with any inquiry conducted by any person, committee, or authority and shall not criticize any policy or action of the competent authority and appointing or any other authority of the Institute and/or its colleges.
- Provided that, the employee may give evidence at:
 - i. An inquiry before enquiry authority appointed by the competent authority.
 - ii. A judicial inquiry, or
 - iii. A departmental inquiry ordered by the competent authority.

MISCONDUCT:

The Breach of any of the principles of Code of Ethics or any one or more of the following acts on the part of the employee shall be deemed as a misconduct and include:

- Any action by the employee contrary to the policies,
- Going on illegal strike, abetting including instigation or action in furtherance thereof,
- Theft, fraud or dishonesty,
- Habitual break of standing orders, rules, etc.
- Willful or negligent damage caused to the institute and/or its colleges property.
- Refusal to accept a charge-sheet, order or other communication served to him according to the Bye-Laws,
- Any action, involving moral turpitude and attracting conviction in court of law.
- Riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the Institute.
- Willful neglect of work or negligence in discharging, any duty or failure to give the day's Out-turn,
- Involvement in violence or inciting violence,
- Stopping the work either singly or with other employees or inciting anyone else not to work,
- Allowing anyone within the prohibited premises of the College or Institute, whose entry is prohibited without a permission of the competent authority.
- Making any false or exaggerated allegations against any superior officer or authority or co-employee,


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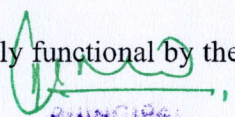
- Attending the duties in intoxicated state.
- Committed nuisance during the working hours under intoxicated state or otherwise.
- Misappropriation of any amount , and/or movable and immovable property, of the college or Institute or late crediting the amount received for respective institute and its colleges in the account of institute beyond the reasonable time to be decided by the concerned authority.
- Committing any act involving moral turpitude.
- Misbehavior with another employee or member of public.
- Proceeding on leave without prior approval of the competent authority except in case of emergency beyond the control. Choose Your Words Carefully Kind words do not cost much yet they accomplish much. Usage of words that potentiates suppression must be averted in all circumstances since their implications are unacceptable. This includes, but is not limited to:
 - Threats of violence.
 - Insubordination.
 - Code of Ethics and Conduct for Non-Teaching
 - Discriminatory jokes and language.
 - Sharing sexually explicit or violent material via Electronic devices or other means.
 - Personal insults, especially those using racist or sexist terms.
 - Unwelcome sexual attention.
 - Advocating for, or encouraging, any of the above behavior.

The repute of the MLRIT is built upon the reputations of all its stakeholders and thus showcasing integrity is essentially the cornerstone of the MLRIT. Conflict of interests, however prevalent must be harnessed through open discussion that contributes to aforesaid integrity.

Protecting the Assets of the MLRIT:

The resources of the MLRIT in all its facets must be secured and kept fully functional by the stakeholders for the benefit of the stakeholders.

Resources include physical, intellectual, electronic or digital, information, ISIT and IPR.


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CODE OF ETHICS AND CONDUCT FOR NON-TEACHING STAFF:

Anti-Bribery and Anti-Corruption

The repute of the MLRIT lies in the trustworthiness of all its stakeholders in upholding the integrity in all spectra of functionality. Employees should always do their work fairly, honestly, and legally. MLRIT employees should avoid accepting bribes and corrupt practices. Kickbacks and gifts in exchange for favors are also considered as indirect methods of corrupt practices. MLRIT personnel shall abhor from

- facilitating selling agents or canvass for publishing business enterprise or traders
- asking for or accepting any contribution or otherwise associating himself with the raising of any fund or making any other collections, whether in cash or kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers;
- financial acquaintances with students or custodian;
- influencing for personal gains or coordinating matters that incur debt beyond means to repay;
- facilitating acceptance by any member of his family or societal comrade of his behalf to receive or demand gifts and the like from any student or his custodian or any person with whom he has come into a contract under his position in the MLRIT.

General Harassment and Sexual Harassment

The MLRIT diligently facilitates a work culture free from any kind of discrimination and harassment. Explicit expressions or comments on an individual or community on basis of legally protected characteristics or traits are forbidden and hence not tolerated by the MLRIT.

Restricted Cell Phone Use at Work

Personal Cell Phone usage during Work Hours, Official Meetings, Seminars, Council Meetings, is fully discouraged, except in extreme cases such as an emergency or offer service during hazards and disasters.

DRESS CODE:

A Professional appearance and outlook are very important for all the MLRIT personnel who work with the Students and the Public. All the employees of the MLRIT should be well-groomed and dressed appropriately for their dignified position.


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Substance Abuse

MLRIT prohibits possession, sale, manufacture, distribution, or purchase of controlled substances as well as being or working under the influence of illegal drugs, alcohol, or substances of abuse on life is prohibited.

Tobacco Products

The use of Tobacco Products within and outside the campus areas is explicitly prohibited.

Internet use at Work

MLRIT personnel may use the Internet when appropriate to access the Academic information needed to conduct classes and carry out research. The use of the Internet must not disrupt or injure the Computer network of the MLRIT. The use of the Internet must not interfere with any other employee's productivity or the MLRIT's progress.

Professional Integrity

It is the practice of maintaining ethical behavior at an expected level and showcasing adherence to moral and ethical principles and values of honesty, honor, dependability, and trustworthiness.

The Personnel of the MLRIT shall;

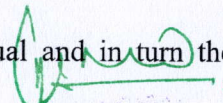
- Not entice or be enticed through the pros and cons that exist between professional and private practice.
- Respect confidentiality of all information about MLRIT exams as well as matters of students and colleagues unless legally or legitimately demanded.
- Keep away from exhibiting personnel differences if any that could hinder the reputation of the MLRIT.

Commitment To Professional Values

Professional values are those that set apart a professional from a layman. Those that garner reputation and honor in one's profession. Some additional aspects of professional values besides those mentioned in this code are politeness, mutual admiration, discretion, focus on continuing professional development, and so on.

Commitment to these values renders reputation and growth of an individual and in turn the MLRIT. Therefore the personnel of the MLRIT shall;

- Function efficiently and diligently always conforming to rules and regulations.


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- Uphold the decorum of the established hierarchy in accepting honorary work.
- Abhor from criminal activities and in case of any such legal proceedings, diligently notify the authority.
- Abhor from politicizing under any circumstances for individual benefits or gains; as well keep away from associating with any activities/movements of any such agencies/parties or individual.
- Keep away from anti-secular inclinations and consequential participation as well as the enticement of any person in such activity that may disrupt the harmony and that which may cause damage to human dignity.
- Refrain from indulging in criticizing and validating the policies of the government. Professional Collaboration Collaboration is exhibiting interdependence and accountability for one's learning while encouraging the learning of others. Collaborative learning could benefit the MLRIT as team is better than an individual. Therefore the personnel must;
- Refrain from lodging unsubstantiated allegations against their Colleagues to satisfy vested interests;
- Discharge their responsibilities following the established rules outlined by the higher authorities and adhere to the conditions of the contract;
- Refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an Educational Institution;
- Should accord the same respect and treatment to the Non-teaching Staff as they do to their fellow Teachers.

Friendly and Co-Operative Relationship

The efficacy of a team in a participative environment bears many fruitful results than individualism. Upholding professionalism in all aspects could be even more effective through cooperation and harmonious ambiance. The personnel of the MLRIT shall therefore uphold professionalism and harmonious conduct with all the concerned.

Maintaining a Good Relationship With Students

The personnel of the MLRIT regardless of the cadre are expected to facilitate the greater exhibition of knowledge and professionalism, especially with the student community. There

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lie at the heart of the relationship the aspects like mutual trust and respect, impartiality, human dignity, and the right to equity and knowledge. This relationship is beneficial to both the parties in the wholesomeness of education.

Therefore, personnel of the MLRIT shall deal with students diligently and impartially barring all socio-economic classes, sectors, and characteristics; meet the individual needs of the students not abstracted by students' abilities; facilitate improvement in a students attainment, develop personalities, in turn, contribute to society; inculcate scientific temper, the spirit of inquiry, ideals of democracy, Patriotism, Social Justice, Environmental Protection and Peace; develop an understanding of our National Heritage and National Goals; and Refrain from inciting students against other Students, Colleagues or MLRIT Administration.

Leaves:

- The employee shall earn and be entitled to the leave generally in proportion to the period of service /duty and of the kind specified hereinbelow. However, the leave of any kind shall not be claimed as matter of right.
- The employee may be granted leave only on his request. The employee may curtail period of sanctioned leave, with the approval of the competent authority. Provided that, in case the employee is contesting the election or has contracted any contagious disease, the competent authority may require him to proceed on leave and the employees shall comply.
- The competent authority may sanction or refuse the leave applied for, by shall not alter the nature of leave, except with the request / consent of the employee.
- Application for leave on medical ground shall be accompanied by a certificate of medical authority, indicating the nature and probable duration of illness. The employee returning from leave on medical ground , shall produce a certificate of fitness.
- The employee, on leave shall not engage himself in any other employment, trade or business, either full-time or part-time.
- The employee shall resume his duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct.
- The employee appointed on contract basis in a scale of


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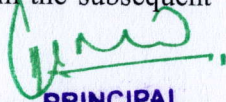
in accordance with the terms of the contract entered into by him with the competent authority,

CASUAL LEAVES:

- The employee shall be entitled to fifteen days casual leave in a calendar year, or as prescribed by the Board of Management, from time to time.
- The employee shall obtain a prior permission for casual leave at least one day to the leave applied for. In exceptional circumstances where application of casual leave cannot be submitted before it begins, the employee shall apply for ex-post-facto sanction.
- If the competent authority is not satisfied about the exceptional circumstances, the casual leave availed of without prior permission may be treated as leave without pay.
- Mass casual leave shall not be treated as casual leave. It may be treated as unauthorized absence and dealt with accordingly. The action of going on mass casual leave may be treated as misconduct.
- The employee shall be entitled to not more than three days casual leave at a time. The Sundays and/or public holidays so also a holiday or a series of holidays are permitted to interpose between the period of casual leave and holidays enjoyed in continuation at one time shall not exceed five days, save only in exceptional circumstances, may be extended upto seven days.

EARNED LEAVE:

- The non-vocational employee, shall be entitled to earned leave for the period spent on duty, at the rate prescribed by the Board of Management, from time to time.
- The employee shall apply, in a prescribed form, for the leave from his account of earned leave and proceed only after the approval and he is relieved. The employee may be granted not more than 120 days earned leave at a time.
- Ordinarily, employees shall not be allowed to accumulate the earned leave.
- Provided that, if employee ask for the earned leave, the same shall not be refused by the appointing authority. Provided further that, if appointing authority refuses to sanction the earned leave on administrative grounds, the same shall be sanctioned in the subsequent year.
- The employees shall not be allowed to encash their earned leave either during the service


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or at the time of retirement.

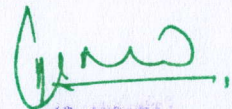
CONDUCT:

It is the responsibility of all personnel of the MLRIT to comply with this code and in the process, uphold the reputation and honor of the MLRIT and the noble profession of education.

Disciplinary Action:

Non-compliance and violation of the regular duties, Service Rules and the Code of Ethics and conduct will invite punishment either in the form of censure or deferment of Increment or Suspension or Termination from Service after a due inquiry by the discretion of the MLRIT Authorities.

The students' trust in the MLRIT is the backbone of its growth and development. This trust and consequential repute of the MLRIT has to be built and sustained by maintaining a high level of professionalism in imparting knowledge and providing better services to them. Every employee must perform diligently, proactively, and constructively in upholding the dignity, culture, and heritage of the MLRIT.



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CONSEQUENCES FOR RAGGING:

Nature of Ragging	Punishment
1. Teasing, Embarrassing and humiliation	Imprisonment up to 6 months or fine up to Rs.1000/- or both.
2. Assaulting or using criminal force or criminal intimidation.	Imprisonment up to 1 year or fine up to Rs.2000/- or both.
3. Wrongfully restraining or confining or causing hurt.	Imprisonment up to 2 years or fine up to Rs.5000/- or both.
4. Causing grievous hurt, kidnapping or rape or committing unnatural offence.	Imprisonment up to 5 years and fine up to Rs.10,000/-
5. Causing death or abetting suicide	Imprisonment up to 10 years and fine up to Rs. 50,000/-



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