



RAJADHANI
INSTITUTE OF ENGINEERING
AND TECHNOLOGY

RIET
POLICY

RIET

POLICY

VISION

Groom the Youth as Innovative, Creative and Empathetic Technologists, Hospitality Professionals, Managers and Entrepreneurs for Social Transformation.

MISSION

M1: To encourage holistic development of students with well balanced curricular, co-curricular and extra-curricular activities.

M2: To promote ethical and value-oriented teaching, research and consultancy among faculty and students for social transformation.

M3: To interact with industrial organizations, governmental agencies, and engineering, hospitality and business enterprises for collaborative learning

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality Assurance Cell (IQAC) is a pivotal body established to develop, enhance, and sustain quality in all academic and administrative processes of the institution. It functions as a central mechanism for planning, guiding, and monitoring quality assurance initiatives aligned with institutional goals and accreditation standards. The IQAC promotes a culture of continuous improvement by coordinating systematic reviews of teaching–learning processes, research activities, student support systems, and governance practices. It facilitates the development of best practices, prepares quality benchmarks, and ensures the integration of quality measures into the functioning of all academic departments. The Cell also oversees internal audits, feedback mechanisms, performance evaluations, and documentation required for NAAC, NBA, and other regulatory bodies. Through data-driven decision-making, stakeholder participation, and consistent monitoring, the IQAC contributes significantly to enhancing institutional efficiency, transparency, and overall academic excellence. Its proactive leadership supports the institution in maintaining accountability, adopting innovative practices, and progressing toward sustainable quality enhancement.

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) is committed to establishing a strong internal quality assurance system that promotes continuous improvement in academic and administrative processes. The Internal Quality Assurance Cell (IQAC) functions as the central body responsible for planning, monitoring, and evaluating quality enhancement initiatives across the institution.

Through systematic review, internal academic audits, stakeholder feedback, and proper documentation of quality practices, the IQAC ensures continuous enhancement of teaching–learning processes, research activi-

ties, and institutional governance. The policy aims to institutionalize a culture of quality, accountability, innovation, and outcome-based education in alignment with the institution's vision and mission.

Objectives

- To establish a systematic framework for continuous quality improvement in academic and administrative processes across the institution.
- To monitor and enhance teaching–learning practices by promoting learner-centric approaches, effective evaluation methods, and innovative academic delivery.
- To implement structured mechanisms for feedback collection and analysis from students, faculty, alumni, and other stakeholders to support evidence-based decision making.
- To facilitate periodic review and internal academic audits to assess institutional performance and recommend measures for continuous improvement.
- To promote a culture of quality, accountability, and innovation through documentation of best practices, capacity-building programs, and regular quality review meetings.

Academic audit

Academic Audit can be understood as a scientific and systematic method of reviewing the quality of academic processes of the institution. This follows a well-established tradition of taking adequate and purposeful samples to ascertain the quality of academic delivery including Teaching-learning processes, Curriculum Design and Review, Research and Outreach and other related academic processes. It correlates with the quality assurance and enhances the quality of academic activities of the College.

Administrative Audit

Administrative Audit pertains to auditing various administrative processes that support academic endeavors. These can include student support services, academic infrastructure management, housekeeping and upkeep of the campus, IT services, student amenities, safety and security of students in particular and campus in general. This is also carried out by sampling as well as focused interviews with various stakeholders.

Functions of IQAC:

- Formulate and implement quality benchmarks and parameters for academic and administrative activities to ensure consistent improvement.
- Promote a learner-centric environment that encourages active participation, innovation, and student engagement.
- Establish and manage structured feedback mechanisms involving students, parents, faculty, and other stakeholders to assess and enhance institutional quality processes.
- Disseminate relevant information on quality standards and best practices across the institution.
- Organize workshops, seminars, and training programs focused on quality enhancement and capacity building.
- Maintain comprehensive documentation of all quality-related initiatives, programs, and activities to support institutional development.
- Conduct internal academic audits and provide actionable recommendations for continuous improvement.
- Prepare and submit the Annual Quality Assurance Report (AQAR) in accordance with prescribed guidelines and timelines.
- Development of Quality Culture in the institution.

Benefits

IQAC will facilitate / contribute:

- Ensure heightened level of clarity and

focus in institutional functioning towards quality enhancement.

- Ensure internalization of the quality culture.
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
- Provide a sound basis for decision-making to improve institutional functioning
- Act as a dynamic system for quality changes.
- Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers / Industrialists/Stakeholders
7. One of the senior teachers coordinator/ Director of the IQAC

The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures. The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects.

ACADEMIC POLICY

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) is committed to achieving academic excellence by delivering quality education through effective teaching–learning practices, continuous assessments, and promoting research culture. The institution strives to empower students to become self-reliant, responsible global citizens who contribute to human welfare, technological advancement, and sustainable development.

Objectives

- The Academic Policy outlines the principles, procedures, and accountability measures that guide teaching and learning at RIET.
- The objective is to ensure transparency and quality in all academic activities across the institution. The institute and individual departments share responsibility for maintaining and enhancing the quality of education.

This includes:

1. Academic accountability
2. Ensuring the quality of technical education through:
 - Developing high-quality course materials
 - Delivering course content using effective pedagogical and ICT tools
 - Conducting continuous assessments to maintain academic standards
 - Promoting continuous improvement through internal and external quality assurance

Roles and Responsibilities

Management

- Provide strategic direction and ensure alignment with community expectations.

- Support academic excellence through adequate resources and policy decisions.

Principal / Vice Principal

- Develop and implement institutional quality assurance systems.
- Oversee academic and administrative processes and ensure compliance with regulations.

Internal Quality Assurance Cell (IQAC)

- Conduct periodic academic audits in each department as per institutional and University guidelines.

Head of the Department (HoD)

1. Ensure that departmental courses contribute to programme development and student outcomes.
2. Address academic concerns raised by students.
3. Initiate and monitor actions to achieve departmental mission and vision.
4. Allocate subjects to faculty each semester considering expertise and additional duties.
5. Approve lecture plans and lecture notes; monitor course delivery progress.
6. Conduct regular staff meetings to review teaching–learning processes and departmental activities.
7. Facilitate student feedback and initiate corrective actions.
8. Review course progress, implement remedial measures, analyze results, and initiate improvements.
9. Verify computation of continuous internal evaluation marks.

Course Instructor

1. Maintain academic integrity in course handling.

2. Share best practices in teaching and learning.
3. Promote a learner-centric environment.
4. Prepare and conduct assignments, tutorials, and internal examinations along with answer keys.
5. Ensure fair evaluation and computation of sessional marks.
6. Assess attainment of COs, contributing to PO and PSO attainment.
7. Conduct remedial classes when required.
8. Prepare or update course materials.
9. Ensure timely completion of syllabus.
10. Seek student feedback for continuous improvement in teaching delivery.
10. Class Committee & Course Committee Meetings – To resolve academic issues and ensure smooth progress.
11. Advisory Meetings – Held thrice a semester, minutes submitted to HoD.
12. Mapping & Attainment Analysis – Internal assessments mapped to COs and POs.
13. Skill Development Activities – Organized by professional bodies and departmental associations.

The Academic Policy is aligned with RIET's B.Tech ,M.Tech & MBA Regulations, Examination Manual, and Activity Point Guidelines.

Academic Activities

The sequence of academic processes followed at RIET is as follows:

1. Subject Allotment – Faculty preferences are collected and subjects are allotted before the semester begins.
2. Publication of RIET Academic Calendar – Includes academic, co-curricular, and extracurricular activities.
3. Lecture Plan & Course Information Sheet – Prepared by faculty and verified by the Module Coordinator.
4. Review of Previous CO Attainments – Strategies are framed to improve attainment levels.
5. Preparation of Course Material & ICT-based Delivery – Faculty use appropriate ICT tools
6. Seminar & Project Coordination – Coordinators ensure smooth and timely execution of all related activities.
7. Assignments, Tutorials & Class Work – Conducted as planned; attendance published regularly.
8. Internal Examinations – Question papers and keys verified by the Subject Coordinator for quality and coverage.
9. Publishing Assessment Marks

Academic Monitoring and Student Support

To ensure proper monitoring and student support, the following committees and systems are functional:

a. Class/Course Committee

- Monitors course delivery, adherence to schedules, syllabus completion, evaluation standards, and student difficulties.
- Recommends remedial actions wherever necessary.

b. Advisory System

- Each class has a Staff Coordinator and multiple Staff Advisors (one per 20–25 students).
- Advisors maintain academic and non-academic records and act as the primary contact for parents and students.
- Responsibilities include mentoring, result analysis, arranging remedial classes, and consolidating activity points, attendance, and internal marks.

c. Student Support Committees

- Student Affairs Welfare Committee
- Student Grievance Redressal Committee

- Discipline Committee

These committees ensure student well-being and smooth academic functioning.

Academic Auditing

- Academic auditing is conducted periodically by the Internal Quality Assurance Cell (IQAC).
- IQAC oversees internal evaluations, examinations, and all academic processes.
- The Internal Quality Assurance Cell (IQAC) performs departmental audits as per University guidelines.
- Audits cover co-curricular and extracurricular activities, mentoring systems, ac-

creditation-related parameters (NAAC, NBA), and periodic reporting to regulatory bodies.

- IQAC maintains updated institutional data on the website as required by statutory authorities.

Conclusion

The Admission Policy of Rajadhani Institute of Engineering and Technology (RIET) ensures a transparent, fair, and merit-based admission process in compliance with regulatory guidelines. It promotes equal opportunities for eligible candidates while maintaining proper documentation, accountability, and institutional standards.

ADMISSION POLICY

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) is committed to conducting a transparent, fair, and merit-based admission process that ensures equal opportunity for all eligible applicants. The Admission Committee is responsible for planning, coordinating, and monitoring all admission-related activities in accordance with institutional guidelines and regulatory requirements. The policy ensures that admissions are carried out systematically through proper counseling, verification of eligibility, accurate documentation, and timely communication with prospective students. It also supports institutional outreach and maintains reliable admission records for institutional planning, audits, and quality assurance processes.

Objectives

- To ensure a transparent, fair, and merit-based admission process by following established eligibility criteria, reservation policies, and institutional guidelines.
- To provide clear and accurate information to prospective students and parents regarding programmes offered eligibility requirements, fee structure, scholarships, and institutional facilities.
- To facilitate a smooth and efficient admission process from initial enquiry and counseling to final enrolment of students.
- To ensure proper verification and maintenance of admission documents and records to support institutional accountability and regulatory compliance.
- To support institutional outreach and admission promotion activities through counseling sessions, awareness programmes, and participation in educational events.
- To maintain accurate admission data and

reports for institutional planning, audits, and quality assurance purposes.

Scope

This policy applies to all admissions to the academic programmes offered at Rajadhani Institute of Engineering and Technology (RIET), including:

- **B.Tech**
- **M.Tech**
- **MBA**
- **BHMCT**

The policy governs the procedures, eligibility criteria, and documentation requirements for admission to these programmes. Admissions are conducted in accordance with statutory regulations, merit-based selection procedures, and institutional guidelines.

Where applicable, admissions through lateral entry or recognition of prior learning shall be considered in accordance with Government and University regulations.

Responsibility

- Management
- Principal
- Chief Coordinator – Admissions

These authorities oversee the implementation, monitoring, and review of admission procedures.

Admission Procedure — B.Tech

General

1. RIET is affiliated to APJ Abdul Kalam Technological University (KTU) and approved by AICTE.
2. The B.Tech programme is a four-year, eight-semester credit-based programme.

Seat Allocation

- **Government Quota (50%):**

Filled through the Commissioner for Entrance Examinations (CEE), Kerala, based on KEAM rank following Government reservation norms.

- Management Quota (35%):

Filled by RIET based on merit, requiring qualification in KEAM/KEE/JEE.

- NRI Quota (15%):

Filled as per Government and University norms for NRI students.

Foreign nationals may be admitted under supernumerary seats.

Eligibility

- Government Quota:

50% marks in Mathematics and 50% aggregate in Physics, Chemistry, Mathematics.

- Management/NRI Quota:

Minimum 45% aggregate in Physics, Chemistry, Mathematics.

- SC/ST Candidates:

A pass in the qualifying examination.

- Age Requirement:

Candidates must have completed 17 years by December 31 of the admission year.

Documents Required

(Self-attested copies)

- 10th & 12th Certificates
- 12th marksheet
- Entrance Exam Mark list / Admit Card
- Good Conduct Certificate
- NRI declaration & supporting documents (for NRI quota)

Lateral Entry Admission

- Candidates must hold a Diploma in Engineering from State Board of Technical Education.
- Must qualify in the Lateral Entry Test (LET) conducted by DTE.

Fee Structure

- As per Government-approved norms.

Admission Procedure — M.Tech

General

- M.Tech at RIET is a two-year, four-semester credit-based programme, approved by AICTE and affiliated to APJAKTU.

Eligibility

- Minimum 60% aggregate in the relevant B.Tech/B.E degree.
- SC/ST: A pass is sufficient.
- No rounding off of marks is permitted.
- Valid GATE score preferred and required for Government merit seats.
- Minimum age: 21 years as on December 31.

Seat Distribution

- Government Quota (50%):
Through the rank list of Directorate of Technical Education (DTE).
- Management Quota (50%):
Based on qualifying exam marks and GATE score (if applicable).

Required Documents

- 10th Certificate
- B.Tech/B.E Degree Certificate or Provisional
- All semester mark sheets
- GATE Score card (for Govt quota)
- Conduct Certificate

Admission Procedure — MBA

General

- MBA at RIET is a two-year, four-semester programme, affiliated to APJAKTU and approved by AICTE.

Eligibility

- Bachelor's degree in any discipline from a recognized university.

- Minimum marks:
 - 50% for General
 - 45% for OBC
 - 35% for SC/ST
- Valid qualifying score in CAT / CMAT / KMAT.
- Minimum age: 21 years on December 31.

Documents Required

- 10th & 12th Certificates
- Degree Certificate & Mark lists
- Valid entrance exam score
- Conduct Certificate
- Migration/Eligibility certificate (if applicable)

Supernumerary Quota

- Applicable for FN / PIO / Children of Indian Workers in Gulf Countries.

Admission Procedure — BHMCT

General

- BHMCT is a four-year, eight-semester programme (including industrial training), affiliated to APJAKTU and approved by AICTE.

Seat Distribution

- Government Quota (50%)
Based on a merit list published by the Government.
- Management Quota (50%)
Based on K-HMAT rank list.

Documents Required

- 10th & 12th Certificates
- Qualifying exam mark list
- Entrance exam mark list & admit card
- Good conduct certificate
- NRI supporting documents (for NRI quota)

h. Scholarships for Meritorious Students

1. Scholarships (other than Government scholarships) are instituted by Indira Charitable Trust based on Faculty Council recommendations.
2. Scholarship eligibility depends on:
 - Academic performance
 - Co-curricular achievements (Tech fests, paper presentations, prototypes)
 - Extracurricular participation
 - Attendance
 - Department Advisory Committee (DAC) recommendations
3. A subcommittee including the Principal, Vice Principal, and a HoD conducts interviews for shortlisted candidates.
4. Final approval by the Governing Body.
5. Continuation of scholarship requires:
 - Good conduct
 - High attendance
 - Consistent academic performance

MANAGEMENT SCHOLARSHIP POLICY

Policy Statement

At Rajadhani Institute of Engineering and Technology (RIET), we believe that access to quality education should not be limited by financial constraints. The Management Scholarship Policy reflects the institution's commitment to academic excellence, equity, and inclusiveness. Through a structured and transparent scholarship framework, RIET supports meritorious, economically disadvantaged, socially marginalized, and exceptionally talented students, enabling them to excel academically and professionally.

Objectives

- To recognize, encourage, and reward academic merit.
- To provide financial assistance to students from economically weaker sections.
- To promote the inclusion of students from socially and educationally disadvantaged communities.
- To encourage and support achievements in sports, arts, innovation, and other co-curricular domains.

Policy Guidelines

1. Merit-Based Scholarships

- Awarded to students exhibiting outstanding academic performance in qualifying examinations or semester results.
- Eligibility criteria and cut-off marks are defined annually by the Scholarship Committee.

2. Need-Based Financial Assistance

- Provided to students belonging to economically weaker sections.
- Assessment is based on verified income certificates, socio-economic background, and supporting documents.
- A transparent and unbiased evaluation

process is strictly followed.

3. Support for Marginalized Communities

- Special scholarships and fee concessions are available for SC/ST/OBC students, minority communities, and persons with disabilities (Divyangjan).
- These concessions align with institutional values and government inclusion guidelines.

4. Recognition of Co-Curricular Excellence

- Students achieving excellence in sports, arts, technical events, cultural activities, NSS/NCC, entrepreneurship, or innovation are eligible for performance-based scholarships or partial fee waivers.
- Students representing RIET at state, national, or international levels receive priority consideration.

5. Renewal Criteria

Scholarships are typically granted for one academic year and may be renewed based on:

- Consistent academic progress
- Minimum attendance requirements
- Good conduct and discipline
- Continued achievement or participation in institutional activities (where applicable)

Review and Monitoring

- The Admission Committee will conduct an annual review of this policy to align it with evolving student needs, institutional priorities, and regulatory guidelines.
- Feedback channels will be made available for students to enhance transparency and continuous improvement in the scholarship process.

Conclusion

The Management Scholarship Policy of Rajadhani Institute of Engineering and Technology (RIET) reflects the institution's commitment to promoting academic excellence, inclusiveness, and equal opportunities for all

students. By providing financial assistance and recognizing merit and talent across diverse fields, RIET supports students in achieving their academic and professional aspirations while fostering a culture of excellence and social responsibility.

DIVYANGJAN (PERSONS WITH DISABILITIES) POLICY

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) is committed to creating an inclusive, equitable, and barrier-free learning environment for Divyangjan (Persons with Disabilities). The institution upholds dignity, respect, and equal opportunity for all individuals, in alignment with the Rights of Persons with Disabilities Act, 2016. RIET strives to ensure full participation of Divyangjan across academic, administrative, and social spheres of campus life.

Objectives

- To create and maintain a barrier-free, accessible campus for persons with disabilities.
- To promote inclusive education by providing academic, technological, and personal support.
- To sensitize students, faculty, and staff about disability rights, empathy, and inclusive practices.
- To provide assistive aids, human support, and accessible technology to empower Divyangjan.
- To establish a clear and responsive grievance redressal framework for disability-related concerns.
- To ensure non-discrimination in all academic, co-curricular, and administrative processes.

Key Policy Provisions

1. Barrier-Free Infrastructure

- Construction and maintenance of ramps, handrails, tactile markings, and accessible pathways in all major buildings.
- Provision of accessible washrooms in academic blocks, administrative offices, and hostels.

- Reserved parking spaces close to building entrances for Divyangjan.
- Installation of elevators with accessible controls wherever feasible.

2. Academic Support

- Provision of scribes, exam assistants, extra time, and other examination accommodations as per university and government norms.
- Access to screen readers, audio books, speech-to-text tools, and other assistive technologies.
- Priority registration, counselling, and academic mentoring for students with disabilities.
- Availability of course materials in alternative formats upon request.

3. Digital Accessibility

- Ensuring the college website, LMS platforms, and e-learning materials comply with accessibility standards (WCAG).
- Making digital documents available in accessible formats such as alt-text-supported PDFs, audio, or ePub.
- Technical support for Divyangjan to access online resources effectively.

4. Sensitization and Training

- Regular disability awareness programs, workshops, and campaigns for students and staff.
- Faculty development programs focusing on inclusive teaching-learning practices.
- Sensitization sessions during orientation and induction programs for students and new faculty.

5. Grievance Redressal Committee

- The Grievance Redressal Committee is also responsible for handling disability-

specific complaints, maintaining strict confidentiality, and ensuring that all grievances are resolved promptly and fairly.

6. Resource Allocation

- Provision of adequate budget and resources to maintain accessible infrastructure and procure assistive devices.
- Ensuring availability of human assistance such as helpers, interpreters, or mobility assistants as required.

7. Non-Discrimination Assurance

- Strict prohibition of discrimination, harassment, or exclusion based on disability.
- Guarantee of equal opportunities in ad-

missions, classroom learning, examinations, sports, cultural events, and placements.

- Ensuring fair and inclusive policies across all academic and administrative processes.

Conclusion

Through this policy, RIET reaffirms its commitment to building an inclusive campus where Divyangjan are empowered to achieve their academic and personal potential. By continuously improving accessibility, providing necessary academic and technological support, and promoting awareness and sensitivity within the campus community, the institution aims to create a barrier-free learning environment that upholds equality, dignity, and opportunity for all.

GRIEVANCE REDRESSAL POLICY

RIET is committed to maintaining a harmonious, transparent, fair, and inclusive academic environment for students, faculty, staff, and all stakeholders. The Grievance Redressal Committees ensure timely and impartial handling of grievances in compliance with AICTE, UGC, and APJAKTU regulations.

PART 1: GRIEVANCE REDRESSAL COMMITTEE FOR FACULTY & STAFF (GRC-FS)

Policy statement

Rajadhani Institute of Engineering and Technology (RIET) is committed to providing a fair, transparent, and supportive work environment for all faculty and staff. The institution has established the Grievance Redressal Committee for Faculty & Staff (GRC-FS) to ensure that grievances are addressed promptly, confidentially, and impartially. RIET encourages employees to raise concerns without fear of retaliation and ensures that all complaints are handled with fairness and respect.

Objectives

- To provide a structured mechanism for redressal of grievances of faculty and staff.
- To ensure fair and unbiased handling of complaints.
- To promote a healthy and professional work culture.
- To address concerns in a timely and confidential manner.

Composition and Tenure

- **Chairman:** Principal
- **Convener:** Senior faculty member nominated by the Principal
- **Members:** Two senior faculty/administra-

tive staff members

- **Special Invitee (if required):** Member representing University

Scope of Grievances (Faculty/Staff)

The committee shall address grievances related to:

A. Service and Employment Matters

- Workload distribution
- Duty allocation
- Promotion, appraisal, increments
- Leave, attendance, or duty records

B. Workplace Environment

- Infrastructure, facilities, safety, sanitation
- Behavioral issues with colleagues or superiors
- Victimization or unfair treatment

C. Financial and Administrative Issues

- Salary matters
- Reimbursements
- PF/ESI/insurance queries
- Work allocation disputes

D. Harassment (Non-Sexual)

Sexual harassment cases will be handled exclusively by the Internal Complaints Committee (ICC).

Modes of Submitting Grievances

Faculty and staff may submit complaints through:

1. Written submission to the Chairman, GRC-FS.
2. Suggestion/Grievance Boxes installed in administrative and academic blocks.

Grievance Redressal Mechanism

Step 1: Occurrence of Grievance

A faculty or staff member experiences a grievance related to workplace, academic, or administrative matters.

Step 2: Submission of Complaint

The grievance is submitted to the Grievance Redressal Committee (GRC) through an online portal, written complaint, or official email.

Step 3: Review by Committee

The committee acknowledges the complaint and conducts a preliminary review.

Step 4: Discussion / Investigation

The GRC examines the grievance and may interact with the concerned department or parties involved.

Step 5: Decision

The committee evaluates the issue and records its decision or recommendation.

Step 6: Resolution / Escalation

The grievance is resolved and actions are implemented, or the matter is escalated to the Principal or higher authority if required.

The decision of the Management shall be final.

PART 2: STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

(As per UGC Regulations & AICTE Grievance Redressal Regulations)

Policy statement

Rajadhani Institute of Engineering and Technology (RIET) is committed to providing a fair, transparent, and responsive grievance redressal system for students. The Student Grievance Redressal Committee (SGRC) is established in accordance with UGC and AICTE regulations to address and resolve grievances related to academic, administrative, financial, and campus-related matters.

The institution ensures that all student grievances are handled promptly, impartially, and confidentially. RIET encourages students and prospective applicants to report concerns without fear of discrimination or retaliation, thereby promoting a safe, supportive, and accountable academic environment.

Objectives

- To provide a structured platform for students to express concerns and complaints.
- To ensure timely, fair, and impartial investigation and resolution of grievances.
- To uphold student rights and foster a safe and respectful campus environment.
- To maintain confidentiality, transparency, and zero retaliation throughout the process.
- To strengthen institutional governance and quality enhancement through feedback-based improvements.

Composition

- Chairperson: Principal
- Convener: Senior faculty member
- Members: Two senior faculty members + One administrative staff
- Student Representative: Nominated by Principal (Special Invitee; not part of final decision-making)
- Tenure: 2 years

Scope of Student Grievances

A. Academic Matters

- Assessment, marks, result processing
- Attendance disputes
- Examination-related issues
- Curriculum or academic delivery concerns

B. Administrative & Infrastructure Matters

- Classrooms, labs, library, transport, hostels
- Drinking water, sanitation, safety, internet

- Delay or deficiency in services

C. Financial Matters

- Fees, refunds, scholarships, payments
- Charges or unauthorized collections

D. Student Conduct & Behaviour

- Indiscipline, victimization
- Harassment by peers or staff
- Non-sexual grievances (sexual harassment → ICC)

E. Admission-Related Matters

- Prospectus deviations
- Eligibility concerns
- Category/reservation issues

Grievance Submission Mechanisms

Students may submit grievances through:

1. Online Portal: RIET Grievance Management System
2. Suggestion/Grievance Boxes across campus
3. Written communication addressed to:

The Chairperson, Student Grievance Redressal Committee, Rajadhani Institute of Engineering and Technology, Thiruvananthapuram – 695023

Grievance Redressal Mechanism

1. Submission of Grievance: Students or prospective students may submit complaints through the designated online or offline channels.
2. Acknowledgement: The Grievance Redressal Committee acknowledges the complaint and initiates the review process.
3. Hearing and Review: The committee examines the grievance and may conduct a hearing with the complainant or representative.
4. Decision and Resolution: The committee evaluates the issue and provides an appropriate resolution.

5. Escalation: If unresolved, the grievance is escalated to the Academic Council or higher authority for further action.

Frequency of Meetings: As and when grievances are received.

Appeal Process

If the student is not satisfied:

1. Appeal to the University Ombudsman within 15 days
2. RIET forwards all relevant documents to the Ombudsman
3. Ombudsman hears the case and delivers final decision
4. RIET communicates the final decision to the student

Meeting Frequency

- As and when grievances are received

Responsibilities of SGRC

- Maintain confidentiality and neutrality
- Prevent retaliation against complainants
- Maintain grievance records for audits
- Recommend preventive measures
- Ensure compliance with AICTE/UGC/KTU norms
- Create awareness among students about grievance procedures

The Grievance Redressal Policy at RIET ensures:

- Transparency
- Timely action
- Fair hearing
- Student and staff protection
- Accountability
- Compliance with statutory bodies

The Grievance Redressal Committee is also responsible for handling disability-specific complaints, maintaining strict confidentiality, and ensuring that all grievances are resolved promptly and fairly.

PART 3: WOMEN'S GRIEVANCE REDRESSAL POLICY

(Women's Grievance Redressal Cell – WGRC)

Policy Statement

The Women's Grievance Redressal Cell (WGRC) at Rajadhani Institute of Engineering and Technology provides a safe, supportive, and confidential platform for women students and employees to raise grievances related to their safety, dignity, and well-being within the campus.

The cell ensures that complaints are handled fairly, transparently, and in a time-bound manner while promoting gender equality and a respectful campus environment.

Objectives

- To provide a safe and confidential platform for women students and staff to voice their concerns and grievances.
- To ensure timely and fair redressal of complaints affecting the safety, dignity, or well-being of women.
- To promote gender sensitivity and awareness among students, faculty, and staff.
- To encourage an institutional culture based on equality, respect, and inclusiveness.
- To provide guidance, support, and counseling for women facing academic, personal, or campus-related issues.
- To facilitate appropriate referral of serious complaints, including sexual harassment cases, to the Internal Complaints Committee (ICC).

Composition

The Women's Grievance Redressal Cell shall consist of:

Chairperson: Senior woman faculty member nominated by the Principal

Convener: Woman faculty member

Members: Two faculty members (prefer-

ably women)

One administrative staff member

Student Representative: One woman student nominated by the Principal (Special Invitee)

Tenure: 2 years

Scope of Women's Grievances

The WGRC addresses grievances raised by women students or employees related to:

A. Safety and Welfare Issues

Campus safety concerns

Lack of security or support facilities

Issues affecting dignity or well-being

B. Gender Sensitivity Issues

Discrimination based on gender

Gender bias in academic or administrative matters

Unfair treatment in institutional activities

C. Campus Facilities for Women

Hostel or sanitation facilities

Safety infrastructure

Transportation or campus services affecting women

Important Note:

Complaints specifically related to sexual harassment will be referred to the Internal Complaints Committee (ICC) constituted as per All India Council for Technical Education regulations on gender sensitization and prevention of sexual harassment.

Roles and Responsibilities of WGRC

The Women's Grievance Redressal Cell shall:

Receive and address grievances from women students and employees regarding safety, dignity, or welfare.

Ensure complaints are handled with confidentiality, fairness, and transparency.

Conduct preliminary discussions and

attempt amicable resolution when possible.

Provide guidance and support to aggrieved individuals and direct them to appropriate institutional mechanisms if required.

Promote awareness about gender equality, women's rights, and safety measures within the campus.

Coordinate with institutional authorities to recommend preventive measures for improving women's safety.

Maintain proper records of grievances received and actions taken for institutional review and audits.

Women's Grievance Redressal Mechanism

Step 1: Submission of Grievance

A woman student or staff member raises a grievance related to safety, dignity, or well-being on campus.

Step 2: Complaint Submission

Complaints may be submitted through written application, online form, email, or by directly approaching WGRC members.

Step 3: Acknowledgement and Review

The WGRC receives and reviews the complaint to understand its nature.

Step 4: Determination of Jurisdiction

The committee assesses whether the complaint involves sexual harassment.

Step 5: Referral to ICC (if required)

Sexual harassment complaints are referred to the Internal Complaints Com-

mittee (ICC) for formal inquiry.

Step 6: Resolution by WGRC

For other grievances, WGRC discusses the issue with concerned parties and facilitates resolution.

Step 7: Action and Communication

Corrective actions are implemented, the complainant is informed, and records are maintained confidentially.

Meeting Frequency

The Women's Grievance Redressal Cell shall meet: As and when grievances are received

Key Principles

The WGRC functions based on the following principles:

- Confidentiality
- Impartiality
- Transparency
- Protection from retaliation
- Timely resolution

Conclusion

The Grievance Redressal Policy of Rajadhani Institute of Engineering and Technology (RIET) ensures a fair, transparent, and effective system for addressing the concerns of students, faculty, and staff. Through dedicated committees and structured procedures, the institution promotes timely resolution of grievances while maintaining confidentiality, impartiality, and accountability. This policy helps create a safe, respectful, and inclusive academic and work environment for all stakeholders.

E-GOVERNANCE POLICY

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) is committed to adopting comprehensive e-governance practices across all academic and administrative activities. Through the integration of digital platforms, RIET aims to enhance institutional efficiency, transparency, accountability, and user convenience while moving towards a paperless and digitally empowered campus. The institution upholds the principles of good governance through seamless access to information, secure data management, and technology-enabled service delivery.

Objectives

- To integrate e-governance into all academic, administrative, financial, and support service functions of the institution.
- To promote transparency, accountability, and timely decision-making using digital tools.
- To ensure hassle-free, efficient, paperless processes across all departments.
- To enable quick access to information for students, faculty, staff, and stakeholders.
- To establish ICT-enabled classrooms, campus-wide Wi-Fi, and modern digital infrastructure.
- To maintain a fully automated library and digital academic support systems.
- To build digital literacy among all users through continuous training and awareness.

Scope of the Policy

This policy applies to e-governance practices across the following institutional domains:

- General Administration
- Student Admission

- Examination
- Library
- Accounts & Finance
- ICT Infrastructure
- Hostel Management
- HR Management
- Academic Delivery and Monitoring

Policy Components

Digital Administration

- Adoption of Linways platforms for:
 - Student attendance, internal assessment, and academic monitoring
 - Faculty workload, feedback, timetable preparation
- Implementation of a secure user-specific login system for all faculty, staff, students and parents.

Communication and Coordination

- Use of official email IDs for all academic and administrative communication.
- Adoption of centralized scheduling tools, shared calendars, and cloud-based documentation.
- Conducting paperless meetings using digital minutes, and e-circulars.
- Dissemination of announcements through:
 - Institute website
 - Student/faculty portal
 - Official social media handles (for public communication)

Student Admission Management

- Transparent and merit-based admission process aligned with APJAKTU and regulatory norms.

- Use of an online admission portal for:
 - Application submission
 - Uploading documents
 - Fee payment
 - Communication of selection status
- Admission Brochure and guidelines made available digitally on the RIET website.

Accounts and Finance

- Online student fee management (collection, tracking, receipts).
- Automated HR payroll system covering:
 - Salary generation
 - Tax (TDS) calculations
 - Allowances, and other statutory components
- Payments made primarily through digital modes (NEFT, RTGS, online transfers).
- Financial reporting, audits, and statements generated digitally.

Library E-Governance

- Maintenance of a fully automated library with user-friendly management software: Linways.
- Features include:
 - Digital search and retrieval tools
 - Automated circulation (issue/return)
 - Auto-calculation of fines
- Regular subscription to e-journals, digital databases, and e-learning resources.
- Expansion of digital repositories for academic support.

ICT-Enabled Academic Delivery

- Implementation of Linways Management Systems (LMS) for:
 - Online lectures, assignments, quizzes, and study materials
 - Monitoring student performance
 - Maintaining digital lesson plans and course files

- ICT-enabled classrooms with:
 - Projectors, smartboards, computers/laptops
 - High-speed Wi-Fi access

Examination E-Governance

- Online display of internal examination marks, assignment scores, and final assessments.
- Digital submission of attendance-based internal marks through Linways.
- Maintenance of digital records for exam notifications, seating plans, and assessments.

HR Management System

- Use of automated HRMS for:
 - Faculty attendance integrated via biometric system
 - Employee data management
 - Salary, appraisal, and service records
- Paperless processing for HR-related communication and reporting.

Digital Repository & Data Management

- Establishment of centralized cloud-based digital archives for:
 - Institutional records
 - Circulars, policies, and reports
 - Student credentials and academic data
 - Research publications and faculty achievements
- Controlled access to authorized stakeholders.
- Implementation of data privacy, integrity, and security protocols.

Training and Digital Literacy

- Regular training programs for faculty, staff, and students on:
 - Linways Usage
 - Cybersecurity awareness

- Encouragement of innovative digital practices and continuous upgrade of digital skills.

Monitoring and Review

- The System Administration Team of RIET will oversee the implementation, maintenance, and upgradation of e-governance systems.
- Periodic reviews will be conducted to evaluate:
 - System effectiveness
 - Security compliance
 - User satisfaction

- Resource optimization

- Policy revisions will be made based on technological advancements and institutional needs.

Conclusion

Through the implementation of the E-Governance Policy, RIET reaffirms its commitment to becoming a digitally advanced, transparent, and student-centric institution. All stakeholders are encouraged to actively participate in this digital transformation, contributing to improved efficiency, accountability, and academic excellence.

RESEARCH POLICY

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) is committed to fostering a vibrant research ecosystem that promotes innovation, knowledge creation, technological advancement, and societal development. The institute prioritizes high-quality research, ethical practices, interdisciplinary collaboration, and industry engagement to support national and global development goals.

Purpose

The purpose of this Research Policy is to establish a structured framework that nurtures a strong research culture among faculty, research scholars, and students at RIET. The policy aims to:

- Encourage continuous research and innovation.
- Provide necessary guidance, infrastructure, and administrative support.
- Ensure quality research output aligned with institutional vision.
- Promote national and international collaborations.

Objectives

RIET adopts the following objectives to promote and support research:

Objectives of the Research Policy

- To create a supportive and enabling research environment with adequate infrastructure and institutional support.
- To encourage faculty and students to undertake innovative, impactful, and socially relevant research.
- To promote quality research publications in reputed and indexed journals such as Scopus, Web of Science, SCI/SCIE/SSCI, and UGC CARE.
- To foster interdisciplinary and collabora-

tive research with industries, research organizations, and universities.

- To establish recognized research centres in eligible departments as per university norms.
- To ensure adherence to research ethics, integrity, and intellectual property rights.
- To encourage innovation, patents, and commercialization of research outcomes wherever applicable.

Custodian of Policy

The implementation and periodic revision of the Research Policy shall be overseen under the guidance of the Principal, RIET.

Policy and Guidelines

Undertaking Research

Faculty members and students are encouraged to undertake research leading to:

- Quality publications in indexed and peer-reviewed journals
- Presentations in national/international conferences
- Filing of patents and other IPRs
- Consultancy and funded research projects
- Development of prototypes and innovative solutions
- Socially relevant outcomes with potential for commercialization

Obligations of Faculty and Researchers

- Research output will be a key criterion for recruitment, appraisal, and promotion of faculty.
- Faculty members must maintain ethical conduct, avoid plagiarism, and follow institutional and national research guidelines.

- Researchers must ensure correct authorship, proper documentation, and data integrity.

Recruitment and Promotion

- Preference will be given to faculty with strong research credentials, publications, patents, and funded projects.
- Promotion criteria will include quality publications assessed through indexing, impact factor, citations, and research contribution.
- Continuous involvement in research is expected from all faculty members.

Research and Consultancy Cell (RCC)

Objectives

- Promote research, innovation, and entrepreneurship.
- Guide faculty and students in securing funded projects.
- Identify consultancy opportunities and match them with faculty expertise.
- Facilitate patent filing and other IPR activities.
- Maintain documentation and monitoring of ongoing research and consultancy work.
- Organize seminars, colloquiums, technical talks, and research forums.

Functions

- Coordinate research activities across departments.

- Conduct training on research methodology, ethics, funding opportunities, and scientific writing.

- Maintain a faculty research expertise database.

- Support laboratories, data analysis, and documentation.

- Promote incubation, prototype development, and technology transfer.

Meeting Frequency: Twice every academic year

Capacity Building and Outreach

RIET will regularly organize:

- Faculty Development Programs (FDPs)
- Workshops on data analysis, simulations, patent filing
- Student research initiatives

Conclusion

The Research Policy of Rajadhani Institute of Engineering and Technology (RIET) reflects the institution's commitment to excellence in research, innovation, and societal contribution. By creating a supportive framework, promoting ethical and high-quality research, and encouraging collaborations, RIET aims to establish itself as a leading research-driven engineering institution in India.

ENVIRONMENTAL POLICY

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) is committed to environmental stewardship and sustainable development. As a responsible academic institution, RIET strives to minimize its ecological footprint, conserve resources, and promote eco-friendly practices in all its academic, administrative, and extracurricular activities.

Vision

To cultivate an environmentally sustainable and pollution-free campus that inspires eco-conscious behavior among students, staff, and stakeholders.

Objectives

- To create awareness and promote responsibility toward environmental conservation.
- To maintain a pollution-free, plastic-free, and tobacco-free campus.
- To integrate sustainability in campus infrastructure, operations, and curriculum.
- To implement waste reduction, resource conservation, and energy-efficient practices.
- To ensure continuous environmental education through student and staff engagement.

Scope

This policy applies to all students, faculty, staff, vendors, and visitors at RIET and covers all activities, including academic operations, infrastructure development, campus maintenance, and institutional events.

Key Environmental Commitments

A. Green Campus Practices

- Maintain and enhance green cover through regular plantation drives.

- Protect campus flora and fauna, with dedicated staff (e.g., Agricultural Officer, gardener).
- Preserve trees and meadows; promote horticulture and biodiversity.
- Celebrate World Environment Day with active student participation.

B. Pollution Prevention

- Enforce a strict 'No Smoking, No Tobacco' policy across the campus.
- Declare and maintain a plastic-free campus, especially in canteen and events.
- Restrict pressure horns and vehicle noise; designate silence zones.
- Promote eco-friendly commuting options wherever possible.

C. Waste Management

- **Solid Waste:** Segregate dry and wet waste using labeled bins.
- **Liquid Waste:** Proper collection and treatment from hostels and labs.
- **E-Waste:** Partner with authorized recyclers for responsible disposal.
- Regular awareness campaigns on waste reduction and reuse.

D. Water and Soil Conservation

- Maintain rainwater harvesting systems and recharge structures.
- Use collected rainwater to support landscape irrigation and reduce dependency on external sources.
- Prevent soil contamination through controlled waste management.

E. Energy Conservation

- Replace conventional lighting with LED bulbs across all facilities.
- Promote optimal use of electrical appli-

ances and energy-efficient practices.

- Conduct periodic green and energy audits.

F. Digitalization and Paper Reduction

- Adopt paperless office systems for academic and administrative functions.
- Use Academic Management System (e.g., Linways) for attendance, submissions, and communication.
- Restrict printing to essential documentation only.

Environmental Education & Engagement

- Introduce environmental practices to all new students during the induction program.
- Conduct seminars, guest lectures, and workshops on environmental and health topics in collaboration with NSS, IEEE, and other student clubs.

- Display informative signboards promoting eco-conscious behavior throughout the campus.

Implementation & Review

- The Environment and Sustainability Committee shall oversee the implementation of this policy.
- Regular audits (green, energy, waste) will be conducted to assess progress.
- Policy will be reviewed annually and updated based on evolving environmental standards and institutional goals.

Conclusion

RIET envisions a future where academic excellence and environmental responsibility go hand-in-hand. This Environmental Policy serves as a guiding framework for building a greener, cleaner, and more sustainable campus community.

WASTE MANAGEMENT POLICY

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) is committed to promoting environmental sustainability through responsible and effective waste management practices. In alignment with the Solid Waste Management Rules, 2016 issued by the Ministry of Environment, Forests and Climate Change (MoEF&CC), the institution strives to minimize waste generation and ensure scientific handling, segregation, recycling, and disposal of waste generated on campus.

RIET adopts the principles of Reduce, Reuse, Recycle, and Recover (4Rs) to enhance resource efficiency and reduce environmental impact. Through awareness, sustainable practices, and modern waste management approaches, the institution aims to create a clean, green, and eco-friendly campus while fostering environmental responsibility among students, faculty, and staff.

Objectives

1. To reduce, reuse, and recycle various categories of waste generated on campus.
2. To minimize waste generation at the source through awareness and best practices.
3. To promote efficient use of natural resources and reduce environmental footprint.
4. To ensure scientific, safe, and compliant disposal of hazardous and non-hazardous waste.
5. To implement an integrated campus waste management system with regular monitoring.
6. To create awareness among students, staff, and faculty about the impact of waste.
7. To Support research and academic projects related to waste-to-energy, green technology, and sustainability.
8. To build capacity through training programs for all stakeholders on waste handling.
9. To promote collaboration with government agencies, industries, and NGOs for sustainable waste initiatives.
10. To establish RIET as a model institution in sustainable waste management and environmental leadership.

RIET Waste Management Initiatives and Practices

1. Source Segregation

- Colour-coded bins placed across campus for:
 - Biodegradable waste
 - Non-biodegradable waste
 - Recyclable waste
 - Hazardous waste
- Daily monitoring to ensure compliance with segregation norms.

2. Organic Waste Composting

- Composting of food waste from hostels, canteen, and gardens.
- Compost reused for landscaping, horticulture, and campus greenery.

3. E-Waste Management

- Collaboration with authorized e-waste recyclers for:
 - Obsolete electronic equipment
 - Batteries
 - Circuit boards
 - Cables and accessories
- E-waste stored safely in designated

areas before disposal.

4. Liquid Waste Management

- Liquid waste routed to the Sewage Treatment Plant (STP).
- Treated water reused for gardening and irrigation.
- Periodic maintenance of drainages, sumps, overhead tanks, and pipelines.

5. Paper Waste Reduction

- Promotion of paperless communication and digital workflows.
- Double-sided printing and reuse of one-side papers.
- Awareness campaigns to reduce consumption of office stationery.

6. Plastic Waste Management

- Strong discouragement of single-use plastics.
- Virgin plastic (20 microns and above) permitted only when necessary.
- Segregated plastic waste handed over to certified recyclers.
- No plastic burning permitted within the campus.

7. Hazardous Waste Management

- Identification of hazardous waste from labs and workshops:
 - Chemicals
 - Used oil
 - Oil-soaked cotton waste
 - Empty chemical containers
 - Batteries
 - Broken glass and chemical bottles
- Stored in designated safety areas and handed over to PCB-authorized vendors.
- Only trained personnel were allowed to handle hazardous waste.
- Emergency protocols applied during accidental spillage.

8. Sanitary Waste Management

- Installation of sanitary napkin incinerators in ladies' hostels.
- Ash disposed safely according to environmental safety norms.

9. Construction and Laboratory Debris

- Concrete cubes and construction debris reused for pavements or civil works.
- Proper storage to prevent clogging, water stagnation, and environmental damage.

10. Awareness and Capacity Building

- Workshops, competitions, and campaigns on:
 - Waste segregation
 - Sustainable living
 - Energy conservation
 - Green chemistry
- Training for housekeeping staff on safe waste handling.

11. Research and Innovation

- Encouragement for faculty and students to undertake:
 - Waste-to-energy projects
 - Plastic reuse in construction
 - Sustainability research
 - Green material development

General Instructions for Waste Handling

1. All materials received must be neatly packed without spillage.
2. No drainage pathway should remain open; all must be covered properly.
3. Periodic cleaning of overhead tanks, sumps, and recording of maintenance.
4. Wastewater from washing and cleaning should not be discharged on bare land.
5. Segregate all solid waste and dispose only in designated bins.
6. Confidential documents should be shredded, not burnt.

7. All housekeeping wastewater must be routed to the effluent drainage leading to the STP.
8. PPE (gloves, shoes, masks, aprons) must be used and maintained properly.
9. Waste oil must be collected and handed over to authorized vendors.

Impact of Deviation

If waste management procedures are not followed, the likely impacts include:

- Resource depletion
- Water pollution
- Soil contamination
- Health hazards
- Fire and safety risks
- Ecosystem degradation

Corrective Actions in Case of Deviation

- Immediate training to personnel involved

in waste handling and generation.

- Strengthening monitoring mechanisms to avoid recurrence.
- Implementation of preventive measures and periodic audits.
- Strict enforcement of environmental and institutional protocols.

Conclusion

RIET's Waste Management Policy represents the institution's commitment to environmental sustainability, responsible resource use, and green campus development. By fostering collective responsibility and continuous improvements, RIET aims to become a model institution in waste management and environmental protection.

E-WASTE MANAGEMENT POLICY

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) is committed to environmentally responsible management of electronic waste generated from electrical, electronic, and IT equipment used within the campus. In accordance with the E-Waste Management Rules, 2016 and subsequent amendments issued by the Ministry of Environment, Forest and Climate Change (MoEF&CC), the institution ensures systematic, transparent, and legally compliant handling of e-waste.

RIET promotes sustainable practices such as reuse, refurbishment, recycling, and safe disposal of obsolete or non-repairable electronic equipment through authorized e-waste recyclers. Through responsible management and awareness initiatives, the institution aims to minimize the environmental impact of electronic waste and promote a sustainable and eco-friendly campus.

Objectives

- To establish a scientific, safe, and sustainable mechanism for e-waste handling, storage, and disposal.
- To promote reuse, repair, and refurbishment of electronic devices before disposal.
- To minimize e-waste generation by extending the life cycle of equipment.
- To ensure compliance with E-Waste Management Rules, 2016 and related guidelines.
- To collaborate with authorized e-waste recycling agencies for safe disposal.
- To build awareness among students, faculty, and staff on e-waste hazards and eco-friendly practices.
- To maintain transparency in e-waste inventory, monitoring, and reporting.

RIET E-Waste Minimization Practices

- Departments are encouraged to maximize usage of IT and electronic equipment throughout their full functional lifespan.
- Repair, upgrade, or reuse options must be evaluated before categorizing any equipment as e-waste.
- Only non-operational or irreparable devices shall be considered for e-waste disposal.
- Awareness campaigns promote responsible use and maintenance of electronic devices to reduce waste.

Procedure for Identification & Collection of E-Waste

1. Department-Level Identification

- Each department shall identify obsolete, non-repairable, or technologically outdated electronic equipment.
- A list of such items will be prepared and marked as potential e-waste.

2. Repairability Review

- The Maintenance / IT team will examine each listed item to assess repairability or alternative use.
- A report will be submitted to the Principal for recommending write-off.

3. Verification and Write-Off

- The Laboratory Manager or IT Officer verifies the list.
- The Principal approves the write-off and authorizes removal from the Stock Register.
- Approved equipment will be classified officially as e-waste.

Procedure for E-Waste Disposal

1. Sorting and Categorization

- E-waste will be sorted into components (batteries, cables, circuit boards) and full equipment for proper disposal.

2. Inviting Quotations

- Quotations will be invited from government-authorized e-waste recycling agencies.

3. Agency Selection

- The institution will review terms, environmental compliance records, and disposal procedures of each agency.
- A certified agency will be finalized for safe collection, recycling, and disposal of e-waste.

4. Handover to Authorized Agency

- E-waste will be handed over with documentation, ensuring proper tracking and compliance.

Key Policy Provisions

1. Designated E-Waste Collection Points

- Clearly marked bins or collection centers will be established at central locations for depositing batteries, cables, old gadgets, computers, printers, etc.

2. Certified Disposal Partnerships

- Only government-authorized and environmentally certified agencies will manage e-waste recycling and disposal.

3. Promotion of Reuse and Refurbishment

- Partially functional equipment will be refurbished, repaired, or repurposed before disposal.
- Departments are encouraged to use upgraded components to extend device life.

4. Inventory and Monitoring

- An e-waste inventory will be maintained by the IT Cell and Maintenance Department.
- Records will include quantity, type, disposal method, and recycling reports.

5. Awareness and Training

- Workshops, seminars, and awareness drives will be conducted on responsible e-waste segregation and disposal.
- Students and staff will be encouraged to adopt eco-friendly digital practices.

6. Compliance and Review

- All procedures will strictly follow national environmental regulations.
- The RIET Green Campus & Sustainability Committee will periodically review and improve e-waste practices.

Implementation and Monitoring

- The Maintenance Department will periodically review campus-wide energy usage, propose improvements, and facilitate implementation.
- Feedback from students, faculty, administrative staff, and other stakeholders will be actively incorporated into policy updates.

Conclusion

The E-Waste Management Policy of Rajadhani Institute of Engineering and Technology (RIET) ensures responsible handling, recycling, and safe disposal of electronic waste in compliance with national regulations. Through awareness, monitoring, and sustainable practices, RIET aims to minimize environmental impact and promote a clean, eco-friendly campus.

ENERGY CONSERVATION POLICY

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) is committed to promoting sustainable energy practices as part of its Green Campus Initiative. The institution aims to reduce overall energy consumption, enhance energy efficiency, and increase reliance on renewable energy sources. This policy reflects RIET's dedication to environmental responsibility and its contribution to national and global climate sustainability goals.

Objectives

- To minimize RIET's carbon footprint through efficient and sustainable energy practices.
- To reduce dependence on conventional energy sources by integrating renewable and green energy solutions.
- To promote an energy-conscious culture among students, faculty, and administrative staff.
- To ensure continuous monitoring, evaluation, and improvement of energy usage across the campus.

Key Policy Initiatives

1. Adoption of Energy-Efficient Lighting

- Gradual replacement of traditional lighting systems with LED bulbs and other energy-saving fixtures.
- Implementation in academic blocks, laboratories, offices, hostels, and outdoor lighting areas.

2. Integration of Renewable Energy

- Installation of solar photovoltaic (PV) systems on rooftops, hostels, and open spaces.
- Utilization of solar energy for lighting, water heating, and selected utilities.
- Periodic maintenance of solar installations to ensure optimum performance.

3. Energy Awareness and Behavioural Change

- Display of awareness signages encouraging responsible electricity use (e.g., switching off lights, fans, and equipment).
- Conduct of seminars, workshops, rallies, and campaigns led by student clubs and faculty teams.
- Promotion of energy-conscious habits through orientation programs and internal communications.

4. Periodic Energy Audits and Monitoring

- Regular energy audits to assess consumption patterns and identify potential energy savings.
- Installation and usage of department-level electricity meters for accurate monitoring.
- Implementation of corrective measures based on audit findings to enhance efficiency.

Implementation and Monitoring

- The Maintenance Department will periodically review campus-wide energy usage, propose improvements, and facilitate implementation.
- Feedback from students, faculty, administrative staff, and other stakeholders will be actively incorporated into policy updates.

Conclusion

Through this Energy Conservation Policy, RIET reinforces its commitment to environmental sustainability and responsible energy management. By integrating energy-efficient technologies, expanding renewable energy adoption, and fostering awareness-driven behavioural changes, the institute aims to emerge as a model for energy-conscious educational institutions. RIET envisions a future where sustainable energy practices become an integral part of campus culture and contribute to long-term ecological well-being.

WATER CONSERVATION POLICY

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) recognizes water as a vital natural resource essential for sustaining life, academic activities, and campus operations. In alignment with the institute's commitment to environmental sustainability and Green Campus initiatives, RIET ensures the efficient use, conservation, recycling, and protection of water resources. This policy aims to minimize water wastage, promote responsible usage, and ensure long-term water security for the campus community.

Objectives

- To ensure the availability of adequate and safe water for all academic, residential, and utility needs.
- To provide clean, safe, and reliable drinking water at all times.
- To increase water availability through recycling and reuse.
- To maintain balance between surface and groundwater use through sustainable storage and recharge measures.
- To protect groundwater resources from over-extraction and contamination.
- To minimize point-source and non-point-source water pollution.
- To manage soil erosion and sedimentation effectively.
- To promote water-efficient practices among students, faculty, and staff.
- To encourage water-related sustainability research and institutional best practices.

Key Policy Initiatives

1. Rainwater Harvesting and Groundwater Recharge

- Installation and regular maintenance of rainwater harvesting structures across

campus buildings.

- Facilitation of groundwater recharge through percolation pits and recharge trenches.
- Protection of groundwater from over-extraction by monitoring borewell usage.

2. Water-Efficient Infrastructure

- Installation of low-flow taps, dual-flush systems, sensor-based fixtures, and aerators in restrooms and laboratories.
- Adoption of automated water control systems where feasible.

3. Monitoring of Water Usage

- Mandatory installation of water meters at all major consumption points, including:
 - a) Academic blocks
 - b) Hostels
 - c) Canteen
 - d) Vehicle washing areas
- Regular monitoring and recording of water usage to ensure trending and control.
- Prevention of unauthorized water extraction from new or unapproved outlets.

4. Leak Detection and Preventive Maintenance

- Regular inspection of plumbing systems, tanks, pumps, valves, taps, and pipelines.
- Immediate reporting of leaks through a campus reporting mechanism.
- Quick rectification by the Maintenance Department to prevent wastage.

5. Wastewater Management and Reuse

- All wastewater shall be routed to the Sewage Treatment Plant (STP).

- Regular monitoring of STP performance.
- Reuse of treated water for gardening, landscaping, and selected cleaning activities.
- Periodic quality testing of treated water to maintain safety standards.
- Segregation and safe disposal of chemical pollutants as per ISO 14001 guidelines.

6. Sustainable Landscaping and Irrigation

- Use of native and drought-resistant plant species to reduce irrigation requirements.
- Implementation of drip and sprinkler irrigation systems.
- Scheduled watering of plants to optimize water consumption.

7. Responsible Water Usage Practices

- Ensuring proper closure of taps in all sanitary and utility areas.
- Promoting responsible water usage in housekeeping, canteen, laboratories, and vehicle washing units.
- Ensuring hoses are free from punctures and closed immediately after use.

8. Awareness and Capacity Building

- Conducting seminars, workshops, and

awareness campaigns on water conservation.

- Display of posters, signage, and digital notices encouraging responsible water usage.
- Involving student clubs and NSS in campus-wide conservation activities.

Implementation and Monitoring

- The Maintenance Department will oversee policy implementation and compliance.
- A reporting mechanism will allow students and staff to report leakage, misuse, or wastage.
- An Annual Water Usage and Conservation Report will be submitted to IQAC and the Administrative Council for review.

Conclusion

RIET is committed to becoming a model institution for sustainable water management. Through efficient infrastructure, active monitoring, community participation, and continuous improvement, the institute aims to ensure water security, promote conservation, and safeguard this precious resource for future generations.

ANTI-RAGGING POLICY

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) is committed to maintaining a safe, respectful, and ragging-free campus. The institution adopts a zero-tolerance approach towards ragging and ensures the physical and psychological well-being of all students. This policy is implemented in accordance with AICTE, UGC, APJ Abdul Kalam Technological University (KTU) guidelines, and the Kerala Prohibition of Ragging Act, 1998.

Objectives

- To maintain a safe, inclusive, and ragging-free campus environment.
- To prevent ragging through awareness programs, sensitization, and strict enforcement of rules.
- To ensure prompt reporting, monitoring, and disciplinary action against incidents of ragging.
- To promote dignity, ethical conduct, and inclusiveness among students.
- To provide counselling, mentoring, and grievance redressal support for affected students.

Definition of Ragging

Ragging includes any act that causes physical or psychological harm, fear, embarrassment, or distress to a student. Examples:

- Teasing, mocking, or humiliating behaviour
- Verbal abuse, intimidation, or threats
- Physical harassment or assault
- Forcing students to perform unwanted acts
- Disruption of academic activities or cyber harassment

Anti-Ragging Committee

Composition: Chairperson, senior faculty,

administrative staff, student representatives.

Responsibilities:

- Prevent all forms of ragging and maintain discipline.
- Monitor hostels, classrooms, canteens, buses, and common areas.
- Conduct awareness programs, mentoring, and inductions for freshers.
- Receive complaints through multiple channels and ensure confidential investigation.
- Recommend disciplinary actions to the Principal.

Anti-Ragging Mechanism

1. Complaint Submission: Direct reporting, email, QR-based grievance system, or complaint boxes.
2. Acknowledgement & Verification: Committee reviews complaints to determine validity.
3. Investigation: Collect statements, review evidence, and interview witnesses.
4. Committee Review & Action: Recommend disciplinary measures based on findings.
5. Resolution: Implement institutional or legal action; document and close the case.

Punishments for Ragging

Institutional: Written warning, suspension, hostel restriction, withholding scholarships, debarment from exams, cancellation of admission, or expulsion.

Legal: As per Kerala Prohibition of Ragging Act, 1998 – imprisonment up to two years, criminal prosecution, or police action.

Collective: Action may be taken if

offenders cannot be individually identified.

Preventive Measures

- Induction, awareness, and orientation programs for first-year students.
- Mentor–mentee and buddy systems.
- CCTV surveillance and monitoring in hostels, transport, and campus.
- Regular interaction with parents.

Meeting Frequency

- The Anti-Ragging Committee meets as and when required to address complaints or review preventive measures.

Policy Review

- The policy is reviewed periodically to ensure regulatory compliance and strengthen RIET's commitment to a ragging-free campus.

Conclusion

RIET is committed to maintaining a ragging-free campus through strict enforcement, awareness programs, and support systems. The Anti-Ragging Policy ensures prevention, timely reporting, fair investigation, and appropriate disciplinary action, fostering a safe, inclusive, and respectful environment that promotes the well-being and holistic development of all students.

ALUMNI POLICY

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) recognizes the pivotal role of alumni in fostering academic excellence, professional growth, and institutional development. The RIET Alumni Association (RIETAA) is established to maintain strong connections with graduates, promote networking, and support students, faculty, and the broader institutional community.

Objectives

- To facilitate professional, social, and academic engagement between alumni and the institute.
- To support students with placements, internships, projects, and higher education opportunities.
- To promote knowledge sharing, research collaboration, and career development.
- To organize seminars, workshops, training programs, and alumni gatherings.
- To preserve the bond with alumni and encourage lifelong association.

Membership

- **Chief Patron:** Chairman of RIET (Ex-officio)
- **Patrons:** Principal & Vice Principal (Ex-officio)
- **Life Members:** Alumni with one-time fee (₹2000), voting rights.
- **Associate Members:** Faculty with ≥ 1 year service.
- **Honorary Members:** Former faculty or eminent personalities approved by Executive Committee.

Governance

- Managed by an Executive Committee including President, Vice Presidents, Sec-

retary, Joint Secretaries, Treasurer, and branch representatives.

- Elections held annually; office bearers may hold a post for a maximum of two consecutive terms.
- Duties of office bearers include oversight of activities, finances, compliance, and communication.

Meetings

- General Body: Annual, quorum 30 members, reports and accounts presented.
- Executive Committee: Periodic, quorum 4 members, special meetings as required.

Finance Management

- Financial year: April 1 – March 31, annual audit mandatory.
- Expenditure limits defined; all funds used strictly for RIETAA objectives.
- Records maintained: Membership, contributions, accounts, vouchers, minutes, and fixed deposits.

Chapters

- Alumni chapters may be established outside the state or abroad with ≥ 15 members.
- Chapters follow RIETAA bylaws and report annually to the Secretary.

General Norms

- Alumni Day celebrated annually along with GB meeting.
- Amendments proposed by Executive Committee; approval by GB.
- Legal correspondence issued by Secretary.

Discipline & Dispute Resolution

- Members acting against RIET or RIETAA may be suspended or removed.

- Disputes resolved by the President; decisions are final and binding.

Dissolution

- On dissolution (3/4th majority), assets transfer to another registered association with similar objectives; no asset distribution among members.

Conclusion

RIETAA ensures sustained engagement with alumni, fostering professional growth, student support, and institutional development while promoting a culture of collaboration, integrity, and lifelong association.

MAINTENANCE POLICY

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) is committed to maintaining a safe, functional, and sustainable campus environment that supports teaching, learning, research, and administrative operations. The Maintenance Policy ensures systematic up-keep, repair, and enhancement of all physical, digital, and support infrastructure to provide uninterrupted and high-quality services to the campus community.

Objectives

1. To implement a structured and preventive maintenance system for all institutional facilities.
2. To ensure optimal functioning, safety, and durability of buildings, equipment, and utilities.
3. To minimize accidents, hazards, and breakdowns through proactive maintenance.
4. To preserve institutional assets through proper planning, scheduling, and monitoring.
5. To promote energy efficiency and sustainability using modern technologies.
6. To maintain continuous service delivery without disruption to academic activities.
7. To ensure compliance with statutory and safety regulations.

General infrastructure management

- RIET's maintenance activities are coordinated by the Maintenance wing, supported by technical staff and maintenance assistants.
- Departments identify maintenance requirements and submit requests to the Principal for approval.
- All maintenance complaints are recorded

in a Maintenance Register or digital portal, monitored for timely completion.

- Periodic activities such as painting, road works, structural repairs, roofing, and plumbing maintenance may be outsourced to certified contractors.
- Water sources are periodically tested, and water tanks are cleaned as per schedule to ensure safe drinking water across campus and hostels.
- Each department maintains a Stock Register for inventory, equipment, computers, tools, and furniture.
- Regular stock verification is conducted to assess the status of ICT tools, lab equipment, library materials, sports items, and other institutional assets.

Laboratories maintenance

- Laboratory equipment is maintained by the respective departments with the help of qualified technical staff.
- Periodic calibration of scientific and measuring instruments is carried out to ensure accuracy and compliance with academic standards.
- Major repairs, replacements, or servicing are processed through authorised vendors following the institutional purchase procedure.
- Safety measures such as availability of fire extinguishers, ventilation systems, and emergency equipment are regularly audited.

Computer & ICT facilities

- The IT Department manages the maintenance of servers, firewall systems, LAN, WiFi, and campus-wide internet connectivity.
- Department-level technical staff handle day-to-day issues with computers and ICT equipment.

- If problems persist, the Central Computer Centre takes over and may engage external vendors if required.
- Periodic software updates, antivirus protection, and hardware servicing ensure the efficient functioning of digital systems.
- Modifications or expansions of the ICT network are carried out only through approved vendors following procurement norms.

Electrical systems maintenance

- All electrical systems including generators, solar PV installations, UPS units, and wiring networks undergo periodic inspections.
- Major electrical installations are maintained under annual maintenance
- UPS systems are provided across departments to ensure uninterrupted power supply to computers and laboratory systems.
- Emergency electrical issues are handled promptly by trained technicians.

Classroom maintenance

- Faculty advisors and department staff periodically inspect classroom amenities such as furniture, lighting, fans, electrical points, and ICT setups.
- Any issues identified are reported to the HOD and forwarded to the Maintenance wing for corrective action.
- Smart classroom tools such as projectors and interactive boards are serviced regularly to ensure uninterrupted teaching.

Library maintenance

- The Librarian and support staff ensure the welfare and orderliness of books, digital resources, furnishings, and reading spaces.
- Periodic audits are carried out for stock verification and to identify damaged or outdated materials.

- The Library Committee coordinates and monitors the maintenance activities, ensuring an optimal academic environment.

Sports & games facilities

- Indoor and outdoor stadiums, gymnasium equipment, sports courts, and playgrounds are supervised by the Physical Director.
- Regular inspection and servicing ensure safety and readiness for student use.
- Damaged sports equipment is repaired or replaced as required.

Other facility maintenance

- Water filters are periodically serviced, with water quality tested through relevant laboratories.
- A Transport In-charge monitors the upkeep of college buses, ensuring regular servicing and safety compliance.
- Adequate housekeeping staff maintain cleanliness in classrooms, hostels, corridors, washrooms, seminar halls, and laboratories.
- The campus green cover is maintained by gardeners and contracted horticulture workers, ensuring a clean and eco-friendly environment.
- CCTV surveillance systems are maintained under AMCs to ensure campus safety.
- The canteen is supervised by a Staff In-charge, with day-to-day maintenance managed by the Canteen Manager.

Policy guidelines

- 1. Preventive Maintenance Schedule**
 - Routine inspections and timely servicing of buildings, laboratories, IT systems, electrical networks, and utilities.
- 2. Annual Budget Allocation**
 - Each department receives a dedicated maintenance budget for facilities, equipment, and software renewal.

3. Maintenance Logbook & Record Keeping

- All service requests, repairs, and closure reports are documented for monitoring and review.

4. IT Infrastructure Upkeep

- Regular updates, antivirus protection, performance audits, and servicing of computers and digital tools.

5. Third-Party AMC & Technical Support

- Authorized vendors handle specialized equipment such as ACs, lifts, generators, and laboratory instruments.

6. Campus Cleanliness & Hygiene Monitoring

- Daily cleaning routines and scheduled deep-cleaning drives ensure hygiene and safety.

7. Emergency Repairs & Safety Compliance

- Rapid-response teams address urgent

issues; periodic audits ensure fire, electrical, and structural safety.

Review & monitoring

- A Maintenance wing oversees policy implementation, annual reviews, and continuous improvement.
- Regular performance evaluations of vendors, technicians, and housekeeping teams are conducted.
- Feedback from departments guides future upgrades and policy enhancements.

Conclusion

The Maintenance Policy of RIET reflects the institute's dedication to creating a safe, efficient, and sustainable learning environment. By following systematic procedures, preventive care, and professional maintenance practices, the institute ensures the long-term preservation and optimal functioning of all campus facilities.

LIBRARY POLICY

Policy statement

The Central Library at Rajadhani Institute of Engineering and Technology (RIET) is committed to providing equitable access to high-quality information resources, learning materials, and digital services to support the academic, research, and professional development of students, faculty, and staff. The library aims to foster a culture of knowledge, innovation, and lifelong learning by maintaining an up-to-date collection, integrating modern information technologies, and ensuring a user-friendly, inclusive, and resource-rich environment.

Objectives

- To provide access to a comprehensive range of academic and reference resources in print and digital formats.
- To support the curriculum, research, and professional development needs of the RIET community.
- To offer a conducive atmosphere for individual learning, collaborative study, and scholarly pursuits.

Membership

Eligibility

All students, faculty members, and staff of RIET are eligible for library membership.

Registration

Membership is granted upon submitting a duly filled registration form along with a valid College ID card.

Library Card

Each registered member will receive a library card, which must be presented for borrowing materials and accessing library services.

4. Library Resources

Books

Includes textbooks, reference books, competitive exam books, and subject-specific resources across engineering and allied fields.

Journals and Magazines

Print and digital issues covering technical, scientific, and general-interest topics.

E-Resources

Access to e-books, e-journals, research databases, and online academic platforms through institutional subscriptions.

OPAC (Online Public Access Catalogue)

A digital catalogue allowing users to search and locate library holdings efficiently.

Borrowing Guidelines

- Loan Period: Books may be borrowed for a period ranging from 14 to 30 days, depending on the user category.
- Renewals: Books may be renewed twice, provided they have not been reserved by another user.
- Book Limits:
 - Students: Up to 5 books
 - Faculty/Staff: Up to 10 books
- Overdue Fines: ₹5 per day per book will be charged for late returns.

Library Timings

- Working Hours: 8:00 AM to 4:00 PM (Monday to Saturday)
- Holidays: Closed on public holidays and as per the institutional academic calendar.

Library Services

Reference Services

Assistance in locating materials, accessing databases, and using library tools effectively.

Online Services

Remote access to subscribed e-resources through institutional login credentials.

Study Rooms

Provision for individual study, group discussions, and project-related collaboration.

Rules and Regulations

- Discipline: Silence and decorum must be strictly maintained.
- Food and Beverages: Not permitted inside the library premises.
- Personal Belongings: Large bags and personal electronic devices must be kept in designated areas.
- Book Care: Users should handle books responsibly; any loss or damage must be reported and compensated as per policy.
- Internet Use: Library computers are to be used strictly for academic and research purposes.

Library Fees and Fines

- Membership: Free for all eligible users.
- Late Return Fines: Applicable as per borrowing guidelines.

- Lost or Damaged Books: Users must replace the item or pay the current replacement cost.

10. Special Collections and Support Services

- Project Reports and Theses: Maintained as a reference archive for academic and research purposes.
- Research Support: Workshops, user orientation programs, and training on databases and digital tools.
- Support for Differently-Abled Users:
 - Audio books
 - Accessible seating
 - Personal assistance on request

Evaluation and Feedback

Regular feedback is collected through surveys, interaction sessions, and suggestion boxes. The library continuously reviews and updates services based on user needs and technological advancements.

Conclusion

The RIET Central Library stands as an essential academic hub, committed to supporting knowledge creation, learning, and innovation. All users are encouraged to utilize library resources responsibly and uphold the rules to maintain an enriching academic environment.

INFORMATION TECHNOLOGY (IT) POLICY

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) is committed to providing secure, efficient, and lawful use of its Information Technology resources. The institution ensures that all IT infrastructure—including hardware, software, networks, databases, and digital services—is used responsibly by students, faculty, and staff. This policy safeguards institutional data, maintains cybersecurity, promotes ethical digital practices, and supports academic, research, and administrative excellence.

Objectives

The objectives of this IT Policy are to:

1. Ensure the secure, ethical, and responsible use of institutional IT resources.
2. Protect institutional data, digital assets, and user privacy.
3. Maintain reliable and uninterrupted IT services for academic, research, and administrative functions.
4. Promote compliance with licensing, cybersecurity, and legal standards.
5. Encourage awareness of digital hygiene and safe practices among all users.
6. Support a safe campus environment through CCTV surveillance and monitoring systems.
7. Enable efficient e-governance and proper management of institutional databases.

This policy applies to all users of RIET IT infrastructure—including students, faculty, and staff—and governs the use of computers, networks, servers, software, email, and all forms of digital information. The Systems & IT Wing is responsible for maintaining IT infrastructure, administering network security, monitoring cyber threats, and ensuring smooth operation of digital services.

Hardware Installation Policy

- Primary User: Responsible for compliance on assigned computers; HoD oversees shared systems.
- End-User Systems: All computers must comply with campus IT standards.
- Power & Network: UPS with proper earthing; network cables routed to avoid interference.
- Maintenance: All issues reported to Systems & IT Wing for resolution.

Software Installation and Licensing Policy

- Only licensed software and OS allowed; pirated software strictly prohibited.
- Regular OS and antivirus updates mandatory.
- Critical data must be regularly backed up using institutional drives or cloud storage.

Network (Intranet & Internet) Use Policy

- Network usage must comply with IT security and bandwidth rules.
- Unauthorized devices or servers are prohibited.
- Firewalls and security protocols must not be bypassed.

Email Account Use Policy

- Use emails primarily for academic and official purposes.
- Commercial, illegal, or threatening emails are prohibited.
- Email accounts must not be shared; personal backups recommended.

College Database (E-Governance) Use Policy

- All institutional data belongs to RIET;

departments act as custodians.

- Cybersecurity requirements: updated antivirus, strong passwords, regular backups, restricted admin access.

Video Surveillance (CCTV) Policy

- Cameras installed at strategic locations for safety and monitoring.
- No surveillance of private residences; signboards displayed.
- Footage retained for 15 days; access limited to authorized personnel and legal authorities.

Subject Access Requests

- Individuals may request copies of footage featuring themselves in writing.
- Responses provided within 40 days per data protection guidelines.

Conclusion

RIET ensures secure, responsible, and ethical use of all IT resources. Compliance with this policy maintains academic integrity, protects institutional data, and supports a safe digital environment. Violations may result in disciplinary action as per institutional regulations.

POLICY ON PLASTIC-FREE CAMPUS

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) is committed to creating a sustainable, plastic-free campus in alignment with the national mission to eliminate single-use plastics. The institution adopts a proactive approach to reduce plastic consumption, promote eco-friendly alternatives, and foster environmental responsibility among students, faculty, staff, and visitors. Through awareness programs, community engagement, and sustainable practices, RIET aims to minimize plastic waste, protect the environment, and set an example for other educational institutions.

Vision

To build an environmentally responsible, plastic-free campus by eliminating single-use plastics, promoting sustainable alternatives, and cultivating eco-conscious practices among all stakeholders.

Objectives

- To eliminate the use of single-use plastics across the campus.
- To promote sustainable alternatives such as cloth bags, steel bottles, and biodegradable materials.
- To foster active student and community engagement in plastic-free initiatives.
- To raise awareness regarding the environmental hazards of plastic waste and encourage responsible consumption.
- To inspire innovation aimed at designing ecological alternatives to plastic products.

Scope

This policy applies to all students, faculty, staff, visitors, vendors, and contractors within the RIET campus and extends to all academic, administrative, residential, and commercial areas of the institution.

Key Policy Directives

A. Ban on Single-Use Plastics

- A complete ban is enforced on plastic carry bags, cutlery, water bottles, straws, cups, plates, and other single-use plastic materials.
- Canteens, cafeterias, and food counters must use stainless steel, paper, or biodegradable alternatives.

B. Promotion of Reusable Alternatives

- Students and staff are encouraged to use reusable water bottles (steel/glass/BPA-free).
- Cloth or jute bags must be used for all transactions and campus events; plastic bags are prohibited.

C. Awareness and Community Outreach

- Awareness programmes, campaigns, and workshops will be organized regularly.
- Student clubs such as NSS, IEEE, and Innovation Cell will coordinate outreach activities promoting plastic-free lifestyles.
- Display boards and posters highlighting the harmful effects of plastic use will be placed across the campus.

D. Innovation and Design Initiatives

- Competitions, exhibitions, and hackathons on plastic alternatives will be encouraged.
- Platforms will be provided for students to develop and showcase sustainable product prototypes.

E. Institutional Practices

- Procurement processes shall prioritize plastic-free materials and eco-friendly products.
- All official events, academic programmes, and celebrations must follow plastic-free

guidelines.

- Regular monitoring will be conducted to ensure compliance across departments and facilities.

Implementation Mechanism

A Plastic-Free Campus Monitoring Committee, functioning under the Environment & Sustainability Cell, shall:

- Oversee the implementation of the policy.
- Coordinate with student organizations for active participation.
- Review activities and recommend corrective actions.
- Track compliance and suggest improvements to sustain the plastic-free initiative.

Review and Compliance

- The policy will be reviewed annually to

evaluate achievements, challenges, and areas for improvement.

- Individuals violating the policy will be counseled and guided to adopt the correct practices; repeated violations may invite disciplinary measures.
- Feedback from stakeholders will be collected periodically to strengthen policy implementation.

Conclusion

RIET reaffirms its commitment to environmental sustainability through this Plastic-Free Campus Policy. By fostering collaborative action, continuous awareness, and responsible consumption practices, the institution aspires to serve as a model for eco-friendly campus initiatives and contribute significantly to the national movement against plastic pollution.

PLACEMENT POLICY

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) is committed to providing structured, transparent, and student-centric career guidance and placement opportunities. Through the Career Guidance and Placement Unit (CGPU), the institution ensures that students are equipped with the knowledge, skills, and professional competencies necessary to secure meaningful employment. RIET fosters industry-academia collaboration, ethical practices, and equitable access to placements, internships, and skill development programs to empower students to excel in a dynamic global workforce.

Objectives

The Placement Policy aims to:

1. Prepare students for successful careers by providing career guidance, skill development, and industry-relevant training.
2. Facilitate campus placements, internships, and industry interactions across all departments.
3. Ensure a structured and transparent placement process in line with student aspirations and company requirements.
4. Promote ethical behavior, discipline, and professionalism among students during placement activities.
5. Build strong partnerships with reputed organizations, enhancing employment opportunities and career growth.
6. Continuously update placement strategies based on industry trends, feedback, and global employment standards.
7. Provide mentorship and support through faculty coordinators and pre-placement training programs.
8. Encourage equitable participation while maintaining compliance with institutional

and regulatory guidelines.

Scope

This policy applies to all pre-final and final year students of RIET who wish to participate in campus placement activities. Eligibility criteria prescribed by recruiting organizations will be individually evaluated and strictly adhered to.

Roles and Responsibilities

Career Guidance and Placement Unit (CGPU)

- Facilitates industry collaborations, internships, and placement opportunities.
- Organizes pre-placement training, workshops, and industry interaction programs.
- Ensures fair and equitable participation for all eligible students.

Faculty Placement Coordinator

- Mentors students on career planning and placement preparation.
- Maintains records of student participation, training, and performance.
- Acts as liaison between students, CGPU, and recruiting companies.

Students

- Must register with CGPU and adhere to placement rules and attendance requirements.
- Must participate ethically and responsibly in training sessions, mock interviews, and placement drives.
- Must maintain confidentiality regarding company processes and CGPU activities.

Placement Rules and Regulations

1. **Registration:** Mandatory during 6th semester; minimum CGPA of 6.5 with no active backlogs preferred.
2. **Eligibility:** Students must meet atten-

dance and academic criteria; companies may set specific eligibility norms.

- 3. Participation:** Mandatory attendance for training, workshops, and placement events; apply individually for each company.
- 4. Withdrawal/Disqualification:** Withdrawal after applying or leaving mid-drive without valid reason may result in debarment.
- 5. Confidentiality:** All communications with recruiters must go through CGPU; violation may result in deregistration.
- 6. Disciplinary Action:** Non-compliance with policy will result in deregistration and possible institutional disciplinary measures.
- 7. Policy Rights:** CGPU reserves the right to update, modify, or revoke policy provisions for institutional and student welfare.

Pre-Placement Training

- **Aptitude:** Quantitative, logical reasoning, and analytical skills.
- **Communication & Soft Skills:** English proficiency, presentations, and workplace etiquette.
- **Mock Interviews:** HR and technical rounds simulation.
- **Technical Skills:** Domain-specific training aligned with Program Outcomes (POs) and industry trends.

Conclusion

The Placement Policy of RIET demonstrates the institution's commitment to producing employable, industry-ready graduates. Through structured guidance, rigorous training, strong industry partnerships, and ethical practices, RIET empowers students to achieve professional success and contribute effectively to the global workforce.

MENTOR-MENTEE AND COUNSELLING POLICY

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) is committed to fostering the holistic development of students through a structured Mentor–Mentee and Counselling System. The policy ensures that every student receives personalized academic guidance, emotional support, and career counselling throughout their academic journey. By facilitating continuous interaction with faculty and peer mentors, RIET aims to help students adapt to the college environment, monitor their academic progress, address personal and professional challenges, and cultivate skills essential for overall personality development.

Objectives

1. To support students in achieving their academic, personal, and career goals.
2. To provide timely academic guidance and counselling support.
3. To monitor student progress in attendance, academic performance, and discipline.
4. To create a supportive and inclusive learning environment.
5. To help students develop confidence, responsibility, and career clarity.
6. To identify students requiring additional academic or psychological support.

Mentoring Structure

RIET follows a dual mentoring system to ensure effective student support.

Faculty Mentors

Each faculty mentor is assigned a group of students with a maximum ratio of 1:20.

Student Mentors

Selected from academically strong and responsible senior students.

Mentoring begins from the first year

and continues throughout the student's academic program. Faculty mentors may also guide students after graduation in career or professional matters.

Roles and Responsibilities

Role of Faculty Mentors

Faculty mentors function as teacher-guides responsible for supporting students' academic and personal development.

Key responsibilities include:

Helping students adjust to the college environment.

Acting as the first point of contact for academic and personal issues.

Monitoring attendance, academic performance, and discipline.

Ensuring timely completion of assignments, tests, and exam registrations.

Selecting and guiding student mentors.

Protecting students from ragging, bullying, or intimidation.

Communicating with parents regarding student progress when necessary.

Providing counselling related to academics, career planning, and personal development.

Guiding students in setting clear career goals.

Maintaining records of mentoring interactions and student progress.

Offering guidance and maintaining contact with students even after graduation.

Role of Student Mentors

Student mentors act as peer supporters who assist junior students in adapting to campus life.

Responsibilities include:

Building a supportive and positive relationship with mentees.

Helping students with academic concerns and study strategies.

Assisting mentees in adjusting to the campus environment.

Providing information about college resources and facilities.

Encouraging participation in academic, co-curricular, and extracurricular activities.

Acting as role models in behaviour and discipline.

Providing peer-level emotional support and guidance.

Mentoring Activities

The mentoring system includes the following activities:

Periodic mentor–mentee meetings and interaction sessions.

Monitoring student attendance and academic performance.

Communicating with parents in case of irregular attendance or academic concerns.

Ensuring submission of assignments and completion of academic requirements.

Providing academic guidance and motivational support.

Helping students access institutional support services.

Maintaining a mentor handbook or mentoring record for each student.

Responsibilities of the Mentee

Students participating in the mentoring system are expected to:

Meet their faculty or student mentor at least once every week.

Discuss academic or personal concerns openly with the mentor.

Inform mentors about leave, absence, or participation in activities.

Submit leave applications after obtaining mentor approval.

Follow mentor advice and institutional guidelines responsibly.

Report incidents of ragging, harassment, or intimidation immediately.

Seek guidance proactively when facing academic or personal challenges.

Keep mentors informed about achievements and extracurricular participation.

Counselling Services

The mentoring system is supported by professional counselling services.

The counselling centre provides guidance for:

Emotional and psychological concerns

Academic stress and time management

Career planning and personal development

Counselling services operate under the supervision of the Dean of Students' Affairs.

The counselling office functions from 8:30 AM to 3:30 PM on all working days.

Roles and Responsibilities of the Counsellor

The counsellor shall:

Conduct group counselling sessions for students.

Provide individual counselling through scheduled appointments.

Organize programmes to improve confidence, emotional balance, and self-development.

Maintain counselling records with strict confidentiality.

Follow professional ethical standards and respect student privacy.

Provide relevant information to the

Internal Quality Assurance Cell (IQAC) for institutional review and quality improvement.

Meeting Frequency

Mentor–mentee meetings: Regular interaction throughout the semester

Counselling review meetings: Quarterly

Documentation and Monitoring

Faculty mentors maintain mentoring records including:

Student academic progress

Attendance monitoring

Mentoring meeting reports

Counselling referrals if required

These records support institutional monitoring, student development, and quality assurance processes.

Conclusion

The Mentor–Mentee and Counselling Policy at RIET reinforces the institution's commitment to the holistic development of students. Through structured mentoring, peer support, and professional counselling, the policy ensures that students receive consistent academic guidance, emotional support, and career mentoring. By fostering a supportive, inclusive, and proactive learning environment, RIET empowers students to achieve their academic goals, develop life skills, and grow into responsible, confident, and career-ready professionals.

HOSTEL POLICY

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) is committed to providing a safe, secure, hygienic, and academically conducive residential environment for all students. The hostel facilities are managed to ensure discipline, well-being, and holistic development of residents. The Hostel Advisory Committee, wardens, caretakers, and administrative units collectively implement this policy, ensuring compliance with institutional regulations and accreditation standards.

Objectives

The Hostel Policy aims to:

- Ensure safe, clean, and well-maintained hostel facilities.
- Promote a peaceful, disciplined, and respectful residential atmosphere.
- Encourage personal responsibility, good conduct, and mutual respect among students.
- Monitor and maintain attendance, discipline, and compliance with hostel rules.
- Facilitate timely grievance redressal and resolution of conflicts.
- Support academic progress and holistic development of hostel residents.
- Maintain systematic documentation for audits, IQAC reporting, and accreditation requirements.

Hostel Advisory Committee

Purpose:

To oversee hostel management, student welfare, discipline, safety, and infrastructure.

Roles and Responsibilities:

- Monitor daily hostel operations and student conduct.

- Conduct inspections of rooms, mess, restrooms, and common areas.
- Address and resolve student grievances in coordination with wardens.
- Recommend improvements in infrastructure, safety, and amenities.
- Implement and review hostel rules and emergency procedures.
- Coordinate orientation and awareness programs for residents.
- Maintain records and documentation for institutional reporting.

Admission Policy

- Parents/guardians must accompany applicants during admission.
- Admission is granted for one academic year and must be renewed annually.
- Wardens reserve the right to approve or reject applications.
- Students must vacate the hostel after examinations unless special permission is granted.
- Anti-Ragging Affidavit signed by student and guardian is mandatory.

General Conduct and Daily Routine

- Students are responsible for personal belongings; the hostel is not liable for loss.
- Modest, decent attire and good conduct are mandatory.
- Leaving the hostel requires prior permission; return times must be adhered to.
- Lights-off by 11:00 PM; study hours to be strictly followed.
- Mobile phones, computers, and electronics are regulated to ensure safety and academic focus.

Mess, Rooms, and Facilities

- Timely reporting for meals is required.
- Residents must maintain cleanliness and care of furniture.
- Damage to property will be recovered from concerned students.
- Laptops/computers require prior approval and are for academic use only.

Visitors and Safety

- Visitors allowed only in designated areas with warden permission.
- Parents/guardians should visit at least twice a year.
- **Prohibited items:** alcohol, drugs, weapons, cooking equipment, and electrical hazards.

Discipline & Attendance

- Daily roll call and monitoring of attendance.
- Unauthorized absence is treated as serious misconduct.
- Vehicles must be registered and parked in designated areas.

Conclusion

RIET hostels are dedicated to providing a secure, supportive, and academically enriching residential environment. Students are expected to uphold discipline, respect hostel regulations, and contribute to a positive community living experience. The Hostel Advisory Committee will periodically review and update the policy to ensure continuous improvement, safety, and compliance with institutional and accreditation standards.

FEEDBACK POLICY

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) upholds continuous quality enhancement as a core institutional value. The Feedback Policy establishes a systematic process for the collection, analysis, and implementation of feedback from all key stakeholders. This ensures academic excellence, accountability, and the development of a learner-centric environment across the institution.

Objectives

- To gather constructive and timely input from stakeholders on academic, administrative, and infrastructural aspects of the institution.
- To utilize feedback as a mechanism for continuous improvement in curriculum design, teaching–learning processes, and institutional governance.
- To promote participatory decision-making by involving stakeholders in institutional development.

Stakeholders and Scope

Feedback is collected from the following groups:

- Students
- Faculty Members
- Alumni
- Employers / Industry Experts
- Parents

The scope of feedback includes:

- Curriculum relevance, structure, and delivery
- Teaching-learning methodologies and pedagogy
- Assessment and evaluation practices
- Infrastructure, laboratories, library, and academic facilities

- Skill development, training, and career guidance
- Institutional governance and administrative services
- Placement activities and industry collaboration
- Co-curricular and extracurricular support systems

Frequency of Feedback Collection

Stakeholder	Frequency
Students	Every Semester
Alumni	Annually or during Alumni Meets
Employers	Annually or after Placement Recruitment Drives
Faculty	Semester-wise and during Academic Audits
Parents	Once a Year or during Parent Teacher Meetings

Modes of Feedback Collection

RIET adopts multiple channels to ensure easy access and wider participation:

- Online Platforms: Google Forms, LMS portal
- Offline Formats: Printed feedback forms distributed during meetings, workshops, or department reviews

Assessment and Implementation Process

The Internal Quality Assurance Cell (IQAC) is responsible for:

- Collecting and reviewing feedback data
- Analyzing trends and identifying areas for improvement
- Preparing action plans based on stakeholder input
- Recommending improvements to the

Principal and Management

- Documenting and reviewing “Actions Taken Reports (ATR)”
- Reporting feedback outcomes and improvements to stakeholders

Outcome Utilization

Feedback outcomes are used to:

- Enhance teaching methodologies and promote faculty development
- Upgrade infrastructure, laboratory facilities, and learning resources
- Strengthen student support services like mentoring, career guidance, and counselling
- Improve administrative efficiency and transparency
- Build stronger industry–institute partnerships

Confidentiality and Transparency

- All feedback is collected confidentially to ensure honest, unbiased responses.
- Stakeholder identity is protected during analysis and reporting.
- Key outcomes and actions taken are communicated through official channels such as notice boards, circulars, newsletters, the website, or email updates.

Conclusion

RIET’s Feedback Policy demonstrates the institution’s commitment to fostering an inclusive, transparent, and quality-driven academic culture. By valuing the voice of every stakeholder, RIET ensures continuous institutional improvement and the holistic development of its students and community.

INSTITUTIONAL VALUES AND QUALITY POLICY

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) is committed to achieving excellence in Engineering & Technology, Hospitality, and Management education. The institution ensures high-quality academic and administrative standards through a learner-centric environment, continuous process improvement, strong industry collaborations, ethical governance, and promotion of research, innovation, and consultancy. RIET strives to develop competent professionals equipped with technical expertise, leadership skills, ethical values, and social responsibility.

Objectives

The Institutional Values and Quality Policy of RIET aims to:

- Promote a learner-centric teaching–learning environment that fosters academic excellence.
- Ensure continuous improvement in academic, administrative, and governance processes.
- Encourage research, innovation, and consultancy among students and faculty.
- Strengthen industry-institute collaboration to enhance employability and professional skills.
- Uphold ethical, transparent, and accountable governance across all institutional operations.
- Foster values of respect, tolerance, inclusiveness, and diversity among all stakeholders.
- Maintain integrity, honesty, and ethical conduct in teaching, learning, evaluation, and administration.
- Promote innovation, creativity, multidisciplinary learning, and intellectual growth.
- Ensure transparency in decision-making,

admissions, assessments, and academic procedures.

- Encourage social responsibility, community engagement, and civic participation.
- Support environmental consciousness, sustainable practices, and green initiatives.
- Ensure gender equity, safety, and equal opportunities in all campus activities.
- Promote professional ethics, discipline, punctuality, and responsible behaviour.
- Provide mentorship, counselling, and support systems for holistic student welfare.

Institutional Values

- **Respect, Tolerance, and Inclusiveness:** Dignity, empathy, mutual respect, and diversity in all forms.
- **Integrity and Ethical Academic Practices:** Honesty, fairness, and ethical conduct in academics and administration.
- **Excellence in Knowledge and Innovation:** Encouragement of research, creativity, critical thinking, and intellectual growth.
- **Transparency in Governance:** Openness, participatory decision-making, and accountable administrative practices.
- **Social Responsibility and Community Engagement:** Active participation in outreach, NSS, and societal development initiatives.
- **Environmental Consciousness:** Commitment to sustainability, energy conservation, and eco-friendly campus practices.
- **Gender Equity and Safe Campus Practices:** Ensuring safety, inclusivity, and equal opportunities for all genders.

- **Professional Ethics and Discipline:** Encouraging responsibility, punctuality, and ethical decision-making.
- **Student Welfare and Well-Being:** Holistic development through mentorship, counselling, and support services.

Conclusion

RIET's Institutional Values and Quality Policy reflects the institution's commitment to academic excellence, ethical governance, and

holistic student development. By integrating these values into teaching, learning, research, administration, and community engagement, RIET aims to produce competent, socially responsible, and environmentally conscious professionals who contribute positively to society and the global workforce. The policy is periodically reviewed to ensure relevance, continuous improvement, and alignment with national and international quality standards.

CODE OF CONDUCT POLICY

Policy Statement

Rajadhani Institute of Engineering and Technology (RIET) is committed to fostering a safe, respectful, ethical, and inclusive academic environment. This Code of Conduct Policy establishes the behavioural, ethical, and professional standards expected of all members of the institutional community—including students, faculty, non-teaching staff, administrative personnel, and visitors. By promoting integrity, accountability, discipline, and mutual respect, RIET aims to ensure a culture that supports academic excellence, personal growth, and professional development.

Objectives

The Code of Conduct Policy aims to:

1. Promote ethical behaviour, professional responsibility, and accountability among all stakeholders.
2. Ensure discipline, respect, and harmony within the campus environment.
3. Provide a safe, inclusive, and supportive learning environment for students and staff.
4. Align institutional practices with regulations and guidelines of the All India Council for Technical Education (AICTE) and APJ Abdul Kalam Technological University (KTU).
5. Prevent misconduct, harassment, discrimination, and misuse of institutional resources.

Scope

This policy applies to:

- Students
- Faculty members
- Non-teaching staff and administrative personnel
- Visitors and external stakeholders interacting with the institution

Code of Conduct for Students

Academic Conduct

- Attend classes regularly and participate actively in academic activities.
- Follow examination rules and avoid malpractice.
- Complete assignments, projects, and academic tasks on time.
- Maintain honesty and integrity in all academic work.

Campus Behaviour

- Respect faculty, staff, and fellow students.
- Maintain discipline in classrooms, laboratories, and campus premises.
- Adhere to attendance, dress code, and campus regulations.
- Use institutional facilities responsibly.

Ethical Behaviour

- Avoid ragging, bullying, harassment, or intimidation.
- Refrain from discrimination based on gender, caste, religion, or background.
- Maintain respectful communication online and offline.

Campus Responsibility

- Protect institutional property and resources.
- Follow safety regulations in labs and campus facilities.
- Participate responsibly in academic, cultural, and extracurricular activities.
- Report incidents of misconduct through appropriate channels.

Code of Conduct for Faculty

Professional Responsibility

- Deliver quality teaching and maintain academic excellence.
- Prepare course materials and conduct effective classes.

- Encourage creativity, critical thinking, and research among students.

Ethical Conduct

- Treat students fairly, without bias or discrimination.
- Maintain professional boundaries with students.
- Uphold academic integrity in teaching, research, and evaluation.

Institutional Responsibility

- Participate in institutional development initiatives.
- Support student mentoring, counselling, and career guidance.
- Maintain respectful relationships with colleagues and staff.

Administrative Responsibilities

- Follow institutional policies and regulatory guidelines.
- Maintain confidentiality of institutional and student information.
- Avoid misuse of institutional authority or resources.

Code of Conduct for Non-Teaching Staff

- Perform duties with honesty, efficiency, and professionalism.
- Maintain respectful interactions with students, faculty, and colleagues.
- Follow institutional rules and administrative procedures.
- Maintain confidentiality of official documents and information.
- Provide prompt and supportive services to students and faculty.
- Ensure proper maintenance of institutional facilities and records.
- Avoid misuse of institutional resources.
- Support institutional initiatives and development activities.
- Report any irregularities or misconduct to appropriate authorities.

Code of Conduct for Visitors

- Follow institutional security procedures.
- Maintain discipline and respectful

behaviour within the campus.

- Avoid disturbing academic activities.
- Adhere to institutional safety and security guidelines.
- Follow instructions issued by institutional authorities.

Prohibited Activities

The following activities are strictly prohibited:

- Ragging, bullying, or harassment of any kind.
- Sexual harassment or gender-based discrimination.
- Academic dishonesty or examination malpractice.
- Damage, misuse, or theft of institutional property.
- Possession or use of prohibited substances.
- Acts that threaten campus safety or community harmony.

Implementation and Monitoring

- Institutional committees such as the Student Discipline Committee, Student Grievance Redressal Committee, Internal Complaints Committee, and Women's Grievance Redressal Cell are responsible for implementing and monitoring compliance.
- Violations may result in disciplinary actions as per institutional rules and regulatory requirements.

Policy Review

- The policy will be periodically reviewed to ensure alignment with institutional objectives, regulatory guidelines, and evolving educational standards.

Conclusion

RIET's Code of Conduct Policy reinforces the institution's commitment to ethics, discipline, inclusiveness, and professional excellence. By clearly defining the responsibilities and behavioral expectations of all stakeholders, the policy ensures a safe, respectful, and academically conducive environment that empowers students and staff to excel as responsible, skilled, and globally competent professionals.



RAJADHANI INSTITUTE OF ENGINEERING AND TECHNOLOGY

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