

Geetanjali Institute of Technical Studies, Udaipur

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Darkness to Light

INSTITUTIONAL POLICIES

Approved by

Executive Committee of the
Geetanjali Education Society
(Amended up to January 2018)

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QUALITY POLICY

Quality Policy: The institution will continue to offer approved courses in such a way that leading institutions provide comprehensive, cost effective formal degrees, on the job internship to develop work skill and exposure in multi-disciplinary fields to one and all as per their requirements. The institution is committed for continual improvement in the performance of the students to their highest satisfaction, both in personality and learning skill.

1. **Maintaining & sustaining the Quality Achieved:** All the departments and functional units of the institute will work to maintain the high quality of standards achieved and work hard to maintain it and carry it to further heights. They will keep a close watch & monitor all the parameters which contribute to the quality of the education and ensure active participation of the management, university, state government, faculty, students and media to ensure preparation and level of motivation of students, status of employment and employability, furnishing of the laboratories, workshops, quality of equipment, curriculum material, examination system and general infrastructure facilities.
2. **Role of Faculty:** The teachers will guide and mentor the students to obey all rules (library, fee depositing, games, etc.), wish each other/teachers, look good with formal attire, so that they achieve and follow self-direction, high living and get stimulated for their future career.
3. **Role of Management:** The management will show firm and active commitment to quality policy and shall make available necessary facilities, both physical and financial, to ensure the quality. To ensure quality, we will periodically review and assess through independent reviewers.
4. **Role of Students:** The students will form an important link of the quality policy of the institution. The students will observe academic discipline and follow the rules of the institution and discharge the assigned tasks with full devotion and commitment including other than academic duties required for their overall development through participation in all the activities.
5. **Perspective Plan and Vision:** The Society has prepared the Perspective Plan 2018-28 which includes deciding the new programmes, role & values for faculty, student and the management, meeting their aspiration in such a way that the interest of the management for quality is met. The efforts will be made so that good students come up to a high level of achievement. The faculty will be provided with the external exposure so that they can relate theory and practice better.



6. **Collaboration:** The Institution will continue to develop academic collaboration with industries, other institutions rated high/accredited and also with outside world including local, national and international.
7. **Audit Policy:** In addition to the audit of the accounts as per the rules of the government, the institution shall from time to time carry out Academic Audit, Administrative Audit, Environment, Fire & Safety and any such audit as required to achieve high quality indicator, The audit can be carried out by an internal or an external or by a common team as per need.
8. **Dissemination and implementation:** The Quality Policy will be modified and also notified to all the stakeholders from time to time. The periodic meeting, discussions, monitoring of the policy will be done. The monitoring and assessment of the actions taken shall be dealt with appropriately by designated authority.



Research Policy

Terms of reference:

To promote Research so that the institution will stand as an institute with strong emphasis on research and teaching and encourage publication of papers.

The Functions:

- The committee will encourage, organize training, lecture and provide support for inculcating the practices of R & D among the faculty members.
- It will provide the information about the funding and help in formulation of the project proposal and provide all support including seed money to the faculty.
- The committee will meet under the Chairmanship of the Principal and all faculties with Ph. D. degree.
- The committee will ensure participation of all faculty members in national/international conference organized by the institution and they present a paper.
- It will make mandatory for all teachers to publish at least one paper in UGC approved journal.
- It will identify teachers with higher qualification and experience to submit research proposals for funding.



Library Advisory Policy

Terms of reference:

To monitor library activities, procurement of books and frame library rules.

The committee will ensure that the library is augmented with relevant reference books and other literary material annually as per the mandate of regulatory body. The committee will consist of the faculty members and the students, the librarian of the institution will act as the Secretary of the committee.

The functions of the library committee:

- The committee will identify, plan and process the procurement of reference books and other literary materials.
- The committee will procure and consider the recommendation of the faculty and the students for procurement of the books and other material.
- The committee will also do annual verification & audit of the library and report to the Principal.
- The committee will review the list of journals and process the payment of the subscription for the journals required as per regulatory body's guidelines.
- The Committee will plan the development of online learning facilities for the students through the material available on open sources, NAD, NAPTEL etc.
- The library committee will meet at least once in a year.



ICT Advisory & Promotion Policy

Terms of reference:

To enable the Institution to provide an inspirational learning experience for staff & students and to provide with access to a managed technology venture, allowing the effective teaching and administrative process of the institution.

Functions:

- The institution will promote maximum use of the modern technologies in practice & in spirit, as such this committee will supervise the creation, promoting use & maintenance of the facilities.
- The committee will implement the policy of the government & regulatory bodies on use of ICT, computer and internet as per curriculum and the practice.
- The committee will create the facilities for online working, downloading the material from internet, training of the users, preparing PPT of the lectures to be delivered and use of other ICT practices in teaching learning.
- It will consider the procurement of hardware, software and other equipment and review the existing facilities for maximums use of ICT in teaching and presentation, including lesson delivery.



Procurement Policy

The procedure for procurements and making payment to the vendors associated with our Institute is laid down in the following steps. All departments and employees must follow the steps and maintain a record of the transactions as explained herein.

Step 1: Invitation of Quotations

This is the first step in procurement management. In this context, following process shall be followed:

- 1) The draft specifications for each item proposed to be procured should be approved by the competent authority, visibly the Head of the Department (not the Second – in-command).
- 2) The specification so finalized should be discussed by the Head of the Department with the Lab In-charge and submit to the undersigned along with the probable estimated expenditure thereof.
- 3) The Head of Department shall then invite quotations/ offers from the vendors who are in our mailing list, and this list has to be updated at the end of every semester. The idea behind this activity is to ensure that the Institute receives better and competitive offers from the vendors and suppliers.

Step 2: Submission of Comparative Statement

- 1) Wherever any head undertakes communication, the Director and Finance Controller shall be under 'cc'. In the letter inviting tender / quotation/ offer, the last date for submission of quotation must be mentioned very clearly.
- 2) The quotation received in mail shall be evaluated by HoD and comparative statement of the offers received from various vendors must be prepared. Ensure the conditions having financial implications are clearly mentioned in the comparative statement made by the Head.

Step 3: Negotiation

- 1) The comparative statement should be submitted both in Hard and Soft copy to the Director and Finance Controller who in turn will decide the convenient date and time for negotiation before the committee constituted by the Director.

Step 4: Issuance of Work Order / Purchase Order

- 1) The draft Purchase / Work order shall be prepared by the Head of the Department and put up for approval of the Director.
- 2) The letter will then be issued to the vendor showing specifically the period of supplying the work/ material for which the order is issued. It should mention that time is the essence of the order.



- 3) If the inspection of goods/ products for the quality of the product is required, the same should be mentioned in the order and should be completed before the goods are dispatched by the Vendor.

Step 5: Inspection and Inventory Management

- 1) The invoice and the material received shall be inspected jointly by the Head and the Second- in – Command in presence of the Store In-charge of the Institute.
- 2) On the body of invoice / bill raised by the vendor, the Store In-charge shall invariably mention as under –

‘Received the goods in proper condition & the quantity as ordered. The entry of the goods received have been made in Register at page No: _____’ and should be signed by Stores In-charge.

- 3) The Head of Department shall then pass the bill stating as under-

‘the goods received are in proper condition & are exactly as per the specifications as shown in the Work- Order or Purchase Order. The bill is passed for Rs. _____ (in words)’ and will sign the same.

This certificate shall be given after the store department has given its endorsement.

Step 6: Payment procedure

- 1) The bill should be sent for payment to Accounts Dept. who in turn will complete its internal audit and submit the same for final approval of the Director. Once the Director has approved, the payment should be made to the vendor in time. Making payment in time is important because it creates an image in the mind of the vendor that we are a genuine institute and therefore vendor would always quote the most competitive rate.

Step 7: Maintenance of Goods in dead stock registers

After the material has been received by the concerned department, the material has to be recorded in the Dead – Stock Register in its usual format and in the register the signature of the TA, Head and Director shall be ensured.

It shall be ensured by the department that the entire procedure followed is documented properly and copy of all the documents are available in the file for any issue raised thereafter.

Transparency in procurement has to be at the heart of the concerned employees and any adhoc procedure shall not be encouraged.



Policy for Continuous Internal Assessment

Synopsis & Goal: The College Council in its meeting held on 12th July 2015 adopted the policy for continuous assessment of the students to improve the performance of the students in the university examinations. In addition, this system will help in identifying the weak and advance learner students.

Conduct of Assessment: The university syllabus has been divided in five units for B.Tech. , M.Tech ,MCA and eight units for MBA. Based on the contents, the Teachers Record Book will be prepared at the time of commencement of the semester. This will contain the daily topic to be delivered and time of completion of each unit. At end of each unit, the teacher will take a short duration assessment such as quiz, one question test, presentation and/or oral viva (Practical). As per policy of the affiliating university, two internal examinations will be conducted at the institution level as per schedule provided in university academic calendar.

Assessment through assignments: The teacher will give regular assignments at least one assignment at the end of coverage of each unit. The assignment will be assessed and solution shared with the students. The assignment of best student may be copied and put on the notice board or shared with students in any manner. The record of assignment is mentioned on the TRB.

Record of Assessment Outcome: The answer sheets of the unit end assessment will be given back to the students and they will be informed their level, as average, bright, weak etc. Thereafter, they will be treated in the manner required to update their knowledge. The marks of the two internal assessments will be kept on record for submission to the university when asked.

Post Assessment activity: The teacher will discuss the question paper of unit end test and internal examination in the class emphasizing the common mistakes and solving the question which majority of the student did not attempt.

Policy for setting of the question paper: The teachers will announce the names of text book, reference books and other open sources which s/he will consult for completion of the course. Besides s/he will also solve the question papers of previous year's university examinations or give the questions as assignment while teaching particular unit. The question paper will be set using the materials from text & reference books besides taking material from previous year's university examinations. The standard and pattern of the question paper must align with that of university examinations.

Review of the question Paper: The teacher will submit the copy of the question paper to the Head of Department indicating the sources of questions, ensuring the questions set from multiple sources. The HoD will interact with the students in random manner to take feedback & ascertain the level of question paper and about the standard besides how they performed. The report so received will be shared with the teacher concerned and put a note on the question paper.



Improvement in Internal Marks: The affiliating university has a provision of giving an opportunity to the student for improving the internal marks, only in the courses they failed and are appearing in the course as back paper. Such students will appear in these internal assessments tests with regular batch, however, if there is clash in the time of conducting the internal, separate assessment test will be conducted for such students.

Assessment in Practical: The university curriculum has provided guidelines for assessment in the practical, which will be followed besides conducting oral viva-voce & quiz once or twice in the semester. The performance of the students in such assessment will be shared simultaneously during conducting the assessment.

Preservation of Internal Assessment's answer books: The internal assessment's answer books will be preserved till announcement of the result by the university. The answer books can be disposed of one month after declaration of the result, if no grievance for the internal marks has been received.

The students during the final year of the programme are required to work for a project, which must be based on current developments and market & society needs. The projects are allotted by the HoDs after notifying a list of the probable project and the students can themselves decide the topic, if they feel so. The projects so far identified and developed included are keeping view the factors such as need of the society. Environment, ease in working/ reducing the stress of work etc and mapped to PO, and PEO.

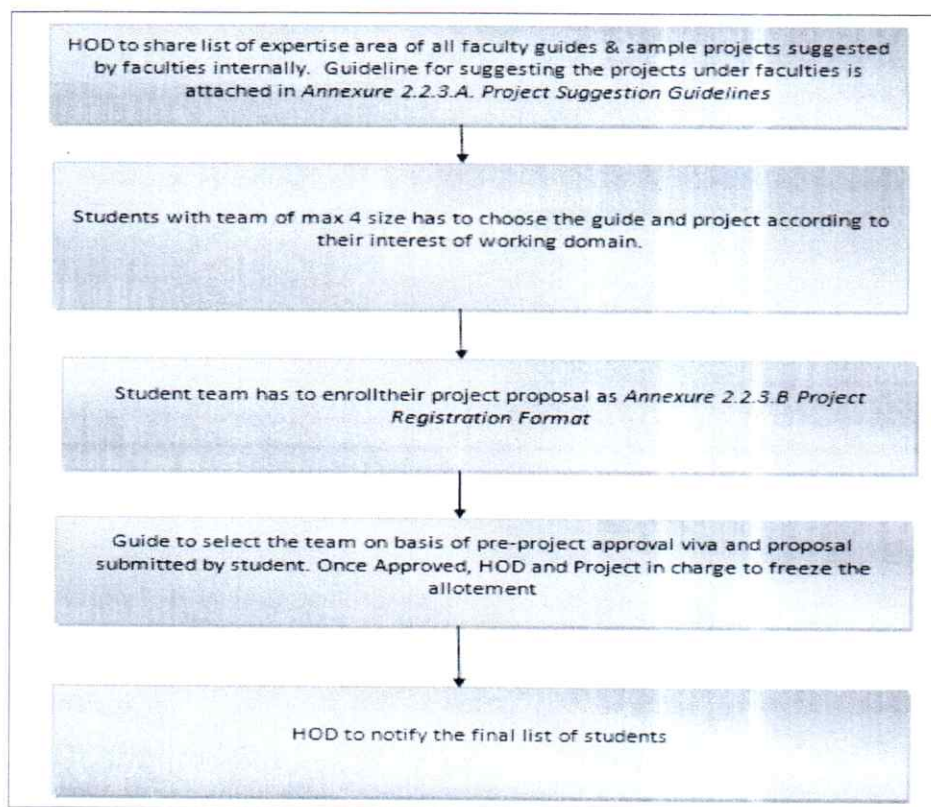
The project work is monitored at three stages; one after finalization of the topic and review of literature a presentations given. At the end of odd semester second presentation on the work done including the design is presented. The final presentation is given at the time of evaluation. In each presentation one external expert/teacher is invited to observe and give suggestion.

In final evaluation the students are required to demonstrate the working of the model and assessed in presence of teacher, HoDs and the external examiner.

Some of the students achievements in the projects developed and related to the cross cutting issues, which has received appreciation and wide acceptance, are given below:

1. **Smart Solar Dustbin** (CSE Dept) based on IoT technology to optimise the garbage collecting. The self opening bin sends notification when it is full and also segregates different types of waste such as paper, plastic, metal etc.
2. **Automatic bottle filling system using PLC, Lake Cleaning Machine, All Terrain Vehicle, Solar Electric Vehicle** etc by the department of Mechanical and Automobile Engineering.
3. **Innovation Hub for Water, Sanitation and Hygiene Solutions (IHUWASH) Project, Sustainable Permeable Concrete Paver Blocks (2014-18), Enhance Properties of Fly Ash Brick Using Waste Material (2014-18)** by the department of Civil Engineering.





Project Identification and Guide Allocation Process

Project Group Formation

- Students of IV Year are sorted in chronological order on the basis of their academic performance.
- The students are divided into four categories namely Topper Student List (A), Average Student List (B), Below Average Student List (C) and Bottom Student List (D). Each category contains 25% of total final year students.
- Display the list of faculty members according to their area of interest.
- Select one student from each category and make a team.
- Each team selects one guide according to their area of interest and asks the guide for their project approval after showing the abstract of the project.

1. Project Identification

- Project coordinator issues a circular at the end of 6th semester to all faculty members to provide their area of interest and the list of five projects to be given to the students.



- Students are also encouraged to submit the idea of their own for doing the project.
- Final list of projects is made and displayed on the notice boards.
- The list of previous year projects is also displayed at notice board which ensures no repetition of project work and also encourages students to enhance and improvise the previous works.
- Each group of students decides the project guide according to their area of interest.
- Each team selects their own project idea or from list of projects.

2. Project Filtration & Allotment

- Each team or group of students discusses their own project idea with their guide.
- If the project idea submitted by the student/ group of students fulfils the basic requirements, then it will be allotted to that student/ group of students.
- If it does not fulfil the basic requirements, then a new project idea is allotted to that student/group of students from the list of finalized projects.

3. Project Continuous Evaluation

- Project coordinator displays the deadline on notice board for the progress report presentations and final submission of the project report.
- Each group has to submit weekly progress report to the respective guide.
- Each team show their project demonstration followed by viva-voice has been carried out twice in a semester in front of guide, then guide reviews the progress and gives suggestions.

4. Procedure of Project Evaluation

- A presentation followed by viva voce is also carried out at the end of semester in front of the external examiner and other students.
- Each group of students has to submit a report of their work along with the role of each team member.
- The project exhibition is carried out at the end of semester. Student/group of students demonstrates the project in front of external examiner and other students.
- Final Assessment of the project and marks finalization is done by the project assessment team along with external examiner and respective guide.



Gender Sensitization and Women Support Policy

Term of reference:

To cater to the needs and grievances of women in the institution and to sensitize the women students & staff of the institution about their individual growth like nutrition, health, hygiene and sanitation.

Mission:

- To prevent gender discrimination and sexual harassment as provided in the Indian Constitution including promoting gender equality amongst all the stakeholders.
- To educate and support women to avail the facilities provided under various state schemes through organization of awareness programmes, expert talks and visits.
- To organize friendly and expertise sessions for identifying the problems, to adopt the line of action, to analyze its effects and to provide follow up service.
- To deal with cases of sexual harassment and other complaints of women in a time bound manner and ensure appropriate action is taken against the offender.

Action Plan:

- The institution will organize talks on the health and hygiene for the women by inviting experts from various fields including medical doctors.
- The talks and awareness programmes will be conducted through the support of National Commission for Women, local Volunteer Societies and Working Women on issues related to the legal right, cases of harassment etc.
- It will work to educate the women on various schemes available since birth of girl child (Beti Bachao), education (Beti Padhao), family (Sukanya Yojana), facilities at work place, equal wages for equal work, reservation in service/ local bodies election etc.

Process of Dealing with Complaint:

- The Names of the Cell Members and their contact details will be notified at the beginning of the session. The complaint can be sent by e-mail, dropped in complaint box or any other method, even with/without name of complainant.
- Any complaint so received will be investigated confidentially including taking the statement from the victim and also the person(s) against whom the complaint has been lodged.
- The findings of the Cell will be analyzed and appropriate action will be taken at the institution level with option to lodge the police complaint will be open to the victim with the support of the Institution.



Grievance Redresser Policy

Vision

To develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institution.

Mission

- The cell has an important mandate of providing a platform where all stakeholders can put forth their problems, general drawbacks and limitations for academics, infrastructure and manpower.
- The cell to meet the above requirement will conduct acquaintance sessions for all stakeholders and process to be followed including educating them about their rights and duties.
- Maintaining transparency in the grievance resolution, interaction with the stakeholders, analyze grievance & resolve it and report action taken including motivating everyone for participation in problem solving.
- To ensure the qualitative as well as quantitative development of the institution through the Grievance & Redresser Cell.

There will be a committee constituted of faculty and the students to look into the grievances of the students and faculty. The Committee will work to fulfill the vision of the cell and meet as and when required. The procedure of redresser of the grievance is as below:

- The grievance received will be looked into by the Convener and the action will be taken by him/her, as per nature of grievance if rules permit. The analyzed report and action taken/proposed will be reported to the Principal.
- Where a grievance needs any investigation, it will be discussed in the Grievance Committee and procedure will be laid down including taking the statements from the victim. After the enquiry, the analyzed report and proposed action will be recommended to the Principal.
- If the grievances relate to a teacher, it will be enquired by the teacher member and the victim may be called to appear before the enquiry committee. For the students' grievance, full committees will conduct enquiry and recommend remedial action to the Principal.
- The Grievance Committee will enquire any grievance, where some investigations are required to be taken before its redresser.
- The Report on redresser of the Grievances shall be submitted by the Principal to the IQAC for record.



Training, Placement and Career Development Policy

The Training and Placement activities of the Career Development Centre include organizing campus interviews, training and motivating students to participate in the placement drives organized inhouse and/or by other agencies. The objective is to guide students to attain their career target of gainful employment by providing opportunities for quantitative and qualitative growth to the students to access desirable prospects. CDC assists participants from career profiling till interview assistance and helps them to identify opportunities based on their domain background and qualifications. Group and one-to-one employment oriented professional training are conducted to make students industry ready.

Vision

To equip the students with relevant technical and professional skills essential to guide them towards career opportunities that match their aspirations.

Mission

To nurture and groom a sincere, hardworking and ethical workforce competent to face the global competitive world with confidence and attain desired placement.

Objectives

- To develop a Career Resource Cell in all departments that assists students in developing their academic and career interests through individual counselling and group sessions.
- To coordinate with faculty members to integrate Project Work/ Summer Training/internship programs with the academic curriculum.
- To act as a link between students, alumni and the corporate organisations.
- To enhance skill sets of students to meet the expectations of the industry.
- To conduct Industry – Institute Interaction Programs inviting eminent achievers from industry and academia to guide, motivate and interact with students.
- To act as a catalyst in reducing unemployment.

Action Plan of various Activities

1. To notify the various opportunities, positions advertised and campus recruitment drive organized by the institutions of the affiliating university.
2. To arrange campus interviews for the students willing to serve in the particular sector.
3. To conduct Entrepreneurship Awareness/ Development programmes on the lines of state schemes.
4. To arrange additional coaching for appearing in the competitive examinations.



Innovation and Incubation Policy

The Innovation and Incubation Cell has been set up in view to include and implement projects and programmes based on the new concept of StartUp, Mudra Loan Scheme and other entrepreneurship avenues available to the students since 2015-16. The cell aims to guide the students and provide them opportunities for becoming the self-entrepreneur, develop own ideas into marketable ventures and create jobs instead of a seeking job. They can avail all required support through the cell.

The Cell must evaluate and share information and insights in entrepreneurial theory and practice with the aim to enhance and promote entrepreneurial culture within the institutional mechanism to prospective and budding new entrepreneurs.

Vision

To develop entrepreneurship attitude and work on all round personality development of the students by making them not just excellent professionals but also good individuals with understanding of market needs besides being a good human, pride in their heritage and culture, a sense of right and wrong and a yearning for perfection.

Mission

- To promote a healthy and enabling teaching-learning culture wherein adequate quality of delivery mechanisms are ensured in the institution system and to channelize the energies of the youth in constructive activities.
- To enable, nurture and produce self-entrepreneurship concepts available under various schemes and by organizing entrepreneurship related activities making them self-employable.
- To endeavor to become an institute committed towards innovation, knowledge-sharing, openness and entrepreneurial skills for developing global managers.
- To provide assistance to the students to learn any advance topic related to his/her field of specialization and to make efforts for curriculum enrichment and up-gradation.

Objectives

- To channelize the knowledge and the energy of youth towards becoming active partners in the economic development process;
- To catalyze and promote development of knowledge-based and innovation-driven enterprises and promote employment opportunities amongst youth specially students;
- To inculcate a culture of innovation driven entrepreneurship;
- To act as an institutional mechanism for providing various services including information on all aspects of enterprise building to budding GITS entrepreneurs.



Functions

- To motivate, support and mentor students for identification, development and commercialization of their innovative ideas.
- To initiate targeted number of innovative student projects each year for new product development.
- To organize Business Plan Competitions / Innovation Camps / Hackathons with active involvement of industry and alumni.
- To guide and assist prospective entrepreneurs on various aspects such as preparing project reports, obtaining project approvals, loans and facilities from agencies of support system, information on technologies, etc.
- To arrange interaction with entrepreneurs, bankers, professionals, potential customers and create a mentorship scheme for student innovators.
- To facilitate creation of Entrepreneur's Club / E-Cells in the college to foster culture of entrepreneurship amongst students.

Action Plan of various Activities

1. To notify the various opportunities, positions advertised and campus recruitment drive organized by the institutions of the affiliating university.
2. To arrange campus interviews for the students willing to serve in the particular sector.
3. To conduct Entrepreneurship Awareness/ Development programmes on the lines of state schemes.
4. To support the students to materialize and incubate their business ideas.
5. To arrange additional coaching for appearing in the competitive examinations.



GITS Mentoring Policy

The GITS Institution Council has adopted the Mentoring policy linking a small group of the students with a teacher to provide them conducive and open atmosphere on the campus. The student meets the Mentor frequently, formally and informally during the session as such they get all the types of support required.

1. Assignment of the students to a Mentor: The students admitted in the first year of the Engineering programmes will be assigned to the teachers of the Basic Sciences by the Head of Basic Sciences Department. In other years and programmes (MCA & MBA) the Mentors are assigned the students by respective Head of the Departments.
2. Criteria: As far as possible, the Mentor must be a teacher who is teaching a course in that class. If in subsequent year, if the Mentor does not teach a course in the class of his/her Mentees then and if HoD feels, the Mentor for that particular group can be changed.
3. The Mentor to Mentee ratio of 1:20 to 1:25 will be followed, however, in specific circumstances if situation demands, it may be changed after taking the permission from the Principal by respective Head of the Department.
4. Frequency of Meetings: The Mentor being the teacher of same group of the students will informally meet the Mentees round the academic year. However, special formal meeting will be held 2-3 times in a semester and a record of discussions will be maintained by the teachers.
5. Types of counselling: The Mentors will act like local guardian of the group of the students assigned to them. They keep on enquiring about their academic performance, their skill in extracurricular activities, learning level, performance in the examinations/result etc. Besides, they will also provide psychological counselling to the individual student, if required to resolve his/her problem. They will arrange one-to-one meeting with the course/laboratory teacher, if student wants to resolve any difficulty.
6. Monitoring: The Mentor system will be monitored at the Head of the Department's level. The HoD will take stock in every meeting about its efficacy and report to the principal if any action is required at institution level.



Feedback Policy

The policy adopted by the Institution Council includes the feedback to be taken at various stages so as to analyze it and take immediate action, if required.

1. At Course Level: The teacher teaching a course will take random feedback after each unit or 2-3 times in a semester seeking the views of the students on following, responding 4 (Fully), 3 (fairly well) 2 (To some extent) and 1 (no):

Did you understand the topics of all the units?	
Did you get the numerical problems I solved?	
Any topic you want me repeat?	

The analysis of the feedback will be done by the teacher and shared with the HoD, who will write it on monthly Course Coverage report and also in Course Completion Report at the end of the semester. The teacher will take remedial action and mention it in the report to be validated by HoD.

2. Structured Feedback at the end of the semester: The HoD will take the feedback on the format developed for the purpose at the end of the semester. The feedback can also be sought online by sending a mail to the students. The feedback so received will be analyzed at the department level and action taken subsequently. The report of any adverse feedback will be shared with the Principal and also mentioned in the Annual Appraisal Form of the teacher, if it is against a teacher.
3. The Mentors will also routinely take the feedback on various issues and resolve the issues or report to the HoD for resolution.
4. The report about the infrastructure facilities and curriculum will be sent to the Principal, who will take necessary action.

Feedback Format

(To be taken at the end of semester)

		Name of student (Optional)	Class & semester	Date
Your Rating About Theory/Practical (May mention few only)				
Name of Course	Name of Teacher	Your Rating 4 - Very Good, 3 - Good, 2 - Satisfactory 1 - Poor	Course coverage/earning 4 (100%), 3 (70-90%) 2 (50-60%) 1 (Less Than 50%):	
Your comments about (May mention new requirement)				
Class Room- Fully Furnished: Yes/No		Library- Has adequate books/Journals: Yes/No		
		Adequate		



Laboratories- Have all equipment and completed all experiments (Name any deficiency/incomplete practical done)		
Games & Sports: Adequate: Yes/No	Transport: Adequate: Yes/No	
Common Room, Canteen, Toilets & Drinking Water		
Any other comments		

POLICY FOR CODE OF CONDUCT, PROFESSIONAL ETHICS AND SOCIAL RESPONSIBILITIES FOR STUDENTS AND FACULTY MEMBERS

Academic values:

- The teachers and the students will observe academic discipline and follow the rules of the institution and discharge the assigned tasks with full devotion and commitment including other than academic duty required for the overall development of the students.
- The teachers and the students will observe the honesty in academics using ICT & by updating their knowledge through class room teaching, learning from the open sources developed by the MHRD, AICTE, UGC, NPTEL and any other authorized institutions without copying or adopting malpractices.
- The teachers will guide and mentor the students to obey all rules (library, fee depositing, games, etc.), wish each other/teachers, look good with formal attire, so that they achieve and follow self-direction, high living and get stimulated for their future career.

Social Responsibility & Moral Values:

- It is expected from the teachers, parents, students and other staff members, as good and responsible citizens, that they will contribute to the society through service and participation in national programmes & festivals, such as Swachata Mission, gender sensitive issues, blood donation, taking out rallies for creating awareness and other such programmes the institution organizes for awareness.
- As part of the social commitments, everyone will give respect to the teachers, seniors, staff, women and divyang in institute premises, functions, bus etc. by offering way, seat, space, picking baggage or in any other ways to show courtesy and respect to them.



- The management has adopted the policy to work for neighborhood community outside institution campus and it is expected that the students will involve themselves in educating them on social, health and other issues besides distribution of books, stationary, uniform etc.
- The stakeholders will not involve in any activity which is harmful to the society and follow the law and help making them conscious and building the environment, save electricity and water and plant & maintain trees whenever opportunity comes.

Ethics & Values:

- Each member of GITS family will work with honesty, sincerity, total dedication and actively participate in all activities for the overall development of the profession and the institution. They will behave sincerely & politely with everyone in the institution and will not involve in use of any prohibited item in institution, such as tobacco, plastic etc. No one will scribble anything on the walls or put posters on the buildings & furniture in the campus.
- The staff will contribute for the Total Personality Development of the students so they can play a positive role for building of the society and Nation, to enable them to get placement in best organizations and create the name of the country and the institution.
- The student will seriously follow the instructions and enhance their knowledge and skills to be acceptable by the society.
- They will regularly update their knowledge, skill and qualification with best achievements to set an example for the others.
- For students: The ragging in any form is strictly prohibited in the institution premises and outside. Students found indulging in it will be punished as per circular "UGC Regulation No. f-1-8/2006 (C P PII) 4th March 2008 No.170 including lodging of FIR & rustication from the institution.



Alumni Association

Preamble: There will be an Alumni Association of Geetanjali Institute of Technical Studies with the objective to establish and maintain linkages of all ex-students with the alma mater and ensure their active participation in growth of institution and academics. Every student on passing in a programme shall automatically become the member of the association. The members shall contribute one-time life membership fee as decided by the association.

Scope of the GITS Alumni Association: The association shall hold meeting at least once in the year, preferably at the time of the Annual function of the institution. In case of requirement, there can be more meetings. The members will make suggestions for the growth & functioning of the institution as well as upgrading the curriculum as per practice in the field.

Executive Committee: The Principal of the GITS shall be Patron of the Association. The Executive Committee shall consist of following:

1. President: Any active alumnae/Teacher.
2. Vice President-2: One Faculty Member and one Alumni.
3. General Secretary: A Faculty member nominated by the Patron.
4. Treasurer: A Faculty member nominated by the President.
5. Two Executive Members, of which at least one will be a faculty member.

The 50% members present will make the quorum of the meeting.

Duties of the President: The President will be the Executive Head of the Association and will exercise all powers delegated to him by the Executive Committee. He will direct the General Secretary to convene the meeting of the association or the Executive committee.

Duties of the Vice President: The Vice President will assist the President and also Chair the meetings in his absence. The Vice President (Faculty) will make arrangements for the organization of annual meet.

Duties of the General Secretary: He will maintain the record of the association and the executive committee. He will convene the meetings when asked by the President.

Duties of the Treasurer: He will be responsible to maintain the account of the association and incur expenditure as approved by the Executive Committee.

Expectation from the Alumnae:

- The alumnae will contribute to the growth of the institution financially or contribute endowment funds for some activity.
- To commit to maintain a network, good relations and to seek support in academia and placements of students.
- To engage the Alumni for Knowledge Sharing and Knowledge Exchange.
- To create discussion sessions among alumni and students as a way to guide the students out of their problems.

