Ref: RIT/ Office/2024-25/1 \ **Date: 11-11-2024**

Circular

The course files and department files of all departments have to be verified today from 2:00 PM onwards in the Admission Room ground floor.

Files will be verified inter-department wise, HOD with 3 staff members to be present for verification

The Schedule is given below:

Sl no	Department for verification	Time slot for verification	Verifying Department
1.	Electronics and Communication Engineering	2:00 to 2:30 pm	Mechanical Engineering
2.	Electricals and Electronics Engineering	2:30 to 3:00 pm	Information Science and Engineering
3.	Computer Science Engineering	3:00 to 3:30 pm	Basic Science
4.	Information Science and Engineering	3:30 to 4:00 pm	Electricals and Electronics Engineering
5.	Computer Science (AIML)	4:00 to 4:30 pm	Civil Engineering
6.	Civil Engineering	4:30 to 5:00 pm	MBA
7.	Mechanical Engineering	5:00 to 5:30 pm	Electronics and Communication Engineering
8.	MBA	5:30 to 6:00 pm	Civil Engineering
9.	Basic Science (Physics, Mathematics, Chemistry)	6:00 to 6:30 pm	Computer Science Engineering

Principal

PRINCIPAL
Rajeev Institute of Technology
HASSAN-573201

Copy to:

All HOD's

INSTITUTION'S
INNOVATION
COUNCIL

NBA

Plot #1 (D), Growth Centre,
Bangalore-Mangalore Bypass Road, HASSAN-573201, KARNATAKA
Principal : 08172-243180 | **Registrar :** 08172-243181
E-mail : principal@rithassan.ac.in | **web :** www.rithassan.ac.in

RAJEEV INSTITUTE OF TECHNOLOGY

Plot # 1 (D), Growth Centre, Bangalore-Mangalore Bypass Road, HASSAN- 573 201, KARNATAKA
(Affiliated to VTU, Belagavi., Approved by AICTE, New Delhi., Recognized by Govt. of Karnataka)

Date:28-08-2024

CIRCULAR

Subject: Lecture on "Descriptive Teaching and Analytical Research"

Dear Faculty Members,

You are cordially invited to attend a lecture on **"Descriptive Teaching and Analytical Research"** scheduled as follows:

- **Date:** 31st August 2024
- **Time:** 2:30 PM to 4:30 PM
- **Venue:** Seminar Hall, 4th floor, main block, RIT

This session, led by Dr. Vinod Kumar, Dean Research, who will explore the integration of descriptive teaching methods with analytical research approaches. The lecture will provide valuable insights into enhancing pedagogical practices and fostering a research-oriented academic environment.

Attendance is compulsory for all faculty members.

Principal
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Copy to,
HoDs,
IQAC

CV —
CHE —
MBA —
Maths —
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AIML —
CSE —
ECE —

ISE —
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EEE —
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Ref: RIT/VL/2023-24/03   Date: 26-07-2024

Circular
Sub: Vacation Leave for Faculty members – reg.

With reference to the above cited subject, all confirmed Teaching staff & Non-confirmed Teaching staff (who have completed one year of service) can avail vacation leave from 1st August 2024 to 31st August 2024. However, the faculty availing vacation needs to take up the following work compulsorily.

- Examination duties will remain as per allotment.
- Any allotment from VTU such as valuation etc. shall be taken up without denial.

Confirmed Teaching Staff are eligible for 15days of Vacation leave in three stretch and Non-confirmed Teaching Staff (who have completed one year of service) can avail 7 days of vacation leave in one stretch.

SCHEDULES	DATES
I	1st August – 15th August
II	16th August – 30th August

Heads of Departments (HODs) must ensure that at least 50% of the faculty remains available for departmental work, including academic, NAAC, and examination duties. The faculties who have assigned as Assistant to Deans have to forward their leave application duly signed by the Deans.

During the vacation period any work allotted by The Principal, concerned HOD or work related to any committee should be completed within the specific period. No excuses shall be given in this regard. If there are any difficulties in carrying out the assigned work from home, staff can come to college and complete the same. Vacation leave cannot be converted into other forms of leave.

HODs are responsible for ensuring that academic and examination activities proceed according to the regular schedule.

Principal
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Date: 29-07-2024

CIRCULAR

This is to bring to the notice of all the faculty members that following modules has to be completed in the Institute ERP before getting relieving from their duties.

- Academic details should be completed **from 2022 – 2023 Academic Year** *(Both Odd & Even Sem) or as applicable w.r.t date of joining.*

ERP Modules

1. **My Profile**, all necessary fields should be completed as per the resume updated in the website. Eg: Reports of Seminars/ Workshops attended, Publications, Patents granted/filed etc…

2. **Academic Planning**, following sub-modules should be completed
   - Units
   - Course outcome, CO Mapping & Justification
   - Subject Code & Credits
   - Sessions
         - Completion Topic and Syllabus
         - Completion date
         - Teaching Methodologies
         - Attendance

3. **Result Analysis,**
   - In Course list, % Weightage for Internal & External should be entered as per scheme.
   - In Module list, in Add new
         - Percentage Weightage based on CO no's
         - Threshold as per the instructions from Department
   - Generate Question paper (As per the prescribed format)
   - Question Wise Analysis (to be published after completion)
   - Upload the Scheme of Evaluation in the Attachment column which is next to performance.

   [Note: HOD's are informed to share the attested copy of Subject *allotted details* from the AY: 2022-2023 and the *resume generated from the Institute ERP* to ERP Admin for the NOC]

Principal

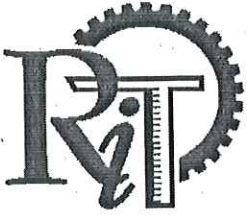**PRINCIPAL**

Copy to
1. All HODs
2. To be circulated among all Teaching staff

PRINCIPAL
Rajeev Institute of Technology
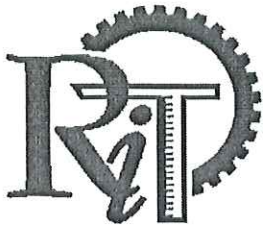HASSAN-573201

Ref: RIT/EST/2024-25/06

Date: 14/09/2024

CIRCULAR

This is to inform you that Visvesvaraya Technological University (VTU) has scheduled the verification of faculty mapping for the Mysuru region from **September 18th, 2024 to September 20th, 2024.** Please be advised that attendance is mandatory, and no leave will be granted to staff members during this period.

Principal

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Rajeev Institute of Technology
HASSAN-573201

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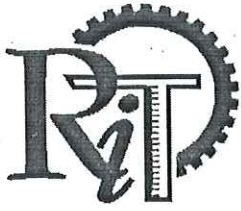
Ref: RIT/Ph.D/2024-25/04　　　　　　　　　　　　　　　　　　Date: 02.08.2024

CIRCULAR

In accordance with the directives outlined in the VTU PhD Regulations 2023 and VTU circulars related to research, all Research Scholars currently conducting research under RIT supervisors are hereby required to transfer their Research center to RIT without delay. Additionally, RIT supervisors are advised not to issue a No Objection Certificate (NOC) for any Research Scholar seeking a change of guide without obtaining prior approval from the undersigned. In such instances, an internal committee will be established, led by the undersigned and including members of the doctoral committee, to address the concerns of the Research Scholar. Should any issues arise regarding the Research Scholar's college in providing the NOC for change of Research center, the doctoral committee and internal committee will liaise with VTU to resolve the matter. I urge all supervisors to communicate this information to their Research Scholars promptly.

Principal
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HASSAN-573201

Ref: RIT/VL/2023-24/03   Date: 26-07-2024

Circular
Sub: Vacation Leave for Faculty members – reg.

With reference to the above cited subject, all confirmed Teaching staff & Non-confirmed Teaching staff (who have completed one year of service) can avail vacation leave from 1st August 2024 to 31st August 2024. However, the faculty availing vacation needs to take up the following work compulsorily.

- Examination duties will remain as per allotment.
- Any allotment from VTU such as valuation etc. shall be taken up without denial.

Confirmed Teaching Staff are eligible for 15days of Vacation leave in three stretch and Non-confirmed Teaching Staff (who have completed one year of service) can avail 7 days of vacation leave in one stretch.
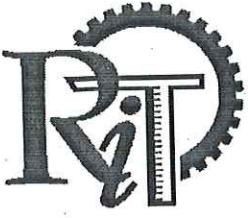
SCHEDULES	DATES
I	1st August – 15th August
II	16th August – 30th August

Heads of Departments (HODs) must ensure that at least 50% of the faculty remains available for departmental work, including academic, NAAC, and examination duties. The faculties who have assigned as Assistant to Deans have to forward their leave application duly signed by the Deans.

During the vacation period any work allotted by The Principal, concerned HOD or work related to any committee should be completed within the specific period. No excuses shall be given in this regard. If there are any difficulties in carrying out the assigned work from home, staff can come to college and complete the same. Vacation leave cannot be converted into other forms of leave.

HODs are responsible for ensuring that academic and examination activities proceed according to the regular schedule.

Principal
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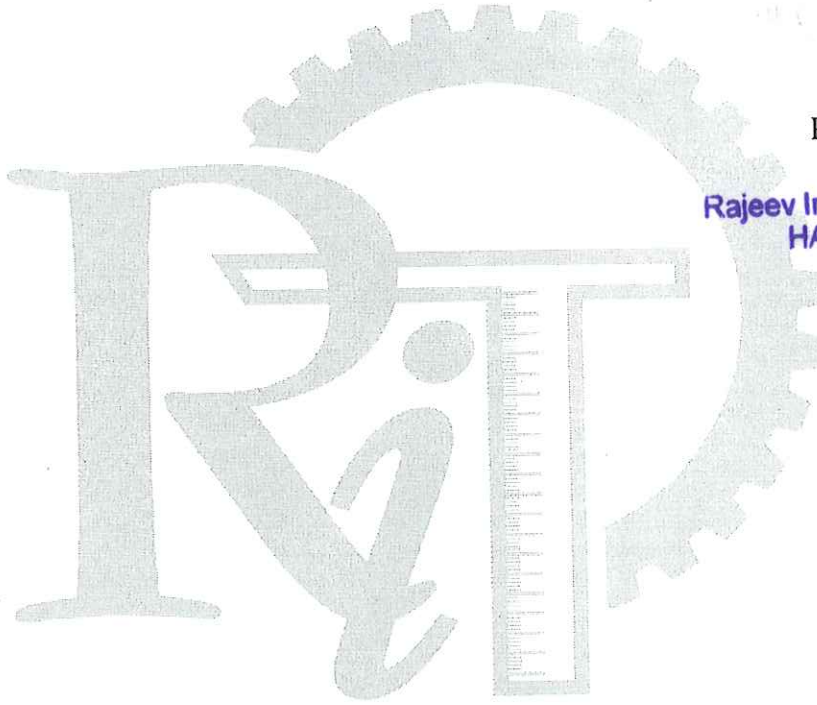
Ref No: RIT/Office/2024-25/02

Date: 19-06-2024

CIRCULAR

This is inform all the faculty that, Due to urgent NAAC (National Assessment and Accreditation Council) work, I regret to inform you that all scheduled vacations have been cancelled until further notice.

Principal
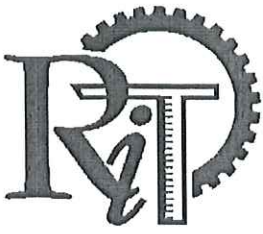
PRINCIPAL
Rajeev Institute of Technology
HASSAN-573201

Copy to :

1. All HODs

Ref: RIT/VL/2023-24/25   Date: 31-05-2024

Circular
Sub: Vacation Leave for Faculty members – reg.

With reference to the above cited subject, all confirmed Teaching staff & Non-confirmed Teaching staff (who have completed one year of service) can avail vacation leave from 10th June 2024 to 31st July 2024. Academic and Examination duties will remain as per allotment.

Confirmed Teaching Staff are eligible for 15days of Vacation leave in three stretch and Non-confirmed Teaching Staff (who have completed on year of service) can avail 7 days of vacation leave in one stretch.

Heads of Departments (HODs) must ensure that at least 50% of the faculty remains available for departmental work, including academic, NAAC, and examination duties.

During the vacation period any of the work allotted by The Principal, concerned HOD or work related to any committee should be completed within the specific period. No excuses shall be given in this regard. If there are any difficulties in carrying out the assigned work from home, staff can come to college and complete the same. Vacation leave cannot be converted into other forms of leave.

HODs are responsible for ensuring that academic and examination activities proceed according to the regular schedule. Faculty members should devise alternate plans to cover altered class schedules in their vacation leave requests.

Principal
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