
REF. NO. RITE/2025-26/115

DATE: 27-10-2025

CIRCULAR

This is hereby informed to all **teaching and non-teaching staff members** that, from now onwards, everyone is required to **like, follow, share, and subscribe** to our college's official social networking platforms such as **Facebook, Instagram and Youtube Channel** to enhance the institution's online presence and outreach.

All are requested to actively participate and support by following, liking, sharing, and subscribing to the college's official social media pages.


(Dr. S.R. Kabat)
PRINCIPAL

Copy to:

1. Management Committee for kind information
2. Dean Academics/ All HoDs/AO/ Staff Via WhatsApp

REF. NO. RITE/2025-26/127

DATE: 07-11-2025

CIRCULAR

In reference to Circular No. BPUT/7165 dated 06.11.2025 received from BPUT, it is hereby informed to all concerned that our college will observe the **150th Anniversary of "Vande Mataram"** today at **11:00 AM** in the **Seminar Hall**.

The patriotic song "*Vande Mataram*", composed by **Bankim Chandra Chatterjee**, occupies a revered place in India's history as a symbol of **national pride, unity, and freedom**. On this occasion, let us pay tribute to its spirit and reaffirm our commitment to the values it represents.

All **B.Tech 3rd Semester students and staff members** are required to be present and actively participate in the programme to make it a grand success.

The programme will be coordinated by **Prof. Priyanka Shit and Prof. Jashasmita Pal**, Department of CSE. On this occasion, a **Patriotic Song Competition** will be held among the students.

N.B. : Classwork activities for all other semesters will continue as usual.


(Dr. S.R. Kabat)
PRINCIPAL

Copy to:

1. Management Committee (for kind information)
2. Dean Academics/ All HoDs/IQAC/IIC/The Coordinator/ All NBs

Ref. No. RITE/2025-26/ 165

Date:-17/12/2025

CIRCULAR

This is to inform all subject teachers of **B.Tech, MBA, and MCA** programmes that they are required to submit their **Course Files for the Odd Semester of the Academic Session 2025–26** through their respective **Heads of Departments (HoDs)** to the **Dean (Academics)** on or before **8th January 2026**, without fail.

The **Course File / Lecture Diary** should contain the following documents:

1. Subject Syllabus provided by the University
2. University Academic Calendar
3. Institutional Academic Calendar
4. Semester Time Table
5. Individual Faculty Time Table
6. Attendance Register
7. Student List
8. Lesson Plan
9. Program Outcomes (POs)
10. Course Objectives
11. Course Outcomes (COs)
12. Mapping of Course Objectives with Course Outcomes
13. Mapping of Program Outcomes with Course Outcomes
14. Lecture Notes / Handouts (Hard Copy)
15. E-Notes (Details)
16. PPT Slides (Details)
17. Links of Video Lectures / Web Lectures Referred / Prepared(Details topic-wise)
18. List of ICT Tools Used
19. Important Formula Sheets (if required)
20. Internal Question Papers
21. Internal Marks
22. University Question Papers (Last Five Years, as per availability)
23. Question Bank (Module-wise)
24. Sample Questions and Answers (Module-wise)
25. Assignment Questions
26. Evaluated Assignment Copy(Five Sample Copies)
27. Surprise Test Questions
28. Evaluated Surprise Test Answer Script (Five Sample Copies)
29. Quiz Test Questions
30. Evaluated Quiz Test Answer Script (Five Sample Copies)
31. Contents Covered Beyond the Syllabus
32. Lesson Progress Report

All concerned subject teachers are directed to comply strictly with the above instructions.


(Dr. S.R. Kabat)
PRINCIPAL

Copy to:

1. Management Committee (for kind information)
2. Dean Academics/All HoDs/AO

REF. NO. RITE/2025-26/173

DATE: 26.12.2025

CIRCULAR

As already notified vide Circular Ref. No. RITE/2025-26/115 dated 27-10-2025, it is observed that the matter has not been taken with due seriousness. Therefore, this is hereby informed to all concerned that with **immediate effect**, everyone is **mandatorily required** to like, follow, share, and subscribe to the college's official social networking platforms, namely **Facebook, Instagram, and the YouTube Channel**, in order to enhance the institution's online presence and outreach.

All students and staff members are directed to comply strictly with the above instructions and actively support the institution by engaging with its official social media pages.


(Dr. S.R. Kabat)
PRINCIPAL

Copy to:

1. Management Committee for kind information
Dean Academics/ All HoDs/AO/ Staff & Student Via WhatsApp

REF. NO. RITE/2025-26/191

DATE: 22-01-2026

CIRCULAR

This is to inform all concerned that in pursuance of the instruction issued by the **Election Commission of India** through Skill Development & Technical Education Department, Govt. of Odisha, Vide No. 277/SDTE dated 19-01-2026, the **16th National Voters' Day 2026** will be celebrated on **25th January 2026** with the theme "**My India, My Vote**".

National Voters' Day is observed on 25th January every year to mark the Foundation Day of the Election Commission of India and to promote electoral awareness, ethical voting, and active participation in the democratic process.

In this connection, the **National Voters' Day Pledge Taking Ceremony** will be conducted today at **2:30 PM** in the **Seminar Hall**.

All staff members are requested to join the programme. The programme will be coordinated by **Prof. Priyanka Shit**, Department of CSE.


(Dr. S.R. Kabat)
PRINCIPAL

Copy to: 1. Management Committee for kind information
Dean Academics/All HoDs/ AO/ Coordinator/ All NBs

REF. NO. RITE/2025-26/203

DATE: 11.02.2026

CIRCULAR

Registration for Google Cloud Generative AI Virtual Internship Program 2026

All students are hereby informed that a "Google Cloud Generative AI Virtual Internship Program 2026" is being offered in collaboration with SmartBridge Educational Services Pvt. Ltd. The internship aims to enhance students' skills in Generative AI, Cloud Technologies, and industry-oriented applications through hands-on learning and mentorship.

Internship Details:

- **Name of the Internship:** Google Cloud Generative AI Virtual Internship
- **Mode:** Virtual
- **Duration:** 60 Hours
- **Start Date:** Shall be notified through email
- **Eligibility:** Students from Any Domain
- **Registration Fee:** NIL (No Cost)

Program Highlights:

- Learning sessions with Google Cloud experts on Generative AI, LLMs, GANs & Multimodal AI
- Hands-on labs and project-based learning
- Mentorship from AI professionals
- Virtual Internship Certificate upon successful completion

Registration Process:

1. Create a **Google Skills Boost Account** through the following link:
<https://www.skills.google/>
2. Generate your Public Profile URL (Refer the Following YouTube Link:
<https://www.youtube.com/watch?v=x5RA+YoJ8bo>)
3. Submit the profile URL through the following Google Form:
https://docs.google.com/forms/d/e/1FAIpQLSezS7acIxbgzXLwGsuqQyzT_TpCV7KgxP8CvFhy3LN56zUJVA/viewform

Instructions

- All students are advised to complete the registration at the earliest.
- Department Coordinators and Mentors will guide students regarding further onboarding steps.
- Active participation is mandatory to receive certification.

All Heads of the Departments are requested to circulate this notice among the students and encourage maximum participation.


(Dr. S. R. Kabat)
PRINCIPAL

Copy to: Management Committee for kind information

Dean Academics/All HoDs/ AO/ Coordinators & Mentors/ College & Hostel NBs

REF. NO. RITE/2025-26/213

DATE: 25-02-2026

CIRCULAR

This is to inform all concerned that the **Internal Academic Audit for the Academic Year 2025-26** of the institute has been scheduled. The audit is being conducted with the objective of encouraging departments to evaluate the quality of teaching and learning process and to suggest improvements. The audit will be carried out by the undersigned and the **Dean Academics** as per the details given below:

Audit Parameters:

The internal academic audit will focus on the following parameters:

1. Departmental Files and Registers
2. Attendance Registers, Lecture Plans, and Lecture Progress Reports
3. SAS Reports
4. Course Files
5. Lab Files
6. Lab Records
7. Lab Equipment History Registers
8. Lab Stock Registers for Consumable Items
9. Lab Stock Registers for Fixed and Durable Assets
10. Lab Occupancy Charts
11. Lab Manuals (Both company manual and self-prepared manual)
12. Display of List of Experiments, List of Equipment, Lab Rules and Regulations, Safety Precautions and Equipment description
13. Working Status of Lab Equipment

Department-wise Audit Schedule:

Visiting Department	Visiting Date	Visiting Time
CSE, COE & MCA	11.03.2026	09:30 AM to 01:00 PM
ME	11.03.2026	02:00 PM to 05:00 PM
CE	12.03.2026	09:30 AM to 01:00 PM
EE	12.03.2026	02:00 PM to 05:00 PM
BS&H	13.03.2026	09:30 AM to 01:00 PM
MBA	13.03.2026	02:00 PM to 05:00 PM

The respective departments are requested to ensure that all relevant documents and materials are prepared and made available for the audit on the above scheduled dates.

(Dr. S.R. Kabat)

PRINCIPAL

Copy to: 1. Management Committee for kind information
2. Dean Academics/All HoDs/ AO

REF. NO. RITE/2025-26/214

DATE: 25-02-2026

CIRCULAR

This is to inform all SAS Advisors that the **department-wise verification of SAS Booklets** will be conducted by the Dean (Academics) as per the schedule given below:

Department-wise SAS Booklet Verification Schedule:

Department	Verification Date	Verification Time
CSE, COE & MCA	05.03.2026	02:00 PM to 05:00 PM
ME / CE / EE	06.03.2026	02:00 PM to 05:00 PM
BS&H / MBA	07.03.2026	02:00 PM to 05:00 PM

The respective SAS Advisors are requested to ensure that **individual SAS Booklets are duly filled and complete** at the time of verification. The HoDs are requested to ensure that the instructions are followed.

Further, it is hereby informed that **every Thursday**, the **Lesson Progress Register** along with the **SAS Booklet** will be verified by the **Dean (Academics)** on a regular basis.


(Dr. S.R. Kabat)
PRINCIPAL

Copy to: 1. Management Committee for kind information
2. Dean Academics/All HoDs/ AO

REF. NO. RITE/2025-26/232

DATE: 18-03-2026

CIRCULAR

This is to inform all concerned that an **In-house Faculty Development Program (FDP)** on "**Entrepreneurship Development**" will be organized by the **Research & Development (R&D) Committee** in association with **IIC, IQAC and NDLI Club-RITE** on **26th March 2026** from **03:00 PM** in the **Seminar Hall**.

FDP Details:

- **Date:** 26th March 2026
- **Time:** 03:00 PM onwards
- **Venue:** Seminar Hall
- **Resource Person:** Prof. Suryakanta Panda, Department of MBA
- **Coordinator:** Prof. Priyadarshinee Das, PIC (R&D Committee)

All staff members are required to attend the FDP **without fail** and remain present throughout the program.


Dr. S.R. Kabat)
PRINCIPAL

Copy to:

5. Management Committee for kind information
6. Dean Academics/ All HoDs/ R & D Committee/AO/ NBS

REF. NO. RITE/2025-26/ 264-A

DATE: 21-04-2026

CIRCULAR

This is to inform all concerned that *Earth Week 2026* will be celebrated from 22nd to 29th April 2026. As part of the celebration, our institution is organizing the *Bharat Sustainability Campus Mission 2026* in association with IIC, IQAC, and Environment Protection Training & Research Institute.

All students and staff members are requested to participate in the *Earth Week 2026* celebration and take a *Sustainability Pledge* on 23rd April 2026 at 2:50 PM in the Seminar Hall.

The Earth Week celebration will also include various student activities such as:

- Sustainability Ideas Presentation
- Campus Green Audit
- Sustainability Awareness Programs
- Zero Plastic Drive

All are requested to actively participate and contribute towards promoting environmental sustainability.

The Programme will be coordinated by Prof. Priyanka Shit, Department of CSE.


(Dr. S.R. Kabat)

Copy to: 1. Management Committee
Dean Academics/All HoDs/ AO/ Coordinator/ All NBs