

# **APEEJAY COLLEGE OF ENGINEERING, SOHNA**

*(Approved by AICTE, DTE Govt of Haryana, Affiliated to Maharshi Dayanand University, Rohtak and Accredited by NBA)*



## **Students' Charter**

(As per guidelines of DTE Memo No:  
7132-7557/HSCS dt. 13.01.2009)

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# **Apeejay College of Engineering**

## **Student Charter**

### **1. Introduction**

This Student Charter lays down guidelines for standards of services, which can be expected by students and what this college can expect of students in return. It mainly addresses the following issues/ processes:

- a) Brief description of the College
- b) Admission and registration process
- c) Teaching, Learning and academic guidance process
- d) Tutorial support process
- e) Students' academic representation and evaluation process
- f) Academic services
- g) Health, safety and security services
- h) Personal Development Program (PDP)
- i) Discipline
- j) Complaints, appeals and grievance procedures
- k) Student Services

The details of the above-mentioned issues are given in succeeding sections:

### **2. Vision**

**To develop  
Apeejay College of Engineering  
into  
A National Institute of Excellence,  
Consistent with Global Practice in Engineering.**

### **3. Mission**

- To impart quality education in engineering and to produce highly competent engineers who can make contribution to the task of nation building.
- To promote research, development and consultancy in collaboration with engineering industry and business houses.
- To provide knowledge and techniques for integrating technology with management and to provide cost-effective business solutions.
- To stimulate creative thinking and inculcate a spirit of leadership, entrepreneurship and evolving cost-efficient solutions amongst the students.
- To enhance potential of students by enriching the curriculum with emphasis on human values.

#### **4. Objectives**

- Recruit highly qualified and experienced faculty.
- Train faculty to upskill/ upgrade their teaching capability
- Encourage faculty for their Career Advancement and retain them for longer period
- Maximum use of ICT for delivering quality education
- Sharing of knowledge and networking
- Establish industry interface for consultancy/ project work
- Encourage R&D activities

#### **5. Brief Description of the college**

The Apeejay College of Engineering was established in 1997 by the Apeejay Education Society. To begin with, the college started its camp office of Apeejay School, Sector-15, Faridabad.

The foundation stone of the College was laid on its own campus measuring 22.5 acres at village Silani on Palwal-Sohna Road, on 25th of October , 1999 by Shri Jeet Paul, an eminent industrialist.

The College building along with Boys' and Girls' hostels was inaugurated by Lord Swraj Paul on 23<sup>rd</sup> of December, 2000 and the College shifted from its camp office Apeejay School, Faridabad to its permanent campus on Jan. 1, 2001. Today, it is a beautiful and picturesque campus free from pollution and with environment conducive for academics and all-round development of students.

The academic building has four blocks:

- (a) **Dr. Radhakrishnan Block:** It houses Departments of (i) Computer Science & Engineering, (ii) Information Technology, (iii) Electronics & Instrumentation Engineering, (iv) Training & Placement Office, (v) Sports Office and (vi) College Medical Centre
- (b) **Tagore Block:** It houses Departments of (i) Electronics and Communications Engineering (ii) Electrical Engineering (iii) Applied Sciences, Humanities and (iv) Mechanical Engineering.
- (c) Library Block
- (d) **Administrative Block:** It is situated in between the Dr. Radhakrishnan Block and the Tagore Block. This block has administrative section, academic section, accounts section and maintenance section.

The college, when fully grown, will have faculty and staff quarters, a good services center, stadium for sports activities and auditorium for cultural activities.

#### **6. Admission and Registration Process**

##### **6.1 Affiliation**

All the under-graduate and post-graduate programs are

- ❖ AFFILIATED TO: MAHARSHI DAYANAND UNIVERSITY, ROHTAK,  
HARYANA

- ❖ APPROVED BY: i) All India Council for Technical Education (AICTE), New Delhi  
ii) Directorate of Technical Education, Govt. of Haryana (DTE).
- ❖ ACCREDITED BY: National Board of Accreditation.

## 6.2 Academic Programs

Details of various programs of studies and sanctioned intake are tabulated below:

S. No.	Academic Programs	Year of Sanction	Sanctioned Intake	B.Tech Program (3 years) for Lateral Entry Intake (10%)
	<b><i>Under-graduate Program: (4 years)</i></b>			
1	B.Tech in Computer Sc. & Engg.	1997	120	12
2	B.Tech in Electronics & Communication Engg.#	1997	120	12
3	B.Tech in Electronics & Instrumentation Engg.#	2001	120	12
4	B.Tech. in Information Technology	2000	120	12
	<b><i>Post-graduate Program: (2 years)</i></b>			
5	M. Tech in Instrumentation & Control Engg.	2004	18	-

# Accredited by National Board of Accreditation (NBA) - AICTE w.e.f. 19-7-2008 for three years. Accreditation in other Branches is being processed.

Note- One seat in each branch is allowed over and above the sanctioned seats for Kashmiri migrants by the Govt.

## 6.3 Admission Process:

The admission for 75% of the sanctioned seats to **B.Tech (Four year programme) and B.Tech (Three year programme through Lateral Engineering Entry Scheme)** seats are made by Haryana State Counselling Society (HSCS)/ National Informatics Centre (NIC), through **On-line Off-Campus Counseling**. **The admissions to remaining 25% seats are made by the college as per guide lines issued from time to time by HSCS/ Haryana Govt.** Applications from eligible candidates are invited for college counsellings by publishing Admission Notices in different News papers and on college website <http://aces.apeejay.edu>. A merit list is prepared and displayed. College counseling is conducted in face-to-face mode and admissions are made on merit. College level admissions are governed by rules given in Information Brochure of HSCS.

Any candidate from any part of India who has qualified in All India Engg. Entrance Exam (AIEEE) conducted by CBSE for four-year programme and Lateral Engg. Entrance Test (LEET) for three-year programme and who fulfils minimum eligibility criteria may participate in On-line Off-campus counseling for admission in any institution located in Haryana. Apeejay College of Engineering, known for its quality education, is one of the participating institutes of MDU in Haryana and it facilitates/ guides all applicants for on-line counseling. Apeejay is well known for its transparency and fair admission process and that helps to draw good applicants from all over India.

## **6.4 Entry requirements/ Eligibility for Admission**

### **(a) Eligibility criteria for B.Tech (Four year program):**

The candidate must have passed 10+2 examination from a recognized Board/ University with Physics and Mathematics as compulsory subjects along with any one of the following subjects:

- Chemistry
- Bio-Technology
- Computer Science
- Biology.

**However, for seeking admission in this College, the student must have secured at least 50% marks in above three subjects.** Thus the students should calculate the percentage of marks obtained/ maximum marks only in above three subjects.

**OR**

Have passed Diploma course in Engg. / Technology of three years or more duration from State Board of Technical Education, Haryana or its equivalent Diploma examination.

### **(b) Eligibility Criteria for B.Tech. (Three year program through Lateral Engineering Entry Scheme):**

Candidate must have passed Diploma in Engineering/ Technology course of duration of three years or more from Haryana Board of Technical Education or its equivalent with at least 50% marks in aggregate of all semesters in any branch.

**OR**

Have passed B.Sc (with Mathematics) with at least 50% marks in the aggregate.

Details regarding admission on the basis of LEET rank in Examination conducted by DTE, Govt of Haryana/ HSCS can be obtained from DTE web site (<http://techeduhry.nic.in>).

### **c) Eligibility Criteria for M. Tech in Instrumentation & Control Engg. (Two year full time program):**

Candidates who qualify in the Graduate Aptitude Test in Engineering (GATE) with Bachelor's degree in respective branch of Engineering & Technology from any University included in the approved list of the Association of Indian Universities (AIU) securing at least 50% marks in aggregate or equivalent grade.

**OR**

B.E./ B.Tech in ICE/ E&IE/ ECE/ EE/ EEE or any other equivalent degree in appropriate/ related discipline from M.D. University, Rohtak or any University included in the approved list of AIU with at least 50% marks in the aggregate or equivalent grade.

**OR**

Candidates who have passed M.Sc in Instrumentation & Control/ Electronics Science/ Electronics/ Physics with Electronics with at least 50% marks in the aggregate.

The above list is just for guidelines. The Chairman Admission Committee can consider the additional relevant Branches for admission to M-Tech programme on case-to-case basis.

Eligible candidates will be admitted on the basis of their merit in GATE. If the GATE qualified candidates are not available, the seats will be open to other candidates and shall be filled in on merit basis.

## **6.5 Fee & Other Charges**

### **Fee for Under-Graduate/ Post-Graduate Program:**

The fee structure for the session 2009-10 onwards as approved by the State Fee Committee/ Govt. of Haryana is shown below:

<b>Sl. No.</b>	<b>Item</b>	<b>Annual (Rs.)</b>	<b>Remarks</b>
1.	Tuition Fee B.Tech / M.Tech	75,000.00	Per annum
	Additional Tuition Fee (Only - for accredited courses ECE & E&IE)	1,000.00	-Do-
2.	Development Fee	15000.00	Per annum
3.	Students' Activities Fund:	1500.00	-Do-
4.	Caution Money (Refundable):	2000.00	Once at the time of admission
5.	ISTE Students' Chapter Membership Charges (UG Only):	140.00	Once at the time of admission
6.	Library Book Bank Membership (UG Only):	2000.00	Once at the time of admission
7.	Book Bank Caution Money (Refundable) for UG Only.	1000.00	Once at the time of admission
<b>University Fee:</b>			
1.	University Registration Fee (Only at the time of admission)	1000.00	Continuation Fee: Rs. 500.00 annually in subsequent years
2.	University Examination Fee	1400.00	For both Semesters
3.	University Development Fee	1000.00	Per annum
4.	Dr. Radha Krishnan Foundation Fund	70.00	-Do-
5.	Red Cross Fund	60.00	As per Indian Red Cross Society (Haryana) vide letter No. 30/YRC/College Unit/ 2009/9380 dt. 27.2.2009
	<b>Total</b>	<b>101170.00</b>	

## **6.6 Hostel Facilities and Charges**

The college maintains well furnished separate hostels for boys and girls within the campus viz. Vivekanand Hostel for 125 boys, Tagore Hostel for 319 boys and Sarojni Naidu Hostel for 202 girls.

All hostels provide good accommodation, messing and facility for extra curricular activities. Each hostel has its own mess, round the clock electricity, hot water facility, RO plant for clean water supply, indoor and outdoor games facilities. The library, Computer Labs and Internet WiFi facilities are also provided to the hostel residents beyond normal college working hours. These facilities enable students to study, research and discuss various assignments/ projects and improve their academic skills & knowledge.

The students are strongly advised to stay in the hostel instead of commuting long distance by own/ hired vehicles. This will help them to avoid wastage of time in long travel and physical exertion. The newly admitted students are required to fill the hostel requisition form at the time of reporting, so that seats in hostel are reserved for them.

There is a provision for single, double and triple seater rooms both in boys and girls hostels. Students can opt for any category and depending upon availability, seniority and merit, suitable room/seat is allotted to every applicant.

The hostel charges include room rent, electricity water and mess charges. Other expenses for different utilities are required to be borne by the students. The hostel security deposit (refundable) is required to be deposited separately at the time of first allotment of the hostel. It is obligatory for hostlers to take meal in the hostel mess.

The hostel room/ seat is allotted for one academic year at the beginning of the odd semester in July/August. The hostel fees for both the semesters are required to be deposited at the time of allotment of rooms. In case of withdrawal from the hostel by the students, no refund of hostel charge is allowed as hostel allotment is done by the College for one academic year.

The students are required to get hostel room/ seat allotted as per rules and pay charges as indicated below.

#### **Hostel charges**

1.	Single Seater Room Double Seater Triple Seater	Rs. 80000.00 Rs. 75000.00 Rs. 70000.00	To be paid in one installment at the beginning of odd semester for one academic year, as per allotment of seat/room.
2.	Electricity Charges for Air Cooler.	Rs. 1950.00 per cooler	Only from those who intend to use coolers. (For three months April, May & June). If they use air coolers beyond 3 months they will pay Rs. 650/pm as additional charges.
3.	Electricity Charges for Computers.	Rs.1950/- per year	Only from those who intend to use their personal Computer (Desk Top).
4	Group Medical Assistance Charges:	Rs.600/- per year	From Hostellers only
5.	Hostel Caution Money: (Refundable)	Rs. 2000.00	Once at the time of Admission

## **6.7 Hostel Rules & Discipline**

The students admitted in Apeejay College of Engg. Sohna are expected to follow the hostel rules, general code of conduct and discipline rules of the Institute as given at Annexure-I.

## **7. Teaching Learning and Academic Guidance Process**

The college is committed to provide highly qualified and experienced faculties, an effective learning and teaching environment, guidance and supervision through a variety of study methods, supported by a wide range of learning resources. The scheme of syllabus and examination as prescribed by M.D.University, Rohtak is followed. It is ensured by the college that teaching takes place in suitable and adequately equipped lecture/ tutorial halls and laboratories. The college provides learning resources such as library, with access to on-line library catalogues and networked library resources like DEL-NET and INDEST. The college also provides computer clusters, together with a range of software suitable to support and enhance students' learning experience. All teachers are encouraged to use ICT for developing their course material.

### **7.1 Faculty**

It is the quality of teaching, research, consultancy and Industry-Institute interaction that determine the stature of an engineering institute. Apeejay tries to synergize four major aspects of the Institute-Faculty, Students, Infrastructure and the feed back system to ensure quality education. The institute has sufficient core faculty drawn from the very best in the profession and back up support from outstanding visiting faculty who contribute towards quality teaching. The teacher-students ratio of 1:15 as prescribed by AICTE/ MDU is always maintained by the college. All teachers prepare their lecture notes, assignments and teaching schedule and keep these on the computer server. This helps in knowledge sharing among faculty and students could download lecture notes.

### **7.2 Learning Resource Centre (Library)**

The College has a well-equipped Library in a separate block. It consists of a central reading hall, newspapers and periodical sections, scholarly journal room and a multimedia library. The library is well stacked with the latest books and journals in the various fields of science, technology and management. It also has books/e-books on competitions and career development. The library has a growing collection of 40 thousand books. Almost all journals of IEEE, IEE and other publications in engineering sciences are available through on-line facilities of INDEST. Besides, a large number of journals and magazines in print are also subscribed. The library provides learning/ research resource to students and teachers regarding latest worldwide developments in higher education, research and placement activities. It also has a growing collection in the area of communication skills and books of general interest in humanities, social sciences and personality development.

### **7.3 Book-Bank Facilities**

The College has Book Bank facility, which is obligatory for all the students of undergraduate program. At the time of admission a student pays Rs. 2000/- as membership fee (towards providing books, services, infrastructure maintenance, replacement) and Book Bank security deposit of Rs.1000/- (Refundable) as caution money. Every student is issued one textbook in each course in all the eight semesters. The objective of the Book Bank is to provide students



the latest textbooks on the subject they study in each semester. This facilitates Teaching-Learning process and improves academic performance of the students.

Apeejay College of Engineering, Sohna is fully aware of the emerging need of knowledge workers to maintain tremendous growth of Call Centers, B.P.O.'s and K.P.O.'s in Gurgaon and National Capital Region (NCR). Therefore, the College empowers its students with knowledge and engineering skill that are in high demand such as VLSI system, embedded technologies; IT related business solutions, computer networking, Web designing, mobile and wireless communication, PLC for instrumentation & control, power generation and management and many other business applications. For this reason, the Book Bank facility is a resource to provide students the latest textbooks in the fields of Science, Technology, Communication Skills and Management. The college is also member of DELNET consortium and can borrow books from other member librarians if some books are not in its library.

#### **7.4 Alumni Association**

We have very large and active network of alumni created through our college website.

#### **7.5 Internet and WIFI Facilities**

Internet facilities are available in the college campus and hostels for the benefit of students and faculty. The college has WIFI connectivity to allow open internet access both in college campus as well as hostels.

### **8. Tutorial Support Process**

The college recognizes the importance of monitoring student's progress, therefore, provides a high standard of advice, support and academic guidance. There is a Counselling Board in the College for counseling each and every student of the college and monitoring his /her progress during his / her stay in the college. The student must not indulge in any type of ragging, as it is serious crime and can result in expulsion from the college or heavy fine up to 2.5 lacs. Similarly, student must not harass girl students/ faculty in any manner, as it is a punishable crime.

#### **8.1 Function of the Counselling Board**

The Principal and four HODs/ senior faculties in rotation constitute the Counselling Board during each semester. The Counselling Board divides all students into as many groups of 30 students as are the number of teachers in the college. One group is allotted to every teacher, called Counsellor. Major functions are given below:

- a) The Counselling Board meets every Counsellor, at least, once in two months to get the feedback from the counsellors/ faculty and students.
- b) Functions of a Counsellor/ Tutor: -
  - i) To know every student of his/her group at academic as well as personal level.
  - ii) To monitor the progress of the student.
  - iii) To counsel for improvement and clearing backlog of supplementary Examination (compartment).

- iv) To help him/her in procuring bank loans and solving the problems like registration, attendance, examination result etc.
- c) All official correspondences of the student go through his/her Counsellor and under his/ her signature.
- d) A student remains under the same Counsellor through out of his / her stay in the college. In case the teacher leaves the college, the entire group is transferred to a new Counsellor.
- e) The Counsellor may also be asked to attend a meeting of the Proctorial Board as an observer. This is important when his/ her group student is involved. The decision of the Proctorial Board is final.
- f) The college maintains a separate folder for each student, for keeping the information of the student during his/her four years of stay in the college.

### **8.2 The students on their part are required to:**

- a) Read, note and understand the information and guidance provided to them through various Circulars, Notices, College / Hostel rules through out the duration of the programme of study. They must faithfully follow the instructions and act accordingly.
- b) Comply with the instructions relating to attendance, examination and use of learning facilities. Examination means a process of assessment, whether by written paper, viva voce written for practical assignments etc. which enables the examiner to award marks or grade.
- c) Be punctual in time and regularly attend all classes, labs, tutorials and workshops
- d) Meet regularly their tutors or supervisors/ teacher counsellors.
- e) Maintain discipline in the campus, classes, library and hostels.
- f) Attend all meetings arranged with their personal tutor/ teacher counselor as far as possible.
- g) Inform their teacher counselor/ tutor promptly of any difficulties that they are experiencing.
- h) Act responsibly on the advice given to them.

## **9. Students Academic Representation and Evaluation Process**

### **9.1 Departmental Academic & Other Societies :**

In order to monitor and promote academic and extra-curricular activities among students, the college has a system of Departmental Faculty Students Committees in which students effectively represent and participate. The college also has a network of following clubs, cells and societies with a teacher as co-ordinator:

- Cultural Society - Dr. (Mrs.) Meena Bhandari
- Sports & Games Society - Dr. S.K.Garg
- College Magazine (Reflections) - Dr. Adarsh Kumar
- E-News Letter Society - Mrs. Dipali Bansal
- ISTE Students' Chapter - Mr. Tanmoy Deb
- ASSET - Dr. Adarsh Kumar (Applied Sc.)
- [SA@CE](#), - Mr. Sudhakar Ranjan (IT)
- CRPTEX - Ms. Vandana Dhingra (CSE)
- SPARK - Ms. Vinni Malik (ECE)
- INNOVATIA - Ms. Alka Nigam (E&IE)
- Red Ribbon Club - Dr. G.N.Sahai
- Horizon – Training & Placement (T&P) - Mrs. Dipali Bansal
- Women Welfare Cell - Dr. Meena Bhandari
- Entrepreneur Cell - Mr. R.C.Sharma  
- Ms. Manjusha Agwan

All the Societies under a teacher In-charge/ Co-coordinator are headed by President, Vice President and Executive Members from among students of different classes. The student members and representatives organize technical, cultural and social events to promote quality leadership, technical excellence management, outlook, social service and human values.

- b) **Sports Committee**: The sports committee organizes Intra College / Inter-College sports events in Cricket, Badminton, Football, Volleyball, Chess etc. The Prof. I/c Sports Dr. S.K.Garg guides and assists students to hold Annual Sports and other events.
- c) **Hostel Committee**: To monitor the cleanliness and up-keep of various hostels, preparing menu and also to redress grievances and difficulties of the hostlers, a committee of the students and teachers works under the guidance of Chief Warden as follows:
- i) Chief Warden - President
  - ii) Teacher Coordinators - Two (one for boys' & one for girls' hostel)
  - iii) Mess Committee (three boys each from two boys' hostel & two girls from girls' hostel)

- iv) Committee for internet (WIFI) & TV facility
- v) Health & Hygiene Committee
- vi) Security & Fire Fighting Committee

The committee holds its meetings fortnightly to resolve the difficulties of students.

### **9.2 Examination & Evaluation Process**

**Ordinance for Bachelor of Technology (B.Tech.) containing eligibility, examination etc. of Maharshi Dayanand University, Rohtak is available at Annexure-II.**

### **9.3 Internal Sessional Examination:**

Sessional: Sessional work shall be evaluated by the teachers of the various subjects based on the work done during semester in accordance with the guidelines/ procedure approved by the Director-Principal of the college on the basis of the following weight age:

For Theory Subjects	B.Tech
i) Two Sessional Tests	60%
ii) Class Attendance (Lecture+Tutorial)	20%
iii) Class work	20%

For Practical / Project Work:

i) Viva-Voce/ Test	20%
ii) Laboratory Record/ Project Report	20%
iii) Class Attendance	20%
iv) Class Work	40%

The maximum attendance for calculation of attendance component of Sessional marks shall be 85% of the total scheduled periods.

The marks obtained in the Sessional work shall be awarded by the teachers concerned and duly countersigned by the Head of the concerned Department and then forwarded by the Principal to the Controller of Examinations of the University immediately after the semester.

The students are **required to appear in both the Sessional examinations.**

If any student fails to appear in any of Sessional examinations without any genuine reason, no makeup Sessional examination(s) shall be arranged and he/she shall be awarded zero in the paper concerned.

### **9.4 Practical Exams/ Project Viva-Voce**

The student are required to appear for viva voce in respective practical / project work with their practical note-book/project report on the date announced for viva voce. The marks awarded for the subject will be final after review done by the HOD of the concerned Department.

### **9.5 General Proficiency and Fitness for profession (GP &F)**

The students are advised to participate in different co-curricular and extra-curricular activities arranged by the College, / Hostel and University for all-round development of their personality. The students are required to fill up GP & F proforma as prescribed by the University/College and submit it to the HOD / teacher concerned.

The evaluation shall be done on the basis of details provided by the candidate and viva-voce conducted for the purpose. The students are required to come with original documents/certificates of merit at the time of viva-voce (No photocopy to be attached with the GP& F form). The marks for GP&F shall be awarded by a committee appointed by the HOD in consultation with the Principal.

The students are required to:

- a) Support the efforts of faculty-students committee through active participation.
- b) Respond honestly and constructively to evaluation and other instructions on the program of study and evaluation.

## **10. Academic Services**

The college provides a high standard of academic services to all students in the form of well furnished class rooms, well equipped laboratories, and library and internet facilities.

The academic examinations, evaluation etc. are governed as per ordinance and scheme of syllabus prescribed by M.D.University, Rohtak. The students'-teachers'-ratio is maintained as per AICTE norms i.e. 1:15.

### **10.1 The students are required to:**

- a) Use academic services responsibly by following the rules and regulations intended for their use with due consideration to the needs and rights of other users.
- b) Provide feed back for their betterment, when required to do so.

### **10.2 Students Services**

The college provides various services for students such as:

#### **a) Students Services Information Desk (SSID) :**

One stop information enquiry services in Academic Section under DR (Acad.) have been provided for students. It provides students ID cards, Admission Leaflets, Prospectus, various types of proforma, University results, various types of certificates and other useful information required by students.

#### b) **Medical / Health Care Services**

The College has well equipped medical room within the college and an experienced Medical Officer who takes care of the health and treatment of students and staff. In case of any medical emergency students are taken to the nearest Hospital at Palwal for treatment. A dedicated vehicle (Ambulance) is available in the campus to take hostel residents/ day scholars to the hospital in case of an emergency.

Medical box and treatment room is also provided in the hostel to attend to emergency during college off hours.

#### c) **Training & Placement Cell**

In a rapidly changing global environment, a suitable job is of utmost importance for the graduating Engineers, to meet their aspirations after completion of four years of studies. This requires good teaching-learning process and preparing engineering students to perform well in the selection process of the recruiting industries. To facilitate this, Apeejay College of Engineering has a full-fledged Training and Placement Cell, which works towards the fulfillment of the student's aspirations for a suitable job. The placement cell continues to coordinate students' interviews through campus, joint-campus and off-campus recruitment programmes of various industries. The main role of Training & Placement Officer (TPO) is to facilitate placement of maximum students.

Companies like Infosys Technologies, I-Flex, I-Gate, HCL Technologies, Tata Consultancy Services, Impetus, Nucleus Software, Polaris Labs, L&T, InfoTech, Torri Harris Development Ltd., IBM, Thomson Press, Mahindra British Telecom, Sapient Corporation, Inter Globe Technologies, Siemens, Punj Lloyd, Lurgi AG., A2Z Maintenance Services Ltd., Mohan Energy Services Ltd., Schneider Electric etc. have selected our students. Some students have also taken up teaching as a profession and have been placed as Lecturers with various engineering colleges in the State of Haryana. We do give preference to our ex-students to join as teacher. Numbers of students join Defense Forces and 15-20 students go abroad for higher studies.

Our emphasis is on the preparation of our students in giving their best so as to be successful in getting the right job before they graduate.

### **10.3. Entrepreneur Cell (e-cell)**

As per AICTE norms, in collaboration with National Entrepreneur Network (NEN) UK, our college has launched Entrepreneur Cell on 11<sup>th</sup> Feb. 09. The co-coordinators of e-cell are Asst. Prof. Mr.R.C.Sharma & Asst. Prof. Ms. Manjusha Agwan. The inauguration ceremony of e-cell was graced by entrepreneur Mr. H.S. Grover, CEO of Cocubes.com & Ms. Bhawana, Consultant of NEN. In this time of economic slow down e-cell can play a vital role of "Job generators" instead of job seekers. The cell will organize brainstorming sessions and interactions with entrepreneurs. All students having some good business plan, will be helped by e-cell & NEN to convert their plan into reality.

### **10.4 ISTE Students Chapter**

The Indian Society for Technical Education (ISTE) is a national, professional, non-profit making Society. The major objective of the ISTE is to assist and contribute in the production and development of top quality engineers and technicians needed by the industries and other organizations.

The college has been a member of ISTE since 1994 and has set up ISTE Students' Chapter for different technical and co-curricular activities. All students admitted to the college become members of this chapter for four years by paying a small membership fee at the time of admission. In turn, they become eligible to participate in all functions/competitions / programs of ISTE on All India level.

## **11 Women Welfare Cell**

The college has set up "Women's welfare cell", which helps/ guides girls students and ensures their safety, security and equality with boys. A senior lady faculty Asst. Prof. Dr. Meena Bhandari is the Convener of this cell and she assists the Administration and Proctorial Board in handling cases related to women /girl students' grievances.

### **11.1 College Committee to Check & Eradicate Menace of Sexual Harassment Against Women.**

In pursuance of the order issued by Hon'ble Supreme Court of India and the ordinance issued by M.D.University, Rohtak, the committee consisting of the following has been constituted in the Apeejay College of Engg., Sohna to check and eradicate the menace of sexual harassment of women at their work place. This is against the dignity of women, and violates constitutional provisions.

#### **a) Composition of Committee**

- Principal, Chairperson
- Proctor
- In charge Women Cell
- The chairperson can co-opt a non-teaching female employee, if the complaint concerns with non-teaching section.
- Coordinator - DR(Admn)

#### **b) Quorum**

At least half of the number of members of the committee shall be the Quorum for holding a meeting of Committee.

#### **c) Sexual Harassment**

Sexual Harassment relates any type of harassment case to female teacher/student. It includes any unwelcome sexually determined behavior, whether directly or by implication and includes physical contact and advances, a demand or request for sexual favors, sexually-colored remarks, showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Harassment of lady teaching staff includes any type of misconduct in the class, obstruction of teaching by disturbing the class, making obscene gesture or remarks towards lady teacher, forcibly entering the class or leaving the class with a view to humiliate the lady teacher. Giving any type of threat to the lady teacher or attempt to create any girl student awkward scene in the class will be taken as deliberate effort to harass the lady teacher / girl student.

#### **d) Complaints**

The complaints may be made by any female faculty / staff member /student against any other member in writing before the committee. The complaint shall contain the facts and specific allegations supported by evidence. The complaint is to be made to the Principal /Chairperson of the committee or to Dy. Registrar (Admn.).

The Committee shall follow the procedure as considered just and appropriate to meet the ends of justice. The burden of proving the allegation shall lie on the complaint(s).

#### **e) Punishment**

The punishment shall commensurate with the nature or gravity of incidents.

#### **Students are required to:**

- a) Read and note the information provided to them and make use of the same when needed or advised to do so by their teacher counsellor/ tutor.
- b) Keep any appointments with college support staff whenever possible.
- c) Provide needed and timely information whenever asked to do so.

### **12. Financial Assistance to needy students / scholarship**

The students admitted to various programs are eligible for study-loan from banks as per rules of the financing agency. The College provides all necessary certificates and guidance to help needy students to obtain financial assistance from banks.

The students admitted to the college are also eligible for financial assistance from Students' Aid Fund under merit-cum-means scheme. The applications for such assistance are invited by the college every year in odd semester and granted aid on year-to-year basis. The selection of students for such assistance is governed by rules as defined by the competent authority.

Depending on the financial need/ situation of very poor student, the College also recommends names after evaluation by the competent authority, for scholarship/ financial assistance to different charitable societies/ trusts/ organizations.

The students belonging to SC/ ST / BC Category of Haryana are awarded scholarships by the State Welfare Department of Govt of Haryana as per rules.

The students of the College are also recommended for award of financial assistance out of Dr Radha Krishnan Foundation Fund managed by the M.D. University, Rohtak.

### **13. Health, Safety and Security Services**

- 13.1 The College has well equipped medical room within the college and an experienced Medical Officer takes care of the health and medical treatment of students and staff. In case of any medical emergency students are taken to the nearest expert physicians and/ or Hospital for treatment.



The students are advised to avail the medical / health services available in the college. They are required to comply with the general guidelines and framework for safe working environment in the college premises.

13.2 A large number of Security Guards remain on duty in the campus round the clock to guard the campus. All safety and security measures are taken in the best interest of students.

13.3 Fire Fighting equipment and first aid kits are available at various labs/ work-shops.

## **14. Personal Development Program (PDP)**

Sufficient opportunity is provided to the students to participate in a wide range of sports, cultural, personal development and other extra-curricular activities.

### **14.1 Sports Activities**

The students are encouraged to take part in indoor and outdoor games & sports, as the games constitute an integral part of education. Besides providing physical and mental discipline, these activities inculcate in students the noble qualities of team spirit, discipline, sportsmanship and self-confidence. Our students have shown outstanding performance in MDU winning trophies/ many prizes in Football, Volleyball and Chess.

### **14.2 Extra-curricular Activities**

Our Cultural Society nurtures the hobbies of the talented youngsters and also provides a platform for exchange of ideas and interaction amongst peer groups. The Society is further divided into six clubs, i.e. Music, Dance, Dramatics, Fine Arts, photography and literary clubs. The students' according to their interest can be a member of any of these clubs. The Cultural Society holds cultural functions in the college premises and also sends students to other colleges for participation in their cultural festivals, Techno-fests, Zonal and Inter Zonal Youth Festivals of M.D. University, Rohtak.

### **14.3 Youth Welfare Programme of MDU**

The participation of students in adventure programs builds up self-confidence and provides a platform for amalgamation of sub-cultural norms and ethos of the different parts of India and exchange of ideas and values thereby. The college has been sponsoring students to participate in different programs organized and conducted by the Youth Welfare Department of the University such as Technical fest, Adventure program in mountaineering, Para Ballooning, Snow & Water Skiing, Adventure excursion etc.

## **15. Discipline**

**15.1 Discipline** is the main stay for good academic environments of any institution. The college pays special attention to maintain discipline in the college and hostel. The students admitted in Apeejay College of Engg., Sohna shall observe the college/ Apeejay Education Society rules in day to day activities. Broadly, the position with

regard to misconduct and indiscipline, enquiry committee, punishment and appeal against punishment to be awarded is indicated below:-

**15.2 General Code of Conduct and Discipline Rules for students are as under:**

1. Engineering is a respectable profession and the foundation for India's future development. By creating wealth and employment opportunities, it seeks to raise the living standard of people in India. Therefore, it devolves upon the students to raise their standard of behavior, discipline, and commitment to studies.
2. They should always approach their teachers and other staff members with due respect and courtesy.
3. They should always treat their fellow students, especially girl students, with dignity and respect.
4. They should never use any type of abusive or filthy language during conversation among themselves or with others, whether in or outside the college/ hostel.
5. They should strictly follow the hostel and mess rules prescribed by the college.
6. They should be regular and punctual in attending their classes. Failure to do so without any convincing reason will automatically tantamount to an act of indiscipline. .
7. They should refrain from criticizing or making derogatory comments / remarks against the college administration, management, their teachers and other seniors.
8. They should always be polite, friendly, and humble in their approach while dealing with staff/ faculty.
9. They should always come to the college in modest and clean dress. Coming to college in loose dresses like Kurta Payjama, Kurta Dhoti, bathroom slippers, chappals, shorts and wearing of skirts by girls and , similar other **casual dresses** etc. are completely **forbidden**. They should always bear in mind that they have to exhibit a distinct standard of being the students of this prestigious Engineering College, and they are the trendsetters for future.
10. Wearing of casual dresses should be avoided even when going to mess for breakfast, lunch and dinner.
11. They must not form any association, union, or club or organize any activity / gathering without prior explicit permission of the Principal.
12. They should not indulge in politics, promote any political activities, organize or participate in any type of agitation or get involved in any activity detrimental to their academic progress and prestige of the college.
13. Any function or celebration of any kind within the campus or outside the campus without the explicit permission of the Principal will be illegal and an act of indiscipline.
14. Any form of collection or contribution, in kind or cash or by any other mode / means taken from the student(s) / Societies / outside agency without the explicit permission of the Principal is illegal, and an act of indiscipline. .
15. The collection, if any, after proper permission from the Principal, be done only by person/ persons who is/ are authorized in writing by the Principal, and proper account must be submitted after the function is over.
16. He / she / they shall be punished under the act of indiscipline by the authorities concerned, if they do not adhere to the above guidelines & norms.
17. Students should themselves take care of their belongings, viz. books, calculator, cell phone, notes, writing and drawing materials, etc. while in the college/ hostel. Thefts, if any, in this regard should, however, be reported to the Chief Warden/ HOD concerned immediately.
18. Students should maintain proper decorum in and outside the classrooms/Labs/Library/ T&P

Office/ Admn. block and should obey the instructions of the teachers and concerned staff members.

19. They should not damage any college property, equipments, tools, instruments, furniture, cables, appliances like water cooler, fire extinguisher, display boxes for display of notices etc. and should not pluck flowers from flower beds/park etc.
20. They are not allowed to eat in the classrooms, Labs, Workshops, Library etc. They are also forbidden from chewing gums, pan parag, chewing pan, smoking or using any other type of tobacco products in the college premises.
21. **Ragging in any form within or outside the college is strictly prohibited as per decision of the Supreme Court of India in writ petition No. (c ) 656/1998 and defaulters, if any, will be severely dealt with. Based upon the gravity of offence, the punishment for violating this code may lead to expulsion from college or fine up to Rs. 2.5 lacs.**
22. All students should clear their college dues, library fine and other dues, including mess dues, regularly and in time.
23. The students are warned against the following acts of indiscipline in particular, which may lead to severe punishments:
  - a) Misuse of or damage to the college property.
  - b) Violence on or off campus, involving physical assault on staff or fellow students.
  - c) Hooliganism in mess or ill treatment with mess staff.
  - d) Non-compliance with the instructions of administrative, teaching and instructional staff.
  - e) Regular absence from classes without prior permission. Such permission will, however, be granted only in exceptional cases on valid and genuine ground.
  - f) **Ragging in any form**
  - g) Violation of the above code of conduct.
  - h) Possession and/ or use of transistors, tapes obscene magazines, periodicals, newspapers or any other objectionable material in the college
  - i) Possession any type of fire arms-pistol, Revolver, Kutta (local pistol), dagger/ knife (Blade longer than 6”).
  - j) Any other conduct not consistent with the status of the students of this college and detrimental to the interests of the college and students community at large.

### 15.3 Categories of Misconduct and Indiscipline

#### a) Category - I

1. All acts of violence by an individuals or group of students and all forms of coercion such as gheraos, sit-ins or any variation of the same, which disrupt the normal academic and administrative function of the institute and or an abetting of indulgence into act, which may aggravate the situation that leads to violence.
2. Gheraos and obstructing normal functioning of the institutes, laying a siege or staging demonstrations around the office / residence of any member of the College or any other form of coercion, intimidation or disturbance or violation of right to privacy of the residents of the campus.
3. Indulgence into sexual harassment as defined and punishable by law of the land.
4. Threatening postures, implicit or overt gestures of threats, use of uncivilized language as a form of threat.

## **b) Category-II**

5. Committing forgery, tampering with the Identity Card or College records, impersonation, misusing College property (moveable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of library or unauthorized photocopying or possession of library books, journals magazines or any other material.
6. Hunger strikes, dharnas, group bargaining under mob pressure tactics, exploiting mob fury and holding administration to ransom and any other form of protest by blocking entrance or exit of any of the academic and / or administrative complexes or disrupting the movements of any member of the College.
7. Furnishing false certificates or false information in any manner to the College.
8. Any act of moral turpitude, immoral manifestation.
9. Eve-teasing or disrespectful behavior or any misbehavior with a girl student, women staff member / visitor.
10. Arousing communal, caste, regional and political feelings or creating disharmony among students.
11. Use of abusive, defamatory, derogatory or intimidatory language against any member of the College.
12. Causing or colluding in the unauthorized entry of any person into the campus or in unauthorized occupation of any portion of the College premises, including hostels, by any person.
13. Unauthorized occupation of the hostel rooms or unauthorized acquisition and use of College furniture in one's hostel room or elsewhere.
14. Indulging in acts of gambling in the College premises.
15. Consuming or possessing liquors, dangerous drugs or other intoxicants /narcotics in the Institute premises.
16. Damaging or defacing, in any form, any property of the College and / or the property of any member of College.
17. Not disclosing one's identity when asked to do so by a faculty member or employee of the College who is authorized to ask for such identity.
18. Improper behavior while on study tour or excursion or site visits.
19. Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behaviors in the Health Center.
20. Blockade or forceful prevention of any normal movement of traffic, violation of security, safety rules notified by the College.
21. Any other offence under the law of land.
22. Ragging in any form is punishable in terms of the notifications issued by the State Govt. the University or as per orders issued by Hon'ble Supreme Court of India.
23. Accommodating unauthorized guests or other persons in the hostel.
24. Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the campus.
25. Any intimidation of or insulting behavior towards a student, staff or faculty or any other persons.
26. Any other act, which may be considered by the Principal or any other competent authority to be an act of violation of discipline and conduct.

## **15.4 Enquiry Committee**

Reporting of the cases of indiscipline will be made by any individual / group of students immediately to any competent authority of the institute or campus (e.g. Director / Principal, Dean, Warden or any Senior faculty member of the rank of Professor / Associate Professor), giving full facts of the case / offence along with witnesses so that the procedure of enquiry can be initiated without delay.

The Enquiry Committee will be constituted by the competent authority of the College to look into the report filed or in cases where report is not filed but the act of indiscipline has been committed by an individual or a group of students.

The Committee will normally consist of a minimum of three members of which the Principal, Dean, Registrar or a Senior Professor will be the Convener. Where considered desirable a Committee comprising of external enquiry officer(s) may be appointed under orders of the Chairman BOG/ President of the Society.

The report of the Committee will bring out the facts of the case by a procedure adopted by it and make specific recommendations with regard to:

- a) Punishment of the guilty
- b) Preventive precautions for the future with a view to avoid recurrence of such incidents.

## **15.5 Punishment**

The quantum of punishment will be decided by the gravity of the act of indiscipline committed by the student(s). Guideline for awarding any punishment to a student are:

- a) No punishment shall ordinarily be imposed on a student unless found guilty of the offence of which he / she has been charged by an Enquiry Committee after following the normal procedure and providing due opportunity to the student charged for the offence to defend himself / herself.
- b) In case the Principal / Director or any other competent authority is of the opinion that on the basis of the available material and evidence, there exists a prima –facie case against a student or students he may order suspension of the student(s) including withdrawal of any or all facilities available to a bonafide student pending enquiry.
- c) Notwithstanding any punishment mentioned in the foregoing rules, the Principal may keeping in view the gravity /nature of misconduct / indiscipline has been committed, award a punishment in excess of or less than or other than what has been mentioned thereon for reasons to be recorded.

## **16. Complaints, Appeals and Grievances Procedure**

### **16.1 Appeal and Review of Punishment**

The student(s) who wish to represent his / her case for review of punishment, can do so by submitting an appeal to the Chairman through the Principal. In case, the Chairman so desires to have a review of the case, he may appoint a Review Committee to review the case if

- The procedure adopted by the Committee was not proper.
- Due hearing has not been given to the aggrieved party.
- The due punishment compatibility with the offence committed need review.
- New facts have come to light, which can be placed before the Review Committee for a fresh review.

The Chairman will review the report of the Review Committee, and take an appropriate decision. In such a case, the decision of the Chairman will be final and binding.

Besides, the students are advised to contact the various functionaries of the Institute in order to redress their various complaints pertaining to different fields of activities. –

<b>Particulars of functionary to be contacted</b>	<b>Nature and Scope of the complaint to be redressed</b>
Counsellor(s)	For any problem related to academics, hostel, mess, health, bank loan etc and needful guidance
Dean Students' Affairs	For any difficulty related to hostel, personal registration, fee deposit, bank loan, attendance etc.
Dean (Academics) & Registrar (Acad)	With respect to registration, shortage of attendance, academic help, University related matters, Sessional, university exams, practical, Scholarships etc.
Internal-Auditor & Accounts Officer	Deposit of fee for registration, mess charges, fine and disbursement of scholarships etc.
Head (T&P)	Industrial visit, Summer Training, Industrial Project, Placement and Seminars etc.
Liaison Officer - SC/ST Cell	For SC/ST scholarship, other financial assistance / facilities available.
Lady Counsellor(s) -Women Cell	Girl students only - for seeking advice in respect of personal problems or needs and to discuss matters in confidence
Project Co-coordinator	To discuss project / industrial project topics and to seek guidance in related matters.
HODs / Dep't In-Charge(s)	For all department related problems, shortage of attendance & holding extra classes etc.
Prof in Charge (Library )	For new books acquisition both in general and reference section, journals and magazine and issue of books out of Book bank etc.

## **16.2 Redressal Forum**

The students whose complaints remained unresolved even with the help of above procedure are advised to redress their complaints through Redressal Forum. The composition of Redressal Forum shall be as under:-

1. Proctor of the Institute
2. Dean Students Welfare
3. Dean Academic
4. Chief Warden
5. Head of the Department concerned
6. Registrar as Member –Secretary

The findings and recommendations of the Redressal Forum may provide solution to the complaint(s) lodged by a student / group of students, inter-alias, suggesting remedial measures to be instituted to avoid recurrence of such situation in future as far as possible.

However, the students are advised to refrain from making complaints of trivial or frivolous nature.

## **17 Ragging**

**17.1 Ragging in any form is prohibited as per decision of the Supreme Court of India in Writ Petition No. (c) 656/1998** in the institute and is treated as a **cognizable offence and very strict action is taken** against the offenders.

The following will be considered an act of ragging:

“Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or indisciplined activities which cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do any act or perform something which such student will not do in the ordinary course and which has the effect of **causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student**”.

The cause of indulging in ragging is deriving a sadistic pleasure or showing off power, authority or superiority by the seniors over their juniors or freshers.

To safeguard ideals of scholarship, character and personal behavior, **the institute reserves the right to expel any student at any time for indulging in ragging directly/ indirectly.**

The freshers/ guardians are advised to contact the authorities immediately in the unhappy event of ragging/ misbehavior by the seniors.

17.2 Ragging is therefore, **totally banned** in the Institution and any one indulging in ragging can be punished as indicated below: -

- a) Expulsion from the institution
  - b) Suspension from the institution or classes for a limited period
  - c) Fine upto Rs. 2.5 lacs
  - d) Withholding scholarships or other benefits
  - e) Debarring from representation in events
  - f) Withholding results
  - g) Suspension or expulsion from hostel or mess, and the like.
- Ragging being cognisable offence, it may be reported to Police also for further action as per law. .



## **Hostels Rules & Discipline**

### **1. Hostel Rules**

All the Hostellers are required to strictly abide by the following rules. Violation of any of these rules will be taken as an act of indiscipline and will be punishable. Based on gravity of offence the student may be suspended/ expelled or fined heavily.

### **2. Hostel Allotment and Withdrawal:**

- a) Students seeking admission to the hostel must apply separately on prescribed form to the hostel warden/ hostel Superintendent at the time of registration in every odd semester.
- b) Depending on availability, students are allotted single/ double/ triple seater rooms in Hostel only after registration and after their having deposited Hostel charges for one year. The allotment of the type of room is made on the basis of availability and merit i.e. marks obtained in the previous semester exam.
- c) Before proceeding on summer vacation or leaving the hostel, the student will hand over the room to the Hostel Supervisor and make payment if there has been any damage to any inventory of the room.
- d) The allotment of room/ seat remains valid for one year only. Thereafter students are required to apply for allotment before they leave for summer vacation, so that rooms may be allocated to them as soon as they report for the next odd semester.
- e) Preference will be given to 4<sup>th</sup> year students, then to 3<sup>rd</sup> year and thereafter to 2<sup>nd</sup> year students. If the number of applications is more than the number of rooms available, the allotment will be made on the basis of marks obtained in the last semester.
- f) 30% seats will be reserved for 1<sup>st</sup> year students. The allotment will be made on first come first serve basis. If the number of applications is more than the number of seats available, the allotment will be on the basis of marks obtained in AIEEE//10+2 examination.

### **3. Hostel Discipline And Other Miscellaneous Rules:**

All the hostlers are required to strictly abide by the following rules. Violation of any of these rules will be taken as an act of indiscipline and will be punishable:

- a) The hostlers should always conduct themselves in a disciplined way inside the hostel. They should realise that they are now the students of a professional and respected college and, therefore, expected to maintain their standards of good behavior, discipline and manners.
- b) They should not leave the hostel without written permission from the Hostel Supervisor / Warden, except for going to attend classes, going to Mess, to Library etc. at scheduled timings.
- c) The Mess timings, as framed from time to time, should be strictly adhered to.
- d) They should always carry their Identity Cards / Hostel Identity cards with them when they are out of their room and should produce these whenever demanded.
- e) The boys are forbidden from going into the Girls' Hostel and the girls from entering the Boys' Hostel. If at all a meeting is necessary, the same should be done with the permission of the respective Hostel Warden/ Supervisor only and that too only in the lounge.

- f) Meetings of boys into the rooms of Girls' Hostel and that of girls into the rooms of Boys' Hostel are strictly prohibited.
- g) The students are strictly prohibited from keeping any type of firearm or weapon even if it is a licensed one.
- h) Students are prohibited from consuming alcoholic drinks, intoxicants, drugs, tobacco products etc. inside the hostel or entering the hostel after consuming them outside.
- i) Students are also strictly prohibited from indulging in gambling, betting or any other similar undesirable act.
- j) All students should maintain cordial relationship with fellow students and should not indulge in any type of fight or quarrel. In case of any conflict, the matter should be immediately reported to the Warden and in his absence to the Hostel Supervisor.
- k) The students are warned to take care of their belongings themselves and refrain from keeping valuables and large sum of money in their rooms. The college will not be responsible for any loss due to theft or otherwise of such items. However, in case of a theft, the matter should be immediately reported to the Warden and in his absence to the Hostel Supervisor.
- l) The students should not mishandle or damage the college property in the hostel, viz. furniture, electric fittings, sanitary fittings etc. In case of damage the students concerned will be charged double the cost of the item damaged by them. If the person (s) who cause the damage are unknown, the cost of the repairing may be assessed and divided equally among all the students of the batch, group, class or hostel as the case may be.
- m) Cases of serious illness, if any, should be immediately reported to the Warden / Hostel Supervisor who will arrange immediate first aid and transfer to Hospital.
- n) The students are prohibited from forming any association, society, club etc. in the hostel, other than that permitted by the college authorities.
- o) Students are not permitted to hold meetings, celebrate birthday or any other function in the hostel without the permission of the Warden and in his absence from Hostel Supervisor.
- p) Cooking is not permitted at all in the hostel rooms.
- q) No guest or outsider is allowed to stay in the hostel rooms without warden's permission and in his absence that of Hostel Supervisor's.
- r) No student should leave the station for a short or long duration without prior permission of the Warden/ Hostel Supervisor.
- s) All students will strictly follow the instructions issued by the Hostel Warden and the college Principal from time to time.
- t) The hostlers will not change the rooms without prior allotment by the Warden/ Hostel Supervisor.
- u) **Ragging in any form within the Hostel/ College or outside the Hostel/ College is strictly prohibited and defaulters, if any, will be severely dealt with. As per UGC/ Honourable Supreme Court directive, student involved in any type of ragging directly/ indirectly/ abetting ragging may be expelled from the hostel as well as from the college. They can also be fined up to Rs. 2.5 lacs.**
- v) Students will pay their Hostel, Mess and other dues regularly and in time.

- w) They should never use any type of abusive or filthy language during conversation between themselves or with others whether in hostel, college or outside.
- x) Hooliganism in Mess, Hostel or college or ill treatment of mess staff , security staff and any other college staff will constitute a serious misconduct which may lead to severe punishment.
- y) The main gate of Boys' Hostels will be closed at 9.00 p.m. in winter (1st November to 31st March) and at 10.00 p.m in other months and no student will be allowed to go out side without the specific permission of the Hostel Warden and in his absence that of the Hostel Supervisor.
- z) Similarly the main gate of Girls' Hostel will be closed at 8.00 p.m. in winter season (1st November to 31st March) and in other months at 8.30 p.m and no girl student will be allowed to go out side without the specific permission of the Hostel Warden and in her absence that of Hostel Supervisor.
- aa) Use of electric/ electronic gadgets and appliances such as room heater, water heater, air-cooler, air-conditioner, refrigerator, audio/video system etc. are not permitted inside the rooms of the hostel.
- bb) Keeping tape recorders, audio system, computer, TV, VCR or any other Audiovisual /video equipment in room is not permitted without the permission of the Hostel warden. The volume of the audio/ video system should be adjusted in such a way that its voice be confined to their room only. However, its use is strictly prohibited after 11.00 p.m.  
  
If at any stage it is found that these systems are causing disturbance and are being used for group viewing or listening, the permission shall be withdrawn and equipment shall be seized and kept in custody of the Warden/ Hostel Supervisor.
- cc) The T.V. installed in the Hostel can be viewed from 8.00 p.m. to 10.00 p.m. on all days except Sunday. On Sunday it can be viewed from 8.30 a.m. to 10.30 a.m. and 7.30 p.m to 10.00 p.m only.
- dd) Any other act of indiscipline/ misconduct by a student or a group of students not covered above, may also lead to severe punishment.
- ee) Indoor games like table tennis etc. are also not allowed after 10.00 p.m. in the Hostel. Any violation will invite severe punishment.
- gg) With regard to violating of any rule, punishment awarded by the Hostel Warden can be reviewed by the Principal and his decision will be final and binding upon the student(s).

**MAHARSHI DAYANAND UNIVERSITY ORDINANCE FOR**  
**B.E./ B.TECH. COURSES**

***Ordinance for Bachelor of Engineering (B.E.) and Bachelor of Technology (B. Tech.)***  
**(Contained in University Calendar Volume-II (Part-A) 2005**

Notwithstanding anything contained in any other ordinance with regard to the matter hereunder, the courses of study for the degrees of Bachelor of Engineering and Bachelor of Technology and the conditions for admission thereto shall be as under: -

1. The Bachelor of Engineering and Bachelor of Technology Degree Courses shall extend over a minimum period of four academic years. However, students will be admitted on the basis of 3 year diploma directly in the 2nd year. Teaching in each academic year shall be divided into two semesters, each semester extending to about 15 weeks of teaching and two and a half weeks for preparatory holidays and practical examinations. Teaching for odd semesters will normally be during August to December and for even semesters from January to May.
- 2.1 (a) The candidate must have passed: -  
10+2 examination from Board of School Education, Haryana, Bhiwani or an examination of any other Board/ University recognized by this University as equivalent thereto with Physics and Mathematics as compulsory subjects along with one of the subjects viz. Chemistry/ Computer Science / Bio-Technology / Biology.
- 2.1(b) A candidate may be admitted directly to the 3<sup>rd</sup> semester of these courses only if he has passed the 3 year diploma course in the relevant discipline from Haryana Board of Technical Education or its equivalent with at least 60% aggregate marks.
- 2.2 Admission in the 3rd semester may be allowed in the beginning of the session to the candidates who are permitted to migrate to the Maharshi Dayanand University in accordance with the migration rules of the University for these courses.
- 3.1 At the end of the each semester, there shall be an examination wherein candidates may be examined in the courses studied by them in that semester. Each semester examination shall be designated as first semester examination, second semester examination, third semester examination and so on.
- 3.2 The examination for all semesters will normally be held in December/January and also in May/June on such dates as may be fixed by the Vice-Chancellor. The date(s) of commencement of examinations as well as the last date(s) for the receipt of examination forms and fees as fixed by the Vice-Chancellor shall be notified by the Controller of Examinations to the concerned University Teaching Departments and the Colleges / Institutes admitted to the privileges of the University.  
However, in case of late declaration of result by the University, forms can be submitted without late fee within 10 days of declaration of result by the University subject to the requirements of Clause 5.
- 4.1 The courses of the study and the subject of examinations shall be as approved by the Academic Council from time to time. The examination shall consist of : -
  - a) **Theory Papers:** 50% theory papers will be set by internal and 50 % by external paper setters out of the panel approved by the concerned Board of studies. Internal paper setter means a teacher from a University Department of Engineering / Technological College affiliated to M.D. University. If a question paper is not received from external paper setter four weeks before the commencement of examinations, it may be got set from an internal paper setter.

The evaluation of answer books will be done by the internal examiner as per the procedure laid down by the University for the purpose.

- b) **Practical Examination:** Examinations in practicals and viva-voce shall be conducted jointly by the External and Internal Examiners. If an External Examiner is not able to come, alternate examiner (including those of the same University Dep't. /College) may be appointed by the Chairman of the concerned University Dep't. or the Principal of the College

External examiners for practical examination will also include teachers from the other colleges affiliated to this University and the University Department of M.D. University.

- c) **Sessional :** Sessional works shall be evaluated by the teachers of the various subjects based on the work done during semester in accordance with the guidelines/ procedure approved by the Director-Principal of the concerned Institute on the basis of the following weightage:

	<b>For Theory Subjects</b>	<b>B.E.</b>	<b>B. Tech</b>
i)	Class Tests	40 %	60 %
ii)	Class Attendance (Lecture + Tutorials)	40%	20 %
iii)	Class work	20 %	20 %
	<b>For Practical / Project Work :</b>	<b>B.E.</b>	<b>B. Tech</b>
i)	Viva-Voce / Test	20 %	20 %
ii)	Laboratory Record/ Project Report	20 %	20 %
iii)	Class Attendance	40 %	20 %
iv)	Class Work	20 %	40 %

The maximum attendance for calculation of attendance component of Sessional marks shall be 85 % of the total scheduled periods.

The marks obtained in the Sessional work shall be awarded by the teachers concerned and duly countersigned by the Chairman of the concerned Department and then forwarded by the Principal of the College / Chairman of University Teaching Dept.(s) to the Controller of Examinations of the University immediately after the semester.

5.1 The examination shall be open to a candidate who:

- i) has attended regularly the prescribed courses of studies for the relevant semester in the College recognised by the University for the degree of Bachelor of Engineering and Bachelor of Technology.
- ii) has his name submitted to the Registrar / Controller of Examinations by the Principal of the College; and
- iii) produced the following certificates signed by the Principal : -
  - a) Of good moral character
  - b) Of having carried out and acquainted himself / herself to the satisfaction of the Principal / Chairperson of the concerned University Dept. in class work, laboratory and sessional work covered during the semester and in the periodical tests held in the college from time to time; and
  - c) Of having attended not less than 75 % of the total classes held in that semester in the subject offered by him/her for the examination provided that his / her subject attendance in each individual subject is not less than 60 %.

The Director/ Principal of the College/ Chairperson of the concerned University Dept. may in bonafide cases, condone deficiency up to 15 % in the total and / or 10 % in individual subject. The Vice-Chancellor may,

however, condone deficiency beyond the above limit in a hard / genuine case.

- 5.2 a) He has unless he is candidate for admission to the first semester examination, passed the previous semester examination, except in case of candidate eligible under Clause 6 below.
- b) He produced a certificate from the Principal of the College or Chairperson of the University Teaching Dept. that he has worked diligently during the semester and that his conduct and behavior has been satisfactory. Provided that the candidate who has not attended the requisite number of classes for any subject(s) will be eligible to take examination in the remaining subject(s). Provided further that a candidate who is deficient in attendance shall have to repeat those courses in which he is deficient whenever offered by the College / Department.
- c) A candidate not covered under Clause 6 below whose result declaration is delayed for no fault of his or has applied for re-evaluation may attend classes of the next higher semester provisionally at his own risk and responsibility subject to his passing the concerned semester examination. Such candidate shall also be governed by Clause 5. In case the candidate fails to pass the concerned semester examination, his attendance and studies in the next higher semester in which he was allowed to attend classes provisionally, shall stand cancelled.
6. If a candidate has, after attending the course of studies in the College / Dept either not appeared or having appeared in any semester examination and failed in one or more paper(s) for that examination, he can appear for such paper(s) at subsequent examinations without attending a fresh course of studies for that semester in the college / Dept. Such a candidate may in the meantime prosecute his studies for the next semester (s) and appear in the examinations(s) for the same along with the examination for lower semester(s).

Provided that a candidate shall not be allowed to attend classes and appear in the Semester Examination(s) mentioned in Column (a), unless he fulfils one of the conditions mentioned in column (b) below: -

(a)	(b)
5th Semester onwards	Passed all papers of first semester examinations OR Passed 50 % papers of each sem. 1st , 2nd , 3rd & 4th examinations OR Passed 2/3 papers of semester 1st , 2nd , 3rd & 4 <sup>th</sup> examinations taken together
6th Semester onwards	Passed all papers of 1st & 2nd semester examinations. OR Passed 50 % papers of each sem. 1st , 2nd , 3rd , 4th & 5th examinations OR Passed 2/3 papers of sem. 1st , 2nd , 3rd , 4th & 5th examinations taken together.
7th Semester onwards	Passed all papers of 1st, 2nd & 3rd semester examinations. OR Passed 50 % papers of each sem. 1st , 2nd , 3rd , 4th, 5th & 6th examinations OR Passed 2/3 papers of sem. 1st , 2nd , 3rd , 4th, 5th & 6th examinations taken together.
8th Semester	Passed all papers of 1st, 2nd, 3rd & 4th semester examinations. OR Passed 50 % papers of each sem. 1st , 2nd , 3rd , 4th, 5th, 6th & 7th examinations

(a)	(b)
	OR
	Passed 2/3 papers of sem. 1st , 2nd , 3rd , 4th, 5th, 6th & 7th examinations taken together.

Provided further that a candidate shall not be allowed to attend the classes in any semester unless he has fulfilled the above requirements of the previous semester(s).

Provided further that a candidate who has paid dues for the higher class and is dropped for want of fulfillment of any of the above conditions shall not be required to pay the dues again on re-admission after fulfillment of above conditions.

7. A candidate who is unable to pass the Bachelor of Engineering / Bachelor of Technology course within a maximum of seven consecutive academic years from the date of his admission shall not be eligible for appearing in any subsequent Bachelor of Engineering / Bachelor of Technology examination.
8. The minimum pass marks for passing any semester shall be : -
  - i) 40 % in each theory paper.
  - ii) 40 % in each practical examination or viva-voce examination.
  - iii) 40 % in the aggregate of Sessional and examination for each theory and practical subject.

**PROVIDED THAT**

A candidate who fails to obtain the requisite marks in aggregate of Sessional and examination marks as provided in 8 (iii) shall be required to appear in the examination in the concerned subject in the subsequent examination(s) subject to Clause(6). Such candidate will not be required to repeat the Sessional work.

9. In order to determine the division in which the candidate should be placed, the scaled marks will be as under: -

Name of Examination	Scaled Marks
1 <sup>st</sup> & 2nd Semester	40 %
3 <sup>rd</sup> & 4th Semester	60 %
5 <sup>th</sup> & 6th Semester	80 %
7 <sup>th</sup> & 8th Semester	100 %

**For diploma holder admitted under Lateral Entry Scheme, the scaled marks will be as under : -**

3 <sup>rd</sup> & 4th Semester	60 %
5 <sup>th</sup> & 6th Semester	80 %
7 <sup>th</sup> & 8th Semester	100 %

**Candidates who pass the prescribed subjects for all the semesters, but obtain**

- i) Less than 50 % marks      Pass Class
  - ii) 50 % or more, but less than 60 %      2nd Division
  - iii) 60 % or more, but less than 70 %      1st Division
  - iv) 70 % or more      1st Division with Honours
- Provided that they have passed all semester exams within the normal period of the course.

Provided that a candidate who is permitted to migrate from any other University, the marks obtained by him in this University only will be taken into account. These marks, however, be increased proportionately so as to raise them to the level of maximum marks of Maharshi Dayanand University. Similar procedure will be applicable to the Diploma Holders admitted directly to the 3rd Semester.

10. Unless specifically provided in the syllabus, the medium of instruction and examination shall be English.

11. The amount of examination admission fee to be paid by a candidate for each semester shall be as decided by the university from time to time. A candidate who appears in one or more papers shall pay the full examination fee.
12. A candidate, who has passed the final examination of this University and is desirous of improving his/ her performance, will be allowed to appear as an ex-student in even/odd semester examinations, as and when held, twice within the period permissible under Clause-7. Such a candidate in the first instance shall be required to intimate all the paper(s) in which he/she would like to improve his / her performance. He/She will then appear in the respective paper(s) at the concerned semester examinations simultaneously as and when held. If he/she does not improve his / her performance, he /she shall be eligible to do so in the following examinations, which would be treated as second chance.
13. At the end of each semester examination, the Controller of Examinations shall publish the result, provided that in a case where candidate who was permitted to take examinations for higher semester but has not cleared the lower semester examinations his result for the higher semester examination will be declared provisionally.
14. Notwithstanding the integrated nature of this course which is spread over more than one academic year, the Ordinance in force at the time of a student joins the course shall hold good only for the Examination held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the university from amending the Ordinance and the amended Ordinance, if any, shall apply to all students, whether old or new.