



**HARDAYAL TECHNICAL CAMPUS**

**FARAH, MATHURA**

**STUDENT MANUAL**

**SCHOOL OF ENGINEERING**  
**SCHOOL OF ARCHITECTURE**  
**SCHOOL OF MANAGEMENT**

**SESSION 2014-15**



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Dear Students!

Discipline means the willing submission of a person to rules, regulation and instructions to someone recognized by society. It is a willing and polite discharge of one's duty towards others in society. Discipline must be observed by every one of us in all walks of life. One should be disciplined whether at home, in school on the play ground, on duty, in the office or in the army. Discipline is a virtue. It provides mental strength to discriminate good from the bad and to right against wrong.

Only a serious and self disciplined student achieves something worth in the life. In disciplined students just wander here and there, waste away their precious time and energy in useless activities and later on repent in life. They will soon learn that there is no shortcut to success and it is only through consistent hard work and self discipline that they can achieve their objective in life.

Uniform for students in higher education have ever remained a highly debatable topic among parents, students and educators. The significance of implementation of dress code in college has been brought under scanner time and again. There are many convincing pros and cons for proper uniforms . The basic idea behind college uniform is that it create equality amongst students and help to prevent conflict.

Basically , uniform/ dress code serves the purpose of being a disciplinary tool. It accurately reflects disciplined standard and represents in which college a student goes.

No college can function effectively without a disciplined student body and uniform plays a vital role in achieving so. A college may produce excellent result academically but slovenly dressed students leave not so effective impression on others. While, neatly dressed uniformed children undoubtedly suggest that the college is good.

### **Positive impacts of uniform/ dress code**

Wearing proper uniform has many positive effects in a child's life from promoting discipline to inculcating feeling of belongingness; uniform aids in the development of child. It further mushrooms the feeling of unity among students in the college.

A proper uniform also saves students from putting their fashion tastes before their learning. Also it takes the pressure off the children to look fashionable along with other students.

Uniform symbolizes equality and serves as a great level making every child look equal. Use of uniforms in colleges ensues less competition and less distractions. Uniform gives children a common identity and a sense of belongingness.

For safety reasons also uniform are good . It makes it easier for educators to identify their students who are dressed alike and keeps students safe from outsiders. Identifying potential threat from interlopers becomes easier. Therefore , be dresseded , disciplined , devoted and dedicated to reach the desired destination.

## Message from Director's Desk

Dear Students,

Welcome to new beginning!

'Heartiest Congratulation' on your choosing a course of your interest in our campus. We are confident with your zeal, we will be able to sail through in desired direction, thereby, reach the goal in healthy and happy state.

I am sure, there is no dearth of jobs after completion of professional courses like what you are going to pursue. Undoubtedly most of you will be campus placed before completion of your course. However, it is must to apprise you that range of placement is extensively large, thus, to place yourself at the best of it necessitates your focused endeavor. Don't insist on erring for trial and leave the efforts on your part to the Almighty.

To be rendered a progressive and positive professional, it has been confirmed that knowledge is not enough. It has to be supplemented by necessary skills and attitude. Thus, the professional institutions insist on co/extra curricular activities, over and above the course curriculum. You should imbibe the extra inputs are more essential than the syllabus prescribed for.

Skills are mandatory to enable, one perform the intended role in industry effectively and efficiently. It has been observed that soft skills are no less meaningful than the hard skills. Thus, when such classes and value added courses are programmed, you have to be sincere, serious and systematic to have the best out of it.

The campus will have many activities scheduled to make it healthy, happy and hilarious by events pertaining to sports, clubs, societies, seminars, conferences, exhibitions, presentations, display and demonstrations. I would like you to participate and aspire to excel, stand on the victory stand. Clapping on the other successful participants from the stadium will only awesome you but leave you behind from being a WINNER.

Every student learns from three agencies in the Campus. From the faculty on syllabus, to a grater extent one learns from the peers, mostly from those performing better. Lastly and most importantly from self. Thus bank on yourself by continuously enriching and enhancing your exposures, thereby, achieve intended expertise.

Remember! You have to do proud not only to yourself but to your parents and us as an institution. I am confident that we all will be able to raise and keep our heads HIGH owing to your deeds shown in regular performance resulting in prestigious placement.

Wish you Best of Innings ahead.  
May God bless you.

(Dr RD Dwivedi)  
Director (Academics)

## Director Administration Desk

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May God bless you.

(Mr PK Bhardwaj)  
Director (Administration)

## Director CRC (Training & Placement) Desk

Corporate Resource Centre, CRC, is headed by Prof H.L. Verma, as Director with parallel experience of 45 years in industry and teaching. He has done his MBA, MA (Socio, Hindi) LLB, and registered with Delhi High Court as an Advocate. He has been associated as director with ministry of labor, Govt. of India and his 2 books titled as LEADERSHIP DEVELOPMENT AND PANCHAYATI RAJ has been published.

He has been planning, designing, organizing and conducting educational programmes for public private and government sector for more than 4 decades in the organization like BHEL,NHPC,THDC,MMPC,NTPC,IOC,BPC,IBP,DESU,DTC, Indian railways, Haldiram,FCI,Thompson Press,Maruti,Escort,Yamaha,Nestle,JK industries, Godrej etc.

Prof. Verma has been a regular guest Lecturer/Speaker of AIR and Door-Darshan, New Delhi,CRC looks after Corporate Relations, Training, Development and Placement of Hardayal Technical Campus. CRC not only lays stress on the corporate training of the students once they join the institution, but also guides them to be self-confident and better human beings. In order to explore students 'abilities to the fullest, events like group discussion, lectures by the specialists in public speaking, confidence building, stress and time management and attitudinal development are organized which subsequently mould them as per competitive market requirement and make the students feel confident. The division enhances development of both leadership qualities as well as managerial skills. Besides all such activities, the curriculum lays emphasis on case studies and practical training over the full academic calendar without affecting the normal schedule of teaching. The teaching-learning procedure maintains highest standards and teaching is imparted with latest tools available incorporating all elements that enable our students to become well suited for the job market.

Corporate Resource Centre, CRC is working on training modules which give corporate training to its B.Tech, B.Arch and MBA students in soft skills and recent technological developments necessary for corporate world. The training modules start from first semester onwards and are carried on throughout the entire academic program

### **Value Addition Programs:**

- Strong industry institution interface
- Short-term industry-oriented training programs in emerging & cutting edge technologies
- Provide industrial linkages to both the students and the faculty
- Encourage industries to visit the institution for familiarization
- Conduct student awareness programs workshops/seminars/ conferences
- In-house and out-source personality development program
- Aptitude tests for students-group discussions / mock interviews
- Entrepreneurship Development Programs
- Expert lectures from Industry and R&D organizations
- Regular industrial visits for all disciplines in their relevant fields
- Improve Professional & Business Communication Skills
- Develop Soft Skills including Time & Stress Management, Personality Development

## **Industry Institute Interaction**

For greater all-round technical and management proficiency, it is both necessary and desirable to supplement the knowledge base through programs to reinforce communication and various other special skills to the students. Besides to meet the challenges posed by rapidly expanding horizon of knowledge, it is academically prudent to forge strategic alliances with leaders of academic and corporate world. The following dignitaries of various Industries have visited in the Campus and delivered to current topics:-

Sh. Mahesh Khandelwal, CMD ,Khandelwal Cables, Vrindavan

Sh . Ram Mohan Iyer, Head, HR Corporate, Sage Metals, New Delhi

Sh. CK Anand , GM (BR),CAIN Technology (India)Pvt Ltd Noida

CRC has also arranged Industrial / Educational outbound Programs for the student at Gianni Filament Ltd, Chatta, Parle Industry Pant Nagar and Ghhana Pakshi Vihar , Bharatpur

### **The institution has initiated following measures:**

MOU with different industries for Campus Connect Program which includes:-

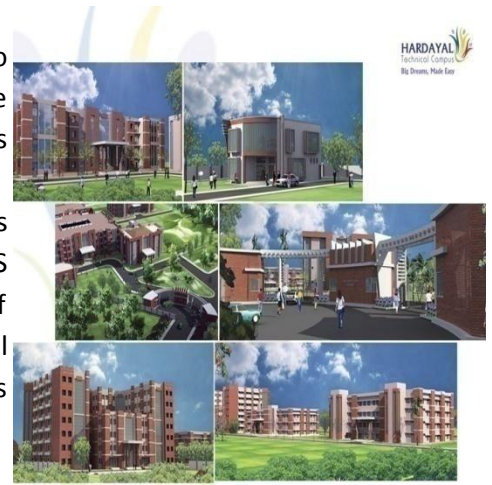
- Faculty enablement
- Students training
- Project support
- Support for library
- Industrial visit\
- Industry - academia meets / get to gathers
- Students exchange programs with Indian / Foreign Universities
- Publishing student magazine

India is on the verge of becoming a developed country sooner than our self-chosen target date of 2020. Growth rate of GDP is 8% plus .Our GDP growth has been twice the global rate in the past 20 years. At current rate, we are set to override Japan to become the third largest economy which is presently at fourth place. It is a well known fact that India has emerged as the biggest back office in the world. It is the young generation of India which stands to gain a lot from this growth story. Our Academy has done exceedingly well with respect to placements 528 students of 2011 batch have been placed so far and we are still counting. Quite a few students have got two plum appointments from big banner Industries. The dark days of the slowdown in domestic market as seen in 2008 are behind us. The industrial and infrastructure growth has seen a rapid movement upwards. The optimist in me says that this trend has come to stay in India. Our students have already proved their credibility in the market. Relentless efforts are on to rope in more and more companies for placements. Training and Placement Centre in HTC, Mathura is very vibrant and is instrumental in providing jobs to our students and arranging their summer training in C&S Electronic Ltd, Phase- II, Noida; Cain Technology India Pvt Ltd, Noida; Sage Metals Ltd Sahibabad; Ginni Filaments Ltd ;Khandelwal cables, east India Udhog Ltd, Ghaziabad. US credits , Mathura, Ghosh India Pvt Ltd, Roorki, SIP Ltd , New Delhi.

## About the Institute

Ever since its inception in 1962, Hardayal groups has been committed to spread quality education to the youth of India. Shiv Adarsh Inter College was the first step in fulfilling their aim. It was one of the few institutes in

Firozabad that focused on quality education. Today it boasts of its alumni, who have made a mark in various walks of life. Prominent IAS and PCS officers, politicians, Business personalities make it to the list of their Alumni. Other than education, Hardayal Group, led by Hardayal Singh has ventured into various other areas like Agro Based Industries like Dairy Industry, Ice and Cold storage, Rice Mills and Real Estate etc.



As our late Prime Minister Jawaharlal Nehru rightly said that it only science that can solve the problems of a rich country inhabited by starving poor and the future belongs to science and those who make friends with science, we strongly believe in the same philosophy. In the last 60 years, our Nation has come a long way and technology has played an important role in this. Our aim is to aggregate the growth by providing it with the much needed technical manpower. By developing a strong tie between the industry players, faculty and students and establishing a world-class educational institute we aim to achieve this. If you have an engineering degree, people are going to assume that you know how to think and solve problems.

In engineering, you will find yourself constantly finding new ways to solve problems. If you truly want to be an engineer, the challenges you will face will just make things more interesting. Overcoming obstacles will help sharpen your mind, helping you deal with problems not only in engineering but in life as well. There's no better feeling than the feeling that you accomplished something great. In engineering, you're doing just that. Imagine looking at a beautiful car that you helped design or picking up a new invention that you created.

Engineering is all about making things people can use and making life better for everybody. As an engineer, you will be able to see that you're actually making a difference in the world.



<b><u>Course Conducted</u></b>	<b><u>Seats</u></b>
<b>Master of Business Administration (MBA)</b>	<b>180</b>
(Marketing/ Finance/ Human Resource/ Information Technology/ International Business)	
<b>Bachelor in Technology (B. Tech)</b>	
1: Civil Engineering	120
2: Mechanical Engineering	120
3: Computer Engineering	60
4: Electronic and Communication Engineering	60
5: Electrical and Electronics Engineering	60
6: Bio Technology	60
<b>Bachelor in Architecture (B. Arch)</b>	<b>180</b>
<b>Polytechnic</b>	
1: Civil Engineering	60
2: Mechanical Engineering	60

## **Registration and Orientation**

### **3.1 Orientation Program**

After completion of admission formalities and registration, all fresher students are invited to an informal tea where they are welcomed by the Director, Registrar, HoDs and Faculty Members. The meeting provides the students ample opportunity for interaction and introduction in an amicable atmosphere. The students also have a feeling of the pride and honor to join HTC Family which is characterized by honesty, politeness and respect for each other. We, at HTC, are aware of the problem that Freshers entering the campus are unfamiliar with the environment. Thus, we have proactively sought integration of new comers into the family in a planned and regulated manner.

### **3.2 Restriction on withdrawal of Admission**

No student shall be allowed to withdraw from the course after the admission confirmed by the institute. In the event of a student withdrawing from the course unilaterally, the entire amount of fee deposited (including security deposit) shall be forfeited by the institute and no claim of refund shall be entertained.

### **3.3 Payment of Fees and Fines**

Students must pay to the institute all fees and other charges in full as may be applicable at the time of admission/ registration. If payment is not made by the date(s) fixed by the Institute, fine for late payment shall be levied as per the rules

## **4. Student Facilities**

### **4.1 Hostel**

The Institute has hostel facility separately for boys & girls with comfortable rooms, essential furniture and hygienic bathrooms/ toilets. Both hostels have Mess facility to serve nutritious, healthy and wholesome food to the hostlers.

### **4.2 Transport**

A fleet of college buses is available from nearly all important points in Agra and Mathura for day scholars at economical rates. The specified route can be found from the Transport In charge/ Registrar office.

### **4.3 Library & Book Bank**

The open access library covers an area of 1297 square meters and has two floors with reading room space to accommodate about 300 students at a time .The reference and borrowing sections together have about 1330 volumes, 3245 titles, 385 CD-ROMs and 93 periodicals- journals and magazines (including 11 reputed foreign journals). 11 newspapers (including 4 business and financial newspapers) are available in the reading room. The library has a team of highly trained staff which renders services to the students in locating any reference they need. Besides, library search software is also installed which takes one through the entire volumes. Necessary additions to the library are made continuously to ensure, the students and faculty have access to the latest in their subjects of interest.

A book bank facility exists within the library. It is mandatory that every student admitted to the MBA program, shall become a member of the book bank. One time fee is charged from all students. One text book, as recommended by the faculty for each subject, will be given to the student at the beginning of each semester. These books shall compulsorily be returned by the students to the book bank immediately after the End Semester Examination.

#### **4.4 Medical Support**

The Institute provides in house medical assistance. Medicines are dispensed for minor ailments by resident Doctor in the Institute dispensary. An ambulance is also available for transporting seriously ill students requiring specialist care to the nearest hospital.

#### **4.5 Railway Concession**

The Railway Authorities have extended the facility of issuing “Railway concession” to our college. Students can avail this facility according to the rules and regulations of the Indian Railways. Railway concession forms are issued for the to and fro journey to the home town, from the Registrar’s office, 8 to 15 days before scheduled vacations.

#### **4.6 Sports**

Sports activities are regular feature of the college. The college has facilities for indoor games like Carrom, Chess, Table Tennis as well as outdoor games like Cricket, Football, Basket ball, Badminton and Volleyball. The college teams are sent for participation in University level college meets.

#### **4.7 Mentoring & Proctoring**

This program helps first year student to establish one to one relationship with a senior student for academic assistance in particular subject. It also helps in developing synergy between fresher and senior students. It is voluntary program but is mandatory for students whose score in foundation test is below average. Students of final year of MBA can act as a mentor. Mentors shall be the students who have scored more than 70% in UPTU exams for MBA and more than 65% for.

#### **4.8 Wi-Fi Campus**

The institute provides 24 hour access to wireless internet services throughout the campus. The labs are connected through wireless as well as optical fiber cabling. The hostel students and faculty members residing inside the campus can avail maximum advantage of this connectivity. It gives opportunity to the students to explore new ways of integration the Computer Hardware & Software of entire universe and produce new application under the umbrella of “Cloud Computing”. Staying Connected has become fashion as well as necessity of the day.

#### **4.9 Campus Auditorium**

The Institute has fully furnished air conditioned Amphitheatre Media hall with a capacity of 200 persons. It has facilities like Video Conferencing, Video Camera, LCD Projector, Public Address System, Screens etc.

#### **4.10 Canteen & Cafeteria**

We have a modern and spacious canteen to cater the needs of the students, coming from different parts of the country. The canteen is provided with modern furniture and Hi-Tech cooking equipments to provide hot lunch, snacks and beverages both to the students and staff at reasonable rates.

#### **4.11 Training, Development and Placement cell**

The Training, Development and Placement is looked after by a full fledged Training and Placement department. The Department co-ordinates with the leading organizations and industries nationally and internationally, for placement and summer training of students.

#### **4.12 Industrial Tour & Visit**

To make students aware of Techno-Managerial practices of corporate world, industrial tours are organized on regular basis. The industrial tours are very useful for students as these encourage out-bound exposure. Every student submits a written report of his experiences during industrial tour/visit in form of handout.

#### **4.13 Computing Facilities**

##### **(a) B.Tech Computer Lab**

All the students have access to a wide range of modern computing facilities to support their studies. The computer laboratory equipped with 100 networked computers is constantly upgraded to incorporate the latest in computing technology. Leased line provides 24 x 7 accesses to Internet. HTC is a member of MSDN Academy Alliance which facilitates access to most modern software(s) like Microsoft. NET. In addition, a variety of Non-Microsoft software like SPSS, ORACLE, and BORLAND C & C++ etc. under different platforms e.g. Windows 2000, Red Hat Linux, UNIX are available. The students, therefore, have an opportunity to develop and enhance their computing skills throughout their stay at the campus.

### **5. Educational Process**

The most important part of the educational process is the intellectual interface between the students and the faculty. The teaching - learning process at HIMCS is interwoven with class room work, online case studies, seminars, workshops, Guest Lectures and regular on-site interaction with the industry.

#### **5.1 Teaching Methodology**

Teaching methodology at the Institute conforms to the requirements of quality education in the field of management and computer applications and comprises the following:

- \* Lecture Mode
- \* Dialogue
- \* Case analysis and discussion Presentations
- \* Individual/ Group assignments
- \* Tutorials and remedial sessions
- \* Practical work in the computer laboratories
- \* Seminars, debates, role plays and workshops
- \* Organization behavior laboratory
- \* Industrial visits, training and project work.

In addition to the regular academic work, value added courses are also included in the curriculum by the institute.

## **6. Co-curricular & Extra-curricular Activities**

The Institute provides a number of co-curricular activities in which all students participate. The activities are aimed at giving opportunities to the students to develop a mature social posture by using their inherent talents.

The Institute organizes a wide spectrum of activities such as Environment Protection and Community Development Projects, Medical Camps, Personality Development Programmes, experience sharing through guest lectures by academicians and working professionals, formalized system of group discussions and mock interviews, role plays, extempore, debates, essay competition, and other cultural activities, competitions, industrial visit. Absence of students from these activities is viewed seriously and is liable to attract appropriate administrative action including fine against them.

### **6.1.1 Workshops, Conferences & Seminars**

The Institute organizes National and International conferences, Seminars to provide practical exposure on recent trends in an industry at regular time.

### **6.1.2 Professional Quizzes**

Professional and Subject quizzes are intended to encourage and enable the students to keep abreast with the latest in the area of their concern. Subject quizzes have specifically been designed to prepare the students by short synopsis solutions of the prospective questions in the subject of concern.

### **6.1.3 Personality Development Program & Value Added Courses**

For holistic development of students' personality, Personality & Career Development Program are conducted by a PDP cell of the Training, Development & Placement Department. Students are also prepared to face aptitude tests, group discussions and interviews.

## **6.2 Extra-Curricular Activities**

### **6.2.1 Students Clubs**

Students of all courses are expected to join not more than two of the following clubs to engage themselves in professional activities relating to their areas of specialization. The main objective of these clubs is to foster a spirit of camaraderie through participation in professional activities in an informal environment. The activities include interaction with working professionals on subjects of contemporary relevance and organizing programmes which contribute to Students' professional growth. The events to be organized under the aegis of these clubs are indicated in the calendar of events.

### **Science & Technology Club**

Indian Science has come to be regarded as one of the most powerful instruments of growth and development, especially in the emerging scenario and competitive economy. In the wake of the recent developments and the new demands that are being placed on the Science and techno system, it is necessary for us to embark on some major science projects which have relevance to national needs and which will also be relevant for tomorrow's technology. The Technology plays a pivotal role in promotion of science & technology in the country. Hardayal Technical Campus has wide ranging activities ranging from promoting high end basic research and development of cutting edge technologies on one hand to service the technological requirements of the common man through development of appropriate skills and technologies on the other.

### **Sports Club**

Sports Club at Hardayal Technical Campus, an effort has been made to provide world class facilities and infrastructure for the promotion of sports and health. Sports Club at HTC has emerged as one of the best facilities in the Agra-Mathura region in the area of sports and health and is making strides to acquire a formidable presence in the international arena also. Besides providing facilities for sports, the club will organized various sports competitions also like the inter club badminton tournaments, Taekwondo Karate Championship, swimming competition, cricket tournament, athletic meet, International Chess competition, etc.

### **Literary Club**

For the complete development of a person's personality, the power of both knowledge and its articulation play a complementary role. Each is incomplete without the other. At literary club, both are given an equal importance. The literary club helps providing vent to students desiring to express themselves by way of elocution debates, creative writing, poetry extempore, etc. while at the same time acquiring knowledge by way of frequent discourses and discussions. The club also trains its students in various areas like creative writing, symposia, quizzing, declamation essay writing, slogan writing, etc by conducting discussions about various literature related activities and workshops. The club welcomes all the young, inspiring and evolving Managers, Architect and Engineers.

### **Music Club**

"Music gives a soul to the universe,  
wings to the mind,  
flight to the imagination,  
and life to everything."

Music is a very colorful thread woven into the entire fabric of our lives. Soon after birth we hear our first melodies as our mothers hum soothing lullabies to help us sleep. We learn nursery rhymes that are designed to both entertain and educate us in our preschool years, which help build the framework for the social and language skills we need to function in society.

Imagine a world without music; it would be an extremely boring and quiet place to live. Music is found in every kind of culture and has been used for thousands of years as a means of expression. Music is important in education for many reasons. Students that participate in music education programs such as orchestra, marching band, or concert band, are less likely to be involved in negative activities including drugs and alcohol. Music provides students with the opportunity to be expressive, original, and creative, and can also provide a better understanding of other cultures.

## **Ecolab**

Activity1- Involves setting up an aquarium.

Activity2- Involves data flow diagrams on

1. Energy pyramids
2. Biogeochemical cycles
3. Food webs
4. Food chain
5. Ecosystems

Activity3-involves celebrating CALENDESTIAN DATES ON environment-a debate

Activity4- Involves eco friendly visit.

Activity5- Involves Seminar on Global warming.

Activity 6-Involves work on news board &PHILONTHROPIST.

Activity7-Involves Photography on wild life.

## **PHOTOGRAPHY CLUB**

Photography is a unique and creative medium of self-expression. It is an art form requiring aesthetic sense as well as technical expertise. Photography Club is a very enthusiastic & active club for people wanting to capture every moment of life with beauty and aesthetique. It's a group of people who share a common passion for photography and meet frequently to showcase and discuss new ideas and thoughts. This club works tirelessly to make every moment an unforgettable event by catching up it in its cameras. It also promotes photography as a hobby among the students.

## **ART Club**

Art club are offered in three categories:

Art Appreciation Events - Develop a greater appreciation and deeper understanding of a variety of art forms, mediums, styles, ornek, and artists through art excursions, guest speakers, exhibits and more.

Introductory Art Workshops - Take your first step into the world of art - as the artist. Try your hand at a new medium or style. Enjoy one or two-day workshops to test the waters.

Artistic Development Opportunities - The path of the developing artist from novice to emerging too professional requires a skill set that is not always easily obtained. Let us help you! Learn from those who have walked the path before you through presentations by guest speakers, workshops, open studios and other diverse experiences.

### **6.2.2 Journal and Newsletter**

Generis, a Bi-monthly newsletter offer opportunity to students to showcase their creative talents. The college also publishes an annual Journal of Management and Technology Development

## 7. Study and evaluation scheme

### 7.1 Internal Assessment

Internal assessment of the performance of the student will be made on the following parameters:

- There will be two test series and it is mandatory for all students to appear in all the tests of both the test series. The test series will be conducted on every Monday or subsequent academic day in case Monday happens to be a holiday. There will be a third test series for Improvement which will be referred as “Pre-University Test”. Best of the aggregate marks obtained in the two test series and those obtained in the improvement tests will be reported to the university. Students not appearing in the first two tests series will not be eligible to appear of the third test series. The tests under the third test series will be of 3 hours duration each and will carry 100 marks each.
- Assessment by the faculty is carried out on the basis of class participation, quizzes, assignments and attendance. Each faculty member outlines the criteria to be followed by him/ her in the teaching plan for the relevant subject.

### 7.2 Examination

#### 7.2.1 END SEMESTER EXAMINATION

End semester examination will be held as per the timetable and schedule declared by the university. For the attention of the students and parents, the essence of regulations relating to unfair means in the examination is reproduced below:

- Use of unfair means is a criminal offence punishable with a fine up to Rs.2000/- or imprisonment up to 3 Months or both. The offence is cognizable but bail able. Any use of violence in furtherance of unfair means is punishable with a fine of Rs. 5000/- or imprisonment up to 5 years or both.

#### 7.2.2 SESSIONAL EXAMINATIONS

HTC prides itself in:

- (i) Strict enforcement of these regulations and
- (ii) Maintaining the integrity of the system.

We do not believe in “looking good without being good”.

#### QUESTION PAPER PATTERN

S.N.	Name of the Test	Sec-A(20% Marks)	Sec-B (30% Marks)	Sec-C (50% Marks)	Total Marks
1	Class Test-1	03 Question , Short Answer, 50-75 words, 2 Marks each	01 Question out of 02 Question, Medium Answer, 100-200 words, 10 marks each	02 Question with internal choices, Long Answer, Long Answer, 300-500 words, 10 marks each	36
2	Class Test-2	07 Question , Short Answer, 50-75 words, 2 Marks each	02 Question out of 03 Question, Medium Answer, 100-200 words, 10 marks each	03 Question with internal choices, Long Answer, Long Answer, 300-500 words, 10 marks each	64
3	Pre University Test	10 Question , Short Answer, 50-75 words, 2 Marks each	03 Question out of 05 Question, Medium Answer, 100-200 words, 10 marks each	053 Question with internal choices, Long Answer, Long Answer, 300-500 words, 10 marks each	100

## 8. Code of Conduct.



### 8.1 Attendance

Attendance is compulsory in all classes, academic as well as PDP sessions. U.P. Technical University requires students to attend all the classes without Fail. Special dispensation is available in exceptional cases to the extent 25% on medical grounds and 15% for other good and sufficient reasons acceptable to the Director. Any student failing to meet the attendance requirement will be debarred from appearing in the end semester examination. An undertaking by the student and his/ her guardian in the format given in Annexure- IV is to be furnished at the commencement of the semester. The marks will be awarded for physical attendance in classrooms, PDP sessions etc. in the following manner:-

Attendance	Marks
Above 90%	10
85 %to90%	9
75 % to 85 %	8
65 % to 75 %	7
60%to65 %	6
Below 60%	Nil

(Student is not eligible to appear in the examinations)

Attendance will be given for Training & Placement activities in the campus. Thus students attending GD and personal interviews at the time of on-campus visit of companies shall be entitled for attendance. A maximum of 7% credit would be allowed for participation in extra curricular and sport activities, both within and outside the campus. Students must submit to their respective HoDs a proof of their participation within 2 days of the activity.

### 8.2 College Uniform

College has a compulsory dress code for girls and boys which all students have to follow.

### 8.3 Library Rules & Book Bank Rules

#### (a) Library rules:

On admission in the Institute, all students are eligible to get membership of the library. Every admitted student will fill a membership form and submits it to the Librarian.

- Each student is eligible for having three library cards (borrower's ticket) and one reference card. At the end of the first academic year all the cards must be returned to the library. New cards will be issued at the beginning of the next academic year against old cards surrendered, without any payment.
- One book is issued on one card for 14 days. The same title can be reissued only once more provided there is no reservation for this title
- Reference books can be obtained for reading within the library only against reference card. Reference book can be taken out of the library only by special permission of the librarian.
- Current journals, magazines, and newspapers are not issued. However, past issued can be borrowed.
- fine shall be collected for late return of books at the rate of Rs. 2.00 per day for each text book and Rs. 5.00 per day for each Reference book. Every day beyond the due date will be counted for the purpose of fine. If the default continues beyond 10 days, the fine increased to Rs. 5.00 and

Rs. 10.00 per day respectively and further issues of books will be stopped. The name of the defaulting students will be forwarded to the Director for disciplinary action.

- On completion of end semester examinations, the borrower will have to replace the book by the latest edition of that book or he/ she will be required to pay an amount that is double the market cost of the book in question, to cover procurement, labeling and other costs and penalty.
- Newspapers, journals and periodicals, project reports, CDs are available to the students for their use within the library against reference cards. These can not be issued to them.
- In case of loss of library cards, duplicate cards can be issued on payment of Rs. 10/- each.
- Students, while sitting in the library reading room for study, will maintain silence. Talking in the reading room is strictly prohibited. In case any student creates disturbance, he/ she will be asked to leave the library by staff. Refusal to comply will be deemed as indiscipline and dealt appropriately by the authorities.

#### **(b) Book Bank rules**

- All students will pay at the time of admission a one time fee for book bank.
- Every student will fill up a book bank membership form and get it attested by the Accounts Officer for proof of payment.
- One text book recommended by the faculty for each subject will be given to students at the beginning of each semester. The book shall compulsorily be returned by the students to the book immediately after the End Semester Examination.
- If a book is not returned, the concerned student will have to pay the Institute an amount that is double the cost of the book or books in question.
- Students have to take good care of the books borrowed under book-bank scheme and they will be responsible for any damage done to the books. A damaged or torn book will attract a penalty of an amount that is double the cost of the book damaged.
- All books borrowed from the book-bank remain property of the Institute.

#### **8.4 Prohibition of Unfair Means**

Use of unfair means (UFM) by the students during the session examinations is strictly prohibited. One or more of the following action(s) will constitute

- Possession of a material related to question paper.
- Student's copying.
- nyltext, figure etc. printed/written on the desk, chair etc. •  
Mobile or calculator or authorized series.
- Anything other than roll no. written on the question paper.

UFM cases shall be referred to the DC for further investigation punishment. The punishment can be reduction in marks in the subject sessional or and monetary fine and / or suspension from the Institute.

#### **9. Code of Discipline**

It also lays down the responsibilities and norms of conduct that the students are expected to undertake and adhere to as members of the Institute.

**The institute aims to:**

- Publish comprehensive and accurate information about 'activities, rules and regulations;
- Operate a fair and efficient admission process.
- Provide and academic, social and cultural environment conducive to effective learning.
- Offer efficiently managed and responsive student services.
- Ensure student participation in decision making process matters affecting them directly
- Operate a fair and responsive disciplinary and grievance handling system.

**Student is required to:**

- Attend lectures, seminar and tutorials, apply themselves to the studies and abide by the deadlines for assignments, project work and my other academic work assigned to them relating to their subject.
- Act responsibility towards staff, other students, visitors to institute and the members of the local community;
- Respect the property of the institute and that of others.
- Be courteous to and respect fellow student, faculty and member.
- Pay all dues and fees in time as laid down in the calendar of events or notified form time to time.

**Proctorial Board cum Discipline Committee**

The Institute has proctorial board by senior faculty members. The board hears and investigates cause of complaints against students involving violation of the code of discipline and reports to the Director its findings. The Director takes such disciplinary action as may be considered appropriate according to the circumstances of the case and the gravity of the infringement. The names of the chairman and members of the proctorial board shall be displayed on the notice board at the beginning of each academic year.

1. Registration at the start of session	Class Coordinator
2. For railway Concession	Registrar/A.O
3. For bonafide certificate, authentication letter	Registrar/A.O
4. For filling examination forms	Registrar/A.O
5. For any verification, University results	Registrar/A.O
6. For MTU Scholarships/OBC &. SC /ST	Registrar/A.O
7. For verification of attendance	Registrar/A.O
8. For attestation of mark sheets, documents	Registrar/ Director
9. For complaint regarding misbehave of any kind	Director
10. For any matter related to Hostel & mess	Chief Hostel warden
11. For Bus service and related problems	Transport In charge/ Registrar
12. For enquiries regarding PDP, Placements	T&P Department.

**UNDERTAKING**

I have read and understood the university requirement of 100 percent of class attendance. I have also noted that the relaxation available is a maximum of 25% on medical grounds and 15% on any other ground considered good and sufficient by the Director.

I fully understand that the failure to conform to the university's requirement regarding the class attendance will automatically debar me from appearing in the 'End Semester' Examination. I also understand that any leave of absence, on medical or other grounds, shall be allowed only under exceptional circumstances and upon applying for it and not as a matter of course. I, therefore, undertake to ensure my attendance to accord with the university norm.

Student Name.....

Course .....Branch.....Year.....

Student Signature:

Name of the Parent/ Guardian.....

Add:.....

Contact No.....

Place:

Date: