

Contents

Vision & Mission of MRCE

1. Objective
2. Academics
 - 2.1 Commencement of classes
 - 2.2 Attendance
 - 2.3 Evaluation of students
 - 2.3.1. Internal assessment
 - 2.3.2. Requirement for appearing in semester exam conducted by MDU
 - 2.3.3. Minimum marks to pass the exam.
 - 2.3.4. Sessional exams
 - 2.4. Opportunity to Reappear in Exam
3. Concept of Mentor
4. Parent Participation
5. General Proficiency
6. Extra curricular activities
7. Proctorial committee/ Women cell
8. Assistance form administrative office
9. Usage of Facilities
 - 9.1. Laboratories/Workshops
 - 9.2. Library
 - 9.3. Transport
 - 9.4. Use of Mobile Phones
10. Student's Conduct and Disciplinary Code.
 - 10.1. Responsibility of the Students.
 - 10.2. Behavior of the Students
 - 10.3. Disciplinary Sanctions
11. Assistance from Law Enforcement Agencies
12. Ultimate Authority
13. Undertaking by the Students

Manav Rachna College of Engineering

Vision

To become an internationally recognized centre of excellence in technical education for knowledge generation, knowledge dissemination and transfer of knowledge.

Mission

- . To emerge as a centre of “applied” Science and technology
- . To develop linkage nationally and internationally with academia and industry
- . To produce human resources that is globally competitive and relevant to society.
- . To produce well rounded technical personnel with good technical and soft skills, disciplined and responsible citizens of the country.
- . To make a significant impact on the technical community, both nationally and internationally.

1. Objective

Manav Rachna College of Engineering aims in developing high quality technical/management personals with a sound proofing on basic concepts in the relevant fields, technical/managerial skills and exemplary professional conduct to use the knowledge for the progress of mankind, adapting themselves to dynamically changing environment with the highest ethical values as the inner strength. In order to achieve this, the student community should necessarily practice these values and see that

the information provided by this hand book may be used judiciously and the student's conduct are strictly followed so that their conduct will be in conformity with and supportive of and conducive to the institute's vision & mission.

2. Academics

2.1 Commencement of classes

The session starts on the date specified in the academic calendar for the concerned course .Students can view the calendar on *mrce.ac.in* which is the official website of **Manav Rachna College of Engineering**.

2.2 Attendance

- (i) Students shall be counted in attendance if they are actually present in lecture /tutorial/practical class at the time the attendance is taken or are representing the college in any sponsored educational/extra-curricular activity within/outside the campus with prior approval of competent authority.
- (ii) Absence from classes for more than one week (e.g., due to illness etc.) shall be supported by an application along with relevant proof, duly signed by Parents/guardians. The medical certificate for sick leave shall be submitted to the Mentor within two days of joining the college.
- (iii) Students shall have to attend Extra Classes, Seminars, Symposia etc., as and when these are organized.
- (iv) The undergraduate students enrolled in B.Tech. must attend 75% of the total classes held in that semester with minimum of 60% attendance in individual subject offered in that semester ,however, the students enrolled in MBA and MCA must attend 75% and 80% of the classes respectively for individual subject offered in that semester.

2.3 Evaluation of students

The courses of the study and the subject of examinations shall be as approved by the Academic Council of MD University from time to time. The evaluation of student is done on the basis of the following two components

- (i) External Exams (Theory/practical/viva-voce) that are conducted by MDU University at the end of each semester
- (ii) Internal Assessment as per the guidelines of MD University.

2.3.1. Internal assessment

The **sessional work** shall be evaluated by the teachers of various subjects, based on the student's performance during the semester in accordance with the following guidelines:

B.Tech	MBA	MCA
Theory subjects (i) Class Tests 60% (ii) Class Attendance 20% (Lecture plus tutorial) (iii) Class Work 20%	Theory subjects i) Class Tests 40% (ii) Class Attendance 20% (iii) Class Work 40%	Theory subjects (i) Class Tests 40% (ii) Class Attendance 20% (iii) Class Work 40%
Practical/Project Report (i) Viva-Voce/Test 20% (ii) Laboratory record 20% /Project Report (iii) Class Attendance 20% (iv) Class Work 40%	No internal assessment for papers related to computers and IT specialization.*	Practical / Project Report (i) Class Tests 40% (ii) Class Attendance 20% (iii) Assignment 40%

***For these papers, there will be 50% marks each for theory part and 50% marks for practical examination**

Evaluation of tests, assignments and projects for the purpose of internal assessment are done by the faculty in time and discussed with the students. The assignments, tutorials, projects given to the students shall be completed and submitted within the specified time period.

The assignments may be given to the students in the groups. It is the responsibility of the entire group to complete these assignments within the allocated time and submit the same to the concerned faculty.

2.3.2. Requirement for appearing in semester exam conducted MDU.

S.No	Course	Attendance	Min Marks in internal assessment.
1	B.Tech	The examination shall be open to the candidate who has attended not less than 75% of the total classes held in that semester and not less than 60% in each individual subject.	Not applicable
2	MBA	The examination shall be open to the candidate Who has attended not less than 75% of lectures in each paper in the respective semester	45% in the papers in relevant semester.
3	MCA	Who has attended not less than 80% of the total theory lecture delivered and practical conducted in each paper prescribed for the semester.	40% in each paper separately for theory, practical and project work and 50% in overall of all theory, practical and project put together.

2.3.3. Minimum marks to pass the exam.

S.No	Course	critterion
1	B.Tech	i. 40% in each theory paper ii. 40% in each practical/ viva-voce examination iii. 40% in the aggregate of sessional and examination for each theory and practical subject
	MBA	i. 45% in each written paper and internal Assessment/ computer practical separately. ii. 45% in project report and viva voice separately. iii. 50% in the total each semester examination.
3	MCA	i. 40% in the internal assessment of each theory and practical examination separately.

		ii. 50% in overall internal assessment of all theory and practical put together. iii. 40% in the university examination in each theory, practical, project work and viva voice(if applicable) separately and 50% marks in the aggregate.
--	--	--

The Director, MRCE has the right to debar any student from appearing in examination, if he/she falls short of attendance as per the University norms.

2.3.4. Sessional examinations

Two class test (called sessional exam) shall be conducted in a semester which carries a weightage as defined in clause 2.3.1. These exams are conducted by controller of Examination, MRCE as per the schedule mentioned in the academic calendar. The Director/ Controller of Examination, MRCE has the right to debar any student from appearing in **sessional examination**, in case he is found indulging in any act of indiscipline/using unfair means (UFM) in the examination hall for which the following rules apply:

- Students found indulging in act of indiscipline shall be turned out of the examination hall, after taking their answer sheets back. However their answer sheets will be evaluated.
- Students found using unfair means shall be sent out of the examination hall after taking answer scripts and they will be awarded “ZERO” mark in that paper. Their answer scripts along with proof of unfair means shall go to the personal files of the concerned students for future reference.

Students are advised to take their seats in the respective exam room 10 min before the start of the exam. . No student would be allowed to enter the room after that.

2.4 Opportunity to Reappear in Exam

A candidate, who fails to obtain the requisite marks in aggregate of sessional and examination marks, shall be required to appear in the examination in the concerned subject in the subsequent examination(s) as per the MDU rules. Such candidate will not be required to repeat the sessional work.

3. Concept of Mentor

Every class has a mentor (faculty) appointed by the Head of the Department . The mentor maintains the data of progress of a student which includes the attendance and the academic performance in the sessional exams. The mentor also gives time-to-time advice on matters of academic as well as personal concern.

Students are advised to share any problem related to their academics or personal difficulties with the respective mentor for quick redressal.

4. Parent Participation

Parents can meet the mentor of their ward to know about the academic progress/behavior of the students at any time. The parents are informed of the shortage of attendance of their ward through SMS and notices.

Parents are requested to attend the Parent-Teacher meetings as per the schedule mentioned in the academic calendar.

5. General Proficiency

The College lays great stress on General Proficiency classes. These are conducted to augment student communication, group working and group learning skills. Experience shows that these skills contribute directly in improving job prospects of students in the best companies. Not only does this lead to better entry chances but it also leads to enhanced salary packages being offered. Students are expected to treat these classes with the same seriousness as other classes. Marks for General Proficiency are awarded on the basis of evaluation of work done in these classes.

The requirement of minimum attendance specified by MD University applies to General proficiency as well.

To enhance practical skills of our students and to give them a competitive edge over others, the College organizes training programmes during vacation periods. At the end of the first year, during the summer break, students are expected to undergo 10-working day training in the college laboratories/workshops. Training programmes are organized at the end of second and third years as well. Students should be prepared to undergo all such training programmes.

The College also makes arrangements for invited talks, lectures and seminars by eminent personalities drawn from academia and industry. The aim is to make students aware of latest technology and industrial practice. Participation in such events is compulsory.

Special support is provided to weak students by organizing classes exclusively for such students. The Academic calendar of the College specifies the period when these classes are held. The College shall put up a list of students who, in its opinion, should attend these classes. Students whose names appear in this list are advised to take advantage of these classes.

6. Extra curricular activities

To encourage student's participation in Extracurricular Activities, the Institute has constituted four committees, namely Technical, Literary, Sports and Cultural. The student branches of IEEE and ASME at MRCE make the students aware of the upcoming new technicalities in Electronics, Computer Science and Mechanical Engineering. Literary committee brings in "EFFICACY", a Bi-Annual Magazines that showcase the literary talent of the students apart from conducting various other activities like debate, declamation, and essay writing. In the category of sports, various inter-college and intra-college tournaments are arranged by the sports officer. The annual cultural fest "EPIPHANY" is organized by the cultural committee.

7. Proctorial Committee/Women Cell

Proctorial committee ensures that students of college behave in a healthy disciplined and responsible manner. It looks into all complaints and deals with these in accordance with the disciplinary code mentioned in clause 10.

The Women Cell is set up to develop gender sensitive and congenial work atmosphere so that woman at MRCE is not subjected to gender specific discrimination or sexual harassment. Student may contact any of the member of this committee whenever required.

8. Assistance from Administrative office

The administrative office of the college is located on the ground floor of H-Block. You have already this office to comply with your admission formalities. Students are advised to contact this office for all administration related issues.

9. Usage of Facilities

9.1 Laboratories/Workshops/Computer Centre

- (i) All students are required to read & follow the safety precautions displayed in Laboratories/Workshop/Computer Centre from time-to-time.
- (ii) Students are advised to refrain themselves from logging onto objectionable sites/tempering with data files or software/hardware.

9.2 Library

MRCE maintains an intranet site <http://172.168.18.5> for the academic purpose which can accessed from the digital Library. The entire course material along with the syllabi is available on this site. Possession of a valid Card is required to enter into the Library, Browsing Room.

Students are advised to follow the rules and regulations displayed on the notice board of Library.

9.3 Transport

Students, authorized to use the bus facility must carry their bus pass and should be shown to the concerned authority whenever asked for. The objectionable conduct of any students or unauthorized riding in the bus will be brought to the notice of Director for further necessary action.

9.4 Use of Mobile Phone

The students may carry their mobile phones in any of the off/silent mode in academic area including Blocks-G, H, K, L, M and N. **The usage of mobile in academic area is strictly prohibited.** Defaulters shall be penalized as per the following rule:

- A first time offence shall result in **confiscation of the phone instrument** including all accessories for a period of **one week**. Upon expiry of this period, the student may contact his/her head of the department and follow an appropriate procedure for recovery of the phone.
- Second time offence shall result in **confiscation of the phone instrument** including all accessories for a period for period of **six months**. The recovery shall be through Head of the department after following an appropriate procedure.
- **Any subsequent offence after second time shall invite disciplinary action mentioned in clause 10.3(II).**

10. Student's Conduct and Disciplinary Code.

10.1 Responsibility of the Students.

It shall be the responsibility of the students.

- (i) To read, become familiar with and adhere to this and any future amendments in this code.
- (ii) To carry their college I-Card at all the time.
- (ii) To behave and conduct themselves in the Institute Campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees and elders.
- (iii) To dress up decently so as to suit the academic environment of the college.
- (iv) To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the Institute.
- (v) To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.

10.2 Behavior of the Students

- (1) Groupism of any kind that would distort the harmony is not permitted.
- (2) Students are expected to spend their free time in the Library/Reading Room. They shall not loiter along the verandahs or crowd in front of the offices or the Campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.
- (3) **MRCE** is a "Smoking free and Alcohol free Campus". Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the Campus and Hostels.
- (4) Silence shall be maintained in the premises of the Institute.
- (5) Students shall refrain from all activities considered as ragging which is a criminal offence.
- (6) Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- (7) Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or Institute properties.

- (8) Unauthorized entry of outsiders into the campus/ buses/ hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the Institute/buses/hostels.
- (9) No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets etc within the Campus or hostels.
- (10) The Institute being a place of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, *dharna gherao*, burning in effigy or indulge in anything which may harm the peaceful atmosphere of the Institution.
- (11) Possession or usage of weapons, explosives or anything that causes injury/ damage to the life and limb or body of any human being or property is prohibited.
- (12) Rash or negligent driving of vehicles in the Institute premises is prohibited.
- (13) No student shall enter or leave the classroom when the session is on without the permission of the teacher.
- (14) Students charged with criminal offence or under suspension shall not enter the Institute Campus without the permission of the competent authority.
- (15) Any conduct which leads to lowering of the esteem of the Institute is prohibited.

10.3 Disciplinary Sanctions

Any student exhibiting prohibited behavior mentioned in this Code shall depending upon the gravity of the misconduct or depending on its recurrence be subjected to any of the following disciplinary sanctions. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud or mal-practice in connection with examinations or who, in the opinion of the competent authority, is likely

to have an unwholesome influence on his/ her fellow students, will be removed from the rolls.

I. Minor Sanctions

- (i) **Warning or Reprimand:** This is the least sanction envisaged in this Code. The student engaged in any prohibited behaviour will be issued a warning letter.
- (ii) **Tendering Apology:** The student engaged in any prohibited behaviour may be asked to tender an apology for his/her act, undertaking that he/she shall not indulge in such or any of the prohibited behaviour in future.

II. Major Sanctions

- (i) **Debarring from Examinations:** A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic programme for which he/she/they has/ have joined.
- (ii) **Suspension:** A student may be suspended from the Institute for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspended period.
- (iii) **Restitution:** Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the Institute or any property kept in the premises of the Institute in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the Institute or any property kept in the premises of the Institute due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or

damage caused to any property and thereby bringing it to its original form if it is possible.

- (iv) **Forfeiture:** Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.

- v) **Expulsion:** This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the Institute. Such a student will not be eligible for readmission to any of the courses of this Institute.

11. Assistance from Law Enforcement Agencies

The Deans/HODs/Chief Warden shall have the power and duty to call the Police immediately with the concurrence of the Director when there is a threat of Law and Order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place.

12. Ultimate Authority

For all matters related to students, the Director shall be the ultimate authority as provided herein.

13. Undertaking by the Students

The students joining any academic programme of the Institute will have to give an undertaking (Annexure-I) to the effect that he/she will comply with the provisions envisaged in this Code in letter and spirit.

Annexure-I

Manav Rachna College of Engineering

UNDERTAKING BY STUDENTS

I , Mr./Ms., Roll No:....., student of
Course/Branch:.....do hereby undertake on this
day.....month.....year.....that I have read and understood each of
the clause mentioned in the student hand book. I further assure that I shall follow
the code of conduct during my stay with Manav Rachna College of Engineering.

Signature of Student

I hereby fully endorse the undertaking made by my ward.

Signature of Mother/Father/Parents