

The Prabodhan Shikshan Prasarak Sanstha's

Rajendra Mane College of Engineering and Technology Ambav (Devrukh)



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Rajendra Mane College of Engineering and Technology
Ambav (Devrukh)**

CODE BOOK

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About Sanstha

Prabodhan Shikshan Prasarak Sanstha is a registered Public Charitable Trust registered under the Public Trust act 1950 (Regn. No. E-697 Ratnagiri, dated 7th June 1995). The Trust has been carrying on its activities for last two decades mainly in the field of education. It is the able chairmanship of Hon. Shri. Ravindraji Mane (Former Minister of State, Government of Maharashtra) who laid down the foundation stone of Rajendra Mane College of Engineering and Technology at Ambav (Devrukh) in 1998. The college is approved by AICTE, New Delhi, recognized by Directorate of Technical Education, Maharashtra and affiliated to University of Mumbai. RMCET is one of the premier colleges which has created its niche in Konkan region. The 31.15 acres area of the college campus is situated at Ambav (Devrukh), Ratnagiri district surrounded by lush green hills of Sahyadri (Western Ghat) ranges and is a temple for technical education

About Institute

The Prabodhan Shikshan Prasarak Sanstha's Rajendra Mane College of Engineering and Technology, Ambav was established in the year 1998, with the sole objective to promote education for the people of the Konkan region and also work for the welfare and upliftment of society. In the 19th glorious year since establishment, the incorporated campus of RMCET has developed into a desired destination for quality technical education for the students. The College conducts five disciplines of UG in Engineering viz. Automobile, Computer, Electronics and Telecommunication, Information Technology and Mechanical Engineering and a PG programme i.e. Master of Management Studies (MMS). The college has developed necessary Infrastructure and Amenities coupled with encouraging setting for academic recreation of students. The vision of the college is to empower the rural youth for better employment by providing quality engineering and management education.

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Vision

To empower the rural youth for better employment by providing engineering and management education.

Mission

- To prepare all students for successful career based on Strong Moral and Ethical Foundation.
- To produce quality engineers by providing state of the art engineering education
- To impart personality development skills to students that will help them to succeed.
- To encourage and facilitate faculty and students to work together across discipline boundaries.
- To bring up mutually beneficial partnerships with Alumni, Industry and Institutes.

Goal

- To become one of the most progressive and innovative knowledge hub in Konkan region.
- To become a student centric institute, where academics is followed with utmost passion and sincerity.
- To attract, retain and develop faculty for promoting lifelong learning.
- To develop graduates for employment, entrepreneurship and research.
- To conduct sequential courses and training programs in collaboration with training institutes.

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INSTITUTE POLICIES TOWARDS ACCOMPLISHMENT OF

MISSION/GOAL

Attendance

- In the view of rule prescribed by the university, making 75% attendance is must for every student
- Appointing faculty as a class coordinator for each class responsible for recording, monitoring and calculating the attendance of each student month wise.
- Communicating attendance performance of students to student's parents for taking action/steps to punish absentee to improve attendance level.
- Exempting the student to remain absent in genuine cases with prior intimation/permission.

Pedagogy

- Preparation of teaching plan with adequate supporting reading materials (reference book, journals etc.)
- For understanding of subject use of ICT and audio-visual aids facilitating teaching learning process.
- Industry visit, exposing students to real life situation and better industry academic interaction.
- Free library & internet facility.

Student performance Appraisal

- Transparent evaluation methods and process.
- Personality development.
- Student's employability enhancement.
- Preparing students for campus interviews.
- Soft skill enhancements.
- Opportunity to student to voice their grievances, problems difficulties.
- Transparent evaluation methods and process.

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Stakeholder

- Developing cordial relationship with the stakeholders.
- Arranging alumni meet to solicit their views ideas for betterment of institute.
- Arranging parent meet to solicit their views ideas for betterment of institute.

Discipline

- High priority to maintain discipline in and around the campus.
- Wearing I-Cards on Campus is compulsory.
- Wearing of Uniform / Formal Dress Code is expected at all times while representing college
- Maintaining Cleanliness in classrooms, Computer Labs, Library and Institute premises
- In case of events of academic activities like seminar, paper presentation etc. outside the Institute, attendance will be granted, upon prior approval of the coordinator.
- Use of cell phones in the class rooms for speaking, texting, etc. is strictly prohibited in the class
- Students are not permitted to enter or leave the class during the session without the consent of the faculty.
- When the session is in progress eatables/ beverages are strictly prohibited in the class.
- Participation and attendance in Co-curricular / Extra-curricular activities is encouraged.

Examination:

- Attendance for internal & end semester examination is mandatory.
- Hall Ticket & Identity Card are must, without which student is not allowed to take the Examination.
- Student should present in examination hall in prescribed time.
- Use of Writing- Pad is not allowed during Examination.
- Use of Programmable Calculator is not allowed during Examination.
- Students should get assessed internal examination paper for verification.

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Students Committee:

- Institute undertakes various activities under various committees.
- The nature and scope of respective committees would be decided by faculty coordinator in consultation with the Principal of Institute.
- At the end of academic year submission of detailed committee activity report is mandatory signed by all committee member and faculty coordinator.
- List of Statutory committees is:

Sr. No.	Name of Committee
1	Internal Quality Assurance Committee
2	Alumni Association
3	Anti Ragging Committee
4	Budget & Finance Committee
5	Building Committee
6	Career Guidance Cell
7	Cultural Committee
8	Entrepreneurship Development Cell
9	Faculty Development Cell
10	Grievance Rederessal Cell
11	Hostel & Mess Committee
12	ISTE Student Chapter
13	Magazine committee
14	Media Committee
15	Nature Club
16	Parents / Teachers Association
17	Training & Placement Cell
18	Purchase Committee

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19	R & D Consultancy Cell
20	R.T.I. Committee
21	Sexual Harassment Prevention Cell (WDC)
22	Sports committee
23	NSS Committee
24	Library Committee
25	Industry Institute Interaction Cell
26	Stock Verification & Write Off Committee
27	SC/ ST Committee
28	Internal Complaint Committee
29	Women Development Committee
30	Student Council Cell
31	Attendance Monitoring Committee
32	Institute Induction Program Cell
33	NAAC Stearing Committee

Dress Code for Students:

For Boys:

Boys have to wear white shirt & black trouser on every Thursday & during committee visits.

For Girls:

Girls have to wear white shirt & black trouser or white kurta & black leggings on every Thursday & during committee visits.

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Library Rules:

A) Rules for Library Reading Hall

- 1) Always carry your library membership card /I –card in the library.
2. Do not damage any material.
3. Students shall produce his/her I card whenever demanded in the library.
4. Do not move furniture.
5. Maintain perfect silence.
6. Membership Card and I Card not transferable.
7. Enter your name & Sign in the register kept at entrance counter before entering into the library.
8. Switch your mobile phone.
9. Outsiders are not allowed.
10. Inform the librarian if anyone is found involved in any suspicious activities in the library.
11. Defaulter /disobeyed students can be detained.
12. Keep your library clean.

B) Rules and Regulations

1. Searching of book sold be through OPAC/EPAC System available at library entrance.
2. The issued Books/Journals once cannot be taken inside the library beyond issue counter,

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3. Do not tear, fold or write anything on the pages of the books, Journals and Magazines.
4. Student should submit their borrow card at the counter to get books issue to them.
5. Borrow card are strictly "Nontransferable" immediately
6. Students may retain books for a period not exceeding 15 days.
7. A book issued can be renewed on or before the due date, "Once" again for a period of 15 days only.
8. Books may renewed on request. If not required by other or on special permission of the librarian.
9. Failure to return book in time shall render the borrower fine of Rs. 1/- per volume per day from the date when the book was due for return.
10. "No Dues" Certificate will not be granted to students / staff unless I Card are surrendered to the library.
11. Students should enter their name and put their signature on the gate register.
12. Help to keep the book fresh and clean.
13. Keep our bags, personal reading material & other belongings on property counter outside the library. The library staff is not responsible for any loss or damage of the student belongings.
14. If books are loss, then the reader shall replace the books of the same edition or latest edition or pay three time cost of book after getting permission from librarian.
15. The Librarian may recall any book from any member at any time & the member shall return the same immediately.
16. Students require handle the books/ Journals very carefully, marking with pencil, writing or highlighting, tearing the page or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held

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responsible unless these are brought to the notice of the library staff at the time of issue.

17. If you have any suggestion the drops your suggestion in suggestion box.

C) Rules for Internet Usages

1. Users are allowed to use the internet for education purpose only
2. Registered users are only allowed,
3. Downloading of contains other than Academic is not allowed.
4. Do not make any changed in computer settings,
5. User should not remove, damage any Hardware etc.

C) Reference and Journals Section

1. This section allows total open access to all the students.
2. Students should observe silence in this section
3. Do not write anything on books issues on journals and bound volumes. Use them carefully since we cannot replace them easily.
4. Reference material should not be taken outside the library.

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Students Grievance:

1. College has constituted Grievance Redressal Cell to address and resolve the grievances of the students. For receiving the grievances of the Students online portal has been created and the link of the same is provided on the College website.
2. Students have to first register himself/herself on the portal with following details
 1. Institute Code – 3202,
 2. Name, Address, Mobile No.
 3. Email ID (Email ID will be your user ID)
 4. Name and mobile No. of the parent
 5. College Registration No.
3. Total 18 faculty/committee heads have been identified to categorize the grievances of the students.
4. After registration, student can register his/her grievance related to any of these categories online through the portal.
5. After receiving the grievance, concerned head of the committee will initiate the action against the grievance received and provide the solution to the same. The committee head will then submit the action taken report to GRC head and the same will be communicated to the concerned student through portal.
6. If the solution to be provided to grievance received is not under the capacity of the committee head, it will be discussed in the GRC meeting to provide appropriate solution.

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Women's Sexual Harassment Prevention Cell:

Roles & Functions:

1. **Ensure protection** of girls/women from sexual harassment studying/working in the premises
2. **Examine complaints** against sexual harassment or sexual discrimination (if any), and take necessary remedial measures wherever possible.
3. Provide a forum for exchange of ideas
4. Encourage involvement of girl students & ladies staff through cultural & outreach activities such as talks, seminars, poster competition, drams, street play etc.
5. **Hold regular meetings** twice in a semester even if there are no complaints
6. **Organize functions** for students, faculty and staff regarding their rights
7. **Women's Magazine Facility** in Girl's Common Room
8. **Suggestion Box Facility** in Girls common room
9. **Sakhi Box facility** in Girls common room

Responsibilities:

1. Take necessary remedial measures against sexual harassment or sexual discrimination.
2. Provide counseling and moral support to girl students
3. Organize various events & talks on women empowerment, gender equality etc.
4. Work on the suggestions given by girl students.

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Code of conduct for Faculty:

1. JOB RESPONSIBILITIES AND DUTIES OF PROFESSOR / DEAN/HOD

1. Teaching, including laboratory development & writing of books
2. Evaluations of tutorials, assignments, journals, answer papers
3. Student's counseling
4. Publishing papers in national and international journals.
5. Review of academic activities of the department periodically
6. To send attendance records, letters regarding attendance, discipline and other activities with the help of class teachers.
7. Research and research guidance.
8. Any other duties assigned by the Principal from time to time

2. JOB RESPONSIBILITIES OF ASSOCIATE PROFESSOR/ASSISTANT PROFESSOR

1. Teaching,
planning and implementation of instructions received from Head / principal.
2. Student's assessment and evaluation.
3. Developing resource material for teaching and learning
4. Students counseling
5. Publication of research papers
6. Participate at least in one seminar/conference/workshop in an academic year
7. Examination work pertaining to College University such as organizing supervision and assessment etc.
8. Any other duties assigned by the Principal from time to time.