



Students Handbook

Prabodhan Shikshan Prasarak Sanstha's

Rajendra Mane College of Engineering and Technology

Profile of the College

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. Ravindra 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.

At present, the college conducts five UG programmes in Automobile, Computer, Electronics and Computer Science, Mechanical Engineering and one PG programme in MMS. The vision of the college is to empower the rural youth for better employment by providing engineering and management education. The college has qualified and dedicated faculty who are committed to impart the best kind of Technical and Management Education. This college has earned the reputation of being one of the best colleges in Konkan Region. The state-of-the art infrastructure includes spacious and well equipped administrative building, classrooms with audio-visual aids, central as well as departmental libraries, adequate laboratories, workshop and 24x7 Wi-Fi enabled campus and other amenities. RMCET is a fully developed residential engineering college with a following vision and mission.

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

a. Prospectus:

College publishes prospectus every year which includes information about admission process, programmes and courses offered, fee structure, departmental information. It also includes the other facilities available in the premises, scholarships of state & central government, College's scholarships and awards, rules and regulations and extra-curricular activities conducted by the college.

b. College Website:

The prospectus and admission details are available on college's website <http://www.rmccet.com>. The website is updated on regular basis.

c. Advertisement:

- College gives advertisement in the leading regional level newspapers and on the website for admission under institute level quota and vacant seats against centralized admission process.
- Faculty members visit 10+2 level science colleges and polytechnics of nearby districts for counselling and campaigning.
- College information is displayed at prime locations of nearby cities through hoardings and banners.

d. Centralised Admission Process:

- Admission in Maharashtra state is notified by Commissioner, State CET Cell, Maharashtra, Mumbai and Directorate of Technical Education (DTE), Maharashtra and hosted on their website and in leading News Papers.
- The college gives online consent as notified by DTE that the college shall participate in respective Entrance Tests and the Centralized Admission Process conducted by the State, Government of Maharashtra. The Directorate of Technical Education, Maharashtra State, conducts multiple Centralized Admission Rounds. The seats remaining vacant shall be filled in by respective college at its level directly after completing the Centralized Admission Process. The admission schedule is notified by CET Cell on the website <https://cetcell.mahacet.org/> and publicity in leading newspapers in Maharashtra.
- The college gives advertisement in the leading newspaper and on the website of the college, inviting application from eligible candidates for admission under CAP vacancy and Institute Level Seats. Detailed schedule of the admission process and vacancies are also displayed on the college notice board and website.
- Admissions notification with schedule is published by CET Cell in newspapers and on CET Cell website.

- College is CET Cell approved Facilitation Center (FC) for Centralized admission process.
- College has admission cell to provide the information about CET Cell admission process to parents and students.
- College strictly adheres to the rules and regulations regarding admissions prescribed by the state government

Courses Offered:

The institute offers the following Courses affiliated to University of Mumbai.

Courses	Intake	Duration	Level
Computer Engineering	60	4 Years	UG
Electronics and Computer Science	30	4 Years	UG
Mechanical Engineering	60	4 Years	UG
Automobile Engineering	30	4 Years	UG
Master of Management Studies	60	2 Years	PG

First Year Engineering (UG):

Sanction Intake: **180** seats (four courses)

Admission through Centralised Admission Process (CAP):

(80 % of sanction intake i.e. 65 % state level and 15 % All India level)

Institute quota: (20% of sanction intake)

First Year MMS (PG):

Sanction Intake: **60** seats Admission through DTE: **48** seats

(80 % of sanction intake i.e. 65 % state level and 15 % All India level)

Institute quota: (20% of sanction intake)

Direct Second Year Engineering (UG):

Lateral Entry Seats: 10 % of sanctioned intake + seats remaining vacant after first year admission. All seats are filled by CET through CAP rounds.

Eligibility Criteria:

First Year Engineering

- i. The Candidate should be an Indian National
- ii. Passed HSC or Its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical or Vocational subjects, and obtained at least 45% Marks (at least 40% marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only) in the above subjects taken together; **or**
- iii. Passed Diploma in Engineering and Technology and obtained at least 45% marks (at least 40% marks in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only) **or**
- iv. Obtained score in MHT- CET or JEE (Main) Paper I.
- v. Should have obtained a Merit Number allotted through Centralised Admission Process conducted by Competent Authority

Direct second year Engineering

- i. The Candidate should be an Indian National.
- ii. Passed Diploma Course in Engineering and Technology with at least 45% marks (40% marks in case of candidates of backward class categories and Persons with Disability belonging to Maharashtra State only) in appropriate branch of Engineering and Technology from an AICTE or Central or State Government approved Institution or its equivalent.
- iii. Passed B.Sc. Degree from a UGC or Association of Indian Universities recognized University with at least 45% marks (40% in case of candidates of backward class categories and Persons with Disability belonging to Maharashtra State only) and passed HSC with Mathematics as a subject.
- iv. Should have obtained a Merit Number allotted through Centralised Admission Process conducted by Competent Authority

First Year MMS

- i. The Candidate should be an Indian National.
- ii. Passed minimum Three year duration Bachelors Degree awarded by any of the Universities recognised by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or equivalent (at least 45% in case of candidates of backward class categories and Persons With Disability belonging to Maharashtra State only) **or** its equivalent
- iii. Obtained score in CET conducted by the Competent Authority MAH-MBA/MMS-CET, GMAT, CAT, MAT, ATMA, XAT, CMAT.
- iv. Should have obtained a Merit Number allotted through Centralised Admission Process conducted by Competent Authority

Fees Structure: Approved by Fees Regulating Authority, Government of Maharashtra.

First Year Engineering

Tuition & Development fees	76,500.00
Admission fees	5,215.00
Exam Fees	2,514.00
Hostel Rent	12,000.00
Hostel Deposit	4,000.00
Mess Deposit	2,000.00

Direct Second Year Engineering

Tuition & Development fees	69,500.00
Admission fees	5,015.00
Exam Fees	2,514.00
Hostel Rent	12,000.00
Hostel Deposit	4,000.00
Mess Deposit	2,000.00

First Year MMS

Tuition & Development fees	37,500.00
Admission fees	4,770.00
Exam Fees	3,718.00
Hostel Rent	12,000.00
Hostel Deposit	4,000.00
Mess Deposit	2,000.00

Admission reporting procedure:

- After the display of allotment in CAP round or admission in Institute Level Seat Quota, candidate should report to the Institute as per the notified scheduled of the admission process.
- Candidate shall report to the Institute with all original certificates needed to substantiate the claim made in the application regarding eligibility and reservation.
- If a candidate is unable to produce original certificate at the time of his/her admission on account of admission already secured to some other Institution, he/she shall produce a certificate from the Head of the Institute where he/she has already taken admission indicating that he/she has been admitted to a particular course in the Institution. The candidate shall produce the attested copies of the certificates duly attested by the Head of the respective Institution. Such candidates shall be required to pay the fees immediately at the time of admission and shall be permitted to submit the required original certificates **within 4 working days after the date of payment of fees.**
- After scrutiny of original documents, the candidate will have to pay prescribed full fees immediately as prescribed by the Institution and confirm the admission offered.
- If candidate fails to pay the prescribed fees within the reporting time, the candidate forfeits the claim on the allotted seat.
- Admission to backward class candidates will be given on the condition that they submit the Caste Validity Certificate **within 12 weeks from the date of admission**, failing which the candidates admission will stand cancelled without any refund of fees.
- If a candidate is offered admission, his or her original School / College Leaving Certificate (of qualifying examination) will be retained by the Institute. This original certificate will not be returned to any candidate once admitted to a course at the Institute unless the candidate cancel the admission. All other certificates will be verified by the Institute at the time admission and return to the candidate after the University enrolment.
- Admission of Out of Maharashtra State (OMS) students who have been admitted to any course in the Institution, will be confirmed only on submission of the Provisional Statement of Eligibility from the University of Mumbai.

Cancellation & Refund:

Cancellation of admission and refund is governed by rules laid down by the CET Cell, in their **Admission Broacher**.

- (a) The Candidate shall apply online for cancellation and submit duly signed copy of system generated application for cancellation of admission to the institution.
- (b) After receiving duly signed admission cancellation request letter from the Candidate as per schedule published by the Competent Authority, the institution shall cancel the admission immediately and generate online acknowledgement of cancellation of admission through institution login and issue a signed copy to the Candidate.

- (c) The refund of fees on or before cut-off date of admission declared by the Competent Authority, shall be made within two days i.e. total fee minus the processing charges of Rs.1,000/-, or refund rule shall be as per the guidelines of the appropriate authorities or the State Government, as the case may be.
- (d) If the admission is cancelled after the cut-off date of the admission declared by the Competent Authority, there shall be no refund except the Security Deposit and Caution Money Deposit

Concession in Tuition & other fees:

For SC/ST/VJ DT NT(A)/NT(B)/NT(C)/NT(D)/SBC /OBC category candidates, the scheme/mode of concessions, scheme of loan scholarship (if any) for eligible candidates, in tuition and other fees will be announced by the Central/ State Government. These candidates will get only that amount of waiver as notified in the circulars issued by the Government Department from time to time, subject to fulfillment of norms and conditions laid down by these Departments.

No tuition fee for SC/ST category and for candidates admitted under TFWS

Candidates claiming fee concession under various categories shall produce the requisite certificates as may be specified by the respective Government Departments

Attendance:

Regarding attendance in theory & Practical classes, attention of all the students & their parents / guardians is hereby drawn to the relevant important rules & regulations of University of Mumbai.

Students are required to have at least 75% attendance in the lectures of every subject and 100% performance in completion of all practical's & term-work

The students who fail to comply the requirements mentioned in (I) above will be detained and hence, not permitted to appear for University Examinations. Such students also stand to loose one whole year as they will have to seek readmission for the same semester in the succeeding year and repeat it.

The rules & regulations of attendance of University are binding.

We feel, it is our important duty to appraise the students and their parents/guardians about the necessity of having satisfactory attendance in theory & practical classes and the consequences there of for non-attendance of these rules & regulations. We also take it as our responsibility to design systems by which the students who are not attending their theory & tutorial and practical classes are fine Rs. 100/- per day or part thereof However, the students should note that payment of fine on their part is not going to compensate for their short attendance, in that case the college will not hesitate to detain them.

If any student remains absent continuously for more than three days, he/she will not be allowed to attend lectures/practical's without payment of fine and permission from the Principal on the first three occasions in semester further to which he/she will not be allowed to the lectures/practical's without

being accompanied by his/her parents/ guardians. Such irregular students will be punished heavily with fine and / or removal from the college.

For us, as an Institution, the environment and discipline in class & college is very important. The students being a vital competent of the Education System- his /her irregularity adversely affect the performance of the system. Therefore, student will be solely responsible for their detention from University Examinations on account of his/her less attendance in theory/practical's tutorials, Unit Test as the case may be.

Discipline:

We care for the future of our students and the environment to be given to them for their overall development and for achieving their cherish goals. It is therefore essential to maintain high standard of discipline with emphasis on self-discipline by each & every students. It is the responsibility of every student to read and strictly observe the rules & regulations enforced by the institution to maintain the discipline.

The property of the Institution has been painstakingly put together and hence needs to be carefully handled and looked after, so that students who follow, enjoy the high standards of the environment built up by the Institution. It is reiterated that willful damage to property will not be forgiven and stiff penalty will be imposed on defaulters.

Students are advised to take care of their Identity Cards, A loss must be promptly reported. Duplicate Identity Card will be issued on payment of Rs. 150/- (Card Processing Charges Rs.50/- & find Rs. 100/-)

Loss of duplicate Identity Card will be viewed seriously and will attract a fine of Rs. 500/- in addition to the processing charges of Rs. 50/- Instruction on the Identity Card should be read and followed by all students.

Rules & Regulations:-

All students admitted to the college and hostel are subject to the discipline and control of the college authorities. The students are required to adhere strictly to the rules and regulations that may be framed from time to time by the college authorities Proper observance of college discipline, good conduct and participation in games and other events will pay an important role in recommending for final University Examination or any special scholarships or for a job at the end of the course or for award of certificate when leaving the college. In case of breach of discipline, the Principal or the constituted authorities of the college are empowered to fine or suspend or rusticate or even expel the concerned student from the college.

Student are not authorized to organize meetings or join in discussion on public matters, except as those organized in the college or any other event recognized by the college.

Ragging is prohibited vide Maharashtra State "Anti-Ragging Act. 1999" Any student found indulging in ragging in any form within or outside the college and hostel shall be immediately expelled from the college and necessary disciplinary action will be taken.

Smoking, Drinking alcohol and use of Gutka and Drugs are strictly prohibited.

Students are required to show due regard to the property of the college. Any student found guilty of defacing or damaging property like furniture, equipment fixtures, books building, and vehicles. Etc. of the college or hostel shall be punishable with penal deduction and might be liable for expulsion from the college.

Students shall behave in a disciplined manner and follow all the instruction issued by the Principal, from time to time and not indulge in any kind of indiscipline within or outside the premises of the college or hostel that shall be unbecoming of a good student. Every student should endeavour to uphold the high ideals, the good name and the prestige of the institute.

No students should take the law into his hands, whatever the circumstances may be any case of personal violence by the students of another person's will be viewed seriously and dealt with severely. Students should represent any difficulty of grievances directly to the Principal. The decision of the Principal in these matters shall be final.

Accessing, storing, Viewing, transmitting, and or circulating any pornographic and or obscene material is strictly forbidden. Students are expected to co-operate in ensuring a virus free environment in the computer system.

Every student shall be regular and punctual in attending classes, tutorials and submission of assignments.

Students are required to appear for all the testes conducted by the college authorities and submit term work, otherwise they will lose marks proportionately.

Students are required to put in attendance of not less than 75%. Condonation on of shortage of attendance will be granted only once during the course of 4 Years, only under genuine circumstances as assessed by Dean Academic & HOD.

The student shall handle the equipment issued to him with utmost care, and he will be held responsible for any loss or damage caused to the equipment.

Students should adhere to the dress regulations prescribed by the college.

No students shall permitted to take the University Examination unless he/she has paid all his/her dues to the college/hostel and his/her progress and attendance are found satisfactory.

Every student shall carry his/her identity card and shall produce it whenever called for.

Industrial Visits and educational tours, as and when arranged by the college, are compulsory for every student. The student shall have to bear the full cost of such visit/tours.

College authorities, under no circumstances shall accept any liability in respect of an accident, which a student may meet with during his stay in the college or on an educational visit. The students are therefore, cautioned to conduct themselves in a reasonably careful way wherever they are.

If the progress of a student is consistently poor he may be advised to leave the course with due intimation to the parent/guardian.

The principal reserves the right to remove, from the rolls the name of the students for failure to pay college /hostel dues in time

The Principal reserves the right to delete, add or amend the rules and regulations given above as and when felt necessary.

Possession of Mobile Phones in the College building during the working hours (i.e. 9:00am to 6:00pm) is strictly banned & will be ceased permanently.

Action against Ragging:

Maharashtra Prohibition of Ragging Act. 1999 which is in effect from 15th March May 1999 has the following provisions for Action against Ragging

- a) Ragging within or outside of any educational institution is prohibited.
- b) Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up o 2 years and /or penalty which may extend to ten thousand rupees.
- c) Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
- d) Whenever any student of, as the case may be, the parent or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action. Where, on enquiry by the head of the educational institution, it is found that there is no substance, prima facie, in the complaint received; he/she shall intimate the fact, in writing, to the complainant. The decision of the head of the educational institution shall be final.
- e) If the head of the educational institution fails or neglects to act in the manner specified in section “d” above when a complaint of ragging is made, such person shall be deemed to have abetted the offence and shall, on conviction, be punished as provided for in section “b” above.

- f)** Any acts or its amendments which may published from time to time by AICTE, Government or Judgments by Ho. Supreme Court of India, Hon. High Court of Bombay, etc. will be applicable to candidates & institutions covered under these rules of admission.
- g)** Students/parents are informed to see the copy of AICTE regulations on cubing the menace of raging in Higher Educational Institutions, 2009 carefully read and fully understand the provisions contained in the said regulations.
- h)** Students / parents are required to submit online Anti Ragging affidavit during the first semester classes. The facility to make affidavit is available in the Institute