

DRONACHARYA
College of Engineering



Student Resource Book

DRONACHARYA COLLEGE OF ENGINEERING

Dear Students,

A warm welcome to you at Dronacharya College of Engineering. We are very delighted to have you with us as part of our family!

The defining element that connects DCE with its past is because of the people whose contributions have made it what it is today. Also, it provides the promise of what it can become tomorrow, by providing a conducive environment to stimulate intellectual growth. To take you further along the journey, we hereby share with you VALUES of the institute, which guide our path on a day-to-day basis & which will be the lamp-post of guidance during your stay here.

The Student Resource Book clarifies the values and standards we hold as DCE and the ones we also expect you to honour in your conduct as a student in the Institute during your stay in the campus. As members of an academic community committed to the search for truth and knowledge, we all share the responsibility for upholding these standards. You are the fortunate beneficiary of the many contributions of those who have laid path before you. You also have a very important responsibility to assist and play your part in defining what DCE is and should be today. You are now one of the future stakeholders, responsible for protecting this proud legacy and ensuring that its promising future gets realised.

The faculty here represents an eclectic mix of industry and academic experiences, matching the national & international academic & professional environment. Our faculty members are known in their respective fields for acquired knowledge, industry interaction, research, and consultancy work. They are carefully chosen and complement each other as a team. Proactive measures have enhanced partnership with industry through research, consultancy, management development and other extension programs including student projects. We have a supportive administrative system, which cares for the students and proactively addresses your requirements.

The student resource book is to guide you on rules and regulations and will help you to navigate your journey at DCE. You are required to go through this information carefully so that you do not miss out any opportunity and benefit the institute may have to offer you.

During your time here, you have to take an active role in your own education and understand that a liberal education is as much about character, values, morals, and social responsibility as it is about intellectual development and critical thinking. Strive for excellence in everything you do, and never settle for mediocrity. Learn to live with others in harmony for the betterment of the society. Take the time to dream and to reflect on your development as a holistic personality. In doing so, shape and refine your vision of who you are, and who you want to become.

Best wishes for happy and successful academic years ahead!

PRINCIPAL





DRONACHARYA COLLEGE OF ENGINEERING




ABOUT COLLEGE

Dronacharya College of Engineering, Gurugram since its inception in 1998 essays the role of a change leader, driven by a relentless pursuit of Academic and Professional Excellence. DCE, Gurugram is affiliated to **Gurugram University, Gurugram, Haryana** and approved by **All India council of Technical Education, New Delhi** (AICTE, New Delhi). College offer **B.Tech** and **M.Tech** programme.

Four Branches of the college (CSE, ME, ECE & IT) were Accredited by NBA in May 2007 and Three branches were Re-accredited (CSE, IT & ME) by NBA in Oct 2011. College is accredited by NAAC in Sept 2005 and Re-accredited by NAAC in March 2012 and September 2023. College is recognized under 12(f) and 2(b) by University Grant Commission (UGC) Act 1956. College is ISO Certified for 21001:2018 and 10001:2018.

Affiliations & Accreditations

	DCE is Approved By AICTE, New Delhi
	DCE has been affiliated to Gurugram University, Gurugram
	DCE has been re-accredited by NAAC in September 2023.
	DCE has been awarded by NITTTR, Chandigarh for Best Institution Category in Engineering College Category in 2022-23.

	<p>DCE has proudly achieved Platinum Category. AICTE All INDIA Survey, 2016.</p>
	<p>Listed Under Band-Excellent By ARIIA Ranking</p>
	<p>Best Performing Institute By NCAT</p>

Vision

Empowering human values and advanced technical education to navigate and address global challenges with excellence.

Mission

- M1 - Seamlessly integrate human values with advanced technical education.
- M2 - Supporting the cultivation of a new generation of innovators who are not only skilled but also ethically responsible.
- M3 - Inspire global citizens who are equipped to create positive and sustainable impact, driving progress towards a more inclusive and harmonious world.

Academics and Outcome Based Learning

At DCE, Gurugram, academic excellence and overall development of the student is the core focus. The institution strives to serve the student with the best faculty, industry connects, best placements, best infrastructure, boarding facilities and numerous opportunities to explore out of academics. The institution conducts several conferences, seminars, guest lectures throughout the year.

Students have a good opportunity to learn from peers, faculties, mentors, and seek the guidance about their career pathways. DCE is continuously working on incorporating best technical labs, Centers of Excellence and giving opportunities to students to participate in various national and International competitions. We believe that the best learning comes in a disciplined environment that we at DCE are dedicated to imbibe in our system.

Infrastructure

- The Campus is spread in the area of 10.4 Acre.
- 24X7 Wi-Fi available on the campus.
- Campus under surveillance of cameras installed at multiple locations.
- Air-conditioned classrooms, tutorial rooms, labs, seminar halls and conference halls.
- Solar plant of 400 KW capacity.
- State-of-art library with the collection of approximately 35000 books, online access is available.
- Photocopier and Stationary facility in the campus.
- Flood-lit stadium and other sports facilities like Badminton, Volleyball, Cricket & Tennis Courts.
- Cafeteria & Canteen in the Campus.
- DCE Startups Lab.

IMPORTANT OFFICIALS AT DCE

S. No.	Name	Designation	Contact No. & Email Ids
1	Prof.(Dr.) Isha Malhotra	Principal	principal@ggnindia.dronacharya.info
2	Prof. Hansraj Yadav	Registrar	registrar@ggnindia.dronacharya.info
3	Dr. Ashima Mehta	Head of Department	hodcse@ggnindia.dronacharya.info
4	Prof. Megha Goel	Head of Department	megha.goel@ggnindia.dronacharya.info
5	Prof. Neha Chauhan	Head of Department	hodme@ggnindia.dronacharya.info
5	Prof. Dimple Saproo	Head of Department	hodece@ggnindia.dronacharya.info
6	Ms. Renu Dua	Head Training & Placements (TPO)	tpo@ggnindia.dronacharya.info
7	Prof.(Dr.) Isha Malhotra	Internal Complaints Committee Head	principal@ggnindia.dronacharya.info
8	Mr. Satender Pal	System Administrator	systemadministrator@ggnindia.dronacharya.info
9	Mr. Lakhan Rajput	Accounts Officer	accounts@ggnindia.dronacharya.info

10	Dr. Anupam Dalal	Head Tourism Club	tourism.club@ggnindia.dronacharya.info
11	Prof. Pooja Sharma	Head NSS Club	nssclub@ggnindia.dronacharya.info
12	Dr. Ashok Kumar	Head Sports Club	sports.club@ggnindia.dronacharya.info
13	Ms. Sakshi Ahuja	Head Cultural Club	cultural.club@ggnindia.dronacharya.info
14	Prof. Dimple Saproo	Head Robotics Club	robotic.club@ggnindia.dronacharya.info
15	Prof. Yashvardhan Soni	Head Coding Club	coding.club@ggnindia.dronacharya.info
16	Ms. Sakshi Ahuja	Head Technical Language Society Club	techlanguage.society@ggnindia.dronacharya.info
17	Ms. Savita	Librarian	librarian@ggnindia.dronacharya.info
18	Ms. Neelam Bhardwaj	Head HR	hr@ggnindia.dronacharya.info
19	Ms. Aruna Kaushik	Reception	info@dronacharya.info

DEPARTMENTAL CONTACT NUMBER & EMAIL IDs.

Departmental Contact Numbers & Email IDs		
S. No.	Department	Email ID
1	Department of Applied Science & Humanities (First Year) APS	hodaps@ggnindia.dronacharya.info
2	Department of Computer Science Engineering (CSE) , Computer Science Engineering(Artificial Intelligence & Machine Learning) CSE(AIML)	hodcse@ggnindia.dronacharya.info
3	Department of Computer Science & Information Technology (CSIT)	hodcsit@ggnindia.dronacharya.info
4	Department of CSE (IoT)	hodit@ggnindia.dronacharya.info
5	Department of Electronics & Communication Engineering (ECE)	hodece@ggnindia.dronacharya.info
6	Department of Electrical & Electronics Engineering (EEE)	hodeee@ggnindia.dronacharya.info

7	Department of Electronics & Computer Science (ECZ)	hodecz@ggnindia.dronacharya.info
8	Department of Mechanical Engineering (ME)	hodme@ggnindia.dronacharya.info
9	Department of Robotics & Automation(R&A)	hodra@ggnindia.dronacharya.info

EMERGENCY CONTACT NUMBERS

S.No.	Department	Email ID
1	Discipline & ragging	0124-2375502,0124-2375502
2	Women's and Sexual Harassment	9811142195
3	Nearby Hospital (SGT Hospital)	0124-2278187
4	Nearby Police Station	0124-2375228

DISCIPLINE AT DCE

At DCE we believe that the best environment for learning is a disciplined environment. Student, faculty, and our staff members are bound together in this organization due to some common policies designed and followed throughout. We are proud of our 25 years of legacy and the discipline that we have generated and practiced in the system. This has not only helped our internal team, but also helped our students in their professional lives. It is desired from the students to carry forward this rich legacy.

We train our students to be disciplined in all forms and at all contact points in the campus and they are assessed at various levels. The students are given many facilities to enhance their academics, social life, recreational activities, hobbies, etc. These activities are designed for their overall development. The Institute in return expects the students to respect the provided facilities and to make the most appropriate use of the facilities judiciously.

The Institute is bound to take disciplinary actions in case of any ruckus or disobedience of the students in the campus. The students must understand that there are certain norms that need to be followed while on the campus. Here at DCE we have zero tolerance for indiscipline in the campus. Please go through this document in detail and make yourselves aware of the code of conducts, policies, rules and regulations of various places in the campus.

Punctuality and Discipline

- Classes are expected to begin on time. Late comers are not allowed.

- Students are expected to maintain complete silence and discipline during a lecture, talk by an outside expert, and while attending conferences, workshops or seminars. They are, however, welcome to ask as many questions as they may like on the subject under consideration, with due permission.
- Students are required to be present for all events of the College & the University, including the Convocation, Sports Day, Republic Day, Independence Day, guest lectures, compulsory workshops, and other events as intimated to them on through announcements/noticeboard/ via email. Record of attendance will be kept for action. DCE reserves the right to declare compulsory attendance for any event on or off the campus activities. Absenteeism on events for which attendance is compulsory will be taken seriously and will be communicated /displayed on the Black Board /noticeboard/ via email from time to time or a remark will be entered on the transcript or will face a penalty as per the decision of the college authorities.
- Students are required to be in the city on all days of the semester. If they are leaving the city for personal or college work, they are required to obtain prior written permission from the respective class coordinators/HOD/Registrar/Principal. This applies even to those students who are officially representing DCE for social, cultural, and co-curricular events.
- Students are required to honor deadlines for submissions of projects, reports, assignments, academically related data forms and any other submission to the institute's office(s) or to the faculty concerned. Do not approach faculty members or others members in the college to change or extend deadlines as the same will be treated as unprofessional behaviour not suited to the industry & the institution ethics.

Academic Discipline

- Students are expected to follow the College's code of conduct.
- They should refrain from smoking, chewing tobacco, consumption of alcohol or drugs in the campus or hostel premises and maintain sanctity and decorum of the institution.
- The use of cell phones during class/lab hours interferes with the instructional process and is therefore prohibited. Faculty members have the right to take necessary action.
- Students should be obliged to respect and care for all college property.
- Damage to the college property will require the payment in full, by parents/guardians of the students.

Dress Code

Students enrolled in DCE are required to be dressed in decent attire are required to wear smart formals for classroom purposes. Student clothing represents the minimally acceptable standard. Specific placements may impose additional standards and students are responsible for ensuring they meet these requirements. Following Dress Code to be followed:

- White Shirt & Black Trouser OR Sky Blue Shirt & Navy Blue Trouser with Formal Shoes.
- The College follows a dress code for all students of B.Tech and M.Tech course on all official occasions such as Seminars / Workshops / Industrial Visits / Placement activities / Guest Lectures, etc.
- On all such occasions, it is mandatory for students to abide by the dress code.
- Informal dresses like Half pants/ Short skirts/ Sleeveless tops/ tight jeans/ leggings/ bathroom slippers/ sports shoes/ Floaters are not allowed in the Academic Blocks.

Identity Card

Students, faculty and staff in the campus are required to wear their ID cards at all times in the campus for the purpose of safety and produce it whenever asked by the authorities. Contact Registrar office in case of any problem.

Contact Details

In case the identity card is lost/misplaced, the student should immediately inform the class coordinator. The student is advised to file an FIR (online) mentioning the loss of college identity card. A copy of the FIR should be submitted at the Registrar's office for the issuance of a new ID Card. Till then the student will be issued a temporary ID card.

PROPOSED PUNITIVE ACTIONS/AMOUNT OF PENALTY IN REPETITION OF OFFENCE(S)

Dronacharya College of Engineering, Gurugram

Black Dot System

Proposed Guideline for Black Dot System for Student Indiscipline

Level	Penalty	Types of Indiscipline	Action Possible
Level 1 •	-0.50	Not carrying college identity card reporting late to the class not dressed properly:wearing slippers, boys wearing earrings/studs, wearing caps/hats/headgears (allowed if mandated by religion)	Warning on first count and treat as Level 2 at subsequent count.
Level 2 ••	-1.00	bunking classes misbehaving with fellow students in campus/bus	Warning on first count and treat as Level 3 at subsequent count Suspension for 1-3 days and treat as Level 3 at subsequent count
Level 3 •••	-1.50	using mobile phone in class indulging in altercation with fellow students in campus/bus	Confiscate mobile for 2 weeks and treat as Level 4 at subsequent count Suspension for 3-5 Days and treat as Level 4 at subsequent count
Level 4 ••••	-2.00	jumping the campus boundary walls indulging in altercation with staff or faculty going to out of the bounds area	Suspension for 7-15 Days and treat as Level 5 at subsequent count
Level 5 •••••	-2.50	causing physical damage to the institute property any act that leads to disrepute of the college possession or use of any firearms/weapons/ any material that can cause injury or life threat ragging in campus or bus sexual harrasment in campus or bus physical fight in campus or bus possession or use of any banned substances smoking or drinking misbehaving with staff or faculty	Pay for the damages, 15-30 Days suspension and expulsion on subsequent count 15-30 Days suspension and expulsion on subsequent count, FIR may also be launch for critical case

- For Level 1 and Level 2: Warning SMS to be sent to the parents.
- For Level 3, Level 4 and Level 5: Letters to be sent to parents, quantum of punishment to be decided by the discipline committee.
- Any indiscipline not mentioned above will be treated based on serevity by the college authorities.
- General Proficiency & Teacher Assessments marks will also be affected based on numbers of Black DOT.
- Any Student carrying Black-Dot are not permitted for Industrial Visit/Placement Drive or other activity.

Methods to remove black dots		
Level	Reward	Method
Level 1 •	0.50	Maintaining >75 % attendance
		1 Video presentation on theory/lab subject or 1 good project/ score in spoken tutorial
Level 2 ••	1.00	Maintaining >95 % attendance
		Complete 2ques per lecture and assignments of all subjects
		3 Video presentations on theory/lab subject/ 1 project in national competition
Level 3 •••	1.50	5 Video presentations on theory/lab subject
		Complete 2ques per lecture and assignments of all subjects + >75% marks in sessional and PUT
		1 Paper presentation in conference
		Top 3 position in high repute project platform/ 1 project at national level
Level 4 ••••	2.00	2 Paper presentations in conference
		7 Video presentations on theory/lab subject
		Complete 2ques per lecture and assignments of all subjects + >75% marks in sessional and PUT + presentation on one topic related to subject application
		1 Paper publication in journal
		Clearing GATE/CAT/MAT
		Elite certificate in NPTEL
Level 5 •••••	2.50	3 Paper presentations in conference
		1 Paper publication in SCI/SCOPUS indexed journal
		Top 3 position in high repute project platform like SIH etc.
		9 Video presentations on theory/lab subject
		Rank in GATE/CAT/MAT
		Any action that leads to brand building of the college
		A project of social & industrial value at national level

•Any Special contribution from Department, College may lead to reduce Black-Dot based on recommendation of Committee to the Principal DCE.

•These are indicative guidelines, which may be modified time to time or may vary case to case based on recommendation of disciplinary committee.

SRB GUIDELINES

About the guidelines of Student Resource Book

- These guidelines provide an insight into the daily functioning of DCE and enable effective delivery of infrastructural and academic services to the students.
- DCE has the right to make any changes as it may deem fit in terms of the program content, method of delivery, faculty, refund policy, evaluation norms, the standard of passing the examinations, these and other guidelines, etc. In case of any dispute or differences about the program, the decision of the Chairman of DCE will be final and binding on all the students.
- The committees mentioned in the SRB are subject to rotation, so students are required to visit the website regularly for current updates in policies and committees.

***All disputes are subject to GURUGRAM/ Haryana jurisdiction only**

Ethics followed at DCE

- Respect for self.
- Respect for others.
- Respect for college property.
- Respect for college authority.
- Academic integrity, honesty and professionalism.

Code of Conduct at DCE

Discipline is synonymous of the Dronacharyan tradition. Every care is taken to maintain an ideal discipline and to make it a primary part of our work culture. We believe that nothing substantive can be achieved without a true spirit of discipline. Our academic environment is nurtured on discipline. This happens to be the fore-most trait to enable us to impart quality education and to produce meritorious results. The entire code of conduct requires absolute sense of obedience and subordination to the Department Head and the Faculty concerned. However, any act of indiscipline, misconduct or irresponsible behaviour will invite strict disciplinary action, including expulsion from the Institute.

- Cleanliness of the premises is the responsibility of all the members of the DCE family. The campus must be neatly maintained by everyone in the DCE at all points of time. All students need to cooperate & work together towards this objective.
- DCE is a non-smoking campus. Possession and Consumption of alcoholic beverages / toxic & banned materials and your presence on the campus under the influence of alcohol/ intoxicants material is a serious offence and will result in strict action.

- The students are requested to park their vehicles at the designated place at all times.
- Any problem with regards to any administrative facility, faculty, and classrooms etc., must be addressed through the class representative who will take it up with the class coordinator(s). In the absence of a satisfactory response, the student may approach A-HOD/HOD of the department.
- Mode of Communication to students is via blackboard / email /notice board/ Microsoft Teams, SMS/ College Social Platforms. Students are advised to check these media at least once a day, and not rely on rumour or hearsay about any matter. Students are further advised to use the college email ID only for the years of their stay in the college and can retain this ID once they become the proud alumni.
- All students are provided with an Identity Card, which they are required to wear mandatorily. Entry to the college is strictly through Identity Card and will be monitored by the DCE authorities. Non- compliance will invite a penalty/disciplinary action.
- Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed at strategic locations to ensure the safety of everyone in DCE. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence and will result in strict action.
- Students are advised to maintain decorum at all point of time during their stay in the campus and beyond. The only use of decent language and calm demeanour is expected, Conduct ought to be of high & dignified order, adhering to the core values of the organization. Any mis-behavior with college authorities, facilitators, etc. will lead to serious consequences.
- High volume altercations and physical fights are the behaviours which are not approved in a civilized society & in this campus. Use of physical force to settle an argument or disagreement will amount to misconduct and appropriate action will be initiated accordingly.
- DCE shall not tolerate any act of indiscipline, mis-behavior, indulgence in unethical practices including possession or use of drugs, alcoholic drinks, banned items or any sort of mental & physical harassment of anyone, violence, non-obedience, non-compliance by a student. Violations, if any, on the part of a student will be dealt with as per the existing rules, regulations, and provisions. DCE will not be held responsible for any action which will be initiated by the regulatory authority like police, etc. in case of any eventuality of the above kind.
- If any student during the tenure of his studentship has police case in his/her name, he/she is liable for appropriate action against his/ her as per the law of the land.
- Read all important notices on a daily basis being displayed on respective departmental Notice Boards, Hostel Notice Boards, strategic locations & Institute website placed for information related to students.

- It is the duty of every good citizen to Save Water and Conserve Energy. While leaving the classrooms/labs/hostel /rooms/washrooms ensure to switch OFF lights/fans and turn off the tap when not in use.
- Follow normal social etiquettes while interacting with faculty, colleagues, friends and seniors. Students are expected to inculcate good moral values, ethics & positive attitude and not use abusive language, kicking, fisting or fighting on any pretext.

RAGGING FREE CAMPUS

We are proud to inform that DCE is a Ragging free Institution. Ragging is a heinous crime which is to be stopped completely. The Supreme Court has termed “RAGGING” as a Criminal Offence and is punishable under the court of law. Anyone found guilty of ragging and/or abetting ragging will be severely punished including suspension from the institute, a heavy fine and/or imprisonment as per the provision of law.

If anyone is found guilty of directly/indirectly involved or abetting in ragging he/she will be punished/rusticated/ expelled/suspended from the institute and also liable to prosecution in terms of the Supreme Court of India decision on Writ Petition No. (C) 656/1998. Ragging is now a crime. No one can feign ignorance of the law. Under the prohibition of ragging Act 1997, those who indulge in ragging can be punished. Jail for ragging is for the period from six months to 10 years & fine up to Rs. 50,000/-.

Following actions amount to Ragging:

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

- 1) To address seniors as 'Sir'.
- 2) To perform mass drills.
- 3) To copy class notes for seniors.
- 4) To serve for various errands.
- 5) To do menial jobs for the seniors.

- 6) To ask/ answer vulgar questions.
- 7) To look at pornographic pictures to shock the freshers out of their innocence.
- 8) To force to drink alcohol, scalding tea, smoking etc.
- 9) To force to do acts which can lead to physical injury/ mental torture or death.
- 10) To force to do acts with sexual overtones, including homosexual acts.
- 11) To strip, kiss, etc.
- 12) To do other obscenities.

Students are advised in their own interest to abstain from and dissuade others from any Ragging Activities, failing which they will be liable to be punished with one or more of the following punishments:

- Suspension from attending classes and academic privileges.
- Withholding/ withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation processes.
- Withholding results.
- Debarring from representing the institution in any regional national or international meet, tournament, youth festival, etc.
- Cancellation of admission.
- Rustication from the institution for period ranging from one to four semesters.
 - Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
 - Leaving Certificate/Migratory Certificate will contain remarks associated with the offense related to ragging.
 - Debarring from appearing in /off-campus interviews.

Anti-Ragging Affidavit: A Mandatory Document

- As per the order of Supreme Court, UGC has made it mandatory, in its Anti-Ragging Regulations published in 2009 that each student must submit an Anti-Ragging Affidavit signed by self and a separate affidavit signed by the Parents at the time of taking admission to the first year of his/her studies. From 2nd year onwards every year, Anti-Ragging Affidavits for self and parents are also to be submitted annually and these affidavits must be placed in the file of each student for any future reference.

Monitoring Mechanism for Ragging

Ragging is totally banned in Dronacharya College of Engineering. As per the direction, following the Anti Ragging Committee and Anti Ragging Squad has been constituted. The students may approach **Coordinator, Student Affairs Committee Welfare (SAC)** for any issues which remain unresolved at the departmental level/ any guidance etc. Applications related to activities like institute clubs, hostel, sports, program planning, conflict resolution and any such issue must be routed through the SAC office.

ANTI-RAGGING SQUAD

For maintaining vigil, oversight, patrolling, alert and active Anti-Ragging Squad of our institute has been constituted with the following officials:

S.No.	Name	Designation	Mobile No.
1	Mr. Naveen Rathi	Member –CSE	9050035489
2	Mr. Rajesh Mattoo	Member – ME	9911566977
3	Ms. Sukrati Chaturvedi	Member - CSIT	8923091662
4	Ms. Pooja Sharma	Member – ECE	9818644355
5	Ms. Sonika Lakra	Member – AI&ML	8930872069
6	Prof. Dimple Saproo	Member - ICC	9971468759
7	Ms. Aruna Kaushik	Member - Admin	9599013004
8	Ms. Shagun	Member (Student) - CSE	8368658390
9	Mr. Sarthak Yadav	Member (Student) – ME	7015010949
10	Mr. Kushagra Gautam	Member (Student) – AI&ML	8826079575

11	Ms. Diya Ray	Member (Student) – ECE	8882940870
12	Ms. Saumya Rawat	Member (Student) –CSIT	8448130622
13	Ms. Nikita	Member (Student) – IOT & Cyber Security	8527097913
14	Mr. Avinash Verma	Member (Student) - ECZ	8318746254

ANTI-RAGGING COMMITTEE

For maintaining the ragging free zone, an Anti-Ragging Committee has been constituted as per All India Council for Technical Education (AICTE), New Delhi, Notification No.37-3/Legal/AICTE/2009 dated 01- 07-2009. Following anti-ragging committee has been constituted for the academic Session 2022-23.

INSTITUTION RAGGING CONTROL CELL NUMBERS			
S. No	NAME	DESIGNATION	CONTACT NO
1	Prof.(Dr.) Isha Malhotra	PRINCIPAL	9910380103
2	Prof. Hansraj Yadav	REGISTRAR	9910380110
3	Prof. Ashima Mehta	HOD-CSE	9871290997
4	Prof. Megha Goel	HOD-CSIT	9811142195
5	Prof. Dimple Saproo	HOD-ECE/EEE	9971468759
6	Ms. Renu Dua	TPO	9910380107
7	Prof. Neha Chauhan	HOD- ME	9545553238
9	Anti-Ragging Helpline	-	0124-2375502

PROCTORIAL BOARD:

For maintaining discipline in all around the campus and to reach on the spot in case of any untoward incidents, for patrolling, and alert a Proctorial Board of our college has been constituted with the following officials:

Proctorial Board for the session 2022-23				
S. No.	Name of the Faculty Member	Department	E-Mail ID	Contact No.
1	Prof. Megha Goel	Computer Science And Information Technology	megha.goel@ggnindia.dronacharya.info	9811142195
2	Dr. Manoj Kumar	Computer Science And Information Technology	manoj.kumar@ggnindia.dronacharya.info	8901283798
3	Ms. Neha Verma	Electronics & Communication Engg	neha.verma@ggnindia.dronacharya.info	9999590246
4	Ms. Pooja Ahlawat	Electrical And Electronics Engineering	pooja.ahlawat@ggnindia.dronacharya.info	9896420636
5	Ms. Pooja Sharma	Electronics & Computer Science	Pooja.sharma@ggnindia.dronacharya.info	9818644355
6	Prof. Neha Chauhan	Mechanical Engineering	neha.chauhan@ggnindia.dronacharya.info	9545553238
7	Prof. (Dr.) S.K. Yadav	Robotics & Automation	sk.yadav@ggnindia.dronacharya.info	9910380106

ACADEMICS

Dronacharya College of Engineering, Gurugram is an eminent institution in learning, innovations, Technology, Sciences & Management. It is affiliated to Gurugram University.

Outcome Based Learning

GU follows an outcome-based education system. The curriculum, pedagogy and assessment process are driven by the desired outcome. **Outcome-based Education promises a high level of learning facilitated carefully to achieve outcomes, characterized by its appropriateness to each learner's development level.**

Outcome-based education system is a systematic, evaluative process that is implemented to assure learning experiences that are congruent with original goals and objectives thereby providing a basis for the effectiveness and continuous quality improvement of the programme of study. It focuses on the measurement of outcomes that have taken place based on strategies and action implemented in the pursuit of achieving predetermined objectives. Each programme has well-defined Programme Education Objectives (PEOs). The PEOs is clearly indicated through the mapping of learning outcomes with the established Objective.

Each outcome addresses some objective and achievement of outcome indicates the attainment of Objective. The assessment of each learning outcome is done annually to identify that the established learning objectives are achieved. The gaps identified are analysed and addressed through the properly laid action plan.

The assessment of outcome is both quantitative and qualitative and focuses on improving teaching by analysing student learning outcomes. The appropriate direct and indirect tools are developed to measure the extent of learning. The results of the annual assessments and other data are used to determine the effectiveness of the programme during the programme review process. It also ensures that an outcome achieved corresponds with the mission of the institution, domain and University.

Cancellation of Admission

According to the University Ordinance, the admission of a student at any stage of study shall be cancelled if:

- He / She is not found qualified as per AICTE / State Government norms and guidelines or the eligibility criteria prescribed by the University.
- He / She is found unable to complete the course within the stipulated time as prescribed.
- He / She is found involved in creating indiscipline in the Institution / College or in the University

Curriculum

- B.Tech. - 4 year curriculum, divided into 8 semesters.
- M.Tech - 2 year curriculum, divided into 4 semesters.

***These shall include lectures, tutorials, practicals, seminars and projects/Dissertation etc. in addition to industrial training and educational tour defined in the scheme and executive instructions issued by the University. The curriculum will also include extracurricular activities prescribed by the University.**

Duration of Courses

Course	Duration	Maximum Period of Completion
B.Tech	04 Years (8 Sem)	07 Academic Years from date of Admission
B.Tech (Lateral)	03 Years (6 Sem)	06 Academic Years from date of Admission
M.Tech	02 Years (4 Sem)	04 Academic Year From date of Admission

Time Table at Dronacharya College of Engineering

Time Table for ODD Semester

PERIOD	I	II	III	LUNCH	IV	V
DAY/TIME	08:50 AM To 10:00 AM	10:10AM To 11:20 AM	11:30AM To 12:40 PM	12:40 PM To 1:10PM	1:10 PM To 02:10 PM	2:20 PM To 03:15 PM

Time Table for EVEN Semester

PERIOD	I	II	LUNCH	IV	V
DAY/TIME	08:50 AM To 10:20 AM	10:20AM To 11:50 AM	11:50AM To 12:30 PM	12:30 PM To 02:00 PM	2:00 PM To 03:15 PM

Class Administration

The class administration is governed by the class coordinators & the class representatives to monitor and handle day to day routine, academic and disciple activities.

Class Coordinator (CC)

Class Coordinator in each section is nominated from amongst the faculty teaching in that section to monitor discipline and other day to day issues raised by the class representative.

Class Representative (CR)

Class Representative (role of student in every class) in each section is nominated unanimously by the class in the presence of the class coordinator. Class representative serves as a link/contact point between the students and the class coordinator. The major roles & responsibilities include:

- Serving as a point of contact between the class coordinator, faculty & students.
- Any additional responsibility assigned by Class Coordinators/HOD.

Attendance Desirables

- **100% attendance in classes & labs for each subject is desirable.** However, for medical reasons/ personal reasons/ contests/ placement/ institutional work, absence up to 25% may be allowed.
- 75 % Attendance is compulsory both in Lectures and Tutorials as per the University norms. Students falling short of the requisite attendance are detained from the Semester Exams. 10% relaxation on medical issues & 5% relaxation on academic performance
- Students, who are having attendance, in a Semester, equal to or more than 75% are eligible to appear in the respective end Semester Examinations. Medical certificates and documents pertaining to permission attend contests/any competitive exams are to be produced to the CCs as proof of record
- Students who are having attendance less than 75% in a Semester and who have not been granted exemption by the Principal will have to take re-admission in the same Semester in the same class in the subsequent academic year by paying requisite fees on pro-rata basis as per the prevailing rules of Dronacharya College of Engineering.
- A student is required to monitor his /her own attendance. The attendance reports will be shared on a monthly basis and discrepancy (if any) to be informed by the student to the concerned faculty/ Class Coordinator. No changes will be permitted once attendance reports are finalized.
- Prior intimation of leave through leave application through the Class Coordinator is desirable. Any leave without written intimation will be treated as unauthorized leave and will be reflected in the records as such.
- Exemptions of student's attendance can only be made by the concerned HOD, with a proof of participation from the club coordinators/ committee Heads.

Attendance

- Every student is required to attend all the lectures, tutorials, practical and other prescribed curricular and co-curricular activities. The attendance can be condoned up to 25% on medical grounds or for other genuine reasons beyond the control of students.
- A further relaxation of attendance upto 15% for a student can be given by the Principal provided that he/she has been absent with prior permission of the Head of the Institution/College for the reasons acceptable to him.
 - ❖ No student will be allowed to appear in the end semester examination if he/ she does not satisfy the overall average attendance requirements as mentioned in above two points.
 - ❖ The attendance shall be counted from the date of admission in the college or start of academic session whichever is later.

If the percentage of attendance is deficient on account of –

- i. participation in Inter-University, University or Inter Collegiate Sports Tournaments/Youth Festivals, University Level Debates, National and International Tournaments, with the previous sanction of the Chairperson/Principal; or
- ii. attendance at the N.S.S. Camps or University Educational Excursions or other extra-curricular activities, certified by the Chairperson/Principal;

- iii. Voluntary donation of blood, certified by a Govt. Doctor of Gazetted rank or University Medical Officer.
- iv. Credit may be given for the number of days on which lectures were delivered or tutorials or practical work done during this period of attendance or participation aforesaid, provided that the total period of absence shall not exceed 21 days in an academic year and that for above it shall not exceed 2 days.

Make-up of Deficiency in Attendance

The department shall conduct extra classes as per requirement on weekends/ holidays for the weak and students having short attendance.

Evaluation Guidelines

Eligibility for Promotion

- There shall not be any restrictions for Promotion from an Odd semester to the next Even semester.
- For promotion from Even semester to the next Odd semester (i.e. of the next Academic year the student has secured credits as per the GU Ordinance.
- The result of a semester shall be declared Pass only on securing E or above Grade in all subjects and minimum Semester Grade Point Average (SGPA) is 5.0.

Eligibility of Passing

- A student who obtained Grades A+ to E shall be considered as passed. If a student secured an F grade, he /she has to reappear for the examination. It is mandatory for a student to earn the required credits as mentioned in each semester.
- For a pass in a Theory Subject/Drawing, a student shall secure a minimum of 30% of the maximum marks prescribed in the University Examination and 40% of marks in the aggregate marks in the subject including sessional marks. i.e. Minimum Passing Grade is E.
- For a pass in a Practical/Internship/Project/Viva-voce examination, a student shall secure a minimum of 50% of the maximum marks prescribed for the University Examination in the relevant Practical/Internship/Project/Viva-voce and 40% of marks in the aggregate marks in the Practical/Internship/Project/Viva-voce including sessional marks. i.e. Minimum Passing Grade in a course is E.
- For a pass in Seminar, a student shall secure a minimum of 40% of the maximum marks prescribed i.e. Minimum Passing Grade is E.

The students who do not satisfy the condition mentioned above or the student who remains absent shall be deemed to have failed in that subject and may reappear for the University examination in the subsequent examinations. However, the sessional marks awarded to the student/s at a previous attempt in the concerned subject will be carried forward. A student shall be declared to have completed the program provided the student has undergone the stipulated coursework as per the regulations and has earned credits as per the ordinance directions.

Abandon of Semester / year

A student may, at his/her desire, opt to abandon semester/year based on his /her performance and repeat the same as per the GU ordinance.

GU B.Tech Examination (DCE follows the rules and regulations framed by GU for awarding marks and promotion to next semester)

- The duration of the course shall be four academic years, divided into eight semesters. The examination for the first, third, fifth, seventh and eighth semesters shall ordinarily be held in the month of December/January and for the second, fourth, sixth, eighth and seventh semesters, in the month of May/June on such dates as may be notified by the Controller of Examinations.
- A supplementary examination for 1st , 2nd , 3rd , 4th , 5th and 6th semesters shall be held along with their regular 1st , 2nd ,3rd, 4th, 5th and 6th semesters examinations. However, the supplementary examination for 7th and 8th semesters shall be held simultaneously after every six months.
- The examination schedule containing the dates of receipt of examination forms with and without late fee shall be notified by the Controller of Examinations from time to time.
- Candidates shall be examined according to the Scheme of Examination and Syllabus as approved by the Academic Council from time to time. A candidate who fails in an examination, or, having been eligible, fails to appear in an examination, shall, unless approved otherwise by the Academic Council, take the examination according to the Syllabus prescribed by the University for regular students appearing for that examination. Provided that the Syllabus for the candidates for the Supplementary examination shall be same as was in force for the regular students in the last examination.
- The detailed procedure of preparation, presentation and evaluation of internal assessment/dissertation/project report/training report/seminar etc., whatever prescribed for the course in the scheme of examination shall be given in the concerned scheme of the examination approved by the Academic Council.

The candidate will be allowed to appear in the examination if he/she meets the following requirements:-

- i. Bears a good character
- ii. Has been on the rolls of the Department/College/Institution during the semester.
- iii. Has attended not less than 75% of lectures delivered in theory as well as practical. Relaxation in shortage of lectures up to 20% will be allowed by the Head of the Department/Principal of the College/Institute on the following grounds:
- iv. Self-illness, Illness/death of parents, brother, sister or any of the close family member, Any other reason beyond the control of the student to the satisfaction of the Head of the Institution/Department.

Unless specifically provided in the syllabus, the medium of instruction and examination shall be English. The minimum percentage of marks to pass the examination in each semester shall be:

- i. 40% in each theory paper
- ii. 40% in each practical paper or viva-voce/Project/Training Report/Dissertation whatever prescribed.
- iii. 40% in the aggregate of each paper, (including internal assessment) Theory and Practical separately.
- iv. A candidate, who fails to obtain the requisite marks in aggregate as above, shall be required to appear in the examination in the concerned subject(s) in the subsequent examination(s), subject to clause below.
- v. A candidate who fails to pass or having been eligible, fails to appear in any semester examination will be allowed to clear the re-appear paper(s) and also for improvement of result after passing a semester examination within a period of seven years. While re-appearing to pass a semester examination, the candidate will be exempted from re-appearing in the papers/practical's in which he/she has secured 40% pass marks.
- vi. A candidate, who fails to pass the course within a period of seven years of his /her admission to the course, shall be deemed to be unfit for the course.
- vii. For promotion to 3rd semester, a student must have passed at least 50% papers of 1st semester. For promotion to 5th semester, a student must have passed at least 50% papers of semester I and II taken together. Students to the other semesters will be promoted automatically subject to (i) above.

Note: i) For the purpose of promotion, each theory and practical in any subject shall be considered as separate paper.

- Soon after the termination of the examination, the Controller of Examinations shall declare the result as early as possible. In case, where candidate who was permitted to take examination for higher semester, but has not cleared the lower semester examination, his result for the higher semester examination will be declared provisionally.
- The grace marks will be allowed as per University rules.
- The list of successful candidate after the eight semester examination shall be arranged as under in three divisions on the basis of aggregate marks obtained in 1st , 2nd , 3rd , 4th , 5th ,6th , 7th and 8th semester examinations taken together, and the division obtained by the candidate will be mentioned in his/her Degree:-
- Those who obtain 60% or more marks First Division
- Those who obtain 50% or more marks Second Division but less than 60% marks
- Those who obtain less than 50% marks Third Division.
- Candidates who pass all the Semester Examinations in the first attempt and within minimum duration of the course, obtaining 75% or more marks of the total aggregate, shall be declared to have passed with 'Distinction'.

The each student shall be awarded a final letter grade at the end of each semester examination. The letter grades and their corresponding grade points are given below:

Percentage of Marks	Letter Grade	Grade Point	Performance
90.00-100	O	10	Outstanding
80.00-89.99	A	9	Excellent
70.00-79.99	B	8	Good
60.00-79.99	C	7	Fair
50.00-59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB	0	Fail

Notwithstanding the integrated nature of this course, which is spread over more than one academic year, the Ordinance in force at the time a student joins the course, shall hold good only for the examination held during or at the end of the academic year and nothing in this Ordinance, shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall unless specified otherwise, apply to all the students whether old or new.

Award of Sessional Marks

- Theory Subjects: as per Evaluation Scheme & Ordinance
- Practical Subjects: as per Evaluation Scheme & Ordinance
- Make-up tests may be held only for those candidates who could not appear in any of internal tests due to genuine reason for which the prior permission from the Head of Institution/College was taken. The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher up to that time.

Summer Training Project Report

The candidate shall be required to undergo practical training/filed training wherever required/provided in the scheme of examination, normally in the summer vacation after the semester examination in a enterprise/organization approved by the Chairperson of the Department. He shall be required to submit a comprehensive report before the commencement of the next semester examination.

The candidate shall also be required to deliver seminar(s), wherever prescribed.

The Training Report/Field Report, wherever prescribed and required to be submitted to the College must reach in the office of the Controller of Examination within 20 days after the commencement of the theory examinations.

Practical Examination

The student himself shall certify and confirm that there is no copying and he/she will ensure that the practical training report submitted by the students who undergo training are not similar to one which has already been submitted by other students in the Department or anywhere else.

Marks in the practical examination shall be awarded on the basis of performance in practical examination.

Scrutiny and Challenge Evaluation

- Scrutiny shall be allowed in only theory papers.
- Challenge evaluation of theory/practical papers is permitted only with certain conditions as laid down by the university.

Change of Branch

Change of branch may be allowed against the vacant seats in the following two stages, provided criteria at following sub clauses are satisfied:

- In the first year, after the last date of admission to the B.Tech. Ist semester, on the basis of merit of entrance examination on vacant seat subject to that number of students in a branch(s) shall neither increase over the intake approved by A.I.C.T.E. nor will it decrease below 75% of intake approved by A.I.C.T.E.
- In the second year, on the basis of merit as per notification of University announced from time to time at the B.Tech. First-year examination for those who are passing without any carryover paper subject to a number of students in branch(s) shall neither increase over the intake approved by A.I.C.T.E. nor decrease below 75% of intake approved by A.I.C.T.E.
- Change of branch facility is not applicable to Re-admitted student/ Ex-student/Lateral entry student/ Kashmiri Migrant student /PMSSS student shall not be eligible for branch change.
- The change of branch if allowed will become effective from B.Tech. III semester.
- The Branch change process must be completed as per the notification of the University in each academic session. A Further change of branch shall not be permitted.

***According to GU Guidelines Change of College & Study Centre shall not be permitted.**

Re-Admission in the Institution/ College

A candidate may be allowed for re-admission provided he/she satisfies one of the following conditions:

- A candidate is declared fail.
- A candidate did not appear in a semester examination / or he/she was not granted permission to appear in the examination.
- A candidate has been detained by the institute and subsequently has been permitted to take readmission.
- A candidate has own desire to abandon the performance of semester(s)

Plagiarism

It is mandatory that each project shall be checked for plagiarism through Turnitin Software before submission. Plagiarism report should not return similarity index of more than 24 %

Examination Guidelines

According to the University Ordinance:

- The performance of a student in a semester shall be evaluated through continuous class assessment and end semester examination. The continuous assessment shall be based on class tests, assignments/tutorials, quizzes/viva-voce and attendance. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester. The end semester examination shall be comprised of written papers, practical and viva-voce, inspection of certified course work in classes and laboratories, project work, design reports or by means of any combination of these methods.
- The distribution of marks for sessional, end semester theory papers, practical and other examinations, seminar, project and industrial training shall be as prescribed. The practical, viva-voce, projects and reports shall be examined/evaluated through internal and external examiners as and when required.
- The marks obtained in a subject shall consist of marks allotted in end semester theory paper and sessional work.

Disciplinary Control of Students in Examinations

- During examinations, the student shall be under the disciplinary control of the Examination Centre Superintendent who will issue necessary instructions. If a student disobeys instructions or misbehaves with any member of the supervisory staff or University Observer or representative or the invigilators at the Centre, he may be expelled from the examination for that session. The Examination Centre Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The said committee will make recommendations for disciplinary action as it may deem fit, to the Vice-Chancellor of GU
 - The students shall maintain proper discipline during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.
 - Acts of disorderly conduct in the Examinations, whether practical or oral examinations include:
 - ❖ Misbehaviour in the examination hall with the center Superintendent the Invigilator on duty, the Examiner conducting a practical or oral examination or the members of flying squads, the observers, the representatives of the University or the other staff working at the Examination Centre, or with any other student, in or around the examination center, or threat to life of these examination staff, observers, members of flying squads etc. before during or after the examination hour.
 - ❖ Intentionally tearing off the answer book (s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination.
 - ❖ Causing damage to laboratory equipment, books in the library and other institutional properties.
 - ❖ Disturbing or disrupting or instigating others to disturb/disrupt the examination.
 - ❖ Instigating others to leave the examination room.
 - ❖ Carrying any weapons in the examination center.
 - ❖ Non – surrender of previous Grades sheets on receipt of new Grade sheets.
 - ❖ Carrying photocopy or scanned copy of the admit card.
 - ❖ Having in his/her possession or accessible to him/her during examination hours papers, books or notes, written or printed or any kind of material including body, clothing etc.
 - ❖ Writing during the examination hours on any material (including the question paper or blotting paper) other than the answer-book.
 - ❖ Talking to another candidate or to any person other than the members of the supervisory staff in or outside the Examination Hall during the examination hours.
 - ❖ Consulting notes/books in or outside the Examination Hall during examination hours.
 - ❖ Receiving help from another candidate with or without his consent or giving help to another candidate or receiving help from any other person during examination hours.
 - ❖ Disclosing his identity deliberately or making any distinctive marks in his answer-book for that purpose or making an appeal to the examiner through the answerbook or using abusive or obscene language in the answerbook.
 - ❖ Swallowing /destroying any note, paper etc. found with him during the examination hours.
- Any other act of unfair-means/misconduct not covered in these provisions.

Acts of Unfair Means

The following shall be deemed to be the act of unfair means:

- Talking to another student or any person, inside or outside the examination hall, during the examination without the permission of a member of the supervisory staff.
- Leaving the examination hall without handing over the answer book and/ or continuation sheet, if any, or any other specifically designed response sheet to the invigilator or Supervisor concerned or Centre Superintendent or the authorized officer of the University deputed to the examination center, and taking away, tearing off or otherwise disposing off the same or any part thereof.
- Writing matters connected with or relating to a question or solving a question on anything (such as a piece of paper or cloth, scribbling pad), other than the answer book, the continuation sheet or any other response sheet specifically provided by the University to the student.
- Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.
- Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- Making an appeal to the Examiner/ Evaluator soliciting favor through the answer book or through any other mode.
- Possession by a student or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of assistance to him in answering any part of the question paper.
- Concealing, destroying, disfiguring, swallowing, running away with, causing the disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used by a student for assistance or help in answering a question or a part thereof.
- Passing on or attempting to pass on, during the examination hours, a copy of a question paper, or a part thereof, or solution to a question paper or a part thereof, to any other student or to any person.
- Smuggling into the examination hall and/ or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to a question paper or to a part thereof or taking out or arranging to send an answer book or continuation sheet or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination, or through any other agency, whatsoever.
- Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the university examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favorably evaluate, or to change the award in favor of the student

- Any attempt by a student or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination center before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who:
 - ❖ Abuses, insults, intimidates, assaults to any member of the supervisory or inspecting staff, or threatens to do so.
 - ❖ Abuses, insults, intimidate, assaults to any other student or threatens to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the Supervisory and the inspecting staff within the meaning of this para.
- Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other student, to do any of these things or facilitating or rendering any assistance to any other student to do any of these things.
- Arranging to impersonate for any person, whosoever he may be, or for himself or impersonating for the other student at the examination.
- Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.
- Any other act of omission or commission declared by the Academic Council/ Executive Council to be unfair means in respect of any or all the examinations.

Penalty for Unfair Means

In-disciplinary actions during Examinations would be considered as unfair means and it shall be dealt as per the Rules & Regulations of the University. (Refer GU Examination Ordinance Volume II).

Appeal & Review

A student, on whom any punishment has been imposed, may make a representation to the committee for review of the case as per the University Notification.

Feedback Mechanism

The components of feedback mechanism are:

- Oral Feedback by HOD in every Semester.
- Feedback is taken using a questionnaire in each Academic Year. DCE has a well-established feedback mechanism for communication of your experience. This is very essential.
- This feedback is compiled and statistics are placed before each faculty member by the end of the Semester.
- All students should get involved in this mechanism seriously as it truly helps the system improve the quality of services and teaching provided.

- These are open- ended questions in which students can reflect on the learning and teaching aspects of the course.
- While sharing the feedback with the faculty members, student's identity is kept confidential.

Scholarship

To ensure that meritorious students do not lose out the education experience, DCE follows guidelines as per GU and AICTE. For more details please visit the following Link.

Scholarship Scheme

- <https://www.aicte-india.org/bureaus/rifd/Scholarship-Schemes>
- <https://www.aicte-pragati-saksham-gov.in/>
- <https://ggnindia.dronacharya.info/Financial-support.aspx>

Awards and Prizes for Academic Excellence at Dronacharya College of Engineering

We encourage academic excellence and we have cash prizes, medals, and certificates to offer to the students who show utmost sincerity and achieve academic laurels in their curriculum. The College has separate categories of awards- Gold, Silver Merit certificates etc.

FEE DEPOSITION POLICY

A. Newly Admitted (All courses)

- One time Yearly Academic fees at the time of admission/reporting.
- Transport fee.

For fee detail, visit college website

<https://ggnindia.dronacharya.info/MandatoryDisclosure.aspx>

B. 2 yr (All courses): Semester wise Academic fee.

C. 3 yr (All courses): Semester wise Academic fee.

D. 4 yr (All Courses): Semester wise Academic fee.

Mode of payment:

(a) Debit Card

(b) Credit Card

(c) Cheque in favor of “Dronacharya College of Engineering” Payable at Gurugram. (Detailed information like name, admission no. & mobile no. of the student to be written on the back side of cheque.)

(e) RTGS/NEFT (Directly in Canara Bank, Gurgaon Main, Railway Road, Gurgaon, A/C. No. 82103070000831,

IFSC Code- CNRB0001723)

STUDENT SUPPORT SERVICES

Student Welfare Services in the Campus

We at DCE believe in giving the best to our students, a healthy environment for studies and many platforms to explore for their career growth. We have a goal, and to make sure to deliver the most appropriate guidance to each and every student, hence we have Coordinator, Student Affairs Committee, who is committed to providing the guidance to the students.

STUDENT WELFARE

The Coordinator, Students Affairs Committee is working to provide guidance to the students in all aspects of their development in the institution. Students have an opportunity to seek advice about their career and enhance their achievements for a better growth with SAC. SAC is also responsible for handling the student-related policies, issues, needs, happiness, sadness, joy, satisfaction and ensuring a holistic development. Students can discuss their academic concerns and get the best guidance from the best available counsellors on the campus. We want the students here to realize their potential and avail all the opportunities, to reach their full potential. SAC is developed to provide students guidance, the problems of the students will be addressed here quickly. Hence, students should make the maximum use of this service. Any information discussed with SAC will remain highly confidential and undisclosed.

Contact Details:

Dr. Vimla Yadav

Ph: 9818095523

E-mail: vimla.yadav@ggnindia.dronacharya.info

STUDENTS GRIEVANCE CELL

The Grievance Redressal Cell has been established in the college to redress any grievances by the staff or students expeditiously.

Students Grievance Committee addresses the problems of the students, which they are facing in the campus. This committee aims to provide students a platform where they can share their academic and other miscellaneous problems and seek the best advice. The committee ensures at the end that the student is satisfied and happy. Student interaction with the committee members will remain highly confidential and undisclosed.

S. No	Name	Department	Designation in the Committee	E-Mail ID	Contact No.
1	Prof. (Dr.) Isha Malhotra	Principal	Chairman	principal@ggnindia.dronacharya.info	9910380103
2	Prof. (Dr.) Hansraj Yadav	Registrar	Member Secretary	hansraj.yadav@gnindia.dronaharya.info	9910380110
3	Prof. Megha Goel	CSIT	Member	megha.goel@ggnindia.dronacharya.info	9811142195
4	Prof. Ashima Mehta	CSE	Member	Ashima.mehta@ggnindia.dronacharya.info	9871290997
5	Prof. Dimple Saproo	ECE	Member	dimple.saproo@ggnindia.dronacharya.info	9971468759
6	Prof. Neha Chauhan	ME	Member	neha.chauhan@ggnindia.dronacharya.info	9545553238
7	Dr. Ritu Pahwa	CSIT	Member	ritu.pahwa@ggnindia.dronacharya.info	9541158333
8	Ms. Renu Dua	TPO	Member	tpo@ggnindia.dronacharya.info	9990797776
9	University Nominee		Member		

Duties and Responsibilities of the Grievance Redressal Cell Committee members (GRC):

1. The complaint can be registered through <https://ggnindia.dronacharya.info/Grievance.aspx> login URL for online Redressal of Grievance.
2. A complaint received from an aggrieved faculty/ staff member relating to the institution shall be addressed to the Chairman, GRC through the Grievance Redressal portal.
3. The Member Secretary shall monitor the Grievance Redressal portal for pending grievances, if any.
4. The GRC while considering the Grievances brought before it shall follow the principles of natural justice.
5. The GRC may organize meetings as per the requirement.
6. The Committee shall send its report with recommendations, (if any) to the university along with a copy to the aggrieved faculty/ staff member within a period of 15 days from the date of receipt of complaint.

7. In case faculty / staff is not satisfied with the decision of GRC, they may appeal to the university for redressal of their grievance.

Women Development Cell (WDC)

Women Empowerment and Gender Equality are the most important requirements for the upliftment and progress of our nation. In the effort to make Dronacharya College of Engineering a strong kernel of gender sensitization, The Cell has both the faculty and students of the College as its members and works with an aim to create a gender sensitized community within campus as well as in the society. It has been organizing varied academic, technical, medical, cultural and social events for the upliftment of women and spread the real importance of gender equality in the society through College students.

Committee Members

Sr. No.	Name	Designation in Committee	E-Mail Id	Mobile No.
1	Prof.(Dr.) Isha Malhotra	Presiding Officer	principal@ggnindia.dronacharya.info	9910380103
2	Prof. Megha Goel	Coordinator	megha.goel@ggnindia.dronacharya.info	9811142195
3	Dr. Ritu Pahwa	Member	ritu.pahwa@ggnindia.dronacharya.info	9541158333
4	Dr. Vimla Yadav	Member	vimla.yadav@ggnindia.dronacharya.info	9818095523
5	Ms. Shivani Gupta	Member	shivani.gupta@ggnindia.dronacharya.info	8377097938
6	Dr. S.K. Yadav	Legal Advisor	skyadav10@rediffmail.com	8527637708
7	Diya Ray	Member (Student)	diya.24445@ggnindia.dronacharya.info	8882940870
8	Vanshita Panchal	Member (Student)	vanshita.23169@ggnindia.dronacharya.info	8791946400

STUDENTS AFFAIRS COMMITTEE (SAC)

DCE has a functional Students Affairs Committee. The purpose of the Student Affairs Committee is to provide broad oversight and policy guidance to promote a safe and supportive learning environment that encourages student academic success, growth, and personal development. The committee attempts to resolve the problems associated with the well-being of the students. SAC has equal representation from all branches/ years/ boys/ girls with the Principal as the Chairperson.

S.No.	Name	Designation/Department
1	Prof. (Dr.) Isha Malhotra	Principal
2	Prof. Hansraj Yadav	Registrar
3	Dr. Vimla Yadav	Coordinator
4	Prof. Neha Chauhan	HOD - ME
5	Prof. Ashima Mehta	HOD – Computer Science Engineering
6	Prof. Dimple Saproo	HOD - Electronics & Communication
7	Prof. Megha Goel	HOD - CSIT
8	Dr. Ritu Pahwa	Associate Professor- CSIT
9	Ms. Renu Dua	Head – T&P
10	Ms. Savita Devi	Librarian
11	Aditi Sharma	CSE – I Year
12	Vaibhav Sharma	CSE – II Year
13	Anshika Maurya	CSE – III Year
14	Paras Singla	CSIT – I Year
15	Akshay Kumar	CSIT – II Year
16	Samridhi	CSIT – III Year
17	Ujjwal Saini	ECE – I Year
18	Harsh Bhardwaj	ECE – II Year
19	Lakshay Chauhan	ECE – III Year

20	Kirti	CSE-AI&ML – I Year
21	Tannu Kumari	CSE-AI&ML – II Year
22	Inderpreet Singh	EEE – I Year
23	Bharat Tyagi	EEE – II Year
24	Anuj Kumar	EEE – III Year
25	Priyanshu	ME – I Year
26	Shubham Taparia	ME – II Year
27	Darpan Bhardwaj	ME – III Year
28	Kirti Swami	CSE (IoT & Cyber Security) – I Year
29	Tanush Arora	CSE (IoT & Cyber Security) – II Year
30	Prerna Jamloki	CSE (IoT & Cyber Security) – III Year

INTERNAL COMPLAINTS COMMITTEE (ICC)

As per provision of section-4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Internal Complaint Committee as per constitution mentioned is hereby constituted as under. Details of the presiding officer and members are given below:

Sr. No.	Name	Designation in Committee	E-Mail Id	Mobile No.
1.	Prof.(Dr.) Isha Malhotra	Presiding Officer	principal@ggnindia.dronacharya.info	9910380103
2.	Prof. Megha Goel	Member	megha.goel@ggnindia.dronacharya.info	9811142195
3.	Prof. (Dr.) Ashima Mehta	Member	ashima.mehta@ggnindia.dronacharya.info	9803505262
4.	Prof. Yashvardhan Soni	Member	yashvardhan.soni@ggnindia.dronacharya.info	9871290997
5.	Prof. Ashwani	Member	ashwani.kumar@ggnindia.dronacharya.info	9646461887

	Kumar			
6.	Prof. Dimple Saproo	Member	dimple.saproo@ggnindia.dronacharya.info	9971468759

COUNSELING CELL

The institution has a Counseling Cell which includes more than 50% are women faculty members. Students are ensured that the counseling shall be one – to – one and complete confidentiality will be maintained. Counseling provides not only an opportunity to the teachers to fathom student’s attitudes, weakness and challenges, but also to provide the tools and insights to manage depression and distress. Besides providing personal counseling to the students, the Counseling Cell organizes Personality Development classes to all the students in general.

Counseling Cell members

S.No.	Name	Designation in Committee	Contact No.
1	Dr. Anupam Dalal	Counseling Head	9773758700
2	Prof. Megha Goel	Member	9811142195
3	Ms. Renu	Member	9718584999
4	Ms. Akancha Shekhar	Member	8527637708
5	Prof. Ashwani Kumar	Member	9646461887
6	Mr. Avtar Singh	Member	9818644699
7	Dr. Manoj Kumar	Member	8901283798
8	Prof. Dimple Saproo	Member	9971468759

Establishment of Committee for SC/ST

Details of SC-ST Cell members are as follows:

Member	Designation
Prof. (Dr.) Isha Malhotra	Principal
Prof. (Dr.)Hansraj Yadav, Registrar	Member Secretary
Dr. Ashok Kumar	Member
Dr. Manoj Kumar- CSE	Member
Prof. Megha Goel– CSIT	Member
Prof. Shashi Kadam - Admin	Member
University Nominee	Member

MENTORING PROGRAM AT DCE

DCE has a mentoring program, where each student (mentee) is allotted a faculty (mentor), the mentors play a role to guide the mentee for developing and improving career, academics, behaviour, placements, higher studies, career & personal counselling, and various other issues. We want to nurture our students in every way possible, so we have developed this program, where students are blessed with the best guidance. The students are advised to make the maximum use of this program for his/her fruitful career. The mentors and mentees have to work in coherence for the best outcome.

DISABILITY SERVICES

At DCE we have Coordinator, Student Affairs take care of the students with disabilities and help them realize their full academic potential. We have separate restrooms, ramps and elevators in the campus to take care of the disabled students. At DCE, we are committed to extend our help to such students and ensure that appropriate arrangements for teaching and assessment are made. Students are welcome anytime to discuss their concerns with Coordinator, Student Affairs (SAC) or any faculty in the campus, as we all have a unique commitment towards our students.

MEDICAL ASSISTANCE

In the event of a medical emergency, the Institute immediately contact nearby SGT Hospital and arrange for an ambulance. Hospital emergency services have a yearly contract with the Institute. Every person on campus, including students, visitors, teaching staff, non-teaching employees, administrative staff, and supporting staff, has access to the emergency services.

TRANSPORT ASSISTANCE

The aim of the transport committee is to ensure that the college bus fleet is properly managed to the satisfaction of the organization and the users.

Roles/Responsibilities

- a. Ensure that the buses are properly maintained and bring any
- b. Points to the notice of the Principal.
- c. Ensure the proper staff is detailed as in charge and assistants for all buses for maintenance of student discipline and anti-ragging duties.
- d. Ensure the buses arrive and depart at the laid down timings.
- e. Educate all staff and students of their responsibilities while traveling in the bus.
- f. Motivate students about advantages of traveling in college buses.
- g. Bringing out the passenger over loading/ under loading to the knowledge of the Principal for reorganizing the passenger load.
- h. Organize surprise checks of the buses.

Committee Members:

S.No.	Name	Designation in Committee
1	Prof. Hansraj Yadav	Chairman
2	Mr. Avatar Singh	Member
3	Ms. Rekha Balhara	Member
4	Mr. Sharavan Kumar	In-charge

Parking

Use of personal vehicles by students is discouraged. However, if a day scholar comes to institute using his/her own two wheeler, the two-wheeler is to be parked at the student nominated parking area inside the campus.

Students coming with their four-wheeler will not be provided parking space inside the campus. Parking of vehicles outside campus will be at owner's risk.

Security

DCE has 24 hours, 365 days security in the campus, with the goal of providing a safe and secure campus for the students, staff and faculty members. Secure environment for our institution is only possible if all of us work together and abide by the rules inside the campus and adhere to the warnings. Please share any incidence of suspicion if encountered in the campus, the security will look into it immediately. CCTV cameras have been installed at strategic locations of the institute, covering a large area for enhancing vigilance.

Contact Details

Name: Mr. Ved Prakash

Contact: **0124-2375502**

Email Id – security@ggnindia.dronacharya.info

STUDENT LED CLUBS

DCE has 7 **students led clubs** in the campus, where students are involved in managing and organizing the events throughout the year, this gives students a platform to explore their extra-curricular skills and develop leadership qualities. It is observed that the students leading the club activities become self- motivated have a great self-esteem, confidence, leadership qualities, develop time management skill, which helps in academic and career progress of the student.

NSS CLUB

The motto of NSS is “Not Me But You” The National Service Scheme (NSS) Central Sector Scheme of Government of India Ministry of Youth Affairs & Sports. The scheme was launched in 1969 (Gandhiji's Centenary year, 1969). NSS is a voluntary association of young people in Colleges and Universities working for a campus-community linkage. Objective of the Scheme: Developing student's personality through community service and to provide hands on experience

to young students in delivering community service. NSS Unit of college acts as a catalyst of build up the right type of leadership in the institutions. NSS programmes reflects the essence of democratic living and upholds the need for self-less service among students.

NSS Club Members

S.No	Name	Designation	Position in Club
1.	Prof.(Dr.) Isha Malhotra	Principal	Chairperson
2.	Dr. Hansraj Yadav	Registrar	Member
3.	Dr. Anupam Dalal	Associate Professor	Coordinator
4.	Dr. Ashok Kumar	Associate Professor	Coordinator
5.	Ms. Pooja Sharma	Assistant Professor	Coordinator
6.	Ms. Sukrati Chaturvedi	Assistant Professor	Member
7.	Mr. Naveen Rathi	Assistant Professor	Member
8.	Manya Sehgal	Student	Member
9.	Dhairya Valecha	Student	Member
10.	Retd. Brigadier Jagmohan Varma	Social Representative	Member

CULTURAL CLUB

Dronacharya College of Engineering, Gurugram, believes in overall development of students and thus college gives equal importance to co-curricular activities.

Cultural Club of Dronacharya provides ample of opportunity to students to sharpen their co-curricular skills in Dancing, Music and Dramatics. The Cultural Club aims at moulding the personality of students and exposes them to a wide range of cultural events throughout the year.

Objective: Music is best way to shower the emotions to bring out the pulse and rhythm of young mind.

- To bring out the hidden talent of students in music and dance.
- To strengthen students creative skills in live performance.

- To develop and enhance the performance of students by participating in various events.
- To inculcate managerial capabilities such as event management and stage organization.

Cultural Club Members

S. No	Name	Designation in Committee
1	Ms. Sakshi Ahuja	Faculty Co-ordinator
2	Anshika Maurya	Student Co-ordinator (Music)
3	Madhav	Student Co-ordinator (Music)
4	Vanshita Panchal	Student Co-ordinator (Dance)
5	Bhavya Thakkar	Student Co-ordinator (Dance)
6	Kushagra Gautam	Student Co-ordinator (Instrument)
7	Aum Singhal	Student Co-ordinator (Instrument)
E-mail: cultural.club@ggnindia.dronacharya.info		

SPORTS CLUB

The Sports club play such a vital role that can change a student's life incredibly forever. Today students' involvement in Sports on Campus is something like that seems inevitable for highly potential benefits.

Sports Clubs exist for the general interest in physical activity through voluntary competition, formal competition, instruction, participation, or performance by students. Massive benefits of sports club activities are recognized worldwide today. Spontaneous participation of students in sports club activities inspires everyone. Through sports activities, students are making their lives as pleasant as they like as well as they are moving far in their future career in sports and out of sports.

Objectives

The Sports club is committed to provide a healthy sporting habit among the students. It helps to learn teamwork at work, coordination among diverse cultural & ethnic groups and mainly infuses discipline & instills the value system in one individual. Value of time, precision &

competitiveness are the major learning points apart from communication, coordination & teamwork.

The Sports club is organizes Inter-collegiate sports to provide leadership & recreation opportunities to the students & faculty in order to enhance their knowledge & skill in a specific sport of interest while at the same time retaining social, cognitive & physical experiences.

Sports Club Members

S.No.	Name	Designation in Committee
1	Dr. Ashok Kumar	Faculty in-charge
2	Ms. Divya Sharma	Students in-Charge
3	Mr. Ajay Thakran	Students in-Charge
4	Mr. Utkarsh Gupta	Students in-Charge

E-Mail: sports.club@ggnindia.dronacharya.info

TOURISM CLUB

Tourism club is functioning in the college. The club is formed for creating awareness among the students about Tourism activities and to incorporate the student's strength and potential in the development of tourism. The Department of Tourism is committed to preserving this trend and working towards long-term goals of establishing tourism as a major development factor.

Objectives:

The tourism club caters towards making the students aware about the tourist places and makes them aware for the varied culture prevailing across the globe. The club facilitates to create interest and sense of responsibility towards our country's natural and cultural heritage tourism among the youth. They are also guided towards the challenges associated with travelling to different places.

Coordinator: Prof. (Dr.) Anupam Dalal

E-mail: tourism.club@ggnindia.dronacharya.info

CODING CLUB

The purpose of the Club is to identify people with excellent programming skills who can write/design/develop code with sound logic and good programming standards. It aims to promote and develop the programming culture by providing courses that enhance the knowledge and experience of programming.

In this challenge competition all B.Tech. and M.Tech. Students of all disciplines can participate. Each individual participant will be given a challenge, the participants are expected to work on the given challenge with in a specified time. The participants who come up with the optimum code (meets the constraints specified in a challenge) will be announced as a winner.

Objective

- Motivate students to learn programming with enthusiasm.
- Developing students' skills in programming.
- Teach various methods of solving programming problems in different points of view.
- Motivating students to think, innovate, and show their talents.

Coding Club Members

S.No.	Name	Designation in Committee
1	Prof. Yashvardhan Soni	Faculty Co-ordinator
2	Piyush Garg	President
3	Rishabh Jain	Vice-President
4	Pallavi	Web Development
5	Shruti	Social Media Head
6	Ritik Verma	Project Lead

E-mail: coding.club@ggnindia.dronacharya.info

ROBOTIC CLUB

The concept and creation of autonomously operating machines dates back a long time, but credible research into the functionality and potential uses of robots did not grow substantially until the 20th century. And today, robotics is a rapidly growing field, as we continue to research, design and build new robots that serve various practical purposes including domestic, commercial and military. Having said that, the Robotics Club of DRONACHARYA strives to stimulate interest in robotics among the students of the institute. Besides making a serious endeavour to spread knowledge on Robotics and its diverse applications, it also stands by the subtle acronym of TEAM - 'Together Everyone Achieves More'. It is this exemplary virtue that has bound the club and helped it to grow to its present potential.

Robotics Club, Dronacharya College of Engineering, Gurugram endeavors to build interest in robotics among the students of the college. Students are provided with fully equipped Robotics Lab where students can build their ideas under the guidance of experienced staff members. Club supports and fosters interest in various aspects related to robotics.

Robotic Club Members

S.No.	Name	Designation in Committee
1	Dr. R. Dheivanai	Faculty coordinator
2	Yogesh	President
3	Vivek Singh	Vice President
4	Devansh Sharma	Chief-coordinator
5	Aditya Gautam	Co-ordinator
6	Aryan Rakheja	Co-ordinator
7	Rishabh Jain	Co-ordinator
8	Vibhanshu	Co-ordinator
9	Avinash Verma	Co-ordinator

E-mail: robotic.club@ggnindia.dronacharya.info

TECHNICAL LANGUAGE SOCIETY

The club offers a competing platform for the knowledge-hungry students. It promises to cultivate a passion for quizzing, Debating, creative writing, literature, Elocution, etc. among the students.

- Literary club is to develop self-efficacy and confidence and would help to enhance the general knowledge base.
- Works in tandem to benefit students in the disciplines of writing and speaking by conducting events that are both instructional and enjoyable
- Sharpening the skills of logical thinking.
- It develops excellent communication skills and teaches students to think spontaneously.

Objective

The goal of the Technical Language Society is to provide a learning environment for all students as well as a platform for them to demonstrate their abilities. Students will develop organization skills and persuasive skills.

- We will take a responsibility
- We will heed, learn and evolve.
- We will work conscientiously to model and foster an inclusive and equitable experience to all.
- We will build confidence to be at ease not only professionally but also socially.

Clubs that come under the umbrella of technical language society:

1. Literary Club
2. Technical Communications Club

Technical Language Society Members

S.No.	Name	Designation in Committee
1	Ms. Sakshi Ahuja	Faculty Co-Ordinator
2	Vaishnavi Sharma	Society Head
3	Akshat Roy	Personal Relation Head
4	Pratyush Atri	Creative & Operations Head

5	Aakriti Yadav	Co-Personal Relations
6	Prerna Mishra	Editorial Head
7	Sejal Talwar	Co-editorial member
8	Sujal Gupta	Co-editorial member
9	Vaishali Aggarwal	Social Media Head
10	Aryan Rakheja	Co-creative and Operations member
11	Gayatri Swain	Co-creative & Operations member
E-mail: techlanguage.society@ggnindia.dronacharya.info		

DCE SUPPORT FOR R&D ACTIVITIES, CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Students are eligible for reimbursement of expenses for participating in Technical Fest / Cultural Activities /Sports & Games or Attending Conference / Seminar / Workshop / Paper presentation etc. to promote R&D activities/participation.

All participation is to be routed through the concerned clubs. It is essential to use official email and institute address in all correspondence to institute authorities and outside agencies.

Financial Assistance at DCE

DCE has tied-up with HDFC Bank for Educational Loan for students. For more details, please log on to

<https://www.hdfccredila.com/m/>

Financial Support to wining projects by the college

- Project that wins the First Position National/International will be awarded Rupees Fifty Thousand.
- Project that wins the Second Position National/International will be awarded Rupees Twenty Five Thousand.
- Project Guide/Mentor will be awarded Rupees Twenty Five Thousand - Rupees Fifty Thousand Depends on the Level of Project.

Sponsorship for International Travel for Research Paper Presentation

Travel and Accommodation Expenses of Students of 1st Year and 2nd Year along with Faculty Member for presenting paper internationally are sponsored by the college.

Eligibility Criteria

Travel Expense : AC III Tier Train Fare or any other mode of transport, whichever is lesser. (From Delhi to Nearest Railway Station of Venue and back).

Stay : Rs.500.00 (Rupees Five Hundred) per night (Day/s of event and Max. 1 day prior to the event).

Food : Rs.200.00 (Rupees Two Hundred) per day (Day/s of event and Max. 1 day prior to the event).

1st Prize Winners: 100% as per detail above.

2nd & 3rd Prize Winners: 50% as per detail above.

No reimbursement shall be given for consolation prize and mere participation.

Faculty members accompanying students on above mentioned trips shall be reimbursed total expenditure.

In order to encourage students to participate at different platforms for project competitions and paper presentations, following criteria has been framed for the reimbursement of expenses incurred by the students:

Prior approval from concerned authorities - (HOD, Advisor R&D and Principal) is a MUST for participation.

Canteen

For the refreshment of students & staff, canteen facilities are made available both in college and hostels.

Stationery and Photostat

The stationery as well as Photostat outlet is available in the college campus.

Center for Career Planning and Development (Training & Placements)

At DCE we have a dedicated department that helps the students to get ready for the industry and face the real world. This center helps the students with technical and soft skills trainings that makes the engineers employable and ready for placements. The center helps in grooming the students with the corporate etiquettes and work culture. In addition, the center regularly organizes campus recruitment drives for the students. The department comprises of qualified technical trainers, soft skill trainers and corporate managers, who liaison with corporate to provide the best placement opportunities to the students. Students can approach them at any time and ask their queries regarding placements and training. Students are expected to maintain the highest standards of professionalism during the various activities. Students are encouraged to be practice in participation without waiting for the last date. In the event of non-conformance to the placement guidelines, DCE reserves the right to initiate corrective action.

Internships

All pre-final year students across the streams are eligible for this process. Interested students need to register through their respective department for availing opportunities in various companies. Once registered for the internship program, students will be liable to take the opportunity of an internship program in companies provided by the T&P Office. After the pre-placement offer, the student will be allowed to participate in all campus recruitment processes as per placement guidelines. During the campus recruitment process, they will have to follow all the regulations formulated by the T&P office.

Placement Guidelines

The role of the T&P Office is of a facilitator and counsellor for employment-related activities. It does NOT guarantee a job, but ample opportunities in different companies.

Applying for a job in a certain company or joining a company is at the sole discretion of the student.

Students must register with the T&P Office to get eligible for their employment through Campus Recruitment Process. Up gradation in any academic credentials and personal details will be the sole responsibility of an individual student.

Students, who have lost their job for genuine reasons, could only be allowed to participate in further campus drives on a case to case basis.

Students, interested in pursuing higher studies and starting their own ventures and who do not wish to avail the placement assistance, must inform the T&P Office at the time of registration process by filing an Undertaking of non-interest.

IT Facilities at DCE

The institution offers students access to its computer network and the Internet. The Campus is Wi-Fi enabled and this policy applies to all the students granted network and Internet access. For the Institution to continue making network and Internet access, the student must adhere to the rules and regulation. Any disobedience of these rules would lead to disciplinary actions by the authorities. In case guidelines are not followed and cause consequent damage to any IT facilities (e.g., projector cable etc.) Admin Department reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.

IT Code of Conduct:

- Students will be provided with institute email-id for academic communication only.
- It is student's onus to adhere to policies and to report any network related misuse like harming one or other person's individual property.
- The students of DCE are provided with the IT facilities to support their learning and academic-related research activities. Students are not allowed to play online games, viewing objectionable content including video/ audio or in written form.
- The use of IT facilities for any other purpose that interferes with these primary aims, or that otherwise, acts against the interests of the DCE is prohibited. In the event of non-approved usage of the IT facilities, Admin Department of DCE reserves the right to withdraw access to computing facilities at any time. This may seriously affect the ability of students to complete their course of study satisfactorily.
- The use of DCE IT facilities for students' commercial gain is prohibited.

- Students must adhere to the Network Etiquette i.e. Netiquette like they must be polite, adhere to the institution's rules, use of the network, internet appropriately and legally. Permission or Prohibition of files, information, software, communication or any other activity will be decided by Institute.
- Internet access is provided as a tool to accomplish the institutional strategic goals and objectives. DCE reserves the right to monitor, inspect, copy, review, and store all materials, files, information, software, communications, and other content transmitted, received, or stored in connection with the user without any prior notice. All such information, content, and files will not be treated as private property.
- The Admin Department regularly makes various announcements regarding the availability and use of the IT facilities. Such announcements are communicated to students through the notice boards/ email. It is the duty of students to regularly check the notice boards/ email and plan their use of the facilities accordingly.
- DCE endeavors continually to provide a high level of IT facilities. In case there is some problem with any of the services, the students are required to send a mail to the Admin Department. No action will be taken on any verbal complaint.
- Student(s) should not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility, nor take deliberate action to circumvent any precautions taken or prescribed by the Admin Department of DCE to prevent this.
- Hacking/posting of institute emails/websites etc. will be punished under the law of Cyber-Crime.

DCE User ID and Email ID

- Individual User ID and Email ID will be provided by the System Administrator, strictly for institutional use.
- Students' are advised not to use another user's login id and password.
- Passwords are highly confidential and so, students are expected not to share the passwords with any other person.
- Once logged in, IT facilities should not be left unattended. Students must log out at the end of each logged in session unless prevented by system failure. Failure to do so may

leave the account open for others to use/misuse. The Admin Department will not be responsible for any loss caused due to the failure to log out at the end of a session.

LIBRARY

DCE is equipped with a Central library with a seating capacity of 200 students at a time. Students have a great choice of reference books, magazines, journals, competition papers, newspapers, English literature, books from international authors related to their courses, and other relevant books for their enrichment. The library is designed to provide the students with a study space with silence and ambient conditions during exams.

Students can also avail the internet facilities in the library and also work on the PCs available in the digital library section. Digital library is also equipped with the NPTEL lecture facility and also provides a platform to attend the video lectures at IITs. Students can also make use of the E-journal and read the papers from Elsevier and ACM Digital Library. A library is a place for study and one need to maintain a decorum and proper environment.

Library Operating Hours

- Book issue timings for students: Monday to Saturday- 08:30 am -04:30 pm.
- Reference section and reading timings- 08:30 am -04:30 pm
- The library remains closed on Sundays and holidays declared by the institute. The timings and holidays may change and will be notified through the notice board displays.

Library Rules

- Library card will be issued to all the students by the Librarian. Students will show his/her admission receipt in the library to get his/her library membership form. Filled up form will be deposited with the Librarian within three days. Two color photographs should also be attached.
- The entry will be restricted to Identity cardholders only.
- Library Card is mandatory for issuing the books.
- A student with a Membership Library Card is entitled to draw 5 books for 45 days from the Library and is personally responsible for the books so taken by him/her.

- Personal belongings are not allowed and may be kept at the counter provided at the entrance of the Library.
- Use of mobile is strictly prohibited inside the Library.
- Users should maintain peace in the Library & should not disturb other readers in the Library.
- Smoking/Eating/Drinking are strictly prohibited in the Library premises.
- While entering the Library, users should leave their personal belongings such as bags, personal books etc. in the pigeonholes placed outside the Library entrance, at their own risk. Loose papers, however, are allowed to bring into the Library for writing purposes. Users leaving the Library may be checked by the Library staff if needed.
- DCE Library follows a closed access system. A copy of each title is available in the reference section, where it can be viewed and can also be checked on computerized catalogue prior to filling requisition slip; thereafter a book can be issued after presenting the requisition slip with relevant details at the issue counter.
- Reference books, Newspaper, Magazines/Journals and CD-ROM, DVDs should not be taken out of the library.
- The borrower cards are not transferable.

The members should verify the issued book before leaving the counter. Thereafter, the members will be responsible for any damage to the book issued to them. An auto-generated email through integrated library management software (E-granthalya) related to all transactions, e.g., issue/reissue, the return of any document, etc. will be sent to the registered email ID. In case of any discrepancy, members are advised to bring it to the notice of the library immediately for the corrective action.
- In spite of repeated reminders, if the book is not returned, the borrowing facility may be withdrawn for a period decided by the Librarian.
- Unauthorized removal of books or damaging the property of library or misbehaviour with library staff shall be considered as an act of indiscipline, which will call for and strict action and fine.
- It is mandatory for all members who are using library facilities to follow the library rules and regulations.

- For any dispute or problem, the Librarian may be contacted. The borrowing facility can be withdrawn or restricted in case of misbehavior or misuse of the library.
- Book Bank Scheme - Students will be issued a set of textbooks comprising of one textbook per subject at the beginning of each semester from the Book Bank.

Overdue Charges/Fine

If a book is not returned within the stipulated time, the student will be charged a fine of Rs. 5/- per book per day after the due date is over.

Excuses for exemption from paying overdue charges will not be considered. Only Institutional holidays are left out the reckoning if the due date falls on a holidays/vacation. Loss of Library Card/Reader Ticket Loss of Library card or Reader tickets should be immediately reported to the librarian in writing.

Loss & Damage of Books

- The student must be satisfied with the sound condition of the book before leaving the issue counter. The student will be responsible for any damage to the book detected at the time of return.
- If an issued book has been misplaced, damaged or lost by the student, then the same must be replaced with a copy of the latest edition by the students. If this replacement is not done, then the student will be charged original procurement cost plus 30% of the original cost. In addition to the above, the student also must pay the late fine as admissible.
- If an issued document of the multi-volume set (book, report, etc.) has been misplaced, damaged or lost by the student, then the whole set must be replaced with the latest edition by the students. If this replacement is not done, then the student will be charged original procurement cost plus 30% of the original cost. In addition to the above, the student also must pay the late fine as admissible.

EVENTS AT DCE

At DCE, we organize several events for students, parents, faculty and staff. Every year institute Organizes Convocation* (Graduation Ceremony) for degree distribution of final year students and Award Distribution ceremony.

The institute organizes, Dronathon, Techsuraksha* (Technical), (Innovation & Startup Showcase), Annual techno- cultural fests, managed by students and mentored by faculties.

Apart from these, we celebrate Holi*, Diwali* and other festivals* in the campus.

Every event is organized by students and gets a chance to show their talents.

In addition to this the institution also has 7 student-led clubs which carry out events throughout the year. Events are organized under these clubs are Dance shows, Quizzes, Debates, etc.

At DCE, we have a dedicated team of faculty members; they support and motivate students to participate in different national-international competitions and motivate them to think beyond academics.

Participating in an extracurricular activity connects students more deeply with institute, faculty, peer group, and the institutional values. Getting involved in sports, clubs, societies and volunteering, is a great way to meet new people and learn life skills. It helps in maintaining a healthy balance between studies and your social life.

We highly appreciate the participation of students in all the extracurricular activities in the college premises!!

*** The above mentioned events are subject to the availability in the academic calendar of the institute. These events require disciplined environment and the decision to halt them lies strictly with the college authorities.**