ABOUT DCE COLLEGE

Dronacharya College of Engineering, Greater Noida established in 2006 essays the role of a change leader, driven by a relentless pursuit of Academic and Professional Excellence. DCE, Greater Noida is affiliated to **Uttar Pradesh Technical University (UPTU), Lucknow Uttar Pradesh** and approved by **All India council of Technical Education, New Delhi** (AICTE, New Delhi). College offer **B.Tech** programme.

At DCE, the holistic education experience is complemented by the grooming of the students' personality through imparting soft skills, inquisitiveness through research, confidence building through live projects and several extracurricular students managed cultural events.

Academics

At DCE, Greater Noida, 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 10.00 Acre.

• Campus under surveillance of cameras installed at multiple locations.

• Air-conditioned classrooms, tutorial rooms, labs, seminar halls and conference halls.

• 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.

• Canteen in the Campus.

DEPARTMENTAL EMAIL IDs.

	Departmental Contact Numbers & Email IDs	
S. No.	Department	Email ID
1	Department of Information Technology (IT)	hodit@gnindia.dronacharya.info
2	Department of Electronics & Communication Engineering (ECE)	hodece@gnindia.dronacharya.info
3	Department of Electrical & Electronics Engineering (CSE)	hodcse@gnindia.dronacharya.info
4	Department of Mechanical Engineering (ME)	hodme@gnindia.dronacharya.info

EMERGENCY CONTACT NUMBERS

S.No.	Department	Email ID
1	Discipline & ragging	0120-2322022 , 9871726249
2	Women's and Sexual Harassment	9549262907
3	Fire Brigade	9999993038
4	Nearby Hospital (Kailash Hospital)	0120-2327799
5	Nearby Police Station(Thana Knowledge Park 1)	8595902542 , 8595902526

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 13 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/Director. 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 College Uniform.

Identity Card

Students 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.

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 GREATER NOIDA/ U.P. 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.

ACADEMICS

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

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.

*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

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

- **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 Director 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.

University Ordinance on Attendance

Each student is normally required to attend all the lectures, tutorials and, classes in every subject, as also the curricular and co-curricular activities. However, for each subject a minimum attendance of 75% will be necessary. The Principal/ Director of the Institute may condone the absence, on medical reasons further, upto a maximum 15% limit. No further relaxation in attendance will be admissible. Thus, a student must have atleast 60% attendance in every subject.

A student who fails to achieve the prescribed minimum attendance as per the provisions of article 4.1, in any subject, shall not be allowed to appear at the semester examinations and, shall be deemed to have been detained

The attendance of student shall be reckoned from the date of his/her registration of the student in his class.

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 UPTU 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 UPTU ordinance.

Grading System (Computation of SGPA & CGPA)

UPTU Lucknow adopts an absolute grading system wherein the marks are converted to grades, and every semester results will be declared with Semester Grade Point Average (SGPA) and Yearly Grade Point Average (YGPA). The YGPA shall at each year by calculating the average SGPA of Odd and Even semester of an academic year. The Cumulative Grade point Average (CGPA) shall be calculated at the end of last semester of the program. For detailed information of calculation, the UPTU Ordinance may be referred.

** **Conversion of CGPA into Percentage**: - As per the UPTU Ordinance

Division, Rank and Medals

Division and CGPA shall be awarded after the eighth and final semester examination based on an integrated performance of the candidate for all eight semesters (six semesters for lateral entry) as per ordinance. The candidate qualifies for the award of degree securing E or above grade in all subjects pertaining to all semesters.

- In first attempt within all consecutive semesters as applicable and secures CGPA of 7.5 and above shall be declared to have passed the examination in I Division with Honors
- Within all consecutive semesters as applicable and secure CGPA not less than 6.5 shall be declared to have passed the examination in First Division.
- Within all consecutive semesters as applicable and secure CGPA not less than 5.0 shall be declared to have passed the examination in Second Division.
- For an award of ranks in a branch, a minimum of 10 students should have appeared in the 8th semester examination. The total number of ranks awarded shall be 10% of a total number of students appeared in 8th semester or 10 students; whichever is less in that branch.
- The Gold, Silver and any other Medals as decided by the University shall be awarded to students falling in the Top ranks of various courses as per University rules.

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 marks in Seminar, Industrial Training and Educational Tour shall be awarded as per the UPTU Ordinance by the committee constituted by the Department Head/Institute Head.

Carry Over System

A candidate who does not satisfy the eligibility of passing criteria as per UPTU Ordinance will be required to appear in the end term University examinations, however; the sessional marks obtained by the candidate in the main semester (first attempt) shall be retained.

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 (Only for B.Tech. students)

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 UPTU 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)

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 UPTU
- 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.
❖ Any act not specified above as determined by the Academic Council.

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.

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 UPTU and AICTE. For more details please visit the following Link.

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- Chairman (Gold and Silver), Director (Gold and 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://gnindia.dronacharya.info/MandatoryDisclosure.aspx

B. 2 yr (All courses): One time yearly Academic fee.
C. 3 yr (All courses): One time yearly Academic fee.
D. 4 yr (All Courses): One time yearly Academic fee.

Mode of payment:

(a) Debit Card

(b) Credit Card

(c) Cheque in favor of "Dronacharya College of Engineering" Payable at Greater Noida. (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 Syndicate Bank, Jagat Farm, Greater Noida, A/C. No. 88951010000239,

IFSC Code- SYNB00008895)

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 Dean Student Welfare, who is committed to providing the guidance to the students.

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.) R.N. Sharma	Director	Chairman	director@gnindia.dronacharya.info	9910380102
2	Prof. Dr.S.K.Srivastava	Registrar	Member Secretary	sk.srivastava@gnindia.dronaharya.info	9213221732

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

1. The complaint can be registered through https://gnindia.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.

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 Director as the Chairperson.

S.No.	Name	Designation/Department
1	Prof. (Dr.) R.N. Sharma	Director
2	Prof. (Dr.) S.K. Srivastava	Registrar

COUNSELING CELL

The institution has a Counseling Cell which includes 06 faculty members of which more than 50% are women. 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.

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 Dean Student welfare to 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 any time to discuss their concerns with HOD 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 Sharda 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, nonteaching 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.

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. Wakil Singh

Contact: **0120-2323851**

Email Id – security@gnindia.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 Support to wining projects by the college

- Project that wins the First Place Globally will be awarded Rupees Fifty Thousand.
- Project that wins the Second Place Globally will be awarded Rupees Twenty Five Thousand.
- Project that wins the First Place at National Level will be awarded Rupees Twenty Five Thousand.
- Project that wins the Second Place at National Level will be awarded Rupees Ten Thousand.

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 Director) 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 HR department, 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 HR 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. 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 8 student-led clubs which carry out events throughout the year. Events are organized under these clubs are Theater, 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.**