



# KRISHNA ENGINEERING COLLEGE

(Approved by AICTE & Affiliated to Dr. A.P.J Abdul Kalam Technical University, Lucknow)

“Inspired Learning”

# STUDENT — HANDBOOK —

(GUIDELINE BOOKLET FOR STUDENTS)

**(SESSION: 2018-19)**

Mohan Nagar, Near Air Force Station Hindon, Ghaziabad (U.P.) - 201007 Phone : 0120-2657731/32  
[www.krishnacollege.ac.in](http://www.krishnacollege.ac.in)

 <https://twitter.com/KrishnaCollege/>

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 KECGhaziabad

## VISION

To create and establish an Institution that will turn out scholars adept at responding to changes brought about by globalization, be they technological, societal or paradigm shifts in business processes. In conclusion, the scholars will be global players in all respects when they leave the portals of Krishna Engineering College.

## MISSION

To provide an academic and social environment that will stimulate academic excellence, development of cross cultural adaptability, flowering of soft skills and integrate human values and social concerns among students entering the college.

## QUALITY POLICY

KEC will strive to build and nurture (for the students):

- Quality foundation knowledge and core concepts in Engineering.
- A set of soft skills needed from time to time in a dynamic milieu.
- Cross cultural awareness and adaptability as a global player.
- Ability to respond to change effectively be they societal, technological or paradigm shifts in business processes.



## ANTI – RAGGING SQUAD

	<b>Name</b>	<b>Department</b>	<b>Mobile</b>
1.	Dr. Sanjeev Kumar	Dean (A)	8010266661
2.	Dr.A.N. Mishra	Dean (SA)	9873375997
3.	Mr. P.K. Srivastava	EC	9899892495
4.	Mr. Manoj Solanki	ME	9891124476
5.	Mr. Sandeep Chaudhary	AS	9953867649
6.	Mr. D. K. Rana	AS	9711037121
7.	Ms. Vaishali Puranik	CS	9312738474
8.	Mr. Deepak Gupta	EC	9990214775
9.	Mr. Ashish Mishra	ME	9911420747

## FUNCTIONAL HEADS

	<b>Name</b>	<b>Designation</b>	<b>Mobile</b>
1.	Mr. Nitish Garg	ManagerAdmin	9999110872
2.	Mr. Dilip Goel	Finance Officer	9873001336
3.	Mr. Vipin Saxena	Registrar	9999007371
4.	Mr. Rupesh Kumar	Librarian	9871451184
5.	Ms. Renu Gautam	Placement Officer	9999110882
6.	Mr. Ravinder Singh	SystemAdmin	9711020654

## COUNSELOR

1.	Ms. Mahita Aggarwal	Counselor	9871496447
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## INSTITUTE PROCTORIAL BOARD

	<b>Name</b>	<b>Designation</b>	<b>Deptt.</b>	<b>Mobile</b>
1.	Dr. Archana Pandey	Assoc. Prof.	CE	9717246536
2.	Dr. Vineet Kumar	Assoc. Prof.	IT	9971087809
3.	Mr. Manoj Solanki	Assoc. Prof	ME	9891124476
4.	Mr. Shailesh Singh	Asst. Prof.	ME	8285765483
5.	Ms. Vaishali Puranik	Asst. Prof.	CS	7838754107
6.	Ms. Vishu Tyagi	Asst. Prof.	CS	9990456207
7.	Ms. Sangeeta Patel	Asst. Prof.	EC	9717698989
8.	Mr. D. K. Rana	Asst. Prof.	AS	9711037121
9.	Ms. Aishvarya Choudhary	Asst. Prof.	HU.	7011208454
10.	Mr. Divyanshu Pandit	Asst. Prof.	AS	9027272009
11.	Ms. Vaishnavi	Asst. Prof.	CE	9975641787
12.	Mr. Bharat Bhardwaj	Asst. Prof.	IT	8377060751

## INTERNAL COMPLAINTS COMMITTEE

An internal complaints committee exists in the institute to look after the welfare of the girl students and to prevent any kind of gender based harassment or exploitation of the girl students. The composition of this committee is as given below :

	<b>Name</b>	<b>Designation</b>	<b>Mobile</b>
1.	Dr. Archana Pandey	Chairperson	9717246536
2.	Dr. Priyanka Rai	Member	9968133422
3.	Ms. Kanika Garg	Member	9910811557
4.	Ms. Tanushree Sanwal	Member	9717832187
5.	Ms. Sakshi Gupta	Member	9717429505
6.	Ms. Vishu Tyagi	Member	9990456207
7.	Dr. Kavita Tiwari	Member	9910716688
8.	Ms. Shikha Saxena	Member	9999411138
9.	Ms. Vaishnavi Sharma	Member	9975641787

In the event of ragging, a student has to report the matter forthwith to any member of the anti-ragging committee / squads. Besides student can also report the incident of ragging through the website of KEC i.e [www.krishnacollege.ac.in](http://www.krishnacollege.ac.in). Student may also contact **National Anti-Ragging Help Line No. 18001805522**.

## What constitutes Ragging

Ragging constitutes one or more of the following acts:

- Any conduct of teasing, treating or handling with rudeness to fresher or any other student in spoken, written or action.
- Indulging in rowdy or in disciplinary activities which causes or is likely to cause annoyance, hardship, physical or psychological harm or raise fear or apprehension there of to any fresher or any other student.
- Asking any student to do any act which the student would not do in the ordinary course and which has the effect of causing or generating a sense of shame, torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- Any act by senior student that prevents, disrupts or disturbs the regular academic activity of any fresher student.
- Exploiting the services of a fresher for completing the academic tasks assigned to an individual or group of students.
- An act of financial extortion or forceful expenditure burden put on a fresher by any senior student.
- An act of physical abuse including all variants of it; sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health of a fresher.
- An act or abuse by spoken words, emails, post, social media, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from active or passive participation in the discomfiture by fresher.
- An act that affects the mental health and self confidence of a fresher done with the intention of derive of sadistic pleasure or showing off power or authority.

If anybody is getting victimized of any such incident, he/she can contact anti ragging committee / squad immediately.

## **Punishments (if found guilty of ragging)**

1. Suspension from attending classes and academic privileges.
2. Withholding / withdrawing scholarship / fellowship and other benefits.
3. Debarring from appearing in any class test / examination.
4. Debarring from co-curricular / extra-curricular activities.
5. Suspension / expulsion from the hostel. Rustication from the Institute.
6. Expulsion from the Institute and subsequent debarring from admission in any other Institute.
7. Any other punishment as decided by the committee.

If the person committing or abetting the act of ragging is not identified, the institute shall resort to collective punishment.

## **Disciplinary Instructions**

1. Students must wear their Identity Cards issued by the Institute in the college premises at all times.
2. Any student failing to wear/produce identity card to the authorities, will be treated as a serious indiscipline act.
3. The students have to be regular and punctual in their classes. They should follow the rules of discipline and conduct as stipulated by the institute from time to time.
4. Students shall not object, if their parents or guardian are contacted regarding their indiscipline, examinations or any other matter of concern.
5. Consumption of alcohol, narcotic drugs and smoking is strictly prohibited. Anyone found indulging in such activities will be expelled immediately from hostel / institute without notice.
6. Students of KEC are not permitted to indulge in strikes and demonstrations within or outside the institute. Participation in any such activity shall result in dismissal from the institute.
7. Students are expected to maintain the institute premises neat and clean. Writing on benches, sticking posters/notices on the institute walls and sitting on the verandah parapet is strictly prohibited.
8. The institute has full power to suspend, fine, rusticate or to take any action which is necessary in case of any indiscipline by the student.
9. Formation of caste/religion based associations/grouping or participation there-in will be treated as an act of indiscipline. Appropriate punishments will be invoked including debarring of such students from institute.
10. Students are advised to wear decent and proper dress in the college premises.

## **Indiscipline shall include**

1. Staying away from the classes without any valid reason and prior permission of H.O.D.
2. Staying in hostels during academic hours without any valid reason and prior permission of H.O.D.
3. Disrespectful behavior towards the faculty/staff.
4. Provoking students to abstain from classes and participating in strikes in the institute.
5. Walking around verandah during free hours and creating disturbance to the classes. (During free hours the students are expected to make use of the library or go to the reading room).

6. Disorderly behavior in the class.
7. Organizing tours without the permission of the Director.
8. Organizing meetings in the college or displaying notices on the institute notice boards without the permission of the Director.
9. Bringing outsiders unnecessarily to the institute campus.
10. Distributing leaflets, hand-bills or other printed materials and displaying banners/posters inside the campus.
11. Scribbling offensive, abusive obscene words or figures on black boards, or any kind of writing on the wall or other places in the institute.
12. Holding meetings on political/religious basis.
13. Smoking, consumption of alcoholic beverages and use of narcotic drugs are strictly prohibited. Criminal proceedings will be initiated against those found under the influence of alcohol or narcotic drugs within the campus/hostel.
14. Vandalism and destruction of institute property will be severely dealt with and material loss will be fully recovered with fine.
15. Not wearing the institute identity card at all times in the college premises.
16. Abusing/Fighting with other students.

## **Cafeteria / Canteen**

A canteen serving food/food items is open throughout day/night. Other than main canteen, four more snacks stalls are also open in the campus as per students' requirements. The quality of food, prices and atmosphere in the canteen is monitored by the KEC administration. To ensure a conducive atmosphere in the canteen the following guidelines should be observed:

1. During academic hours, no student will be allowed to sit in the canteen/snacks stall areas.
2. Students must abstain from indulging in unruly behavior (shouting, pushing, swearing, fighting, littering etc.) in the canteen.
3. It is to be noted that all drinks and food items must not be taken outside the canteen under any circumstances.

## **Guidelines for Library**

### **A. GENERAL RULES**

1. No entry without valid ID card shall be allowed.
2. To make entry in the sign in / out register with the attendant/security guard at the library gate.
3. Do not create disturbance to fellow readers.
4. Smoking/eating/talking/chewing/mobile phone are strictly prohibited in the library.
5. Keep personal belongings at property counter.
6. Any student found indulging in the process of book hiding, stealing or mutilating, he/she will be fined as under:-
  - **Book Hiding** : Minimum fine Rs. 200/-
  - **Book Damaging** : Minimum fine Rs. 400/-
  - **Book Stealing**: Minimum fine Rs. 1000/- +cost of books.
  - **Misbehavior with Library staff** : Minimum fine Rs. 500/-

## B. CIRCULATION RULES

1. Books can be borrowed by Library members only.
2. Library I Card is must for issue of books.
3. Journals, Magazines (one month old) will be issued on merit of the case for overnight only.
4. Maiden copy of any document will not be issued.
5. For renewal, book should be presented at the counter.
6. Book loan time period & fine shall be applicable as following:

CATEGORY	NO. OF BOOKS	LOAN PERIOD	FINE
B.Tech	06	20 dyas	Rs. 2/- per day
Book Bank	06	180 days	Rs. 10/- per day
Faculty	06	180 days	Rs. 2/- per day

7. For loss of book, either replace the book with fine or double cost of the book will be charged.
8. Duplicate ID Card will be issued on payment of Rs. 200/-

## Guidelines for Attendance

1. Every student has to maintain 100% attendance (min. 75% in case of medical problem, if any) to be eligible to appear in all the class tests and pre semester examinations.
2. As per AKTU rules, minimum 75% attendance is required to be eligible to appear in end semester University Examination.
3. Attending all the lectures, tutorials and laboratory classes is compulsory.
4. In exceptional cases of serious/prolonged illness, the attendance limit can be lowered up to 60% by the Director depending on merit of the cases.
5. In case of students involved in different projects, they will be allowed up to 10% attendance relaxation but not below 65%.
6. If any student is failing to maintain 75% minimum attendance, he/she will be detained from class test/pre-semester examination.
7. Parents of the students having monthly attendance less than 75% will be called by the respective HODs.
8. If any student wants to absent from classes for more than three days continuously, he/she shall have to take prior permission. Without permission absenteeism will be treated as a serious indiscipline act.
9. Conduct of the students should be exemplary, not only within the KEC premises but also outside the campus to maintain the prestige of the institute. To make KEC the best institute, students are to follow the guidelines for discipline regularly.

## Students' Guidelines

After finishing the school when a student joins a professional college, he/she has lots of expectations from the college. College on the other hand also expects certain behavioural pattern from the students. A good matching in the expectations of both will result in planned development of the student as well as the institution, making the student feel comfortable in the new environment. Therefore, it is required that a student be made aware of his/her responsibilities in the college, which are as follows:

1. Punctuality, be available at the required place (class-rooms, labs etc.) 5 minutes before the

commencement of the activity.

2. Regularity, ensure your attendance is 100%
3. Sincerity and hard work pays off well, of course there is always time for games etc, in the free time.
4. Always dress up properly, remember that you are an Engineer and have to present yourself in that manner.
5. Be respectful to your faculty as well as seniors. Remember if you don't respect your seniors, your juniors will not respect you.
6. If due to any reason, you are not able to attend a class, obtain prior permission of your H.O.D., which shall be given for all genuine reasons.
7. Be bold, sincere and honest. In case you have made a mistake, accept it, you will never be punished. (Except in cases of serious offences).
8. College management is providing an extremely good environment (class rooms, labs, lab equipment, playgrounds) etc. Everything is new and management has spent a lot of money on it (your money). Preserve them in good condition. Always switch off lights when you leave a room. A rupee saved is rupee earned. The management can spend this saved money to provide you additional facilities.
9. Take part in all extra/Co-curricular activities as it will give you more exposure. Give more attention to classes & practicals. Subjects learnt during practical will be remembered by you better and will help you to get a better job.
10. During any scheduled breaks, go out and return on time. Each semester is very short and therefore, effective time management is essential to avoid stress in the end stages of the session.
11. Study well for each sessional, as it is easy to score good marks in the sessional with good attendance, a student can easily secure 80% or more marks which helps him to maintain good percentage and a good job later.

**CAUTION:**

If these guidelines are not followed seriously, a student can find himself/ herself in trouble. For your information, the pass percentage of university is generally less than 40%. At KEC the faculty takes every possible step to identify and solve the problems of every student. Therefore, never hide your problems, never hesitate in class and tell your problems to teacher freely and frankly. You are most welcome to go to any teacher/ Dean/Director for help at anytime.

**Important note for Parents:**

The college takes the responsibility to send letters and even call the parents of every student to inform them about the attendance and performance of their ward. This activity is done regularly during the semester. So, it is requested that parents should take the things seriously and show positive response so that performance of every student can be monitored.

## Hostel Rules

This college provides hostel facilities for the convenience of outstation students subject to availability of seats in the hostel. New hostel building has been constructed with separate accommodation for Boys & Girls. Proper upkeep of the interiors and exteriors of the hostel is the direct responsibility of the students. The rules for the hostel are stated below:

1. Hostellers are not allowed to stay in the hostel during college timings i.e. 08:30 am to 04:30 pm during summer and 09:00 a.m. to 05:00 p.m. during winter without prior permission of Dean (SA) / Chief Warden.
2. Day scholars are not allowed in the hostel without prior permission of warden or Dean (SA). If warden finds any day-scholar in any room without permission, a fine of Rs. 100/- will be charged to both, the occupant of that room and the concerned day scholar.
3. Loud sound of radio and T.V. is not permitted in the hostel as a consideration to fellow students.
4. Heaters and gas cylinders are not allowed in the hostel. (For students, staff, faculties and warden).
5. Coolers are allowed on payment of charges decided by the administration, which is Rs. 250/- per room per month.
6. Leaving college premises is not allowed during college timing i.e. 08:30 a.m. to 04:30 p.m. during summer and 09:00 a.m. to 05:00 p.m. during winter without written permission of HOD / Dean (A) / Dean (SA). Booking out timings on working days are 05:00 p.m. to 07:30 p.m. with the permission of warden. For Saturday and Sunday, timings are 08:00 a.m. to 07:30 p.m. with the permission of warden / Dean (SA)
7. If any student wants to go for night stay outside the hostel, written permission with reason must be approved by Dean (SA) / warden or administrative officer.
8. Any student found misusing electrical equipments (i.e. light, fan, water cooler, TV, boiler etc.). He/She will be penalized by a fine of Rs. 100/-
9. After using common room/bathroom no student is allowed to keep his/her accessories like bucket, soap and clothes etc. in common room/ bathroom.
10. Proper up keep of hostel room and furniture is the direct responsibility of students occupying the same. Walls should not be made dirty by writing, fixing poster / blowups etc. students resorting to such activities will be fined by a penalty of Rs. 500/-. Any damage to the furniture due to negligence/rough handling will invite payment of penalties. Depending on the nature and extent of damage.
11. If any student has any problem regarding cleanliness and maintenance of hostel rooms and corridors, he/she should write the problem in the register (kept with warden) with their name and signature. Action against complaint will be taken within 3 days.

**Rules for allotment of accommodation in successive semester:**

A student who had discipline case against him in the previous semester or who has carryover/back papers or who has not deposited college / hostel fee will not be allotted accommodation in the college hostel.

Any violation of above rules will invite severe punitive action against the offenders.

**Policy for Accommodation for students (Boys & Girls) during Summer Holidays**

1. If the college organizes summer courses, students attending these courses will be provided with centralized accommodation (not necessarily in the same rooms occupied by students). For food, students have to manage on their own.
2. The above arrangement will also be applicable, in case any special classes/examinations are organized by APJAKTU.
3. Students are encouraged to attend courses outside but preferably in their home towns. Hostel accommodation cannot be guaranteed for them. However, if out station students intimate their intention in advance & take permission to attend courses in GZB/ Noida/ Delhi, they may be given rooms (only) depending on availability.

## Student Support

Institute is responsible for providing support services to all the students throughout their time at KEC. Institute will also support the students in academic, co-curricular and cultural activities. For any services students are advised to follow the under mentioned instructions:

- 1. Examination & Result Related :** If students have any query regarding their result/exam/back paper result/bonafide certificate/enrolment/ discrepancy in mark sheet etc. He/she may visit Registrar Office between 12:30 p.m. & 04:30 p.m. (Lunch 01:30 p.m. to 02:00 p.m.) on all working days.
- 2. Verification of Documents:** attesting of any document or a photograph/application form, the student can visit PA to Dean Academic between 02:00 p.m. & 04:00 p.m. on all working days.
- 3. Query/permission approval** for Cultural/Sports/Activity outside the campus, students are advised to visit Dean (SA) office between 04:00 p.m. & 05:00 p.m. on all working days.
- 4. Discipline related issues:** All students are advised to report immediately to the Proctorial Office regarding any indiscipline issue. The office will entertain indiscipline matters 24x7.
- 5. Gender based harassment:** If student feels any harassment regarding abuse/discrimination can contact any time to ICC members.
- 6. Hostel related matter:** Students residing in the college hostel can raise their problem related to any issue to their respective rectors only with a written application.
- 7. Academic holidays:** Students are advised to follow the academic calendar issued by the institute only. They are also advised to follow the notices regularly issued by Director/Dean (Academic) Office. Students can also consult respective HOD regarding any confusion in above respect.
8. Students are advised to visit **Account Department/Counter** only for any query related to fee/scholarship/fine/reimbursements.
9. Students are advised to contact the placement faculty coordinator of respective departments for training letters/placement related matter.
10. For scholarship related issues, students are advised to contact the administrative office/registrar office.

## Extra Curricular Activities

Following societies function in the college:

- 1. Cultural Society :**  
Conducts functions in the college with the aim of bringing out the artistic talent of the students and to boost up their morale.  
  
A cultural evening with dinner is conducted by senior students. The aim of this social meet is to introduce the first year students into the KEC family.

A college annual fest is organized for 2-4 days which combines various technical and cultural events. The farewell party is also organized by third year students for the passing out students.

**2. Sports Society :**

To promote games among the students, a sports day is conducted by sports society. An inter-department sports meet is held involving all students. The sports day event includes sports such as Cricket, Volley Ball, Basket Ball, Kabaddi, Badminton and indoor games like Chess, Carrom & Table Tennis.

**3. Project Society :**

Guides students to prepare useful projects to enhance their skills. As of now various projects like regulated power supplies, function generators, morning alarm, FM radios and lab simulation programs made by our students in the first year itself are available in the project lab. Encouraged by this response, the second and third year lab kits have been made in the college itself by faculty and students, which is a unique feat.

**4. College Magazine :**

The college publishes the Annual Magazine "Impression". It gives an opportunity to the students to explore their creative talent.

**5. Technical Fest :**

Tech-fest is a techno-social gathering of all students of the College. To keep pace in the technical advancement and to generate awareness amongst students, an Annual Technical Fest is held.

**6. National Service Scheme (NSS):**

The NSS unit of Krishna Engineering College contributes towards National Service Scheme activities like blood donation, relief work during natural calamities and helping illiterate people in the adjoining areas to become self-reliant.

**7. Parent Teachers Meet:**

In order to help students to perform well in academic, it is very important to have good communication between parents and faculties. Therefore, PTMs are conducted in every semester after the announcement of CTs Results.