



R. D. ENGINEERING COLLEGE

Approved by AICTE New Delhi & Affiliated to Dr. APJ Abdul Kalam Technical University, Lucknow
Under the aegis of IQAC

Ref.....

Date..05/01/2018

Minutes of Meeting

Date: 5th Jan, 2018

A meeting of all HODs and registrar was held on 5th Jan, 2018 at 11.00am in Conference Hall A Block to prepare policies to uplift overall academics and institute.


The following members were present in the meeting:

1	Mr. Ghanshyam Singh	Registrar
2	Prof. Mohd.Vakil	Dean Academic
3	Prof. Sanjay Paliwal	HOD Mechanical
4	Mr. Vishal Upmanu	HOD Electronics
5	Dr. Jaideep Kumar	HOD CS/IT
6	Dr.Gaurav Bansal	HOD MBA
7	Prof. Hariom Tyagi	HOD MCA
8	Dr. Amit Gupta	HOD AS&H
9	Dr. Pankaj Singh	HOD CIVIL

Deliberation

The outcomes of the meeting were:

- Formation of Institute Academic Committee (IAC)
- All Head of Departments and Registrar will be members of the committee
- Director will be the head of IAC
- IAC will be responsible for imbibing the best practices to provide an improved academics system for the present and future students.


(Dr. Sanjeev Sharma)
Director
R.D. Engineering College
Duhai, Ghaziabad

CC:

1. Chairman-RDEC,for kind information,pls
2. All Notice Boards


Director
R.D. Engineering
Duhai, Gha



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Ref.....

Date.....23.01.2018

Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) in R. D. Engineering College was constituted during the session 2017-18, with an objective to develop a conscious, consistence and catalytic quantity improvement system towards the overall performance of the institution at all levels with the involvement of all stakeholders.

The institute established the Internal Quality Assurance Cell with the following members:

S.No.	NAME	DESIGNATION	Role in IQAC
1	Dr. Rakesh Sharma	Chairman	Management Representative
2	Prof. Mohd Vakil	Dean Academics	IQAC Coordinator
3	Dr. Gaurav Bansal	Professor	Internal Member
4	Dr. Gaurav Kumar Rastogi	Associate Professor	Internal Member
5	Mr. Manu Kothiyal	Assistant Professor	Internal Member
6	Ms. Pooja Sharma	9718467449	Alumni
7	Mr. Atif	8512869593	Student
8	Mr. Ajay Singhal	9045534840	Parent
9	Ms. Payal Banerjee	9555553551	Asstt. Manager, TCS
10	Mr. Varun Tyagi	7906863018	Local Social Activist

(Dr. Sanjeev Sharma)

Director-RDEC

Director
R. D. Engineering College
Duhai, GhaziabadDirector
R.D. Engineering College
Duhai, Ghaziabad

9th KM Mile Stone on NH-58 Delhi Meerut Road Duhai Ghaziabad-201206 (U.P)

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Email: info@rdec.in

Website: www.rdec.in



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Date 23/01/2018

Functions of IQAC:

- Setting quality benchmarks with consistent work.
- Creating parameters to reach academic as well as non-academic learning goals.
- Conduct periodical Meetings.
- Encourages Faculty research activities.
- Provide financial support to faculty members to take up research activities.
- Creating a student-centric teaching-learning environment.
- Considering the feedback of students, faculty & parents for the best practices.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Organizing various workshops & seminars for the quality education environment.
- Documenting all the activities in chronological order & keeping a tab on improvements.

(Prof. Mohd Wakil)
Coordinator IQAC-RDEC



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Internal Quality Assurance Cell (IQAC)

Vision:

To ensure effective supervision and monitoring of academic programme & research activities and to support in achieving the vision of R. D. Engineering College.

Mission:

To develop and execute strategies to accomplish the vision of institution and IQAC.

Strategies:

- To define and maintain consistency in quality education and to ascertain a student centric learning environment conducive to impart quality education.
- To solicit, format and implement feedback/ suggestions from stake holders on quality related matters.
- Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students.
- To create quality consciousness among all stake holders.
- To document the steps taken and process implemented, leading to quality enhancement.
- To act as a nodal agency to coordinate quality related activities in the campus.

(Prof. Mohd Vakil)
Coordinator IQAC RDEC



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Research Policy

The institute places more emphasis on research programs in order to support high-quality education. The institute's sections are equipped with top-notch research facilities.

- The institute has research center under the Institute Innovation Cell (IIC). These departments are equipped with special research laboratories.
- Institute also encourages the faculty members to pursue Ph.D. Full Time/Part time.
- The institute has excellent library facilities. It supports the research initiatives of the faculty and research scholars by the following resources.
 - Printed reference and other latest books
 - Subscribes e-journals and printed journals
 - Assistance to faculty in buying books related to projects
 - Make available specific research papers to research scholars through inter library loan through DELNET/other local institutes.
 - Display of research papers published by the faculty in the international journals of repute
 - Excellent Wi-Fi facility (More than 1GBPS).
- To strengthen research programmes further the faculty is encouraged to participate and publish their research work in National and International journals of repute. For this purpose the institute provides financial support to the faculty members.
- Institute also planning in-house research journal. Institute encourages faculty members to file for patents. The patent filing cost is partially met by the institute.
- Faculty members who publish research papers in peerreviewed/UGC approved/UGC Care/Scopus/SCI Journals with high H-index/Impact factor are felicitated and given cash award on Independence Day and those faculty members who publish their research papers in RDEC Research Journal are felicitated on Republic Day.


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- Essential Conditions for the award to authors belonging to RDEC on Independence Day for publication of high quality research paper are-
 - The research journal in which the paper is published must be listed at least in one of the following:
 - SJR-SC Image Journal & Country Ranking Thomson Reuters
 - SCI: Science Citation Index
 - It must have H-Index/Impact Factor for the last three years.
 - It is mandatory for the author to have reported in the paper his /her affiliation with RDEC and should have acknowledged the support received from the Institute.
 - If the paper is contributed by more than one faculty member, the award money is shared by all the authors equally.




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Duhai, Ghaziabad



Policy of Training and Development

A training and development policy needs to translate the organisation's needs and priorities into actionable, value-added, affordable and effective learning solutions.

R.D. Engineering College develop training policy.

1. **Introduction** — To provide an overview of the training and development policy and the reasons for its existence, including a statement of the organisation's attitude to training and development
2. **Organisational aims and objectives** — R.D. Engineering college aims to achieve over a specified period of time and how (ie objectives) the aims will be achieved through training and development provision
3. **Training and development procedure** — A brief description of the key components of the training and development procedure.)
4. **Executive summary** — A concise summary of the training and development policy, mainly intended for those who wish to apprise themselves of the main points contained therein
5. **Identifying training and development needs** — A description of the process, procedures, and standards required for identifying training and development needs, including the use of any appraisal/performance review systems. Training and development needs will need to be prioritised in relation to organisational priorities, and initiatives and needs. Therefore, special training initiatives should reflect larger-picture issues, problems or initiatives which face the organisation
6. **Designing training provision** — A description of the process, procedures, and standards required for designing training provision. This should also include a list of the various formal means of training and development delivery available to the organisation, such as face-to-face, online and action learning
7. **Developing training provision** — A description of the process, procedures, and standards required for developing training provision
8. **Assessment policy & Evaluation policy** — this will set out how employees will be assessed as a result of training and development provision.
9. **Evaluation policy** — This will set out how training and development provision will be evaluated in order to provide information that "stakeholders" need with regard to how provision has helped to meet the organisation's aims and objectives.
10. **Development of individuals** — This will set out how development opportunities will be provided, based on identified needs
11. **Individual requests for training and development** — This will detail how employees can request training and development at any time
12. **Induction training** — this will set out what is provided to all new employees and for those who are changing their job role
13. **Training and development support** — This will describe the use of coaching and/or mentoring in order to provide appropriate levels of training and development support



14. **Training and development providers** — This will set out who will be responsible for training and development provision (internal and external providers) and the criteria by which they will be selected and appraised
15. **ss** — College aim & goals to maximum placement by providing training to different branch of students.

Procedure

1. An essential part of any training and development policy is a description of the process of how training and development will be provided. Accepted best practice suggests that the following procedure for provision should be adopted, which should be regarded as a circular series of steps, ie when the last stage has been completed, the first step comes back into the frame.
2. Defining the needs and objectives of the organization (this must be the starting point for all training and development programmes).
3. Establishing performance competences (what is it that employees are required to be able to do in the workplace?).
4. Conducting a needs analysis in order to ascertain if there are any training and development needs and, as a result, what the learning needs are of: employees in relation to the organization; a group of job holders; and, individuals in relation to the business objectives of the organization
5. Defining learning objectives (what is it that employees will need to be able to do at the end of a training or development programme?) in order to achieve the desired performance competences/competencies and to fill any performance gaps.
6. Identifying the body of content (what do employees need to learn in the way of new knowledge and skills and/or to do by changes in behaviour?).
7. Devising a training or development strategy (how, when, and where are employees to learn the knowledge, skills and behaviours they require? This will result in the selection of suitable methods by which the training or development should be delivered).
8. Selecting or designing and developing the training or development programme in accordance with the instructional strategy (selecting an already existing programme or designing and developing all the materials and training/developing the human resources required for delivering the programme).
9. Developing or checking the assessment tools for the training or development programme (how will employees be assessed on their achievement of the objectives?)
10. Delivering the training or development programme to all those who require it.
11. Evaluating the effectiveness of the training or development programme (determining how effective the programme has been, and linking this where possible to the transfer of learning into the workplace).

POLICIES
FOR
PROCTORIAL BOARD

Prime Group of Institutions has a Proctorial system where administration of student related matters pertaining to all acts of indiscipline are delegated to the Proctorial Board. Proctorial Board is chiefly responsible for ensuring that rules and regulation framed by Institute are being followed by the students.

Some specific responsibilities of the Proctorial Board are as follows:

- To maintain discipline in the Institute; ensure Institute rules are understood and followed.
- To keep an eye on the general moral behavior of the student.
- To prevent the student from indulging in any political activities on Institute premises.

Cases of indiscipline or indecent behavior of any student, cases of individual/ group harassment, threats, manhandling etc. are dealt strictly by the Proctorial Board. The Director is assisted by additional proctors and all HODs will be the default members of the Proctorial board and will have a deciding role if student involved are of their departments.

The Proctorial board will have at least one lady member other than HODs and will be the chairman of the committee for enquiry against sexual harassment, Eve-teasing or disrespectful behavior or any misbehavior with a girl student.

The Institute Rules and Regulations are generally followed. However, the Proctorial Board at its discretion can add additional norms or delete existing ones separately depending on the nature and need of the enquiry.

To combat ragging and avoid any untoward incident in the Institute a discipline committee and Anti ragging committee in institute has been constituted. On any motion moved by the departmental discipline committee, after a primary enquiry, the board recommends suitable actions to be taken against those found guilty. Inside hostels, the administrative authorities appointed by the institute, maintains the discipline and thus assist the Proctorial board. Any matter found against the rule is brought into notice of the board for further disciplinary action. Though all the preventive measures against ragging are implemented, nevertheless, all the students are required to submit an undertaking before the concerned Head of Department at the time of admission, to the effect that they will not get involved in any type of misconduct and will abide by the ragging rules. In case of any report obtained from anti-ragging committee, the Proctorial board primarily conducts an enquiry and recommends suitable punishments to those found guilty as per rule. With the


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assistance of Central Security System established in the institute, the Proctorial board maintains the discipline and order during various celebrations, events and other activities where large gathering of students are common.

The Proctorial board will follow following procedure to initiate enquiry if the complaint is ascertain:

- The complainant is called for hearing and his statement is recorded.
- The accused person(s) is called for recording his/her statement.
- Witnesses mentioned by both parties are listed and they are called for recording their depositions.
- Any evidence, from security staff/ staff or other persons, who were present there and had witnessed the incident, are called and their statements recorded.
- A cross-examination of the accused and the complainant is conducted.
- If any material evidence, like audio/video tapes/paper documents etc. is available, the same is examined. The authenticity is established from the submitted documents.
- Finally a comprehensive report is prepared where specific charge against the accused is framed and a show cause notice is issued and accused will be suspended from classes till he submit his defense and punishment is decided.
- The defense given by the accused persons in the show cause notice is studied and examined.
- A report is prepared as per the "Prime Institute Students' Discipline and conduct Rules", appropriate disciplinary action is recommended.
- Final report and recommendations is submitted to Director for approval & final decisions.
- Consequently, the award of punishment is conveyed to the student duly signed by the Director.
- The punished student has the right to appeal against the punishment and Chairman is the empowered authority to deal with appeals.


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Ref.....

Date..29/08/2023

Internal Complaint Committee / Women Cell

As per All India Council for Technical Education notification F. No. AICTE/WH/2016/01 dated 10-06-2016 and F. No. 37-3/Legal/2012 dated 25-05-2012, RDEC is committed to upholding a healthy environment that enables employees and students to study and work without fear of prejudice, gender bias and sexual harassment. A cell of following members will resolve the grievances of students and will take all necessary and reasonable steps to assist the affected person in terms of support and preventive action. All members are requested to extend their full cooperation.

S.No.	Name	Designation	Department	Contact
1	Mr.Sanjay Paliwal	Convener	ME	9818450025
2	Dr.Shalbha Chaudhary	Co-convener	ECE	8588899741
3	Dr.Jyoti Rai	Member	ASH	8700275910
4	Mr.Ghanshyam	Member	Registrar	8588899731
5	Mr.Rajesh Kumar	External Member	Advocate	8447780595
6	Ms.Payal Banerjee	External Member	Sr.Manager	9555553551
7	Ms.Ayushi Goyal	Student Member	CSE 3 rd year	8791152923
8	Ms.Kajal Kansal	Student Member	CSE 3 rd year	9258140961

(Dr.Sanjeev Sharma)
Director


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MINORITY CELL

Establishment of cell:

Objective of strength the Minority students , this cell was evolved in 2017 in the college . The college gives special attention in facilitating financial support to students from these communities from government agencies and other sources. This Cell is always to overcome the different problem of minority students.

Objectives.

- To generate policy for minority in the college in respect of admissions ,scholarships and other matters in the college.
- various issues and help them To inform Minority students about to manage academic activities.
- To give advice to Minority students about various issued and help them to manage activities.
- To Overcome problem related to Minority students.
- To provide security and safety environment for minority students.

System of Procedure:-

- The reservation policy for admission of students is strictly followed as per rules of Uttar Pradesh Government.
- The cell makes assure that all the minority students are well known of the various scholarships and benefits of the Government scheme.

Mohd Wakil
(Convener)


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STUDENT WELFARE COMMITTEE

Policy

The Student Welfare Committee endeavours to support the students' educational process and aid them in enhancing their academic as well as personal abilities. The objective of this committee is implementation of strategies designed to promote and encourage good student behaviour. It reviews the Institution's rules for student behaviour and prescribes practices in relation to maintaining discipline within the college premises.

This committee monitors Student Code of conduct within the institution. It targets at avoiding the hindrances that may come in the path of the students' learning process so that they can succeed professionally at national and international levels. This committee ceaselessly works to facilitate a positive academic environment for the students and help them to proceed in their career with minimal obstruction. To sum up, this committee is responsible for the well-being and holistic development of the students. It functions to fulfill the following objectives.

Objectives

- Ensuring the implementation of interdisciplinary activities among students.
- Encouraging Students' Seminar/webinar.
- Examining various measures taken for the welfare of students and recommending further improvements, if required.
- Keeping track of various scholarships provided to the students.


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- Monitoring the health and hygiene of the campus through the concerned subcommittee.
- Monitoring the feedback of students regarding different areas of curriculum and resolving the issues with no or little efforts from the students.
- Maintaining First aid facilities for the students.
- Maintaining strict student discipline.
- Encouraging continuous cultural activities.
- Students involved in any kind of ragging /violence would be punished.
- Actions to be taken against any kind of misbehavior.
- Spread awareness about various schemes, plans, courses and programmes started for the welfare/development of students.
- Act as an interface between students and administration.


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ANTI RAGGING COMMITTEE POLICIES

Ragging though a universal phenomenon, it often takes a malignant form wherein the juniors and new students may be subjected to physiological or physical discomfort or harassment. To prevent and deter such incidents in higher educational institutions, the Government of India has taken a serious view on the cases of ragging. The AICTE, UGC and PCI and statutory bodies implement the provisions.

The R.D. Engineering College follows the policy. As per the guidelines, the college follows the procedures.

- A pledge is administered to the students by the principal/ class in charge.
- The students submit the affidavit to the college as per the format.
- An undertaking from the students and parents.
- An undertaking from the employees.

The salient features of the Prohibition of Ragging Act, 1997, are displayed in the college premises.

Faculty members are constantly monitoring the campus to ensure no incident of ragging takes place. For this a roster duty chart is prepared by the Chief Proctor. The faculty members keep a strict vigilance of the designated areas.

Objectives

- The aims and objectives of the Committee shall be to maintain the ragging free environment in the Institute campus including hostel, mess, and canteen including student transport in buses.
- To form and look after anti-ragging squad.


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Responsibilities & Mechanism

- The members of the committee shall be vigilant in the campus for ragging related activities .
- If any ragging related activity occurs in the campus, student shall bring it to the notice of committee through convener.
- A meeting shall be called to discuss the complaint.
- The views of each individual member shall be taken during the meeting.
- The recommendations of the members shall be sought regarding the ragging activity.


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R. D. Engineering College, Ghaziabad College Code-231
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Lucknow

Formulation of Library Committee

A Library is the powerhouse of any institution. It caters to the research and teaching activities by collecting, managing and disseminating the information to its users according to their needs. Our Library is situated on the second floor of B-Block in the heart of the campus incorporating modern technologies to provide the readers the right information at the right time.

Objectives:-

The Library shall be managed and administered by a Library Committee under the supervision and control of the Board of Management. The Library Committee is responsible for the performance of its duties and the exercise of its powers. The Library Committee must facilitate the Library's development plans by advocating development activities with the management. The Committee's main objective is to aid in the establishment of a bridge between the Library, the academic fraternity, and the institute's administration. The Library Committee acts as a channel for dialogue between the Library and its users.

Frequency of Meeting

The committee shall meet at least two times in an academic year.

Quorum

One-third of the total members in the committee shall form the quorum.


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Duties and Responsibilities

The various duties and responsibilities of the Library Committee are as under:-

- exercise general supervision over the Institution Library
 - frame regulations for the management and use of the Library, subject to the approval of Library Committee
 - recommend to allocate funds to various departments for buying books/ journals (both in soft and hard copies), assess the requirements of the Library and formulate budget to be submitted to the authorities concerned.
 - acquire books, journals, and other related materials (both in hard and soft copies) and formulate guidelines for such acquisition, periodic stock verification, allocation of tasks to library staff, library discipline, user-services, inter-library cooperation, and networking
 - ensure proper library management and its use, including the services rendered to the readers
 - review the functioning of the Library on an annual basis
 - frame and amend any rules prescribed for the use of the Library services by the readers
 - consider policy matters regarding the library including the policy for the procurement of books, journals, and render advice to the Library for procurements
 - ensure scrutiny and approve the indents for books received from various departments.
 - ensure that the Library Identity Cards are distributed to the newly admitted students within thirty working days after their admission in the Institute
- monitor and evaluate, from time to time, the trends and developments in information



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technologies, networking, library automation, library cooperation etc., and to advise the library on the same

- consider any matter referred by the authorities of the Institute.

Meeting Notice

The convener of the committee shall issue the notice for convening the meeting along with a copy of the agenda to each member at least seven days before the meeting of the committee after obtaining the approval of the Director.

Minutes of the Meeting

Minutes of various meetings shall be recorded by the convener of the committee and circulated to all the members for consideration and approval.


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R. D. ENGINEERING COLLEGE, GHAZIABAD

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HOSTEL RULES & REGULATIONS

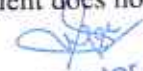
1. All students have to leave the hostel before 9:00 am to attend regular classes.
2. If any student found in any indiscipline activity then strict action will be taken.
3. No casual interaction of First Year, Second Year and Third Year Students during Hostel Stay.
4. Day scholar is not allowed to stay in hostel in any condition.
5. Every Student is required to maintain their Biometric Attendance available at Hostel main gate.
6. Two student coordinators are appointed on each floor, if any student having any problem then report to them.
7. Student grievance email will be provided for complaint about any problem in hostel. This email id directly supervised by Chief Hostel Warden/Warden.
8. All hostellers are required to maintain standards of behavior expected of students of a prestigious Institution. They are expected to behave courteously and fairly with every one inside and outside the college campus.
9. All hostellers are required to always carry their valid Identity Cards issued to them by the Institute.
10. The rooms, common areas and surroundings of the hostel should always be kept clean and hygienic. Notices shall not be pasted on walls, glass panes and walls shall not be scribbled on.
11. Rooms are allotted to each hosteller on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment.
12. Hostellers should bring to the notice of the Hostel committee from 4:50 pm to 5:20 pm daily for any pending maintenance work (Civil, Carpentry, Electrical and Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises.
13. Hostellers should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work.


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14. Room allotment shall be done by the authorities. Students shall not interchange their room with another into vacant room/ bed without prior written permission from the Warden. The Warden have the right to shift any student from his/her room to another room in the hostel.
15. The Student is personally responsible for safety of their all valuables.
16. The student shall return to the hostel before prescribed time after which gates will be closed
17. The hosteller of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to replace/repair at their own cost the damage, if any.
18. The hosteller shall not remove any fittings from any other room or common area and get them fitted in his/her room.
19. No food will be served in the rooms of the hostel for any student unless a certificate is produced form the Medical Officer to the effect that the students' condition requires the food to be served in their rooms.
20. Ragging in any form whatsoever is strictly BANNED. It is a cognizable offence and violation will invite action as per law of the land, in addition to expulsion from the institute..
21. When the persons committing or abetting the crime of ragging are not identified, collective punishment on suspected group could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggars not to indulge in ragging.
22. All hostellers are required to sign an Anti-Ragging Undertaking form as per AICTE/UGC guidelines and submit to Registrar Office/HOD.
23. In case of damage to or loss of hostel property the cost will be recovered from the hostellers responsible for such damage or loss, if identified, or from all the hostellers of the wing/hostel, as decided by the Wardens.
24. Hostellers should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.
25. Use of Heater, Immersion Rod, Electric Press etc. or any other electrical appliance of high current consumption is not allowed. If found using, the item will be confiscated and applicable fine will be imposed.
26. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The hostellers should not view objectionable videos.
27. When the hostellers go out of their room they should switch off all the electrical / electronic appliances, and keep it locked. Violation will attract suitable penalty and punishment as decided by authorities.
28. In case any hosteller has to stay out of hostel for a day or more for any reason, he has to obtain written permission from the Warden. However, during academic days students shall obtain written permission from concerned HoD/Coordinator and Warden.
29. No hosteller is permitted to stay in hostel rooms during academic working hours. However, any sick hostellers should obtain written permission from the HoD/Coordinator and Warden.


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30. Hostellers of all hostels (both boys and Girls) must take Gate pass from warden and make entry in the in-out register available at main security gate for going out of the institute campus.
 31. The Chief Hostel Warden / Warden / Caretaker or other Institute authorities can inspect any room at any time
 32. Any legal matter will be settled in Ghaziabad court only.
 33. Hostel authorities do not take any responsibility, legal or financial, for any injury against hosteller.
 34. Birthday /celebrations of any kind with prior permission of the Warden. Strict adherence to the timings as well as maintaining the discipline in the hostel premises. However, celebrations of any kind should be pleasant and it should not cause any inconvenience to other inmates. Any type of physical handling and thereby deriving sadistic pleasure is strictly prohibited.
 35. Any breach/violation of these rules will invite an enquiry that will be conducted by Hostel Management. If the student is found guilty, the Hostel Management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
 36. In case a student does not vacate her/his room, the belongings will be removed from the room and room will be locked by the Warden with no responsibility of the Management for the loss, if any. Also a strict disciplinary action shall be initiated against such disobedience.
 37. The Institute management reserves the right to terminate the temporary occupancy of the student for any willful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-social, anti-national or undesirable activities. In such cases the deposit shall be forfeited and hostel fee will NOT be refunded.
 38. Students expelled from the institutes will also be expelled from the hostel and hostel fee will not be refunded.
 39. The students should be decently dressed when they are out of room.
 40. The student shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall not be utilized for private or personal work. \
 41. Hostel facility given to the student is binding for the full academic year and will not be allowed to change his / her status in between the academic year as day scholar or vice-versa.
 42. On completion of the final year of the programme or when a student vacates hostel at the end of an academic year, he/she should take all his/her belongings with him/her
 43. **Hostel Attendance Timings:**
Boys & Girls Hostel: 07:00 p.m. to 9:00 p.m.
- Important Note:** - After hostel attendance timings no one is allowed to leave the hostel premises without taking prior permission from warden. If any student does not do so, he/ she will be held responsible for any punishment.


Director
R.D. Engineering College
Duhai, Ghaziabad

44. Gate timings are as follows:

Winter

Boys Hostel: Main Gate close 7 pm
Girls Hostel: Main Gate Close: 6 pm

Summer

Boys Hostel: Main Gate close 8 pm
Girls Hostel: Main Gate Close: 7 pm

45. In the hostel premises following are strictly prohibited –

- a. Smoking
- b. Non-veg
- c. Weapons/Arms
- d. Play Holi with colour, water or mud and burst crackers in the hostel premises during Holi & Diwali respectively
- e. Consumption of alcoholic drinks/drugs.
- f. Gambling
- g. Intimidation or violence
- h. damage to property
- i. Entering the hostel premises in intoxicated state.
- j. Shouting and using abusive language in their own hostel or in other hostel premises and campus.
- k. Cooking in room.

46. Rules are subject to revision from time to time, with the approval of the higher authorities.


(Director)
R. Engineering College
Ghaziabad

CC:
Chairman Sir for kind information
Director
Dy. Director
Dean Academics
Registrar
IQAC



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Ref.....

Date 29/08/2023

SC/ST Committee

As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act 1989, No. 33 of 1989, dated 11-09-1989, the SC/ST Cell has been formed to monitor and endeavor to resolve issues/grievances relating to SC/ST students at institute level. The committee comprises of members as mentioned below. All members are requested to extend their full cooperation.

S.No.	Name	Designation	Department	Contact
1	Dr.Dharamveer Singh	Convener	ME	8588899721
2	Mr.Ravindra Chauhan	Member	CSE	7668285654
3	Mr.Rakesh Kumar	Member	ECE	9653138067
4	Mr.Sushil Kumar	Member	ME	8588899722
5	Ms.Sonal Namdev	Member	CSE	9917288335

Director

R. D. Engineering College

(Dr. Sanjeev Sharma)

Director

Director
R.D. Engineering College
Duhai, Ghaziabad

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Website: www.rdec.in



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Grievance Redressal Committee

To maintain the discipline by ensuring strife free atmosphere, a Grievance Redressal Committee has been constituted, as per below mentioned details. All members are requested to extend their full cooperation.

S.No.	Name	Designation	Department	Contact
1	Mr.Sanjay Paliwal	Convener	ME	9818450025
2	Mohd Vakil	Member	IT	8588899730
3	Dr.Amit Gupta	Member	ASH	9897919144
4	Mr.Lav Dixit	Member	CSE	7417262621
5	Mohd.Shoeb	Member	ME	8588899723
6	Mr.Deen Mohmad	Member	CSE	9557367846

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(Dr. Sanjeev Sharma)
Director

Director
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Date: 29/00/2023

Cultural committee

A committee has been formed to organise and promote all intra and inter collegiate cultural events in the college to bring out the hidden talents of the students in performing arts. To Plan and make a Schedule of cultural events during the academic year and to encourage students to participate. All below members are requested to extend their full cooperation.

S.No.	Name	Designation	Department	Contact
1	Dr.Gaurav Bansal	Convener	MBA	9811721735
2	Mr.Subhas Verma	Member	MBA	9818303467
3	Mr.Amit Sharma	Member	CE	9811654956
4	Mr. Vimal Chaturvedi	Member	ME	9457264129
5	Ms. Navita Bansal	Member	CSE	9870825833
6	Ms. Pallavi Tyagi	Member	CSE	9953507204
7	Mr.Manu kothiyal	Member	ASH	8859447719
8	Ms.Disha Singh	Student Member	ME	7388798121
9	Ms.Unnati Gaur	Student Member	ECE	9266419616

(Dr. Sanjeev Sharma)
Director

Director
R. D. Engineering College
Duhai, Ghaziabad



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OBC CELL

Policies and Regulations

The OBC Cell at RDEC was established with the purpose to empower the OBC students. OBC Cell has been set up in the college to ensure proper implementation of various schemes of UGC, Government of India and State Govt. concerning scholarships, stipends etc. for welfare of reserved categories.

Objectives

1. To educate, enlighten and empower the students and staff of OBC categories in the college to make use of the facilities extended by the Govt. and other agencies for their educational & occupational career.
2. To implement, monitor and evaluate continuously the reservation policy implemented by University and plan measures for ensuring effective implementation of the policy and programmes of the Government of India and UGC.
3. To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non teaching positions in the universities and analyze the data showing the trends and changes towards fulfilling the required quota.
4. To organize the Continuing Education Programmes (CEPs) for students, researches, teachers and non-teaching staff of the university to update their knowledge and skills.

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Functions

1. To circulate the orders and other circulars issued by the University/ Government of India and UGC (University Grant Commission) and to collect regularly, on an annual basis, information regarding course-wise admission of candidates belonging to the Other Backward Classes in the college for different courses in prescribed form within the stipulated date, and to take follow-up works, where ever required.
2. To collect reports, orders and information issued by Government of India and the UGC on the various aspects of Education, Training and Employment of other Backward Classes candidates for evolving new Policies or modifying existing policies.
3. To analyses information and prepare reports and digests for onward transaction to authorities as may be required.
4. To organize and monitor special coaching/training/ remedial coaching scheme in the College for OBC students to prepare them for UGC-NET/SLET/JRF/SET/other Competitive Examinations.
5. To deal with representations received from Other Backward Classes (OBC) regarding their admission, Scholarships, Recruitment, Promotion and other similar matters in the University.
6. To function as a Grievances Redress Cell for the grievances of OBC students and render them necessary help in solving their academic, problems.
7. To maintain a database of candidates belonging to OBC in the college to facilitate in placement service.
8. The OBC Cell will exclusively look after the work related to the OBC.


Mr. Ashutosh Pradhan

(Convener)


Director
R.D. Engineering College
Duhai, Ghaziabad