

Manual – 5

1.5 Rules, regulations, instructions, manuals and records for discharging functions [Section 4(1) (b) (v)]

1.5.1 Title and nature of the record / manual / instruction

Information Brochure, University Syllabus, BTE Syllabus

1.5.2 List of rules, regulations, instruction manuals and records

- **Academic Wing :**
 - Activity

Teaching as per Academic calendar	-	As per AICTE & DSEU
Conduct of sessional exams	-	As per BTE & DSEU
Cultural activities	-	As per BTE & DSEU
Sports activities	-	As per BTE & DSEU
Issue of Bonafide & Provisional Certificates	-	As per BTE & DSEU
Forwarding of concession forms viz. Railway, Bus etc. Scholarships	-	As per BTE & DSEU
- **Administrative Wing :**
 - Activities

Functions related to services matters of employees	-	As per Govt. rules.
Updating of service records	-	As per Govt. rules.
Updating of leave records	-	As per Govt. rules.
Updating of promotion records	-	As per Govt. rules.
Transfer/deputation records etc.	-	As per Govt. rules.
Settlement of pension cases	-	As per Govt. rules.
Weeding out of old records	-	As per Govt. rules.
- **Accounts Wing :**
 - Activity

Functions related to employees	-	As per FR/SR
Salary of staff	-	As per Govt. rules
Annual Increment	-	As per Govt. rules
Arrears/pay revision/pay fixation etc.	-	As per Govt. rules

- **Stores :**
 - Activity
Maintenance & updating of stock registers of Consumables & Non-consumables Items - As per Govt. rules.
 - Auction & condemnation of obsolete items- As per Govt. rules.

1.5.3 Acts / Rules manuals etc.

RTI Act, GFR Rules, Govt. Rules

1.5.4 Transfer Policy and Transfer Orders

AS per University & Government rules

FACILITIES DETAILS

Department: Electronics Engineering



S.No.	Name of the Lab	Major equipment details	Quantity
1.	Electronics Devices & Circuits	CRO	06
		Audio Frequency Oscillator	08
		Trainer Board	50
		Single, Dual Power Supply	14
2.	Digital Electronics & Microprocessor Lab	MSD	01
		8085, 8086 Microprocessor kits	10
		Digital Storage Oscilloscope	01
		P-IV with Multi Media	01

		Interfacing kits	06
3.	Communication Lab	P-IV with Multi Media	01
		Fiber Optic Kit	01
		Oscilloscope	02
		Other kits	08
4.	Project Lab	P-IV with Multi Media	01
		Etching Machine	01
		Drilling Machine	01
		AFO	04
5.	Medical Lab	X-ray Machine	01
		BOD Incubator	01
		PH Meter	02
		ECG Machine	02
		Protel Software	01
		Centrifuge	03
		Induction Machine	02
7.	Smith Workshop & Project	Temperature Transducer Kit	01
		Temperature Flow Kit	01
		Temperature Pressure	01

Department: Computer Engineering



S.No.	Name of the Lab	Major equipment details	Quantity
1.	Software	Cisco Switch 48p	01
		Cisco Switch 24 p	01
		Nodes P-IV	20
		Dot Matrix Printer	01
2.	Hardware	Scanner	01
		8086 Microprocessor Kit	04
		8085 Microprocessor Kit	04
		Interface cards	08
		Lazer Printer	01
3.	Network	Softwares	
		Antivirus	01
		Visual studio	01
		Windows 98	01
		SCO Unix (15 users)	01
		Oracle Workshop 2000	01
		Developer 2000	01
		Windows NT	01
		MS Back Office 2000 server	01
		Anti virus for server	01
		Anti virus for Desktop	02
		MS Visual Studio 6.0 Ent.Edition	01
		Office XP	05
		RED HAT LINUS	01
		SQL Server CAL	20
		MS Windows 2000 CAL	20
		MS Exchange Server CAL	20
		Hardware	
		HP Deskjet 695 cci color rinter	01
		CD Writer plus HP 7200 E	01
External Modem Voice/Fax/Data	01		
Inatel Pentium II (Eminent)	01		
HP Net Server E-50 P-II	01		
Computer Nodes (Zenith)	08		

	Dot Matrix Printer LQ 1040	01
	Computer server (IBM)	01
	Computer Nodes (IBM)	05
	Computer Server (COMPAQ)	02
	Computer Nodes (COMPAQ)	09
	Modem GVC make	01
	Web Camera	01
	IOMEGA External Zip Drive	01
	ISDN LAN Modem	01
	16 Port Hub	01
	Cisco Switch 2950 48 p	01
4.	Graphics	
	Windows 2000	01
	C++	01
	Windows XP	01
	Mullti functional Printer	01
	Laser Printer	02
	HP Scan Jet	01
	Scanner	01

Department: Science



S.No.	Name of the Lab	Major equipment details	Quantity
1.	Physics	Laser Tube	02
		Optical benches	02
		Resonance Tube	02
		Microscope	02
2.	Chemistry	Hot air oven	01
		Electrical Balance	02
		Glass ware	30

Department: Workshop

S.No.	Name of the Lab	Major equipment details	Quantity
1.	Welding Shop	Portable type air cooled ARC welding transformer	01
		Portable type oil ARC welding transformer	01
		Welding Holders	04
		Welding black glass	02
		Welding screen	02
2.	Carpentary Shop	Working bench	06
		Bench vice	08
		Plane	10
		Saw	16
		Ratched brace	06
		Caliper outside	05
		Bar cramp	01
3.	Machine Shop	Lathe	01
		Radial Drilling Machine	01
		Sharpner	01
		Slotter	01
		Universal Milling Machine	01
4.	Fitting Shop	Bench vice	18
		Surface Plate	01
		Drill Machine	113
		Files of different sizes	15

V-Block	02
Marking gauge	04
Try Square	25
Scale	10
Twist Drill	09
Magro meter 1 year calibre	01
Outside caliber	06
Inside caliber	06
Divider	10
Centre punch	01
Pipe Rinch	01

LIBRARY

The library is housed in a hall of approx. 300 Sq.M. the number of books in the library is presently approximately 8000. However, they are being augmented every year to meet the needs of different disciplines. Presently more than 20 journals & magazines are being received in the library. DELNET facility is available. Learning Resource Centre: LRUC has been established to supplement curriculum based teaching with latest and emerging trends in Technology. Community Polytechnic: In the year 1998, this polytechnic was selected for implementation of community polytechnic scheme under the Ministry of Human Resource and Development, Govt. of India.

Courses offered are as follows: - Garment making - Hair & Skin Care - Typing in English

Training & Placement Cell

In order to provide secure and suitable placement to the students a dedicated Training & Placement Cell is available in the Institute which caters to the training and placement of the students. Major activities undertaken by the Cell are :

1. Industry- Institute interaction activity
2. Campus interviews & placement
3. Industrial training & Projects

4. Industrial visits
5. Expert lectures in advanced and emerging areas of technology
6. Seminars/Workshops
7. Industry interaction for revision/modification of curriculum
8. Entrepreneurship Camp

After successful completion of various courses, students have been absorbed for jobs in fields like Sales and Marketing, Production, Customer Support, Servicing, Development, Technician etc in various reputed companies like Tata Consultancy Services, C-Dot, Siemens, Tectonics, Philips, Timonic Electronics, Hospimedica Intn. Pvt. Ltd., HCL COMMET, TATA, IBM, SABISA Computers, Oem Instrument, R.V.Associate, Micro Tech. Infosys, CALCOM Electronic Pvt. Ltd. etc.

Feedback from industry is obtained regarding students training and industry is involved in the assessment of the students' training.