

INFORMATION FOR THE NEW ENTRANTS

Vision of the Institute

To become a renowned centre of outcome based learning, and work towards academic, professional, cultural and social enrichment of the lives of individuals and communities.

Mission of the Institute

- Focus on evaluation of learning outcomes and motivate students to inculcate research aptitude by project based learning.
- Identify, based on informed perception of Indian, regional and global needs, the areas of focus and provide platform to gain knowledge and solutions.
- Offer opportunities for interaction between academia and industry.
- Develop human potential to its fullest extent so that intellectually capable and imaginatively gifted leaders may emerge in a range of professions.

JECRC is a dream Institute for many aspirants where the ambiance is different from that of your school and provides platform to nurture overall development in education and extra-curricular activities. The management, faculty members, staff members and the students in the higher classes may expect you to behave like a grown-up and responsible citizen. During the tenure of your degree course, you have to take your own responsibility regarding required attendance in the college and participation in Co-curricular and Extra-curricular activities. If you are sincere towards studies and attend the theory, practical and tutorial classes regularly (the attendance should not be less than 75%) and take all the tests and examinations as per the requirement of the affiliating University, then not only your learning attribute will improve but also your performance to get you in the direction of higher studies/placements.

JECRC Institute promotes varied experiences and the outcome based teaching-learning provides the information about your learning outcomes. The information of different activities (academic and/or otherwise) is provided through the notices on the Notice Boards and also you have to be in constant touch with your mentor as assigned to you.

Further, your efforts of getting more than 60% marks in aggregate without any back paper throughout will help you to access the platform to get placement in a reputed organization with higher salary package through campus interview selection process.

The institute will provide you the platform to groom yourself in various activities at leadership positions, also provide you the opportunity in the direction of lifelong learning, ethics, innovation, project management etc. along with technical knowledge.

To adapt yourself to the changed environment, you may consider the below mentioned points :

1. Inculcate the habit of coming to the college well-in-time and attend the all the classes regularly.
2. Wearing slippers are not allowed on the campus.
3. Wearing college identity card on the campus is compulsory
4. If you are commuting to the campus through two wheelers, wearing good quality helmet is compulsory even for pillion.
5. You may approach your mentor/proctor/HOD for any queries/concerns.
6. You should maintain the originality of your own personality and should not be unduly impressed or swayed by your friends in the College. You must know what is right/wrong for you.

I am sure, with these points of advice, you will smoothly sail through the transition period and emerge as an excellent professional.

PRINCIPAL



JAIPUR ENGINEERING COLLEGE
AND RESEARCH CENTRE

CONDUCT RULES AND GUIDELINES FOR STUDENTS

A. Discipline and wisdom are essential traits of a professional. Students of JECRC are expected to observe the highest standards of discipline.

B. The following acts by a student shall be construed as indiscipline:

1. **Misbehavior** with teachers, employees of the college, colleagues, girls students, juniors, wardens, proctors and visitors and acting against decorum in college premises-classrooms, laboratories, playgrounds, any type of transportation and hostels.
2. **Ragging** New Students.
3. Using **insulting, abusive and indecent language** in general and in the college premises and hostel, in particular.
4. **Damaging college property** including apparatus, books, fixtures and fittings, building, vehicles, fauna and flora in the college.
5. **Not attending class** and not participating in curricular activities as per the University ordinances.
6. **Not appearing in class tests and examinations.**
7. **Not paying attention to mentor** advice and warning notices.
8. **Wearing poor, indecent and Provocative dresses.**
9. **Coming late** to the college and leaving early.
10. **Leaving college premises** or hostel **without permission** of the Principal, Teacher, mentor, warden etc, as the case may be.
11. **Not paying dues and fee in time.**
12. **Not following the college calendar** and timing for co-curricular and extracurricular activities such as games and sports, cultural activities etc.
13. Forming clubs, association, society, forum or groups without the permission of appropriate authority such as Principal, Mentor, warden, proctor or other college authority.
14. **Spreading unfounded rumors** or canards, which may disrupt the college activities and disturb the college discipline.
15. **Using unfair means** in test and examinations.
16. **Causing injury to any person** or participating in acts of hooliganism within and outside the college campus and in public places such as roads, bus stand, cinema halls, railway station, airport, factories, restaurants, dhabas, hotels etc.
17. Indulge in any act, which may on investigation be confirmed as an act of indiscipline by the college or by Law.

C. Reporting of Acts of Indiscipline

The following will observe and report acts of indiscipline by the students to the Apex Disciplinary Committee consisting of the Senior Advisor, Principal, director HRD, one or more HODs and a member of the society or its nominee.

1. **Class/Subject teacher** : Late coming, shortage of attendance, indiscipline, ragging and lack of attentiveness or concentration in classes, indecent clothing, poor performance in test and examinations and laboratory activities and workshops.
2. **Mentor** : General behaviour of student with teachers, colleagues, employees etc.
3. **Warden** : Behaviour in hostels and default in paying dues.
4. **Librarian** : Behaviour in library, damages to books, theft of books etc.
5. **Proctor** : Late coming / early going, general behaviour in the campus with colleagues, teachers, employees etc. Discipline in the public place.
6. **Any employee** : Affected by an act of indiscipline.
7. **Any Student** : Affected by act of indiscipline.

D. Anti-Ragging Measures

- a) All students shall follow the UGC/AICTE Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009, State Government/RTU/College Authorities Guidelines etc. on the subject.
- b) Any violation of the guidelines would result in expulsion from the college besides the penal action as may be decided by the authorities in this regard.

E. Penalty for acts of Indiscipline

When an act of indiscipline has been reported to the Apex Discipline Committee (ADC) a sub-committee formed by ADC shall investigate the reported act of indiscipline thoroughly and submit a detailed report on the incident.

The ADC will then examine the report and take suitable action against the incumbent depending on the severity of the act of indiscipline.

The following penalty may be imposed on a student.

1. Warning and Reprimand
2. Fine
3. Warning and Fine
4. Deduction of marks in DECA marks
5. Withholding permission to participate in an activity or examination
6. Rustication from the College for a certain period
7. Reporting to police if the act falls under penal law
8. Removal from hostel

F. Some Specific Penalties

S. No.	Area of Indiscipline	PUNISHMENT (one or more)
1.	Class attendance less than 75%	Not allowed to appear in examinations
2.	Coming late to college	1. Warning 2. Deduction of discipline marks
3.	Damage to items and property	1. Recovery of cost 2. Appropriate fine
4.	Damage / Theft of Books	1. Warning 2. Recovery of double the cost of Book 3. Fine of Rs. 500/-
5.	Misbehavior	1. Warning 2. Fine of Rs. 2000/- to 5000/-
6.	Indiscipline in Hostel	1. Warning 2. Fine of Rs. 2000/- to 5000/- 3. Rustication from Hostel
7.	Unfair means in examinations	1. Action as per university rules including Police case
8.	Hooliganism / Ragging	1. Warning 2. Deduction of discipline marks 3. Police case 4. Fine that can go to even Rs. One Lakh 5. Rustication from the college

Principal



**JAIPUR ENGINEERING COLLEGE
AND RESEARCH CENTRE**

HOSTEL RULES AND REGULATIONS

1. General

- a) The hostel facility includes boarding and lodging and is meant for those students of JECRC Foundation who are not residents of Jaipur and are serious about their studies, can maintain proper discipline and decorum.
- b) Hostel facility may be provided to the students, who are of Jaipur only if spare capacity is available at the discretion of administration.
- c) The rooms are double and triple seated with facilities such as cot, study table, chair and wardrobe. The students will have to bring their own mattress and pillow with linen.
- d) All residents of the hostel shall follow the hostel rules & regulations.
- e) Hostel room is allotted for the academic session i.e. beginning of session to 3 days after the last date of RTU exams.

2. Hostel Charges

- a) The annual hostel charges such as rent and boarding and other miscellaneous charges are decided by the College administration. Such charges are payable by the resident in two instalments. The first instalment is payable at the beginning of the session along with Rs. 5000/- as security deposit. The second instalment is payable as decided by the administration.
- b) If the dues are not paid timely, the membership for the hostel shall cease automatically and the student shall have to apply afresh for renewal/readmission.
- c) No refund shall be made by the college if a resident leaves the hostel before the expiry of the session, and the balance outstanding fee if any will be recoverable from the student.

3. Vacating the Hostel

- a) If a resident wishes to leave the hostel he/she will have to give one month's notice and will be allowed to leave only when the Principal and the Chief Warden/CAO give their permission. However, no claim for any refund of charges will be entertained.
- b) Further, if a resident is found or held guilty of indiscipline, ragging or any other such activity which is against the rules, norms and instructions of the institute, he/she shall be directed to leave the hostel by the Chief Warden/CAO. In such cases also there shall be no refund of any charges.
- c) Security charges of Rs. 5000/- will however be refunded after getting a no dues certificate from the Chief Warden/Warden.
- d) If a resident is found involved in ragging, his admission to the hostel and the college will be cancelled and in view of Supreme Court's directives a case will be registered in the Police Station against him / her.

4. Mess Rules

- a) Residents shall take all their meals in the hostel mess. This includes breakfast, lunch, tea and dinner. Non-vegetarian meals or snacks including eggs shall neither be served nor be permitted.
- b) Residents will be served meals only during the prescribed timings as indicated below :

S.No.	Activites	Summer
1.	Breakfast	7.30 to 8.20 a.m.
2	Lunch	11.45 a.m. to 1.15 p.m.
3	Tea	5.30 to 6.00 p.m.
4	Dinner	8.00 to 9.00 p.m.

- c) All residents shall be provided common menu.
- d) Residents shall not carry their meals wholly or in part, outside the mess. They shall not carry any utensil or other property of the mess outside the dining hall. In case of non-compliance, a fine of Rs. 50/- will be charged from the defaulters.
- e) Residents shall not interfere with cooking or other services and shall not handle mess equipment any time.
- f) Sick residents may be allowed to eat their meals in their rooms with the written permission of the warden.
- g) No outsider shall take breakfast, lunch, tea or dinner without prior written permission of the warden. If permitted, the host resident shall pay the charges in advance to the college through coupons available at college counter.
- h) Resident shall cooperate with the mess employees and deal with them in a polite and courteous manner.
- i) Residents shall pay their mess dues regularly as prescribed.
- j) Lodging and board facility may be made available during vacation provided at least 60 of the residents remain in the hostel. No boarding charges will be refunded at any time once paid.
- k) Dress code - All residents will enter the hostel dining hall in proper presentable dress at all times. Students shall not be allowed to enter in bathroom slippers, shorts and sleeping suits.
- l) The Hosteller shall take proper care of his belongings especially costly items like Mobile, Phone and Laptops etc. and shall bring these items on his risk. The Hostel / College administration shall not be responsible in any way, for any loss or damage to these items.

5. Entry in / Out of Hostel

- a) The following timing shall be observed for maintenance of discipline in Hostel and Institute Campus.
 - a. Opening of Hostel Gate - 06.00 a.m. (Summer), 06.30 a.m. (Winter)
 - b. Closing of Hostel Gate (Boys) - 09.00 p.m.
 - c. Closing of Hostel Gate (Girls) - 07.30 p.m. (Summer), 6.00 p.m. (Winter)
- b) Residents shall not go outside their rooms between 10:00 and 6:00 a.m. without permission of the Chief Warden/Warden I/C except for attending institute's functions or authorised academic work in the institute. Attendance may be taken during these hours.
- c) Residents shall not leave station without obtaining prior written permission of the warden. They shall report to the warden immediately on return.
- d) Residents shall not invite any unauthorised person in their hostel. They shall deal only with the authorized vendors, washermen, cobblers etc. during the prescribed hours and pay them at prescribed rates.
- e) Visit of outside person (including parents) to residents of hostel will be restricted up to the "Visitors room" only. No hosteller shall take his/her guest to their room in any circumstances. In exceptional circumstances, parents may be allowed to stay for a day in the guest room, on prior approval of Principal/CAO/Chief Warden, on payment of the prescribed charges which are presently Rs. 350/- per bed per day. In no case shall the parent stay in the hosteller's room.
- f) No visitors or parents are allowed to enter the hostel rooms in any case.
- g) No resident shall stay in the hostel during college hours without a valid reason which must be informed to warden. It is clarified that illness or health reason will be taken as a valid reason, Free period, visitors from outside etc. will not be taken as a valid reason.
- h) No day-scholar is permitted to enter the hostel during college hours. Suitable action and fine will be imposed upon him/her if reported by the Chief Warden/CAO.
- i) No resident shall leave the college campus without making necessary entries in the register kept with the guard at the college gate/hostel gate. After return he/she enter the time of return in the register.

6. Use & Facilities

- a) A student who has opted for hostel shall only reside in the hostel and the room allotted to him/her.
- b) Residents shall be responsible for all furniture, electrical and other fixtures in the their rooms. They shall not

disfigure or paint of stick photos, posters etc on walls, doors and windows or otherwise damage them. Failing Which double Charges Shall be levied on him. Residents are expected to maintain perfect discipline and proper atmosphere.

- c) Proper use of water and electricity shall be ensured and lights shall be switched off and taps closed when not in use. Defaulters shall be punished @ Rs 100/- per day
- d) Proper permission (at least 1 day in advance) shall be taken in writing from warden for going to LG or home.
- e) Girls hostellers shall obtain a gate pass from the warden for going out of hostel/campus which shall be limited to 06 nos per month. First year girl hostellers are not allowed any outing in the first six months. However, to cater for any of their urgent legitimate requirements, a warden shall accompany/take them outside the campus once a fortnight, on Sunday for 3-4 hours.
- f) At the end of academic year or while leaving the institute, each resident shall handover the charge of his room with all furniture and fixture to hostel warden and pay the cost of all damages and shortage is detected in his her room. In case of non compliance a fine Rs. 250/- will be charged.
- g) Residents shall not use heaters or any other power appliance in their rooms.
- h) Use of alcoholic drinks or narcotic materials or gambling in any form is strictly prohibited in the hostel and institute premises. Defaulters shall be expelled from the hostel.
- i) Residents shall maintain decorum and dignity and shall not create any nuisance or disturbance for the neighbouring residents.
- j) Residents shall not organize any party, assembly or activity in the hostel without the permission of the Principal.
- k) Residents shall not invite any speaker to address a hostel meeting without the permission of the Chief Warden/CAO/Principal.
- l) Residents shall not remove newspaper, magazine, furniture, radio, TV or games-material from the common rooms or mishandle or damage them.
- m) Residents shall cooperate with the Warden and fellow hostellers and obey warden's instructions on all matters concerning hostel/mess.

7. Problem Solving Committee

The residents would form a committee of three residents who would discuss the problems related to hostel every fortnight with the Chief Warden /CAO / Principal with facts and possible suggestions so that reasonable solutions could be found to their problems.

8. Rights of College Administration

- a) On matters not covered by these rules, the discretion of Warden / Administration shall be final and binding.
- b) The college administration has full right to deny accommodation to any or all students at anytime in the overall interest of the college.
- c) The college administration reserves the right to change the rules and regulation in the overall interest of the college.

I have read & Understood the above

(Signature of Student)

(Signature of Parents)

Chief Warden / CAO



**JAIPUR ENGINEERING COLLEGE
AND RESEARCH CENTRE**

Dear Students,

1. We welcome and congratulate you for seeking admission in this college. It is a fact that in this transitional phase you have left your school life and probably homely environment and would be entering into a new phase. Therefore, we would be more than willing to help you solving problems/difficulties, if any faced by you as a fresher and would extend all the necessary help.
2. To overcome the menace of ragging, college administration has already made plans for FRESHERS' induction and orientation, which promote efficient and effective means of integrating. These plans will be communicated to you by the office shortly.
3. Besides, we all would ensure that ugly scar of ragging is obliterated from the face of all educational institutions. Here, we would like to inform you that you may turn up to the following persons in case of any help/guidance in the most unlikely event of the so-called ragging.

S.No.	Name	Designation	Mobile Number
1.	Dr. UK Pareek	Chief Proctor	9785506667
2.	Ms. Ruchi Mathur	Proctor	9828159024
3.	Mr. Anshul Mittal	Proctor	9772620462
4.	Ms. Shruti Kalra	Proctor	9414371413
5.	Dr. M. P. Singh	Proctor	9414203639
6.	Dr. Anita Jain	Chief Librarian	9829230353
7.	Ms. Raj Pareek	Warden Girls Hostel	9982682911
8.	Mr. Ravi Bhatnagar	Transport Incharge	9024149459
9.	Sh. PK Gupta	Chief Warden/CAO	9982682475
10.	Sh. Ashok Sharma	Warden Boys Hostel	9982682914
11.	Sh. Aaizaz Khan	Assistant Registrar	9982682906

✓ **Prof. (Dr.) R. K. Mangal (Registrar)-9251039860**

4. You are instructed that you should desist from doing anything against your will even if required by the seniors and should not have any fear, as the institution cares for you and shall not tolerate any mischief against any student.
5. You are requested not to hesitate in seeking any help and guidance and to report any incidents of harassment, teasing etc., either as victim or even as a witness.

May I add that your college has always been ragging-free.

Wishing you a bright future in the college.

Principal

LIBRARY RULES

A. MEMBERSHIP

1. All the students of JECRC are members of the library.
2. Books will be issued only on presentation of the IDENTITY CARD.

B. WORKING HOURS

1. The library will remain open from 8.15 to 8.00 pm. till further notice.
2. Issue and return services will be available between 8.30 am and 5.00 pm.

C. PROCEDURE

1. Always-bring your "IDENTITY CARD" while you are in the library.
2. Keep you bags, file, books and other materials outside the library in the space provided.
3. Silence should be maintained while you are in the library. Please don't distrub the arrangement at your will.
4. Books will be issued for 14 days. The book should be returned to the library by the DUE DATE otherwise a sum of Rs. 1/- (Rupee one) per day per book will be charged as DUE OVER CHARGE.
5. Once issued the book will not be re-issued on the same day. If there is a demand from any other student, the same book will be retained and will be issued to that student.
6. Members can ask for a title not available in the library but required for academics work.
7. To recall any books before the due date.
8. REFERENCE BOOK'S DICTIONARIES, DIRECTORIES, PERIODICALS are not issuable. Members are expected to refer to the same in the library only.
9. Any damage done to the BOOK AND PERIODICAL replacement, the double cost will be charged along with a fine. Any kind of MARKING, WRITING OF NAME, FOLDING OF PAGES" will be treated as CAUSING DAMAGE".
10. The "RESERVE TEXT BOOK, REFERENCE BOOK" will be issued for reading room only on your identity care. If there is no reserve book please contact Librarian/Asstt. Librarian for help.
11. At the end of the session, every student should return the library cards before proceeding, failing which no new cards will be issued and a fine will be charged.
12. Students have to put their signature in the register available at the entrance of the library and show identity card. Without identity card, no entry will be allowed in the library.
13. Any student found not obeying the library rules and disturbing the library will be deprived of the library facility
14. Reader should observe strict silence inside the library.
15. User of mobile phone are not permitted in the library block.
16. A member who has lost borrower's token (I D Card) shall make a written report to the librarian, then original or duplicate library token will be issued on payment of Rs. 100/-.
17. Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's (I card) cards and after paying outstanding dues, if any.

CHIEF LIBRARIAN