STUDENT
RESOURCE BOOK
2019 - 2020

1st
in
U.P.

ABES Engineering College

Estd. 2000

Approved by AICTE, New Delhi & Affiliated to Dr. APJ Abdul Kalam Technical University, U.P., Lucknow

NAAC Accredited & NBA Accredited Branches (CSE, ECE, EN & IT) and ISO 9001:2015 Certified College

*based on first year result for all branches

1.   ABOUT ABES ENGINEERING COLLEGE

With a strong vision and a noble belief, Mr. Ved Prakash Goel founded "Society for Educational Excellence" (SEE) in the year 1999 under his chairmanship. The inception of 'SEE' focused on Quality Technical and Professional Education. In the year 2000, this dream was seeded, resulting in the establishment of "ABES Engineering College" (ABESEC).

ABES Engineering College is affiliated to Dr A. P. J. Abdul Kalam Technical University, Lucknow, U.P. (AKTU), with the objective of providing education in Engineering and Management program. The programs offered by the college include various verticals under Bachelor of Technology (B.Tech.) Civil Engineering, Computer Science & Engineering, Computer Engineering & Information Technology, Computer Engineering, Computer Science, Electrical & Electronics Engineering, Electronics & Communication Engineering, Information Technology & Mechanical Engineering. The postgraduate courses include MBA and MCA .

ABES Engineering College is approved by AICTE and Ministry of HRD, Government of India. The college is ISO 9001:2015 certified, NAAC Accredited & NBA Accredited branches(CSE, ECE, EN& IT). The college has various centres of excellence for the professional development of students.

1.1 Top Ranked College

More than anything else, ABES Engineering College is one of the pioneering Engineering colleges of Ghaziabad. It has been ranked number 1 in AKTU consistently, 8 times in a row for best academic results in B.Tech (Ist Year).

1.2 Affiliations & Accreditations

	ABESEC has been accredited by National Assessment and Accreditation Council (NAAC)
	(CSE, ECE, EN & IT) Department of ABESEC have been accredited by National Board of Accreditation (NBA)
	ABESEC has been affiliated to Dr. APJ Abdul KalamTechnical University UP, Lucknow. (AKTU)
	ISO certified : 9001:2015 by TUV Rheinland

1.3 Honours of ABESEC

- Elite National Talent Hunt, Certificate of Appreciation, from Wipro (2019).
- TedxABESEC (2019)
- Providing quality engineering education since 2000, ranked 1 by AKTU in performance analysis (2016-17).(This is 8th time in a row, we are leading in academics in AKTU)
- ABESEC has a great legacy of placements :
  - ❖   2019 - B.Tech, MBA and MCA students got 1300+ offers.
  - ❖   2018 - B.Tech, MBA and MCA students got 1200+ offers.

- ❖ 2017 - B.Tech, MBA and MCA students got 909 placements.
- ❖ 2016- B.Tech, MBA and MCA students got 861 placements.
- **'Best B Plan Award'** for **'Electric Solar Vehicle Championship'**- ESVC (2019) with All India Rank 5th.
- **'Best Solar endurance award'** for **'Electric Solar Vehicle Championship'**- ESVC (2018).
- BAJA SAE Asia Competition, ABESEC ranked 2nd in Delhi NCR & AIR – 46. (2018-19).
- Solar Vehicle (ESVC), Asia Pacific Broadcasting. This year the rank of team ABESEC jumped from sixth to second (at the national level) and first rank in north India**.**(2018)
- **'Best Build quality award'** for **'SAE Efficycle and Cross Trike'**(2017).
- Ranked by NIRF in the band of 151-200 (2017).
- HPVC, American Society of Mechanical Engineers (2017).
- Solar Vehicle(ESVC), Asia Pacific Broadcasting (2016-17).
- BATTLE – 51, ISRO & IIT Kharagpur (2016-17).
- IDEA – 51 (2016-2017).
- Website Designing Competition held by Ghaziabad Development Authority (GDA) in(2015).
- **AICTE CII All INDIA Survey 2015**
    - ❖ Computer & IT Engineering - In Northern AICTE region, ABES earned **"Platinum"** category
    - ❖ Electronics Engineering - In Northern AICTE region, ABES earned **"Platinum"** category
    - ❖ Mechanical Engineering - In Northern AICTE region, ABES earned **"Gold"** category
    - ❖ In Emerging Engineering Colleges - In Northern AICTE region, ABES earned **"Platinum"** category
- **'Excellence and Innovation in Engineering'**in Award by **'Indian Education Congress'**(2014).
- Entrepreneurship Week India Honors Roll from National Entrepreneurship Network- NENin (2014).
- **'Aspiring Minds National Employability Award'** for being in top 10% Engineering Campuses at the National Level in (2014).
- **'CMAI National UP Education Summit and Awards'**in (2013).
- **'AICTE Award'** for **'MHRD's Employability Enhancement Training Program'**in (2013).
- 1st and 3rd Rank in Event Bouyant **IIT Kharagpur**(2014-15) through **National Student Space Challenge 2014.**
- RoboTryst (2013).
- Trysts (2013).
- National Employability Award (2012 & 2013).
- Asia's 100 Fastest Growing Education College by WCRC Leaders (2012-13).
- The Top Performing College of 'The Great Mind Challenge' in (2012).
- 2nd rank in Private Engineering Colleges in UP 2010 by Dataquest, Jan. (2011).
- ICERi(2011).
- Award for Excellent Academic Results & R & D at International Level (2010).
- **'New Era Award'** for Technology, Quality & Innovation (2010).
- BAJA SAE Asia Competition (2010).
- DRDO - Driving Innovation Student Robot Competition (2010).
- **'UPTU Academic Excellence Award'** – Letter of Appreciation, MCA department in (2009).
- Academic Excellence in B. Tech & MBA programme – Star Performerin (2009).
- Korea Robot Aircraft Competition South Korea (2009).
- UPTU Academic Excellence Award- (2008)
- SAE Northern Section Efficycle Competition, ABESEC consistently won from the competition every year (2014-18).
- UAV (Unmanned Aerial Vehicle) competition, Georgia, USA (2008).
- KOREA ROBOT Aircraft Competition, South Korea (2008).
- International Aerial Robotics Competition (2007).
- MAV (Micro Aerial Vehicle) competition (2007).

1.4 Our Faculty – The Beacons of Hope

For any learning college, faculty fraternity is the biggest strength and so is the case for ABESEC. We are proud to have qualified, experienced, committed and dedicated team of 270 faculty member, who had past association with reputed and renowned colleges. Many of them have rich experience of the corporate world as well, which works as a boon for our students. Our faculty members are the backbone of our academic and research activities and are also involved in mentoring 4300 students individually.

In the last one year only, students with the mentorship of faculty have published 25 research papers and faculty members have published 38 papers. We have 66 faculty members who have Ph.D. degrees and 83 are pursuing Ph.D. The college is also providing financial support to faculty members for holding memberships of professional societies established in the campus. The

faculty also motivates students towards adopting a new path of learning through these societies. In the last one year 55 faculty seminars/ workshops and Faculty Development Programs were conducted in the college with inputs from national/ international eminent speakers.

1.5 Academics and Outcome Based Learning

At ABESEC, Ghaziabad, academic excellence and overall development of the student is the core focus. The college strives to serve the student with the best faculty, industry connects, best placements, best infrastructure, boarding facilities and numerous opportunities to explore out of academics. The college conducts several conferences, seminars, guest lectures throughout the year.

Students have a good opportunity to learn from peers, faculties, mentors, and seek the guidance about their career pathways. ABESEC is continuously working on incorporating best technical labs, Center of Excellences and giving opportunities to students to participate in various national and International competitions. We believe that the best learning comes in a disciplined environment that we at ABESEC are dedicated to imbibe in our system.

1.6 Infrastructure

- The Campus is spread in the area of 15.74 Acre.
- 24X7 Wi-Fi available on the campus.
- Campus under surveillance of 700 cameras.
- Air-conditioned classrooms, tutorial rooms, labs, seminar halls and conference halls.
- Solar plant of 500 KW capacity.
- State-of-art library with the collection of 8253 titles and 109117 volumes, online access is available.
- Half Olympic size Swimming pool in the campus, managed by FITSO.
- Auditorium with a capacity of 500 seats.
- Temple.
- Flood-lit stadium and other sports facilities like Badminton, Volleyball, Cricket, & Tennis Courts.
- Cafeteria & Canteen in the Campus.
- ABESEC Startups Lab
- Center of Excellence for Teaching and Learning (CETL).
- ABESEC has 09 hostels in total for Girls & Boys separately.

2. INITIATIVES AT ABESEC

ABESEC is focusing on the quality of academics and believes in Outcome-based Learning beyond academics. The college has taken many initiatives for applied research, entrepreneurship, skill building, social work, placements and close-knit network of alumni.

S.No	Initiative @ABESEC	
1	Center of Excellence for Teaching and Learning (CETL)	Enhancing the skills of delivery and effective learning Youtube Channel: Total Video:278 Subscribers: 10K
2	Building Industrial Technical Solution (BITS)	A Consulting initiative to promote Research among students & faculty members.
3	Centre of Excellence (COEs)	with industry to know the latest trends in technologies &open their labs in the campus for the students to carryout training
4	Data Ritz	Software Consultancy of Incubation & Innovation
5	Center for Building Skills and Employability (CBSE)	College Interaction and preparing the students' for the industry in the field of science and technology and management (leadership skills).
6	ABESEC Startups Lab (ASL)	to expedite the culture of entrepreneurship amongst the students

7	'Help Us to Help the Child' (HUHC)	ABESEC students have founded a social venture HUHC, wherein 6 days a week they conduct the literary camp for poor children of the slum near Delhi/NCR. The NGO has completed its seven years
8	ABESEC Alumni Association (AAA)	Close- knit network of more than 11K Alumni
9	Internal Quality Assurance Cell (IQAC)	Quality sustenance, quality enhancement and quality initiatives in all its operations.

3. International Conferences and Workshops held at ABESEC (2018-19)
- International Conference on System Modelling Simulation & Intelligent Computing (ICSMSIC 2019) on 8th -9th March'19.
- 5th International Conference on Computational Intelligence and Communication Technology (CICT-2019) on 22nd & 23rd Feb-2019
- Smart Cities with Focus on Environmental Challenges (SCFEC-2018) on 10th – 11th April'18.
- Advances in Business & Engineering for Sustainability (ABES '18) on 27th March'18

4. Professional Societies at ABESEC

ABES Engineering College has been associated with many professional societies like -
- ABES Engineering College is Life member of College of Engineers (IEI).
- Student chapter of College of Communication Engineers and Information Technologists (ICEIT).
- Association for Computing Machinery (ACM).
- Computer Society of India (CSI).
- College of Electrical and Electronics Engineers (IEEE).
- The College of Engineers (IEI) and faculty chapter of Indian Society for Technical Education (ISTE).
- Indian Green Building Council (IGBC).

5. MOUs signed with Industries (2018 -19)

- Strolar Mounting System Pvt. Ltd.
- System Infra Solutions Pvt. Ltd.
- RSA Power Pvt. Ltd.
- KALCO ALU SYSTEMS PVT. LTD.
- M/S. Sapro Electronics and Electricals (India) Pvt. Ltd.
- MOTIF ELECTRIC LIMITED
- NEC Technologies India Pvt. Ltd.
- CoCubes
- ICT Academy
- Code Chef

6. Excellent Campus Placement over the years

Leading companies across different sectors preferred graduates form ABESEC of various programmes for their on-campus recruitments. Some of these include Traveloka, Dailyhunt, BYJUs, Devslane, Holitech, Tata Consultancy Services, VVND Technologies, Wipro, Capgemini, HDFC Bank, Ceasefire Ltd. ICICI Securities, Paytm to name only a few.

ABESEC has a great legacy of placements. In the year 2019 B.Tech. , MCA & MBA students got 1300+ offers. The figure in 2018 and 2017 were 1200 and 90 respectively.

Welcome to the ABESEC Family

7. **IMPORTANT OFFICIALS AT ABESEC**

S.No.	Name	Designation	Contact No.& Email Ids
1	Prof. (Dr.) Vijay Anant Athavale	Director	director@abes.ac.in
2	Prof. (Dr.) Shailesh Tiwari	Dean Academics	deanacad@abes.ac.in
3	Prof. (Dr.) Sanjay Kr. Singh	Dean Student Welfare (DSW)	dosw@abes.ac.in
4	Ms. Nitika Jain	Registrar	registrar@abes.ac.in
5	Prof. Jaya Singh	Head, Applied Science & Humanities (AS &HU)	hodas@abes.ac.in
6	Prof. (Dr.) Devendra Kumar	Head, Master of Computer Application (MCA)	hodmca@abes.ac.in
7	Prof. (Dr.) R.K. Singhal	Head Master of Business Administration (MBA)	hodmba@abes.ac.in
8	Prof. (Dr.) Amit Sinha	Head, Information Technology (IT)	hodit@abes.ac.in
9	Prof.(Dr.) Pankaj Sharma	Head, Computer Science & Engineering (CSE)	hodcse@abes.ac.in
10	Prof. (Dr.) Rajendra Kr. Shukla	Head, Mechanical Engineering (ME)	hodme@abes.ac.in
11	Prof. (Dr.) Sanjay Kr. Singh	Head, Electronics & Communication Engineering (ECE)	hodece@abes.ac.in
12	Prof. (Dr.) Hemant Ahuja	Head, Electrical & Electronics Engineering (EN)	hodeee@abes.c.in
13	Mr. Amit Bajaj	Head, Civil Engineering (CE)	hodcivil@abes.ac.in
14	Prof.(Dr.) Pankaj Sharma	Head, Computer Engineering & Information Technology (CE&IT)	hodceit@abes.ac.in
15	Prof. Jaya Singh	Head, Computer Engineering (CE)	hodas@abes.ac.in
16	Prof. Jaya Singh	Head, Computer Science (CS)	hodas@abes.ac.in
17	Mr. Sanjiv Erry	Head, CCPD (Placements)	placement@abes.ac.in
18	Mr. Gaurav Kansal	Head, Centre for Building Skills & Employability (CBSE)	cbse@abes.ac.in
19	Mr. Ajay Singh	COO-BITS	ajaysingh@abes.ac.in
20	Mr. Amit Goel	CTO- BITS	amit.goel@abes.ac.in
21	Mr. Mahendra Gupta	Head, ABESEC Startups Lab	mahendra.gupta@abes.ac.in
22	Prof. (Dr.) Hariom Upadhyay	Head, Computer Administration	hariom@abes.ac.in
23	Mr. Devender Agarwal	Accounts Officer	account@abes.ac.in
24	Mr. Anmol Jain	Chairman Clubs / Advisor -COA	club@abes.ac.in
25	Ms. Manishi Mishra	ICC/ Convenor- Value Education Cell	Manishi.mishra@abes.ac.in
26	Mr. Kapil Garg	Administrative Officer	ao@abes.ac.in
27	Mr. J N Chaubey	Senior Warden- Boys Hostel	boys.hostel@abes.ac.in
28	Ms. Indu Singh	Sr. Warden-Girls Hostel	girls.hostel@abes.ac.in
29	Mr. Sudhir Kumar	Sports	sports@abes.ac.in
32	Mr. Pramod Sharma	Librarian	librarian@abes.ac.in

33	Ms. Shalini Singh	Manager HR	hr@abes.ac.in
34	Ms. Sakshi	Reception	info@abes.ac.in

8. IMPORTANT COMMITTEES WITH THEIR CONTACT DETAILS

S.No.	Committee	Contact Person	No.& Email Id
1.	Anti –Ragging Squad	Mr. Sanjay Parashar	antiragging@abes.ac.in
2.	Students Affairs Committee	Dr. Parul Agarwal	sac@abes.ac.in
3.	Students' Grievance Redressal Cell	Prof. (Dr.) Sanjay Kr. Singh	dosw@abes.ac.in
4.	Internal Complaint Committee (ICC)	Dr. Manishi Mishra	manishi.mishra@abes.ac.in
5.	Student Led Clubs	Mr. Anmol Jain	club@abes.ac.in
6.	Students' Benevolent Fund	Prof. (Dr.) R.K. Singhal	hodmba@abes.ac.in
7.	Library Advisory Committee	Prof. (Dr.) Hari Om Upadhyay	hariom@abes.ac.in
8.	Disciplinary Committee	Prof. (Dr.) Sanjay Kr. Singh	dosw@abes.ac.in
9.	Student Counsellor	Ms. Ankita Juneja	ankita.juneja@abes.ac.in
10.	PMSSS Nodal Officer	Dr. Twinkle Razdan	twinkle.razdan@abes.ac.in

9. DEPARTMENTAL CONTACT NUMBER & EMAIL IDs.

S.No.	DEPARTMENTS	EMAIL ID
1.	Department of Applied Sciences & Humanities (AS&HU– B. Tech. First Year)	as.dept@abes.ac.in
2.	Department of Civil Engineering(CE)	ce.dept@abes.ac.in
3.	Department of Computer Science& Engineering (CSE)	cse.dept@abes.ac.in
4.	Department Computer Engineering & Information Technology(CE&IT)	ceit.dept@abes.ac.in
5	Department of Computer Science (CS)	as.dept@abes.ac.in
6	Department of Computer Engineering (COE)	as.dept@abes.ac.in
7	Department of Information Technology(IT)	it.dept@abes.ac.in
8.	Department of Electrical & Electronics Engineering(EN)	eee.dept@abes.ac.in

9.	Department of Electronics& Communication Engineering(ECE)	ece.dept@abes.ac.in
10.	Department of Mechanical Engineering(ME)	me.dept@abes.ac.in
11.	Department of Master of Computer Applications(MCA)	mca.dept@abes.ac.in
12.	Department of Master of Business Administration(MBA)	mba.dept@abes.ac.in

10. EMERGENCY CONTACT NUMBERS

Agency	Number
Disaster Management Cell of Municipal Corporation of GZB	
Police	
Police Help Line	100
Crossing Republic Police Chowki	0120-2740797
Vijay Nagar Police Station	0120- 2740797, 100
PCR	0120- 2800750. 100
SP City	9917283656
SSP City	0120-2820758
D.M	0120-2824416/11, 2828798
Fire Brigade	
Fire Brigade Helpline	101, 0120- 2850148
Fire Safety Officer	9454418754
Ambulance	
Ambulance Helpline	108
Hospitals	
Yashoda Hospital, Nehru Nagar, GZB	0120 418 2000
Ganesh Hospital, Nehru Nagar, GZB	0120 279 5268
Sarvodaya Hospital, Kavi Nagar, GZB	0120 270 1694
Columbia Hospital, NH-24, Pandav Nagar, GZB	0120-6165666
Chemist	
Shri Ram Medical Store, Crossing Republik, GZB	098118 45369
Rashi Medical Store, Crossing Republik, GZB	098739 39625
Mehta Medical Store, New Gandhi Nagar, GZB	099103 19600
Gupta Medical Store, Shop No. -1, C-31, Sector-23, Sanjay Nagar, GZB	09911295960
General Physician	
Dr. R.K. Goel	9871347294
Psychological Counselor	
Ms. Ankita Juneja	9650764078
Travel Agency	
Faisal Tour & travels	9654601786

Boys' Hostel	
Mr. J. N. Chaubey	9450509985
Mr. Balendra Singh	8859123312
Mr. Satish Chandra	9899304348
Girls' Hostel	
Ms. Indu Singh	8860426611

11. DISCIPLINE AT ABESEC

At ABESEC we believe that the best environment for learning is a disciplined environment. Student, faculty, and our staff members are bound together in this organisation due to some common policies designed and followed throughout. We are proud of our 19 years of legacy and the discipline that we have generated and practiced in the system. This has not only helped our internal team, but also helped our students in their professional lives. It is desired from the students to carry forward this rich legacy.

We train our students to be disciplined in all forms and at all contact points in the campus and they are assessed at various levels. The students are given many facilities to enhance their academics, social life, recreational activities, hobbies, etc.These activities are designed for their overall development. The College in return expects the students to respect the provided facilities and to make the most appropriate use of the facilities judiciously.

The College is bound to take disciplinary actions in case of any ruckus or disobedience of the students in the campus. The students must understand that there are certain norms that need to be followed while on the campus. **Here at ABESEC, we have zero tolerance for indiscipline in the campus. Please go through this document in detail and make yourselves aware of the code of conducts, policies, rules and regulations of various places in the campus.**

11.1 Punctuality and Discipline

- Classes are expected to begin on time. **Late comers are not allowed.**
- Students are expected to **maintain complete silence and discipline** during a lecture, talk by an outside expert, and while attending conferences, workshops or seminars. They are, however, welcome to ask as many questions as they may like on the subject under consideration, with due permission.
- Students are **required to be present** for all events of the college & the University, including the Convocation, Sports Day, Republic Day, Independence Day, guest lectures, compulsory workshops, and other events as intimated to them on through announcements/noticeboard/ via email. Record of attendance will be kept for action. ABESEC reserves the right to declare compulsory attendance for any event on or off the campus activities. Absenteeism on events for which attendance is compulsory will be taken seriously and will be communicated /displayed on the BlackBoard /noticeboard/ via email from time to time or a remark will be entered on the transcript or will face a penalty as per the decision of the college authorities.
- Students are required to be in the city on all days of the semester. If they are leaving the city for personal or college work, they are required to obtain prior written permission from the respective class coordinators/A.HOD/ HOD/Dean/Director. This applies even to those students who are officially representing ABESEC for social, cultural, and co-curricular events.
- Students are required to **honour deadlines for submissions** of projects, reports, assignments, academically related data forms and any other submission to the college's office(s) or to the faculty concerned. **Do not approach faculty members or others members in the college to change or extend deadlines** as the same will be treated as unprofessional behaviour not suited to the industry & the college ethics.

11.2 Academic Discipline

- Students are expected to follow **College's code of conduct.**
- They should refrain from smoking, chewing tobacco, consumption of alcohol or drugs in the campus or hostel premises and maintain sanctity and decorum of the college.
- The use of cell phones during class/lab hours interferes with the instructional process and is therefore prohibited. Faculty members have the right to take necessary action.
- Students should be obliged to respect and care for all college property.

- Damage to the college property will require the payment in full, by parents/guardians of the students.

11.3 Dress Code: Uniform

Students enrolled in ABESEC are required to be dressed in **prescribed uniform**. Student uniform represents the minimally acceptable standard. Specific placements may impose additional standards and students are responsible for ensuring they meet these requirements.
- College uniform will be provided in the odd semester of first year.
- Till the time the uniforms are made available, Students are required to wear smart formals for classroom purposes.
- **Informal dress codes like Half pants/ Short skirts/ Sleeveless tops/ tight jeans/ leggings/ Bathroom slippers/ sports shoes/ Floaters are not allowed in the Academic Blocks.**
- Window No. 8 in Registrar Office (Back Side of Bhabha Block), can be contacted for any query.

Summer Uniform (16th March-15th October)
- Trousers- Shirt
- Scarf - for girls only (optional)
- Black leather shoes

Winter Uniform (16th October-15th March)
- Trousers- Shirt
- Tie for boys only (Compulsory), Scarf - for girls only (compulsory)
- Sweater/ Blazer
- Black Leather Shoes, Black Leather Belt - for boys only
- For MBA students Tie is compulsory.

11.4 Identity Card
Students, faculty and staff in the campus are required to **wear their ID cards at all times in the campus** for the purpose of safety and produce it whenever asked by the authorities. Contact Registrar office in case of any problem.

Contact Details
Window No. 8, Registrar Office

In case the identity card is lost/misplaced, the student should immediately inform the class coordinator and deposit amount in A/Cs for loss of ID Card. The student is advised to file an FIR (online) mentioning the loss of college identity card. Form S-6 is available in the college stationery outlet to apply for a new ID card. A copy of the FIR and the form should be submitted at the Registrar's office for the issuance of a new ID Card. Till then the student will be issued a temporary ID card.

11.5 Proposed Punitive Actions/Amount of Penalty in Repetition of Offence(s)

S. No.	ACADEMIC DEPARTMENT	
	Act of Indiscipline	**Punitive Actions**
1	Not wearing proper college Uniform	Information to Parents/guardian/affidavit by student and parent/ warning/ imposition of fine. Concerned department to take appropriate action. (The Severity of punishment may be as per the number of offence. Appropriate action as decided by the departmental discipline committee & Concerned HOD Serious case to be referred to SIC
2	Without college ID card	
3	Using mobile in class room	
4	Unauthorized absence from class / labs	
5	Forming of groups / groupism in class room & department	
6	Shouting slogans / using unparliamentarily language /showing indecent gesture in class room / labs / department	
7	Disrespect to faculty and staff in class rooms and college campus	

The above punitive actions are indicative in nature and not exhaustive. The HOD / Investigation committee reserves right to alter / scale the

punitive actions as per the seriousness of the offence.

S. No.	GENERAL DISCIPLINE / CONDUCT			
	Act of Indiscipline	First Time	Second Time	Third / Subsequent Time
1	Forming group for any reason and /or approaching the faculty residence/Acad. Blocks in a group OR Groupism of any kind and in any manner	Information to Parents/guardian imposing fine of Rs. 100 (each student)	Physics presence of Parents/guardian imposing fine of Rs.500 (each student)	Refer to SIC
2	**Inter student indiscipline-** a. Abusing each other without any physical harm (each student involved)	Information to Parents/guardian imposing fine of Rs. 200	Physical presence of Parents/guardian imposing fine of Rs. 300	Physical presence of Parents/guardian imposing fine of Rs. 500
	b. Physical entanglement or similar act. Without injury (each studnt involved)	Information to Parents/guardian imposing fine of Rs. 500	Information to Parents/guardian imposing fine of Rs. 1000	Information to Parents/guardian imposing fine of Rs. 1500
	c. Physical assault with injury	Information to Parents/guardian Refer to SIC	Physics presence of Parents/guardian Refer to SIC	Refer to SIC
3	Bursting crackers in campus	Information to Parents/guardian imposing fine of Rs. 1000	Physical presence of Parents/guardian imposing fine of Rs. 1500	Physical presence of Parents/guardian imposing fine of Rs. 2500
4	Damage of college property	Information to Parents/guardian imposing fine of Rs. 500+Cost of damage	Information to Parents/guardian imposing fine of Rs. 1000+Cost of damage	Rustication & recovering cost of damage
5	Showing indecent behavior/gesture/using abusive Language/obscene posture.	Two to five days suspension from classes, undertaking/affidavit from student and parent & arranging meeting with parent/guardian		
6	Shouting/making unnecessary loud noise	Phone calls/letters to parent. For repetitions of the act - expulsion as per decision of the committee, information to be sent concerned department.		
7	Fighting with fellow students	Information to parent/ guardian. One week suspension from the college undertaking/affidavit from student and parent & arranging meeting with parent/guardian. Student to be kept under observation for future misconduct and information to be sent to the concerned department.		
8	Helping imposters to enter the college	Information to parent/ guardian. Imposing fine up to Rs. 5000 and rustication from the college as the seriousness of indiscipline act and as per recommendation of SIC		
9	Bringing outsiders to the college campus without permission and involved in Disturbing/ Indiscipline act in the college.	Information to parent/ guardian. Expulsion from the college, along with police FIR as decided by SIC		
10	Eve teasing	Information to parent/ guardian. Immediate suspension from the classes and refer case to ICC (Internal Complaint Committee)		
11	Entering college campus with weapons/sticks / any items that can cause injury	Information to parent/ guardian. Expulsion and Police FIR		
12	Misusing of Social sites to upload derogative remarks (damaging individual / college reputation	Information to parent/ guardian, Police FIR and expulsion as per the recommendation of the investigation committee.		
13	Consumption of liquor / smoking / using banned items in the campus	Fine for smoking -Rs. 500/-, fine for drinking alcohol Rs. 2000/- Information to parent/ guardian, One week suspension from college, undertaking /affidavit from student, parent/ guardian. Student to be kept under observations for any future misconduct.		
14	Any other incident/ act of indiscipline	As decided by SIC/ Proctor / Investigation Committee.		

The above punitive actions are indicative in nature and not exhaustive. The SIC / Proctor / Investigation committee reserves right to alter / scale the punitive actions as per the seriousness of the offence.

12. **SRB GUIDELINES**.

About the guidelines of Student Resource Book

- These guidelines provide an insight into the daily functioning of ABESEC and enable effective delivery of infrastructural and academic services to the students.
- ABESEC has the right to make any changes as it may deem fit in terms of the program content, method of delivery, faculty, refund policy, evaluation norms, the standard of passing the examinations, these and other guidelines, etc. In case of any dispute or differences about the program, the decision of the Chairman of ABESEC will be final and binding on all the students.
- The committees mentioned in the SRB are subject to rotation, so students are required to visit the website regularly for current updates in policies and committees.

  *All disputes are subject to Ghaziabad/ U.P. jurisdiction only

12.1 Ethics followed at ABESEC

- Respect for self.
- Respect for others.
- Respect for college property.
- Respect for college authority.
- Academic integrity, honesty and professionalism.

12.2 Code of Conduct at ABESEC

- **Cleanliness** of the premises is the responsibility of all the members of the ABESEC family. The campus must be neatly maintained by everyone in the ABESEC at all points of time. All students need to cooperate & work together towards this objective.
- **ABESEC is a non-smoking campus**. Possession and Consumption of alcoholic beverages / toxic & banned materials and your presence on the campus under the influence of alcohol/ intoxicants material is a serious offence and will result in strict action.
- The students are requested to park their vehicles outside the premises at all times.
- Any problem with regards to any administrative facility, faculty, and classrooms etc., must be addressed through the class representative who will take it up with the class coordinator(s). In the absence of a satisfactory response, the student may approach A-HOD/HOD of the department.
- **Mode of Communication to students is via blackboard / email /notice board Google classrooms.** Students are advised to check these media at least once a day, and not rely on rumour or hearsay about any matter. Students are further advised to use the college email ID only for the years of their stay in the college and can retain this ID once they become the proud alumni.
- All students are provided with an Identity Card, which they are required to wear mandatorily. Entry to the college is strictly through Identity Card and will be monitored by the ABESEC authorities. Non- compliance will invite a penalty/disciplinary action.
- Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed at strategic locations to ensure the safety of everyone in ABESEC. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence and will result in strict action.
- Students are advised to maintain decorum at all point of time during their stay in the campus and beyond. The only use of decent language and calm demeanour is expected, Conduct ought to be of high & dignified order, **adhering to the core values** of the organisation. Any misbehaviour with college authorities, facilitators, etc. will lead to serious consequences.
- High volume altercations and physical fights are the behaviours which are not approved in a civilized society &in this campus. Use of physical force to settle an argument or disagreement will amount to ragging and appropriate action will be initiated accordingly.
- **ABESEC shall not tolerate any act of indiscipline, misbehaviour, indulgence** in unethical practices including possession or use of drugs, alcoholic drinks, banned items or any sort of mental & physical harassment of anyone, violence, non-obedience, non-compliance by a student. Violations, if any, on the part of a student will be dealt with as per the existing rules, regulations, and provisions. **ABESEC will not be held responsible for any action which will be initiated by the regulatory authority like police, etc. in case of any eventuality of the above kind.**

- If any student during the tenure of his studentship has police case in him/her name he/she is liable for appropriate action against him/her as per the law of the land.
- **Read all important notices on a daily basis being displayed on respective departmental Notice Boards, Hostel Notice Boards, strategic locations & College website placed for information related to students.**
- It is the duty of every good citizen to **Save Water and Conserve Energy**. While leaving the classrooms/labs/hostel /rooms/washrooms ensure to switch OFF lights/fans and turn off the tap when not in use.
- Follow normal social etiquette while interacting with faculty, colleagues, friends and seniors. Students are expected to inculcate good moral values, ethics & positive attitude and not use abusive language, kicking, fisting or fighting on any pretext.

13. RAGGING FREE CAMPUS

We are proud to inform that **ABESEC is a Ragging free College**. Ragging is a heinous crime which is to be stopped completely. The Supreme Court has termed "RAGGING" as a Criminal Offence and is punishable under the court of law. Anyone found guilty of ragging and/or abetting ragging will be severely punished including suspension from the college, a heavy fine and/or imprisonment as per the provision of law.

If anyone is found guilty of directly/indirectly involved or abetting in ragging she will be punished/rusticated/ expelled/suspended from the college and also liable to prosecution in terms of the Supreme Court of India decision on Writ Petition No. (C) 656/1998. Ragging is now a crime. No one can feign ignorance of the law. Under the prohibition of ragging Act 1997, those who indulge in ragging can be punished. Jail for ragging is for the period from six months to 10 years & fine up to Rs. 50,000/-.

Students are advised in their own interest to abstain from and dissuade others from any Ragging Activities, failing which they will be liable to be punished with one or more of the following punishments:

- Suspension from attending classes and academic privileges.
- Withholding/ withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation processes.
- Withholding results.
- Debarring from representing the college in any regional national or international meet, tournament, youth festival, etc.
- Suspension/ expulsion from the hostel.
- Cancellation of admission.
- Rustication from the college for period ranging from one to four semesters.
- Expulsion from the college and consequent debarring from admission to any other college for a specified period.
- Leaving Certificate/Migration Certificate will contain remarks associated with the offence related to ragging.
- Debarring from appearing in /off-campus interviews.

13.1 Anti-Ragging Affidavit: A Mandatory Document

- As per the order of Supreme Court, UGC has made it mandatory, in its Anti-Ragging Regulations published in 2009 that each student must submit an Anti-Ragging Affidavit signed by self and a separate affidavit signed by the Parents at the time of taking admission to the first year of his/her studies. From 2nd year onwards every year, Anti-Ragging Affidavits for self and parents are also to be submitted annually and these affidavits must be placed in the file of each student for any future reference.
- AICTE has further informed that student availing hostel accommodation is also to submit another set of affidavits (self & parents) in addition to the affidavit given to the College. Students intending to take hostel accommodation during the next academic session have to submit the affidavits for self & parents. New entrants will also have to submit affidavits for self and parents while taking admission to college & hostels.

13.2 Monitoring Mechanism for Ragging

Ragging is totally banned in ABESEC. As per the direction, following the Anti Ragging Committee and Anti Ragging Squad has been constituted. The students may approach **Dean Student Welfare (DSW)** for any issues which remain unresolved at the departmental level/ any guidance etc. Applications related to activities like college clubs, hostel, sports, program planning, conflict resolution and any such issue must be routed through DSW office located at **Bhabha Block (Ist Floor) 02:30 pm - 04:30 pm (every working day).**

13.3 Anti-Ragging Squad

For maintaining vigil, oversight, patrolling, alert and active Anti-Ragging Squad of our college has been constituted with the following officials:

S. No.	Name	Designation	Contact Number
1.	Mr. Sanjay Parashar	Proctor (Coordinator)	9953902045
2.	Mr. Sandeep Tripathi	Member (CE)	9643935440
3.	Mr. Prabhat Singh	Member (CSE)	9891003852
4.	Ms. Amrita Jyoti	Member (CSE)	9711004991
5.	Mr. Ajay Suri	Member (ECE)	8447733598
6.	Ms. Geetanjali Raj	Member (ECE)	9818427069
7.	Mr. Rahul Virmani	Member (EN)	9999537617
8.	Ms. Pragati Srivastava Deb	Member (EN)	9899477003
9.	Mr. Ashwin Perti	Member (IT)	9953555368
10.	Mr. Manabendra Saha	Member (ME)	9540964594
11.	Mr. Navendra Pratap Singh	Member (ME)	9891599678
12.	Mr. Parul Kundra	Member (MCA)	9313107384
13.	Dr. Mamta Gautam	Member (AS&H)	8447750055
14.	Mr. Vivek Saxena	Member (AS&H)	9999510653
15.	Dr. Manishi Mishra	Member (Head), ICC	9873533079
16.	Dr. Achla Tyagi	Member (Student Counselor)	9953695979
17.	Mr. Pradeep Sharma	Faculty (In-Charge Hostel)	9899318640
18.	Mr. Kapil Garg	Administrative Officer	8860092377
19.	Mr. Ashok Kr. Sharma	Safety & Security Officer	8377038997

14. ACADEMICS

ABES Engineering College, Ghaziabad is an eminent college in learning, innovations, Technology, Sciences & Management. It is affiliated to AKTU, Lucknow.

14.1 Outcome Based Learning

AKTU follows an outcome-based education system. The curriculum, pedagogy and assessment process are driven by the desired outcome. **Outcome-based Education promises a high level of learning facilitated carefully to achieve outcomes, characterized by its appropriateness to each learner's development level.**

Outcome-based education system is a systematic, evaluative process that is implemented to assure learning experiences that are congruent with original goals and objectives thereby providing a basis for the effectiveness and continuous quality improvement of the programme of study. It focuses on the measurement of outcomes that have taken place based on strategies and action implemented in the pursuit of achieving pre-determined objectives.

Each programme has well-defined Programme education Objectives (PEOs) and Programme Learning Outcomes (PLOs). The relationship of PEOs & PLOs is clearly indicated through the mapping of learning outcomes with the established Objective. Each outcome addresses some objective and achievement of outcome indicates the attainment of Objective. The assessment of each learning outcome is done annually to identify that the established learning objectives are achieved. The gaps identified are analyzed and addressed through the properly laid action plan.

The assessment of outcome is both quantitative and qualitative and focuses on improving teaching by analyzing student learning outcomes. The appropriate direct and indirect tools are developed to measure the extent of learning. Each learning outcome is assessed by at least one direct and one indirect method. The results of the annual assessments and other data are used to determine the effectiveness of the programme during the programme review process. It also ensures that an outcome achieved corresponds with the mission of the college, domain and University.

14.2 Choice Based Credit System (CBCS)

The choice-based credit system provides an opportunity for the students to choose courses from prescribed courses comprising core, elective and open elective courses. In CBCS students can take courses of their choice to learn at their own pace, undergo additional courses and acquired more than the required credits. The **courses shall be evaluated on the Grading System,** which is considered to be better than the conventional marks system.

14.3 Cancellation of Admission

According to the University Ordinance, the admission of a student at any stage of study shall be cancelled if:
- He / She is not found qualified as per AICTE / State Government norms and guidelines or the eligibility criteria prescribed by the University.
- He / She is found unable to complete the course within the stipulated time as prescribed.
- He / She is found involved in creating indiscipline in the College or in the University

14.4   Curriculum

- B.Tech. - 4 year curriculum, divided into 8 semesters.
- MBA - 2 year curriculum, divided into 4 semesters.
- M.Tech. - 2 year curriculum, divided into 4 semesters.
- MCA - 3 year curriculum, divided into 6 semesters.

*These shall include lectures, tutorials, practical, seminars and projects/Dissertation etc. in addition to industrial training and educational tour defined in the scheme and executive instructions issued by the University.
The curriculum will also include **extracurricular activities prescribed by the University.**

14.5   Duration of Courses

Course	Duration	Maximum Period of Completion
B.Tech.	04 Years (8 Sem)	07 Academic Years from date of Admission
B.Tech. (Lateral)	03 Years (6 Sem)	06 Academic Years from date of Admission
MBA	02 Years(4 Sem)	04 Academic Years from date of Admission
MCA	03 Years(6 Sem)	05 Academic Years from date of Admission
MCA (Lateral)	02 Years(4 Sem)	04 Academic Years from date of Admission
M.Tech.	02 Years(4 Sem)	04Academic Years from date of Admission

14.6   Time Table at ABESEC

Day / Time	Lecture I	Lecture II	BREAK	Lecture III	Lecture IV	*Lecture V (Slot-I)	**Lecture V (Slot-II)	Lecture VI	Lecture VII	Lecture VIII
	8:30am-9:30am	9:30am-10:20am	**10:20am-10:30am**	10:30am-11:20am	11:20am-12:10pm	**12:10pm-1:00pm**	**1:10pm-2:00pm**	2:00pm-2:50pm	2:50pm-3:40pm	3:40pm-4:30pm

* For lecture V (slot –I) i.e. 12:10 pm - 01:00 pm, Lunch timing is 01:00 pm to 02:00 pm
** For lecture V (slot –II) i.e. 01:10 pm – 02:00 pm, Lunch timing is 12:10 pm to 01:10 pm

14.7 Class Administration

The class administration is the governed by the class coordinators & the class representatives to monitor and handle day to day routine, academic and disciple activities.

14.7.1 Class Coordinator (CC)

Class Coordinator in each section is nominated from amongst the faculty teaching in that section to monitor discipline and another day to day issues raised by the class representative.

14.7.2 Class Representative (CR)

Class Representative (role of student in every class) in each section is nominated unanimously by the class in the presence of the class coordinator. Class representative serves as a link/contact point between the students and the class coordinator. The major roles & responsibilities include:

- Serving as a point of contact between the class coordinator, faculty &students.
- Any additional responsibility assigned by Class Coordinators/HOD.

14.8 Attendance

- **100% attendance in classes & labs for each subject is desirable.** However for medical reasons/ personal reasons/ contests/ placement/ college work, absence up to 25% may be allowed.
- Students, who are having attendance, in a Semester, equal to or more than 75% are eligible to appear in the respective end Semester Examinations. Medical certificates and documents pertaining to permission attend contests/any competitive exams are to be produced to the CCs as proof of record.
- Students who are having attendance less than 75% in a Semester and who have not been granted exemption by the Director will have to take re-admission in the same Semester in the same class in the subsequent academic year by paying requisite fees on pro-rata basis as per the prevailing rules of ABESEC.
- A student is required to monitor his /her own attendance. The attendance reports will be shared on a monthly basis and discrepancy (if any) to be informed by the student to the concerned faculty/ Class Coordinator. No changes will be permitted once attendance reports are finalized.
- Prior intimation of leave through leave application through the Class Coordinator is desirable. Any leave without written intimation will be treated as unauthorized leave and will be reflected in the records as such.
- Exemptions of student's attendance can only be made by the concerned HOD, with a proof of participation from the club coordinators/ committee Heads.

14.8.1 University Ordinance on Attendance

- Every student is required to attend all the lectures, tutorials, practical and other prescribed curricular and co-curricular activities. The attendance can be condoned up to 25% on medical grounds or for other genuine reasons beyond the control of students.
- A further relaxation of attendance upto 15% for a student can be given by Head of College provided that he/she has been absent with prior permission of the Head of the College for the reasons acceptable to him.
  - ❖ No student will be allowed to appear in the end semester examination if he/ she do not satisfy the overall average attendance requirements as mentioned in above two points.
  - ❖ The attendance shall be counted from the date of admission in the college or start of academic session whichever is later.

14.8.2 Make-up of Deficiency in Attendance

The department shall conduct extra classes as per requirement on weekend/ holidays for the weak and students having short attendance.

14.9 Evaluation Guidelines

14.9.1 Eligibility for Promotion

- There shall not be any restrictions for Promotion from an Odd semester to next Even semester.
- For promotion from Even semester to the next Odd semester (i.e. of the next Academic year the student has secured credits as per the AKTU Ordinance.
- The result of a semester shall be declared Pass only on securing E or above Grades in all subjects and minimum Semester Grade Point Average (SGPA) is 5.0.

14.9.2 Eligibility of Passing

A student who obtained Grades A+ to E shall be considered as passed. If a student secured F grade, he /she has to reappear for the examination. It is mandatory for a student to earn the required credits as mentioned in each semester.
- For a pass in a Theory Subject/Drawing, a student shall secure minimum of 30% of the maximum marks prescribed in the University Examination and 40% of marks in the aggregate marks in the subject including sessional marks. i.e. Minimum Passing Grade is E .
- For a pass in a Practical/Internship/Project/Viva-voce examination, a student shall secure a minimum of 50% of the maximum marks prescribed for the University Examination in the relevant Practical/Internship/Project/Viva-voce and 40% of marks in the aggregate marks in the Practical/Internship/Project/Viva-voce including sessional marks. i.e. Minimum Passing Grade in a course is E .
- For a pass in Seminar, a student shall secure a minimum of 40% of the maximum marks prescribed i.e. Minimum Passing Grade is E. The students who do not satisfy the condition mentioned above or the student who remains absent shall be deemed to have failed in that subject and may reappear for the University examination in the subsequent examinations. However, the sessional marks awarded to the student/s at a previous attempt in the concerned subject will be carried forward. A student shall be declared to have completed the program provided the student has undergone the stipulated coursework as per the regulations and has earned credits as per the ordinance directions.

14.9.3 Abandon of Semester / year

A student may, at his/her desire, can opt abandon semester/year based on his /her performance and repeat the same as per the AKTU ordinance.

14.9.4 Grading System (Computation of SGPA & CGPA)

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

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

14.9.5 Division, Rank and Medals

Division and CGPA shall be awarded after the eighth and final semester examination based on an integrated performance of the candidate for all eight semesters (six semesters for lateral entry) as per ordinance. A candidate who qualifies for the award of degree securing E or above grade in all subjects pertaining to all semesters.
- In first attempt within all consecutive semesters as applicable and secures CGPA of 7.5 and above shall be declared to have passed the examination in I Division with Honors.
- Within all consecutive semesters as applicable and secure CGPA not less than 6.5 shall be declared to have passed the examination in First Division.
- Within all consecutive semesters as applicable and secure CGPA not less than 5.0 shall be declared to have passed the examination in Second Division.
- For an award of ranks in a branch, a minimum of 10 students should have appeared in the 8th semester examination. The total number of ranks awarded shall be 10% ofa total number of students appeared in 8th semester or 10 students, whichever is less in that branch.
- The Gold, Silver and any other Medals as decided by the University shall be awarded to students falling in the Top ranks of various courses as per University rules.

14.9.6 Award of Sessional Marks

(a) Theory Subjects: as per Evaluation Scheme & Ordinance.
(b) Practical Subjects: as per Evaluation Scheme & Ordinance.
(c) Make-up tests may be held only for those candidates who could not appear in any of internal tests due to genuine reasons for which the prior permission from the Head of College was taken. The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher upto that time.

14.9.7 Summer Training Project Report

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

For MBA students, it is mandatory to undergo on the job practical training of 6-8 weeks at the end of the second semester and submit a report to the College as a part of the third-semester examination. In the fourth semester, the candidate is required to do Research work as Project and submit a Research Project Report on a problem/topic (from the specialization areas).

14.9.8 Carry Over System

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

14.9.9 Scrutiny and Challenge Evaluation

- Scrutiny shall be allowed in only theory papers.
- Challenge evaluation of theory/practical papers is permitted only with certain conditions as laid down by the university.

14.9.10 Change of Branch (Only for B.Tech.)

Change of branch may be allowed against the vacant seats in the following two stages, provided criteria at following subclauses is satisfied:

- In the first year, after the last date of admission to the B.Tech. Ist semester, on the basis of merit of entrance examination on vacant seat subject to that number of students in a branch(s) shall neither increase over the intake approved by A.I.C.T.E. nor will it decrease below 75% of intake approved by A.I.C.T.E.
- In the second year, on the basis of merit as per notification of University announced from time to time at the B.Tech. First-year examination for those who are pass without any carryover paper subject to a number of students in branch(s) shall neither increase over the intake approved by A.I.C.T.E. nor will it decrease below 75% of intake approved by A.I.C.T.E.

- Change of branch facility is not applicable to Re-admitted student/ Ex-student/Lateral entry student/ Kashmiri Migrant student /PMSSS student shall not be eligible for branch change
- The change of branch if allowed will become effective from B.Tech. III semester.
- The Branch change process must be completed as per the notification of the University in each academic session. A Further change of branch shall not be permitted.

*According to AKTU Guidelines Change of College & Study Centre shall not be permitted.

14.9.11 Re-Admission in the College

A candidate may be allowed for re-admission provided he/she satisfies one of the following conditions:
- A candidate is declared fail.
- A candidate did not appear in a semester examination / or he/she was not granted permission to appear in the examination.
- A candidate has been detained by the college and subsequently has been permitted to take re-admission.
- A candidate has own desire to abandon the performance of semester(s).

14.9.12   Plagiarism

It is mandatory that each project shall be checked for plagiarism through Turnitin Software before submission. Plagiarism report should not return similarity index of more than 15 %.

14.10   Examination Guidelines

According to the University Ordinance:

- The performance of a student in a semester shall be evaluated through continuous class assessment and end semester examination. The continuous assessment shall be based on class tests, assignments/tutorials, quizzes/viva-voce and attendance. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester. The end semester examination shall be comprised of written papers, practical and viva-voce, inspection of certified course work in classes and laboratories, project work, design reports or by means of any combination of these methods.
- The distribution of marks for sessional, end semester theory papers, practical and other examinations, seminar, project and industrial training shall be as prescribed. The practical, viva-voce, projects and reports shall be examined/evaluated through internal and external examiners as and when required.
- The marks obtained in a subject shall consist of marks allotted in end semester theory paper and sessional work.

14.10.1   Disciplinary Control of Students in Examinations

- During examinations, the student shall be under the disciplinary control of the Examination Centre Superintendent who will issue necessary instructions. If a student disobeys instructions or misbehaves with any member of the supervisory staff or University Observer or representative or the invigilators at the Centre, he may be expelled from the examination for that session. The Examination Centre Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The said committee will make recommendations for disciplinary action as it may deem fit, to the Vice-Chancellor of AKTU.
- The students shall maintain proper discipline during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.
- Acts of disorderly conduct in the Examinations, whether practical or oral examinations include:
  - ❖ Misbehavior in the examination hall with the centre Superintendent the Invigilator on duty, the Examiner conducting a practical or oral examination or the members of flying squads, the observers, the representatives of the University or the other staff working at the Examination Centre, or with any other student, in or around the examination center, or threat to life of these examination staff, observers, members of flying squads etc. before during or after the examination hour.
  - ❖ Intentionally tearing off the answer book (s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination.
  - ❖ Causing damage to laboratory equipment, books in the library and other college properties.
  - ❖ Disturbing or disrupting or instigating others to disturb/disrupt the examination.
  - ❖ Instigating others to leave the examination room.
  - ❖ Carrying any weapons in the examination centre.
  - ❖ Non – surrender of previous Grades sheets on receipt of new Grade sheets.
  - ❖ Carrying photocopy or scanned copy of the admit card.
  - ❖ Any act not specified above as determined by the Academic Council.

14.10.2   Acts of Unfair Means

The following shall be deemed to be the act of unfair means:

- Talking to another student or any person, inside or outside the examination hall, during the examination without the permission of a member of the supervisory staff.
- Leaving the examination hall without handing over the answer book and/ or continuation sheet, if any, or any other specifically designed response sheet to the invigilator or Supervisor concerned or Centre Superintendent or the authorized officer of the University deputed to the examination centre, and taking away, tearing off or otherwise disposing off the same or any part thereof.

- Writing matter connected with or relating to a question or solving a question on anything (such as a piece of paper or cloth, scribbling pad), other than the answer book, the continuation sheet or any other response sheet specifically provided by the University to the student.
- Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.
- Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- Making an appeal to the Examiner/ Evaluator soliciting favour through the answer book or through any other mode.
- Possession by a student or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of assistance to him in answering any part of the question paper.
- Concealing, destroying, disfiguring, swallowing, running away with, causing the disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used by a student for assistance or help in answering a question or a part thereof.
- Passing on or attempting to pass on, during the examination hours, a copy of a question paper, or a part thereof, or solution to a question paper or a part thereof, to any other student or to any person.
- Smuggling into the examination hall and/ or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to a question paper or to a part thereof or taking out or arranging to send an answer book or continuation sheet orreplacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination, or through any other agency, whatsoever.
- Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the university examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favorably evaluate, or to change the award in favour of the student.
- Any attempt by a student or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who:
    - ❖ Abuses, insults, intimidate, assaults to any member of the supervisory or inspecting staff, or threatens to do so.
    - ❖ Abuses, insults, intimidate, assaults to any other student or threatens to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the Supervisory and the inspecting staff within the meaning of this para.
- Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other student, to do any of these things or facilitating or rendering any assistance to any other student to do any of these things.
- Arranging to impersonate for any person, whosoever he may be, or for himself or impersonating for the other student at the examination.
- Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.
- Any other act of omission or commission declared by the Academic Council/ Executive Council to be unfair means in respect of any or all the examinations.

14.10.3   Penalty for Unfair Means

Acts of Indiscipline during Examinations would be considered as unfair means and it shall be dealt as per the Rules & Regulations of the University. (Refer AKTU/COE/2018/17 Dated 13.04.2018).

14.10.4   Appeal & Review

A student, on whom any punishment has been imposed, may make a representation to the committee for review of the case as per the University Notification.

14.11   Feedback Mechanism

The components of feedback mechanism are:
- Oral Feedback by HOD in every Semester.
- Online Feedback is taken using a questionnaire in each Semester. ABESEC has a well-established online feedback mechanism for communication of your experience through the ERP system of the college. This is very essential.
- This feedback is compiled and statistics are placed before each faculty member by the end of the Semester.

- All students should get involved in this mechanism seriously as it truly helps the system improve the quality of services and teaching provided.
- These are open- ended questions in which student can reflect learning and teaching aspects of the course.
- While sharing the feedback with the faculty members, student's identity is kept confidential.

14.12 Scholarship

To ensure that meritorious students do not lose out the education experience ABESEC follows guidelines as per AKTU and AICTE. For more details please visit the following Link.
Scholarship Scheme   **(link provided online)**

14.13 Awards and Prizes for Academic Excellence at ABESEC

We encourage academic excellence and we have cash prizes, medals, and certificates to offerto the students who show utmost sincerity and achieve academic laurels in their curriculum. The college has separate categories of awards- Chairman (Gold and Silver), Director (Gold andsilver, Merit certificates), etc. For further information please refer the link below:

14.13.1 College Sponsored Awards:
Awards(link provided online)

14.13.2 Chhatra Kalyan Nidhi Rules of Dr. APJAKTU, Lucknow :
Rules   (link provided online)

15. FEE DEPOSITION POLICY

(a) Newly Admitted (All courses)
- One time Yearly Academic and Hostel fees (if opted) at the time of admission/reporting.
- Uniform & Transport fee (in cash).

For fee detail, visit college website www.abes.ac.in/admission

(b) 2^{nd}yr (All courses)   : One time yearly Academic fee by 10th June
(c) 3^{rd}yr (All courses)   : One time yearly Academic fee by 20th June
(d) B.Tech. 4^{th}yr (All Courses) : One time yearly Academic fee by 30th June

Note *
- Late Fee after the above said dates – Rs100/- per day.
- No provision to pay the fee semester wise or in instalment.
- Hostel fees for 2nd yr. onwards to be paid as per notification by Hostel In-charge.

Mode of payment:
(a) Bank Draft in favour of "ABES Engineering College "Payable at Ghaziabad or Delhi. (Detailed information like name, admission no. & mobile no. of the student to be written on the back side of draft.)
(b) PAYTM
(c) Payment Gateway
(d) RTGS/NEFT (Directly in Punjab National Bank, Navyug Market, Ghaziabad, A/C. No. 0674009300045914, IFSC Code- PUNB0067400) –**Not Applicable for newly admitted students.**

16. STUDENT SUPPORT SERVICES

16.1 Student Welfare Services in the Campus

We at ABESEC believe in giving the best to our students, a healthy environment for studies and many platforms to explore for their career growth. We have a goal, and to make sure to deliver the most appropriate guidance to each and every student, hence we have Dean Student Welfare, who is committed to providing the guidance to the students.

16.1.1 Dean Student Welfare:

The Dean Student Welfare is working to provide guidance to the students in all aspects of their development in the college. Students have an opportunity to seek advice about their career and enhance their achievements for a better growth with DSW. DSW is also responsible for handling the student-related policies, issues, needs, happiness, sadness, joy, satisfaction and ensure a holistic development. Students can discuss their academic concerns and get the best guidance from the best available counsellors in the campus.

We want the students here to realize their potential and avail all the opportunities, to reach their full potential. DSW is developed to provide students guidance, the problems of the students will be addressed here quickly. Hence, students should make the maximum use of this service. Any information discussed with DSW will remain highly confidential and undisclosed.

Contact Details

Contact No: 9999889380
Email Id – dosw@abes.ac.in

16.2 Students Grievance Cell

Students Grievance Cell at ABESEC addresses the problems of the students, which they are facing in the campus. This cell aims to provide students a platform where they can share their academic and other miscellaneous problems and seek the best advice. The cell ensures at the end that the student is satisfied and happy during the stay at ABESEC. Student interaction with the cell members will remain highly confidential and undisclosed.

S.No	Name	Department	Mobile No.	Email-ID
1.	Prof. (Dr.) Sanjay Kr. Singh	Chairperson, DSW	8860092372	dosw@abes.ac.in
2.	Mr. Sanjay Parashar	Proctor	9560545117	proctor@abes.ac.in
3.	Prof. Jaya Singh	HOD, AS&H	9711002110	hodas@abes.ac.in
4.	Mr. Uzair Khan	Member, CE	9717064236	uzair.khan@abes.ac.in
5.	Dr. Gaurav Dubey	Member, CSE	9958759459	gaurav.dubey@abes.ac.in
6.	Ms. Asmita Dixit	Member, IT	7860784056	asmita.dixit@abes.ac.in
7.	Ms. Geetika Aswani	Member, EN	9871535266	geetika.aswani@abes.ac.in
8.	Mr. Santosh Chaurasia	Member, EN	9968133870	santosh.chaurasia@abes.ac.in
9.	Dr. Dharmendra Singh	Member, ME	9350254452	dharmendra.singh@abes.ac.in
10.	Dr. Parul Agarwal	Member, MBA	9711149598	parul.agarwal@abes.ac.in
11.	Mr. Rajesh Maurya	Member, MCA	9873603726	rkmaurya@abes.ac.in
12.	Mr. Sanjeev Srivastava	Member, CCPD	9999889378	sanjeev@abes.ac.in

13.	Mr. J.N. Chaubey	Member, Boys' Hostel	9450509985	boys.hostel@abes.ac.in
13.	Ms. Indu Singh	Member, Girls' Hostel	8860426611	girls.hostel@abes.ac.in
14.	Ms. Geetanjali Raj	Member, ECE	9818427069	geetanjali.raj@abes.ac.in

16.3 Students Affairs Committee (SAC)

ABESEC has a functional Students Affairs Committee. The purpose of the Student Affairs Committee is to provide broad oversight and policy guidance to promote a safe and supportive learning environment that encourages student academic success, growth, and personal development. The committee attempts to resolve the problems associated with the well-being of the students. SAC has equal representation from all branches/ years/ boys/ girls/ day scholar/ hosteller with the Director as the Chairperson. Four SAC committee meetings are held per academic session.

S.No.	Name	Department	SAC Responsibility
1.	Prof. (Dr.) Vijay Anant Athavale	Director	Chairperson
2.	Mr. Sachin Goel	Vice-President	Member
3.	Mr. Raghunandan Kansal	Advisor	Member
4.	Ms .Rajshree	Manager-Strategy & Planning	Member
5.	Prof.(Dr.) Shailesh Tiwari	Dean Academics	Convenor-SAC
6.	Prof. (Dr.) Sanjay Kr. Singh	DSW	Member Secretary-SAC
7.	Dr. Parul Agarwal	MBA	Member
8.	Mr. Kapil Garg	Administrative Office	Member
9.	Ms .Nitika Jain	Registrar	Member
10.	Mr. J.N. Chaubey	Warden Boys' Hostel	Member
11.	Ms. Indu Singh	Warden Girls' Hostel	Member
12.	Mr. Sanjiv Erry	Head, CCPD (Placement)	Member
13.	Mr. Avdhesh Tomar	Admin. Officer	Member
14.	Mr. Yashveer Singh	IT	Member
15.	Ms .Anjana Bharadwaj	ECE	Member
16.	Mr. Saurabh Kr. Rajput	EN	Member
17.	Mr. Arun Pratap Singh	ME	Member
18.	Mr. Akhilesh Srivastava	CSE	Member
19.	Mr. Pritam Bhowmik	Civil	Member

20.	Ms. Anjali Sharma	CE&IT	Member
21.	Dr. Shweta Sharma	AS&H	Member
22.	Ms.Taru Maheshwari	MBA	Member
23.	Mr. Parul Kundra	MCA	Member

16.4 Internal Complaint Committee (ICC)

As per directions of AICTE, forming an Internal Complaints Committee (ICC) is mandatory for all the Colleges for Gender Sensitization, Prevention and Prohibition of Sexual Harassament of Women Employees and Students issued vide Regulation No. F. AICTE/ WH/ 2016/ 01 dated 10th June'16.

In compliance of the provisions an Internal Complaint Committee (ICC) is formed in ABESEC, Ghaziabad to look after the grievances and complaints of all the female members of the ABESEC.

S.No.	Name	Designation
1.	Prof. (Dr.) Manishi Mishra	Presiding Officer
2.	Prof. (Dr.) Sanjay Kr. Singh	Member
3.	Ms. Nitika Jain	Member
4.	Prof. (Dr.) R. K. Singhal	Member
5.	Ms. Deepti Mittal	Member (Member of NGO)
6.	Ms. Nandita Goyal	Member Secretary
7.	HOD of the Concerned Dept.	Invited Member

16.5 Student Counseling Cell

ABESEC has constituted Student Counseling Cell to look after the problems of students. Students can discuss their problem, of any nature with our counsellors. The conversation between the student and the members is kept confidential. The counsellors are experienced and qualified and strive to provide the best counselling in the related matters.

Contact Details
Name: Ms. Ankita Juneja
Contact No:9650764078
Email Id – ankita.juneja@abes.ac.in

16.6 Mentoring program at ABESEC

ABESEC has a mentoring program, where each student (mentee) is allotted a faculty (mentor), the mentors play a role to guides the mentee for developing and improving career, academics, behaviour, placements, higher studies, career & personal counselling, and various other issues. We want to nurture our students in every way possible, so we have developed this program, where students are blessed with the best guidance. The students are advised to make the maximum use of this program for his/her fruitful career. The mentors and mentees have to work incoherence for the best outcome.

16.7 Disability Services

At ABESEC we have Dean Student welfare to take care of the students with disabilities and help them realize their full academic potential. We have separate restrooms, ramps and elevators in the campus to take care of the disabled students. At ABESEC, we are committed to extend our help to such students and ensure that appropriate arrangements for teaching and assessment are made. Students are welcome anytime to discuss their concerns with Dean - Student Welfare (DSW) or any faculty in the campus, as we all have a unique commitment towards our students.

16.8 Value Education Cell

ABES Engineering College, Ghaziabad is a nodal centre for Value Education, under Value Education Cell of AKTU, Lucknow. Value Education Cell organizes Faculty Development Program of 8 days under the aegis of AKTU, Lucknow. The Cell has organized 4 FDPs of 8 days since its inception (2015-16). The FDP's is attended by participants from colleges affiliated to AKTU, Lucknow. The cell had also organized 2 workshops of 8 days and 2 workshops of 3 days respectively for students of all branches, since its inception. The resource person for the faculty is nominated from AKTU and for students, it is from college itself who had done the 8 days FDP on Human Values.

The workshop is designed to help develop a conducive environment for 'Human Values and Professional Ethics' in the college, as well as in the community. It is to help to encourage participants with HVPE and to generate interest in value-based living. The program familiarizes students with the need, guidelines, content and process of Value Education to facilitate self-exploration, human values, moral values and to inculcated self-refinement.

Contact Details

Name: Mr. Deepak Garg
Contact No: 9811380918
Email Id – uhvpe@abes.ac.in

16.9 Medical Assistance

- The college runs a dispensary and has appointed a doctor who is available for consultation during college hours on all working days from 10:30 am -01:30 pm
- College ambulance service is available for 24 hours in the college to meet any medical emergency.
- Concessional medical facilities are available at Columbia Asia Hospital, Ghaziabad.
    - ❖   Name of the Doctor   -   Dr. R.K. Goel
    - ❖   Contact No   -   0120-2845112

Group Accidental Insurance (GPA) and **Group Medical Insurance** (GMC) are the two types of Insurance provided by Reliance General Insurance which covers all the students of the college. The coverage is for one academic year with **annual** renewal thereafter. Total Sum assured for GPA and GMC is 3 lakh and 1 lakh respectively.

16.10   Transport

Students who are interested in avail bus facilities may Contact Transport In-charge   Mr. Ashok Kumar Sharma
(Contact No: 8377038997)
Bus Route.pdf   **(link provided online)**

16.11   Railway Concession

The facility of rail travel concession is admissible to the students visiting hometown, during holidays like Diwali, Holi, Summer & Winter Break (Listed in Academic Calendar).
Process   **(link provided online)**

16.12   Parking

Use of personal vehicles by students is discouraged. However, if a day scholar comes to college using his/her own two-wheeler, the two-wheeler is to be parked at the student nominated parking area (Gate No. 2) inside the campus.
Students coming with their four-wheeler will not be provided parking space inside the campus. Parking of vehicles outside campus will be at owner's risk.

16.13   Security

ABESEC has 24 hours, 365 days security in the campus, with the goal of providing a safe and secure campus for the students, staff and faculty members. Secure environment for our college is only possible if all of us work together and abide by the rules inside the campus and adhere to the warnings. Please share any incidence of suspicion if encountered in the campus, the security will look into it immediately.
CCTV cameras have been installed at strategic locations of the college, covering a large area for enhancing vigilance.

Contact Details

Name: Mr. Ashok Kumar Sharma
Contact No: 8377038997
Email Id – ashok.sharma@abes.ac.in

16.14   Sports and Recreational Activities

ABESEC is equipped with the facilities like swimming pool, a stadium with flood lit, which gives an opportunity for the students to play in day and night. Volleyball, Lawn Tennis, Table Tennis, Badminton, Carom, Basketball, Billiards/Snooker tables, gym facilities etc. are available in girls and boys hostels.
TV is provided in the recreation room of the hostels. Diwali & other celebrations are organized in girls and boys hostel respectively every year.

Contact Details
Name: Mr.Sudhir Kumar
Contact No: 9899995299
Email Id – sports@abes.ac.in

16.15   Student Led Clubs
ABESEC has 11 students led clubs in the campus, where students are involved in managing and organizing the events throughout the year, this gives students a platform to explore their extra-curricular skills and develop leadership qualities. It is observed that the students leading the club activities become self-motivated have a great self-esteem, confidence, and leadership qualities, develop time management skill, which helps in academic and career progress of the student.

*Please Note: All the club activities will be held after 04:30 pm on the campus.i.e, after the routine classes.
The details for the club are given below:

S.No.	Name of the Club	Club Counselors	Mentor
1.	Spirituality & Yoga Club	Mr. Rohit Rastogi (CSE)	HOD CSE
2.	NSS	Mr. Harsh Khatter (CSE)	HOD CSE
3.	Cultural Club	Ms. Madhavi Gaur & Ms. Rashmi Mishra (CSE)	HOD CSE

4.	Creative –U	Ms. Taru Maheshwari (MBA)	HOD MBA
5.	Pelicula- The Movie Club	Mr. Mohan Prasad (SEEP)	HOD CBSE
6.	Picturesque Club	Ms. Geetanjali Raj (ECE)	HOD ECE
7.	Environ Club	Dr. Vikash Yadav (CSE)	HOD CSE
8.	Minerva –The Literary Club	Mr. Anand Srivastava (CSE)	HOD CSE
9.	AAGAZ-The Student Publication Club	Ms. Gaganpreet Kaur (ME)	Head ME
10.	SAMVAAD Theater-Dramatics Club	Ms. Surekha Ganghas (ECE)	HOD ECE
11.	SPIC-MACAY Club	Dr. Parul Agarwal	HOD MBA
12.	Technovation Club	Mr. Anmol Jain	HOD CSE

16.16   ABESEC Support for R&D Activities, Co-Curricular and Extra-curricular Activities

Students are eligible for reimbursement of expenses for participating in Technical Fest / Cultural Activities / Sports & Games o**r** Attending Conference / Seminar / Workshop / Paper presentation etc. to promote R&D activities/participation. All participation is to be routed through the concerned clubs &DSW.It is essential to use official email and college address in all correspondence to college authorities and outside agencies:

General Rules pdf**(link provided online)**

16.17   ATM and Financial Assistance at ABESEC

ABESEC has tied-up with Punjab National Bank for Educational Loan for students. For more details, please log on to www.pnbindia.com.

The ATM of Punjab National Bank is located at the college main gate primarily for the use of students and staff of this college. Punjab National Bank arranges for yearly camp in the campus time to time for easy access to the banking services for the students.

16.18   Canteen

For the refreshment of students & staff, canteen facilities are made available both in college and hostels.
The campus has the following canteens:
• Tea man's cafe- Ground floor
• Mother Dairy outlet- AryaBhatta Block
• Nescafe Coffee counter- Front lawn, Bhabha block
• Kalptaru- Ist floor Vishwakarma Block
• Night canteen- Boys and Girls hostel
• Indian Juice corner- Front lawn

16.19   Stationery and Photostat

The stationery outlet is available above Tea Man's Café.

Photostat facility is available
- Above Tea Man's Café
- Gauri Photostat near Bhabha Block, Ground floor
- Library section.

16.20   Center For Career Planning And Development (Placements)

At ABESEC we have a dedicated department that helps the students to get ready for the industry and face the real world. This centre helps the students with technical and soft skills trainings that makes the engineers employable and ready for placements. The centre helps in grooming the students with the corporate etiquettes and work culture. In addition, the centre regularly organizes campus recruitment drives for the students. The department comprises of qualified technical trainers, soft skill trainers and corporate managers, who liaison with corporate to provide the best placement opportunities to the students. Students can approach them at any time and ask their queries regarding placements and training. Students are expected to maintain the highest standards of professionalism during the various activities. Students are encouraged to be practice in participation without waiting for the last date. In the event of non-conformance to the placement guidelines, ABESEC reserves the right to initiate corrective action.

16.20.1   Internships

All pre-final year students across the streams are eligible for this process. Interested students need to register through their respective department for availing opportunities in various companies. Once registered for the internship program, students will be liable to take the opportunity of an internship program in companies provided by the CCPD Office. The students will have to follow one student one internship offer.After the pre-placement offer, the student will be allowed to participate in all campus recruitment processes as per placement guidelines. During the campus recruitment process, they will have to follow all the regulations formulated by the CCPD office.

16.20.2   Placement Guidelines

- The role of the CCPD Office is of a facilitator and counsellor for employment-related activities. It does **NOT guarantee a job**, **but ample opportunities in different companies**.
- Applying for a job in a certain company or joining a company is at the sole discretion of the student.
- **Students must register with the CCPD Office** to get eligible for their employment through Campus Recruitment Process. Up gradation in any academic credentials and personal details will be their sole responsibility of an individual student.
- Students, who have lost their job for genuine reasons, could only be allowed to participate in further campus drives on a case to case basis.
- Students, interested in pursuing higher studies and starting their own ventures and who do not wish to avail the placement assistance, must inform the CCPD Office at the time of registration process by filing an Undertaking of non-interest.

    The CCPD Office strictly enforces **ONE STUDENT, ONE JOB OFFER POLICY**. Every student who has been got an offer from a company is out of future Campus Recruitment Processes., with the following exceptions:
a. For Circuit Branches: Placed students are eligible in companies with annual salary
    Package>= 6.00 LPA
b. For Non- Circuit Streams: Placed students are eligible in companies with annual salary
    Package>= 4.00 LPA.

NOTE: The CCPD Office reserves all the right to override any of the above policies in special circumstances and can use their discretion to act on matters not covered by the above regulations.

16.21   IT Facilities at ABESEC

The college offers students access to its computer network and the Internet. The Campus is Wi-Fi enabled and this policy applies to all the students granted network and Internet access. For the College to continue making network and Internet access, the student must adhere to the rules and regulation. **Any disobedience of these rules would lead to disciplinary actions by the authorities.** In the policy, guidelines are not followed and cause consequent damage to any IT facilities (e.g., projector cable etc.) CA Department reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.

16.21.1   IT Code of Conduct:

- Students will be provided with college **email-id for academic communication only.**
- It is student's onus to adhere to policies and to report any network related misuse like harming one or other person's individual property.
- The students of ABESEC are provided with the IT facilities to support their learning and academic-related research activities. Students are not allowed to play online games, viewing objectionable content including video/ audio or in written form.
- The use of IT facilities for any other purpose that interferes with these primary aims, or that otherwise, acts against the interests of the ABESEC is prohibited. In the event of non-approved usage of the IT facilities, CA Department of ABESEC reserves the right to withdraw access to computing facilities at any time. This may seriously affect the ability of students to complete their course of study satisfactorily.
- The use of ABESEC IT facilities for students' commercial gain is prohibited.
- Students must adhere to the Network Etiquette i.e. Netiquette like they must be polite, adhere to the college's rules, use of the network, internet appropriately and legally. Permission or Prohibition of files, information, software, communication or any other activity will be decided by College.
- Internet access is provided as a tool to accomplish the college strategic goals and objectives. ABESEC reserves the right to monitor, inspect, copy, review, and store all materials, files, information, software, communications, and other content transmitted, received, or stored in connection with the user without any prior notice. All such information, content, and files will not be treated as private property.
- The CA Department regularly makes various announcements regarding the availability and use of the IT facilities. Such announcements are communicated to students through the notice boards/ email. It is the duty of students to regularly check the notice boards/ email and plan their use of the facilities accordingly.
- ABESEC endeavours continually to provide a high level of IT facilities. In case there is some problem with any of the services, the students are required to send a mail to the CA Department. No action will be taken on any verbal complaint.
- Student(s) should not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility, nor take deliberate action to circumvent any precautions taken or prescribed by the CA Department of ABESEC to prevent this.
- Hacking/posting of college emails/websites etc. will be punished under the law of Cyber-Crime.

16.21.2   LSAcademia

We have LSAcademia software for all students where they can check their attendance, marks, fees and other notices on the student portal. This facility is also available on mobile App. For username & password, students can contact their respective Class Coordinators.

16.21.3   ABESEC User ID and Email ID

- Individual User ID and Email ID will be provided by the CA department, strictly for college use.
- Students' are advised not to use another user's login id and password.
- Passwords are highly confidential and so, students are expected not to share the passwords with any other person.
- Once logged in, IT facilities should not be left unattended. Students must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use/misuse. The CA Department will not be responsible for any loss caused due to the failure to log out at the end of a session.

16.21.4 Computer System Security and Virus Protection

Students will be responsible for the physical security of college Laptop/Computer System. It is advisable to keep the Laptop/Computer System updated with Anti-virus software. For safe usage, all forms of external devices should be duly scanned for any kind of virus before being used in college computer systems.

For any, IT related issue students can approach to CA (Computer Administration) Department or email to casupport@abes.ac.in

Contact Details

Name: Dr. Hari Om Upadhyay
Contact No: 9999889353
Email Id –hariom@abes.ac.in

13.   CENTRAL LIBRARY

ABESEC is equipped with a Central library with a seating capacity of 250 students at a time. ABESEC also has a separate library for the MBA students in the campus. Students have a great choice of reference books, magazines, journals, competition papers, newspapers, English literature, books from international authors related to their courses, and other relevant books for their enrichment. The library is designed to provide the students with a study space with silence and ambient conditions during exams.

Students can also avail the internet facilities in the library and also work on the PCs available in the digital library section. Digital library is also equipped with the NPTEL lecture facility and also provides a platform to attend the video lectures at IITs. Students can also make use of the E-journal and read the papers from Elsevier and ACM Digital Library. A library is a place for study and one need to maintain a decorum and proper environment.

13.1 Library Operating Hours

- Book issue timings for students: Monday to Saturday- 09:30 am -05:30 pm.
- Reference section and reading timings- 08:30 am -08:00 pm.
  The library remains closed on Sundays and holidays declared by the college. The timings and holidays may change and will be notified through the notice board displays. The library will remain open on Sunday & Holiday during sessional & university examination from 09.30 am -05.30 pm.

13.2 Library Rules

- The entry will be restricted to Identity cardholders only.
- Users should maintain peace in the Library & should not disturb other readers in the Library. Smoking/Eating/Drinking are strictly prohibited in the Library premises.
- While entering the Library, users should leave their personal belongings such as bags, personal books etc. in the pigeonholes placed outside the Library entrance, at their own risk. Loose papers, however, are allowed to bring into the Library for writing purposes. Users leaving the Library may be checked by the Library staff if needed.
- ABESEC Library follows a closed access system. A copy of each title is available in the reference section, where it can be viewed and can also be checked on computerized catalogue prior to filling requisition slip; thereafter a book can be issued after presenting the requisition slip with relevant details at the issue counter.
- Reference books, Newspaper, Magazines/Journals and CD-ROM, DVDs should not be taken out of the library. During an examination, a student can get the reference book for overnight use only.
- Borrowing facilities are only for members. Library books are issued on the counters on presenting the ID card & library reader tickets. The borrower cards are not transferable.
- The members should verify the issued book before leaving the counter. Thereafter, the members will be responsible for any damage to the book issued to them. An auto-generated email through library management software (Libsys) related to all transactions, e.g., issue/reissue, the return of any document, etc. will be sent to the registered email ID. In case of any discrepancy, members are advised to bring it to the notice of the library immediately for the corrective action.
- In spite of repeated reminders, if the book is not returned, the borrowing facility may be withdrawn for a period decided by the Librarian.

- Unauthorized removal of books or damaging the property of library or misbehaviour with library staff shall be considered as an act of indiscipline, which will call for and strict action and fine.
- **It is mandatory for all members who are using library facilities to follow the library rules and regulations. For any dispute or problem, the Librarian may be contacted. The borrowing facility can be withdrawn or restricted in case of misbehaviour or misuse of the library.**
- B. Tech, MCA & MBA students can borrow a maximum of 3 books for 10 days, M-tech students can borrow a maximum of 6 books for 30 days.
- **Book Bank Scheme** - Students will be issued a set of textbooks comprising of one textbook per subject at the beginning of each semester from the Book Bank.

13.3 Overdue Charges/Fine

- If a book is not returned within the stipulated time, the student will be charged a fine of Rs. 5/- per book per day after the due date is over.
- A fine of Rs. 20/- per day will be charged if reference book issued for overnight is not returned within the stipulated time.
- Excuses for exemption from paying overdue charges will not be considered. Only College holidays are left out the reckoning if the due date falls on a holidays/vacation.

13.4 Loss of Library Card/Reader Ticket

Loss of Library card or Reader tickets should be immediately reported to the librarian in writing. After checking the borrowing register, duplicate reader tickets will be issued to the members on a payment of Rs. 25/- per ticket.

13.5 Loss & Damage of Books

- The student must be satisfied with the sound condition of the book before leaving the issue counter. The student will be responsible for any damage to the book detected at the time of return.
- If an issued book has been misplaced, damaged or lost by the student, then the same must be replaced with a copy of the latest edition by the students. If this replacement is not done, then the student will be charged original procurement cost plus 30% of the original cost, whichever is higher. In addition to the above, the student also must pay the late fine as admissible.
- If an issued document of the multi-volume set (book, report, etc.) has been misplaced, damaged or lost by the student, then the whole set must be replaced with the latest edition by the students. If this replacement is not done, then the student will be charged original procurement cost plus 30% of the original cost, whichever is higher. In addition to the above, the student also must pay the late fine as admissible.

Contact Details

Name: Mr. Pramod Kumar
Contact No: 01207135150, 9873206272
Email Id – librarian@abes.ac.in

You can also visit www.abes.ac.in/libraryfor more information.

14. BOARDING FACILITIES

14.1 Hostel Facilities

The College provides following facilities to the hostellers:
- Mess & dining room
- Indoor and outdoor games
- Recreation room
- Internet Lab
- Single/Double/Triple/Four seater rooms.
- Bed, table, chair and Almirah
- Electricity
- Hot water for bathing in winters

- Wi-Fi facility in entire hostel campus
- Laundry Facility - There is a mandatory high-level centralized laundry facility provided to all hosteller (Boys and Girls) who can get 500 clothes washed in an academic calendar year.
- Visitor/ Guest coming in the hostel facility - There are air conditioner visitor's room with TV and water dispenser facilities in Boy's and Girl's hostels where the parents/Guests can meet their wards as per the specified timings.

Empanelled Hospital: Sarvodaya Hospital & Vrindavan Hospital has been empanelled to provide health services to the students staying in hostels.

Emergency Numbers:
- Fire   - 101
- Police   - 100
- Hospital   - Sarvodaya Hospital - 0120 - 2701694
                              - Vrindavan Hospital - 09643401882
However, Doctor is available in campus during working days from 10:00 am till 01:30 pm.

14.2   Allotment of Hostel

14.2.1 New Students :

New students taking admission in the first year shall be allotted hostel accommodation on first come first serve basis.

14.2.2 Old Students :

For allotment of hostel accommodation for old students, a merit list will be prepared. Students shall be given preference to get the hostel room as per his/her choice according to merit. Criteria for merit list:
- % of class attendance in the college
- % of attendance in the hostel
- % of marks in odd semester
- Degree of involvement in indiscipline activities, if any

NOTE: No hostel accommodation will be allotted to the following:
- Students involved in severe indiscipline cases of any nature in the past.
- In case of failure and/or detention in previous year.
- Refer to Declaration Form for hostel rules and regulations.

14.3   No Ragging in the Hostel
The hostel is meant to be a home away from home for students. The inmates of the hostel are expected to be mutually friendly and cooperative with their fellow students, guests and visitors. They shall maintain proper discipline; and mess timings enforced from time to time

- Ragging is strictly prohibited. Ragging in any form i.e. making unpleasant noise, disorderly conduct, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student whether by words, spoken or written or by an act which include teasing, abusing, playing practical jokes on or causing hurt to such students or asking the new student to do any act or to perform such things which such student will not in the ordinary course willingly to do is strictly forbidden. If anyone is found guilty of directly/indirectly involved or abetting in ragging she will be punished/rusticated/ expelled/suspended from the college and also liable to prosecution in terms of the Supreme Court of India decision on Writ Petition No. (C) 656/1998. Ragging is now a crime. No one can feign ignorance of the law. Under the Prohibition of Ragging Act 1997 those who indulge in ragging can be punished. Jail for ragging is for the period from six months to 10 years & fine up to Rs. 50,000/-.
- A student seeking admission to the hostel shall have to submit an affidavit along with her/his application for hostel accommodation that she/he is aware of the ragging law in this regard and agrees to abide by the punishment meted out if she is found guilty of ragging and/or abetting ragging (AICTE Requirement).

14.4   Formalities To Be Completed Before Joining The Hostel :

- For availing hostel accommodation, a student (fresher) has to register his/her name in the hostel by submitting an application in the prescribed format. The following documents are required to be submitted along with the application:-
  - ❖ Declaration by the parents
  - ❖ Anti-ragging affidavit by self & parents
  - ❖ Photographs of self, father, mother and the Local Guardians.

- For continuing in the hostel in 2nd and subsequent years (readmission), students have to submit separate applications in the prescribed format along with a declaration & Anti-ragging affidavit by self & the parents.
- An authority letter from the parent, indicating two names and addresses (with their photographs and telephone numbers), who would act as the local guardians. Please note that only those persons who are employed and live in a family environment will be allowed to become local guardians. No student will be allowed to become a local guardian of another student. These rules will be strictly adhered to by the Hostel Wardens.
- A Certificate from the local guardians stating to accept the responsibility for the hostel student and permitting the student to stay with him / her during sickness.
- Parents' contact numbers**/** emergency contact numbers are to be available in the hostel to contact them in case of an emergency.
- This must be signed by the students and their parents.

14.5   Hostel Mess

It is mandatory for students residing in the Hostel to join the mess attached to the hostel. Hostellers are required to dine in the dining hall. No hosteller is permitted to take food to their in the room except for those reported sick with prior permission of hostel the warden. Indoor cooking including the making of tea/coffee/noodles in the rooms is strictly prohibited. The hostellers shall not waste food, electricity & water. Wastage of food is a national loss.

Mess timings:

Morning breakfast	: 07:30 am – 08:20 am
Lunch	: 12:10 pm – 02:00 pm
Evening snacks	: 05:00 pm – 06:00 pm
Dinner	: 7:30 pm – 8:30 pm

14.6   Hostel Rules & Regulations

- All hostel inmates are required to always **carry their valid Identity Cards** issued by the College.
- Hostel rooms are equipped with furniture and fittings of appliances. Students occupying the room are required to sign the receipt of items in Inventory Register. She/he will be responsible to hand over the items in their original serviceable condition to hostel authorities while leaving the room at the end of the academic session.
- Rough handling of dining hall furniture, room furniture or any furniture/property or fittings of the hostel is strictly forbidden. If any individual or group is identified to have caused the damage, double the cost of the damaged property will be recovered from her/him/group. **Repeated acts of causing loss to the hostel property will result in expulsion from the hostel.**
- **The hostellers are personally responsible to safeguard their belongings.** They are advised not to keep large amount of cash or valuables like gold ring, costly wrist watch etc., in their rooms. They should also take care of their Purse, Calculators, Cell Phones, Laptops, Computers and Books. In case of theft or loss of any personal item, the hostel authorities/college will not be responsible for such loss. The hostellers are advised to keep their rooms, boxes, suitcases, cupboards, etc., securely locked with good quality locks.
- The hostellers are neither allowed to keep private electrical equipment nor tamper with electrical fittings provided in rooms. **Unauthorized possession will lead to confiscation of such goods or products.**
- **Smoking, gambling in any form such as Playing Cards (even without money at stake), consumption of alcohol, use of drugs and narcotics and even possession of such things are prohibited. Anyone found indulging in the use/possession of such things will not only be asked to vacate the hostel but also be rusticated from the college.**

- The college timings are 8.30 am to 4.30 pm. **Students are not allowed to stay in the hostel during these class hours** unless the stay is unavoidable due to illness or any other valid reason. In such cases, they should take prior permission from HOD and communicate the same to the Warden in writing.
- Use of any electrical appliances except table-lamp and mobile-charger, is prohibited.
- Students, if desire, may celebrate any function (Birthday etc.) in the dining hall between 4.30 p.m. to 5.30 p.m. (at tea time) or in the college canteen before 7:30p.m. In any circumstances, students will not celebrate any function in any of their hostel rooms.
- If a hosteller needs to stay out/leave the hostel after evening hours due to any reason, he/she has to obtain prior **written permission from the Chief Warden. Violation of this rule may lead to disciplinary action including Expulsion from the hostel.**
- **ATTENDANCE: All students will report for the Roll Call every day as per prescribed timings by the Wardens. The roll call timings shall be as below:**
  - ❖ Girls: 6:30 PM -7:30 PM or as notified by Chief Warden
  - ❖ Boys: 9:30 PM-10:30 PM or as notified by Chief Warden

<div align="center">Or</div>

  As notified by the Chief Warden as per the season/circumstances.
  - ❖ The last in-time in Girls hostel is as per the prior approval of Warden.
  - ❖ The last in-time in Boys hostel is as per the prior approval of Warden.
- No student shall remain absent from the hostel during night unless she/he has obtained night out pass from the hostel warden. Night out permission to hostellers will be given on weekends only if the request of the inmate has prior approval of the parents.
- If a student leaves the hostel without prior permission or remains absent continuously for more than a month, he/she will automatically forfeit the right to stay in hostel.
- Attending weddings, other social functions and going outstation will require permission of the hostel Wardens, after submitting a written request for the same from parents of the student.
- Students having any Chronic/Communicable disease are not allowed to stay in hostel. Hostellers falling sick or feel symptoms of sickness should report to hostel warden for transportation to hospital. 24 hours Ambulance-Service is available in the campus.
- Parents/Guardians/Visitors can meet their ward in hostel with the permission of the hostel warden before 7.00 pm. No Parent/Guardian/Visitor is allowed to stay in their room. Male visitors are not allowed to visit students in their living rooms in Girls' Hostel.
- Discussion on politics and religion is forbidden in the hostel & mess.
- No notice will be displayed by hostel inmates in the hostel notice board without the countersignature of hostel warden.
- Taking part directly/indirectly in any political/religious Movement or agitation or strike of students in the college for any reason whatsoever will attract punishment, rustication or strict disciplinary action, which in the opinion of the Management/Director is subversive to the discipline of the college.
- The College/Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rules, disciplinary action will be taken against them. The hostel rooms are subjected to inspection by the College/Hostel authorities to ensure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons and other banned items, are kept in the room.
- **Day scholars are not allowed to enter the hostel.**
- Lights and fans to be switched off when no one is in the room.
- Hostellers are advised to keep minimum amount of cash with them to avoid theft. They can make use of the ATM facilities at the time of needs.
- Hostel Authorities do not take any responsibility, legal or financial, for any injury caused to a boarder in any accidental mishap.
- Girls Hostellers need to follow proper dress code during and after the college hours during their stay in the campus.
- **Parents are advised to keep in constant touch with College/Hostel authorities regarding the performances of their wards and advise them to be sincere in their studies.**
- **Indiscipline of any kind including quarreling, fighting etc. in the hostel premises will be penalized.**
- **The college authorities can change or modify the hostel rules by notifying such changes.**

*STUDENTS and PARENTS are requested to thoroughly go through the rules and regulation of HOSTEL and discipline/ punctuality norms of the college.

15.   EVENTS AT ABESEC

At ABESEC, we organize several events for students, parents, faculty and staff. Every year college Organizes **Convocation*** (Graduation Ceremony) for degree distribution of final year students and Award Distribution ceremony.

The college organizes GENERO* (Technical), TEDx*, TEJAS* (Management), SAPTARANG* (MCA), Annual techno-cultural fests, managed by students and mentored by faculties.

Apart from these, we celebrate **Holi*,Diwali*** and other festivals in the campus and in hostel premises (Girls and Boys separately). Every event is organized by students and gets a chance to show their talents.

In addition to this the college also has 12 student-led clubs which carry out events throughout the year. Events are organized under these clubs are **Theater**,**Dance shows,Quizzes, Debates, etc**. Contribution to a NGO, in the college premises **HUHC,** which is headed by our alumni and volunteered by our students.

At ABESEC, we have a dedicated team of faculty members; they support and motivate students to participate in different national-international competitions and motivate them to think beyond academics. Participating in an extracurricular activity connects students more deeply with college, faculty, peer group, and the college values. Getting involved in sports, clubs, societies and volunteering, is a great way to meet new people and learn life skills. It helps in maintaining a healthy balance between studies and your social life.

We highly appreciate the participation of students in all the extracurricular activities in the college premises!!

* The above mentioned events are subject to the availability in the academic calendar of the college. These events require disciplined environment and the decision to halt those lies strictly with the college authorities.

Homi J. Bhabha

A scientific institution, be it a laboratory or an academy, has to be grown with great care like a tree. Its growth in terms of quality and achievement can only be accelerated to a very limited extent.

Aryabhatta

The Universal medicine for the soul is supreme reason and absolute justice, for the mind mathematical and practical truth, for the body the quintessence, a combination of light and gold.

Srinivasa Iyengar Ramanujan

An equation means nothing to me unless it expresses a thought of God.

C.V. Raman

Ask the right questions, and nature will open the doors to her secrets.

Kalpana Chawla

When you look at the stars and the galaxy, you feel that you are not just from any particular piece of land, but from the solar system.

Learning gives creativity,
Creativity Leads to Thinking,
Thinking Provides Knowledge,
Knowledge makes you great.

- Dr. APJ Abdul Kalam