

# **Raajdhani Engineering College**

## **Student Hand Book**

**Raajdhani Engineering College (REC)**  
**Near Mancheswar Railway Station, PO: Mancheswar Railway Colony**  
**Bhubaneswar, Dist. Khurda**  
**Odisha-751017, India**

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## EXECUTIVE SUMMARY

### *Introduction*

The following document contains information on the institution and how it operates. The AICTE has authorised Raajdhani Engineering College (REC), which was founded in 2006 and is associated with BPUT and SCTE&VT in Odisha. Raajdhani Engineering College (REC) is one of Odisha's most prestigious engineering colleges. With a total sanctioned intake of almost 1300 students, REC, Bhubaneswar offers six undergraduate engineering courses, five postgraduate engineering courses, MBA, MCA, and two diploma engineering courses.

### *Academic Matters*

For admission to various B. Tech, M. Tech, MCA, MBA, and Diploma degrees, REC follows the guidelines of AICTE, New Delhi, the Government of Odisha, and Biju Patnaik University of Technology, Rourkela, Orissa.

### *Student Conduct*

Discipline is very important in the lives of students, and we at REC want students to be disciplined in order to meet the challenges ahead. In the event of any form of breach, REC has a 5-member disciplinary committee in place to look into various areas of preserving discipline in the Institute. Our College is fully committed to eliminating the threat of ragging from its campus.

### *Facilities*

Medical, transportation, library facilities, sports and games, cultural activities, and so on are all available at the college.

### *Special Activities*

Seminar is an important aspect of our academic programme. We also make it a point to educate the youngsters' young minds about their culture through various cultural events.

### **Rules & Regulations**

We follow specific rules and regulations at REC in order to establish a stable and healthy atmosphere for students and to provide a space where everyone can work in peace for the institution's progress. For diverse areas, the institution has its own set of rules and regulations.

### *Internship Guidelines*

The major goal of this technical student internship is to expose them to an industrial setting, to teach

them about modern technology, to build project report writing skills, to comprehend worker psychology, to foster teamwork, responsibility, and ethics, and so on. We at REC urge students to participate in an internship during the semester break or during long holidays, as internship is required of all students.

### *Incubation Centre*

The major goal of our College's Incubation Center is to foster technology-based entrepreneurship and thereby allow the application of knowledge for public benefit. The Raajdhani Engineering College Incubation Centre (REC-IC) aims to help people come up with innovative ideas and inventions that would benefit society. Raajdhani Engineering College (REC) supports the Incubation Centre at REC, Bhubaneswar, which sponsors, coaches, and nurtures ideas, businesses, and entrepreneurs. Virtual incubators can work from any location in India.

## **1. INTRODUCTION**

Raajdhani Engineering College (REC), founded in 2006, is one of Odisha's most prestigious engineering institutions. With a total sanctioned intake of almost 1300 students, our Institute offers six undergraduate engineering courses, four postgraduate engineering courses, MBA, MCA, five M. Tech, and two diploma engineering courses. The college has a strong reputation, and majors in engineering, computer science, and management studies are among the most lucrative and flexible college degrees available. Business, research and development, design, construction, production, programming, sales, and management are just a few of the employment options. Business, industry, state, and federal authorities are all eager to hire our graduates.

**REC is Approved by AICTE, New Delhi vide their letter no. Estein /1-9317804525/2021/EOA/Corrigendum-1 and is affiliated to BPUT, Odisha and SCTE&VT, Odisha.**

Here, we believe in and practise superior education. You must commit to attending all classes, completing all assignments, and studying diligently as an Engineering and Management student. This will provide you with a firm foundation in engineering and science principles. You'll next get the chance to put everything you've learned into practise in real-world settings.

*Remember that the HOD's faculty and staff, as well as those in all of our departments, are available to assist you.*

We want you to excel in school, in life, and in your career. If you're not sure about

something, ask. We'll assist you in locating the solution, but you must take the initiative. Engineers of today are highly trained individuals with a diverse set of experiences and abilities. Through your classes, student professional chapters of engineering organisations, events, and internships, you are preparing yourself for your professional career and future success as a REC College student. Student chapters in sports, music, and engineering are all great opportunities to meet new people, build leadership abilities, and improve your resume for your first job. Participate!

### **1.1. OUR COLLEGE MISSION**

To impart value based technical education of global standard with high sense of discipline with social relevance in a serene environment.

### **1.2. OUR COLLEGE VISION**

To become a global leader in technical education through Creativity & Innovation.

### **1.3. QUALITY POLICY**

Raajdhani Engineering College, Bhubaneswar is committed for creating sustaining and improving the learning process through established quality management system, compliance to statutory & regulatory requirements and makes it a center of scientific & technological learning. Continual improvement and team work shall be our strength for achieving the set objective with its core value....

The REC College's educational objectives are:

### **1.4. PHILOSOPHY**

Our philosophy is to offer each advisee with the necessary advice and direction to help them achieve their educational goals while maintaining the REC College's legacy of academic excellence. It is our goal to establish and nurture a love for academic performance, as well as intellectual growth, in each student during this advising process. Our kids are tomorrow's leaders; we must give them every opportunity to achieve by cultivating an environment that values and rewards excellence in thought, discussion, and action. The secret to their success is advice! Our strategy is to use creativity and innovation in student counselling and mentoring. Each learner is an individual. We strive to establish a strong professional relationship with each advisee in order to provide academic guidance and career advice. Our students' success as students and professionals is critical to the faculty's and the REC College's success. To assist advisees with their academic courses and career

objectives, we communicate with numerous campus offices. We have gained a working grasp of University, College, and Department curricular regulations, policies, and processes during this process. It is also one of our responsibilities to inform students about educational resources (such as internships, study abroad, honours, and learning help programmes) that are available. This enables us to exchange information on academic policies, procedures, academic programmes, curriculum, and student options. This enables individuals to make well-informed judgments about the path they should take to achieve their educational and career/life aspirations.

Effective academic counselling improves the performance of good pupils!

## **2. ACADEMIC MATTERS**

### **2.1. ADMISSION PROCEDURE**

#### **Bachelor of Technology (B. Tech):**

Biju Patnaik University of Technology (BPUT), Rourkela, Odisha, and the state examination conducting authority, Odisha Joint Entrance Examination (OJEE), follow the eligibility criteria laid out by the All India Council for Technical Education (AICTE), New Delhi, for admission into various B. Tech courses.

Admission will be by entrance test alone, as per existing criteria. To be considered for admission, a student must have passed at least one of the JEE (Main) or OJEE entrance exams. The merit lists of JEE (Main) conducted by CBSE, New Delhi, and OJEE conducted by the Govt. of Odisha are used to fill 100% of the seats in various B. Tech degrees. However, the ultimate seat allotment will be determined by the Orissa Policy Planning Body.

#### **Master of Technology (M. Tech):**

The candidate must have passed or appeared in the Bachelor's Degree Examination/ M. Sc. in their relevant field from any recognised University of Odisha or from an AICTE approved Institute or any recognised University as defined by UGC for admission into the various M. Tech courses.

#### **Master Degree in Computer Application (MCA):**

Candidate must have passed or sat in a Bachelor's Degree Examination of at least three years duration in any discipline from any recognised University of Odisha or from a recognised University as determined by the University Grants Commission.

#### **Master Degree in Business Administration (MBA):**

The OJEE (Odisha Joint Entrance Examination) counselling and other All India Entrance

Examinations such as the CAT, MAT, XAT, CMAT, and ATMA are used to determine admission to the MBA programme..

### **Diploma:**

Admissions to the Diploma Engineering programme will be based on a merit rank determined by the marks received by a candidate in the qualifying test, as determined by the state government's web-based e-counseling.

## **2.2 ATTENDANCE**

**2.2.1** To be eligible to sit for the end-of-semester examination, a candidate must have a minimum of 75% attendance in class. Attendance in Theory and Practical classes must be achieved separately. Students who do not attend classes on a regular basis face financial penalties from the college.

**2.2.2** The start of classes for the subjects a student registers for will be used to determine attendance.

**2.2.3** Students should be aware that if their attendance percentage falls below the needed minimum as described above, there is no law that will assist them. As a result, students should avoid missing courses since they risk being barred from taking the semester exam.

## **2.3. DRESS CODE**

The REC has already implemented a dress code for all students. A dress code is established for each batch of students to offer them a sense of belonging and dignity. Individual batches are permitted to wear garments of specific colours. From the first year until they leave the institution, both boys and girls must wear the same colour uniform.

- REC students must wear the appropriate uniform when entering the college.
- Students are not permitted to attend courses or official occasions while wearing Hawai / Bathroom Chappals.
- Boy students are not permitted to wear ear rings or have long hair.
- Female students should not wear sleeveless dresses, Jean trousers, T-shirts, or have loose hair, and they should maintain decorum commensurate with the Institution's dignity.

## **2.4. PROCTORIAL SYSTEM**

The REC uses a proctorial system, which aids in the development of personal relationships between students and teachers as well as prompt counselling and advice in academic and other concerns. In



this method, one faculty member is responsible for 20 to 30 students and is referred to as the Proctor of the group. Students meet with the Proctor at predetermined times and locations to discuss their problems and seek guidance or information about their academic achievement. Students can share their difficulties with the Proctor, who will then assist them within the Institution's boundaries.

## **2.5. PRE-PLACEMENT TRAINING (PPT)CLASS**

Apart from academic classes, the top professional trainers provide PPT classes starting in the second year.

The following PPT class rules must be rigorously followed:

- *You must attend 75 percent of PPT class to be eligible to participate in various off and on campus recruitment drives.*
- *Attendance at the MOCK Test and MOCK PI session (in formal attire) is required.*
- *Students whose attendance in PPT class falls below 75% may be eligible for campus drive if they meet the following criteria:*
- *He or she must pay a fee of Rs.1000 each session to make up the number of classes missed in order to meet the minimum attendance requirement (i.e.75 percent ).*
- *He or she must qualify for the pre-placement test, which will be held exclusively for defaulters with attendance below 75%.*

## **2.6. EXAMINATIONS**

According to the norms of the University (BPUT) AND SCTEVT of Odisha, there will be a continuous assessment system for each theory, practical, sessional, design, and project paper.

### **2.6.1.1 Theory Papers**

### **2.6.1.2 PRACTICAL PAPERS**

**2.6.1.3** The number of practical / experiments (works) to be completed in a semester must be specified in the syllabus of a practical paper.

**2.6.1.4** A practical paper must get a grade of 100%.

**2.6.1.5** Each practical / experiment (task) must be given an equal weighting %..

**2.6.1.6** For 1, 2 and 4 credit papers, a practical paper must have 2, 3 and 6 contact hours per week, correspondingly. Such contact hours must be included in the timetable.

**2.6.1.7** In all respects, a practical experiment (task) and its evaluation must be accomplished within the allocated hours. An External Examiner selected by BPUT/SCTEVT will evaluate a practical experiment (work) based on the following components. The relative importance of the various components is also listed below.

**2.6.1.7.1** Experiment (work) preparation and execution 20

**2.6.1.7.2** Results and interpretation 30

**2.6.1.7.3** Report 30

**2.6.1.7.4** Understanding the theory behind 20 different experiments

**2.6.1.7.5** Total 100

**2.6.1.8** At the completion of a Practical class, a candidate must be informed of their score. On the same day, the score will be sent to the university.

**2.6.1.9** The teacher in charge of a practical class must keep track of the candidates' reports as well as the results of each experiment, explaining why a very high (90 percent or more) or poor score was given (30 percent and less).

**2.6.1.10** A candidate will pass a Practical Paper if he or she receives a minimum score of 50 percent.

**2.6.1.11** If a student misses an experiment due to illness, the college can arrange for a compensatory practical class. Within two weeks of missing a practical class, such a compensation experiment must be planned.

**2.6.1.12** Any student who receives less than 50 points (an "F") in a practical may be allowed to repeat the practical in the following semester. There will only be one opportunity. The compensatory exam score must be given to the University, together with a reference to the original practical date that the student missed.

## **2.7. GUIDELINES FOR THE B.TECH PROJECT / INTERNSHIP IN THE FOURTH YEAR**

In an engineering college, project work/internship is a significant component of learning. The following principles must be followed to ensure full and eager participation of all students and faculties in the project.

**2.7.1** The provisional list of Projects / Internships, as well as the names of the guides, will be announced in the previous semester. Students should meet with their guides, create groups, and settle the project topic before the third internal test of the preceding semester. Three to five kids should be in each group. Students can also suggest a project that is not

on the list, with the permission of a Faculty member (who will serve as mentor) and the relevant HOD.

**2.7.2** Students are expected to work on projects individually and collaboratively throughout the semester break/vacation. A consultation appointment with the guides should be scheduled at a time that is convenient for both parties. They will be required to give presentations once immediately after the college reopens (following the semester exams), and then twice at approximately 4-week intervals.

**2.7.3** The Secretary and Joint Secretary of the Project Classes shall be nominated by two students from each branch, who will organise the Project presentation sessions and serve as a liaison between other students and teachers. The names of nominees should be communicated to the Principal by the HODs.

**2.7.4** Students should communicate with their guides on a regular basis to discuss their projects.

**2.7.5** The whole presentation must be delivered to the guides at least 3 clear days prior to the scheduled presentation date. The guide must inform the concerned student of his or her views at least one day before the scheduled presentation date. Each group shall use the project courses entirely for the presentation of current work in front of other students and evaluators. These class times are not to be used for discussions with the Guide or anything else. Power Point will be used for the presentation. In one session, it is planned that at least 6 to 8 groups would present their work.

**2.7.6** 2.7.6 Each Project Class will be coordinated by a single faculty member. He or she is responsible for keeping himself or herself informed about students who are ready to deliver their presentations after submitting the soft copy of the presentation and Report to the concerned guide and receiving approval. The Coordinator will schedule each group of students' presentations based on the availability of the mentors involved. If a particular mentor is elsewhere engaged, the concerned HOD will arrange for the mentor to be released from his or her obligations by appointing a substitute. In no case will students be permitted to deliver the presentation without the presence of the responsible guide. During each presentation, the Coordinator must ensure that at least two guides, excluding himself or herself, are present.

**2.7.7 The following three stages of the project work will be evaluated:**

**A. Phase-1(Introductory Talk)**

**15 Marks**

The Power Point Presentation should last 20-30 minutes and include 10-15 slides. It should include

the following features, among others:

1. Project Title with Project Supervisor (1 Slide)
2. Why did you choose this project? (1 Slide)
3. Project Details (3-4 Slides)
4. Requirements & Availability (1-2 Slides)
  - a. Hardware
  - b. Software
5. Availability of materials, cost, and procurement strategy (1-2 Slides)
6. Required Lab Equipment/Faculty (inside or outside the institute) (1-3 Slides)
7. Future Scope (1-2 Slides)
8. Conclusion (1-2 Slides)
9. Bibliography (1-2 Slides)

**B. Phase 2 (Intermediate Evaluation) 30 Marks**

The presentation should last 20-30 minutes and consist of 20-40 slides. It should include the following elements, among others.:

1. Name of the Project with Project Supervisor (1 Slide)
2. Name of the Students (1 Slide)
3. Progress of Project till date.
  - a. Hardware (Circuit Layout) & its description (2-6 Slides)
  - b. Software (Simulation & Coding) (8-16 Slides)
4. Photographs (4-10 Slides)
5. Difficulties faced if any (1-2 Slides)
6. Probable date of Completion (1 Slide)
7. Conclusion (1 Slide)
8. Bibliography (1-2 Slides)

**C. Phase -3 (Final Evaluation) 45 Marks**

The power point presentation should last 30 to 45 minutes and comprise 30 to 50 slides. It should include the following items, among others:

1. Name of the Project with Project Supervisor (1 Slide)
2. Name of the Students (1 Slides)
3. Reason for choosing the Project (1-2 Slides)
4. Project Details (15-25 Slides)

- a. Introduction (2-5slides)
- b. Aim of the Project (1-2slides)
- c. Hardware & software used (2-4Slides)
- d. Circuit or software (Code) (3-4Slides)
- e. Description (7-10Slides)
- 5. Photographs or screen shots (8-14 Slides)
- 7. Future Scopes (1-2 Slides)
- 8. Where Project was carried out (1 Slide)
- 9. Conclusion (1-2Slides)
- 10. Bibliography (1-2Slides)
- D. Attendance 10Marks

#### **Evaluation Method in Each Stage**

1. Is the Project substantial & complete in nature	20%
2. Originality	10%
3. Degree of Involvement	20%
4. Presentation	30%
5. Usefulness of work	10%
6. Performance in Q & A session	10%

#### **Competition for Best Project of the Year.**

The final evaluation of all projects must be done before the semester's second class test. After that, the top two projects from each branch will be collected, and a competition will be held. An external examiner, one faculty member from each branch, and three, two, and one representatives from the college's third, second, and first year students will make up the jury.

**The best project of the year will receive a cash prize of Rs 3,000.**

### **2.8. GUIDELINES FOR SEMINAR**

Seminar is an important component of learning in an Engineering College, where the student gets acquainted with preparing a report & presentation on a topic. To ensure full and willing participation of all students and faculties in the Seminars, the following guidelines are to be adhered.

**2.8.1** The proposed seminar topic list will be announced in the previous semester.

- 2.8.2 Students are urged to consult with their mentors and get approval from the HOD. Within 5 days of receiving notified on the website, the entire process should be finished.
- 2.8.3 Students may also suggest a topic that is not on the list.
- 2.8.4 If a student does not confirm a topic by the end of the deadline, the HOD will finalise the topic and notify the students within another three days.
- 2.8.5 Students are expected to work on the Seminars individually over the semester break / vacation.
- 2.8.6 Students are encouraged to contact their mentors as needed for questions about the Seminars. Mentor consultation sessions should be scheduled at mutual convenience.
- 2.8.7 The Secretary and Joint Secretary of the Seminar classes shall be nominated by two students from each branch, who will organise the Seminar sessions and communicate with other students and professors. The names of nominees must be communicated to the Principal by the HODs.
- 2.8.8 Students must provide a rough copy of their seminar outputs within one week of the college reopening (following the semester exams).
- 2.8.9 In the preliminary draught, the mentor should provide suggestions for changes. After that, the student must provide the final draught within a week.
- 2.8.10 2.8.10 Different Departments shall establish presentation schedules in accordance with the academic calendar.
- 2.8.11 2.8.11 Each Seminar Class will be coordinated by a single faculty member. He/she is responsible for keeping himself/herself up to speed on students who are ready to deliver the final Seminar following the completion of the rough draught and final draught evaluation by the Mentors. He or she will arrange each student's Seminar delivery after completion and receipt of the rough and final draught marks, taking into account the mentors' availability. If a mentor is elsewhere engaged, the concerned HOD will arrange for the mentor to be released from his or her obligations by assigning a substitute. In no case will students be permitted to deliver a seminar without the presence of the relevant mentor. During each presentation, the Coordinator must ensure that at least two mentors, excluding himself or herself, are present.

## **2.9. CERTIFICATES /DOCUMENTS**

The application for a Conduct Certificate, a College Leaving Certificate, or any other certificate should be submitted two days prior to the date on which the applicant need the certificates. It must

be accompanied by a 'NO DUES' certificate in the relevant format from various parts of the Institution.

**2.9.1** A candidate should apply for an examination mark sheet by mentioning their registration and roll numbers, as well as the subjects they took. If there are any discrepancies on the mark sheet, they should be reported in writing to the appropriate authorities, along with a copy of the mark sheet. On payment of the appropriate fee, a duplicate mark sheet will be given.

## **2.10. STUDENT SCHOLARSHIP**

Under the centrally funded plan of the Ministry of Tribal Affairs, bona fide REC students in the SC/ST category are eligible for Post-Matric Scholarships if they meet specific criteria, such as:

**2.10.1** They must score at least 60% on the 12th grade examination..

**2.10.2** 2.10.2 Specified Income Ceiling /Annum.

**Scholarship Cell can provide thorough information to eligible students.**

## **3. STUDENT CONDUCT**

### **3.1. DISCIPLINE**

Discipline is essential for personal and organisational success. REC expects its students to be disciplined in order to meet the difficulties ahead:

**3.1.1** Students should be respectful and appropriate in their interactions with instructors, staff, and other students.

**3.1.2** Students should respect and not destroy institutional property such as furniture and fixtures, laboratory equipment, electrical fittings, and transportation.

**3.1.3** Students must observe the Institution's library, laboratory, hostel, transportation, uniform, and other rules to the letter and spirit.

**3.1.4** In the examination, students should not attempt to cheat or copy.

**3.1.5** Students should keep the classroom, laboratory, restroom, and adjacent areas clean as well.

**3.1.6** Tobacco, alcohol, chewing of beetle leaves, chewing gums, and other similar substances are strictly prohibited.

**3.1.7** No student may join any organisation or association that is not affiliated with the Institution.

**3.1.8** Any manner of organising unions or non-academic associations is strictly forbidden.

**3.1.9** It is definitely forbidden to organise or attend any unauthorised meeting on college grounds.

**3.1.10** Cell phones are not permitted in the academic area.

**3.1.11** Any form of ragging is strictly prohibited.

**3.1.12** Spitting on walls, stairwells, and littering are forbidden on campus.

**3.1.13** Any deviation from the foregoing will be considered an act of indiscipline, and students will face disciplinary action.

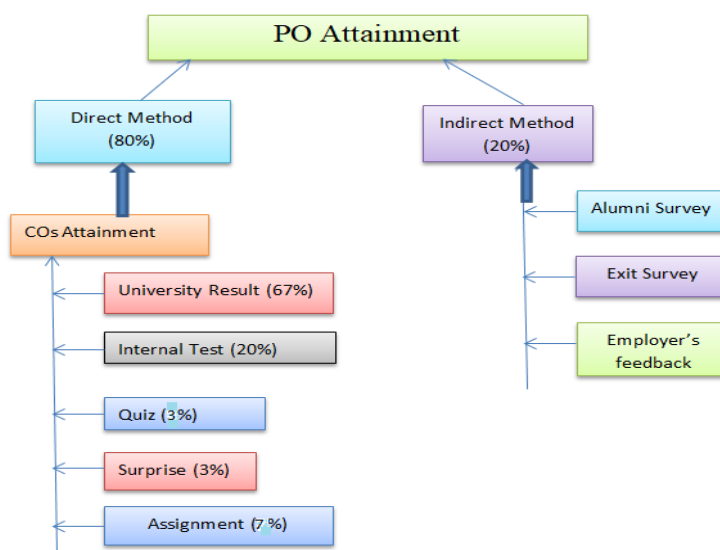
## **3.2. DISCIPLINARY COMMITTEE**

A five-member disciplinary committee is in use at REC to look into various elements of preserving discipline in the Institute. If a student, faculty member, or hostel staff member reports a breach of discipline, the Departmental Head, Warden, or Student Welfare Officer shall immediately submit the incident to the said committee.

3.2.1	Describe the	Y	A)
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methods utilised to collect the data that will be used to evaluate the Course Outcome.



The University Examination is held at the end of each semester, internal tests are given twice a semester, and two assignments are graded. Individual CO = Average (67 percent weighted university examination+ 20 percent internal tests + 3% quiz + 3% surprise test + 7% assignment)

**Processes for evaluating course outcomes include:**

Through University examination for all Theory subjects:

The CO attainment level for each subject is fixed by considering a set value higher than the average performance at the university level. As per the University evaluation criteria, the performance in each subject is awarded grade as mentioned below:

Grade	Score on 100 percentage points
O	90 and above up to 100
E	80 and above but less than 90
A	70 and above but less than 80
B	60 and above but less than 70
C	50 and above but less than 60

Each subject's specific CO attainment level is determined by

		<p>taking a fixed value of 70% of the complete mark of the question linked with that CO. The attainment will be regarded high if 80 percent or more of the program's pupils achieve more than or equal to the stated attainment value (3). If 70% to 79 percent of programme students achieve more than or equal to the predetermined attainment value, the achievement is deemed medium (2). If 60 percent to 69 percent of programme students achieve more than or equal to the prescribed attainment value, the attainment is considered low (1).</p> <p><b>Consider university, quiz, surprise, internal, and assignment as examples. :</b></p> <p>(67 percent weightage to University examination+ 20% weightage to internal testing + 3% Quiz + 3% surprise test + 7% Assignment) = (67 percent of 3 + 20% of 2.5 + 3% of 3 + 3% of 3 + 7% of 3) = 2.90</p> <p><b>The procedure for obtaining CO for all Laboratory courses</b></p> <p>Individual CO achievement for each lab course is solely assessed internally, which is acknowledged by the university. Students in one lab completed 10 experiments for a total of 100 percentage points. The experiments related with each CO are identified as the subject. Our lab I/C &amp; Prof. I/C of lab evaluate the students' performance in each experiment on the basis of</p> <ol style="list-style-type: none"> <li>Experiment-related theory understanding 20 percent</li> <li>Interpretation of the test results (30 percent )</li> <li>Report (30 percent )</li> <li>Plan and execute work experiments (20 percent )</li> <li>As a result, each student's performance in each</li> </ol>
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		<p>experiment is recorded, and the student is present.</p> <p>f. Finally, the average of each student's marks for the experiment related to the CO is calculated.</p> <p>g. Then, for each CO, an 80 percent point objective is chosen. i.e. an E grade on the BPUT (the average BPUT outcome) for practically all lab subjects.</p> <p>h. Then the attainment level is 1 (slight/low), indicating that more than 60% but less than 70% of students scored better than the average of 80% in the experiments linked with that CO.</p> <p>i. When more than 70% but less than 80% of students score higher than the average of 80 percent points in the experiment connected with that CO, the attainment level is 2 (moderate/medium).</p> <p>j. When more than 80% of pupils get more than 80% points in the experiments linked with that CO, the attainment level is 3, i.e. (substantial/high).</p>
	Y	<p>B) The department examination committee, which is made up of senior faculty members and is convened by the HOD, verifies the quality of the questions used in the internal examination, quiz, surprise test, and assignment, as well as their relevance to the achievement of COs. The PAC has authorised and documented the project and seminar assessment process, which is subject to change if necessary. The above-mentioned tests' question papers must be submitted at the start of the semester. Both direct and indirect measures are used in the assessment process to gather data to evaluate course outcomes. The measures are mentioned below, and the weighting for each measure is indicated in the table below:</p>

Assessment Tools		Weightage (%)		
Direct Assessment (80%)	Continuous Internal Evaluation	Theory	Theory Internal Assessment	20
			Quiz	7
			Surprise test	3
			Assignment	3
		Lab	Performance	40
			Viva-voce	40
			Record	20
		Project	Phase 1	20
			Phase 2	30
			Phase 3(External Evaluator)	50
		Seminar	Phase 1	30
			Phase 2	30
			Phase 3	30
Phase 4	10			
University Examination			67	
Indirect Assessment (20%)	Survey		20	

### 3.3. **RAGGING**

Any type of ragging by any Institute student/students is strictly prohibited. The college is dedicated to eliminating the threat of ragging from its campus in accordance with the Supreme Court's instructions.

**3.3.1** Ragging in its broadest sense:

**3.3.2** Making a student do anything against his or her will.

**3.3.3** Any form of physical aggression directed at the pupil.

**3.3.4** Any act that has a negative, humiliating, demeaning, distressing, intimidating, or harassing effect on the victim's mental, emotional, or psychological health.

**3.3.5** The Supreme Court's ragging directives are comprehensive and legally obligatory. There is little room for a person found guilty of this crime to be given the benefit of the doubt. Every person studying or working in REC has a legal obligation to get fully acquainted

with the UGC's judgement on the topic so that the provisions included therein are not broken at any cost. Ignorance of the regulations cannot be used as a reason for committing, aiding, endorsing, or overlooking a ragging act.

**3.3.6** Each student and his or her parent must familiarise themselves with the UGC's ragging standards. Only complete and thorough acceptance of the provisions stated therein will be considered valid for admission to the college. At the time of admission, the student and parent/guardian must each file a separate affidavit..

**3.3.7** Boarders residing in REC hostels will be subject to the following measures.

**3.3.7.1** No senior student is permitted to visit the juniors' hostel/room without the previous permission of the responsible authority. Without previous explicit permission, no senior student may welcome any junior to his or her hostel or room.

**3.3.7.2** No junior student is permitted to enter Hostels intended for senior students under any circumstances without the permission of the competent authorities..

**3.3.8** No junior student may invite a senior student to his or her hostel under any circumstances without first getting permission. Anyone who has information of ragging must report it, whether he or she is a student, a member of the teaching staff, or a non-teaching staff member. Non-reporting is considered direct abetment, which is just as serious as ragging. Ragging complaints must be made in writing to one of the following organisations as soon as possible::

**3.3.8.1** Procter/Hostel Superintendent/SWOs

**3.3.8.2** HODs /Principal.

**3.3.8.3** Any anti-ragging squad/cell/committee member

#### **3.4. ANTI RAGGING COMMITTEE**

A permanent Anti-Ragging Committee will be formed in accordance with UGC standards to educate the public about the dangers of ragging and to prevent it from occurring in the institution. The rules have clearly established its tenure and jurisdiction. Each ragging incidence will be thoroughly investigated, and violators will be punished to the appropriate degree of severity based on the facts of the case. A merited FIR must be filed with the local police authority in these cases.

#### **3.5. STUDENT GRIEVANCE REDRESSAL CELL**

##### **3.5.1** OBJECTIVES

The Grievance Redressal Cell's goal is to foster a responsive and accountable attitude among all

stakeholders so that the Institute can maintain a harmonious educational environment..

### 3.5.2 SCOPE

Academic Concerns: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates, or other examination related matters, the Cell handles with grievances received in writing from students.

Dues and fees for various items from the library, hostels, and other financial matters. Other Concerns: Concerns about hygiene, food preparation, and transportation availability, among other things.

### 3.5.3 FUNCTIONING

On receipt of written grievances from students in the attached Performa, the issues are quickly handled. (See Annex I.)

The cell meets formally to assess all cases, compile a statistical report on the number of cases received, attended to, and the number of pending cases, if any, that require higher authorities' direction and assistance.

### **3.5.4 PROCEDURE**

**3.5.4.1** The establishment of a Grievance Redressal Cell (GRC) for students has been widely publicised.

**3.5.4.2** Students are invited to write their grievances in the given format and drop them in the boxes located in prominent areas.

**3.5.4.3** The GRC will take action on the cases that have been forwarded with all appropriate papers.

**3.5.4.4** The GRC will only take on issues that have not been resolved by the various departments.

**3.5.4.5** Fee-related complaints will be addressed only if the required financial documents, such as demand draughts, are attached..

### **3.5.5 EXCLUSIONS**

The following issues will not be considered by the Grievance Redressal Cell::

**3.5.5.1** Decisions made by the University's Executive Council, Academic Council, Board of Studies, and other Administrative or Academic Committees.

**3.5.5.2** Scholarships, fee concessions, medals, and other awards decisions

**3.5.5.3** University decisions on disciplinary proceedings and misconduct.

**3.5.5.4** Admissions decisions made by the University in any of the Institute's courses.

**3.5.5.5** Competent authority decisions on assessment and examination results.

## **3.6. DO's AND DON'Ts FORSTUDENTS**

### **3.6.1 DO's**

**3.6.1.1** All REC students must wear the appropriate uniform when entering the college.

**3.6.1.2** Students are expected to attend all classes and maintain impeccable classroom control.

**3.6.1.3** Each student will be assigned to a Proctor, who will usually be a member of the teaching staff. The student must meet with the Proctor at least once a week, or as often as necessary, to address his or her issues and difficulties.

**3.6.1.4** The student must provide the Proctor with any information necessary to maintain the Proctorial record.

**3.6.1.5** Students should conduct themselves in a manner befitting the Institution's dignity.

**3.6.1.6** Students should be respectful and appropriate in their interactions with instructors, staff, and other students.

- 3.6.1.7 Students are responsible for the Institution's property, which includes furniture, fixtures, laboratory equipment, electrical connections, and transportation.
- 3.6.1.8 Students should keep the classroom, laboratory, restroom, and adjacent areas clean as well.
- 3.6.1.9 If any type of ragging occurs, students must promptly notify the appropriate authorities, such as the Proctor/Coordinator/HOD/Principal.
- 3.6.1.10 Students should always carry their ID cards with them and show them to authorities when asked.

### 3.6.2 **DO N'Ts**

- 3.6.2.1 Any form of ragging is strictly prohibited.
- 3.6.2.2 Students must not destroy institutional property such as laboratory equipment, electrical fittings, furniture and fixtures, transportation facilities, and so on.
- 3.6.2.3 It is forbidden to spit on walls, staircases, or throw rubbish on campus.
- 3.6.2.4 During any examination, students shall not attempt to cheat copy or engage in any other form of malpractice.
- 3.6.2.5 When attending courses or official activities, students should avoid wearing Hawaii/Bathroom slippers.
- 3.6.2.6 Mobile phones are not permitted in the classroom.
- 3.6.2.7 Tobacco, alcohol, and chewing betel leaves are among the forbidden items.
- 3.6.2.8 Students are not permitted to visit the library when they have scheduled classwork.
- 3.6.2.9 Students should not bring outsiders onto the college campus unless the college management specifically requests it.
- 3.6.2.10 A student's misbehaviour in the classroom, at any college meeting, during matches or athletic meets, or at any other occasion may result in a fine or expulsion, or both.

### 3.7. ***DOs AND DONTs FOR PLACEMENT***

#### 3.6.3 **DO's**

- 3.6.3.1 Students should dress up for placement interviews.
- 3.6.3.2 They should provide their college ID card and registration card.
- 3.6.3.3 All students must carry authenticated copies of their certificates in a plastic folder with their most recent CV.
- 3.6.3.4 They must preserve order, decency, and decorum until they arrive at the college.
- 3.6.3.5 They must correctly respond to authorities' calls

#### 3.6.4 **DON'Ts**



3.6.4.1 Avoid wearing casual attire.

3.6.4.2 Chewing of Pan, Ghutka, Smoking, Consumptions of Alcohol or any narcotic medications are absolutely prohibited.

3.6.4.3 It is completely forbidden to use vulgar, filthy, or obscene language when driving on campus.

3.6.4.4 Spitting in the bus, causing property damage, shredding seats, yelling in the bus, and misbehaving with workers, especially bus staff, are all very unacceptable. This case will be forwarded to the appropriate authorities for further action.

3.6.4.5 Turn off cellphones throughout the Written Exam, PI, and Corporate Presentation.

N.B. Violations of the above rules and regulations will result in disciplinary action, which may include being barred from future campus interviews.

## **3.8. INFORMATION TO PARENTS**

REC, one of Orissa's best technical institutes, wants to produce world-class technocrats and strives to provide high-quality education in order to produce lovely, responsible citizens who will bring glory to our beloved country. Parents have a critical role in cultivating their children's latent talents and helping them reach their greatest potential.

### **All parents are requested to:**

**3.6.5** Keep a close eye on their children's attendance in classes and at the institution throughout the semester.

**3.6.6** Maintain constant contact with management / ward regarding the academic status of the relevant student.

**3.6.7** Advise their wards on the importance of timeliness and discipline in achieving a meaningful profession.

**3.6.8** If their ward is not making academic progress, they should contact the Proctor, Head of Department, and Principal.

**3.6.9** Make a point of responding to any correspondence sent by the Institutions.

**3.6.10** Ensure that college fees are paid on time. All payments must be made via Demand Draft payable in Bhubaneswar in favour of Raajdhani Engineering College / REC. Payments to Indian Bank A/C No. 709140647, IFSC Code – IDIB000B024, can be made via Net Banking.

Demand Drafts in favour of REC Indian Bank A/C No. 709140647 may be used to pay the hostel cost.

**3.6.11** At the time of admission, sign a commitment that they will follow the Institution's rules and regulations.

**3.6.12** Wards should not be spoiled by receiving an excessive amount of pocket money.

**3.6.13** The management's judgement on all matters concerning the Institution is binding on the student and parent.

## **4. FACILITIES**

### **4.1 MEDICAL FACILITIES**

Our first focus is the health of our pupils. The REC in Bhubaneswar provides the service of a part-time medical doctor stationed on the grounds. Staff and students are not charged a price for consultation. Doctors, Directors, Principals, and Wardens visit the hostels on a regular basis. An ambulance service is also available for any medical emergencies.

## **4.2 TRANSPORT FACILITIES**

- 4.2.1 All of the institute's students have access to transportation. On a daily basis, the administrative Officer is in charge of the institution. Commuters must adhere to the following guidelines:
- 4.2.2 The bus will only make stops and pick up kids at the designated stops.
- 4.2.3 Students must board the bus at the designated stops.
- 4.2.4 Students must take the bus that is assigned to the route. They are not permitted to change their bus number or route.
- 4.2.5 In the bus, decency and discipline must be maintained.
- 4.2.6 Smoking and the drinking of cigarettes, alcohol, and other alcoholic beverages are absolutely prohibited on the bus.
- 4.2.7 All forms of ragging are prohibited.
- 4.2.8 Students must look after items such as seats, lamps, and glasses. Users shall be responsible for any harm.
- 4.2.9 Students shall treat the transportation employees with respect.
- 4.2.10 Any violation of these rules may result in severe disciplinary action against the students.
- 4.2.11 Any suggestions for transportation services should be directed to the Transport Manager/Professor I/C Transportation..

## **4.3 LIBRARY FACILITIES**

### **4.3.1 FACILITIES AVAILABLE TO THE STUDENTS**

- 4.1.1.1 Weekly publication of books
- 4.1.1.2 Reference section is open for long periods of time.
- 4.1.1.3 Photocopy
- 4.1.1.4 Spiral Binding & Lamination
- 4.1.1.5 E-Resources and Digital Library
- 4.1.1.6 CD & DVD Library
- 4.1.1.7 Web OPAC for book searching
- 4.1.1.8 Back volumes of magazines and journals

## **4.4 SPORTSFACILITIES**

The institute features both outdoor and indoor sports facilities. Under the supervision of a trained physical exercise instructor, regular programmes are carried out. Inter-college and inter-university sports and games are popular among the students. Sportspeople are rewarded with trophies, prizes, and certificates.

Because this is a co-educational institution, there is no gender discrimination, and both boys and girls are welcome to participate in intra and inter-institutional sports and cultural events. In addition, the institute sends one or more female faculty members to accompany the team of participants on off-campus tours. Students are constantly encouraged to participate in a variety of sports.

Outdoor and indoor games are available at the institute. The pupils will be instructed by a trainer.

### **The Institute's facilities include the following:**

**4.3.2** On campus, there is a separate playground for children.

**4.3.2.1** Foot-ball

**4.3.2.2** Cricket

**4.3.2.3** Volleyball

**4.3.2.4** Basketball

**4.3.2.5** Badminton

**4.3.3** The following facilities are offered to students as part of the indoor games.

**4.3.3.1** Table-tennis

**4.3.3.2** Chess.

**4.3.3.3** Carrom etc.

## **5. SPECIALACTIVITIES**

### **5.1 SEMINAR**

Seminars are an important element of academic life. Under the direction of a senior academic member, each department engages in numerous activities such as:

**5.1.1** Inviting outside experts / visitors to speak on diverse topics.

**5.1.2** Organizing an internal faculty seminar

**5.1.3** Organizing student seminars, personal development programmes, and so on.

### **5.2 CULTURAL SOCIETY**

Cultural activities provide vim and vibrancy to young minds. REC has a cultural organisation that is led by a

senior faculty member and backed by student delegates to handle such activities..

### **5.3 HOBBY 6 CLUB**

To help students develop their natural talents in extracurricular activities, REC has created the Hobby Club concept, which includes 13 different fields such as vocal music, guitar, keyboard, drum, dance, tabla, fine arts, robotics, software development, electronics club, animation, literary club, and sports. Every Saturday, the last two periods are dedicated to the hobby club, in which students are guided by invited mentors from outside. Each club's activities are monitored and coordinated by in-house faculty mentors.

### **5.4 LITERARY SOCIETY**

In REC, unique activities have been carried out to instil literary talents in students and to keep them informed about current events of national and worldwide importance in business, economy, society, polity literature, and technology. They're listed below.

**5.4.1 Wall Magazine** serves as a forum for students' literary talents to be highlighted as well as a method for spreading campus enjoyment. Every 15 days, a new issue of the articles is released. With the active participation of students, it has become a success. ENIGMA:Stories, Poems, and other topics are covered in the wall magazine (Literature), BIZZFUZZ: It's a business market, Sports, Science, and Technology (FROLIC) Paint the Walls, Have a Good Time: Jokes, Quotations, Quote of the Week Myth vs Fact, Movie Mania: Box Office, Mount Fount: A Research Paper Cultural Segment, Out of the Box, Health Watch, and Book Review are all cultural segments.

**5.4.2 Every morning**, it travels on a small piece of paper or in the thoughts of a student who, by making a small effort to place it on a white board specifically designated for it at the college's front gate, reaches the minds of the roughly 1500 members of the REC family, inspiring them to look within. At REC, a thought (Golden Words/Quotes) becomes the "Thought of the Day."

**5.4.3 "Today's Day"**: Many individuals go through their days without realising how significant they are to humanity. People occasionally resolve to mark a specific day of the year as a commemoration of some significant event in the past for no apparent reason. At REC, such days are not forgotten without the participation of all of its members. A write-up and quiz were read and discussed in each class on such a significant day.

**5.4.4 Fun Quiz**: Students and staff members receive daily e-mails with intriguing facts, pictures, articles, and quotations. It was completed at REC to keep the REC community informed. **5.4.5 E-magazine**: Each month, an e-magazine called Oasis is published on the REC website, with essays, poetry, and stories on a variety of topics donated by REC students and staff..

### **5.5 PROGRAM FOR PROFESSIONAL TRAINING AND CERTIFICATION**

Professional courses on IBM-DB2, RAD, ORACLE, and BEC are offered by the Institute. We also

collaborate with professional organisations such as Purple Leap, Confidence Factory, You Succeed, and Co-Cubes to improve student employability. The Infosys campus connect programme is a relatively new addition to the aforementioned goal. The GATE Unacademy

To be qualified for our Campus interviews, students must get certification in the following areas, either through the College or from an outside service provider:

- i) ROBOTICS/ JAVA/ ORACLE / DOTNET
- ii) Regular training in SOFTSKILL

## **5.6 INSTITUTIONAL PROGRESSIVE FORUM**

Every great achievement that one sees around them, whether it's an engineering marvel or a work of art, must have its origins in great thoughts/ideas. A common buzz says, "An Idea can Change a Life (or Lives)." However, an idea that finds the correct venue to participate in has a better chance of affecting change than one that does not.

And who better than a student can provide a better proposal that all students would like within a college? The majority of students are unaware that they are already an integral part of an organisation, and that their performance, contribution, or behaviour can help to shape things for the better.

Institutional Progressive Forum (IPF) is developed at REC to allow students to take an important role in defining the Institute outside the classroom.

### **5.6.1 THE CONCEPT**

IPF was founded to offer students with a place to express their views, thoughts, or ideas for the greater good of the Institute, as well as to channel the energies and innovative ideas of students and employees for the betterment of the institute and community. IPF is run by 15 separate committees, each of which is made up of students and faculty mentors.

The structure, functions, and methods of operation of the constituent Committees have evolved throughout time to make them more current, realistic, measurable, executable, and controllable.

IPF has been in operation at REC since October 2018, and given the initial progress and accomplishments of several committees, the involvement of students and staff members has been commendable.

## 5.6.2 AIMS

**5.6.2.1** To instil positive and progressive thinking in the minds of the college's faculty and students.

**5.6.2.2** To channel students' and staff's energies and new ideas for the betterment of themselves, the institute, and the community.

**5.6.2.3** To ensure appropriate implementation of the institute's policies by serving as a communication link between faculty and students.

**5.6.2.4** Ensure that the institute's facilities are used and distributed properly.

## 5.6.3 List of Committee

**5.6.3.1** Academic Committee

**5.6.3.2** Industry Interface Committee

**5.6.3.3** Seminar Committee

**5.6.3.4** Social Responsibility Committee

**5.6.3.5** Research & Development-cum-Consultancy Committee

**5.6.3.6** Library Committee

**5.6.3.7** Disciplinary Coordination Committee

**5.6.3.8** Cultural Committee

**5.6.3.9** Campus Beautification- cum- Sanitation Committee

**5.6.3.10** Hostel Committee

**5.6.3.11** Health Committee

**5.6.3.12** Sports Committee

**5.6.3.13** Industrial Visits Committee

**5.6.3.14** Literary Committee

**5.6.3.15** Technical Wizard Committee

## 5.6.4 FUNCTIONS

**5.6.4.1 Academic Committee** The committee's goals are to make recommendations to the Principal and Faculty about day-to-day academic activities and to offer ways to improve them. In all academic topics, it serves as a liaison between the Student Community and the Faculty.

### 5.6.4.2 Industry Interface Committee

**5.6.4.2.1** The Committee will examine the students' training needs in light of market trends. Assist in the selection of the most qualified Trainers in each discipline.

**5.6.4.2.2** Assist in the implementation of Training Programs (such as Pre-Placement Training classes), the development of Industry-Institute Interface, the facilitation of Internship possibilities, and serve as a liaison between students and organisations.

**5.6.4.2.3** Develop and maintain a student database, gather resumes, short-list them, and recommend changes to meet industry standards.

**5.6.4.2.4** Assisting with on-campus and off-campus interviews, as well as providing hospitality and a logistic report.

**5.5.4.3 Seminar Committee:**

**5.6.4.3.1** Seminars, Workshops, Conferences, and other developmental programmes will be planned, organised, and conducted by this body.

5.5.4.3.2 Arrange and coordinate guest lectures on a variety of topics, including spirituality, and provide hospitality and logistical support for their delivery.

5.5.4.3.3 Help choose students to be sponsored for various Seminars, Technical or Management Fests, or other academic events by organising intra-college competitions..

**5.6.4.4 Social Responsibility Committee:**

**5.6.4.4.1** Will adhere to the institute's Social Responsibilities and propose new initiatives to reach out to the community, such as conducting blood donation camps, organising and participating in demonstrations on important days such as World Aids Day and Earth Day, reaching out to flood and natural disaster victims, and initiating afforestation programmes.

**5.6.4.4.2** Assist in identifying opportunities for students to participate in relevant events..

**5.6.4.5 R & D- cum-Consultancy Committee:**

**5.6.4.5.1** Inspire others to engage in research activities. Collect information about various conferences and encourage students to attend. Promote innovative ideas through hosting events such as paper presentations and figuring out how to put them into action.

**5.6.4.5.2** Gathering and spreading information about various projects currently underway at Premier Institutes in order to pique students' interest.

**5.6.4.5.3** Managing REC's ongoing R&D projects and looking for consulting possibilities.

**5.6.4.6 Disciplinary Coordination Committee:**

The committee will assist in maintaining college discipline, including proactive anti-ragging measures, as well as overseeing that the college's utilities and installations are not harmed. It will also draught rules and regulations, as well as the severity of punishment for minor rules (to be approved by Faculty IC/Principal/Dean Admin) such as not wearing uniforms and identity cards, not providing thumb impressions when entering or leaving the College, and disturbing classes. To ensure compliance, this Committee may create subcommittees or task teams.

**5.6.4.7 Industrial Visit Committee:** This committee's goal is to Coordinating and assisting in the planning of industrial visits and research excursions.

**5.6.4.8 Committee on Campus Beautification-Cum-Sanitation: The committee's goals are as follows:**

**5.6.4.8.1** Make recommendations to ensure the hygiene of food supplied in the canteen, campus shops, and other

areas.

**5.6.4.8.2** Make suggestions for campus beauty and upkeep.

**5.6.4.8.3** Assist in initiatives to maintain the college environment clean.

**5.6.4.9 Library Committee:**

**5.6.4.9.1** Suggests activities to ensure that Library resources are used effectively and efficiently.

**5.6.4.9.2** Assists in maintaining the Library's discipline and decorum, as well as the care of its resources.

**5.6.4.9.3** Create, maintain, and use an e-library including reading materials, videos, and photographs of college functions and related events.

**5.5.4.10 Cultural Committee:**

**5.5.4.10.1** Will be in charge of organising various cultural programmes at the college.

**5.5.4.10.2** Ensures that all Music and Fine-Art Clubs run smoothly.

**5.5.4.10.3** is in charge of all Pujas and art displays in the college..

**5.5.4.11 Hostel Committee:**

**5.5.4.11.1** To ensure the hostels' proper operation. Any problem or annoyance experienced by students or staff, including damage to fittings and appliances, must be resolved and brought to the attention of this committee.

**5.5.4.11.2** Recommend methods to help pupils with their health problems..

**5.5.4.12 Health Committee:**

**5.5.4.12.1** Will be in charge of taking care of the kids' health needs.

**5.5.4.12.2** A member of the committee should accompany the patients to the hospital to assist with administrative matters..

**5.5.4.13 Literary Committee:**

**5.5.4.13.1** Assist with all literary activities, such as competitions.

**5.5.4.13.2** Assist with publishing and distribution

**5.6.4.13.2.1 Quarterly News Letters,**

**5.6.4.13.2.2 Wall Magazine**

**5.6.4.13.2.3 e-Magazine**

**5.6.4.13.2.4 Thought of the Day**

**5.5.4.14 Sports Committee:**

**5.5.4.14.1** Assist in the organisation and execution of various inter and intra-sports tournaments and competitions.

**5.5.4.14.2** Assist in the upkeep of the Student Common Rooms and Playgrounds.



**5.5.4.14.3** Students may participate in mindfulness and yoga programmes

**5.5.4.14.4** Will be in charge of planning the celebrations for Independence Day and Republic Day.

**5.6.4.16** Technical Wizard Committee: Assist in the growth of the Electronics, Robotics, and other clubs.  
Assist with the upkeep of college and student websites. Assist with software development in-house.

## **5.7 INNOVATION**

The institute publishes a quarterly newsletter named "INNOVATION" that includes information about students' accomplishments, participation in various seminars, conferences, and workshops, as well as other honourable activities. Any student can contribute to the mentioned Newsletter through their department's correspondent..

## **6. RULES & REGULATIONS**

### **6.1. LIBRARY RULES**

#### ▪ **ADMISSION TO THE LIBRARY**

- When entering the library, a student must display their ID card.
- Every student must register his or her name, Roll Number, Section, and Time in the gate Register before entering the Library.
- All personal items, except papers and note books, must be left at the property counter.
- When students have planned classwork, they are not permitted to attend the Library.
- Visitors must obtain prior authorization to enter the Library..

#### ▪ **WORKING TIMINGS**

- Reference section - Working days and holidays with flexible hours
- Issue section - 9.00 AM To 6.30 PM on working day
- Xerox Section - 8.00 AM To 8.00 PM. both on working day and holiday

#### ▪ **CONDUCT WITHIN THE LIBRARY**

- Inside the library, silence should be firmly enforced..
- Spitting, smoking, napping, gossiping, or putting one's knee on library furniture are all completely prohibited inside the library.
- In the reading room, combined group study / conversation is not permitted.
- The library premises shall not be used for any purpose other than reading.
- No one shall write on books, journals, or periodicals belonging to the library, either for the purpose of

correcting an error or otherwise, make any markings on publications belonging to the library, underline words and sentences therein, tear pages, or do anything else that could damage the above documents.

- Personal books, photocopied documents, and similar items are not permitted at the library.
- If a reader removes any page, graph, or picture from a magazine due to disfigurement, he or she must replace it with a new copy or pay three times the cost of that book, plus any penalties imposed by the authorities.
- If someone misplaces a book, he or she must notify the Librarian the same day. Otherwise, a late fee will be applied to the cost of the missing book.
- If a user loses one volume from a set, the entire set must be replaced.
- Each person must return the books/documents taken for reference/reading to the reference counter before leaving the library.
- While leaving the library, users are asked to allow a person search at the departure gate..

#### ▪ **BORROWING PRIVILEGES**

- A student must enrol in the Library as a member.
- The member will receive a library card. The library card will be good for one academic year and will need to be renewed at the start of the following year.
- Documents will only be lent to borrowers who have a Library card.
- The number of books given to the student:

<b>CLASS</b>	<b>NO OF BOOKS ISSUED</b>	<b>MAXIMUM ISSUE DAY</b>
I <sup>st</sup> year B. Tech	03	07 days
II <sup>nd</sup> Year B. Tech	03	07 days
III <sup>rd</sup> Year B. Tech	03	07 days
IV <sup>th</sup> Year B. Tech	03	07 days
MBA	03	07 days
MCA	03	07 days

- The student must return the book(s) within seven days (including the last day), failing which he or she will be charged the following fines per day per book starting on the seventh day of book issue.

<b>FROM DAY</b>	<b>TO DAY</b>	<b>FINE / DAY /BOOK</b>
7 <sup>th</sup>	13 <sup>th</sup>	1/-
14 <sup>th</sup>	20 <sup>th</sup>	2/-
21 <sup>st</sup>	27 <sup>th</sup>	4/-
28 <sup>th</sup>	onwards	8/-

*N B: Disciplinary action will be conducted against the defaulter after the 28th day.*

■ **OTHER RULES**

- Books cannot be transferred to another account..
- Loss of Library Cards must be reported to the Librarian promptly. A duplicate Library card can be obtained by paying Rs.30.00 and providing a colour passport-size photograph. The borrower is completely responsible for any misuse of the lost card, including all books issued against it prior to the loss being reported.
- A fine of Rs.10.00 (per level) will be levied if any student defaces or removes the barcode / call number label of the books or library / identity card.
- The Principal / HOD / Librarian has the authority to suspend library services, including book distribution, at any time to any or all borrowers.
- Reference books, rare books, and magazines will not be supplied unless a Library Card and an Identity Card are presented.
- After clearing all dues and leaving the institution, all borrowers must obtain a "No dues certificate" from the library.
- Any case of staff misbehaviour or discourtesy, or unwillingness to give service, must be reported to the Librarian..

■ **IDENTITY CARD**

An individual student's identity card is given to him or her by the REC Office at the start of the student's academic career at REC; this is a highly significant document that must be handled with care. If the Identity Card (I-Card) is lost, the procedure outlined below must be followed:

- A student must write an application to the Principal in order to receive a duplicate I-Card.
- After receiving consent from the Principal, the student must get a copy of the FIR (from the police station) or a notary affidavit.
- He or she must submit the application to the Librarian together with the FIR / Affidavit.
- After receiving the Librarian's 'NO-DUE' Certificate, he or she must deposit Rs. 200.00 (Rs Two Hundred) in the Account Section.
- The student must turn in the money receipt and pick up the I-Card within a day or two.

## **6.2. HOSTEL RULES**

All hostellers of the Institutions are subject to these guidelines.

### **▪ ADMISSION**

- A student is only eligible for admission to a hostel after being accepted to college.
- All applications for hostel admission must be submitted on the specified form and addressed to the college's Principal / Director. The Warden will assign you a seat.
- Once accepted, a student will be assigned to one of the college's hostels. Without prior authorization from the administration, boarders are not permitted to change rooms or hostels. However, the government has the right to alter any boarder's room or hostel at any moment for disciplinary reasons.
- A student is not authorised to stay in the hostel beyond the course's duration. A student who has submitted his or her thesis, on the other hand, may be allowed to stay in the dormitory until his or her final Viva-voce test. This is contingent on the payment of regular rent and the availability of hostel accommodations, assuming he or she actually lives in the hostel.
- A student who wants to acquire his or her College Leaving Certificate must pay off all of his or her hostel debts.

### **WITHDRAWAL**

- After allotment, no application for withdrawal from the hostel will be considered unless it is countersigned by the student's Father/Guardian and the Principal/Director via student welfare officer (SWO)/Superintendent/Matron, as the case may be. Such an application will be considered only when all hostel debts have been paid and a certificate from the SWO / Hostel Superintendent / Matron and Warden has been acquired.
- Before leaving the hostel, the boarder must hand over the charge of his or her room, as well as any hostel property that has been assigned to him or her, and get a NO OBJECTION CERTIFICATE from the SWO / hostel supervisor / matron and warden.

### **STUDY HOURS**

After dinner, between 1100pm and 7.00pm, a boarder must observe study hours between

06:30pm and 08:30pm. During these hours, he or she must also maintain complete silence. It is completely banned to play musical instruments, listen to the radio, tape record, or make any other type of noise or disturbance during study hours. Boarders who break the rules will face disciplinary action.

To preserve study hours, all boarders should arrive at their respective dormitories by 7.30 p.m. In the case of girls, however, the following is the reporting time at Hostels::

- A) *1<sup>st</sup> March to 30<sup>th</sup> September* *7.00PM*
- **1<sup>st</sup> October to 28/29<sup>th</sup> February** **6.00PM**
  - **LEAVE OR ABSENCE**
  - Boarders must get prior written authorization from the appropriate Superintendent or Warden for leave or absence from hostels or leaving headquarters, which must be presented to the SWO.
  - Boarders for females must additionally get written approval from the Superintendent or Warden. The Matron should be notified about this.
  - Leaving the hostel after 6 p.m. without authorization from the Superintendent or Warden is regarded gross indiscipline and misconduct, and will result in severe punishment. Matron / SWO must bring such cases to the Dean / Principal's attention.

**Violations that occur frequently may result in expulsion from the dormitory and College.**

### **ARE OF HOSTEL PROPERTY**

- Boarders are responsible for the safe maintenance of their rooms, as well as the furnishings and fixtures provided to them. Any hostel property that is damaged or broken will be severely punished. Such incidents must be immediately reported to the SWO/Matron.
- Any student who causes loss or damage to the Hostel property shall compensate the Hostel. If the perpetrators who caused the loss or damage cannot be identified, a collective fine may be levied on all of them.
- Students are expected to keep their rooms clean and tidy throughout their stay. Spitting on walls, furniture, doors, and other surfaces should be avoided, as should defacing them with pencil/chalk marks, posters, or indiscriminate nailing.

### **ELECTRICITY**

- It is illegal to use electrical appliances such as heaters, irons, table lamps, music systems, and other similar items without permission. Anyone caught using an immersion heater or another form of heater could be fined Rs 5000 and their appliance seized.
- Cooking is not permitted inside the hostel room. Anyone caught cooking in his or her room will be harshly punished..

### **SECURITY**

It is not recommended that boarders retain any valuables in their rooms. They should look after their personal items and keep them under lock and key. The college is not liable for any losses caused by theft or carelessness.

#### ▪ **VISITORS OR GUESTS**

After 6 p.m., no visitors are permitted to enter the hostel. At any time, friends of the opposing sex are not allowed into rooms. Visitors are welcome to meet boarders at the designated location on the property. A boarder who keeps guests without the consent of the hostel Superintendent / Warden is subject to disciplinary action.

### **MEDICAL ASSISTANCE**

All incidents of illness should be reported to the SWO / Matron right away, who will contact the warden. The boarder may be removed from the hostel in an emergency until he or she recovers.

- Boarders are not permitted to remove common room items, dining hall utensils, furniture, or other hostel items from their designated areas.
- Mess charges must be paid on a regular basis and within 10 days of the due date. Mess is required. Food is not served in the boarders' rooms. On medical grounds and with the doctor's approval, he or she may be permitted to eat in the respective room with the knowledge of the SWO/Matron.
- Boarders must be respectful of the hostel and Canteen personnel.

### **DISCIPLINE**

- A boarder may be expelled from the hostel if he or she has a history of being away without permission, is neglectful in studies, or is found guilty of misbehaviour or indiscipline by the Principal / Dean on the recommendation of the SWO / Matron and warden.
- Anyone caught in the act of ragging or who has been accused of ragging shall face harsh penalties. The Principal has the authority to expel such a pupil. In light of the top court's order, such cases should be referred to the police for further action.
- The boarder must not consume alcoholic beverages or any other intoxicants, nor engage in gambling.
- No boarder is allowed to store any firearms, fatal weapons, poison, or intoxicants of any type in the hostel without the previous approval of the Principal / Dean, who may give approval if the meeting is purely about hostel matters.
- All types of screaming, violent demonstrations, knocking, or any other act of movement or behaviour that is likely to create disturbance or annoyance to the boarders/neighbors is expressly forbidden by the authority.
- Boarders shall not take matters into their own hands and must promptly report any quarrels or conflicts to the SWO / Matron.
- All boarders are required to attend college classes on a regular basis. If boarders' classes are in session, they are not permitted to stay in the hostels.
- Every boarder must be familiar with the hostel's rules and regulations. He or she must strictly follow these rules. Ignorance of the regulations is not an acceptable justification.
- A boarder who is found guilty of breaking any of these regulations will be penalised.
- The college reserves the right to revise, modify, or adjust these guidelines at any time

### 6.3. COMPUTER LABRULES

#### ▪ **Dos**

- The lab-monitoring sheet should be signed by the student.
- Before arriving to the lab for the current assignment, students should prepare the programme code.
- Students should only work in the appropriate student directory.
- Students must seek clarification from teachers or lab assistants regarding coding problems discovered during compilation and execution.
- After completing each assignment, students should submit the lab records and have them signed by the appropriate faculty member.
- Students must arrive on time and present their I-card before accessing the lab.
- Inside the lab, students must maintain order and decency.
- Unless otherwise specified, students should properly shut down the system before leaving the lab.
- Five minutes after the power outage, the student should shut down the system and monitor it.

#### ▪ **DON'Ts**

- System files should not be tampered with by students.
- Other files and folders should not be deleted or modified by students.
- Other than the allowed systems, students should not handle any other utilities or equipment.
- Bags should not be brought into the lab by students.
- Students should not leave the lab without permission from the teacher or lab assistant during lab time.
- During lab hours, students should not converse with other students.

### 6.4. RULES FOR BROWSINGINTERNET

- Students should bring their ID card as well as a token for Internet browsing.
- Students are permitted to work for a minimum of 30 minutes and a maximum of one hour at a time.
- Students should only visit one website at a time.
- Students should only use the internet for sending emails and browsing educational websites.



- The internet facility is available to students on a first come, first served basis.
- Rules violations and misuse of the internet will be taken severely and punished.

## **7. INTERNSHIP GUIDELINES FORB.TECH**

### ***7.1 INTRODUCTION***

The major goal of this technical student internship is to expose them to an industrial setting, to teach them about modern technology, to build project report writing skills, to comprehend worker psychology, to foster team spirit, responsibility, and ethics, and so on.

A student can gain practical skills, choose a career, understand the importance of time management and team spirit, and evaluate his or her CV during a job interview by participating in an internship. One B. Tech. student will do 600 to 700 hours of full-time internship during his or her term. 1 month of instruction during summer break at the end of the first, second, and third years. However, during each semester, a student can participate in part-time internship training for the same number of hours (subject to condition).

#### ***AFTER 1ST. YEAR.***

#### **Internship for one month during summer vacation**

#### **Total Credit – As per Affiliating University BPUT**

A student can train for one month :--

- At a different institution, such as an IIT or an NIT,
- Soft skill training at Bhubaneswar's REC,
- One month of training/assistance at the REC Incubation Center/REC Innovation Cell/REC Entrepreneurship Cell,
- One month of learning at REC's Departmental Lab/Workshop • Working as an assistant on REC's consulting or research projects,
- The certificate for the above training must be issued by the applicable programme head or cell in charge. The following is the performance evaluation:.

#### **Total Marks: 100**

The following is the breakdown of marks::

- Internal Guide Evaluation: 20Marks
- External Guide/ Program head/CellinchargeEvaluation:20Marks
- Internship Report : 20Marks
- Presentation & Viva: 40Marks

#### **AFTER 2nd. YEAR & 3rd YEAR.**

**During the summer holiday, one month of internship in any of the categories listed below.**

## **Total Credit – As per Affiliating University BPUT**

### **(A) Innovation/ IPR/ Entrepreneurship Category.**

- *A student can participate in a month-long training programme at an IIT/NIT centre of excellence,*
- Compete in invention competitions such as hackathons,
- Work in a startup to help build a new product or business model ,
- Work in REC - Business Innovation Council, technological expos, IPR workshop, etc,
- Work in the family business to get experience.\*

### **(B) INTERNSHIP Category.**

To gain experience, work in the family business.

### **(C ) RURAL INTERNSHIP Category.**

With a long-term aim in mind, a group of students will work on the development of nearby village residents through any of the following activity programmes:-

- Long-term water management
- Access to a low-cost sanitation facility.
- Using technological means to improve quality of life.
- Energy conservation solution.
- Waste disposal that is effective.
- Doubling the revenue of the village.
- Improving the village's educational standards.

### **(D) SDC Skill Course Category.**

A student can enrol in a one-month NSQF Level 3 or 4 or 5 short-term training course. The certificate must be granted by the appropriate Program Head/ Skill Training Center Head/ Industry Supervisor for all internship categories mentioned. The certificate and undertaking must be submitted by the parents in the case of "Family Business." Furthermore, in the case of a "Rural Internship," certification must be completed by a faculty mentor, the NSS Director, and the T&P cell leader.

The performance evaluation for all of the above categories will be as follows:

**Total Marks: 100**

The break-up of marks as follows:

- Internal Guide Evaluation: 20Marks
- External Guide/ Program head/CellinchargeEvaluation:20Marks
- Internship Report : 20Marks
- Presentation & Viva: 40Marks

## **7.2 INTERNSHIPPROCESS**

- The T&P Head will advise students on choosing an internship type and the importance of internships.
- T&P cell to deliver PPT on CC/TI/PI on a regular basis.
- Each section will have two or three student coordinators (one as the leader) who will report to the Department/ Branch Faculty coordinator, who will report to the T&P head.
- Each student must submit a request for internship training to the T&P Officer via the appropriate branch faculty coordinator using the "Student Internship Program Application Form."
- The T&P cell will transmit the students' requests for slot allocation to the appropriate cell/industry/NGO/PSU/Government, etc., and will complete the relevant official paperwork for approval before the training begins.
- If a large number of students are interested in a particular industry, cell, or programme, REC will interview or CGPA the students.
- A student can arrange an internship on his or her own, but he or she must sign an agreement saying that REC assistance is not required for the internship. However, before the training begins, the confirmation letter must be provided to the T&P cell via the Faculty mentor.
- Each student must e-mail REC about joining the Internship programme.
- During the internship, the concerned REC Faculty mentor will visit the concerned industry/institution/cell/etc. 2 to 3 times to evaluate the student's performance. His/her entire training will be cancelled if he/ she is found missing (without prior notice).
- During each month of internship, a student may take one day off.
- At the conclusion of the internship, the student must obtain a certificate from the relevant industry/skill center/cell, etc., in the prescribed format, and submit it to the institution

along with the project report, daily diary, certified attendance sheet, and other documents.

- All internship students must be covered by health and safety insurance.
- The DPR will be evaluated on a regular basis by a concerned industry supervisor/program coordinator (copy attached).
- During the internship, a student must keep a "daily training journal or log book" that must be signed daily by the industry supervisor, programme supervisor, or other concerned officer. The same journal will be validated by the REC faculty mentor during a surprise visit to the training location.
- A student should keep a daily training diary (format attached) to record the information, knowledge, plot drawings and sketches, organisation information, technology, operating principle, and so on.

At the conclusion of the training, the student must submit to REC the required attendance report (copy attached).

- The prescribed format of Student Internship Program Application form, Internal guide evaluation sheet, Supervisor evaluation sheet, Internship report evaluation sheet, presentation & Viva evaluation sheet, Request letter from REC, Relieving letter of student, Students daily diary/ daily log book, Students feedback form, Students attendance sheet is attached here with for the convenience of students and all parties concerned.

**These are the following content should be there in a perfect Internship report:**

- **Cover Page:** It should include the names of the company/organization/institution, the college, the internship topic, the student's name, the registration number, the branch, and the year.
- **Attachment of Internship Certificate:** Received from the Organization/Institution.
- Table of Contents
- **Industry Profile**
- **Company profile**
- **Internship Objective :** *What do you hope to gain, learn, and clarify as a result of this internship? Under knowledge and understanding and abilities, try to use clear, measurable terms to define our learning objectives.*

- **Job Description:** Describe your internship job and tasks in as much detail as feasible. List responsibilities, projects to be performed, deadlines, and so on. What can you do to help the internship organization/site?
- **Daily Log/Daily Diary:** The form at has been added below.
- **Supervision:** Describe the supervision that will be provided/needed at the job location in as much detail as possible. Make a list of who will provide you with what kind of instruction, aid, or consultation, and so on.
- **Using figures and technical tools to convey statistics or any other information :** Pie Charts, Tables, column, bar etc.
- **Evaluation Forms:** Internal guide assessment form, External guide evaluation form, Student evaluation form, Internship report evaluation form, Presentation & Viva evaluation form, and Attendance sheet must all be attached.
- Findings & Conclusion
- Annexure & Reference

## STUDENT INTERNSHIP PROGRAM APPLICATION

**Complete and submit to the TPO/ Internship Program Coordinator/Faculty Coordinator. Type or write clearly.**

1. Student Name:			
2. Campus Address:		Phone:	
3. Home Address:		Phone:	
3a. Student email address:			
4. Academic Concentration		5. Internship Semester: _____ Year.	
6. Overall GPA:			
9. Internship Preferences			
	Location	Core Area	Company/ institution

Preference-1			
Preference-2			
Preference-3			
Faculty mentor Signature: _____ Date: _____ Signature verifies that the student has attended the internship orientation, has completed all required paper work and processes, and has obtained consent from his or her advisor to participate in the internship programme.			
Student Signature: _____ Date: _____			

### INTERNAL GUIDE EVALUATION

Student's Name:	Branch & YOP:
Company/Organization Name:	
Internship Topic:	Registration No.:

Score		Criteria	R e m a r k s		
Given	Max				
	5	Type of Organization	Industrial Internship	Training under State Gov. Organization/Central Gov. organization/NSDC/International Certification course	Training in private Institute

					tion
			5 marks	4 marks	3 marks
	5	Selection of topic	achieving the long-term goal and following the course curriculum		
	2	Sincerity	Seriousness during the Internship		
	3	Attendance at the time of Internship			
	5	Paid Internship	Was there a stipend for students throughout their internship?		
	20				

### SUPERVISOR EVALUATION

Student's Name:	Branch & YOP:
Company/Organization Name:	
Internship Topic:	Registration No.:

Score Given	Parameters	Needs Improvement	Satisfactory	Good	Excellent
		2 Marks	3 Marks	4 Marks	5 Marks
	Behaviour				
	Performs consistently well.				
	Work together with your coworkers and supervisor.				

	Shows interest in work				
	Learn quickly				
	Shows initiative				
	Produces high quality products				
	Accepts responsibilities				
	Accepts criticism				
	Displays organisational abilities				
	Uses technological expertise and knowledge				
	Shows good judgment				
	displays creativity/originality				
	Analysis problem effectively				
	Communicates well				
	Writes effectively				
	Has a professional attitude				
	Makes a professional impression				
	Is punctual				
	Uses time effectively				
<b>Secured-</b>	<b>Total-100 marks</b>				

Total Marks awarded out of 20 =  $(20/100) * (\text{secured marks}) =$

Additional Comments if any:

**Signature of the Internal Supervisor**

**Designation.....**

### INTERNSHIP REPORT EVALUATION

Student's Name:	Branch & YOP:
Company/Organisation Name:	
Internship Topic:	Registration No.:

Score		Criteria	Remarks	Excellent	Good	Fair	Poor



	3	<b>Structure &amp; Style</b>	In terms of errors, punctuation, report presentation, spelling errors, and writing skills				
	3	<b>Critical perspective</b>	Shows a lot of critical thinking when it comes to information from diverse sources. Capable of critically debating and independently evaluating material and drawing conclusions				
	6	<b>Content</b>	In terms of keeping a daily journal or diary. Introduction to the company, discussion of the topic, findings, and conclusions.				
	4	<b>Use of figures and tables</b>	Technical tools and figures should be used to clearly convey information. Reference should be given if secondary data was used.				
	2	<b>Thesis Binder</b>	Hard binding or spiral binding				
	2	<b>Attachment of Certificate</b>	Certificate of internship earned from the company				
	20						

*Additional Comments if any:*

**Signature of the Internal Supervisor**

**Designation.....**

## PRESENTATION & VIVA EVALUATION

Student's Name:	Branch & YOP:
Company/Organisation Name:	
Internship Topic:	Registration No.:

Criteria	Score	
	Max Marks	Given

<b>Is the internship meaningful and comprehensive?</b>	10	
<b>Presentation preparation should be meticulous.</b>	5	
<b>Effectiveness of presentation</b>	5	
<b>Quality of content presented</b>	5	
<b>Internship relevance in terms of professional goals</b>	5	
<b>Knowledge and skills depth ( Q &amp; A session)</b>	10	
<b>Total Marks</b>	40	

Additional Comments if any: \_\_\_\_\_

**Signature of the Internal Supervisor.....**  
**Designation.....**

## REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER

**Date:**

To

The General Manager (HR)

.....  
.....

**Subject:** REQUEST FOR 04/06 WEEKS Summer Internship Program of B.

Tech/Diploma/MBA/MCA. Dear Sir,

Our students have already completed internship training at your prestigious organisation. I appreciate the assistance and support provided to our students throughout past training sessions.

You are probably aware that the AICTE has made internship a requirement for all technical education students. In light of this, I respectfully urge that you enable our following students to participate in practical training at your renowned organisation. Please provide your permission and let pupils at least one week to commence training after confirmation.

S. No.	Name	Roll No.	Year	Discipline

Please organise for a Campus/Off Campus Interview for batch passing out students in the above branches if openings exist.

A line of confirmation would be quite helpful.

Sincerely,

Internship Coordinator  
Raajdhani Engineering College (REC)

## RELIEVING LETTER OF STUDENT ISSUED BY THE T & P DEPARTMENT

To

.....

**Subject:** Relieving letter of student and Industry.

Dear Sir,

Please refer to your letter/e-mail dated..... on the above-mentioned subject. As per your permission, the following students will participate in an Industrial Internship in your prestigious organisation under your sole supervision and control:

S. No.	Name of Students	Roll No.	Branch

Because this training is an important aspect of the curriculum, the following guidelines have been included in the curriculum. As a result, please send the following instructions to the responsible manager/Industrial Supervisor.

1. An internship schedule should be made and a copy should be kept.
2. Each student must keep an internship journal and report.
3. Please check the student's internship diary on a daily basis.
4. Give instructions on working hours and keeping track of attendance during training.

You must grade the student's performance on the following factors using the grading system: Excellent, Very Good, Satisfactory, and Non-Satisfactory. Please send the performance report to the undersigned in a sealed envelope once the training is completed.

S.No.	Name of Students	Evaluation Ranking
A	Workplace and supervisory relationships	
B	Attendance and overall conduct	
C	Learning initiative and initiatives	
D	Improvement of knowledge and skills	
E	Support for the organisation	

Your efforts in this area will benefit students' education and practical abilities; your participation will be greatly welcomed, and we will be grateful. During their internship, the students will follow the organization's laws and regulations and maintain adequate discipline while showing strong curiosity. The students will present you with a copy of this letter on the date specified..

*Yours sincerely,*

**Training & Placement Officer**

## STUDENT'S DAILY DIARY/ DAILY LOG (SHOULD BE FILLED BY THE STUDENT)

DAY-1		DATE	
Time of arrival		Time of Departure	Remarks
Department/Division		Name of finished Product	
Name of HOD/ Supervisor With e-mail id			
Main points of the day			

## ATTENDANCE SHEET

(For 4 years Degree Program  
/Diploma/MCA.&MBA) Name & Address of  
Organization

Name of Student			
Roll. No			
Name of Course			
Date of Commencement of Internship:			
Date of Completion of Internship:			

Initials of the student

Month & Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

**Note :**

1. Attendance The sheet should be kept in the Daily Training Diary. Remove it without tearing it.
2. In the attendance column, students should sign or initial. 'P' should not be used.
3. In the attendance column, holidays should be highlighted in red ink. Absent students should be noted with a "A" in red ink.

*Signature of Company internship supervisor With*

*company stamp/ seal*

**Name** : \_\_\_\_\_

**Contact No.** : \_\_\_\_\_

## **STUDENT FEEDBACK OF INTERNSHIP**

**TO BE FILLED BY STUDENTS AFTER INTERNSHIP COMPLETION & SHOULD BE ATTACHED WITH THE REPORT**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_ Industrial Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Internship is: \_\_\_\_\_ Paid Unpaid \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Internship Address: \_\_\_\_\_

Faculty Coordinator: \_\_\_\_\_ Department: \_\_\_\_\_

Dates of Internship :From \_\_\_\_\_ To \_\_\_\_\_

\*\*\*Please fill out the above in full detail\*\*\*

This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me the chance to investigate a career field					
I was able to put classroom theory into practise.					
It aided in the development of my decision-making and problem-solving abilities.					
Prior to permanent employment, I broadened my knowledge of the workplace.					
Assisted me in improving my written and spoken communication abilities					
Given the opportunity to demonstrate leadership abilities (influence others, develop ideas with others, stimulate decision-making and action)					
This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
My awareness of the ethical implications of the work has grown.					

It enabled me to be more self-assured in new circumstances.					
Given me the opportunity to hone my interpersonal skills					
It taught me how to manage my time and take responsibilities.					
It assisted me in discovering new elements of myself that I was previously unaware of.					
Assisted me in discovering new interests and skills.					
It aided me in defining my career objectives.					
I was given contacts that could lead to future work.					
I was able to obtain knowledge and/or use equipment that was not available at my Institute.					

Faculty members are expected to supervise students in the Institute internship programme. Do you believe your faculty coordinator fulfilled this role? Why do you think that is?

How well did you perform on the initial goals, tasks, and new skills outlined in your learning contract? In what ways were you able to branch out or extend beyond the scope of your contract? What went wrong with some of the objectives?

In what areas did you grow and improve the most?

What was the most rewarding experience you had as a mentor during your internship? What aspects of the internship did you dislike?

How would you handle this internship based on your total experience? (One circle) (Good/Excellent/Satisfactory)

Make suggestions about how you may have improved your internship experience. (Could you have taken on more responsibilities?) Would you have wanted to have had more conversations with your professor about your internship? Was further oversight required? Was there a need for greater training?)



## **8. INCUBATIONCENTRE**

### **8.1. SUMMARY**

The purpose of the Raajdhani Engineering College Incubation Centre (REC-IC) is to foster technology-based business and thereby make information more accessible to the public. REC-IC wants to help people come up with innovative ideas and inventions that will benefit society. In order to assist the development of entrepreneurship, REC-IC has adopted this Incubation Policy to give direction and management framework.

Raajdhani Engineering College (REC) supports the Incubation Centre at REC, Bhubaneswar, which sponsors, coaches, and nurtures ideas, businesses, and entrepreneurs. Virtual incubators can work from any location in India.

The purpose of this document is to describe the policies and procedures for the REC-operational IC's affairs. It includes the following steps:

- 1) Introduction
- 2) Governance Structure
- 3) Eligibility Criteria
- 4) Incubation Admission Process
- 5) Intellectual Property
- 6) Infrastructure
- 7) Services
- 8) Rent And Consideration
- 9) Campus Accommodation
- 10) Seed Loan
- 11) Periodic Assessment
- 12) Incubation Branding
- 13) Information Submission
- 14) Tenure
- 15) Virtual Incubation
- 16) Information Confidentiality And Information Conflicts
- 17) Exit(Graduate) Policy
- 18) Agreements
- 19) Disclaimer
- 20) Annexures

The policy is reviewed and amended on a regular basis. It will be the duty of the companies admitted to REC-IC

to keep up to speed on any changes to the incubator's policies and procedures. On a case-by-case basis, REC reserves the right to make an exemption to all or all of the policy's provisions for a specific company or promoter.

## **8.2. INTRODUCTION REC INCUBATION CENTRE –(REC-IC)**

Incubation Centres (ICs) are seen as promising policy tools for promoting innovation and technology-driven entrepreneurship. They have established themselves as solid platforms for economic progress in any economy. They aid in the mitigation of various avoidable hazards in early-stage start-ups, hence boosting the rate of success and the time it takes to establish traction. The concept of a business incubator has taken root in India over the last decade, as it has in many other industrialised and developing countries.

The National Expert Advisory Committee recommended that the Incubation Centre (hereinafter referred to as the IC) be constructed at Raajdhani Engineering College (REC), Bhubaneswar (hereafter referred to as the Host Institution). The REC-IC Incubation Centre has the following declared objectives:

- i. To establish a thriving startup ecosystem in line with our country's primary policy initiatives of Make in India and Start-up India; Stand-up India.
- ii. To establish incubator facilities and provide cost-effective infrastructure support and value-added services to entrepreneurs, such as mentorship, legal, financial, technical, and intellectual property-related services.
- iii. Assist REC in developing a platform for teachers and students to develop their creativity, innovation, and entrepreneurial abilities.
- iv. To provide a platform for the rapid commercialization of technologies generated by REC or any other academic, technical, or R&D institution, as well as individuals.
- v. Establish a tight and practical partnership between educational institutions, research institutions, management institutions, and industry and other user organisations on the one hand, and industry and other user organisations on the other..
- vi. Organize conferences, seminars, lecture series, workshops and boot camps, hackathons, and other events to help spread information.
- vii. To do and do all of the aforementioned actions, as well as any other acts that may be regarded incidental or conducive to the achievement of the above purposes, or any of them or any allied objects, or that may advantageously or conveniently be coupled with the Society's programme in a lucrative manner.

REC provides incubation facilities to young minds with ideas and creativity in different fields of science and technology, as well as to the instructors, students, and alumni of REC college. The purpose of this incubation

programme on the REC campus is to encourage young artists to come up with start-up concepts that can solve real-world problems and prepare them to become successful entrepreneurs in the future. Our project will give them with possibilities for skill development and will help them start a new business..

This paper provides REC-operating IC's policy and procedures, which include the following processes:

### **8.3. GOVERNANCE STRUCTURE**

The remaining members, with the exception of the ex-officio members, will serve for up to three years and can be re-appointed. The inaugural Executive Committee Governing Body, which will make further nominations, shall be nominated by the Director, REC. The Executive Committee Governing Body may invite specialists in legal, finance, audit, IPR, and other fields to its meetings in addition to the above members. When necessary, it may also form subcommittees with outside specialists for specialised responsibilities.

The following is the original Executive Committee Governing Body:

- I. Principal, Raajdhani Engineering College (REC)
- II. Dean Research, Raajdhani Engineering College(REC)
- III. AO(HR) , Raajdhani Engineering College (REC)
- IV. Chief Co-ordinator (MSME/Incubation/Start-up/Entrepreneurship),REC
- V. SPOC(MSME/Incubation/Start-up/Entrepreneurship),REC
- VI. Head (Training and Placement),REC
- VII. President -REC Alumni Association
- VIII. Nominee-1
- IX. Nominee-2
- X. Nominee-3

### **8.4. EXECUTIVE COMMITTEE STRUCTURE**

The Executive Committee will be organised as follows.

- 1) Principal, Raajdhani Engineering College(REC)
- 2) Dean Research, Raajdhani Engineering College(REC)
- 3) Dean (SW) , Raajdhani Engineering College(REC)
- 4) Chief Co-ordinator (MSME/Incubation/Start-up/Entrepreneurship),REC
- 5) SPOC(MSME/Incubation/Start-up/Entrepreneurship),REC
- 6) Head (Training and Placement),REC
- 7) President -REC Alumni Association
- 8) Governing BodyNominee-1
- 9) Governing BodyNominee-2

- 10) Governing Body Nominee-3
- 11) CSE Department Student Nominee-1
- 12) CSE Department Student Nominee-2
- 13) ECE Department Student Nominee-1
- 14) EE Department Student Nominee-1
- 15) EEE Department Student Nominee-1
- 16) Civil Department Student Nominee-1
- 17) Mechanical Department Student Nominee-1
- 18) MBA Department Student Nominee-1
- 19) MCA Department Student Nominee-1

### 8.5. ELIGIBILITY CRITERIA

Admission to REC – IC (*Raajdhani Engineering College – Incubation Centre*) is open to

- [1] The existing Student, research scholars of REC
- [2] The alumni of REC i.e. host institution
- [3] Universities/Institutions having R&D collaboration with REC
- [4] Faculty/Staff of REC (current or retired)
- [5] Those identified as suitable for incubation through search techniques or referrals from REC-IC partners and stakeholders. The applicant can apply at any time during the year. One or more of the following parameters must be met by incubation proposals:
  - i) Proposals with social and strategic implications
  - ii) Proposals with significant resource generation and/or impact potential
  - iii) Proposals containing intellectual property (IP) developed within REC and submitted to the firm for review
  - iv) Proposals containing intellectual property belonging to academics, staff, students, or alumni (created outside REC)
  - v) Proposals that have the potential for significant identified connection or interaction with REC professors, both with and without the use of REC facilities.

The application is intended to follow the recognition style of Start Up India and Start Up Odisha. Applications that have already been recognised by Start Up India or Start Up Odisha will be given priority.

Applications for admission to REC-IC will be submitted on behalf of unlisted companies that are registered under the Companies Act of 1956. If a company has not yet been registered, an application may be submitted in the names of all promoters/founders; however, the promoters/founders must ensure that the company is registered within three

months of the application for admission to REC-IC being approved

If the applicant or one of the company's promoters is a current student at the host institute, he must get No C from his respective department and submit it with the application form.

## **8.6. INCUBATION ADMISSION PROCESS**

### **STAGE 1: Submit Executive Summary/ Business Plan**

At the start, potential incubatees for admission to the REC-IC will be required to fill out a prequalifier form for admission to the Incubation Centre. Following an initial screening and eligibility check, applicants will be invited to an initial meeting with the REC-IC management. After receiving a good preliminary assessment, applicants must submit an application form as well as a full proposal:

- i) Business Plan
- ii) Specifics of the IP/technology on which a business will be promoted/founded. If the IP/technology was produced at REC, a copy of REC's letter of consent for the transfer, licence, or permission to use it in favour of prospective incubate companies.

The company description, value proposition, products and services, market and competition analysis, revenue model, milestones and timelines, development and marketing plan, organisational structure, core team, risk analysis, funding requirements, and projected financials must all be included in the business plan. Applicants may provide any additional information they believe will aid in the evaluation of their proposal..

The Business Plan will be assessed by the REC-IC team based on the materials presented in order to determine the proposal's suitability for further evaluation by expert members regarding its potential for incubation. The expert members will next conduct a thorough examination of the proposal, including financial and technical due diligence, in order to evaluate it. Depending on the nature of the proposal, expert members would be invited/identified. Applicants and their teams may be invited to give a presentation on their idea. Members of the expert panel may request further information from applicants and/or revisions to the proposal in order to make an informed decision. Submissions to the REC-IC will be kept in strict confidence.

The following are some representative evaluation criteria (but not limited to):

- i) Product concept strength in terms of technological content, inventiveness, timeliness, and market potential.
- ii) Existing IP and the IP generation potential of the concept
- iii) The core team's/promoters' profile and strength
- iv) Funding requirements and financing viability
- v) Time to market
- vi) Break-even period
- vii) India's commercial potential, demand, and requirement

viii) Scalability

STAGE 2: Presentation to Executive Committee of REC-IC

If the business plan/executive summary receives a good initial appraisal, REC-IC will schedule a meeting with the firm founders, during which the company will be requested to make a PowerPoint presentation to the evaluation committee detailing essential components of the business plan. A Q&A session will follow the presentation. Following the presentation, a final decision on the company's acceptance into the incubator will be made. Following the presentation, the corporation will be informed of the final decision.

REC-IC will have sole authority in deciding whether to accept or reject a request for incubation, and its decision will be final. If a proposal is denied, REC-IC is not required to provide a reason.

### 8.7. INTELLECTUAL PROPERTY

A patent, copyright, design registration, developed product, algorithm, software or computer programme, technique, process, formulation, or other invention can all be considered intellectual property. REC-IC treats all submissions with the utmost discretion. When limited information is used for validation and review, more caution is taken.

REC-IC and the incubatee may agree to share IP developed during the incubation period..

The above also applies to:

- IP that was previously generated at REC or in conjunction with REC.
- Improvements and derivative works on previously published IP, whether from REC or elsewhere.

Applicants must supply IP information in the format outlined below:

IP Description	Owner	Sharing of IP-Agreement details

The following details will be used to evaluate IP for incubation purposes:

1. Has any seed funding (from public or private sources) been used to create the technology that would be employed in the proposed company's product(s)?
2. If affirmative, describe your agreement with the funding agency about IP sharing.
3. Whether or not anyone other than the applicants worked on the technology, and whether or not their contributions would be included in the final product (s). If so, determine whether the other individual has an IP ownership right.
4. Has any REC, Bhubaneswar infrastructure (hardware, testing setup, instrumentation, computer resources,

processes) been used in developing the technology that would go into the product if the IP was generated at REC-IC? (s).

5. If the IP was developed at REC-IC, have any consultancy work in the intended area been completed?

6. A statement from the "owners/ innovators/ creators" of IP stating that they are, as the case may be, the "owners/ innovators/ creators" of IP.

Applicants seeking incubation who are current faculty, students, or alumni of REC, Bhubaneswar must first obtain permission and approval from the Institute for IP transfer / licencing in favour of prospective incubatee companies in the Business Incubator intended to be promoted/ supported by the inventor.

Only registered companies will benefit from IP transfer, licence, and permission to utilise IP.

## **8.8. INFRASTRUCTURE**

Apart from a set of shared/ common infrastructure, the following infrastructure facilities will be available to incubatee enterprises on an individual basis upon admission to REC-IC:

- i) Office space ( 12SFT x10SFT)
- ii) Internet connection (10MBPS)
- iii) Personal Computers (as per availability)
- iv) Standard Furniture as decided by REC-IC

REC-IC will also make it easier for incubatee businesses to use the Host Institution's departmental laboratories and other resources for product development. To avoid conflict with departmental operations and objectives, access to departmental resources is granted through the Head of the Respective Department of REC, and such resources should only be used with the authorization of the concerned department. Further use of such resources will be on a commercial basis and in accordance with Host Institution policies.

Apart from the aforementioned company-specific infrastructure, REC-IC will provide various facilities that will be shared by all incubatee companies, such as:

- i) Laser Printing
- ii) Photocopier
- iii) Scanner
- iv) Teleconferencing facilities
- v) Conference/meeting room with projection equipment
- vi) REC Library facilities
- vii) REC Pantry facilities
- viii) REC Recreational facilities
- ix) A common secretarial pool/staff, based on REC-availability IC's of such personnel.

## **8.9. SERVICES**

REC-IC plans to provide additional support and services in addition to physical infrastructure:

- i) Mentoring Support Is Required: Technology and Business
- ii) HR services
- iii) Filings for Intellectual Property (Copyrights, Trademarks, and Patents)
- iv) Entrepreneurship and Training/Conferences/Workshops
- v) Seed Funding support
- vi) Governmental Agency funding
- vii) Mentorship, finance, technical experience, and market access through networking and connections with REC Alumni
- viii) Venture capitalists / Angels / Investors Introductions
- ix) Meetings with REC guests (such as alumni, VCs, industry professionals)
- x) Using networking and events to promote REC fostered businesses. The Host Institution will designate a Mentor to the incubatee..

### **8.10. RENT AND CONSIDERATION**

In place of REC-support IC's and services, the incubatee enterprises' nominal rent shall be governed by the following guidelines:

- i) Office space ( 12 SFT x 10 SFT) with 1 workstations – ₹100/-pm
- ii) Office space (12 SFT x 10 SFT) with 2 workstations – ₹200/-pm
- iii) Additional workstation space — at the current monthly market cost

To the degree possible, the incubatee firms/companies shall be considered on the following accounts:

- The IC will receive a monthly rent/facilities charge at a reduced rate for physical infrastructure.
- Laboratory facility utilisation policy for the REC department

### **8.11. CAMPUSACCOMMODATION**

An incubatee may be supplied with campus housing on a payment basis, depending on availability. The incubatee will be responsible for paying the host institution's monthly rent..

### **8.12. EQUITY**

The incubatee enterprises may be subject to payment in the form of stock and/or revenue sharing in exchange for the support and services given by REC-IC/ REC. REC-IC will determine the percentage of equity and revenue share to be provided in favour of REC-IC or REC. The equity holdings of REC-IC or REC are expected to range from 3 to 8%.

### **8.13. SEED LOAN**

REC-IC may give seed loans at a nominal interest rate of 5% per year to encourage innovation and



entrepreneurship, subject to the availability of funds/grants/schemes for this purpose. Seed loans will be granted solely to registered businesses and will be evaluated on their individual merits. Promoters / founders whose companies are not registered at the time of application will not be eligible for a startup loan until they are. Furthermore, acceptance into REC-IC does not entitle enterprises to a seed credit..

In a financial year, the seed loan provision is held as

[1] Up to INR 1 lakh every financial year from the college corpus fund for REC students.

[2] REC alumni can receive up to INR 1 lakh per financial year..

The total loan amount can be allocated to a single application or distributed across several.

The applicant can apply for a seed loan at any time of year, but it will only be processed twice a year [March to April and October to November].

A company that wants to acquire a seed loan can apply for one when they are admitted to REC-IC. The eligibility criteria established by REC-IC will be used to determine seed loan approval. It would also be subject to the terms of any specific grant or plan, if applicable. Even if a seed loan is approved, the distribution will be tied to the milestones. One of the requirements for seed loan approval will be to assist the company in reaching a mature stage of product development or go-to-market. Companies with a strong commitment and contribution from their promoters will be given priority. REC-IC will have sole power to approve or deny a seed loan application, and its decision in this regard will be final. If an application for a seed loan is denied, REC-IC is not required to provide a reason.

### **Processing of Loan Application**

Existing student loan applications will be examined by the concerned Department Academic Committee and the Executive Committee for Incubation. Alumni loan applications will be reviewed by the REC Alumni Association and the Executive Committee for Incubation.

### **8.14. PERIODICASSESSMENT**

The REC-IC will assess the performance of incubatee firms/companies, who must submit information to the REC-IC in a prescribed manner on a quarterly basis. Annual assessments of incubatee firms/companies may also be required.

Firms/companies that have taken out a seed loan will have their financial health checked in terms of order booking, expenses, profitability, seed money loan usage for the stipulated reasons, and their ability to repay the loan. They must provide a Utilization Certificate that has been certified by an auditor, and they will be audited on a regular basis. Any unpaid percentage of the seed grant may be amended based on the firm's/performance. company's.

Incubate firms/companies must submit their annual reports, as well as minutes of their Board Meetings and AGMs, within 30 days of receiving approval.

Periodic evaluations would differ based on the company's stage of incubation. The following are some examples of evaluation criteria:

A. Ideation / Innovation stage

- Concept development / Opportunity spotting
- Product Development
- Market assessment / Competition analysis
- Business Planning / Modeling at the Basic Level
- Founding Team
- Protection of intellectual property
- Seed Funding

B. Pre-Market Stage

- Proof of Concept/Prototyping
- Product improvement and development
- Financial Assistance Required
- Test marketing
- Comprehensive business planning, covering manufacturing, sales, and sourcing

C. Stage of Implementation

- Full scale Business Planning
- Pitching for Venture Funding
- Scaling up operations
- Large scale commercialization
- Mature Team Formation

D. Exit stage

- Going National /Global
- Exit options for REC-IC
- Graduation of a full-fledged business
- Post incubation Survival

The incubatee may be asked to furnish REC-IC with more frequent updates.

## **8.15. BRANDING AS INCUBATED BY REC-IC**

Firms/companies incubated at REC through the IC may ask for authorization to use the names "REC Incubated Firms/Companies" or "Incubated by REC" on their marketing materials. In the signed incubation agreement, the

terms of usage of such branding will be defined.

### **8.16. INFORMATION SUBMISSION**

Incubatee firms/companies will periodically report to REC-IC on any important changes or developments that occur in their firms/companies. Changes in the firm/name, company's business or product profiles, directors, promoters, partners, or shareholders, acquisition of a new office, and extra equity or debt investments are all examples of such information. REC-IC reserves the right to request more information from incubatee firms/companies. Such changes should be implemented with the REC-prior IC's approval.

### **8.17. TENURE IN REC-IC**

Companies will be able to stay in REC-IC for an initial period of 18 months, which can be extended to another 12 (6+6) months once each stage is reviewed. For the next 30 months, a corporation will be charged a small monthly fee. Companies may be allowed to extend their stay for a maximum of another 12 months at the discretion of REC-IC, for which they must pay the charges at the current market rate as determined by REC-IC.

### **8.18. VIRTUAL INCUBATION**

Virtual incubation is an incubation concept that allows an incubatee to be a part of an incubator without physically being present at the incubator's location. REC-IC welcomes virtual incubation and will provide the same level of support as it does for incubatees who are physically based.

The registration price for virtual incubators would be INR 1000 per year.

### **8.19. CONFLICTS OF INTEREST AND CONFIDENTIALITY OF INFORMATION**

A circumstance leading to conflict of interest emerges when a person plays two separate roles in two different positions and leverages one position for personal gain in the other role. REC-IC strives to distinguish between proper and improper relationships among its board members, employees, mentors, consultants, affiliates, incubatee firms/companies, their employees, persons associated to them or their founders, employees and staff, and other service providers and suppliers.

All stakeholders must resolve conflicts between private interests and government responsibilities in a transparent way, and REC-IC believes that full voluntary disclosure is the best tool for resolving conflicts of interest.

Because situations involving conflicts of interest are unavoidable, a transparent policy based on full disclosure of relevant information by the parties concerned and discouraging their influence on decisions and activities to avoid personal gain is attached hereto as the following guidelines for managing actual or potential conflicts of interests, resolving disputes arising from conflicts of interests, and maintaining confidentiality are suggested.

- i) Appropriate disclosure of any competing interests in a decision or transaction
- ii) Refraining from taking part in decision-making or transactions concerning such situations
- iii) Obtaining necessary approvals to avoid potential conflicts
- iv) Reporting a policy violation without knowing or intending to do so.

Because the policy is not exhaustive, situations with potential for conflicts of interest that are not covered by it will nevertheless be subject to it. The policy informs all REC-IC and Incubatee firms/companies stakeholders that no one should use their position in one role for personal advantage in the other, and that specific authorization of relevant stakeholders may be requested as necessary. When determining the sincerity of competing interests, all parties involved should use sound judgement.

This policy also addresses the protection of proprietary information's confidentiality. REC-IC may form a committee to handle any disagreements about such situations that cause conflicts of interest.

Furthermore, certain confidential or sensitive proprietary information may be transmitted between several parties during the incubation period. It is necessary to keep such information confidential.

## **8.20. EXIT (GRADUATE)POLICY**

Under the following conditions, incubatee firms/companies will exit the incubator:

- i) Completion of an 18-month stay, unless REC-IC extends the term
- ii) Business proposition underperformance or unavailability: REC-IC shall decide and apply criteria for this on a case-by-case basis.
- iii) Unresolved conflicts between promoters and founders. When conflicts are found to be solvable, the REC-IC will determine the position or point.
- iv) When a firm makes a significant change in its profile, promoters, directors, shareholders, products, or business plans as a result of an acquisition, merger, amalgamation, or restructuring, or when a company seeks to go public.
- v) Changes in the promoters'/founders' team without REC-IC approval.
- vi) Any other reason that REC-IC deems necessary for an incubatee company to depart the programme.

REC-decision IC's in connection with an incubatee firm's withdrawal shall be final and shall not be contested by any incubatee company, regardless of what is written elsewhere.

## **8.21. AGREEMENTS**

To the degree relevant, the companies are required to sign the following agreements:

- i) Service Agreement: Between REC-IC and the Incubatee Company for the company's admittance to the REC-IC.
- ii) Credit Agreement: Between REC-IC and the incubatee company on the sanction of a seed loan.
- iii) Equity Agreement: Between REC-IC and the Incubatee Company for REC-ownership IC's of the Incubatee Company.
- iv) Technology Transfer/Technology License Agreement: Between REC and an incubatee

- company for technology transfer from REC to incubate companies
- v) Use of Host Institution Lab Resources: Agreement between REC and an incubatee company for the incubatee company to use REC departmental resources in accordance with REC policy.

### **8.22. JURISDICTION**

All agreements made by the Host Institution will be subject to the jurisdiction of the Civil Courts in Bhubaneswar, which are part of the BMC, and will be regulated by Indian laws. In the case of foreign technology licencing, the Institute may consider incorporating an arbitration clause and UNCITRAL guidelines.

### **8.23. DISCLAIMER**

The incubate firm/company will understand and acknowledge that REC-IC intends to provide support and services to the Firm/Company in good faith in order to achieve its goal of promoting entrepreneurship by commercialising innovative technologies developed at the Institute by incubating and supporting new businesses. REC-IC understands that by agreeing to provide numerous assistance and services, it does not assume responsibility for any of them:

- a. Assuring the success of an incubator firm/company, its products/processes/services, or marketability.
- b. Ensuring that the Incubatee firm/companies or their promoters/founders are completely satisfied with the support and services given by REC-IC.
- c. Using the REC-IC network, ensuring the quality of the consultants hired by the incubate firm/companies. Before entering into a connection with them, incubator firms/companies must apply their judgments.

The incubate firms/companies will understand and agree that REC-IC or its staff will not be held liable in any way for the aforementioned.

Periodically, the policy is reviewed and amended. On a case-by-case basis, REC-IC maintains the right to make exceptions to the policy's conditions if appropriate for a specific firm or promotion.

## **Annexure –A-1**

### **Pre-Qualifier Form for the REC Incubation Center**

1. *Name of the Applicant:*
2. Registered office address:
3. Authorized capital:
4. Share/Equity distribution:
5. Name of Directors and Promoters:

6. Name of Mentor (if any):
7. BUSINESS/ IDEADETAILS:
8. Title of your Incubation Business/Technology Proposal:
9. Provide a brief description of the product/service/technology business you intend to start:
10. Have you spoken with the relevant department and received their permission to collaborate with you?
11. Space, workstations, or PCs infrastructure requirements:
12. Include any college-specific usage regulations:
13. Specify Mentoring and other professional services/support requirements:
14. Describe how the Gandhi Institute For Engineering's personnel and physical resources could benefit your company:
15. Do you have a business plan prepared? If so, please send a copy.
16. Please list your funding sources.
17. Profile of your Company  
*(Type of business, including characteristics such as the date of registration, stock exchange membership if applicable, important personnel/associates, specific accomplishments, and so on.)*
18. Director and Promoter Profiles: (Attach brief resume)
19. Please provide the names and addresses of up to three referees who are familiar with your profession or accomplishment.
20. Any other information that would aid in the evaluation of your proposal:

### **Declaration:**

I/We thus declare that the information provided above is true and correct to the best of my knowledge and belief, and I agree to immediately notify you if anything changes. I/We are aware that if any of the above information is found to be false, inaccurate, misleading, or deceptive, I/We may be held accountable.

**Signature**

## **Annexure –A-2**

### **Application for Incubation Centre at REC**

1. Name of the Applicant:
2. Company name (existent or projected) ( if any ):
3. The founding team's names and contact information ( attach resume ):
4. If you're registered, include your registration number and other information.:
5. Contact Address:
6. Contact Phone No(s):
7. Contact E-Mail ID:
8. Website ( if any ):

#### **BUSINESS DESCRIPTION IN GENERAL**

- 1) Briefly describe your planned business (products/services), focusing on the following
  - a) Product/service idea strength in terms of technology content, inventiveness, timeliness, and market potential
  - b) Value Proposition
  - c) Existing IP and the IP generation potential of the concept
  - d) The extent to which REC, Bhubaneswar teachers, alumni, staff, and students are involved
  - e) The main business's strength steam
  - f) Funding requirements and financing feasibility
  - g) Break-even period
- 2) What unmet market demand does your product/service meet?
- 3) How the IP was created, as well as future plans for IP R&D: (For example, consulting, sponsored research, and projects.)
- 4) Do you need any government or regulatory approvals for your business?
- 5) Describe your key personnel's management and technology knowledge, as well as their experience with your product/services and the length of that experience (attach resumes)
- 6) Information about your potential customers.

- 7) A description of the market research efforts carried out for the product or service.
- 8) Information on your main competitors.
- 9) What are your unique selling points?
- 10) Describe your pricing approach in detail.
- 11) Product/service promotion actions.
- 12) The distribution method.
- 13) Who are your primary vendors?
- 14) Determine the break-even sales volume and time frame.
- 15) The first two years' investment needs (with source of finance, if any)
- 16) Cash flow forecast for the first two years of business
- 17) If available, the current balance sheet and income statement. If not, explain why.
- 18) Significant dangers associated with your company.
- 19) Employment creation (Project in minute detail for first two-year period)
- 20) Are there any other considerations?.

## **REQUIREMENTS FOR REC-IC FACILITIES**

- 1) Why are you interested in locating in the REC-IC?
  - 2) Space, workstations/PCs, and other infrastructure requirements
  - 3) Describe any unique requirements for using the REC, Bhubaneswar laboratory facilities:
  - 4) Explain how using REC's personnel and physical resources could benefit your company.
  - 5) If you are selected as an incubate, when would you like to begin residing in the incubator?
  - 6) How many staff will be using the facility in total? (Provide year-by-year projections for full-time and part-time personnel.).
- 
- 1) 1) If you are currently occupying a facility, specify the square footage occupied in



square feet, as well as the rent and utility costs in rupees.

- 2) How long do you plan to use the incubator's services?
- 3) Describe the Mentoring and other professional services / assistance you expect from the Incubation Centre. (Please check the boxes below and provide precise information.)
  - a. Help with IP portfolio management
  - b. Marketing Assistance
  - c. Business Plan Development
  - d. Links to other institutes of higher learning
  - e. Business Training Programs
  - f. HR Support
  - g. Business Etiquette
  - h. Other Management Assistance
  - i. Any Other

**WHERE WILL REC-IC BENEFIT FROM YOUR BUSINESS INCUBATION?:**

*Explain how your planned start-up company nurtured at REC-IC will benefit the institute and, in particular, the students.*

**Declaration:**

I/We thus declare that the information provided above is true and correct to the best of my knowledge and belief, and I agree to immediately notify you if anything changes. I/We are aware that if any of the above information is found to be false, inaccurate, misleading, or deceptive, I/We may be held accountable.

**Signature**

**Annexure –A-3**  
**NOC for the REC's Incubation Centre**  
*(Student permission to engage in business activity)*

(Please note that this permission can be withdrawn by the Institute if the applicant breaches any conditions imposed by the Institute)

1. Name, Address, E-mail, Mobile:.....
2. Contact Details of Parents:.....
3. Department: .....Program: ..... Year:..... SPI:.....
4. Proposed commercial activity:.....
5. Expected number of hours per month for this activity:.....
6. Product/Service or Company Name and Brand:.....
7. Applicant's role: .....
8. Other person(s) involved: .....

I.....(*Name of the student*) I declare that I have read and understood all of the laws and regulations that govern student commercial activity. I agree to follow them. I also agree to pay REC, Bhubaneswar or REC Incubation Centre dues..

.....  
Signature  
NAME  
Date

Endorsement by the Parent/Guardian

.....  
..... Name:  
Date:

Recommended

.....  
...  
Head of the Department  
Date & Seal