



# Handbook

## Functional Committees

The Functional committees comprising of senior faculty members have been constituted to ensure the systematic and smooth functioning of the curricular, co-curricular and extra-curricular activities.

### **Anti-Ragging Committee**

#### **RAGGING – A SERIOUS AND PUNISHABLE OFFENCE**

Ragging in any form is totally banned in our College/other institutions/Hostel/ Campus and the premises. In reference of AICTE notification no. F.No.37-3/Legal/AICTE/2009 and UGC notification F. 1- 16/2007(CPP-II) dated 17.06.2009:

#### **Ragging in any form is illegal and is strictly forbidden.**

- The College has an Anti-Ragging Squad consisting of senior member of faculty. Honourable Supreme Court and the State Authorities have empowered the victims and their families to file/ register FIR.
- The College has Anti-ragging committee.

#### **ANTI RAGGING COMMITTEE – 2014-2015**

Co-ordinator : Mr. Himanshu Jain, Director

- Severe action including imprisonment and termination from college will be invariably taken against those who indulge in ragging.

The other functional committee in the college is as follows:

- Grievance Redressal committee
- Examination cell
- Hostel coordination committee
- Sports committee
- Civilage (Student Association of Civil Engineering)
- EESA (Electrical & Electronics Student Association)
- Student Association of Chemical Engineering
- Student Association of Computer Science Engineering
- Student Association of Mechanical Engineering
- Cultural Committee

## RULES AND REGULATIONS

### ➤ **Rules (General)**

- “Wear Identity Card with college rope” (easily noticeable) whenever in the College campus and also while travelling in the College bus. Not wearing the Identity card is an act of indiscipline and is punishable.
- Prior information must be given to class coordinator for leave
- Celebrations (Birthdays, Valentine’s Day, Holi etc.,) are strictly prohibited inside classrooms/ canteens/ college buses/ campus.
- Inform Loss/ theft of ID cards/ library cards and change of address or contact telephone numbers to college Office without delay. Institution is not responsible for loss of any personal items.



- During college hours, going out of the campus is permitted only with exit passes. If found, fine will be imposed on the spot.
- Observe/ comply with other specific rules of the college. These include:
  - Parking of vehicles only in specified areas
  - Wear helmets while riding two wheelers (only 1+1 as per Govt. Regulations)
  - Observe speed limits while riding / driving
  - Students can visit cafeteria during break.
- **UNIFORM:** (Students should come to college in college uniform)

**For Boys:** Blue jeans and tucked-in white Shirt with collar, formal shoes.

**For Girls:** Blue jeans and tucked-in white Shirt with collar, Shoes.

No loose garments are permitted in the workshops / laboratories as a measure of safety precaution. Students must wear overcoat while in workshop/ Labs.

### Regulations

- Students should not resort to any form of strike and/or such undesirable activities. These are punishable and severe disciplinary actions (including expulsion) may be taken against the guilty.
- There is a grievance redressal mechanism and issues are to be sorted out.
- Books should be submitted to library & book bank within 15 days of completion of resp semester exams.
- Tuition fees are to be deposited before the commencement of the next semester.
- Those who have to avail college bus facility should abide by 'Rules and Regulations'. Bus routes will be designated for the convenience of the students
- All those who avail hostel facility are to abide by "Rules / Regulations of the institute".
- Smoking or Consumption of alcohol inside or outside the campus is strictly prohibited, if found strict action will be taken against them.
- General Attendance rules are given below for compliance. Daily, weekly and monthly attendance is closely and personally monitored by the respective HOD (includes Punctuality/ and Regularity).
- Efforts must be made to realize 100% Attendance every month; once the level reaches 90%, corrective steps are to be seriously undertaken by- students, parents and the resp. Dept. It is a joint responsibility towards students.
- Monthly reports are to be submitted by HODs to Principal for preventive actions through Parents.
- **If the Attendance of a student is below 75%, the student will not be permitted to appear in the University Examinations and will be debarred; students so debarred in the respective year/ semester.**

### **Internal Assessment Marks:**

RTU has introduced an Internal Assessment of 20 Marks. This will be calculated based on the marks scored in the two internal exam and Class Attendance.

- Performance of students, who have poor Academic performance & inadequate attendance, will be reported to their Parents.

### **Counselling**

- There is tutor guardian faculty Counsellor for every twenty students (1:20). Students are counselled periodically on student development, issues affecting progress, academic performance, higher studies, placement, attendance, discipline, sports, extra-curricular activities, etc.
- There is a Expert Counsellor with specialization in Psychology. Students are supported to seek special guidance and advice from the expert counsellor, as and when it is necessary.
- Students can make suggestions and feedback regarding difficulties either directly to the resp. HOD/ Principal or through the suggestion box (which is provided at the entrance of the Main block) or through the expert counsellor.

- A TG meeting is held weekly. During these meetings the student representatives air their opinions and suggestions regarding lecture classes, lab sessions and cycles test performance to enable mid-semester corrections for realizing excellence in Teaching Learning process.

### Certificates

The Course Completion Certificate, Transfer Certificate and Conduct Certificates will be issued only when the student completes the entire course work satisfactorily and leaves the college after submission of 'No-Dues Certificate' from all Departments.

## FEE STRUCTURE

S.No.	Head of Fees	Odd Semester (in Rupees)	Even Semester (in Rupees)
<b>Tuition Fees</b>			
1	Tuition Fee	As per RTU	As per RTU
	<b>TOTAL</b>	35,000	35,000
<b>B. Institute Fees (Common for all students)</b>			
3	Library & Book Bank	20% of book cost	20% of book cost
4	Transportation facility		10,000
<b>C. Onetime payment at Admission</b>			
6	Institute Caution Money (Refundable)	7500	7500
7	RTU development fees	2500	2500
8	Library fees (refundable)	1000	1000
9	Admission Processing Fees	1000	1000
<b>D. University Fees (For all)</b>			
9	RTU examination fees		850
10	Enrolment Fees		

a) For Raj. Board/ Universities in Raj. State/ Board of Technical Education, Jodhpur	Rs 250/-
b) CBSE & other Central Board(IGNOU, NIOS etc)	Rs. 350/-
c) Other than Raj. & Central board/ Univ in India	Rs. 550/-
d) All other cases (NRI, Foreign students)	Rs. 5500/-

### HOSTEL FEES

<b>A. Hostel Fees</b>	25,000/- PER YEAR (should be paid in college accounts dept)
<b>B. Mess Fees</b>	2,000/- PER MONTH (should be deposited to mess incharge)

➤ **Last date of deposition of fees for:**

i. **Odd semester: 15<sup>th</sup> May**

ii. **Even Semester: 20<sup>th</sup> December**

- Fees for semester will be taken as whole, **no instalments will be permitted.**
- If you are depositing in bank, kindly mail the photo of receipt to [accounts@sunriseudaipur.com](mailto:accounts@sunriseudaipur.com)
- Account HDFC bank : In name of “**Faculty of Engineering**”  
**A/c No.: 12731450000384**  
**IFSC: HDFC0001273**
- **For further details contact:**
  - **DIRECTOR:** Mr. Himanshu Jain, +91- 9460800622
  - **PRINCIPAL:** Mr. Pushendra Singh, +91- 9462809192
  - **H.O.D. Civil Dept:** Mr. Gaurav Sharma, +91- 9414255344
  - **H.O.D. Mechanical Dept:** Mr. Pratyush Verma, +91- 8740824863
  - **H.O.D. Chemical Dept:** Ms. Parul Arora, +91- 9828519092
  - **H.O.D. EEE & ECE Dept:** Ms. Aditi Bhatnagar, +91- 9636732406
  - **H.O.D. CSE Dept:** Mr. Manuj Joshi, +91- 8003189060
  - **H.O.D. First Year:** Ms. Aarti Rani Chandra, +91- 9602021365
  - **ACCOUNTS DEPARTMENT :** Mr. Mahendra : +91-8696933410 or +91-8696933408
  - **ADMIN SECTION:** Mr. Kuldeep Arora, +91-9887850739
- For more details kindly check university website: [www.rtu.ac.in](http://www.rtu.ac.in)
- For student section details and other details kindly check college website [www.sunrise.ac.in](http://www.sunrise.ac.in)