

**DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY
LUCKNOW**



**Study & Evaluation Scheme with Syllabus
for
B.Tech. Second Year
Electrical Engineering / Electrical & Electronics Engineering**

**On
Choice Based Credit System
(Effective from the Session: 2017-18)**

Prashant
Director
DMS Engineering College
Ghaziabad

2nd Year III-SEMESTER

S. No.	Subject Code	Subject Name	L-T-P	ESE Marks	Sessional		Total	Credit
					CT	TA		
1.	ROE030 to 039/ RAS301	Science Based Open Elective/ Mathematics-III	3-1-0	70	20	10	100	4
2.	RVE301/ RAS302	Universal Human Values & Professional Ethics/ Environment & Ecology	3-0-0	70	20	10	100	3
3.	REC309	Analog & Digital Electronics	3-0-0	70	20	10	100	3
4.	REE301	Electrical & Electronics Engineering Materials	3-0-0	70	20	10	100	3
5.	REE302	Electrical Measurements & Instrumentation	3-0-0	70	20	10	100	3
6.	REE303	Basic Signals & Systems	3-1-0	70	20	10	100	4
7.	REE351	Electrical Workshop	0-0-2	50	30	20	100	1
8.	REE352	Electrical Measurements Lab	0-0-2	50	30	20	100	1
9.	REE353	Simulation Lab – I	0-0-2	50	30	20	100	1
10.	REC359	Electronics Lab	0-0-2	50	30	20	100	1
11.	RME101*	Elements of Mechanical Engineering*	3-1-0	70	20	10	100*	--
12.	RCE151*	Computer Aided Engineering Graphics*	0-0-3	50	30	20	100*	--
Total							1000	24

CT: Class Test

TA: Teacher Assessment

L/T/P: Lecture/ Tutorial/ Practical

***B.Tech. IInd year lateral entry students belonging to B.Sc. Stream, shall clear the subjects RCE151/RCE251 and RME101/201 of the first year Engineering Programme along with the second year subjects.**

Science Based Open Electives:

- a. ROE030/ROE040 Manufacturing Process
- b. ROE031/ROE041 Introduction to soft computing
- c. ROE032/ROE042 Nano Science
- d. ROE033/ROE043 Laser System and Application
- e. ROE034/ROE044 Space Science
- f. ROE035/ROE045 Polymer Science & Technology
- g. ROE036/ROE046 Nuclear Science
- h. ROE037/ROE047 Material Science
- i. ROE038/ROE048 Discrete Mathematics
- j. ROE039/ROE049 Applied Linear Algebra


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2nd Year IV-SEMESTER

S. No.	Subject Code	Subject Name	L-T-P	ESE Marks	Sessional		Total	Credit
					CT	TA		
1.	RAS401/ ROE040 to 049	Mathematics-III/ Science Based Open Elective	3-1-0	70	20	10	100	4
2.	RAS302/ RVE301	Environment & Ecology/ Universal Human Values & Professional Ethics	3-0-0	70	20	10	100	3
3.	REC402	Electromagnetic Field Theory	3-1-0	70	20	10	100	4
4.	REE401	Power Plant Engineering	3-0-0	70	20	10	100	3
5.	REE402	Electrical Machines -I	3-0-0	70	20	10	100	3
6.	REE405	Network Analysis and Synthesis	3-0-0	70	20	10	100	3
7.	REE451	Simulation– II Lab	0-0-2	50	30	20	100	1
8.	REE452	Electrical Machines -I Lab	0-0-2	50	30	20	100	1
9.	REE453	Networks Lab	0-0-2	50	30	20	100	1
10.	REE454	Electrical Instrumentation Lab	0-0-2	50	30	20	100	1
11.	RME201*	Elements of Mechanical Engineering*	3-1-0	70	20	10	100*	--
12.	RCE251*	Computer Aided Engineering Graphics*	0-0-3	50	30	20	100*	--
Total							1000	24

CT: Class Test

TA: Teacher Assessment

L/T/P: Lecture/ Tutorial/ Practical

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- ROE031/ROE041 Introduction to soft computing
- ROE032/ROE042 Nano Science
- ROE033/ROE043 Laser System and Application
- ROE034/ROE044 Space Science
- ROE035/ROE045 Polymer Science & Technology
- ROE036/ROE046 Nuclear Science
- ROE037/ROE047 Material Science
- ROE038/ROE048 Discrete Mathematics
- ROE039/ROE049 Applied Linear Algebra


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**A Foundation course
In
Universal Human Values and Professional Ethics**

Universal Human Values and Professional Ethics

[L-T-P: 3-0-0]

Course Objectives

This introductory course input is intended

1. To help the students appreciate the essential complementarity between 'VALUES' and 'SKILLS' to ensure sustained happiness and prosperity, which are the core aspirations of all human beings
2. To facilitate the development of a Holistic perspective among students towards life and profession as well as towards happiness and prosperity based on a correct understanding of the Human reality and the rest of Existence. Such a holistic perspective forms the basis of Universal Human Values and movement towards value-based living in a natural way
3. To highlight plausible implications of such a Holistic understanding in terms of ethical human conduct, trustful and mutually fulfilling human behavior and mutually enriching interaction with Nature

Thus, this course is intended to provide a much needed orientational input in value education to the young enquiring minds.

Course Methodology

1. The methodology of this course is explorational and thus universally adaptable. It involves a systematic and rational study of the human being vis-à-vis the rest of existence.
2. It is free from any dogma or value prescriptions.
3. It is a process of self-investigation and self-exploration, and not of giving sermons. Whatever is found as truth or reality is stated as a proposal and the students are facilitated to verify it in their own right, based on their Natural Acceptance and subsequent Experiential Validation.
4. This process of self-exploration takes the form of a dialogue between the teacher and the students to begin with, and then to continue within the student leading to continuous self-evolution.
5. This self-exploration also enables them to critically evaluate their pre-conditionings and present beliefs.


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Course Syllabus: Universal Human Values and Professional Ethics [L-T-P: 3-0-0]

The whole course is divided into 5 modules.

After every two lectures of one hour each, there is a 2 hour practice session.

The teachers are oriented to the inputs through an eight to ten day workshop (Teachers' Orientation Program).

The Teacher's Manual provides them the lecture outline. The outline has also been elaborated into presentations and provided in a DVD with this book to facilitate sharing.

The teacher is expected to present the issues to be discussed as propositions and encourage the students to have a dialogue. The process of dialogue is enriching for both, the teacher as well as the students.

The syllabus for the lectures is given below:

UNIT 1: Course Introduction - Need, Basic Guidelines, Content and Process for Value Education

1. Understanding the need, basic guidelines, content and process for Value Education
2. Self Exploration—what is it? - its content and process; 'Natural Acceptance' and Experiential Validation- as the mechanism for self exploration
3. Continuous Happiness and Prosperity- A look at basic Human Aspirations
4. Right understanding, Relationship and Physical Facilities- the basic requirements for fulfillment of aspirations of every human being with their correct priority
5. Understanding Happiness and Prosperity correctly- A critical appraisal of the current scenario
6. Method to fulfill the above human aspirations: understanding and living in **harmony** at various levels


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UNIT 2: Understanding Harmony in the Human Being - Harmony in Myself!

7. Understanding human being as a co-existence of the sentient 'I' and the material 'Body'
8. Understanding the needs of Self ('I') and 'Body' - *Sukh* and *Suvidha*
9. Understanding the Body as an instrument of 'I' (I being the doer, seer and enjoyer)
10. Understanding the characteristics and activities of 'I' and harmony in 'I'
11. Understanding the harmony of I with the Body: *Sanyam* and *Swasthya*; correct appraisal of Physical needs, meaning of Prosperity in detail
12. Programs to ensure *Sanyam* and *Swasthya*
 - Practice Exercises and Case Studies will be taken up in Practice Sessions.

UNIT 3: Understanding Harmony in the Family and Society- Harmony in Human-Human Relationship

13. *Understanding Harmony in the family – the basic unit of human interaction*
14. Understanding values in human-human relationship; meaning of *Nyaya* and program for its fulfillment to ensure *Ubhay-tripti*; Trust (*Vishwas*) and Respect (*Samman*) as the foundational values of relationship
15. Understanding the meaning of *Vishwas*; Difference between intention and competence
16. Understanding the meaning of *Samman*, Difference between respect and differentiation; the other salient values in relationship
17. Understanding the harmony in the society (society being an extension of family): *Samadhan*, *Samridhi*, *Abhay*, *Sah-astitva* as comprehensive Human Goals
18. Visualizing a universal harmonious order in society- Undivided Society (*Akhand Samaj*), Universal Order (*Sarvabhaum Vyawastha*)- from family to world family!
 - Practice Exercises and Case Studies will be taken up in Practice Sessions.

UNIT 4: Understanding Harmony in the Nature and Existence - Whole existence as Co-existence

19. Understanding the harmony in the Nature
20. Interconnectedness and mutual fulfillment among the four orders of nature- recyclability and self-regulation in nature
21. Understanding Existence as Co-existence (*Sah-astitva*) of mutually interacting units in all-pervasive space
22. Holistic perception of harmony at all levels of existence
 - Practice Exercises and Case Studies will be taken up in Practice Sessions.

UNIT 5: Implications of the above Holistic Understanding of Harmony on Professional Ethics

23. Natural acceptance of human values
24. Definitiveness of Ethical Human Conduct
25. Basis for Humanistic Education, Humanistic Constitution and Humanistic Universal Order
26. Competence in professional ethics:
 - a) Ability to utilize the professional competence for augmenting universal human order
 - b) Ability to identify the scope and characteristics of people-friendly and eco-friendly production systems,
 - c) Ability to identify and develop appropriate technologies and management patterns for above production systems.
27. Case studies of typical holistic technologies, management models and production systems
28. Strategy for transition from the present state to Universal Human Order:
 - a) At the level of individual: as socially and ecologically responsible engineers, technologists and managers
 - b) At the level of society: as mutually enriching institutions and organizations

Guidelines and Content for Practice Sessions

UNIT 1: Course Introduction - Need, Basic Guidelines, Content and Process for Value Education

PS 1: Introduce yourself in detail. What are the goals in your life? How do you set your goals in your life? How do you differentiate between right and wrong? What have been your achievements and shortcomings in your life? Observe and analyze them.

Expected outcome: the students start exploring themselves; get comfortable to each other and to the teacher and start finding the need and relevance for the course.

PS 2: Now-a-days, there is a lot of voice about many techno-genic maladies such as energy and natural resource depletion, environmental pollution, global warming, ozone depletion, deforestation, soil degradation, etc. – all these seem to be man-made problems threatening the survival of life on Earth – What is the root cause of these maladies & what is the way out in your opinion?

On the other hand, there is rapidly growing danger because of nuclear proliferation, arms race, terrorism, criminalization of politics, large scale corruption, scams, breakdown of relationships, generation gap, depression & suicidal attempts, etc – what do you think, is the root cause of these threats to human happiness and peace – what could be the way out in your opinion?

Expected outcome: the students start finding that technical education without study of human values can generate more problems than solutions. They also start feeling that lack of understanding of human values is the root cause of all problems and the sustained

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solution could emerge only through understanding of human values and value based living. Any solution brought out through fear, temptation or dogma will not be sustainable.

PS 3:

1. Observe that each one of us has Natural Acceptance, based on which one can verify right or not right for him. Verify this in case of

- i) What is Naturally Acceptable to you in relationship- Feeling of respect or disrespect?
- ii) What is Naturally Acceptable to you – to nurture or to exploit others?

Is your living the same as your natural acceptance or different?

2. Out of the three basic requirements for fulfillment of your aspirations- right understanding, relationship and physical facilities, observe how the problems in your family are related to each. Also observe how much time & effort you devote for each in your daily routine.

Expected outcome:

- 1. The students are able to see that verification on the basis of natural acceptance and experiential validation through living is the only way to verify right or wrong, and referring to any external source like text or instrument or any other person cannot enable them to verify with authenticity; it will only develop assumptions.
- 2. The students are able to see that their practice in living is not in harmony with their natural acceptance most of the time, and all they need to do is to refer to their natural acceptance to remove this disharmony.
- 3. The students are able to see that lack of right understanding leading to lack of relationship is the major cause of problems in their family and not the lack of physical facilities in most of the cases, while they have given higher priority to earning of physical facilities in their life ignoring relationships and not being aware that right understanding is the most important requirement for any human being.

UNIT 2: Understanding Harmony in the Human Being - Harmony in Myself!

PS 4: List down all your desires. Observe whether the desire is related to Self (I) or Body. If it appears to be related to both, see which part of it is related to Self (I) and which part is related to Body.

Expected outcome: the students are able to see that they can enlist their desires and the desires are not vague. Also they are able to relate their desires to 'I' and 'Body' distinctly. If any desire appears related to both, they are able to see that the feeling is related to I while the physical facility is related to the body. They are also able to see that 'I' and 'Body' are two realities, and most of their desires are related to 'I' and not body, while their efforts are mostly centered on the fulfillment of the needs of the body assuming that it will meet the needs of 'I' too.

PS 5:

- 1. a. Observe that any physical facility you use, follows the given sequence with time :
Necessary & tasteful → unnecessary & tasteful → unnecessary & tasteless → intolerable
- b. In contrast, observe that any feeling in you is either naturally acceptable or not acceptable at all. If naturally acceptable, you want it continuously and if not acceptable, you do not want it any moment!

2. List down all your activities. Observe whether the activity is of 'I' or of Body or with the participation of both 'I' and Body.
3. Observe the activities within 'I'. Identify the object of your attention for different moments (over a period of say 5 to 10 minutes) and draw a line diagram connecting these points. Try to observe the link between any two nodes.

Expected outcome:

1. The students are able to see that all physical facilities they use are required for a limited time in a limited quantity. Also they are able to see that in case of feelings, they want continuity of the naturally acceptable feelings and they do not want feelings which are not naturally acceptable even for a single moment.
2. the students are able to see that activities like understanding, desire, thought and selection are the activities of 'I' only, the activities like breathing, palpitation of different parts of the body are fully the activities of the body with the acceptance of 'I' while the activities they do with their sense organs like hearing through ears, seeing through eyes, sensing through touch, tasting through tongue and smelling through nose or the activities they do with their work organs like hands, legs etc. are such activities that require the participation of both 'I' and body.
3. The students become aware of their activities of 'I' and start finding their focus of attention at different moments. Also they are able to see that most of their desires are coming from outside (through preconditioning or sensation) and are not based on their natural acceptance.

PS 6:

1. Chalk out programs to ensure that you are responsible to your body- for the nurturing, protection and right utilisation of the body.
2. Find out the plants and shrubs growing in and around your campus. Find out their use for curing different diseases.

Expected outcome: The students are able to list down activities related to proper upkeep of the body and practice them in their daily routine. They are also able to appreciate the plants wildly growing in and around the campus which can be beneficial in curing different diseases.

UNIT 3: Understanding Harmony in the Family and Society- Harmony in Human-Human Relationship

PS 7: Form small groups in the class and in that group initiate dialogue and ask the eight questions related to trust. The eight questions are :

- | | |
|--|---|
| 1a. Do I want to make myself happy? | 1b. Am I able to make myself always happy? |
| 2a. Do I want to make the other happy? | 2b. Am I able to make the other always happy? |
| 3a. Does the other want to make him happy? | 3b. Is the other able to make him always happy? |
| 4a. Does the other want to make me happy? | 4b. Is the other able to make me always happy? |

What is the answer?
Intention (Natural Acceptance)

What is the answer?
Competence

Let each student answer the questions for himself and everyone else. Discuss the difference between intention and competence. Observe whether you evaluate your intention & competence as well as the others' intention & competence.

Expected outcome: The students are able to see that the first four questions are related to our Natural Acceptance i.e. Intention and the next four to our Competence. They are able to note that the intention is always correct, only competence is lacking! We generally evaluate ourselves on the basis of our intention and others on the basis of their competence! We seldom look at our competence and others' intention as a result we conclude that I am a good person and other is a bad person.

PS 8:

1. Observe on how many occasions you are respecting your related ones (by doing the right evaluation) and on how many occasions you are disrespecting by way of under-evaluation, over-evaluation or otherwise evaluation.
2. Also observe whether your feeling of respect is based on treating the other as yourself or on differentiations based on body, physical facilities or beliefs.

Expected outcome: The students are able to see that respect is right evaluation, and only right evaluation leads to fulfillment in relationship. Many present problems in the society are an outcome of differentiation (lack of understanding of respect), like gender biasness, generation gap, caste conflicts, class struggle, dominations through power play, communal violence, clash of isms, and so on so forth. All these problems can be solved by realizing that the other is like me as he has the same natural acceptance, potential and program to ensure a happy and prosperous life for him and for others though he may have different body, physical facilities or beliefs.

PS 9:

1. Write a note in the form of story, poem, skit, essay, narration, dialogue to educate a child. Evaluate it in a group.
2. Develop three chapters to introduce 'social science- its need, scope and content' in the primary education of children

Expected outcome: The students are able to use their creativity for educating children. The students are able to see that they can play a role in providing value education for children. They are able to put in simple words the issues that are essential to understand for children and comprehensible to them. The students are able to develop an outline of holistic model for social science and compare it with the existing model.

Module 4: Understanding Harmony in the Nature and Existence - Whole existence as Co-existence

PS 10: List down units (things) around you. Classify them in four orders. Observe and explain the mutual fulfillment of each unit with other orders.

Expected outcome: The students are able to differentiate between the characteristics and activities of different orders and study the mutual fulfillment among them. They are also able to see that human beings are not fulfilling to other orders today and need to take appropriate steps to ensure right participation (in terms of nurturing, protection and right utilization) in the nature.

PS 11:

1. Make a chart for the whole existence. List down different courses of studies and relate them to different units or levels in the existence.
2. Choose any one subject being taught today. Evaluate it and suggest suitable modifications to make it appropriate and holistic.

Expected outcome: The students feel confident that they can understand the whole existence; nothing is a mystery in this existence. They are also able to see the interconnectedness in the nature, and point out how different courses of study relate to the different units and levels. Also they are able to make out how these courses can be made appropriate and holistic.

UNIT 5: Implications of the above Holistic Understanding of Harmony at all Levels of Existence

PS 12: Choose any two current problems of different kind in the society and suggest how they can be solved on the basis of natural acceptance of human values. Suggest steps you will take in present conditions.

Expected outcome: The students are able to present sustainable solutions to the problems in society and nature. They are also able to see that these solutions are practicable and draw roadmaps to achieve them.

PS 13:

1. Suggest ways in which you can use your knowledge of Technology/Engineering/Management for universal human order, from your family to the world family.
2. Suggest one format of humanistic constitution at the level of nation from your side.

Expected outcome: The students are able to grasp the right utilization of their knowledge in their streams of Technology/Engineering/ Management to ensure mutually enriching and recyclable productions systems.

PS 14: The course is going to be over now. Evaluate your state before and after the course in terms of

- a. Thought b. Behavior and c. Work d. Realization

Do you have any plan to participate in the transition of the society after graduating from the institute? Write a brief note on it.

Expected outcome: The students are able to sincerely evaluate the course and share with their friends. They are also able to suggest measures to make the course more effective and relevant. They are also able to make use of their understanding in the course for a happy and prosperous society.

Reference Material

The primary resource material for teaching this course consists of

a. The text book

R.R Gaur, R Sangal, G P Bagaria, A foundation course in Human Values and professional Ethics, Excel books, New Delhi, 2010, ISBN 978-8-174-46781-2

b. The teacher's manual

R.R Gaur, R Sangal, G P Bagaria, A foundation course in Human Values and professional Ethics – Teachers Manual, Excel books, New Delhi, 2010

c. A set of DVDs containing

- Video of Teachers' Orientation Program
- PPTs of Lectures and Practice Sessions
- Audio-visual material for use in the practice sessions

In addition, the following reference books may be found useful for supplementary reading in connection with different parts of the course:

1. B L Bajpai, 2004, *Indian Ethos and Modern Management*, New Royal Book Co., Lucknow. Reprinted 2008.
2. PL Dhar, RR Gaur, 1990, *Science and Humanism*, Commonwealth Publishers.
3. Sussan George, 1976, *How the Other Half Dies*, Penguin Press. Reprinted 1986, 1991
4. Ivan Illich, 1974, *Energy & Equity*, The Trinity Press, Worcester, and HarperCollins, USA
5. Donella H. Meadows, Dennis L. Meadows, Jorgen Randers, William W. Behrens III, 1972, *limits to Growth*, Club of Rome's Report, Universe Books.
6. Subhas Palekar, 2000, *How to practice Natural Farming*, Pracheen(Vaidik) Krishi Tantra Shodh, Amravati.
7. A Nagraj, 1998, *Jeevan Vidya ek Parichay*, Divya Path Sansthan, Amarkantak.
8. E.F. Schumacher, 1973, *Small is Beautiful: a study of economics as if people mattered*, Blond & Briggs, Britain.
9. A.N. Tripathy, 2003, *Human Values*, New Age International Publishers.

Relevant websites, movies and documentaries

1. Value Education websites, <http://uhv.ac.in>, <http://www.uptu.ac.in>
2. Story of Stuff, <http://www.storyofstuff.com>
3. Al Gore, *An Inconvenient Truth*, Paramount Classics, USA
4. Charlie Chaplin, *Modern Times*, United Artists, USA
5. IIT Delhi, *Modern Technology – the Untold Story*
6. *Gandhi A., Right Here Right Now*, Cyclewala Productions


Director
MS Engineering College
Ghaziabad

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IMS Engineering College, Ghaziabad

From: DIRECTOR	To: All Concerned
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Ref. No.: DIR/Aug/2018/395

Date: 02-08-2018

Sub: Special Anti-Ragging Drive

Following faculty members are assigned Anti-Ragging Drive duty in hostels as per the following schedule (from 02.00 pm to 10.00 pm). All the Faculty members are instructed to perform their duties with accountability:

Faculty	Date	Time
Prof. N.U. Khan (IT)	04-Aug, 2018	01pm to 04pm
Prof. Sanjay Kumar (AS&H)		04pm to 07pm
Dr. S.N. Rajan (CS)		07pm to 10pm
Dr. Rishi Asthana (EN)	05-Aug, 2018	01pm to 04pm
Prof. R.N. Baral (EC)		04pm to 07pm
Prof. Neeraj Kumar Sirohi (IT)		07pm to 10pm
Dr. Neetu Goel (AS)	09-Aug, 2018	02pm to 04pm
Prof. Om Prakash Umrao (ME)		04pm to 07pm
Prof. Avdhesh Gupta (CS)		07pm to 10pm
Dr. Upasana Pandey (CS)	12-Aug, 2018	02pm to 04pm
Dr. S.K. Kalla (ME)		04pm to 07pm
Dr. V.K. Saini (ME)		07pm to 10pm
Prof. Rashmi Chandra (BT)	15-Aug, 2018	02pm to 04pm
Prof. Suyash Kr. Srivastava (AS&H)		04pm to 07pm
Prof. Atul Kumar (CS)		07pm to 10pm
Prof. Annu Govind (EN)	18-Aug, 2018	02pm to 04pm
Prof. Pankul Goel (ME)		04pm to 07pm
Prof. R. K. Chauhan (EN)		07pm to 10pm
Prof. A. K. Shrivastava (CE)	19-Aug, 2018	02pm to 04pm
Prof. Manish Zadoo (EC)		04pm to 07pm
Dr. Pankaj Agarwal (CS)		07pm to 10pm
Dr. Monica Verma (MBA)	22-Aug, 2018	02pm to 04pm
Dr. Vipin Kumar (AS&H)		04pm to 07pm
Dr. B.N. Pathak (ME)		07pm to 10pm


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 IMS Engineering College
 Ghaziabad

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(Director)

IMS Engineering College, Ghaziabad

From: Chief Proctor	To: All Concerned
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Date:02-08-2017

CP/Aug/2017/229

Sub: Special Anti-Ragging Drive

Following faculty members are assigned Anti Ragging Drive duty in hostel as per the following schedule (from 02.00 pm to 10.00 pm). All the Faculty members are instructed to perform their duties with accountability and report back to the undersigned/ concerned authority.

Faculty	Date	Time
N U Khan (IT)	05-Aug, 2017	01pm to 04pm
Prof. Sanjay Kumar (AS&H)		04pm to 07pm
Prof. Narendr Kr.(BT)		07pm to 10pm
Prof. Manu Srivastava (ME)	06-Aug, 2017	02pm to 04pm
Prof. R. N. Baral (EC)		04pm to 07pm
Prof. Neeraj Sirohi (IT)		07pm to 10pm
Dr. Anagha Shukre (MBA)	07-Aug, 2017	02pm to 04pm
Prof. Om Prakash Umro (ME)		04pm to 07pm
Prof. S. K. Kalla (ME)		07pm to 10pm
Dr. Upasana Pandey (CS)	13-Aug, 2017	02pm to 04pm
Prof. Pankaj Goel (EC)		04pm to 07pm
Prof. Avdhesh Kumar (CS)		07pm to 10pm
Ms Rashmi Chandra (BT)	15-Aug, 2017	02pm to 04pm
Prof. Manish Zadoo (EC)		04pm to 07pm
Prof Atul Kumar (CS)		07pm to 10pm
Prof. Annu Govind (EN)	19-Aug, 2017	02pm to 04pm
Prof. Pankul Goel (ME)		04pm to 07pm
Prof. R. K. Chauhan (EN)		07pm to 10pm
Dr. Gunjan Sharma (AS&H)	20-Aug, 2017	02pm to 04pm
Prof.Suyash Srivastava (AS&H)		04pm to 07pm
Dr. S. N. Rajan (CS)		07pm to 10pm

There for all concerned faculty members are requested to note & comply please.

(N U Khan)
Chief Proctor

cc: 1. Director Sir (for his kind information)


Director
IMS Engineering College
Ghaziabad

IMS Engineering College, Ghaziabad

From: Chief Proctor	To: All Concerned
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Date: 26-7-2017
Ref: CP/July/2017/226

Anti Ragging Escort committee

In order to prevent any kind of ragging, the entire campus has been divided into small areas. So, below mentioned is the duty list of the faculty members to ensure that there is no ragging activity in the entire campus. These members are required to be vigilant and proactively participate in the matters related to maintain the ragging free campus.

Block A: (Specially during Morning, lunch time of 1st year & after the end of the classes)

1. Mr. R. K. Chouhan, Associate Professor EN - In charge*
2. Dr. Suyash Srivastava, Associate Professor AS&H – Member
3. Dr. Anagha Shukre, Associate Professor MBA-Member
4. Dr. Narender Kumar, Associate Professor BT - Member
5. All Class coordinators (MBA, BT & AS&H) /Section Incharge (Members)

Block B: (Specially during morning, lunch time & after the end of the classes)

1. Mr. O. P. Umrao, Associate Prof. ME- Incharge*
2. Class coordinators from ME & CE (Members)
3. HOD- ME &CE

Block C: (Specially during morning, lunch time & after the end of the classes)

1. Dr. Avdesh Gupta, Associate Professor (CS) -2nd Shift – In charge*
2. Dr. R. N. Baral, Associate Professor EC- 1st Shift - In charge*
3. All Class coordinators from CS, IT, EC, EN (Members)
4. HOD-EC, EN, IT, CS

Front of Block B & Block C: (Specially during morning, lunch time & after the end of the classes)

1. Mr. Manish Zadoo, Associate Prof. EC – Incharge*
2. Mr. Sherish Johri, Assistant Prof. IT – Member
3. Ms. Manu Srivastava, Associate Prof. ME – Member
4. HOD-EC, EN, ME, IT, CS,CE

Girls Hostel: (Specially during lunch time of 1st year & after the end of the classes)

1. **Ms. Rashmi Chandra, Associate Professor (BT) –Incharge***
2. Dr. Gunjan Sharma, Associate Professor AS&H- Member
3. Dr. Upasna Pandey, Associate Professor (CS)-Member
4. Warden (Girls)

Boys Hostel: (Specially during lunch time of 1st year & after the end of the classes)

1. **Prof. Neeraj Sirohi Associate Professor (CS) – Incharge***
2. Prof. Pravesh Chandra Srivastava(AS&H) – Member
3. Chief warden
4. Prof. Prabhash Tyagi (AS)-Member
5. Prof Vikram Singh (AS)-Member
6. Prof Tej Singh (AS)-Member
7. Prof Rahul Kr. Pandey (AS)-Member
8. Prof. Varun Kumar (EN)-Member

Kaveri Canteen & Central Library: (Specially during lunch time of 1st year & after the end of the classes)

1. **Prof. Atul Kumar, Associate Professor (CS)- Incharge***
2. Ajay Singh Parmar (ME) – Member
3. Prof Anurag Mishra (CS) – Member
4. Prof. Saroj Kumar (EN) – Member

Canteen (Near Block-A): (Specially during lunch time of 1st year & after the end of the classes)

1. **Mr. Suneel Kalla, Associate Professor ME Incharge***
2. Prof. Sunil Kumar (ME) – Member
3. Prof Sameer Anand (EC)-Member
4. Prof Shivansh Srivastava (ME)-Member

Around Gate-2: (Specially during lunch time of 1st year & after the end of the classes)

1. **Mr. Pankul Goel, Associate Professor ME Incharge***
2. Prof. Jai Nidhi Vashishtha (EC)-Member
3. Prof. Sunit Mishra (ME)-Member
4. Prof. Maoranjana Chaubey (ME)-Member

Note: *All the in-charge requested to form a group of suitable faculty members and be vigilant specially during college in-time, lunch time, post lunch class commencement and class off-time. All HODs are requested to personally involve with the above mentioned anti-ragging groups.

(N. U. Khan)

Chief Proctor

CC : Director (For kind information please)


Director
IMS Engineering College
Ghaziabad

IMS Engineering College, Ghaziabad

Date:26-07-2017

Ref: CP/July/2017/227

From: Chief Proctor	To: All Concerned
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Sub: Anti-Ragging Drive

Dear students since ragging in its all forms is strictly prohibited in the entire campus (Departments, Academic Blocks, Residential Blocks/Hostels, Canteen and Sports Area etc) and outside the campus by the order of Apex Court of India/State Govt./UGC. So it is appealed to all of you to desist from indulging in ragging.

Let me introduce you about what constitutes ragging. Ragging constitutes one or more of any of the following acts

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
2. Indulging in rowdy or indisciplined activities by any student/students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other students.
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating the sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other such student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other students or a fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious, sadistic thrill from actively or passively participating in the discomfiture to fresher or any other students.
9. Any act that affects mental health and self confidence of a fresher or any other student with or without any intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any students.

“As such ragging is punishable offence, so you are advised to refrain from it” Type text h


Director
IMS Engineering College
Ghaziabad

Provisions of punishment against those who indulge in ragging

Depending upon nature and gravity of the offence as established by anti-ragging committee of the institution, the possible punishment for those found guilty of ragging at institutional level shall be any one or any combination of the followings:

1. Suspension from attending classes
2. With holding / withdrawing scholarship / fellowship and other benefits
3. Debarring from appearing in any test/examination or other evaluation process
4. Withholding result
5. Debarring from the representing institution in any regional, national or international meet, tournament and youth festival etc
6. Suspension/expulsion from the hostel
- 7. Cancellation of admission**
8. Rustication from the institution for period ranging from 1-4 semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution
- 10. Imposing a fine of Rs. 2.5 lacs**
11. Collective punishment: when the person committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on potential raggars
12. Every single incident of ragging where the victim or his parents/guardian or head of institution is not satisfied with the institutional arrangement for action a first information report **(FIR)** must be filed without exception by the institutional authority with local; police authorities. Any delay in lodging FIR with the local police shall be construed to be an act of culpable negligence on the part of institutional authority

“Ragging is punishable offence, so you are advised to refrain from it”


Director
DMS Engineering College
Ghaziabad

Anti-ragging drive: Telephone numbers for immediate assistance

Designation	Mobile Number
Director (Dr. Sraban Mukharjee)	098-213-96584
Dean Academics (Dr Rahul Dayal)	9871328430
Vigilance officer (Mr. Sudheer Choudhary)	9711260682
Chief Proctor (N U Khan)	9818205669
Dy Chief Proctor (Prof Atul Kumar)	9313810482
DSW (Prof. Pankaj Goel)	9555566989
Women's Welfare Cell (Ms. Rashmi Chandra, Faculty coordinator)	9868090283
Mr. Uday Sintha	9650112264
Registrar (Dr. Shraddha Dixit)	9821396585
Chief Warden (Mr. S. P. Garg)	9821396587
Warden (Boys Hostel)	9821396591
Warden (Girls Hostel)	9821396592

WOMEN HELP LINE: 1090

ANTIRAGGING HELPLINE: **1800-180-5522**, 0120-2822901, 2822902, 0522-2732186

HODs are requested to get this circular noted from all students

Cc:

1. Hon'ble Chairman for his kind information
2. Director Sir
3. Dean Academics
4. DSW
5. All HODs
6. Registrar
7. Warden Boys Hostel
8. Warden Girls Hostel
9. All notice boards including hostel, canteens and academic blocks


Director
IMS Engineering College
Ghaziabad

N. U. Khan

Chief Proctor

IMS Engineering College, Ghaziabad

Date: 27-07-2017
CP/July/2017/228

NOTICE REGARDING HOSTEL DUTIES

In order to combat Ragging menace in our college which is already at the lowest level, following members have been deputed in college hostel from 10:00 PM – 12:30 AM on respective dates as per given schedule.

Date	Name of Faculty	Dept	Address	Mobile
01-Aug-17	Prof. Upendra Mishra	IT	B-10, SF-01 Swarnjayanti puram Gorindpuram	8285903295
	Prof. Deepak Vishwakarma	IT	F-1, 771, Gaur Homes, Gorindpuram, GZB	7428557192
02-Aug-17	Prof. Santosh Kr Mishra	BT	947, Mehagen Park NH-24, Ghaziabad	9891026230
	Prof. Avdhesh Gupta	CS	309/T-11, Panchsheel Primus opp. Anaj Mandi, GZB	8536969254
03-Aug-17	Prof. Pranav Dixit	AS&H	8/104, Chiranjeev Vihar, Ghaziabad	8826754827, 9759168890
	Prof. Pravesh Srivastava	AS&H	D-737, Gaur Homes, Gorindpuram, Ghaziabad	9718469091
04-Aug-17	Prof. Suyash Srivastava	AS&H	71A, flora enclave, near Shivalik Hospital,	783423552
	Prof. Jaya Nidhi Vashishta	EC	A2, 500, Gaur Homes Gorindpuram Ghaziabad 201013	9411652708
05-Aug-17	Prof. Vishan Gupta	CS	G331, Gorindpuram, GZB	9311582337
	Prof. Ravi Kumar	EC	29A - New Shatabdipuram Gorindpuram, GZB	978775134
06-Aug-17	Prof. B N Pathak	ME	F2/958, Gaur Homes, Gorindpuram, GZB	9871828421
	Prof. Deepak Yadav	ME	B-39 1st floor mahendra Enclave Shastri Nagar	8010618612
07-Aug-17	Prof. Tej Singh	AS&H	5/185, Chiranjeev Vihar Ghaziabad	9311864341
	Prof. Sherish Johri	IT	1531 Vinayak Mahagurpuram NH-24, GZB	9718859438

08-Aug-17	Prof. Dinesh Kumar	CS	D-80, Sawaran Tyagi Puram, Ghaziabad.	9811742738
	Prof. Prabhas Tyagi	AS&H	R-7/D-51, Kojnagar Ghaziabad.	9212581912
09-Aug-17	Prof. Ajay Singh Parmar	ME	B169 first fl-v mahendraj Enclave - Shastri Nagar	9998640307
	Prof. Sunit Mishra	ME	A-106, Govindpuram, Ghaziabad.	9998513173
10-Aug-17	Prof. Rahul Kumar Pandey	AS&H	FF-3, Gaur Tower, Chiranjiv Vihar, GZB	9654043235
	Dr. Narendra Kumar	BT	E-245 GAUR HOMES, Govindpuram, GZB	8010568418
11-Aug-17	Prof. Ram Sawak Singh	EC	Gaur Homes, F-1, 665 Govind puram	9555561672
	Prof. Mohit Rastogi	AS&H	A-37, Govindpuram Ghaziabad	9457171459
12-Aug-17	Prof. Amit kumar	CS	F2-1164 Gaur Homes Govindpuram Ghaziabad	8505923658
	Prof. Ashutosh Kr. Yadav	EN	D-264, Govindpuram, Ghaziabad	8505956124
13-Aug-17	Prof. Bhupesh Kumar	CS	flat no- ff-02, Plot no-56, R.K. Puram-II, N.B.S. Jyesthancy	9971107548
	Prof. Neeraj Jain	EC	D-744, Gaur Homes Govindpuram Ghaziabad	8588806531
14-Aug-17	Prof. Yogesh Kumar Yadav	ME	Flat No- 756, Ganga Tower Mahajungpuram, Ghaziabad	9452809405
	Prof. Arjun Singh Katiyar	EC	E-847, Gaur Homes Govindpuram, GZB	9717435510
15-Aug-17	Prof. R.K Chauhan	EN	F1/567, Gaur Homes, Govind- Puram, Gzb	9873479813
	Prof. Bhupendra Teli	IT	617, Vidathi Tower mahajungpuram, NH-24, GZB.	8512021401
16-Aug-17	Prof. Abhishek Kumar Gupta	EN	70/T-4, Panchsheel Ghaziabad.	9910817989
	Prof. Saroj Kumar	EN	501/T-4, Panchsheel Primerose Ghaziabad.	9458414571
17-Aug-17	Prof. Saurabh Kumar	AS&H	6/85 Chiranjiv Vihar Gzb.	9837284916
	Prof. Updesh Jaiswal	IT	Flat no-721, Mahajungpuram Sidhi Tower, Ghaziabad	9650461165 Prachin

18-Aug-17	Prof. Balwant Singh	EC	E-345, Gaur homes Govindpuram, GZB-201013	9818652320
	Prof. Ravi Gupta	IT	B-48, Geetan vihar, Shastri Nagar, Ghaziabad	7889254182
19-Aug-17	Prof. Vikram Singh	As&h	8/48 A, Chiranjeev Vihar GZB.	9811614338
	Prof. Shivansh Srivastava	ME	I-164, Near DDPS GZB, Govindpuram	9454046004
20-Aug-17	Prof. Ravi Shanker Pal	IT	KI-86, New Kavinagar GZB	9873062022
	Prof. Priya Ranjan Kumar	BT	#1028, Vinayak Tower Mahagunpuram, GZB.	9873227856
21-Aug-17	Prof. Praveen Kumar	EC	KC-120A, Kavi Nagar, GZB	9650858161
	Prof. O P Yadav	EN	F1-568, Gaur homes Govindpuram, GZB	7557349136
22-Aug-17	Prof. V.K. Agarawal	EC	J-1, GOVENDPURAM, GHAZIABAD	9313808136
	Prof. Sumit Sharma	ME	9/129, Chiranjeev Uthar GZB	7428638065
23-Aug-17	Prof. Abhishek Sharma	EC	MPHAGUNPURAM, NH-24 Ghaziabad	9582156964
	Prof. Manoranjan Chaubey	ME	B-15, Bank Enclave Shastri Nagar-D Block Ghaziabad	8744957292
24-Aug-17	Prof. Mullesh Kumar Prof. Vijay Kumar	CS EN	BH1/90, Sector-12 Pratap Vihar, Ghaziabad (Near Vijay Nagar)	9582214935 8882336440
	Prof. Vivek Jain	ME	D-275, Gali No 7, Govindpuram, Ghaziabad	8447732815
25-Aug-17	Prof. Mayank Agarawal	EN	I-676, Govindpuram Ghaziabad	9015624894
	Prof. Varun Singhal	EN	B-305, Swarn Jayanti Puram, Ghaziabad	9871207450
26-Aug-17	Prof. Pradeep Kumar Prof. Deepak Yadav	ASST ME	H-6, Govindpuram Ghaziabad	9995700547
	Prof. Sunil Pandey	ME	5A5, Bhagirathi Tower Mahagun Ghaziabad	9899864241

Address - 5/24 V. Bhojrao Vansani Marg
Near Karol Bag Metro station
New Delhi -

Pradeep

DMS Engineering College Ghaziabad

College vehicle will receive the Faculty members from their residence at 9:30 PM and will drop the faculty members at their residence after duty hours. Prof Neeraj Sirohi (Mob: 9899546718) and Hostel warden (Mob: 9821396591) will coordinate the arrangements. All the Faculty members are requested to kindly give their mobile no and address to Prof. Neeraj Sirohi.

(N U Khan)

Chief Proctor

CC: Director Sir for his kind information
All Concerned Faculty members through their HOD'S
Vigilance Officer
Chief Admin Officer
Chief Warden

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Director
DMS Engineering College
Ghaziabad

IMS Engineering College, Ghaziabad

Date: 2-08-2016
CP/2016/Aug/203

NOTICE REGARDING HOSTEL DUTIES

In order to combat Ragging menace in our college which is already at the lowest level, following members have been deputed in college (Boys & Girls Hostel) from 8:00 PM – 11:30 PM on respective dates as per given schedule.

Date	Name of Faculty	Dept	Address	Mobile
06-Aug-16	Prof. Upender Mishra	IT		
	Prof. Deepak Viswakarma	IT		
07-Aug-16	Prof. Santosh Kr Mishra	BT		
	Prof. Avdesh Gupta	CS		
08-Aug-16	Prof. Pranav Dixit	AS&H		
	Prof. Pravesh Srivastava	AS&H		
09-Aug-16	Prof. Suyash Srivastava	AS&H		
	Mr. Astik Biswas	EC		
10-Aug-16	Prof. Amit Gautam	CS		
	Mr. Pankaj Negi	EN		
11-Aug-16	Prof. B N Pathak	ME		
	Mr. Deepak Yadav	ME		
12-Aug-16	Prof. Tej Singh	AS&H		
	Prof. Amit Chaurasia	IT		


Director
IMS Engineering College
Ghaziabad

13-Aug-16	Prof. Dinesh Kumar	CS		
	Prof. Prabhas Tyagi	AS&H		
14-Aug-16	Prof. Ajay Singh Parmar	ME		
	Mr. Sunit Mishra	ME		
15-Aug-16	Prof. Rahul Kumar Pandey	AS & H		
	Dr. Narendra Kumar	BT		
16-Aug-16	Prof. Jaya Nidhi Vashishta	EC		
	Mr. Vishan Gupta	CS		
17-Aug-16	Prof. Vishan Kr. Gupta	CS		
	Prof. Ashutosh Kr. Yadav	EN		
18-Aug-16	Prof. Ram Sawak Singh	EC		
	Prof. Neeraj Jain	EC		
19-Aug-16	Prof. Yogesh Kumar Yadav	ME		
	Prof. Arjun Singh Katiyar	EC		
20-Aug-16	Prof. R.K Chauhan	EN		
	Prof. Sherish Johri	IT		
21-Aug-16	Prof. Abhishek Kumar Gupta	EN		
	Prof. Saroj Kumar	EN		
22-Aug-16	Prof. Saurabh Kumar	AS&H		
	Prof. Updesh Jaiswal	IT		Type text here


 Director
 DMS Engineering College
 Ghaziabad

23-Aug-16	Prof. Balwant Singh	EC		
	Prof. Ankit Kumar	CS		
24-Aug-16	Prof. Vikram Singh	As&h		
	Mr. Shivansh Srivastava	ME		
25-Aug-16	Prof. Kunwar Pal Singh	AS&H		
	Prof. Priya Ranjan Kumar	BT		
26-Aug-16	Mr. Praveen Kumar	EC		
	Mr. O P Yadav	EN		

College vehicle will receive the Faculty members from their residence at 7:30 PM and will drop the faculty members at their residence after duty hours. Prof Neeraj Sirohi (9899546718) and Hostel warden (9821396591) will coordinate the arrangements. All the Faculty members are requested to kindly give their mobile no and address to Prof. Neeraj Sirohi.


 Director
 IMS Engineering College
 Ghaziabad

(N U Khan)

Chief Proctor

CC: Director Sir for his kind information
 All Concerned Faculty members through their HOD'S
 Vigilance Officer
 Chief Admin Officer
 Chief Warden

Programs Organised for Students, staff on Code of code and Human Values and Professional ethics.

1. Department of Information Technology organised workshop on "Introspection & Self Improvement with the help of Values & Ethics", on 14th March 2020, in which 35 students from different branches of engineering participated. The program convener was Dr Suman Gupta, Asstt Professor, IMSEC.


Director
IMS Engineering College
Ghaziabad



Prashant
Director
IMS Engineering College
Ghaziabad



2. On 4th March 2020, a workshop was conducted for B.Tech students on code of conduct by Dr. Suman Gupta (AP, IMSEC). Students were addressed on their proper code of conduct and Human values.

Prachi
Director
IMS Engineering College
Ghaziabad



3. A Mandatory course is introduced by AKTU for all B.Tech and MBA students on Human Values and professional Ethics.
The subject is taken by Human values mentors approved by AICTE. Dr. Suman Gupta takes the subject for B.Tech students. This subject is also mandatory for MBA students.
The faculty teaching the subject should have attended the workshop organised by AKTU on the same subject.


Director
MS Engineering College
Ghaziabad

IMS ENGINEERING COLLEGE, GHAZIABAD

OFFICE ORDER

Ref. No.: DIR/MAR/2021/477

Date: 01.03.2021

A **Proctorial Board** has been reconstituted consisting of following members based on the choices filled by the individual faculty/staff members:

- | | | |
|---|---|------------------|
| i) Prof. Nizam Uddin Khan (CSE) | - | Head |
| ii) Prof. Atul Kumar (CSE) | - | Member |
| iii) Dr. Arvinda Kushwaha (CSE) | - | Member |
| iv) Dr. Raza Rasool (AS&H) | - | Member |
| v) Dr. Vivek Kumar (BT) | - | Member |
| vi) Mr. Pankaj Goel (EC) | - | Member |
| vii) Dr. Ajay Kumar Sahu (IT) | - | Member |
| viii) Mr. Ajay Singh Parmar (ME) | - | Member |
| ix) Mr. Shivansh Srivastava (ME) | - | Member |
| x) Mr. Sanjay Kumar (BT) | - | Member |
| xi) Mr. Deepak Kumar (EN) | - | Member |
| xii) Mr. Vivek Kumar Jain (ME) | - | Member |
| xiii) Mr. Manoj Kumar (IT) | - | Member |
| xiv) Mr. Sudhir Choudhary (Vigilance Officer) | - | Member |
| xv) Mr. Uday Singhta (Sports Officer) | - | Member |
| xvi) HOD of the concerned department | - | Secretary Member |
| xvii) For Hostel matters Chief Warden | - | Secretary Member |

All Board Members are requested to participate in the Board meetings. The responsibility of maintenance of record shall be with the Head of the Board.

Head of the Board shall evaluate the contribution of the members and shall award marks after each activity. The scale of performance is 1 – 10; Poor – Excellence. These marks shall be normalized and added in performance appraisal of each faculty/staff members. Faculty members participating in less number of Board activities and or receiving low marks shall thus be affected.

We wish you all the best.

(Director)

CC: Hon'ble Treasurer for kind information please.

Dean (AS&H), All HODs, All Faculty & Staff Members – through WhatsApp & email.

All the Board Members.

Head – HR & Admin for personal file of individuals.

On website.


Director
IMS Engineering College
Ghaziabad

IMSEC HR Rules & Policy

1.0 Awards

Section 2: Service Rules 8 - 14

- 2.1 General
- 2.2 Definitions
- 2.3 Code of Conduct
 - 2.3.1 Application
 - 2.3.2 Definitions
 - 2.3.3 Service Conditions
 - 2.3.4 Disciplinary Procedure
- 2.4 Classification of members of the staff
 - 2.4.1 Academic
 - 2.4.2 Administrative
 - 2.4.3 Subordinate staff
- 2.5 General Conditions of Service
 - 2.5.1 Probation
 - 2.5.2 Termination
 - 2.5.3 Retirement
 - 2.5.4 Appointments of Contract
 - 2.5.5 Place of Posting
- 2.6 Salaries and Allowances

Section 3: Leave Rules 15 - 18

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body for according affiliation to the IMS Engineering College, Ghaziabad.
“Affiliating University” means Dr. APJ Abdul Kalam University, Lucknow responsible for according affiliation to the IMS Engineering College, Ghaziabad.

2.3 Code of Conduct

2.3.1 Application

The provisions contained in this schedule shall apply, without exception, to all employees of the college whether, ad – hoc, probationary, temporary, part – time, contractual or permanent.

Every Employee of the college, whether ad – hoc, temporary, contractual, part – time or permanent shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct.

The Director shall initiate disciplinary proceedings for non – compliance of the code of conduct/service rules/leave rules or any other rules of the college that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an enquiry into the charges against such an employee.

2.3.2 Definitions

“Members of the Family” in relation to an employee includes: the wife, children of such employee residing with and dependent on him and in relation to an employee who is a woman, the husband residing with and dependent on her, and any other person related, whether by blood or by marriage to the employee or to such employees wife or husband and wholly dependent on such college employee or child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of law.

“Service” means service under the college.

2.3.3 Service Conditions

- i. Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his/her official dealings.
- ii. Employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public.