



RAO PAHLAD SINGH COLLEGE OF ENGG. & TECH.

Approved by AICTE - Govt. of India & Affiliated to U.P. - Meerut

Balana, Mohindergarh, Haryana - 123029

Telephone: 01285-241431 Fax: 241434

E-mail: rpsbalana@gmail.com. Website: www.rpsinstitutions.org

VISION

To bring technical education to rural India and to provide object-oriented education, keeping in view, the emerging industrial and business opportunities globally.


MISSION

To develop the human potential as capable and intellectual leader that can serve as resource person anywhere in the world.

QUALITY POLICY

To continuously learn from the best practices, study role models and develop transparent procedures and practices for empowerment of all stake holders.




Principal
R.P.S. College of Engg. & Tech
Balana Mohindergarh (HR.)



RAO PAHLAD SINGH COLLEGE OF ENGG. & TECH.

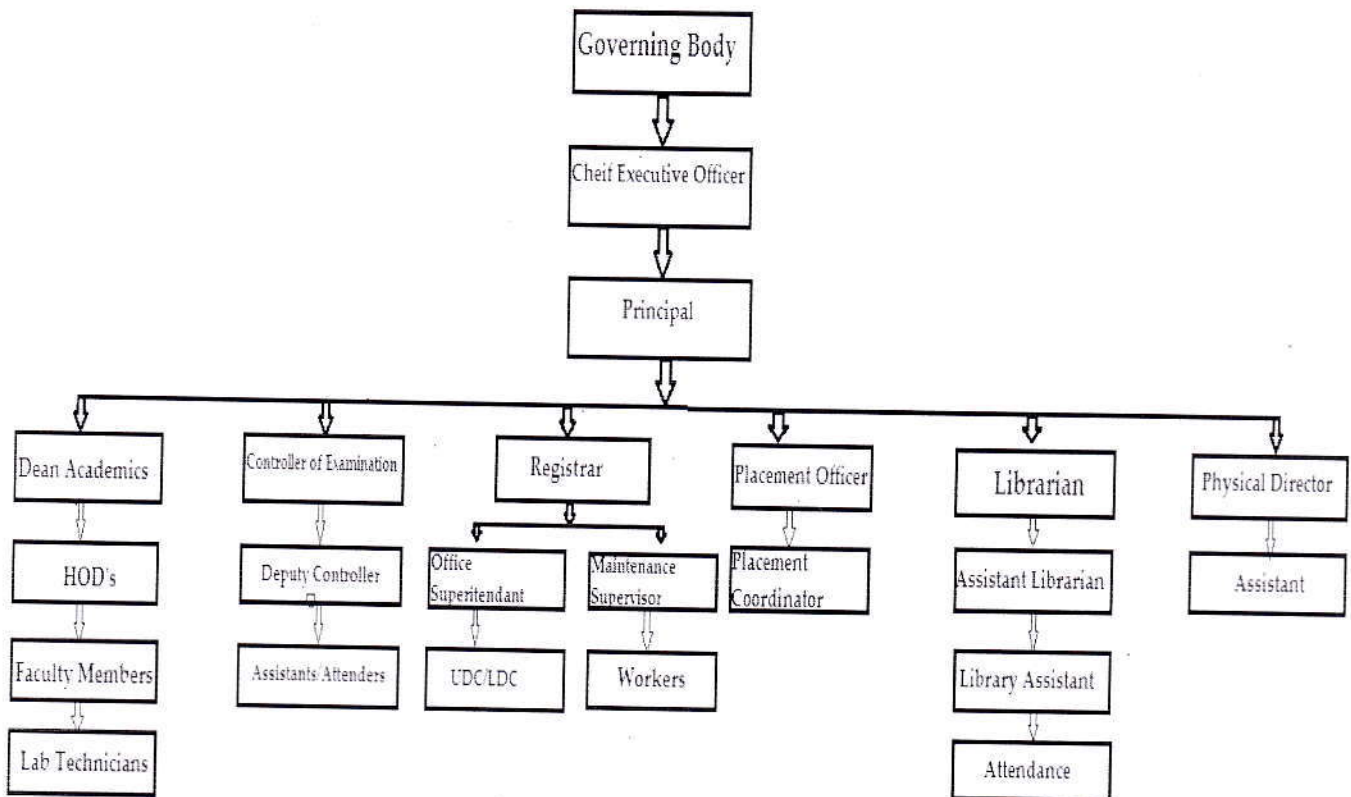
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Balana, Mohindergarh, Haryana - 123029

Telephone: 01285-241437 Fax: 241434

E-mail: rpsbalana@gmail.com Website: www.rpsinstitutions.org

Organization Structure



M. J. Grewal
Principal
R.P.S. College of Engg. & Tech
Balana Mohindergarh (HR.)



RAO PAHLAD SINGH COLLEGE OF ENGG. & TECH.

Approved by AICTE, Govt. of India & Affiliated to GGS Indraprastha

Balana, Mohindergarh, Haryana - 123029

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PROGRAMME OUTCOMES


Program Outcomes: ME

1. Ability to apply knowledge of mathematics, science and mechanical engineering fundamentals for solving problems.
2. Ability to identify, formulate and analyze mechanical engineering problems arriving at meaningful conclusions involving mathematical inferences.
3. Ability to design and develop mechanical components and processes to meet desired needs considering public health, safety, cultural, social, and environmental aspects.
4. Ability to understand and investigate complex mechanical engineering problems experimentally.
5. Ability to apply modern engineering tools, techniques and resources to solve complex mechanical engineering activities with an understanding of the limitations.
6. Ability to understand the effect of mechanical engineering solutions on legal, cultural, social, public health and safety aspects.
7. Ability to develop sustainable solutions and understand their impact on society and environment.
8. Ability to apply ethical principles to engineering practices and professional responsibilities.
9. Ability to function effectively as an individual and as a member or leader in diverse teams and in multidisciplinary settings.
10. Ability to comprehend, design documentation, write effective reports, make effective presentations to the engineering community and society at large.
11. Ability to apply knowledge of engineering and management principles to lead teams and manage projects in multidisciplinary environments.
12. Ability to engage in independent and life-long learning in the broad context of technological changes and advancements.

Program Outcomes: ECE

1. Ability to apply knowledge of mathematics, science and Electronics and Communication Engineering fundamentals for solving problems.
2. Ability to identify, formulate and analyze Electronics and Communication Engineering problems arriving at meaningful conclusions involving mathematical inferences.
3. Ability to design and develop electronics components and processes to meet desired needs considering public health, safety, cultural, social, and environmental aspects.
4. Ability to understand and investigate complex Electronics and Communication Engineering problems experimentally.
5. Ability to apply modern engineering tools, techniques and resources to solve complex Electronics and Communication Engineering activities with an understanding of the limitations.
6. Ability to understand the effect of Electronics and Communication Engineering solutions on legal, cultural, social, public health and safety aspects.
7. Ability to develop sustainable solutions and understand their impact on society and environment.
8. Ability to apply ethical principles to engineering practices and professional responsibilities.
9. Ability to function effectively as an individual and as a member or leader in diverse teams and in multidisciplinary settings.
10. Ability to comprehend, design documentation, write effective reports, make effective presentations to the engineering community and society at large.
11. Ability to apply knowledge of engineering and management principles to lead teams and manage projects in multidisciplinary environments.
12. Ability to engage in independent and life-long learning in the broad context of technological changes and advancements.





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Program Outcomes: EE

1. Ability to apply knowledge of mathematics, science and electrical engineering fundamentals for solving problems.
2. Ability to Identify, formulate and analyze electrical engineering problems arriving at meaningful conclusions involving mathematical inferences.
3. Ability to design and develop electrical components and processes to meet desired needs considering public health, safety, cultural, social, and environmental aspects.
4. Ability to understand and investigate complex electrical engineering problems experimentally.
5. Ability to apply modern engineering tools, techniques and resources to solve complex electrical engineering activities with an understanding of the limitations.
6. Ability to understand the effect of mechanical engineering solutions on legal, cultural, social, public health and safety aspects.
7. Ability to develop sustainable solutions and understand their impact on society and environment.
8. Ability to apply ethical principles to engineering practices and professional responsibilities.
9. Ability to function effectively as an individual and as a member or leader in diverse team and in multidisciplinary settings.
10. Ability to comprehend, design documentation, write effective reports, make effective presentations to the engineering community and society at large.
11. Ability to apply knowledge of engineering and management principles to lead teams and manage projects in multidisciplinary environments.
12. Ability to engage in independent and life-long learning in the broad context of technological changes and advancements.




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DEPARTMENT OF COMPUTER SCIENCE ENGINEERING

PROGRAM OUTCOMES (PO)

Engineering Graduates will be able to:

1. **Engineering Knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals and an engineering specialization to the solution of complex engineering problems.
2. **Problem Analysis:** Identify, formulate, review literature and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural science and engineering sciences.
3. **Design / Development of Solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety and the cultural, societal and environmental considerations.
4. **Conduct Investigations of Complex problems:** Use research based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
5. **Modern Tool Usage:** Create, Select, and apply appropriate techniques, resources and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
6. **The Engineer and Society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
7. **Environment and Sustainability:** Understand the impact of the professional engineering solutions in societal and environmental context and demonstrate the knowledge of, and need for sustainable development.
8. **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
9. **Individual and Team Work:** Function effectively as an individual and as a member or leader in diverse teams and in multi-disciplinary settings.




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10. **Communication:** Communicate effectively on complex engineering activities with the engineering community and with the society at large, such as , being able to comprehend and write effective reports and design documentation , make effective presentations, and give and receive clear instructions.
11. **Project Management and Finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
12. **Life Long Learning:** Recognize the need for, and have the preparation and ability to engage in independent and life long learning in the broadcast of technological change.

PROGRAM SPECIFIC OUTCOMES (PSO)

Graduates will be able to demonstrate proficiency in:

1. Understanding & making contribution in the areas of Computer Science Engineering through design and development of software projects and networked computer systems.
2. Identification and knowledge of current techniques, skills, and tools necessary for computing practices.



Rajpal Singh
Principal
R.P.S. College of Engg. & Tech
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DEPARTMENT OF CIVIL ENGINEERING

PROGRAMME OUTCOMES (PO)

PO1: Engineering knowledge: Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.

PO2: Problem analysis: Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.

PO3: Design/development of solutions: Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.

PO4: Conduct investigations of complex problems: Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

PO5: Modern tool usage: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.

PO6: The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

PO7: Environment and sustainability: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of and need for sustainable development.

PO8: Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.



[Signature]
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R.P.S. College of Engg. & Tech
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PO9: Individual and team work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

PO10: Communication: Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

PO11: Project management and finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

PO12: Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.



Rajpalan
Principal
R.P.S. College of Engg. & Tech
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Programme Outcomes: **MBA**

1. Master of Business Administration (MBA) is a two-year full time programme with dual specialization offered by the Department of Management (M.B.A), University of North Bengal.
2. The Programme is designed to develop future managers with Dual Specializations in the area of Marketing Management, Financial Management, Human Resource Management and Systems & Operations Management with choice based elective subjects (CBCS).

Programme Specific Outcomes:

1. This MBA Programme aims at developing qualified future managers with proper education, training, research and consultancy orientations.
2. It aims at grooming budding business professionals into true management leaders by imparting quality education, training them to challenge the convention and think innovatively.
3. Emanate Leadership, Creativity, Attitude, Skills, Passions and Learning from its every corner to cast its rays towards empowering business excellence in the Industry and academia.
4. Understand the application of theoretical studies into the real time application based approaches through Case based study, Internship and on-job training method.
5. Understand on the problem-solving and strategic planning ability, enhancing the analytical skills and the ability to cope with demands and challenges.
6. Assist students to pursue further higher studies and research based studies.




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Program Name: BBA

Program Outcomes:

An Understanding of Business Functions

- Providing Global Perspectives
- Developing Critical and Analytical Thinking Abilities • Interpersonal Skill Development
- Creating Social Sensitivity and Understanding CSR, Ethical and Sustainable
- Business Practices Demonstrate sensitivity to social, ethical and sustainability issues.
 - Developing Entrepreneurship Acumen
- Program Specific Outcomes Acquiring Conceptual Clarity of Various Functional Areas
- Ability to analyze various functional issues affecting the organization
- Demonstrating ability to evolve strategies for organizational benefits
- Analysis and interpretation of the data which is used in Decision Making
- Demonstrate the ability to develop models / frameworks to reflect critically on Specific business contexts
- Demonstrate Effectively Oral and Written Communication
- Demonstrate Ability to work in Groups
- Demonstrate understanding of social cues and contexts in social interaction
- Develop Ethical Practices and Imbibe Values for Better Corporate Governance.
- Understand ethical challenges and choices in a business setting
- Demonstrate understanding of sustainability related concerns in varied areas
- Analyze Global Environment and its Impact on Business
- Understand the ecosystem of start up in the country
- Demonstrate the ability to create business plans.




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6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management:

Decentralization: RPS College of Engineering & Technology believes in the practices of decentralization which promote its vision and mission. Institute has a mechanism for delegating authority and providing operational autonomy to all the functionaries to work towards the success of the institution. Through participative management, the committees handle and ensure their activities in a complete and constructive way. Decisions are based on resolutions of the meetings in accordance with institution policies.

Participative Management: RPS College of Engineering & Technology promotes a culture of participative management by involving staff, students and all stakeholders (viz., Parents, Alumni, Employers) in various activities. The institution believes in participative management enabling staff and students to give their opinions.

Case Study: Academic and Extra-curricular activities of the department:

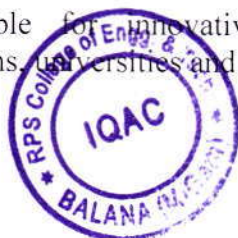
The practice of decentralization in academics and Extra-curricular activities with various committees and cells for plans, policies, implementations, reviews, analysis, evaluations and reports with active participations of faculties under various designations with guidelines of Principal.

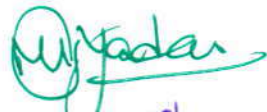
Principal:

1. To hold BOG meetings as per norms.
2. To hold Academic Advisory Committee meetings as per norms.
3. To coordinate and motivate the faculty and students and supporting staff, so that to play their respective roles more efficiently.
4. Takes care of the fulfillment of all the curricular & Extra-Curricular requirements.

Head of the Department:

1. Responsible for all the academic affairs of the department.
2. Represents his/her department and will report to the principal all the shortcomings for the development and proper functioning of the department.
3. Also concentrate on the all-round participation and interest of the students in Extra-curricular activities
4. Responsible for innovative programs including collaboration with other institutions, universities and different industries.




Principal
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Class In-charges:

1. Teaching.
2. Students Assessment & Evaluation including examination work of university.
3. Helping the students in person, ethical, moral and over all character development.
4. Assisting in conduct of and organizing seminars/workshops/guest lectures.
5. Participation in the Co-curricular & Extra-curricular Activities.

Student Activity Cell:

1. Recognizing the importance of activities and its role in the bringing up the students.
2. Promotes further the cultural, sporting, social and scientific activities of the college.
3. Collaborates through various committees with various faculties in supervising the extra-Curricular activities.

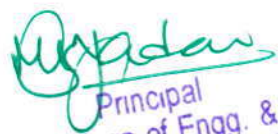
Class Coordinator:

1. To inform HOD about alternate arrangement for lectures and practical's when faculty is absent.
2. Collect information regarding weaker students from the subject teachers and arrange remedial classes, counseling sessions with HOD.

Committees that involve stakeholders as members / special invitees:

1. Academic Advisory Committee.
2. Internal Quality Assurance Cell.
3. Anti-Ragging Committee.
4. Grievance Redressal Committee.
5. Women's Development Cell.
6. Alumni Association.
7. Training & Placements Committee.
8. Research & Development Cell.
9. Student Activity cell.




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In addition, routine committees like Class work Monitoring committee, Dept. Activity Clubs, Sports Committee, Co-Curricular & Extra Curricular activities committee, Library committee etc. also have students as members of the committee.

Similarly, Alumni and Employers are involved in curriculum planning and Training Need Analysis. Based on the feedback from students, Teachers, Employers, Alumni and Parents special training modules (viz. Add-on courses, certificate courses, value added courses, bridge courses) are designed and implemented.




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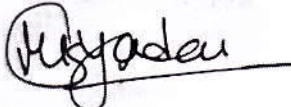
Date : 15 January 2022

Internal Quality Assurance Cell (IQAC)

To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution, management is pleased to constitute IQAC comprising of the following.

1. Dr. Mahesh K. Yadav- Principal – Chair Person
2. Dr. Devender Singh – Management Representative
3. Dr. Gundeep Tanwar- Coordinator IQAC
4. Dr. Ravinder Kumar- Assistant Professor in Management
5. Mr. Anil- HoD-Management
6. Mr. Sumit Kumar – HoD-Applied Sciences
7. Mr. Karambir- HoD-ECE & EE
8. Dr. Ritu Mohan- Assistant Professor in English
9. Mr. Mansih Kaushik- Assistant Professor in Mechanical
10. Mr. Shashank Kaushik – Senior Manager (Punjab & Sindh Bank)- Alumni
11. Ms. Neeru (20CS50) – Student

The IQAC should meet at least once in every quarter and the quorum for the meeting shall be two-third of the total number of the members. The coordinator will maintain the documents like agenda, minutes and action taken reports with official signatures.

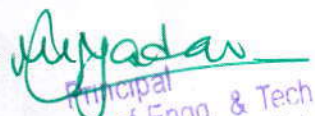


Principal

Copy to:-

1. Chair Person- RPS Education Society
2. Registrar
3. Dean
4. All HoDs
5. Accounts
6. All members mentioned above




Principal
R.P.S. College of Engg. & Tech
Balana Mohindergarh (HR.)



RAO PAHLAD SINGH GROUP OF INSTITUTIONS

(Engineering, Management)

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Ref. No. RPSGOI/2022/1388

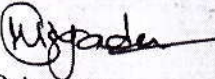
Date : 12th April 2022

Anti-Ragging Committee

As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009, the anti-ragging committee is established as below: -

- | | |
|--|------------|
| 1. Dr. Mahesh Kumar Yadav – Principal | - Chairman |
| 2. Dr. Ravinder Kumar, Assistant Professor in Management | - Member |
| 3. Sh. Rajender Singh- Dean | - Member |
| 4. Sh. Sushil Sharma – Journalist | - Member |
| 5. Sh. Babu Lal – Police | - Member |
| 6. Dr. Kusum Lata- Asst. Prof. in Management | - Member |
| 7. Sh. Anurag Mandaiya – Asst. Prof. in Mech. Engg. | - Member |
| 8. Sh. Karambir Sheoran- Asst. Prof. in EE | - Member |


- The committee shall ensure that the CCTV cameras at vital points are operational.
- The committee will plan and organise Anti-Ragging Workshops / Seminars.
- The committee will ensure that the Nodal Officers complete details are updated in the website.
- The committee will have regular interaction and counselling with the students.
- The committee will also be responsible for Identification of trouble-triggers.
- Surprise inspection of hostels, student accommodation, canteens, rest cum recreational rooms, toilets, bus-stands and any other measures which would augur well in preventing/ quelling ragging and any uncalled for behaviour/incident shall be undertaken by the committee.
- The committee will ensure that each student and every parent to submit an online undertaking every academic year at www.antiragging.in.


Principal

Copy to:-

1. Registrar
2. Dean
3. IQAC Incharge
4. All HoDs
5. Accounts
6. All members mentioned above




Principal
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Balana Mohindergarh (HR.)



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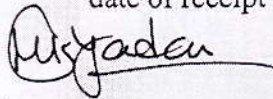
Date : 12th April 2022

Student Grievance Redressal Committee (SGRC)

As per AICTE (Redressal of Grievance of Students) Regulations, 2019 vide F. No. 1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019, A committee as under is constituted.

- | | |
|---|----------------|
| 1. Dr. Mahesh Kumar Yadav – Principal | - Chair Person |
| 2. Dr. Kusum Lata – Assistant Professor in Management | - Member |
| 3. Mr. Anurag Mandaiya – Assistant Professor in Mech. Engg, | - Member |
| 4. Dr. Gundeep Tanwar – Associate Professor in CSE | - Member |
| 5. Mr. Tilokraj (20ME37) (Special Invitee) | - Student |

- The term of the members and the special invitee shall be of two years.
- The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Student Grievance Redressal Committee (SGRC)
- In considering the grievances before it, the SGRC shall follow principles of natural justice.
- The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
- Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision




Principal

Copy to:-

1. Registrar
2. Dean
3. IQAC Incharge
4. All HoDs
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Ref. No. RPSGOI/2022/1389

Date : 12th April 2022

Internal Complaints Committee

As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F.AICTE/WH/2016/01 dated 10th June, 2016, the Internal Complaints Committee will comprise of the undermentioned persons.

- | | |
|--|---------------------|
| 1. Ms. Geetanjali Gandhi- Assistant Professor in CSE | - Presiding Officer |
| 2. Ms. Paridhi Tutlani- Assistant Professor in CSE | - Member |
| 3. Mr. Satya Narayan- Assistant Professor in English | - Member |
| 4. Ms. Pinki, B.Tech CSE (Roll no. 18CS42) | - Student |
| 5. Ms. Swati- B.Tech. CSE (19CS48) | - Student |
| 6. Ms. Rajbala- Peon | - Member |
| 7. Ms. Priti- BCA (19BCA26) | - Student |
| 8. Mr. Ajay Sharma- Accountant | - Member |

The term of office of the members of the ICC shall be a period of three years. One-third of the members of the ICC will be changed every year.

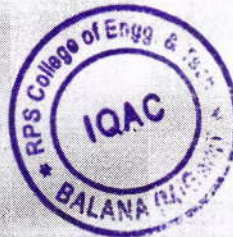
The committee will submit a report in Principal's Office by 30th June every year with following details:-

- Number of complaints of sexual harassment received in the year.
- Number of orientation or training Programmes carried out for the members of the ICC to deal with complaints.
- Number of complaints disposed of during the year.
- Number of cases pending for more than 90 days.
- Number of Workshops or awareness Programme carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment.
- Nature of action taken by the Institution against the perpetrators.

Principal

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Ref. No. RPSGOI/2022/1387

Date : 12th April 2022

Anti-Ragging Squad

As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009, the anti-ragging squad is established as below: -

1. Dr. Ravinder Kumar - Asst. Prof. in Management - Convener
2. Mr. Saroj Kumar Gupta- Asst. Prof. in CSE - Member
3. Ms. Paridhi Tutlani- Asst. Prof. in CSE - Member
4. Mr. Manish Kaushik- Asst. Prof. in Mech. Engg. - Member

Principal

Copy to:-

1. Registrar
2. Dean
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4. All HoDs
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6. All members mentioned above



Principal
R.P.S. College of Engg. & Tech
Balana Mohindergarh (HR.)

3rd September, 2021

NOTICE

PURCHASE COMMITTEE

In order to speed up and smooth conduction of the academic activities, a purchase committee comprising of under mentioned persons is constituted. The committee will facilitate the purchase process of various types of lab equipments/ apparatuses for all departments for the session 2021-22.

1. REGISTRAR.
2. Head of Department concerned.
3. Accounts Officer.

Arjinder
PRINCIPAL

Copy to:

1. Registrar.
2. Dean (Academics).
3. Heads of Department.
4. Account Officer.



Arjinder
Principal
R.P.S. College of Engg. & Tech
Balana Mohindergarh (HR.)



RAO PAHLAD SINGH GROUP OF INSTITUTIONS

(Engineering, Management)

Approved by AICTE/Govt. of India, Affiliated to I.G.U., Meerpur
Balana, Mohinder Garh, Haryana - 123029

Contact No. : 01285-241431 ; Fax : 01285-241434
Email : rpsbalana@gmail.com ; Website : www.rpsinstitutions.org

Ref. No. RPSGOI/2022/ 1385

Date : 12th April 2022

Institution- Industry Cell

In order to establish link with Industry, a committee comprising of under mentioned persons is constituted. The committee will identify the gap in industry requirements and academia. Also, the committee will train the students as per the requirements of the Industry and ensure quality placements.

1. Mr. Vikas Sharma – Training & Placement Officer
2. Mr. Manish Kaushik- Assistant Professor in Mechanical Engineering
3. Ms. Paridhi Tutlani - Assistant Professor in CSE
4. Mr. Dinesh Kumar Yadav – Assistant Professor in ECE
5. Mr. Praveen Yadav- Assistant Professor in Civil
6. Ms. Seema – Assistant Professor in Management

Principal

Copy to:-

1. Registrar
2. Dean
3. IQAC Incharge
4. All HoDs
5. Accounts
6. All members mentioned above



Principal
R.P.S. College of Engg. & Tech
Balana Mohinder Garh (HR.)



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Dated : 24/3/2022

NOTICE

LIBRARY COMMITTEE

COMMITTEE MEMBERS

Mr S N Sharma	Assistant Professor (English)	Convener
Ms Reetu	Assistant Professor (CSE)	Member
Mr Rajeev Yadav	Assistant Professor (ME)	Member
Mr Devender	Assistant Professor (Mgmt)	Member
Mr Nitesh	Assistant Professor (CE)	Member

Handwritten signatures:
S. N. Sharma
Reetu
Rajeev Yadav
Devender
Nitesh

Functionalities of Committee

- To prepare the list of books / references as per the requirement of various departments.
- To suggest improvements to run the library smoothly, orderly and satisfactorily.
- To recommend e-journals and e-resource subscriptions.
- To monitor the effective utilization of library, digital library and e-resources.



Handwritten signature: Rajeev Yadav
24/3/2022

DIRECTOR

Handwritten signature: Rajeev Yadav
Principal
R.P.S. College of Engg. & Tech
Balana Mohindergarh (HR.)



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Dated : 25/2/2022

NOTICE ALUMNI COMMITTEE

COMMITTEE MEMBERS:

Mr Vikas Sharma	Training and Placement Officer	Convener	
Mr Karambir	Assistant Professor (ECE)	Member	
Mr Manish Kaushik	Assistant Professor (ME)	Member	
Ms Seema	Assistant Professor (Mgmt)	Member	
Mr Praveen Yadav	Assistant Professor (CE)	Member	
Mrs Sarita	Assistant Professor (CSE)	Member	

Functionalities of Committee

- To make efforts to strengthen the bond between the institute and its alumni.
- To make efforts to strengthen the bond between Alumni and current students.
- To keep track and highlights the achievements and successes of alumni



DIRECTOR

Principal
R.P.S. College of Engg. & Tech
Balana Mohindergarh (Hr.)



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Email : rpsbalana@gmail.com : Website : www.rpsinstitutions.com

Dated :3/5/2021

NOTICE

ADMISSION COMMITTEE

COMMITTEE MEMBERS

Mr Rajender Singh	Dean Academic Affairs	Convener
Mr Karambir	Assistant Professor (ECE)	Member
Mr Dinesh Kr. Yadav	Assistant Professor (ECE)	Member
Mr Pankaj Soni	Assistant Professor (ECE)	Member
Mr Manish Kaushik	Assistant Professor (ME)	Member
Mr S N Sharma	Assistant Professor (English)	Member

[Handwritten signatures of committee members: Rajender Singh, Dinesh, Pankaj Soni, Manish Kaushik, S N Sharma]

FUNCTIONALITIES OF COMMITTEE

- To evolve the procedure for the registration on the day of orientation.
- To make necessary arrangements for the orientation programme of 1st year students.
- To follow up the tuition fee payments.
- To publish the admission notification for admission.
- To finalize the rolls.
- To get the enrolled students list ratified by the government /university.

[Handwritten signature of the Director]

DIRECTOR

[Handwritten signature of the Principal]
Principal
R.P.S. College of Engg. & Tech
Balana Mohindergarh (HR.)

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Dated : 21/10/2021

NOTICE

TRAINING AND PLACEMENT COMMITTEE

COMMITTEE MEMBERS:

Mr Vikas Sharma	TPO	Convener	<i>[Signature]</i>
Ms Paridhi Tutlani	Assistant Professor (CSE)	Member	<i>[Signature]</i>
Mr Dinesh Yadav <i>Kr.</i>	Assistant Professor (ECE)	Member	<i>[Signature]</i>
Mr Praveen Yadav <i>or</i>	Assistant Professor (CE)	Member	<i>[Signature]</i>
Archi	Student(CSE)	Member	
Ankit	Student(CE)	Member	

Functionalities of Committee

- To coordinate with the all the departments for any task related with training and placement .
- To make efforts to organize smooth placement drives in the RPSCET.
- To make efforts for preparing the students for campus placements .
- To provide information and help the students in getting Industrial trainings / Internships .



[Signature]
Principal

R.P.S College of Engg. & Tech
Balana Mohindergarh (HR.)

[Signature]

DIRECTOR



RAO PAHLAD SINGH COLLEGE OF ENGG. & TECH.

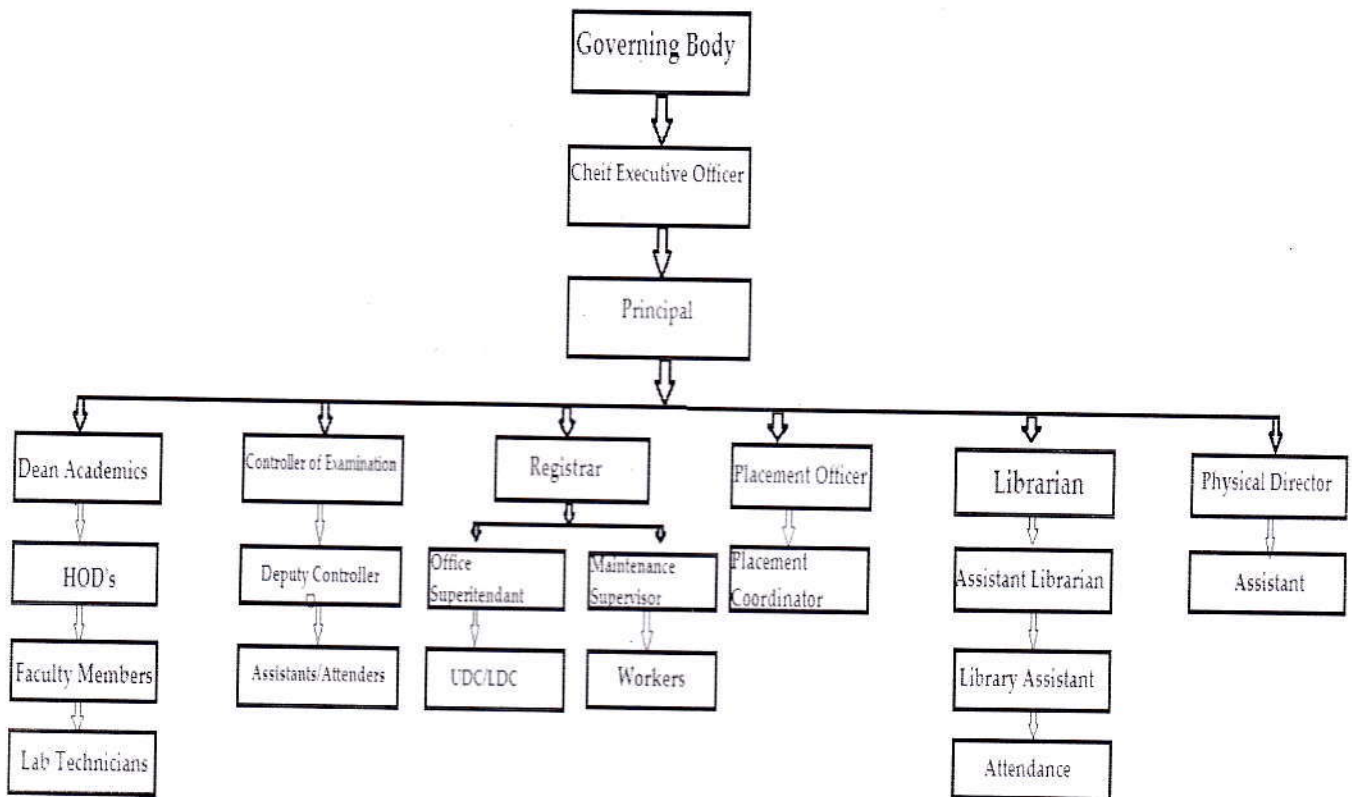
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Organization Structure



Prasad
Principal
R.P.S. College of Engg. & Tech
Balana Mohinder Garh (HR.)

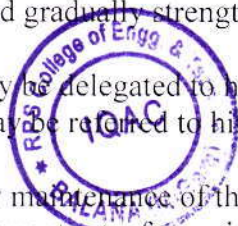
RESPONSIBILITIES


DIRECTOR/PRINCIPAL

The Principal shall be the Academic and Executive Officer of the college and shall exercise general supervision and control over the affairs of the college and implement decisions of all authorities of the college. He shall be the Member- Secretary of the Governing Body and is empowered to convene a meeting of the Governing Body with prior permission of Chairman.

The Responsibilities are:

1. To implement all policies related to Academics and Administration of the college as approved by the Governing Body.
2. To exercise all powers delegated to him/her by the Governing Body.
3. To provide academic leadership at the college.
4. To delegate and re-delegate some of his power to any of his of his colleagues with the concurrence and approval of the governing body to ensure smooth running of the college.
5. To issue appointment order for the post of Teaching/ Non- Teaching and supportive staff as per the rules approved by the governing body.
6. To declare vacations, holidays and recess and to retain any staff during vacation/holidays for official purpose.
7. To convene or cause to be convened concerned meeting of the various academic and related bodies of the college including the meeting of the governing body.
8. Overall responsibility of examination as Superintendent-in Chief.
9. Overall responsibility of Admissions.
10. To constitute advisory committees/bodies as may be considered necessary for the convenience of the administration.
11. To make immediate action, as and when necessary, on any matter and if the same has not been provided for in the rules laid about by the governing body, then report to the governing body immediately.
12. To exercise general control and supervision over the other officers and the staff of the college related to academic and administrative work.
13. To make all necessary steps to initiate and gradually strengthen the research activities of the college.
14. He shall perform such other duties as may be delegated to him by the governing body.
15. To advise on any financial matter that may be referred to him for the opinion by any authority or body of the college.
16. He shall be overall responsible for timely maintenance of the books of accounts, budget estimates, fund development statements etc. for periodic presentation to the governing body.
17. He shall have overall responsibility for lab development, faculty development, teaching, supportive staff training and development.
18. Shall have full responsibility of timely and economical procurement of consumables or durables for labs, office etc. He is authorized to entrust this job for the finance and account officer and advise him as and when necessary.

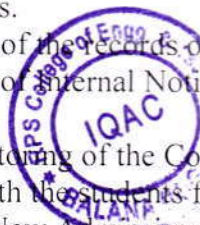



Principal
R.P.S. College of Engg. & Tech.
Balana Mohindergarh (HR.)

19. To take decision on all matters related to academic activities (teaching & research) of the college.
20. To plan and execute academic development and excellence at the college.
21. To enter into academic alliances with the approval of the governing body.
22. To keep governing body appraise of developments in education and advice the action plan to the governing body in this context.

REGISTRAR

1. Preparing information and filling up the proforma for inspection committee's visit of affiliating university/ Technical Board Haryana for the existing and new courses for approvals and affiliations.
2. Submitting of information relating to college to the Govt./ University/UGC time to time.
3. Day to day correspondence with the affiliating university/Technical Board and other Govt. agencies.
4. Apply to the higher education concerned Boards/ Universities for obtaining No Objection Certificate for the new courses and deposit the same to the University along with application processing fee as prescribed by the concerned Board/ University.
5. Deposition of the annual affiliation fee and continuation fee well in time along with application for the existing courses to the university to avoid late fine.
6. Sending online data at AISHE portal every year which is mandatory by MHRD Govt. of India.
7. Correspondence and follow up with Scholarship Department for disbursement for scholarship to Special/Reserve Category students every year.
8. Prepare documents and other correspondences for Seminars/Programs held at our college.
9. Drafting and designing of the advertisements for admission/ various teaching & non-teaching posts.
10. Maintenance of the records of Internal & External correspondences in the office.
11. Maintenance of Internal Notices/Circulars/Office Orders/ Memo for the students and staff.
12. Overall monitoring of the College Bus Service through Transport In-charge.
13. Follow up with the students for the recovery of the balance fee from them.
14. Assisting in New Admission and sending documents after verification for registration in the university.
15. Overall observer for sending the letters to parents of any kind.
16. To check and upkeep the personal files of the staff.
17. Issue of show cause, no objection, experience certificate to staff as per the requirement.
18. Preparation of Agenda files for the General meeting with Management/Governing Body time to time.
19. Monitor the monthly and annual reports of the college.
20. Overall supervision of the work related to Internal/External marks/any dispute related to Examination.



21. Making synopsis of the candidates applied in teaching/Non-teaching post in various departments and sending the same to the University for conducting interviews through proper channel.
22. Conduct of the University Examination semester wise and sending the data to the University as required.
23. Monitoring of the University work related to RR, CR, Examination/ results of the affiliating University.
24. Preparation of the class wise and teacher wise results through HoDs for updating the same to management.
25. Any other work assigned by the Governing Body/ Principal time to time.

DEAN (ACADEMICS)

1. Provide a point of coordination between all departments that impact on the welfare and extracurricular activities.
2. Monitor the progress of the departments regularly.
3. Identify the areas of improvement for the welfare of the students.
4. Participate in the college events and oversee the activities of subcommittees like sports, cultural & mess & canteen.
5. Provide a role model, encourage participation, delegate tasks and leading direction.
6. Foster a balance between academic, cultural, sporting and social activities within the college community and support the integration of extra-curricular activities into students' overall development.
7. Foster a tolerant, secure and supportive culture within the college.
8. Support and develop a program of students' involvement in wider community activities, especially in the areas of community welfare.
9. Encourage interaction between junior and senior students.
10. Provide a communication channel for student input into the college administration.
11. Support the implementation of the college's discipline policy.
12. Write and oversee policies and assist to develop a positive psychology.
13. Identify appropriate resources and agencies for student counseling.
14. Provide input to food service policy and monitor feedback on performance of catering services.
15. Understand and respond to concerns of individual students and provide access to services for counseling when these are required.
16. Organize the educational and recreational trips for the students to relax and unwind from tough academic schedule.
17. Foster networks for the early detection of student welfare problems and seek solution to welfare problems.
18. Support the team of staff and students involved with allocation of student accommodation and hostel administration.
19. Assist the Principal/Director in general administration of the college.
20. To build a core team to deal with disciplinary matter of the college.
21. Hear and investigate any case of breach of discipline by student(s) or any misbehavior on their part. Present self as an example to the students both in terms of integrity of person and morals.




22. Initiate and coordinate staff development in welfare skills.
23. To help admission incharge to prepare a streamlined Activity Calendar for various activities specifying the job responsibilities and cut off dates pertaining to the admission during the session.
24. Finalize the budget for expenses for admission activities with Admission Incharge and assign tasks to him to develop the contacts with the schools' management/ lineup the dates/organize/conduct the admission counseling for 10+2 students in various Sr. Sec. Schools of Haryana & nearby Rajasthan.
25. To organize/conduct the meeting of Admission Committee at regular intervals to discuss various agenda/issues of admission process.
26. To get the various advertisement materials developed/prepared by the team members and finalize the same by discussing in admission committee meeting.
27. To guide admission incharge for displaying the publicity material through local TV channels, news papers, hoardings, coaching centers & education fairs etc.
28. To develop the teams of teaching and supporting staff for counseling of students, reporting for admission in the college.
29. Overall monitoring on various admission activities and to provide all the facilities required for the same with the support of Principal and other authorities of the college.
30. Any other work that may be assigned by the management from time to time.



HEAD OF DEPARTMENT

He /She is the architect of the department. Its smooth functioning and further growth largely depends on the vision of the HoD and the implementation of the college's policies. Although individual faculties are fully responsible for effective conduct of their own classes yet the overall responsibility of efficient functioning of the department rests with the HoD. He/ She have the following responsibilities:

1. To ensure smooth scheduling of classes for the semester by effective division of load and courses among departmental teachers.
2. To address all needs of the teachers and ensure adequate resources availability for them to carry out their responsibilities.
3. To monitor and review course progress.
4. To act as a representative of the department to the Principal and Governing Body and voice concerns, recommendations etc.
5. To provide expertise in the area of specialization and guidance to junior teachers as and when needed.
6. To develop course curriculum and resource materials, update library facilities etc.
7. To carry out any other responsibility as assigned by the Principal time to time.
8. Assign responsibility to all the faculty and staff members in writing & monitor their performance & control them as required.
9. Plan & monitor curricular and co-curricular activities of the department.
10. Appoint class coordinators and laboratory incharges and monitor their performance.
11. Counsel defaulting faculties/Staff members.
12. Monitor syllabus completion & academic progress and academic progress of the students.


Principal
R.P.S. College of Engg. & Tech
Balana Mohindergarh (H.R.)

13. Counsel defaulting students and communicate with their parents.
14. Plan and implement faculty, staff and students development activities.
15. Organize seminars and conferences at regular intervals.
16. Extend support to Training & Placement Cell.
17. Get departmental website updated regularly.
18. Analyze university results, determine remedial measures and ensure their implementation.
19. Ensure maintenance of records of students' sessional marks & attendances etc.
20. Identify weak/defaulting students, counsel them and seek assistance from their parents for improving the performance of such students.
21. Ensure provisioning of equipments/consumables and books etc. well before the commencement of the semester.
22. Ensure appropriate readiness for the next semester as also smooth functioning of the ensuing semester.
23. Formulation of Time-Table, Lecture & Lesson Plan, CO & PO etc.
24. Submission of Home Assignments/Project work etc.
25. Evaluation/ Assessment of the students.
26. Organize Colloquiums/Guest Lectures/Industrial Visits & FDPs etc.

TEACHING FACULTY

Teaching faculty members constitute the most important component of an educational institute. They are the ones who help in forming the career of the students and whom the students tend to take as their role models. A good teacher always motivates his/her students and guides them to right path. Some of the core responsibilities are listed below:

1. Teach subjects as per the directions of the Department Heads.
2. Conduct lab classes as assigned and maintain students' records.
3. Prepare course file for each course being taught by the faculty.
4. Prepare and update lab manuals.
5. Develop assignments and question papers with model answers.
6. Conduct makeup classes as well as extra classes for weak students.
7. Understanding students mentoring (maintain record of discussions).
8. To be punctual at classes.
9. Extend support in placement activities of the students.
10. Engage in self development through research, organizing/participating in seminars, writing technical papers, writing books/chapters etc.
11. Academic & administrative planning and development work both at departmental as well as institutional level.
12. To enter information in ERP as directed by Head of Institution.
13. To develop resource material and teaching methodology.
14. To assist in departmental administration including examination activities.
15. To act as a Mentor and help the students in sorting out their day-to-day academic problems.




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16. To act as a Mentor and help the students in sorting out their day-to-day academic problems.
17. To perform additional duties and responsibilities assigned time to time.

LAB ASSISTANT/TECHNICIAN

1. To assist Tech. Asst. In discharge of various duties of the laboratory.
2. The duties and responsibilities of Computer Lab Technicians including the operation of the computers and network, supervision of lab equipment & facilities, keeping records of equipment and lab supplies.
3. Maintaining the security of the lab.
4. Assist to students in the lab by demonstrating the proper use of the equipment and how to use the hardware and software to finish assignment.
5. Assist the students and faculty members in experiments/practical work and research.
6. Responsible for the cleanliness of the lab to ensure safety and proper working conditions for the lab users and proper maintenance of the computers.
7. To carry out all duties assigned to him from time to time.

LAB ATTENDANT

1. To have overall responsibility of all matters related with library.
2. To plan and develop the library of the college and provide the necessary library service to the students and staff of the college.
3. General administration of the library including planning, budgeting and development, supervision, cataloguing and indexing.
4. Books/periodicals/video tapes/CDs etc. collection and acquisition.



LIBRARIAN

1. To have overall responsibility of all matters related with library.
2. To plan and develop the library of the college and provide the necessary library service to the students and staff members.
3. General administration of the library including planning, budgeting and development, supervision, cataloguing and indexing.
4. Books/periodicals/video-tapes/CDs etc. collection and acquisition.
5. To obtain continuous feedback from faculty members on new and important books and ensures procurement of the same to update the library.
6. To continuously research through books, papers, internet and other sources, available books/journals and propose procurement of the same to faculty members.
7. Ensure adequate variety and copies of books in the library per subject.
8. Arranging for repairs and maintenance of library assets.
9. To provide "library search services".
10. To keep the library fully computerized and operative as per the need of the students and teachers.

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ASSISTANT LIBRARIAN

1. Responsible to the Librarian in all matters related to library.
2. To assist the Librarian.
3. To catalogue and classify books and periodicals.
4. Assist the librarian in library search services and computerization.
5. To keep all records pertaining to library updated.
6. To carry on duties of librarian in his absence.
7. To assist in auditing the library.

LIBRARY ASSISTANT/ATTENDANT

1. Responsible to Assistant Librarian & Librarian in their works.
2. To issue and receive books, journals, periodicals and magazines.
3. To restore books and periodicals etc.
4. To be incharge of checking at the entrance.
5. Maintenance and upkeep of the library.
6. Labeling, pasting and repairing the books.




MAINTENANCE IN-CHARGE

1. He/She is responsible to the maintenance engineer in all aspects connected with maintenance work of the college.
2. To look after maintenance of all offices, residences and academic blocks & all campus.
3. To supervise the cleanliness in and around the campus.
4. To look after the welfare of the resident students and acting as their counselor for removing their problems/difficulties.
5. To maintain systematic record of room allotment and provision for furniture etc.
6. To fill up the monthly requirement of materials and get them collected from store.
7. To assist hostel administration as and when required.
8. To keep the record of the keys for college.
9. Ensures appropriate documentation is maintained regarding unit operations such as inventory/material/supply levels, work performed and status of the work projects.
10. Prioritize work for staff, schedules projects and assigns appropriate staff.
11. Maintenance attendants consist of persons for classroom cleaning, sweepers, sanitary workers, masons, peons, watchmen and gardeners. They are responsible to the maintenance supervisor in the work assigned to them.

SECURITY IN -CHARGE

1. Good attendance and punctuality are important to the efficient operator and are essential components of solid employee performance.
2. Officers should dress in accordance with the requirements of their job assignment, obeying all safety rules that might require protected equipment to be worn. Officers are responsible for maintaining assigned uniform.


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3. Observe, monitor and report flow of visitors & others.
4. Provide appropriate control of access to premises.
5. Observe and report any unlawful or inappropriate activity.
6. Manage emergency situations and report to authorities as appropriate.
7. Able to work flexible and/or late night hours as needed.
8. Any other work that may be assigned by the management from time to time.

HOSTEL WARDEN


1. He/ She shall frame proper rules for guidance of the boarders and get them approved from the Head of the Institutions.
2. He/ She should respond to emergencies and contact doctors when needed looking after the welfare of the students.
3. He/ She should keep check on catering, cleaning and arranging for repairs to be carried out.
4. Hostel Warden is empowered to take regular/ surprise inspections of the hostel rooms at any time during the day or night and the students shall voluntarily cooperate in allowing them to do their duties without any interruptions.
5. He/ She is responsible for the maintenance of discipline in hostel.
6. He / She will furnish a daily report of the attendance of the boarders to the Head of the Institution and will communicate at once to the Head about the matters requiring his immediate attention.

TRAINING & PLACEMENT OFFICER

He/ She is responsible for in house and industrial training and finally placement of the students. The responsibilities comprise the following:

1. Arranging industrial visit & in plant training for the second and third year students of B.Tech & MBA students.
2. Arranging guest lecturers by industry experts.
3. Arranging personality development programmes through experts.
4. Arranging industrial short term courses in consultation with Director/ HoDs which help in getting students the jobs.
5. Assist the students in preparing their CVs.
6. Establish liaison with industry houses, armed forces, R & D organizations, placement consultancy agencies etc. for placement of final and pre-final year students.
7. Arrange training/ mock interviews of students in attending interviews.
8. Arrange campus interviews.




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