



# STUDENT HANDBOOK



**NGF College of Engineering & Technology**

Affiliated to J.C.Bose University of Science & Technology, YMCA, Faridabad  
Approved by AICTE (Ministry of HRD, Govt. of India)

# Student Handbook

## Welcome to NGF College of Engineering and Technology

Dear Student,

We take immense pleasure in welcoming you to NGFCET family and congratulate you on your decision to join us. This handbook has been developed to help you understand about the college and its programmes.

Students walking through the doors of NGF are assured of an education that open their mind in a positive direction, eventually to lead lives that are fruitful, fulfilling and filled with hope of a brighter tomorrow. Studying at NGFCET goes far-beyond the curriculum and students are additionally given hands on experience on software tools used by industries across the globe.

The college provides a supportive and creative environment for you to explore the boundaries of your chosen field. Everyone is new to the college at some point and has had to ask questions in order to learn. So, if you're in doubt, don't stay silent and unsure. It's much better to ask and get the help you need.

### 1. About NGFCET

NGF Educational Society has completed more than 5 decades of serving humanity. Since its inception in 2008, NGFCET has evolved into a renowned institution of learning and catering to the needs of the students by focusing on creating multidimensional professionals. The college focusses on the industry-education gap and helps in providing innovative solutions to the students so that he/she has the right skill set to lead in growth, innovation and social development.

#### 1.1 VISION

NGF envisions to emerge as a distinctively different 21<sup>st</sup> century learning community where knowledge is judged worthy to the degree that it can be applied to the immediate solution of critical, societal and technical challenges thereby addressing the greater global good.

#### 1.2 MISSION

**1.2.1** To create, disseminate and integrate knowledge that expands our student's knowledge base, which in turn enables the betterment of society.

**1.2.2** To be recognized as a highly effective leader in the conduct of inter-disciplinary research and the development of innovative approaches in education.

**1.2.3** To maintain an intellectually challenging yet supportive and welcoming environment.

### 1.3 QUALITY POLICY

To continuously maintain and improve our processes by complying with applicable requirements.

## 2 ACADEMIC YEAR AND EVALUATION

### 2.1 For undergraduate programs

A student has to complete the requirements for the opted major. The listings of the credits are given as L: T:P; wherein L is the number of Lecture hours, T is the number of tutorial hours, and P is the number of practical lab sessions. Once a student successfully completes a particular course, he/she shall have earned as many credits as the course carries.

- For B. Tech
- For BBA
- For MBA
- For M. Tech

College conducts various co-curricular, cultural and extracurricular activities in the college round the year and your participation in the same is mandatory for your overall holistic development.

## 3 ATTENDANCE

- Students are expected to have minimum of 75% attendance in all the course units (Theory and Practical)
- A student whose attendance is less than 75%, will not be permitted to appear in the end semester examination or detained in the sessionals.
- Deficiency up to 10% can be condoned by Director Principal in severe cases on compensatory/medical cases i.e. students with 50% or above attendance can be eligible to appear in the semester exam if 10% deficiency is condoned.
- Attending all the seminars, group discussions, visits, workshops, presentations, guest lectures, orientation programs, soft skills programs, etc. are compulsory.
- You have to report to your respective class for your lectures at least 5 minutes before the session starts to avoid disturbing the faculty and students, who are already in the class.
- Students who will be absent for more than a month, without permission will be excluded from the rolls and re-admission may be refused.
- In case of illness or any medical reason, a written prescription is required by the doctor to be submitted to the Head of Department.

## 4 ADMISSION

- Admission will be strictly as per the eligibility norms laid down by the University.
- It is the collective responsibility of the candidate and the parents to submit required documents by the stipulated date.
- Any attempt to submit false documents, will lead to cancellation of the admission by the competent authorities of the Institute / College.
- Mark sheet and School leaving / College leaving certificate of Class X / Class XII and Graduation (wherever applicable) will have to be shown / submitted in original. Self-Attested Xerox / Photocopies of certificates other than the above will be accepted.
- Selected candidates will have to join the College on the date announced.
- Management reserves the right of refusal for final admission.
- All Admissions are confirmed subject to the candidate fulfilling all the prescribed eligibility criteria as decided by the competent authorities and payment of requisite fees.
- Fulfilling the eligibility criteria in itself does not assure admission to a programme. The final decision for admission rests with the College.
- Students and parents are requested to go through the eligibility criteria laid down by the University for the respective programme. Please note you will be solely responsible if admission stands cancelled due to any non-fulfillment of eligibility criteria at any stage and fees will be refunded as per the rules of the competent authorities.

## 5 FEES

- Fees is payable by D.D/Bank Transfer / Debit/ Credit card/ Cash.
- Full semester fees to be paid before joining the Institute.
- Fees once paid will be refundable only as per the norms of the institute.
- All Scholarships and Fee concession should earn 75% of attendance, failing which the entire Scholarship and Fee concession amount will be refunded to the institute.
- Admit cards will not be issued to the students if the prior fee is not cleared. Students will not be allowed to collect admit cards on the day of the examination.

Following Fee structure shall be implemented for various services provided by the academic branch:

S.No.	Description of Services	Fee/Charges Payable	Processing time after receipt of Application (approx.)
1.	Re-admission/Re-joining (if name was stuck-off by any reason i.e. Detention/Fee not submission, suspended, etc.)	Rs.5000/- + applicable fine on semester fee	3 days after receipt of fee
2.	Issue of Migration Certificate (After completion of courses/left the college by any reason)	Rs. 100/- + Rs. 500/-	4 days after receipt of fee
3.	Issue of New Identity Card (after submitting all required Documents)	No charges	As per notification
4.	Replacement of Damaged Identity	Rs. 200/-	3 days after receipt of fee



	Card / Issue of Duplicate Identity Card		
5.	Late submission of Migration Certificate * (Migration Certificate not required for Haryana Technical Educational Board Students admitted under LEET Category)	As per notification	As per notification
6.	Character Certificate (To be issued by the O/O Principal)	No charges	Processing within 3 days
7.	Bonafide Certificate	Rs. 100/- (for same day)	3 days (without charges)
8.	Verification of Miscellaneous Scholarship forms / Issue of Bonafide (Specific)	No charges	2 days
9.	Preparation / Processing of Haryana Roadways Bus-Passes for Boys Students. (No Charges for Girls Students)	As per Govt. Rates	As per notification
10.	Preparation / Processing of SC /BC Scholarship Forms for Students.	No charges	As per notification
11.	Correction of Particulars of Students (Name / DOB / Photo etc.)	Rs. 500/- + Rs. 500/-	3 days after receipt of fee
12.	Student Certificate Verification	Rs. 500/- + Rs. 500/-	3 days after receipt of fee
13.	Submission of No Dues Certificate	No charges	Processing within 3 days (To accounts section)
14.	Marksheet Issue	Within one month of University Issue date No charge	Rs. 100/- per marksheet after one month
15.	Degree Issue	Rs. 500/- within six months of University Issue Date	Rs.1000/- after six months.

### 5.1 Late Fee Payment

Fine slab for deposition of any fees after the last date is over:

Without Late fees- Till the due date	NIL
(1-10 days) after the due date	Rs. 200 (per day/per student) + semester fees
(11-30 days) after the due date	Rs. 500 + semester fees
(30 – university deadline date)	Rs. 1000 + semester fees
Payment pending after the university deadline	Student's name will be cancelled from the university database.

## 5.2 *Scholarships*

- Students who have applied on scholarship basis will be responsible for filling up the scholarship forms before the due date.
- If the scholarship is rejected due to delay in the submission of required documents or due to delay in the submission of forms, he/she will be responsible for the liability on fees and not the college.

## 6 EXAMINATION

The college shall follow a policy of continuous examination evaluation based on the University guidelines with the objective of training a student to put in a sustainable effort over the entire course of study.

### 6.1 **Criteria /Passing Marks**

The Criteria for passing in theory/practical of various programs are as follows:

- 6.1.1 In case of theory/practical examination, the candidate can get any marks in internal but in total i.e. internal plus external theory marks his/her marks should be 40% of the total marks for passing the exam.
- 6.1.2 The candidate must pass in external exam (Theory/practical) too.

### 6.2 **Issuance of Admit Card:**

- 6.2.1 No student is allowed to enter in the examination hall without the Admit card.
- 6.2.2 All students must collect admit cards one day before the commencement of examination.
- 6.2.3 Admit card must be with latest Passport size photograph and duly attested.
- 6.2.4 No student must bring any non-permissible electronic devices.

## 7 MENTORSHIP AT NGFCET

The aim of mentorship is to provide a platform to the students beyond the world of academics. Every student is assigned a Coordinator/mentor, who will help the students to explore and evaluate their potential limits and career options. The Coordinator/Mentor will have the most important role to play during the stay of the student at NGFCET. He/she will be responsible for:

- a. Maintaining the student record, containing contact details of parent as well as any guardian.
- b. Attendance monitoring
- c. Compilation of Internal Assessment.
- d. Facilitating the registration for courses in the coming semester.

## 8 INDUSTRIAL VISITS

The Industrial visits play an important role in shaping one's career as it provides practical knowledge to the theoretical knowledge studied during the semester. NGFCET provide this platform where students can acquire knowledge by observing the operations of that industry.

Some of the recently visited companies include TCS, Huawei, L&T construction, Hanon systems India Pvt. Ltd., Delton cables, Ginni Filaments Ltd., Shivalik prints Ltd., Pranav Vilas India Ltd., etc. The main objective of these visits is:

- a. Awareness of how the Organization work
- b. Information about different divisions.
- c. Importance of 'Leadership' and 'Teamwork' in a circle.

## 9 TRAINING AND PLACEMENT PROCESS

### 9.1 *Placement Guidelines*

The purpose of placement policy is to define the overall structure and processes of the placement cell, and structure the rules and structure & responsibilities of the teams. The detailed guidelines and the procedure to apply for the jobs may be obtained from the Training & Placement department available at the campus.

**The College does not guarantee you final placement, but will provide you with placement opportunities.**

It may not be feasible for the College to place the student necessarily at a location of his/her choice. While the college tries its best to provide placements, it is not the responsibility of the College alone, and hence, the students are also expected to share responsibility for placements and contribute to its administration in various ways.

### 9.2 *Eligibility for placement*

- a) Students should get a minimum 60% and above throughout.
- b) Student should not have any backlog subjects up to B. Tech 6<sup>th</sup> semester; MBA 3<sup>rd</sup> semester.
- c) Summer Training and on the job, training is compulsory to get placement assistance.
- d) All students shall attend the Technical seminars & soft skills arranged by the T&P department. A minimum 90% attendance is required in these seminars for placement assistance.
- e) If students fail to attend these special training programs without prior permission/valid reason his/her name will be removed from the placement list.
- f) However, if a particular company allows students below 60% and with one backlog, he/she will be allowed to those interviews. Necessary placement assistance will be given.

### 9.3 *Pre-placement process*

The placement process will begin in the third year and comprises of the following activities:

1. The student data of third year students are collected, and a master record database is maintained.
2. A formal resume template is emailed to the students, which are to be filled by them and the details are collected and maintained by the placement coordinators of respective department.
3. Once the records are built in, only the eligible students for the specific placement drive are filtered out. The eligibility criteria is decided as per the job requirements stated by the companies.
4. The eligible students will be informed about the upcoming job fair or placement of various companies.

5. The Mock interviews sessions are arranged on request of students.

#### **9.4 Placement Process**

The placement activity involves:

1. The recruiting companies will submit the Job Description which includes Profile of the Company, Job Profile, Designation, Job Location(s), Eligibility Criteria and CTC.
2. The Job Description will be shared among all the 'eligible candidates' via email and the consent of participation is individually obtained.
3. Placement Drive will be conducted with the help of Training and Placement department, concerned department and the recruiting company.
4. The results will be shared by the company, and/or a final round of interview may be conducted before the final selection.
5. Non-participation post confirmation to appear at the placement drive shall lead to a fine/penalty. An amount of 1000/- per placement drive shall be imposed.

### **10 STUDENTS CONDUCT AND DISCIPLINARY CODE**

These rules apply to all students enrolled at the Institution on full time courses and are applicable to the premises of the Institution.

#### **10.1 General behavior and appearance**

It shall be the responsibility of the students to:

- To dress up decently so as to suit the academic environment of the university.
- Food or drink, other than bottled water, must not be taken into any lecture or seminar rooms, computer labs, near any IT facilities or in the Library.
- In compliance with government regulations, NGFCET is a no-smoking campus.
- To carry their ID-card at all the time.
- To behave and conduct themselves in the Campus and hostels in a courteous manner.
- Make sure that lights, fans and air-conditioners are switched off before leaving the classroom.

#### **10.2 Responsibility for personal belongings**

Students are required to take care of their belonging, e.g. mobile phones, Laptops and Handbags, etc. The college will not be responsible in any manner for the loss of such items within its premises or outside.

#### **10.3 Acts of Indiscipline and misconduct**

- a) Any physical assault or threat to use physical force, against any member of teaching or non-teaching staff or against any student;
- b) Remaining absent from the class, test or examination or any other co-curricular activity which he/she is expected to participate in;
- c) Use of drugs or other intoxicants except those prescribed by the doctor;
- d) Any form of gambling;
- e) Consuming tobacco, drinks/liquor or smoking;
- f) Willful destruction of the property of the College;
- g) Ragging as defined by the Court;
- h) Indulging in any other activity which is considered objectionable by the University.

#### **10.4 Penalties for breach of discipline:**



- a) A student may be expelled from the college, in which he/she shall not be readmitted; or
- b) A student may be, for a stated period rusticated in which case he /she shall not be admitted to the college till the expiry of the rustication period; or
- c) A student may be imposed with the fine of a specified amount of money; or
- d) A student may be debarred from taking a University examination(s).

### **10.5 Ragging**

#### ***RAGGING IS AGAINST THE CULTURE OF NGFCET***

As per the directives issued by the Hon'ble Supreme Court of India and the UGC, ragging is a punishable offence and is totally banned in or out of the college campus. The Discipline Department shall monitor to ensure that ragging does not take place in the campus/outside the campus which includes Hostel, Sports Field, buses used by the students to commute to and from the college. Ragging includes one or more of the following acts, but not limited to, with or without a intent to showing off power, authority over first year student or any other student.

- a) Involvement of any physical assault or threat to use physical force.
- b) Any verbal abuse, mental or physical torture, harassment and obscene behavior.
- c) Consume any material or substance including alcohol or tobacco in any form against the wish of the junior etc.
- d) Any act of financial extortion or forceful expenditure burden
- e) Any act or abuse by spoken words, emails, social media, public insults.

#### **10.5.1 Consequences**

NGFCET is committed to providing Ragging free academic environment to every student. Any violation of Anti-Ragging policy will lead to any one or combination of the following:

- Suspension from attending classes, debarring from appearing in tests and forbidding other academic and co-curricular activities.
- Cancellation of admission
- Suspension and Expulsion from the College
- Lodging a complaint with the local Police station.

## **11 GENERAL RULES AND REGULATIONS**

### **11.1 Social Media Usage**

NGFCET uses the following social media to support the vision, mission, goals:

- Facebook
- YouTube
- Twitter
- Instagram
- Blog

**11.1.1 Disclaimers and Posting Guidelines** Students are personally responsible for uploading/posting/sharing of content and information on social media platforms. The institution can take strict action if any of the disclaimers are used in a negative way.

However, your posts will be deleted if they are considered to be: -

- Advertisements spam, derogatory or vulgar;
- Illegal, racist or demeaning to a particular group of individuals;

### 11.2 Undertaking by Newly Enrolled Students

All students are required to sign an Undertaking of having read and understood and abide by the student guidelines and policies regarding Refund, Discipline, Attendance rules, Fees, etc. and hand over to their respective coordinators within first 2 weeks of joining the course.

### CONTACT DETAILS OF HODs

Name	Department	Email id	Contact Number
Dr. Kuldeep Tomar	Computer Science Engineering	Kuldeep_csehod@ngfct.com	9811396632
Ms. Suman Dagar	Electronics and Communication Engineering	sumand_ecebhod@ngfct.com	9958933838
Mr. Vinod Kumar	Electrical Engineering	vinodngfct@gmail.com	+91 9991219093
Mr. Pawan Kumar	Mechanical Engineering	Pawan_me@ngfct.com	N/A
Mr. Vinod Kumar	Fashion and Apparel Engineering	vinodngfct@gmail.com	+91 9991219093
Mr. Santosh Yadav	Civil Engineering	Santosh.lkn@gmail.com	N/A
Prof. (Dr.) Manpreet Kaur	Department of Management Studies	Manpreet.kaur@ngfct.com	N/A

### LIST OF PROGRAMME COORDINATORS

#### a) B. Tech & M. Tech

Department	Program	Program Coordinator	Email id	Contact Number
Electronics and Communication Engineering	First year	Mr. Rajeev Sindhu	rajeevs_phyhod@ngfct.com	N/A
	Second year	Mr. Dharmender	Ngf.ece@gmail.com	N/A
	Third year	Ms. Deepti Mehta	Deeptimehta23@gmail.com	N/A
	Fourth year	Mr. Manoj Awana	Manojawana08@gmail.com	N/A
	M.Tech	Mr. Manoj Awana	Manojawana08@gmail.com	N/A

Computer Science	First year	Mr. Praveen Sharma	praveensharmait@gmail.com	+91 9990491789
	Second year	Ms. Shivani Ms. Annu	shivani16hp@gmail.com	+91 9813311244
			annusharmadixit@gmail.com	+91 8929193638
	Third year	Ms Rachna Gupta	rachnagupta.cse@gmail.com	+91 8901412192
	Fourth year	Ms. Ritu Chauhan	rituchn180@gmail.com	+91 8708314825
	M.Tech	Mr. Jagdeep Chauhan	jagdeep_chauhan23@yahoo.co.in	N/A
Electrical Engineering	First year	Mr. Rajeev Sindhu	rajeevs_phyhod@ngfcet.com	N/A
	Second Year	Ms. Manju Sharma	Manju985388@gmail.com	+91 9643105397
	Third Year	Ms. Manju Sharma	Manju985388@gmail.com	+91 9643105397
	Fourth Year	Mr. Vinod Kumar	vinodngfcet@gmail.com	+91 9991219093
Mechanical Engineering	Second year	Jeet Kumar	chhabrajeet@gmail.com	+91 9466868638
	Third year	Gaurav Rajpoot	Gauravr_me@ngfcet.com	+91 9953564620
	Fourth year	Karan Pal	Kpsingh88@gmail.com	+91 9467059396
Fashion and Apparel Engineering	First year	Mr. Rajeev Sindhu	rajeevs_phyhod@ngfcet.com	N/A
	Second Year	Ms. Sapna Kalra	Sapnakalra1983@gmail.com	+91 9911955337
	Third Year	Ms. Sapna Kalra	Sapnakalra1983@gmail.com	+91 9911955337
		Ms. Manju Singh	Manju95singh@gmail.com	+91 8750961139
	Fourth Year	Ms. Jyoti Tanwar	Jyotitanwar2021@gmail.com	+91 9991839633
Civil Engineering	First, Second,	Mr. Santosh Yadav	Santosh.lkn@gmail.com	N/A

	Third and Fourth Year			
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**b) Clubs and Extra-curricular activities**

Department	Program Coordinator	Email address
Annual Fest	Ms. Akanksha Kathuria Ms. Aastha Kalra	akanksha.singh123@gmail.com aastha09kalra@gmail.com
Freshers Party	Ms. Akanksha Kathuria Ms. Aastha Kalra	akanksha.singh123@gmail.com aastha09kalra@gmail.com
Literature Club	Mr. Tilakdeb Mukherjee Mr. Dheeraj Sharma	tilakdebm_mba@ngfcet.com
Cultural Club	Mr. Saurabh	N/A

**c) Department of Management Studies**

Department	Program	Program Coordinator	Email address
MBA	First Year	Mr. Neeraj Chopra	neeraj7375@gmail.com
	Second Year	Ms. Akanksha Kathuria	akanksha.singh123@gmail.com
BBA	First Year	Dr. Jaideep Sharma	jaideep0206@yahoo.com
	Second Year	Ms. Aastha Kalra	aastha09kalra@gmail.com
	Third Year	Mr. Tilakdeb Mukherjee	tilakdebm_mba@ngfcet.com

**WHOM TO MEET**

Fee and Payments related	<b>Accounts Department</b>
Academic Administration	<b>Admission Department</b>
Infrastructural Facilities (Canteen, Wi-Fi, Housekeeping, Security etc.)	<b>For H/w, S/w and Internet issues,</b> contact Computer Science Department: Mr. Prem Singh/Mr. Jitender/Mr. Sunil
Any other Grievances/issues	<b>Faculty of respective Department</b>
Semester related issues	<b>Faculty of respective Department</b>
Personal issues/Grievances	<b>HOD of respective department</b>
Student counselling activities	<b>Faculty of respective Department</b>
Library	<b>Library Department</b>
Placements	<b>Training &amp; Placement Officer:</b> Mr. OmParkash Bhardwaj



## 12 APPENDIX

### 12.1 APPENDIX- “A”

UNDERTAKING BY THE STUDENT	
We have also gone through the Students Handbook pertaining to NGFCET’s policy on minimum attendance requirements, continuous absence without prior permission/de-registration, misconduct/disciplinary actions/non-payment of fee etc.	
1. I hereby confirm that I will fulfil the minimum attendance requirement of 65% in each semester.	
2. I hereby confirm that I will fulfil the minimum attendance requirement of 75% in each webinar, sessions, training and placement module in every semester.	
3. We hereby accept and acknowledge the same and in case of any such eventuality, we undertake to accept the decision taken by the College as per the rules & policies written & read over by us.	
4. We would follow discipline and regard our faculty and staff and follow college Norms, failing which any disciplinary action may be taken against us/ward.	
5. We have also gone through the Guidelines on Fee as given in the Students Handbook pertaining to the College policy.	
6. The signed undertaking is given by us without any threat, or pressure, by any other means. The undertaking is given after going through all the details regarding rules/policies of the college mentioned in the Prospectus, Admission form and Students Handbook.	
Signature of Applicant	Signature of Parent/Guardian
Contact:	Contact:
Date:	Date:

### 12.2 APPENDIX- “B”

#### PARENT’S UNDERTAKING FOR ATTENDANCE

I am aware that as per YMCA University my ward has to attain a minimum of 75% attendance during each semester.

I, hereby, undertake that my ward \_\_\_\_\_ of \_\_\_\_\_ course and batch \_\_\_\_\_ will maintain the minimum attendance of 75% in all semesters, failing which he/she can be debarred from appearing in the Mid Term & End Term Examinations.

Name of the Student	:	Signature
of Father/Mother	:	
Name of the Parent	:	
Contact No. (Mobile)	:	
E-mail ID	:	

Date :

### 12.3 APPENDIX- “C”

#### EXCEPTIONAL CIRCUMSTANCES REPORT FORM

Notification of Exceptional Circumstances Report Form

Name:  
Course:

Roll No:

1. **Indicate on what basis you are reporting exceptional/special circumstances**
  - a. Illness which prevented you from attending an assessment or affected your ability to perform in an assessment.
  - b. Legal matters
  - c. Personal/domestic problems which occurred in the period leading up to an examination/assessment deadline.

2. **Period(s) affected**      **From:**      **To:**
3. **Document submitted with application (please tick where relevant)**

Medical certificate  
Prescription  
Hospital appointment Card  
Letter/documents from court  
Other (please specify)



# NGF

COLLEGE OF ENGINEERING & TECHNOLOGY



## **Campus Address:**

📍 71st K.M Stone, Delhi-Mathura Road, NH-2, Palwal, Haryana(NCR Delhi) 121102.

## **Head Office:**

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