PROSPECTUS

Rajiv Gandhi Govt. Polytechnic

An ISO 9001:2015 Certified Institution

(Department of Education, Govt. of Arunachal Pradesh)

Affiliated to APSCTE & Approved by
AICTE, New Delhi

"Bench mark in Technical Education in North East"

Welcome to Rajiv Gandhi Govt. Polytechnic

First of all we would like to congratulate you for choosing one of the premier & most promising professional government institutions in the state of Arunachal Pradesh. The institute by its infrastructure and the activities today stands as a bench mark in technical education in the North East. The campus spreads over 30 acres of land with picturesque surroundings conducive to academic environment. When there is a strong desire for a successful career, we try to bring out the best in each and every student studying here. It is our aim to support the society

with quality education and training with sufficient opportunity for exposure in the chosen field.

Rajiv Gandhi Govt. Polytechnic is endeavouring in its best capacity by reinforcing through technological inputs & academic excellence to mould the students into worthy professionals to meet the challenges of employment and entrepreneurship of today's world and to compete in global scenario. The vision statements of the institutes symbolizes that the institute believes in strong institute-industry & community linkage for the growth. Our mission is to provide a student-friendly- educational environment, wherein the budding aspirants will have ample scope of growing into a technocrat of the future.

The state of Art facilities like well equipped laboratories, knowledge rich library & Learning Resource Utilization Centre, dynamic-young & well qualified faculty team, quality teaching & training practices makes this polytechnic a model institution. Hence we would be glad enough to take you all through a journey, which is educative, enriching and rewarding.

Wishing you the very best & with lots of blessings.

Dr. A K Tripathy
Principal

INSTITUTION PROFILE

The Rajiv Gandhi Government Polytechnic (Formerly Arunachal Pradesh Polytechnic) has been set up under the Technician EducationProject-III of Ministry of Human ResourceDevelopment, Government of India with the financial assistance from World Bank.

The first and one of its kind institution started functioning from the academic year 2002-03 as an autonomous institute of Government of Arunachal Pradesh to generate skilled technicians suitable to the state's human resource requirement by offering three year diploma programs. The Institute has obtained ISO 9001: 2008 certifications to ensure the effectiveness of the system. It has been taken over by the Government of Arunachal Pradesh w.e.f. 1st July 2007.

The technical education provided here is accessible, innovative and relevant to the needs of the individual, community and the industry as well. The curricula of the different programs have been developed within the approved norms of All India Council of Technical Education (AICTE) by the National Institute of Technical Teachers' Training and Research (NITTTR), Bhopal. The academic & examination activities are monitored by the Arunachal Pradesh State Council for Technical Education (APSCTE).

Apart from regular diploma programs the Institute also offers skill education programs through community college scheme of AICTE.. The institute is committed to provide its students state of art technical training with meticulously planned strategic sessions.

The institute campus is located in a sprawling 30 acres of land on the bank of Senkiriver in a picturesque, calm and clean environment conducive for learning and is situated near Dera Natung Government College, Vivek Vihar, Itanagar.

VISION OF THE INSTITUTE

"Develop into a Mega Institution with commitment to technical education and training working on the foundation of Academic Freedom and self sufficiency for developing globally relevant competent human resource for overall development of the society"

AIMS & OBJECTIVES

With broader aim of serving the society institute focuses on

- Quality instructions & services

- Self sufficiency

- Innovation

- Development of entrepreneurial skills

- Encouraging self-employment

- Provide state of art infrastructure to the students and faculty to upgrade their skills and knowledge.

- Produce quality technicians.

- Assist weaker sections of the society

- Developing skill component

FEATURES & FACILITIES

- AICTE approved

- Affiliated to APSCTE (Arunachal Pradesh State Council for Technical Education)

- ISO 9001:2008 Certified Institute

- Spacious campus

- Separate Hostels for boys and girls.

- Qualified, Trained and Experienced Faculty Members and Staff

- Well Equipped Laboratories and Workshops with modern equipments and instruments

- Computer Center with Networking and V-SAT Internet facility

- EDU-SAT Facility

- Wi - Fi facility

- LRUC (Learning Resources Utilization Center) Facility

- External Networking with various Institute / Industries / Organizations

- ISTE Student's Chapter

- Internal Revenue Generation (IRG) Cell

- National Service Scheme Cell (NSS)

- Entrepreneurship Development Cell

- Training &Placement Assistance Cell

- National Cadet Crops (NCC) Cell

- Transport facility from limited distance for students and staff on payment basis

- Continuing Education

    o Short Term Training programmes

    o Customized Training programmes

    o Vocational training programmes

    o Skill development programmes

    o Continuous faculties' development programmes

    o Consultancy Services

ACADEMIC INSTRUCTIONAL STRATEGIES

The instructional methods and strategies adopted are highly participative and interactive. These include lecture cum demonstration, group discussion, case studies, tutorials, experimental learning, seminars and project works, self learning through assignments, hands on training and end users based small projects.

TRAINING & PLACEMENT FACILITY

A training and placement cell has been established to provide information and assistance for industrial training and placement to the students.

Main objectives of the cell

- To establish contact with government/ private / public sector organisations for industrial training and placement activities
- To provide necessary instructions, information & guidance to the students
- Execution of industrial training activities in the institution
- To arrange campus interviews
- To provide guidance and counseling towards self-employment opportunities
- To provide platform for alumni activities

CONTINUING EDUCATION PROGRAMME

Beside regular diploma programs the institute offers continuing education programs like Technical Vocational Education and Training, Short Term Courses and Customised Training Programs. Local entrepreneurs and pass outs of the non technical colleges and schools will be offered short-term training to inculcate additional knowledge and skills.

The institute is considered as the centre of job oriented and entrepreneurship programs.

- ### Short Term Training Programmes

Institute offers different Short Term programs for working professionals and other non technical graduates, other school dropouts to pursue their career by acquiring technical skills.

- ### Customised Training Programmes

Institute offers customised programs to different organizations as per their requirement to enhance need based skills.

- ### Vocational/ Skill Development Training

Institute conducts vocational/skill development training programs for the unprivileged having 10th pass qualification to certify their pre-acquired skill by equipping them with basic theoretical & professional knowledge with a view to enhance their career growth in the chosen field through Community College Scheme under AICTE

- **Consultancy & Other services**

Institution is involved in extending its expert guidance / consultancy services for various organisations in the respective specialised areas as per the requirement of the particular organization.

REGULAR ACADEMIC DIPLOMA PROGRAMS

Sl. No.	Discipline	Entry Level	Approved Intake
1	Automobile Engineering (AUE)	10+	20
2	Computer Science & Engineering (CSE)	10+	40
3	Electrical & Electronics Engineering (EEE)	10+	30
4	Garment & Fashion Technology (GFT)	10+	20
5	Herbal Technology (HT)	10+	20
6	Hotel Management & Catering Technology (HMCT)	12+	20
7	Travel and Tourism Management (TTM)	10+	20
8	Civil engineering (CE)	10+	30

PROGRAMME DURATION

The duration of a full time regular diploma programme is three academic years comprising of six semesters. Each semester is of 16(sixteen) weeks duration. A minimum of 450 contact hours of instruction per semester are completed in classroom, laboratory, workshop and field works. Total contact hours per week per student are 36 hours minimum on an average.

ADMISSION PROCEDURE & GENERAL INSTRUCTIONS

Admission is purely in order of merit through the **Joint Entrance Examination (JEE)** conducted by the Directorate of Higher & Technical Education, Government of Arunachal Pradesh, as per the State Government Reservation Policy. The admission committee set up during the new admission / re-registration time executes the admission in the institution

All the aspirants who have been nominated through JEE (Joint Entrance Examination) counseled by the Directorate of Higher and Technical Education (DHTE) for the 3(three) year diploma program at Rajiv Gandhi Govt. Polytechnic, Itanagar, have to report to academic section of the institution and take admission as per the institution procedure by paying applicable fee before the expiry of the last date else the seat automatically gets cancelled.

I   General steps to be followed for admission

1. Produce nomination form/seat allotted details from the DHTE to the academic section of the institution.
2. Check out for special instruction regarding admission on the institution notice board

3. Collect the prospectus/ information brochure along with the admission registration forms etc. on payment from the Academic Section in the Administrative block of the Institution.

4. Deposit the applicable fee through demand draft at Allahabad Bank, Itanagar, drawn in favour of Principal Rajiv Gandhi Govt. Polytechnic, Itanagar

5. Submit the original demand draft to A/c section (IRG) of the institution & obtain the receipt of the institution, well before the expiry of the seat allotted date, otherwise the seat gets forfeited automatically and may be allotted to the next candidate.

6. Report to the admission committee along with the institution fee paid receipt. Fill up the admission form and submit to the committee along with copy of necessary documents / testimonials. Produce original documents to the admission committee during admission for verification and confirmation of admission. Fill up the admission register with all necessary details correctly. Affix the photo graph in the admission register. Both students and parents have to provide their necessary details and sign on the admission register.

7. Registration Number will be allotted to each student on admission

8. Fill up the Anti-Ragging undertaking (both by students and parents) and submit to Academic Cell.

9. Produce Medical Fitness Certificate.

10. Report to respective heads of the department of the admitted discipline / branch for further instruction and academic programme details.

II   Copies of document to be submitted along with Admission Form.

i)   *Attested copy of pass certification (Class-X/XII).*

ii)   *Attested copy of Marks certificate (Class-X/XII).*

iii)   *Attested copy of ST/SC/OBC certificate.*

iv)   *Transfer/School leaving Certificate (original).*

v)   *PRC/Domicile certificate.*

vi)   *Medical fitness certificate (original).*

vii)   *Character certificate (original).*

viii)   *Migration certificate (for other state candidate).*

ix)   *2 (Two) passport size photographs.*

III   Precautionary instructions

a)   Fee once paid is not refundable for any reason except refundable caution money deposit part.

b)   Produce all the certificates in original to the Admission Committee for verification.

c)   Fill up all the details in the admission register and duly sign in the register.

d)   Admission will not be confirmed unless you pay your fees at least for the 1st semester completely.

e) Retain the receipt (issued by Institution), till the end of the diploma programme as you need to produce the original receipt while claiming for caution money refund after completion of diploma/while leaving the Institution.

f) The fee once deposited in the bank will not be withdrawn or taken back for whatever the reason may be. Hence care should be taken in all respect towards seat confirmation and production of fee paid demand draft to the academic section of the institute in time before expiry of the seat allotment period.

g) Institution will not be responsible in any case for whatever the reason if any candidate deposits the fee in the bank without confirmation of the seat or after expiry of the last date or if not reported to the academic section of the institution with the fee paid challan before the expiry date and time.

IV Registration with APSCTE

Apart from the above each student will have to register with the APSCTE (Arunachal Pradesh State Council for Technical Education) by paying respective registration fee and examination fee as announced by the APSCTE time to time. The application form for registration with APSCTE can be obtained from academic section and examination section of the RGGP. For any other details, students and guardians are advised to visit APSCTE / DHTE web site: www.apdhte.nic.in

V Other Instructions

a. Students must watch various institution notice boards like, general / respective section (academic/ examination/ T&P) / department / laboratory/ hostel/ library / LRUC e.t.c, regularly for time table, attendance status, progressive assessment marks, special instructions and other instructions or details like administrative / curricular/co-curricular/extracurricular activities or for any other relevant information and follow accordingly. In case of any further details or clarification students are advised to contact respective section heads committee members, coordinators or dealing assistants as applicable.

b. Specified uniform dress must be worn by all the students excepting on Wednesday

Uniform details:

Boys: - Black Trouser, Sky Blue Shirt, Black tie, black shocks, black shoes.

Girls: - Black Skirt, Sky Blue Shirt, Black tie, black shocks, black shoes.

LIBRARY

About the Library

Institute strongly believes in the values of library. The institute has a state of art library possessing all the relevant learning materials like books, journals, manuals, instructional materials, CBT's (Computer Based Tutorials), interactive CD's, simulation software, digital library etc. The library has adequate and relevant collection of books on the different technical and general subjects. Learning resource utilization

centre (LRUC) set up in the library extends the facility for the students to learn through seeing, net browsing and interacting.

Facility at Library

- Text books and reference books
- General and recreation books
- News papers and magazines
- Xeroxing facility on "Pay and Use" basis
- Old question papers
- LRUC
- Reading area

Book lending facility

Each student will be issued with 5 library cards out of which 3 can be used for borrowing the books for 15 days and the other 2 cards can be used for reference purpose that is to read inside the library in the free time.

Facility at LRUC

Computer based training / tutorial materials (CBTM) on

- Different technical subjects
- General subjects
- English & communication improvement
- Personality development
- General knowledge

Net browsing

Students have access to learn through Wi-Fi internet browsing

EDUSAT –SIT

This centre has education satellite connection having a sub interactive terminal *(SIT)*. Through this students can access to selected programs / lectures held at different parts of the country along with interaction facility

Library Staff

- Mr. Jay Prakash Pandey, Librarian.
- Mrs. Dorrik Lollen, Library Assistant.
- Mrs. Lina Doji, Library Assistant.

DIPLOMA IN AUTOMOBILE ENGINEERING

About the programme

The rapid change of automotive technology has created a demand for the new set of knowledge and skills in the automobile working professionals. This program is designed to impart effective training to develop skilled technician to meet the present day requirements of the automobile industry. The programme broadly focuses on basics of automobile engineering, systems design, sales, service & maintenance etc. The pass outs from this programme can find placement opportunities in automobile manufacturing industries, automobile service industries, and ancillary units to automobile manufacturing industries, automobile design units, and heavy earth moving companies, government and public sector organizations etc. There exists scope for entrepreneurship and self employment.

Students can find opportunity for higher education both in automobile engineering and mechanical engineering field.

Teaching methodology

Theoretical concepts are generated through class room teaching followed by practical / laboratory teaching cum demonstration, group discussion, role play etc. Field visit / Industrial visit are the part of the programme for better understanding of concept/ topics.

Industrial training of one month is arranged for students to expose themselves in industry environment and know the functioning of the different departments of an industry.

Laboratories / workshop available in the department

- ✓ Automobile Workshop
- ✓ Thermal Engineering Lab
- ✓ Machine Shop
- ✓ Automobile Cut Section Model Lab
- ✓ Carpentry & Welding Shop
- ✓ Strength of Material Lab
- ✓ Fluid Mechanics & Hydraulic Machines Lab
- ✓ Automobile Engine Reconditioning Lab
- ✓ Agriculture and Earth Moving Lab

Specific Instruction to students

- Students need to wear uniform dress code for Laboratory classes
- Follow safety Precaution in the laboratories
- 75 % attendance compulsory for theory classes

- 100 % attendance is desirable for practical classes

Activities in the Department

- o Expert lecture
- o Industrial visit/ fields visits
- o students seminars
- o Short term training programs

Faculty members / staff

- ✓ Sh. D. Devarasiddappa, HOD i/c
- ✓ Sh. Rinchin Tashi Tsumkhpa, Lecturer
- ✓ Sh. Rolin Sorum, Lecturer
- ✓ Sh. Hibu Sah. Laboratory Assistant

PROGRAMME STRUCTURE FOR AUTOMOBILE ENGINEERING

Term 1
G101 Communication Skill-I
G103 Mathematics-1
G105 Physics-I
G107 Chemistry-I
G109 NSS1/NCC1
G201 Engineering Drawing -I
G203 Workshop Practice-I
G206A Introduction to Computer Programming

Term2

G102 Communication Skill -II
G104 Mathematics II
G106 Physics II
G108 Chemistry II
G110 NSS2/NCC2
G202 Engineering Drawing II
G204 Workshop Practice II
G205 Engineering Mechanics

Term3

G301 Environmental Education
AE401 Automobile Drawing
AE402 Manufacturing Processes

AE403 Strength of Materials and Machine Design
AE405 Heat Power Engineering
AE406 Fluid Mechanics and Machines
AE410 Workshop Practice -III
G207 Fundamentals of Electrical & Electronics Engineering

Term 4

G302A-F Softcore 2
AE408 Automobile Engine -I
AE411 Automobile Chassis
AE503 Transport Management and Motor Vehicle Act
AE504 Automobile Workshop
AE404 Theory of Machines
AE508 Auto Body Work Practices

Term5
AE409 Automobile Engine -II
AE407 Metrology and Quality Control
AE505 Automobile Power Train
AE 506 Automobile Electronics
AE510 Driving Practice
AE502 Vehicle Maintenance and Garage Practice

Term 6
AE509 Project
AE501 Automotive Air Conditioning
AE507 Auto Engine Reconditioning
AE511 Technical Seminar
AE 512 Industrial Training (3 weeks OJT+1week orientation)
AE601-605 Elective I
AE601-605 Elective II

Industrial Training: Students have to undergo Industrial Training in one phase during the vacation after the 4th semester. The training shall be for a duration of not less than 5(five) weeks. A Student who does not complete the Industrial Training shall not be eligible for admission in the 5th Semester.

 ## DIPLOMA IN COMPUTER SCIENCE & ENGINEERING

About the programme

        This program is designed to impart effective training to develop skilled technician to meet the present day requirements of the IT industry. The IT revolution has picked up once again and the department is well equipped with relevant equipments, tools, instruments and software's to impart effective training. Five laboratories have been set up in the department to provide all the necessary trainings to the students to meet the challenges of the industry.

The department has 114 personal computers and several servers with sufficient backup power with high quality UPS. The Local Area Network (LAN) connects all the laboratories on a common platform through the servers for effective interactive teaching. All the users have access to internet through VSAT connectivity. Field visit / Industrial visit are a part of the programme for better understanding of concept/ topics.

Successful completion of Diploma in provides opportunity to the students to seek and pursue career in different levels of industries of IT applications and IT enabled services like Networking, Software Development, Customer Services, Computer Hardware Trouble shooting and Maintenance, Marketing and Sales etc. both as a professional and as an entrepreneur.

Apart from the regular diploma programs, the department undertakes short term courses (STC), workshops in various areas of demand and courses under the Technical vocational Education and Training (TVET) of the Govt. of India to produce quality technicians and improve computer literacy among the people besides helping the students to keep pace with the changing trend of the IT industry.

Laboratories available in the department

- ✓ Central Computing Laboratory
- ✓ Basic Laboratory
- ✓ Core Laboratory
- ✓ Hardware Maintenance and Networking Laboratory
- ✓ Advance Computing Laboratory

Activities in the Department

- o Expert lecture
- o Industrial visit/ fields visits
- o students seminars
- o Short term training programs

Faculty members and Staff

- ✓ Sh. TamoTado, HODi/c
- ✓ Ms. Corina M. Norbu, Lect.
- ✓ Sh. Dani Nobing STA
- ✓ Sh. PunyoTatang, Lab Asstt.

PROGRAMME STRUCTURE FOR COMPUTER SCIENCE AND ENGINEERING

Term1

G101 Communication Skill-I
G103 Mathematics-I
G105 Physics -I
G107 Chemistry - I
G201 Engineering Drawing-I
G203 Workshop Practice-I
G207 Fundamentals of Electrical & Electronic Engineering
G109 NCC I/NSS I

Term 2

G102 Communication Skill-II
G104 Mathematics-II
G106 Physics-II
G108 Chemistry - II
G202 Engineering Drawing-II
G204 Workshop Practice-II
CSE206 Introduction to C Programming*
G110 NCC II/NSS II

Term3

CSE401 Digital Electronics
CSE403 Data Structure
CSE503 Web Design
CSE404 Communication Theory
G301 Environmental Education* (Softcore – I)
G205 Engineering Mechanics

Term 4

CSE504 Software Engineering
CSE402 Computer Organization
CSE406 Operating system CSE403
CSE407 Computer Networks
CSE501 DBMS
CSE502 Object Oriented Programming

Term 5
CSE405 Microprocessor
CSE408 Computer Graphics
CSE505 Internetworking
CSE409 Principles of Multimedia
CSE60_ Elective –I *

Term 6
CSE506 Multimedia Technology & Design
G302A-F Soft-Core-II
CSE60_ Elective – II*

CSE60_ Elective – III**
CSE507 Technical Seminar
CSE508 Industrial Training As per Ind. Trg. Table
CSE509 Project

Industrial Training: Students have to undergo Industrial Training in one phase during the vacation after the 4th semester. The training shall be for a duration of not less than 5(five) weeks. A Student who does not complete the Industrial Training shall not be eligible for admission in the 5th Semester.

DIPLOMA IN ELECTRICAL AND ELECTRONICS ENGINEERING

About the programme

Electrical and electronic equipments are making the life of man more interesting and comfortable and these equipments are used in the many aspect of life. Arunachal Pradesh is large in area and in developing stage. There is enough entrepreneurship & job potential for Electrical & Electronic diploma pass outs. Since the state is rich in natural resources, there is enormous scope for hydel power generation.

The department of Electrical & Electronic engineering offers 3 years regular diploma programme in Electrical & Electronic engineering and is intended to develop in the students the basic competencies required to meet the challenges in the field of electrical & electronics.

Teaching methodology

Theoretical concepts through class room teaching followed by practical / laboratory teaching, group discussion, role play etc. Field visit / Industrial visit are a part of the programme for better under standing of concept/ topics

Laboratories / workshop available in the department

➢ Basic Electronics Lab.

➢ Instrumentation & Control lab.

➢ Digital Electronics & Microprocessor

➢ Electrical Machines lab

➢ Audio, Video, Communication & TV   Engineering lab

➢ Electrical & Electronic Workshop

Activities in the Department

- o Expert lecture
- o Industrial visit/ fields visits
- o students seminars
- o Short term training programs

Faculty members & staff

- ✓ Mrs. Shanti Taring, HOD i/c
- ✓ Mrs. LipiKarso, Lecturer
- ✓ Mr. Migom Libang, Lecturer
- ✓ Mr. BengiaTaday, Lecturer
- ✓ Mr. Kumar Apum, Labotary Assistant

PROGRAMME STRUCTURE FOR ELECTRICAL AND ELECTRONIC ENGINEERING

Term1

G 101 Communication Skill-I
G 103 Mathematics-I
G 105 Physics-I
G 107 Chemistry-I
G 201 Engineering Drawing-I
G 203 Workshop Practice-I
G 207 Fundamentals of Electrical & Electronics Engineering
G 109 NCC1 / NSS1

Term 2

G 102 Communication Skill - II
G104 Mathematics-II
G106 Physics-II G
G108 Chemistry-II G
G202 Engineering Drawing-II
G204 Workshop Practice-II
G205 Engineering Mechanics
G110 NCC II / NSS II 0 0

Term 3
G 206B Introduction to Information Technology
G 301 Environmental Education (Softcore-I)
EEE 401 Circuits & Networks
EEE 402 Electrical & Electronic Measurements
EEE 403 Electrical Machines I
EEE 411 Heat Engine

Term 4

EEE 404 Electrical Power Systems I
EEE 407 Electrical Machines II
EEE 406 Electronic Devices & Circuits
EEE 501 Analog Electronics
EEE 502 Digital Electronics
EEE 508 C Programming

Term 5

EEE 408 Electrical Power System II
EEE 409 Power Electronics
EEE 405 Electrical Drawing & Estimation
EEE 410 Electrical & Electronic Workshops
EEE 504 Microprocessor, Microcontroller & its Applications
EEE 507 Maintenance of Electrical & Electronic Equipment
EEE 601-608 Elective I

Term 6
EEE 503 Switch Gear & Protection
EEE 505 Instrumentation & Control
EEE 506 Consumer Electronics
G 302A-F Soft Core II
EEE 509 Technical Seminar
EEE 510 Projects
EEE 601-608 Elective II

Industrial Training: Students have to undergo Industrial Training in one phase during the vacation after the 4th semester. The training shall be for a duration of not less than 5(five) weeks. A Student who does not complete the Industrial Training shall not be eligible for admission in the 5th Semester.

DIPLOMA IN GARMENT & FASHION TECHNOLOGY

About the programme

Garment and Fashion Technology is an upcoming field. The requirement of the man power in garment fashion and designing is growing day by day. This program is designed to impart effective training to develop skilled technician to meet the present day requirements of the garment industry. The curriculum of the programme mainly focuses on various garment design and production aspects.

Teaching methodology

- Written instruction
- Audio visual display
- Black board
- Nature class
- Field visit
- Fashion Show
- Community interaction
- Industrial visit
- Interaction with person related to the field
- Class room practical

Laboratories available in the department

- ✓ CAD lab
- ✓ Special machine lab
- ✓ Drafts lab
- ✓ Dyeing lab
- ✓ Textile lab

Specific Instruction to students

- Follow safety Precaution in the laboratories
- 75 % attendance compulsory for theory classes
- 100 % attendance is desirable for practical classes

Faculty members & staff

- ✓ Miss Nyari Techi, HOD i/c
- ✓ Miss Dorik Diyum,Lecturer
- ✓ Miss Kari Lombi, Lectrurer
- ✓ Mrs Pinky Changmai, STA
- ✓ Mr. Maga Bida Lab. Asstt.

Activities in the Department

- ➢ Mentoring
- ➢ Interaction with parents/ guardians
- ➢ Helping to compete for higher studies in premier institutes and get right placement
- ➢ Innovative nature class
- ➢ Participation of fashion shows of importance and social cause
- ➢ Encouraging building a personality of integrity
- ➢ Special class for weaker students

PROGRAMME STRUCTURE FOR GARMENT & FASHION TECHNOLOGY

GFT

Term 1

Course code	Name of course
G101	Communication Skill -I
GFT101	Mathematics
GFT102	Value and ethics in

Technical Education

GFT103	Physics
GFT104	History of Fashions
GFT105	Chemistry
GFT201	Drafting & Layout-I

G109 NCC I/NSS I

Term 2

G102 Communication Skill-II

GFT106 Basic Garment design

GFT107 Introduction to Textile GFT202 Drafting & Layout-II

G206B Introduction to Information Technology

G301 Environmental Education

G110 NCC II/NSS II

Term 3

GFT203 Machine Tools & Equipment

GFT204 Elements of Design

GFT205 Basic Garment Fabrication

GFT206 Material Studies

G302B/D-GFT302/303 Soft Core

GFT401 Style Reading, Pattern Making & Adaptation

Term 4

GFT402 Surface ornamentation techniques

GFT403 CAD in Fashion Technology

GFT404 Fashion Illustration

GFT406 Drafting, Cutting &Stitching (children)

GFT407 Drafting, Cutting &Stitching (women)

GFT410 Fabric Formation Technique

Term 5

GFT405 Drafting, Cutting &Stitching (men)

GFT408 Draping

GFT409 Product development & fashion fore casting

GFT503 Historical Costumes of India

GFT506 Fashion Merchandising

GFT502 Apparel Quality Assurance

GFT504 Creative Dyeing and Printing

Term 6

GFT501 Entrepreneurship Development

GFT505 Portfolio development

GFT601-605 Elective- I

GFT601-605 Elective- II

GFT507 Seminar

GFT508 Project

Industrial Training: Students have to undergo Industrial Training in one phase during the vacation after the 4th semester. The training shall be for a duration of not less than 5(five) weeks. A Student who does not complete the Industrial Training shall not be eligible for admission in the 5th Semester.

DIPLOMA IN HERBAL TECHNOLOGY

About the programme

Diploma Programme in **HERBAL TECHNOLOGY** is AICTE recognized Course, first time introduced in India at RGP, Itanagar and proposed to start in the State with a view to educate and develop awareness amongst people about these medicinal and aromatic herbal plants and their uses in medicinal and cosmetics preparations. This curriculum will also educate and train people on different aspects of cultivation, extraction, processing and marketing of herbal plants thereby generating the much needed employment for the youth of the state.

Teaching methodology

Learning takes place through class room teaching in addition to laboratory practical, group discussion, role play etc. Field visit/ Industrial visit are also arranged for better under understanding of concept/ topics.

Teaching learning through modern learning aids like CBTs (Computer Based Tutorials)

Faculty members & staff

➢ Mrs. Banu Otem Dai, HOD I/c

Industrial visit for practical exposure

Laboratories available in the department

✓ Pharmaceutical Lab.

✓ Tissue Culture Lab.

✓ Cosmetic Lab

✓ Instrumentation Lab

✓ Nursery with Net House

Specific activities

○ Industry-Institute-Community Linkage for incorporation of indigenous ethnic knowledge for blending with modern technology.

○ More stress on practical oriented learning with proper theory and principle understanding.

○ Preparation of Medicines/ Cosmetics, Analysis of Herbs along with development of Herbal Garden/ Nursery by students only.

○ Technical know how's for Manufacturing/ preparation of Bio-fertilizers/ Organic Manures with Cropping System Interventions for increasing the net profit value by cultivation of Medicinal & Aromatic Plants with Traditional Crops.

○ State of art knowledge about operation/ maintenance of most modern PC based sophisticated analytical instruments/ equipments for advanced research & development.

PROGRAMME STRUCTURE FOR HERBAL TECHNOLOGY

Term 1

G101 Communication Skill -I
HT101 Mathematics
HT102 Anatomy & Physiology
HT103 Physics
G107 Chemistry-I
HT204 Introduction to Herbal
Technology
G109 NCC I/NSS I

Term 2

G102 Communication Skill-II
HT104 Biotechnology – I
G108 Chemistry-II
HT202 Environmental Education
HT203 Basic Soil Chemistry
G206B Introduction to Information Technology
G110 NCC II/NSS II

Term 3

HT201 Chemistry - III
Soft Core – 1
Soft Core - 2
HT401 Cultivation of Medicinal Plants
HT405 Processing Equipment & Machinery
HT406 Process Technology

Term4

HT402 Analytical Chemistry
HT403 Phytochemistry
HT408 Bio pharmaceutics
HT409 Fertilizer, Manures & Plant Protection Measures
HT501 Clinical Assessment of herbal formulation
HT502 Pharmacognosis

Term 5

HT404 Drugs & Cosmetic Laws
HT407 Formulation Development
HT503 Plant Toxicology
HT504 Pharmacology
HT506 Quality control of herbal formulation
HT507 Manufacturing of herbal formulation

Term6

HT205 Entrepreneurship Development
HT410 Pharmacokinetics
HT505 Biotechnology – II
HT601-604 Elective- I
HT508 Seminar
HT509 Project

Industrial Training: Students have to undergo Industrial Training in one phase during the vacation after the 4th semester. The training shall be for a duration of not less than 5(five) weeks. A Student who does not complete the Industrial Training shall not be eligible for admission in the 5th Semester.

DIPLOMA IN HOTEL MANAGEMENT & CATERING TECHNOLOGY

About the programme

HMCT programme was introduced in the year 2007 with well qualified and trained faculties with an intake of 20 to fulfil the need of man power in the field of catering in Arunachal Pradesh. The department is getting appreciable response from the students.

Teaching methodology The important methods used for teaching are

- Lecture method
- Demonstration
- Use of audio visual techniques
- Over Head Projectors
- With use of CBTs(Computer Based Tutorials)

Specific Instructions to students:

Students specifically instructed to learn course content together with lab activities. Discipline, attendance and personality are prime requirement from the students.

Faculty members / Staff

- ✓ Mrs. Suwana Mein, HOD I/c

Laboratories available in the department

- ➢ House Keeping Laboratory
- ➢ Food And Beverage Service Lab
- ➢ Food Production Lab (Kitchen)
- ➢ Quality Kitchen
- ➢ Front Office Lab

Activities In The Department

- Cultural Activities
- Seminars
- Group Discussion
- Expert Talk

SALIENT FEATURES OF THE DEPARTMENT

- ✓ Visiting faculties drawn from reputed hotels, airlines, govt. tourism depts,
- ✓ Study Tours of local, North East & national destinations for exposure to travel trade.
- ✓ Earn while learn facility for students by in house parties and external catering
- ✓ Networking with industry for training with faculties and students
- ✓ Special stress on grooming the personality of students according to industry needs through mock interviews, group discussion, case studies, role playing.
- ✓ Instruction through modern teaching aids as computers, LCD projectors, over head& slide projectors.
- ✓ Laboratories are equipped with modern gadgets to give students a first hand simulated experience of a star hotel, airline, travel agency etc.

SCOPE OF THE COURSE:

- Ample employment opportunities in the Hotel & Tourism Industries/ Government sectors and public sectors etc.
- Self Employment opportunities by setting up of Hotels and catering establishment.

PROGRAMME STRUCTURE FOR HOTEL MANAGEMENT & CATERING TECHNOLOGY

Term 1

G101 Communication Skill-I
HMCT101 Basic Accountancy
HMCT102 Value and ethics in Profession
HMCT103 Introduction to Hotels & Tourism
HMCT202 Sales and Marketing
HMCT205 Front Office Operation
G109 NCC (I) / NSS (I)

Term 2

G102 Communication Skill – II
HMCT104Introduction to Information Technology
HMCT105 Food and Nutrition
HMCT203Food Safety and Hazards

G301 Environmental Education
HMCT403Food Production - I
G110 NCC II / NSS II

Term 3

HMCT201 Personality Development
HMCT206 Housekeeping Operation
HMCT301 A-D Soft Core
HMCT401 Principles of Management
HMCT404 Food Production – II
HMCT406 Food and Beverage Services – I

Term 4

HMCT204 Tour Operations
HMCT402 Human Resource management
HMCT407 Food and Beverage Services - II
HMCT408 Accommodation Operation
HMCT409 Food and Beverage Controls
HMCT507 Hotel Engineering

Term 5

HMCT405 Hotel Law
HMCT410 Services Marketing
HMCT501FinancialManagement
HMCT503 Advance Food Production
HMCT505Point of Sales Management System
HMCT506 Accommodation Management

Term 6

HMCT502 Entrepreneurship Development
HMCT504Property Management System
HMCT601-604 Elective – I
HMCT601-604 Elective – II
HMCT508 Seminar
HMCT509 Project

Industrial Training: Students have to undergo Industrial Training in one phase during the vacation after the 4th semester. The training shall be for a duration of not less than 5(five) weeks. A Student who does not complete the Industrial Training shall not be eligible for admission in the 5th Semester.

DIPLOMA IN TRAVEL & TOURISM MANAGEMENT

ABOUT THE PROGRAMME:

Arunachal Pradesh has tremendous scope for development of tourism as a viable economic activity and generating employment opportunities for the youths. Keeping this fact in mind the above three year fulltime diploma program in Travel and Tourism Development is being offered to train young and ebullient youths in up coming tourism infra and super structures.

The Diploma in Travel and Tourism Management (TTM) has been developed keeping in mind people who wish to make their career in some branch of tourism. The curriculum for Diploma in Travel and Tourism Management (TTM) is designed so as to develop multi-skills and multifunctional manpower for Travel and Tourism Management (TTM).

The students passing out of 'Diploma in Travel and Tourism Management (TTM)' will possess various skills as per the societies demand. In particular, the students will develop the required competence in the area of computer application; they would be able to independently prepare projects. The students will also possess primary skills needed to plan, mange, troubleshoot and maintain infrastructure and facilities required in this industry.

Apart from the technological skills, efforts have been made to ensure development of some soft skills like communication skills, social skills, and life long learning skills, in the students to stand successfully in the global competition.

In general, the aims of the Diploma Programme are:-

- To train personnel in diverse activities at various levels in travel management, tour operations, catering, accommodation management, etc.

- To expose the students to best practice in this service industry and provide hands on experience.

- To build students their career in the industry.

- To develop manpower for self and/or wage employment in service industry.

TECHNICAL COMPETENCIES INTENDED TO BE DEVELOPED IN THE PASS-OUTS:

- Communicate effectively and politely.

- Demonstrate safety and cleanliness

- Perform Airline ticketing related operations

- Manage travel agency

- Maintain liaison and good relationships with clients

- Manage club, restaurants, canteen, etc

- Use appropriate ground transportation system.

- Identify the services needed in the tourism industry.

- Maintain good hygiene in service and presentation.

- Install, commission, operate and maintain machines and equipment used in the tourism industry.

- Appreciate the need for best practices and cordial relationships of the tourism industry.

- Maintain office and sales account.

GENERIC COMPETENCIES REQUIRED:

- Prepare tender documents and comparative statements.

- Marketing sales and after sales services

- Developing Social Skills like Communication skills, co-cooperativeness, life longLearning skill, Enhancing Productivity, Dealing Human Resource with Sympathy & Empathy, working for Environment & Ecological Balance.

- Developing attitude for work commitment, initiative, problem solving, leadership, punctuality, honesty, creativity, safety consciousness, etc

TEACHING METHODOLOGY:

- Excellent class room lectures, tutorials, case studies by highly learned faculty.

- Guest and visiting faculties drawn from reputed hotels, airlines, Govt., tourism departments, etc

- Adventure tours of local training, Industrial training and Computer based training.

- Study Tours of local, North-East and national destinations for practical exposure

- Special stress on grooming the personality of students according to industry needs through mock interviews, group, case studies, and role playing.

- Instruction through modern teaching aids as computers, LCD projectors, over head& slide projectors, audio visual shows, plasma TV, etc.

FACILITIES AVAILABLE IN THE DEPARTMENT

- Laboratories are equipped with modern gadgets to give students a firt hand simulated experience of a star hotel, airline, travel agency etc.

- Networking with airlines, govt tourism deptts for training of faculties and students

- Earn while learn facility for students by in house parties and external catering

- Number of CBTs (Curriculum Based Tutorial) and LRs (Learning resources) are available.

LABORATORIES AVAILABLE IN THE DEPARTMENT

- Travel & Tourism Lab

- Adventure Sports Lab

- Travel Agency and CRS Lab

ACTIVITIES IN THE DEPARTMENT

- o Expert lecture
- o Industrial visit/ fields visits
- o students seminars
- o Short term training programs

FACULTY AND STAFF

1. **Mr. TabaTath, HOD i/c**
2. **Shri Rama Kanta Mishra, Senior Lecturer**
3. **Mr. Chukhu Mama, Lecturer**
4. **Mr. Tacha Lusi Sorum, Lab. Asstt.**

SPECIFIC INSTRUCTION TO THE STUDENTS

1. Minimum 75% attendance in theory classes is necessary.
2. Students need to wear uniform- dress code for laboratory classes
3. Follow safety instruction while study tour

ACTIVITIES IN THE DEPARTMENT

1. Guest & visiting faculties drawn from reputed hotels, airlines, govt. tourism departments
2. Adventure tour training, Industrial training & Computer based training.
3. Study Tours of local, North East & national destinations for practical exposure.
4. Special stress on grooming the personality of students according to industry needs through mock interviews, group discussion, case studies, role playing.
5. Instruction through modern teaching aids as computers, LCD projectors, over head& slide projectors, Audio visual shows, Plasma TV etc.
6. Students are given a firsthand simulated experience of a star hotel, airline, travel agency etc.

ACHIEVEMENTS OF THE DEPARTMENT

1. Department have achieved 60% placement since inception.
2. Students got placement in Government and private sector.
3. Students get admission in good colleges for higher studies.
4. So far one student have been awarded gold medal for getting distinction in results.
5. Department holds the name for introduction of uniform in the institution.
6. Students get opportunity to undergo their industrial training in reputed travel agencies like Thomas Cook, Cox & Kings, SOTC, Makemytrip, etc.

PROGRAMME STRUCTURE FOR TRAVEL & TOURISM MANAGEMENT

Term 1

Course Code	Name of Course
G-101	Communication Skills – I
TTM-103	Introduction to Travel & Tourism
TT-102	Historical Development of India
TTM-102	Values and Ethics in Profession
TTM-201	Basic Accountancy
TTM-206	Introduction to Hospitality
G-109	NSS-I/NCC-I

Term 2

Course Code	Name of Course
G102	Communication Skill-II
TTM-103	Tourism Products of India
TTM-107	Environmental Education
TTM-108	Tourism Organisation
G206B	Introduction to Information Technology
TTM-205	Transport in Tourism
TTM-404	Tourism Economics
G110	NSS-II/NCC-II

Term 3

Course Code	Name of Course
TTM-202	Principles of Management
TTM-203	Tourism Impact
TTM-204	Geography for Tourism
TTM301	
-G302D	Soft Core – 1

TTM301

- G302D   Soft Core – 2

TTM-401   Travel Agency and Tour
                 operations

TTM-407   Cultural Heritage of India

Term 4

TTM-405   Tourism Marketing

TTM-403   Human Resource management

TTM-409   Guiding Techniques in Tourism

TTM-411   Computer Application

TTM-502   Tourism Services and Operations

TTM-505   Tourism Planning and Policy

TTM-507   Eco Tourism and sustainable
                 development

Term 5

TTM-402   Travel formalities and legal issues

TTM-503   Event Management

TTM-406   Financial Management

TTM-408   Destination Development in
                 Tourism

TTM-410   Adventure Tourism

TTM-501   Entrepreneurship Development

TTM-504   MICE in Tourism

HMCT-408   Marketing Management

Term 6

TTM-506   Tourism Promotion

TTM601-606   Elective- I

TTM60-606	Elective- II
TTM-508	Seminar
TTM-509	Tour & Project
TTM-510	Industrial Training (3 weeks OJT + 1 week orientation).

EMPLOYMENT POTENTIALS:

The Diploma in Travel and Tourism Management (TTM) can lead the students to various businesses of tourism department or tourism industry. Some of the avenues in which the employment opportunities exist are listed below:

Areas for Job Opportunities for pass-out of Diploma in Travel and Tourism Management:

Area I (Tour Operations, Travel Agency, Tourist Offices):

1) Reservation and traffic coordinator.

2) Operations supervisor.

3) Sales representatives.

4) Travel Manager.

5) Tour Operator.

6) Tour Escort.

7) Tourist Guide.

Area II (Industrial Houses, Air Transport, Surface Transport):

1) Guest House/Circuit House/Inspection Bungalow Manager.

2) Receptionist.

3) Flight Attendant.

4) Passenger Service Agent.

5) Reservation Agent.

Area III (Air Transport, Water Transport, Surface Transport):

1) Guide/hostess.

2) Tour Director.

3) Purser in Cruise Lines.

The pass-outs of the Diploma programme will get employment in the state of Arunachal Pradesh and in the neighbouring states. They can also serve anywhere in the service industry.

Keeping in view the Job Potentials, the programme structure for the Diploma in Travel and Tourism Management has been developed.

DIPLOMA IN CIVIL ENGINEERING

About the programme

Rapid development in infrastructure and construction activity in this region creates job opportunities for civil engineers. Hence this course is designed to impart effective teaching & training to produce efficient diploma civil engineers capable of meeting the requirements field of Civil Engineering. This programme broadly focuses on various subjects of Civil Engineering such as Surveying, Estimation & Costing, Construction Technology, Basics of transportation, Railway, tunnel Engineering. The course also offers adequate exposure to Reinforced Concrete Structures, Material Testing, and Construction & Entrepreneurship. Students also exposed to Extensive Survey, Building Drawing and Structural Engineering Drawing.

At present good placement opportunities are available for diploma holders in the field of Civil Engineering, both in Government & Private Sectors. They can be absorbed as site engineers involved in supervision, draftsman (with computer knowledge), surveyors, and personnel in-charge of quality control, estimation work and office procedures. They can establish their own consultancy in the civil engineering and construction fields or become Licensed Class I Contractors.

Teaching Methodology

Theoretical concepts through class room teaching followed by practical /laboratory demonstration, seminars etc. Field visit/industrial visit are the part of the programme for better understanding of concepts/ topics.

Industrial Training of one month is arranged for students to expose themselves in an industry environment and know the functioning of different departments of an industry.

Laboratories available in the department

➢ Transportation Engineering Lab

➢ Environmental Engineering Lab

➢ Geo Tech Lab

➢ Survey Practice Lab

➢ Building Materials Lab

➢ Hydraulics Lab

➢ CAD Lab

Specific Instructions to Students

➢ 75% attendance mandatory for theory classes

➢ 100% attendance desirable for practical classes

Activities in the Departments

- ➢ Expert Lecture

- ➢ Industrial Visit/field Visit

- ➢ Student Seminars

- ➢ Short Term Training Programmes

- ➢ Consultancy Services

Faculty Members/Staffs

- ➢ Sh. D. Devarasiddappa, HOD i/c

PROGRAMME STRUCTURE FOR CIVIL ENGINEERING

Term 1

G101 Communication Skill-I
G103 Mathematics-1
G105 Physics-I
G107 Chemistry-I G109 NSS1/NCC1
G 201 Engineering Drawing -I
G203 Workshop Practice-I
G205 Introduction to Computer Programming

Term2

G102 Communication Skill -II
G104 Mathematics II
G106 Physics II
G108 Chemistry II
G110 NSS2/NCC2
G202 Engineering Drawing II
G204 Workshop Practice II
G206 Engineering Mechanics

Term 3

G207 Fundamentals of Electrical & Electronic Engineering
G301 (Soft Core I) Environmental Education
G302 Soft Core II
CE401 Building Material
CE402 Hydraulics
CE403 CE Drawing – I
CE406 Structural Mechanics

Term 4

CE410 Building Construction
CE404 Civil Engineering Drawing – II
CE405 Surveying – I
CE408 Theory of Structure
CE407 Geotechnical Engg I
CE507 Design & Detailing of Structure – I

CE503 Water Resource Engg

Term 5

CE501 Highway & Transportation Engg
CE504 Estimating – I
CE508 Concrete Technology
CE509 Design of Structure –II
CE409 Water & Waste Water Engg
CE506 Surveying – II

Term 6

CE510 Earthquake Resistant Design & Construction
CE505 Estimating – II
CE502 Geotechnical Engineering II
CE601 Elective – I
CE602 Elective – II
CE511 Technical Seminar
CE512 Project
CE513 Industrial Training (3weeks OJT + 1 week orientation)

Industrial Training: Students have to undergo Industrial Training in one phase during the vacation after the 4th semester. The training shall be for a duration of not less than 5(five) weeks. A Student who does not complete the Industrial Training shall not be eligible for admission in the 5th Semester.

DEPARTMENT OF SCIENCE AND HUMANITIES

About the Department

Allied subjects of basic sciences and communication courses are dealt by this department like Mathematics, Physics, Chemistry, English Communication skill & Applied Mechanics. The department caters to the need of the first year of diploma programme which mainly comprises of foundation courses.

Teaching Methodology

Learning takes place through class room teaching and practical laboratory teaching, group discussion, role play etc. are used to support knowledge. Field visit/ Industrial visit ae also arranged for better understanding of concept/ topics.

Facilities available in the Department

Learning takes place through class room teaching and practical laboratory teaching. Group discussion, role play etc. are used to support knowledge. Field visit/ Industrial visit are also arranged for better understanding of concept/ topics.

Laboratories available in the Department

- **Physics Lab**

- **Chemistry Lab**

- **Language Lab**

Faculty Members and Staff

- ➢ **Mr. Jitu Saikia, HOD i/c**

- ➢ **Mr. Arun Joram, Lecturer (Mathematics)**

- ➢ **Ms. Ayem Pertin, Lecturer (Physics)**

- ➢ **Mr. Nyok Tahar, Lab Asstt. (Chemistry)**

- ➢ **Ms. Nabam Dipu, Lab Asstt. (Physics)**

ABOUT THE HOSTEL

Institute has three hostels one for boys and two for girls. Maximum accommodation in girls hostel is 130 and in boy's hostel is 80.

The administrative head of hostel is warden who is a faculty member. The boy's hostel warden is supported with co – warden.

Hostel wardens & co-wardens are having the powers to check any rooms / any person belonging to hostel and can take necessary action for smooth and disciplined functioning of hostel. Each hostel is provided with man power of cook, helpers & sanitary assistants who will be reporting to hostel warden / co- warden and will be discharging the duties under their direction & supervision. The mess / canteen is run by the boarders themselves on expenditure sharing basis by forming a mess management committee under the guidance of the hostel warden. The stock or account of both moveable and immoveable property / materials of the hostel and its maintenance is under the possession of hostel warden / co- warden. The movement of hostel boarders is under the discretion of the hostel wardens depending on the situation. Hostel wardens nominate the monitors to maintain the discipline and day to day activities of the hostels.

Hostel Admission Procedure

Only bonafide students of the institution are entitled to get seat in the hostel.

- The admission to the hostel is made / taken only in the beginning of every odd semester and is valid for one year.

- Admission to hostel in the first year is as per Joint Entrance Examination (JEE) rank. The admission for second year and third year is based on the merit obtained in the first year and second year diploma examination of respective branch.

- The seat allotment is as per the availability of the seat and as per the reservation policy of the institute framed by the Hostel Management Committee time to time.

- All the students who have registered in the institution for diploma program may not get / take admission in the hostel. For admission to the hostel students have to submit the application in the prescribed format each time.

- On scrutinising the application form the seat allotment list, procedure for hostel admission & last dates / dead lines will be notified by the respective warden on the institution notice board time to time.

- On allotment of seat students have to remit the applicable hostel fee within minimum four working days from the date of notification or as per the last date notified in the notification.

- The rooms are allocated on sharing basis. On allotment of seat both boarder, his / her parent & local guardian have to execute room allotment undertaking and enter all the necessary details of self, parent & local guardian along disease details if any e.t.c, in the hostel admission register. Each boarder will have to submit two photographs for fixing in the admission register and room allotment undertaking form.

- Hostel fee shall be paid for one complete year. In case of leaving the hostel after the odd semester or in the middle of the odd or even semester for whatever the reason the fee paid will not be returned neither the fees is transferable to any other student. Any eligible student willing to take admission in the hostel against that vacant seat he / she have to remit the full fee for the particular year irrespective of the time of joining.

- In the event of a student is not eligible for the next even / odd semester for whatever the reason may be he / she shall automatically losses the seat in the hostel for further term and is bound to vacate the hostel on announcement of his / her examination / eligibility result.

- Each student has to have their own meal plate, water glass, water jug, tea cup, bedding, bed sheet, chaddar, summer & winter blanket, Pillow, pillow cover e.tc along with other routine essential items for the stay

EXTRA CURRICULAR ACTIVITIES IN THE INSTITUTE

In general four main activities are conducted in an academic year @ two activities in each semester. These cultural & extracurricular activities give a good platform to the students to bring out & showcase their hidden talent amidst the hectic busy academic activities.

Odd semester	:	Fresher meet,	Annual Picnic

Even semester	:	RIELA (Recreation, Intellectual, Entertainment & Literary Activities)

General Farewell

All the activities are conducted by the Students Welfare Committee under the Supervision of proctor and respective committee coordinators under the direction of the Principal. The executive members of SWC are unanimously selected.

1. Fresher meet is arranged with an intension of welcoming of new batch of students to the family of RGGP with proper orientation & briefing about that academic rules & regulations.

   General farewell is the way the family of RGGP in general & the students in particular greet the outgoing students, remembering their contribution & their achievement in upholding name and fame of the institution.

2. Annual Picnic is the moment of enjoyment for all the members of the RGGP family wherein all the students, staff & faculty members go out on a selected place / picnic spot and enjoy the day with lot of fun, games & music. This get-together is a part of team building activity to inculcate the feeling of oneness among all.

3. **The** most important activity of the institute celebrated in festival mood is Annual Sports and Cultural event called RIELA: **R**ecreation, **I**nformation, **E**ntertainment, &**L**iterary **A**ctivities.

Generally students / participants are grouped in to 4 houses. Each house is headed by house captain. Each house participates in every event representing their team. The competition is between the houses. Almost all the students get involved in this programme

RIELA provides a platform for the students to exhibit & showcase their extracurricular talent in various fields which refreshes them both mentally and physically

GLIMPSES OF RIELA

Social Work

Social work is the part of the extracurricular activity which is being organised to induce the feeling of belongingness among the students. In social work activity students involve in cleaning of class rooms, laboratories, academic buildings, general area in the campus etc.

STTP / EDP Activiteis:

☞ : Repair & Servicing of mobile phone & TV

☞ : Repair & Maintenance of Electrical & Electronics Domestic Appliances

☞ : Steel Fabrication

☞ : Formulation of Herbal Cosmetics and Medicines

☞ : Free vehicle check up camp

☞ : Customized training progamme on cooking and hospitality for PTC,Banderdewa

☞ : Cooking classes for local community

☞ : Entrepreneurship development awareness programme

☞ : Entrepreneurship exhibition

☞ : Library management & current practices

☞ : Basic computer course

☞ Customized training programme for SSA teachers on computer operation

☞ Vocational training programmes on

Automotive repairs

Clothing production

Office automation

☞ Customized Training for mechanics on basics of automobiles

Glimpses of EDP/STTP

OVER VIEW OF ACADEMIC RULES [APSCTE]

A candidate who has passed AISSE (Class X conducted by the CBSE) or its equivalent examination with Mathematics and Science is eligible for admission to a Diploma Programme provided that the candidate has not been debarred from appearing in any examination by any authority constituted by the Government or statutory board or University at the time of admission.

Registration & Re-registration for regular studies

Immediately after admission in the First semester, students have to register for study and end term examination in regular courses. In each successive semester, a student will have to re-register him/her self for all the courses on offer with choice of optional courses, if any. Each course will be identified by its Course Code and Course Title and will have a prescribed number of credits as given in the curriculum. One hour of Theory/Practical per week per course will have 1(one) credit. Each course will have maximum marks assigned for the three components of the course viz. Theory (T), Practical (P) and Term Work (TW) as defined in the curriculum. A student will be assessed on all or any combinations of the three components mentioned above as provided for in the curriculum.   A student will be awarded the credits for the particular course if (s) he passes in all the components of the Course.

Re-Admission of Discontinued Students

A student who had on some valid grounds discontinued his/her studies within a semester or had not kept the term (i.e. shortage in attendance or non completion of Term Work/Progressive assessment) for current semester of study, can apply and get readmission in the same semester in the following or subsequent academic years if he/she desires to complete the Programme and satisfies the following conditions:

- The student should not have exhausted the total period of study permitted (i.e. six academic calendar years) to complete the Program.

- He/she should be able to complete his/her full course of study within the above stipulated total period. A student who had discontinued his/her studies continuously or in spells for more than 3 years will not be recommended for readmission.

TERMINATION OF REGISTRATION

Grounds of termination

The registration of a student in a Program will be terminated on the following grounds:

- Misconduct or breach of discipline, on the recommendation of the Disciplinary Committee and approved by the Principal.

- Continuous absence in a semester for more than 30 working days and there being no application from the student for withdrawal.

- On having been found to have produced false documents or having made false declaration at the time of seeking admission.

- On having been found to be pursuing regular studies in any other college, University or an educational institution. However this does not affects in the case of open Universities, as it does not hamper the regular studies at the polytechnic.

- On having been found to be concurrently employed and performing duty or carrying out business.

- For not registering in a semester without being permitted to be absent from the institute.

Termination on shortage in Earned Credits

The registration of a student will automatically stand terminated if he/she fails to earn a minimum of **28 credits at the end of second semester of the first year** (Not applicable in case of a student who has been permitted to withdraw from a semester in that academic year).

WITHDRAWAL FROM COURSES

Withdrawal from a Semester

In case of serious illness, a student, may be permitted by the Principal of the institute to withdraw from a semester provided

- He/she was duly registered for the semester but was unable to attend classes continuously for a period of more than 30 working days in that semester and his intimated about it to the Principal.

- The application for such a withdrawal in the prescribed form is submitted to the Principal at least one week before the commencement of the end semester examination. Such a student will be allowed to register only in the next academic year, provided that he/she has applied for withdrawal within two years of his/her entry in that diploma program.

- a student can withdraw only twice in the duration of the whole course. The period of withdrawal will not be counted in calculating the period of stay in the course.

Withdrawal from the Academic Programme of the Institute

A student can withdraw from the institute on a written request to the Principal giving valid reasons to the satisfaction of authorities at any time and the students will be issued Institute Leaving Certificate /Migration Certificate on submission of the "No Dues" Certificate. However, such a student once formally released will not be readmitted to the institute at any time in that course.

CHANGE IN PROGRAMME:

A candidate who has taken admission in a particular Programme will not normally be allowed to change the Programme(branch).

However, if there will arise any vacancy due to drop outs, programme/branch reallocation can be done latest by the last date of admission in the third semester provided the minimum educational qualification required and the courses in the first two semesters are the same for both the Programs/branches. Prior approval of the SCTE should be obtained before such changes.

ACADEMIC REQUIREMENTS

Progressive Assessment (Term Work)

During a semester, a student should obtain 40% of the marks in the Term Work in addition to the attendance criteria. The **TERM WORK** consists of:

a) Three monthly tests will be conducted in each semester. Each class test will be conducted for 40% of the Marks allotted for the Term Work component. The average of marks of the 2(two) best scoring class tests will be considered for assessment of 40% of the Term Work marks.

b) Assignments, in any form as considered suitable for the particular course by the Course Co-ordinator viz. field visit, report, problem solving, survey, case study etc., will be conducted for 40% of the Term Works marks.

c) The overall performance of the student in the course in the semester viz., punctuality, attendance, discipline etc. will have a weightage of 20% of the Term Work marks.

Note: In case, any course doesn't have marks allotted for Term Work in the Curriculum, assessment as above will be done for 25 marks. A student will have to qualify in the term work as mentioned above in the semester to be eligible to appear the end semester examination. However, in such cases, the marks will not be reflected in the Marks Statement.

Attendance:

A student should have a minimum of 75% attendance in lectures and practical separately held in each course of the respective semester.

Attendance in a course will be counted from the date of commencement of classes of the semester except for the 1st semester where the attendance will be counted from the date of admission/registration of the student.

The percentage of attendance will be calculated on the basis of the total number of classes held in a semester for each of the individual courses (Theory and Practical individually) and also the aggregate of all the courses of the semester.

Each Course Coordinator will submit the attendance report of all the students to the Principal every month through their respective HODs and the Principal will notify the attendance status of all the students and issue necessary instructions to irregular students with a copy to the guardian from time to time.

A student will not be allowed to appear (not to allow in any one of the subjects) in the end semester examination, if he/ she could not come up to the required attendance for the individual courses (Theory and Practical individually) and also on aggregate.

Notwithstanding the above, if the attendance of a candidate falls below 75% but not less than 60% on account of protracted illness, the Principal may condone such a deficiency and permit the candidate to appear in the examination, if otherwise eligible, provided that the candidate has submitted a medical certificate from the authorized medical practitioner during the course of sickness or immediately after the sickness. The Principal may also condone the deficiency as stated above on account of any abnormal exceptional reason reported immediately, provided he is fully satisfied about the genuineness of the reason(s).

Attendance is not compulsory in a course in which a student has failed and wants to appear as a backlog paper provided that the student had completed the attendance requirement in the course in an earlier semester.

Condonation of Attendance:

If the attendance of candidate fall below 75%, but not less than 60% on account of illness be/ she will have to submit a medical certificate from a govt. authorized medical practitioner with prescription slip voucher/ cash memo of the medicines within one week of the completion of treatment for consideration of condonation of attendance on medical grounds

Industrial Training:

Students have to undergo Industrial Training in one phase during the vacation after the 4th semester. The training shall be for a duration of not less than 5(five) weeks. A Student who does not complete the Industrial Training shall not be eligible for admission in the 5th Semester.

Award of Diploma:

A student shall be eligible for award of Diploma only if he/she passes in all courses as per the scheme of examination i.e. he earns the minimum credit of 200(two hundred). The award of class shall be based on the marks obtained in the 3rd, 4th, 5th, and 6th semester examinations.

Classes and division:

The percentage determining the award of class will be as under as a percentage of the combined aggregate marks:

i)   First class with Distinction: 75% and above in a single sitting

ii) First class :   60% & above but less than 75%. Also, 75% and above in more than one sitting.

iii) Second class   : 50% and above but less than 60%.

iv) Pass class :   :35% and above but less than 50%

Rules for Lateral Entry:

From new academic session 2015-2016 a new syllabus will be implemented designed by NITTTR, Kolkata. This is to be undertaken by the lateral entrants as an **Audit Course**.

This audit course comprises of two subject namely Basic Science-I and Basic Science-II having 3 credits each to each to be studied in 3rd & 4th semester respectively. Each papoer carries 100 marks.

CONDUCT AND DISCIPLINE

A student will conform to the highest standard of discipline and will conduct himself/herself within and outside the precincts of the Institute in a befitting manner. The student will have the seriousness of purpose and will, in every way, train himself/herself to acquire proficiency in the career he/she has chosen. The students will show due courtesy and consideration to teachers, wardens, superior officers and functionaries of the institute, and concern for their fellow students.

In case a student receiving scholarship / stipend from any source, is found to indulge in misconduct or indiscipline the institute authority can recommend or stop payment of scholarship/stipend of such a student along with necessary disciplinary actions of the Institute

All instances of misbehaviour or gross misconduct involving punishment, other than reprimand, will be reported to the institute's Disciplinary committee. The institute reserves the right to rusticate or expel any student from the institute for a given period of time or forever on the recommendation of the institute's disciplinary committee on reasons considered sufficient by it.

If a student is found indulging in ragging, he / she will be expelled from the Institute or admission / registration / re-registration / readmission will be refused / terminated.

EXAMINATION:

Two Examinations are held I a year for all the odd and even semester by the institute on behalf of Arunachal Pradesh State Council for Technical Education.

The passing criteria of a course is a follows

- **Theory-35% of Marks**
- **Practical- 40% of Marks**

The distribution of marks for practical component of a course is as follows:

- ➢ **Class performance & record- 70% of the total marks**
- ➢ **Final test- 70% of the total marks**
- ➢ **Viva –voce- 30% of total marks**

EXAMINATION RULES

- The candidates appearing in any of the examinations shall obey such rules of the examination, as may be prescribed from time to time by the Examination Committee of the APSCTE.

- Any candidates violating any of the rules or adopting unfair means in the examination shall be liable to be expelled from the examination hall. Such expelled candidate may be allowed to continue the rest of the examination at their own risk and responsibility. The decision taken by the Examination Committee of the APSCTE shall be announced along with the respective results of the examinations and shall be final and binding on the candidate.

- The candidate(s) indulging in any of the following or similar acts(not exhaustive) in the examination hall will be considered as committing malpractice/adopting unfair means in the examination and will be booked for the same:-

a) Possessing hand written or printed/Xerox/written materials, programmable calculators, organizers, mobile phones, pagers etc. with/without materials related/not related to the day's examination.

b) Writing any appeal to examiner or any irrelevant matters in the Answer Books.

c) Writing the Roll No., Registration No. or any mark of identification in the answer book or additional sheets other than the fly-slip.

d) Wasting the examination stationeries wantonly.

e) Tearing off sheets from the Answer Book

f) Noting down answers of problems etc. in the question paper before leaving the hall.

h) Talking with neighbors, showing signs or signals to others in the hall/verandah.

i) Exchanging or showing the answer book or additional sheets to other examinees.

j) Inserting pre-written additional sheet(s) having matters related to the course of the day's examination into the main answer book.

k) Refusing to give written statement, refusing to receive show cause notice, absenting from enquiries, running away from examination hall when caught for any malpractice, trying to destroy the evidences .

l) Acts of threats, violence, creating disturbance inside/outside the examination hall, preventing other candidates from the examination hall, misbehavior with the supervising staff etc.

m) Taking away with him/her the written Answer book without handing over the same to the hall invigilator.

n) Impersonating for other candidate or someone impersonating for the candidate.

o) Causing damage to examination records or examiners or their belongings

The candidates who had been booked under any of the above mentioned or similar malpractices will be enquired by an Enquiry Committee headed by the Centre Superintendent and punishments will be awarded by the Examination/Disciplinary Committee depending on the nature and severity of the malpractice.

- The following are the punishments that may be awarded to such candidates:-

1) All papers of the concerned semester written by the candidate in that sitting including practical(s) will be cancelled.

2) All papers written by the candidate in that sitting (all semester papers including practical(s)) will be cancelled.

3) Apart from the above two, in repeated cases, the candidate may be debarred from appearing in the Council's examination for specific durations.

MISCELLANEOUS

- Students have to take all the courses of the respective semester.

- A student will have attained the minimum attendance in each course and secured the minimum pass mark prescribed for a pass in the Term Work of each course.

- A student failing to attain the minimum attendance and not keeping the Term even in a single course will not be allowed to appear in the end semester examination and he/she has to repeat the

semester again by attending the classes (for that particular course). Such type of candidate will not be allowed to move to the higher semester without appearing in the previous end semester examination.

- A student must get himself/herself duly admitted to each semester of classes which he/she is allowed to attend on satisfying relevant clauses of this regulation and payment of the prescribed fees.

- A student will be allowed to appear altogether in 10 (ten) courses only in an end term examination including all courses of the regular semester.

- While attempting to clear the backlog courses, a student must appear courses of lower semester first and then the higher semester.

- A student must clear all backlog courses subjects of 1st semester for promotion to 5th semester. Similarly (s)he must clear all backlog courses of 2nd semester for promotion to 6th semester.

- Those students, who are not promoted and cannot take admission in 5th and 6th semester(s), can appear in backlog courses of the lower semesters.

- To pass in a course a candidate must secure pass marks in both theory, practical and term work components individually.

- A student failing in any one component of a course (either theory or practical) will have to reappear in that component only as backlog candidate.

- Maximum permissible period for completion of Diploma course by a student will be 6 academic years from the date of admission.

- In case any anomaly is detected at any stage during the whole process up to publication of result, such matter must be brought to the notice of the Secretary, SCTE through Examination Committee for necessary action and his decision will be final and binding.

- The complains of candidates, if any, in respect of results will not be entertained if such complains are made to the SCTE after 21 days from the date of declaration of result.

- No re-evaluation of the answer script already evaluated in respect of any paper of any examination will be allowed but re-checking of answer scripts may be allowed provided the candidate concerned applies with a rechecking fee as prescribed within 21 days from the date of publication of result of the respective examination or such period as notified by the SCTE. Re- checking means re-totalling of marks and scrutiny of any answer not valued already. No re-evaluation or re-checking of Practical and Term work of any examination will be permitted.

- For re-checking students have to apply to the Controller of Examination through Principal along with rechecking fee as fixed by the SCTE within 21 days of declaration of result or such period as notified by the SCTE.

- The rechecking will be done by the Secretary or any officer authorized by him in confidence and not in presence of the candidate. If any answer is left un-assessed, the Secretary of the SCTE will cause it to be assessed in confidence. In case where there will occur an omission of any nature affecting the results, the same will be rectified and the results modified and declared accordingly.

- Duplicate mark sheets may be issued to a candidate provided an application is submitted to the Secretary of the SCTE with a duplicate mark sheet fee, newspaper advertisement/affidavit sworn before a 1st class Magistrate and police verification report. The candidate requiring duplicate mark sheet must mention in his/her application his name, examination Roll No., Registration No., month and year of examination. A certificate from Head of Institute identifying the candidature of applicant for the examination should be enclosed with the application.

- The answer scripts of the candidates for an examination will be preserved for three years from the date of publication of the results and the same will be destroyed after the period by order of the Secretary of the State Council.

- Migration of students registered under the State Council for Technical Education, Arunachal Pradesh to other Board/State Council etc. will be allowed on application submitted in prescribed form along with the requisite migration fee to the Council.

- The Council reserves the right to withdraw/cancel/withhold the mark sheets, Provisional/Diploma Certificates, issued, by mistake, to candidates who have not fulfilled the eligibility for such mark sheets/certificates, without any prior notice or explanation whenever such cases are detected

- The Chairman of the State Council shall have the right to alter, amend or delete any or all of the above noted regulations.

- The decision of the Chairman of the State Council in all above cases will be final.

- In case of disputes in respect of anything into the regulation, the jurisdiction for legal proceedings will be Itanagar in the State of Arunachal Pradesh.

Note: For more information please visit APSCTE / DHTE website; www.apdhte.nic.in

FEES STRUCTURE

A.   ACADEMIC FEE (For All Students)

SN	Particulars	I SEM	II SEM	III SEM	IV SEM	V SEM	VI SEM
1	Admission Fees	1500	--	--	--	--	--
2	Tuition Fees	3000	3000	3000	3000	3000	3000
3	Caution Money	1500	--	--	--	--	--
4	Lab/ Workshop Fees	1000	1000	1000	1000	1000	1000
5	LRUC Fees	200	200	200	200	200	200
6	Building Maintenance	400	400	400	400	400	400

7	Development Charges	1800	--	--	--	--	--
8	Games/ Sports Fees	75	75	75	75	75	75
9	Registration Fees	600	--	--	--	--	--
10	Examination Fees**	300	300	300	300	300	300
Total (Per Semester)		10375	4975	4975	4975	4975	4975
Total (Per Year)		15350/-		9950/-		9950/-	
Total (Three Years)		35250/-					

B. HOSTEL FEE

SN	Particulars	I Year	II Year	III Year
1	Room Rent	3600	3600	3600
2	Maintenance	1000	1000	1000
3	News Paper	75	75	75
4	Caution Money	2000	--	--
5	Mess Deposit	1000	--	--
Total (Per Year)		7675	4675	4675
Total (Three Years)		17025/-		

Note:-Registration with APSCTE, Examination Fee, Marks card & Certificate fee Back log subjects examination and other certificate / document fee e.t.c are extra and is applicable as notified by the APSCTE /DHTE time to time.

NSS [National Service Scheme]

Opportunity exists in the Institution to enroll with NSS, a nationwide organisation to involve the students in their free time in social service activities to serve the society. There are two parts in NSS activity i.e Routine activity & Special Camp. In routine activity students involve in social service within the institution. In special camp activity student make a camp in a selected village and stay there for about 2 weeks and serve the place mentally and physically being one among the villagers responding to their problems and by creating awareness about good living habits. NSS has been included in the course curriculum in 1st& 2ndsenmester. It has been made compulsory and marks are awarded on the basis of their performance in various NSS activities.

Students Grievances Redressal Committee

According to the AICTE's Establishment of Mechanism for Grievance Redressal, Regulation 2012, the Grievance Redressal Committee has been constituted with the objective of resolving the grievances of students, parents, and others. It comprises of following members. All the aggrieved students, their parents and others may henceforth approach the Grievance Redressal Committee. As per AICTE notification, RAJV GANDH GOVT. POLYTECHNIC ITANAGAR has constituted a committee headed by Sh. ArunJoram, Proctor as OBUDSMAN for students and parents grievances. The committee formed is

1. Sh. ArunJoram   Proctor,   Chairman
2. Sh. D. Deverasiddappa   HOD i/c, CE/ AUE   Member
3. Smt. Shanti Taring   HOD i/c EEE   Member
4. Sh. TamoTado   HOD i/c CSE   Member
5. Sh. Taba Tath   HOD i/c TTM Member
6. Ms. Nyari Techi   HOD i/c GFT   Member
7. Mrs Banu Otem Dei   HOD i/c HT   Member
8. Sh. N. A. Hina   superintendent   Member
9. Sh. J.P.Pandey   Librarian   Member

NCC (National Cadet Corps) Cell:

The NCC BN, 1Arunachal Pradesh has allotted battalions at Rajiv Gandhi Govt. Polytechnic Itanagar for girls and boys trainees headed by **Command Training Officer Sh. Palvinder Singh ANO, NCC.**The NCC unit of this college has its own large ground equipped with standard for training. In this unit we are giving unique opportunity to the college students to grow academically and professionally. Here we are making them physically as well as mentally tough. Our aim is to develop qualities of character, courage, comradeship, Discipline, Leaderships, Secular outlook, Spirit of adventure, Sportsmanship and ideal of selfless services among the youth to make them useful citizens.

Enrolment to NCC is voluntary for boys and girls students of the college.

Scope of NCC Training Students:

VACANCIES RESERVED FOR NCC 'C' CERTIFICATE HOLDERS

COMMISSION IN DEFENCE FORCES
(1). Vacancies reserved for commission in the Defense Forces for NCC "C" certificate Holders.
(a) Army:- IMA Dehradun. 25 vacancies per course through UPSC and SSB interview.
OTA Chennai.
50 vacancies per course for Short Service Commission (Non Tech). No UPSC exam
only SSB interview.
20% vacancies reserved for Girl Cadets in OTA.

(b) Navy:- *six* vacancies per course. No UPSC exam, Only SSB interview. Two years age relaxation for NCC "C" certificate holders.

(c) Air Force: - 10 % in all course including flying training courses. No AFCAT/ UPSC exam. Only SSB interview.

For Other Ranks:- 5 to 10% bonus marks awarded for recruitment.
Sailors/Airmen: - 2 to 6 marks as additional credit points.

GENERAL

(b) Para Military Forces – 2 to 10 bonus marks awarded for recruitment.
(c) Department of Telecommunications – Bonus marks awarded for recruitment.
(d) NCC – Girl Cadet Instructors/Whole Time Lady Officers.
(e) State Government – Preference for State Services in certain states.
(f) Private Sector – Many industries give preference to NCC "C" certificate holders for various jobs.
(g) Sports – Cash awards to teams and individuals for excellence.

OUR THRUST AREAS
❖ Personality Development
❖ SSB
❖ Career Counseling
❖ Communication Skills
❖ Youth Exchange Programme
❖ Sports & Adventure Activities

Best Cadet Awards

A total of 760 awards at Group Headquarters level:-
Best: 380 cadets. RS 3,500/- each to four Best Cadets i.e. one each in SD, SW, JD and JW per Group.
Second Best: - 380 cadets. Rs. 3500/- each to four Best Cadets i.e. one each in SD, SW,JD and JW per Group.

Sahara scholarships

Sahara Group awards 1017 Scholarships every year based on the academic performance of cadets:-
(a). Rs. 6,000/- each for three JD and three JW Cadets from each Group.
(b). Rs. 12,000/- each for two SD and two SW Cadets from each Group.
(c). Rs. 30,000/- each for 67 Cadets who join Professional/Higher studies.
Application to reach HQ DGNCC by 30 Nov year.
Cadets are to apply through respective NCC units.

Cadet welfare society scholarships
1000 Scholarships of Rs. 6000/- each. 250 vacancies out of total 1000 are reservation for cadets coming from rural/disturbed areas only. The vacancies are allotted every year as per the enrolled strength of NCC Directorates.
Applications to reach HQ DGNCC by 30 Nov every year.
Cadets are to apply through respective NCC units.

Whom to approach?

Sl. No	Particulars	Concerned Person
1	For All Admission/ Re-registration / Certificate Related Matters	Chairman Academic & Exam/ Asstt. Chairman Academic / DA (Academic)
2	For all Academic Related Matter	Respective HOD's
3	For All Exam Related Matter	Chairman Academic & Exam/ Asstt. Chairman Examination
4	Students Welfare Committee/Extra Curricular Activities Related Matter	Proctor
5	Transportation Related Matters	DA Vehicle
6	For Social Service and Other Community Development Activities	NSS, Program Officer
7	Fees/ Refund of Caution Money Related Matters	DDO, IRG
8	Hostel Related Matters	Respective Wardens
9	Ragging Related Matters	Wardens/ Anti Ragging Squad Members
10	Industrial Training / Placement	Training & Placement Officer
11	Library & Learning Resource Related Matters	Librarian
12	Security Related Matters	Campus in-Charge
13	Campus Maintenance Related Matters	Campus In-Charge

14	Campus Gardening Related Matters	DA Concerned
15	Building Cleanliness Related Matters	DA Concerned
16	ISO Related Matters	ISO Coordinator/ MR
17	Administrative Related Matters	Office Superintend
18	ISTE Related Matters	ISTE Coordinator
19	RTI Related Matters	PIO/APIO
20	NCC Related	NCC Officer

Cultural Programme

Rules and Regulations/Guidelines of Hostel (Boys) of Rajiv Gandhi Govt. Polytechnic, Itanagar

A] Guidelines for allotment of hotel seats to FIRST YEAR STUDENTS:

Guidelines / Procedure for allotment of seats to First Year students purely on the merit basis as approved by the Govt. of Arunachal Pradesh vide UO Note No: Commr (Edn) /HK/DHE/10/11485 dated 23/08/2010

1. The students who are interested in hostel accommodation should submit application to the respective hostel warden.
2. The last date for receiving the application is the last date prescribed by the Directorate of Higher & Technical Education, through JEE seat allotment list of the first counseling or as announced by the respective hostel warden
3. The seat will be allotted on merit basis among the applications received on or before the last date. The criteria for merit is the Serial Number of the JEE result. However for open admissions, the merit is on the basis of % of marks of both Science & Mathematics in Class X.
4. Seats will be allotted branch wise proportionately depending upon the total intake of the respective branch.
5. Reservation is on the basis of State Government norms (80%:20%)
6. Further vacant seats, if any, will be allocated on the same norms based on second and third counseling list.
7. If any student changes the branch after taking admission in the hostel, he/she shall loose the hostel seat in that branch quota and he/she has to compete in the new branch quota afresh.
8. In the event of any other ambiguities arising out during the allotment of seat, the Principal / Hostel wardens shall decide as per the situation.
9. The seats allotted shall be non-transferable.

B] General guidelines applicable to all the boarders of the hostel

1. The boarders shall sign an undertaking at the time of admission that he shall abide by the rules and regulations of the hostel.

2. Boarders shall be issued furniture and electrical fitting such as following items once at the time of admission.

	Item	Quantity
i.	Cot	one
ii.	Table	one
iii.	Chair	one
iv.	Cupboard (attached)	one
v.	Ceiling fan	2 per room
vi.	Tube light set	3 per room

The electrical items such as tube lights, starting chokes etc will be issued to the boarders for one time at the time of admission. Subsequent requirement of these items shall be met by the boarders themselves.

3. All the boarders shall have to sign the receipt of items while occupying the allotted seat in the hostel.

4. Boarders shall use properly all the furniture and electrical items issued to them and maintain the same in good condition.

5. Boarders shall not deface or destroy the items issued to them in particular and the hostel structures/property in general. If found not abiding this guideline, penalty as applicable will be imposed and/or the cost of repair shall be borne by the boarder violating the guideline.

6. Telephone facility shall be provided to in the hostel with incoming facility only.

7. The boarders shall select themselves a final year student as Monitor and a second year student as Assistant Monitor for the period of one academic year(July to June)

8. The presence of boarders in the hostel shall be monitored strictly and mechanism of taking attendance every day shall be maintained by the monitor/assistant monitor of the hostel. If found absent in the hostel for maximum of four days in a month for no proper cause, action shall be initiated against such boarders. Attitude of getting absent from hostel again and again in spite of warnings implies that the boarder does not really require a hostel accommodation and the case shall be referred to the disciplinary committee based on the decision which action shall be taken against such boarders.

    However, the boarders can avail leave with due permission from the Warden/Assistant Warden for genuine problems.

9. For all the boarders attendance of 75% is compulsory in all the courses of the semester in which the student is studying. Attendance performance shall be monitored and reviewed at the end of every semester and/or as and when required; and action shall be initiated against those who fail to fulfill the attendance criteria. If the justification for not meeting the attendance criteria is not found to be genuine, the boarder shall loose the eligibility to continue in the hostel for the subsequent semesters.

10. As per the academic rules and regulations of the Arunachal Pradesh State Council for Technical Education (APSCTE), the boarders not becoming eligible for the FIFTH semester(i. e having backlog of FIRST semester course) shall loose their eligibility to continue in the hostel and vacate the hostel by clearing the dues, if any. Such students cannot claim re-admission to the hostel in the subsequent years under any circumstances.

11. On the same lines of point (10) above, the boarders not becoming eligible for the SIXTH semester (i. e having backlog of SECOND semester course) shall loose their eligibility to continue in the hostel and vacate the hostel by clearing the dues, if any. Such students cannot claim re-admission to the hostel in the subsequent years under any circumstances.

12. The boarders against those the disciplinary action has been taken by the APSCTE in regard of malpractice/adapting unfair means in the end semester examination (both in practical and theory) shall loose their eligibility to continue in the hostel and has to vacate the hostel by clearing the dues, if any. Such students cannot claim re-admission to the hostel in the subsequent years under any circumstances.

13. The boarders against those disciplinary action has been taken to the sufficient quantum, shall be dealt strictly and shall be expelled from the hostel subject to discretion of the decision of the committee constituted for the purpose / Principal.

14. The boarders shall maintain the hostel timing strictly. They shall reach the hostel by 8.00 pm in the night and shall not leave the hostel before 4:30 am in the morning.

15. Every boarder shall strictly maintain the discipline, decency and decorum of the hostel. The monitor /assistant monitor shall ensure the same and shall report the cases of misconduct, if any, to the Warden/Assistant Warden/Principal.

16. Indecent dresses, behavior, talks or conducts are strictly prohibited in the hostel campus.

17. Smoking chewing Tobacco, taking alcohol and drugs are strictly prohibited in the hostel campus.

18. Boarders shall not keep with them arms ammunition, weapons, pornography, and inflammable materials in the hostel.

19. Boarders shall not bring any outsiders to the hostel and allow them to stay with them. However, the parents/guardians may visit the hostel for interaction with their wards.
Under the extraordinary circumstances, the boarders shall take written the permission from the Warden/Assistant Warden for stay of his relative in the hostel.

20. RAGGING is strictly prohibited in the hostel. If any of the boarder found involved in ragging, the case shall be referred to the committee constituted for the purpose and action shall be taken as per the directives of the Honorable Supreme Court

21. Boarders shall not bring / allow the girl student into the hostel.

C] Guidelines for hostel mess:

1. The boarders shall maintain the following general timing for Break Fast, Lunch – Dinner and Tea. However the timing is subject to changes as per the timing of classes and/or as decided by the boarders unanimously.

   α. Break Fast : 7:00 – 8:00 AM
   β. Lunch : 12:15 – 1:15 PM
   χ. Tea : 5:00 -5:30 PM
   δ. Dinner : 7:30 to 8:30 PM

2. The mess and the related account shall be managed by the boarders themselves. The menu of daily meals shall be decided by unanimously by the boarders. The monitor shall submit the details of menu being followed in the hostel to the Warden/Assistant Warden for general information please.

Neither the Warden/Assistant Warden nor the any other authority/officer of the institute is responsible for mess related issues.

Incase of any problem or issue arising out of mess, the decision of the committee/and or the Principal shall be final and biding.

3. The charge of store of the hostel mess shall be with the hostel monitor/prefect. The prefect/monitor shall ensure that the boarders shall not use the service of hostel cook, staff etc for their personal works.

Students can make use of library facilities available in the institute by systemati-cally following rules and procedure of library. The library is temple of learning hence all the concerned have to maintain the decorum and sanctity of the library.

Rules & Regulations

1. Every student can have an access to the books, magazines, journals etc. based on the availability and issue norms.

2. Each student will be issued with 5 library cards out of which 3 can be used for borrow-ing the books for 15 days and the other 2 cards can be used for reference purpose.

3. Library card holder is responsible for the books issued on it.

4. Any card holder can keep the books for 15 days only including Saturday and other holidays. However if the 15th day is holiday, then the book should be returned immedi-ately on next working day.

5. Every card holder if fail to return the book within the stipulated period is liable to pay the fine 2.00 per day.

6. If any card holder looses the book or the book is defaced or damaged the card holder has to replace the same or is liable to pay the double the amount of the value of lost defaced book.

7. In case loss of the library card a duplicate library card can be obtained by paying Rs. 20.00 along with application.

8. The card holder inform the librarian about the loss of library card (if any) immediately after its occurrence.

9. The librarian may recall a book at any time in case of urgency.

10. The library card is non transferable.

11. The membership or validity of card automatically becomes cancelled if borrower does notabode by the library rules & regulation.

12. Library card can be had by applying in the prescribed format available in the library.

13. The library cards are to be renewed in every semester.

14. Reference books and periodicals etc. are not allowed for home reading.

15. The library is opened from 9:30 a.m. to 4:30p.m. for students on all working days

    a. except holidays Sundays and all Saturdays.

16. Faculty members are allowed to get issued maximum 10 books for a period of one semester.

PORTFOLIOS:

In the greater interest of the institution the distribution of various portfolios are done as follows and shall be effective w.e.f. 28.08.2014for a period of two years and extendable as and when required.

Sl. No.	Depart/ Section/ Pogramme	Portfolios	Assigned to	Major works
1	Right to Information	Public Information Officer (PIO)	Mrs. Shanti Taring	All works related to RTI
		Asstt Information Officer (APIO)	Ms. Nyari Techi	Do and act as PIO in his/her absence
2	ISO certification	Chief Coordinator/ Management Representative	Sh. J P Pandey	All works related to ISO certification, renewal, maintenance & and improvement of work system
		Members	Mrs. BanuOtem Dai	Do
			Mrs. Suwana Mein	
			Sh. D Devarasiddappa	
			Mrs. S Taring	
			Sh. J Saikia	
			Sh. T Tath	
			Ms. N Techi	
			S. T Tado	
3	Entrepreneurship Development Cell	Chief Coordinator	Sh. D Devarasiddappa	All works related to ED & empowerment of students through ED cell
		Asstt. Chief Coordinator	Sh. PrakashKonwar	Do
4	General Grievances and Redressal Forum	Chairman	Mrs. Suwana Mein	Address all the issues of faculties and staff related to work place
		Members	Mrs. BanuOtem Dai	Do
			Sh. D Devarasiddappa	
			Mrs. S Taring	
			Sh. J Saikia	
			Sh. T Tath	
			Ms. N Techi	

			Sh. T Tado	
			Sh. J P Pandey	
			Sh. N A Hina	
5	Women Grievances and Redressal Forum	Chairman	Mrs. BanuOtem Dai	Address all the issues and problems of women faculties and staff related to work place and create a better environment for working
		Members	Ms. D Diyum	Do
			Mrs. P Changmai	
			Mrs N Dipu	
			Mrs. J Menung	
			Ms. Hibu Riniyo	
		Member Secretary	Mrs. Lipi Karso	Do
6	Academic and Examination	Chairman	Mrs. Suwana Mein	All works related to exams and academics
		Asstt. Chairman (Academics)	Sh. JituSaikia	All works related to academics
		Asstt. chairman (Examination)	Sh. M Libang	All works related to exams
7	Training and Placement	Training and Placement Officer(TPO)	Mrs. BanuOtem Dai	All works related to arrangement of seminars workshops, visits, training, placement &career building
		Asstt. Training and Placement Officer (ATPO)	Sh. Vinay Kumar	Do
8	Anti-Ragging Committee	Chairman	Dr. A K Tripathy	All assigned works as per the order no. RGPC/Aca-Rag/11/08-09
		Convener and member representative of faculties	Mrs. Lipi Karso	Do
		Members	Mrs. Bini Maya, Social Activist and Chairman, Oju Mission	Do
			Sh. Taro Chatung, Journalist	

			Fr. Cyriac, Director Donbosco Youth Cenctre (NGO)	
			SP, Itanagar/ Rprsentative	
			Sh. N A Hina, Suptt. RGGP, Parents's nominee	
			Sh. DaniNobing, Ex Student's Nominee	
			Ms. KarpiLollen, 2ndyr GFT Student's Nominee	
			Sh. Pinku Kumar Sah 2ndyr AUE Student' nominee	
			Sh. M T Tara 1styr EEE Student's Nominee	
9	Anti Ragging Squad	Chairman	Sh M Libang	Routine checking, inspection, & preventives for eradicating ragging if any
		Members	Sh J P Pandey	Do
			Ms N Techi	
			Sh T Tado	
			Mrs. R Gogoi	
			Sh P Konwar	
			Sh K Apum	
			Sh P Tatung	
10	Students Affair	Proctor	Sh T Tado	All issues and affairs related to students including students welfare
		Asstt. Proctors	Sh. PrakashKonwar	Do
			Sh. R Tani	Do
11	NSS	Officers	Sh. C. Mama (Boys Unit)	All works related to NSS
			Ms. D Diyum (Girls Unit)	Do
12	Hostel	Chief Warden	Sh. T Tath	All issues and affairs related to Boys and Girls Hostels
		Warden (Boys)	Sh. N Tahar	Do
		Warden (Girls)	Mrs. N Dipu	Do
13	MODROBS, NITTTR, MHRD, NEQIP &other project works	Chief coordinator	Sh.DDevarasiddappa	All works related to aside programmes
		Asstt. Coordinator	Sh. J.P.Pandey	Do

	time to time			
14	AICTE & NBA	Chief coordinator	Sh. J.P.Pandey	All works related to aside programmes
		Asstt. Coordinator	Sh. PrakashKonwar	Do
15	Campus	In- Charge	Sh. TabaTath	All issues related to Campus including security and canteen
16	Prospectus/ Magazines	Chief Coordinator	Sh. R K Mishra	All works related to publication/ rectification/ modification etc. of Prospectus and College Magazine
		Asstt. Coordinator	Sh. J P Pandey	Do
17	NCC	Officers	Sh. Palvinder Singh (Boy's) Ms.Corina Mum Norbu	All works related to NCC unit of RGGP
			Mrs. R Gogoi (Girl's)	Do
18	Institute' s website	In- Charge	Sh. P Tatang	All works related to updating, up-gradation, modification, incorporation & deletion of information in college website and maintenance