



# STUDENT MANUAL 2020-21

## **Padm. Dr. V. B. Kolte College of Engineering, Malkapur**

(Affiliated to MSBTE, Mumbai, approved by AICTE and DTE, Mumbai Govt. of Maharashtra)

Muktainagar Road, Malkapur, Tal- Malkapur, Dist- Buldana. Maharashtra State Pin 443101 (India)

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# KNOW YOUR INSTITUTE

## About Institute

Lok Sewa Shikshan Bahuuddeshiya Mandal, Malkapur (LSSBM) established in 1961. The Governing body is a group of active and enthusiastic members, with a solitary intention of imparting education to the needy and to facilitate the reach of our educational initiatives to further for the betterment of the region. Padm. Dr. V. B. Kolte College of Engineering & Polytechnic, Malkapur runs (Polytechnic, B.E., and M.E.) and established in 2010. The vision of our group is to carve a niche in imparting quality education to the students and to develop them both personally and professionally to face the challenges of the present world. During this scintillating journey, we can boast of our growth on all fronts by leaps and bounds. We have a total strength of more than 2000 students across various disciplines. At LSSBM Padm. Dr. V. B. Kolte College of Engineering & Polytechnic, Malkapur we commit ourselves to offer innovative study programs so as to build a very dynamic student community.

## COURSE INFORMATION

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<b>Sr. No.</b>	<b>Course</b>	<b>Intake</b>
<b>1</b>	<b>Diploma Mechanical Engineering</b>	<b>60</b>
<b>2</b>	<b>Diploma Electrical Engineering</b>	<b>30</b>
<b>3</b>	<b>Diploma Computer Science &amp; Engineering</b>	<b>30</b>
<b>4</b>	<b>B.E. Mechanical Engineering</b>	<b>60</b>
<b>5</b>	<b>B.E. Civil Engineering</b>	<b>60</b>
<b>6</b>	<b>B.E. Electrical Engineering</b>	<b>60</b>
<b>7</b>	<b>B.E. Computer Science &amp; Engineering</b>	<b>60</b>
<b>8</b>	<b>M.E. Mechanical Engineering</b>	<b>18</b>
<b>9</b>	<b>M.E. Electrical Engineering</b>	<b>24</b>
<b>10</b>	<b>M.E. Computer Science &amp; Engineering</b>	<b>18</b>

Sr. No.	Content	Page No.
1	Vision and Mission	05
2	Working Days, Timings and Schedule	06
3	Attendance	09
4	ID Card	11
5	Dress Code	11
6	Continuous Assessment	12
7	Examination Rules	12
8	Electronic Gadgets	13
9	Industrial Visit	13
10	Important Information to Parents	14
11	Disciplinary Actions	16

**Institute Vision**

To be an organization providing quality education to the masses to bring about a social change in the region by establishing and nurturing the technical and allied institutions to become center of excellence.

**Institute Mission**

**M1:** To nurture and maintain quality environment for academic excellence, research and development of entrepreneurship, through dedicated staff and transparent management for bringing about a social change, through affordable education.

**M2:** To impart holistic training to all students so that they develop right kind of attitude, knowledge & skills which will help them to serve the nation in a better way?

**M3:** To imbibe in the students, basic human values in order to help them, develop individually.

**M4:** To provide education at reasonable expenditure, especially for middle class population.

**M5:** To provide up-to-date and trained professionals to industry who will serve as an entrepreneur and will lead their companies successfully.

## II

# WORKING DAYS, TIMING & SCHEDULE

### Working Days

College working days are from Monday to Saturday

### Time

Monday to Friday 9.00 am to 4.00 pm.

### Schedule

Academic Calendar working for year 2020-21 is followed as per MSBTE Academic calendar.



**MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION**  
(Autonomous) (ISO 9001:2015) (ISO/IEC 27001:2013)  
4<sup>th</sup> Floor, Govt. Polytechnic, Bldg. 49, Kherwadi, Bandra(E), Mumbai-400 051

Tel.No. : 022-62542100/110/188/190 Email: [secretary@msbte.com](mailto:secretary@msbte.com) web: [www.msbte.org.in](http://www.msbte.org.in)

No. MSBTE/D-40/Academic Calendar/B2/2020/0107

Date **08 DEC 2020**

#### Academic Calendar 2020-21

Odd Semester Academic Schedule				
S.N.	Activities	Odd semester (3, 5, 7)	1 <sup>st</sup> semester, 1 <sup>st</sup> Year and Direct 2 <sup>nd</sup> year newly admitted students	Yearly Pattern except 1 <sup>st</sup> Year
1	First Term	17 August 2020 – 30 January 2021	*21 December 2020 – 06 March 2021 *21 December 2020 – 10 June 2021 (For yearly pattern)	17 August 2020 – 10 June 2021
2	# I - Class Test	16 - 18 December, 2020	28 - 30 January, 2021	16 - 18 December, 2020
4	# II - Class Test	18 - 20 January 2021	25 - 27 February, 2021	--
# MCQ based on-line examination mode.				
*Commencement of term as per date specified by Admission authority				
Winter 2020 Exam form filling Schedule				
Odd semester Regular & backlog students, Even Semester backlog students and Yearly pattern backlog students only (Except 1 <sup>st</sup> Semester and Direct 2 <sup>nd</sup> year newly admitted students)				
S.N.	Activities	Filling Examination forms (Normal Fees)	Filling Examination forms (With Regular fees + Late fees of Rs. 200/-)	
1	Candidate fill	05 – 10 January, 2021	12 – 13 January, 2021	
2	Institute fill & Confirmation	05 – 11 January, 2021	12 – 14 January, 2021	
3	RBTE confirmation	13 – 16 January, 2021		
Last date of exam form confirmation by RBTE is 16 <sup>th</sup> January 2021 upto 4:00 PM				
Winter 2020 Examination Schedule				
S.N.	Activities	Odd semester Regular & backlog students, Even Semester backlog students and Yearly pattern backlog students (Except 1 <sup>st</sup> Semester and Direct 2 <sup>nd</sup> year newly admitted students)	1 <sup>st</sup> Semester and Direct 2 <sup>nd</sup> year newly admitted students	
1	Practical Exam HOD confirmation of Mark sheets	08 – 17 February, 2021 On or Before 17 February, 2021	08 – 12 March, 2021 On or Before 12 March, 2021	
2	Theory Exam	24 February – 17 March, 2021	15 – 20 March, 2021	
3	Declaration of Result	1 <sup>st</sup> week of April, 2021		
<b>Note for Odd semester Practical conduction and submission of term work:</b> All affiliated institutes shall conduct the practicals as per the curriculum through on-line demonstration / Videos / Virtual lab. Student shall note down the reading in the observation table, do the required calculations if any, write the result / conclusion and submit the same as term work. Teacher shall evaluate the submitted term work as per MSBTE norms.				

<b>Even Semester Academic Schedule</b>			
S.N.	Activities	Even semester (2, 4, 6, 8)	Yearly Pattern
1	<b>Second Term</b>	22 March – 10 June, 2021	17 August 2020 – 10 June, 2021
2	<b>First Class Test</b>	28 – 30 April, 2021	II Class Test : 28 – 30 April, 2021
3	<b>Second Class Test</b>	02 – 04 June, 2021	III Class Test : 02 – 04 June, 2021
<b>Summer 2021 Exam form filling Schedule</b>			
<b>Even semester Regular &amp; backlog students, Odd Semester backlog students and Yearly pattern Regular &amp; backlog students</b>			
S.N.	Activities	Filling Examination forms (Normal Fees)	Filling Examination forms (With Regular fees + Late fees of Rs. 200/-)
1	Candidate fill	17 – 23 April, 2021	25 – 26 April, 2021
2	Institute fill & Confirmation	17 – 24 April, 2021	25 – 27 April, 2021
3	RBTE Confirmation	27 – 30 April, 2021	
<b>Last date of exam form confirmation by RBTE is 30 April, 2021 upto 4:00 PM</b>			
<b>Summer 2021 Examination Schedule</b>			
S.N.	Activities	Even semester Regular & backlog students, Odd Semester backlog students & Yearly pattern Regular and backlog students	
1	Practical Exam HOD confirmation of Mark sheets	12 – 21 June, 2021 On or Before 21 June, 2021	
2	Theory Exam	24 June – 14 July, 2021	
3	Industrial training for I-scheme students after completion of 4 <sup>th</sup> semester theory exam.	The schedule of industrial training will be communicated by separate circular.	
4	Declaration of Result	1 <sup>st</sup> week of August, 2021	
<b>Start of Academic Session 2021-22 : 09 August, 2021 (Monday)</b>			

<b>Enrollment and Exam form schedule for 1<sup>st</sup> Semester / Year and Direct 2<sup>nd</sup> year newly admitted candidates</b>			
Sr. No.	Activities	Filling Examination forms (Normal Fees)	Filling Examination forms (With Regular fees + Late fees of Rs. 200/-)
1	Candidate fill	**14 – 19 January, 2021	**21 – 22 January, 2021
2	Institute fill & Confirmation	14 – 20 January, 2021	21 – 23 January, 2021
3	RBTE Confirmation	23 – 27 January, 2021	
<b>Last date of exam form confirmation by RBTE is 27 January 2021 upto 4:00 PM</b>			
<b>** Tentative schedule for Enrollment and Exam form.</b>			

**Note:**

1. The academic schedule displayed is tentative it may change by considering prevailing COVID – 19 situation and guidelines / directives from Government if any.
2. Institutes have to take measures to conduct additional instructional days for academic activities if needed.
3. All type of fees & penalties shall be necessarily deposited to regional office of the Board as per the schedule declared by respective RBTE or MSBTE.
4. The institute must ensure that after confirmation of examination forms with late fee / penalty, the question paper requirement is to be submitted immediately to RBTE.
5. All Practical & term work shall be completed with continuous assessment as per curriculum till the end of term.
6. In unavoidable circumstances, the necessary amendment in the schedule of any activity will be notified through separate circular on MSBTE web portal.
7. **The enrollment of the candidate shall remain provisional till the approval of merit list of admitted students from Regional Joint Director of Technical Education.**

  
**(Dr. Mahendra R. Chitlange)**

Secretary,  
M. S. Board of Technical Education, Mumbai

Copy to:

1. Hon. Director, MSBTE, Mumbai – for information.
2. Dy. Secretary, CDC, MSBTE, Mumbai – for information.
3. Dy. Secretary, MSBTE Regional Offices, Mumbai, Pune, Nagpur, Aurangabad for necessary action.
4. Desk Officer D-40, D-42 & D-43 MSBTE, Mumbai - for necessary action.
5. Portal Manager, MSBTE, Mumbai to display on the website.

- Student has to attend at least 75% of the classes
- Parents are informed about their wards attendance by SMS monthly

**LEAVE REGULATIONS**

- All the students should make note of the following leave regulations and are instructed to strictly abide by these rules while availing leave.

**ALL LEAVE LETTERS SHOULD BE SUBMITTED TO THE DEPARTMENT THROUGH CLASS COORDINATOR**

- Absence without leave letters will be viewed seriously

**For Availing One Day Leave:**

- Leave letter should be submitted on the previous day - Leave letter may be signed by the students themselves.

**For Availing Two Days Leave:**

1. Leave letter should be submitted on the previous day itself with the parents' signature.

(Or)

2. Leave letter should be submitted (with the parents' signature) on the first day of the leave availing through any other student.

(Or)

3. Parents should call up the department and inform the respective class co-coordinator regarding the leave matter. For medical treatment, medical documents should be enclosed with the leave letter along with the parent's signature

**For Availing three or More Days leave:**

- For any family function or on medical grounds, parents should come in person and can apply with all Medical documents for availing leave through the respective HOD and class co-coordinator.



**Note to Students:**

- Whenever there are two or more consecutive holidays, students should not take leave before and after the said holidays.
- Students are not allowed to extend their leave along with any festival or long holidays such as Ganesh Festival, Diwali Festival etc.

**Half-a-Day Leave is not allowed.**

**Absence for Class Tests I & II, Skill Test Examinations and Submission before Theory Examinations are strictly not allowed.**

- Mass absence (i.e. more than 15 % of the students) from the class is strictly not permitted.
- All absentees on that day will be considered -One day leave = 2 days leave.

**For Availing Symposium /Cultural OD**

1. Only the students who have participated /won prizes during Intra-department symposium will be allowed to avail OD to participate in the symposium conducted in other colleges/Universities.

2. For Technical events: Prior OD will be given to the students for presenting papers in other colleges only upon furnishing 'acceptance letter

3. For Non-technical / Cultural events: OD will be given, only to the prize winners, after furnishing

Certificates Winner students are motivated by presenting prizes and certificate during Annual Social Gathering.

## IV

## ID CARD

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- ID card is provided to each student with his/her Name, Photo, Address and Blood group printed on it. All the students should wear their ID Cards while they are in the campus.
- Replacement of ID card is done in the office.

**1. If damaged:** Fill the application for replacement of ID card; and submit the form along with a fee of Rs. 50/-for replacement.

**2. Change of Address:** If there is any change in the address or contact number, Report to the office and submit application for replacement of ID card along with the fee of Rs.50/-

**3.** In case of any violation of departmental discipline or disturbance in the class, ID card taken from the student and will be handed over to the student on the same day with proper warning and advice through Class Coordinator / HOD.

**4.** In case of any misbehavior or violation of the college rules, ID cards of the students will be with the Disciplinary committee members till the enquiry is over.

## V

## DRESSCODE

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All the students in the campus should neatly dressed-on all days including during all examinations.

Dress code:

**Boys and Girls : All the boys and girls are expected to wear college uniform blue trouser and formal shirt and navy blue pant.**

## VI

# CONTINUOUS ASSESSMENT

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Continuous assessment is done after every practical and marks are given on same day.

Sessional marks are given on the basis of two class test performance as per MSBTE guidelines.

**Notice:** Student is responsible for academic losses due to absentee.

## VII

# EXAMINATION RULES

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Students should not enter in the exam hall without proper dress code & ID Card.

1. Silence should be maintained in the examination hall.
2. Students should occupy the allotted seats at least 10 minutes before the commencement of all the examinations.
3. For details rules and regulation of examination please refer examination regulation published on MSBTE website ([http://files.msbte.com/msbte\\_files/news/Exam\\_Regulations11.pdf](http://files.msbte.com/msbte_files/news/Exam_Regulations11.pdf))/ website.

For Exam timing refer MSBTE Exam Schedule as displayed on MSBTE Website/ & College Notice Board Time to Time

## VIII

# ELECTRONICS GADGETS

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Use of cell phones, cameras, i Pods, MP3 Players or any other electronic gadgets in the buses and college premises are strictly prohibited.

**College is not be responsible in case of loss of any electronic gadget in College Campus.**

## IX

# INDUSTRIAL VISITS

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Industrial visits are Compulsory for all students.

### **COMMON RULES FOR INDUSTRIAL VISITS:**

- All the students must wear ID cards and come in the regular dress code during the industrial visit.
  - If there is any violation during the industrial visit, driver/staff in- charges has the authority to return the bus to the college immediately.
1. Information about the industrial visit. should be sent to the parents. Undertakings signed by the student and parent should be submitted to the visit In-charge **at least 2 days before the industrial visit.**
  2. Visit should be conducted with prior permission of Principal
  3. Any indiscipline or misbehavior during the industrial visit is viewed very seriously and no further industrial visit is allowed till the end of their course.
  4. There is no exchange of duties by any staff member or the driver allowed, once committed for a particular industrial visit.

5. The staff member should obtain the signature with seal regarding the entry and exit time to and from the industry in the given format.
6. Students are allowed to take cell phones with them for the full day outstation Industrial Visits so that they can inform their parents about the arrival time while coming back from the industry.
7. During the full day of industrial visit, the staff should communicate to the HOD / Manager
  - After the attendance
  - On reaching the industry
  - While leaving the industry
  - At a break
  - On reaching

**IMPORTANT NOTE:**

**Stopping for Shopping, Park, River side, Pool side  
Beach and Sight Seeing Spots are not allowed.**

**X**

## **IMPORTANT INFORMATION TO PARENTS**

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### **About Admission Process:**

- The centralized admission process (CAP) is carried out as per the norms laid by Admission Regulating Authority (ARA) of State Government of Maharashtra.

### **About Fees:**

1. Tuition Fee is charged as per the rules of Fees Regulating Authority (FRA) of State Government of Maharashtra.
2. Fees should be cleared by candidate, time to time as decided at the time of admission.

**About Institute Website:**

All academic, financial, administrative and other relevant information and news related to institute are published on Institute website For more information refer, [www.coemalkapur.ac.in](http://www.coemalkapur.ac.in)

**About Parents Meeting:**

Parents meet is arranged at department level in every semester.

Meeting invitation will be conveyed by phone call or through SMS to parents.

**About Library Facility:**

Library remains open during 8.00 am to 5.00pm every day and in exam period during 8.00am to 6.00pm

Library is attached with separate reading halls for boys and girls.

Book bank scheme is available

**About Internet, Wi-Fi, and CCTV Facility:**

High speed internet is available with Wi-Fi facility in campus.

Surveillance is done through CCTV

**About Canteen Facility:**

Separate and hygienic canteen facility is available in campus with reasonable rates.

**About Remedial classes:**

Remedial classes are conducted for backlog students in every semester.

**About Student Feedback Mechanism:**

- Feedbacks are taken once in a semester to improve academic and administrative quality.
- Suggestion box is available at institute to run student feedback mechanism effectively.

**About Mentoring System:**

- One mentor faculty is deputed to every 20 student.
- Overall progress of student is monitored by deputed mentor faculty.
- Parents are always in touch with mentor for updated information of student.

## Important Links:


- For viewing institute approval,
- For admission information, [www.dtemaharashtra.gov.in](http://www.dtemaharashtra.gov.in)
- For examination schedule, results, rules etc., [www.msbte.com/](http://www.msbte.com/) [sgbau.ac.in](http://sgbau.ac.in)
- For EBC and scholarship details, [www.mahadbtgov.in](http://www.mahadbtgov.in)
- For online anti ragging affidavit, [www.amanmovement.org](http://www.amanmovement.org)

## XI

## DISCIPLINARY ACTIONS

- Senior students should not disturb other students, especially their juniors.
- Students should not quarrel or fight either with their class mates or with the other class students.
- Any damage to the property of the college- identified students /whole class / batch will be given punishment.
- Physical assault, mental harassment or any other activities that are considered as Ragging- Punishment as per the Ragging Rules by AICTE, State Government of Maharashtra and Government of India.
- Use of abusive/unparliamentarily words and misbehavior - 1 Week suspension



  
**Principal,**  
**Pdm. Dr. V. B. Kotte College of**  
**Engineering, MALKAPUR.**  
**Dist. Buldana. (M.S.)**