



College of Engineering and Technology
(A NAAC Accredited Institution)

AKKIKAVU, CHIRAMANANGAD P.O., THRISSUR DT., KERALA - 680604
Ph: 04885-289009, 271121, 271122

www.royalcet.ac.in

STUDENT HANDBOOK & CALENDAR 2021-2022



College of Engineering and Technology
AKKIKAVU, CHIRAMANANGAD P.O., THRISSUR DT., KERALA - 680604
(Approved by AICTE and Affiliated to APJ Abdul Kalam Technological University)
(An ISO 9001 - 2015 Certified Institution)
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COLLEGE OF ENGINEERING AND TECHNOLOGY

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URL : www.royalcet.ac.in

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(An ISO 9001 - 2008 Certified Institution)

(A NAAC Accredited Institution)

Managed by Royal Educational Society & Research Centre



STUDENT HANDBOOK & CALENDAR 2021-2022

Principal : Dr. Devi V.

8714549416

principal@royalcet.ac.in

CEO : Mr. Salim V. P

9946892002

ceo@royalcet.ac.in

Anti - ragging helpline Phone No. : 9048599995

Hand Book Editors

Principal	: Dr. Devi V
HoD Applied Science & Humanities	: Mr. Jacob John
HoD Electrical & Electronics Engineering	: Ms. Amrutha M. Chemmanur
HoD Electronics & Communication Engineering	: Mr. Krishnakumar R
Librarian	: Mr. Sudev K.
Graphic Designer & Website Admin	: Mr. Yasir Moidutty

COMPANIES PROVIDED PLACEMENTS IN VARIOUS DEPARTMENTS

Company Name	Streams
TCS	ALL STREAMS
DATA ANALYTICS COMPANY	CSE
WIPRO	ALL STREAMS
CAPEGEMINI	M. Tech CSE/ECE
POORNAM INFOVISION	B. Tech CS/IT/ECE
IDBI FEDERAL BANK INSURANCE	All Engineering Streams Are Eligible
WIPRO	All Engineering Streams Are Eligible
SUNTEC	B.Tech/M. Tech CSE
HEXAWARE	CSE/IT/ECE
AGILE,dUBAI	BTECH CE/ME
MISTIGO	All Engineering Streams Are Eligible
AMAZON	All Engineering Streams Are Eligible
MUZARIS SOFT TECH	CSE/IT/
High Peak Software.	CS, IT, EC,EEE, AE
Speridian Technologies	CSE/ECE
SRIRAM finance	All Engineering Streams Are Eligible
Federal bank	MTECH
Sutherland	All Engineering Streams Are Eligible
Amazon	All Engineering Streams Are Eligible
Odico Formwork Robotics	M.Tech - CSE/ECE
HCL	B.Tech - CSE/ECE/ME/CE/EE
Sayone	CSE/IT/ME/CE/EE
Neudesic	BTech (IT/CS/EC) 2019
Mazenet	B.Tech/ME/M.Tech-CSE/ECE/EEE/AEI
TATA Motors	B.Tech-Any branch
Cameron-a Schlumberger Company	B.E/B.Tech
Focus Academy for Career Enhancement (FACE)	Mechanical Engineering
KERALAVISION BROADBAND	L1 ENGINEERS
CYBROSIS	All Engineering Streams Are Eligible
ENGLISH EDGE	ECE,CSE
THINKPALM DRIVE	CSE
UST GLOBAL	CSE, EEE, ECE, IT

PERSONAL PROFILE OF THE STUDENT

Name :

Local Address :

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.....

.....

Telephone No. :

Permanent Home Address :

.....

.....

.....

.....

Telephone No. :

Date of Birth :

Admission number : Class : Roll No. :

Blood Group : Height : Weight :

FOR THE USE OF STAFF MEMBERS

Name of Staff :

Department :

Employee Code :

Designation :

Academic year :

Semester & Branch	Subjects Handled
Other Academic & Extracurricular responsibilities	

BOARD OF DIRECTORS

▶ Mr. HUSSAIN MOHAMMED U	PRESIDENT
▶ Mr. SALIM V. P	GENERAL SECRETARY
▶ Mr. K. M. HYDERALI	TREASURER
▶ Mr. MOHAMED ALI C. V	SENIOR VICE PRESIDENT
▶ Mr. ALI C. K	VICE PRESIDENT
▶ Mr. MOIDUNNY N. V	SECRETARY
▶ Mr. V. MUSTHAFA	SECRETARY
▶ Mr. ASHARAF K. M	EXECUTIVE DIRECTOR
▶ Mr. SHAMSUDHEEN V. K	DIRECTOR
▶ Mr. ABDUL KADER V. K	DIRECTOR
▶ Mr. MOHAMED V	DIRECTOR
▶ Ms. LAILA KOYAKUTTY	DIRECTOR

ACADEMIC COUNCIL

Principal	: Dr. Devi V
HoD Computer Science Engineering	: Dr. Arun Anoop M
HoD Artificial Intelligence and Data Science	: Dr. Kiran P.
HoD Civil Engineering,	: Mr. Muthu Kumaran
HoD Applied Science & Humanities	Mr. Jacob John
HoD Electrical & Electronics Engineering	: Ms. Amrutha M. Chemmanur
HoD Electronics & Communication Engineering	: Mr. Krishnakumar R
HoD Mechanical Engineering	: Mr. R. Raisen Joy
Librarian	: Mr. Sudev K.
HoD Physical Education	: Mr. Bijesh P

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1 PROFILE OF RCET

Royal College of Engineering and Technology (RCET) ,(A NAAC Accredited Institution) is an NRI initiative, established in 2003 with a mission to train the youth to be the leaders of tomorrow with apt skills, deep rooted sense of social responsibility, strong ethical values and to provide a global outlook to face the challenges of the changing world. RCET with its vision of making the institution a centre of excellence in the area of Technical Education at par with International standards is having a state-of-the-art infrastructure and serene ambience. The campus located at Akkikavu, the meeting point of Thrissur, Palakkad and Malappuram districts, is 6 km from Kunnankulam and easily accessible by road. The campus environment promises physical, mental, and cultural development of the students and steer them to the path of academic progress.

The campus has commendable aesthetically built buildings, well-furnished class rooms, lecture theatres, laboratories, workshops, library and computer centre that aid the students attain academic excellence. The well-qualified faculty ascertain the timely completion of the syllabi. The RCET encourages the students to participate in quite a number of activities outside and inside the campus such as attending project exhibitions, seminar presentations and industrial training. The campus also provides a platform for cultural recreational and social activities for the holistic development of every individual.

Vision & Mission of RCET

Vision

“To continuously grow as a Resourceful, Outstanding, Youthful, Adaptive institution in the field of engineering and technology, habituating Lifelong learning”

Mission

“To groom the youth into eminent technocrats- with lifelong learning skills to meet future require- ments, deep sense of social responsibility, strong ethical values and a global outlook, to face the challenges of the changing world.”

Quality Policy

We at RCET are committed to provide and continually improve quality service in the field of technical education for the overall development of the students and for transforming the institution as a centre of excellence. This we achieve by providing state of the art facilities for keeping the students abreast with the developments in the field of engineering, by faculty upgradation, by providing opportunities for extracurricular development and by giving placement assistance.

2 ASSOCIATIONS, CLUBS & COMMITTEES

Name of the Associations, Clubs or Committees	Faculty – in – Charge	Contact Details
IQAC	Prof. N. MuthuKumaran	8903214788
IQAC Director	Prof. Amrutha M. Chemmanur	9656265694
Civil Engineers Association	Mr. Sabith K.	8301930972
CSE Engineers Association	Ms. Ihsana Mohammed, AP/CSE	8592809184
ECE Engineers Association	Ms. Najiya Abdulrahiman, AP/ECE	9995486858
EEE Engineers Association	Mr. Praveen K. P., AP/EEE	8891111480
Mechanical Engineers Association	Mr. Sandeep K. A., AP/ME	9961588602
Dean UG	Ms. Amrutha M. Chemmanoor	9656265694
Dean PG	Mr. R. Krishnakumar, HoD/ECE	9895088964
Research & Development Cell	Dr.. Kiran P, AP/EEE	9497463005
Purchase/Store/SAC Committee	Mr. V. P. Salim, CEO	9946892002
Examination Monitoring Committee	Dr. Devi V, Principal	8714549416
Computer Society of India	Ms. Ihsana Muhammed P./CSE	9496963206
ISTE	Ms. Najiya Abdulrahiman, AP/ECE	9995486858
IETE	Ms. Radhika E. R, AP/ECE	7356877926
IEEE	Mr. Yasir Moidutty, AP/ECE	8111929255
IE(I)	Mr. Haridas V. K.	9847202932
Sports Club	Mr. Bijesh, AP/ASH	9995176209
Energy Club	Mr. Haridas V. K., AP/EEE	9847202932
ED, Idea Incubation &		
Industry Institute Interaction Club	Mr. Dinto Thomas	9995024756
Women's Club	Ms. Radhika E. R, AP/ECE	7356877926
Internal Complaints Commission	Ms. Amrutha M Chemmanoor,	9656265694
News Letter and Magazine Club	Ms. Nisha AP/CSE	9497469190
Film and Photography Club	Ms. Shamily Monika, AP/CE	8139831387
Music Club	Mr. Geno John K, AP/ME	8848393339
Staff Club	Mr. Sunil Kumar V. K., Library Asst.	9995064451
Internal Examination Committee	Ms. Prajitha M.V , AP/CSE	9995815895
External Examination		
KTU	Ms. Savitha V., AP/ECE	9656454708
Calicut University	Mr. Dinto Thomas	9995024756
Placement Committee	Mr. Jacob John, HoD/ASH	9497085934
NDLI & Questa Club	Mr. Sudev K.	9497085934

Arts & Craft Club	Mr. Abu K. A, W/S	9446053990
M.TECH Coordinator	Dr. Rasmi A.	9497085934
ISO Internal Audit	Ms. Apsara Panicker. AP/CSE	9497817720
KTU Internal Audit	Ms. Mini Ittoop, AP/CSE	9995635660
Anti Ragging Committee / Discipline Action Committee & Documentation /		
Anti Narcotic Cell	Ms. Amrutha M Chemmanoor	9656265694
Anti Ragging Squad	Mr. Bijeeesh P.	9995176209
Student's Welfare/ Grievances and appeals committee	Mr. Haridas V. K.	9847202932
Timetable Committee	Ms. Shahida K. M., AP/ASH	9946815556
AMS/FMS/Groupmail/ Group SMS co-ordination committee	Ms. Ihsana Muhammed P./CSE	9496963206
Website Updation and Maintainance	Ms. Anitha, Ms. Prajitha, Mr. Yasir Moidutty	
Graphic Designing, Video Editing	Mr. Yasir Moidutty	8111929255
Virtual Lab	Mr. Bineesh K.	9745244504
Facebook/Whatsapp		
Coordination/Updating	Mr. Jacob John, HoD/ASH	9497085934
PTMA Staff Members	Mr. Krishnakumar R	9895088964
Alumini Committee/ Alumini Website/	Mr. Krishnakumar R	9895088964
Maintainance/ Updation	Mr. Haridas	8714549416
Public Relations Committee	Mr. Krishnakumar R	8593050707
Internal Improvement Coordination/ Students Feedback	Ms. Prajitha M.V , AP/CSE	9995815895
Library Advisory Committee Honours, Major/Minor Courses for students,		
Online certification Courses	Dr. Rasmi A, AOP/CSE	9745244504
Student Social Skill Development Forum	Mr. Geno John	9744992346
RACE Committee	Mr. Yusuf K., AP/ME	9645083581
R-SAIL	Mr. Abu K. A, W/S	9446053990
R-REAP	Ms. Shahida K. M, AP/AS& H	9946815556
NSS	Mr. Krishna Kumar R., HoD/ECE	9895088964
Transport Committee	Mr. Abdul Nasar, Transport Officer	9846964092
Hostel/Canteen Committee	Mr. Krishna Kumar R., HoD/ECE	9895088964
IIT Bombay Remote Centre Coordinator	Dr. Rasmi A, AOP/CSE	9745244504
Staff Selection Committee	Mr. V. P. Salim, CEO	9946892002
NBA/NAAC Committee	Dr. Kiran P.	9497463005
Campus Beautification	Mr. Sujith, Site Supervisor	9846788866

IEDC	Mr. Dinto Thomas	9995024756
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Sargachethana	Mr. Sudev K.	9497085934
UHV Cell	Mr. Yusuf K., AP/ME	9645083581
	Ms. Asheera L. AP/AS&H	9895986592
Environmental Forum	Mr. Sankunny T. M.	9447779151
NIRF	Mr. Raisen Joy	9895871123

Note : Students who are interested in joining any of the clubs mentioned above may contact the respective faculty-in- Charge

3 COURSES

3.1 B. Tech.

◆ Artificial Intelligence and Data Science	60 seats
◆ Civil Engineering	60 seats
◆ Computer Science & Engineering	60 seats
◆ Mechanical Engineering	60 seats

3.2 M. Tech.

◆ Computer Science & Engineering	24 seats
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4 ADMISSION

We appreciate your interest in seeking admission to the Engineering Degree programme offered by this College. Engineering studies is about acquiring technical skills and knowledge to solve problems of people and society. At RCET, we are committed in providing you top quality education and acquaint you with most modern and future technologies. The College is continuously expanding both its academic and physical infrastructure with the aim of creating the best learning environment to the students. We have arranged every opportunity for a student to widen and enhance his / her knowledge, skills and potential.

Eligibility for Admission B. Tech.

Admission to the B.Tech. programme, admission policy and procedure shall be decided from time to time by following the guidelines issued by the Government of Kerala and the Government of India and other statutory bodies such as AICTE & APJ Abdul Kalam Technological University.

Eligibility Criteria for Admission in Management Quota

1. **Nationality** : Candidates must be citizens of India.
2. **Age** : Applicants should have completed 17 years of age as on 31st December 2020.
3. **Academic Requirements** : The applicant should have completed Higher Secondary Examination of the Board of Higher Secondary Education of Kerala or an examination recognized equivalent thereto with at least 45% marks in Mathematics, Physics and Chemistry/equivalent subjects put together or equivalent grade. Rounding off the percentage of marks to the nearest whole number is not permitted.

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4. **Entrance Examination** : Candidates should qualify (a minimum of 10 marks each in Paper I and Paper II) in the Engineering Entrance Examination conducted by the Commissioner of Entrance Exams, Govt. of Kerala (KEAM) and should be listed in KEAM Rank List. Candidates qualified in JEE are also eligible for admission in management quota.

Admission Procedure for NRI Students

The Management is entitled to fill up 15% seats in the NRI category (NRI) by admitting qualified students who are dependants of Non Resident Indians. These students are exempted from qualifying in any Entrance Test and can be admitted based on their academic eligibility as stipulated by AICTE, Govt of Kerala and APJ Abdul Kalam Technological University (KTU).

Academic Requirements for NRI Quota : The applicant should have completed Higher Secondary Examination of the Board of Higher Secondary Education of Kerala or an examination recognized equivalent thereto with at least 45% marks in Mathematics, Physics and Chemistry/equivalent subjects put together or equivalent grade. Rounding off the percentage of marks to the nearest whole number is not permitted.

Fees

Fees will be decided by the Government and the Management subject to the approval of Fee Regulatory Committee.

Admission under tuition fee waiver scheme

As per the directions of the AICTE and the Govt. of Kerala, 5% of students in every sanctioned course will be provided tuition fee waiver based on merit.

Every year, Royal Education Society and Research Centre conducts a Scholarship Examination named **CALIDAD ENGINEERS SCHOLARSHIP EXAM** to find young engineers who are eligible to study B. Tech. in a fee waiver scheme. Attractive scholarship schemes are offered for students based on the result of this examination.

Rank	Benefits
1 to 10	100% Tuition Fee Waiver
11 to 20	75% Tuition Fee Waiver
21 to 40	50% Tuition Fee Waiver
41 to 94	25% Tuition Fee Waiver

Royal Education Society and Research Centre also provides scholarships to highly talented students who have shown good academic performance in the higher secondary examinations as well as in engineering entrance examinations. The detailed description of the scholarship is shown below.

Eligibility for Admission - M. Tech

The M.Tech. Degree courses affiliated to A.P.J Abdul Kalam Technological university under the semester scheme of studies comprises of two years (four semesters).

Admission to the M.Tech. programme, admission policy and procedure shall be decided from time to time based on the guidelines issued by the Government of Kerala and the Government of India and other statutory bodies such as AICTE, KTU etc.

Criteria for Admission

1. Candidates must be citizens of India.
2. Candidates should have a minimum of 60% aggregate marks in the Engineering Degree examination. For SC/ST candidates a pass in the Engineering Degree course is sufficient. For SEBC students, a minimum of 45% aggregate marks in the Engineering Degree examination is mandatory.
3. Candidates who have appeared for the final semester examination can also apply, provided he/she has passed all the subjects up to and including the 6th semester exam

5 WORKING HOURS

College working time : 9:00 am - 4:00 pm Monday – Friday, all Saturdays
Except Second & Fourth Saturdays.

College Office / Accounts Department

Working Time : 9:00 am - 4:00 pm Monday – Friday, all Saturdays
except Second & Fourth Saturdays.

Central library working time : 9.00 am - 6.00 pm Monday – Friday, all Saturdays
except Second & Fourth Saturdays.

6 RULES AND REGULATIONS OF THE COLLEGE

1. The college gives utmost priority for discipline. Every student is bound to follow the rules and regulations of the college and maintain discipline.
2. The students are required to wear college Identity Card on all college working days. Failure to wear the college identity card will be treated as misconduct and such students will be barred from entering the campus and class room.
3. Under disciplinary action, the principal is empowered to fine, suspend or even expel a student from the college in the interests of the institution.
4. Students are not permitted to use Mobile Phones inside the college campus.
5. Every Student shall conduct himself / herself in such a way to cause no disturbance to the working of the classes or to fellow students.
6. RAGGING, CONSUMPTION OF ALCOHOL, USAGE OF NARCOTIC DRUGS AND SMOKING ARE STRICTLY PROHIBITED IN THE HOSTEL AND COLLEGE CAMPUS.
7. No function shall be arranged by the students in the hostel or college campus without prior permission from the principal.
8. Writing on walls, pillars, bath rooms, and furniture or black boards is strictly prohibited.
9. Eating snacks / taking lunch inside the class rooms or along corridors are not permitted.
10. The cost of any damage, if caused to college property will be charged to the accounts of the students responsible for the damage in addition to disciplinary action.
11. Students are advised to switch off fans and lights when they leave the class rooms.
12. Furniture in the class rooms should not be moved or displaced.
13. Students are not allowed to attend classes or any college function wearing shorts, dhotis, jeans or T-Shirts.
14. No one will be allowed to whistle, hoot, shout or sing aloud while travelling in the bus. They are also not allowed to throw papers or other articles while travelling.
15. No students shall remain in the hostel during class – hours unless he / she is sick and is permitted to be on leave.
16. Students have to take without fail all the necessary items such as Hall ticket, Admit card, Pen, Pencil, Calculator, Scale, Rubber, etc., to the test / exam hall.

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17. Students will have to sit through the entire period scheduled for the internal tests.
 18. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him / her to write the university examinations.
 19. **BROWSING IS NOT ALLOWED DURING LAB HOURS.** Staff and students are not allowed to misuse the internet facilities.
 20. No one will be allowed to listen to Music from any device inside the college campus.
 21. Internal assessment is part of the evaluation. Please check the marks displayed on the notice board and bring any discrepancy to the notice of the HOD immediately. Change is not possible later.
 22. Attendance will be counted for the participation in co-curricular or extra-curricular activities inside or outside the campus, only if a copy of the participation certificate or a note from the concerned teacher is produced within two days to the group tutor.
 23. Misbehaviour outside the College, affects the reputation of the College, has an impact on the students community. The College reserves the right to take actions and rules that are necessary in the interest of the general student community.
 24. Students are solely responsible for their belongings.
 25. The students are requested to observe all the safety regulations while conducting practicals in the laboratories and the management is not responsible for any physical damage or mishap that might occur on student's negligence.
 26. Student are not permitted to take part in agitations directed against the authority of the Government. Students are not allowed to collect donation or any money collection without prior permission from principal through concerned department Heads.
 27. College fees are to be paid before the registration of semester classes. A late fee is payable after that. If fees are not paid within four weeks after reopening, the name of the student will be removed from the students roll list. Tuition and other fees once paid cannot be refunded. However, refund of caution deposit may be claimed.
 28. The students who wish to leave the College due to any reason will be given TC only after payment of all fees payable for and by clearing any other dues. Such students have to return any scholarship, stipend or financial assistance given by the college authorities.

29. Students are not permitted to participate in any political activities or communal politics inside the campus.

30. Change of permanent address of any student must be notified to the College office. Students should live either with their parents or in the Hostel. In extraordinary cases, students who do not live with their parents or in the College Hostel are required to inform the Principal about the details of their place of residence and details of local guardian.

7 TRAINING AND PLACEMENT CELL

A group of eminent people in placement team is responsible for the placement and training activities of the Royal College Students. It is the place where the students are being analyzed for various shortcomings and lacking with respect to getting the level of healthy employment

It is important to map some of the key competencies in designing the employability of engineering graduates and to serve better for the needs of the organizations. Keeping in mind the existing and expected job opportunities, the responsible team at placement and training cell prepares an intensive interface with regard to leading corporate sectors. For this, categorization of the students is done according to their intellectual abilities and separate grooming and training programs are conducted. Technical sessions and special workshops are organized to overcome inadequacy in terms of soft skills and communication with the aid of industry experts which may comprise of communication and presentation skills leadership & motivation ,group discussions, team building, reasoning, interview skills, resume making, mock interviews etc.

Thus placement team ensures that the students are exposed in to the real global environment atmosphere as RCET is having foreign companies also in its preferred list of campus recruiters

Director

: Mr. Jacob John

Mob No: 9446234325

8 CENTRAL LIBRARY

Central library is fully atomized and books are fully classified according to the Dewey decimal classification scheme. With the help of OPAC (ONLINE PUBLIC ACCESS CATALOGUE) the user can search availability of a particular book. For the easy access of OPAC, a separate computer is set apart. The books are segregated subject wise and arranged in racks, as per the classification scheme for easy retrieval.

No of volumes	:	27877
No of titles	:	7679
No of National/International journals	:	48
General magazines	:	9
DELNET Journals	:	859
Reference Books	:	2699

Code of conduct in the library:

1. Members should not bring their personnel belongings in to the library. Adequate storage facility is provided at the entrance.
2. All the users are required to maintain silence in the library and instructed to follow the library rules and regulations.
3. ID card is compulsory to enter the library
4. Usage of cell phones are not permitted inside the library.
5. Stealing or damaging the property of library or misbehavior with library staff shall be considered as an act of indiscipline.
6. The librarian reserves the right to recall any book issued from the borrower even prior to the due date of return if necessary.
7. On the due date students can renew the book by producing the same to the librarian. If renewed, he/she can keep the book for another 20 days.
8. After due date if a student fail to return or renew the books, existing late fee decided by the library advisory committee will be charged. Absence from college will not be treated as an excuse.
9. If the book issued to a member is lost, the member should replace two fresh copy of the same book. If not he/she must pay twice the present price of the book and an additional fine. In case

of out of print/rare books the worth of the book and the fine will be decided by the library advisory committee

10. For any sort of damaged done to the book issued, librarian can decide the fine which the lendeeds have to pay.
11. While returning a book if there is any sort of tampering with the barcode sticker or spine label liable pasted on the book he/she is liable to pay the existing fine.
12. Reference books, Journals, Newspapers and Magazines should not be taken out.
13. The number of books that can be borrowed for students and loan period is as follows:

Category	No of Books	Loan Period
B. Tech 1 st year	3	20 Days
B. Tech 2 nd & 3 rd Year	4	20 Days
B. Tech 4 th Year	5	20 Days
M. Tech	6	20 Days

9 FACULTY AND OTHER STAFF

STAFF LIST

SI.No.	<u>Name</u>	<u>Designation/</u> <u>Dept.</u>	
ARTIFICIAL INTELLIGENCE & DATA SCIENCE			
1	Dr. Kiran P	Associate Professor & HOD - AD	B.Tech, M.Tech, Ph.D
2	Mr. Yoosaf P P	AP, AD	B.Tech, M.Tech
3	Mr. Yasar Moidutty	AP, AD	B.Tech, M.Tech
4	Ms. Neethu P R	AP, AD	B.Tech, M.Tech
5	Ms. Anjana K R	AP, AD	B.Tech, M.Tech
6	Ms. Sunena Rose M V	AP, AD	B.Tech, M.Tech
CIVIL ENGINEERING			
1	Mr. N Muthukumaran	Associate Professor & HOD - CE	BE, ME, Doing Ph.D
2	Dr. R Sivasamandy	Visiting Professor- CE	B.Sc - Geology M.Sc - Geology Ph.D - Geology
3	Dr. Aswin Kokkat	Visiting Professor- CE	B.Sc - Geology M.Sc - Applied Geology Ph.D - Geology PhD - Water Resources Management
4	Ms. Chinju Vijayan	AP, CE	B.Tech, M.Tech Doing Ph.D

5	Ms. Athira Premkumar	AP, CE	B.Tech, M.Tech
6	Mr. Sabith K	AP, CE	B.Tech, M.Tech
7	Mr. Rahul T S	AP, CE	B.Tech, M.Tech Doing Ph.D
8	Mr. Fawaz N M	AP, CE	B.Tech, M.Tech
9	Mr. Anand T M	AP, CE	B.Tech, M.Tech
10	Ms. Archana Muraleedharan	AP, CE	B.Tech, M.Tech
11	Ms. Anjitha Jose	AP, CE	B.Tech, M.Tech
12	Ms. Chris Ann Johns	AP,CE	B.Tech, M.Tech
13	Ms. Rinu Sara Cherian	AP, CE	B.Tech, M.Tech
14	Ms. Shamily Monikka	AP, CE	B.Tech, M.Tech
15	Ms. Gayathri M N	AP, CE	B.Tech, M.Tech
16	Ms. Vigil Joseph	AP, CE	B.Tech, M.Tech
17	Mr. Chandraknth James	AP, CE	B.Tech, M.Tech
18	Ms. Pavithra A S	AP, CE	B.Tech, M.Tech
COMPUTER SCIENCE & ENGINEERING			
1	Dr. Arun Anoop M.	Associate Professor & HOD	B.Tech, M.Tech Ph.D
2	Dr. Rasmi A	Associate Professor & HOD in Charge- CSE	B.Tech, M.Tech, Ph.D
3	Dr. Valsamma K M	Visiting Professor- CSE	M.Sc- Electronics B.Ed -Physical Science MCA Ph.D - Theoretical

			Non linear Dynamics. Post Doctoral Fellow (NBHM).
4	Ms. Ihsana Muhammed P	AP, CSE	B.Tech, ME
5	Ms. Prajitha M V	AP, CSE	B.Tech, M.Tech
6	Ms. Anitha L	AP, CSE	B.Tech, M.Tech
7	Ms. Mini Ittoop	AP, CSE	Diploma, MBA
8	Ms. Sabitha C B	AP, CSE	B.Tech, M.Tech
9	Ms. Apsara Panicker	AP, CSE	B.Tech, M.Tech
10	Mr. Vijesh K	AP, CSE	B.Tech, M.Tech
11	Ms. Thulasi Mohan	AP, CSE	B.Tech, M.Tech
12	Ms. Lemya Sainudheen	AP, CSE	B.Tech, M.Tech
13	Ms. Nisha S M	AP, CSE	B.Tech, M.Tech
14	Ms. Neethu K	AP, CSE	B.Tech, M.Tech
15	Ms. Anjana N	AP, CSE	B.Tech, M.Tech
16	Ms. Rasha V P	AP, CSE	B.Tech, M.Tech
ELECTRONICS & COMMUNICATION ENGINEERING			
1	Mr. Krishnakumar R	Associate Professor & HOD-ECE	ME, B.Tech
2	Ms. Radhika E R	Assistant Professor, ECE	ME, B.Tech
3	Ms. Vidya P	AP, ECE	B.Tech, M.E, Doing Ph.D

4	Ms. Najiya Abdulrahiman	AP, ECE	M.Tech, B.Tech
5	Mr. Narayanan P P	AP, ECE	M.Des, B.Tech, Doing Ph.D
6	Mr. Pradosh Kumar P	AP, ECE	BE, ME, Doing Ph.D
7	Ms. Savitha Vasudevan	AP, ECE	M.Tech, B.Tech
8	Ms. Rubina K A	AP, ECE	M.Tech, B.Tech
9	Ms. Sreedevi K	AP, ECE	B.Tech, M.Tech
10	Mr. Jomon K Charly	AP, ECE	B.Tech, M.Tech
11	Ms. Fasna K K	AP, ECE	B.Tech, M.Tech
12	Ms. Athira Sankar	AP, ECE	B.Tech, M.Tech
13	Ms. Shefina Ashraf	AP, ECE	AMIE, M.Tech

ELECTRICAL & ELECTRONICS ENGINEERING

1	Dr. Devi V	Principal	B.Tech, M.Tech, Ph.D
2	Ms. Amrutha M. Chemmannur	Associate Professor & HOD, EEE	B.Tech, ME
3	Mr. Haridas V K	AP, EEE	Bsc Engineering
4	Ms. Able Alex	AP, EEE	B.Tech, M.Tech, Doing Ph.D
5	Mr. Dinto Thomas	AP, EEE	B.Tech, M.Tech
6	Ms. Anju Sam	AP, EEE	B.Tech, M.Tech
7	Mr. Praveen K P	AP, EEE	B.Tech, M.Tech
8	Ms. Nisha P R	AP, EEE	B.Tech, M.Tech
9	Ms. Nithya N Menon	AP, EEE	B.Tech, M.Tech

MECHANICAL ENGINEERING			
1	Mr. Raisen joy	AP, ME	BE, ME
2	Mr. Dileepan Balakrishnan	AP, ME	BE, M.Tech
3	Mr. Ajeesh Karippath	AP, ME	B.Tech, M.Tech
4	Mr. Abu K A	Workshop Supdt.	Diploma, B.Tech
5	Mr. Leo A J	AP, ME	BE, M.Tech, Doing Ph.D
6	Mr. Geno John K	AP, ME	B.Tech, M.Tech
7	Mr. K A Sandeep	AP, ME	B.Tech, M.Tech
8	Mr. Sajeesh N	AP, ME	B.Tech, M.Tech
9	Ms. Sruthy Menon	AP, ME	B.Tech, M.Tech
10	Mr. Leo Mathew	AP, ME	B.Tech, M.Tech
APPLIED SCIENCE & HUMANITIES			
1	Mr. Jacob John	Associate Professor & HOD - ASH	B.Sc. Mathematics M.Sc Mathematics B.Ed Mathematics M.Phil Pure Mathematics
2	Ms. Asheera L	AP, ASH	BA Economics MA Economics B.Ed
3	Mr. Fazil Ahammed K	AP, ASH	BSc Physics Msc Physics B.Ed
4	Ms. Shahida K M	AP, ASH	BSc Physics MSc Physics B.Ed Doing Ph.D
5	Ms. Nimisha M	AP, ASH	BSc Statistics Msc Statistics Doing Ph.D
6	Ms. Anu V M	AP, ASH	B.Sc. Mathematics Msc Mathematics
7	Mr. Derin T D	AP, ASH	Bsc. Chemistry Msc. Chemistry M.Phil. Chemistry
8	Ms. Sandhya P S	AP, ASH	Bsc. Mathematics- Msc Mathematics B.Ed, M.Phil, SET

9	Mr. Bineesh K B	AP, ASH	Bsc.Mathematics Msc Mathematics B.Ed, SET
10	Ms. Sreevidya V R	AP, ASH	Bsc.Mathematics Msc Mathematics, B.Ed, SET
11	Ms. Indu C	AP, ASH	MA English Lit. BA English Language & Lit.
12	Ms. Swathi K J	AP, ASH	M.Sc Chemistry B.Sc Chemistry
13	Mr. Vishakh S Nair	AP, ASH	BSc Physics Msc Physics
14	Mr. Bijeeesh P	AP, Phys. Edn.	BPED MPED
15	Mr. Sudev K	Librarian	MLISc BA-Malayalam
16	Ms. Beena Darman	Councillor	MSc.

TECHNICAL STAFF

Sl. No	Name	Designation / Dept.	
1	Ms. Sreeja P V	Lab Instructor, CE	Diploma AMIE M.Sc
2	Ms. Swathy Sagarán	Lab Instructor, CE	Diploma
3	Mr. Siju C C	System Administrator	Diploma
4	Ms. Swathikrishna U S	Asst. System Administrator	Diploma
5	Ms. Sreekutty M S	Lab Instructor, CSE	Diploma
6	Mr. Vishal G Velayudhan	Lab Instructor, CSE	B.Tech
7	Mr. Sam Chungath	Lab Instructor, ECE	B.Sc
8	Ms. Sumangala Sathyan	Lab Instructor, ECE	Diploma
9	Mr. Moosa V M	Lab Instructor, ECE	Diploma
10	Ms. Siji PV	Lab Instructor, EEE	Diploma
11	Ms. Supriya P D	Lab Instructor, EEE	Diploma
12	Mr. Reji K. G.	Lab Instructor, ME	ITI
13	Mr. Sajeesh Kumar	Lab Instructor, ME	ITI
14	Ms. Priya V.P	Lab Instructor, ME	Diploma
15	Mr. Sankunny T M	Lab Instructor, ME	Diploma
16	Mr. Asish Kurian Pulikode	Lab Instructor, ME	Diploma
17	Mr. Sasikumar V K	Lab Instructor, ASH	B.Sc

ADMINISTRATION

Sl. No.	Name	Designation	
1	Ms. Sharmila K P	Administrative Officer	
2	Mr. Byju C. Pappachan	Chief Accountant	

3	Ms. Kamarunisa R. E.	Accounts Assistant	
4	Ms. Keerthika Gopal P V	Accounts Assistant	
5	Ms. Haritha M.	Secretary to Principal	
6	Ms. Rejitha A.	Office Assistant	
7	Ms. Vanaja K	Office Assistant	
8	Ms. Anu U. Bhaskar	Office Assistant	
9	Mr. Chandran P	Store Keeper	
10	Ms. Prasannakumari K	Receptionist	
11	Mr. Sulthan M. A.	Mess Manager	
12	Mr. Sasi T. S.	Attender	
13	Mr. Sarasu C C	Attender	
14	Mr. Manikandan C.	Attender	
15	Ms. Shanija.K.R	Attender	
16	Ms. Shajendran K C	Attender	
	CENTRAL LIBRARY		
17	Mr. Sudev K	Librarian	
18	Mr. Sunil Kumar V. K.	Library Assistant	
19	Ms. Subitha P B	Attender	
	HOSTEL		
20	Ms. Thankamany M N	Matron-Hostel	
21	Ms. Kunjamma K J	Matron-Hostel	

	MAINTENANCE		
22	Mr. Narayanan Pillai R	Chief Plumber	
23	Mr. Sujith C S	Site Supervisor	
24	Mr. Mani P K	Electrician	
25	Mr. Prasanth A. S.	Assistant Plumber	
26	Mr. Kumaran A. P.	Gardener	
27	Mr. Abdul Majeed K M	Asst. Site Supervisor	
28	Mr. Rajeesh K M	Electrician	
29	Mr. Varghese P I	Electrician	
	TRANSPORTATION		
30	Mr. Abdul Nazar A M	Transport Officer	
31	Mr. Shakeer A. S.	Driver	
32	Mr. Shaji K	Driver	
33	Mr. Moidunnykutty P I	Driver	
34	Mr. Mohammad P	Driver	
35	Mr. Vijayan C S	Driver	
36	Mr. Sulaiman V	Driver	
37	Mr. Sreenivasan V K	Driver	
38	Mr. Ibrahimkutty K V	Driver	
39	Mr. Balakrishnan M A	Driver	

40	Mr. Mruthynjayan O S	Driver	
41	Mr. Shamsudheen C K	Driver	
42	Mr. Zakkariya	Driver	
43	Mr. Aravindan A P	Driver	
	SECURITY SECTION		
44	Mr. Saidu A S	Security Supervisor	
45	Mr. Sudhakaran	Security Guard	
46	Mr. P. A. Ramakrishnan	Security Guard	
47	Mr. Sankaran Nair	Security Guard	
48	Mr. Rajendran E.	Security Guard	
49	Mr. Abraham P V	Security Guard	
50	Mr. Moidunny P M	Security Guard	
51	Mr. Ramesh M	Security Guard	
	CLEANING SECTION		
53	Mr. Abdul Khader K. M.	Cleaning Supervisor	
54	Ms. Rukhiya T. H.	Cleaning staff	
55	Ms. Santha P. K.	Cleaning staff	
56	Ms. Minikrishnan	Cleaning staff	
57	Ms. Shakheela U. M.	Cleaning staff	
58	Ms. Sudha T. K.	Cleaning staff	

59	Ms. Ayisha K .P.	Cleaning staff	
60	Ms. Chandrika	Cleaning staff	
61	Ms. Mini M. A.	Cleaning staff	
62	Ms. Usha V. A.	Cleaning staff	
63	Ms. Vilasini M P	Cleaning staff	
64	Ms. Sheeba A A	Cleaning staff	
65	Ms. Subaidha V. A.	Cleaning staff	
66	Ms. Omana K. T.	Cleaning staff	

Division of Information Technology (I.T)

	Name of the Faculty	Designation
1	Ms. Prajitha M. V	Website Admin
2	Ms. Anitha L	Website Admin
3	Mr. Yasir Moidutty	Website Admin, Graphic Designer/ Video Editor
4	Mr. Siju C. C	System Analyst
5	Mr. Sam	Hardware Technician

10 FACILITIES AND AMENITIES

College Buses

Ample transportation facilities are available to cater the needs of the Students and Staff. There are regular trips to Perumbilavu, Kuttippuram, Edappal, Ponnani, B.P Angadi, Kumaranelloor, Kochannoor, Punnayoor, Kuranjhiyoor, Thanneerkode, Kunnamkulam, Anjoor, Vadakkekad, Erangalam, Pazhanji, Thrissur, Paliyekkara, Ollur, Kuriachira, Sakthan Stand, Urakam, Pattikkad, Mannuthy, Cherur, Mundoor, Chenthrapinni, Chavakkad, Mullasser, Vylathoor, Tirur, Valancherry, Alathiyoor, Kootanad, Athani, Kanjani, Ayyanthole, Wadakkanchery, Veliyancode, Pattambi, Puthanpalli, Peringod & Thippilissery. Bus pass is necessary for travelling to special routes. Students are expected to behave decently in the bus. Shouting, howling, singing songs etc should be
RCET Student Handbook & Calendar 2021-2022

avoided. They are expected not to tamper with seats, fittings and accessories of the bus. If any item is damaged or spoiled, the cost of replacement of items will be levied from the students as fine.

College Canteen

Students are expected to take food only from college canteen. Taking unhygienic food from outside outlets or shops are not permitted. Care may be taken not to spill food particles on table and floor. The canteen should not be used as a place for gossip and other leisure activities. Students are expected to leave the canteen as soon as they finish their meals or snacks.

Co-Curricular Activities

For all round development of students, a variety of co-curricular activities are arranged for the students. •Dance • Music • Yoga • Sports • Technical Fests • Arts Fest •Various Club activities

Xerox/Photocopying

Photocopying facility is available in a store near to college library on payment basis.

Students Amenities Cell (SAC)

The SAC offers an extended variety of services to students and staff. It provides note books, records, drawing instruments etc.

Vehicle parking facility for students

As per Kerala Government directive students are not permitted to bring motor vehicles inside the campus. A parking area is provided for students outside the college gate, near the mosque. Students are requested to park their vehicles in that area.

Group Tutors

Two Group Tutors are allotted for each class. Students are expected to meet their Group Tutors regularly and converse their study-related and personal problems to them . The group tutors will update the student records which contain all the relevant data of the students and student's performance is communicated on a regular basis with the parents. Class committee is formed in the beginning of each semester comprising students and faculties to discuss the academics as well as the problems.

Mentors

Mentor is a person who gives a younger or less experienced person help and advice over a period of time. In our college every student is allotted to a faculty as the mentee. The mentor will be

supervising the academic and non-academic activities of the students, and advise them for the improvement of their studies.

Gymnasium

Gymnasium facilities are available for boy students in the hostel.

Sports Facilities

Facility for sports and games are available in the college. Students are expected to make use of these facilities.

11 GENERAL INFORMATION

Registration

At the beginnings of the semester students are supposed to register for their respective courses. They shall clear all the dues payable to the college and hostel before the registration. A candidate who does not register will not be permitted to attend the end semester examinations.

Uniform

College uniform can be purchased from the Students Amenities Center during college working hours. Students are advised to wear their college identity card whenever they are inside the campus. The students should be neatly dressed in accordance to the college dress code and with the approved uniform during the practical classes. For practical classes the students should wear Lab Coats.

Dress Code for Boys:

1. Formal shirt and pants provided by the college.
2. Formal Black belt.
3. Formal well polished black leather shoe with dark shade socks.
4. Jeans and uniform made of denim materials are not permitted.
5. Shirt must be tucked in all the times.
6. Torn, rugged or soiled clothes of any kind should not be worn.
7. The pants should not be frayed at the bottom.
8. The buckles of the belt can be either conventional box frame or plate frame style. End of the belt should not hang down from the belt-loops.
9. Body piercing or tattoos are not acceptable. Wearing of earrings, caps, metal chains, wrist bands and similar accessories are not permitted.
10. Hairstyles are expected to be neat, tidy and sensible. The long hair grown below the collar is not acceptable. Beards and mustaches must be neatly trimmed and well groomed at all times or else clean shaven.

Dress Code for Girls:

1. Formal salwar suit with overcoat issued by the college.
2. Black Shawl/Mafta (optional).
3. Formal Black cut shoe with dark shade socks.
4. Jeans and uniform from denim materials are not permitted.
5. Body piercing or tattoos are not acceptable (ear piercing exempted).
6. Multiple and dangling earrings are not permitted.
7. Hair styles are expected to be neat and tidy and well groomed. All jewelries worn should be simple and modest.

Continuous evaluation & Sessional Marks

Continuous evaluation for internal assessment includes class tests, series exams, model exams, assignments and attendance for each subject in separate.

The class average of the subject is maintained in limits as per university regulations. The normalization procedure specified by university is followed to regularize the marks.

12 ANCILLARIES

Parent, Teacher & Management Association (PTMA)

The Parent, Teacher & Management Association is actively involved in aiding smooth functioning of the college. The objectives of the association are

1. To work for the welfare of the students and the institution and to offer constructive suggestions for the smooth and successful functioning of the college.
2. To promote better participation of the parents in the various programs of the college and to establish better liaison with teachers.

All parents / guardians of the students, members of teaching faculty of the college and management representatives are members of the association. It is compulsory for a parent / guardian of a student to be member of the Parent Teacher Association.

PTMA Executive Committee

Dr. Devi V	Principal	8714549416
Mr. Salim V. P	Management Representative	9946892002
Mr. Moidunny N. V	Management Representative	9846984699
Ms. Sharmila K. P	Vice President	9846621610
Mr. Krishnakumar R	Secretary (faculty)	9895088964
Mr. Ashokan	Member (Parent)	9747530258
Mr. Abdulla V. S	Member (Parent)	
Mr. Bineesh	Member (faculty)	9747038796
Mr. Haridas	Member (faculty)	9847202932

Activities

- PTMA conducts executive meetings once in a month to discuss problems if any related to students.
- Best Student Award for each branch of outgoing batch.
- Contributed fund for Arts Festival and NSS activities.
- Memento distribution for students.
- Contributed fund for cultural events performed by students in Vanithalokam award function conducted by Kairali We channel.

RACE Committee

The demand for technically competent engineering graduates has been growing year after year. However, the employability factor of the students passing out from various colleges and universities is very low. The RCET Management resorted not to happen this with our students. While providing quality technical education, we are also keen to make them Industry relevant and ready to place candidates through a new program Royal Advance Career Education centre (RACE). As a part of this, we have entered into strategic partnerships with Industrial firms, Universities and technology leaders from various areas of specialization. Students have the option to take Diploma and Certificate courses in Instrumentation, Automation, Embedded systems, High end software programming, VLSI Design, Chip level programming etc. We conducted courses like Post Graduate diploma in Industrial Automation (PGDIA), Building Information Modelling (BIM), CCNA, Electrical Utility System Design, HVAC Designing & Drafting and Certified Quality Controller for various departments. At the outset, the students should have overcome their lack in understanding the real - time exposure that's required to be Industry ready Engineer and to work in the global scenario.

The members are:

Mr. Yusuf	: Convenor (AP/ME)
Dr. Rasmi A	: AP/CSE
Mr. Anjana K. R.	: AP/CE
Ms. Radhika K. R.	: AP/ECE
Ms. Anju Sam	: AP/EEE

Alumni Association

Alumni Association of the College was formed in 2011. A web portal, www.alumni.royalcet.ac.in has been launched exclusively for alumni activities.

Different clusters of RCET alumni association are formed in different regions

- 1.Era Emirates Royal alumni at UAE
- 2.RCET alumni at Qatar
- 3.RCET alumni at Bengaluru
- 4.RCET alumni at Chennai

The objectives of the association are:

- To create a platform for Alumni interaction.
- To foster relationships between the alumni and the students.
- To provide a forum to establish link between the alumni, faculty and students.
- To get participation of alumni in the development activities of the college.
- To provide financial help to deserving students depending on the availability of funds.
- To develop Industry Institute Interaction through alumni members.
- To improve placement opportunities for fellow alumni and fresh graduates.

The office bearers of the Alumni Association are as follows,

President	: Dr. Devi V (Principal)
Vice President	: Mr. Mr. Krishnakumar R (HoD/ECE)
Treasurer	: Mr. Raisen Joy (AP/ME)
Secretary	: Ms. Sreedevi K. (AP/ECE)
Joint-Secretary	: Mr. Geno K. John (AP/EEE)

National Service Scheme (NSS)

National Service Scheme has emerged as a powerful and dynamic youth movement in this country. NSS is acting as a catalyst to build up the right type of leadership in an Institution. The main aim of the scheme is to provide opportunities to the teachers and students to gain valuable practical experience through community service. A unit of the NSS cell (Tech.) [unit no.143] is functioning in the college. NSS is acting as a catalyst to build up the right type of leadership in the institution. The main aim of the scheme is to provide opportunities to the students to gain valuable practical experience through community service.

Duties of NSS volunteer

1. To understand the community in which NSS volunteers work.
2. To understand themselves in relation to their community.
3. To identify the needs and problems of the community and involve them in problem solving process.
4. To develop among themselves a sense of social and civic responsibility.
5. To utilize their knowledge in finding practical solution to individual and community problems.

Program Officer	:	Mr. Krishnakumar R
Volunteer Secretary (Male)	:	Mr. Salman
Volunteer Secretary (Female)	:	Ms. Aiswarya

Achievements

Academic Year 2018-2019	:	Special appreciation award Mr. Krishnakumar R., program officer
Academic Year 2018-2019	:	Special appreciation award NSS unit - 143
Academic Year 2016-2017	:	Best Volunteer Award - Ms. Lekshmi Devi – S7 EEE
Academic Year 2015-2016	:	Best Volunteer Award - Mr. Mohammed Muneer C. K - ME
		Best Program Officer - Mr. Krishnakumar R
		Best College Award - RCET
Academic Year 2014-2015	:	Best Volunteer Award - Mr. Vivek P.B – CSE

Women's Club

Royal College of Engineering & Technology "Women's Club" run exclusively by girls for girls. All of its programs are aimed at achieving the dictum of Embodiment, Empowerment and Enhancement of Women.

Objectives:

- To offer awareness programs / Guest Lectures and Workshop for female gender to empower and advance their development as individuals in their own right.
- To organize entertaining & educational activities for development of women.
- Raising awareness about women rights.

Staff in charge : Ms. Savitha Vasudevan (Asst. Professor, ECE) Mob. No. : 9074733372

ISTE Chapter

The Indian Society for Technical Education is a national, professional, non-profit making Society registered under the Societies Registration Act of 1860. The major objective of the ISTE is to assist and contribute in the production and development of top quality professional engineers and technicians needed by the industries and other organizations. It is the largest technical organization in India of this kind.

Royal college of Engineering and Technology is a member of Indian Society of Technical education (ISTE), New Delhi. The chapter has formed a technical committee for organizing various

activities through the chapter in the RCET campus. The technical committee includes representatives from all the departments of RCET.

The Major Objective of the ISTE are:

Providing quality training programs to teachers and administrators of technical institutions to update their knowledge and skills in their fields of activity.

- To assist and contribute in the production and development of top quality professional engineers and technicians needed by the industry and other organizations.
- Providing guidance and training to students to develop better learning skills and personality.

There are around 11 staff members in the chapter having ISTE lifetime membership. The Chapter very actively conducts various activities in the campus.

Staff in charge : Ms. Najiya Abdulrahiman (Asst. Professor, ECE) Mob. No. : 9995486858

Digital Class room

RCET implemented a Digital Classroom, in collaboration with Pearson, one of the Largest Education company. This has opened its vistas to an entirely new world of education where, with the aid of the computer, the Students are transported from mere learning ‘from the talk and chalk method’ to a world of visual appeal and interest. Both the Teachers and Students are empowered and enlightened, as better teaching – learning process is facilitated. The students’ learning is enriched with the added use of graphics, video, self-explanatory diagrams, Concept maps, 3D interactivity, Worksheets, Quizzes, E - books and previous question papers – all of which are regularly updated and it has a long lasting effect on the retention of the students.

IIT Bombay Remote centre

We feel accolade for being a unique private sector under Calicut University serving as a Remote centre to IIT Bombay to enhance the technical skills of students as well as the teaching skills of faculty members in engineering subjects. Events are conducted in college using multi - way visual interaction. Tutorials and labs are conducted by experienced faculties from the college, trained earlier by the expert from IITs.

Discipline / Anti- Ragging Committee

A Discipline / Anti- Ragging Committee are functioning in RCET with the following members:

Anti Ragging Committee/ Discipline Action Committee & Documentation/ Anti Narcotic Cell	Mrs. Amrutha Chemmanur	HOD/EEE - Convener
	Mr. Raisen Joy	HOD/ME
	Mr. Muthu Kumaran	HOD/CE
	Dr. Rasmi A.	HOD/CSE
	Mr. Krishna Kumar R	HOD/ECE
	Ms. Sumangala Sathyan	Member (TS/ECE)
	Mrs. Asheera L	HOD/AS&H (Documentation)
	Mr. Saidu	Security Chief
Members from Local Administration, Police Department, Parents and Students on need and issue based situation.		

Student's Welfare & Grievances Redressal committee

Student grievance cell is functioning in our campus to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

The cell deals with grievances received in writing from the students about any of the following matters.

- 1.Academic matters: Issue mark sheet, TC, conduct certificate etc.
- 2.Financial matters: Due on par various items. from library, hostel etc.
- 3.Other matters: About conditions of sanitation, preparation of food, availability of transport

The student's grievance cell is fully automated in our College. In this context we have introduced Linways Grievance Management System which is now available in Linways AMS. Through this, students can report any issues they face to higher authorities and authorities can take necessary actions against those issues. Also students as well as their parents can check the attendance, Internal assessment marks, Series test marks, assignment marks etc using the Login id provided by the college.

The members are:

Mr. V. K. Haridas	: Convenor (AP/EEE)
Mr. Sabith K	: Member (AP/CE)
Mr. Leo Mathew	: Member (AP/ME)

13 BEHAVIOUR AND DISCIPLINE

1. Students shall not convene any meeting of any nature within the premises without the written permission from the principal.
2. Students shall not stick or distribute any posters, notice etc. which will adversely affect the discipline and smooth functioning of the college.
3. As per the Court order usage of mobile phones inside the campus is strictly prohibited.
4. As per Govt. orders, two wheelers are not permitted inside the campus. Special zone is marked for parking two wheelers.
5. Students shall not remove the furniture or equipments belonging to the college without the permission from the authorities.
6. Students are not expected to loiter in the campus after the commencement of the classes.
7. Students have to be in their classes on time. Late attendance is not permitted.
8. All students are expected to uphold the sanctity and dignity of our institution.
9. Smoking inside the campus is totally prohibited.
10. Ragging is a serious criminal offence. Whoever contravenes the rules against ragging shall be rigorously punished.

14 RCET HOSTELS - RULES AND REGULATIONS

College has their own hostels within the campus where 150 boys and 300 girls can be given accommodation. Hostels are under the control of Warden. Matrons and Resident tutors are appointed to look after the discipline.

Following are the standing rules of Royal College of Engineering and Technology Hostels. Violation of the rules will be treated as gross indiscipline and action will be taken against offenders.

General Rules

1. The hostel committee shall be in charge of the overall administration and control of the hostel.
2. The Warden assisted by the resident Tutor/Matron, is in charge of maintenance of discipline and all matters connected with the regular working of the hostel.
3. The hostel committee reserves the right to refuse admission to any applicant.

-
4. Any student after admission shall on no account leave the hostel without the permission of the warden / Resident Tutor.
 5. Hostel rooms will be allotted to the inmates at the discretion of the warden. Rooms once allotted will not be interchanged in between the academic year.
 6. Inmates of the hostel will be responsible for the safety of the articles supplied to the rooms. They shall not tamper with the electrical installations, sanitary fittings, furniture and other hostel properties. If any damage is done, compensation will be levied from the persons responsible for it.
 7. Inmates are expected to switch off fan and light after use and lock the rooms when they are going out. Extra connection, if any, may be done only with the permission of the resident tutor.
 8. All inmates must be in their rooms before 6.00 PM (ladies) and 7.30 PM (gents) before closure of the hostel gates. Permission should be taken from the resident tutor to move in or out, in case of an emergency.
 9. The Matrons / Supervisor shall take the room attendance of inmates after 7.30 PM in girls and boys hostel.
 10. If any of the inmates leave the hostel without prior permission, the matter will be reported to the Resident Tutor (RT) by Supervisor/ Matrons immediately. The RTs will report to warden for further necessary disciplinary action.
 11. Shouting, reading aloud, singing, playing stereo and such other acts causing disturbance to other inmates inside the hostel must be avoided. Members are not permitted to convene meetings of any sort anywhere in the hostel or its premises. No circular or subscription list shall be taken around.
 12. Smoking and consuming alcoholic drinks in the hostel premises are strictly prohibited. Inmates are not to indulge in fighting and using abusive languages in the premises. Use of crackers and fireworks in the hostel buildings are prohibited.
 13. Visiting hours in the hostel is decided by the warden.
 14. Students staying in the hostel are supposed to pay the Hostel fee on or before 10th of every month.
 15. Students should occupy their own rooms during the study hours (8.30PM to 10.30 PM).

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16. Anything which interferes with student's studies must be avoided at all times. Silence hours will be observed from 10.30 PM to 7.00 AM on all days. No noise of any sort will be permitted during the silence hours. Serious action will be taken on the breach of this rule.
 17. All complaints regarding repairs/maintenance in the Hostels must be entered personally by the students in "Complaint Registers" maintained in the security room.

Girls Hostel Rules

1. Those students who reach home before 6 pm are permitted to leave hostel after working hours.
2. Parents should inform matron as soon as they reach home.
3. Students are not permitted to extend their leave without permission.
4. At least three days before students should submit their out pass request to resident tutor.
5. Those applying for out pass must state the date and time of her intended departure and return as well as the destination, reaching time, parent's/local guardian phone number, student's phone number, and enter all these details in the in-out register maintained in the security room.
6. Students should return their out pass to the matron as soon as they reach hostel.
7. If there is any inconvenience to reach back the hostel as mentioned in their request, it should be informed to the matron.
8. Students can use their mobile phones [Without Camera] from 4:30 - 7:30 pm in the evenings which is to be handed over back to the Resident tutors after use and take them whenever they go home.

Important Phone Numbers of Hostel

Chief Warden (Principal)	: Dr. Devi V	8714549416
Warden	: Mr. Krishnakumar R. (HoD/ECE)	8593050707
Deputy Warden (Boys')	: Mr. Sudev K. (Librarian)	9497085934
Deputy Warden (Girls')	: Ms. Apsara Pancicker. (AP/CSE)	9497276891
Mess Manager	: Mr. Sulthan	7025453548
Girls' Hostel Matron	: Ms. Thankamani	8593010707
Girls' Hostel Matron	: Ms. Kunjamma	8593080707

15 ATTENDANCE AND LEAVE REGULATIONS

Attendance

1. Students should not be absent from the classes without seeking prior permission from the HoD through group tutor.
2. Late comers will be allowed to enter the class room only after getting permission from the Head of the Department.
3. Staff members should take attendance at the beginning of each period. A student who is not in the class room, when the attendance is taken, shall be marked absent for that particular period.
4. Monthly consolidated attendance will be published.
5. The attendance of each student shall be totalled at the end of every month and displayed on the Notice Board.
6. Attendance for series tests / Model exams is compulsory. The students should prepare well and write the tests with involvement.
7. Students must neither leave the station before the holidays nor return late after the re-opening. Infringement of this rule will be seriously viewed and suitable action will be taken

Leave Rules

1. Without prior permission, students are not permitted to take leave.
2. Application stating the reasons for the leave and proper recommendation by the Group Tutor should be submitted to the Head of the Department in the prescribed form available from the SAC.
3. Applications for leave must be submitted in prior. In case of any valid inconvenience in doing so, the application should be submitted within 5 working days from the end of leave period.
4. Leave may be granted only if the sanctioning authority is convinced with the genuinity of reason.
5. When leave is sought for a period exceeding three days on reasons of ill health, the application should be supported by proper Medical Certificate.

Duty Leave Rules

1. The duty leave for the activities organized at the Department / College level can be availed only with the prior permission of Head of the Department / The Principal.
2. The maximum number of duty leaves a student can avail during a semester is limited to 10% of the total working hours inclusive of all the activities conducted.
3. Special sanction for participating in Sports, Games, Zonal Art Fest, Inter Collegiate Technical Fests, Seminars etc can be obtained from the Principal on selective basis which will normally be restricted to the meritorious students.

Duty Leave Record

[illegible]

[illegible]

Student Leave Record

[illegible]

Student Leave Record

[illegible]

B Internal Assessment

Internal Assessment Test Marks

Semester : Number of back papers upto Sem :

Name of the Subject	Series Test 1	Series Test 2	Retest	Assign- ment 1	Assign- ment 2	Subject Teacher

Percentage of Attendance in Current Semester :

Parent/Guardian

Group Tutor

HoD

Internal Assessment Test Marks

Semester: Number of back papers upto Sem :

Name of the Subject	Series Test 1	Series Test 2	Retest	Assign- ment 1	Assign- ment 2	Subject Teacher

Percentage of Attendance in Current Semester :

Parent/Guardian

Group Tutor

HoD

C Disciplinary action if any

Sl. No.	Nature of Complaint received	Recommended Action	Tutor	HoD	Principal

D Achievements

Sl. No.	Achievements	Details	Tutor	HoD	Principal

E Important Days

Important Days	Days
National Youth Day	January 12
Army Day	January 15
National Science Day	February 28
International Women's Day	March 8
International Day for the Elimination of Racial Discrimination	March 21
World Forestry Day	March 21
World Day for Water	March 22
World Health Day	April 7
World Aviation and Cosmonautics Day	April 12
May Day (Workers' Day; International Labor Day)	May 1
World Red Cross Day	May 8
Mothers' Day	May 13
World Telecommunication Day	May 17
Anti-terrorism Day	May 21
National Maritime Day	May 22
Commonwealth Day	May 24
No-Tobacco Day	May 31
World Environment Day	June 5
Poor's Day	June 28
Doctors Day	July 1
World Population Day	July 11
Hiroshima Day	August 6
Nagasaki Day	August 9
Quit India Day	August 9
Independence Day	August 15
National Sports Day	August 29
Teachers' Day	September 5
World Literacy Day	September 8
World Engineer's Day	September 15
Air Force Day	October 8
Post Office Day	October 10
UN Day	October 24
National Solidarity Day	Dec 20

F Important Telephone Numbers

APJ Abdul Kalam Technological University	0471 2598122
Calicut university	0494 2407227
Thrissur District collector	0487 236 1020
Superintendent of police	0487 2361000
DYSP office, Kunnamkulam	04885 226666
Erumapetty police station	04885 262240
KSRTC Bus station, Thrissur	0487 2421842
KSRTC Bus station, Guruvayur	0487 255 6450
Railway station, Thrissur	139, 0487 2423150
Postal office, RSMT.	0487 2423531
Postal office, speed post	0487 2425302