

**SARASWATI EDUCATION SOCIETY'S
YADAVRAO TASGOANKAR COLLEGE OF ENGINEERING AND MANAGEMENT
(YTCEM)**

The Saraswati education Society(SES), a charitable Trust is established in the year 2003. The SES started the Yadavrao Tasgaonkar College of Engineering & Management (YTCEM) in the academic year 2008-09. The College is approved by All India Council for Technical Education (AICTE), New Delhi, recognized by Government of Maharashtra (Director of Technical Education. DTE), and affiliated to University of Mumbai. The Chairman of the Trust, Dr. N.Y.Tasgaonkar himself is renowned doctor and educationalist, He is founder Chairman of Saraswati education Society(SES), which is established in the year 2003 and is known as a leading education group in Maharashtra in very small span of Four years with numbers of institutes such as Engineering, Management, Pharmacy & Diploma, near Mumbai. Under the dynamic leadership of Dr. N.Y.Tasgaonkar, institute is progressing by keeping pace the world. YTCEM is located at Bhivpuri Road Railway Station, near karjat is surrounded with green environment.

❖ PRESIDENT`S MESSAGE:

Time has now come to realize your dream to be in the main stream of your professional career and must be a great feeling to be a part of most prestigious Mumbai University which has a history of more than 150 years. In recent years degree in the technical education like Engineering, Pharmacy, MBA and PGDBM has become the foremost academic qualification for all leading industries. Government and Non – Government sectors. Academicians and industrialists alike have recognized the value of the degree in developing challenges of the rapidly changing business environment.

One of the strength of our campus is the diversity of programs and members background and experiences. The range of functional, professional and vocational skills and knowledge that participants bring to the program allow the lecturing faculty to test the validity of theoretical concept against of rich background of personal and organizational outlooks. The Campus environment and work culture will encourage individuals from all walks of life and from all special and economic backgrounds. To be Engineers, Pharmacist, Managers and other technically – based professionals, can all benefit from the experience at this beautiful campus. Indeed the campus at SES is rooted in the belief that the wider the range of students background and experiences the more it aids the learning process.

In the past you must have conquered many exams and various tests but now you are in your final frontier and I wish you all for all the success and all your dreams to come true.

❖ PRINCIPAL`S MESSAGE :

I am extremely happy to welcome you to Yadavrao Tasgaonkar College of Engineering & Management (YTCEM). YTCEM started in 2008-09 with an objective to provide quality education and excellence

In ever changing field of technical education. Technology is moving at a very fast pace. What was breakthrough yesterday is obsolete today. This has made it imperative that future technocrats must be familiar not only with technical skills but also with the technology of tomorrow. The maximum “survival Of fittest” is more relevant now than ever before. We believe in value based quality education and faculty Members at YTCEM are striving hard for it, so that product of YTCEM is well received by the industry, public and private sector organization and others. I hope young engineers passing from the institute will create difference in Indian and Global scenario.

I expect my students to be sincere, responsible and committed to their work. They should have “**never give up attitude and unquenchable thirst of knowledge**”. I wish Best of Luck to all the students in their endeavors.

- **Students are advised to follow General code of conduct and Rules in College premises:**

1. GENERAL CODE OF CONDUCT :

1. Student should come to college in proper dress
2. SMOKING ON Campus is strictly prohibited.
3. Cell phone should be switched off when student enter in the college premises. They can use the same in the Lunch Break time but outside the Classrooms or Labs.
4. Student should maintain discipline/decent behavior in and outside Campus and think about enhancing the name & image of the institute.
5. Students are not allowed to organize any get-together/function without the permission of Principal/Director/Management.
6. Students are required to display the identity Card given by the institute during the stay in the premises. The security at the Main Gate or any other concern person in this regard will have authority to check I-Card or Personal belonging.

2. ACADEMIC RULES AND DISCIPLINE :

1. All six days (Mon to Fir) are working for students .
2. College timing 9.00 am to 5:00 pm. Extra lecture time will be at 5.00 pm. To 6.00 pm.
3. Students should be follow the Time-Table displayed on Notice Board Theory and Practical /Tutorials.
4. Student should be there in Classroom or Labs as per the Time-Table.
5. Student should maintain silence in the premises during the lecture sessions.
6. No students are allowed to enter or leave the classroom without the permissions of concerned faculty when the lecture session is in progress.
7. 100% Attendance for theory and Practical is Mandatory. However 25% relaxation is there in Theory in case any student is ill or has serious family problems Hershel will not be allowed to appear for Examination if attendance is less than 75%.
8. Term work is continuous process and the practical performed should be completed in all respect and should get it checked in the next term.
9. Attendance for class Test and Preliminary Examination is compulsory.
10. Some day/ sessions will be earmarked for guest lecturers / seminars, workshops or industrial visits. Attendance is Mandatory for the same and every student must write brief report on the topic if lecture delivered/visit of industry.
11. Student council will be formed as per the guidelines to given in the Maharashtra University at Act 1994.

Resorting to unfair means in any Examination is serious. Any such Act will have punishment ranging from cancelation of performance in the examination to rustication from the college as per the rules/ordinance of University of Mumbai.

3. LEAVE RULES:

1. Student are not allowed to take any leave during the term barring circumstance such as medical reason (for self) and unforeseen circumstances in the family.
2. Student must take permission from concern GFM and Head before proceeding on leave

4. LIBRARY RULES:

1. Books from library will be issued to the students only against the library cards
2. Each student will be issue maximum two books at a time for one week (7 Days).
3. Book will be reissuing to the same student one more instants if there is no pending demand.
4. Fine of Rs. 5.00 Per Day will be charge for delay in return of books.
5. Reference Copy will not be issued for home reading. However it will issued for use in the library premises.
6. Book will not be issued for home reading. However it will issued for use in the Library premises.
7. All the Library Books must be returned at the end of term or before last date decided by institute.
8. Maintain silence in the Library /Reading Room.
9. Access to the students in the Library will be given with the permission of Librarian.
10. Journals Periodicals, Technical Magazine will be issued for reading in the Library premises.
11. Access to Digital Library will be given with permission of Librarian.

5. RULES FOR COMPUTER LAB / CENTRE:

1. Each student will be given a Login ID and a Password.
2. Students will be allowed to work in Computer Lab / Centre during their practical hours only Permission of HOD is must if anyone wants to work for extra hours.
3. Visiting Internet sites that are unethical, banned and not use for academic purpose is strictly prohibited.
4. Using E-mail facility for personal purposed, chatting, playing computer games is strictly prohibited.
5. Any student found misusing computer facility will be liable for disciplinary action

6. OFFICE/ADMINISSTRATION GUIDELINES:

1. All the students should get familiarized themselves to office timings and other administrative and examination related matters, for the same it is expected to read notices displayed from time to time.
2. Xerox /Phone (Coin N Box) facility is made available in the Campus itself.
3. For any query / difficulty, they should contact Administration Department / Office.

7. EXAMINATION RULES / ORDINANCES:

1. All the students (Regular / Repeater) should fill up the examination form as per the schedule of University which is displayed on Notice Board.
2. If the attendance of any student is found less than 75% in theory and 100% in Practical's, he/she will not be permitted to appear for Theory/TW/Practical/Oral examination for that semester. for that semester.
3. The Ordinances rules and Regulations regarding passing and ATKT are as per the University of Mumbai.
4. The Ordinances, Rules and Regulation regarding malpractices are as per University of Mumbai. Strict disciplinary action will be taken as per rules of University of Mumbai for any malpractice in examination.

8. DISCIPLINARY PROCEDURE:

1. In the event of any indiscipline / indecent behavior by any student will be liable for disciplinary action.
2. Enquiry committee comprising faculty members of the institute/ trust will investigate the matter Based on the report of the committee the Principle may decide the punishment if the charges are proved.
3. The punishment as a consequence of disciplinary action may be as follows :
4. a. Warning b. Censure c. Fine d. Suspension e. Rustication.

CONCLUDING REMARK:

The above rules are made to ensure smooth functioning of institute and its progress. These rules can be modified from time to time depending on the situation and new developments. Further in any dispute/conflict of opinion etc. as regards interpretation of any of the rules the decision of the Principal shall be final and binding on all.