



Matoshri Shaikshanik Pratishthan's

## RAJIV GANDHI COLLEGE OF ENGINEERING

Recognised by Govt. of Maharashtra, Approved by AICTE & to Savitribai Phule Pune University/MSBTE, Mumbai.  
Vithalnagar, Kokate Vasti, Karjule Harya, (Takali Dhokeshwar) Nagar Kalyan Highway, Tal. Parner, Dist. Ahmednagar, Pin-414304.  
Phone : 8975578687, 8975178687, 7447275353 Visit us at : [www.rgcoe.org](http://www.rgcoe.org) / email : [rajivgandhi.iot@gmail.com](mailto:rajivgandhi.iot@gmail.com)

### Administration:

To provide a trouble-free environment for the overall administration of the institution, various organizational processes should be integrated with ICT based technology friendly accessible

### Biometric Attendance System:

The centralized attendance monitoring system for all the staff of the Institution which is required to ensure error-free, easy access and better management of staff

### Student Admission and Support:

The data well organized and stored in centralized database for further use and should be made available to other when required

### Examination:

Internal Assessment Evaluation:

Course-wise lesson plan, timetable, attendance entry made available.

### Finance and Accounts:

Suitable financial software tool Tally/ERP system is used to handle institution's financial transactions and to maintain accounting information with utmost care. Appropriate security measures are taken for maintaining the confidentiality of the transactions.

### Electronic mode of Communication:

Email/ Phone calls is a common communication method for sharing information with all stakeholders. To transmit documents and other information, the institution must extend email facility to all the departments and staff thereby encouraging reduced paper.



  
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### Website:

Website is one of the technological tools through which the Institution shares its academic profiles with the rest of the world. The website acts as a mirror of the college activities reflecting the information about admission criteria, courses, facilities, departments, faculty information, research activities, placements, alumni information, important notices, etc.

### Library:

Central Library: Institute is having well-equipped spacious Central Library with all the required facilities. Library is having huge collection of learning resources which includes print, digital and online reading material, etc. Library is automated with required digital facilities. Reading room is available with capacity of more than 150 students with required infrastructure for comfortable reading & study. Wi-Fi connectivity is available in the library. Library uses Dewey decimal classification system. Library is updated as per need of courses offered by the Institute. Daily newspapers are also available in the library along with other resources.

### University Examination:

The institution to be equipped with adequate infrastructure to carry out University examination-related work with utmost confidentiality as per the instructions of the University.



  
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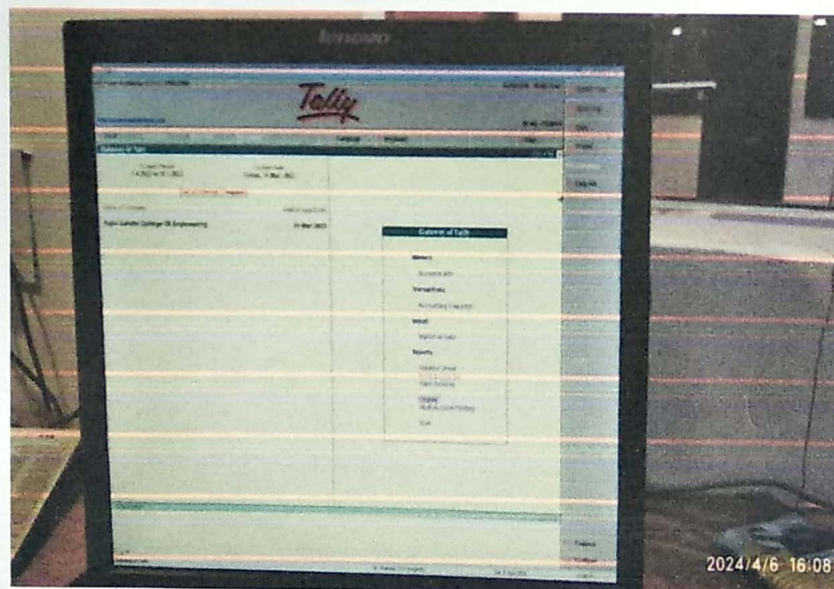
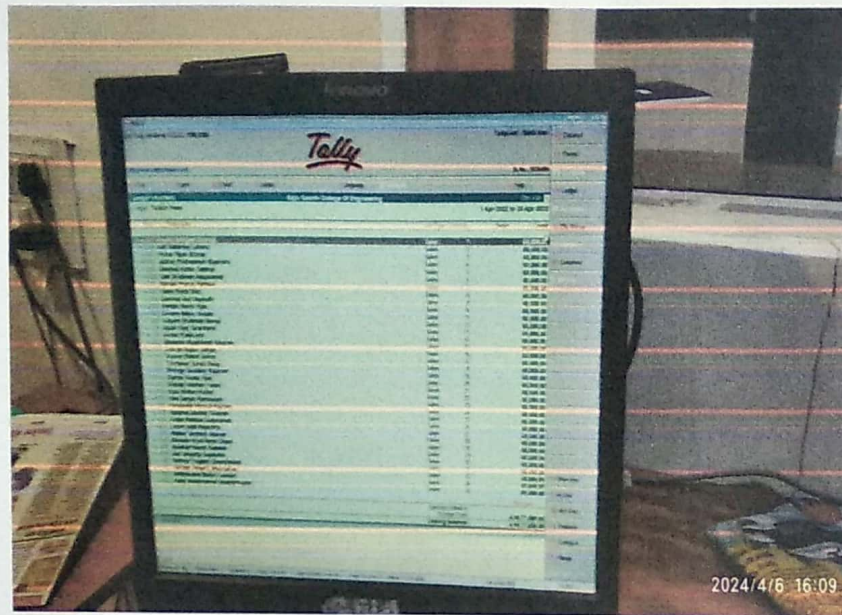
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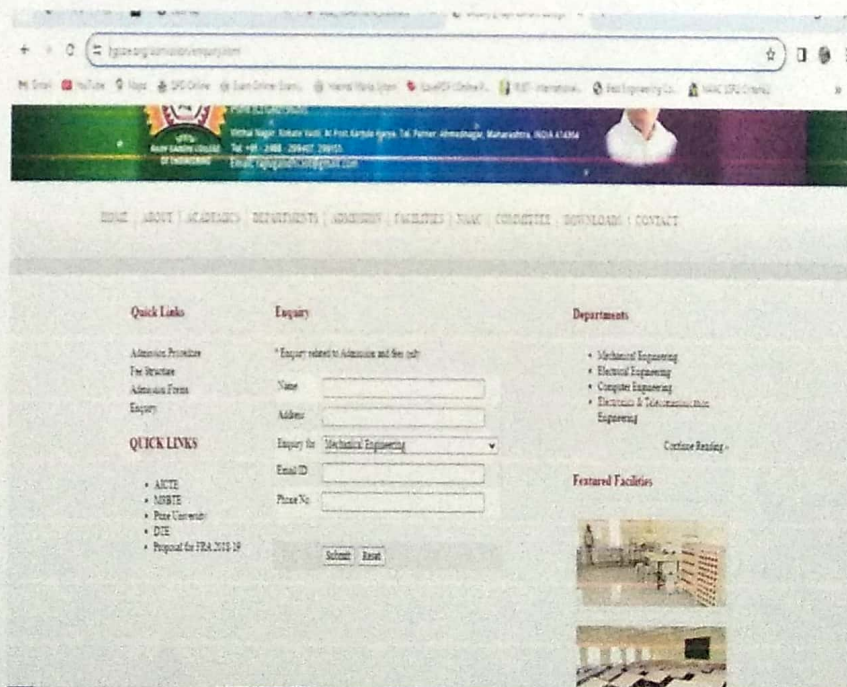
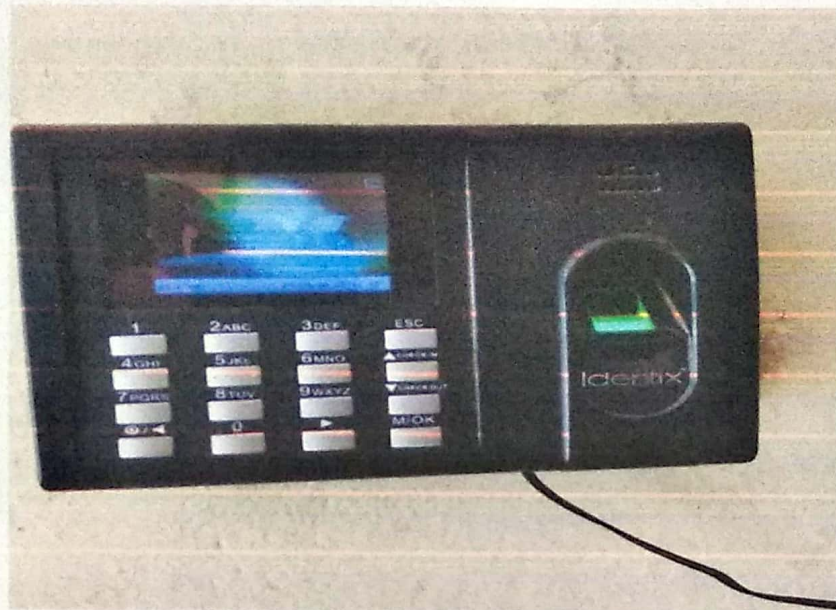




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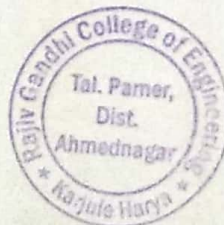
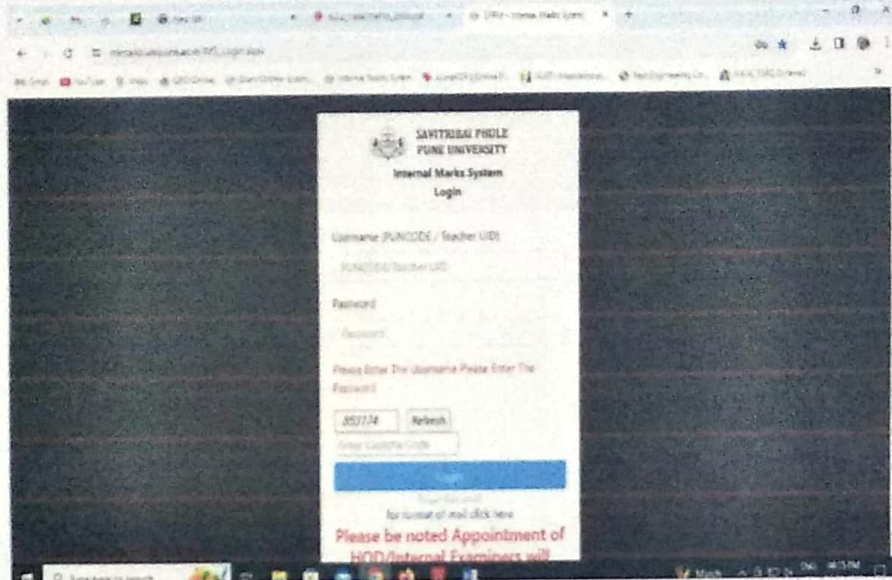




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( TO BE EXHIBITED ON EACH BLOCK )

## University of Pune

# INSTRUCTIONS TO CANDIDATES

### WHILE ENTERING THE EXAMINATION HALL :

1. Make sure that you are not in possession of any material such as books, note-books, scribbled notes which may tempt you to copy OR use as a reminder. Read the instructions given on the answer-book carefully.
2. DO NOT take with you any answer-book or supplement written in or blank while leaving the Examination Hall.



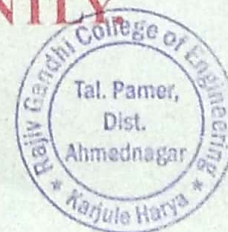
  
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3. **DO NOT** speak OR communicate in any way with any other candidate in the examination hall while the examination is going on.
4. **DO NOT** disobey any instruction/s issued to you by the Senior OR the Junior Supervisor.
5. **DO NOT** behave in a rude OR disobedient manner.
6. **DO NOT** carry Mobile phone in Examination Hall. It is strictly prohibited.

Failure to observe the instruction may result in **EXPELLING** the candidate instantly and **PUNISHING** the misconduct or breach of rules by **EXCLUDING** him from any University or College **EXAMINATION OR COURSE FOR A SPECIFIED PERIOD OR PERMANENTLY.**

P.U.P.-5,000-12-12 (651/exam) [3]



  
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